

DATE	ANNEXATION PROCESS	Clerk: sva	TAKEN BY
	ACTION Property: 8.352–acres 15A Upper Balcones Rd. (KAD Nos. 15841 and 290201) at the request of Morningside Ministries		
2/8/2019	Metes & Bounds reviewed		M. Mann
2/05/2018	Initial Discussion regarding annexation or development		L. Talley
2/11/2019	Petition Received		L. Carroll
n/a	Development Agreement Prepared		L. Talley
2/26/2019	Resolution Approved No: 2019-R		City Council
2/11/2019	Service Plan Prepared ** (returned notarized by requestor)		L. Talley
2/27/2019	Notification to Property Owner (If involuntary annexation - include a copy of Service Plan)		L. Carroll
3/1/2019	Publication Date of First Hearing (Sent to newspapers/internet on: 2/27/2019)		L. Carroll
2/27/2019	Notify School District of Proposed Annexation (Sent notification on: 2/27/2019)		L. Carroll
2/27/2019	Notify Fire Dept of Proposed Annexation (Sent notification on: 2/27/2019)		L. Carroll
3/12/2019	First Hearing Held (Not less than 10 days not more than 20 days from the date of publication.)		City Council
3/15/2019	Publication Date of Second Hearing (Send to newspapers/internet on: 3/13/19)		L. Carroll
3/26/2019	Second Hearing Held		City Council
3/27/2019	Ordinance Prepared		L. Carroll
4/9/2019	First Reading of Ordinance No. 2019-		City Council
n/a	Development Agreement Approved		City Council
4/23/2019	Second Reading of Ordinance		City Council
4/24/2019	New Maps		M. Mann
4/24/2019	Submission to U.S. Dept of Justice (File # _____)		L. Carroll
4/24/2019	Copy to County Clerk, File #		L. Carroll
4/24/2019	Copy to Kendall County Tax Collector		L. Carroll
4/24/2019	Copy to Tax Appraisal District		L. Carroll
4/24/2019	Notify FEMA		L. Carroll
4/24/2019	Notify TxDot - Information Resource Support Specialist		L. Carroll
4/24/2019	Notify Secretary of State		L. Carroll
4/24/2019	Notify State Comptroller		L. Carroll
4/24/2019	Notify Texas Dept. Of Insurance		L. Carroll
4/24/2019	Notify Franchises (all that are applicable: Gas, cable, tele, elec, water, garbage)		L. Carroll
4/24/2019	If a Hotel, Motel, or Bed Breakfast is annexed notify them of occupancy tax		L. Carroll
4/24/2019	Send copy of Ordinance to property owners and to UBO- KB, UCSO-JC, PD- SP, CL, PW – MM, PB, TW, LM , Planning - LT, & Code Dept.- JA		L. Carroll
	Recommendation of zoning - following annexation		L. Talley
	Zoning Approval		City Council

**Law stipulates the Service Plan must be submitted prior to the First Publication of Hearing

All notifications following the approval of the ordinance will include the ordinance and a certified affidavit from the City Secretary

Updated January 8, 2008