



City of Wichita Falls City Council Agenda

Notice is hereby given that on June 2, 2026, the City Council of the City of Wichita Falls will hold a regular meeting at 8:30 a.m. at the MPEC, 1000 Fifth Street, Hayley Eye Clinic Seminar Room, for the purpose of considering the following items:

1. Call to Order

2. Invocation

- a) Pastor Christopher Readus, St. Mark's Global Methodist Church

3. Pledge of Allegiance

4. Presentations

- a) Employee of the Month — Paige Lessor, Legal/City Clerk
b) Proclamation - June Elder Abuse Awareness Month, DFPS - Adult Protective Services
c) Proclamation - Code Enforcement Officers Appreciation Week, City of Wichita Falls Code Enforcement Department
d) Presentation - Letter of Recognition of Exceptional Attendance, Javin Torres, Legacy High School

5. Citizen Comments

Citizens may speak on matters not listed on the agenda by signing up before the meeting. Remarks are limited to three minutes, and no deliberation or action may be taken by the Council.

CONSENT AGENDA

6. Approval of Meeting Minutes

- a) City Council Meeting, May 19, 2026

7. Receive Minutes

- a) Board of Adjustment, November 20, 2024
b) Landmark Commission, February 24, 2026
c) Planning & Zoning Commission, April 8, 2026
d) Landmark Commission, April 21, 2026

8. Resolutions

- a) Resolution authorizing the City Manager to execute a professional services agreement with Bundy, Young, Sims, and Potter, Inc. for architectural and engineering services for the renovation of Fire Station 4 at 5514 Castle Dr.
- b) Resolution authorizing the City Manager to sign all documents necessary to award an American Institute of Architects contract to Bundy, Young, Sims & Potter, Inc. for the renovation of Kirby Middle School into a new Police Department Headquarters and Municipal Court Facility located at 1715 TX-11 Loop

REGULAR AGENDA

9. Public Hearings

- a) Public Hearing to receive public comments concerning the proposed PY 2026 Annual Action Plan and to allocate FY 2026 Community Development Block Grant (CDBG) funds in the amount of \$1,225,910, Reallocate \$100,000 in Prior Year CDBG Funding, and \$346,455 in FY 2026-2027 HOME Investment Partnership Program (HOME) funds
- b) Public Hearing on PY 2021 Annual Action Plan Substantial Amendment to Re-allocate \$94,490 in HOME-American Rescue Plan (HOME-ARP) Funding

10. Public Hearings & Ordinances

- a) Conduct a Public Hearing and take action on an ordinance amending the Code of Ordinances, to discuss the proposed text amendments to the Code of Ordinances, Appendix B: Zoning, Ordinances §5600 – Manufactured House and Temporary Use Vehicle Regulations and §6615 – Temporary Uses for the addition of permitted temporary workforce housing, development regulations, and enforcement
 - I. Public Hearing
 - II. Take Action
- b) Conduct a Public Hearing and take action on an ordinance amending the Code of Ordinances, Appendix B: Zoning, Ordinances Section 7500 – Amendment Procedure, Section 5100 – Home Occupations, and Section 7600 – Public Notices Procedures and Fee Schedule to comply with the 89th Texas Legislative Session
 - I. Public Hearing
 - II. Take Action

11. Ordinance

- a) Ordinance making an appropriation to the Special Revenue Fund in the amount of \$10,000 for The Rescue Effect Campaign Grant from the American Society for the Prevention of Cruelty to Animals (ASPCA) for Fiscal Year 2026; authorizing the City Manager, or his designee, to execute all documents necessary to accept said funds

12. Other Council Matters

- a) Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.
- b) Staff Update - Long-term Flood Mitigation Plan

13. Executive Sessions

- a) Executive Session in accordance with Texas Government Code §551.071, consultation with attorney on matters involving pending or contemplated litigation or other matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act (including, but not limited to, update on case 7:25-CV-00111-0-BP).

14. Adjourn

In accordance with the Americans with Disabilities Act, this facility is wheelchair accessible, and accessible parking spaces are available. If you require special accommodations to attend or participate in this meeting, please contact the City Clerk's Office at (940) 761-7409 at least 48 hours prior to the meeting.

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

- 1. A livestream will be shown on the Spectrum/Time Warner Cable Channel 1300
- 2. A livestream will be shown on the City's webpage <http://www.wichitafallstx.gov/994/Council-Meetings-and-Agendas>

CERTIFICATION

I certify that the above notice of meeting was posted on the bulletin board at the Wichita Falls Public Library, Wichita Falls, Texas on the 27th day of May, 2026 at 3:30 o'clock p.m.



City Clerk



**City of Wichita Falls
City Council Meeting Minutes
May 19, 2026**

1. Call to Order

The City Council of the City of Wichita Falls, Texas, met in a regular session on the above date in the Seminar Room at the MPEC with the following members present.

Present: Mayor Tim Short
Councilor At-Large Austin Cobb
Councilor District 1 Whitney Flack
Councilor District 2 Robert Brooks
Councilor District 3 Jeff Browning
Mayor Pro Tem/Councilor District 4 Mike Battaglini
Councilor District 5 Tom Taylor

Absent: None

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

2. Invocation

Pastor Virgil Nesbit, Jr., Antioch Baptist Church, gave the invocation.

3. Pledge of Allegiance

Mayor Short led the Pledge of Allegiance.

4. Presentations

a) Proclamation - Emma Kasza-James Day, Midwestern State University Cycling Team

Mayor Short read a proclamation proclaiming May 19, 2026, Emma Kasza-James and Midwestern State University Cycling Team Day.

b) Presentation - Wichita Falls Citizens' Academy Graduation

Mayor Short recognized the graduates of the Wichita Falls Citizens' Academy and shared a brief video.

5. Citizen Comments

Kevin Hunter expressed concerns about the financial performance of Kickapoo Downtown Airport, citing declining revenues, increased general fund subsidies, and rising salary costs. He questioned the need for the proposed airport study and requested additional transparency regarding airport finances, including unpaid fuel invoices, hangar rental payments, and whether certain tenants receiving City support were current on their obligations. He encouraged the City Council to further review and

address these financial matters.

Steve Garner, speaking on behalf of the Wichita Revitalization Committee, provided an update on the Wichita Revitalization Project and shared that the project continues to move forward with support from the U.S. Army Corps of Engineers. He highlighted several improvements completed at Lake Wichita over the past decade, including public art, fishing and kayak amenities, memorial features, and parking improvements. Mr. Garner expressed optimism that, once federal funding is released, the project could enter a significant new phase within the next 12 to 18 months.

John Richoux expressed concerns about the City's purchase and planned redevelopment of Sikes Senter Mall, citing environmental and structural issues identified in inspection documents, including asbestos, mold, petroleum-related conditions, and potential vapor intrusion. He questioned the long-term financial impact on taxpayers, particularly regarding proposed certificates of obligation and future public funding commitments, and urged the Council to provide greater transparency into redevelopment costs, risks, and projected financial outcomes.

Mark Beauchamp spoke about the City's history of innovation in water reuse during the drought and encouraged the Council to consider using reclaimed effluent water for industrial purposes at the proposed Skybox Data Center site near the Wichita Falls Business Park. He explained that using reclaimed water for cooling systems, irrigation, and construction activities could reduce demand on the City's potable water supply while making productive use of existing infrastructure and resources that are currently lost through discharge and evaporation.

Crystal Washington addressed ongoing flooding concerns affecting the east side of Wichita Falls, particularly in District 2, and urged the Council to place the matter on a future agenda for discussion. She referenced several historic flooding events in the area and expressed concerns about drainage infrastructure, park amenities, and the City's response to flooding. Ms. Washington also advocated for improved recreational facilities and greater investment in east side neighborhoods and parks comparable to those in other areas of the City.

Cathy Dodson expressed concerns regarding proposed City spending and the issuance of certificates of obligation without voter approval. She questioned how much of the proposed funding would be allocated toward addressing flooding issues on the east side of Wichita Falls and voiced concerns about the long-term financial impact of additional debt on future City leadership and taxpayers.

David Coleman congratulated the graduates of the Wichita Falls Citizens Academy and recognized Emma Kazsa-James for her accomplishments. He also announced an upcoming "Ride to Remember" event at Hamilton Park on May 31 to honor local cyclists who have lost their lives, including members of the McBride and Reece families.

Sandra Gross spoke on behalf of the East Project about ongoing cleanup efforts at East Lawn Cemetery and requested continued City support for the community-led project.

She explained that the effort is intended not only to improve and maintain the cemetery grounds, but also to bring community members together and encourage positive discussions and collaboration.

City Manager Jeff Jenkins responded to several citizen comments, including discussion regarding the possible use of reclaimed effluent water for future industrial development near the Wichita Falls Business Park. He stated that staff have previously discussed the concept with developers and will continue to evaluate whether it meets project needs throughout the development process.

Mr. Jenkins also addressed concerns about flooding on the east side of Wichita Falls, noting that both staff and the City Council recognize the importance of improving drainage and flood mitigation. He explained that the City is currently working with a consultant to determine whether a citywide drainage study or a more focused east side study would be most beneficial, and noted that the topic is expected to be presented for discussion at a June City Council meeting.

Consent Agenda

Moved by Councilor Battaglini to approve the Consent Agenda.

The motion was seconded by Councilor Taylor and, with no comments or questions from the public, carried by the following vote:

AYES:	Mayor Short, Councilor Cobb, Councilor Flack, Councilor Brooks, Councilor Browning, Councilor Battaglini, Councilor Taylor
NAYS:	None
ABSTAIN:	None

6. Approval of Meeting Minutes

- a) City Council Meeting, May 5, 2026

7. Receive Minutes

- a) Employee Benefits Trust Board, January 13, 2026
- b) WFMPO Technical Advisory Committee, January 14, 2026
- c) WFMPO Transportation Policy Committee, February 11, 2026
- d) Wichita Falls Park Board, March 26, 2026
- e) Wichita Falls Economic Development Corporation, March 26, 2026
- f) Wichita Falls 4B Sales Tax Corporation (WF4BSTC), April 2, 2026

8. Ordinances

- a) Ordinance 22-2026 authorizing the City Manager or his designee to execute the necessary documents to abandon and close portions of Industrial Drive and Radio Lane, and convey ownership to Westlake Pipe & Fittings Corporation to allow expansion of their manufacturing operations located at 3348 Industrial Drive and 902 Radio Lane for the appraised value of \$116,400

9. Resolutions

- a) Resolution 47-2026 authorizing the City Manager to approve Change Order No. 2 for the 2025 Sewer Budget Utility Improvement Project Phase 1, to Insituform Technologies, LLC, a deduct in the amount of (\$125,805.60)
- b) Resolution 48-2026 authorizing the City Manager to execute the Chapter 380 Economic Development Agreement with Westlake Pipe & Fittings Corporation, for the expansion of manufacturing operations located at 3348 Industrial Drive; and authorizing expenditure of \$116,400 from the funds received from the property sale
- c) Resolution 49-2026 authorizing the City Manager to award a proposal for a unit price contract for the 2026 Water Budget Utility Improvement Project to Insituform Technologies, LLC in the amount of \$2,154,555.20
- d) Resolution 50-2026 approving the programs and expenditures of the Wichita Falls Economic Development Corporation (WFEDC, 4A) by authorizing funding up to \$300,000 to Cobra Kai Flight Academy, LLC dba Aerospace N3xt, LLC, to assist in facilitating initial pilot training for the United States Air Force at Kickapoo Airport in Wichita Falls
- e) Resolution 51-2026 approving the programs and expenditures of the Wichita Falls Type B Sales Tax Corporation (4B) by authorizing funding up to \$360,000 to Miniature Wonders to support their planned destination and tourism project in Kiwanis Park
- f) Resolution 52-2026 authorizing an agreement between the City of Wichita Falls and HDR Engineering, Inc. to conduct an Economic Study at Kickapoo Downtown Airport, located at 4515 Old Jacksboro Highway, in an amount not to exceed \$192,779

Regular Agenda

10. Ordinances

- a) Ordinance 23-2026 Authorizing the Issuance and Sale of City of Wichita Falls, Texas Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2026; Establishing Procedures and Delegating Authority for the Sale and

Delivery of the Certificates, Providing an Effective Date, and Enacting Other Provisions Relating to the Subject

Stephen Calvert presented an overview of the proposed issuance of Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2026, to fund public safety, infrastructure, and quality-of-life projects, including renovation of Kirby Middle School into a new police headquarters and municipal court facility, renovations to Fire Station No. 4, improvements to The Falls, and completion of the Circle Trail. He stated the certificates would be issued in an amount not to exceed \$26.9 million with a 20-year repayment term, supported by reserve funds, community support, and assistance from the Wichita Falls 4B Sales Tax Corporation. Mr. Calvert also noted the City's recent "AA" bond rating and emphasized that the issuance would not require an increase in the property tax rate.

Mayor Short asked how the City of Wichita Falls' current debt compares with that of other similarly sized cities and requested additional context regarding the City's financial position as it considers the proposed certificates of obligation.

Stephen Calvert stated that Wichita Falls carries significantly less debt than comparable cities and that the City's current debt burden remains very low. He explained that the proposed certificates of obligation would allow the City to invest in long-term community projects while maintaining comparatively low debt levels.

Mayor Short noted that certain projects funded through the Wichita Falls 4B Sales Tax Corporation are nearing completion or existing debt obligations are being paid off, allowing those funds to be redirected toward the proposed projects included in the certificates of obligation package.

Mr. Calvert confirmed that debt obligations from projects financed 10 to 20 years ago are expiring, freeing funding capacity for new projects. He stated that prior debt supported similar public safety and quality-of-life initiatives.

Councilor Battaglino referenced the work of the Public Safety Facilities Committee and stated that early estimates for new public safety facilities ranged from approximately \$100 million to \$120 million. He noted that the current proposal provides a significantly more cost-effective solution by repurposing Kirby Middle School into a new police headquarters and municipal court facility.

Assistant City Manager Blake Jurecek agreed with Councilor Battaglino's comments and acknowledged that the adaptive reuse approach offers significant savings compared to constructing new public safety facilities.

Mr. Richoux asked about the total repayment cost associated with the proposed certificates of obligation, including principal, interest, issuance costs, professional fees, and underwriting expenses.

Mr. Calvert responded that total debt service over the 20-year repayment period is projected at approximately \$40,787,655.57.

Mr. Richoux also questioned why the City chose to use certificates of obligation rather than pursuing voter-approved bond financing, stating that the projects did not constitute emergency needs.

Mr. Calvert stated that the certificates of obligation process is authorized by state law and allows the City to proceed with projects more quickly than a bond election process. He further explained that the City has significant designated reserves and will continue seeking community support and donations for the projects. Mr. Calvert also stated that the proposed borrowing level is relatively modest when compared to larger long-term obligations.

Mayor Short stated that funding support from the Wichita Falls 4B Sales Tax Corporation would not reduce the organization's ability to fund future projects because existing debt obligations are being paid off and expiring. He also emphasized that the proposed certificates of obligation would not require an increase in the City's property tax rate.

Mr. Calvert confirmed that the proposed financing would remain within the City's current property tax rate structure.

Mr. Richoux then asked what the City's property tax rate would be if the certificates of obligation were not issued, noting that existing debt obligations are expiring and suggesting that the tax rate could potentially decrease without the new debt issuance.

Mr. Calvert responded that he did not have the specific calculation available at that time, but stated that the information could be provided later as a follow-up.

Ronald, a Wichita Falls resident, questioned how the proposed certificates of obligation projects would benefit the east side of Wichita Falls and whether the projects should take priority over flooding and drainage concerns.

Mayor Short responded that the projects, including the police headquarters and Circle Trail, would benefit the entire community.

Ms. Washington expressed concern that the flooding issues on the east side were not being treated with the same urgency as the proposed projects.

Mr. Jenkins explained that the City is currently working with consultants to identify appropriate drainage solutions and stated that additional studies are needed before specific drainage projects can move forward.

Madeline Chappelle expressed concerns that City funding and proposed projects are not adequately benefiting the east side of Wichita Falls. She discussed challenges facing the Youth Opportunity Center, ongoing flooding, and infrastructure concerns, as well as the need for greater investment in youth programs, community resources, and east side neighborhoods.

Cathy Dodson expressed frustration regarding longstanding flooding issues on the east

side of Wichita Falls, stating that residents have raised concerns for decades without adequate resolution. She questioned the prioritization of funding for projects such as recreational improvements while drainage and flooding problems affecting east side neighborhoods remain unresolved.

Stacy, a lifelong resident and business owner with ties to the east side of Wichita Falls, shared concerns regarding the condition of east side properties, maintenance issues, and challenges she experienced when seeking TIF grant assistance for business improvements. She expressed disappointment over perceived disparities in support and upkeep compared to other areas of the city and encouraged greater attention to revitalization and maintenance efforts on the east side.

Councilor Brooks spoke about the need for greater investment and attention to the east side of Wichita Falls, emphasizing the importance of addressing longstanding concerns and creating opportunities for the entire community. He encouraged City leadership to work together to make meaningful improvements across all areas of the city and expressed support for efforts to revitalize, ensure accountability, and promote community inclusion.

Councilor Battaglino acknowledged concerns about longstanding flooding issues on the east side of Wichita Falls and stated that the drainage study would be placed on a June City Council agenda for discussion.

Mr. Jenkins confirmed that the City is working with a consultant to evaluate drainage concerns and expects to present an update and next steps at a June meeting. He emphasized that the City recognizes east side flooding as a top priority while also explaining that investments in projects such as The Falls are intended to support tourism, economic development, and future revenue growth to help fund infrastructure improvements, parks, and drainage projects throughout the community.

Councilor Taylor acknowledged concerns about east-side flooding and stated that the City and Council need to do a better job of identifying priorities, communicating plans, and being transparent with the public about proposed drainage solutions. He emphasized the importance of developing a clear plan after completing the drainage assessment, publicly tracking progress, and taking timely action and making funding commitments. Councilor Taylor also stated that improvements benefiting the east side benefit the entire city.

Stacy again urged the City to improve maintenance and cleanup efforts on the east side of Wichita Falls, particularly regarding overgrown grass and neglected properties. She expressed concerns that flood zone designations and a lack of investment have made it difficult to attract businesses, financing, and development opportunities to the area, and encouraged the City to take visible action to improve conditions and support revitalization efforts.

