

SANCTUARY / HIDDEN GLEN
VOLUNTARY ANNEXATION & ZONING SCHEDULE

DATE	ANNEXATION TASK	PD TASK
12/04/2015	Voluntary petition for annexation submitted to Village Administrator or Board of Aldermen.	
12/10/2015	Board of Aldermen (BOA) conducts public hearing and accepts Petition for Annexation. §43.028	Applicant files complete application and fees for PD-MU¹ zoning request (official submission date). Salado Zoning Ordinance Sec. 2.4 C. 3.
12/10/2015	<p>1) Village authorizes staff to initiate annexation proceedings. §43.028(d).²</p> <p>2) Village begins preparing a service plan for the area to be annexed. §43.065: Before the publication of the notice of Hearing #1, the Board of Aldermen shall direct its planning department (here, Village Manager and Director of Planning) to prepare a service plan that provides for the extension of full municipal services to the area to be annexed.</p>	
12/11/2015	Village mails notices of public hearings to property owners, agencies, utilities, railroads. (§43.062: Notice must be mailed to property owners, railroads, and government/private utilities at least 30 days before Hearing #1.)	
12/22/2015		Publish Notice of Planning and Zoning Commission Hearing on PD-MU Zoning in newspaper and on website. (Notice of public hearing published 15 th day before public hearing date.)
12/30/2015		Village mails notice of Planning and Zoning Commission Hearing to property owners within 200' of the area. (Before the 10 th day before the Commission public hearing date.)

¹ Unless otherwise specified, PD means Planned Development.

² All section references are to the Texas Local Government Code, unless otherwise indicated.

<p>01/04/2016</p>	<p>Provide written notice of the proposed annexation to each public school district located in the area proposed for annexation. §43.905: During the period prescribed for publishing the notice of the first hearing, each school district located in the area proposed for annexation needs to receive a letter describing:</p> <ul style="list-style-type: none"> (1) the area within the district proposed for annexation; (2) any financial impact on the district resulting from the annexation, including any changes in utility costs; and (3) any proposal the municipality has to abate, reduce, or limit any financial impact on the district. 	
<p>01/04/2016</p>	<p>Publish notice of Annexation Hearing #1 in newspaper and on website. §43.063: Must publish notice of Hearing #1 in newspaper and on website no more than 20 but at least 10 days before the hearing. <i>(Publish in alternate paper of record, the Temple Daily Telegram. Hearing # 1 notice to be published between 12/25/15 and 1/4/16)</i></p>	
<p>01/04/2016</p>	<p>Publish notice of Annexation Hearing #2 in newspaper and on website. §43.063: Must publish notice of Hearing #2 in newspaper and on website no more than 20 but at least 10 days before the hearing. <i>(Publish in alternate paper of record, the Temple Daily Telegram. Hearing # 2 published between 1/1/16 and 1/11/16)</i></p>	
<p>01/04/2016</p>		<p>Publish notice of PD-MU Zoning BOA Hearing in newspaper and on website. (Notice of public hearing published 15th day before public</p>
<p>01/07/2016</p>	<p>Draft service plan completed and ready for review. <i>Complete between Petition Acceptance date and Hearing # 1.</i></p>	
<p>01/07/2016</p>		<p>Village mails notice of BOA Hearing to property owners within 200’ of the area. (Before</p>

		the 10 th day before the BOA public hearing date.)
01/12/2016		Planning and Zoning Commission Public Hearing on PD-MU Zoning Ordinance. Recommendation to approve or deny forwarded to Board of Aldermen.
01/14/2016 <i>Special BOA meeting</i>	Public Hearing #1. §43.063: Village must conduct 2 hearings. The hearings must be conducted on or after the 40 th day but before the 20 th day before the date of the institution of the proceedings. <i>Note: The date of the “institution of proceedings” is the date the annexation ordinance is introduced and adopted by Board of Aldermen on first reading.</i>	
01/21/2016	Public Hearing #2. §43.063: Village must conduct 2 hearings. The hearings must be conducted on or after the 40 th day but before the 20 th day before the date of the institution of the proceedings.	Board of Aldermen Public Hearing on PD-MU Zoning Ordinance. Board of Aldermen recommend to approve or deny.
02/11/2016 <i>Special BOA meeting</i>	1) First Reading of Annexation Ordinance 2) Board of Aldermen adopts Annexation Ordinance and approves the service plan. §43.064: Annexation must be completed within 90 days of instituting proceedings (<i>i.e.</i> , within 90 days of first reading).	Board of Aldermen gives final approval and adopts PD-MU Zoning Ordinance.
<u>Immediately Following Adoption of Annexation Ordinance</u>		
File Annexation Ordinance with the County Clerk Within <u>30 days</u> of adoption, the Village must file with the County Clerk a certified copy of the annexation ordinance along with a legal description of the property.		
Notify Secretary of State and Comptroller Tax Code §321.102: Send via certified or registered mail a certified copy of the annexation ordinance to the Secretary of State of Texas. Send by certified or registered mail a copy of the annexation ordinance with a map of the whole municipality clearly showing the new annexation to the Sales Tax Division of the State Comptroller’s office.		
Amend the official Village map Prepare an amended official Village map and have it adopted by ordinance. File a copy of the amended map in the office of the Village		

Secretary and keep a copy in the office of the Village Manager.

§41.001(b): When a Village expands its ETJ by petition or annexes territory, the map must be immediately updated to include the annexed territory, including an annotation that states:

- (1) the date of the ordinance;**
- (2) the number of the ordinance, if any; and**
- (3) a reference to the minutes or ordinance records in which the ordinance is recorded in full.**