



**CITY OF COLLEYVILLE
CITY COUNCIL AGENDA**

100 Main Street, Colleyville, Texas, 76034

TUESDAY, MARCH 3, 2026

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

CALL TO ORDER

- WS-1** Discussion of amended bylaws for City Council appointed Boards, Commissions, and Committees
- WS-2** Discussion of the March 3, 2026, 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: Christine Sturgeon
Church of Jesus Christ of Latter-Day Saints**

PLEDGE OF ALLEGIANCE: City Attorney

- 2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-26-5122**
- 3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**
- 4. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-26-5123**
 - 4a** Approval of the February 17, 2026, City Council minutes
- 5. ORDINANCE(S): FIRST READING AND PUBLIC HEARING**
 - 5a Ordinance O-26-2359**

Consideration of a rezoning from R-40 Single-Family Residential and R-20 Single-Family Residential to R-40 Single-Family Residential on Tracts 4M and A328 TR 2V, Abstract 1518, David R. Teeter Survey, located at 2200 Oak Knoll Drive, Case ZC26-002
 - 5b Ordinance O-26-2360**

Consideration of a Special Use Permit for massage therapy use on Lot 3R1, Block 1, Felps, Andy Addition, located at 3919 Colleyville Boulevard, Case ZC26-001
 - 5c Ordinance O-26-2361**

Consideration of a Special Use Permit for an accessory building on Lot 6, Block 7, Oak Crest Hills, located at 205 Oak Crest Hill Drive, Case ZC26-003
- 6. RESOLUTION(S): READING AND PUBLIC HEARING**
 - 6a Resolution R-26-5124**

Approval of a resolution canceling the May 2, 2026, General Election, declaring the City Council candidates, Place 3 and Place 4 unopposed
- 7. CITIZEN COMMENTS**
- 8. REPORTS**

Colleyville Center Advisory Committee Minutes - November 17, 2025
- 9. RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR TUESDAY, MARCH 3, 2026 - READING AND PUBLIC HEARING - RESOLUTION R-26-5125**

10. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards *Wednesday, February 25, 2026*, 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 3/3/2026

Type Worksession

Department City Secretary

Title

Discussion of amended bylaws for City Council appointed Boards, Commissions, and Committees

Explanation

This item will provide the opportunity for discussion of the City Council appointed Boards, Commissions, and Committees (BCC's) Bylaws and receive direction from the City Council.

The bylaws for all appointed BCC's were last updated in 2013-2014. Legislative changes, as well as use of social media has changed dramatically in the last 13 years and has promoted this current review.

The Colleyville Crime Control and Prevention District, Colleyville Economic Development Corporation, Tax Increment Finance District Board, and Metroport Teen Court Advisory Board will not be addressed at this time.

For discussion and recommendations, staff is seeking direction regarding the following recommendations for the Colleyville Center Advisory Committee, Colleyville Library Board, Parks and Rereation Advisory Board, Planning and Zoning Commission, Sign Board of Appeals, and Zoning Board of Adjustment.

Meeting frequency for BCC's, with the exception of Planning and Zoning Commission, – a minimum of two meetings annually. The current meeting schedule is:

Colleyville Center	Quarterly
Library Board	every other month
Tree Board	as needed
Heroes Park Board	as needed
Parks and Recreation Advisory Board	Quarterly

Remove place positions for both the Library Board and the Parks and Recreation Advisory Board, the membership of seven. Reasoning: Only the City Council, P&Z, ZBA and SBA conduct public hearings conducted in Council Chambers.

Library Board – as the current **alternate** terms expire – 2026 and 2027, remove them from the roster and have the Board comprised of 7 members, and two ex-officios, one each from Friends of the Library and the Library Foundation.

Parks and Recreation Advisory Board - remove GCISD and Athletic Organizations from roster membership.

Meeting Attendance for all BCC's, absence from three (3) consecutive regular meetings may constitute grounds for review and possible removal by the City Council.

Election of Chair and Vice Chair – consider electing for the two-year term instead of annually.

Quorum and Voting - definition and table to all bylaws as follows:

Section 2. Quorum

A quorum is defined as the minimum number of voting members who must be present at a properly convened meeting in order to conduct business. A quorum is a majority of voting members, and a majority is required to conduct the meeting, even when there is no item for vote or action. If a majority is not present, the Chair may: 1. Adjourn the meeting; 2. give a stated time (example: 15 minutes from the time the meeting was scheduled) when the meeting will be adjourned if other members do not arrive. If the option is to extend the time, no business may be conducted and the meeting adjourned when the time expires.