Mr. Richoux expressed concerns that investment in projects such as The Falls and the Circle Trail would not address broader issues affecting the east side of Wichita Falls.

He argued that visitors attending events such as the Hotter'N Hell Hundred and individuals arriving through Sheppard Air Force Base also see neglected areas of the city, and he encouraged the Council to focus additional attention on improving conditions and infrastructure in those neighborhoods.

Moved by Councilor Cobb to approve Ordinance 23-2026 authorizing the issuance of the city of Wichita Falls, Texas, combination tax and limited surplus revenue certificates of obligation, establishing procedures and delegating authority for the sale and delivery of the certificates, providing an effective date, and enacting other provisions related to the subject.

The motion was seconded by Councilor Battaglini and, with no further comments or questions from the public, carried by the following vote:

AYES:	Mayor Short, Councilor Cobb, Councilor Flack, Councilor Brooks, Councilor Browning, Councilor Battaglini, Councilor Taylor
NAYS:	None
ABSTAIN:	None

11. Resolutions

- a) Public Hearing and take action on a resolution regarding the proposed 2026 Third Year Annual Action Plan of the adopted Five Year 2024-2028 Public Housing Agency (PHA) Plan with a change to the Housing Administrative Plan
 - I. Public Hearing
 - II. Take Action

Mayor Short opened the public hearing at 9:43 a.m.

Fabian Medellin presented a resolution authorizing submission of the City's annual HUD report for the City's five-year housing and community development plan. He explained that the report provides updates on housing and community development activities and includes revisions to the grievance review process for the Housing Choice Voucher Program. Mr. Medellin stated that the City currently has 889 participating families out of 911 allocated vouchers, with approximately 973 individuals or families on the waiting list, and recommended approval of the resolution.

Mayor Short asked whether the proposed changes to the grievance process for the Housing Choice Voucher Program were intended to improve efficiency. Mr. Medellin confirmed that the updates were designed to streamline the process following the addition of a new position within the Development Services Division.

Councilor Battaglini asked how long applicants typically remain on the waiting list and how often the City follows up with applicants to confirm continued interest in the program. Mr. Medellin responded that staff generally contact applicants every 3 months and process intake as vouchers become available.

Mayor Short also asked how HUD determines the number of vouchers allocated to the City. Mr. Medellín explained that allocations are based on census data, including population figures and median household income, and that the program specifically targets low- to moderate-income households.

Mayor Short opened the floor to the public for questions. After no questions or comments were raised, Mayor Short closed the public hearing at 9:48 a.m.

Moved by Councilor Battaglino to approve Resolution 53-2026 regarding the proposed 2026 Third Year Annual Action Plan of the adopted Five Year 2024-2028 Public Housing Agency (PHA) Plan, with a change to the Housing Administrative Plan

The motion was seconded by Councilor Cobb and, with no comments or questions from the public, carried by the following vote:

AYES:	Mayor Short, Councilor Cobb, Councilor Flack, Councilor Brooks, Councilor Browning, Councilor Battaglino, Councilor Taylor
NAYS:	None
ABSTAIN:	None

12. Other Council Matters

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

Councilor Cobb encouraged the public to attend upcoming Memorial Day events, including the ceremony at Wichita County Cemetery at 8:00 a.m. on Monday and activities at Crestview Memorial. He also mentioned picking up flags at Crestview Memorial on Memorial Day and wished everyone a good weekend.

Councilor Brooks thanked everyone who participated in the Whitney cleanup effort and expressed appreciation to community members who have taken a stand for justice and accountability. He emphasized that his concerns are not personal toward law enforcement officers, noting he has many friends who are current and retired officers, but stated that certain issues still need to be addressed. Councilor Brooks encouraged the Mayor and City Council to work together as a team focused on solving problems, making a difference, and avoiding blame or excuses.

Councilor Flack thanked those involved with the Citizens Academy and encouraged residents to consider participating in future sessions. She explained that the program provides valuable insight into how the City operates, including the extensive discussions and processes that take place behind the scenes before matters are presented publicly. Councilor Flack noted that the Citizens Academy is a great opportunity for individuals who may not wish to serve on boards or seek public office but still want to become more informed and engaged in the community. She highlighted the program’s short eight-week format and encouraged residents to sign up and learn more about City departments, leadership, and operations.

Councilor Taylor echoed Councilor Flack’s encouragement for residents to participate in

the Citizens Academy and consider serving on boards and commissions, emphasizing the importance of community involvement. He also thanked everyone who addressed the Council during the meeting, noting that the comments were presented professionally and were appreciated. Councilor Taylor asked for patience as the City works through issues, acknowledging that government processes can move slowly, while assuring the public that efforts will continue to keep progress moving forward.

Councilor Battaglino shared several upcoming community and Memorial Day events. He thanked Shannon Jackson and the East Project Committee for organizing a cleanup at East Lawn Cemetery ahead of Memorial Day, noting the cemetery contains many Wichita Falls residents and veterans. He also highlighted Memorial Day ceremonies at Wichita County Cemetery and Crestview Memorial, including flag placement and removal in honor of veterans. Councilor Battaglino promoted the upcoming Wetter'n Hell event at Castaway Cove, hosted by Southwest Rotary to benefit local nonprofits, and reminded the public about the "Ride to Remember" event at Hamilton Park on May 31. He concluded by wishing Pam Burch a happy birthday in the City Manager's Office and complimenting her dedication and hard work.

Mayor Short recognized Public Works employees Jimmie Cullipher and Randall Braskin for their quick and professional response to a water leak on Primrose, noting that a resident personally contacted him to express appreciation for their work during a stressful situation. He thanked Public Works staff for their often thankless efforts and remarked that the City strives to provide exceptional customer service. He also congratulated HR Director Christi Klyn's daughter, Ella, for earning two silver medals at the state track meet in the 100- and 200-meter events. He thanked everyone who spoke during the meeting, stating that the concerns raised were appreciated and would be addressed, including issues related to mowing. Mayor Short concluded by noting there was no executive session.

13. Executive Sessions

None

14. Adjourn

Mayor Short adjourned the meeting at 9:57 a.m.

PASSED AND APPROVED this 2nd day of June 2026.

Tim Short, Mayor

ATTEST:

Marie Balthrop, TRMC, MMC
City Clerk

MINUTES
BOARD OF ADJUSTMENT

November 20, 2024

PRESENT:

Brady Enlow	◆ Alternate #2
Rick Hernandez	◆ Member
Kerry Maroney	◆ Member
Richard Milhollon	◆ Alternate
David Waddell	◆ Member

James McKechnie, Deputy City Attorney	◆ City Staff
Terry Floyd, Development Services Director	◆ City Staff
Fabian Medellin, ACIP Planning Manager	◆ City Staff
Cedric Hu, Planning Technician	◆ City Staff
Robin Marshall, Admin Assistant	◆ City Staff

ABSENT:

I. CALL TO ORDER

Mr. Kerry Maroney called the meeting to order at 1:31 p.m.

II. ROLL CALL

Mr. Maroney introduced the board of adjustment members.

III. APPOINT NEW CHAIRMAN AND VICE CHAIR

Mr. Maroney asked for nominations for the position of Chairman.

Mr. Maroney made a motion to nominate Rick Hernandez as Chairman.

Mr. David Waddell seconded the motion.

Mr. Maroney asked if there was any public comments or discussion.

There were no comments made from the public.

Mr. Maroney asked Mr. Hernandez if he would accept the nomination as Chairman, and he said he would.

Mr. Maroney took the motion to elect Rick Hernandez as Chairman to vote, and it passed 5-0.

Mr. Maroney turned the meeting over to the newly elected Chairman Hernandez.

Chairman Hernandez opened the floor to nominations for the position of Vice Chair.

Mr. Richard Milhollon made a motion to nominate Kerry Maroney as Vice Chair.
Mr. David Waddell seconded the motion.

Chairman Hernandez asked if there were any public comments, and no comments were made. He then asked Mr. Maroney if he would be willing to accept the position if voted on, and Mr. Maroney said he would.

Chairman Hernandez took the motion to elect Mr. Kerry Maroney as Vice Chair to vote, and it passed 5-0.

IV. MINUTES

Chairman Hernandez asked members if there were any revisions that may be needed to the minutes. No corrections or revisions were made. Mr. Brady Enlow made a motion to approve the minutes from the March 20, 2024 Zoning Board of Adjustment meeting (ZBOA). Mr. David Waddell seconded the motion.

Chairman Hernandez asked for any public comments. There were no comments from the public.

The motion was taken to a vote which passed unanimously, 5-0.

IV. REGULAR AGENDA

Case V24-03 - 4621 Harbor Road

Request for variance to allow for an accessory dwelling unit on a residential lot less than the required minimum lot size of 10,000 square feet

Applicant – Mr. William Hitchcock

Location – 4621 Harbor Road

Mr. Fabian Medellin presented the case and explained that this case is broken down into two parts. The qualifying criteria and the evaluation criteria. Firstly, the board will have to determine whether the request qualifies, before we move on to the evaluation criteria. If the vote for qualification does not meet the four votes (in favor) needed, then the motion dies.

The request from our applicant is to defer, or to deviate from our zoning ordinance Section 65-15, which regulates residential accessory uses. In that section of the ordinance there is a minimum lot size requirement in order to allow for that accessory dwelling unit, which is 10,000 square feet. If a lot is not larger than 10,000 square feet, then it doesn't meet the requirement and will not be allowed the accessory use.

Mr. Hitchcock was trying to pull a permit when he was informed that his lot does not meet the required 10,000 sq. feet.

Mr. Medellin gave information regarding the location of the property and surrounding properties, and then discussed the site plan. It was noted that Mr. Hitchcock met all of

the other zoning requirements for his plans, i.e., setbacks, heights, and lot coverage. His permit would not be approved due to lot size not meeting minimum requirements.

Staff sent out notifications to property owners within the 200-foot radius of the subject site, and only one response was received, which was in favor of the case.

Mr. Medellin mentioned that Mr. Hitchcock told staff the request is to allow for his disabled adult son could live in the unit, so it would be easier for family to care for him.

Mr. Hitchcock would need to show that there are unique circumstances, not by his own doing. The following are the required points for consideration.

1. State special conditions or circumstances which exist which are peculiar to the land, structure, or building, involved and which are not applicable to other land, structures, or building in the same district.

Mr. Medellin stated staff agrees that special conditions and circumstances exist at this property within the district. The current residence was built in 1960's which was twenty some years prior to city ordinances being put in place. At that time, lot size was typically 50 feet by 150 feet, approximately 7,500 square feet in total. (Which is the approximate size of the subject lot.) He added that there are some areas in town that are less than 10,000 square feet in size where that use is allowed, and it does work well within those areas.

2. Demonstrate that the special conditions and circumstances do not result from the actions of the applicant.

Mr. Medellin noted that Mr. Hitchcock did not have anything to do with dividing the land when it was platted, and he did not build the house. That was done by the developer in the sixties. Staff also wants to take into consideration who would be occupying the structure, and we would like to be able to allow those with disabilities independent housing that, in this case, would allow accessible care to be easily available to them.

3. State how a literal interpretation of the provisions of this Ordinance would deprive the applicant of a right commonly enjoyed by other properties in the same district under the terms of this Ordinance.

Mr. Medellin spoke about the ordinances being put in place in the late eighties, and looked at why they would have put the minimum sized lot for an accessory unit at 10,000 square feet. He feels it was done that way to prevent congestion, and to ensure there would be open space on each parcel which would allow for air circulation and prevention of fire hazards. Mr. Hitchcock stated that the lot size being less than 10,000 square feet currently limits the addition of the ADU to his property. Other properties within that same district with lot size over 10,000 square feet do not have that restriction. Lot usage for the subject lot will still be under the 50% lot coverage.

4. State how granting the variance would be in harmony with the objectives of the Ordinance and would not confer upon the applicant any special privilege, which is denied by the Ordinance to other lands, structures, or buildings in the same district. Mr. Medellin informed the Board that Mr. Hitchcock stated that there would be no special privileges, and if the lot size was 2,500 square feet larger then there would be no issues in securing a permit for the ADU. The ADU will be for a disabled adult son, and will not be used for any means of financial gain. Mr. Medellin discussed lot coverage, and stated that the 50% rule is proportionate to your lot, and explained that the bigger your lot size, the more square footage you can add. The flip side to that is the smaller your lot size, the less square footage you can add. He stated he felt there would be no special privileges because that coverage would still be proportionate no matter what size your lot is.

Staff agrees that granting the variance would not confer upon Mr. Hitchcock any special privileges not granted to anyone else in that district, and that all building codes will have to be adhered to.

There were some questions from the Board regarding clarification of the size of the ADU and lot size. Mr. Medellin explained that the total square footage of all structures has to be equal to or less than 50% of the land's total square footage. He also stated with the proposed ADU, the total coverage for the subject lot was around 43%, so it would be under the 50% coverage.

Vice Chair Kerry Maroney moved to approve the qualifying criteria, and Richard Milhollon seconded the motion.

Chairman Hernandez opened the floor to public comment. Mr. Hitchcock made a few comments and asked for their consideration for the case.

There was no further discussion.

Chairman Hernandez took the motion to vote, and it passed with a 5-0 vote.

Mr. Medellin presented the following:

1. The granting of the variance will not be contrary to the public interest.
2. Special conditions exist, other than financial hardship alone, whereby a literal enforcement of the terms of the Ordinance will result in unnecessary hardship to the owner of the land.
3. The variance will not permit an activity upon the land, which is not allowed by the terms of the Zoning Ordinance.
4. The granting of the variance:
 - Is consistent with the intent of this Ordinance;
 - Is in harmony therewith; and
 - Will not be injurious to the neighborhood or detrimental to the public welfare.

Mr. Medellin feels the lot is large enough to still allow for the 50% coverage, there would be no fire concerns, and air circulation would not be hindered. He said staff does recommend the approval of the variance request from Appendix B, Section 6515e at 4621 Harbor Road. To allow for the ADU on the residential lot that is below the minimum 10,000 square foot lot size.


Mr. Kerry Maroney made the motion to approve the variance and Mr. Brady Enlow seconded the motion.

Chairman Hernandez asked if there were any public comments. It was asked if the structure would still have to meet all code requirements, and Mr. Medellin stated that it would have to meet all code requirements.

Chairman Hernandez took the motion to vote, and the motion passed 5-0.

V. ADJOURN

Chairman Hernandez adjourned the Board at 1:57 p.m.




Chairman Hernandez

Kerry Maroney

05/20/26

Date



Fabian Medellin, *Director of Development Services*

5-20-26

Date

**LANDMARK COMMISSION
MINUTES
February 24, 2026**

MEMBERS PRESENT:

Christy Graham	■ Chairperson
Joel Hartmangruber	■ Vice-Chair
JD Dixon	■ Member
Bill Enlow	■ Member
Dr. Dawn Ferrell, Maj. Gen. (retired)	■ Member
Janel Ponder Smith	■ Member
John Yates	■ Member

Monica Aguon, Deputy City Attorney	■ City Staff
Karen Montgomery-Gagné, Principal Planner/HPO	■ City Staff
Angela Lu, Senior Assistant City Attorney	■ City Staff
Robin Marshall, Admin Assistant	■ City Staff

ABSENT:

John Dickinson	■ Member
Whitney Flack	■ Council Liaison

GUESTS:

Will Tucker, (801-805 Ohio)	■ Applicant
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I. Call to Order, Introductions and Welcome:

Chairperson Christy Graham called the meeting to order at 12:00 p.m.
Ms. Graham did introductions of Commission members, and guests attending.

II. Election of Landmark Commission 2026 Chairperson & Vice-Chair.

Mr. Enlow made the motion to re-elect Christy Graham as the 2026 Chairperson, Dr. Ferrell seconded the motion. There were no other nominations.

Chairperson Graham asked if there were any comments from the public, and there were no additional comments. The motion to re-elect Christy Graham as Chairperson was put to vote, and it passed with a vote of 6-0.

Chairperson Graham asked if there were any nominations for vice-chair. Ms. Janel Ponder-Smith motioned to re-elect Mr. Joel Hartmangruber, and Mr. John Yates seconded the motion. With no other nominations, the motion was taken to vote. The motion passed with a vote of 6-0.

(Note: Mr. Joel Hartmangruber joined the meeting, which increased the following item's total number of votes.)

III. Review & Approval of Minutes from: November 18 and December 16, 2025

Chairperson Graham asked the board if there was a motion to approve the minutes of the

November 18, 2025, meeting, and Ms. Ponder-Smith motioned to approve the minutes, Dr. Dawn Ferrell seconded the motion. The motion was taken to vote and passed unanimously 7-0.

After the vote, there was a motion made to approve the December 16, 2025 meeting minutes by Mr. Bill Enlow, Mr. John Yates seconded the motion. This motion was taken to vote, and it passed 7-0.

IV. Action Item: Design Review Case – 801-805 Ohio Ave.

Karen Montgomery-Gagné presented the design review case for a proposed art project on a vacant lot at 805 Ohio. She explained this request would include four storage containers to be stacked (2 x 2) on the lot as the canvas for a downtown art installation and noted the property was in the Depot Square Historic District. The applicant for this item was Mr. Will Tucker with Tucker Resources Inc.

Ms. Montgomery-Gagné gave a brief description of the location being at the corner of 8th Street and Ohio in the core of downtown. There is a building at 801, and a vacant lot that used to be addressed as 805 and 807, but all three parcels are now addressed as 801. She then pointed out that in 2004 Chairperson Graham, her husband, and Mr. Andy Lee submitted the location to the Department of the Interior for a National Register designation, which was approved.

Some of the history of 801 Ohio was outlined, and Ms. Montgomery-Gagné stated that it started out as the Noble Wichita Falls Manufacturing Company. The building at 801 had multiple fires, so there were two or three versions of the building. The U.S. Post office occupied the building, but it is not clear of the dates of occupancy, with dates ranging from 1892 through 1912. In 1908, on the Sanborn maps, there is a notation of it being the Post Office. Through other information, we know that the Post Office relocated to 9th Street in 1913. Staff pointed out that a portion of the building (that was The Route Building) is still remaining and showed pictures of the parking lot behind 801 Ohio. Ms. Montgomery-Gagné cited that 805 & 807 had uses, which ranged from mercantile to different uses, and the final use of 801 was an automotive garage. The board was shown multiple inventory photos of the location and buildings throughout the years. She noted that one of the last uses for the property was the Wichita Falls Police and Fire Museum through 2011. The Wichita County Heritage Society had a major restoration/rehab project at 801 Ohio, with the historic tax credit process. Unfortunately, the organization was not able to continue moving forward with that project, and sold the property to Will Tucker, our applicant.

