



CITY OF COLLEYVILLE CITY COUNCIL AGENDA

100 Main Street, Colleyville, Texas, 76034

TUESDAY, MAY 13, 2025

**WORKSESSION
5:30 PM
EXECUTIVE CONFERENCE ROOM
THIRD FLOOR**

CALL TO ORDER

- WS-1** Discussion of amendments to Chapter 7: Sign Regulations
- WS-2** Discussion of enhancements to the Northern Gateway
- WS-3** Discussion of the May 13, 2025, City Council regular agenda items

1. EXECUTIVE SESSION - In accordance with Texas Government Code, Chapter 551, Subchapter D

Section 551.071 - Legal - Consultation with the City Attorney regarding items on the agenda or for 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 Chapter 551 of the Texas Code

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

**REGULAR MEETING
7:00 P.M.
CITY COUNCIL CHAMBERS**

INVOCATION: Pastor Dale Molden, CrossCreek Church

PLEDGE OF ALLEGIANCE: City Attorney Whitt Wyatt

2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-25-5042

3. OATH OF OFFICE**4. RECEPTION FOR CITY COUNCIL MEMBERS****5. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

Proclamation in recognition of National Public Works Week, May 18-24, 2025 - Mayor Bobby Lindamood and Public Works/Parks and Recreation Director Lisa Escobedo

Proclamation in recognition of National Police Week, May 11-17, 2025 - Mayor Bobby Lindamood and Police Chief Michael Miller

6. ELECTION OF MAYOR PRO TEM AND DEPUTY MAYOR PRO TEM**7. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-25-5043**

7a Approval of the minutes of the regular City Council meeting of May 6, 2025

8. ITEMS NOT FOR CITY COUNCIL ACTION

8a Monthly Financial Report - April 2025

9. ORDINANCE(S): SECOND READING AND PUBLIC HEARING**9a Ordinance O-25-2324**

Consideration of a Special Use Permit for Massage Therapy Use on Lot 2, Block 1, Braum's/Inland Addition, located at 4508 Colleyville Boulevard, Suite B, Case ZC25-003

9b Ordinance O-25-2325

Consideration of a Special Use Permit for Massage Therapy Use on Lot 1RA, Block 1, Kroger Addition, located at 4906 Colleyville Boulevard, Suite 200, Case ZC25-004

9c Ordinance O-25-2326

Consideration of a Special Use Permit for a fence on Lot 16, Block 7, Oak Crest Hills Addition, located at 405 Oak Crest Hills Drive, Case ZC25-005

9d Ordinance O-25-2327

Consideration of a Special Use Permit for a fence on Lot 1, Block 2, Arbor Estates II Addition, being approximately 0.49 acres, and zoned R-20 Single Family Residential, Case ZC25-008

9e Ordinance O-25-2328

Consideration of a rezoning from the AG Agricultural district to R-40 Single Family Residential, on Tracts 4A2 and 4B2, 4A3 and 4B3, and 4E, Abstract 295, William E. Crooks Survey, located at 7316 John McCain Road and 116 John McCain Road, Case ZC25-006

9f Ordinance O-25-2329

Amending Chapter 86 (Streets, Sidewalks and Other Public Places) of the City of Colleyville Code of Ordinances by repealing and replacing Article I entitled "In General"; adopting safety restrictions for the use of electronic bicycles and electronic scooters within the City

10. ORDINANCE(S): FIRST READING AND PUBLIC HEARING**10a Ordinance O-25-2330**

Amending the Colleyville Code of Ordinances, Chapter 90, Section 90-1, adopting a residential homestead property tax exemption equal to the greater of fourteen percent (14%) of the appraised value or five thousand dollars

11. CITIZEN COMMENTS**12. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR TUESDAY, MAY 13, 2025 - READING AND PUBLIC HEARING - RESOLUTION R-25-5044****13. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards *Friday, May 9, 2025*, by 5:00 p.m.

Christine Loven, TRMC
City Secretary

A quorum of any Colleyville board, commission, or committee may be present at this meeting. Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1130, and reasonable accommodations will be made to assist you.



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number WS-1

Agenda Date 5/13/2025

Type Worksession

Department Community Development

Title

Discussion of amendments to Chapter 7: Sign Regulations

Explanation

Staff will present potential amendments to Chapter 7: Sign Regulations. The amendments include changes to the regulations pertaining to digital display areas on monuments signs, attached wall signs, and commercial real estate signs. New regulations are proposed for obsolete signs and mural (public art) signs.

Attachments

1. Amendments to Ch. 07 - Sign Regulations Presentations
2. Proposed Ch. 07 Sign Regulations



Chapter 7: Sign Regulations

May 13, 2025

Council Worksession



Discussion of Proposed & Potential Changes Include:

- Digital display areas on monument signs
- Spacing between monument signs
- Attached Signs
 - Awning Sign regulations
 - Projecting Signs
 - Wall Signs
- Commercial Real Estate Signs
- Obsolete Signs **{New}**
- Mural (& Public Art) Signs **{New}**

Chapter 7: Sign Regulations



Section 7-150 Permanent Freestanding Signs – Sign Classifications & Regulations

A. General Business Signs

5. *Changeable Reader Board and Electronic Message Signs:* A general business sign may include a changeable reader board or electronic message area, provided the combined gross surface area does not exceed the maximum allowable message area and provided that no more than **fifty (50%)** percent of the maximum allowable message area may be used as a changeable reader board or electronic message area. A permit is not required to change the message on a changeable reader board or electronic message sign. Except for scrolling reader boards, all electronic message areas shall be allowed to change messages at a minimum of every thirty (30) seconds.

Questions:

- 10% or 20% instead?
- Apply quality standards to the electronic message board signs as new technology allows for better display quality?
- Require an SUP?

***This would apply to institutional signs as well**



Section 7-150 Permanent Freestanding Signs – Sign Classifications & Regulations

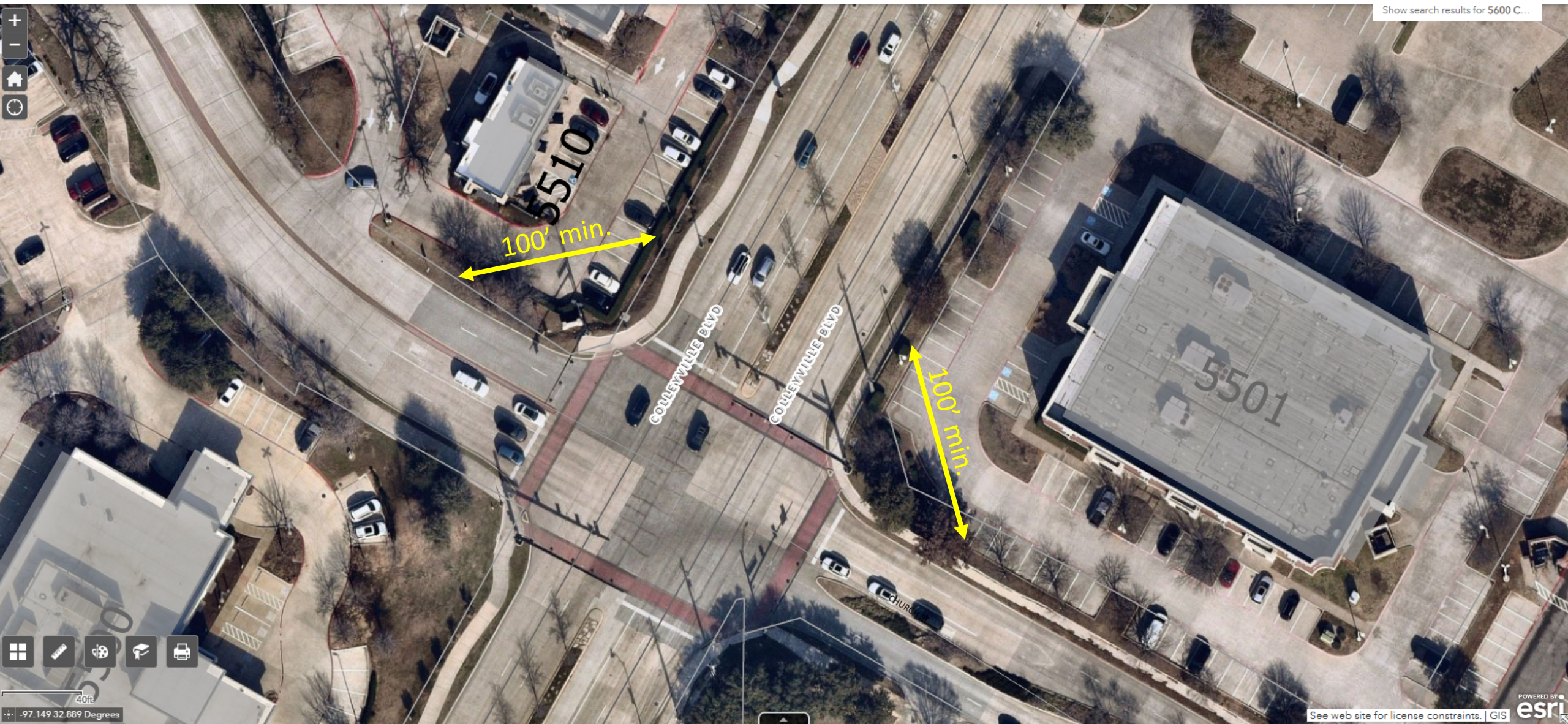
A. General Business Signs

6. *Spacing:* Where a lot qualifies for an additional general business sign, a general business sign shall be a minimum of one hundred (100') feet from another general business sign situated on the same lot.

Questions:

- Is 100 feet far enough?
- Smaller size limits when multiple signs used?
- Should multiple signs on roadway require an SUP?

Chapter 7: Sign Regulations



Chapter 7: Sign Regulations



Section 7-175 Permanent Attached Signs – Classification and Regulations

A. Awning Signs

The sign area on an awning shall not exceed 20% of the area of the awning and shall extend for no more than 50% of the length of the awning or ten feet (10'), whichever is more restrictive. No awning sign shall advertise any products or services, and will only identify the name of the business. An awning sign shall be in lieu of a wall sign. A permit shall be required for an awning sign. Awning signs may be illuminated.

Questions:

- Should be a cap on sign size overall, regardless of building or awning size?



Chapter 7: Sign Regulations



Section 7-175 Permanent Attached Signs – Classification and Regulations

C. Projecting Signs

2. Maximum Area: A projecting sign shall not exceed twenty (20) square feet. The plane of the message area shall not exceed eighteen (18") inches from the plane of the message area on the opposite side of the sign.

Questions:

- Seems large. Reduce maximum area to 8 square feet?
- Make size commensurate with the scale of main structure?



Section 7-175 Permanent Attached Signs – Classification and Regulations

- D. Wall Signs - A wall sign shall only be allowed over the premises on which it advertises and may be illuminated; provided, illuminated wall signs on rear building facades are prohibited. Illumination shall allow for a solid color, no changing colors allowed. Each tenant is allowed one wall sign per occupied space for each building frontage. Wall signs must list the business name as the primary feature. A secondary feature in smaller font may be used such as a business slogan or address. Wall signs should not be used to advertise products or services the business offers. Wall signs shall comply with the following additional regulations:
1. *Maximum Area:* The total area of ~~all wall signs~~ a wall sign on a single tenant building or occupancy space of a multi-tenant building shall not exceed the product of one ~~and one-half~~ (1 $\frac{1}{2}$) times the total lineal width of the wall on which such signs are located. For purpose of this regulation, on multi-tenant buildings, the width of each lease space shall be used to calculate each sign ~~width~~ area.

Questions/comments:

- Several businesses use multiple signs.



Section 7-175 Permanent Attached Signs – Classification and Regulations

3. Maximum Letter/Logo Height: Ratio of letter height based on sign area and/or distance to front property line:

<50 sf or <50 ft from front property line = 24" max. letter/logo height

50 sf to 100 sf or 50 ft to 100 ft from front property line = 48" max.

>100 sf or >100 ft from front property line = 72" max.

Questions:

- Letters/logo are too big?



Section 7-175 Permanent Attached Signs – Classification and Regulations

5. *Color:* No more than three (3) colors shall be used.

. . .

8. *Cabinet Signs:* The use of internally illuminated cabinet signs is not permitted by this ordinance, except in cases in which only the lettering and logo of business is lit.

9. *Shopping Center Wall Signs:* Signs located in shopping centers or multi-tenant developments will be generally consistent (color, size, etc.) with each other.

Questions/Comments:

- The intent is to provide greater consistency

Section 7-190 Temporary Business Signs – Classifications & Number Allowed

I. Real Estate Signs (Commercial) – The purpose of a commercial real estate sign is to advertise the sale, rental or lease of the premises on which said sign is located. A commercial real estate sign shall be allowed in accordance with Table 7-4. A commercial real estate sign shall not be illuminated. The maximum area and height of a commercial real estate sign shall conform to the requirements contained in Table 7-5. Commercial real estate signs shall be removed within seven (7) days following the completion of the sale, rental or lease of the premises. No permit or permit fee shall be required for a commercial real estate sign.

Table 7-4 Permitted Districts for Temporary Signs																
Sign Classification	Permit Required (Y or N)	Residential Districts								Commercial Districts						Special Districts
		R15	R20	R30	R40	RE	RD	RMF	MH	CPO	CN	CC1	CC2	CC3	ML	AG PUD
Real Estate Sign (Commercial)	N									P	P	P	P	P	P	(2, 5)

Notes for Table 7-4:

- (1) Permitted where the PUD ordinance allows commercial uses.
- (2) Permitted where the PUD ordinance allows residential uses.
- (3) Property must contain a residential use.
- (4) Where an Institutional use occupies the premises
- (5) Real Estate Sign (Commercial) posted on building only

Legend

P

 = Sign permitted in this district

#

 = Sign permitted in this district per footnote

Table 7-5 Maximum Area, Height and Setback of Temporary Signs					
Type of Sign	Max. Area	Max. Height	Front Property Line Setback	Side Property Line Setback	Special Conditions
Real Estate Signs (Commercial)	64 s.f. 4 s. f.	10 ft. 3'	None 15'	None 15'	None Existing building: attached to building or within window only
Real Estate Signs (Residential)	12 s. f. 4 s. f.	6 ft. 3 ft.	None 15 ft.	None 15 ft.	none

Questions:

- Size & duration regulations correct?

Section 7-225 Enforcement

- E. Obsolete Signs – Any sign, which the administrative official determines to be obsolete, shall be removed by the permit holder, owner of the sign, or owner of the site on which the sign is located. For temporary signs, the sign must be removed as noted on the sign permit application or within three days after receiving written notification to do so from the administrative official. For permanent signs, the sign must be removed by the permit holder, owner of the sign, or owner of the site on which the sign is located within 30 days. Upon failure to comply with such notice or to file an appeal of the decision in accordance with this article, the administrative official is authorized to cause the removal of such sign, and any expense incident thereto shall be paid by the permit holder, owner of the sign, or owner of the site on which the sign is located.

Questions:

- Regulations correct?

Chapter 7: Sign Regulations

Section 7-235 Commercial Wall Murals and Public Art Murals

No commercial wall mural or public art mural shall be executed or displayed unless said mural is in conformance with the classifications and standards contained in this Section.

- A. **Administrative Approval/Sign Board of Appeals** Approval Required: Commercial Wall Murals and Public Art Murals shall be allowed with the approval of an application through the Administrative Official/Sign Board of Appeals.
- B. Maintenance Agreement Required: Unless otherwise approved by the Administrative Official/Sign Board of Appeals, it is the responsibility of the applicant to ensure the Public Art Mural is maintained in good condition. A signed maintenance agreement and mural maintenance plan will be required as part of the application for a mural.
 - 1. To extend the lifespan of the mural, maintenance best practices should be followed. These include but are not limited to, preliminary wall preparation or cleaning, priming, and curing; using appropriate paints, enamels, or materials to match the surface; and applying topcoats, sacrificial layers, and graffiti-resistant coatings that do not compromise the artwork.
 - 2. No alterations to the mural's design, theme, or scope may be made during routine maintenance performed by the applicant and/or artist unless authorized by the Sign Board of Appeals.
- C. City of Colleyville: Public Art Mural projects initiated, commissioned, and/or funded by the City may be placed on city-owned public buildings, structures, or infrastructure and are exempt from the regulations of this section.

Section 7-235 Commercial Wall Murals and Public Art Murals

- D. Commercial Wall Mural – A graphic or artwork painted or applied to the front façade, entryway, side, or back of a building, where its background differentiates it from the general color or material of the wall or other surface. The artwork is located on private property and is associated with the tenant occupying the corresponding space. All Commercial Wall Murals shall be subject to the following additional regulations:
1. *Design Criteria:*
 - a. Commercial Wall Murals may contain a commercial message such as, but not limited to, logos, branding, or any indication or description in image from the type of commercial activity that occurs in the inside of a building.
 - b. Commercial Wall Murals shall not include any owner identification or commercial text message; however it may contain graphics or images that relate to the products or services offered on the premises where the mural is located.
 - c. The following themes or elements are not permitted: representations of violence or hate; nudity or sexually explicit content; profanity or obscene language; disparagement or denigration of cultures; political themes or agenda-driven content; commercial or advertising messages; use of copyright material without proper authorization; or any content that may pose safety risks or create hazardous conditions. The City reserves the right to reject proposals for murals based on the themes or messages expressed as permitted by applicable First Amendment law.
 - d. Materials utilized in painting a mural shall have proven durability and shall be maintained or removed if not maintained.

Section 7-235 Commercial Wall Murals and Public Art Murals

- E. Public Art Mural – Any graphic artwork painted or applied on a wall, ceiling, ground surface, or other architectural surface (including but not limited to mosaic tiles, photographic elements, wheat paste murals, and collages of elements) where its background differentiates it from the general color or material of the wall or other surface. These murals are displayed in a City park, public right-of-way, or the interior/exterior of a city facility or privately owned building that has entered a public-private partnership with the City.
1. *Design Criteria:*
 - a. A mural shall not be considered public art if it is any way associated with a commercial entity and/or contains a commercial message such as, but not limited to, logos, branding, or any indication or description in narrative or image from the type of commercial activity that occurs on the inside of the building. Public Art Murals may not advertise any business, brand, or product.
 - b. Proposals will be evaluated based on their contribution to the urban environment, the quality they bring to the public art landscape, and the overall strength of the proposal.
 - c. Public Art Murals should be generally consistent with the surrounding area and designed to promote and enhance the character of Colleyville. In general, themes should be positive and uplifting, foster positive community interaction, and reflect the City of Colleyville's values of integrity, excellence, and public service.

Questions/Comments

Coming Soon: Eliminate Lot Coverage Regulation?

Chapter 7

Sign Regulations

Rev. 02/05/2019

Section 7-100 Purpose of This Chapter

The purpose of this Chapter is to establish a comprehensive and balanced system of street graphics to facilitate an easy and pleasant communication between people and their environment and to avoid the visual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities, and community appearance. It is the intent of this Chapter to establish standards which regulate the design, construction, location, height, size and maintenance of signs and sign structures by authorizing the use of street graphics which are:

- A. Compatible with their surroundings;
- B. Appropriate to the activity that displays them;
- C. Expressive of the identity of individual activities and the community as a whole;
- D. Consistent within the corridors of the city;
- E. Legible in the circumstances in which they are seen; and
- F. Protective of property values.

Section 7-105 Authorization for Adoption of This Chapter

The regulations contained in this Chapter have been adopted under the authority of the following:

- A. *Chapter 51 – General Powers of Municipalities of the Texas Local Government Code*, which authorize a municipality to adopt ordinances, rules, or police regulation that is for the good government, peace, or for the trade and commerce of the municipality.
- B. *The Home Rule Charter of the City of Colleyville*, which authorize the City Council to exercise all powers granted to municipalities by the Constitution or the laws of the State of Texas.

Section 7-110 Variances and Appeals

Any person seeking approval of a sign or sign structure inconsistent with this Chapter, may request a variance from, or appeal a decision of an administrative official to the Sign Board of Appeals using the procedures described in *Chapter 1 – General Provisions* of this Land Development Code.

Section 7-115 Definitions

The definitions for this Chapter are found in *Chapter 2 – Definitions* of this Land Development Code.

Section 7-120 Responsibility for Compliance

The permittee, owner, agent, person or persons having the beneficial use of the property, the owner of the land or structure on which the sign is located, and the person in charge of erecting the sign are all subject to

the provisions of this Chapter.

Section 7-125 Violations and Penalties

Any person, firm or corporation violating any provision of this Chapter shall be guilty of a misdemeanor and shall be subject to the penalty provision contained in *Chapter 1-General Provisions* of this Land Development Code.

Section 7-130 General Conditions Applicable to All Signs

The following general conditions shall be applicable to all signs, except where a provision contained elsewhere in this Chapter specifies a different requirement.

- A. Compliance Required – No person, firm or corporation shall erect a new sign, or alter an existing sign, or sign structure, unless said sign conforms to the provisions of this Chapter.
- B. Sign Area – No sign shall exceed the maximum area provided for in this Chapter. The sign area permitted in this Chapter shall apply to the maximum size of a single sign face, except where a provision allows an alternate method for calculating sign area. When the two faces of a sign are separated by an angle of twenty (20) degrees or more, the maximum sign area shall be the total of all non-parallel sign faces.
- C. On-Premises Requirement – All signs shall be located on the same premises where the product or merchandise being advertised is located, except where a specific provision in this Chapter provides for off-premises advertising.
- D. Maximum Height – No sign shall exceed the maximum height provided for in this Chapter. In determining the maximum height of a sign, no sign shall be located on a mound where the surrounding grade has been altered by more than eighteen (18”) inches for purposes of artificially increasing the overall height of a sign above that allowed by the height regulations in this Chapter.
- E. Wind Pressure and Dead Load Requirements – All permanent signs shall be designed and constructed to withstand a wind pressure of not less than 35 pounds per square foot of area.
- F. Sign Contractor Registration – It shall be unlawful for any person, firm or corporation to engage in the business of erecting permanent signs in the city unless such person, firm or corporation is the holder of a valid registration with the City to perform such work. In extending the rights and privileges of such registration, the City of Colleyville makes no statement of the technical competency of those registered, and no manner of license is proffered.
- G. Engineering Requirements and Construction Standards – The construction of all signs shall comply with the structural requirements of the City of Colleyville Building Code. Where required by the administrative official, the construction plans shall be signed and sealed by a professional engineer registered in the State of Texas. Any electrical installations shall comply with the City of Colleyville Electrical Code. No unfinished metal shall be allowed on the exterior surface of a sign or sign support.
- H. Signs in Right-of-Way Prohibited – No sign shall be erected in, extend into or over, a public right-of-way, except where a provision in this Chapter allows such location, or with the approval by the City Council of a *Right-of-Way Encroachment Agreement*.
- I. Interference with Safety Provisions – No sign shall be erected in such a manner that any portion of its surface or supports will interfere with the free ingress or egress of any fire escape, exit, standpipe, or window, or obstruct any required ventilator or door stairway.
- J. Illumination – Illumination of a sign shall only be allowed where a provision contained in this Chapter allows illumination for a specific sign classification or construction type. No sign located in a residential

zoning district shall be illuminated, except where illumination is provided by a provision in this Chapter. Such sign illumination shall not produce glare or direct illumination across the property lines of the premises. For electronic message signs, the maximum brightness shall not exceed 7,000 nits or its equivalent when measured from the sign's face at its maximum brightness during daylight hours and shall not exceed 1,000 nits or its equivalent when measured from the sign's face at its maximum brightness at night.

- K. Loss of Required Parking – No sign shall be constructed within the limits of a parking area that results in a reduction in the number of required parking spaces.
- L. Signs in Planned Unit Developments and property with a Special Use Permit – All signs shall comply with the regulations in this Chapter, unless an ordinance for a Planned Unit Development (PUD) or a Special Use Permit (SUP) contains a provision that authorizes a variation from the regulations in this Chapter.

Section 7-135 Permits, Fees and Inspections

- A. Permit Required – It shall be unlawful for any person to erect a new sign, relocate, enlarge or replace an existing sign, or sign face, regulated by this Chapter without first obtaining a permit from the Building Permit Office, except where an exemption is provided for in this Chapter. No permit shall be issued unless the proposed sign complies with the requirements of this Chapter.
- B. Permit Fee – Where a permit is required by this Chapter, no application for a sign permit shall be approved which is not accompanied by a permit fee in accordance with the applicable fee schedule. Said fee schedule shall be established by separate ordinance by the City Council. The administrative official shall not issue a sign permit to any person who has previously failed or refused to pay any fees or costs assessed against him under the provisions of this Chapter until such fees are paid.
- C. Application for Sign Permit – Application for a sign permit shall be made in writing upon forms furnished by the administrative official. Such application shall contain sufficient information as determined by the administrative official, including plans of the proposed sign, whereby the administrative official may determine that the proposed sign is in conformance with the requirements of this Chapter.
- D. Permit Expiration – No sign permit shall be valid for more than 180 days from the date of issuance of the permit, except where a specific time period is provided elsewhere in this Chapter.
- E. Temporary Sign Permit – Where required by this Chapter, a sign permit for a temporary sign shall be valid only for the period specified by the administrative official. A temporary sign which has not been removed on or before the last day authorized by the sign permit shall be deemed a violation of this Chapter.
- F. Permit Revocable – The administrative official may suspend or revoke any sign permit issued in error or on the basis of incorrect or false information supplied, or whenever such permit was issued in violation of any provision of this Chapter. Any sign constructed that is the subject of a revoked permit shall be removed by the person in control of the sign or premises upon which the sign is located within ten (10) days of written notice of revocation. Notice of revocation shall be deemed to have been received when deposited in the mail, addressed to the owner of the premises, the owner of the sign, and/or the tenant for whose benefit the sign is erected as listed on the permit application.
- G. Inspections – All signs shall be subject to inspection by the administrative official. The ~~building official~~ **administrative official** shall establish inspection procedures and provide copies of such procedures upon request.
- H. Investigation Fees – Whenever any work for which a permit is required by this Chapter has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected, whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee.

Section 7-140 Signs Exempt From These Regulations

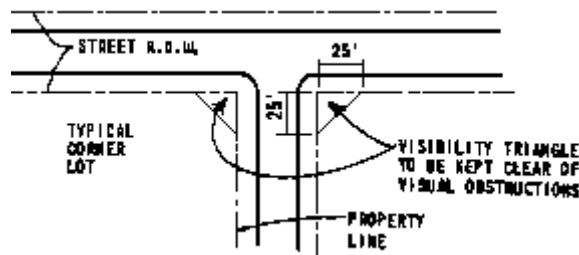
The following signs or forms of advertising shall be exempt from the regulations contained in this Chapter:

- A. Any sign erected by or under the authority of the City of Colleyville on property owned by the City of Colleyville.
- B. Street identification signs, public notices, and warning signs installed by any City, County, State or Federal agency.
- C. Residential nameplates or subdivision identification plaques attached to a perimeter screening wall not exceeding two (2) square feet in area.
- D. Historical markers placed by a city, county, state or national historical preservation organization.
- E. Official vehicle inspection station signs, holiday lights and decorations, or works of art.
- F. Signs located on-premises or inside a building and which are not displayed so as to be legible from a public street, including, but not limited to, such signs as credit card decals, hours of operation signs, emergency contact information, barber poles, etc.
- G. On-site traffic control signs on commercial properties, such as Stop, Yield, and similar traffic control signs containing no commercial message.
- H. "No Parking" or "Towing" signs authorized by City Ordinance.
- I. "No Dumping Allowed" signs posted to deter illegal dumping.
- J. Underground utility warning signs not exceeding one (1) square foot in size and similar safety signs.
- K. Signs on railway property, which references the operation of such railway.
- L. Security Warning, Neighborhood Watch or Crime Watch signs under two (2) square feet.
- M. Flags, emblems and insignia of any governmental body.
- N. Corporate flags displayed on a freestanding pole, which do not exceed 35 feet in height. The flag shall not exceed 32 square feet in area. The flagpole shall be setback a minimum of 20 feet from the front property line and 8 feet from the side property line.
- O. Drive-through menu boards not located in front of the building.
- P. Scoreboards, including the identification of donors.
- Q. Curbside pick-up, reserved parking, and to go signage to be placed in private parking lot as approved by administrative official after review of written request by property owner.

Section 7-145 Permanent Freestanding Signs – General Conditions

- A. Permits – A permit shall be required prior to construction of any permanent freestanding sign, except where an exemption is provided for in these regulations. A permit shall not be required for the sole purpose of removal and replacement of an interchangeable panel for a sign structure designed for such purpose.
- B. Certificate of Occupancy Required – No permit for a permanent freestanding sign shall be approved, except where a business exists with a valid Certificate of Occupancy or where a Certificate of Occupancy has been submitted for the premises on which the sign is to be located.

- C. Construction Standards – The construction of all permanent freestanding signs shall comply with the structural requirements of the Colleyville building code. No permanent wood signs shall be allowed.
- D. Illumination – A permanent freestanding sign may be illuminated. All electrical facilities shall require separate electrical permits and shall be installed in accordance with the City of Colleyville electrical code. Lighting shall be installed so as to avoid any glare or reflection onto adjacent property or create a traffic hazard on a public street. For electronic message signs, the maximum brightness shall not exceed 7,000 nits or its equivalent when measured from the sign's face at its maximum brightness during daylight hours and shall not exceed 1,000 nits or its equivalent when measured from the sign's face at its maximum brightness at night. When determined necessary by the administrative official, illuminated signs shall be shielded to minimize glare on residentially zoned property.
- E. Pedestrian Clearance – No permanent freestanding sign may project over a pedestrian walkway, unless there is a minimum of eight (8') feet of clearance provided from the bottom of the sign to the grade below the sign.
- F. Public Right-of-Way – No permanent freestanding sign shall project over or into a public right-of-way, except where a provision in this Chapter provides for a sign within a right-of-way or with the approval by the City Council of a *Right-of-Way Encroachment and Joint Use Agreement*. A sign may encroach over or into a public access easement that is located on private property provided a minimum of eight (8') feet of clearance is provided over a walkway and a minimum of fourteen (14') feet of clearance is provided over a driving area.
- G. Street Intersection Visibility Triangles – No sign shall be located or placed where it obstructs the vision of motor vehicle drivers approaching any street intersection. At all street intersections, clear vision shall be maintained across the lot for a distance of twenty-five (25') feet back from the property corner along both streets. Within this triangle, vision shall be clear at elevations between thirty inches (30") and nine feet (9') above the average curb grade.
- H. Attachments to Freestanding Sign – No guys, braces, attachments, banners, flags, balloons, or other similar devices shall be attached to any permanent freestanding sign.



Section 7-150 Permanent Freestanding Signs – Sign Classifications & Regulations

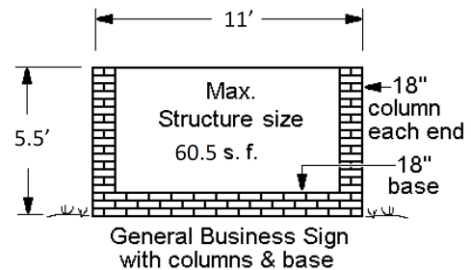
No permanent freestanding sign shall be constructed or displayed unless said sign is in conformance with the sign classifications and standards contained in this Section.

- A. General Business Signs – The purpose of a general business sign is to identify the name of a business, profession, service, product or activity conducted, sold or offered on the premises where the sign is located. A general business sign may provide advertising for a single or multi-tenant occupancy. All general business signs shall be subject to the following additional regulations:
1. *Construction Design*: All general business signs shall be designed and constructed as a monument sign as defined in this Land Development Code.
 2. *Districts Permitted*: A general business sign shall be allowed only in zoning districts in accordance with Table 7-1.
 3. *Maximum Number*: One general business sign shall be allowed for each 250 feet of street frontage, or portion thereof, for each lot. Where a building encompasses more than one lot, each lot shall qualify for a general business sign. If the site is a corner lot, each frontage shall be allowed additional signs using the same formula described in this paragraph. The sign(s) shall be located adjacent to and within the qualifying street frontage. Additional signs are not permitted by adding different street frontages to total more than 250 feet.

4. **Specifications:** The maximum area, height, spacing and setbacks of a general business sign shall conform to the specifications contained in Table 7-2, except where provided as follows:

a. **Maximum Area:** Sixty and one-half square feet (60.5 s.f.), overall structure size.

- b. **Base and Column Requirements:** At a minimum, a general business sign shall be constructed to include a base and columns as described below. Said base and columns shall be included in the calculation for determining the overall structure size for compliance with these regulations.



- i. **Base:** A general business sign shall be constructed with a base that extends the entire length of the face of the sign structure. Said base shall be a minimum of eighteen inches (18") in height and shall be constructed of brick, stone, or of a material similar to that of the primary building on the lot.
- ii. **Columns:** A general business sign shall be constructed with columns constructed on each end of the face of the sign structure. Said columns shall be a minimum of eighteen inches (18") in width as viewed from the front and side elevations and shall extend the entire height of the face of the sign structure. Said columns shall be constructed of brick, stone, or of a material similar to that of the primary building on the lot.
- iii. **Sign Face Offset Requirement:** The vertical plane of the advertising image area shall be internally offset (recessed) a minimum of two inches (2") from the vertical plane of the base and columns required above.

c. **Maximum Height:** Five and one-half feet (5 ½').

d. **Minimum Setback:** Eight feet (8') from an abutting street right-of-way and, if applicable, a minimum of twelve feet (12') from the edge of pavement. Thirty feet (30') from any side or rear property line adjacent to another property.

e. **Minimum Thickness:** The advertising image area of a general business sign shall not be less than four and one-half inches (4-½") between vertical face planes.

5. **Changeable Reader Board and Electronic Message Signs:** A general business sign may include a changeable reader board or electronic message area, provided the combined gross surface area does not exceed the maximum allowable message area and provided that no more than fifty (50% **10% or 20% instead?**) percent of the maximum allowable message area may be used as a changeable reader board or electronic message area. A permit is not required to change the message on a changeable reader board or electronic message sign. Except for scrolling reader boards, all electronic message areas shall be allowed to change messages at a minimum of every thirty (30) seconds. **[Apply quality standards to the electronic message board signs as new technology allows for better display quality; maybe SUP?]**

6. **Spacing:** Where a lot qualifies for an additional general business sign, a general business sign shall be a minimum of one hundred (100') feet from another general business sign situated on the same lot. **(is 100 feet far enough or should multiple signs on roadway require SUP?? Or smaller size limits?)**

7. **Two Frontage Lots:** A lot that abuts two (2) or more street frontages shall be allowed a general business sign for each street frontage, provided minimum spacing requirements are in compliance.

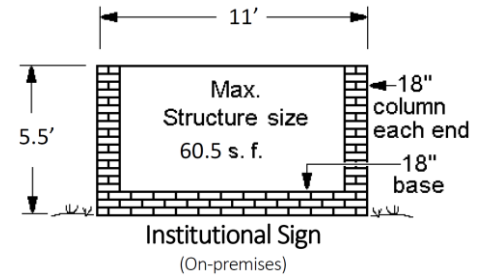
- B. **Institutional Signs** – These regulations provide for on-premises and off-premises institutional signs to assist the public with the location of these types of uses.

1. **On-Premises Institutional Sign:** The purpose of an on-premises institutional sign is to identify

schools, churches, hospitals or similar public or quasi-public institutions. One on-premises institutional sign per street frontage shall be allowed on the premises where the institution is located and in accordance with Table 7-1. All on-premises institutional signs shall be constructed as a monument sign as defined in this Land Development Code. The maximum area, height, spacing, and setbacks of an on-premises institutional sign shall conform to the specifications contained in Table 7-2.

a. **Maximum Area:** Sixty and one-half square feet (60.5 s.f.), overall structure size.

b. **Base and Column Requirements:** At a minimum, a general business sign shall be constructed to include a base and columns as described below. Said base and columns shall be included in the calculation for determining the overall structure size for compliance with these regulations.



i. **Base:** A general business sign shall be constructed with a base that extends the entire length of the face of the sign structure. Said base shall be a minimum of eighteen inches (18") in height and shall be constructed of brick, stone, or of a material similar to that of the primary building on the lot.

ii. **Columns:** A general business sign shall be constructed with columns constructed on each end of the face of the sign structure. Said columns shall be a minimum of eighteen inches (18") in width as viewed from the front and side elevations and shall extend the entire height of the face of the sign structure. Said columns shall be constructed of brick, stone, or of a material similar to that of the primary building on the lot.

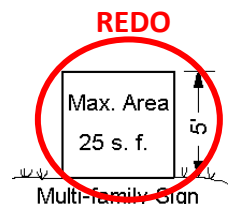
iii. **Sign Face Offset Requirement:** The vertical plane of the advertising image area shall be internally offset (recessed) a minimum of two inches (2") from the vertical plane of the base and columns required above.

c. **Minimum Setback:** Eight feet (8') from an abutting street right-of-way and, if applicable, a minimum of twelve feet (12') from the edge of pavement. Thirty feet (30') from any side or rear property line adjacent to another property.

d. **Minimum Thickness:** No on-premises institutional sign shall be less than four and one-half inches (4½") between vertical face planes.

e. **Changeable Reader Board and Electric Message Signs:** An on-premises institutional sign may include a changeable reader board electronic message area, provided the combined gross surface area does not exceed the maximum allowable sign area and provided that no more than fifty (50% **10 or 20% instead?**) percent of the maximum allowable sign area may be used as a changeable reader board or electronic message area. A permit is not required to change the message on a changeable reader board or electronic message sign. Except for scrolling reader boards, all electronic message areas shall be allowed to change messages at a minimum of every thirty (30) seconds. **[Apply quality standards to the electronic message board signs as new technology allows for better display quality; maybe SUP?]**

C. **Multi-family Signs** – The purpose of a multi-family sign is to identify the name of a multi-family residential development. All multi-family signs shall be constructed as a monument sign as defined in this Land Development Code and be constructed using the same standards as a General Business Sign, except for maximum area and height, which are established in this paragraph. One multi-family sign per street frontage shall be allowed in zoning districts in accordance with Table 7-1. The maximum area, height, spacing, setbacks of a multi-family sign shall conform to the specifications contained in Table 7-2 and the following additional requirements.



1. **Maximum Area:** Forty-four square feet (44 s.f.), overall structure size.

2. **Base and Column Requirements:** At a minimum, a general business sign shall be constructed to include a base and columns as described below. Said base and columns shall be included in the

calculation for determining the overall structure size for compliance with these regulations.

- i. **Base:** A general business sign shall be constructed with a base that extends the entire length of the face of the sign structure. Said base shall be a minimum of eighteen inches (18") in height and shall be constructed of brick, stone, or of a material similar to that of the primary building on the lot.
 - ii. **Columns:** A general business sign shall be constructed with columns constructed on each end of the face of the sign structure. Said columns shall be a minimum of eighteen inches (18") in width as viewed from the front and side elevations and shall extend the entire height of the face of the sign structure. Said columns shall be constructed of brick, stone, or of a material similar to that of the primary building on the lot.
 - iii. **Sign Face Offset Requirement:** The vertical plane of the advertising image area shall be internally offset (recessed) a minimum of two inches (2") from the vertical plane of the base and columns required above.
3. **Minimum Setback:** Eight feet (8') from an abutting street right-of-way and, if applicable, a minimum of twelve feet (12') from the edge of pavement. Thirty feet (30') from any side or rear property line adjacent to another property.
 4. **Minimum Thickness:** No multi-family sign shall be less than four and one-half inches (4-½) between vertical face planes.

- D. **Subdivision Monument Signs** – The regulations for subdivision monument signs are intended to allow residential developments to have large grand-entrance structures at the main entrances to a subdivision. All subdivision monument sign structures shall be constructed to avoid the creation of a sight visibility obstruction for vehicular traffic entering and exiting the subdivision. No more than two subdivision monument signs shall be allowed per subdivision entrance. No subdivision monument sign structure shall exceed six and one-half (6.5') feet in height and the message area shall not exceed forty-five (45) square feet. Subdivision monument signs shall be allowed in accordance with Table 7-1. Subdivision monument signs shall not be located within a public right-of-way, except with the approval by the City Council of a *Right-of-Way Joint Use Agreement*. The maximum area, height, spacing and setbacks of a subdivision monument sign shall conform to the specifications contained in Table 7-2.



- E. **Traffic Directional Signs** – The purpose of a traffic directional sign is to guide vehicular traffic into or out of an institutional use or commercial business by identifying a public entrance and exit for vehicular traffic. No more than two traffic directional signs per entrance or exit shall be allowed in accordance with Table 7-1, provided additional traffic directional signs shall be allowed when located behind the building set-back line. The maximum area and height of a traffic directional sign shall conform to the specifications contained in Table 7-2. No permit shall be required for a traffic directional sign, provided all such signs shall comply with the regulations contained in this section.



- F. **Directory Signs** – The purpose of a directory sign is to provide a listing of the occupants within a major multi-tenant shopping center and direct to the buildings in the development. All directory signs shall be constructed as a monument sign as defined in this Land Development Code. Directory signs shall be allowed in accordance with Table 7-1 and only for retail shopping centers that contain more than four (4) tenants and contain a minimum of 250,000 square feet of gross floor area. One (1) directory sign shall be permitted per street entrance with no more than 4 such signs permitted total per retail shopping center. The maximum area, height, spacing, and setbacks of a directory sign shall conform to the specifications contained in Table 7-2.

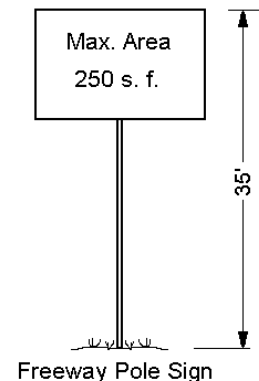
Section 7-155 Special Purpose Sign Districts & Regulations

The following special purpose sign districts are hereby created to provide additional signage provisions that due to special circumstances are not applicable to all locations within the city.

A. Freeway Overlay Zone – The area situated within 250 feet from the right-of-way line of State Highway 121 shall be defined as the Freeway Overlay Zone for the purpose of this sign regulation.

1. *Freeway Pole Signs:* The purpose of a freeway pole sign is to identify the name of a business, profession, service, product or activity conducted, sold or offered on the premises where the sign is located for businesses located adjacent to State Highway 121. Freeway pole signs shall be subject to the following regulations.

- a. *Permit:* A permit shall be required for a Freeway Pole sign upon the review and approval of the City Council.
- b. *Districts Permitted:* A freeway pole sign shall be allowed in zoning districts in accordance with Table 7-1, but only for when the sign is situated within the freeway overlay zone.
- c. *Maximum Number:* No more than one freeway pole sign and one general business sign shall be allowed for each lot.
- d. *Specifications:* The maximum area, height, spacing and setback of a freeway pole sign shall conform to the specifications contained in Table 7-2.

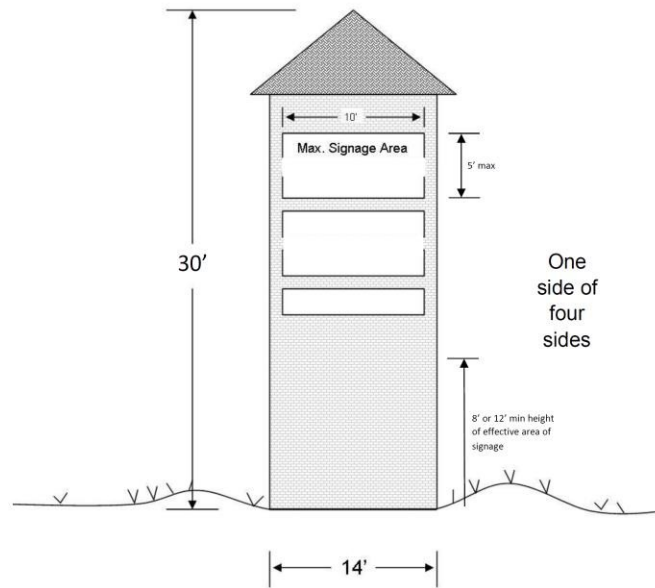


B. Major Multi-Tenant Shopping Center Sign Areas – A Special Purpose Sign District for a Major Multi-Tenant Shopping Center may be approved by the City Council provided the following minimum requirements are met. A Major Multi-Tenant Shopping Center shall include retail shopping centers that contain more than four (4) tenants and contain a minimum of 100,000 square feet of gross floor area for the purpose of this sign regulation.

1. *Major Shopping Center Landmark Signs:* The purpose of a major shopping center landmark sign is to identify a major shopping center and the name of a business, profession, service, product or activity conducted, sold or offered within the major shopping center. A landmark sign shall mean a free standing four-sided sign that provides an effective area for multi-tenant advertisement and shall only be permitted within a major multi-tenant shopping center area as defined above.

- a. *Permit:* A permit shall be required for a landmark sign upon the review and approval of the City Council.
- b. *Specifications:* All landmark signs shall comply with the following minimum requirements:
 - i. *Maximum Height:* Thirty feet (30').
 - ii. *Maximum Base Dimensions:* Fourteen feet (14') by fourteen feet (14').
 - iii. *Maximum Effective Area of Signage:* Five feet (5') in height and ten feet (10') width.
 - iv. *Minimum Height of Effective Area of Signage:* Twelve feet (12') for center identification; Eight feet (8') for other business/tenant identification
 - v. *Architectural Features:* Landmark signs shall be architecturally compatible to the principle building(s) on the property or overall architectural theme of a development. Decorative roof and wall design features, such as parapets, ridges, and eaves, etc. shall be incorporated into the design to provide visual interest. A flat roof line with no articulation is not permitted unless deemed by the Administrative Official to be compatible with the architecture of the development.

- vi. **Signage:** Signage for each tenant shall be uniform in size, color and method of construction.



Major Shopping Center Landmark Signs

Section 7-160 Permanent Freestanding Signs – Allowable Districts

No permit for a permanent freestanding sign shall be issued nor shall a permanent freestanding sign be constructed or displayed unless said sign is situated in a district authorized by Table 7-1 below:

Table 7 - 1 Allowable Districts for Permanent Freestanding Signs																	
Sign Classification	Permit Required (Y or N)	Residential Districts								Commercial Districts						Special Districts	
		R15	R20	R30	R40	RE	RD	RMF	MH	CPO	CN	CC1	CC2	CC3	ML	AG	PUD
General Business Signs	Y									P	P	P	P	P	P		(1)
Freeway Pole Signs	Y									S (2)	S (2)	S (2)	S (2)	S (2)	S (2)		S (2)
Institutional Signs	Y	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Multi-family Signs	Y							P									(3)
Subdivision Monument Signs	Y	P	P	P	P	P	P	P	P								P
Traffic Directional Signs	N	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	P	P	P	P	P	P	P	(1)
Directory Signs	Y												(5)	(5)			(5)

Notes for Table 7-1:

- (1) Permitted where the PUD ordinance allows commercial uses
- (2) Permitted only in the Freeway Overlay Zone with approval of an SUP
- (3) Permitted where the PUD ordinance allows multi-family uses
- (4) Permitted for Institutional uses in the applicable districts
- (5) Permitted for retail shopping centers containing a minimum of 250,000 square feet of gross floor area.

Legend: **P** = Sign permitted in this district

(#) = Sign permitted in this district
_____per special footnote

Section 7-165 Permanent Freestanding Signs – Area, Height and Setback Requirements

No permit for a permanent freestanding sign shall be issued nor shall a permanent freestanding sign be constructed or displayed that exceeds the maximum area, height and minimum setback requirements contained in Table 7-2 below:

Table 7 - 2 Area, Height and Setback for Permanent Freestanding Signs						
Type of Sign	Maximum Sign Area (2)	Maximum Sign Height (2)	Minimum Front Property Line Setback (1)	Minimum Side Property Line Setback	Minimum Spacing B/T Next Free-Stand. Sign	Special Conditions
General Business Signs	60.5 s. f.	5.5 ft.	8 ft.	30 ft.	60 ft. (6)	1 per 250' street frontage
Freeway Pole Signs	250 s. f.	35 ft.	8 ft.	30 ft.	60 ft. (6)	1 per lot (3)
Institutional Signs (on-premises)	60.5 s. f.	5.5 ft.	8 ft.	30 ft.	60 ft.	1 per street frontage
Institutional Signs (off-premises)	16 s. f.	5 ft.	none	none	none	Maximum of two signs
Multi-family Signs	25 44 s. f.	6.5 5.5 ft	8 ft.	30 ft.	60 ft.	1 per street frontage
Subdivision Monument Signs	45 s. f.	6.5 ft.	0 ft.	0 ft. (4)	n/a	Maximum 2 per entrance
Traffic Directional Signs (5)	6 s. f.	30 inches	0 ft.	0 ft.	0 ft.	2 per curb cut
Directory Signs	25 s. f.	6 ½ ft.	150 ft.	N/A	N/A	1 per street entrance and no more than 4 signs per retail shopping center; Sign shall only be located along an internal drive or street within the development

Notes for Table 7-2:

- (1) Any street frontage shall be considered a front property line
- (2) Maximum structure size.
- (3) Only permitted within 250 feet of Hwy. 121 right-of-way.
- (4) Signs on a street island must be designed to permit appropriate driver visibility- joint use agreement required.
- (5) Spacing requirements for Freestanding Signs are not applicable to Traffic Directional Signs.
- (6) 100 feet between signs when signs are located on the same lot.

Section 7-170 Permanent Attached Signs – General Conditions

- A. Permit – A permit shall be required prior to construction of any permanent attached sign, except where an exemption is specifically provided for in these regulations.
- B. Certificate of Occupancy Required – No permit for a permanent attached sign shall be approved, except where a business exists with a valid certificate of occupancy or where a certificate of occupancy has been submitted for the premises on which the sign is to be located.
- C. Construction Standards – The construction of all permanent attached signs shall comply with the structural requirements of the Colleyville building code.
- D. Illumination – A permanent attached sign may be illuminated, however, illuminated attached signs on rear building facades are prohibited. All electrical facilities shall require separate electrical permits and shall be installed in accordance with the City of Colleyville electrical code. Lighting shall be installed so as to avoid any glare or reflection onto adjacent property, or create a traffic hazard on a public street. When determined necessary by the administrative official, illuminated signs shall be shielded to minimize glare

on residentially zoned property.

- E. Pedestrian Clearance – No permanent attached sign may project over a pedestrian walkway, unless there is a minimum of eight (8') feet of clearance provided from the bottom of the sign to the grade below the sign.
- F. Public Right-of-Way – No permanent attached sign shall project over or into a public right-of-way, except where a provision in this Chapter provides for a sign within a right-of-way or with the approval by the City Council of a *Right-of-Way Encroachment and Joint Use Agreement*. A sign may encroach over or into a public access easement located on private property, provided a minimum of eight (8') feet of clearance is provided over a walkway and a minimum of fourteen (14') feet of clearance is provided over a driving area.

Section 7-175 Permanent Attached Signs – Classification and Regulations

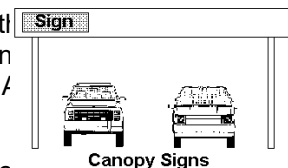
No permit for a permanent attached sign shall be issued nor shall a permanent attached sign be constructed or displayed unless said sign is in compliance with the sign classifications and standards contained in this Section and is situated in a district authorized by Table 7-3.