The following Robert's Quorum Table will be used to determine a quorum and a majority vote of a quorum:

Total Number of Members	Quorum	Majority of a Quorum
5	3	2
6	4	3
7	4	3
8	5	3
9	5	3
10	6	4
11	6	4
12	7	4

ARTICLE VI. VOTING

Each member shall have one vote, except the ex-officio members. Action shall be taken by a majority vote of members present and voting, unless otherwise required by law. See Robert's Quorum Table for a majority vote minimum, when based on quorum present.

Code of Conduct and Social Media – the following to all bylaws:

ARTICLE VII. CODE OF CONDUCT

Section 1. State of Commitment

Members are appointed to represent the best interests of the residents of the City of Colleyville and shall conduct themselves in a manner that reflects positively on the City in all actions.

Section 2. General Standards

- Act in the best interest of the City as a whole.
- Comply with all applicable laws, including the Texas Open Meetings Act and Texas Public Information Act.
- Treat fellow members, City Council, City staff, and the public with courtesy and respect.
- Shall not accept or solicit any benefit or economic gain, or advantage related to his/her position with the City, nor use that position to secure special privileges or exemptions.
- When acting in an official capacity, shall not grant any special consideration, treatment or advantage to a person or organization beyond that which is available to every other person or organization, and shall not personally represent, or appear on behalf of, the private interests of others in a meeting of any board, commission, committee, or the city council.
- Refrain from disruptive conduct during meetings.
- Avoid conflicts of interest and comply with all applicable disclosure requirements under state law and City policy.
- Refrain from directing City staff or becoming involved in administrative operations.
- Maintain confidentiality of executive session discussions and legally protected information.
- Conviction of a felony or offense involving moral turpitude will result in immediate dismissal.

Section 3. Public Communication

Members shall not represent themselves as speaking on behalf of the Committee or the City unless authorized by the City Council. When speaking as private citizens, members shall clarify that their comments do not represent official City positions.

Section 4. Enforcement

Alleged violations of this Code of Conduct may be referred to the City Secretary for City Manager and City Council review. Members serve at the pleasure of the City Council and may be removed in accordance with City policy and applicable law.

ARTICLE VIII. SOCIAL MEDIA

Section 1. Purpose

This Social Media Policy provides guidance regarding appropriate use of social media platforms in a manner consistent with state law, City policy, and the advisory role of the

Committee.

Section 2. Personal Accounts

- Members shall not represent their personal opinions as official positions of the Committee or the City unless expressly authorized.
- When referencing Committee matters, members should clearly state they are speaking in their individual capacity unless authorized to speak on behalf of the Committee.
- Members shall not use City logos, official branding, or titles in a manner that implies official endorsement without prior authorization.

Section 3. Open Meeting Act and City Policy Compliance

- Members shall not post their individual opinions regarding any case or action which will be forthcoming to City Council, or any Board, Commission, or Committee, prior to the case or action being presented on an official agenda for the Board, Commission, Committee or City Council.
- Members shall not use social media to deliberate with a quorum regarding matters within the Committee's jurisdiction outside of a properly posted meeting.
- Posting comments, replies, reactions, or similar interactions that constitute deliberation among a quorum is prohibited.
- Members shall avoid engaging in online discussions of Committee business when other Committee members are participating in the same communication thread.

Section 4. Professional Conduct

Members shall

- Conduct themselves respectfully in all online interactions relating to City matters.
- Refrain from posting confidential, privileged, or executive session information.
- Avoid personal attacks or inflammatory remarks that undermine public trust.
- Comply with state law when engaging in political activity in a private capacity.

Section 5. Enforcement

Alleged violations of this Social Media Policy may be referred to the City Secretary for City Manager and City Council review. Members serve at the pleasure of the City Council and may be subject to removal in accordance with City policy and applicable law.

ARTICLE X. REMOVAL

Members serve at the pleasure of the City Council and may be removed by the City Council with or without cause, in accordance with City Charter, ordinances, and applicable law.

Attachments



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number WS-2

Agenda Date 3/3/2026

Type Worksession

Department City Secretary

Title

Discussion of the March 3, 2026, City Council regular agenda items



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 1

Agenda Date 3/3/2026

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

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RESOLUTION R-26-5122

**A RESOLUTION APPROVING COUNCIL ACTION REGARDING
EXECUTIVE SESSION ITEMS AT THE REGULAR CITY COUNCIL
MEETING OF MARCH 3, 2026**

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 3RD DAY OF MARCH 2026.

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

RESOLUTION R-26-5123

**APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT
THE REGULAR CITY COUNCIL MEETING OF MARCH 3, 2026**

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 February 17, 2026, City Council minutes

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 3RD DAY OF MARCH 2026.