The building has continued to be well maintained along with key improvements to ensure long-term use, due to Mr. Tucker's efforts, as well as numerous other buildings in our downtown area that he has invested time and resources. Staff referenced photos to point out some features of the building at 801 Ohio, while also showing 805 Ohio where the façade was not sturdy, and at one point became a life, health and safety issue, which had to be addressed with removal of the façade (no building remained). More recent inventory photos were presented to the board that were referenced in 2019 when the Landmark Commission approved windows and along with other improvements for 801 Ohio. In the recent past, Mr. Tucker has had art installations on the vacant site next door at 805 Ohio, but they were temporary, not structural, so no design review was triggered.

Ms. Montgomery-Gagné explained today's proposal would have four containers (2x2) which would be placed on the vacant section of the parcel close to the west property line (along sidewalk). They would be stacked nineteen feet high, and would be steel corrugated containers, as to evoke the period of the railroad era. It was stated that fencing would be used to fill the gap sections between the containers and abutting buildings so people could not go behind the containers. Engineered drawings were provided illustrating the container anchoring systems for safety and stability. These four containers would be the canvas for a new downtown art installation in conjunction with the Wichita Falls Alliance for Arts & Culture.

Mr. Will Tucker came forward and presented a model of a small version of what the art installation would look like. He pointed out to the board members that with this art, you will see a little different view from different places, and it has a sculptural effect. Mr. Tucker considers this installation as homage and a memorial. He also noted that he is developing this project in partnership with Glen Bacus before he passed and the Art Alliance. He gave additional details of the project and explained how and where it would be sitting on the property. He had the board members walk around the model so they could see the different views and better understand the concept. Mr. Tucker referenced the engineered design for the foundation of the containers, which will make it a secure set-up. He informed the Commission that an artist named Fuego has painted multiple, significant murals around town and is the lead artist, using Glen's concept, for the proposed art installation for the containers.

The surface of the containers was discussed, and how the artist would paint on the corrugated surface, and Mr. Tucker said the corrugated surface would not take away from the final effect. He also was asked if the containers would be elevated above the finished grade, and he informed them that they would be ground level sitting on four cement footers to secure the containers, which would be connected with the standard connecting devices that they use on the railroads to strap train cars together. There will be a bit of airspace under them, but there would not be enough space under the containers that people could get underneath. More questions were asked and answered regarding safety issues. Mr. Tucker said people would be able to look at the art from the fence but they couldn't get in the lot or into the containers which will have a secure locking mechanism along with cameras.

Dr. Ferrell asked about the future of the art, and what the condition of it might be in ten years. Will the mural have to be repainted? Mr. Tucker said the art will be sealed with a product that will help maintain it and noted that there will not be direct sun hitting it. He feels the fading should be minimal but added that there will come a day that it will eventually have to be restored, or repainted. Ms. Ponder-Smith also asked about the future of the installation, and inquired, in the case that Mr. Tucker was no longer present or owner, if there were any city ordinances that would uphold the fact that the containers would be sitting here possibly rusting because the person who was so inspired to do this is no longer here to see it, and it starts to become an eyesore. A specific ordinance for this was unknown, but City Attorney Monica Aguon stated that the Commission could make a motion with stipulations regarding what the approval entails. Attorney Aguon stated that if disrepair meets a definition of trash, or debris, there are ordinances in place

for that fundamental issue. She also added, "if the project were to then violate the Landmark approval, then the Chapter 62 under the Code of Ordinances can be used to enforce Landmarks stipulations."

Ms. Montgomery-Gagné pointed out that a precedent for steel containers was set in 2015 in the Depot Square commercial historic district when Mr. Marvin Groves was developing "The Yard" outdoor food court. Staff referenced pictures of 703 Ohio, where Mr. Groves installed a 40x10ft container (to use as a bar), and placed it on the property with visibility from Ohio and 7th Streets. Staff noted that Mr. Groves project was approved by the Landmark Commission.

Ms. Montgomery-Gagné also stated to the board that Mr. Tucker worked with the Landmark Commission and staff, to uphold the design standards. She added they considered the new construction standards, and noted a key element – *new construction should reflect building forms and architectural style historically present* in our Depot District. Mr. Tucker's goal is utilizing that key era of significance, the railroad era of development, which was followed by the oil boom. Steel structures and that type of material is something that would have been common during that era. Another key element is that these containers will not be attached to the historic buildings to the north (801), or to the building to the south (809 Ohio). The containers will be anchored to the ground and to each other, and fencing will fill in the gap. The contemporary style is another key factor that we look at. Ms. Montgomery-Gagné stated the Department of the Interior Standards are similar to the design guidelines, that new work should be differentiated from the old. It should be compatible, but it should be something that you can differentiate. The type of materials with the container as the canvas materials is something that can be clearly differentiated from the historic brick building at 809 & 801. Finally, would this new installation have a negative impact to the overall character of the Depot District? Since these containers/structures are not being attached to the buildings on either side, it reduces the potential to impair the historical integrity of the structure and there is an existing corrugated steel container one block north in the district.

Chairperson Graham asked if there were any comments from the public, there being none, she asked if there were any additional comments from the Commission and the wording to protect the integrity of the downtown area was discussed, in the case that the artwork deteriorates, and/or the containers rust or are in disrepair.

Mr. Hartmangruber moved to approve the design review application at 801-805 Ohio Ave. for the placement of 4 steel corrugated storage containers (anchored; stacked 2 x 2) for a downtown mural art installation project, including gap fencing between the containers and adjacent buildings, with the stipulation that the containers are maintained in good condition and remain structurally sound. Chairperson Graham seconded the motion. Motion passed unanimously 7-0.

[The design application was deemed to comply with the Wichita Falls Design Review Guidelines (Design Review Process; New Construction in Historic Districts) and the Department of the Interior Secretary's Standards for Rehabilitation (New Construction). Furthermore, a precedent was set in 2015 in the Depot Square Historic District, when a converted storage container was authorized for placement in an outdoor food court.]

V. Other Business:

a) Monthly Reports:

Chairperson Graham for the Depot Square HD:

- 3/14 – St. Patrick’s Day Festival
- OG Cellars has moved out of the Holt Hotel; relocated to Century Plaza
- Matilda will be performed at the Wichita Theatre now through March.
- Music Man will run in April at the Wichita Theatre.
- Always Patsy is currently at the Backdoor Theater. This may be their 50th anniversary production.
- March 14th – Youth Improv at the Backdoor Theater.

Ms. Janel Ponder Smith for West Floral Heights HD:

- The brochure was mailed out this week to inform our neighborhood that there are opportunities to be a member of our neighborhood association, but it also reminds residents there are design guidelines that must be followed.
- Planning on putting out about four mail-outs per year so people know who they need to contact for staff and upcoming events.
- Trying to get more of the historic plaques installed on houses.

b) Staff Updates:

Ms. Montgomery-Gagné

- 2908 10th St (carport) – Currently three violations of different sections of Chapter 62. Mr. Rico has until March 2nd to enter a plea of guilty or not guilty.
- White House Ballroom Project – The Commission of Fine Arts recently convened and approved the proposal. The National Capital Planning Commission is having a meeting next week, and they are receiving any public comments regarding the proposal. If you would like to register to speak, you have until 11:00 am Central Time Feb. 25. Staff gave additional details of the planned project.
- Preservation Month Ideas – Trying to increase awareness about preservation in the community. We will be working with the NTX Museum of History, Archives, Heritage Society, County Historical Com, and the Alliance for Arts and Culture. Proclamations planned on the first Tuesday of May, both at City Council and the County Commissioner Court.
- Lunch & Learn Seminar: Friday, April 24th. (Rain date: Friday, May 8th) followed by hands-on marker restoration for National Historic Marker Day.

VI. Adjourn:

Chairperson Graham adjourned the meeting at 1:17 pm and stated the next scheduled meeting would be March 24, 2026, at 12:00 pm.

Christy Graham
 Christy Graham, Chairperson

4-21-2026
 Date

MINUTES
PLANNING & ZONING COMMISSION

April 8, 2026

PRESENT:

Jeremy Woodward
Blake Haney
Doug McCulloch
Alan Sizemore
Lisa Stephens-Musick
Brady Enlow
Michael Grassi
Matt Marrs
Jack Browne
Teresa Rose

- Chairman
- Vice-Chair
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- SAFB Liaison

Paul Menzies, Assistant City Manager

- City Staff

Fabian Medellin, Director of Development Services

- City Staff

Rita Miller, Assistant Director of Development Services

- City Staff

Monica Aguon, Deputy City Attorney

- City Staff

Christal Cates, Neighborhood Revitalization Coordinator Planner II

- City Staff

Robin Marshall, Admin Assistant

- City Staff

ABSENT:

Luz Lerma
Naomi Barron
Councilor Tom Taylor

- Alternate No.1
 - Alternate No.2
 - Council Liaison
-

I. CALL TO ORDER

The meeting was called to order by Chairman Jeremy Woodward at 2:00 p.m.

II. PUBLIC COMMENTS

Chairman Woodward asked if there were any comments from the public for items not on the agenda. With no response, Chairman Woodward closed public comments.

III. APPROVAL OF MINUTES

Chairman Woodward called for a motion to adopt the March 11, 2026, minutes. Commissioner Matt Marrs made a motion to approve the minutes as presented and Commissioner Jack Browne seconded the motion.

Chairman Woodward opened comments to the public, and there were no additional comments or discussion by the Commission.

Chairman Woodward took the motion to vote, and the motion passed unanimously with a vote of 9-0 in favor.

IV. CONSENT AGENDA

P26-16 – Martin Addition, Lot 1, Block 2

Chairman Woodward asked if anything needs to be brought down to the regular agenda, and Director Fabian Medellin stated there was not. Commissioner Jack Browne made the motion to approve the consent agenda and Commissioner Matt Marrs seconded the motion. With no comments from the public or the Commission, a vote was taken, and the motion passed with a vote of 9-0.

V. REGULAR AGENDA

Commissioner Woodward opened the Public Hearing at 2:02pm.

1. R 26-03 2100 & 2226 Airport Drive & 3601 Central Freeway – PUD

Consider taking to rezone 2100 & 2226 Airport Drive and 3601 Central Freeway (+/- 95.82 Acres of Land from the T. Currey Survey, Abstract – 344 and +/- 21.11 Acres of Land from the R. Brown Survey, Abstract – 522) from General Commercial (GC), Multi-Family Residential (MFR), and Light Industrial (LI) to a Planned Unit Development – Commercial Use (PUD-CU) zoning district to allow for the special use of a data center.

Applicant: Joe Bloodworth

Director Fabian Medellin presented the case and noted that this item was previously presented in a slightly different form in February. At that time the Applicant was seeking a rezone of 116 acres from three different zoning districts to one. At that time, they were seeking conversion to a light industrial district to allow for a data center. That action was approved by this commission and presented to the City Council. However, at that City Council meeting, it was tabled due to some concerns regarding mitigation efforts and potential uses not in line with the requested use for a data center, particularly cryptocurrency mining. During that time period in between City Council meetings, the applicant withdrew their petition. Since then, they have met with staff and have resubmitted a rezone. This petition is for a Planned Unit Development, which is slightly different from your typical base layer zoning changes. This uniquely crafted regulation, by the applicants' request

and our recommendation, self-regulates a lot of those concerns presented to City Council, with regard to impacts to adjacent properties and those alternate uses allowed under light industrial zoning.

Director Medellin identified the tract of land and showed maps and slide showing the location and surrounding areas. The property is just north of Airport Drive just between Spur 325 and I-44, and the land is completely undeveloped right now. There is a railroad line along the northeast side, and there is a manufactured home park and church on the south side of Airport Drive. Just to the west is the vacant former call center, as well as some industrial supplies dealers. To the north is some additional vacant land. Additionally, to the northeast are some self-storage mini warehouse uses as well as an apartment complex. He showed the zoning boundaries and districts as they lay today and pointed out that there are three different districts: Light Industrial, which borders the railroad on the northeast; General Commercial, which borders the frontage of Airport Drive; and then just tucked behind that is the Multi-Family Residential Zoning district.

Views of the subject property were shown, as well as a view south of the property to the neighboring church. Additional views to the east and west were shown just to present the surrounding areas and neighboring uses. The applicant presented a site plan to staff consisting of nine buildings. Each one 150,000 square feet. Staff worked with the applicant to craft these PUD regulations that would help mitigate any kind of negative impact, limit the site plan or the layout of the development of the property to this specific site plan. This petition today would change those base layer zones to this new unit development. Staff created this PUD in a way to still allow the landowners some flexibility and that is essentially similar to an overlay district. The uses that are currently allowed in the Multi-Family/ General Commercial/Light Industrial zoning boundaries will still be allowed if this is approved. However, if they opt to deviate from those allowed uses, they do have the privilege, and by this PUD, with some special regulations, would be allowed to develop that data center conforming to that master plan that was just shown to the board. The applicant limited themselves on a layout, and have defined what a data center is, and what a cryptocurrency mining center is. They have distinguished those two uses, and prohibit the cryptocurrency. In addition to that they have opted to self-regulate some of the concerns that were heard at City Council regarding noise. Director Medellin pointed out an excerpt of the ordinance that deals with decibel level allowances at neighboring uses' property lines. For residential uses, they would be limited to just during daytime hours, typically 6am to 9pm by our ordinances. (Limited to 65 decibels, which is common conversation levels.) At nighttime, (a little bit lowered) 55, which is comparable to raindrops sprinkling on the house. Commercial uses have some higher allowances, 70 to 75 during the day, comparable to a vacuum cleaner. And then at night it drops. On the neighboring Industrial sites, the allowances are a little bit higher, 80 to 85, which is

comparable to a loud restaurant or dining hall, but those rates would drop at night. The applicants have opted to regulate concerns with regard to lighting, limiting themselves to half a foot candle at their property line, so essentially preventing any kind of glare or direct lighting on adjacent properties. He added that the concern of traffic would be addressed through an impact analysis. A study would be presented during the construction plan review phase, produced by a traffic engineer, that would study the projected traffic coming to and leaving the site, as well as how it would affect neighboring uses, and then outlining necessary measures to take to help reduce any kind of impacts to those traffic increases. Finally, screening and aesthetics, that would be regulating the noise producers, the coolers, the HVAC, the mechanical equipment. Those would all need to be screened and not visible from right of ways, or adjacent properties. They would be limited to the master plan. There are slight allowances, or exceptions for deviations whether it's due to slight shifting of a building due to engineering or civil work that is required. But if it is outside of that type of exception, that would have to come before this Commission, and City Council as well, to amend the Planned Unit development Master Plan. Lastly, there was an allowance there for construction workforce housing. They would receive the benefit of allowing for on-site construction housing during the time of active permits, and then after the certificate of occupancy is issued for one of those primary structures, they would either have to have a secondary permit for the next building or remove those housing units within a certain period of time. Director Medellin told the Board that staff sent out notices to property owners within 200 feet, in total 26 notices. Eight of those notices returned were in favor. We had one response that was received, that was outside of the notification area. (That response was included in the handout for the Commissioners.)

Staff does recommend the approval of the rezoning request of 2100 and 2226 Airport Drive, as well as 3601 Central Freeway, from Multi-Family Residential, General Commercial and Light Industrial to the Planned Unit Development Commercial use to allow for that special use purpose of a data center.

Chairman Woodward asked if the applicant, or any of his partners, would like to add anything at this time. Mr. Brad Altman introduced himself and said he is helping the applicant with the legal part of this project. He then introduced Stephen McDaniel and Ryan Smith, pointing out that Mr. McDaniel is on the development side of the project and Mr. Smith, who works with Trane, is here to answer any questions or concerns with regards to water usage.

Chairman Woodward asked if any Commissioners had any questions before the floor was opened to the public.

Commissioner Doug McCulloch asked what kind of impact they anticipate out there during the construction phase? He also asked about the impact on our power grid, and asked about the impact on water as well? His last question was regarding the on-site housing plan and asked them to lay that out for the Commission. Answering the question on the specifics of the power grid, Stephen stated that it is something they can't really answer yet because they haven't gone fully through the queue process with Oncor. The first set is making sure that zoning is structured and set up so that we can start moving forward and see what we can do on that side of things. He said there isn't anything that they are hiding, but there is no way to give you a true answer on that just yet. Mr. McCulloch stated that the units are 150,000 square feet each, and they are going to have a certain consumption of electricity. He added, you don't have any power of your own that you are supplying, including solar, so this is all going to come from the grid, is that correct? Stephen replied that is not 100% correct. He continued, if we can't pull all the power that is needed for all the facilities from the grid, there is a gas line that runs through that site, so there may be the option to go that route. At this time, Mr. McDaniel stated that their team will not be the end user/developer and said they would be partnering with a group to bring them in and manage that process with them. Regarding traffic impact, he said they won't know that until they go through a study, which would cost \$20,000 - \$50,000 depending on how large that study needs to be. With housing, that would be very temporary based on the different sizes of the properties. Construction jobs created may be in the tune of 1,000 to 5,000. Mr. McDaniel then said that's not something that they can answer fully because they won't be the general contractor planning all of that out. Some of that will depend on how many workers can be used from the Wichita Falls and surrounding communities, and how many are coming from other parts of the state. Mr. McCulloch said that Mr. McDaniel didn't give him any answers to his questions. He said, considering that you're asking the Commission to vote on this, you don't have any idea how many pads will be placed for temporary housing, you don't know what the grid will look like. He continued and said, this board has a little more flexibility to ask more questions and probe a little deeper. Mr. McDaniel replied that he is not the vertical developer of this project and explained that they are the land group. Their goal is to get the land set up so they can bring business in. He added that whenever his team brings that company to the table to have these conversations with the Commission, then he will ask them all the questions the board has, because it will be the other group's plans. He said they are just helping to get the land structured in such a way to where it's a positive on the development side, and a positive to the city, adding that they are not quite into the process that far yet.