- A. Awning Signs – The purpose of an awning sign is to provide an advertising message on the face of an awning. An awning may extend across the entire width of a building or tenant space. An awning may extend above the apparent roof line of the building, provided the awning extends across seventy-five (75%) percent of the entire width of the building façade to which it is attached. An awning shall not exceed six (6') feet in height. Awnings shall only be allowed of a single color of a neutral tone (black, gray, white, tan, etc.), opaque, and of a high quality material.

The sign area on an awning shall not exceed 20% of the area of the awning and shall extend for no more than 50% of the length of the awning or ten feet (10') whichever is more restrictive. **No awning sign shall advertise any products or services, and will only identify the name of the business. An awning sign shall be in lieu of a wall sign.** A permit shall be required for an awning sign. Awning signs may be illuminated. **(there should be a cap on sign size overall, regardless of building or awning size.)**

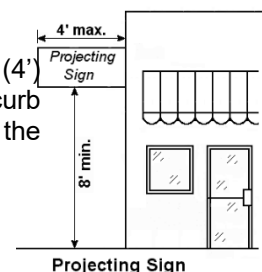


- B. Canopy Signs – A canopy sign shall be no greater in size than 20% of the face of the canopy of which it is a part or to which it is attached and shall not extend beyond the face of the canopy either vertically or horizontally. A illuminated strip may be incorporated into the canopy.



- C. Projecting Signs – The purpose of a projecting sign is to identify the name of a business, profession, service, product or activity conducted, sold or offered on the premises where the sign is located by providing an advertising message that is perpendicular to the wall of the building to which it is attached. A projecting sign shall be allowed in zoning districts in accordance with Table 7-3 and shall comply with the following additional regulations:

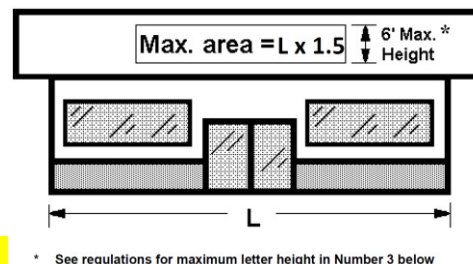
1. *Number of Signs*: One (1) projecting sign shall be allowed for each single tenant building or for each tenant in a multi-occupancy structure. However, no tenant storefront shall have a projecting sign in combination with a wall sign on the same building elevation.
2. *Maximum Area*: A projecting sign shall not exceed **twenty (20) square feet**. The plane of the message area shall not exceed eighteen (18") inches from the plane of the message area on the opposite side of the sign. **(Seems large. Reduce maximum area to 8 square feet and/or based on scale of main structure?)**
3. *Horizontal Projection*: A projecting sign shall not project more than four (4') feet from any wall facing and shall not be closer than two (2') feet from a curb line. A projecting sign shall not extend above the apparent roof line of the building.



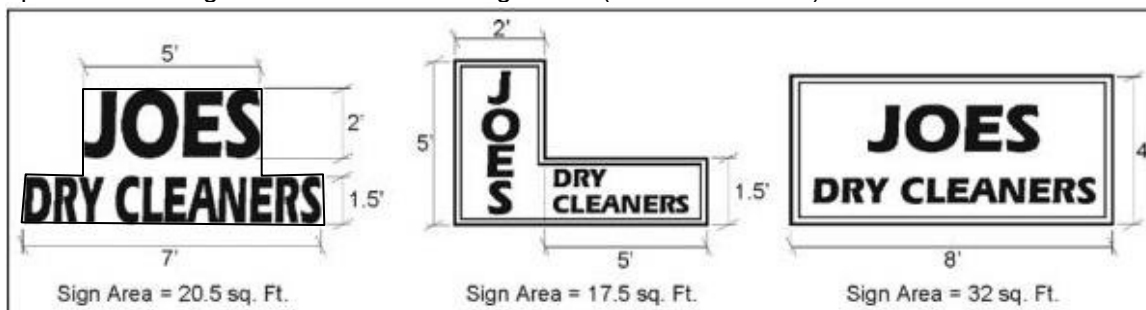
4. **Clearance:** Every projecting sign shall be a minimum of eight (8') feet above the grade over a walking area or fourteen (14') feet over a vehicular maneuvering area. Projection signs shall not project over any property line or right-of-way line.
5. **Illumination:** A projecting sign may be illuminated but shall not be internally illuminated.

D. Wall Signs - A wall sign shall only be allowed over the premises on which it advertises and may be illuminated; provided, illuminated wall signs on rear building facades are prohibited. Illumination shall allow for a solid color, no changing colors allowed. **Each tenant is allowed one wall sign per occupied space for each building frontage. Wall signs must list the business name as the primary feature. A secondary feature in smaller font may be used such as a business slogan or address. Wall signs should not be used to advertise products or services the business offers.** Wall signs shall comply with the following additional regulations: (Wall sign calculation shall include the placement of signage on facing windows. The Buchwald example)

1. **Maximum Area:** The total area of all wall signs **a wall sign** on a single tenant building or occupancy space of a multi-tenant building shall not exceed the product of one and one-half ($1\frac{1}{2}$) times the **total** lineal width of the wall on which such signs are located. For purpose of this regulation, on multi-tenant buildings, the width of each lease space shall be used to calculate each sign width **area. (this results in signs that are too large for smaller/longer buildings — Buchwald example)**

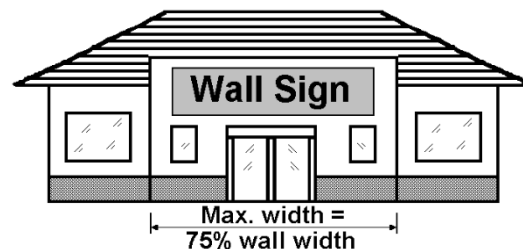


2. **Sign Area Measurement:** The measurement of sign area to determine compliance with the maximum sign area requirements shall be calculated by enclosing the extreme limits of all framing, emblem, logo, representation, writing, or other display within a single continuous perimeter composed of squares or rectangles with no more than eight lines (see exhibit below).



3. **Maximum Letter/Logo Height:** Ratio of letter height based on sign area and/or distance to front property line: **(letters are too big... see table example)**
 <50 sf or <50 ft from front property line = 24" max. letter/logo height
 50 sf to 100 sf or 50 ft to 100 ft from front property line = 48" max.
 >100 sf or >100 ft from front property line = 72" max.
4. **Maximum Sign Height:** Six feet (6'), provided that no wall sign shall extend above the wall to which it is attached.
5. **Color:** No more than three (3) colors shall be used.

6. **Maximum Width:** Seventy-five percent (75%) of the width of the wall area to which it is attached. When more than one wall sign is used, the combination of the sign widths, when placed side by side, shall not exceed seventy-five (75%) of the width of the wall to which they are attached. **(should include a max size and scaling commensurate with building/unit)**

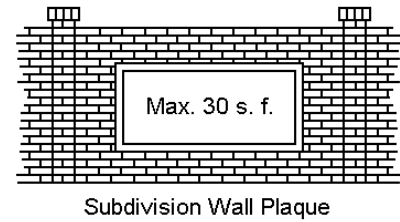


7. **Horizontal Projection:** No wall sign shall project from the vertical plane of the wall more than eighteen inches (18").

8. **Cabinet Signs:** The use of internally illuminated cabinet signs is not permitted by this ordinance, except in cases in which only the lettering and logo of business is lit.

9. **Development Wall Signs:** Signs located in shopping centers or multi-tenant developments will be generally consistent (color, size, etc.) with each other.

- E. **Subdivision Wall Signs or Plaques** - Subdivision wall signs or plaques shall not exceed thirty (30) square feet in area. Subdivision wall signs or plaques are limited to two per subdivision entryway and may be illuminated. A subdivision wall sign or plaque shall be attached to a fence or screening wall. For purposes of this regulation, the size of the graphic and sign text shall be used to measure sign size.



Section 7-180 Permanent Attached Signs – Allowable Districts

No permit for a permanent attached sign shall be issued nor shall a permanent attached sign be constructed or displayed unless said sign is situated in a district authorized by Table 7-3 below:

Table 7 - 3 Allowable Districts for Permanent Attached Signs																	
Sign Classification	Permit Required (Y or N)	Residential Districts								Commercial Districts						Special Districts	
		R15	R20	R30	R40	RE	RD	RMF	MH	CPO	CN	CC1	CC2	CC3	ML	AG	PUD
Awning Signs	Y									P	P	P	P	P	P		(1)
Canopy Signs	Y									P	P	P	P	P	P		(1)
Projecting Signs	Y									P	P	P	P	P	P		(1)
Subdivision Wall Signs or Plaques	Y	P	P	P	P	P	P	P	P							P	P
Wall Signs	Y									P	P	P	P	P	P		(1)

Notes for Table 7-3:

(1) Permitted where the PUD ordinance allows commercial uses

Legend: P = Sign permitted in this district

(1) = Sign permitted in this district per special footnote

Section 7-185 Temporary Signs – General Conditions

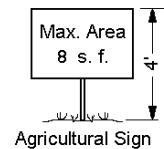
- A. **Permit** – A permit approved by the administrative official prior to the construction or display of some classifications of temporary signs is required to determine compliance with these regulations and to establish the beginning and ending display periods.
- B. **Certificate of Occupancy Required** – No temporary sign shall be constructed or erected, except where a business exists with a valid certificate of occupancy or where a certificate of occupancy has been submitted for the premises on which the sign is to be located, unless a provision in this Section allows a sign to be displayed off-premises.
- C. **Illumination** – No temporary sign may be illuminated, except where a regulation provides for illumination. Lighting, where allowed, shall be installed so as to avoid any glare or reflection onto adjacent property, or create a traffic hazard on a public street. When determined necessary by the administrative official,

illuminated signs shall be shielded to minimize glare on residentially zoned property.

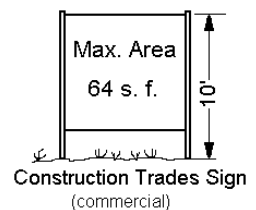
Section 7-190 Temporary Business Signs – Classifications & Number Allowed

No permit for a temporary sign shall be issued nor shall a temporary sign be constructed or displayed unless said sign is in compliance with the sign classifications and standards contained in this Section and is situated in a district authorized by Table 7-3. Where a provision exempts certain classifications of temporary signs from the permit requirement, said temporary signs shall comply with all other provisions for temporary signs.

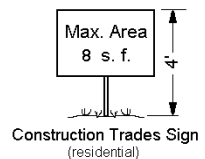
- A. Agricultural Signs – The purpose of an agricultural sign is to identify the temporary seasonal sales of produce, crops, animals or poultry that are produced or raised on the farm or ranch on which the sign is placed. An agricultural sign may be displayed in zoning districts in accordance with Table 7-4. One agricultural sign shall be allowed per lot, parcel or tract of land, provided the property contains a minimum of one (1) acre. The maximum gross surface area of the sign shall be eight (8) square feet. Agricultural signs shall have a maximum height of four (4') feet.



- B. Construction Trades Signs – The purpose of a construction trades sign is to denote the architect, engineer, financial institution or building trades contractor involved in a construction project. Construction trades signs shall be regulated as either commercial or residential, which shall be allowed in accordance with Table 7-4. The maximum area, height, spacing and setbacks of a Construction Trades Sign shall conform to the specifications contained in Table 7-5.

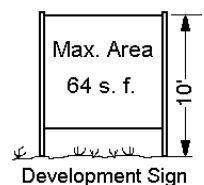


Construction trades signs shall not be erected until a building permit has been submitted for building construction and shall be removed upon completion of the construction project or occupancy of the structure, whichever is applicable. Construction trades signs shall not be illuminated. No permit or fee shall be required for a construction trades sign.



- C. Development Signs – The purpose of a development sign is to advertise a proposed residential subdivision or commercial project. A development sign shall be allowed in accordance with Table 7-4. A development sign shall not be illuminated. The maximum area, height, spacing and setbacks of a development sign shall conform to the specifications contained in Table 7-5. A permit shall be required for a development sign,

A development sign shall be removed when the project is 90% complete or within three years from start of construction, whichever is less. For the purpose of this provision, a subdivision shall be deemed 90% complete when 90% of the lots within the subdivision are sold.



- D. Garage Sale Signs – The purpose of a garage sale sign is to announce the sale of household possessions. Garage sale signs shall be allowed in any zoning district in accordance with Table 7-4. The maximum area, height, spacing and setbacks of a garage sale sign shall conform to the specifications contained in Table 7-5 and shall comply with the following additional regulations:

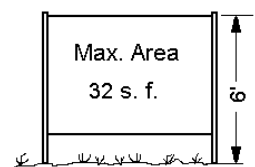
1. *Duration:* A garage sale sign shall not be posted more than twenty-four (24) hours prior to the beginning of the sale and shall be removed within twenty-four (24) hours following the end of the sale.

2. *Illumination:* A garage sale sign shall not be illuminated.

3. *Permit:* No permit or fee shall be required for any garage sale sign.

4. *Single-family residential on-premises:* One garage sale sign per street frontage shall be allowed, but only on the premises where the garage sale is being conducted and where there is an existing residential use.

5. *Neighborhood-wide garage sales:* Two garage sale signs per subdivision

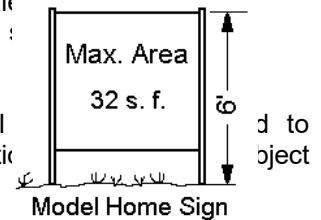


entrance shall be allowed for a neighborhood-wide garage sale sponsored by a homeowner's association (HOA). The garage sale sign may be off- premises from where the actual garage sale is conducted, but the sign shall be located on property, including a street right-of-way, that is within the limits of the homeowner's association. The HOA must be registered with the Colleyville Code Enforcement Department.

- F. Home Occupation Signs – (refer to Chapter 3 of the Land Development Code regarding Home Occupations).
- G. Model Home Signs – The purpose of a model home sign is to provide advertising of a typical completed residential dwelling. A model home sign shall be allowed in any residential zoning district in accordance with Table 7-4, provided the sign and the model home are located in the subdivision being developed.

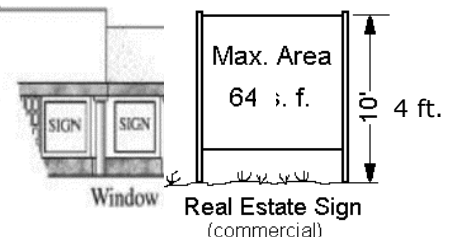
Model home signs are limited to one per premises. A model home sign permit may not exceed a period of 24 months, provided if the model home is sold prior to the expiration of the 24 month period, the sign shall be removed when the sale is completed. The maximum area, height, spacing and setbacks of a Model Home sign shall conform to the specifications contained in Table 7-5.

- H. Political Signs – A political sign shall be allowed in any zoning district. No political sign shall be placed on any utility, light, or traffic signal pole. A political sign shall not be illuminated. Political signs shall be subject to the following additional regulations.



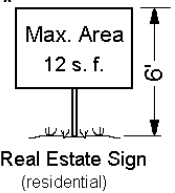
1. *Political Signs on Publicly Owned Property* – A political sign shall not be placed upon any publicly owned property including but not limited to City parks, City facilities, school district property, or state or federally owned property, except for the following:
 - a. *Said political sign(s) shall be placed in the perimeter landscaped area on the subject property being used as a polling location in accordance with Texas Election Code Section 61.003 or 85.036;*
 - b. *Said political sign(s) shall not exceed four (4) square feet in area;*
 - c. *Said political sign(s) shall be attached to a metal stake, not to exceed a 9 gauge diameter, driven into the ground;*
 - d. *Said political sign(s) shall not encroach upon any tree roots, irrigation lines, and any other underground vegetation, or structure;*
 - e. *Said political sign(s) shall not extend over any sidewalk, street, or driveway;*
 - f. *Said political sign(s) shall not be placed within 30 feet of an identical sign(s);*
 - g. *Said political sign(s) may be placed beginning 48 hours prior to the first day of the early voting period, and must be removed within three (3) days after early voting of said election, unless the polling location for Election Day is held in the same location at early voting, then the signs shall be removed by 10:00 a.m. on the day following the election;*
 - h. *For a location used for Election Day only, said political sign(s) shall be placed beginning at 6:00 p.m. the day before Election Day, and shall be removed by 10:00 a.m. on the day following the election.*
2. *Political Signs on Private Property* – A political sign situated on private property shall not exceed thirty-two (32) square feet, nor exceed eight (8) feet in height, and shall not be erected more than sixty (60) days prior to the official election and shall be removed within seven (7) days after said election.
3. No permit or fee shall be required for a political sign.

- I. Real Estate Signs (Commercial) – The purpose of a commercial real estate sign is to advertise the sale, rental or lease of the premises on which said sign is located. A commercial real estate sign shall be allowed in accordance with Table 7-4. A commercial real estate sign shall not be



illuminated. The maximum area and height of a commercial real estate sign shall conform to the requirements contained in Table 7-5. Commercial real estate signs shall be removed within seven (7) days following the completion of the sale, rental or lease of the premises. No permit or permit fee shall be required for a commercial real estate sign.

- J. Real Estate Signs (Residential) – The purpose of a residential real estate sign is to advertise the sale, rental or lease of the premises on which said sign is located. A residential real estate sign shall not be illuminated. A residential real estate sign shall be allowed in a residential district in accordance with Table 7-4. The maximum area and height of a residential real estate sign shall conform to the requirements contained in Table 7-5. All signs shall be removed within seven (7) days following the completion of the sale, rental or lease of the premises. No permit or permit fee shall be required for a residential real estate sign.



- K. Temporary Business Signs – The purpose of a temporary business sign is to provide advertising for specific periods of time to identify the name of a business, profession, service, product or activity conducted, sold or offered on the premises where the sign is located.

1. *Requirements:* Temporary business signs shall conform to the following additional regulations:

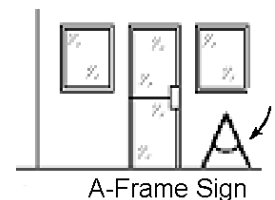
- Maximum number:* One per business occupancy holding a valid certificate of occupancy.
- Illumination:* None allowed.
- Permit Requirements:* A temporary business sign permit shall not be valid for more than 30 consecutive days and there shall be a thirty (30) day non-display period between permits. No more than three temporary business sign permits shall be issued per calendar year per business occupancy.
- Permit Fee:* A permit fee shall be charged for a temporary business sign. The permit fee shall be established by City Council.
- Districts Allowed:* Temporary business signs shall be allowed in zoning districts in accordance with Table 7-4.

2. *Types of Temporary Business Signs:* A business tenant may choose any one of the following types of sign structures:

- Flexible Banner Signs:* Banners shall be kept in good repair and remain firmly anchored or secured to the face of the building or may be suspended below the apparent lower edge of an overhanging covered walkway, provided the banner is firmly secured to the columns supporting the building. A flexible banner sign may not be freestanding. A flexible banner sign shall not exceed fifty (50) square feet nor exceed six (6) feet in height.
- A-Frame Signs:* The purpose of an A-frame sign is to provide temporary advertising during business hours of a commercial occupancy.

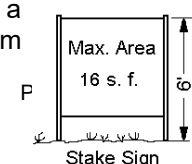
- (1). *Maximum height and area shall conform to the following table:*

Maximum heights and areas of A-Frame Signs		
	Max. Area	Max. Height
Located on a sidewalk	8 s. f.	4 feet
Located in a yard	24 s. f.	6 feet

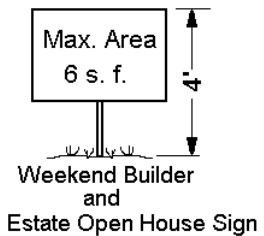


- (2). *Time duration:* Only displayed during business hours.

- (3). *Placement:* Only allowed on private property, but may be located on a public sidewalk, provided a width of four feet (4) shall remain free from intrusion.



- c. **Stake Signs:** A stake sign shall not exceed sixteen (16) square feet, nor exceed six (6) feet in height.
- L. **Weekend Builder / Real Estate Open House Signs** – The purpose of Weekend Builder / Real Estate Open House Signs is to assist the general public by providing direction to available residential properties in Colleyville. Signs that advertise developments located outside the corporate limits of Colleyville shall be prohibited.
1. **Open House Sign Definition:** A means of advertising and marketing a property that is for sale. A period of time during which a builder, developer, or real estate agency markets the home by inviting buyers in for a public viewing to see the interior without making an appointment.
 2. Weekend builder / real estate open house signs may be placed on private property or in the public right-of-way with the approval of adjacent property owner, provided the advertiser has a valid annual permit required by these regulations. Signs placed within the public right-of-way shall be situated not more than five (5) feet from the right-of-way line and shall be no closer than three (3) feet from the edge of the sign to the edge of the street pavement. No weekend builder / real estate open house sign shall block vehicular visibility. Approval of an annual permit does not grant unlimited access or use of the public right-of-way, therefore, it shall be the responsibility of the builder, owner, or real estate agency to secure permission of the property owner for placement of the signs on private property or in the adjacent street right-of-way.



Open house signs shall not be posted within visibility triangles. No sign shall be located or placed where it obstructs the vision of motor vehicle drivers approaching any street intersection. At all street intersections, clear vision shall be maintained across the lot for a distance of twenty-five (25') feet back from the property corner along both streets. Within this triangle, vision shall be clear at elevations between thirty inches (30") and nine feet (9') above the average curb grade.

3. A builder, developer, or real estate agency must be registered with the City of Colleyville to qualify and participate as a weekend advertiser or for open house signs. An annual permit is required for each builder, developer or real estate agency, which shall expire on December 31 each year. The permit fee shall be established by separate ordinance approved by the City Council.

Note: For purpose of this regulation a real estate agency shall be defined as the real estate broker or owner holding a franchised agency.

4. A weekend builder / real estate open house sign shall not exceed six (6) square feet in area and four (4) in height. No sign shall be placed on trees, utility poles, traffic control signs or within a street median or encroach over a sidewalk.
5. **Maximum number of Weekend Builder Signs:** The maximum number of signs displayed at any one time for a weekend builder shall not exceed twenty (20) signs for any subdivision.
6. **Maximum number of Real Estate Open House Signs:** The maximum number of signs displayed at any one time for a real estate agency shall not exceed twenty (20) signs, provided no more than two (2) signs shall be displayed within the right-of-way for any single residential property. One (1) on-site open house sign shall be located on the premises of the open house for property identification. The sign shall be in accordance with the open house sign maximum effective area specifications. The house shall be open for a public viewing to see the interior without making an appointment for the entire period during which open house signs advertise the property. Real estate open house signs shall be limited to directing traffic to an open house.

All open house signs shall include the open house address, open house date(s), and open house public viewing time(s). Open house viewing times shall refer to the availability of the public to view the interior of a home without making an appointment. The information shall be located on the advertising surface of the sign and shall not be attached to the pole of the sign.

7. Weekend builder signs may be exhibited from 12:00 noon on Friday till 12:00 noon on the following

Monday. Open house signs may be exhibited only between the hours of 12:00 midnight Friday to 12:00 midnight on the following Sunday. A holiday falling on a Friday or a Monday will be considered as part of the weekend.

- M. Window Signs - Window signs may be placed so as not to obscure more than 25% of any individual window pane. **No permit shall be required for window signage, but review from the Community Development Department is recommended prior to placement to ensure compliance.**
- N. Temporary Construction Entrance Signs – The administrative official is hereby authorized to approve temporary signs to direct traffic to the entrance of a commercial business when the driveway that provides access to the business or the street immediately abutting the business is under construction.
- O. Allowance for Signs Adjacent to Roadways Under Construction – Businesses adjacent to a major public roadway construction project scheduled for six months or more duration shall be eligible for prolonged temporary signage when roadway construction activities are commencing immediately adjacent to the business. The following conditions shall apply:
 - (1) Shall comply with Section 7-190.K Temporary Business Signs.
 - (2) The *Permit Requirements* (Sec. 7-190.K.1.c) shall not apply for the duration of the construction of the roadway.

Section 7-195 Temporary Signs – Permitted Districts

No temporary sign shall be displayed unless said sign is situated in a district authorized by Table 7-4.

Table 7-4 Permitted Districts for Temporary Signs																	
Sign Classification	Permit Required (Y or N)	Residential Districts								Commercial Districts						Special Districts	
		R15	R20	R30	R40	RE	RD	RMF	MH	CPO	CN	CC1	CC2	CC3	ML	AG	PUD
Agricultural Signs	N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Community Special Event Signs	N	See Section 7-205															
Construction Trades Signs (Commercial)	N									P	P	P	P	P	P		(1)
Construction Trades Signs (Residential)	N	P	P	P	P	P	P	P	P							P	(2)
Development Signs	Y	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Garage Sale Signs (3)	N	P	P	P	P	P	P	P	P	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)
Missing Pet Signs	N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Home Occupation Signs	N	See Home Occupations in Chapter 3 of the Land Development Code															
Model Home Signs	Y	P	P	P	P	P	P	P								P	(2)
Pole Banners	Y	See Section 7-205.E															
Political Signs	N	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	(1)
Real Estate Sign (Commercial)	N									P	P	P	P	P	P		(2, 5)
Real Estate Sign (Residential)	N	P	P	P	P	P	P	P	P							P	(1)
Temporary Business Signs	Y									P	P	P	P	P	P		(1)
Banner Signs	Y	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	P	P	P	P	P	P		(1)
A-Frame Signs	Y									P	P	P	P	P	P		(1)
Stake Signs	Y									P	P	P	P	P	P		(1)
Weekend Builder / RE Signs	Y	See Section 7-190.K															

Notes for Table 7-4:

(1) Permitted where the PUD ordinance allows commercial uses.

(2) Permitted where the PUD ordinance allows residential uses.

(3) Property must contain a residential use.

(4) Where an Institutional use occupies the premises

(5) Real Estate Sign (Commercial) posted on building only

Legend P = Sign permitted in this district

(4) = Sign permitted in this district per footnote

Section 7-200 Temporary Signs – Area & Setback Requirements

All temporary signs shall be constructed in accordance with the requirements listed in Table 7-5:

Table 7-5 Maximum Area, Height and Setback of Temporary Signs					
Type of Sign	Max. Area	Max. Height	Front Property Line Setback	Side Property Line Setback	Special Conditions
Agricultural Signs	8 s. f.	4 ft.	none	none	one acre lot min.
Community Special Events Signs	See Section 7-205 for regulations				
Construction Trades Signs (Commercial)	64 s. f.	10 ft.	none	none	none
Construction Trades Signs (Residential)	8 s. f.	4 ft.	none	none	none
Development Signs	64 s. f.	10 ft.	none	none	none
Garage Sale Signs (single-family residential)	8 s. f.	4 ft.	none	none	1 per frontage
Garage Sale Signs (neighborhood-wide)	32 s. f.	6 ft.	none	none	2 per subdivision entrance
Model Home Signs	32 s.f.	6 ft.	none	none	24 months
Pole Banners	See Section 7-205.E for regulations				
Political Signs (on private property)	32 s. f.	8 ft.	none	none	none
Real Estate Signs (Commercial)	64 s.f. 4 s. f.	10 ft. 3'	None 15'	None 15'	None Existing building: attached to building or within window only
Real Estate Signs (Residential)	12 s.f. 4 s. f.	6 ft. 3 ft.	None 15 ft.	None 15 ft.	none
Temporary Business Signs					
<i>Banner Signs</i>	50 s. f.	6 ft.	none	none	3 permits per calendar year / 30 days between permits / permits valid for 30 days
<i>A-Frame Signs (Located in a yard)</i>	24 s. f.	6 ft.	none	none	
<i>A-Frame Signs (Located on a sidewalk)</i>	8 s. f.	4 ft.	none	none	
<i>Stake Signs</i>	16 s. f.	6 ft.	none	none	
Weekend Builder / Real Estate Open House Sign	See Section 7-190.K for regulations				

Section 7-205 Temporary Community Special Event Signs

The purpose of this regulation is to provide temporary advertising for certain community special events sponsored by public and quasi-public agencies, churches and other religious institutions located within the corporate limits of the City of Colleyville. Signs shall be allowed in accordance with the following:

A. Qualifying Entities – The following public and semi-public agencies, churches and other religious institutions located within the corporate limits of the City of Colleyville shall be permitted to have community special event signs in accordance with the provisions of this section.

1. *City of Colleyville*: Signs advertising an event conducted and sponsored by the City of Colleyville may be placed on any private property or in the public right-of-way adjacent to the private property with the approval of the adjacent property owner. Signs placed within the public right-of-way shall be situated not more than five (5) feet from the right-of-way line and shall not block vehicular visibility.

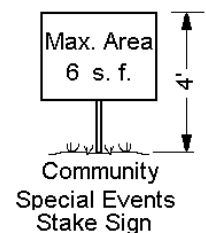
2. *Public and Semi-Public Schools, Colleyville Chamber of Commerce, Churches and Other Religious Institutions, and Non-Profit Civic Organizations:* For the purpose of this section, a non-profit civic organization shall be a not-for-profit community organization that has as its primary objective charitable fundraising, community betterment or youth sports promotion and participation. Signs advertising an event conducted and sponsored by any of the above may be placed on any private property with the approval of the adjacent property owner. Sign dimensions shall be consistent with the provisions of Section "B(1) and (2)" below. Directional signs may be placed no sooner than 24 hours prior to the event and shall be removed no later than 24 hours after the conclusion of the event.

- B. Types and Maximum Area of Signs Allowed – The following types of community special event signs shall be allowed, provided the sign does not exceed the maximum area and height established below.

1. *Flexible Banner Signs:* Banners shall only be allowed on the premises where the event is located. Banners shall be kept in good repair and remain firmly anchored or secured to the face of the building or may be suspended below the apparent lower edge of an overhanging covered walkway, provided the banner is firmly secured to the columns supporting the building. A flexible banner sign may be freestanding. A flexible banner sign shall not exceed fifty (50) square feet nor exceed six (6) feet in height.



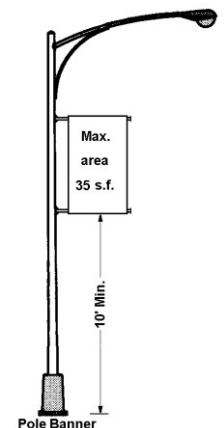
2. *Stake Signs:* Signs shall not exceed six (6) square feet in area nor exceed four (4) feet in height.



- C. Time Duration – Signs for City of Colleyville sponsored events may be erected for any length of time. All other signs allowed under this section may be erected 21 days prior to the activity and shall be removed not later than the first business day after the event.

D. Pole Banner Signs

1. *Pole Banners:* The purpose of a pole banner sign is to provide advertising for a community event. Pole banners may be erected on utility and other designated poles within the public right-of-way subject to the following restrictions:
2. *Permit:* A permit is required from the building permit office and may only be issued to a non-profit organization for the purpose of advertising a function or event to which the general public is invited in Colleyville. **Pole banners shall be limited to private property exclusively.** Applications shall be considered on a first-come, first-served basis.
3. *Permit Duration:* No permit shall be approved for a period exceeding twenty-one (21) consecutive days. The pole banners shall be removed on the first business day after the last day of the event.
4. *Commercial Message:* A pole banner may only advertise the name, date, phone number and website of the community event. Any commercial message of a sponsor is limited to twenty-five percent (25%) of the sign area.
5. *Maximum area and height:* Thirty-five (35) square feet in area per pole and thirty-five feet (35') from the ground, provided the banner maintains a minimum of ten feet (10') of clearance between the bottom of the pole banner and the ground.
6. *Location:* Pole banners may be installed only on poles identified by the City that include the appropriate hardware for such installation.



- E. Permit – Other than events sponsored by the City of Colleyville or non-profit, community based organization **listed on the City's website**, a temporary sign permit shall be obtained prior to the placement of any signs allowed by this section.

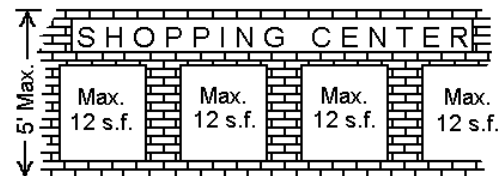
Section 7-210 Special Advertising Provisions

A. Grand Openings – The purpose of the grand opening signage provision is to allow the administrative official to issue a permit to a new business or to a business that has substantially remodeled, as defined herein, for the purpose of obtaining special advertisement signage for a temporary period. The following regulations apply to grand opening signage permits:

1. *Eligibility*: Upon issuance of a certificate of occupancy and within one year thereafter, a business shall be allowed to receive a grand opening sign permit when one of the following conditions applies:
 - a. When a certificate of occupancy has been issued to the new business, or
 - b. When a certificate of occupancy has been issued to an existing business which has substantially remodeled and the cost of the renovation exceeds sixty (60) percent of the current value of the building or lease-space, excluding the value of the land, according to the most recently approved tax roll.
2. *Allowable Signs*: Signs may include a combination of pennants, tethered or inflatable balloons, and one (1) temporary business sign. Non-traditional balloons/inflatables shall not be allowed. The height and area of such signs shall be limited to the applicable regulations for the sign classification. A temporary business sign may be placed off-premises with the permission of the property owner during the period of the grand opening sign permit. The permit holder shall be the responsible party for compliance with the grand opening sign permit regulations.
3. *Permit*: A permit shall be required for a business to utilize the grand opening signage provisions. No permit fee shall be required for a grand opening sign permit. The use of a grand opening sign permit shall have no effect on the number of subsequent temporary sign permits that may be authorized for a business occupancy.
4. *Duration*: A grand opening sign permit shall be valid for a period not to exceed thirty (30) consecutive calendar days

B. Major Shopping Center Overlay Zone – The purpose of a major shopping center overlay zone is to reduce the overall number of signs situated along a public street by providing shared advertising privileges within a major development and by providing off-premises advertising alternatives for businesses located on lots which do not have frontage along a major public transportation thoroughfare. Developments which satisfy the criteria contained in this Section shall qualify for the sign provisions contained in this Section.

1. *General Qualification Criteria*: A commercial development which has a single or multi-occupancy building containing a minimum of one hundred thousand (100,000) square feet of floor area and situated on a single platted lot or on two or more contiguous platted lots shall qualify as a major shopping center. In addition to those lots which satisfy the general qualification criteria described in this paragraph, any adjacent or non-adjacent lots platted within the development that are platted under the same subdivision name shall also be eligible for the sign provisions contained in this Section.
2. *Shared and Off-Premises Signage Privileges*: A lot located within the limits of a major shopping center overlay zone may contain a sign that advertises a single or multi-tenant business occupancy located on another lot within the same major shopping center overlay zone, provided that the sign structure complies with the regulations applicable to the classification of sign constructed.
3. *Major Shopping Center Entry-Wall Signs and Plaques*: The purpose of a major shopping center entry-wall sign and plaque is to identify a major shopping center and the name of a business, profession, service, product or activity conducted, sold or offered within the major shopping center. Two sign structures shall be allowed per vehicular entrance and may be illuminated. The maximum height of the entry-wall structure shall not exceed five (5) feet. The maximum



Major Shopping Center
Entry-Wall Sign and Plaque

area of a sign plaque shall not exceed twelve (12) square feet. There shall be a minimum of three (3) feet spacing between sign plaques.

4. *Permit:* A permit shall be required for a Major Shopping Center Entry Wall Sign upon the review and approval of the City Council.
5. *Permit:* A permit shall be required for a major shopping center entry-wall sign.

Section 7-215 Prohibited Signs

The signs described in this Section shall be prohibited within the corporate limits of the City of Colleyville.

- A. Off-Premises Signs – Off premises signs, including billboards, are prohibited in the City of Colleyville, except where specifically allowed by these regulations.
- B. Obscene Signs – It shall be unlawful for any person to display upon any sign any obscene, indecent or immoral matter.
- C. Portable Signs – No person shall erect or allow to be displayed on the premises owned or controlled by him a portable sign. Portable signs shall include windsail style signs, flags, pennants, etc., with or without lettering. No person shall attach any sign to a trailer, or similar mobile structure, where the primary use of such structure is to provide a base for such sign or to constitute the sign itself. A temporary business sign allowed by the regulations in this chapter may be constructed on skids where there is no opportunity for the sign supports to be installed in the ground.
- D. Roof Sign – Signs mounted on roofs or above a parapet are not permitted.
- E. Painting, Marking, Attaching, Materials to Streets, Sidewalks, etc. – No person shall attach any sign, whether consisting of paper, plastic, or paint, or stencil or write any name, number (except house numbers), or otherwise mark on any sidewalk, curb, gutter, street, whether public or private, utility pole, public building, fence or structure except as allowed by the sign code.
- F. Attaching Signs to Fences or Utility Poles – No person shall attach a sign to a fence or a utility pole, except a small sign identifying the name of the fence company not discernable from the street.
- G. Animated and Flashing Signs – No person shall erect or allow to be displayed upon premises owned or controlled any animated, moving or flashing sign.
- H. Balloons and Inflatable Advertising – No person shall erect or allow to be displayed as a sign, any balloon, flag, pennant or other floating or inflatable advertising device anchored to the ground or to any other structure, except as allowed by a grand opening sign permit.
- I. Non-Combustible Material – Any sign with either direct or indirect illumination which is attached to the sign shall be constructed of non-combustible materials. Such signs shall be supported by non-combustible supports.
- J. Simulation of Traffic Control Signs – No sign shall obstruct the free and clear vision at any location, where as a result of the position, size, movement, shape, color, fashion, manner or intensity of illumination or any other characteristics, such sign may interfere with vehicular or pedestrian traffic. Nor shall any person erect or allow to be displayed upon premises owned or controlled by him any sign in such a manner as to interfere with, obstruct the view of or be confused with, any authorized traffic sign, signal, or device, including, without limitation, signs making use of the words "stop," "go," "look," "slow," "danger," or any other similar word, phrase, symbol or character, or employ any red, yellow, orange, green or other colored lamp or light in such a manner as to cause confusion or otherwise interfere with vehicular or pedestrian traffic.
- K. Non-Defined Signs – No person shall erect or allow to be displayed upon premises owned or controlled by him any sign that is not specifically allowed by this Chapter.

Section 7-220 Sign Maintenance

No person shall allow a sign located on a premises owned by him, or which he has control of, to display or contain any of the following defects or conditions:

- A. where the elements of the surface or background can be seen as viewed from the intended viewing distance to have portions of the finished material flaked, broken off, missing or otherwise not in harmony or consistency with the rest of the surface; or
- B. where the structural supports or frame members are visibly bent, broken, dented, deteriorated or torn; or
- C. where a panel is visibly cracked or in the case of wood and other similar products, splintered in such a way as to constitute unsightly or harmful conditions-, or
- D. the sign, or its elements are twisted leaning or at angles other than those at which it was originally erected; or
- E. where the message or wording can no longer be clearly read by a person with normal eyesight under normal viewing conditions; or
- F. where the sign or its elements are not in compliance with the requirements of any building, electrical, sign or other type of code construction standards adopted by the City of Colleyville.

Section 7-225 Enforcement

- A. Authority - The administrative official is hereby authorized and directed to enforce all the provisions of this Chapter.
- B. Right of Entry - Whenever necessary to make an inspection to enforce any of the provisions of this Chapter, the administrative official or his authorized representative may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon the administrative official by this Chapter, provided that if such building or premises is occupied, he shall first present proper credentials and request entry; and if such building or premises is unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and request entry. If such entry is refused, the administrative official or his authorized representative shall have recourse to every remedy provided by law to secure entry.
- C. Removal of Certain Signs Upon Notice – When a sign is constructed or erected in violation of these regulations, the property owner and/or tenant shall be given notice to remove said sign or alter said sign so as to comply with the regulations contained in this Chapter. Notice shall require compliance with these regulations within not more than ten (10) days from the date notice is served. Notice may be hand delivered or deposited in the United States mail, addressed to the property owner at the address shown on the most current tax roll of the City, or the tenant as shown on the utility billing records of the City. If the owner cannot be found, or if the notice is refused, or if the notice is returned by the United States Postal Service, then the owner may be notified by posting notice on or near the front door of each building on the premises where the violation exists at least ten (10) days prior to further action or by posting notice on a placard attached to a stake driven into the ground on the premises where the violation exists at least ten (10) days prior to further action.

EXCEPTION: Illegal Temporary Signs – The administrative official is hereby authorized to remove without notice any illegal temporary signs placed on public property or within a right-of-away. Such signs shall be impounded and may be destroyed by the City.

- D. Dilapidated or Deteriorated Signs – Upon determination by the administrative official that a sign is in a dilapidated or deteriorated condition or declared unsafe, dangerous or poses a threat to the safety of the general public, the administrative official shall give notice of said determination to the owner of the property on which the sign is erected. Said notice shall specify a time period of not more than ten (10)

days in which said dilapidated or deteriorated condition must be corrected.

1. Failure by the owner of the property to correct the dilapidated or deteriorated sign or remove the same within the time provided in the notice shall constitute a violation of this Chapter.
 2. When a property owner, agent, or tenant fails to abate a sign declared to be unsafe and dangerous within the time period allowed, the administrative official is hereby authorized to contract for such work to abate the unsafe or dangerous condition and charge the property owner for the costs of such abatement. If the actual charges to the City are not paid within thirty (30) days, the City shall file a lien against the property.
 3. A sign which has been substantially destroyed or dismantled for any purpose other than maintenance operations or for changing letters, symbols or other matters on the sign. The sign shall be deemed to be substantially destroyed or dismantled if the cost of repairing the sign is more than 60% of the cost of erecting a new sign of the same type at the same location.
- E. **Obsolete Signs** – Any sign, which the administrative official determines to be obsolete, shall be removed by the permit holder, owner of the sign, or owner of the site on which the sign is located. For temporary signs, the sign must be removed as noted on the sign permit application or within three days after receiving written notification to do so from the administrative official. For permanent signs, the sign must be removed by the permit holder, owner of the sign, or owner of the site on which the sign is located within 30 days. Upon failure to comply with such notice or to file an appeal of the decision in accordance with this article, the administrative official is authorized to cause the removal of such sign, and any expense incident thereto shall be paid by the permit holder, owner of the sign, or owner of the site on which the sign is located.

Section 7-230 Nonconforming Signs

A sign which does not conform to the regulations prescribed in this Chapter and existed lawfully on the date of adoption of this Chapter, or amendment hereto, shall be declared a nonconforming sign and may exist in its present form. A nonconforming sign may be maintained, but shall not be altered, or moved unless a permit be issued pursuant to the provisions of this Chapter. The right to continue a nonconforming sign shall cease and such shall be removed whenever:

- A. A sign is altered, moved or relocated without a permit pursuant to the provisions of this Chapter.
Exception: A sign face of a nonconforming sign may be replaced, provided no alterations to the sign structure are made.
- B. A sign is destroyed and the cost to repair exceeds 60% of the replacement cost on the date of the damage.
- C. A sign leans such that an angle between the sign and the ground is 75 degrees or less.

Section 7-235 Commercial Wall Murals and Public Art Murals

No commercial wall mural or public art mural shall be executed or displayed unless said mural is in conformance with the classifications and standards contained in this Section.

- A. **Administrative Approval/Sign Board of Appeals Approval Required:** Commercial Wall Murals and Public Art Murals shall be allowed with the approval of an application through the Administrative Official/Sign Board of Appeals.
- B. **Maintenance Agreement Required:** Unless otherwise approved by the Administrative Official/Sign Board of Appeals, it is the responsibility of the applicant to ensure the Public Art Mural is maintained in good condition. A signed maintenance agreement and mural maintenance plan will be required as part of the application for a mural.

1. To extend the lifespan of the mural, maintenance best practices should be followed. These include but are not limited to, preliminary wall preparation or cleaning, priming, and curing; using appropriate paints, enamels, or materials to match the surface; and applying topcoats, sacrificial layers, and graffiti-resistant coatings that do not compromise the artwork.
 2. No alterations to the mural's design, theme, or scope may be made during routine maintenance performed by the applicant and/or artist unless authorized by the Sign Board of Appeals.
- C. City of Colleyville: Public Art Mural projects initiated, commissioned, and/or funded by the City may be placed on city-owned public buildings, structures, or infrastructure and are exempt from the regulations of this section.
- D. Commercial Wall Mural – A graphic or artwork painted or applied to the front façade, entryway, side, or back of a building, where its background differentiates it from the general color or material of the wall or other surface. The artwork is located on private property and is associated with the tenant occupying the corresponding space. All Commercial Wall Murals shall be subject to the following additional regulations:
1. *Design Criteria:*
 - a. Commercial Wall Murals may contain a commercial message such as, but not limited to, logos, branding, or any indication or description in image from the type of commercial activity that occurs in the inside of a building.
 - b. Commercial Wall Murals shall not include any owner identification or commercial text message; however it may contain graphics or images that relate to the products or services offered on the premises where the mural is located.
 - c. The following themes or elements are not permitted: representations of violence or hate; nudity or sexually explicit content; profanity or obscene language; disparagement or denigration of cultures; political themes or agenda-driven content; commercial or advertising messages; use of copyright material without proper authorization; or any content that may pose safety risks or create hazardous conditions. The City reserves the right to reject proposals for murals based on the themes or messages expressed as permitted by applicable First Amendment law.
 - d. Materials utilized in painting a mural shall have proven durability and shall be maintained or removed if not maintained.
- E. Public Art Mural – Any graphic artwork painted or applied on a wall, ceiling, ground surface, or other architectural surface (including but not limited to mosaic tiles, photographic elements, wheat paste murals, and collages of elements) where its background differentiates it from the general color or material of the wall or other surface. These murals are displayed in a City park, public right-of-way, or the interior/exterior of a city facility or privately owned building that has entered a public-private partnership with the City.
1. *Design Criteria:*
 - a. A mural shall not be considered public art if it is any way associated with a commercial entity and/or contains a commercial message such as, but not limited to, logos, branding, or any indication or description in narrative or image from the type of commercial activity that occurs on the inside of the building. Public Art Murals may not advertise any business, brand, or product.
 - b. Proposals will be evaluated based on their contribution to the urban environment, the quality they bring to the public art landscape, and the overall strength of the proposal.
 - c. Public Art Murals should be generally consistent with the surrounding area and designed to promote and enhance the character of Colleyville. In general, themes should be positive and uplifting, foster positive community interaction, and reflect the City of Colleyville's values of integrity, excellence, and public service.

Section 7-240 Amendments to This Chapter

Reserved for listing of amendments to this Chapter.

Ord. Number	Date	Subject
O-02-1321	01/15/2002	Community Special Event Signs
O-02-1353	08/07/2002	Grand Opening Signs
O-03-1428	11/18/2003	Revision of entire chapter
O-04-1456	04/06/2004	Political sign revisions

Colleyville, Texas, Land Development Code

O-08-1657	02/05/2008	Landmark Signs
O-08-1684	07/01/2008	Prohibited Signs
O-08-1685	07/01/2008	Weekend Builder/Real Estate Open House Signs revisions
O-09-1719	06/02/2009	Electronic Sign Regulations revisions
O-10-1742	02/16/2010	Temporary Sign Revisions
O-14-1932	10/06/2014	Political Sign Revisions
O-19-2074	02/05/2019	Several amendments as part of a total LDC review



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number WS-2

Agenda Date 5/13/2025

Type Worksession

Department City Manager

Title

Discussion of enhancements to the Northern Gateway

Explanation

This item provides an opportunity for staff to present to and receive direction from the City Council regarding enhancements to the Northern Gateway.

Attachments

1. Northern Gateway Tree Addition 5-13-25



Northern Gateway

May 13, 2025



- Staff has worked with MESA, the design firm for the Gateway and SH26 medians project, to add an additional artistic element to the Colleyville sign
- We asked MESA for tree designs to complement the existing sign utilizing the same material as the Colleyville lettering



Northern Gateway



Initial Concepts:



Refined Concepts:

Option 1



Option 2



Option 2 Full Perspective



Option 2 Full Perspective



Option 2 Full Perspective





Northern Gateway

May 13, 2025





CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number WS-3

Agenda Date 5/13/2025

Type Worksession

Department City Secretary

Title

Discussion of the May 13, 2025, City Council regular agenda items



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 1

Agenda Date 5/13/2025

Type Executive Session

Department City Secretary

Title

Section 551.071 - Legal - Consultation with the City Attorney regarding items on the agenda or for 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 Chapter 551 of the Texas Code

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business

RESOLUTION R-25-5042

**A RESOLUTION APPROVING COUNCIL ACTION REGARDING
EXECUTIVE SESSION ITEMS AT THE REGULAR CITY COUNCIL
MEETING OF MAY 13, 2025**

WHEREAS, following discussion in Executive Session, and in full accordance with the requirements of the Open Meetings Act, the City Council determines that the following action is in the best interests of the health, safety, and welfare of the public.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _ AYES, _ NAYS ON THIS THE 13TH DAY OF MAY 2025.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

ATTEST:

CITY OF COLLEYVILLE

Christine Loven
City Secretary, TRMC

Bobby Lindamood
Mayor



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 3

Agenda Date 5/13/2025

Type Announcements, Proclamations, and Presentations

Department Public Works

Title

Proclamation in recognition of National Public Works Week, May 18-24, 2025 - Mayor Bobby Lindamood and Public Works/Parks and Recreation Director Lisa Escobedo

Proclamation in recognition of National Police Week, May 11-17, 2025 - Mayor Bobby Lindamood and Police Chief Michael Miller

Attachments

RESOLUTION R-25-5043

**APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT
THE REGULAR CITY COUNCIL MEETING OF MAY 13, 2025**

WHEREAS, City Council has taken action on certain items on the agenda under Consent Items.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF COLLEYVILLE, TEXAS:**

- Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:
- a. Approval of the minutes of the regular City Council meeting of May 6, 2025

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF __ AYES, __ NAYS, ON THIS THE 13TH DAY OF MAY 2025.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

ATTEST:

CITY OF COLLEYVILLE

Christine Loven
City Secretary, TRMC

Bobby Lindamood
Mayor



CITY OF COLLEYVILLE CITY COUNCIL MINUTES

100 Main Street, Colleyville, Texas, 76034

TUESDAY, MAY 6, 2025

Mayor Bobby Lindamood called the Colleyville City Council Worksession to order on Tuesday, May 6, 2025, at 5:30 p.m.

ROLL CALL: Mayor Bobby Lindamood, Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

ALSO PRESENT: City Manager Jerry Ducay, Assistant City Manager Mark Wood, Assistant City Manager Adrienne Lothery, Police Chief Michael Miller, Fire Chief Mark Cantrell, Community Development Director Ben Bryner, Finance Director Cassie Smith, Public Works and Parks and Recreation Director Lisa Escobedo, City Attorney Sarah Ross, and City Secretary Christine Loven.

WS-1 SafeHaven of Tarrant County Presentation

Kathryn Jacob, President and CEO of SafeHaven of Tarrant County, discussed services offered and funding sources for SafeHaven, the county's only state-designated domestic violence organization. Ms. Jacob thanked the City for supporting SafeHaven and answered questions of the City Council.

WS-2 Discussion of updated street signs at signalized intersections

Assistant City Manager Adrienne Lothery presented this item. She reviewed the history of the additional branding elements, the timeline for recent street sign installation, and sought City Council direction regarding the signalized intersections.

Following discussion, City Council directed staff to move forward with the chosen style and color.

WS-3 Financial analysis of a homestead exemption

Assistant City Manager Mark Wood presented this item. He reviewed financial scenarios which would allow the City to offer an additional homestead exemption percentage, which will help mitigate increasing property tax rate.

City Council directed staff to move forward with bringing an Ordinance to City Council for consideration.