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, FEBRUARY 17, 2026

Mayor Pro Tem Brandi Elder called the Colleyville City Council Worksession to order on Tuesday, February 17, 2026, at 5:30 p.m.

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

ABSENT: Mayor Bobby Lindamood

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, Capital Projects Program Manager Elijah Dorminy, City Attorney Nicole Corr, and City Secretary Christine Loven.

WS-1 Review of the FY27 Budget Calendar

Finance Director Cassie Smith presented the budget calendar for FY27, highlighting dates for the budget process from department kick-off on February 25 to conclusion with the adoption of the budget September 15. Director Smith also noted the process and dates for the CCCPD and CEDC budgets.

WS-2 Presentation of the Annual Crime Report

Police Chief Michael Miller presented the 2025 Annual Crime Report, which explained the types of crime reported, the statistical data recorded, and the year-to-year comparison. Chief Miller noted crimes against persons, motor vehicle theft, larceny/theft, and destruction of property decreased in 2025. An increase occurred in the percentages of rape, intimidation, burglary/breaking and entering, counterfeiting/forgery, fraud, drug equipment and weapons law violations. These increases led to an overall four percent increase over 2024. Chief Miller also provided an overview patrol activity, auto crashes, criminal investigations, and cases of interest, and highlighted the success rate of the use of the citizen feedback software PowerEngage.

WS-3 Discussion of the February 17, 2026, City Council regular agenda items

There was no discussion of this item.

Mayor Pro Tem Elder adjourned the Worksession at 6:06 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

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There was no action taken and Mayor Pro Tem Elder adjourned Executive Session at 6:51 p.m.

Mayor Pro Tem Elder called the regular meeting of the City Council to order at 7:00 p.m. and called the roll.

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

ABSENT: Mayor Bobby Lindamood

INVOCATION: Pastor Lanre Sobo, Glory House

PLEDGE OF ALLEGIANCE: City Attorney

2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-26-5118

This resolution was not needed.

3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Mayor Pro Tem Elder and the City Council provided announcements regarding community news and upcoming events.

4. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-26-5119

4a Approval of the February 3, 2026 City Council minutes

4b Approval to order a 2026 Horton 603 Type 1 Ambulance with equipment, from Professional Ambulance Sales and Service, dba SERVS, in an amount not to exceed \$615,211.15, approval of a lease purchase agreement with Leasing 2 for the ambulance, and authorizing the City Manager to execute the documents

4c Accepting the annual audit for the Fiscal Year ended September 30, 2025

Mayor Pro Tem Elder read Resolution R-26-5119 in its entirety.

Fire Chief Mark Cantrell presented item 4b and Finance Director Cassie Smith presented item 4c with Weaver representative Jennifer Ripka.

Mayor Pro Tem Elder opened and closed the public hearing without any speakers.

Councilmember Alphonso made a motion to approve Resolution R-26-5119, seconded by Councilmember Graves.

The motion was approved by the following vote:

Ayes: 6 – Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

Absent: 1 - Mayor Bobby Lindamood.

5. ITEMS NOT FOR CITY COUNCIL ACTION

5a Monthly Financial Report – January 2026

Finance Director Cassie Smith noted this is the fourth month of reporting in FY26 and stated property taxes are due in January with the majority of collections in December and January, which shows in the general fund with a current collection of 80.38%. She gave a year over year sales tax collection review with a regional benchmark. Director Smith noted all other funds are in line with expectation with the exception of the Hotel Tax Fund which is not trending well.

6. ORDINANCE(S): SECOND READING AND PUBLIC HEARING

6a Ordinance O-26-2358

Consideration of a rezoning from RD Two-Family Residential to PUD-R Planned Unit Development Residential on Lots 1-12, Block 1; Lots 1-14, Block 2; Lots 1-30, Block 3; and Lots 1-34, Block 4, of the Fox Meadows Addition, Case ZC25-030

Mayor Pro Tem Elder read the caption of Ordinance O-26-2358.

Community Development Director Ben Bryner presented this request to create a new zoning district that only permits single-family homes for the 90-home subdivision at the southwest corner of Roberts Road and Fox Meadows Drive and is currently zoned RD Two-Family Residential.

Director Bryner stated 89% of the residents have signed the petition, and at the previous meeting City Council directed staff to send letters to the ten who had not responded to the petition before the next meeting. Director Bryner stated the letters were mailed and there has been no response.

Applicant Ed Wieland, Colleyville, notified the City Council he was present if there were questions and thanked Community Development staff for their assistance with this process.