Commissioner Jack Browne stated that he has been following what has been happening in data centers, and he is confident with the group using a closed loop

system that will ameliorate most of the concerns, because the impact on water is on the order of being equivalent to a few hundred homes. He said the technology is rapidly changing, and Mr. Browne also noted that the biggest value is the fact that the Oklaunion Plant has a coal generating plant. They built out a huge electrical infrastructure of 345 kilovolt and 138 kilovolts, with 138 going through their property already. The fact that there's also been wind and solar in the area also helps that we really do have a surplus of power locally that can be brought to bear without putting impact on the rest of the user base. He felt that these things are what makes this an attractive opportunity for Wichita Falls. Mr. McDaniel followed up, saying that they are not asking for anything more than what is going to be available from that power currently across the site. If they need more power, that is when they will try to tap into alternative sources, whether that be battery, gas or other sources.

Chairman Woodward said, while he appreciates that, he wanted to remind the Commission members and inform the public that the board is here to vote on the planned unit development. While there are concerns, the purview of this Commission is Planning and Zoning, and that is what the board is here to keep focused on. While there will be questions that may go outside of that scope, he wants to make sure they are in line and that they are clear with the public that they are here to vote on, to give approval to City Council, about the planned unit development – the zoning aspect, and the transition from what the current zoning is to this PUD

After asking and finding that there were no additional questions or comments from the Commission, Chairman Woodward opened the floor to comments from the public.

Mr. Charlie Peters cited his concerns about water, and the lack of it in this community. The Brazos Water District just issued a stage one drought announcement. They have asked people to curtail their water use voluntarily by 5%. He noted that there are injunctions in East of Dallas to stop all these data centers. He said it is a water issue. He then questioned if we would cap the data centers off regarding water, and if they get so much water and that is it, will we cut them off and they are done? Or do they start paying double the rate, or triple the rate? He asked if other people would suffer? Will Sheppard AFB suffer because the data center will be consuming a lot of water? He then questioned the noise, and said they do make a lot of noise, and he feels that is the wrong location for the City of Wichita Falls to put data centers. He stated that there are businesses going in over in that location, and people building right across from Wichita Falls. Putting a data center in will hurt the area. He is against the data center being there, and said don't flirt with changing the zoning and give them a foothold in.

Mr. Ryan Smith, with Trane Commercial Systems in Dallas, stepped to the podium. He gave some of his background and stated that he was asked to talk about water usage on data centers. He understands that concern and explained how data centers are being built in the modern day. It has changed and progressed over the years. They used to use the open cooling towers a long time ago, and those do consume about 2 to 3 gallons per minute per 100 tons of air conditioning. But he explained that that is not what they are doing now. Mr. Smith explained the closed loop systems and said once the water is charged in the loop, they use water just to transfer heat. It never leaves the pipes, it never gets evaporated, and it never drifts out of a cooling tower. They have transitioned to different types of products that save a tremendous amount of water. He stated that this site is set up to produce about a 350-megawatt data center. With that, you will need water to charge the pipes, and that will need to be done twice. You charge once, you flush, then you charge again. That will take about half a million gallons, 500,000 gallons of water just to get the pipes charged. Once it is in the pipes, it never leaves. If this was a traditional system, and we were building traditional cooling towers, the amount of water that would be consumed would be a tremendous amount of water. This site will be a closed loop system. The amount of water that will be consumed at this building will be just like office type space. There will be a little bit of water that is consumed in the winter months when it's very dry out. We have to add a little bit of humidity to the space to keep the humidity up, to keep the GPUs and the equipment from arcing. That is only about 25,000 gallons in the winter months, a very small amount of water.

Mr. David Gray, from Burkburnett, had a few questions. He asked if they are going to be like Skybox, and are they going to be leasing buildings? Do they already have customers lined up? Mr. McDaniel said, no, it's a land speculation play. Mr. Gray then asked, what about a financial partner? Mr. McDaniel responded that they have regular financial partners that they work with across different types of projects. Mr. Gray asked, when they have a partner for this project, can they be made public. Mr. McDaniel responded, potentially, and added it depends on how wrapped up they are in confidentiality. Mr. Gray stated that the financial partner for Sky box is Blue Owl Capital, and if you Google that, you will find out that they are in trouble.

Mr. Gregory Hall said he felt there were a lot of questions that were not answered. He understands the closed loop system and understands not having a comprehensive plan on electric. He stated that he feels most citizens would like to know exactly how much water will be used before we put a seal of approval on this. He asked about the electric that will be needed and noted the recent freeze our area has experienced and noted that ERCOT could not handle the demand. He ended with asking, water, electricity and noise – what's going to happen in those specific categories?

Mr. Smith responded, saying, "I'm here to address that. We, as per most cities' approval processes for permits or anything else, are happy to and we will divulge all the information depending on who our partner is. Whenever we start going through that permit approval process, however that looks like, whatever that needs to look like, we're happy to be fully transparent on that side. I wish I could give you more answers. We're just at the land speculation stage. It's hard to give anything outside of what we believe we can pull power-wise from a power line and/or a gas line. That's kind of our hindrance right now. So, I hope there's more clarification I can give to you as we continue to walk through this process. But right now, we're kind of hands tied."

Director Medellin was asked to briefly speak on if the board was to approve the PUD, what would the next steps be that the developers would have to go through for developing and getting approval for the data center. He explained that zoning is not an automatic approval of everything for this data center, this is only one step. Following this meeting, staff will prepare this agenda item to be presented to City Council. Ultimately, City Council will decide yes or no to adopt this ordinance and to reclassify these 116 acres. If they do decide to approve said ordinance for this PUD, then that gives the development team some rein and some leeway to go ahead and begin the designs for all the engineering, all the civil work, all of the mechanical engineering to really identify and isolate those specific numbers that we are talking about. There will be continued development meetings with staff and the applicant leading up to permitting. That would transpire over a couple of different permits, everything from grading to the actual building. Each individual building would be permitted. Solar would still be permitted, and if they opt for that, it would be necessary for us to seek approval from Sheppard AFB. Each individual building would be issued certificates of occupancy once they get through permitting and the construction (building one building at a time with up to 6,000 working at a given time). When they are issued the Certificates of Occupancy, that is when they would be allowed to operate the data centers. The City Council has the final say. If this Commission votes no, Director Medellin explained that the City Council still has the authority to vote for either yes or no. When it comes to zoning boundary changes or amendments, P&Z acts as an advisory committee. If this Committee denies a recommendation of approval, that will then necessitate City Council having a supermajority for their approval of the PUD. He then spoke about how this PUD runs with the land and how that affects staff's ability to hold developers to the fire. Director Medellin said what staff has crafted is an ordinance that would limit them to either one of those uses that are currently allowed within one of those three zoning districts, or a data center limited to that specific site plan with these specific regulations that will mitigate those potential impacts. When it comes to noise, the systems that they do develop are still going to be limited to these decibel level requirements at those adjacent property lines. We are crafting this ordinance for this specific development with these specific guidelines, and that will remain until

City Council – or petition comes through and City Council votes otherwise. So, regardless of who owns the property, they will have to develop for one of the allowed uses, or for the data center to these specifications.

When Chairman Woodward asked again if anyone in the audience would like to say anything, Mr. George Bailey came forward and expressed concerns saying the noise would vibrate those homes 24 hours a day. He also mentioned the elementary school that is nearby and stated that no one had even mentioned the school. He also noted a second mobile home park 1,100 feet away.

In response to the question of vibration, one of the representatives spoke a little about vibration and noise, and how they design modern buildings to mitigate noise and vibration. He stated that on a data center this large, it does take a considerable amount of equipment to cool the building. The heat rejection equipment is outside typically on the roofs or adjacent to the buildings. With technology advancements and compressor technology and sound attenuating materials, we can meet a 55dB rating at the property line. Code, in Wichita Falls, is 60, and he said he is confident that they could beat that by 5 decibels. Speaking on vibrations, he said absorbing vibrations off the compressors is just a different technology than it was several years ago. It operates at a lower frequency, and the structures can absorb the vibration. He added that as the equipment is running, the building is absorbing the vibration, it doesn't leave the property, so there will be no vibration from any of the equipment on the building that leaves the property to the property line. He said they are very cautious of how they mitigate vibration and noise and said there would be no vibration from the equipment even into the building, because that would harm the data center.

Ms. Peggy York asked if the developers would be paying for their industrial power lines and all the great changes that need to be made, or will that be allocated to the payers in the city? The answer to her question from Mr. McDaniel was, "typically what they require is for us to pay the upfront cost for most of the build-out for the power infrastructure for this. That's kind of part of the deal." Ms. York responded, "most of it?" Mr. McDaniel stated, "When I say most of it, I say that because I don't know what that full expectation of cost is going to be to us. And in some regards, there's already infrastructure in place, and so there's only so much that we would have to build out. But anything that's going to be on our site if we are managing that, or, or if there's a third party managing that, they're expected to pay for that." Ms. York followed up with "For the record, I would like to make sure that they have to pay for any of those costs because people are struggling in this town already." Mr. McDaniel then added, "I think our client who buys it is going to make sure of that too."

When there was no one else that wished to make any comments, Chairman Woodward closed the public hearing at 2:49 and asked if there was a motion to approve the case. Mr. Jack Browne made the motion to approve and for the

Commission to recommend the case to City Council. Commissioner Alan Sizemore seconded the motion.

Chairman Woodward stated that this is closed to public discussion, but we will open for discussion among the Commission, but there was no additional questions or comments among the Commission members. He then moved on to a vote, and the motion passed with a unanimous vote of 9-0.

2. Workshop – PH 2601 for Temporary Workforce Housing

The Public Hearing was declared open by Chairman Woodward at 2:50 pm and started discussion for the proposed text amendments for code ordinances, Appendix B zoning ordinances, for the addition of permitted temporary workforce housing development regulations and enforcement.

Director Medellin gave the presentation and noted that they have been talking about providing a solution to the incoming wave of contractors because of these large projects that are in the region. He explained that today is just an actual draft of said text amendments. This will just be a discussion item, to gain the Commissioners feedback, and to gain feedback from the public as well.

Director Medellin said he would go through section by section of the ordinance. The first section being RV's (temporary use vehicles.)
Proposed Text Amendment

Section 5610 – General Regulations

H. Temporary vehicles like RVs or campers cannot be stored or parked on empty lots or properties without a main structure in the city. The only exceptions are approved storage yards or self-storage facilities.

I. Living or sleeping in a temporary vehicle within the city isn't allowed unless it's in an approved location, such as a manufactured home park, RV park, or a temporary workforce housing site.

There is not a lot of language about RV's and them being prohibited on vacant lots. Now we would like to add some language specifically, outlining that it's unlawful to park them on vacant lots and then as well occupy them as residents on vacant lots as well. He explained that a main structure on a lot means if you have a house, you can still park it there, but you would not be able to occupy it as a residence. As long as there is a main structure, whether it is a residence or a commercial business, they can

be parked there. But they cannot be occupied as a residence, unless approved in one of the three approved locations.

1. Purpose and Intent for the Ordinance

It is to support that economic development and major construction activity, to ensure the housing is developed in a safe, orderly fashion, prevent long-term unintended residential encroachments into non-residential areas, and then provide a regulatory framework for development located within the city as well as within the extraterritorial jurisdiction, so the ETJ of the city, which now falls outside the city limits.

2. Definitions

Temporary workforce housing - Residential development consists consisting of manufactured homes, industrialized homes, or temporary use vehicles, aka RVs, intended to house workers employed in construction on— for Wichita Falls economic development-based activities for a limited duration.

Raw land - just land that is undeveloped without any kind of permanent structure or for infrastructure.

A pilot agreement, essentially an acronym for payment in lieu of taxes, that allows for the city to enter into an agreement for city services generally outside of, of the city limits. And a certificate of convenience and necessity, that is a certificate supplied to a utility provider by the Public Utilities Commission. that is with regard to water sewer suppliers outside the city limits

3. Applicability

It's specifically for these petitions for workforce housing in relation to one of these large economic development projects, both within the city and within the ETJ.

4. Permitted locations

These are raw land within the ETJ, that is existing industrial properties, so within the city limits, zoned industrial, or raw land with existing residential zoning, so inside city limits when public infrastructure is intended to be part of the temporary housing development.

Director Medellin pointed out multiple large areas on a zoning map, of land that was annexed and never granted a permanent zoning designation. They automatically

defaulted to, when annexed, to the base level zoning of Single Family-1 zoning. A lot of those areas are rural, wide open and undeveloped. Staff felt this was an opportunity to use this temporary housing with permanent infrastructure to then support redevelopment into a housing subdivision.

5. Approval Process

Anyone wanting to build a temporary workforce housing site must go through a Conditional Use Permit process. The Planning and Zoning Commission reviews and approves the request. Applicants have to submit plans showing things like the site layout, utilities, traffic access, how the site will operate, how long it will be used, and proof that the housing is connected to an economic development project.

6. Development Standards

This section outlines the requirements for designing and operating the site. The site must provide safe access for emergency vehicles, adequate parking, proper lighting, and buffering from nearby properties, trash and sanitation services, and stormwater management if needed. Each housing unit must have water, sewer, and electrical connections that meet city and state regulations. The allowed housing types include industrialized homes, manufactured homes, and temporary vehicles like RVs.

Building code requirements for electrical, plumbing, and all typical utilities will need to be met. There will need to be individual pad sites for said RV's if that's the route, or actual connections to prefabricated homes. They will all have to be connected directly to either city sewer services or have an approved onsite septic system, which is reviewed through the Health department and regulated through TCEQ as well.

7. ETJ and Pilot Agreements

Temporary workforce housing can also be allowed in the ETJ if it meets the ordinance requirements and a PILOT agreement is in place when city services are extended outside city limits. Larger agreements may require City Council approval.

8. Utility Service and CCN Consideration

If a proposed site falls within another utility provider's service area, the developer must coordinate with that provider or resolve the issue before moving forward. The city will not process the permit until utility service rights are clearly settled.

The Public Utility Commission outlines these geographic areas that those utility providers reserve the right to provide their utility in those areas. There are areas outside city limits that are outside those external utility providers, just unincorporated Wichita County. We would then have the right to, within a pilot agreement, serve those areas. However, if one of those areas is within a CCN of a neighboring water provider, we wouldn't be able to accept their application until a couple things happen. One is either they seek out a release from that utility provider to allow us then to provide that utility, or they formally dispute that CCN and dispute it with the Public Utility Commission. Or the easiest solution is to opt for an annexation, because if it's annexed, we'd still have to follow all the annexation procedures and processes and limitations. But at that point, if you're within the city limits of Wichita Falls, we are the sole utility provider for water and sewer. For those residential areas or areas outside of city limits where a developer seeks to either expand, annex, or has grander plans for the second life of their site, we will be willing to accept that infrastructure if that infrastructure follows the typical standard processes Those are all designed by engineers, whether it's water, sewer. Those plans are then approved by our engineering department. That infrastructure is inspected by our staff during the construction period, and then once it's all built, accepted by city, that is protected via easements and maintenance bonds for a short period after. But that's an option available to those developers if they do choose that route. Otherwise, it would be just public utilities subject to standard building codes or any kind of internal utilities to service the workforce sites.

9. Infrastructure and Public Acceptance

Infrastructure built for these developments must meet city standards. If it does, the city may choose to accept it as public infrastructure. If not, it stays private and must be maintained by the owner. Once the temporary housing use ends, the site generally needs to be returned to its previous condition unless infrastructure has been formally accepted for public use.

10. Duration and Expiration

A Temporary workforce housing permit is valid for one year. Extensions can be requested if the related project is still ongoing and the site remains in compliance. If the permit expires, the housing must be removed and the site restored within six months with the exception of public improvements or improvements part of redevelopment.

11. Operational Standards

These housing sites are only for workers tied to a regional construction or economic development project. They cannot be used for permanent living, short-term rentals, or hotel-style lodging. Each site must also have on-site management to make sure the rules are followed.

12. Enforcement

The City's Development Services Department is responsible for enforcing the ordinance. Violations may include operating without a permit, not following approved plans, unauthorized occupancy, or failing to remove the housing when required. Penalties can include citations, permit revocation, fines, utility disconnection, or other legal actions.

There was extensive discussion between staff and the Commissioners, especially on term limits, and lengths of possible extensions. Also discussed was on-site management, that would be employed by the developer of the land, or just some designated person.

Chairman Woodward asked if there was anyone in the audience that would like to speak before the public hearing is closed. One gentleman complimented Director Medellin and stated that all of his questions had been answered.

Director Medellin stated that he would like to have this before the Commission for a recommendation next month, and then at City Council in June.

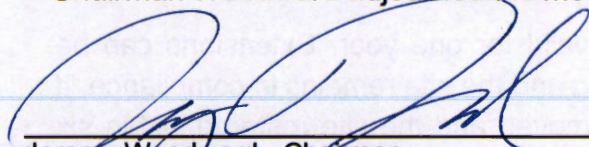
The Public Hearing was closed by Chairman Woodward at 3:42 pm.

VI. OTHER BUSINESS

There was no other business discussed.

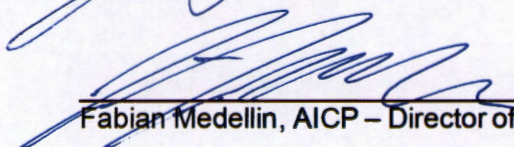
VII. ADJOURN

Chairman Woodward adjourned the meeting at 3:42 pm.



Jeremy Woodward - Chairman

5/13/26
Date



Fabian Medellin, AICP – Director of Development Services

5-13-26
Date

**LANDMARK COMMISSION
MINUTES
April 21, 2026**

MEMBERS PRESENT:

Christy Graham
Joel Hartmangruber
John Dickinson
JD Dixon
Bill Enlow
Dr. Dawn Ferrell, Maj. Gen. (retired)
Janel Ponder Smith
Lisa Stephens-Musick
John Yates
Whitney Flack

■ Chairperson
■ Vice-Chair
■ Member
■ Member
■ Member
■ Member
■ Member
■ Member
■ Member
■ Member
■ Council Liaison

Karen Montgomery-Gagné, Principal Planner/HPO
Angela Lu, Senior Assistant City Attorney
Robin Marshall, Admin Assistant

■ City Staff
■ City Staff
■ City Staff

GUESTS:

John & Shameka Melton

■ Applicants

I. Call to Order, Introductions and Welcome:

Chairperson Christy Graham called the meeting to order at 12:04 p.m. Ms. Graham made introductions of Commission members, and guests attending. Staff welcomed and introduced new Commission member Ms. Lisa Stephens-Musick.

