REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: December 8, 2025

FROM: Dale Perryman, P.E., Town Engineer

SUBJECT: Conversion of Letter of Credit for Lockwood PD, Phases 3 and 4, Case #242781

INTRODUCTION:
The purpose of this agenda item is to consider the approval of the conversion of Pinnacle Bank Letter of Credit for Lockwood PD, Phases 3 and 4.

BACKGROUND:
- The Preliminary Subdivision Plat was approved by the Planning Commission (PC) on January 7, 2025.
- The Board of Mayor and Aldermen (BMA) approved the Development Agreement on January 27, 2025.
- The Final Subdivision Plat was approved by the PC on June 5, 2025.
- On November 13, 2025, calculations were prepared for the conversion holding 100% for Final Asphalt, Sidewalks (Lots), Landscaping/Benches/Sod, Final Asphalt for Alleys, 25% for Sewer, Water, Drainage, Curb & Gutter, Roadway, Greenbelt, Street Signs, 15% for Site Work/Erosion, and 10% for Alleys (Base Asphalt). (Exhibit 2)

DISCUSSION:
Developers may post a letter of credit at the start of a project, but the plat cannot be officially recorded until the development has reached Initial Acceptance. The Developer, with approval from the BMA, may then reduce/increase the performance security amount based on the Developer's engineer providing a cost estimate of the uncompleted public and private improvements acceptable to the Town Engineer. If the performance security amount is not sufficient to cover the cost of these uncompleted improvements, the Developer must increase the amount. The conversion allows for the recording of the Plat, which signifies Initial Acceptance of the project.

BUDGET IMPACT:
There is no impact to the budget.

ATTACHMENTS:
Exhibit 1 - Vicinity Map.pdf
Exhibit 2 - Conversion Calculations

PROPOSED MOTION:
To approve the Conversion of the Pinnacle Bank Letter of Credit (#90840829) for Lockwood PD, Phases 3 and 4 from $150,000.00 to $537,000.00

Board Action: Motion By_____ Seconded By_____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						