Mayor Pro Tem Elder opened and closed the public hearing without any speakers.

Councilmember Graves made a motion to approve Ordinance O-26-2358, seconded by Councilmember Holt Gunderson.

The motion was approved by the following vote:

Ayes: 6 – Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

Absent: 1 - Mayor Bobby Lindamood.

7. RESOLUTION(S): READING AND PUBLIC HEARING

7a Resolution R-26-5120

Approval of an advanced funding agreement with the Texas Department of Transportation for a Highway Planning and Construction Project for Cheek-Sparger Road

Mayor Pro Tem Elder read Resolution R-26-5120 in its entirety.

Public Works/Parks and Recreation Director Lisa Escobedo presented this advanced funding agreement with the Texas Department of Transportation (TxDOT) for the reconstruction of a two-lane undivided roadway to a two-lane undivided urban roadway with intersection improvements to improve safety, and sidewalks/shared use path on Cheek-Sparger Road from Bedford Road to Heritage Avenue. The project will be funded with federal participation of \$12,500,000 and state participation of \$51,312, with an anticipated City contribution to the state of \$931,250. Director Escobedo stated the federal participation is a combination of \$10,000,000 from the North Central Council of Governments, administered through TxDOT and \$2,500,000 from Texas Representative Beth Van Duyne, and additional funding for the overall project includes \$13,000,000 from the Tarrant County Bond program.

Mayor Pro Tem Elder opened the public hearing.

Kathy Hadley, Colleyville, stated she is opposed to the project with concerns for Cheek-Sparger Road being a highway.

City Manager Ducay explained the program is called a highway planning and construction project; however, Cheek-Sparger will remain a two-lane road, but will have improved intersection.

There were no others wishing to speak and Mayor Pro Tem Elder closed the public hearing.

Councilmember Raine made a motion to approve Resolution R-26-5120, seconded by Deputy Mayor Pro Tem Richardson.

The motion was approved by the following vote:

Ayes: 6 – Mayor Pro Tem Brandi Elder, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Mark Alphonso, Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

Absent: 1 - Mayor Bobby Lindamood.

8. CITIZEN COMMENTS

Kathy Hadley, Colleyville, spoke regarding the curb on Glade Road at the intersection of Bedford Road.

9. REPORTS

January 12, 2026 Planning and Zoning Commission Minutes

January 26, 2026 Planning and Zoning Commission Worksession Minutes

There was no discussion of this item.

10. RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR TUESDAY, FEBRUARY 17, 2026 - READING AND PUBLIC HEARING - RESOLUTION R-26-5121

This resolution was not needed.

11. ADJOURNMENT

There being no further business before the City Council, Mayor Pro Tem Elder adjourned the meeting without objection by the City Council at 7:49 p.m.

Minutes taken and prepared by:

*Christine Loven, TRMC
City Secretary*



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 5a

Agenda Date 3/3/2026

Number Ordinance O-26-2359

Type Ordinance

Department Community Development

Title

Consideration of a rezoning from R-40 Single-Family Residential and R-20 Single-Family Residential to R-40 Single-Family Residential on Tracts 4M and A328 TR 2V, Abstract 1518, David R. Teeter Survey, located at 2200 Oak Knoll Drive, Case ZC26-002

Explanation

First Reading and Public Hearing

Matthew Engelman, the applicant, has submitted a request for a rezoning on Abstract 1518 Tracts 4M and A328 TR 2V of the David R. Teeter Survey, being approximately 1.9 acres, and zoned R-40 Single-Family Residential and R-20 Single-Family Residential.

Analysis: The request is to rezone the property to R-40 Single-Family Residential to create one contiguous zoning designation on the subject property. The northern portion of the lot is zoned R-20 and the southern portion of the lot is zoned R-40. However, the applicant would like to consider RE Single-Family 'Estate' Residential in lieu of the proposed R-40 Single-Family Residential zoning. The applicant has also requested a minor plat, with a waiver for lot width, under case PC26-001 as Lot 1, Block 1, Engelman Addition.

Existing Conditions/Background: The subject property, 2200 Oak Knoll Drive, is developed with a single-family dwelling. It is located approximately 250 feet north of the intersection of Oak Knoll Drive and Oak Knoll Court.

Plat Status: The subject property is currently unplatted. With the approval of the request for a minor plat with a waiver for lot width, the property will be platted as Lot 1, Block 1, Engelman Addition.

DRC Review: The DRC reviewed the request during their January 20, 2026, meeting and the case was scheduled for the February 9, 2026, Planning and Zoning Commission meeting.