II. Review & Approval of Minutes:

Chairperson Graham asked the board if there was a motion to approve the minutes of the February 24, 2026, meeting, and Ms. Janel Ponder-Smith motioned to approve the minutes, Mr. Johns Yates seconded the motion. The motion passed unanimously 8-0*.

**Mr. Hartmangruber was not present for Agenda Item II.*

III. Action Item: Design Review Case – 1309 Buchanan

Request authorization for major exterior improvements ranging from restoration to replacement of 13 various elements, to include: siding replacement; porch restoration/redesign; porch column repairs/removal; gable restoration; front door replacement/reconfigure front entry to face Buchanan instead of Ave D; window restoration and replacement; chimney repair; add new privacy fence (rear yard); wood shutter replacement; replace missing wood planter box; awning replacement (canvas instead of metal); and replace concrete walkway. (West Floral Heights HD)

Ms. Karen Montgomery-Gagné presented the case and provided slides showing the property and the house with archive pictures over the last twenty-six years. She mentioned the new owners, the Melton's, have worked with Carol Rudd, Wichita Co. Archivist, and

traced the title to 1920. The home is Craftsman architecture, with typical elements including a low pitch roof, front gable with the porch as a critical element having five columns, two in the front and two in the back, with an additional taller column to the side of the main entry. In addition, staff pointed out the area by the foundation, typically skirted with wood or brick, and the windows that were typically wood/double hung. She noted the exposed roof beams, and the rafter tails being a typical Craftsman feature.

The roof rafter tail style, near the back of the house, was changed to a curved design as opposed to the angled points on the original portion of the house. This is one of the items the Melton's want to rectify. The Melton's have taken out all the window air conditioning units that were on almost every façade except the front, because those windows were not advantageous for the alignment. They want to install a full central HVAC system, although that is not part of the request of the Landmark Commission (interior alterations exempt). If the Commission allows the owners to change fencing in the rear yard, that will take the planned new HVAC unit out of view from Buchanan and Ave D.

Ms. Montgomery-Gagné noted a recent case in Jan. 2025 at this property by prior owners for a garage demolition, where the garage was pulled down and already on the ground when staff were notified. City staff couldn't issue a stop work order because the garage was down, so it put the board in a very difficult position for demolition approval because the structure was already altered void of permitting.

The current proposal from new owners seeks to rectify some of those past situations of inappropriate alteration, and address long-term neglect, and lack of maintenance. Just to note, the property has changed ownership five times since 2013.

Ms. Montgomery-Gagné showed an AI generated depiction of what the Melton's are wanting to accomplish with the front entrance area of the house, and informed the board the new owners are striving to preserve, restore, rehab and then, where necessary the final option of reconstruct/recreate missing elements, all while respecting the Department of the Interior, Secretary's Standards for Rehabilitation and following local design guidelines. Staff showed slides of different areas where work will be done, including windows with temporary plywood where AC units had been removed.

Staff completed presenting the thirteen items and Chairperson Graham stated she would like to introduce a motion to review each of the 13 items separately and to also vote on them separately. Ms. Janel Ponder Smith seconded the motion. Chairperson Graham took the motion to a vote, and it passed unanimously 9-0.

Chairperson Graham asked if there was anything the applicants would like to add. Mr. Melton expressed his appreciation to the board and stated that he and his wife want to return the house back to its original historic and architectural glory.

1) Siding - repair wood; replace if deteriorated beyond repair, same materials, width, profile, design

Staff explained the percentage of replacement versus repair is unknown until contractors are able to look at sanding the existing wood siding on all facades, and/or power wash to strip off layers of paint and assess the condition of the wood. Staff showed different

aspects of the siding in the porch area and pointed out in a picture there used to be a door opening (underneath the covered porch) that had been filled-in. Owners have indicated they will not be reopening the former door location, since that was done so many decades ago and it would impact interior configuration. They are asking to replace the wood siding, with the same type of wood material, profile, width and texturing, so that the former opening is not visible from the outside.

The Wichita Falls Design Guidelines recommend;

- a) Retain original facades of the building that are visible from the public right-of-way.
- b) Do not add architectural features that weren't present originally.
- c) Try to repair damaged exterior wall materials to the greatest extent possible. Replace only those sections deteriorated beyond repair.

Public Comment & Commission Discussion:

If replacement is needed or in areas of missing siding, John Dickinson said he believes siding similar to the original is readily available at Builders Lumber. It can be ordered if it's not in stock.

Chairperson Graham stated that it is obvious the exterior façade materials need replacement in areas as there is some rotten wood, and where the door was removed under the porch was a bit of an eyesore. Chairperson Graham introduced a motion authorizing wood siding repair and in areas determined to be too deteriorated or areas missing siding, replacement wood siding with the same profile, width, pattern and layout to the original wood siding will be utilized. Mr. JD Dixon seconded the motion. The motion was taken to vote, and it passed unanimously 9-0.

At this point, City Attorney, Angela Lu reminded the Chairperson to include public comment and suggested that since there were 13 items to be voted on, that it might be more efficient to ask for public comment* now, for anyone to speak if they wish regarding any of the 13 items. Chairperson Graham asked if anyone from the public would like to make a comment, there were no additional comments from the public.

**Note – the only ones in attendance at this meeting were Board members, staff and the applicants. No one additional member from the public was in attendance.*

2) **Porch – restoration**

The board were shown pictures of the porch and the critical corner to the structure. The column at the southwest corner of the porch had such significant damage there was a hole large enough you could put your hand through with numerous missing bricks.

Staff explained the owner's initial AI generated conceptual drawing showed the porch reoriented, columns removed and front entry relocation. That is not the intent and they want to focus on restoring the original porch in its current configuration and materials. Additional archive photos were shown, and the board saw brick skirting that used to be along the foundation, which is something the owners intend to replace. They may try to salvage some of the old bricks, and if they can't, they will have to order brick as close as a match to the original brick from the 1920's. The railings and woodwork will need to be

sanded, stripped and then assessed if it can be utilized or if it will need to be replaced. The upper portions of the columns were shown, and whether replaced or repaired, they will retain the exact same design style.

Public Comment & Commission Discussion:

The porch railing was discussed with clarification requested from Janel Ponder-Smith on new railings. Mr. Melton stated they will not be adding a wraparound porch railing, because there is already an existing railing. Though the current railing is not secured, and its loose so they will simply secure the existing rail. He noted wording was a mistake on their part.

Mr. John Dickinson said as long as they keep the same number of elements, and in the same configuration using the same type of materials, it would be appropriate, if it is kept within those guidelines. He then made a motion authorizing porch preservation and restoration to include repairing areas with wood rot, securing the existing porch railings to the brick columns for improved safety and maintaining the same design. Mr. Bill Enlow seconded the motion. Chairperson Graham took the motion to vote, and it was approved unanimously 8-0*.

**Mr. Hartmangruber unexpectedly had to leave for an emergency, so the votes tallied were different due to his departure.*

3) Porch Column - repair and repaint (previously painted brick/wood components)

There are five columns which the owners will be retaining, one of them will need serious attention. Some major masonry work on one column and work on some of the other columns.

Wichita Falls Design Guideline recommendations for porches:

- a) Restore
- b) Repair damaged elements.
- c) Replacement, if necessary, only if the elements cannot be repaired.
- d) Maintain, repair original decorative roof elements

Public Comment & Commission Discussion:

Mr. JD Dixon asked if the columns would be repainted and if they would be painted after the masonry was repaired. Mr. Melton said they were planning on removing the paint, which will then be repainted. There was additional discussion between the owners and the board members regarding the paint on the bricks, and power washing the bricks to remove the old paint. Power washing the bricks may cause more harm to the building, and Mr. Melton said they will investigate the best method as they move forward to remove the paint without harming the brick so they can repaint. If the painters say the best approach would be just to paint over the existing painted brick, then they will consider. John Dickinson noted guidelines that when it comes to masonry, if brick has already been painted, it's acceptable to repaint. He added, if brick has not been painted, you should not paint it. Ms. Montgomery-Gagné discussed some preservation briefs that can be downloaded from the National Park Service website that address masonry and brickwork, and appropriate/not appropriate methods to use when cleaning and repair/painting.

Chairperson Graham asked if there was a motion to approve the design review for the porch column repairs. Mr. JD Dixon introduced a motion authorizing the brick porch column preservation and restoration using the gentlest methods recommended by the National Park Service Preservation Briefs for masonry materials. Ms. Lisa Stephens-Musick seconded the motion. Chairperson Graham took the motion to vote, and it was approved 7-0*.

**Dr. Dawn Ferrell had a scheduled meeting and excused herself thus reflecting in the total number of votes.*

4) Gable Restoration – restore

Public Comment & Commission Discussion:

The AI image was discussed with how the actual gable would look. The owners would not use stained wood, as shown in the AI picture, but instead paint as the wood may be too damaged to look appropriate with stain. It was noted, the original request will need to be updated to reflect the gable will be painted, not stained.

Ms. Ponder-Smith made a motion authorizing restoration and repair of deteriorated wood components and the wood material will be repainted not stained. Mr. Dixon seconded the motion. The motion passed 7-0.

5) Roof Rafter Tail/Trim Work - repair and/or replace where deteriorated beyond repair

Ms. Montgomery-Gagné spoke more about the irregular rafter tails (angular on main house; rear addition curved) and damage to the roof trim elements due to lack of maintenance. The Melton's will not be changing any shape or slope of the roof, it won't be touched as replaced in 2018, only trim work and decorative defining features will be repaired and/or replaced depending on level of damage/wood rot.

Public Comment & Commission Discussion:

Board members discussed at length whether the two rafter tail styles should remain as they are, including the curved rafter tail design on the addition. Since the exact date of the addition is not known, it could also be considered to have some historic significance since it was post-World War II.

Additional discussion, Commission members asked the owner's preference. Mr. & Mrs. Melton had mixed opinions on rafter tail design. JD Dixon suggested the final replacement design (angular vs curved) be owner's preference. Mr. Dickinson made the motion authorizing the repair and replacement, where necessary, of the roof rafter tails/trim work, as a Craftsman character defining feature. It was determined as 'owner's preference' regarding the design of the rear addition rafter tails as they were an alternate curved style and did not match the design of the original roof rafter tails which were more angular. Mr. Bill Enlow seconded the motion. The motion passed 7-0.

6) Front Door Replacement (non-original) - wood Craftsman-style door (6 lite upper panel; dentil molding and lower 2-panel design)

One of the other key elements in a home is the front entry door. This case is interesting because the house faces Buchanan, but the main entry faces the side street, Avenue D.

One of the sample door options will result in a Craftsman architectural style door which is more fitting for the house style. Photos of a door that is being considered to replace the existing door were in the Commission's packet. Ms. Montgomery-Gagné spoke about the door that had been enclosed, which will not be restored mainly because of the way the house was redesigned on the interior and it would result in significant redesign in order to incorporate. Since the front door is not original, the owners are trying to select an option that fits the architectural style of the home and enhances the character/value.

Public Comment & Commission Discussion:

Mr. Melton said the example of the new door was from Builder's Lumber and noted that the store gave him an image of a generic door. Mr. Melton wants a door that looks like the image provided to the Commission but with addition of dentil molding.

Chairperson Graham made a motion approving replacement of the non-original front door as a Craftsman style wood door with a 6 lite upper panel, dentil molding and lower 2 panel style. Mr. Dixon seconded the motion. Chairperson Graham took the motion to vote, and it was approved unanimously with a vote of 7-0.

7) Windows - repair/restore to the extent possible; significant damage, replace those deemed 'non-repairable.'

Windows are the eyes and soul of a building; if they are changed or sizing altered to something inappropriate, it impacts the building forever. Ms. Montgomery-Gagné showed photos of the condition of the original windows. Most of the windows have been covered by drywall on the interior with glass panes painted on the exterior or covered with Styrofoam. As mentioned earlier, a lot of the windows had AC units so there is significant damage to the windows along with a lack of maintenance. The owners will try to utilize a paired set of windows from the former rear wall which became an interior wall after the rear addition was constructed. The original windows were left as part of the interior wall. The owners are working with a contractor and/or craftsman to reach this goal. If the windows are beyond repair, they will look at wood replacement windows, while still matching the original proportions, design and placement. They will also maintain the same detailing with the 4 over 1 or 3 over 1 panes. They hope to repair a number of windows, but there are broken panes that will need to be replaced and sections of wood rot. The board was shown additional photos of the current windows and noted the following recommendations from the design guidelines:

- a) Try not to enlarge your window openings; utilize the same window openings.
- b) Don't enclose windows.
- c) Retain and restore original windows and the surrounds and components and screens to the extent that's possible.
- d) Match profile of original window; dimensional muntins on outside of glass.
- e) Acceptable replacement materials would be wood, aluminum, or aluminum clad wood. Vinyl is not an appropriate substitute material.

Staff noted if windows deemed deteriorated beyond repair, the owners could look at using storm windows, or if they have to go with replacement to make sure they have the

dimensional muntin's, so the windows, when looking at an angle, will appear as if they have individual panes of glass with the spacers between the glass.

Public Comment & Commission Discussion:

Mr. Melton explained to the board if replacement is necessary, he would like to get windows that are time period correct, to make sure they fit with the Craftsman style house. They want to clean up the windows as best they can and repair the broken windows. Owners intend to reuse an interior window (formerly exterior wall) if it will fit and it measures correctly to an existing double window opening. If they need to replace the windows, they will go to Builders Lumber and have them custom ordered to the exact size and design as they are now. (4 over 1, or 3 over 1) and made of wood.

The use of storm windows was discussed and it was decided that storm windows will not preserve the original look of the house, so the storm window reference to install storm windows in the application will be stricken from the request.

Ms. Ponder-Smith made a motion authorizing window restoration/repair and if windows are determined to be deteriorated beyond repair, replacement with custom sized wood-framed windows matching original proportions, design and placement (3 or 4 over 1). Mr. Enlow seconded the motion. Chairperson Graham took the motion to vote, it was approved with a vote of 7-0.

8) Chimney - repair mortar, remain unpainted (brick not previously painted)

The chimney is on the north façade, so it faces the vacant lot. Owners will need to have mortar work completed and coordinate with their contractor/mason where it abuts the wood siding to ensure it does not continue to pull away from the house. The owners were thinking of power washing, assessing and then repairing the mortar. They are currently divided on whether they want to retain the chimney with the original brick that has not been painted or to paint the non-painted masonry so it would be similar color as the restored wood siding.

Public Comment & Commission Discussion:

Some of the board members discussed that it looks like the brick has not been painted, and they feel it would be going against the guidelines to paint brick that has never been painted.

Mr. Dickinson made a motion allowing for chimney/mortar repair but not to paint the original unpainted red chimney bricks. Ms. Ponder-Smith seconded the motion. The board members talked about the mortar restoration and whether it should be painted. Mr. Dixon pointed out a photograph on page 32 of the Commission packet that there was a precedent on the property where brick had previously been painted (porch columns). Mr. Enlow asked who wanted the chimney brick painted. Mrs. Melton stated she wanted it painted so the mortar repairs would not be visible. Mr. Dixon added a lot depends on the mortar composition and how it ages whether it will blend in with the original mortar. Mr. Dickinson noted, the chimney was original brick and never previously painted, the owners could have it professionally cleaned, new mortar and it would reduce the visibility of repairs.

Chairperson Graham took the motion to a vote, and the vote was split 5-2, with Bill Enlow and JD Dixon on record as opposed.

9) New Construction - Cedar, wide plank horizontal 8ft privacy fence in rear yard

The Melton's are looking at adding an 8-foot cedar privacy fence, and they want to use the horizontal style for the boards. The fence will follow the same footprint as the original chain-link 4-foot fence, which starts at the back line of the building. One of the design guidelines for fences that the West Floral Heights neighborhood had incorporated was that there be no new front yard fences, so the owners are adhering to the guidelines. Ms. Montgomery-Gagné pointed out the Commission has reviewed similar requests for rear yard privacy fencing, particularly for 8ft fences along rear, alley property lines. The owners are concerned with the property on Buchanan being the eastern edge of the historic district of ensuring a separation point from the commercial district activity along Kemp to the start of their historic district. The 8ft fence option provides both safety and security.

Public Comment & Commission Discussion:

Some board members commented the horizontal boards would look too modern against the Craftsman house. Chairperson Graham stated there is already a horizontal style privacy fence within the district. Council Liaison Flack noted that horizontal fencing doesn't always hold up as well as standard fencing. Mr. Melton appreciated the comments and explained they have installed a horizontal style fence where they currently reside and incorporated additional support posts to address potential sagging. Mr. Dixon said that being on the back portion of the property, he doesn't believe the new fence will have an impact on the historic character of the property and has no reservations about it. Mr. Dixon said in terms of standards, it is fully reversible; meaning that they can come in, take the fence down, and the building would still exist with the historic character intact.

Mr. Dixon made the motion authorizing new construction for a cedar-wide plank horizontal style 8ft privacy fence in the rear yard as it can be reversible and being limited to the rear yard (behind rear building footprint) should have low impact on the overall historic character. Chairperson Graham seconded the motion which passed unanimously 7-0.

10) Wood Shutters - preserve/restore to the extent possible; repaint green; replacement only as final option

There are two shutters on the front façade facing Buchanan that flank the group of windows. The goal is to strip these and assess whether they can be repaired. The secondary option is replacement. Ms. Montgomery-Gagné showed the board pictures of sample replacement shutters with a top, center and bottom rail. She pointed out the original shutters had a unique decorative feature at the top, which is very common in Craftsman design but there is no center bar.

Wichita Falls Design Guidelines for shutters:

- a) Decorative features for windows, including shutters, are character-defying elements.

Public Comment & Commission Discussion:

Mr. Melton explained they would like to keep existing shutters, strip the paint and repaint. They included the option to replace the shutters in case there was something wrong/damaged discovered after removing the layers of paint.