WS-4 Discussion of the May 6, 2025, City Council regular agenda items

There was no discussion of this item.

Mayor Lindamood adjourned the Worksession at 6:08 p.m. and called the Executive Session to order.

1. EXECUTIVE SESSION - In accordance with Texas Government Code, Chapter 551, Subchapter D

Section 551.071 - Legal - Consultation with the City Attorney regarding items on the agenda or for 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 Chapter 551 of the Texas Code

Section 551.072 - Real Estate - Deliberate the purchase, exchange, lease, or value of real property for City facilities

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information the City has received from business prospects the City seeks to have locate, stay, or expand in the City and with which the City is conducting economic development negotiations; deliberate the offer of a financial or other incentive to a business prospect

There was no action taken and Mayor Lindamood adjourned Executive Session at 6:58 p.m.

Mayor Lindamood called the regular meeting of the City Council to order at 7:05 p.m. and called the roll.

ROLL CALL: Mayor Bobby Lindamood, Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

INVOCATION: Stella Cho, Associate Pastor, First United Methodist Church
PLEDGE OF ALLEGIANCE: City Attorney Sarah Ross

2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-25-5035

Mayor Lindamood read Resolution R-25-5035 in its entirety.

Assistant City Manager Mark Wood presented this item and stated, with approval of the resolution, the City will extend the inspection period to provide Big Sky Real

Property #1 to continue with planned purchase and development of the property known as the Southern Gateway.

Mayor Lindamood opened and closed the public hearing without any speakers.

Councilmember Graves made a motion to approve Resolution R-25-5035 seconded by Deputy Mayor Pro Tem Scotty Richardson.

The motion was approved by the following vote:

Ayes: 7 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Mayor Lindamood and the City Council provided announcements regarding community news and upcoming events.

4. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-25-5036

4a Approval of the minutes of the regular City Council meeting of April 15, 2025

4b Approval of the second amended and restated contract with Community Waste Disposal for an additional seven-year term

Mayor Lindamood read Resolution R-25-5036 in its entirety.

Assistant City Manager Adrienne Lothery presented item 4b. There was general discussion regarding the contractor, services, and rising costs.

Mayor Lindamood opened and closed the public hearing without any speakers.

Councilmember Alphonso made a motion to approve Resolution R-25-5036 seconded by Councilmember Holt Gunderson.

The motion was approved by the following vote:

Ayes: 7 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

5. ORDINANCE(S): FIRST READING AND PUBLIC HEARING

5a Ordinance O-25-2324

Consideration of a Special Use Permit for Massage Therapy Use on Lot 2, Block 1, Braum's/Inland Addition, located at 4508 Colleyville Boulevard, Suite B, Case ZC25-003

Mayor Lindamood read the caption of Ordinance O-25-2324.

Community Development Director Ben Bryner presented this Special Use Permit request at 4508 Colleyville Boulevard, Suite B, for a Massage Therapy Use for a new business known as Anantra Thai Massage. The massage spa will include a reception area, multiple massage rooms, a staff break room, and a restroom. The spa will offer various massage services including Thai massage, Swedish massage, and couples massages. The spa will employ four employees, being Licensed Massage Therapists (LMT's) and receptionists. The hours of operation will be from 9:30 a.m. - 8 p.m. Monday-Sunday.

Sudarat Dangwichit, the applicant, provided a presentation and answered questions of the City Council.

There was discussion regarding adding ordinance language regarding compliance with Chapter 455 of the Texas Occupations Code. Per the City Attorney, the language will be added.

Mayor Lindamood opened and closed the public hearing without any speakers.

This was a first reading with no action taken.

5b Ordinance O-25-2325

Consideration of a Special Use Permit for Massage Therapy Use on Lot 1RA, Block 1, Kroger Addition, located at 4906 Colleyville Boulevard, Suite 200, Case ZC25-004

Mayor Lindamood read the caption of Ordinance O-25-2325.

Community Development Director Ben Bryner presented this Special Use Permit request at 4906 Colleyville Boulevard, Suite 200, for a Massage Therapy Use to open a new business known as High Stone Wholistic Wellness. The Colleyville location would be the second location of High Stone Wholistic Wellness if approved. The spa will offer stretch therapy, massage, facials, and other services. There will be seven rooms for spa and massage services, two restrooms, a waiting area, and a storage room. The hours of operation will be from 9 a.m. – 9 p.m. from Monday - Sunday.

Applicant Ravikumar Lakkad, was present to give a presentation and stated Colleyville will be the second location of High Stone Wholistic Wellness, and answered questions of the City Council.

There was discussion regarding adding ordinance language regarding compliance with Chapter 455 of the Texas Occupations Code. Per the City Attorney, the language will be added.

Mayor Lindamood opened and closed the public hearing without any speakers.

This was a first reading with no action taken.

5c Ordinance O-25-2326

Consideration of a Special Use Permit for a fence on Lot 16, Block 7, Oak Crest Hills Addition, located at 405 Oak Crest Hills Drive, Case ZC25-005

Mayor Lindamood read the caption of Ordinance O-25-2326.

Community Development Director Ben Bryner presented this Special Use Permit request, stating the applicant is requesting approval of an SUP to allow an eight-foot tall wood fence to encroach onto the required street side yard setback, along the property line. Director Bryner stated wood fences are greater than 25% opaque construction and cannot be placed within the required street side yard setback without the approval of an SUP.

Applicant Margo Presnall, spoke regarding the fence and the history with the City. There was discussion regarding changes to the Code, a timeline, the City working with the Presnall's, and the need for consistency.

Mayor Lindamood opened the public hearing.

Speaking in support:

Thomas Joseph, 3506 Fox Meadows, and Shane Binion, 501 Hillside.

There were no others wishing to speak, and Mayor Lindamood closed the public hearing.

There was discussion of fence regulations, timelines, and the applicant in this case.

This was a first reading with no action taken.

5d Ordinance O-25-2327

Consideration of a Special Use Permit for a fence on Lot 1, Block 2, Arbor Estates II Addition, being approximately 0.49 acres, and zoned R-20 Single Family Residential, Case ZC25-008

Mayor Lindamood read the caption of Ordinance O-25-2327.

Community Development Director Ben Bryner presented this Special Use Permit request, stating the applicant is requesting approval of an SUP to allow an eight-foot tall wood fence to encroach onto the required street side yard setback, along the property line. Director Bryner stated wood fences are greater than 25% opaque construction and cannot be placed within the required street side yard setback without the approval of an SUP.

Applicant Sabrina Turner was present and answered questions of the City Council.

Mayor Lindamood opened and closed the public hearing without any speakers.

This was a first reading with no action taken.

5e Ordinance O-25-2328

Consideration of a rezoning from the AG Agricultural district to R-40 Single Family Residential, on Tracts 4A2 and 4B2, 4A3 and 4B3, and 4E, Abstract 295, William E. Crooks Survey, located at 7316 John McCain Road and 116 John McCain Road, Case ZC25-006

Mayor Lindamood read the caption of Ordinance O-25-2328.

Community Development Director Ben Bryner presented this request for a rezoning from AG Agricultural to R-40 Single Family Residential to rezone the unplatted property allowing for the development of a ten home subdivision. Director Bryner reviewed the drainage plan, surrounding development, and zoning regulations.

Paul Rostron, applicant, provided a presentation and answered questions of the City Council.

Mayor Lindamood and the City Council thanked Mr. Rostron for working with the neighbors and addressing the concerns.

Mayor Lindamood opened the public hearing.

Speaking in support:

Eddie Eckart, 204 Virginia Square and Dennis Newgren, 200 John McCain.

Speaking in opposition:

Brent Neff, 204 John McCain.

There being no others wishing to speak, Mayor Lindamood closed the public hearing.

This was a first reading with no action taken.

5f Ordinance O-25-2329

Amending Chapter 86 (Streets, Sidewalks and Other Public Places) of the City of Colleyville Code of Ordinances by repealing and replacing Article I entitled "In General"; adopting safety restrictions for the use of electronic bicycles and electronic scooters within the City

Mayor Lindamood read the caption of Ordinance O-25-2329.

Mayor Lindamood called a recess at 8:45 p.m. and reconvened at 8:57 p.m.

Assistant City Manager Adrienne Lothery presented this item, noting the item was discussed at two City Council Worksessions and is in response to the number of E-bikes traversing the City. She noted safety is the number one concern in proposing the Ordinance. Director Lothery stated the City's internal Traffic Safety Committee reviewed regulations adopted by other cities and worked to identify those which would be a good fit for Colleyville. In consultation with the City Attorney, several regulations had to be modified due to state law limitations on what cities can regulate.

There was discussion regarding safety regulations, penalties, use of a helmet and age of riders, and a registration/sticker requirement.

Mayor Lindamood opened the public hearing.

Speaking in opposition:

Joseph Thomas, 3506 Fox Meadows.

There being no others wishing to speak, Mayor Lindamood closed the public hearing.

This was a first reading with no action taken.

6. RESOLUTION(S): READING AND PUBLIC HEARING

6a Resolution R-25-5037

Consideration of a right-of-way abandonment of 0.30 acres for Lot 4R, Block 1, Nystel Addition, being Lot 1, Block 1, Nystel Addition, located at 1809 John McCain Road, Case GC25-002

Mayor Lindamood read Resolution R-25-5037 in its entirety.

Community Development Director Ben Bryner presented this request for a 25-foot right-of-way (ROW) abandonment at 1809 John McCain Road and noted the area

was dedicated as part of the original plat. Director Bryner stated the dedication was for the planned connection of L.D. Lockett Road with John McCain Road. The applicant requested the entire ROW area be abandoned to allow a replat, incorporating the area into the existing lot.

Mayor Lindamood opened and closed the public hearing without any speakers.

Mayor Lindamood made a motion to approve Resolution R-25-5037, with no fee, seconded by Deputy Mayor Pro Tem Richardson.

The motion was approved by the following vote:

Ayes: 7 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

6b Resolution R-25-5038

Consideration of a replat for Lot 4R, Block 1, Nystel Addition, being Lot 1, Block 1, Nystel Addition, located at 1809 John McCain Road, Case PC25-009

Mayor Lindamood read Resolution R-25-5038 in its entirety.

Community Development Director Ben Bryner presented this item noting it is the companion to Resolution R-25-5037, and will allow for the replat at 1809 John McCain Road.

The applicant was present and thanked the City Council.

Mayor Lindamood opened and closed the public hearing without any speakers.

Mayor Pro Tem Elder made a motion to approve Resolution R-25-5038 seconded by Councilmember Raine.

The motion was approved by the following vote:

Ayes: 7 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

6c Resolution R-25-5039

Consideration of a minor plat with a waiver for lot width for Lot 1, Block 1, Volosen Addition, being Tract 6B05, Abstract 328, Simon Cotrail Survey, located at 1721 Glade Road, Case PC25-010

Mayor Lindamood read Resolution R-25-5039 in its entirety.

Community Development Director Ben Bryner presented this item requesting a minor plat with plat waiver for lot width at 1721 Glade Road to allow a new single-family home to be constructed.

Mayor Lindamood opened and closed the public hearing without any speakers.

Councilmember Graves made a motion to approve Resolution R-25-5039 seconded by Councilmember Alphonso.

The motion was approved by the following vote:

Ayes: 7 – Mayor Lindamood, Mayor Pro Tem Elder, Deputy Mayor Pro Tem Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

7. CITIZEN COMMENTS

There was no one present wishing to speak.

8. REPORTS

Planning and Zoning Commission Minutes - March 10, 2025

Planning and Zoning Commission Worksession Minutes - March 24, 2025

There was no discussion of this item.

9. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR TUESDAY, MAY 6, 2025 - READING AND PUBLIC HEARING - RESOLUTION R-25-5040

This resolution was not needed.

10. ADJOURNMENT

There being no further business before the City Council, Mayor Lindamood adjourned the meeting without objection by the City Council at 9:47 p.m.

APPROVED BY A VOTE OF AYES, NAYS, ON THIS THE 13TH DAY OF MAY 2025.

Minutes taken and prepared by:

Christine Loven, TRMC
City Secretary



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 8

Agenda Date 5/13/2025

Type Report

Department Finance

Title

Monthly Financial Report - April 2025

Explanation

Staff will present the monthly financial report for April 2025.

Attachments

1. April 2025 Budget Presentation
2. April 2025 Monthly Budget vs Actual

Monthly Financial Report

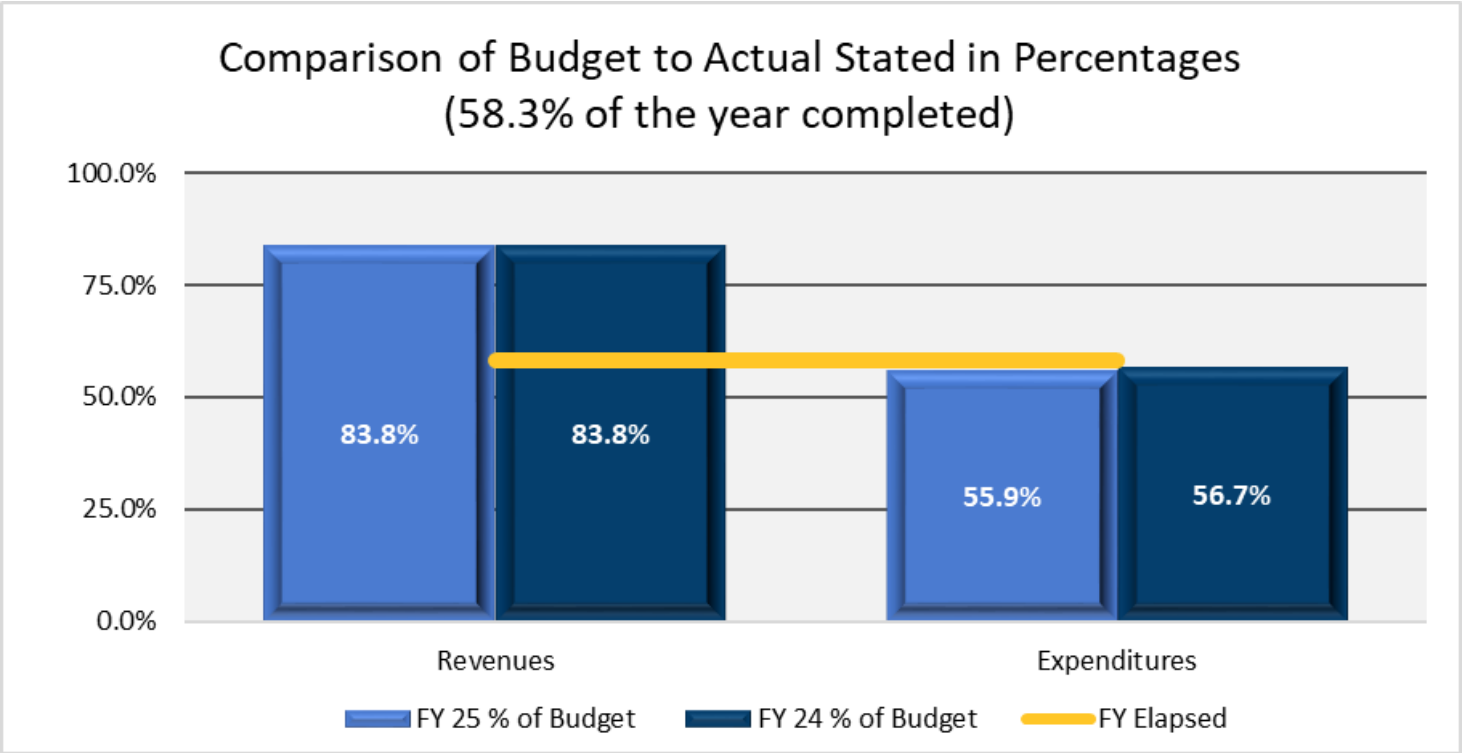
April 2025

City Council Meeting
May 13, 2025

General Fund Performance



	FY 25 Budget	FY 25 YTD	FY 25 % of Budget	FY 24 YTD	FY 24 % of Budget
Revenues	\$ 29,655,370	\$ 24,862,682	83.8%	\$ 23,929,353	83.8%
Expenditures	28,358,385	15,849,074	55.9%	15,445,737	56.7%
Total	\$ 1,296,985	\$ 9,013,607		\$ 8,483,616	

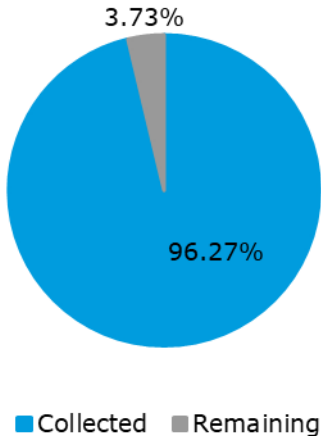


Note:. Property taxes are due in January

Property Tax Collections



Cumulative Collections vs. Budget



FY 25 Rate:

- M&O \$0.260172
- I&S \$0.016032

Total Rate:

\$0.276204/\$100

	FY 25 Budget	FY 25 YTD	% of Budget	FY 24 YTD	FY 24 % of Budget
Current Taxes	\$ 18,008,973	\$ 17,336,650	96.27%	\$ 16,704,721	98.07%

Note: Property taxes are due in January.

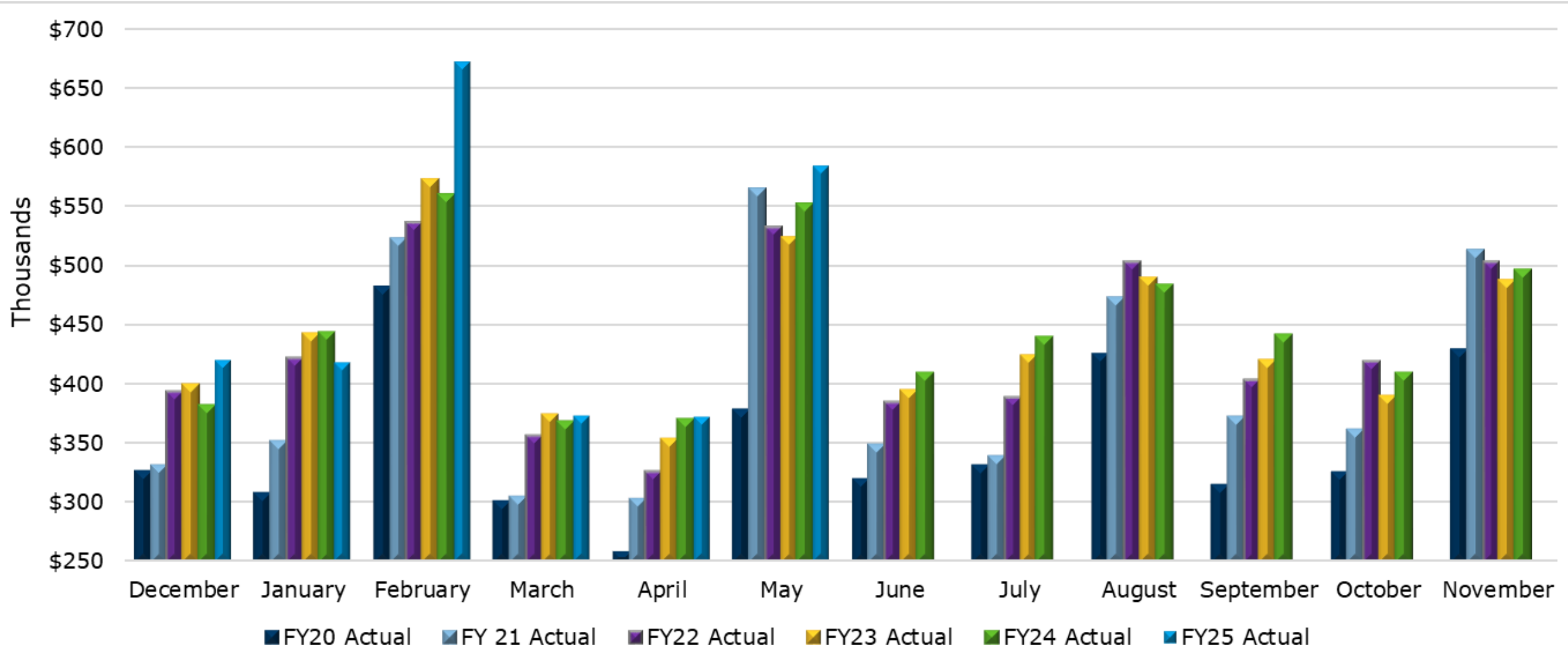
Sales Tax: Current Fiscal Year Collections



Collections Month	Sales Month	FY 24 Actual	FY 25 Actual	Increase/ (Decrease)	% Change
December	October	\$ 382,458	\$ 420,829	\$ 38,371	10.03%
January	November	443,954	418,443	(25,511)	-5.75%
February	December	559,919	672,822	112,903	20.16%
March	January	368,924	373,295	4,371	1.18%
April	February	370,650	372,227	1,577	0.43%
May	March	552,675	585,067	32,392	5.86%
Total		\$ 2,678,580	\$ 2,842,682	\$ 164,103	6.13%

Per GASB rules, December is the first month of FY25 in which collections from sales taxes are recorded. October and November sales taxes are recorded in the prior fiscal year since the sales for those receipts occurred two months prior.

Sales Tax: Comparative Collections



Sales Tax: Regional Benchmark



	Net Payment This Period	Comparable Payment PY	% Change	Payment YTD	PY Payment YTD	% Change YTD
North Richland Hills	2,100,022	2,034,311	3.23%	9,225,532	8,778,492	5.09%
Bedford	1,539,049	1,492,380	3.13%	6,959,028	6,832,626	1.85%
Grapevine	6,038,475	5,749,480	5.03%	27,871,234	27,257,176	2.25%
Keller	1,579,907	1,645,120	-3.96%	7,156,777	6,910,238	3.57%
Hurst	1,842,060	1,626,859	13.23%	8,245,986	8,029,146	2.70%
Euless	2,631,224	2,185,431	20.40%	11,327,447	10,035,924	12.87%
Southlake	3,700,516	3,508,756	5.47%	17,966,736	17,069,741	5.25%

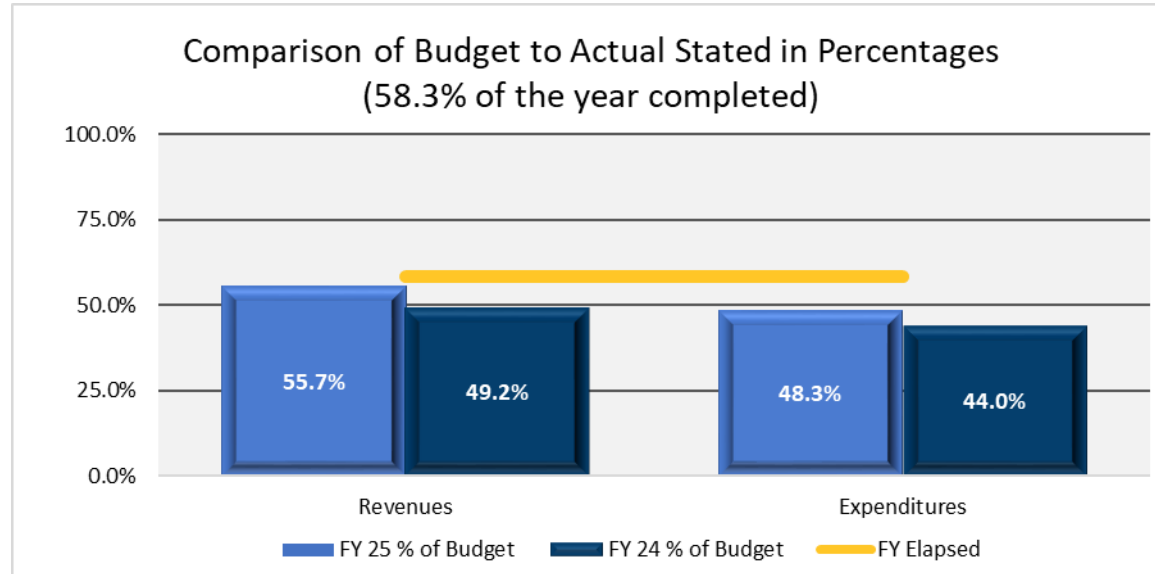
Note: Colleyville Collections above include both City General Fund and CEDC collections



Utilities Fund Performance



	FY 25 Budget	FY 25 YTD	FY 25 % of Budget	FY 24 YTD	FY 24 % of Budget
Revenues	\$ 24,424,703	\$ 13,598,059	55.7%	\$ 11,865,608	49.2%
Expenditures	23,908,883	11,548,687	48.3%	10,612,012	44.0%
Total	\$ 515,820	\$ 2,049,372		\$ 1,253,596	

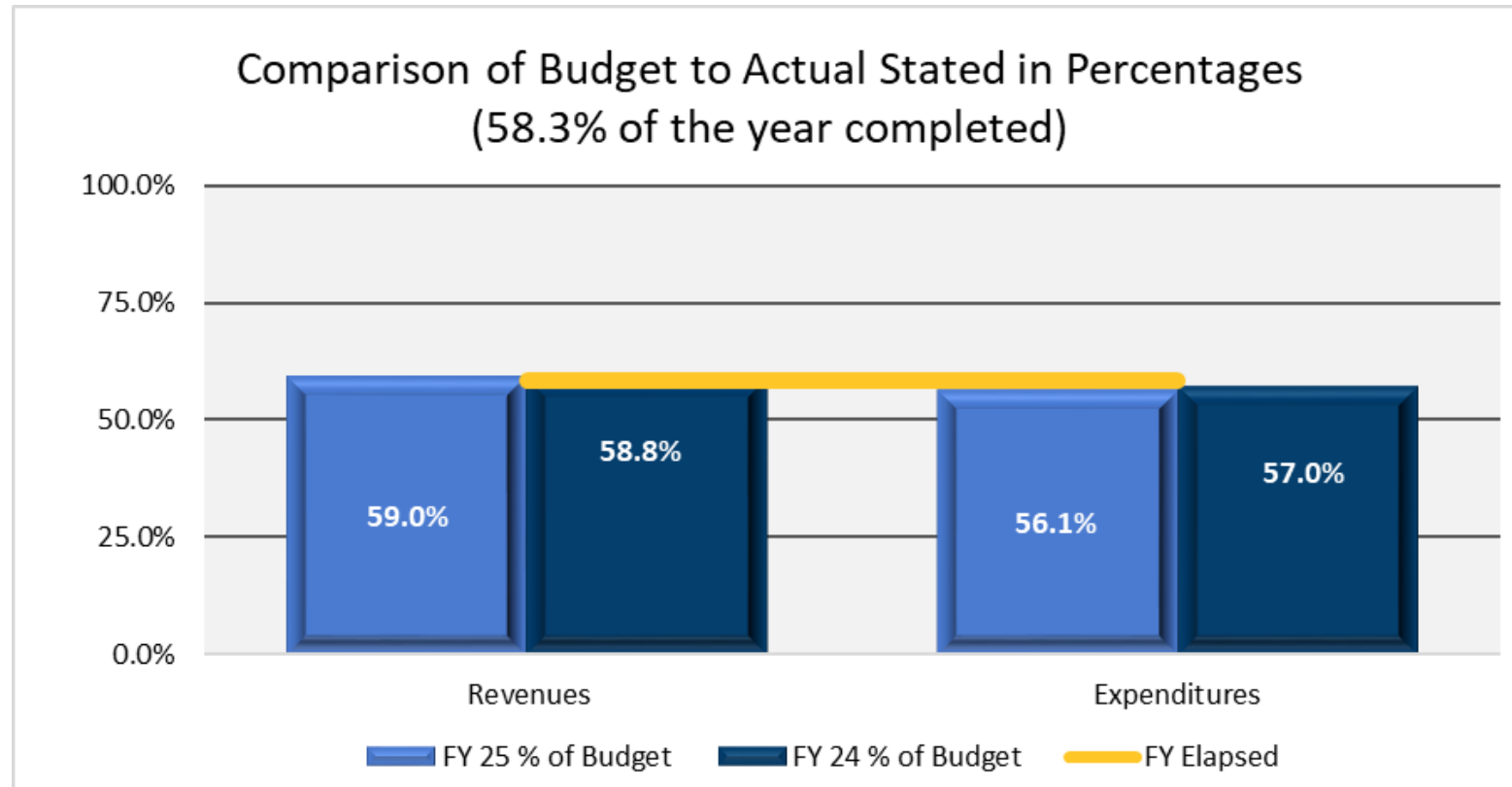


TRA			City		
	FY 25 Budget	FY 25 YTD		FY 25 Budget	FY 25 YTD
Revenues	\$ 19,889,768	\$ 9,276,254	Revenues	\$ 4,534,935	\$ 4,321,804
Expenditures	19,889,768	8,774,223	Expenditure	\$ 4,019,115	2,774,464
Total	\$ -	\$ 502,031		\$ 515,820	\$ 1,547,340

Drainage Fund Performance



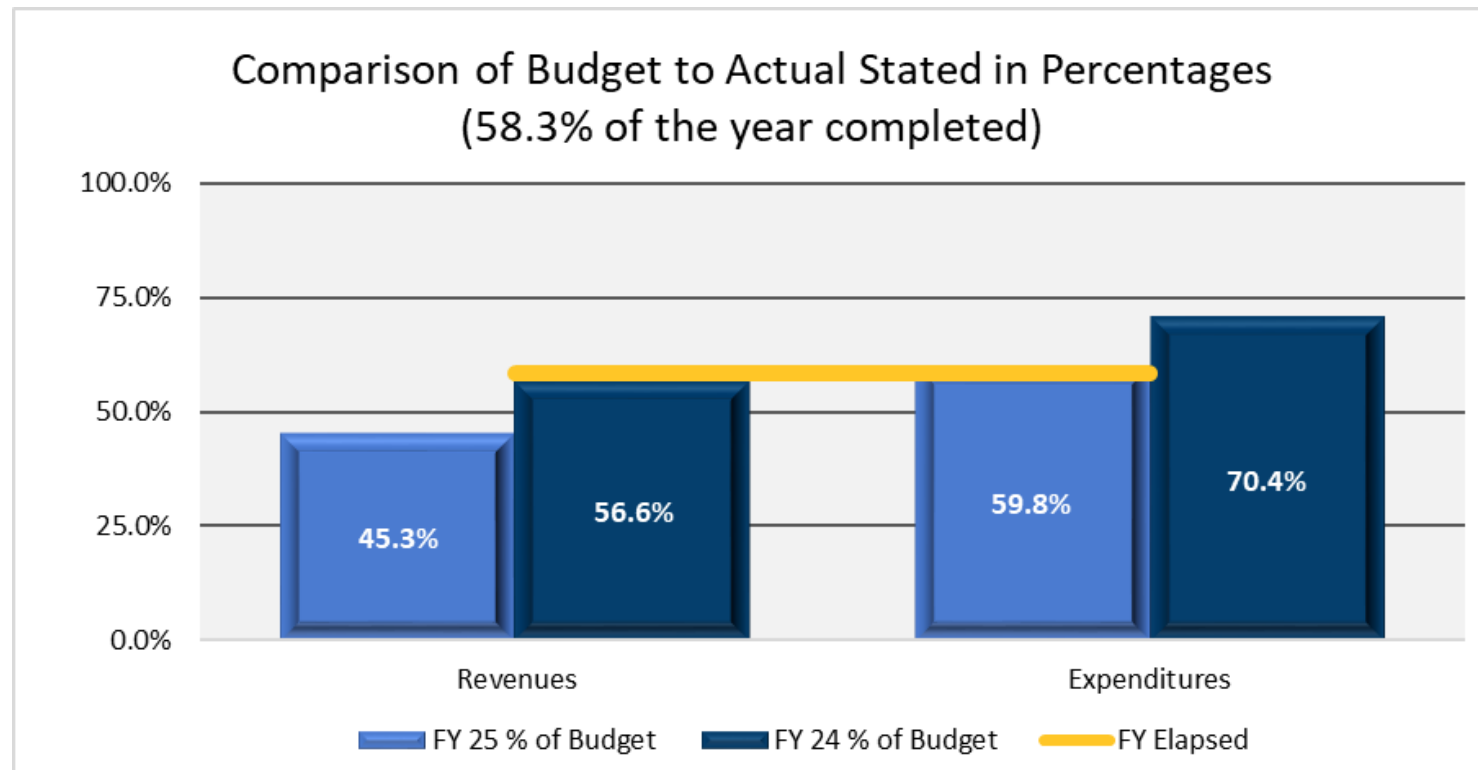
	FY 25 Budget	FY 25 YTD	FY 25 % of Budget	FY 24 YTD	FY 24 % of Budget
Revenues	\$ 1,758,000	\$ 1,037,911	59.0%	\$ 872,131	58.8%
Expenditures	761,805	427,600	56.1%	420,650	57.0%
Total	\$ 996,195	\$ 610,311		\$ 451,481	



Hotel Tax (HOT) Fund Performance



	FY 25 Budget	FY 25 YTD	FY 25 % of Budget	FY 24 YTD	FY 24 % of Budget
Revenues	\$ 230,000	\$ 104,213	45.3%	\$ 114,275	56.6%
Expenditures	285,827	170,949	59.8%	132,772	70.4%
Total	\$ (55,827)	\$ (66,736)		\$ (18,497)	



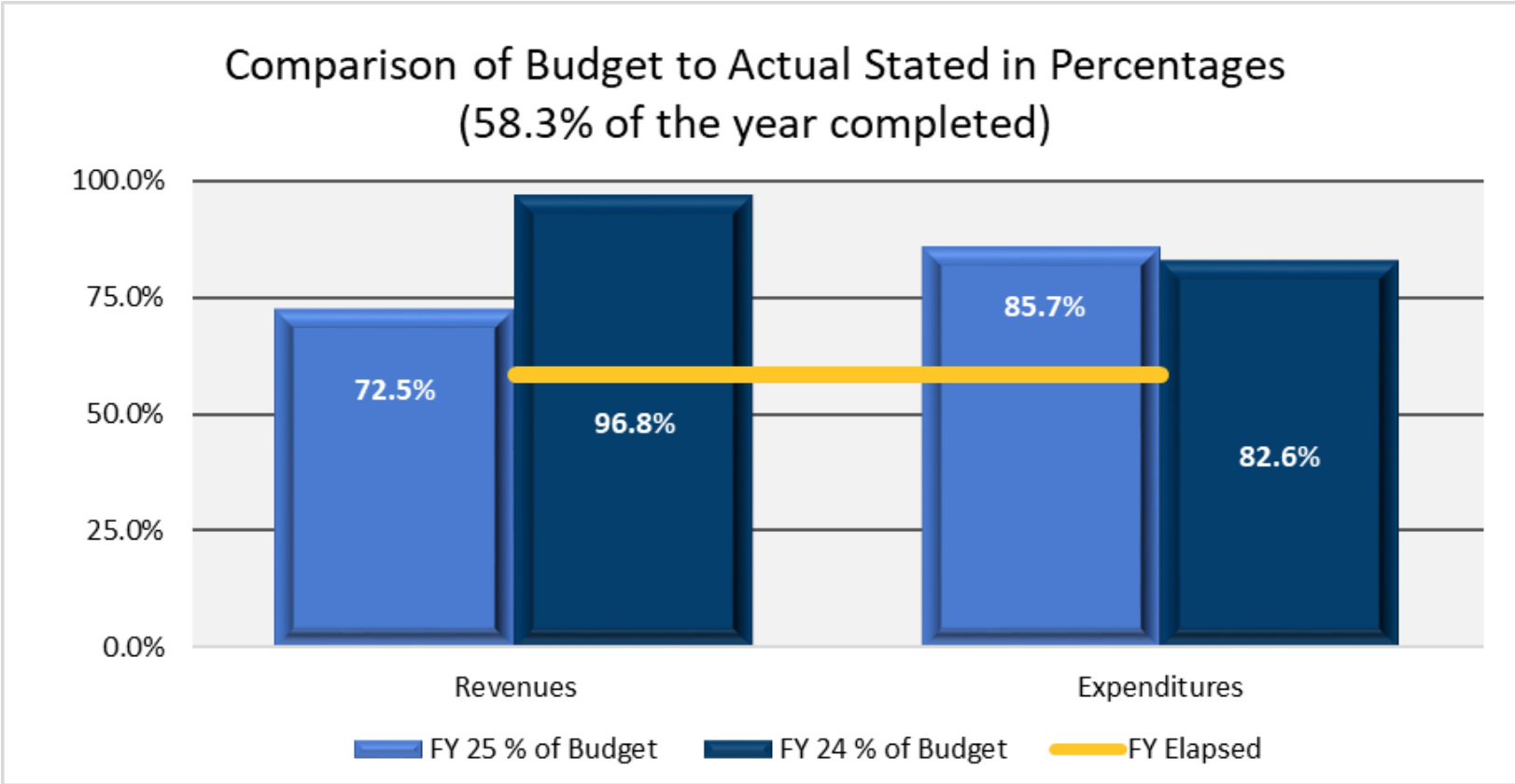
Hotel occupancy tax revenues are due quarterly.



Debt Service Fund Performance



	FY 25 Budget		FY 25 YTD		FY 25 % of Budget	FY 24 YTD		FY 24 % of Budget
Revenues	\$	1,477,283	\$	1,071,030	72.5%	\$	1,199,184	96.8%
Expenditures		1,540,894		1,320,845	85.7%		1,020,235	82.6%
Total	\$	(63,611)	\$	(249,814)		\$	178,949	



Questions & Discussion



City of Colleyville
Monthly Budget vs Actual Report
April 30, 2025

	FY 2025				FY 2024				
	Annual Budget	Actual Thru Mth	Variance Annual	% of Annual Bdg	Annual Actual YTD	Actual Thru Mth	Variance Annual	% of Annual Act	% chg from PY
General Fund									
Current Taxes	18,008,973	17,336,650	672,323	96.3%	17,108,374	16,704,721	403,652	97.6%	3.8%
Delinquent	30,000	9,030	20,970	30.1%	8,013	2,140	5,872	26.7%	321.9%
P&I	60,000	41,852	18,148	69.8%	89,261	43,183	46,078	48.4%	-3.1%
Property Tax Total	18,098,973	17,387,532	711,441	96.1%	17,205,647	16,750,045	455,603	97.4%	3.8%
Sales Tax	5,200,000	2,257,615	2,942,385	43.4%	5,359,899	2,125,905	3,233,994	39.7%	6.2%
Oncor Electric	910,000	887,583	22,417	97.5%	915,334	915,334	-	100.0%	-3.0%
Tri-County Electric	185,000	172,925	12,075	93.5%	191,546	191,546	-	100.0%	-9.7%
Atmos Gas	600,000	682,980	(82,980)	113.8%	629,385	629,385	-	100.0%	8.5%
AT&T	15,000	7,352	7,648	49.0%	11,582	8,864	2,718	76.5%	-17.1%
Verizon/Others	12,000	4,202	7,798	35.0%	9,655	5,892	3,762	61.0%	-28.7%
Refuse/Recycling	300,000	168,229	131,771	56.1%	320,936	175,585	145,351	54.7%	-4.2%
Cable TV	200,000	97,980	102,020	49.0%	224,807	116,746	108,061	51.9%	-16.1%
Network Nodes	250	250	-	100.0%	250	250	-	100.0%	0.0%
Franchise Fees	2,222,250	2,021,500	200,750	91.0%	2,303,496	2,043,603	259,893	88.7%	-1.1%
GF Revenues	29,655,370	24,862,682	4,792,688	83.8%	30,324,385	23,929,353	6,395,032	78.9%	3.9%
GF Expenditures	28,358,385	15,849,074	12,509,311	55.9%	26,735,539	15,445,737	11,289,802	57.8%	2.6%
Utilities Fund									
Water - Base Rate	2,373,871	1,395,156	978,715	58.8%	2,277,212	1,231,508	1,045,704	54.1%	13.3%
Sewer - Base Rate	1,722,064	1,011,557	710,507	58.7%	1,682,758	819,716	863,042	48.7%	23.4%
Water - Volumetric Rate	16,027,206	6,651,703	9,375,503	41.5%	13,333,796	5,483,285	7,850,512	41.1%	21.3%
Sewer - Volumetric Rate	3,862,562	2,624,551	1,238,011	67.9%	3,998,532	2,393,504	1,605,028	59.9%	9.7%
Water & Sewer	23,985,703	11,682,967	12,302,736	48.7%	21,292,298	9,928,013	11,364,286	46.6%	17.7%
Utilities Revenues	24,424,703	13,598,059	10,826,645	55.7%	23,744,620	11,865,608	11,879,013	50.0%	14.6%
Utilities Expenditures	23,908,883	11,548,687	12,360,196	48.3%	20,950,125	10,612,012	10,338,113	50.7%	8.8%
Debt Service Fund									
Current Taxes	911,283	1,068,298	(157,015)	117.2%	652,761	637,360	15,401	97.6%	67.6%
Delinquent	2,000	347	1,653	17.3%	453	141	312	31.1%	146.5%
P&I	2,000	2,386	(386)	119.3%	3,488	1,684	1,805	48.3%	41.7%
Property Tax Total	915,283	1,071,030	(155,747)	117.0%	656,702	639,184	17,518	97.3%	67.6%
DS Revenues	1,477,283	1,071,030	406,253	72.5%	1,216,702	1,199,184	17,518	98.6%	-10.7%
DS Expenditures	1,540,894	1,320,845	220,049	85.7%	1,245,535	1,020,235	225,300	81.9%	29.5%
Drainage Fund									
Drainage Fee	1,733,000	1,010,687	722,313	58.3%	1,463,341	842,726	620,615	57.6%	19.9%
Drain Revenues	1,758,000	1,037,911	720,089	59.0%	1,513,213	872,131	641,083	57.6%	19.0%
Drain Expenditures	761,805	427,600	334,205	56.1%	742,737	420,650	322,087	56.6%	1.7%
Hotel Occupancy Tax (HOT) Fund									
HOT Tax	230,000	104,213	125,787	45.3%	219,059	114,275	104,784	52.2%	-8.8%
HOT Revenues	230,000	104,213	125,787	45.3%	219,059	114,275	104,784	52.2%	-8.8%
HOT Expenditures	285,827	170,949	114,878	59.8%	239,527	132,772	106,756	55.4%	28.8%

Note: The financial figures presented are unaudited and subject to change pending final audit adjustments.



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 9a

Agenda Date 5/13/2025

Number Ordinance O-25-2324

Type Ordinance

Department Community Development

Title

Consideration of a Special Use Permit for Massage Therapy Use on Lot 2, Block 1, Braum's/Inland Addition, located at 4508 Colleyville Boulevard, Suite B, Case ZC25-003

Explanation

Second Reading and Public Hearing

The applicant made a presentation about her business and answered questions from the Council. No one came forward to speak about the item during the public hearing. The Council asked that language be added to the ordinance stating that adherence to all state laws is required or the SUP will be revoked.

First Reading and Public Hearing

Sudarat Dangwichit, the applicant, has submitted a Special Use Permit (SUP) request to allow for a Massage Therapy Use on Lot 2, Block 1, Braum's/Inland Addition, being approximately 1.45 acres, and zoned CC-1 Village Retail. Massage Therapy is only allowed in the CC-1 zoning district with the approval of a SUP.

Existing Conditions/Background: The subject property, 4508 Colleyville Boulevard, Suite B, is zoned CC-1 Village Retail. It is located northeast of the intersection of Brown Trail and Colleyville Boulevard. The property is a platted lot and is developed with a commercial office building.

SUP Request: The applicant is requesting approval of an SUP to allow for a Massage Therapy Use for the business known as Anantra Thai Massage.

Chapter 3, Section 3.24 of the Land Development Code states:

"16. Massage Therapy – Any building, room, place, or establishment with a Massage Therapy use shall comply with the following regulations, unless the City Council in approving a Special Use Permit for a Massage Therapy use has imposed other requirements necessary in the particular case to protect the public interests:

- a) Shall be located not less than 300 feet from another Massage Therapy establishment.
- b) Approval of an application to locate a Massage Therapy establishment shall be deemed a temporary permit. Said permit shall be in effect as long as the current

tenant, at the time the approval was granted, operates within the location and may operate in perpetuity until such time as a new Certificate of Occupancy (C/O) is required. A new C/O is required for a change in the existing occupancy classification or use or occupant or business name or business owner."

Special Use Permit Provision: Any request for a Massage Therapy Use shall only be authorized after approval of a SUP by the City Council using the procedures contained elsewhere in the Land Development Code.

Analysis: Per the attached Statement of Planning Objectives, the applicant is requesting a SUP for a Massage Therapy Use to open a new business known as Anantra Thai Massage. The massage spa will include a reception area, multiple massage rooms, a staff break room, and a restroom. The spa will offer various massage services including Thai massage, Swedish massage, and couples massages. The spa will employ four employees, being Licensed Massage Therapists (LMT's) and receptionists. The hours of operation will be from 9:30 a.m. - 8 p.m. Monday-Sunday.

Plat Status: The property is platted as Lot 2, Block 1, Braum's/Inland Addition.

DRC Review: The DRC reviewed the request during their March 24, 2025 meeting and determined the application was complete and may be scheduled for the next available Planning and Zoning Commission meeting.

Drainage: NA

Surrounding Development: The property to the west is zoned CC-1 Village Retail and improved with a fast-food and grocery store, Braum's. The property to the north and east is zoned CC-1 Village Retail and is undeveloped land. The property to the south is Colleyville Boulevard.

Comprehensive Plan: The City's Comprehensive Plan, *Destination Colleyville*, identifies the subject property for commercial development. The proposed SUP does not conflict with any portion of the comprehensive plan.

Public Notification: Staff mailed notices to all property owners within 500 feet as well as any Homeowners Associations within 1000 feet of the subject property regarding this request. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the *Fort Worth Star-Telegram* as required by State law and the Land Development Code.

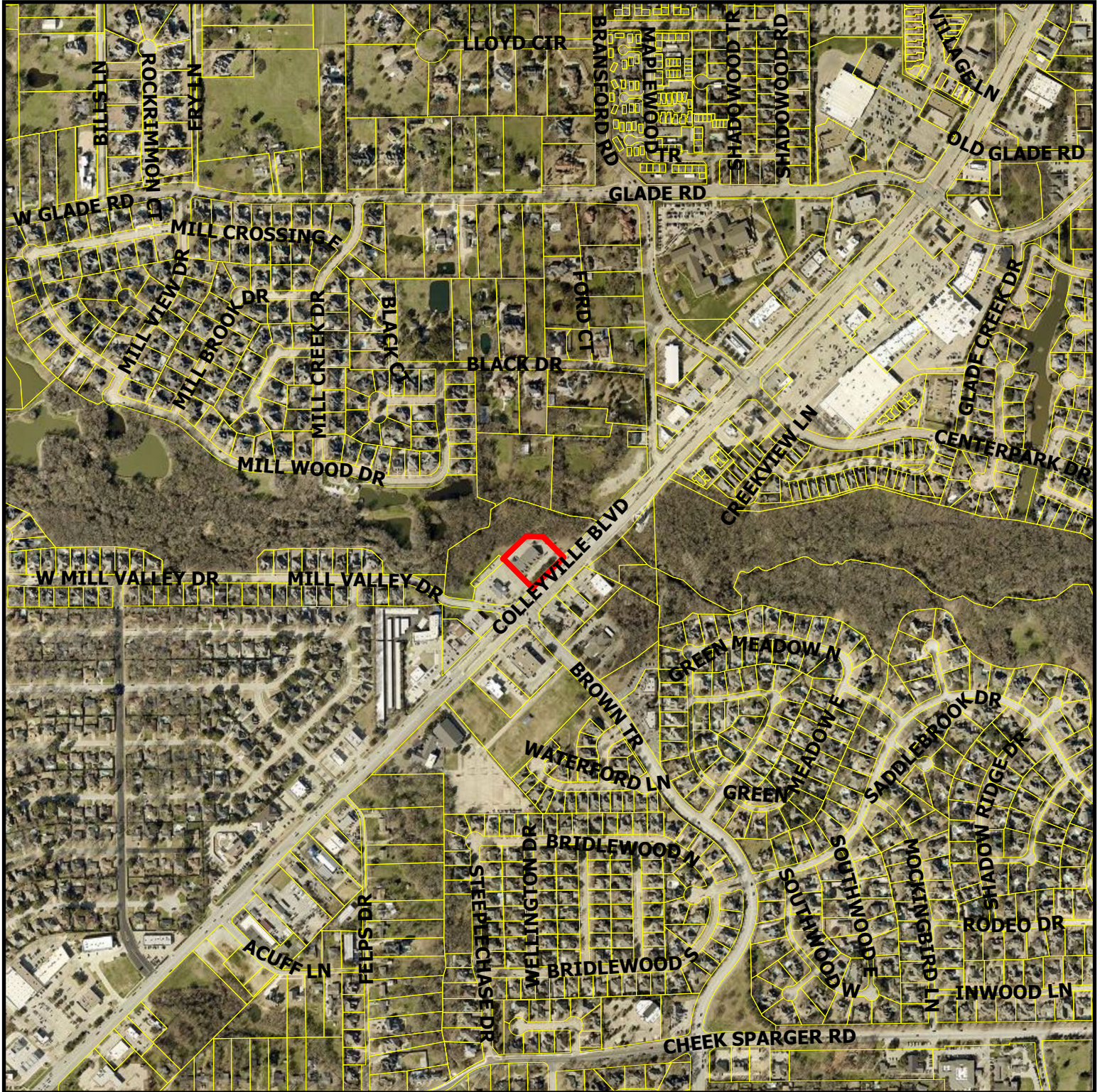
Staff Recommendation: Staff recommends approval of this request.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of the request at their April 14, 2025 meeting by a vote of 4-3.