Surrounding Development: The properties to the north are zoned R-20 Single-Family Residential and are improved with single-family homes. The properties to the east and west are zoned R-20 Single-Family Residential and R-40 Single Family Residential are improved with single-family homes. The properties to the south are zoned AG Agricultural and are improved with single-family homes.

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

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.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of the rezoning at their February 9, 2026 meeting by a vote of 5-0.

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Statement of Planning Objectives
5. Zoning Exhibit
6. Plat Exhibit
7. Notification Map
8. Notification Letter
9. Ordinance O-26-2359

Aerial Map

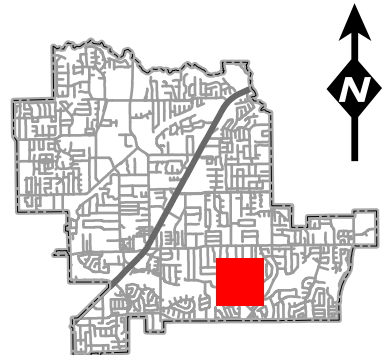


ZC26-002

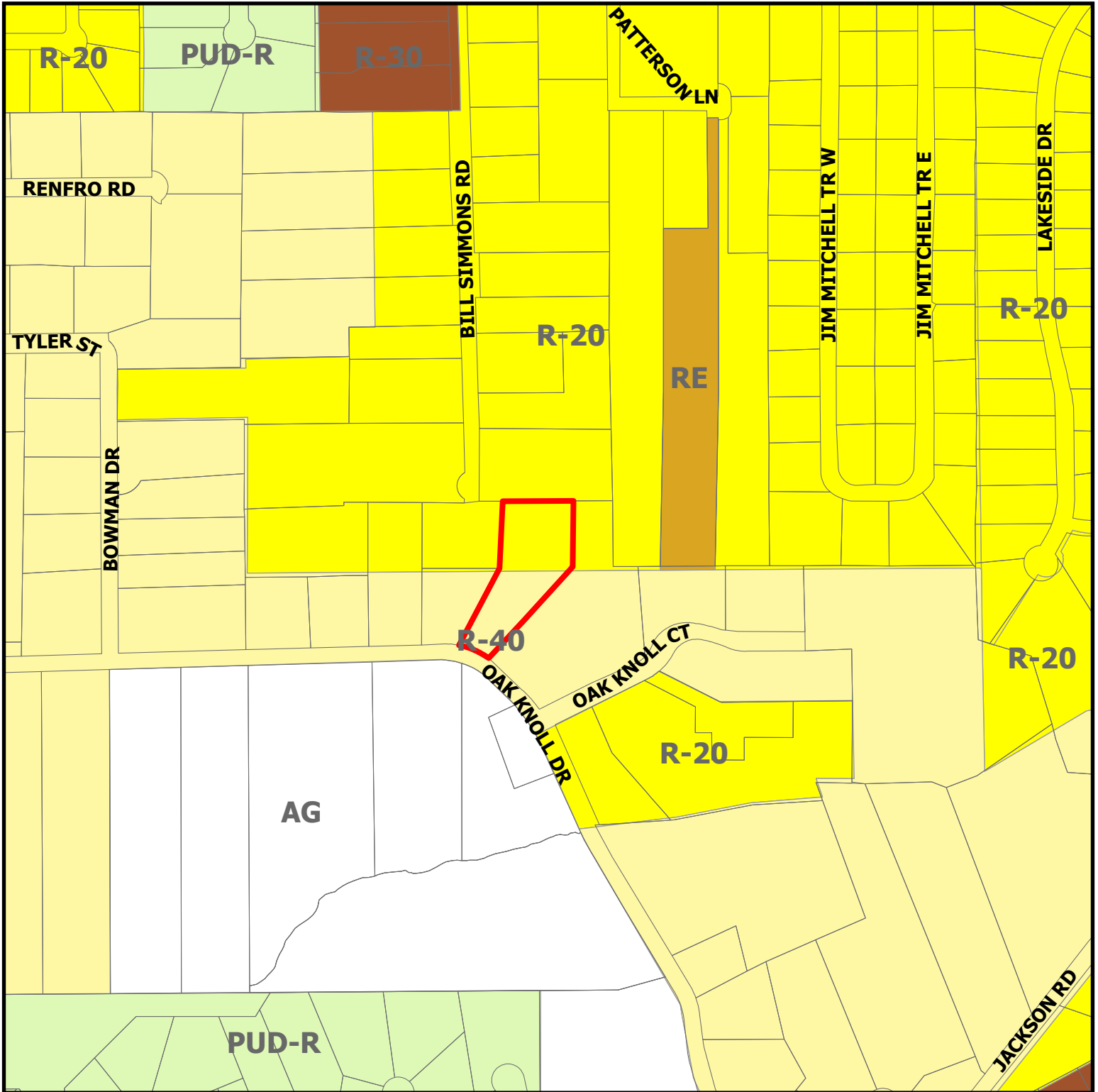
2200 Oak Knoll Drive

DISCLAIMER:
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 Subject Property