Ms. Ponder Smith motioned to approve repairing the original Buchanan façade shutters. However, if it's discovered the original shutters are beyond restoration, the replacement shall be as close a match in design, style, size (18-in x 63-in) and materials based on the sample louvered wood exterior shutters. Mr. Dixon seconded the motion. The motion was taken to vote, and it was unanimously approved 7-0.

11) Planter Box - replace missing wood elements; replicate wood brackets (4) using the design of deteriorated ones

Ms. Montgomery-Gagné showed a 2004 photo when the planter box was intact, and it appeared to originally have four brackets. The owners would like to replicate the brackets and planter box. The board was provided pictures of examples illustrating a replica.

Public Comment & Commission Discussion:

There are four holders that need to match the one lying on the ground, which would not be difficult to replicate. There are currently two in place, one on the ground and one is missing. Chairperson Graham stated the planter box is a key element to the house and needs to be replaced and brackets replicated.

Mr. Dixon made the motion to approve replacement of the missing wood planter box (102.25-in width x 10" depth) below the Buchanan façade front window. The existing, deteriorated wood brackets can be utilized as a pattern to replicate (4) same design and size. Mr. Enlow seconded the motion. Chairperson Graham took the motion to vote, and it passed 7-0.

12) Awning (Buchanan facade) - determined existing metal awning most likely not original; no replacement authorized

The awning over the front window was discussed, with some question on when the metal awning was added to the house. It is unknown when it was installed. The Melton's are requesting approval to change the awning to a canvas material and provided a sample photo with a striped canvas awning. Images of the south façade facing Avenue D, which showed a different style of metal awning over two windows may have been post-World War II. Owners not requesting to repair Ave D awning when they repair the window, and would like the awning removed.

Wichita Falls Design Guidelines for canopies and awnings:

- a) Recommendation to not remove an element that is original.
- b) If the replacement is necessary, replace only those elements beyond repair.

Public Comment & Commission Discussion:

Board members felt the metal awning may have been put in place in the 1950's to early '60's. Additional photos were presented to the board members, and support brackets on the triple front window were discussed. There is no photographic evidence showing what the original awning looked like, if there was even an awning when constructed. There is verbiage in the Guidelines that states, "if no documentation regarding the appearance of the original canopy or awning exists, the replacement shall be appropriate for the building's form and architectural style." Awnings around the Melton's property were brought up to compare with what is on their house. Discussion continued noting the fact the metal

awning blocks out significant light and preferences of the Melton's were further discussed including the option of not having a front awning at all to allow for light and visibility. Members also talked about whether the awnings fit the Craftsman style, and many do not believe it's architecturally appropriate. Commission suggestion that the request should strike replacement with a canvas awning.

Mr. Dixon made a motion to approve removal of the existing metal awning over the Buchanan façade front window and the Ave D façade window metal awning as determined to be non-original to the Craftsman architectural style of the house. Ms. Stephens-Musick seconded the motion. Chairperson Graham took the motion to vote, it passed 7-0.

13) Concrete Walkways - leading to Ave D and Buchanan; replace with standard broom-finish concrete for safety and security.

Views of the existing walkways (Buchanan and Ave D) were provided to the board. Looking from the house to the sidewalk along Avenue D and Buchanan, the walkways are narrow and concrete broken, potentially treacherous for the owners or visitors. The Melton's intend to replace the concrete with the brushed 'broom' style typical of most concrete walkways. They are requesting approval to remove and replace both sidewalks.

Public Comment & Commission Discussion:

Chairperson Graham made a motion authorizing the removal and replacement of the broken concrete walkways leading to the house from Buchanan and Ave. D. with broom-finish concrete in the same location, alignment for improved safety and appearance. Mr. Dixon seconded the motion. The motion was taken to vote, and passed 7-0.

IV. Other Business

Monthly Reports:

Chairperson Graham for the Depot Square HD:

Wichita Theatre:

- Stage Two - CLUE – Will run through May 9th
- Main Stage: Eagle Tribute Band – April 25th; Sister Act – May 1st-9th; comedian Mike Walker – May 15th

Backdoor Theater:

- Celebrating 50th anniversary – April 10th
- Exterior lights and new sign approved by Landmarks have been installed
- Adjacent building (517 Indiana) wall collapsed into parking lot

Ms. Janel Ponder Smith for West Floral Heights HD:

- Organizing officers for outreach/introduction to residents
- Remind residents they live in a historic neighborhood; offer to install the historic plaques on their house.

Staff Updates:

Ms. Montgomery-Gagné

- Real Places Conference, April 8-10; good workshops, sessions and some

connections for a future window repair workshop; some potential products for consideration by the Commission, Accoya, modified wood product with improved performance; information included in meeting packet.

- 2024 - Heritage Tourism was the 3rd highest economic industry in Texas
- HOT tax, Hotel Occupancy Tax, can be utilized for heritage tourism projects
- 5th Annual National History Marker Demonstration Day: April 24; Museum of North Texas History 11:30am 'lunch & learn' followed by fieldwork on the THC markers
- 6 Markers identified for 2026 in need of restoration:
 - Wichita Water Improvement District – 402 E Scott Street
 - Wichita Falls Lodge No 635 (Masonic Lodge) – 3388 Barnett Rd
 - First Baptist Church – RTHL Marker – 1200 9th St
 - First Methodist Church – RTHL Marker – 900 10^t St
 - Frank Kell Home – RTHL Marker – 900 Bluff St.
 - Riverside Cemetery – State Cemetery Marker – 1810 5th St
- National Historic Preservation Month Proclamations – May 5th (City & County)

V. **Adjourn:**

Chairperson Graham adjourned the meeting at 1:37 pm and stated the next two scheduled meetings would be May 19, 2026, at 12:00 pm and June 23rd, 2026 at 12:00 pm.

Christy Graham
 Christy Graham, Chairperson

5-19-2026
 Date



STRATEGIC PILLAR

- Accelerate Economic Growth
- Provide Quality Infrastructure
- Actively Engage and Inform the Public
- Optimize Engagement with the City and City Services

**City Council
June 2, 2026
Transmittal Letter**

Agenda Item Number: 8.a.

Agenda Item Name: Resolution authorizing the City Manager to execute a professional services agreement with Bundy, Young, Sims, and Potter, Inc. for architectural and engineering services for the renovation of Fire Station 4 at 5514 Castle Dr.

Council Action to be Taken: Approval of Resolution

Department Submitted: City Manager

Staff Contact:

Blake Jurecek, Assistant City Manager

1. PURPOSE / DESCRIPTION

Approve contract for Architectural and Engineering Basic Services for the planning and design of the renovation of Fire Station 4 at 5514 Castle Dr.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Fire Station 4 is almost 50 years old and lacks adequate living space and storage for the Fire Department's operations. There are new requirements for the storage and cleaning of the equipment they use on a daily basis and the current layout makes it difficult to meet those requirements. A remodel and redesign would give them adequate space to accommodate their staff and ensure proper procedures for cleaning and storing their equipment. The station remodel has an estimated project cost of \$1.6 million.

3. BOARD REVIEW / CITIZEN INPUT

Not applicable

4. RECOMMENDATION

Approval of the resolution authorizing the contract.

5. FUNDING SOURCE

General Fund Capital - Other Improvements (1001366-77220)

6. TIMELINE

The project is expected to be completed by the end of 2027.

7. ALTERNATIVE OPTIONS

8. ATTACHMENTS

1. Res. Fire Station 4 Remodel

Resolution No. _____

Resolution authorizing the City Manager to execute a professional services agreement with Bundy, Young, Sims, & Potter, Inc. for the renovation of Fire Station 4 at 5514 Castle Dr.

WHEREAS, the City of Wichita Falls is planning to use multiple funding sources, including general fund reserves, certificates of obligations, and private donations; and,

WHEREAS, BYSP has provided past programming work that will be used during this project; and,

WHEREAS, it is necessary to retain professional architectural and engineering services to complete design, bidding support, and construction-phase services for a fee of 8.25% of the total renovation cost for Fire Station 4 located at 5514 Castle Drive.

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

The City Manager is authorized to execute a professional services agreement, in a form as approved by the City Attorney, with Bundy, Young, Sims, & Potter, Inc., for the renovation of Fire Station 4 at 5514 Castle Dr.

PASSED AND APPROVED this the 2nd day of June, 2026.

MAYOR

ATTEST:

City Clerk



STRATEGIC PILLAR

- Accelerate Economic Growth
- Provide Quality Infrastructure
- Actively Engage and Inform the Public
- Optimize Engagement with the City and City Services

**City Council
June 2, 2026
Transmittal Letter**

Agenda Item Number: 8.b.

Agenda Item Name: Resolution authorizing the City Manager to sign all documents necessary to award an American Institute of Architects contract to Bundy, Young, Sims & Potter, Inc. for the renovation of Kirby Middle School into a new Police Department Headquarters and Municipal Court Facility located at 1715 TX-11 Loop

Council Action to be Taken: Approval of Resolution

Department Submitted: City Manager

Staff Contact:
Blake Jurecek, Assistant City Manager

1. PURPOSE / DESCRIPTION

This contract is for Architectural and Engineering Services for the planning and design of the new Police Department Headquarters and Municipal Court Facility.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The Police Department and Municipal Court need additions, updates, and improved space for their respective operations. The PD is currently dispersed in multiple facilities throughout the City. The current conditions for both operations create logistical difficulties for them and the citizens they serve. Remodeling the old Kirby Middle School facility will provide improved facilities for both operations at a significantly lower cost than building new structures. The construction cost for this project is expected not to exceed \$40 million.

3. BOARD REVIEW / CITIZEN INPUT

N/A

4. RECOMMENDATION

Approval of the resolution authorizing the contract.

5. FUNDING SOURCE

General Fund Capital - Other Improvements (1001366-77220)

6. TIMELINE

The project is expected to be completed by the end of 2028.

7. ALTERNATIVE OPTIONS

N/A

8. ATTACHMENTS

1. Res. PDHQ Remodel

RESOLUTION NO. _____

Resolution authorizing the City Manager to sign all documents necessary to award an American Institute of Architects contract to Bundy, Young, Sims, & Potter, Inc. for the renovation of Kirby Middle School into a new Police Headquarters and Municipal Court Facility located at 1715 TX-11 Loop.

WHEREAS, the City of Wichita Falls is planning to use multiple funding sources, including general fund reserves, certificates of obligations, and private donations; and,

WHEREAS, Bundy, Young, Sims & Potter, Inc. has provided past programming work that will be used during this project; and,

WHEREAS, it is necessary to retain professional architectural and engineering services to complete design, bidding support, and construction-phase services for a fee of 10% of the total renovation cost for Kirby Middle School located at 1715 TX-11 Loop.

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

The City Manager is authorized to sign all documents, in a form as approved by the City Attorney, necessary to award an American Institute of Architects contract to Bundy, Young, Sims, & Potter, Inc. for the renovation of Kirby Middle School into a new Police Department Headquarters and Municipal Court Facility located at 1715 TX-11 Loop.

PASSED AND APPROVED this the 2nd day of June, 2026.

MAYOR

ATTEST:

City Clerk



**City Council
June 2, 2026
Transmittal Letter**

STRATEGIC PILLAR

- Accelerate Economic Growth
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Agenda Item Number: 9.a.

Agenda Item Name: Public Hearing to receive public comments concerning the proposed PY 2026 Annual Action Plan and to allocate FY 2026 Community Development Block Grant (CDBG) funds in the amount of \$1,225,910, Reallocate \$100,000 in Prior Year CDBG Funding, and \$346,455 in FY 2026-2027 HOME Investment Partnership Program (HOME) funds

Council Action to be Taken: Conduct Public Hearing

Department Submitted: Neighborhood Services

Staff Contact:

Fabian Medellin, Director of Development Services
Rita Miller, Assistant Director Development Services
Alex Borrego, Neighborhood Services Manager
Alex Peregrino, CDBG/Home Program Supervisor

1. PURPOSE / DESCRIPTION

Conduct a public hearing to receive citizen comments on the proposed PY 2026-2027 Annual Action Plan and recommended allocations for Community Development Block Grant (CDBG) and HOME funding. The Annual Action Plan, required by the U.S. Department of Housing and Urban Development, identifies federal resources available to the City and outlines activities proposed to address priority needs identified in the current Five-Year Consolidated Plan. Recommended funding allocations were determined by the City Council Subcommittee on Outside Agencies following meetings with local agencies and City departments requesting funding assistance. All proposed activities must meet HUD eligibility requirements and national objectives that benefit low and moderate-income persons or address community needs.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The City annually receives Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) entitlement funding through the U.S. Department of Housing and Urban Development. As a condition of receiving these funds, HUD requires the City to prepare an Annual Action Plan identifying the proposed use of federal funds and activities that address priorities established in the current Five-Year Consolidated Plan. On April 28, 2026, the City Council Subcommittee on Outside Agencies (Councilor Battaglino, Councilor Browning, and Councilor Brooks) met with local agencies and City departments requesting funding consideration for FY 2026–2027 CDBG activities. Funding requests totaled \$1,813,477, while available CDBG funding totaled \$1,325,910, including \$100,000 in reprogrammed funds from the prior fiscal year. Staff and the subcommittee reviewed all applications for eligibility, compliance with HUD regulations, and consistency with Consolidated Plan priorities and national objectives. The recommended funding allocations are being presented to the City Council for consideration and approval before being incorporated into the PY 2026–2027 Annual Action Plan and submitted to the U.S. Department of Housing and Urban Development.

3. BOARD REVIEW / CITIZEN INPUT

A citizen participation meeting was held to solicit public input on the planning process on May 27, 2026.

4. RECOMMENDATION

Staff recommends the City Council (1) open the public hearing, and no further action is needed.

5. FUNDING SOURCE

Community Development Block Grant – Entitlement (CDBG) 2046400, HOME Investment Partnership Program (HOME) 2126852

6. TIMELINE

- Feb. 16, 2026 – CDBG, HOME & HOME-ARP applications opened.
- Mar. 27, 2026 – CDBG, HOME & HOME-ARP application period closed.
- Apr. 28, 2026 – Subcommittee on Outside Agencies reviewed presentations and funding requests.
- May 13, 2026 – Subcommittee approved recommendations for City Council review.
- May 21, 2026 – Public hearing notice filed and published in the *Times Record News and with the Wichita Falls City Clerk*.
- May 27, 2026 – Citizen participation meeting held for public input.
- June 2, 2026 – City Council public hearing and consideration of FY 2026 CDBG and HOME funding.
- July 21, 2026 – If approved, allocations incorporated into the draft 2026 Annual Action Plan after the 30-day comment period.

7. ALTERNATIVE OPTIONS

The City Council may modify the recommended funding allocations, direct the Subcommittee on Outside Agencies to reevaluate and return with revised recommendations, or decline to approve the proposed allocations. Any changes to the allocations may impact the development and timing of the PY 2026–2027 Annual Action Plan required by the U.S. Department of Housing and Urban Development.

8. ATTACHMENTS

1. DS PH PY 2026 Action Plan

CDBG: Non-Profit Agencies:

Child Care, Inc.: Child care subsidies for low-income working families (70% of Public Service Cap)	\$128,720
Senior Citizens Services of North Texas: Meals on Wheels Program (30% of Public Service Cap)	\$55,166
Christmas in Action: Home repair for elderly and disabled owners	\$150,000
The Salvation Army: Kitchen Upgrades	\$52,205
Dignity Aid Services, Inc: Securing the Dignity Aid Services Trailer	\$65,000
The Redeemed Christian Church of God: Food Pantry Expansion & ADA Access	\$20,000
TOTAL CDBG Funds: Outside Agencies	\$471,091

CDBG: City Departments

Grant Administration: Operational & administrative costs for CDBG Program	\$245,182
Code Enforcement: Administration & operational costs	\$75,000
Code Enforcement: Demolition and clearance of hazardous structures	\$300,000
CDBG Program Delivery Costs: Minor & Emergency Repair Programs	\$35,000
Emergency Repair Program: Immediate-need home repair for low-income homeowners	\$80,000
Minor Repair Program: Minor home repair for low-income homeowners	\$81,000
WF Public Library/Parks: East Lynwood Story Walk	\$8,887
Parks: Williams Park Revitalization & Art	\$29,750
TOTAL CDBG Funds: City Departments	\$854,819

HOME Program

First-Time Homebuyer Program with Minor Repair / <i>Acquisition assistance costs for down payment, closing costs, minor repairs</i>	\$229,842
Affordable Housing Program / <i>Mortgage buy-down for Habitat home buyers</i>	\$30,000
CHDO Set-Aside / <i>Statutory 15% of Entitlement amount</i>	\$51,968
HOME Administration / <i>Operational & administrative costs for HOME-eligible activities</i>	\$34,645
TOTAL HOME Funds	\$346,455



STRATEGIC PILLAR

- Accelerate Economic Growth
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**City Council
June 2, 2026
Transmittal Letter**

Agenda Item Number: 9.b.

Agenda Item Name: Public Hearing on PY 2021 Annual Action Plan Substantial Amendment to Re-allocate \$94,490 in HOME-American Rescue Plan (HOME-ARP) Funding

Council Action to be Taken: Conduct Public Hearing

Department Submitted: Development Services

Staff Contact:

Fabian Medellin, Director of Development Services
Rita Miller, Assistant Director Development Services
Alex Borrego, Neighborhood Services Manager
Alex Peregrino, CDBG/Home Program Supervisor

1. PURPOSE / DESCRIPTION

Conduct a public hearing to receive comments on a proposed Substantial Amendment to the 2021 Annual Action Plan reallocating \$94,490 of HOME-ARP funds for a non-congregate shelter project. The proposed allocation would provide funding to The Salvation Army to expand its Women and Children's Wing through renovation of existing shelter space, including ADA accessibility improvements, to increase shelter capacity and services for individuals and families experiencing homelessness or housing instability.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

During 2021 Congress passed the American Rescue Plan Act authorizing the City of Wichita Falls to receive a special allocation of funding, in the amount \$1,573,849, through the HOME Investment Partnership – American Rescue Plan (HOME-ARP) program to reduce homelessness and increase housing stability. The U.S. Department of Housing and Urban Development (HUD) required each entity to develop an allocation

plan specifically for the HOME-ARP Program and allowed each entity to amend its 2021 Action Plan once per year. Due to a previously approved HOME-ARP project being withdrawn by the original applicant, an unreserved balance of HOME-ARP funds is available for reallocation through a substantial amendment to the 2021 Annual Action Plan. The Draft HOME-ARP Allocation Plan must be approved and accepted by the City, HUD, and included in the 2021 Annual Action Plan with an amendment.