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Business Plan Exhibit
5. Floor Plan Exhibit
6. Sign Exhibit
7. Notification Map
8. Notification Letter
9. Notification List
10. Ordinance O-25-2324

Aerial Map

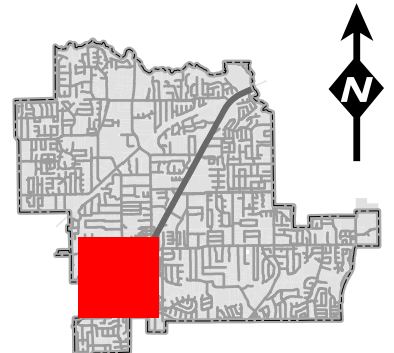


ZC25-003

4508 Colleyville Boulevard

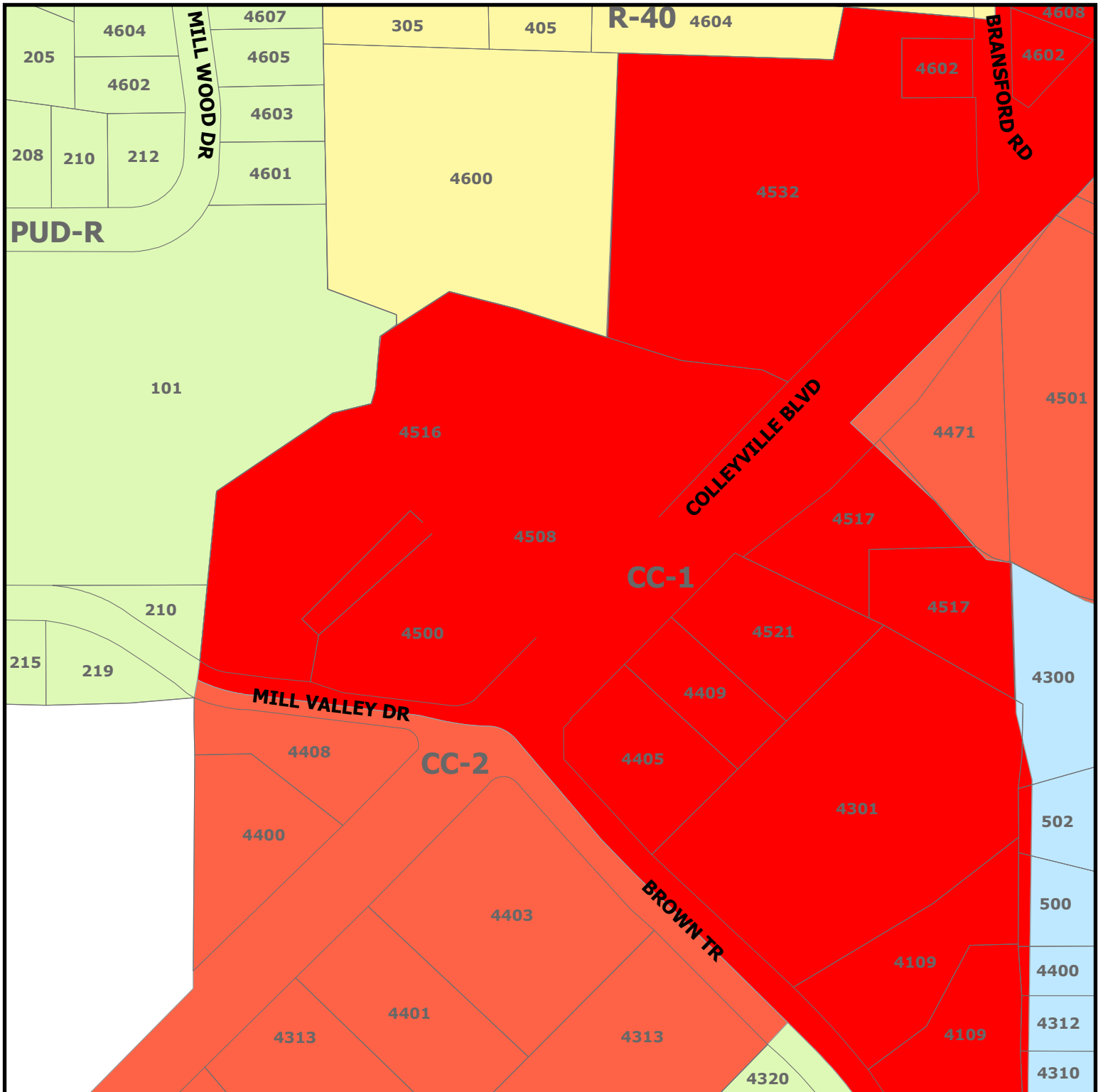


Subject Property



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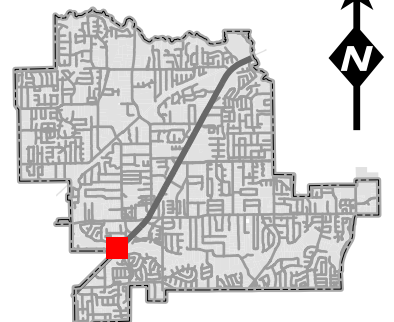
Zoning Map



ZC25-003

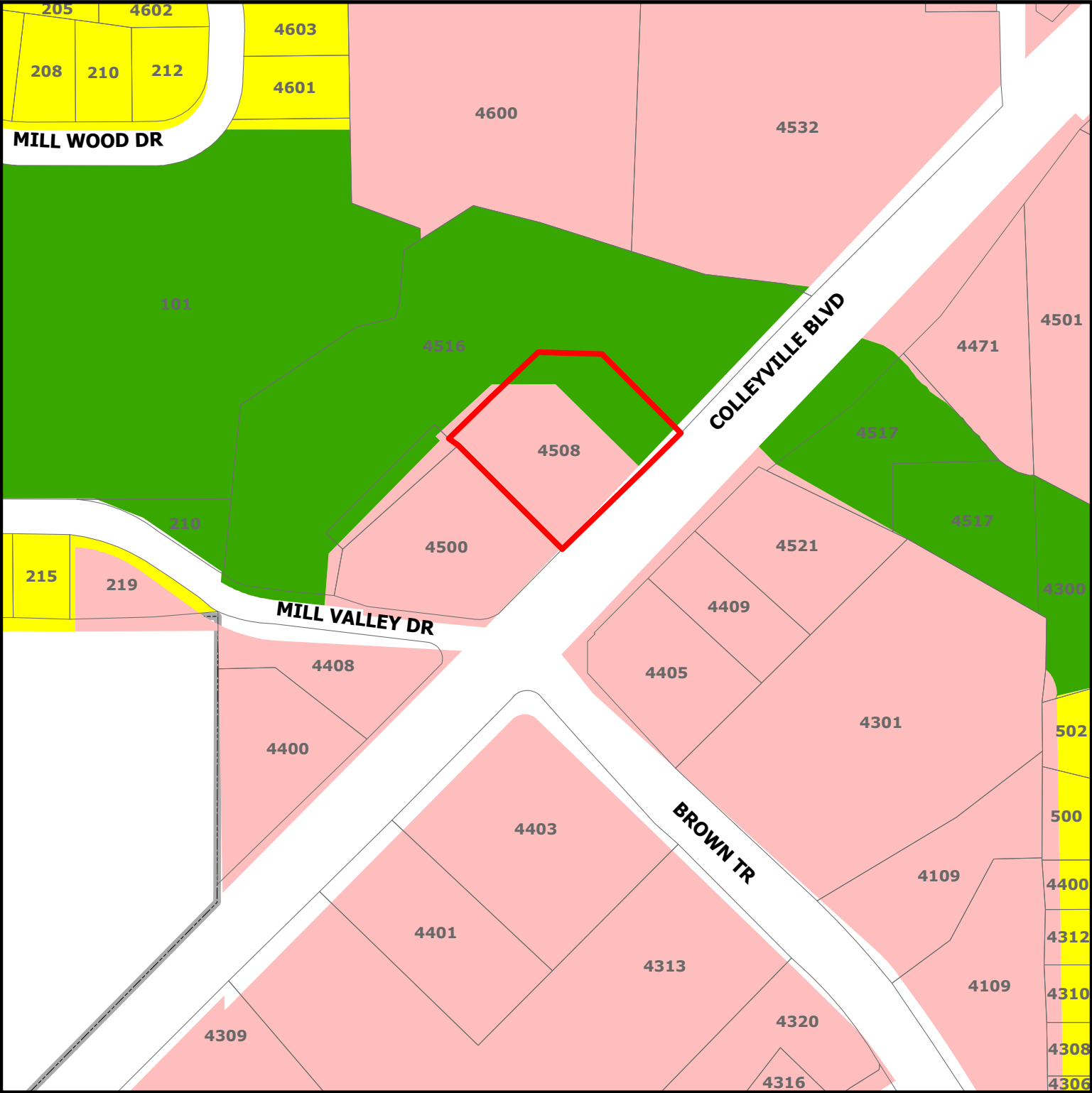
4508 Colleyville Boulevard

Subject Property



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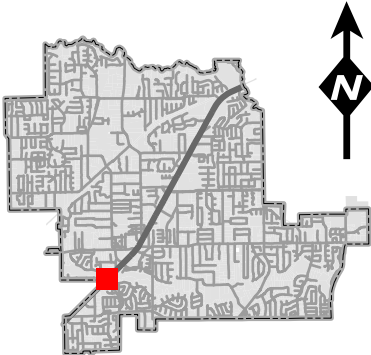
Future Land Use Map



ZC25-003

4508 Colleyville Boulevard

-  Residential
-  Colleyville Blvd Corridor
-  Open Space; Parks
-  Subject Property



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Business Operations Narrative for Anantra Thai Massage LLC

1. Business Overview

Anantra Thai Massage LLC is a professional massage therapy establishment that provides traditional Thai massage services to clients seeking relaxation, pain relief, and overall wellness. The business operates within the guidelines set by the Texas Department of Licensing and Regulation (TDLR) and adheres to all state and local regulations governing massage therapy establishments.

2. Business Location & Facility

The business will operate from a leased commercial space in a convenient and accessible location in Colleyville, Texas. The facility is designed to offer a serene and professional environment, featuring:

- A welcoming reception area for client check-in and consultation.
- Multiple private massage rooms equipped with professional massage tables, clean linens, and appropriate ambiance.
- A staff break room and storage area for supplies.
- A restroom facility for staff and clients.

3. Services Offered

Anantra Thai Massage LLC specializes in various traditional and therapeutic massage services, including:

- Traditional Thai Massage – A deep-stretching and pressure-point-based technique that enhances flexibility and relieves tension.
 - Swedish Massage – A gentle, relaxing massage that promotes circulation and stress relief.
 - Deep Tissue Massage – Focused on alleviating chronic muscle tension and knots.
 - Thai Combination Massage – Combining traditional techniques and gentle stretching to alleviate tension and enhance circulation.
 - Prenatal Massage – Specialized massage for pregnant clients to relieve stress and discomfort.
 - Couples Massage – Side-by-side massage experience for partners or friends.
- Add-on services – Body Scrub and Hot Stone Massage

4. Target Market

Anantra Thai Massage LLC serves a diverse clientele, including:

- Local residents seeking regular massage therapy for stress relief and wellness.
- Professionals experiencing work-related muscle tension and fatigue.
- Athletes looking for muscle recovery and flexibility improvement.
- Tourists and visitors seeking relaxation services.
- Individuals with chronic pain conditions or injuries requiring therapeutic massage.

5. Business Hours

The establishment will operate seven days a week to accommodate varying customer schedules:

- Monday – Sunday : 9:30 AM – 8:00 PM

6. Staffing & Roles

The business will employ licensed massage therapists (LMTs), receptionists, and a business manager to ensure smooth operations. Each staff member will have defined roles:

- Licensed Massage Therapists (LMTs) – Perform massage treatments, maintain cleanliness, and ensure compliance with health and safety standards.
- Receptionists – Handle client bookings, payments, and customer service inquiries.
- Business Manager/Owner – Oversees operations, manages staff, ensures regulatory compliance, and handles financial aspects.

7. Booking & Customer Management

Clients will be able to schedule appointments through multiple channels:

- Online booking system via the company's website or app.
- Phone reservations for clients who prefer personal assistance.
- Walk-ins accepted based on therapist availability.

A client database will be maintained to track preferences, service history, and special requirements to enhance customer experience.

8. Pricing & Payment Methods

The business will offer competitive pricing based on industry standards, with options for:

- Single-session pricing for individual treatments.
- Membership plans offering discounted rates for regular clients.
- Gift certificates for promotional and gifting purposes.
- Payment methods accepted: Cash, Credit/Debit cards, Digital wallets (Apple Pay, Google Pay).

9. Compliance & Licensing

Anantra Thai Massage LLC adheres to all regulatory requirements, including:

- Licensing by TDLR for the massage establishment and therapists.
- Health and safety compliance, including sanitation and sterilization protocols.
- Liability insurance for business protection.
- Strict adherence to ethical and legal boundaries of massage therapy.

10. Marketing & Promotions

The business will use a combination of marketing strategies to attract and retain customers:

- Social Media Marketing – Active presence on Facebook, Instagram, and Google Business.
- Local Advertising – Flyers, business cards, and partnerships with nearby businesses.
- Referral Programs – Incentives for clients who refer friends and family.
- Loyalty Programs – Reward system for repeat customers.

11. Revenue Model

The primary revenue streams include:

- Direct service fees from massage therapy sessions.
- Membership and subscription plans.
- Special promotions and seasonal packages.

12. Business Growth & Expansion Plan

In the future, Anantra Thai Massage LLC aims to:

- Expand service offerings, including spa treatments and wellness coaching
- Open additional locations or mobile massage services.
- Partner with local businesses, such as gyms and hotels, to offer on-site massage services.
- Develop an online store for wellness products

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SIDE 1



EXISTING MONUMENT



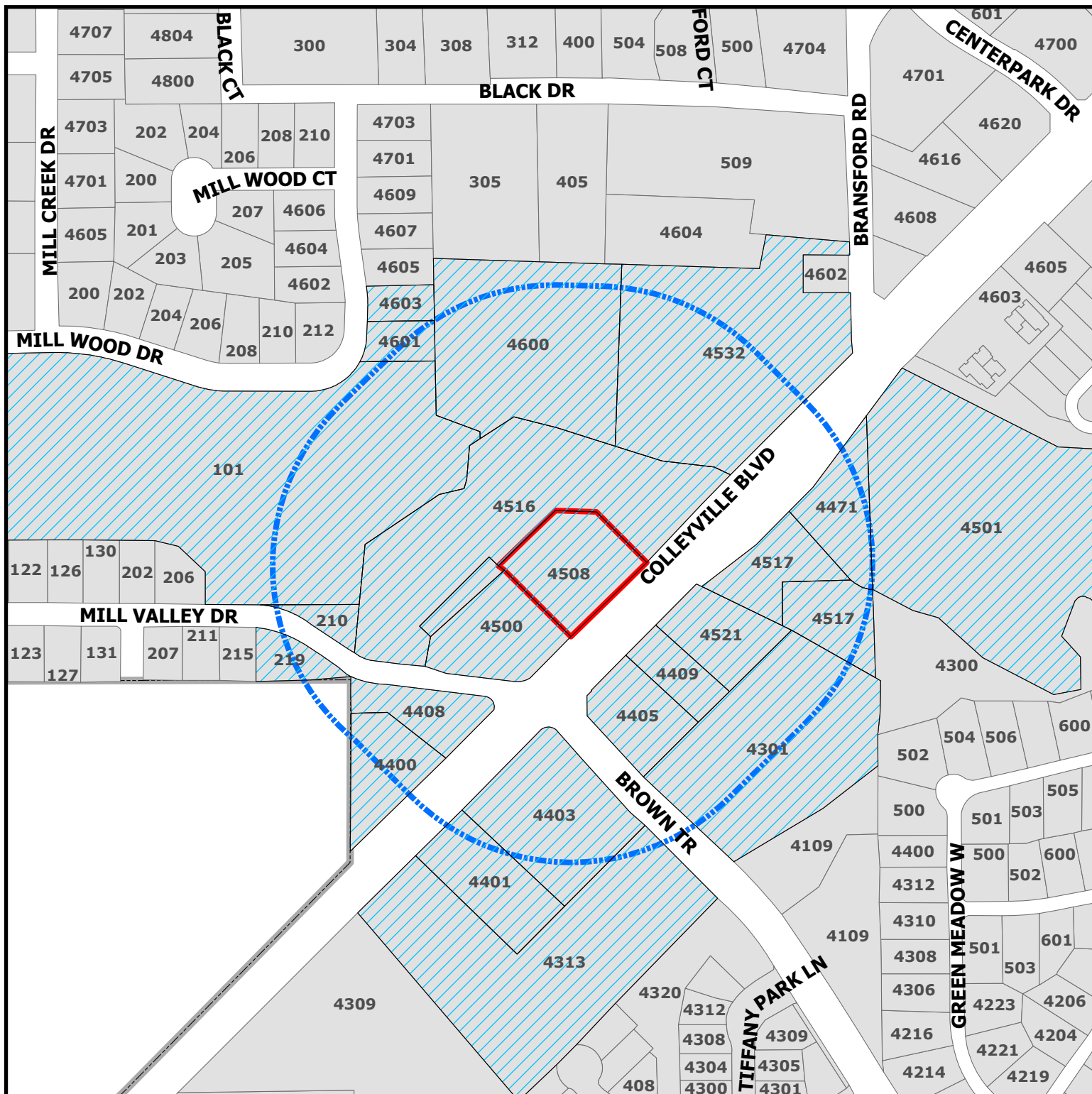
SIDE 2



4508 COLLEYVILLE BLVD SUITE B, COLLEYVILLE, TX 76034

SIZE : 57" W X 64" H

Notification Map

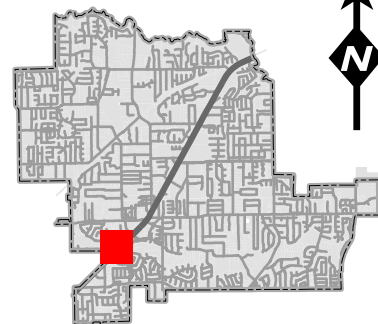


ZC25-003

4508 Colleyville Boulevard

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-  Parcels to be notified
-  Buffer
-  Subject Property





NOTICE OF PUBLIC HEARING

«Owner Name»

«Owner Address»

«Owner City» «Owner Zip»

The City of Colleyville has scheduled public hearings concerning the below referenced request on the following dates and location:

Planning and Zoning Commission Meeting: Monday, April 14, 2025 at 7:00 p.m.
City Council Meetings: Tuesday, May 6, 2025 & Tuesday, May 13, 2025 at 7:00 p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas

Request: Consideration of a Special Use Permit for Massage Therapy Use on Lot 2, Block 1, Braum's/Inland Addition, located at 4508 Colleyville Boulevard Suite B, Case ZC25-003. The request is to allow for a new massage therapy business, Anantra Thai Massage LLC, to open.

Zoning Case: ZC25-003

Applicant: Sudarat Dangwichit

Owner: 2102 Empire Central LLC

Location: 4508 Colleyville Boulevard Suite B

Property Description: Lot 40, Block 2, Tara Plantation Addition

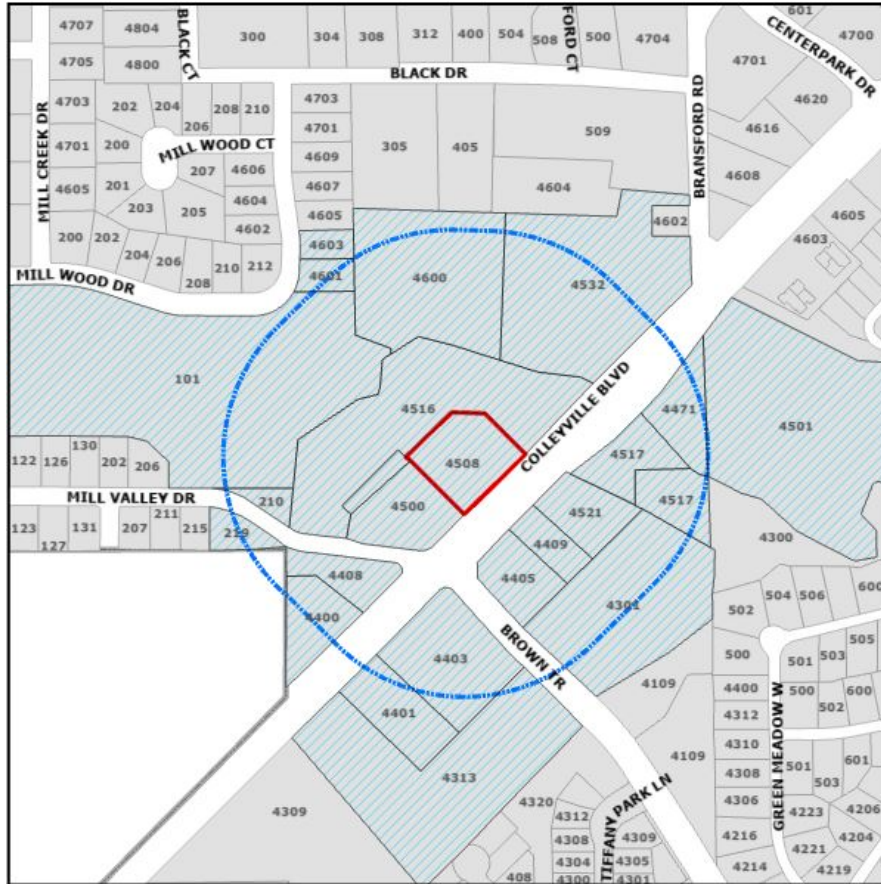
Present Zoning: CC-1, Village Retail

This notice has been sent to all owners of real property within 500 feet of the request as such ownership appears on the last approved tax roll and all homeowners associations within 1000 feet. Approval by the Planning and Zoning Commission serves as a recommendation to the City Council and is not a final action on the request. Denial of the proposal by the Commission is final, unless the applicant submits a written notice of appeal within 10 days from the date of action by the Commission. If appealed, the request will be placed on the next available City Council agenda as listed above. Rezoning requests, zoning amendments and conditions recommended by the Commission for approval by the City Council may be more restrictive than those described in this notice.

All interested persons are encouraged to attend the public hearing and express their opinions on the zoning change request. If you are unable to attend, but wish to have your opinions made a part of the public record, please submit written comments prior to the public hearing, to the address or email below:

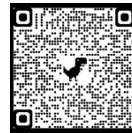
Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034
Citizenletters@colleyville.com

NOTICE OF PUBLIC HEARING



If the property owners of 20% or more of the land within the 200 foot notification area file a written protest prior to the public hearing, State law provides that the approval of the zoning change request shall require the approval of a super majority vote by City Council.

The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas 76034. A brief project description can be found online on the Agenda Packet and Active Development Case map (please use your phone's camera to scan QR code below):



For additional information, please contact the Community Development Department at 817.503.1050. Please reference the zoning case number when requesting information.

Kris Potts

Kris Potts
Planner

Owner_Name	Situs_Addr
PAACASI LLC	4408 COLLEYVILLE BLVD
AAIRYA REALITY LLC	4400 COLLEYVILLE BLVD
JONES, WILLIAM T	4603 MILL WOOD DR
HANSEN, RUSSELL	4601 MILL WOOD DR
JOHNSON, RANDAL D	219 MILL VALLEY DR
RETAIL BUILDINGS INC	4500 COLLEYVILLE BLVD
2102 EMPIRE CENTRAL LLC	4508 COLLEYVILLE BLVD
ELISA KLEIN EXEMPT MARITAL TRUST	4403 COLLEYVILLE BLVD
UVL INVESTMENTS LLC	4301 BROWN TR
M L US HOLDINGS LTD & C HEPFER	4521 COLLEYVILLE BLVD
LIM LEE INC	4409 COLLEYVILLE BLVD
3M INVESTMENT GROUP LLC	4405 COLLEYVILLE BLVD
FIRST ASSEMBLY OF GOD CH INC	4313 COLLEYVILLE BLVD
THREE C 245 LLC	4401 COLLEYVILLE BLVD
NORTHEAST PROPERTIES INC	4501 COLLEYVILLE BLVD
EBNA-CINA INC	4532 COLLEYVILLE BLVD
MILES, JAMES	4600 BRANSFORD RD
SADDLEBROOK ADDITION	COURTESY NOTICE
TIFFANY PARK	COURTESY NOTICE
CAMBRIDGE PLACE - COLLEYVILLE	COURTESY NOTICE
MILL CREEK ADDN-COLLEYVILLE	COURTESY NOTICE
GRAPEVINE COLLEYVILLE ISD	STATE REQUIRED
SUDARAT DANGWICHIT	APPLICANT

ORDINANCE O-25-2324

AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON APPROXIMATELY 1.45 ACRES, BEING LOT 2, BLOCK 1, BRAUM'S/INLAND ADDITION, LOCATED AT 4508 COLLEYVILLE BOULEVARD, SUITE B, BY AUTHORIZING A SPECIAL USE PERMIT FOR A MASSAGE THERAPY USE FOR THE BUSINESS KNOWN AS ANANTRA THAI MASSAGE LLC; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for a Special Use Permit for Massage Therapy under Case ZC25-003; and

WHEREAS, the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to amend the City's zoning ordinance; and

WHEREAS, the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the City's zoning districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

WHEREAS, the City Council is of the opinion that the change in zoning provided for herein should be made, in compliance with the City Charter, and state law with reference to changes to zoning classifications under the City's zoning ordinance and zoning map, having given the requisite notices required by law and having held public hearings affording all interested persons and property owners a full and fair opportunity to be heard.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by authorizing a Special Use Permit for a Massage Therapy use on 1.45 acres, being Lot 2, Block 1, Braum's/Inland Addition, located at 4508 Colleyville Boulevard, Suite B, as depicted on the attached as Exhibit "A".

Sec. 2. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.

Sec. 3. THAT the above described tract of land shall be subject to the following conditions:

1. GENERAL

- a. The Special Use Permit shall apply to the business Anantra Thai Massage LLC.
- b. The Special Use Permit shall automatically expire upon the abandonment of the business, change in use, a change in ownership or upon the expiration or termination of the Certificate of Occupancy.
- c. Anantra Thai Massage LLC shall provide proof of compliance with Chapter 455 of the Texas Occupations Code upon request of the City. Failure to provide proof of compliance may result in the termination of the Certificate of Occupancy and the expiration of the Special Use Permit.
- d. The hours of operation shall be 9:30 a.m. – 8 p.m. on Monday through Sunday.
- e. All requirements of the Land Development Code shall be met, except where amended herein.

Sec. 4. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

Sec. 5. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

Sec. 6. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.

Sec. 7. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of May 2025.

The second reading and public hearing being conducted on the 13th day of May 2025.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 13TH DAY OF MAY 2025.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

ATTEST:

CITY OF COLLEYVILLE

Christine Loven, TRMC
City Secretary

Bobby Lindamood
Mayor

APPROVED AS TO FORM:

Whitt Wyatt
City Attorney



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 9b

Agenda Date 5/13/2025

Number Ordinance O-25-2325

Type Ordinance

Department Community Development

Title

Consideration of a Special Use Permit for Massage Therapy Use on Lot 1RA, Block 1, Kroger Addition, located at 4906 Colleyville Boulevard, Suite 200, Case ZC25-004

Explanation

Second Reading and Public Hearing

The applicant made a presentation about his business and answered questions from the Council. No one came forward to speak about the item during the public hearing. The Council asked that language be added to the ordinance stating that adherence to all state laws is require or the SUP will be revoked.

First Reading and Public Hearing

Ravikumar Lakkad, the applicant, has submitted a Special Use Permit (SUP) request to allow for a Massage Therapy Use on Lot 1RA, Block 1, Kroger Addition, being approximately 1.89 acres, and zoned CC-2 Shopping Center. Massage Therapy is only allowed in the CC-2 Shopping Center zoning district with the approval of a SUP. The request is to allow for a new massage therapy business, High Stone Wholistic Wellness.

Existing Conditions/Background: The subject property, 4906 Colleyville Boulevard, Suite 200, is zoned CC-2 Shopping Center. It is located on the northwest side of the intersection of Colleyville Boulevard and Glade Road. The property is a platted lot and is developed with a commercial retail development, the Walmart Shopping Center.

SUP Request: The applicant is requesting approval of an SUP to allow for a Massage Therapy Use for the business known as High Stone Wholistic Wellness.

Chapter 3, Section 3.24 of the Land Development Code states:

"16. Massage Therapy – Any building, room, place, or establishment with a Massage Therapy use shall comply with the following regulations, unless the City Council in approving a Special Use Permit for a Massage Therapy use has imposed other requirements necessary in the particular case to protect the public interests:

1. Shall be located not less than 300 feet from another Massage Therapy establishment.

2. Approval of an application to locate a Massage Therapy establishment shall be deemed a temporary permit. Said permit shall be in effect as long as the current tenant, at the time the approval was granted, operates within the location and may operate in perpetuity until such time as a new Certificate of Occupancy (C/O) is required. A new C/O is required for a change in the existing occupancy classification or use or occupant or business name or business owner."

Special Use Permit Provision: Any request for a Massage Therapy Use shall only be authorized after approval of a SUP by the City Council using the procedures contained elsewhere in the Land Development Code.

Analysis: Per the attached Statement of Planning Objectives, the applicant is requesting a SUP for a Massage Therapy Use to open a new business known as High Stone Wholistic Wellness. The Colleyville location would be the second location of High Stone Wholistic Wellness if approved. The spa will offer stretch therapy, massage, facials, and other services. There will be seven rooms for spa and massage services, two restrooms, a waiting area, and a storage room. The hours of operation will be from 9 a.m. – 9 p.m. from Monday - Sunday.

Plat Status: The property is platted as Lot 1RA, Block 1, Kroger Addition.

DRC Review: The DRC reviewed the request during their March 24, 2025 meeting and determined the application was complete and may be scheduled for the next available Planning and Zoning Commission meeting.

Drainage: NA

Surrounding Development: The properties to the north and east are zoned PUD-C Planned Unit Development – Commercial and are improved mixed-use development. The properties to the west are zoned PUD-R Planned Unit Development - Residential and are improved with single-family homes. The properties to the south are zoned CC-2 Shopping Center and are improved with commercial retail shops.

Comprehensive Plan: The City's Comprehensive Plan, *Destination Colleyville*, identifies the subject property for commercial development. The proposed SUP does not conflict with any portion of the comprehensive plan.

Public Notification: Staff mailed notices to all property owners within 500 feet as well as any Homeowners Associations within 1000 feet of the subject property regarding this request. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the *Fort Worth Star-Telegram* as required by State law and the Land Development Code.

Staff Recommendation: Staff recommends approval of this request.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of the request at their April 14, 2025 meeting by a vote of 5-2.

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Business Plan
5. Floor Plan Exhibit
6. Images Provided by Applicant
7. Notification Map
8. Notification Letter
9. Notification List
10. Ordinance O-25-2325

Aerial Map

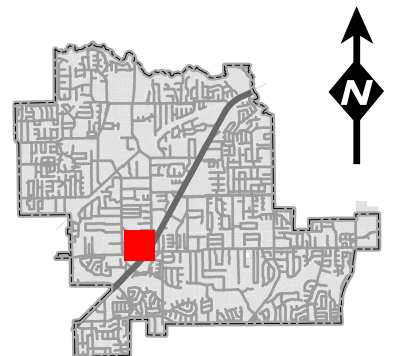


ZC25-004

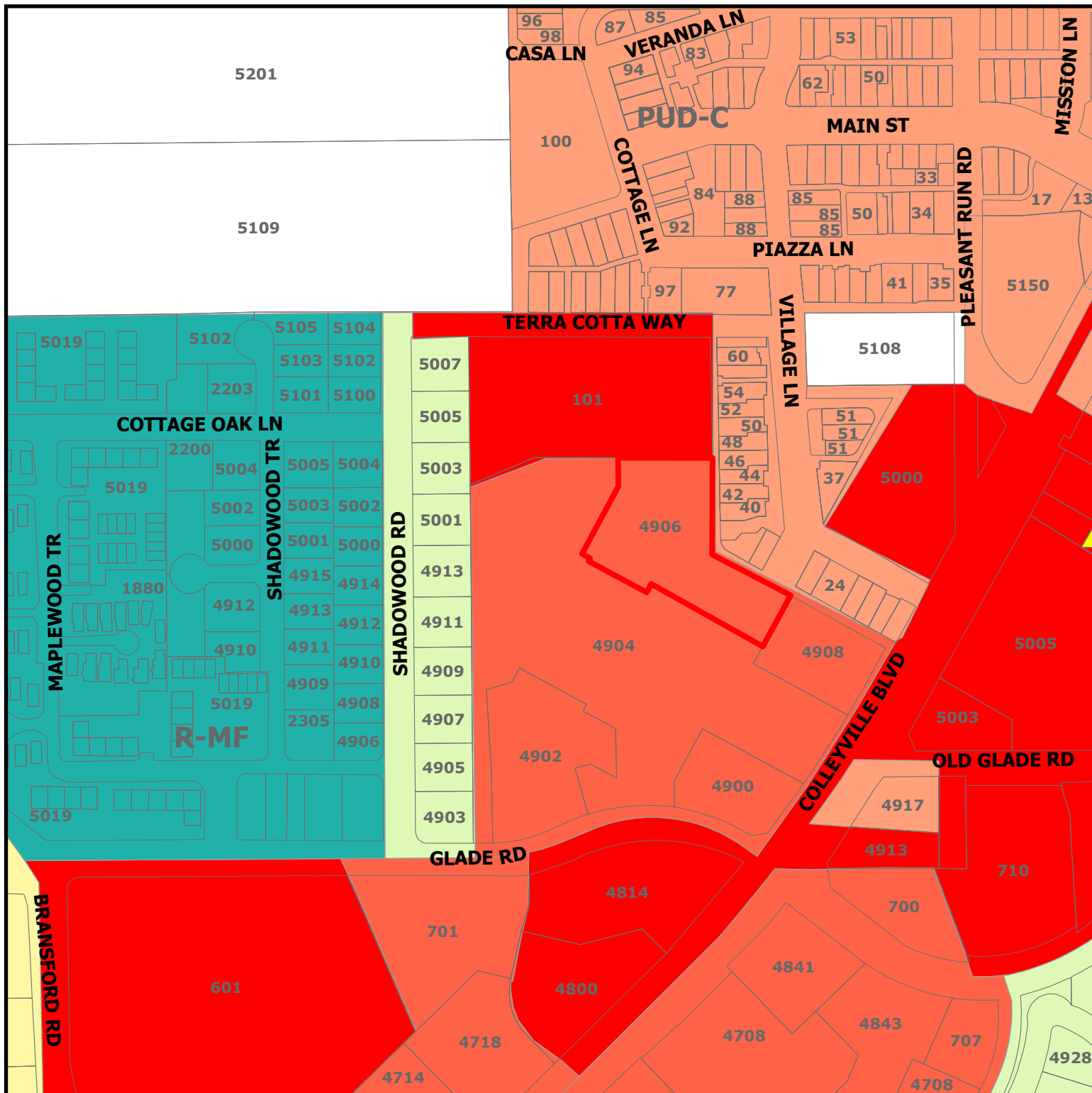
4906 Colleyville Boulevard

DISCLAIMER:
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 Subject Property



Zoning Map



ZC25-004

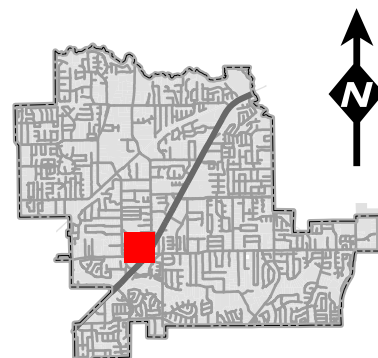
4906 Colleyville Boulevard

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Subject Property



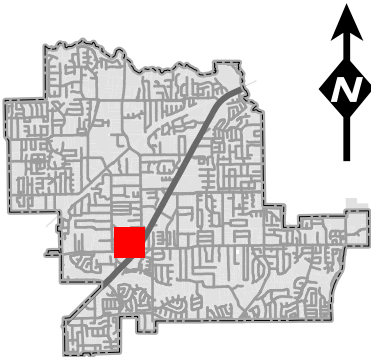
Future Land Use Map



ZC25-004

4906 Colleyville Boulevard

- Residential
- Colleyville Blvd Corridor
- Open Space; Parks
- Subject Property



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To the City of Colleyville,

I sincerely appreciate your consideration of our application to open a wellness center in Colleyville. We are excited about the opportunity to bring high-quality holistic services to the community and contribute to the well-being of its residents.

Since 2021, we have been successfully operating **High Stone Wholistic Wellness** in Flower Mound, where we have built a strong reputation for providing exceptional holistic care. After witnessing the profound impact our services have had on our clients, we are eager to expand to Colleyville and extend our offerings to more individuals seeking natural, effective health solutions.

My name is **Ravi Lakkad**, and I am the owner of High Stone Wholistic Wellness. I hold a **bachelor's degree in Homeopathy**, am a **Licensed Massage Therapist**, a **Certified Reflexologist**, and have a **Diploma in Mental Health**. My expertise, combined with a dedicated team of professionals, allows us to offer a **comprehensive and unique approach to health and wellness**.

At our Flower Mound location, we have developed **specialized, results-driven services** that have been highly valued by our hundreds of clients. We are confident that the people of Colleyville will benefit from these same treatments, which include:

- **Homeopathy Consultations** for acute and chronic conditions
- **Neuropathy treatment**
- **Stretch therapy**
- **Advanced facials** (HydraFacial, organic facial, anti-aging, acne, teen, microneedling, microdermabrasion, dermaplaning, etc.)
- **Therapeutic massage treatments**, including prenatal, postnatal, sports, trigger point, and more
- **Traditional reflexology** (for plantar fasciitis, chronic back pain, frozen shoulder, insomnia, etc.)
- **Halotherapy (salt therapy)**
- **Red light therapy**
- **Dry sauna therapy**
- **Nutritional guidance**
- **Autism treatment and support**

Additionally, we are in the process of introducing **physical therapy treatments** to further enhance our holistic health services, ensuring a well-rounded approach to care.

We strongly believe that Colleyville is an ideal community for our expansion, as its residents value **high-quality, holistic, and innovative health services**. Our mission is to provide **personalized, natural, and effective wellness solutions** that empower individuals to achieve **optimal health and well-being**.

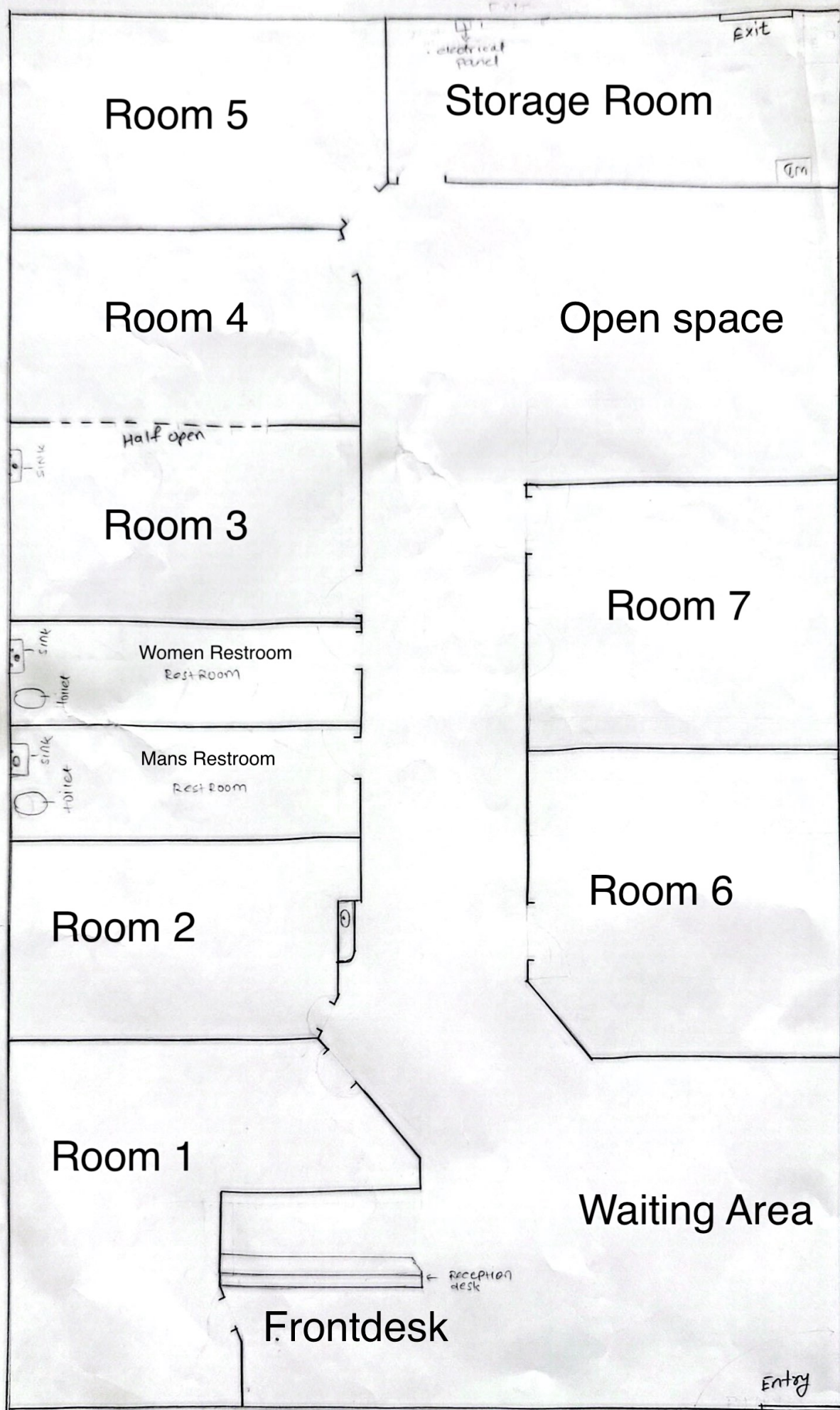
We kindly seek your support and approval to bring these essential services to Colleyville. We are confident that our holistic approach will greatly benefit the community and enhance the overall wellness of its residents.

Thank you for your time and consideration. I look forward to the opportunity to serve Colleyville and contribute to its health-conscious and thriving community.

Sincerely,

Ravi Lakkad

High Stone Wholistic Wellness





*The Ancient
way of*
HEALING!



Shirodhara



HIGH STONE
WHOLISTIC WELLNESS

NOW OFFERING STRETCHES

30 MIN STRETCH FOR \$55 ONLY, BOOK A SESSION TODAY!





HIGH STONE
WHOLISTIC WELLNESS

Facial + Microneedling
(Skin Tightening
treatment)

Call to book: 972-539-1388



Get Glowing with

ORGANIC FACIALS



HIGH STONE
WHOLISTIC WELLNESS

BEFORE & AFTER



BEFORE

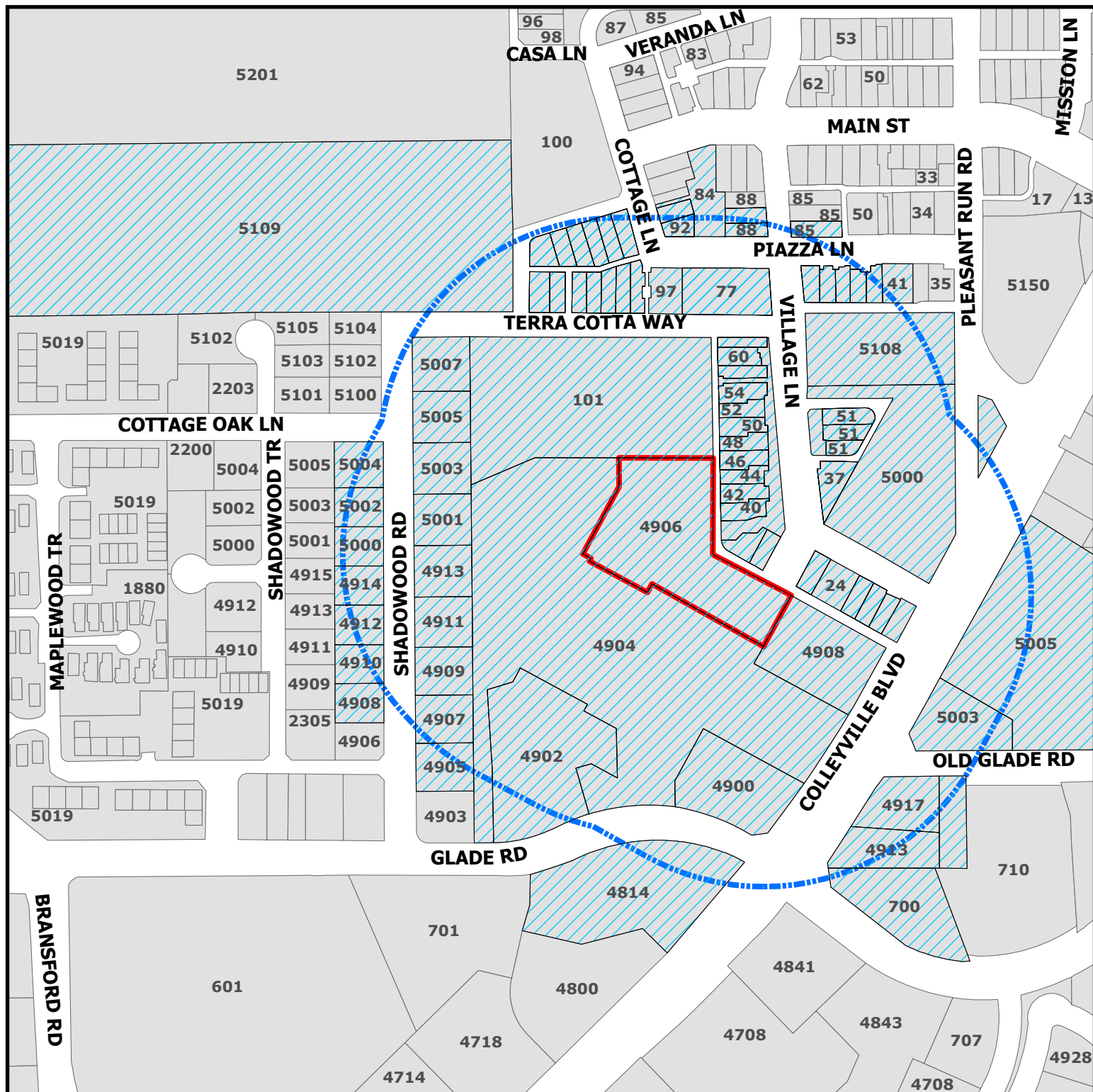


AFTER

Reduces visible signs of aging
Acne Scars
Brighter Complexion



Notification Map

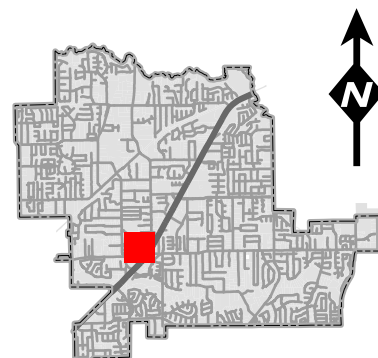


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ZC25-004

4906 Colleyville Boulevard

-  Parcels to be notified
 Buffer
 Subject Property





NOTICE OF PUBLIC HEARING

«Owner Name»

«Owner Address»

«Owner City» «Owner Zip»

The City of Colleyville has scheduled public hearings concerning the below referenced request on the following dates and location:

Planning and Zoning Commission Meeting: Monday, April 14, 2025 at 7:00 p.m.
City Council Meetings: Tuesday, May 6, 2025 & Tuesday, May 13, 2025 at 7:00 p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas

Request: Consideration of a Special Use Permit for Massage Therapy Use on Lot 1RA, Block 1, Kroger Addition, located at 4906 Colleyville Boulevard Suite 200, Case ZC25-004. The request is to allow for a new massage therapy business, High Stone Wholistic Wellness, to open.

Zoning Case: ZC25-004

Applicant: Ravikumar Lakkad

Owner: Colleyville Plaza LP

Location: 4906 Colleyville Boulevard Suite B

Property Description: Lot 1RA, Block 1, Kroger Addition

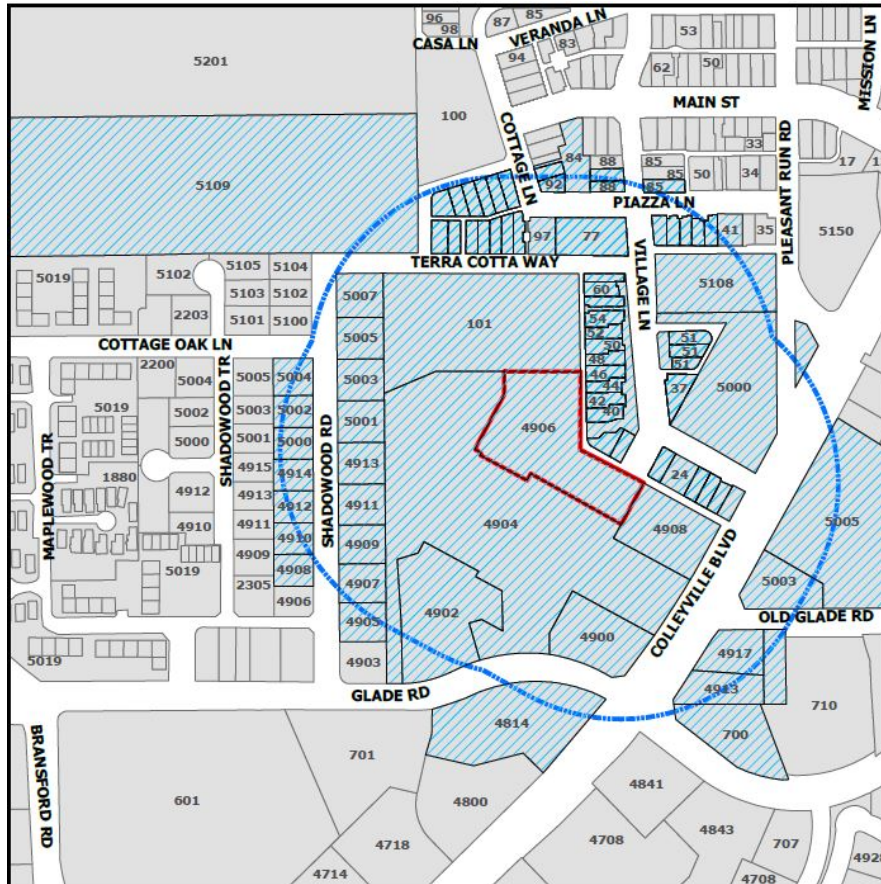
Present Zoning: CC-2, Shopping Center

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All interested persons are encouraged to attend the public hearing and express their opinions on the zoning change request. If you are unable to attend, but wish to have your opinions made a part of the public record, please submit written comments prior to the public hearing, to the address or email below:

Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034
Citizenletters@colleyville.com

NOTICE OF PUBLIC HEARING



If the property owners of 20% or more of the land within the 200 foot notification area file a written protest prior to the public hearing, State law provides that the approval of the zoning change request shall require the approval of a super majority vote by City Council.

The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas 76034. A brief project description can be found online on the Agenda Packet and Active Development Case map (please use your phone's camera to scan QR code below):



For additional information, please contact the Community Development Department at 817.503.1050. Please reference the zoning case number when requesting information.