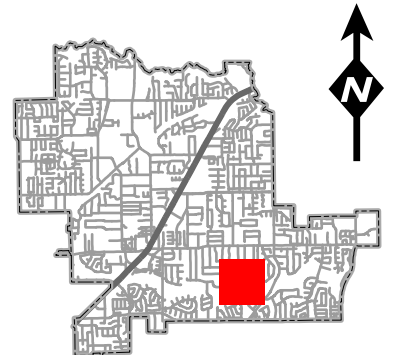
Zoning Map



ZC26-002

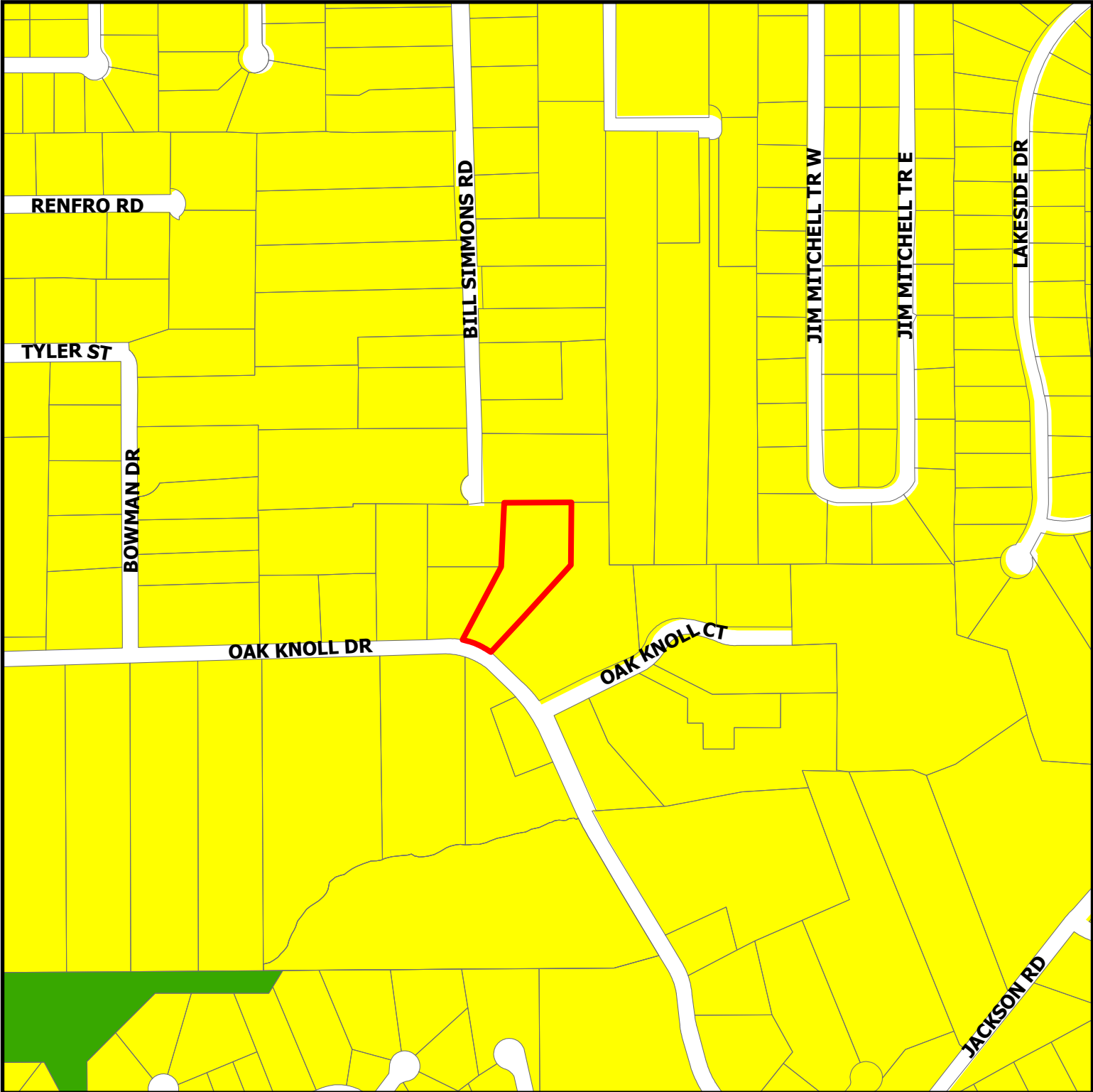
2200 Oak Knoll Drive

 Subject Property






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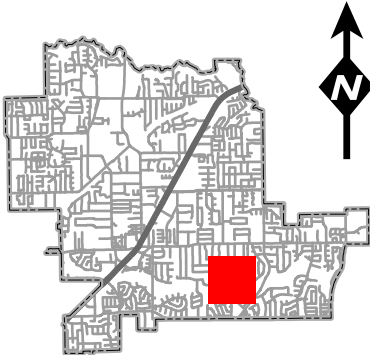
Future Land Use Map



ZC26-002

2200 Oak Knoll Drive

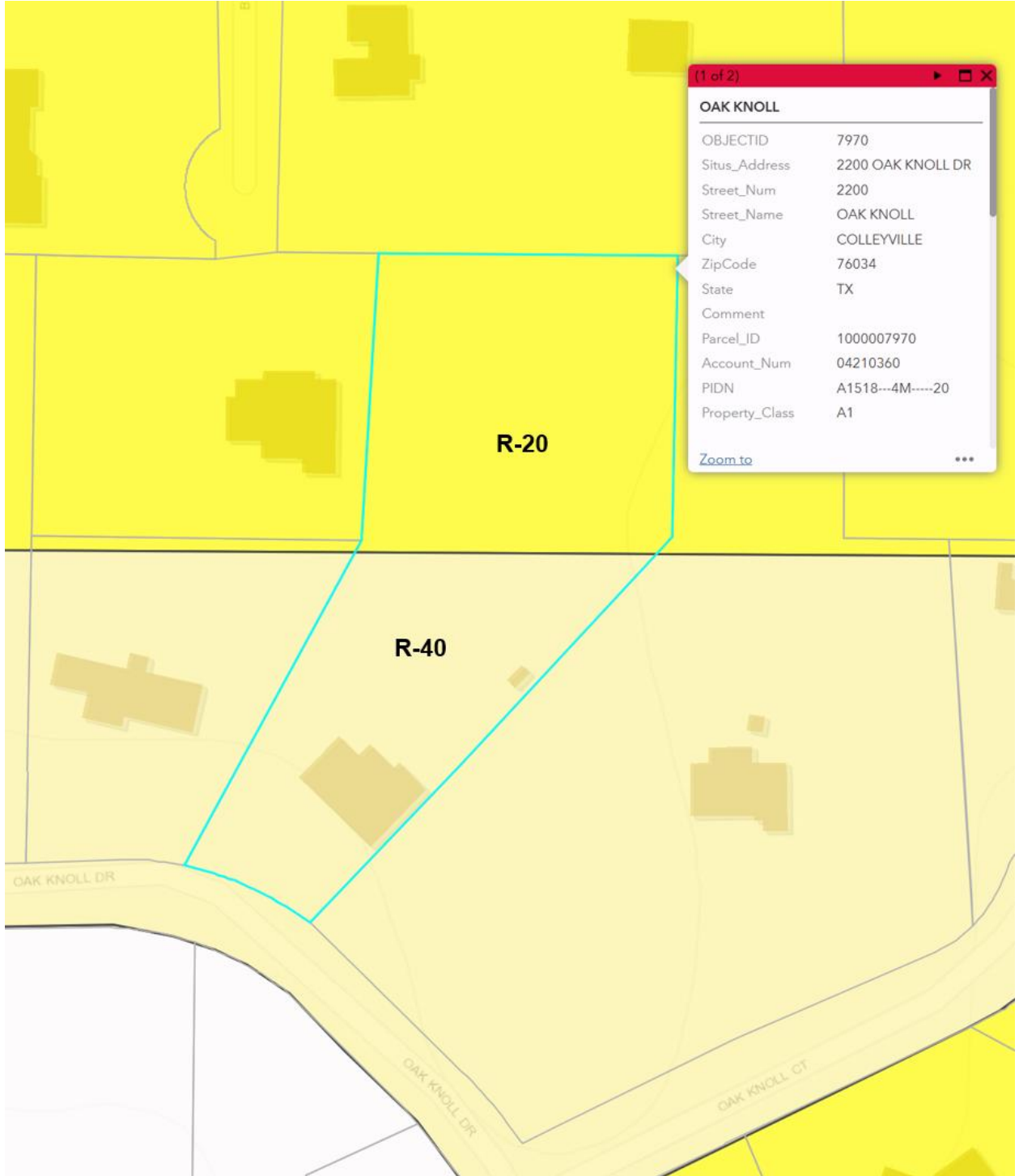
-  Residential
-  Open Space; Parks
-  Subject Property



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Statement of Planning Objectives

The property consists of two contiguous tracts described by metes and bounds that are proposed to be platted into a single lot. The property is currently split-zoned, with R-20 zoning on the northern portion and R-40 zoning on the southern portion. The request is to rezone the property to a consistent R-40 designation across the entire lot.



