

July 29, 2025

**VIA EMAIL**     [mayor@townofbartonville.com](mailto:mayor@townofbartonville.com)  
[kriggs@townofbartonville.com](mailto:kriggs@townofbartonville.com)

Mr. Kirk Riggs, Town Administrator & Police Chief  
Town of Bartonville  
1941 E Jeter Road  
Bartonville, TX 76226

**RE:     *Planning Services Agreement for On-Call Planning Services for the Town of Bartonville, Denton County, Texas.***

Dear Mr. Riggs:

It was a pleasure meeting with you yesterday and thank you for considering HE Planning+Design, LLC (HEP+D) for professional on-call planning services for the Town of Bartonville. HEP+D has over 30 years of experience in the municipal and private planning sectors and is prepared to assist Bartonville with excellent planning services. HEP+D will utilize Bartonville's existing adopted development regulations and facilitate strategic reviews to support the Town's desired direction.

I have outlined a scope of anticipated services for your current needs below.

#### ***SCOPE OF SERVICES***

##### **Planning Tasks:**

HEP+D will provide professional planning services to coordinate and complete the following applications and needs of the Town:

1. Prepare minor amendments necessary to the zoning ordinance and subdivision regulations as needed to address development and applications;
2. Review the following applications:
  - a. Zoning
  - b. Board of Adjustment
  - c. Site Plan
  - d. Plats
  - e. Landscape and Screening plans
  - f. Signs
3. Coordinate Town Annexation and Zoning updates with the Town Surveyor;
4. Prepare public hearing notification publications, letters to adjacent owners, notification map, and mailing list for staff to complete notifications;
5. Draft Agendas and Reports for Town Secretary to upload in the Town's agenda software;
6. Draft ordinances for City Attorney review;
7. Utilize the Town's network for saving work/project files; and
8. GIS tasks (web map development and zoning map updates).

**Method:**

HEP+D will review the applications and identify compliance with the adopted zoning ordinance, subdivision regulations, and other adopted plans. HEP+D will provide the reviews in written and graphic format (PDF review) for clear understanding of the comments. HEP+D will provide correspondence with applicants and general inquirers for zoning and development requirements and processes. Additionally, HEP+D will coordinate review comments for consensus with staff, Town engineer, Town attorney, TXDOT, Denton County, and other required entities as authorized and directed by you.

Remote access to the Town's Development Services files (adopted ordinances, application forms, agenda Word document format, etc.) is the preferred method of providing reviews and correspondence. Access to a "submittals" or "Planner" email account is also beneficial to ensure timely receipt of applications. Accessibility is something that can be worked out upon agreement execution.

**Review Turnaround:**

HEP+D will provide the review comments within ten (10) business days of receipt of an application. If a project is deemed incomplete, not meeting the minimum standards per Texas Local Government Code and the Town's zoning and subdivision ordinances. The application deficiency(ies) will be noted and returned without a full review. HEP+D's goal is to maintain project review schedules and send applications to the P&Z Commission and Town Council with as few conditions for approval.

Agendas, publications in the official newspaper, and public hearing notices will be sent to your Development Services staff for posting in the Town's official agenda location and on the Town of Bartonville's website. Notifications, mailing lists, exhibits/maps that are required to be mailed will be provided to your staff for mailing from the Town. Agendas and notices will be sent no later than 96 hours prior to a posting deadline. Publications in the official newspaper will be sent 24 hours prior to the publication deadlines. Additionally, Public Hearing notices that are required to be posted on the Town's website will be sent to staff 24 hours prior to the deadline.

Please note, applicants that do not resubmit according to the deadline date on the adopted development calendar will be processed on an amended schedule and will not be placed on the originally anticipated agenda date for consideration.

**Meetings:**

HEP+D will attend Town meetings as directed by you. Additionally, HEP+D will meet with applicants, consultants, and Town staff in person or via internet session, as directed by you to conduct reviews and business.

**Development Inquiries:**

HEP+D will attend predevelopment inquiry meetings, participate in calls, and/or provide email correspondence as needed to address potential projects and offer direction on Bartonville's policies to facilitate suitable development.

**Termination:**

This agreement may be terminated by either party with 30 days' written notice, with or without cause.

***FEE AND BILLING***

HEP+D will perform the services described above based on the **Town of Bartonville General Planning Services** for the hourly rates (15-minute increment minimum) below.

Intern	\$60.00
Planner I	\$75.00
GIS Analyst	\$100.00
Planner Project Manager	\$150.00
Principal Planner	\$225.00
Invoice Fee/each	\$50.00
Administrative Assistant	\$45.00

Direct expenses such as copying (full size and reductions included), scanning, color copies, mileage, deliveries, will be invoiced at 1.15 times cost. Expert witness services, if required, are billed in accordance with the rate schedule.

Invoices will be submitted monthly based on services performed. Billing will be due and payable to HE Planning+Design, LLC, 8458 Howell Drive, Frisco, Texas 75034 within 25 days of receipt.

***ADDITIONAL SERVICES***

Any items requested by you that are not outlined in the above scope would be considered additional services and would be provided as requested and authorized by you. In the anticipated event that you need our services for such items we can provide you with a letter agreement for them.

This scope does not include:

1. Preconstruction meeting attendance, Financial Assurance, Bonds, Construction Contracts, Inspections, Impact Fee updates, and Right-of-Way Permits;
2. Comprehensive Plan preparation/amendments including thoroughfare plan and park/trail plans;
3. Small cell right-of-way permits; and
4. Economic Development tasks.

***CLOSURE***



heleneve@HEPlanningDesign.com  
(469)360-6618

Your signature and return of one copy of this professional services agreement shall serve as direction to proceed.

I appreciate the opportunity to submit this agreement for on-call professional planning services. Receipt of an executed copy will indicate notice to proceed. I understand you all have an immediate need for a couple of applications beginning August 1, 2025. Please contact me if you have any questions. I look forward to working with you and the Town of Bartonville.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Helen-Eve L. Beadle'.

Helen-Eve L. Beadle, AICP

AGREED and accepted this 1<sup>st</sup> day of August, 2025.

A handwritten signature in green ink, appearing to read 'Kirk Riggs'.

Kirk Riggs, Town Administrator  
Town of Bartonville, Texas