Kris Potts

Kris Potts
Planner

Owner_Name	Situs_Addr
PROPER TEA HOLDINGS LLC	4917 COLLEYVILLE BLVD
WORTHINGTON NATIONAL BANK	4814 COLLEYVILLE BLVD
WAL-MART REAL ESTATE BUS TRUST	4904 COLLEYVILLE BLVD
COCANOUGH ASSET NO 3 LTD	5005 COLLEYVILLE BLVD
Y2KITCHEN PROPERTIES LLC	5003 COLLEYVILLE BLVD
GREENLAND ASSETS LLC	88 VILLAGE LN
ROWLAND, DANIEL	88 VILLAGE LN
TRINITY COLLEYVILLE RE LLC	88 VILLAGE LN
SCHERFF, BRADLEY	88 VILLAGE LN
HANDLEY, RICHARD	88 VILLAGE LN
COLLEYVILLE REALTY HOLDINGS	92 PIAZZA LN
JUST2CAN LLC	85 VILLAGE LN
REALTY CAPITAL VILLAGE #1 LP	85 VILLAGE LN
LAKE, WILLIAM D	53 PIAZZA LN
LAKE, WILLIAM D	53 PIAZZA LN
KEVIN AND DONNA ALLEN FAMILY TRUST	55 PIAZZA LN
KETRINA & PATRICK DUNAGAN LIVING TRUST	57 PIAZZA LN
FADDEN, MARK	59 PIAZZA LN
SPICER, TAMARA	61 PIAZZA LN
KSW HOLDING MANSFIELD LP	77 PIAZZA LN
SC COLLEYVILLE-60 VILLAGE LANE LLC	60 VILLAGE LN
VADYSIRISACK, PANG	42 VILLAGE LN
ATKINSON, ERIC	44 VILLAGE LN
STALEY, JENNIFER	46 VILLAGE LN
JORDAN, JENNIFER	48 VILLAGE LN
WEESE, DENNIS	50 VILLAGE LN
52 VILLAGE LANE LLC	52 VILLAGE LN
ZIMMERMAN, THERESA	54 VILLAGE LN
RP GROUP INVESTMENTS LLC	32 VILLAGE LN
HEA21 LLC	28 VILLAGE LN
SC 16 VILLAGE LANE INVESTMENT LLC	16 VILLAGE LN
SLANEY, RICHARD	37 VILLAGE LN
THE WISDOM CENTER INC	51 VILLAGE LN
VILLAGE OWNERS ASSOCIATION INC	41 PIAZZA LN
JPMORGAN CHASE BANK	5000 COLLEYVILLE BLVD
RVF REALTY TRUST LLC	700 GLADE RD
NOBLIT, DON	4913 COLLEYVILLE BLVD
WHITTEN FAMILY TRUST	5002 SHADOWOOD RD
HORIZON TRUST	5000 SHADOWOOD RD
ANTHONY, GRAYDON	4914 SHADOWOOD RD
NGUYEN, HIEU V	4912 SHADOWOOD RD
CHARLES, C A	4910 SHADOWOOD RD
HAVRAN, JOHN	4908 SHADOWOOD RD
CHARNICKY, KEVIN	5004 SHADOWOOD RD
MOZINGO FAMILY LIVING TRUST	5007 SHADOWOOD RD
THE SNYDER FAMILY LIVING TRUST	4905 SHADOWOOD RD
GROCE FAMILY TRUST	4907 SHADOWOOD RD
PELTON, JUDITH K	4909 SHADOWOOD RD
SORIAL, AFAF Y	4911 SHADOWOOD RD
BOYD, PATRICIA	4913 SHADOWOOD RD
IRVIN, RODNEY L	5001 SHADOWOOD RD
FAUGHT, SAMUEL	5003 SHADOWOOD RD
BROWN, RICHARD	5005 SHADOWOOD RD
ANTHONY & VIVIAN MCNOSKY REVOCABLE TRUST	5108 PLEASANT RUN RD
THOMPSON, NELDA E	905 OLD GLADE RD
LAKEWOOD ESTATES	COURTESY NOTICE
SHADOWOOD TRAIL CONDOMINIUMS	COURTESY NOTICE
GRAPEVINE COLLEYVILLE ISD	STATE REQUIRED
RAVIKUMAR LAKKAD	APPLICANT

ORDINANCE O-25-2325

AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON APPROXIMATELY 1.89 ACRES, BEING LOT 1RA, BLOCK 1, KROGER ADDITION, LOCATED AT 4906 COLLEYVILLE BOULEVARD, SUITE 200, BY AUTHORIZING A SPECIAL USE PERMIT FOR A MASSAGE THERAPY USE FOR THE BUSINESS KNOWN AS HIGH STONE WHOLISTIC WELLNESS; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for a Special Use Permit for a Massage Therapy Use under Case ZC25-004; and

WHEREAS, the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to amend the City's zoning ordinance; and

WHEREAS, the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the City's zoning districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

WHEREAS, the City Council is of the opinion that the change in zoning provided for herein should be made, in compliance with the City Charter, and state law with reference to changes to zoning classifications under the City's zoning ordinance and zoning map, having given the requisite notices required by law and having held public hearings affording all interested persons and property owners a full and fair opportunity to be heard.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by authorizing a Special Use Permit for a Massage Therapy Use on 1.89 acres, being Lot 1RA, Block 1, Kroger Addition, located at 4906 Colleyville Boulevard, Suite 200, as depicted on the attached as Exhibit "A".

Sec. 2. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.

Sec. 3. THAT the above described tract of land shall be subject to the following conditions:

1. GENERAL

- a. The Special Use Permit shall apply to the business High Stone Wholistic Wellness.
- b. The Special Use Permit shall automatically expire upon the abandonment of the business, change in use, a change in ownership or upon the expiration or termination of the Certificate of Occupancy.
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- d. The hours of operation for the business will be 9 a.m. – 9 p.m. from Monday – Sunday.
- e. All requirements of the Land Development Code shall be met, except where amended herein.

Sec. 4. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

Sec. 5. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

Sec. 6. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.

Sec. 7. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of May 2025.

The second reading and public hearing being conducted on the 13th day of May 2025.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 13TH DAY OF MAY 2025.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

ATTEST:

CITY OF COLLEYVILLE

Christine Loven, TRMC
City Secretary

Bobby Lindamood
Mayor

APPROVED AS TO FORM:

Whitt Wyatt
City Attorney



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 9c

Agenda Date 5/13/2025

Number Ordinance O-25-2326

Type Ordinance

Department Community Development

Title

Consideration of a Special Use Permit for a fence on Lot 16, Block 7, Oak Crest Hills Addition, located at 405 Oak Crest Hills Drive, Case ZC25-005

Explanation

Second Reading and Public Hearing

The owner was present and answered questions from the Council. The discussion included the desire for privacy, location possibilities, and visibility sightlines. One citizen came forward and spoke during the public hearing. Additional discussion was had regarding the permit approval.

First Reading and Public Hearing

M&L Fence, the applicant, has submitted a request for a Special Use Permit (SUP) for a fence on Lot 16, Block 7, Oak Crest Hills Addition, being approximately 0.61 acres, and zoned R-20 Single Family Residential. The SUP request is to allow for an eight-foot wooden fence to be placed along the corner street side property line.

Existing Conditions/Background: The subject property, 405 Oak Crest Hill Drive, resides at the intersection of Oak Crest Hill Drive and Bransford Road and has R-20 Single Family Residential zoning. The property has an existing single-family home with a chain link fence which is being proposed to be replaced with the wooden fence.

SUP Request: The applicant is requesting approval of an SUP to allow for a wood fence that is eight feet in height to encroach onto the required street side yard setback and to be placed along the property line. Wood fences are greater than 25% opaque construction and cannot be placed within the required street side yard setback without the approval of an SUP.

Chapter 3, Section 3.26 of the Land Development Code outlines the regulations for fences, freestanding walls, and screening materials, specifying the maximum size and location of fencing permitted on a residential lot by staff:

"E. Fence and Free-Standing Wall Setback Requirement:

2. Corner Side Yards: Except where allowed elsewhere in this chapter, no fence or freestanding wall greater than thirty (30) inches in height and greater than

twenty-five (25) percent opaque construction shall extend into the required street side yard. A fence that is greater than thirty (30) inches in height and no greater than twenty-five (25) percent opaque construction may extend into the required street yard and be located not less than ten (10) feet from the side property line. The regulations of 1.a through 1.d above shall apply."

Special Use Permit Provision: Any request for a building permit for a fence/wall which does not meet the criteria in this Section shall only be authorized after approval of a SUP by the City Council using the procedures contained elsewhere in this Land Development Code.

Analysis: The applicant is requesting an SUP which would allow for an eight-foot wood fence to be built within the street side yard setback on corner lots and to allow for it to be placed on the property line. The fence is greater than 25% opaque construction and would need to be placed at a 30' street side yard setback to be compliant with the regulations of the Land Development Code. The original chain-link fence proposed to be removed was originally built on the property line and was grandfathered in.

Plat Status: The property is platted as Lot 16, Block 7, Oak Crest Hills Addition.

DRC Review: The DRC reviewed the request during their March 24, 2025, meeting and determined the case would be scheduled for the next available Planning and Zoning Commission meeting.

Drainage: NA

Surrounding Development: The properties to the north, south, and west are zoned R-20 Single Family Residential and improved with single-family homes. The properties to the east are zoned R-10 Single Family Residential and improved with single-family homes.

Public Notification: Staff mailed notices to all property owners within 500 feet as well as any Homeowners Associations within 1,000 feet of the subject property regarding this request. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the *Fort Worth Star-Telegram* as required by State law and the Land Development Code.

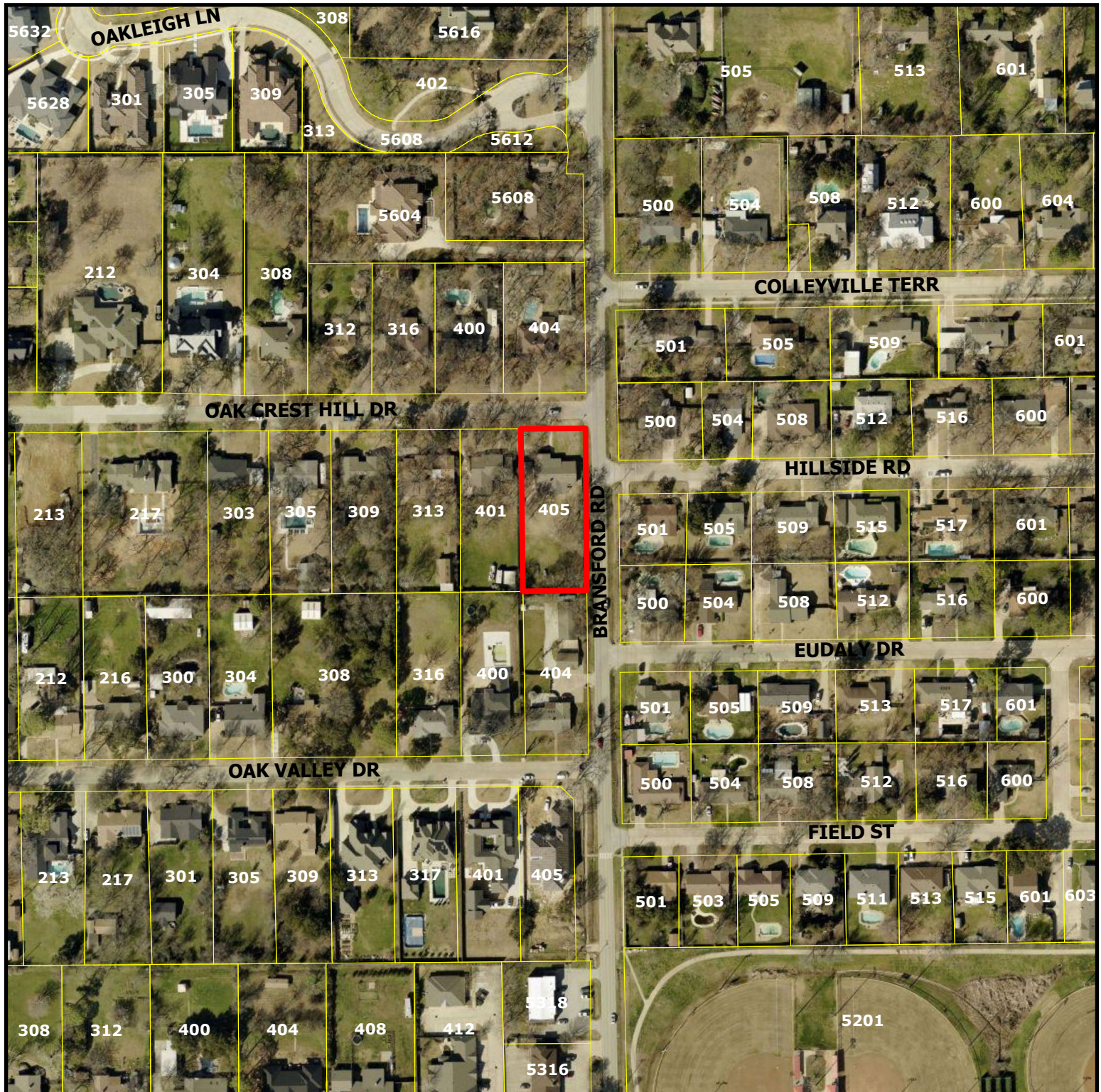
Staff Recommendation: Staff is neutral on this request.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval to allow the new fence to be located in its original location, to be no more than 25% opaque, and to allow for temporary green vinyl screening for 12 months at their April 14, 2025 meeting by a vote of 5-2.

Attachments:

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Fence Plan Exhibit
5. Adjacent Property Fences
6. Notification Map
7. Notification Letter
8. Notification List
9. Ordinance O-25-2326

Aerial Map

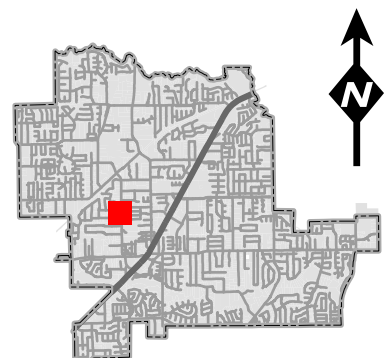


ZC25-005

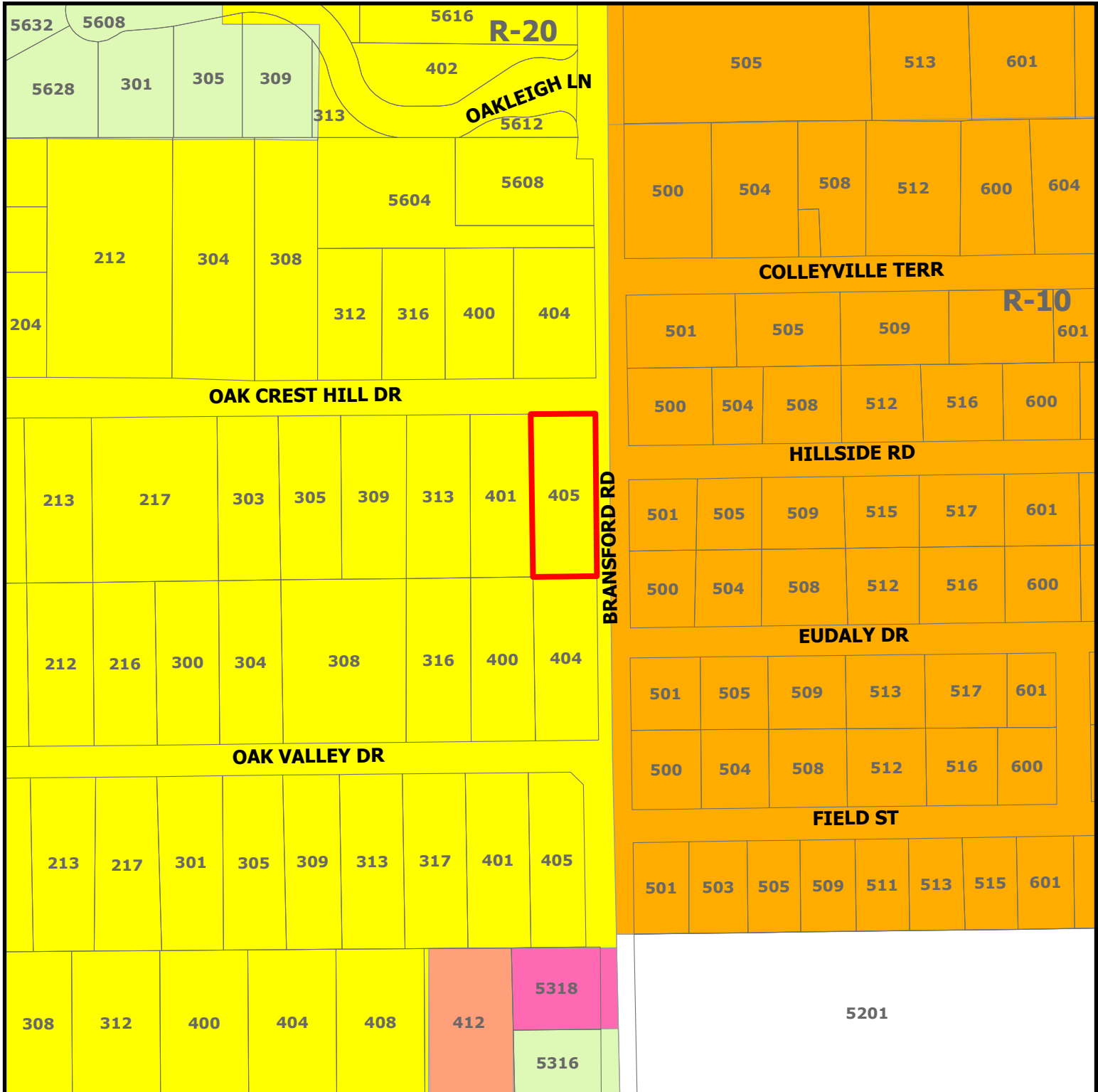
405 Oak Crest Hill Dr

DISCLAIMER:
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 Subject Property



Zoning Map

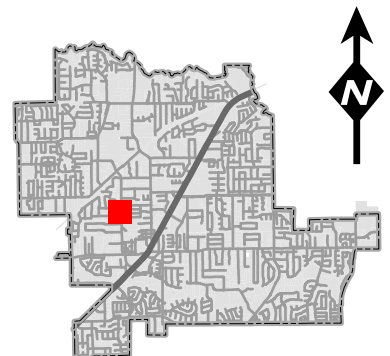


ZC25-005

405 Oak Crest Hill Dr



Subject Property



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Future Land Use Map

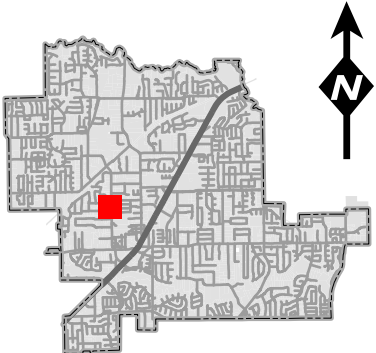


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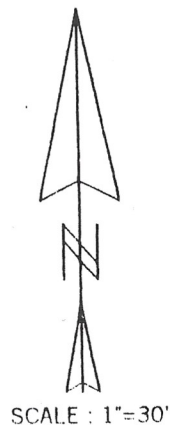
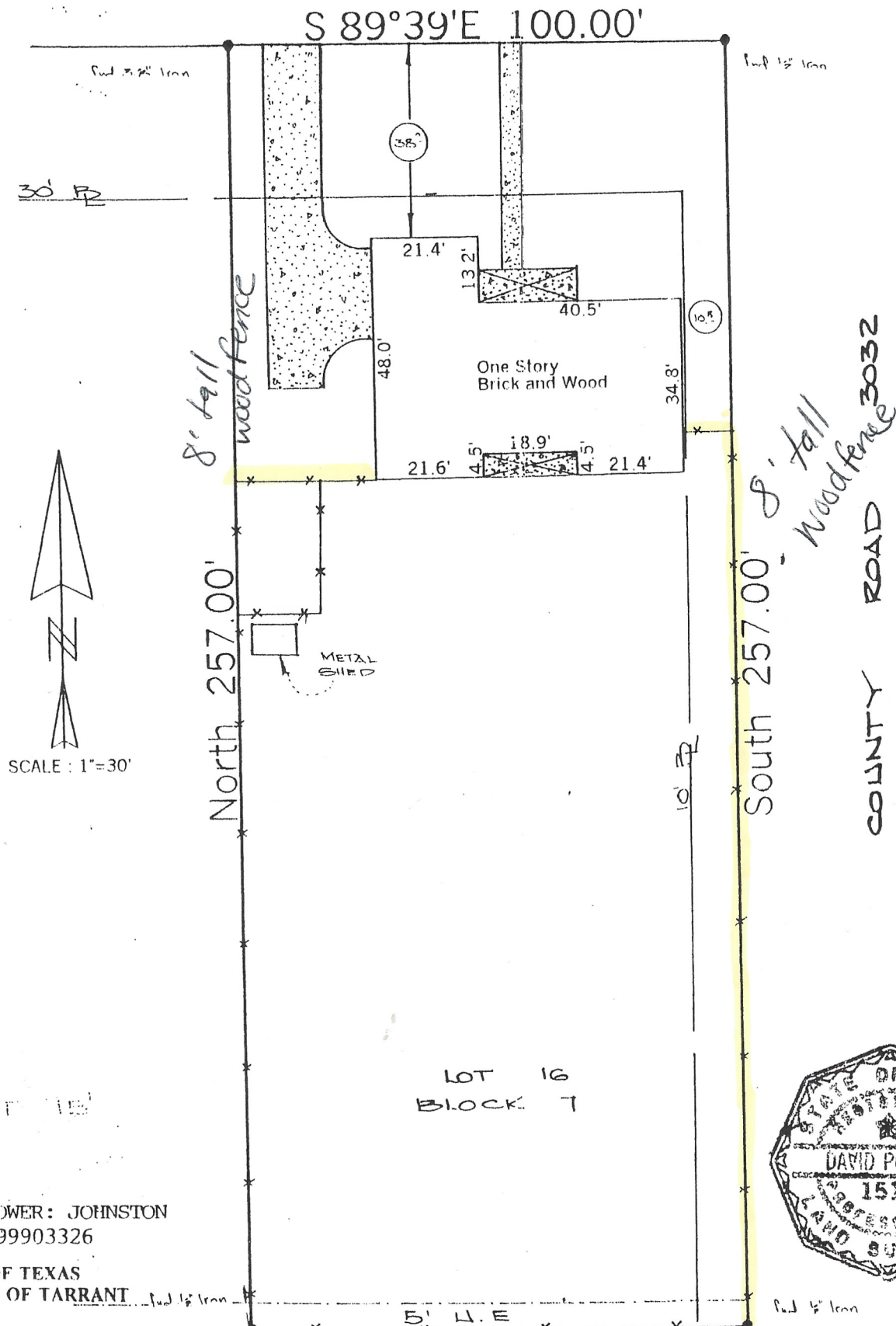
ZC25-005

405 Oak Crest Hill Dr

- Residential
- Commercial
- Open Space; Parks
- Subject Property



405 Oak Crest Hills Drive



LOT 16
BLOCK 7

BORROWER: JOHNSTON
GF# 99903326

STATE OF TEXAS
COUNTY OF TARRANT

"To the Lienholders and/or the Owners of the Premises surveyed and to
STEWART TITLE COMPANY

The undersigned does hereby certify that this survey was this day made on the ground of the property legally described hereon and is correct, and that there are no discrepancies, conflicts, shortages in area, boundary line conflicts, encroachments, overlapping of improvements, visible lines or roads in place, except as shown hereon, and that said property has access to and from a dedicated roadway except as shown hereon."

Dated AUGUST 12, 1999

BASIS FOR BEARING: RECORDED PLAT
Order No. 8-99-082
NOT FOR CONSTRUCTION

FLUOR NOTE: I hereby certify that the property described herein within a special flood hazard area as identified by the Federal Insurance Administration, Department of Housing and Urban Development, the flood hazard area being identified as _____ of the Federal Insurance Administration Flood Hazard Boundary Map effective on AUG. 2, 1975 for the PARCEL No. 480590.0195 H

By:

AP SURVEYING CO.
David Pollard RPS #1518
1903 Central Drive, Suite 309
Bedford, TX 76021 Metro (817) 267-1249

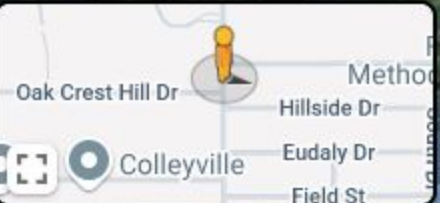


Handwritten signature: Mary Vincent Johnston

← 5612 Bransford Rd
Colleyville, Texas

Google Street View

Nov 2024 See more dates



← 5612 Bransford Rd
Colleyville, Texas

 Google Street View

Nov 2024 [See more dates](#)



Oak Crest Hill Dr

Method

Hillside Dr

Eudaly Dr

Field St

Colleyville

Navigation controls including a compass, zoom in (+) and zoom out (-) buttons, and a street view pegman icon.

← 5632 Bransford Rd
Colleyville, Texas

 Google Street View

Nov 2024 [See more dates](#)

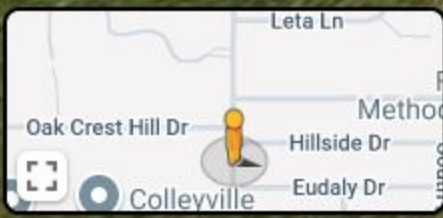




← 5447 Bransford Rd
Colleyville, Texas

 Google Street View

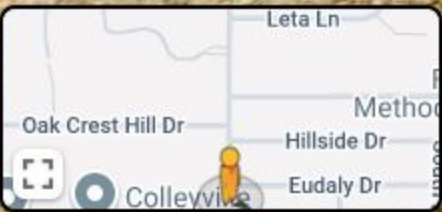
Nov 2024 See more dates



← 5393 Bransford Rd
Colleyville, Texas

Google Street View

Dec 2024 See more dates



Search Google Maps



Share



5379 Bransford Rd

Colleyville, Texas



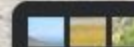
Google Street View

Dec 2024

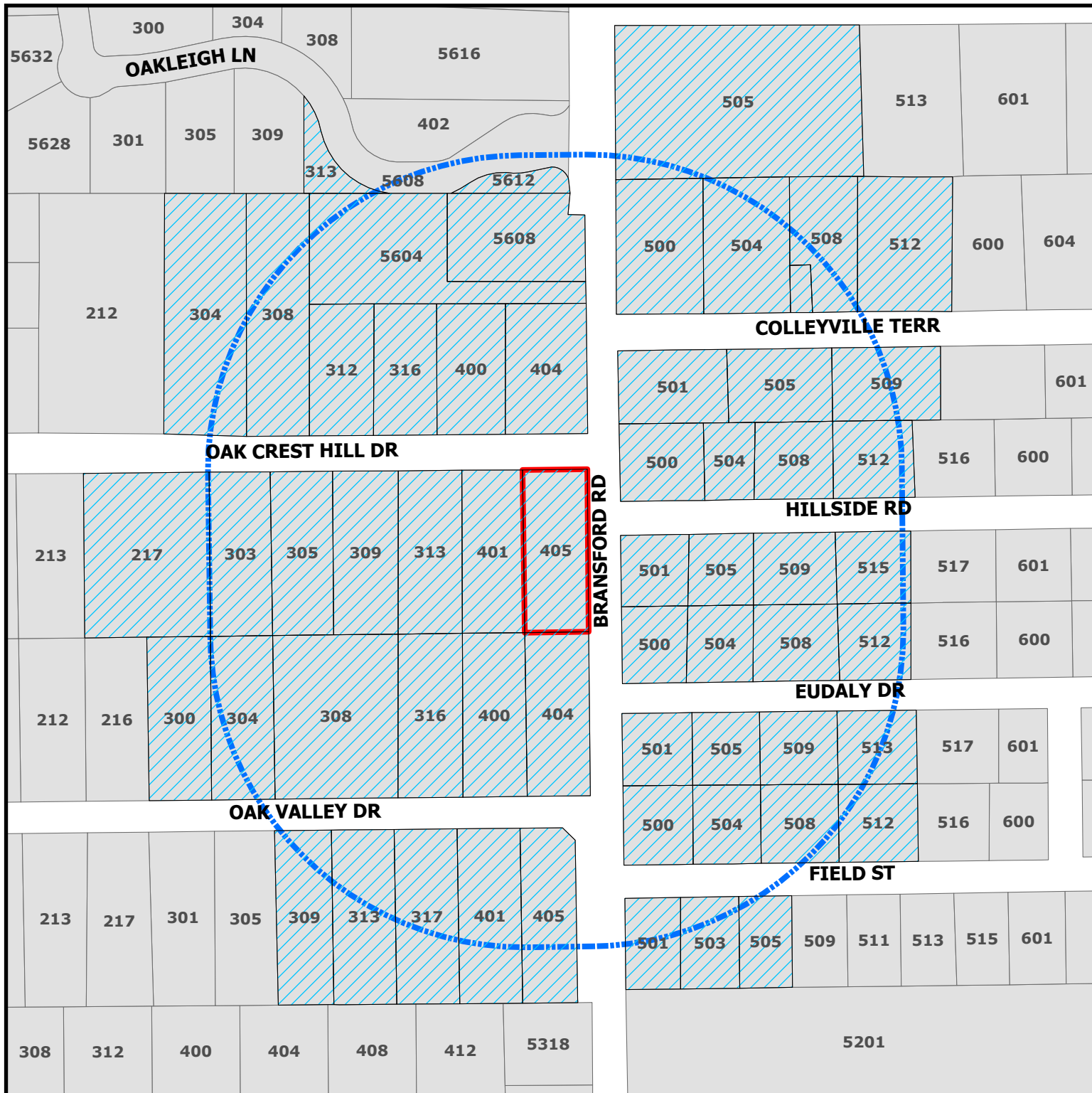
See more dates

Bransford Rd

Google



Notification Map

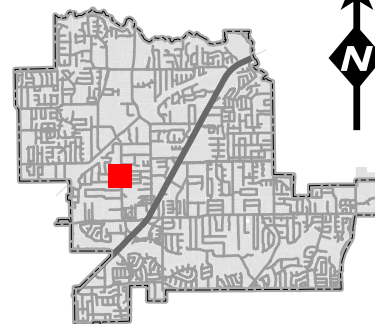


ZC25-005

405 Oak Crest Hill Dr

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-  Parcels to be notified
-  Buffer
-  Subject Property





NOTICE OF PUBLIC HEARING

«Owner Name»

«Owner Address»

«Owner City» «Owner Zip»

The City of Colleyville has scheduled public hearings concerning the below referenced request on the following dates and location:

Planning and Zoning Commission Meeting: Monday, April 14, 2025 at 7:00 p.m.
City Council Meetings: Tuesday, May 6, 2025 & Tuesday, May 13, 2025 at 7:00 p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas

Request: Consideration of a Special Use Permit for a fence on Lot 16, Block 7, Oak Crest Hills Addition, located at 405 Oak Crest Hills Drive, Case ZC25-005. The request is to allow for the construction of a new 8-foot wood fence to be placed within the required street side yard setback and on the property line.

Zoning Case: ZC25-005

Applicant: M&L Fence

Owner: Roger Presnall

Location: 405 Oak Crest Hills Drive

Property Description: Lot 16, Block 7, Oak Crest Hills Addition

Present Zoning: R-20 Single Family Residential

This notice has been sent to all owners of real property within 500 feet of the request as such ownership appears on the last approved tax roll and all homeowners associations within 1000 feet. Approval by the Planning and Zoning Commission serves as a recommendation to the City Council and is not a final action on the request. Denial of the proposal by the Commission is final, unless the applicant submits a written notice of appeal within 10 days from the date of action by the Commission. If appealed, the request will be placed on the next available City Council agenda as listed above. Rezoning requests, zoning amendments and conditions recommended by the Commission for approval by the City Council may be more restrictive than those described in this notice.

All interested persons are encouraged to attend the public hearing and express their opinions on the zoning change request. If you are unable to attend, but wish to have your opinions made a part of the public record, please submit written comments prior to the public hearing, to the address or email below:

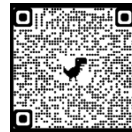
Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034
Citizenletters@colleyville.com

NOTICE OF PUBLIC HEARING



If the property owners of 20% or more of the land within the 200 foot notification area file a written protest prior to the public hearing, State law provides that the approval of the zoning change request shall require the approval of a super majority vote by City Council.

The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas 76034. A brief project description can be found online on the Agenda Packet and Active Development Case map (please use your phone's camera to scan QR code below):



For additional information, please contact the Community Development Department at 817.503.1050. Please reference the zoning case number when requesting information.

Kris Potts

Kris Potts
Planner

Owner_Name	Situs_Addr
FRANCIS, CHERYL ANN	308 OAK CREST HILL DR
MIHILLS, CODY	304 OAK CREST HILL DR
FNF PROPERTIES LLC	303 OAK CREST HILL DR
BIRDWELL, JEFF	305 OAK CREST HILL DR
GAUER, FRANCES	309 OAK CREST HILL DR
NORMAN, LESLIE	313 OAK CREST HILL DR
THOMPSON, DONNA V	401 OAK CREST HILL DR
PRESNALL, ROGER	405 OAK CREST HILL DR
AGAPE HOLDINGS LLC	404 OAK VALLEY DR
GAMBILL, MEREDITH	400 OAK VALLEY DR
MARTIN, JERRY WAYNE	316 OAK VALLEY DR
WESTERMAN, THOMAS F	308 OAK VALLEY DR
SIMPSON, VANESSA	304 OAK VALLEY DR
STANKIEWICZ, ANDREW	300 OAK VALLEY DR
YOUNG, VICTORIA	217 OAK CREST HILL DR
WINN, DILLARD R	309 OAK VALLEY DR
MACKEY, SHAWN T	313 OAK VALLEY DR
TAKACS, GERGELY	317 OAK VALLEY DR
SMARTRUST	401 OAK VALLEY DR
MA & S CONSTRUCTION	405 OAK VALLEY DR
KASWEN, ROBERT	404 OAK CREST HILL DR
HEITMAN, NICHOLAS	400 OAK CREST HILL DR
JONES, RYAN	316 OAK CREST HILL DR
RUCKEL, SEAN M	312 OAK CREST HILL DR
BUCKLEY, RACHEL L	5608 BRANSFORD RD
HEYNE, JOSEPH	5604 BRANSFORD RD
OAKLEIGH RESIDENTIAL COMMUNITY INC	5612 BRANSFORD RD
OAKLEIGH RESIDENTIAL COMMUNITY INC	313 OAKLEIGH LN
OAKLEIGH RESIDENTIAL COMMUNITY INC	5608 WINNIE DR
GRAY, JAMES M	505 LETA LN
ALVARADO, PATRICIA L	500 COLLEYVILLE TERR
TALBOTT, NEAL B	504 COLLEYVILLE TERR
BUTLER, LINDSAY LEE	508 COLLEYVILLE TERR
BUTLER, LINDSAY LEE	508 COLLEYVILLE TERR
JEFFRIES, BRANDON	512 COLLEYVILLE TERR
GWIN LYNSEY V	501 COLLEYVILLE TERR
SEITEL, COLLEEN	512 HILLSIDE RD
LEE, YU-HSUAN	508 HILLSIDE RD
DIATEL LLC	505 COLLEYVILLE TERR
HOLDER, SANDI	504 HILLSIDE RD
BASS, GREGORY	500 HILLSIDE RD
VARELA, ANDRES A	509 COLLEYVILLE TERR
BINION, MICHAEL	501 HILLSIDE RD
HERRERA, SARAH	505 HILLSIDE RD
DALTON, JOEL W	512 EUDALY DR
HORAK, JO LANELLE	508 EUDALY DR
QUALLS, JERRY L	504 EUDALY DR
MCINTOSH, DEWITT	500 EUDALY DR
HILLSIDE BLUES LTD	509 HILLSIDE RD
CANNATELLA, PHYLLIS P	515 HILLSIDE RD
BURY, PAUL M	501 EUDALY DR
HARROD, LARRY D	505 EUDALY DR
ROSE, ANGELA KAREN	512 FIELD ST
HURTADO, ROBERTO	508 FIELD ST
GAYLE, CRYSTAL	504 FIELD ST
SOWELL, JANA M ETAL	500 FIELD ST
FERNANDEZ, CHARLES	509 EUDALY DR

QUEST IRA INC
BOSHRA, MORKOS
PRESLEY, CHARLES F.
KEEFE, CATHERINE
GRAPEVINE COLLEYVILLE ISD

513 EUDALY DR
501 FIELD ST
503 FIELD ST
505 FIELD ST
STATE REQUIRED

ORDINANCE O-25-2326

AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON APPROXIMATELY 0.61 ACRES, BEING LOT 16, BLOCK 7, OAK CREST HILLS ADDITION, LOCATED AT 405 OAK CREST HILLS DRIVE, BY AUTHORIZING A SPECIAL USE PERMIT TO ALLOW FOR A FENCE TO EXTEND INTO THE STREET SIDE YARD SETBACK AND BE LOCATED ALONG THE PROPERTY LINE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for a Special Use Permit to allow for a fence to extend into the street side yard setback and be located along the property line under Case ZC25-005; and

WHEREAS, the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to amend the City's zoning ordinance; and

WHEREAS, the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the City's zoning districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

WHEREAS, the City Council is of the opinion that the change in zoning provided for herein should be made, in compliance with the City Charter, and state law with reference to changes to zoning classifications under the City's zoning ordinance and zoning map, having given the requisite notices required by law and having held public hearings affording all interested persons and property owners a full and fair opportunity to be heard.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by authorizing a Special Use Permit to allow for a fence to extend into the street side yard setback and be located along the property line on 0.61 acres, being Lot 16, Block 7, Oak Crest

Hills Addition, located at 405 Oak Crest Hills Drive, as depicted on the attached as Exhibit "A".

Sec. 2. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.

Sec. 3. THAT the above described tract of land shall be subject to the following conditions:

1. GENERAL

a. The Special Use Permit shall allow an eight-foot wood fence to extend into the street side yard setback and be placed on the property line.

b. It shall be generally consistent with the site plan and as depicted on the attached Exhibit "B".

c. All requirements of the Land Development Code shall be met, except where amended herein.

Sec. 4. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

Sec. 5. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

Sec. 6. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.

Sec. 7. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of May 2025.

The second reading and public hearing being conducted on the 13th day of May 2025.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 13TH DAY OF MAY 2025.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

ATTEST:

CITY OF COLLEYVILLE

Christine Loven, TRMC
City Secretary

Bobby Lindamood
Mayor

APPROVED AS TO FORM:

Whitt Wyatt
City Attorney

Exhibit "A" - Location and Zoning Map

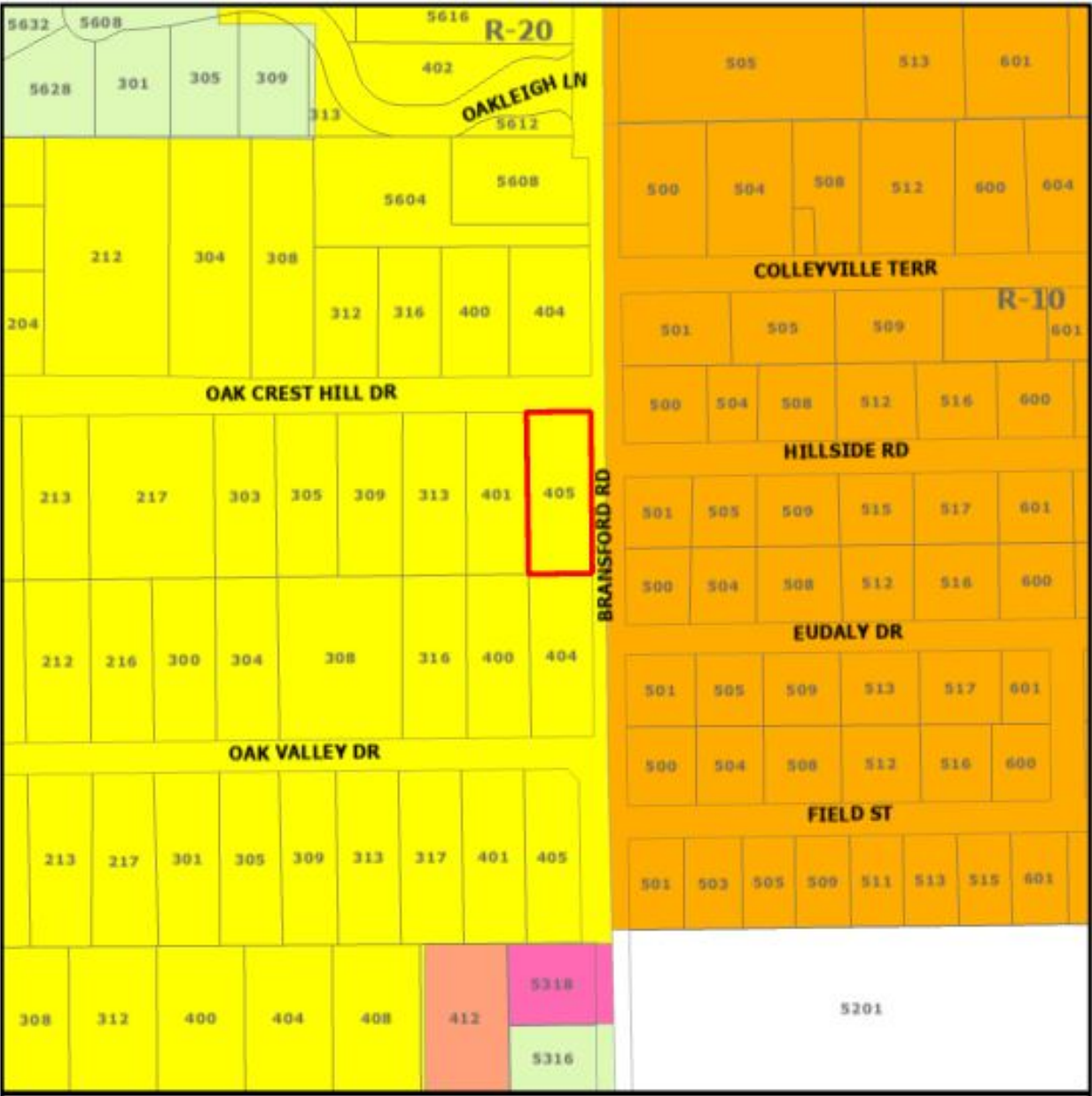
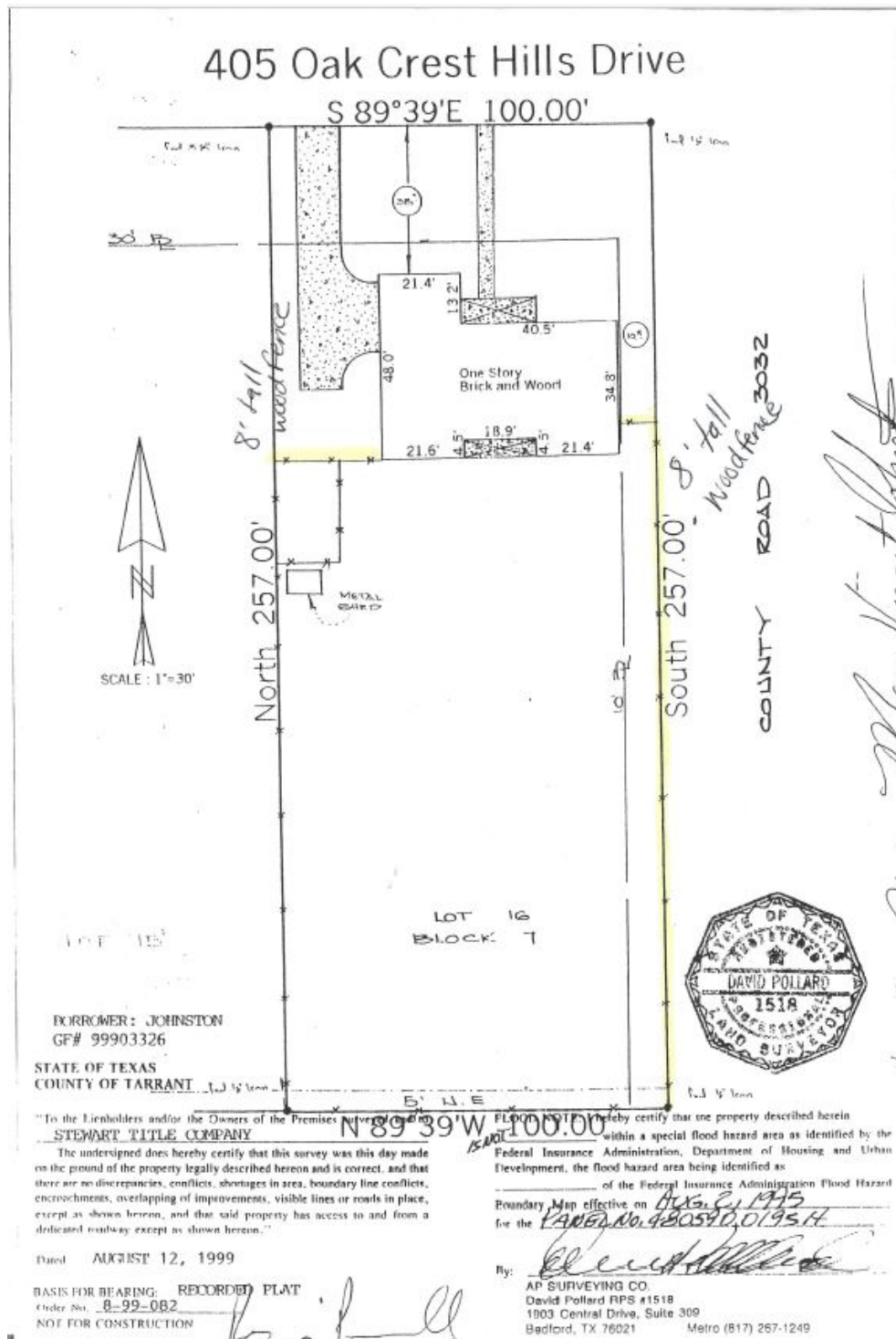


Exhibit "B" - Fence Exhibit





CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 9d

Agenda Date 5/13/2025

Number Ordinance O-25-2327

Type Ordinance

Department Community Development

Title

Consideration of a Special Use Permit for a fence on Lot 1, Block 2, Arbor Estates II Addition, located at 5411 Sycamore Court, Case ZC25-008

Explanation

Second Reading and Public Hearing

The homeowner was present and answered questions from the Council. No one came forward to speak on the item during the public hearing.

First Reading and Public Hearing

Make Me Construction, the applicant, has submitted a request for a Special Use Permit (SUP) for a fence on Lot 1, Block 2, Arbor Estates II Addition, being approximately 0.49 acres, and zoned R-20 Single Family Residential. The SUP request is to allow for an eight-foot wooden fence to be placed within the required street side yard setback.

Existing Conditions/Background: The subject property, 5411 Sycamore Court, resides at the intersection of Sycamore Court and Poplar Lane and has R-20 Single Family Residential zoning. The property has an existing single-family home with an existing wooden fence.

SUP Request: The applicant is requesting approval of an SUP to allow for a wood fence that is eight-feet in height to encroach onto the required street side yard setback. Wood fences that are greater than 25% opaque construction cannot be placed within the required 30-foot street side yard setback without the approval of an SUP.

Chapter 3, Section 3.26 of the Land Development Code outlines the regulations for fences, freestanding walls, and screening materials, specifying the maximum size and location of fencing permitted on a residential lot by staff.

"E. Fence and Free-Standing Wall Setback Requirement:

2. Corner Side Yards: Except where allowed elsewhere in this chapter, no fence or freestanding wall greater than thirty (30) inches in height and greater than twenty-five (25) percent opaque construction shall extend into the required street side yard. A fence that is greater than thirty (30) inches in height and no greater than twenty-five (25) percent opaque construction may extend into the required street yard and be located not less than ten (10) feet from the side property line.

The regulations of 1.a through 1.d above shall apply."

Special Use Permit Provision: Any request for a building permit for a fence/wall which does not meet the criteria in this Section shall only be authorized after approval of a Special Use Permit by the City Council using the procedures contained elsewhere in this Land Development Code.

Analysis: The applicant is requesting a SUP which would allow for an eight-foot wood fence to be built within the street side yard setback required on corner lots. The fence has greater than 25% opaque construction and would need to be placed at a 30' street side yard setback to be compliant with the regulations of the Land Development Code. The fence would be a replacement of an existing fence, which is in dilapidated condition, and would be placed at a 15' build line.

Plat Status: The property is platted as Lot 1, Block 2, Arbor Estates II Addition.

DRC Review: The DRC reviewed the request during their March 24, 2025, meeting and determined the case would be scheduled for the next available Planning and Zoning Commission meeting.

Drainage: NA

Surrounding Development: The properties to the north, south, east, and west are zoned R-20 Single Family Residential and improved with single-family homes.

Public Notification: Staff mailed notices to all property owners within 500 feet as well as any Homeowners Associations within 1,000 feet of the subject property regarding this request. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the *Fort Worth Star-Telegram* as required by State law and the Land Development Code.

Staff Recommendation: Staff is neutral on this request.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of the request at their April 14, 2025 meeting by a vote of 6-1.