On April 28, 2026, the City Council Subcommittee on Outside Agencies (Councilor Battaglino, Councilor Browning, and Councilor Brooks) met with local agencies requesting funding consideration for FY 2026–2027 CDBG and HOME-ARP activities. There was only one application for the HOME-ARP program which came from The Salvation Army, in the amount of \$94,490. They plan to utilize the HOME-ARP funding to expand the Women and Children’s Wing through the renovation and conversion of existing space currently used within the men’s wing. The project will increase ADA-accessible facilities, including bathrooms, showers, and laundry accommodations, to better serve the anticipated increase in overnight shelter clients. Upon completion, the expansion is expected to increase occupancy for women and children from 12 beds to 20 beds and increase the number of unduplicated individuals served annually from 25 to approximately 75 persons. In addition to HOME-ARP funding, the project is anticipated to be supported through two additional grant opportunities and proceeds generated from the organization’s Red Kettle Campaign to assist with project costs and any reimbursement gaps.

3. BOARD REVIEW / CITIZEN INPUT

A citizen participation meeting was held to solicit public input on the planning process on May 27, 2026.

4. RECOMMENDATION

Staff recommends the City Council (1) open the public hearing, and no further action is needed.

5. FUNDING SOURCE

HOME- American Rescue Plan (HOME-ARP) 2126851-72310

6. TIMELINE

- Feb. 16, 2026 – CDBG, HOME & HOME-ARP application period opened.
- Mar. 27, 2026 – CDBG, HOME & HOME-ARP application period closed.
- Apr. 28, 2026 – Subcommittee on Outside Agencies reviewed presentations and funding requests.
- May 13, 2026 – Subcommittee approved recommended allocations for City Council presentation.
- May 21, 2026 – Public hearing notice filed and published in the *Times Record News and the Wichita Falls City Clerk*.
- May 27, 2026 – Citizen participation meeting held for public input.

- June 2, 2026 – City Council public hearing and funding consideration for FY 2026 CDBG, HOME, and HOME-ARP funds.
- July 21, 2026 – If approved, reallocation submitted as a Substantial Amendment to the 2021 Annual Action Plan following the 30-day public comment period.

7. ALTERNATIVE OPTIONS

The City Council may modify the recommended funding re-allocation, direct the Subcommittee on Outside Agencies to reevaluate and return with revised recommendations, or decline to approve the proposed re-allocation. Any changes to the re-allocation may impact the development and timing of the Substantial Amendment submission required by the U.S. Department of Housing and Urban Development.

8. ATTACHMENTS

1. 2021 AAP Substantial Amendment #4

HOME-ARP Programs

Grant Administration / Operational & administrative costs for HOME-ARP Program (required 10% of total allocation received)	\$157,384
First Step, Inc. – Non-Congregate Shelter Rehabilitation (Continued from previous year allocation)	\$700,000
The Salvation Army of Wichita Falls - Non-Congregate Shelter Rehabilitation (If approved by Council)	\$94,490
Amount Unreserved	\$621,975
Total HOME-ARP Funds:	\$1,573,849



**City Council
June 2, 2026
Transmittal Letter**

STRATEGIC PILLAR

- Accelerate Economic Growth
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Agenda Item Number: 10.a.

Agenda Item Name: Conduct a Public Hearing and take action on an ordinance amending the Code of Ordinances, to discuss the proposed text amendments to the Code of Ordinances, Appendix B: Zoning, Ordinances §5600 – Manufactured House and Temporary Use Vehicle Regulations and §6615 – Temporary Uses for the addition of permitted temporary workforce housing, development regulations, and enforcement

- I. Public Hearing
- II. Take Action

Council Action to be Taken: Conduct a Public Hearing and take action on proposed Ordinance.

Department Submitted: Development Services

Staff Contact:

Fabian Medellin, Director of Development Services

1. PURPOSE / DESCRIPTION

Consider an ordinance amending the zoning ordinance to include the addition of permitted temporary workforce housing, related development regulations, and enforcement.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Staff anticipates that upcoming developments in and around the City will soon place increased pressure on the availability of housing, hotel accommodations, and RV sites. In addition to reduced availability, demand from incoming contractors and related workforce activity may also drive increases in housing costs. In response, the City is seeking to proactively evaluate potential solutions to anticipated concerns related to both permanent and temporary housing, along with associated considerations such as

utility capacity, waste management, and the long-term development implications for the community.

Staff has compiled additional information regarding the availability of manufactured homes and RV pad sites within the city. Current estimates indicate there are approximately 1,568 total pad sites, of which 772 are either unoccupied or under construction. With an average density of approximately seven pad sites per acre, permanent development of these sites could have lasting implications for future development and redevelopment opportunities.

The City's fiscal stability and overall housing market conditions must also be considered. For example, in Abilene, Texas, housing market conditions shifted to accommodate higher contractor incomes associated with the Stargate Project Abilene, with Zillow reporting rent increases of approximately \$1,000 following the start of construction.

Staff are proposing the amendment to facilitate and protect housing for the community's needs.

3. BOARD REVIEW / CITIZEN INPUT

- February 11, 2026 – P&Z Annual Training Discussion
- March 11, 2026 – P&Z – Workshop Discussion
- April 8, 2026 – P&Z held a staff workshop discussing a draft temporary workforce housing ordinance.
- May 13, 2026 – P&Z – Public hearing; voted 8-0 for a favorable recommendation to City Council

4. RECOMMENDATION

P&Z Commission and staff recommend approval

5. FUNDING SOURCE

No Funding Necessary

6. TIMELINE

Thirty days following approval of the ordinance.

7. ALTERNATIVE OPTIONS

Accommodate temporary housing through traditional RV parks, manufactured home

parks, rental units, hotels, and motels.

8. ATTACHMENTS

1. TA 26-01 Temporary Workforce Housing Ordinance

Ordinance No. _____

Ordinance amending the Code of Ordinances, Appendix B: Zoning, Ordinances §5600 – Manufactured House and Temporary Use Vehicle Regulations and §6615 – Temporary Uses for the addition of permitted temporary workforce housing, development regulations, and enforcement

WHEREAS, in response to recent and anticipated developments in and around Wichita Falls, the City is seeking to proactively evaluate potential solutions to address anticipated concerns related to both permanent and temporary housing; and,

WHEREAS, the demand created by potential incoming contractors and related workforce activity will drive increases in housing costs; and

WHEREAS, potential solutions associated with considerations such as utility capacity, waste management, and the long-term development implications for the community; and,

WHEREAS, the city staff has reviewed this proposal and recommends approval of the amendment to the Code of Ordinances; and,

WHEREAS, the Planning and Zoning Commission on May 13th, 2026, voted to recommend presenting the Zoning Amendment and development regulations to City Council for adoption;

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

1. The Code of Ordinances, Appendix B Zoning, is hereby amended as set forth in Exhibit 1.
2. Should any word, phrase, paragraph, section, or portion of this ordinance or the Code of Ordinances, as amended hereby, be held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance or the Code of Ordinances, as amended hereby, which shall remain in full force and effect.
3. This Ordinance shall be effective July 2, 2026.

PASSED AND APPROVED this the 2nd day of June, 2026.

MAYOR

ATTEST:

City Clerk

Exhibit 1

Section 5600 – Manufactured Housing and Temporary Use Vehicle Regulations

§ 5610 – General Regulations

- H. It is unlawful for any person to store or park any temporary use vehicle on a vacant lot or lot without a main structure within the city, with the exception of approved storage yards or self-storage/ Mini-warehouse facilities.
- I. It is unlawful for any person to occupy a temporary use vehicle for sleeping or living purposes on any property within the city, with the exception of an approved manufactured home park, recreational vehicle park, or temporary workforce housing sites.

§ 5650 – Penalties

Any person who shall violate any provision of this [section 5600] and/or any person continuing to operate a mobile home or manufactured housing park under an expired or revoked license shall be guilty of a misdemeanor and upon conviction shall be subject to a fine not to exceed \$2,000.00 for each offense. Each offense shall be deemed to be a separate violation and punishable as a separate offense. Each day for which the violation continues shall constitute a separate offense.

Section 6600 – Temporary Use Regulations

§ 6615 – Permitted Temporary Uses

E. Temporary Workforce Housing (TWH)

1. Intent and Purpose

- a. Temporary workforce housing sites are intended to allow short-term housing accommodations for transient employees, working within the city and ETJ during a defined construction or development project through the use of transportable dwelling structures of temporary use vehicles.
- b. The purpose of this subsection is to:
 - i. Support economic development and major construction activity within the city and ETJ area by accommodating TWH;

- ii. Ensure that TWH is developed and subject to ongoing regulation to ensure individual and public health and safety; and
- iii. Provide a clear regulatory framework that requires short-term, rather than long-term or indefinite use; ensures safe and orderly temporary workforce housing development; and regulate any encroachment upon or nuisance activity affecting existing residential areas.

2. Definitions

The following general construction of language shall apply to the textual provisions of this ordinance.

Temporary Workforce Housing (TWH)

A temporary residential development consisting of manufactured homes, industrialized homes, or temporary use vehicles intended to house workers employed in construction on project-based activities for a limited duration of;

- a new or remodel of more than 400,000sf. facility; and/or
- project site of more than [fill in]

Projects can be developed in phases.

Raw Land

Undeveloped property without permanent structures or infrastructure.

PILOT Agreement (Payment in Lieu of Taxes)

An agreement between the City and a property owner or developer for the provision of services or infrastructure outside standard tax structures.

Certificate of Convenience and Necessity (CCN)

A designated service area assigned to a utility provider by the Public Utilities Commission of Texas.

3. Applicability

This ordinance applies to all TWH developments both within the city limits; and in the city's Extraterritorial Jurisdiction (ETJ), where permitted by federal and state law, and as each development is more specifically set out by the terms of a PILOT agreement.

4. Permitted Locations

Temporary Workforce Housing shall be permitted only on the following:

- a. Raw land in the ETJ;

- b. Existing industrial-zoned properties; and
- c. Raw land with existing residential-zoning, when public infrastructure, as part of this temporary housing use, is extended throughout the lot to support future residential subdivision development.

5. Permitted Housing Types

- a. Texas Industrialized Housing, as licensed and inspected by the Texas Department of Licensing and Regulations;
- b. Manufactured Housing, as licensed and inspect by the Department of Housing and Urban Development; and
- c. Authorized Temporary Use Vehicles as defined by Article 5600.

6. Approval Process

- a. All temporary workforce housing developments are subject to the conditional use procedure of Article 7200 and shall require approval of a Conditional Use Permit (CUP).
- b. A completed application for a CUP for temporary workforce housing shall be in the form required by the Director of Development Services and shall include:
 - i. Site plan;
 - ii. Utility plan;
 - iii. Traffic and access plan;
 - iv. Operational management plan;
 - v. Proposed duration of use, with a specific final date;
 - vi. A copy of the service contract verifying the workforce associated with a development project;
 - vii. Secured water and sewage utility rights.
 - viii. If required in the ETJ, an executed PILOT agreement.

7. Site and construction plan requirements

- a. Temporary drive aisles of an approved material, which allow adequate access by emergency vehicles;

- b. Internal circulation shall be sufficient to meet the needs of sanitation and emergency vehicles with a large turning radius and parking shall be sufficient to serve the number of pad sites and accessory vehicles;
- c. Sufficient buffering or screening shall be provided by the applicant to direct lighting away from adjacent properties and abutting right-of-way;
- d. Refuse collection and sanitation facilities shall be in locations on an approved site plan by the City's Sanitation Division and may not be relocated without approval by the City's Sanitation Division;
- e. The applicant shall comply with all federal, state, and local laws regarding Stormwater Management. The applicant shall provide stormwater detention facility at their cost, if required by Article VIII, Stormwater Management, or other law;
- f. Each recreational vehicle pad site shall have a potable water supply, sewer inlet or connection, and electrical power supply;
- g. The City of Wichita Falls and/or applicable County Public Health District shall approve each on-site sewage disposal system, and the district shall have authority to enter and investigate on site. No sanitary disposal stations shall be allowed;
- h. Installation of firefighting equipment shall be in accordance with city standards; and Fire Marshal's approval;
- i. TWH sites shall comply with all City and State subdivision and development regulations.

8. Utility Service and CCN Considerations

- a. The extension of utilities or other public services in to the ETJ, as recited in a PILOT agreement, are subject to Department of Public Works design and construction standards. The Director of Engineering, or their designees, may enter the site and inspect, as necessary to confirm compliance. If the infrastructure meets City standards, the City may accept the infrastructure as public infrastructure.
- b. Upon expiration or termination of the TWH use, the site shall be restored to its prior condition, except for infrastructure that has been formally accepted for public use by the City; and private infrastructure improvements intended and suitable for use in a permanent subdivision development.

- c. Where proposed TWH development lies within the CCN of another utility provider:
 - i. The owner of a property in the ETJ may petition the City for voluntary annexation; or
 - ii. The applicant may coordinate with the certified provider to facilitate the execution of a release; or formally resolve a dispute with the utility provider under State law.
 - iii. In the event of a dispute regarding service rights, the City shall hold the conditional use permit application until a final resolution of the dispute.

9. Duration and Extensions

- a. A Temporary Workforce Housing conditional use permit shall be valid for up to three (3) years.
- b. A TWH CUP holder may submit a written request for an extension of time in increments of up to three (3) years to the Director of Development Services. The request for an extension must demonstrate the continued need for TWH and ongoing compliance with all requirements for the TWH CUP.
- c. The written request for an extension must be received by the Director of Development Services at least forty-five (45) days before the expiration of the TWH CUP or previous extension. The Director of Development Services shall provide a written response to the extension within thirty (30) days of receipt of the request.
- d. A TWH CUP shall not be valid for longer than nine (9) years, including extensions granted by the Director of Development Services. Should a TWH CUP be needed longer than nine (9) years, the applicant may re-apply for a CUP to the Planning & Zoning Commission.

10. Operational Standards

- a. TWH dwelling unit(s) shall be occupied by workers employed in connection with an approved project.
- b. The applicant shall provide, at their expense, on-site property management for the TWH.

- c. The following, as defined by local ordinance, are prohibited uses for TWH sites:
 - i. Transient accommodations;
 - ii. Short-term rentals;
 - iii. Vacation rentals;
 - iv. Permanent residential occupancy; and
 - v. Public lodging or hotel use.

11. Enforcement

- a. The Director of Development Services shall enforce this ordinance.
- b. A person commits an offense if they own or operate a temporary workforce housing site in violation in any part of this section.
- c. Violation of any provision of this ordinance governing Temporary Workforce Housing constitutes a violation of an ordinance, rule, regulation, or order that regulates fire, safety, zoning, or public health or sanitation. Each day an offense shall continue shall constitute a separate offense. Enforcement under this section does not preclude prosecution under any other applicable law.
- d. Enforcement may include, but are not limited to any one or combination of the following:
 - vi. Suspension or revocation of the TWH CUP; and/or
 - vii. Disconnection of utilities where authorized.



STRATEGIC PILLAR

- Accelerate Economic Growth
- Provide Quality Infrastructure
- Actively Engage and Inform the Public
- Optimize Engagement with the City and City Services

**City Council
June 2, 2026
Transmittal Letter**

Agenda Item Number: 10.b.

Agenda Item Name: Conduct a Public Hearing and take action on an ordinance amending the Code of Ordinances, Appendix B: Zoning, Ordinances Section 7500 – Amendment Procedure, Section 5100 – Home Occupations, and Section 7600 – Public Notices Procedures and Fee Schedule to comply with the 89th Texas Legislative Session

- I. Public Hearing
- II. Take Action

Council Action to be Taken: Conduct a Public Hearing and take action on proposed Ordinance.

Department Submitted: Development Services

Staff Contact:

Fabian Medellin, Director of Development Services

1. PURPOSE / DESCRIPTION

Conduct a Public Hearing and take action on an ordinance amending the Code of Ordinances, Appendix B: Zoning, Ordinances §7500 – Amendment Procedure, §5100 – Home Occupations, and §7600 – Public Notices Procedures and Fee Schedule to comply with the 89th Texas Legislative Session.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Over the second half of 2025, staff held a workshop to discuss potential amendments due to enacted Bills to be voted on by Texas Legislators on June 12th, 2025. Since that time, the staff has prepared potential zoning amendments to comply with the new State Bills.

House Bill 24 – Zoning Changes Protests (Super Majority) updates the rules for protests

against non-comprehensive zoning changes. This passed bill will affect current City ordinance Section 7500 – Amendment Procedure, §7540 – Action by the City Council, Item C *Such amendment shall require a three-fourths vote of the city council if a protest of the amendment has been filed with the director of community development, duly signed and acknowledged by the owners [of] at least 20 percent of the lots included in the proposed change or of the lots or land immediately adjoining the same and extending 200 feet therefrom.* The ordinance will be updated to state: “A valid protest must be signed by owners of either 20% of the area covered by the proposed change or 60% of the area within 200 feet of the change. If the 20% threshold is met, approval requires a three-fourths vote; if the 60% adjacent threshold is met, a simple majority suffices. The bill includes streets and alleys in area calculations and uses aggregate land area, increasing clarity and predictability. Comprehensive zoning changes are exempt from these protest rules, allowing citywide or large-scale zoning updates to proceed without delay. Overall, HB 24 reduced the ability of small groups of nearby owners to block rezones and streamlined the administration of zoning requests.

House Bill 2464 — Home-Based Business restricts Texas cities from regulating “no-impact home-based businesses,” which are residential businesses that do not increase traffic, parking, noise, or visibility. Cities cannot ban these businesses, require special permits, require rezoning, or require fire sprinkler systems for them. However, municipalities can still enforce general laws, such as building, fire, health, and noise regulations, and may regulate businesses that do not qualify as no-impact or involve alcohol, drugs, structured sober living, or sexually oriented activities. The City Code of Ordinances, Section 5100 – Home Occupations, already allows home-based businesses and only enforces general laws; very little of the verbiage is proposed for change.