Recommendation

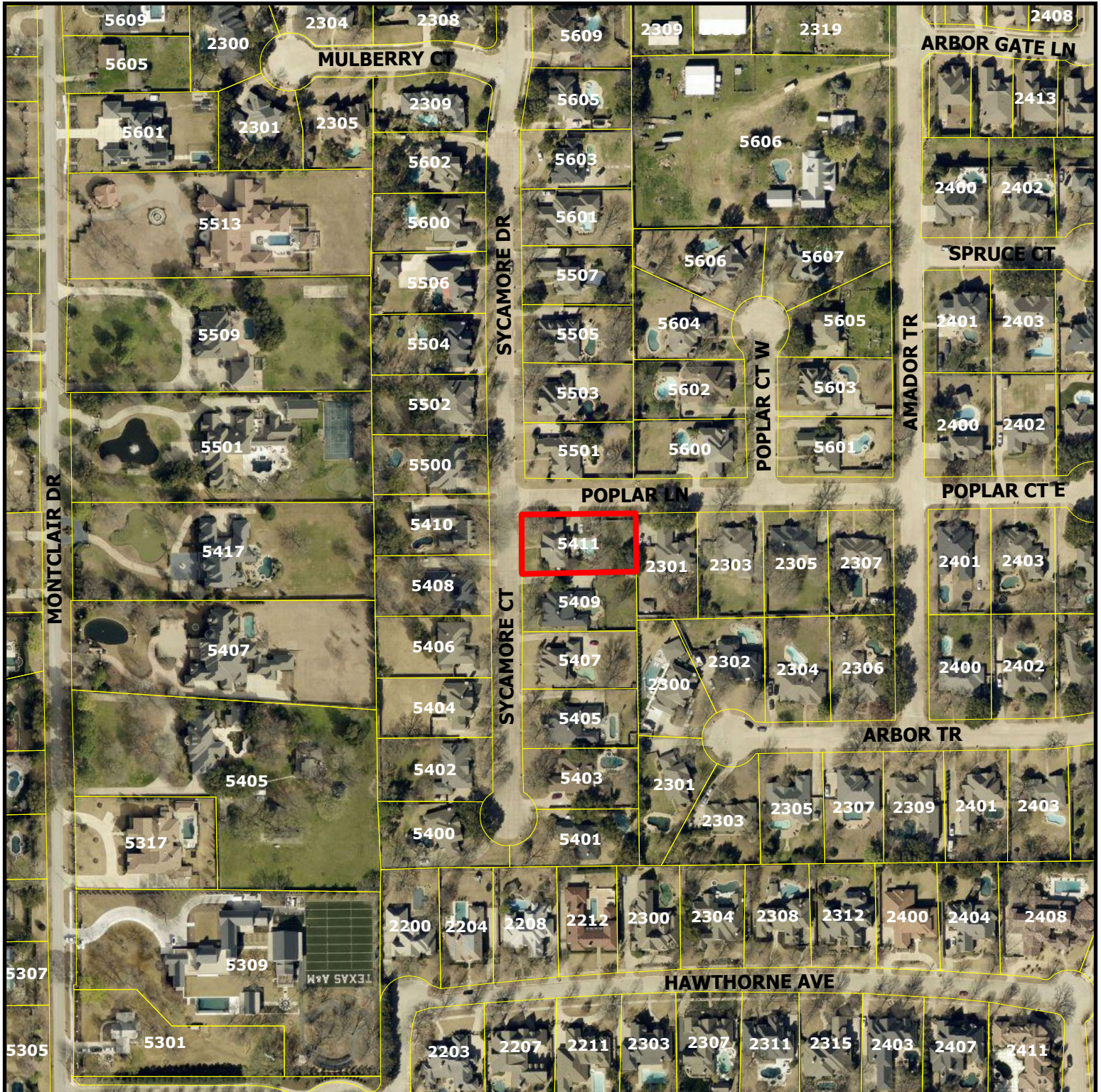
None

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Zoning Exhibit

5. Turner existing fence
6. Fence Permit Information
7. Photos Provided by Applicant
8. Notification Map
9. Notification Letter
10. Notification List
11. Letters Received
12. Ordinance O-25-2327

Aerial Map

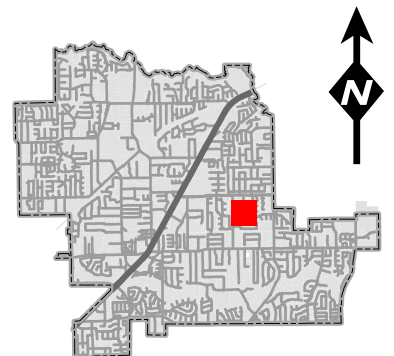


ZC25-008

5411 Sycamore Court



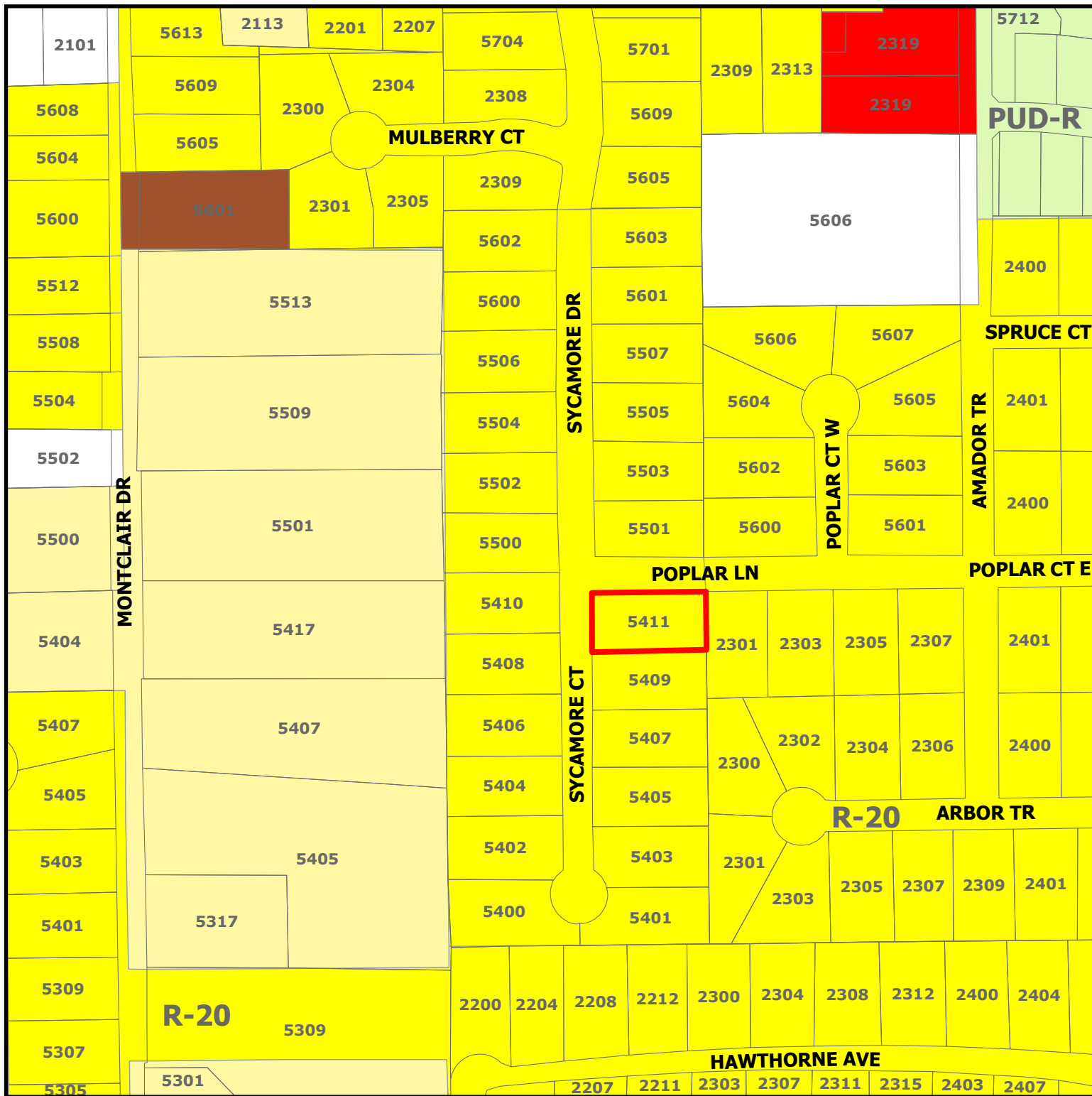
Subject Property



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Zoning Map



ZC25-008

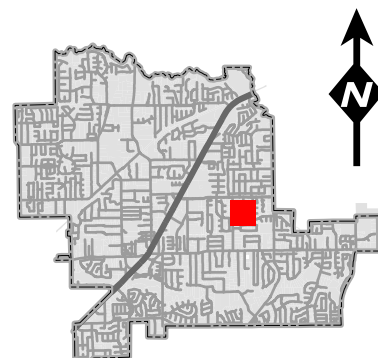
5411 Sycamore Court

DISCLAIMER:

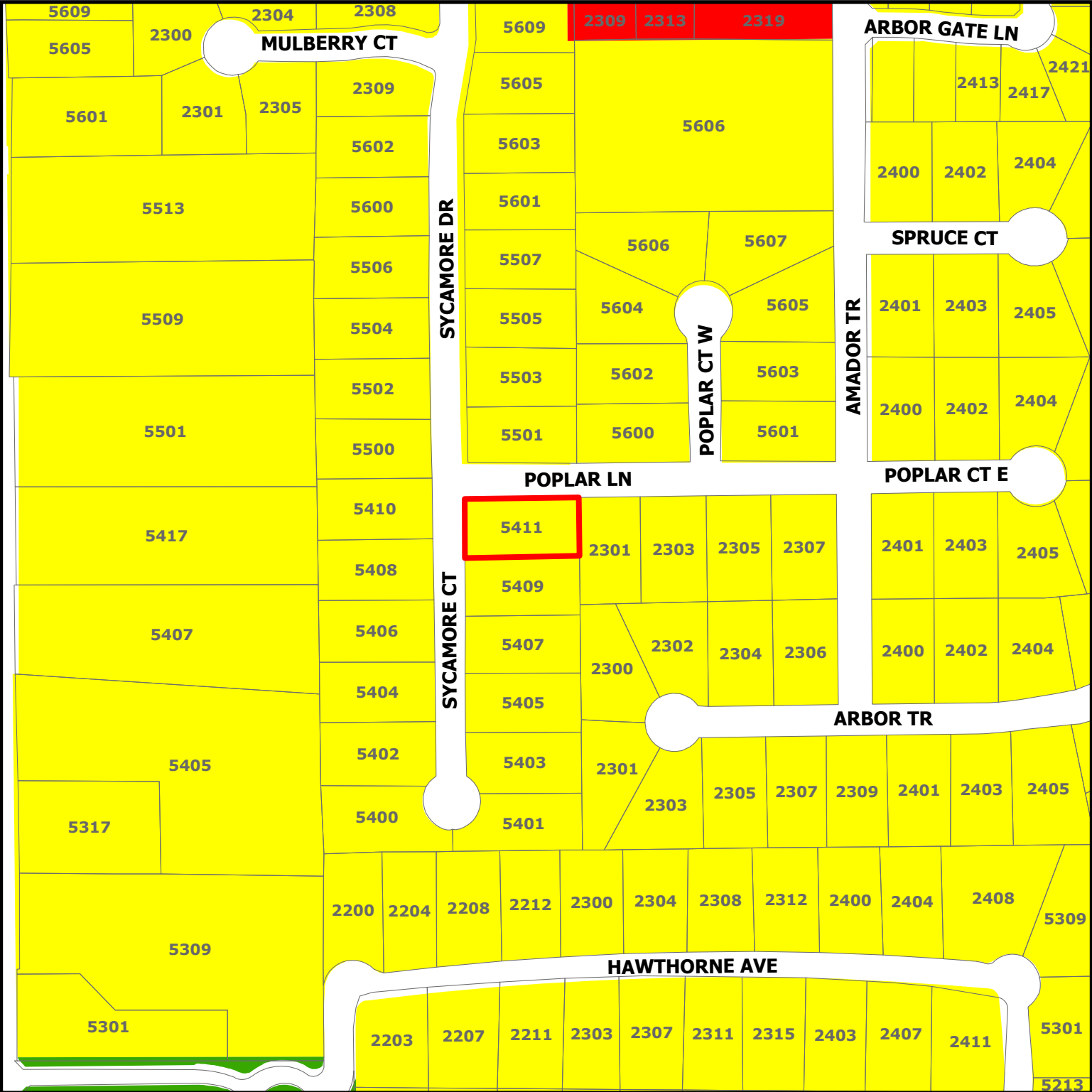
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Subject Property



Future Land Use Map

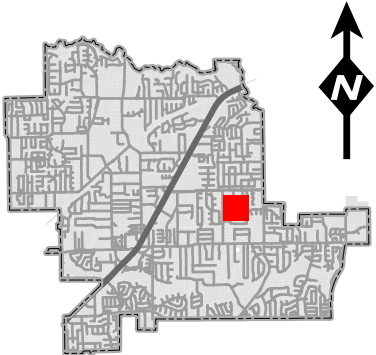


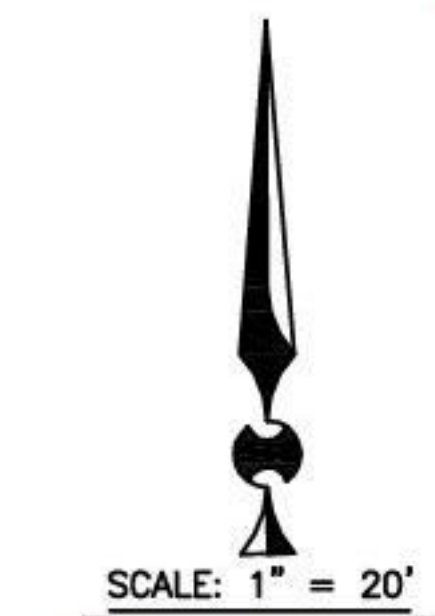
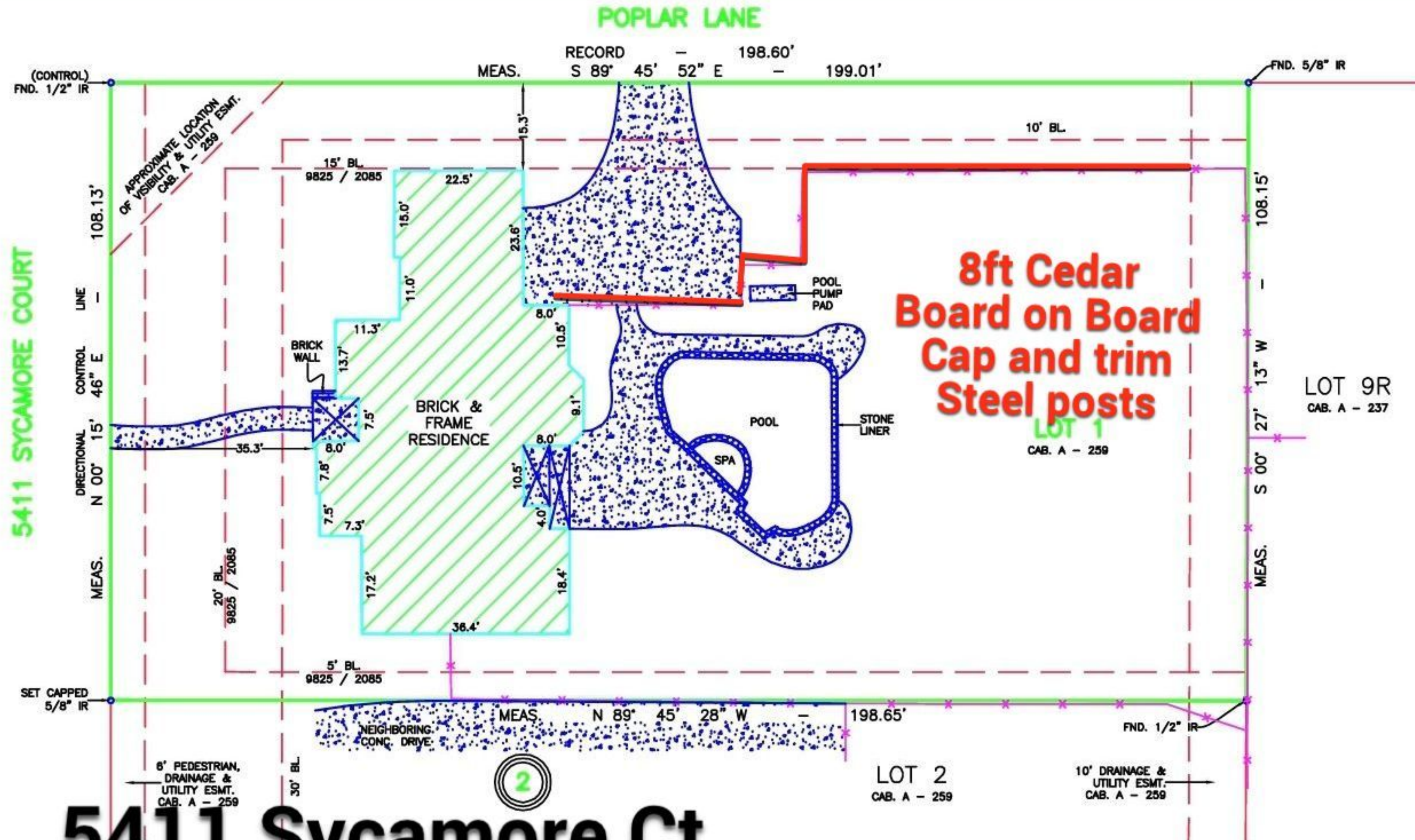
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ZC25-008

5411 Sycamore Court

- Residential
- Commercial
- Open Space; Parks
- Subject Property





	BOUNDARY LINE
	BUILDING
	OVERHEAD UTILITIES
	FENCE
	BRICK
	WOOD DECK
	CONCRETE

This survey is hereby accepted and approved.

Purchaser _____

Purchaser _____

Date _____

STATE FIRM REGISTRATION NUMBER 10193797



David J. Rose

Reference No: 1605165411 G.F. No: 1613385-SCDF
 Title Co: INDEPENDENCE TITLE COMPANY
 Purchaser: TURNER & ANDREWS

PROPERTY DESCRIPTION

Lot 1, Block 2, ARBOR ESTATES II, an Addition to the City of Colleyville, according to the map or plat thereof recorded in Cabinet A, Slide 259, Plat Records, Tarrant County, Texas.

SURVEYORS CERTIFICATION

I, DAVID J. ROSE, REGISTERED PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND UNDER MY SUPERVISION AND CORRECTLY SHOWS THE BOUNDARY LINE, AND DIMENSIONS OF THE LAND INDICATED THEREON, AND THAT SAID PROPERTY HAS ACCESS TO AND FROM A DEDICATED ROADWAY, SAID PROPERTY BEING SUBJECT TO ANY AND ALL EASEMENTS, RESERVATIONS AND RESTRICTIONS THAT MAY BE OF RECORD, AND THAT ONLY THE EASEMENTS SHOWN ON THE REFERENCED PLAT OF RECORD, VISIBLE EASEMENTS AND THOSE OF WHICH THE SURVEYOR HAS BEEN GIVEN WRITTEN NOTICE FROM TITLE COMPANY ARE SHOWN ON THIS PLAT. SURVEYOR DID NOT ABSTRACT THIS PROPERTY. THIS SURVEY WAS PERFORMED EXCLUSIVELY FOR THE TITLE COMPANY AND PURCHASER SHOWN AND IS LICENSED FOR ONE SINGLE USE. THIS SURVEY WILL BE VOID IF USED BY ANY OTHER PERSON OR FOR ANY OTHER PURPOSE. SURVEYOR BEARS NO RESPONSIBILITY FOR SAID USE.

PROLINE
 SURVEYING LTD.
www.prolinesurveyors.com
 Ph# 817-276-1148 info@prolinesurveyors.com
 © Proline Surveying, LTD. 2016
 SURVEY CAN BE UPDATED FOR DISCOUNTED PRICE

DRAWN BY: AV DATE: 5/18/16

SURVEY ONLY VALID WITH ORIGINAL SIGNATURE



Mar 10, 2025 4:50:02 PM



FENCE PERMIT APPLICATION

(Please print clearly)

Property Owner Information			Applicant/Contractor Information	
Project Address 5411 Sycamore Ct			Fence Contractor (Co. Name) Make Me Construction	
Lot 1	Block 2	Subdivision ARBOR ESTAES II	Applicant Name Sean Holland	
Property Owner Name SABRINA TURNER			Applicant Email info@makemeconstruction.com	
Property Owner Address 5411 Sycamore Ct			Applicant Phone	
City / State / Zip Colleyville/TX/76034			Field contact person (if different than above)	Cell phone:

Fence Material	Height (feet)	Fence Purpose
☒ Wood	_____	☐ Yard Enclosure Only (no pool/spa protection)
☐ Wrought Iron	_____	☒ Swimming Pool Enclosure (complies with IRC Appendix G)
☐ Chain Link	_____	☐ Retaining Wall (requires engineered plans)
☐ Masonry**	_____	☐ Development Screen (complies with LDC)
☐ Other	_____	☐ Other (complies with PUD or LDC)

**Masonry = Engineered Footing/Foundation plan

****Fence Is Located in a Drainage and/or Utility Easement** ☒ yes ☐ no

****Notorized affidavit with property owner's signature must be attached for fence installation in an easement**

Applicant Signature	
Printed Name Sean Holland	Signature <i>Sean Holland</i>

The owners signature below is an acknowledgement that a contract exists between the owner and the general contractor. The city is not a party to the contract and only reviews and inspects the project for compliance with adopted codes. Any disputes between the parties does not involve the city or its staff. The permit belongs to the applicant and no other permits will be issued for the same scope of work until the existing permit is finalized, canceled, expired, or transferred by the applicant.

Owner Information	
Printed Name SABRINA TURNER	Phone
Signature  Sabrina Turner (Mar 22, 2025 12:18 CDT)	



AFFIDAVIT FOR FENCE ENCROACHMENT INTO EASEMENT

SITE ADDRESS _____

FENCE CONTRACTOR _____

The fence contractor and property owner verify that ALL of the following conditions are understood and accepted:

- **Property Owner shall initial each item below:**
- _____ Fence will not obstruct or impede access to public utilities for construction, reconstruction and maintenance by the City or authorized agent
- _____ Fence will not obstruct or impede the conveyance of surface runoff in drainage swales or drainage ways
- _____ Fence will not be located so as to divert or impede the normal flow of storm water from the platted drainage or utility easement
- _____ Fence will not be located less than 6 feet from any City-owned and operated underground utility, including without limitation, water, sewer, and storm sewer pipes currently in place, except for easement crossings
- _____ Fence will not create any encroachment or obstruction of sight distance
- _____ In the event the City or a utility company must perform maintenance, inspection or replacement of utility lines located with a public easement, such party shall not be liable for replacement of any fence, wall, ground cover, shrubs, trees, etc., located within a public easement

(PRINT) PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S SIGNATURE: _____

STATE OF _____

COUNTY OF _____

On this ____ day of ____, in the year _____, before me _____, Notary Public, personally appeared _____.

Personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is (are) subscribed to this instrument, and acknowledged that he (she/they) executed it.

WITNESS my hand and official seal.

Notary's Signature

Notary's Name (print)

My commission expires: _____

Turner Fence Permit

Final Audit Report

2025-03-22

Created:	2025-03-22
By:	Sean Holland (info@makemeconstruction.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ35WhgRWcNFmynx_zchqXc46ly6BRqDG

"Turner Fence Permit" History

-  Document created by Sean Holland (info@makemeconstruction.com)
2025-03-22 - 1:07:08 PM GMT- IP address:
-  Document emailed to sabrina turner for signature
2025-03-22 - 1:07:13 PM GMT
-  Email viewed by sabrina turner
2025-03-22 - 5:16:25 PM GMT- IP address:
-  Document e-signed by sabrina turner
Signature Date: 2025-03-22 - 5:18:00 PM GMT - Time Source: server- IP address:
-  Agreement completed.
2025-03-22 - 5:18:00 PM GMT



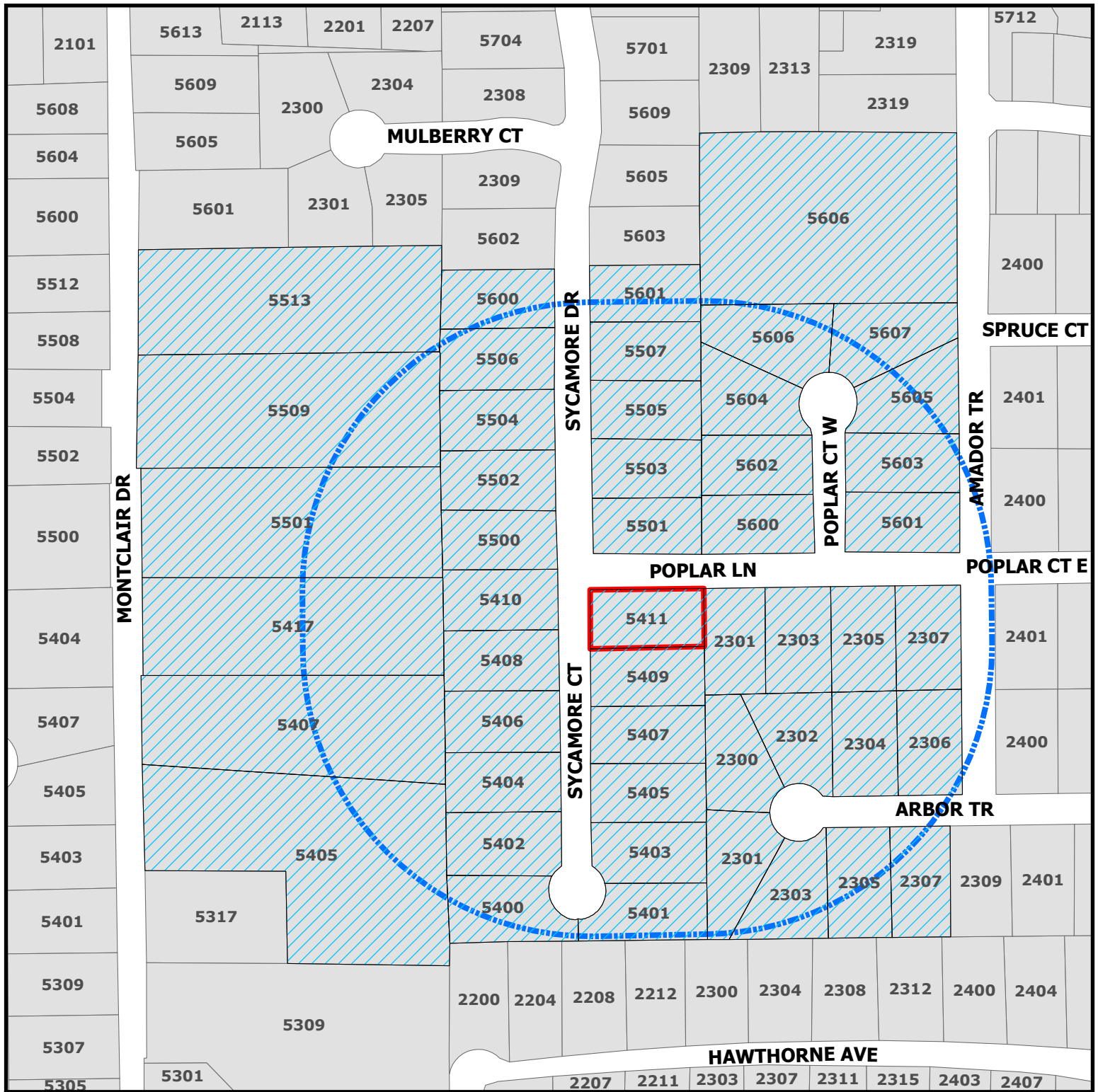


TEXAS
CPD-0391





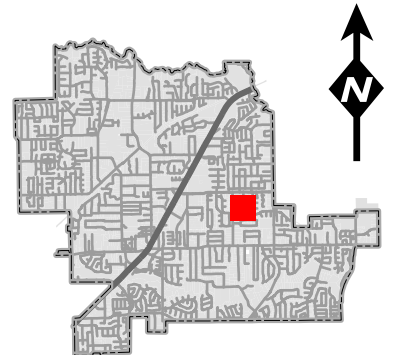
Notification Map



ZC25-008

5411 Sycamore Court

-  Parcels to be notified
-  Buffer
-  Subject Property



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NOTICE OF PUBLIC HEARING

«Owner Name»

«Owner Address»

«Owner City» «Owner Zip»

The City of Colleyville has scheduled public hearings concerning the below referenced request on the following dates and location:

Planning and Zoning Commission Meeting: Monday, April 14, 2025 at 7:00 p.m.
City Council Meetings: Tuesday, May 6, 2025 & Tuesday, May 13, 2025 at 7:00 p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas

Request: Consideration of a Special Use Permit for a fence on Lot 1, Block 2, Arbor Estates II Addition, located at 5411 Sycamore Court, Case ZC25-008. The request is to allow for an 8-foot wooden fence to be placed within the required street side yard.

Zoning Case: ZC25-008

Applicant: Make Me Construction

Owner: David Turner

Location: 5411 Sycamore Court

Property Description: Lot 1, Block 2, Arbor Estates II Addition

Present Zoning: R-20, Single Family Residential

This notice has been sent to all owners of real property within 500 feet of the request as such ownership appears on the last approved tax roll and all homeowners associations within 1000 feet. Approval by the Planning and Zoning Commission serves as a recommendation to the City Council and is not a final action on the request. Denial of the proposal by the Commission is final, unless the applicant submits a written notice of appeal within 10 days from the date of action by the Commission. If appealed, the request will be placed on the next available City Council agenda as listed above. Rezoning requests, zoning amendments and conditions recommended by the Commission for approval by the City Council may be more restrictive than those described in this notice.

All interested persons are encouraged to attend the public hearing and express their opinions on the zoning change request. If you are unable to attend, but wish to have your opinions made a part of the public record, please submit written comments prior to the public hearing, to the address or email below:

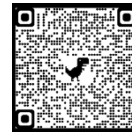
Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034
Citizenletters@colleyville.com

NOTICE OF PUBLIC HEARING



If the property owners of 20% or more of the land within the 200 foot notification area file a written protest prior to the public hearing, State law provides that the approval of the zoning change request shall require the approval of a super majority vote by City Council.

The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas 76034. A brief project description can be found online on the Agenda Packet and Active Development Case map (please use your phone's camera to scan QR code below):



For additional information, please contact the Community Development Department at 817.503.1050. Please reference the zoning case number when requesting information.

Kris Potts

Kris Potts
Planner

Owner_Name	Situs_Addr
DIESEL HOME TRUST	5513 MONTCLAIR DR
BHATTARAI REVOCABLE TRUST	5509 MONTCLAIR DR
HALL, CHARLIE W	5606 AMADOR TR
HOTT, MICHAEL J	5405 MONTCLAIR DR
HU, GANG	5407 MONTCLAIR DR
ZACHARIAS, ANDREW	5501 MONTCLAIR DR
LAMB, MARCUS D	5417 MONTCLAIR DR
TOOKEY LIVING TRUST	5601 POPLAR CT W
TOOKEY, RICHARD	2303 POPLAR LN
HALLMARK, SANDRA	2305 POPLAR LN
SCHNEIDER, RONALD	2307 POPLAR LN
THE ARINGTON FAMILY TRUST	2306 ARBOR TR
BOLTON, JEFFREY M	2304 ARBOR TR
JACH, ANTHONY	2302 ARBOR TR
CLARK, CHRISTOPHER G	2300 ARBOR TR
GRIFFITH, MARK	2301 ARBOR TR
PECK, STEVEN J	2303 ARBOR TR
BOX, DENNIS	2305 ARBOR TR
WYLIE, C TODD	5603 POPLAR CT W
CHARLES AND KAY HUSBY FAMILY TRUST	2307 ARBOR TR
TIAN, YOUQIN	5605 POPLAR CT W
CASE, GARY	5607 POPLAR CT W
NAJA, NICOLE	5606 POPLAR CT W
FARISS ROBERT AND LESLIE FARISS REVOCABLE LIVING TRUST	5604 POPLAR CT W
YATES, CLINT	5602 POPLAR CT W
WALLACE, MATTHEW	5600 POPLAR CT W
TAYLOR, THOMAS P	2301 POPLAR LN
JORDON, CHARLES	5501 SYCAMORE DR
HALL FAMILY TRUST	5503 SYCAMORE DR
COBURN, KEITH BARON	5505 SYCAMORE DR
HILL, MARK	5507 SYCAMORE DR
EMPKEY, PAULA	5601 SYCAMORE DR
TURNER, DAVID	5411 SYCAMORE CT
SETSER, DALLAS	5406 SYCAMORE CT
PURIFOY LIVING TRUST	5408 SYCAMORE CT
MACCAMMOND, JAMES	5410 SYCAMORE CT
HOLLAND, ERIC	5500 SYCAMORE DR
TYLER, THOMAS G	5502 SYCAMORE DR
CELINSKI, TODD	5504 SYCAMORE DR
HAUSMAN, STEVEN	5506 SYCAMORE DR
BURROUGHS, CHARLES	5600 SYCAMORE DR
LANG, JOEL R	5409 SYCAMORE CT
DITMARS, FREDERICK	5407 SYCAMORE CT
COURTNEY, SHAWN	5405 SYCAMORE CT
KYGER, DUSTIN	5403 SYCAMORE CT
ROBERTS, LAURA	5401 SYCAMORE CT
JENKINS, THOMAS	5400 SYCAMORE CT
WILSON, LORIN RAY	5402 SYCAMORE CT
SPENCE, RYLAN	5404 SYCAMORE CT
LEYTON GROVE ADDITION	COURTESY NOTICE
ARBOR ESTATES	COURTESY NOTICE
ARBOR ESTATES II	COURTESY NOTICE
ENCLAVE AT ARBOR ESTATES, THE	COURTESY NOTICE
MONTCLAIR PARC ADDITION	COURTESY NOTICE
GRAPEVINE COLLEYVILLE ISD	STATE REQUIRED

From: 
To: [Citizen Letters](#)
Subject: Case#ZC25-008
Date: Saturday, April 5, 2025 6:50:09 PM

Please allow this homeowner to replace their fence on its existing location.
If they move it their pool equipment would be exposed and their tree would have to be removed.
The corner they are on is a residential street with minimal traffic.
Thank you
Keith Coburn. AOC President Arbor Estates HOA.
5505 Sycamore Drive.

From: [REDACTED]
To: [Citizen Letters](#)
Cc: [REDACTED]
Subject: Zoning Case ZC25-008
Date: Monday, April 7, 2025 9:50:41 AM

Ref: Special Use Permit for fence replacement on Lot 1, Block 2, Arbor Estates II
Addition
5411 Sycamore Court

Good morning. First of all, we appreciate all you do to keep Colleyville special.

We are neighbors, residing at 5506 Sycamore Drive, who support Sabrina Turner's request for special use permit. Additionally, I serve on the Arbor Estates Architectural Control Committee which, while just an advisory role, supports the permit as well. Both Keith Coburn and I are planning to attend the meeting on April 14th.

Please consider that the regulatory cure is worse than the intended benefit: loss of usable yard property, unsightly exposure of pool equipment, no discernible safety or environmental benefits.

Thank you for your consideration.

Regards,

Steven & Deb Hausman
5506 Sycamore Dr, Colleyville TX 76034
[REDACTED]

From: [REDACTED]
To: [Citizen Letters](#); [REDACTED]
Subject: Special use permit for a fence
Date: Saturday, April 5, 2025 12:26:27 PM

Hello, my name is Richard Tookey and I reside at 5601 Poplar Ct W, Colleyville. I received a notice of public hearing pertaining to a special use permit for a fence on lot 1 block 2 Arbor Estates II. Located at 5411 Sycamore Court, Colleyville, TX.

I am very much in favor of allowing this special use permit for a fence at that location. The current property owner wishes to replace their old fence in the same spot that it was originally built when it was newly constructed. If the new regulation on Fence building in Colleyville requires this owner to push his fence further away from the curb, it will expose pool equipment and Greatly reduce his backyard privacy space.

Please allow this home owner to build his fence at the requested location.

Thank you
Richard Tookey

From: [REDACTED]
To: [Citizen Letters](#)
Subject: Special Use Permit for Fence
Date: Monday, April 7, 2025 12:56:21 PM

Hello, my name is Kelly Tookey and I reside at 5601 Poplar Ct W, Colleyville. I also own 2303 Poplar Lane, both residences are within the 500 ft zone of this Permit. I received a notice of public hearing pertaining to a special use permit # ZC25-008 for a fence on lot 1 block 2 Arbor Estates II. Located at 5411 Sycamore Court, Colleyville, TX.

I am very much in favor of allowing this special use permit for a fence at that location. The current property owner wishes to replace their old fence in the same spot that it was originally built when it was newly constructed. If the new regulation on Fence building in Colleyville requires this owner to push his fence further away from the curb, it will expose pool equipment and Greatly reduce his backyard privacy space, as well as likely affect trees in their backyard.

I request you vote allow this home owner to build his fence at the requested location.

--

Kelly Tookey
[REDACTED]

ORDINANCE O-25-2327

AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON APPROXIMATELY 0.49 ACRES, BEING LOT 1, BLOCK 2, ARBOR ESTATES II ADDITION, LOCATED AT 5411 SYCAMORE COURT, BY AUTHORIZING A SPECIAL USE PERMIT TO ALLOW FOR A FENCE TO EXTEND INTO THE STREET SIDE YARD SETBACK AND BE LOCATED 15 FEET OFF THE PROPERTY LINE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for a Special Use Permit to allow for a fence to extend into the street side yard setback and be located 15 feet off the property line under Case ZC25-008; and

WHEREAS, the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to amend the City's zoning ordinance; and

WHEREAS, the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the City's zoning districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

WHEREAS, the City Council is of the opinion that the change in zoning provided for herein should be made, in compliance with the City Charter, and state law with reference to changes to zoning classifications under the City's zoning ordinance and zoning map, having given the requisite notices required by law and having held public hearings affording all interested persons and property owners a full and fair opportunity to be heard.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by authorizing a Special Use Permit to allow for a fence on 0.49 acres, being Lot 1, Block 2, Arbor Estates II Addition, located

at 5411 Sycamore Court, as depicted on the attached as Exhibit "A".

Sec. 2. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.

Sec. 3. THAT the above described tract of land shall be subject to the following conditions:

1. GENERAL

a. The Special Use Permit shall allow an eight-foot wood fence to extend into the street side yard setback and be placed 15 feet off the property line.

b. It shall be generally consistent with the site plan and as depicted on the attached Exhibit "B".

c. All requirements of the Land Development Code shall be met, except where amended herein.

Sec. 4. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

Sec. 5. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

Sec. 6. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.

Sec. 7. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of May 2025.

The second reading and public hearing being conducted on the 13th day of May 2025.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 13TH DAY OF MAY 2025.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

ATTEST: **CITY OF COLLEYVILLE**

Christine Loven, TRMC	Bobby Lindamood
City Secretary	Mayor

APPROVED AS TO FORM:

Whitt Wyatt
City Attorney

Exhibit "A" - Location and Zoning Map

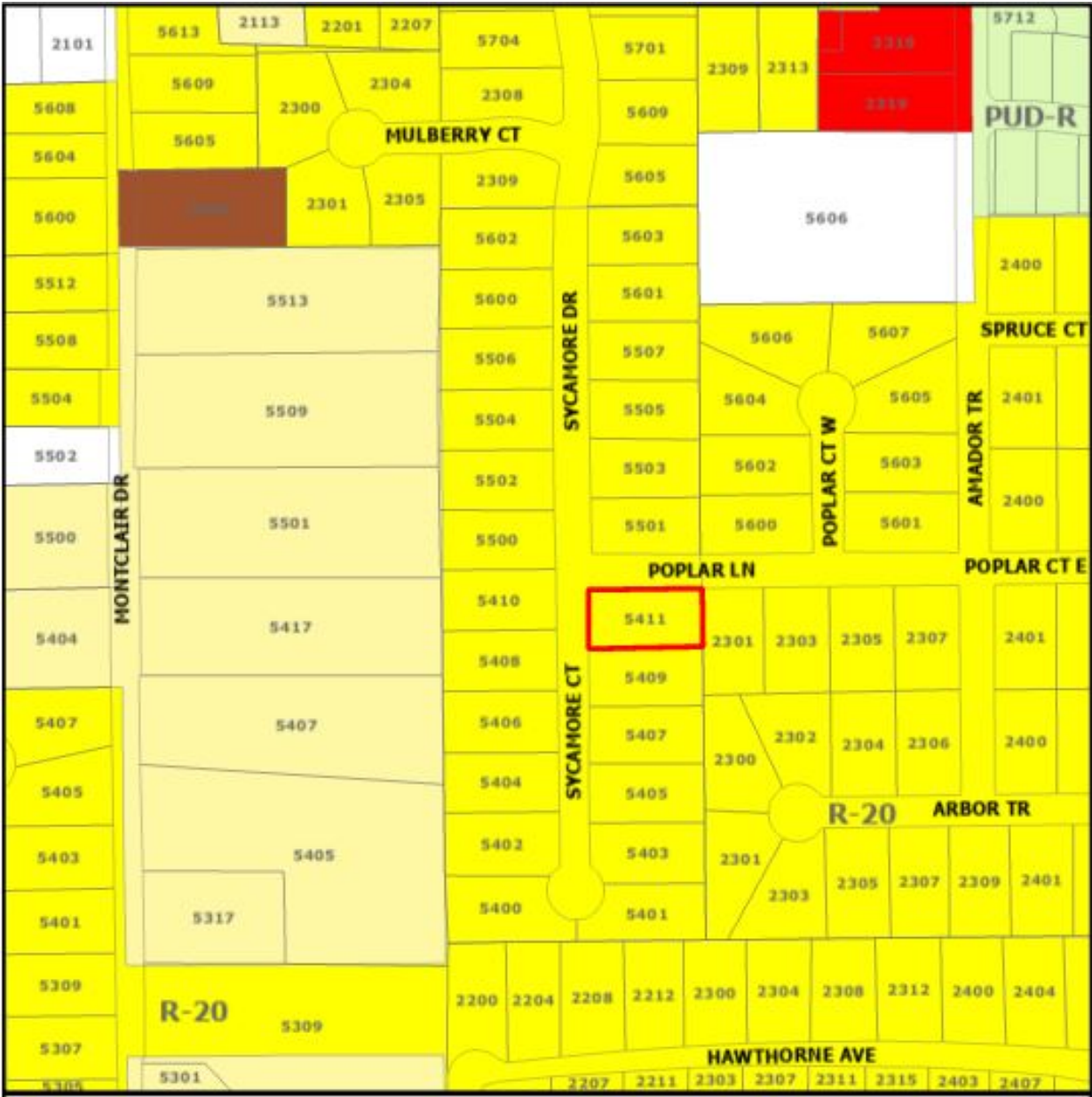
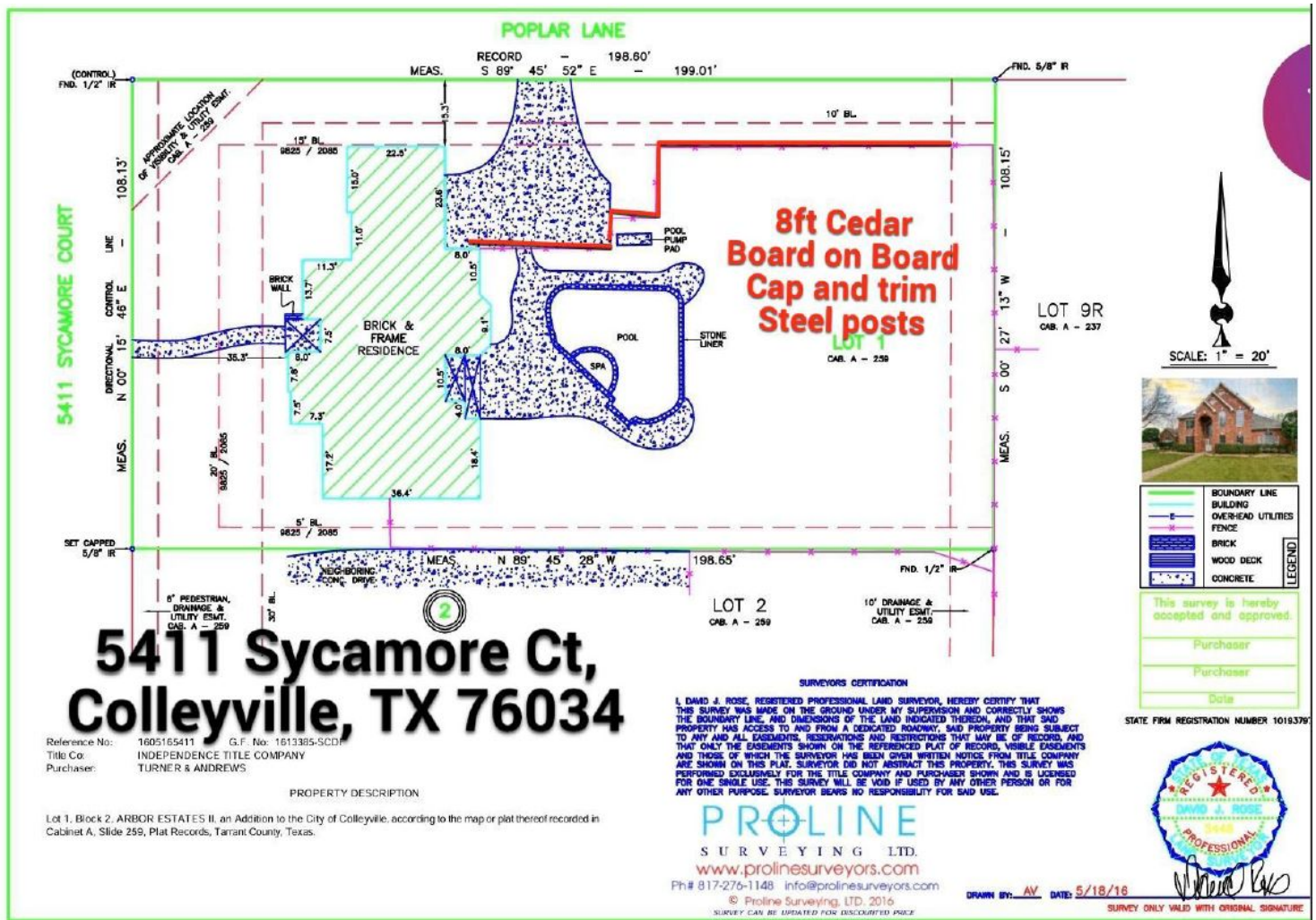


Exhibit "B" – Fence Exhibit





CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 9e

Agenda Date 5/13/2025

Number Ordinance O-25-2328

Type Ordinance

Department Community Development

Title

Consideration of a rezoning from the AG Agricultural district to R-40 Single Family Residential, on Tracts 4A2 and 4B2, 4A3 and 4B3, and 4E, Abstract 295, William E. Crooks Survey, located at 7316 John McCain Road and 116 John McCain Road, Case ZC25-006

Explanation

Second Reading and Public Hearing

The applicant was present and answered questions from the Council. Three citizens came forward to speak on the item during the public hearing with drainage being the main concern.

First Reading and Public Hearing

Curtis Young, the applicant, has submitted a request for a rezoning from AG Agricultural to R-40 Single Family Residential on Tracts 4A2 and 4B2, 4A3 and 4B3, and 4E, Abstract 295, William E. Crooks Survey, being approximately 11.81 acres. The purpose of the rezoning is to allow for the development of a ten home subdivision.

Existing Conditions/Background: The subject property, 7316 and 116 John McCain Road, is zoned AG Agricultural. It is located southeast of the intersection of Bandit Trail and John McCain Road. There are currently two homes that sit on the respective properties which are intended to be removed.

Proposed Zoning Change: The request is to rezone from the AG Agricultural district to the R-40 Single Family Residential District.

Analysis: Per the proposed, the applicant is requesting to rezone the property to allow for a new ten lot subdivision. The development will derive its access from one cul-de-sac off of John McCain Road. The maximum number of lots served on a single cul-de-sac with R-40 or R-30 zoning per Section 9.17 is ten lots.

Plat Status: The subject property is unplatted as Tracts 4A2 and 4B2, 4A3 and 4B3, and 4E, Abstract 295, William E. Crooks Survey.

DRC Review: The DRC reviewed the request during their March 24, 2025, meeting and determined the application was complete and may be scheduled for the next available

Planning and Zoning Commission meeting.

Drainage: The drainage plan provided shows drainage being directed eastwards towards the 100-year floodplain on the eastern side of the property.

Surrounding Development: The property to the east is zoned PUD-R and improved with single-family homes in the Monticello neighborhood. The properties to the west are zoned R-40 and R-20 Single Family Residential and improved with single-family homes. The properties to the north are zoned R-30 and R-20 Single Family Residential and improved with single-family homes. The property to the south is zoned R-40 Single Family Residential and improved with a single family home.

Comprehensive Plan: The City's Comprehensive Plan, *Destination Colleyville*, identifies the subject property for residential development. The proposed request complies with the future land use designation.

Tree Preservation: The development must comply with Chapter 5 (Urban Forestry) of the Land Development Code. Where any tree is slated for removal, no site grading, dirt disturbance or new construction may occur on the property until a Tree Removal Permit has been issued that is associated with an approved Tree Preservation Plan.

In addition to the requirements for submittal of a Tree Removal Permit and Tree Preservation Plan, future development on the site must maintain the minimum existing protected tree canopy coverage as required in Chapter 5.

Public Notification: Staff mailed notices to all property owners within 500 feet as well as any Homeowners Associations within 1000 feet of the subject property regarding this request. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the *Fort Worth Star-Telegram* as required by State law and the Land Development Code.

Staff Recommendation: Staff is neutral on this request.

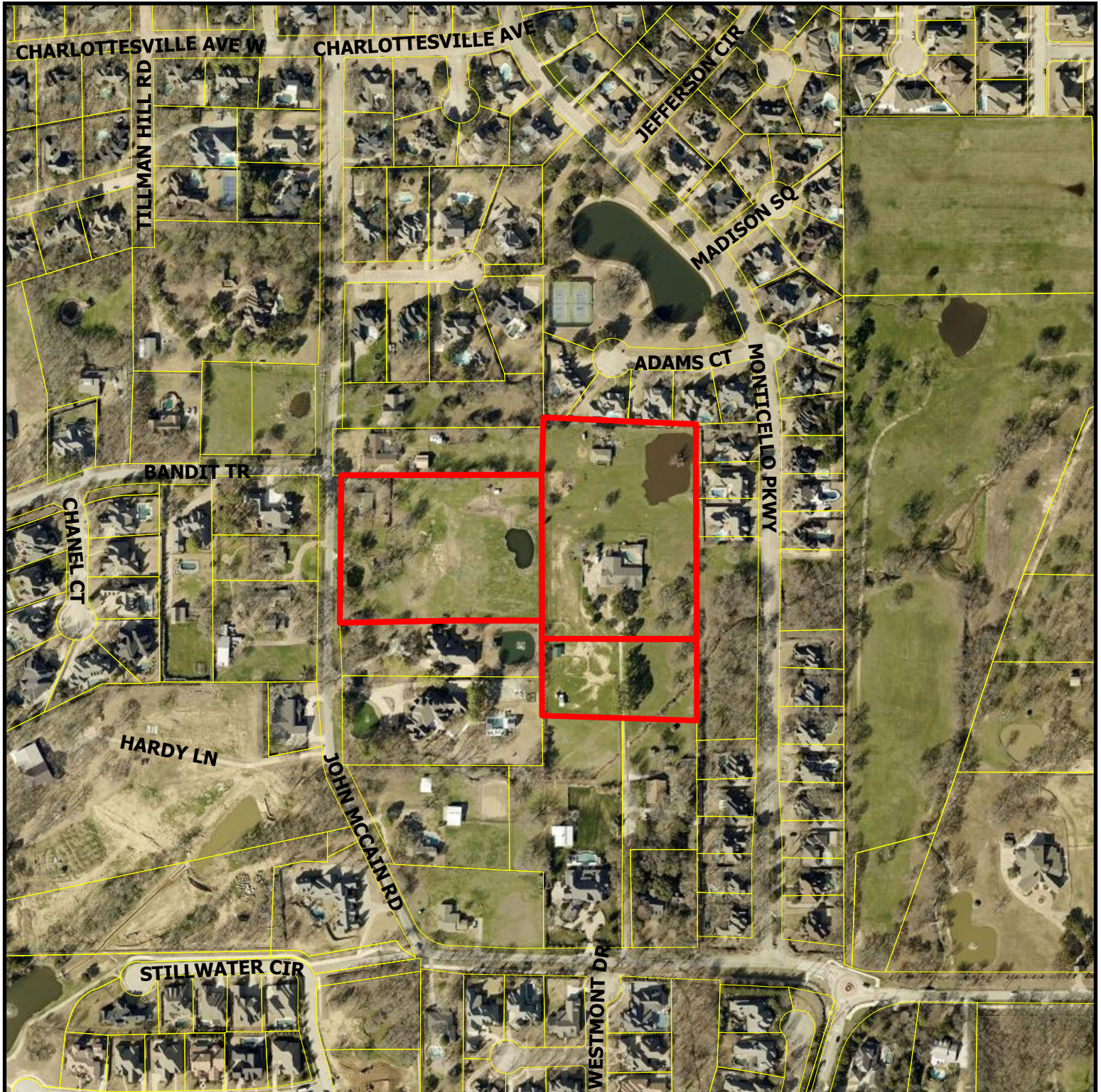
Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of the request at their April 14, 2025 meeting by a vote of 7-0.

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Statement of Planning Objectives
5. Site Plan Exhibit
6. Preliminary Engineering Exhibits
7. Tree Conservation Plan
8. Letters Received

9. Notification Map
10. Notification Letter
11. Notification List
12. Ordinance O-25-2328

Aerial Map

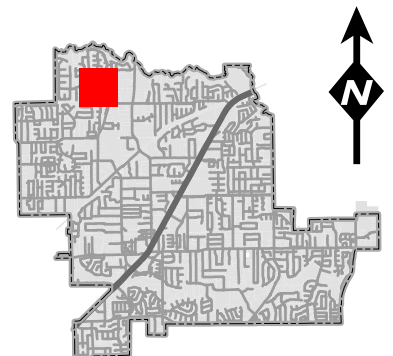


ZC25-006

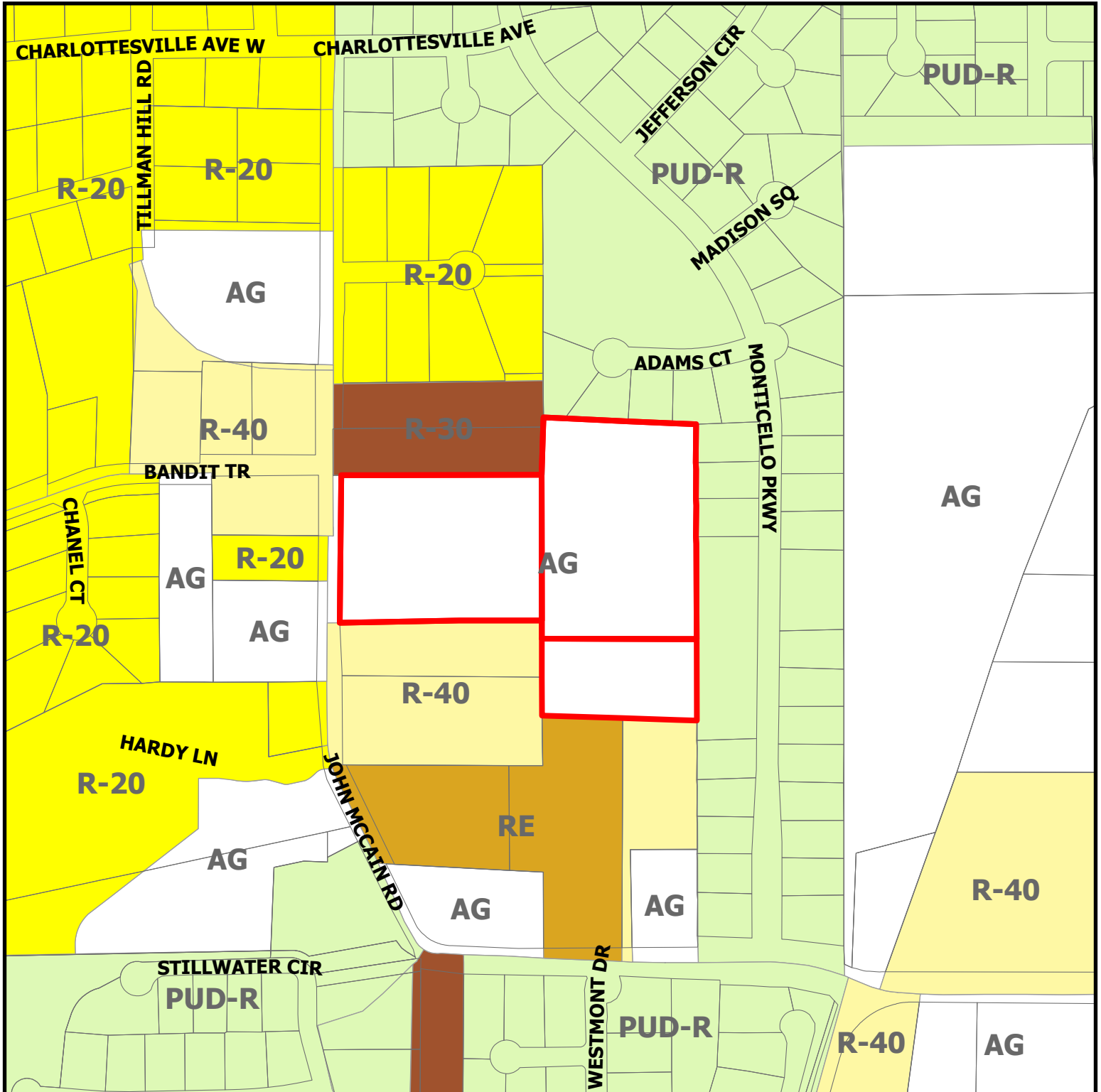
7316 John McCain Road

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 Subject Property
 Subject Property



Zoning Map

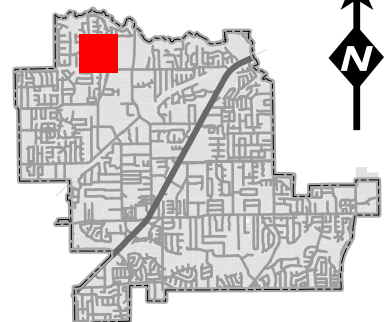


ZC25-006

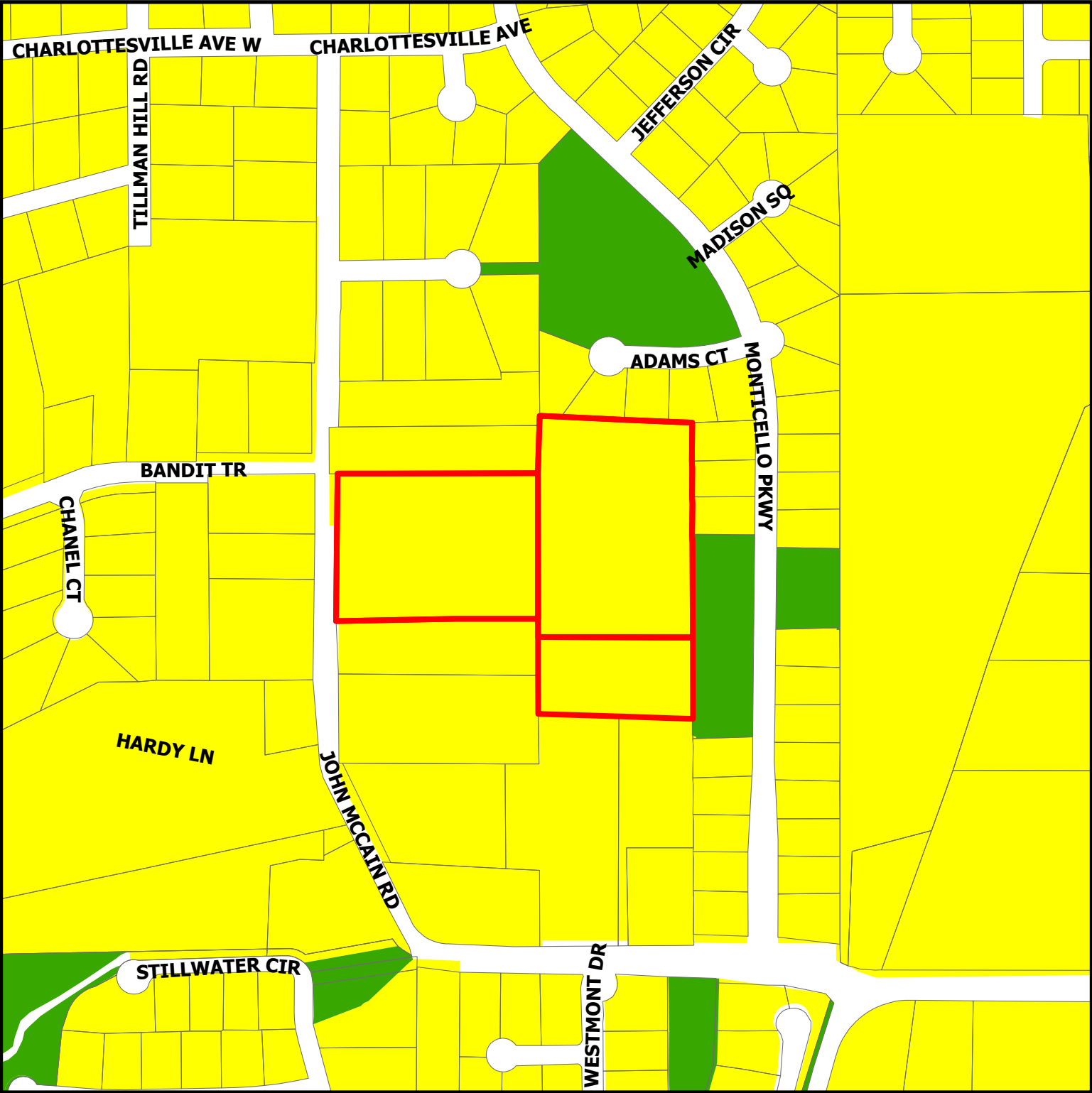
7316 John McCain Road

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 Subject Property
 Subject Property



Future Land Use Map

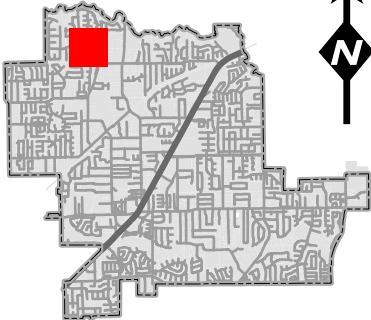


ZC25-006

7316 John McCain Road

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-  Residential
-  Open Space; Parks
-  Subject Property
-  Subject Property



Holt Farms

Colleyville, Texas

Zoning Narrative –17 March 2025

Calais Custom Homes- Owner/Developer

Sage Group, Inc., Land Planner

Statement of Planning Objectives

Holt Farms is a proposed residential neighborhood of ten 40,000+sf lots, to be developed in the City of Colleyville. The approximately 11.7 acre property is located on the east side of John McCain Road, near the intersection with Bandit Trail.

Adjacencies: The property is adjacent to,

On the north: Residential lots zoned R-30, and the Monticello Neighborhood-zoned PUD-R with lots of 15,000+ sf.

On the west: the Monticello Neighborhood.

On the south: Residential lots zoned R-40 & RE.

On the west, across John McCain Road: Multiple lots zoned AG, R-20 & R-40.

The property has never been zoned for development and is still designated AG. This proposal is a reflection of, or larger than, the above adjacencies, with all lots proposed as R-40 lots. The total number of lots is 10, on almost 12 acres, for a density of 0.85 lots/acre. There is currently one occupied and another unoccupied single-family home on the property, which will both be replaced with new structures. Another home was recently removed, in anticipation of development.

We believe the proposed plan and resulting homes will at least equal and exceed most of the lot sizes, and the quality and values of the neighborhoods and properties we are adjacent to.

Quality and compatibility with the adjacent residential, in this portion of Colleyville is essential, and we have designed this proposal with those goals in mind.

Access: The property currently only has one point of street access, from John McCain Road, from which a cul-de-sac will be built, accessing the lots. There is an existing private access easement to the south, but we are not planning on or need a second point of access for a 10 lot subdivision.

The residences planned for Holt Farms will be upscale, with selling prices estimated to start at around \$2.5 million plus. Holt Farms will be developed with the normal Colleyville public street section of 31' (back of curb to back of curb), in a 50' R.O.W

There is an existing drainage and a small amount of flood plain affecting the southeast corner of the property, and the fully developed storm drainage has been carefully analyzed, and will be designed to meet all city regulations and not adversely affect any neighboring properties. The property generally drains to the east, into this drainage.

To encourage pedestrian activity in the neighborhood, sidewalks will be built along the front of each lot. The scale and orientation of the development has been designed to have an inviting visual flow with the existing neighborhoods and surrounding uses, and the location of the streets has been specifically adjusted to allow for the preservation of many of the large Post Oak and Live Oak trees on the property. The design criteria of the homes will create high quality designed homes in keeping with both the immediate neighborhood and Colleyville as a whole.

Development Schedule

Holt Farms will be developed in one phase, with development commencing upon the successful completion of the zoning and platting and the subsequent approval of the final plat and engineering plans. Construction of homes is anticipated to start immediately upon completion of the subdivision's infrastructure.

Site Data Summary Chart

Single Family Residential Lots			10
Residential Lots	89.48 %		10.17 ac.
R.O.W.	9.49 %		1.41 ac.
R.O.W. Dedication	1.03 %		0.12 ac.
Gross Acreage	100.00%		11.70 ac.

Site Data

Gross Acreage	11.70 ac.
Gross Density	0.85/units per ac.

Lot Summary

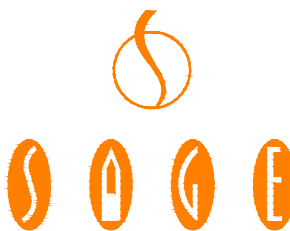
Residential Lots	10
Minimum Lot Size	40,017 s.f.
Average Lot Size	44,305 s.f.

Zoning & Current Use

Existing Zoning:	AG
Proposed Zoning:	R - 40
Current Use:	Residential
Proposed Use:	Single-family Residential



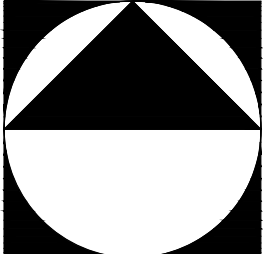
Planner:



SAGE GROUP, INC.

Master Planning
Urban Design
Architecture
Landscape Architecture
1130 N. Carroll Ave., Ste. 200
Southlake, Texas 76092
817-424-2626

24 FEB 25



1" = 50'

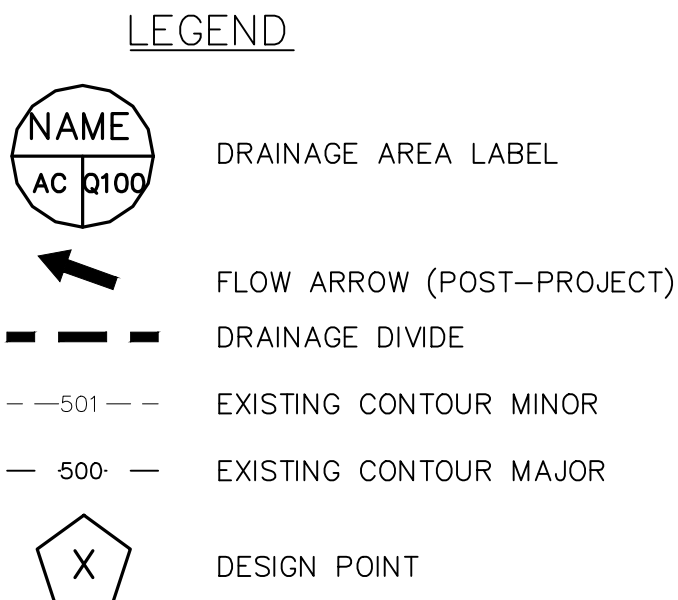
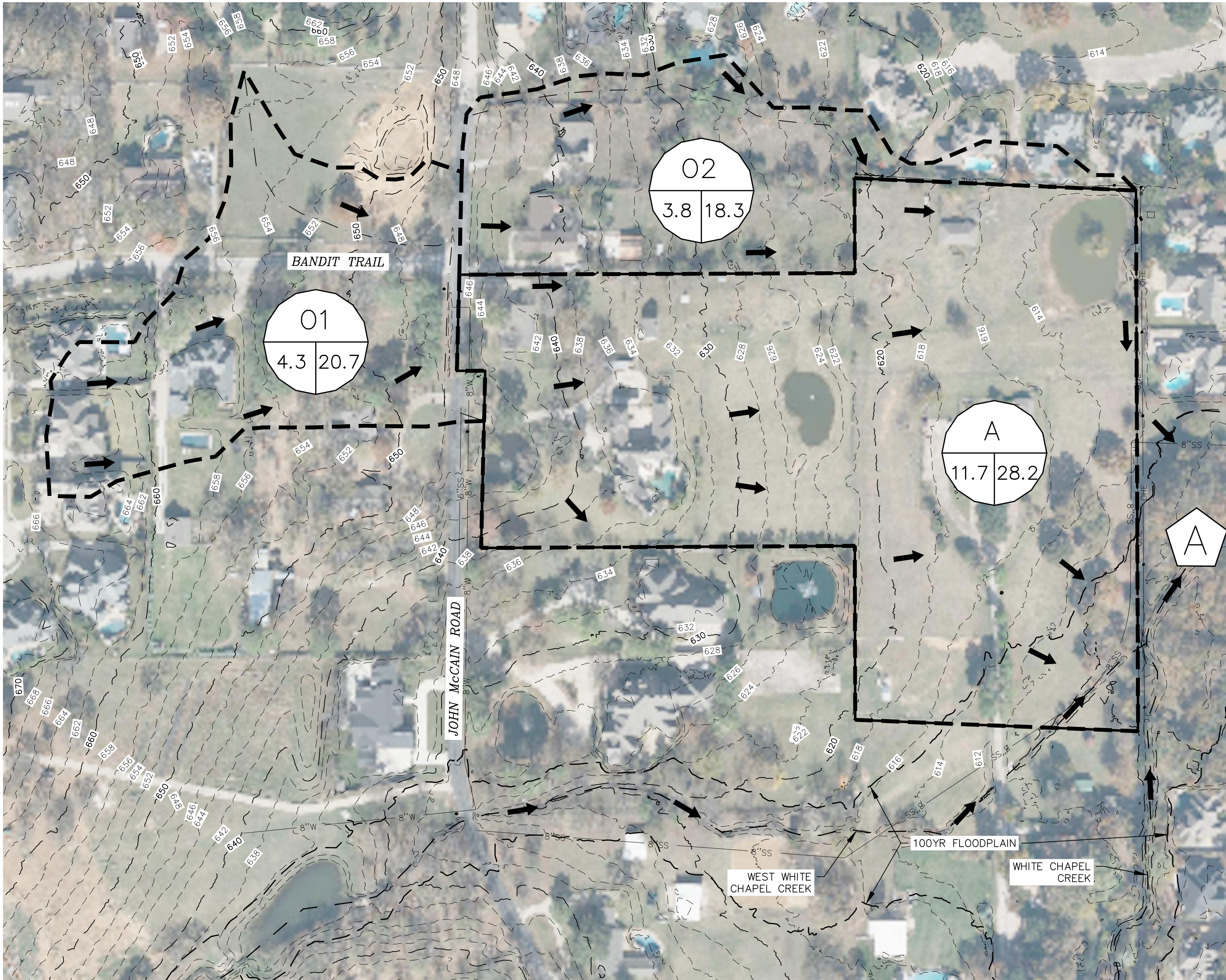
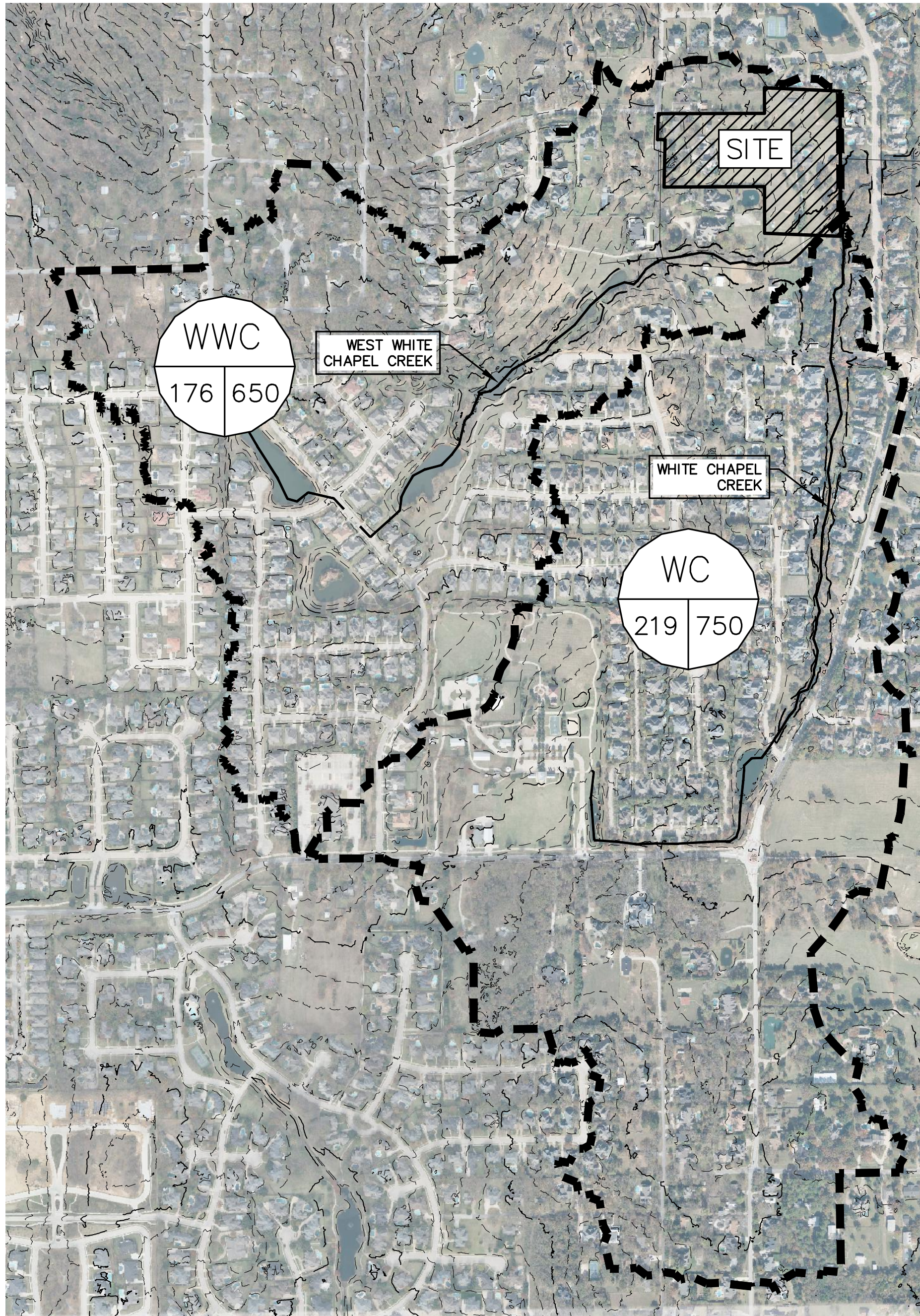
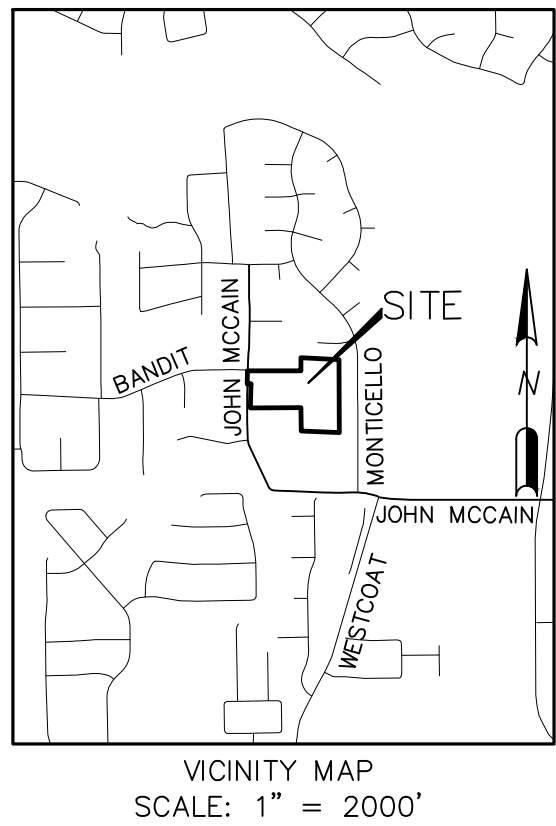
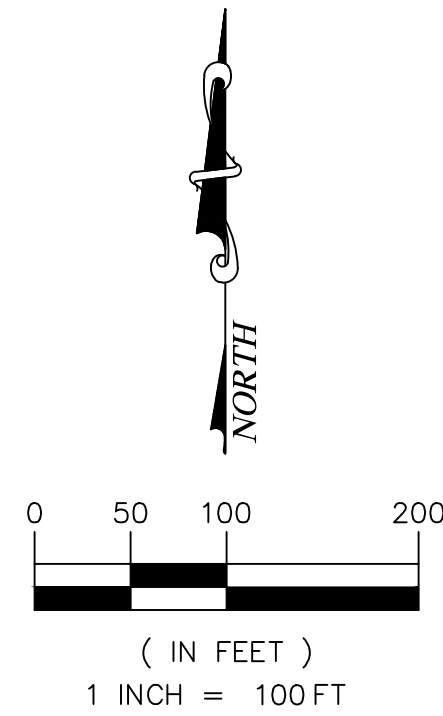
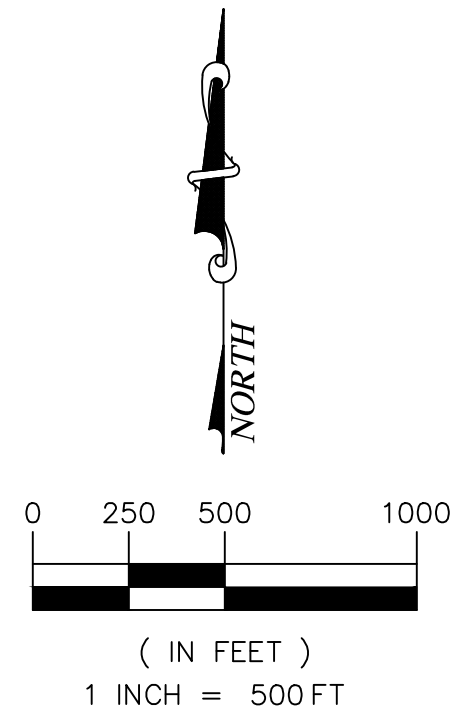
0 50' 100' 150'



Concept Plan

Holt Farms

Colleyville, Tarrant County, Texas



- FLOODPLAIN SHOWN IS PRELIMINARY FLOOD HAZARD DATA AND SHOWS PROJECTED FLOOD HAZARD LIMITS.
- FLOW INFORMATION FOR OFFSITE DRAINAGE AREAS TAKEN FROM FY-14 TDSN (HALFF) STUDY OF WHITE CHAPEL CREEK WATERSHED. HALFF ASSOCIATES, INC. HEC-HMS MODEL DATA OBTAINED THROUGH CITY OF COLLEYVILLE.
- THE DEVELOPMENT AREA DISCHARGES DIRECTLY TO A FEMA REGULATED FLOOD HAZARD AREA AT THE CONFLUENCE OF WEST WHITE CHAPEL AND WHITE CHAPEL CREEKS.
 - DRAINAGE AREA ~ 395 ACRES
 - TIME OF CONCENTRATION ~ 40 MIN
 - 1% PEAK DISCHARGE ~ 1,500 CFS
- THE PROPOSED SITE HAS A TOTAL CONTRIBUTING AREA OF 11.7 ACRES, WHICH IS APPROXIMATELY 3% OF THE OVERALL WATERSHED AT THE POINT OF DISCHARGE. SECTION 2.4 (METHODS FOR DOWNSTREAM EVALUATION) OF THE ISWM TECHNICAL MANUAL RECOGNIZES A RULE OF THUMB FOR ZONE OF INFLUENCE (POINT DOWNSTREAM WHERE THE DISCHARGE FROM A PROPOSED DEVELOPMENT NO LONGER HAS A SIGNIFICANT IMPACT ON THE RECEIVING STREAM...) AS APPROXIMATELY 10%. THIS SITE IS SIGNIFICANTLY BELOW A 10% RULE OF THUMB AND HAS DIRECT ACCESS TO THE MAIN CHANNEL OF THE ADJACENT CREEK. DETENTION IS NOT RECOMMENDED FOR THIS SITE.
- DRAINAGE STUDY TO SUPPORT DETENTION ASSESSMENT TO BE PROVIDED SEPARATELY.
- FINAL ENGINEERING REVIEW AND COORDINATION MAY RESULT IN MINOR ADJUSTMENTS TO THIS PLAN.

RATIONAL METHOD RUNOFF CALCULATIONS (EXISTING)																
AREA NO.	AREA(AC)	DESCRIPTION	'C' VALUE	Tc(MIN)	I2 (IN/HR)	Q2 (CFS)	I5 (IN/HR)	Q5 (CFS)	I10 (IN/HR)	Q10 (CFS)	I25 (IN/HR)	Q25 (CFS)	I50 (IN/HR)	Q50 (CFS)	I100 (IN/HR)	Q100 (CFS)
O1	4.3	SF-RES	0.60	15	3.50	9.0	4.55	11.7	5.34	13.8	6.40	16.5	7.20	18.6	8.02	20.7
O2	3.8	SF-RES	0.60	15	3.50	8.0	4.55	10.4	5.34	12.2	6.40	14.6	7.20	16.4	8.02	18.3
WWC	176	HALFF STUDY		HMS						225		400		550		650
WC	219	HALFF STUDY		HMS						400		500		600		750
A	11.7	UNDEV	0.30	15	3.50	12.3	4.55	16.0	5.34	18.7	6.40	22.5	7.20	25.3	8.02	28.2
DP-A	395	HALFF STUDY		HMS						650		1000		1250		1500

CITY CASE NO. ----

REDINGER GROUP, LLC

P.O. BOX 93006
SOUTH PLAKE, TEXAS 76092
PHONE (817) 333-2727
FAX (817) 333-2727
ENGINEERING REGISTRATION NUMBER 7-2328
PREPARED FOR:
CALVIN CUSTOM HOMES
SOUTH PLAKE, TEXAS 76092
(817) 481-6426

EXISTING DRAINAGE PLAN
HOLT FARMS
COLLEYVILLE, TEXAS

BENCHMARKS:

BM1
TBM X-CUT
N: 7018486.7
E: 2377087.7
ELEV = 627.2

BM2
TBM X-CUT
N: 7018285.7
E: 2377120.4
ELEV = 647.4

BM 3
TBM 1/2" CAPPED IRON
ROD "EAGLE CONTROL"
N: 7018058.6
E: 2377873.4
ELEV = 615.6

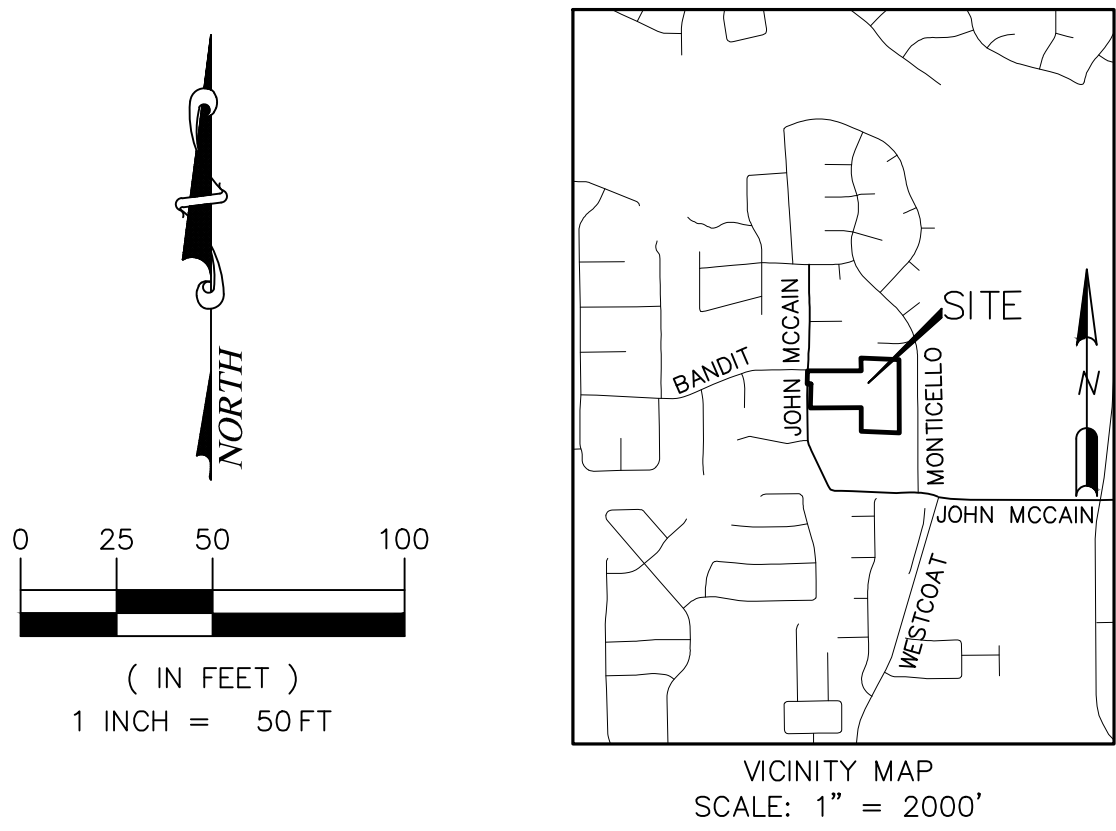
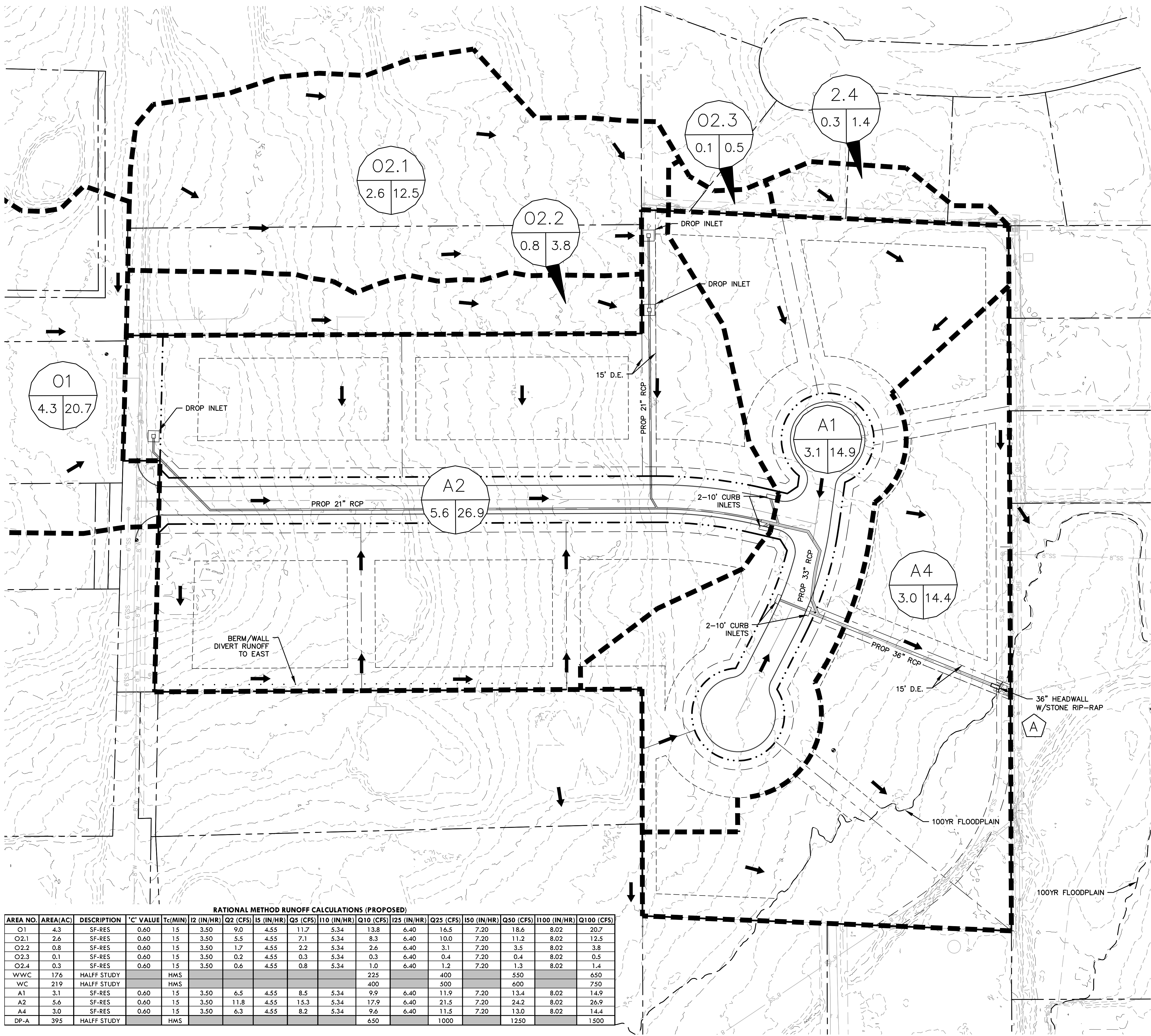
PRELIMINARY
FOR REVIEW ONLY
Not for Construction or Permit Purposes

Engineer: CLAYTON T. REDINGER
P.E. No. 87487 Date: 3/17/2025

Drawn By: DSM
Reviewed By: CTR
Project: 1015-45

SHEET
1

REDINGER GROUP PROJECT No. 1015-45 - SITE PLAN FOR HOLT FARMS - COLLEYVILLE, TEXAS



- LEGEND
- DRAINAGE AREA LABEL
 - FLOW ARROW (POST-PROJECT)
 - DRAINAGE DIVIDE
 - EXISTING CONTOUR MINOR
 - EXISTING CONTOUR MAJOR
 - DESIGN POINT
1. FINAL CALCULATIONS TO BE PROVIDED WITH FINAL ENGINEERING PLANS
 2. CRITERIA BASED ON CITY OF COLLEYVILLE LAND DEVELOPMENT CODE.
 3. FINAL ENGINEERING REVIEW AND COORDINATION MAY RESULT IN MINOR ADJUSTMENTS TO THIS PLAN

RATIONAL METHOD RUNOFF CALCULATIONS (PROPOSED)																
AREA NO.	AREA(AC)	DESCRIPTION	'C' VALUE	Tc(MIN)	I2 (IN/HR)	Q2 (CFS)	I5 (IN/HR)	Q5 (CFS)	I10 (IN/HR)	Q10 (CFS)	I25 (IN/HR)	Q25 (CFS)	I50 (IN/HR)	Q50 (CFS)	I100 (IN/HR)	Q100 (CFS)
O1	4.3	SF-RES	0.60	15	3.50	9.0	4.55	11.7	5.34	13.8	6.40	16.5	7.20	18.6	8.02	20.7
O2.1	2.6	SF-RES	0.60	15	3.50	5.5	4.55	7.1	5.34	8.3	6.40	10.0	7.20	11.2	8.02	12.5
O2.2	0.8	SF-RES	0.60	15	3.50	1.7	4.55	2.2	5.34	2.6	6.40	3.1	7.20	3.5	8.02	3.8
O2.3	0.1	SF-RES	0.60	15	3.50	0.2	4.55	0.3	5.34	0.3	6.40	0.4	7.20	0.4	8.02	0.5
O2.4	0.3	SF-RES	0.60	15	3.50	0.6	4.55	0.8	5.34	1.0	6.40	1.2	7.20	1.3	8.02	1.4
WWC	176	HALFF STUDY		HMS						225		400		550		650
WC	219	HALFF STUDY		HMS						400		500		600		750
A1	3.1	SF-RES	0.60	15	3.50	6.5	4.55	8.5	5.34	9.9	6.40	11.9	7.20	13.4	8.02	14.9
A2	5.6	SF-RES	0.60	15	3.50	11.8	4.55	15.3	5.34	17.9	6.40	21.5	7.20	24.2	8.02	26.9
A4	3.0	SF-RES	0.60	15	3.50	6.3	4.55	8.2	5.34	9.6	6.40	11.5	7.20	13.0	8.02	14.4
DP-A	395	HALFF STUDY		HMS						650		1000		1250		1500

REDINGER GROUP, LLC
P.O. BOX 93206
SOUTH PLANE, TEXAS 76092
PHONE (817) 333-2272
FAX (817) 333-2273
ENGINEERING REGISTRATION NUMBER 7-2329
PREPARED FOR: CALVIN CUSTOM HOMES
SOUTH PLANE, TEXAS 76092
(817) 481-6426

PRELIMINARY GRADING & DRAINAGE PLAN
HOLT FARMS
COLLEYVILLE, TEXAS

BENCHMARKS:

BM1
TBM X-CUT
N: 7018486.7
E: 2377087.7
ELEV = 627.2

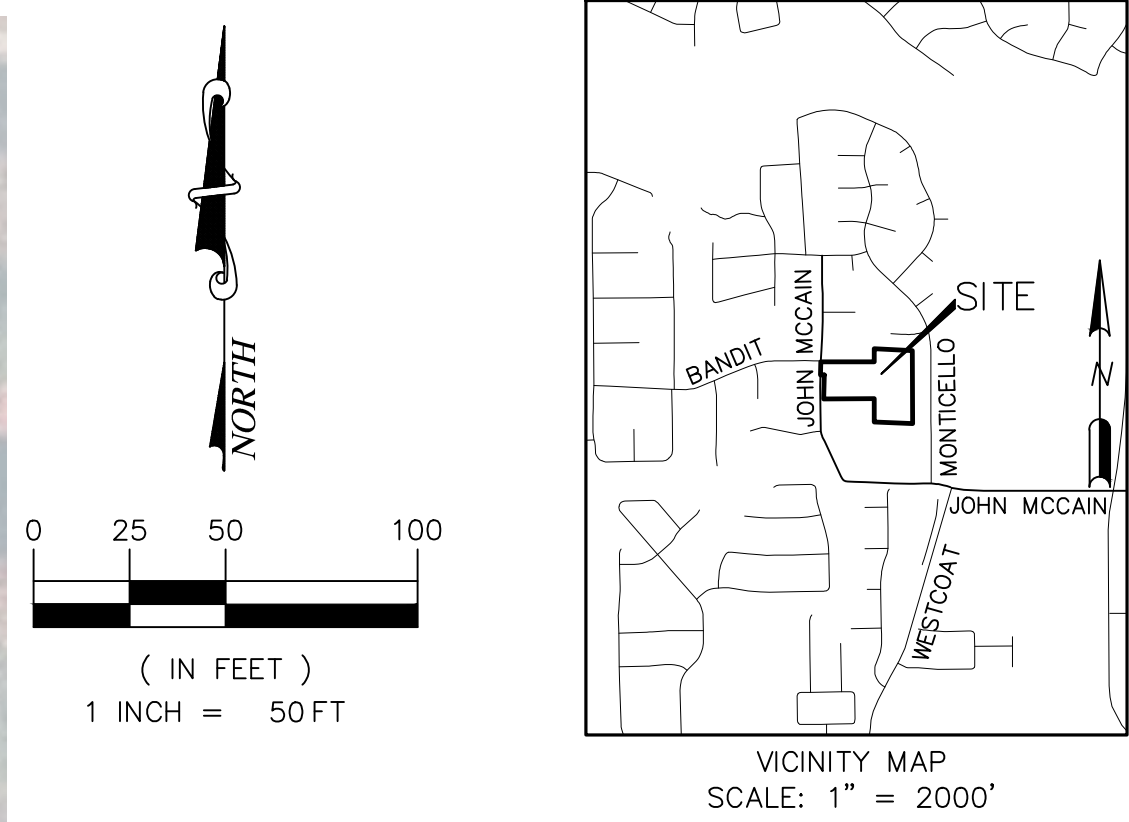
BM2
TBM X-CUT
N: 7018285.7
E: 2377120.4
ELEV = 647.4

BM 3
TBM 1/2" CAPPED IRON
ROD "EAGLE CONTROL"
N: 7018058.6
E: 2377873.4
ELEV = 615.6

PRELIMINARY
FOR REVIEW ONLY
Not for Construction or Permit Purposes

Engineer: CLAYTON T. REDINGER
P.E. No. 97487 Date: 3/17/2025

Drawn By: DSM
Reviewed By: CTR
Project: 1015-45



- LEGEND
- PROP. 8" WATER LINE
 - PROP. FIRE HYDRANT
 - PROP. SEWER MANHOLE
 - PROP. 8" SEWER LINE
 - PROP. CULVERT
 - EXIST. WATER MAIN
 - EXIST. SEWER MAIN

- NOTES:
- ALL SEWER LINE SHALL BE SDR-35 PVC.
 - ALL WATER PIPE SHALL BE SDR-18 C-900.
 - ALL CONSTRUCTION SHALL BE IN CONFORMANCE WITH THE CITY OF COLLEYVILLE STANDARDS FOR PUBLIC WORKS CONSTRUCTION.
 - ALL SEWER SERVICES ARE PRIVATE.
 - ALL WATER SERVICES ARE PRIVATE FROM THE BUILDING TO THE METER AND PUBLIC FROM THE METER TO THE WATER MAIN.
 - ALL WATERLINE SHALL HAVE A MINIMUM 2" VERTICAL CLEARANCE FROM DRAINAGE STRUCTURES AND SEWER SERVICES.
 - THE LOCATION OF EXISTING WATER AND SANITARY SEWER UTILITIES ARE APPROXIMATE. FINAL ENGINEERING REVIEW AND COORDINATION MAY RESULT IN SOME MINOR ADJUSTMENTS TO THIS PLAN.
 - ALL WATERLINE SHALL BE INSTALLED WITH A MINIMUM COVER OF 42" UNLESS OTHERWISE NOTED OR EXPLICITLY APPROVED BY THE CITY ENGINEER.
 - FIRE HYDRANTS SHALL BE PLACED WITH STEAMER NOZZLE AT LEAST 3' BEHIND BACK OF CURB.
 - PRIVATE SANITARY SEWER SERVICES NEED A PLUMBING PERMIT AND MUST BE INSPECTED BY BUILDING INSPECTIONS PRIOR TO BURIAL.
 - INSTALL BACKFLOW PROTECTION (DOUBLE CHECK VALVE) FOR SPRINKLER SYSTEM ON RISER.

PRELIMINARY UTILITY PLAN
HOLT FARMS
COLLEYVILLE, TEXAS

BENCHMARKS:

BM1
TBM X-CUT
N: 7018486.7
E: 2377087.7
ELEV = 627.2

BM2
TBM X-CUT
N: 7018285.7
E: 2377120.4
ELEV = 647.4

BM3
TBM 1/2" CAPPED IRON
ROD "EAGLE CONTROL"
N: 7018058.6
E: 2377873.4
ELEV = 615.6

PRELIMINARY
FOR REVIEW ONLY
Not for Construction or Permit Purposes

Engineer: CLAYTON T. REDINGER
P.E. No. 97487 Date: 3/17/2025

Drawn By: DSM
Reviewed By: CTR
Project: 1015-45

SHEET
3

CITY CASE NO. ----

REDINGER GROUP, LLC
P.O. BOX 92006
DALLAS, TEXAS 75292
PHONE (817) 233-2277
FAX (817) 233-2278
CALAIS CUSTOM HOMES
SOUTH PLANE, TEXAS 76092
(817) 481-6426

NO. REVISION BY DATE

REDINGER GROUP PROJECT No. 1015-45 - SITE PLAN FOR HOLT FARMS - COLLEYVILLE, TEXAS

Trees				Trees Net of R.O.W.	Trees %
Protected Trees		66	-	66	97.06
Borderline Trees		1	-	1	1.47
Trees to be Altered		6	5	1	1.47
		73	5	68	100.00

PROTECTED TREES	
Tree #	Size & Species
6405	24" OAK
6406	16" PECAN
6410	10" ELM
6411	60" ELM
6412	30" MESQUITE
6413	26" ELM
6414	22" ELM
6415	10" HACKBERRY
6417	24" WALNUT
6418	12" CREPE MYRTLE
6422	28" BALD CYPRESS
6903	30" OAK
6904	42" OAK
6905	38" OAK
6906	36" OAK
6907	36" ELM
6909	16" CEDAR
6910	18" HACK
6911	14" BRADFORD PEAR
6912	14" CEDAR
6913	6" ASH
6914	10" CEDAR
6915	9" CEDAR
6922	18" PINE
6923	20" PINE
6924	30" LIVE OAK
6925	36" OAK
6926	42" OAK
6927	20" OAK
6928	6" BRADFORD PEAR
6943	28" OAK
6944	32" OAK
6945	18" LIVE OAK
6946	20" LIVE OAK
6947	36" LIVE OAK
6948	8" BRADFORD PEAR

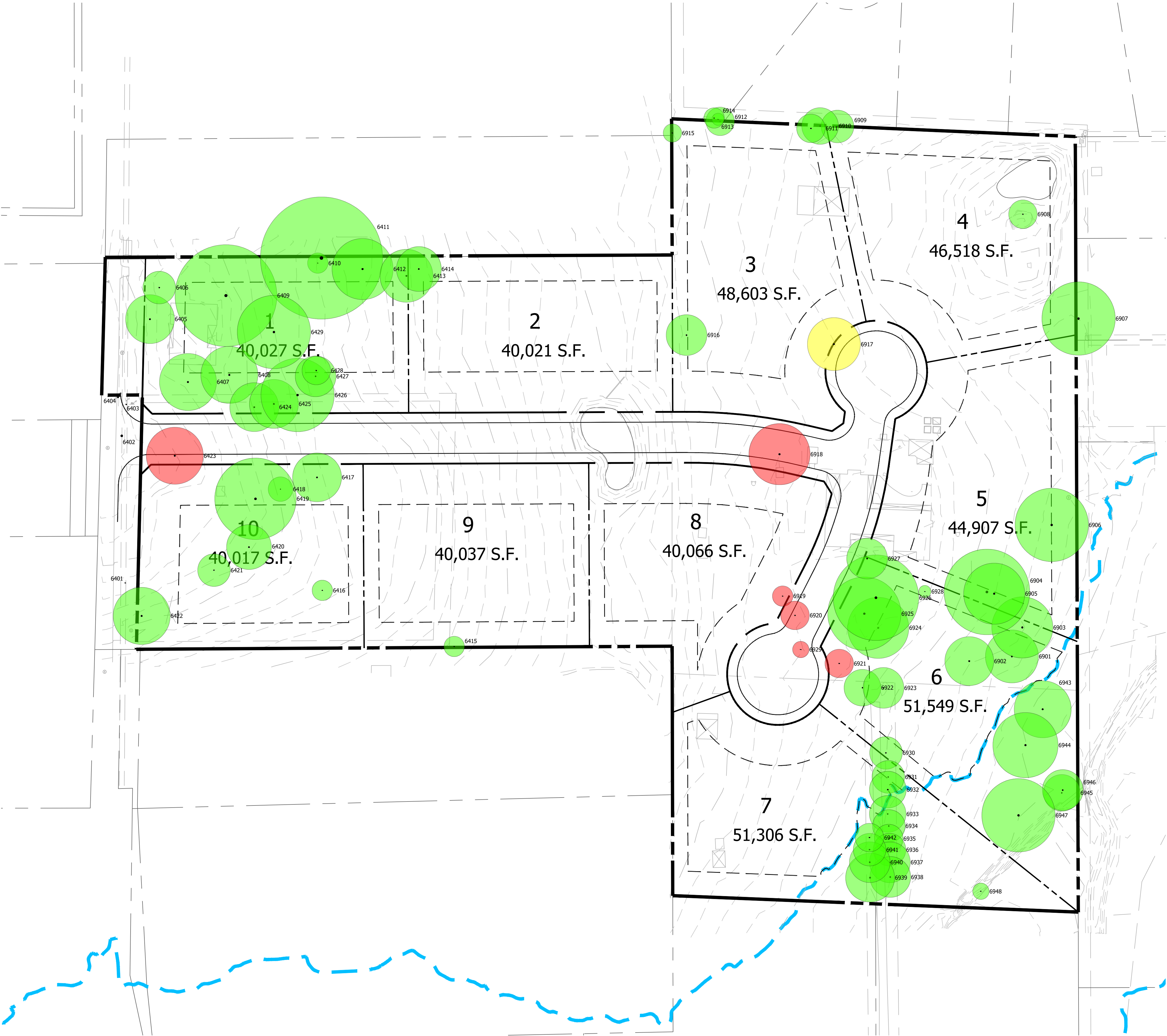
PROTECTED TREES	
Tree #	Size & Species
6408	28" MULBERRY
6409	50" MULBERRY
6416	10" OAK
6419	40" WALNUT
6420	22" MULBERRY
6421	16" OAK
6424	24" MESQUITE
6425	24" CEDAR ELM
6427	20" ELM
6428	14" ELM
6429	36" OAK
6902	24" OAK
6908	14" WILLOW
6916	20" LIVE OAK
6939	24" PINE
6940	20" PINE
6941	16" PINE
6942	14" PINE
6407	28" MULBERRY
6426	36" ELM
6901	26" OAK
6930	16" PINE
6931	16" PINE
6932	18" PINE
6933	18" PINE
6934	16" PINE
6935	14" PINE
6936	16" PINE
6937	20" PINE
6938	20" PINE

TREES TO BE ALTERED	
Tree #	Size & Species
6423	28" OAK
6918	38" ELM
6919	10" BRADFORD PEAR
6920	14" OAK
6921	14" OAK
6929	8" LIVE OAK

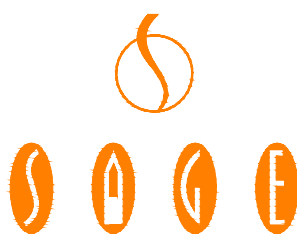
BORDERLINE TREES	
Tree #	Size & Species
6917	26" LIVE OAK

Tree Canopy Coverage

Total site area	509,754 s.f.
Total existing canopy	≈107,408 s.f. -->21.07%
Preserved tree canopy	
Protected tree canopy (green)	≈98,255 s.f. --> 91.49%
Borderline Trees (yellow)	≈ 2,124 s.f. --> 1.97%
Trees to be altered (red)	≈ 7,029 s.f. --> 6.54%
	≈107,408 s.f. -->100.00%

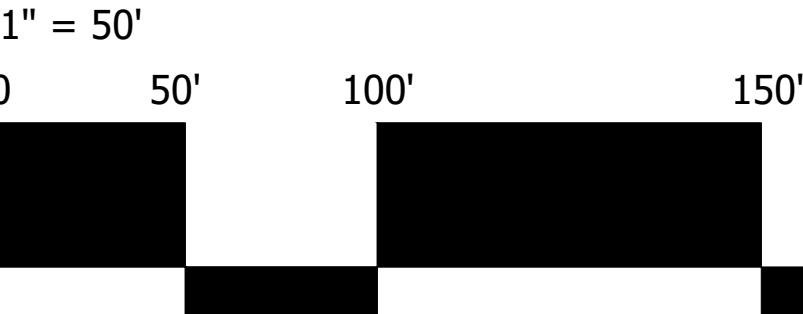
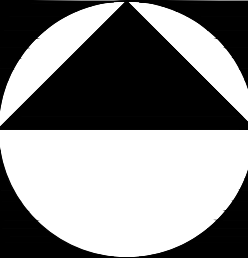


Planner:



SAGE GROUP, INC.
Master Planning
Urban Design
Architecture
Landscape Architecture
1130 N. Carroll Ave., Ste. 200
Southlake, Texas 76092
817-424-2626

24 FEB 25



Tree Conservation Plan

Holt Farms

Colleyville, Tarrant County, Texas

From: [REDACTED]
To: [Jackie Reyff](#)
Subject: RZNE - 000175-2025 - Holt Farms
Date: Monday, March 24, 2025 8:35:15 AM
Attachments: [image001.png](#)

Dear Mr. Reyff,

I want to formally express my support for the upcoming zoning case RZNE - 000175-2025 - Holt Farms. One acre plus lots is exactly what Colleyville needs in this part of town. Calais has had a great reputation for quality custom homes that fit in this part of town.