House Bill 4506 – Notification for Zoning Changes authorizes municipalities in Texas to send legally required notices for certain zoning-related hearings electronically, by email or text, if the property owner or occupant opts in via an online portal. If a recipient does not confirm electronic delivery, the city must still send a written notice by traditional mail. Amendments to Section 7600 – Public Notice Procedures and Fee Schedule will have additional verbiage to §7635 – Public Notice for Zoning Amendments, stating that a public notice will be posted on the City’s website no later than 15 days prior to the public hearing. Specific measurements for posted signs on the property proposed for rezoning will be added as (C.) to comply with the changes.

3. BOARD REVIEW / CITIZEN INPUT

- June 11, 2025 – P&Z was given a workshop of potential House Bills to be voted on by Texas Legislators.
- July 9, 2025 – P&Z held a workshop to discuss the enacted legislative Bills.
- December 10, 2025 – Staff presented draft ordinance amendments to P&Z.
- May 13, 2026 - P&Z – Public hearing; voted 8-0 to favorably recommend to City Council

4. RECOMMENDATION

The P&Z Commission and city staff recommend approval

5. FUNDING SOURCE

No funding required.

6. TIMELINE

Effective thirty days following ordinance approval.

7. ALTERNATIVE OPTIONS

Compliance with the Texas Local Government Code is required.

8. ATTACHMENTS

1. TA 26-02 - Zoning Amendments - 89th Legislative Update - Ordinance

Ordinance No. _____

Ordinance amending the Code of Ordinances, Appendix B: Zoning, an amendment to Section 7500 – Amendment Procedure, Section 5100 – Home Occupations, and Section 7600 – Public Notice Procedures and Fee Schedule Additions to comply with bills passed during the 89th Texas Legislature

WHEREAS, the 89th Session of the Texas Legislature passed House Bills June 12th, 2025; and,

WHEREAS, the city staff has reviewed this proposal and recommends approval of the amendment to the Code of Ordinances; and,

WHEREAS, the Planning and Zoning Commission on May 13th, 2026, voted to recommend presenting the Zoning Amendment and development regulations to City Council for adoption;

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

1. The Code of Ordinances, Appendix B Zoning, is hereby amended as set forth in Exhibit 1.
2. Should any word, phrase, paragraph, section or portion of this ordinance or the Code of Ordinances, as amended hereby, be held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance or the Code of Ordinances, as amended hereby, which shall remain in full force and effect.
3. This Ordinance shall be effective July 2, 2026.

PASSED AND APPROVED this the 2nd day of June, 2026.

MAYOR

ATTEST:

City Clerk

Exhibit 1

7500 AMENDMENT PROCEDURE

§ 7505 Purpose

The purpose of the amendment procedure is to provide for changes in the text of this zoning ordinance (text amendment) and the application of the ordinance to property within the city by means of the zoning maps (rezoning). Sections 7500 through 7599 shall be known as the amendment procedure.

§ 7510 Jurisdiction

The city council shall have jurisdiction with respect to text amendments and rezoning. The Commission shall review and submit recommendations to the city council on all such matters.

§ 7515 Initiation of amendments

The city council or the Commission may initiate the amendment procedure. A rezoning may also be initiated by the owners or authorized agents of property as prescribed in this [ordinance].

§ 7520 Submission requirements

An application for rezoning shall be submitted to the Director of Development Services, along with any applicable fee required by section 7650, at least 21 days prior to the regular meeting of the Commission. The application shall include the following information:

- A. Complete name, address (including ZIP code), and telephone number of applicant.
- B. Map of the area proposed for rezoning.
- C. Present use.
- D. Present zoning district.
- E. Proposed use.
- F. Proposed zoning districts.
- G. A vicinity map at a scale approved by the city Development Services Division showing property lines, streets, existing and proposed zoning and such other items as the Director of Development Services may require.

§ 7525 Public hearing and notice

The Director of Development Services shall schedule a public hearing at the next regular meeting of the Commission and shall provide notice as prescribed in section 7635.

§ 7530 Report of the Director of Development Services

The Director of Development Services shall review the application for rezoning and submit a report to the Commission. This report shall be made available to the applicant at least ten days.

5100 HOME OCCUPATIONS

§ 5105 Purpose

The purpose of the home occupation provisions is to allow for the use of a portion of a residential structure for a nonresidential use which is clearly an accessory use to the existing residential use and does not change the residential character of the site and/or neighborhood. Sections 5100 through 5199 will be known as the home occupation provision of the zoning ordinance. (Ordinance 101-94, sec. 1, adopted 8/2/94)

§ 5110 Applicability

The home occupation provision shall be applicable only to authorized single-family residences, duplexes, or dwelling units in a multi-family use. The Director of Development Services or his designee shall have the responsibility of enforcement of the provisions shown herein.

(Ordinance 101-94, sec. 1, adopted 8/2/94)

§ 5115 Home occupation as accessory use only

The home occupations shall be an accessory use to the residential use, and shall be conducted entirely within a dwelling unit which is the bona fide residence of the practitioner. A detached building may be used for the home occupation as long as the use of the structure maintains the same residential character as found with other structures in the same neighborhood and conforms with other requirements found herein. (Ordinance 101-94, sec. 1, adopted 8/2/94)

§ 5120 Residential character to be maintained

The residential character of the lot and dwelling shall be maintained by the following:

1. The exterior of the dwelling shall not be altered in any manner so as to accommodate a home occupation.
2. An accessory building may be added on the property to accommodate the home occupation if the accessory building maintains the same residential character as the primary structure.
3. No more than 25 percent of the total gross floor area, not to exceed 500 square feet, of the residential building may be used for the home occupation or associated storage not contrary to the regulations provided herein.
4. No equipment, material or merchandise associated with the home occupation shall be displayed or stored where visible from anywhere off the premises.
5. No signs advertising the home occupation shall be placed on the premises.
6. The home occupation shall not require or utilize pick-ups or deliveries by vehicles exceeding 19,000 pounds gross vehicle weight (GVW) to support the home occupation.
7. No chemicals, fuels or hazardous materials of any type will be stored on premises

other than the amount normally associated with a typical residential use.

8. No outdoor lighting, intended for security or other reasons, shall be permitted to produce glare onto adjacent residential properties, or light onto adjacent residential properties greater than 0.3 footcandles as measured at the property line. For the purpose of this provision, glare is defined as the viewing of a light source to include the bulb and any associated reflector as part of a light fixture, or the reflected viewing of a light source from an object not associated with the light source.
9. No commercial vehicle exceeding 9,000 pounds gross vehicle weight (GVW) shall be permitted to park overnight on the premises of a home occupation or within the residential neighborhood.

(Ordinance 101-94, sec. 1, adopted 8/2/94)

§ 5125 Employment or participation limitations

No person other than the resident of the dwelling unit shall participate in the home occupation on the premises. The dwelling unit shall not be used as a place of congregation for work off the premises.

(Ordinance 101-94, sec. 1, adopted 8/2/94)

§ 5130 Use limitations

Home occupations shall be subject to the following use limitations:

1. No direct selling of merchandise shall be allowed. However, storage of merchandise for delivery may be permitted subject to the following limitations:
 - A. Stored merchandise shall not be visible from anywhere off the premises.
 - B. Method of delivery or pick-up shall not be made by carriers exceeding 19,000 pounds gross vehicle weight (GVW).
2. No outdoor lighting, intended for security or other reasons, shall be permitted to produce glare or light onto adjacent residential properties.
3. The home occupation, structure used for the home occupation, or any situation as a result of the home occupation, shall not generate any noise, glare, odor, light, vibration, or like sensory impacts, not normally associated with a typical residential use, and for a length of time or frequency normally associated with a typical residential use, onto an adjacent residential property.
4. Garage sales shall be permitted no more than four times per calendar year, with such garage sales lasting no more than three consecutive days each time.
5. The amount of refuse generated by the home occupation, or the consumption of water, electricity or natural gas shall not be in excess of amounts typical of households in the same neighborhood.

(Ordinance 101-94, sec. 1, adopted 8/2/94)

§ 5135 Hours of operation

The hours of operation shall be limited to no earlier than 8:00 a.m. and no later than 9:00 p.m. (Ordinance 101-94, sec. 1, adopted 8/2/94)

7600 PUBLIC NOTICE PROCEDURES AND FEE SCHEDULE

§ 7605 Purpose

The purpose of this public notice procedure is to establish the minimum requirement for notice to be given with respect to public hearings required by this ordinance. The purpose of the fee schedule is to establish fee applications and permits in order to defray administrative costs. Sections 7600 through 7650 shall be known as public notice procedures and fee schedules.

§ 7610 Procedure for notifying property owners

Whenever public notice calls for notifying property owners by mail, such notice shall be served by depositing the same, properly addressed and postage paid, in the Wichita Falls Post Office, not less than ten days before the date set for the public hearing to all such owners who have rendered their property for city taxes as the ownership appears on the last official city tax roll.

§ 7615 Public notice for site plan review appeals

Notice of public hearing by the Commission for a site plan review appeal shall be given as follows: Notice of the public hearing shall be posted at least 72 hours prior to the public hearing in accordance with the open meetings law.

§ 7620 Public notice for conditional use permits

Notice of public hearing for a conditional use permit by the Commission shall be given as follows:

- A. Notice shall be given to property owners of real property lying within 200 feet of the property on which a conditional use permit is being sought. Such notice shall be given at least ten days prior to the public hearing in accordance with procedures prescribed in section 7610.
- B. Notice of the public hearing shall be posted at least 72 hours prior to the public hearing in accordance with the open meetings law.

§ 7625 Public notice of conditional use appeal

Notice of public hearing by the city council for a conditional use permit appeal shall be given as follows: Notice of the public hearing shall be posted at least 72 hours prior to the public hearing in accordance with the open meetings law.

§ 7630 Public notice for variances and administrative appeals

Notice of the public hearing for a variance or administrative appeals shall be given as follows:

- A. Notice of the public hearing shall be posted at least 72 hours prior to the public hearing in accordance with the open meetings law.
- B. Notice shall be given to the parties in interest by mail at least ten days prior to the public hearing date.

- C. At least 15 days prior to the date of the Zoning Board of Adjustment public hearing, the applicant or his agent shall place a sign or signs on the property for which the variance or administrative appeal has been submitted. Such signs shall be placed on the property, within ten feet and parallel to any street right-of-way, and shall be visible from such streets. These signs shall be furnished by the city for a fee prescribed in this ordinance, and the applicant shall use best effort to maintain posting throughout the period of the public hearings.
- D. Written notice shall be given to property owners of real property lying within 200 feet of the property on which a variance is being sought. Such notice shall be given at least ten days prior to the public hearing in accordance with procedures prescribed in section 7610.

(Ordinance 76-86, sec. 1, adopted 9/16/86)

§ 7635 Public notice for zoning amendments

Notice of zoning amendments shall be given as follows:

- A. Commission public hearing.
 - 1. Notice of the public hearing shall be published at least 15 days prior to such public hearing date in a newspaper of general circulation in the city.
 - 2. Written notice shall be given to property owners of real property of the area of the lots or land included in such proposed change and of the lots or land immediately adjoining the same and extending 200 feet therefrom. Such notice shall be given in accordance with the procedure prescribed in section 7610.
 - 3. Notice of the public hearing shall be posted at least 72 hours prior to the public hearing in accordance with the open meetings law.
 - 4. Notice of the public hearing shall be published on the City's maintained website no later than 15 days prior to the public hearing.
- B. City council public hearing. The notice of the city council public hearing on a zoning amendment will be similar to the procedure prescribed for the Commission public hearing. However, such notice shall not be given concurrently with the Commission notice.
- C. At least 15 days prior to the date of the Commission public hearing, the applicant or his agent shall place a sign or signs on the property proposed for rezoning. Such signs, measuring 24 inches long and 48 inches wide, shall be placed on the property, within ten feet and parallel to any street right-of-way, and shall be visible from such street. These signs shall be furnished by the city for a fee prescribed in this ordinance, and the applicant shall use best effort to maintain posting throughout the period of the public hearings.

§ 7650 Fee schedule

Fees shall be established as provided in the fee ordinance passed by the city council, which may from time to time adjust and revise the fees without amending this ordinance. (Ordinance 83-85, sec. 9, adopted 8/6/85; Ordinance 28-86, secs. 11, 12, adopted 4/1/86; Ordinance 76-86, sec. 1, adopted 9/16/86; Ordinance 104-86, sec. 1, adopted 12/16/86; Ordinance 89-87, sec. 2, adopted 9/15/87)

§ 7700 Enforcement

The provisions of this zoning ordinance shall be administered and enforced by the Community Development Director of Development Services. Sections 7700 through 7705 shall be called enforcement.

§ 7705 Duties of the Director of Development Services

For the purpose of this ordinance, the Director of Development Services shall have the following duties:

- A. Responsible for the general administration of the zoning program as outlined in this ordinance and ensuring compliance with its various provisions;
- B. Upon finding that any of the provisions of this ordinance are being violated, notify in writing the persons responsible for such violations, ordering the action necessary to correct such violation;
- C. Order discontinuance of illegal uses of land, buildings, or structures;
- D. Order removal of illegal buildings or structures or illegal additions or structural alterations;
- E. Order discontinuance of any illegal work being done; or
- F. Take any other action authorized by this ordinance to ensure compliance therewith or to prevent violations thereof.

This may include the issuance of and action on zoning permits and certificate of occupancy permits and such other administrative duties as are permissible under the law prior to the public hearing.

§ 7535 Action of the Commission

The Commission shall determine as to whether the change is consistent with the objectives of the comprehensive plan and shall make recommendations to the city council. The Commission may recommend a more restrictive classification than that requested by the applicant.

§ 7540 Action by the city council

- A. Upon receiving a recommendation from the Commission, the city council shall hold a public hearing on the text amendment or rezoning. Notice of the public hearing shall be given and prescribed in section 7635.
- B. If the city council finds that the proposed change is consistent with the objectives of this ordinance or the comprehensive plan, it may make such amendment by passage of an ordinance.
- C. Proposed comprehensive zoning changes, as defined by Section 211 of the Texas Local Government, shall require three-fourths vote of the city council if protest of amendment has been filed with the Director of Development Services, duly signed and acknowledged by the owners [of] at least 20 percent of either the area of the lots or land included in the proposed change or the area of the lots or land immediately adjoining the same and extending 200 feet therefrom.
- D. Proposed non-comprehensive zoning changes, as defined by Section 211 of the Texas Local Government Code, shall require three-fourths vote of the city council if protest of amendment has been filed with the Director of Development Services,

duly signed and acknowledged by the owners [of] at least 20 percent of either the area of the lots or land included in the proposed change or the area of the lots or land immediately adjoining the same and extending 200 feet therefrom.

- E. Proposed non-comprehensive zoning changes, as defined by Section 211 of the Texas Local Government Code, having the effect of allowing more residential development than the existing zoning regulation or district boundary, and does not have the effect of allowing additional commercial or industrial uses, unless limited to the first for of a residential development and not exceeding 35 percent of the overall development, shall require an affirmative vote of the majority of Council if protests of the amendment has been filed with the Director of Development Services duly signed and acknowledged by the owners of at least 60 percent of either the area of the lots or land included in the proposed change or the area of the lots or land immediately adjoining the same and extending 200 feet therefrom.

§ 7545 Resubmission of request

Upon denial of a request for any change, amendment, or any other action requiring action on this ordinance by the Commission, Board of Adjustment, or city council, no resubmittal shall be made within six months from the date of the latest request, unless the applicant can show that substantial changes affecting the respective property have occurred. The Development Services Director shall determine if substantial changes have taken place.

(Ordinance 32-94, sec. 1, adopted 3/16/94)



STRATEGIC PILLAR

- Accelerate Economic Growth
- Provide Quality Infrastructure
- Actively Engage and Inform the Public
- Optimize Engagement with the City and City Services

**City Council
June 2, 2026
Transmittal Letter**

Agenda Item Number: 11.a.

Agenda Item Name: Ordinance making an appropriation to the Special Revenue Fund in the amount of \$10,000 for The Rescue Effect Campaign Grant from the American Society for the Prevention of Cruelty to Animals (ASPCA) for Fiscal Year 2026; authorizing the City Manager, or his designee, to execute all documents necessary to accept said funds

Council Action to be Taken: Consider and take action on proposed Ordinance.

Department Submitted: Health

Staff Contact:

Amy Fagan, Director of Public Health

1. PURPOSE / DESCRIPTION

The grant agreement is with the American Society for the Prevention of Cruelty to Animals (ASPCA), to perform activities to improve the adoptions process at the Animal Services Center (ASC). Our shared goal is to increase the number of animals adopted from the ASC. The ASPCA will provide \$10,000; there is no match.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

This is the first time the Health Department has received this type of funding. This funding is intended to improve the adoption rates for animals at the Animal Services Center. This will be accomplished by using the funds for two primary purposes: 1) spay/neuter animals in the adoptions program & 2) hold 6 adoption fee-waived events prior to the end of the calendar year.

3. BOARD REVIEW / CITIZEN INPUT

N/A

4. RECOMMENDATION

Approval of the ordinance.

5. FUNDING SOURCE

Appropriation to the Special Revenue Fund in the amount of \$10,000.

6. TIMELINE

June 01, 2026 – December 31, 2026

7. ALTERNATIVE OPTIONS

N/A

8. ATTACHMENTS

1. HLTH-O-ASPCA Grant 060226 Ordinance only

Ordinance No. _____

Ordinance making an appropriation to the Special Revenue Fund in the amount of \$10,000 for The Rescue Effect Campaign Grant from the American Society for the Prevention of Cruelty to Animals (ASPCA) for Fiscal Year 2026; authorizing the City Manager, or his designee, to execute all documents necessary to accept said funds.

WHEREAS, the Health Department and the ASPCA desire to enter into a contract to increase animal adoptions from the Animal Services Center; and,

WHEREAS, the project period for these funds does not align with the fiscal year.

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

There is hereby appropriated in the Special Revenue Fund \$10,000 for the Animal Services Center Adoptions Program, and the City Manager is authorized to enter into a contract, in a form as approved by the City Attorney, with the American Society for the Prevention of Cruelty to Animals for the Wichita Falls-Wichita County Health District.

PASSED AND APPROVED this the 2nd day of June 2026.

MAYOR

ATTEST:

City Clerk