Sincerely,

Mark Dennis, CMB



This transmission may contain information that is privileged, confidential and or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED. If you received this transmission in error, please immediately contact the sender and destroy the material in its entirety, whether in electronic or hard copy format. Thank you.

From: [Ben Bryner](#)
To: [Jackie Reyff](#)
Subject: FW: RZNE - 000175-2025 - Holt Farms
Date: Monday, March 24, 2025 8:23:48 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

From: Jerry Ducay <JDucay@colleyville.com>
Sent: Friday, March 21, 2025 4:48 PM
To: [REDACTED]
Cc: Adrienne Lothery <alothery@colleyville.com>; Ben Bryner <BBryner@colleyville.com>; Christine Loven <cloven@colleyville.com>; Christopher Pham <CPham@colleyville.com>
Subject: RE: RZNE - 000175-2025 - Holt Farms

Mr. Delaney:

Thank you for sharing your comments. I will make sure this email is entered into the public record for the rezoning case.

Have a great day.



Jerry Ducay
City Manager
City of Colleyville



P: 817-503-1111 | **M:** 817-312-2030
100 Main Street, Colleyville, TX 76034

From: [REDACTED]
Sent: Friday, March 21, 2025 4:14 PM
To: Jerry Ducay <JDucay@colleyville.com>
Subject: RZNE - 000175-2025 - Holt Farms

Mr. Ducay,

My name is Paul Delaney. I currently reside at 6801 Westmont Dr in Colleyville. My family has been happily calling Colleyville home for 17 years now. I was made aware of the Holt Farms project (RZNE - 000175-2025) and wanted to write you to express my support for this project.

I like the fact that the builder, Calais Custom Homes, has a history of building quality houses in the area. I also like the fact that proposed lot sizes are much larger than some of the surrounding homes in other neighborhoods, such as Monticello. Lastly I've walked on the trails surrounding this proposed development for years and know that the area was prone to drainage issues. The proposed development would alleviate those issues bringing relief to the neighboring residents as well.

I understand that it's always difficult to determine how to best develop existing open space. I think that the Holt Farms project does an excellent job of balancing Colleyville's rural history with the booming demand for more housing.

I'd be happy to discuss the matter if you have any questions. Thank you for your time and attention.

Cordially,

Paul Delaney



From: [REDACTED]
To: [Ben Bryner](#); [Jackie Reyff](#); [Jerry Ducay](#)
Subject: RZNE - 000175-2025 - Holt Farms
Date: Friday, March 21, 2025 3:57:25 PM
Attachments: [image001.png](#)

Dear Mr. Bryner,

I wanted to reach out to you and let you know that I formally express my support for the upcoming zoning case RZNE - 000175-2025 - Holt Farms. We have lived at 204 Virginia Square in Monticello since 2002 and raised all 3 of our children in this part of Colleyville. We absolutely love how quiet and friendly the neighborhood has been and we have enjoyed seeing other young families doing the same thing as us in raising their kids in such a great place. I think the proposed large lot layout is a great fit for this location in Colleyville that will provide a home for other young families and I truly appreciate their efforts to preserve so many of the trees on this property.

I am a civil engineer by trade and have worked in the land development business for almost 30 years and in reviewing their preliminary drainage plans, I concur that they are improving things in this area for all of the surrounding neighbors. Even though we have never had the opportunity to work directly with Calais as a developer or builder, I do know that they have an excellent reputation for quality, and I think this development will be a great compliment to our community.



Eddie Eckart, P.E.



From: [Ben Bryner](#)
To: [Kristopher Potts](#); [Christopher Pham](#)
Cc: [Jackie Reyff](#)
Subject: FW: Case Number RZNE - 000175-2025
Date: Thursday, March 27, 2025 1:39:21 PM
Attachments: [image001.png](#)

From: Chris Wicker [REDACTED]
Sent: Thursday, March 27, 2025 1:38 PM
To: Ben Bryner <BBryner@colleyville.com>
Subject: Case Number RZNE - 000175-2025

Dear Mr. Bryner,

I want to formally express my support for the upcoming zoning case RZNE - 000175-2025 - Holt Farms. Having a nice large lot development on this property rather than a vacant property with dead trees will be a big improvement. A quiet neighborhood of quality custom homes is the perfect fit for this location. I also know that the builder looking to develop and build these lots, Calais Custom Homes, is a reputable developer and builder and has 35+ years of experience in the area. I am the division president for a 2,000+ unit per year builder, and I personally chose Calais for my own home because of their quality and reputation. Count me as a supporter of this project!

Regards,

 
Chris Wicker
[REDACTED]
[REDACTED]
[REDACTED]

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affiliates bear no responsibility for any loss or damage arising in any way from its use.

From: Brandi Elder
Sent: Wednesday, May 7, 2025 8:26 AM
To: Jerry Duca; Christine Loven
Subject: Fwd: e-bikes in Colleyville/ Grapevine

For public record

Brandi Elder
Mayor Pro Tem
City of Colleyville
belder@colleyville.com
(817) 706-6090 Cell

Begin forwarded message:

From:
Date: May 6, 2025 at 7:48:06 PM CDT
To: Brandi Elder <BElder@colleyville.com>
Subject: e-bikes in Colleyville/ Grapevine

Sent from my iPhone

Begin forwarded message:

From: r
Date: May 6, 2025 at 7:45:23 PM CDT
To: belder@colleyville.com
Subject: e-bikes in Colleyville/ Grapevine

I am a resident of the GCISD expressing my concern for the children riding electric bikes, pedestrians and the licensed automobile drivers that coexist on sidewalks and roadways. I cannot tell how many near accidents I have seen where children with or without helmets have been close to a near fatal mishap with a vehicle or due to a pavement irregularity.

These e bikes have tracked my SUV doing 25- 30 mph on Glade Road. Because these young riders have little or no experience with the rules of the road, education for pre motor vehicle license drivers would be extremely helpful. Registration of e-bikes or their riders should not be perceived as punitive but preparatory for driving a car.

Something must be done to keep elderly walkers, mothers with strollers, car drivers and children on these bikes safe.

Mary Bentley

From: Brandi Elder
Sent: Tuesday, May 6, 2025 9:07 AM
To: Jerry Ducay; Christine Loven
Subject: Fwd: E-bikes

For public record

Brandi Elder
Councilmember Place 1
City of Colleyville
belder@colleyville.com
(817) 706-6090 Cell

Begin forwarded message:

From: Shannon Salinsky
Date: May 5, 2025 at 10:56:48 PM CDT
To: Brandi Elder <BElder@colleyville.com>
Subject: E-bikes

Ms. Elder,

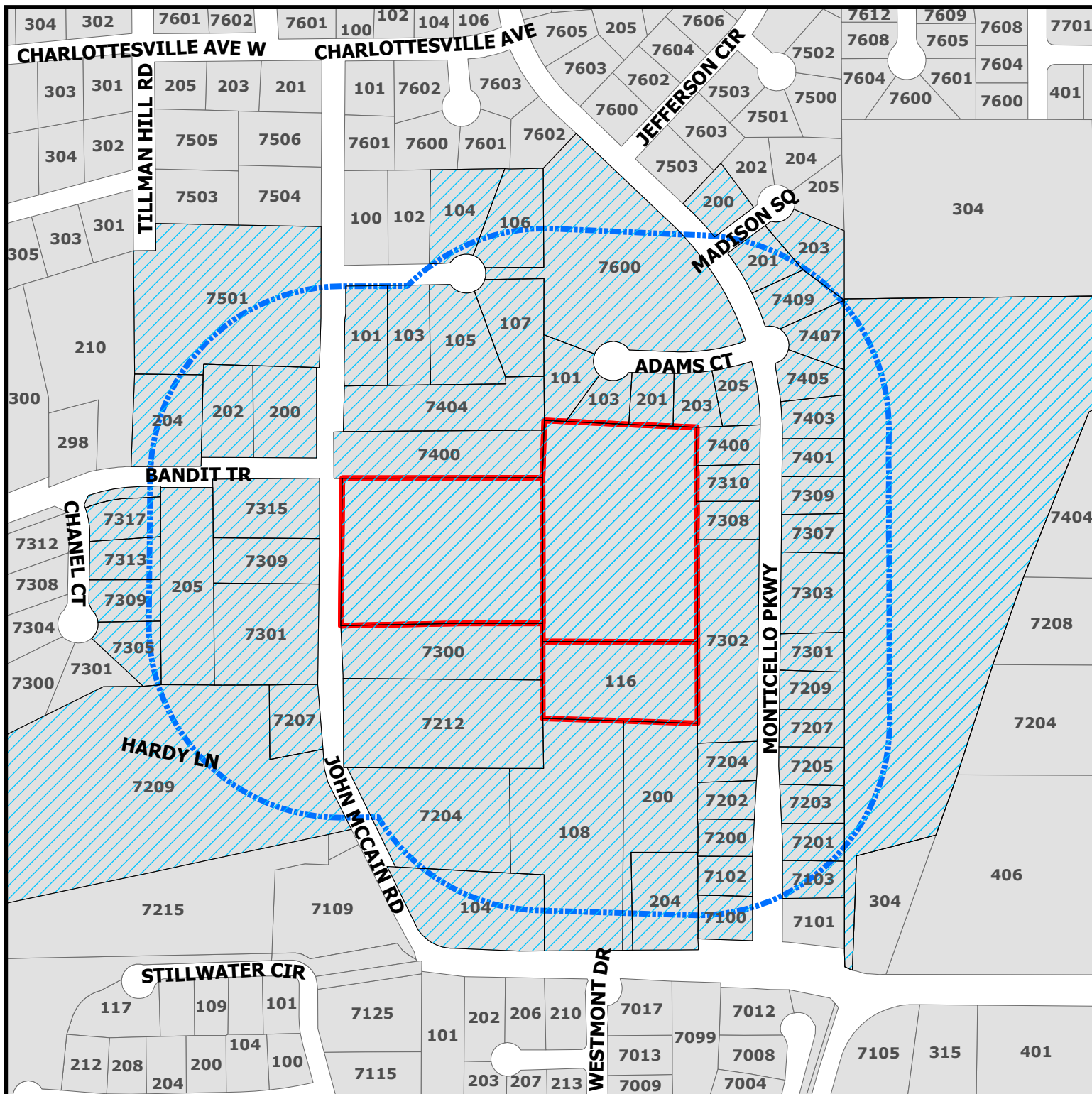
I am very concerned about the e-bike situation. I counted 9 e-bikes on my walk in Parr Park a few days ago. They were riding in a group and it was very intimidating to the walkers.

One came very close to hitting me and my dog because he came around a wooded/tree/greenery corner very fast. I yelled. 😡 That is out of character for me - but it scared me. It will be a baby stroller soon if things do not change.

Thank you,
Shannon Salinsky

On the go 🚶🏻♀️
Sent from my iPhone

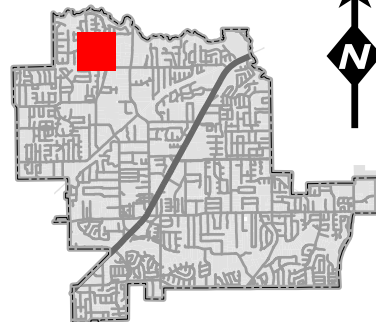
Notification Map



ZC25-006

7316 John McCain Road

-  Parcels to be notified
-  Buffer
-  Subject Property
-  Subject Property



DISCLAIMER:
This map and information contained in it were developed exclusively for use by the City of Colleyville. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of Colleyville, its officials or employees for any discrepancies, errors, or variances which may exist.



NOTICE OF PUBLIC HEARING

«Owner Name»

«Owner Address»

«Owner City» «Owner Zip»

The City of Colleyville has scheduled public hearings concerning the below referenced request on the following dates and location:

Planning and Zoning Commission Meeting: Monday, April 14, 2025 at 7:00 p.m.
City Council Meetings: Tuesday, May 6, 2025 & Tuesday, May 13, 2025 at 7:00 p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas

Request: Consideration of a rezoning from the AG Agricultural district to R-40 Single Family Residential, on Tracts 4A2 & 4B2, 4A3 & 4B3, and 4E, Abstract 295, William E. Crooks Survey, located at 7316 John McCain Road and 116 John McCain Road, Case ZC25-006. The request is to rezone the property for a new 10 lot single-family subdivision zoned R-40 Single Family Residential.

Zoning Case: ZC25-006

Applicant: Curtis Young, Sagegroup

Owner: Dale M. Holt

Location: 7316 & 116 John McCain Rd

Property Description: Tracts 4A2 & 4B2, 4A3 & 4B3, & 4E, Abstract 295, William E. Crooks Survey

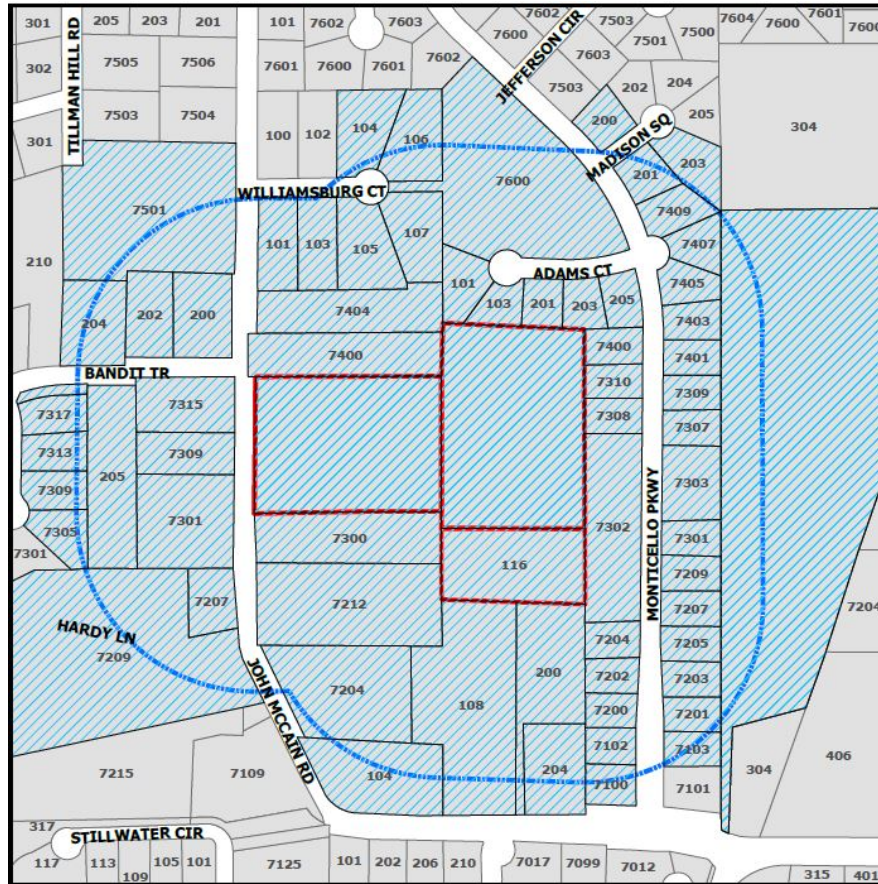
Present Zoning: AG Agricultural

This notice has been sent to all owners of real property within 500 feet of the request as such ownership appears on the last approved tax roll and all homeowners associations within 1000 feet. Approval by the Planning and Zoning Commission serves as a recommendation to the City Council and is not a final action on the request. Denial of the proposal by the Commission is final, unless the applicant submits a written notice of appeal within 10 days from the date of action by the Commission. If appealed, the request will be placed on the next available City Council agenda as listed above. Rezoning requests, zoning amendments and conditions recommended by the Commission for approval by the City Council may be more restrictive than those described in this notice.

All interested persons are encouraged to attend the public hearing and express their opinions on the zoning change request. If you are unable to attend, but wish to have your opinions made a part of the public record, please submit written comments prior to the public hearing, to the address or email below:

Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034
Citizenletters@colleyville.com

NOTICE OF PUBLIC HEARING



If the property owners of 20% or more of the land within the 200 foot notification area file a written protest prior to the public hearing, State law provides that the approval of the zoning change request shall require the approval of a super majority vote by City Council.

The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas 76034. A brief project description can be found online on the Agenda Packet and Active Development Case map (please use your phone's camera to scan QR code below):



For additional information, please contact the Community Development Department at 817.503.1050. Please reference the zoning case number when requesting information.

Kris Potts

Kris Potts
Planner

Owner_Name	Situs_Addr
COLGAN, GREGORY D	7501 TILLMAN HILL RD
REKA, PETER U	200 BANDIT TR
KOOP, MITCHELL	202 BANDIT TR
RAGAN, THERON A	204 BANDIT TR
KENT, ROBERT	7315 JOHN MCCAIN RD
WALKER, GRADY M	7309 JOHN MCCAIN RD
ATHERTON, JAY W	7207 JOHN MCCAIN RD
KOONCE, TIMOTHY J	7404 JOHN MCCAIN RD
STEHING, TRENT	7307 MONTICELLO PKWY
HINTON, SHARON	7309 MONTICELLO PKWY
OSBORNE, DONALD	7401 MONTICELLO PKWY
HUNTER, MARK E	7403 MONTICELLO PKWY
WEASNER, JOHN	7405 MONTICELLO PKWY
FRANCIS, BOBBY	7407 MONTICELLO PKWY
SORRELL, ANDREW	7409 MONTICELLO PKWY
SALSBURY, BRUCE	201 MADISON SQ
CHANG, WESLEY EN-TSE	203 MADISON SQ
SCHEFFE, SCOTT A	7103 MONTICELLO PKWY
ANDRE, TERRI	200 MADISON SQ
ALAWY, AHMED	7201 MONTICELLO PKWY
DAVIS, JOHN ROGER	7203 MONTICELLO PKWY
KNOX, LARRY	7205 MONTICELLO PKWY
GALLEGOS, ELVIS	7207 MONTICELLO PKWY
ROBERTS, ROBERT	7209 MONTICELLO PKWY
SATTLER, DAVID	7301 MONTICELLO PKWY
ONEILL, LIAM	7100 MONTICELLO PKWY
LEWIS, LARRY	205 ADAMS CT
LAMB, CHARLES A	203 ADAMS CT
WILLSON, JOSHUA A	201 ADAMS CT
MARKLE, MITCHELL C	103 ADAMS CT
AIRIS, MARK	101 ADAMS CT
SHOMPER, JASON	7102 MONTICELLO PKWY
VENTURA, PAOLA MELO	104 WILLIAMSBURG CT
BRASWELL, JAMES L	106 WILLIAMSBURG CT
AWALT, TIFFANY	107 WILLIAMSBURG CT
MERRIFIELD, WILLIAM	105 WILLIAMSBURG CT
CHAPMAN, MARK NOEL	103 WILLIAMSBURG CT
BEAMAN, TED A	7200 MONTICELLO PKWY
COMPTON, SINA	101 WILLIAMSBURG CT
FLETCHER, CRISTI	7202 MONTICELLO PKWY
HUANG, SHU-MING	7204 MONTICELLO PKWY
MONTICELLO HOMEOWNERS ASSN	7302 MONTICELLO PKWY
SHIELDS, LARRY D	7308 MONTICELLO PKWY
BOLIVAR, JOSE	7310 MONTICELLO PKWY
COOPER, JERRY R	7400 MONTICELLO PKWY
DENNY AND JUDY NEWGREN REVOCABLE TRUST	200 JOHN MCCAIN RD
VAN HORNE, EDWARD	108 JOHN MCCAIN RD
BELL, APRIL	7204 JOHN MCCAIN RD
PELTIER, ANGELA	205 BANDIT TR
DAWSON FARMS LLC	7209 JOHN MCCAIN RD
WAGNER, FREDERICK V	7305 CHANEL CT
CROWE REVOCABLE TRUST	7309 CHANEL CT
REDDY, BIBAS	7313 CHANEL CT
O'NEAL, BRIAN	7317 CHANEL CT
VISIONS SOUTHWEST 10 LP	7321 CHANEL CT
JUDON, MATTHEW	7212 JOHN MCCAIN RD
MARTINEZ GRULLON, JUAN	7300 JOHN MCCAIN RD

TRINITY CHRISTIAN CENTER OF SANTA ANA INC
NEFF, T BRENT
HOLT, DALE M
JONES, MARK
ESSEX MANOR TRUST
HIGHTOWER, ROXANNE S
BILLINGS, FLORENCE L
OLD GROVE ADDITION
WESTMONT ADDITION
CHANEL COURT
VANGUARD ESTATES ADDITION
MONTICELLO ADDITION-COLLEYVILLE
GRAPEVINE COLLEYVILLE ISD
CURTIS YOUNG

304 JOHN MCCAIN RD
204 JOHN MCCAIN RD
116 JOHN MCCAIN RD
7316 JOHN MCCAIN RD
7400 JOHN MCCAIN RD
104 JOHN MCCAIN RD
7301 JOHN MCCAIN RD
COURTESY NOTICE
COURTESY NOTICE
COURTESY NOTICE
COURTESY NOTICE
COURTESY NOTICE
STATE REQUIRED
APPLICANT

ORDINANCE O-25-2328

AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON 11.81 ACRES, BEING TRACTS 4A2 AND 4B2, 4A3 AND 4B3, AND 4E, ABSTRACT 295, WILLIAM E. CROOKS SURVEY, BY AUTHORIZING A REZONING FROM AG AGRICULTURAL TO R-40 SINGLE-FAMILY RESIDENTIAL DISTRICT; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for a rezoning from AG Agricultural to R-40 Single-Family Residential district under Case ZC25-006; and

WHEREAS, the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to amend the City's zoning ordinance; and

WHEREAS, the Planning and Zoning Commission, has given reasonable consideration to, among other things, the character of the City's zoning districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the City; and

WHEREAS, the City Council is of the opinion that the change in zoning provided for herein should be made, in compliance with the City Charter, and state law with reference to changes to zoning classifications under the City's zoning ordinance and zoning map, having given the requisite notices required by law and having held public hearings affording all interested persons and property owners a full and fair opportunity to be heard.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by authorizing a rezoning from AG Agricultural to R-40 Single-Family Residential on 11.81 acres, being Tracts 4A2 and 4B2, 4A3 and 4B3, and 4E, Abstract 295, William E. Crooks Survey, located at 7316 and 116 John McCain Road, as depicted on the attached as Exhibit "A".

Sec. 2. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.

Sec. 3. THAT the above described tract of land shall be subject to the following conditions:

1. GENERAL

a. As depicted in the attached Exhibit "A" and Exhibit "B".

Sec. 4. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

Sec. 5. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.

Sec. 6. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.

Sec. 7. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of May 2025.

The second reading and public hearing being conducted on the 13th day of May 2025.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 13TH DAY OF MAY 2025.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

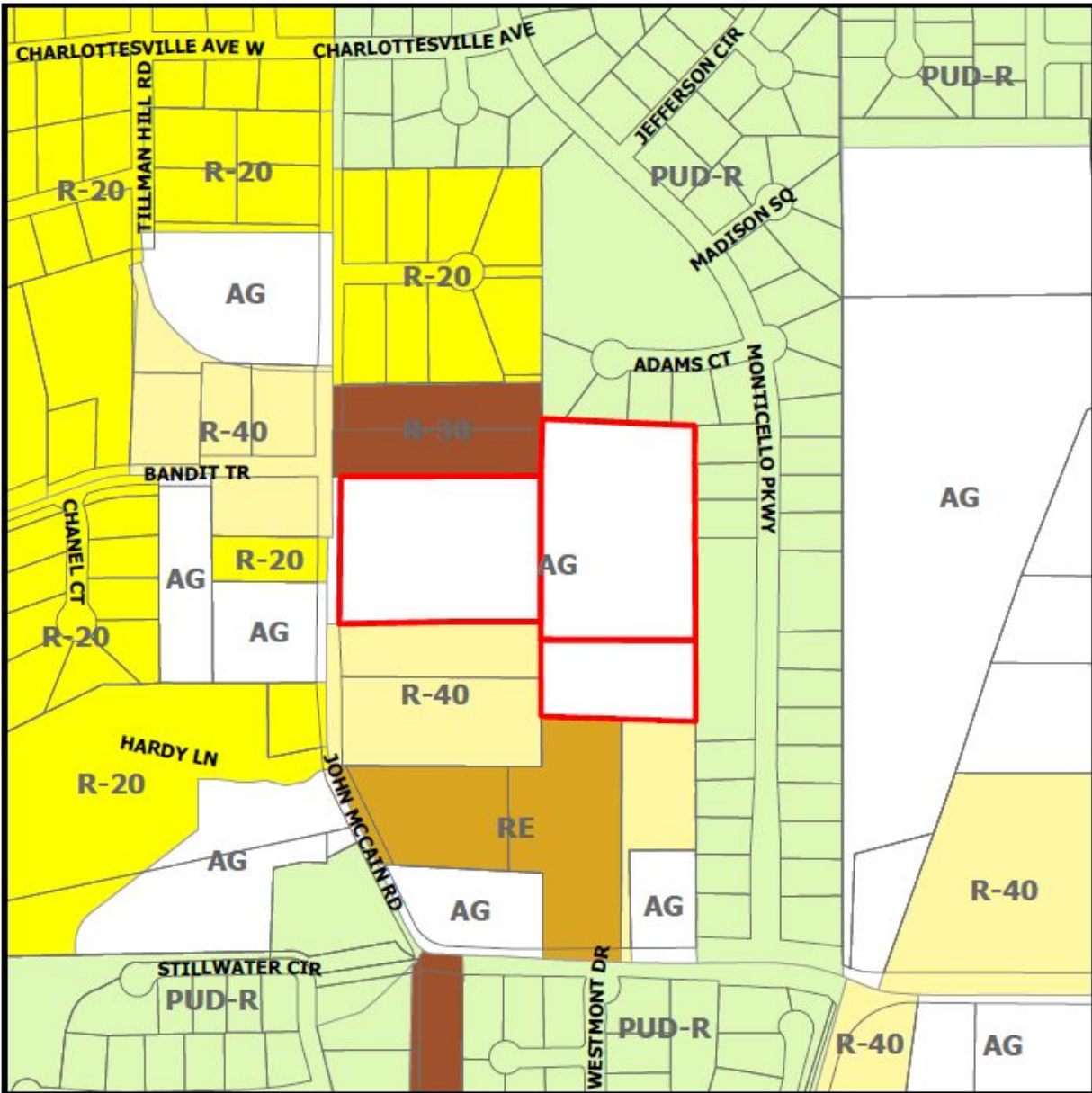
ATTEST: **CITY OF COLLEYVILLE**

Christine Loven, TRMC	Bobby Lindamood
City Secretary	Mayor

APPROVED AS TO FORM:

Whitt Wyatt
City Attorney

Exhibit "A" - Location and Zoning Map



Holt Farms
Colleyville, Tarrant County, Texas



Planner:  **SAGE GROUP, INC.**
Master Planning
Urban Design
Architecture
Landscape Architecture
1130 N. Central Ave., Ste. 200
Southfield, MI 48034
817-434-3238





CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 9f

Agenda Date 5/13/2025

Number Ordinance O-25-2329

Type Ordinance

Department City Manager

Title

Amending Chapter 86 (Streets, Sidewalks and Other Public Places) of the City of Colleyville Code of Ordinances by repealing and replacing Article I entitled "In General"; adopting safety restrictions for the use of electronic bicycles and electronic scooters within the City

Explanation

Second Reading and Public Hearing

There was one speaker at the May 6, 2025 City Council meeting. Based on the City Council direction, the ordinance has been updated.

First Reading and Public Hearing

This agenda item provides for consideration of restrictions on the operation of electronic bicycles and electronic scooters in Colleyville. The City has received concerns from citizens about the safety of e-bike riders, as well as the safety of other drivers and pedestrians. The issue was assigned to the City's Traffic Advisory Committee, comprised of staff from a variety of departments including public safety, public works, and city management. The Committee reviewed regulations adopted by other cities and worked to identify those that would be a good fit for Colleyville. In consultation with the City Attorney, several regulations had to be modified due to limitations from state law on what cities can regulate.

Potential regulations were presented at the April 15, 2025 City Council Worksession. A discussion with the City Council was held, including feedback on several modifications to the proposed regulations. The attached ordinance includes the updated regulations.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Ordinance O-25-2329

ORDINANCE O-25-2329

AN ORDINANCE AMENDING CHAPTER 86 (STREETS, SIDEWALKS AND OTHER PUBLIC PLACES) OF THE CITY OF COLLEYVILLE CODE OF ORDINANCES BY REPEALING AND REPLACING ARTICLE I ENTITLED "IN GENERAL"; ADOPTING SAFETY RESTRICTIONS FOR THE USE OF ELECTRONIC BICYCLES AND ELECTRONIC SCOOTERS WITHIN THE CITY; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville, Texas (the "City") is a home-rule municipality having full powers of self-government and may enact ordinances relative to its citizens' health, safety, and welfare that are not inconsistent with the Constitution and laws of the State; and

WHEREAS, the Colleyville City Council (the "City Council") finds and determines the passage of this ordinance as necessary to protect the public, health, safety, and welfare; and

WHEREAS, the City Council finds and determines that the regulations herein are necessary and proper for carrying out its power to protect the government interest, welfare, and good order of the City; and

WHEREAS, the City Council finds and determines that the following regulations are necessary to promote safety and discourage the use of electronic bicycles and electronic scooters in unsafe areas and at unsafe speeds; and

WHEREAS, the City Council is authorized by law to adopt the provisions contained herein and has complied with all the prerequisites necessary for the passage of this ordinance, including but not limited to the Texas Open Meetings Act.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT all the forgoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.

- Sec. 2. THAT Chapter 86 "Streets, Sidewalks, and Other Public Places" is hereby amended by repealing and replacing Article I entitled "In General", as provided in "Exhibit A."
- Sec. 3. THAT any person, firm, or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in Section 1-7 of the City of Colleyville Code of Ordinances, and upon conviction shall be punishable by a fine not to exceed the sum of Five Hundred Dollars (\$500.00) for each offense.
- Sec. 4. THAT all provisions of the Code of Ordinances of the City of Colleyville, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this ordinance shall remain in full force and effect.
- Sec. 5. THAT if any section, paragraph, subdivision, clause, phrase, or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.
- Sec. 6. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of May 2025.

The second reading and public hearing being conducted on the 13th day of May 2025.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 13TH DAY OF MAY 2025.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

ATTEST: **CITY OF COLLEYVILLE**

Christine Loven, TRMC	Bobby Lindamood
City Secretary	Mayor

APPROVED AS TO FORM:

Whitt Wyatt
City Attorney

EXHIBIT A

"CHAPTER 86 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES..."

Article 1 - USE AND OPERATION OF ELECTRONIC BICYCLES AND ELECTRONIC SCOOTERS

Sec. 86-1. – Findings and Purpose.

The purpose of this article is to secure the general health, safety, and welfare for the residents of the City of Colleyville by implementing safety restrictions on the use of electronic bicycles and electronic scooters within the city while maintaining consistency with state law.

Sec. 86-2. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Adult means any individual eighteen (18) years of age or older.

Child means any individual under eighteen (18) years of age.

Electronic Bicycle or E-Bike means a bicycle or tricycle that is equipped with fully operable pedals and an electric motor with a maximum power output of 750 watts (1 horsepower) or less. There are three classes of electric bicycle in Texas.

- Class 1: e-bikes equipped with a pedal-assist only motor which stops when the bike reaches 20 mph.
- Class 2: e-bikes equipped with a motor that may be used exclusively to propel the bicycle and stop when the bike reaches the speed of 20 mph.
- Class 3: e- bikes equipped with a motor that provides assistance only when the rider is pedaling and stops when the rider stops pedaling or when the bicycle reaches the speed of 28 mph.

Helmet means properly fitted headgear that is not structurally damaged and that conforms to the standards of the American National Standards Institute, the American Society for Testing and Materials, the Snell Memorial Foundation or any federal agency having regulatory jurisdiction over bicycle helmets, as applicable, at the time of the manufacture of the helmet.

Electronic Scooter or E-Scooter means a self-propelled device with:

- 1) at least one (1) wheel in contact with the ground during operation;
- 2) braking system capable of stopping the device under typical operating conditions;
- 3) a gas or electric motor 40 cubic centimeters or less;
- 4) a deck designed to allow a person to stand or sit while operating the device;

- 5) the ability to be propelled by human power alone; and
- 6) also includes electric one-wheelers, electric longboards, and electric skateboards, but does not include a pocket bike or mini-motorbike.

Motor-Assisted Scooter means a self-propelled device with at least two wheels, a gas or electric motor capable of making the device travel up to 15 miles per hour, and a braking system. The primary difference between a Motor-Assisted Scooter and an Electronic Scooter is that a Motor-Assisted Scooter is self-propelled and cannot be propelled by human power alone.

Operator means the person driving/riding and having physical control over the electronic bicycle or electronic scooter.

Pocket bike or mini-motorbike shall have the same meaning assigned by Transportation Code sec. 551.301, as it exists or may be amended, and includes a self-propelled vehicle that is equipped with an electric motor or internal combustion engine having a piston displacement of less than 50 cubic centimeters, is designed to propel itself with not more than two wheels in contact with the ground, has a seat or saddle for the use of the operator, is not designed for use on a highway, and is ineligible for a certificate of title under , Transportation Code Ch. 501, as it exists or may be amended; but does not include a moped, electric bicycle, motor-driven cycle, motorized mobility device, electric personal assistive mobility device or a neighborhood electric vehicle as those are defined in the Texas Transportation Code, as it exists or may be amended.

Public way or public property means real property owned, leased or controlled by the City of Colleyville, Texas, or any property that is publicly owned or maintained or dedicated to public use, including, but not limited to, a path, trail, sidewalk, alley, street or highway, and a public park facility.

Wearing a helmet means that the person has a helmet fastened securely to his/her head with the straps of the helmet securely tightened in the manner intended by the manufacturer to provide maximum protection.

Sec. 86-3. - Allowable uses.

- (a) The operation of electronic bicycles (Class 1 and Class 2) and electronic scooters is permitted in public parks, on city sidewalks, on paved trails, and on streets designated as "local" on the 2015 Master Thoroughfare Plan by adults and by children ten (10) years of age or older with the following speed limits in effect:
 1. Sidewalks and Trails – ten (10) miles per hour maximum speed;
 2. Cotton Belt Trail – fifteen (15) miles per hour maximum speed; and
 3. Local Roads – the maximum posted speed limit

- (b) The operation of Class 3 electronic bicycles is permitted in public parks, on city sidewalks, on paved trails, and on streets designated as "local" on the 2015 Master Thoroughfare Plan by adults and by children fifteen (15) years of age or older with the following speed limits in effect:
 - 1. Sidewalks and Trails – ten (10) miles per hour maximum speed;
 - 2. Cotton Belt Trail – fifteen (15) miles per hour maximum speed; and
 - 3. Local Roads – the maximum posted speed limit.
- (c) Operation of any electronic bicycles on public streets not designated as "local" on the 2015 Master Thoroughfare Plan is permitted as may be required by state law.
- (d) Operators of electronic bicycles and electronic scooters must obey all state and city traffic laws.

Sec. 86-4. - Restrictions and prohibitions for use; penalty for violations.

(a) *Restrictions and prohibitions of use adopted in the interest of safety.*

- 1. It is unlawful for any adult or child to operate or ride a mini-motorbike, or pocket bike on any public property within the city unless otherwise allowed by state law.
- 2. It is unlawful for any child under the age of sixteen (16) to operate an electronic bicycle or electronic scooter while wearing any headphones, earbuds, or other device(s) which may restrict hearing.
- 3. It is unlawful for any person to operate an electronic bicycle or electronic scooter without some form of identification which includes the operator's name and address.
- 4. It is unlawful for any person operating an electronic bicycle or electronic scooter to carry a passenger unless the electronic bicycle or electronic scooter is specifically designed for a passenger with additional seating, or the passenger is a child riding in a properly attached child safety seat.
- 5. It is unlawful for any person to operate a Class 3 electronic bicycle without a classification sticker issued by the Colleyville Police Department displayed on the Class 3 electronic bicycle in a visible manner.
- 6. It is unlawful for any person to operate an electronic bicycle or electronic scooter on an unimproved surface of public property within the city unless for the purpose of accessing another paved surface/trail for a distance of no greater than twenty (20) feet and in a manner that does not damage the surface.
- 7. As it is necessary in the interest of safety, operation of electronic scooters on public streets not designated as "local" on 2015 Master Thoroughfare

8. Plan is prohibited by operators under the age of sixteen (16) years of age and on roads with a speed limit over 30 miles per hour.
9. It is unlawful for any person to operate or ride a bicycle, electronic bicycle or electronic scooter after dusk without being equipped with a front white light visible from 500 feet away, and a red rear reflector visible from 300 feet or lamp visible from at least 500 feet away.
10. A parent of a child or a guardian of a ward may not knowingly permit the child or ward to violate this section, and the parent or guardian shall be subject to prosecution.
11. It is an affirmative defense to prosecution that the electronic bicycle or electronic scooter was not being operated upon public property or a public way at the time of the alleged offense.

(b) *Penalty.*

1. Any person ten (10) years of age or older who violates any provision of subsection (a) above shall be guilty of a civil infraction, and upon adjudication of a first offense shall be fined \$100.00 and be required to take a bicycle safety course.
 2. Any person ten (10) years of age or older who violates any provision of subsection (a) above shall be guilty of a civil infraction, and upon adjudication of a second offense shall be fined \$200.00. The operator, and their parent or guardian if the operator was a child, shall be required to attend a hearing before the municipal court judge.
 3. Any person ten (10) years of age or older who violates any provision of subsection (a) above shall be guilty of a civil infraction, and upon adjudication of a third offense shall be fined \$500.00. The operator, and their parent or guardian if the operator was a child, shall be required to attend a hearing before the municipal court judge.
4. Upon issuance of a citation following a first offense, the electronic bicycle, electronic scooter, mini-motorbike, or pocket bike shall be confiscated by the issuing officer.
- a. The electronic bicycle, electronic scooter, mini-motorbike, or pocket bike shall only be released during business hours.
 - b. If the operator was a child, the electronic bicycle, electronic scooter, mini-motorbike, or pocket bike shall only be released to the parent or guardian of the child, and the child must accompany the parent or guardian to the police department to retrieve the electronic bicycle, electronic scooter, mini-motorbike, or pocket bike.

5. The purpose of subsection is to promote safety and discourage the use of electronic bicycles and electronic scooters in unsafe areas and at unsafe speeds. The municipal court may consider alternative dispositions or dismissal for first time offenses, only following an appearance by the violator and their parent/guardian before the prosecutor or the judge.

86-5. - Helmets required; penalty for failure to wear helmet.

- (a) *Helmet required.* The purpose of this section is to promote safety and encourage the use of helmets. The municipal court may consider alternative dispositions or dismissal for first time offenses, only following an appearance by the violator and their parent/guardian before the prosecutor or the judge.

1. It is unlawful for any child under the age of sixteen (16) to operate or ride an electronic bicycle or electronic scooter unless the child is wearing a helmet.
2. It is an affirmative defense to prosecution that the electronic bicycle or electronic scooter was not being operated upon public property or a public way at the time of the alleged offense.
3. A parent of a child or a guardian of a ward may not knowingly permit the child or ward to violate this section.

(b) *Penalty.*

1. Any person ten (10) years of age or older who violates any provision of subsection (a)(1), above, requiring helmets, shall be guilty of a civil infraction and upon adjudication shall be fined an amount not exceeding \$50.00 upon the first violation and an amount not exceeding \$100.00 upon the second and each subsequent violation.
2. The municipal court shall dismiss the charge against a child, parent, or guardian for a first offense under subsection (a)(3), upon receiving proof that:
 - A. The defendant acquired a helmet on or before the tenth day after receiving the citation for the violation.
 - B. If the charge against a person is dismissed under subsection (b)(2), a later charge for a violation of subsection (a) shall be considered a second or subsequent violation for purposes of subsection (b).

Secs. 86-6—86-25. - Reserved.



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 10a

Agenda Date 5/13/2025

Number Ordinance O-25-2330

Type Ordinance

Department Finance

Title

Amending the Colleyville Code of Ordinances, Chapter 90, Section 90-1, adopting a residential homestead property tax exemption equal to the greater of fourteen percent (14%) of the appraised value or five thousand dollars

Explanation

First Reading and Public Hearing

This ordinance proposes an increase to the current residential homestead property tax exemption for the City of Colleyville. This exemption aims to provide tax relief for our homeowners by allowing them to exempt the greater of fourteen percent (14%) of their appraised home value or five thousand dollars (\$5,000) from property taxes. This measure is part of the City's ongoing efforts to support residents by reducing their property tax burden.

The impact on commercial properties has been thoroughly considered and is expected to be nominal. The proposed exemption will be built into the budget for the fiscal year 2026 and beyond, aligning with our financial planning and ensuring the City can continue to provide essential services without disruption.

This ordinance, and its financial impact, was discussed during the Council Worksession on May 6, and the proposed exemption of 14% for this year is designed to be both beneficial and manageable for the City's finances. It is crucial to adopt this measure now to meet the Tarrant Appraisal District (TAD) deadline of July 1.

If a taxpayer already has a homestead exemption, they will not need to reapply to benefit from this new exemption. This proposed increase of seven percent (7%) to fourteen percent (14%) will remain in effect until amended by the Council. The max allowable exemption is twenty percent (20%).

Financial Impact

Adoption of this residential homestead property tax exemption is expected to have a negligible effect on commercial properties while providing targeted and important relief to residential homeowners.

Recommendation

Approve

Attachments

1. Homestead Exemption Ordinance Presentation
2. Ordinance O-25-2330

Homestead Exemption Ordinance – First Reading

City Council Meeting
May 13, 2025

Homestead Exemption - Defined



- What is it?
 - A homestead exemption reduces the taxable value of your primary residence. It can be partial or total, depending on guidelines set by local taxing units.
- Legal Authority
 - Per Section 11.13(n) of the Tax Code, taxing units may adopt a local option homestead exemption up to 20% of a property's appraised value, with a minimum dollar value of \$5,000.



Homestead Exemption - Comparison



2024 Tax Year - Tax Rate & Exemptions				
	2024 Tax Rate	Homestead Exemption (%)	Senior Exemption	Disability Exemption
Bedford	\$ 0.495726	No	Yes	No
Colleyville	\$ 0.276204	7%	Yes	Yes
Eules	\$ 0.446700	20%	Yes	No
Grapevine	\$ 0.241165	20%	Yes	Yes
Hurst	\$ 0.591324	20%	Yes	Yes
Keller	\$ 0.291120	20%	Yes	Yes
North Richland Hills	\$ 0.489389	20%	Yes	Yes
Southlake	\$ 0.305000	20%	Yes	Yes

Homestead Exemption – Proposal



- Proposal
 - Increase 7% (7% to 14%) Homestead Exemption for tax year 2025 for taxes due January 2026
 - This proposal will be built into the FY 2025/26 Budget
- Why Homestead?
 - Tax Burden Distribution:
 - By implementing a 14% homestead exemption, the tax burden is shifted more towards non-homestead and commercial properties within the city, thereby easing the financial impact on our residents' primary residences
 - Targeted Relief for Residents:
 - The homestead exemption specifically provides financial relief to homeowners, directly benefiting our community members by reducing their property tax bills.
 - Budget Strategy
 - Create additional property tax revenue while not burdening the residential homeowner

Financial Impact – Homestead



Projected Total City Tax Bill	Residential ¹	Commercial ²
Homestead (7%)	\$ 2,032	\$ 2,762
Homestead (14%)	\$ 2,030	\$ 2,984
Difference	\$ (2)	\$ 222
Revenue created	\$1M	
Difference	(\$150)	\$ 222
Revenue created	\$0	

Eligible residential taxpayers would save approximately \$2 on average in the 2025 tax year with the increased homestead exemption.

Note: A negative value indicates a reduction in the tax amount due.

¹ – Based on an average residential taxable value of \$791,021 in Colleyville, per TAD for 2025.

² – Commercial example with a taxable value of \$1,000,000.

Homestead Exemption - Application



- Apply for the Homestead Exemption through the Tarrant Appraisal District (TAD)
- If you already have the homestead exemption for your school district taxes, there is no need to reapply
- If you already have the homestead exemption from last year, there is no need to reapply
- How to apply
 - Visit www.tad.org/forms/homestead-exemption to access the application form.
 - There is no fee to file a homestead exemption.
 - TAD can be contacted at 817-284-0024.
- Required Documents
 - You will need to submit a copy of your Texas driver's license or personal identification certificate.
 - Ensure that the address on your Texas ID matches the address of the homestead property

- Next Steps:
 - Ordinance presented on May 13, 2025 and June 3, 2025
 - File with TAD by July 1, 2025
 - Property tax rate/revenue discussion in July
 - Property tax rate/revenue adopted in September

ORDINANCE O-25-2330

AMENDING THE COLLEYVILLE CODE OF ORDINANCES, CHAPTER 90, SECTION 90-1, ADOPTING A RESIDENTIAL HOMESTEAD PROPERTY TAX EXEMPTION EQUAL TO THE GREATER OF FOURTEEN PERCENT OF THE APPRAISED VALUE OR FIVE THOUSAND DOLLARS; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Colleyville desires to adopt a residence homestead exemption pursuant to the Texas Constitution and V.T.C.A., Tax Code § 11.13 (n), in an amount equal to the greater of fourteen percent (14%) or five thousand dollars (\$5,000.00) of the appraised value of the residence homestead beginning tax year 2025 and continuing thereafter provided such person qualifies and makes timely application for the exemption in accordance with the Texas Property Tax Code; and

WHEREAS, the City Council finds that adoption of the foregoing residence property tax exemption promotes the health, safety, and welfare of the community by providing residential homeowners necessary relief from the increasing burden of ad valorem taxes on residential properties within the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

- Sec. 1. THAT the above findings are hereby found to be true and correct, and are incorporated in their entirety into this ordinance as if written herein.
- Sec. 2. THAT from and after the effective date of this ordinance, Chapter 90, Section 90-1, (a) Residential homestead exemption is amended in part, to read as follows:

"Sec. 90-1. Homestead exemptions.

- (a) *Residential homestead exemption.* Pursuant to the Texas Constitution and Section 11.13 (n) of the Texas Property Tax Code, the greater of fourteen percent (14%) or five thousand dollars (\$5,000.00) of the appraised value of the residence homestead of an individual shall be exempt from City ad valorem taxes beginning tax year 2025, and continuing thereafter, provided such person qualifies and

makes application for the exemption in accordance with the Texas Property Tax Code.”

- Sec. 3. THAT this ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Colleyville, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.
- Sec. 4. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.
- Sec. 5. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 13th day of May 2025.

The second reading and public hearing being conducted on the 3rd day of June 2025.

APPROVED BY A VOTE OF __ AYES, __ NAYS, ON THIS THE 3RD DAY OF JUNE 2025.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

ATTEST:

CITY OF COLLEYVILLE

Christine Loven, TRMC
City Secretary

Bobby Lindamood
Mayor

APPROVED AS TO FORM:

Whitt Wyatt
City Attorney

RESOLUTION R-25-5044

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF
MAY 13, 2025**

WHEREAS, City Council has taken action on certain items on the agenda under Business.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF COLLEYVILLE, TEXAS:**

Sec. 1. THAT

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 13TH DAY OF MAY 2025.

Mayor Bobby Lindamood	_____	Mark Alphonso, Place 2	_____
Mayor Pro Tem Brandi Elder	_____	Ben Graves, Place 4	_____
Deputy Mayor Pro Tem Scotty Richardson	_____	Tim Raine, Place 6	_____
Kimberly Holt Gunderson, Place 5	_____		

ATTEST:

CITY OF COLLEYVILLE

Christine Loven
City Secretary, TRMC

Bobby Lindamood
Mayor