STATE OF TEXAS
OWNER'S DEDICATION AND ACKNOWLEDGEMENT
COUNTY OF TARRANT

Whereas Matthew & Shannon Engelman are the owners of a tract of land located at Colleyville, Tarrant County, Texas, being 1.984 acres situated in the D.R. Teeter Survey, Abstract 1518, and the Simon Cotrail Survey, Abstract 328, being that land conveyed to them via Instrument D225235263, Deed Records of Tarrant County, Texas, and being more particularly described by metes and bounds as follows:

BEGINNING AT A POINT, SAID POINT BEING A 5/8" IR (FND) FOR THE SW CORNER OF THIS TRACT, BEING THE SE CORNER OF LAND OF CATHERINE COBB, D211016045, DRTCT, AND BEING IN THE NORTH LINE OF OAK KNOLL DRIVE, AN APPROXIMATE 50 FOOT R.O.W.;

THENCE NORTH 30° 18' 04" EAST, BY THE EAST LINE OF LAND OF SAID CATHERINE COBB, FOR A DISTANCE OF 254.74 FEET TO A 5/8" IR (FND);

THENCE NORTH 3° 05' 33" EAST (BASE BRG'), BY THE EAST LINE OF LAND OF DELORIS PEARSON, LOT 1, BLOCK 1 OF "PEARSON ADDITION" CABINET A, SLIDE 4674, PRTCT, FOR A DISTANCE OF 201.07 FEET TO A 5/8" IR (FND);

THENCE SOUTH 89° 24' 04" EAST, BY THE SOUTH LINE OF LAND OF JOHN NICHOLSON, VOLUME 5894, PAGE 794, DRTCT, FOR A DISTANCE OF 218.80 FEET TO A 5/8" IR (FND);

THENCE SOUTH 3° 17' 56" WEST, BY THE WEST LINE OF LAND OF ROBERT E. WOOSTER, VOL 4428, PAGE 929, DRTCT, FOR A DISTANCE OF 200.01 FEET TO A 5/8" IR (FND);

THENCE SOUTH 43° 53' 56" WEST, BY THE WEST LINE OF LAND OF SAID ROBERT E. WOOSTER, FOR A DISTANCE OF 385.72 FEET TO A 5/8" IR (FND) IN THE NORTH LINE OF OAK KNOLL DRIVE;

THENCE NORTH 47° 54' 04" WEST, BY THE NORTH LINE OF OAK KNOLL DRIVE, FOR A DISTANCE OF 50.26 FEET TO A 5/8" IR (FND);

THENCE NORTHWESTERLY ALONG A CURVE TO THE LEFT, RADIUS = 120.70 FEET, FOR A DISTANCE OF 49.40 FEET (L.C. = NORTH 58° 41' 22" WEST FOR 49.06 FEET), TO THE 5/8" IR AT THE POINT OF BEGINNING, SAID PARCEL BEING 86433 SQFT OR 1.984 ACRES MORE OR LESS.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That we, Matthew & Shannon Engelman, owners, do hereby adopt this plat as Engelman Addition, an Addition to the City of Colleyville, Tarrant County, Texas, and do hereby dedicate fee simple to the public use forever all streets, rights-of-ways, and alleys shown thereon, and do hereby reserve the easements shown on this plat for the mutual use and accomodation of all public utilities desiring to use or using the same. Any public utility shall have the right to move and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of these easements, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement for the purpose of constructing, reconstructing, inspecting and patrolling, without the necessity at any time of procuring the permission of anyone. This plat approval subject to all platting ordinances, rules, regulations, and resolutions of the City of Colleyville, Texas.

Witness our hands this ____ day of _____, 2026

Matthew Engelman, Owner

Shannon Engelman, Owner

STATE OF TEXAS
COUNTY OF TARRANT

Before me, the undersigned authority, a Notary Public in and for said County and State on this date personally appeared Matthew Engelman, Owner known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this ____ day of _____, 2026

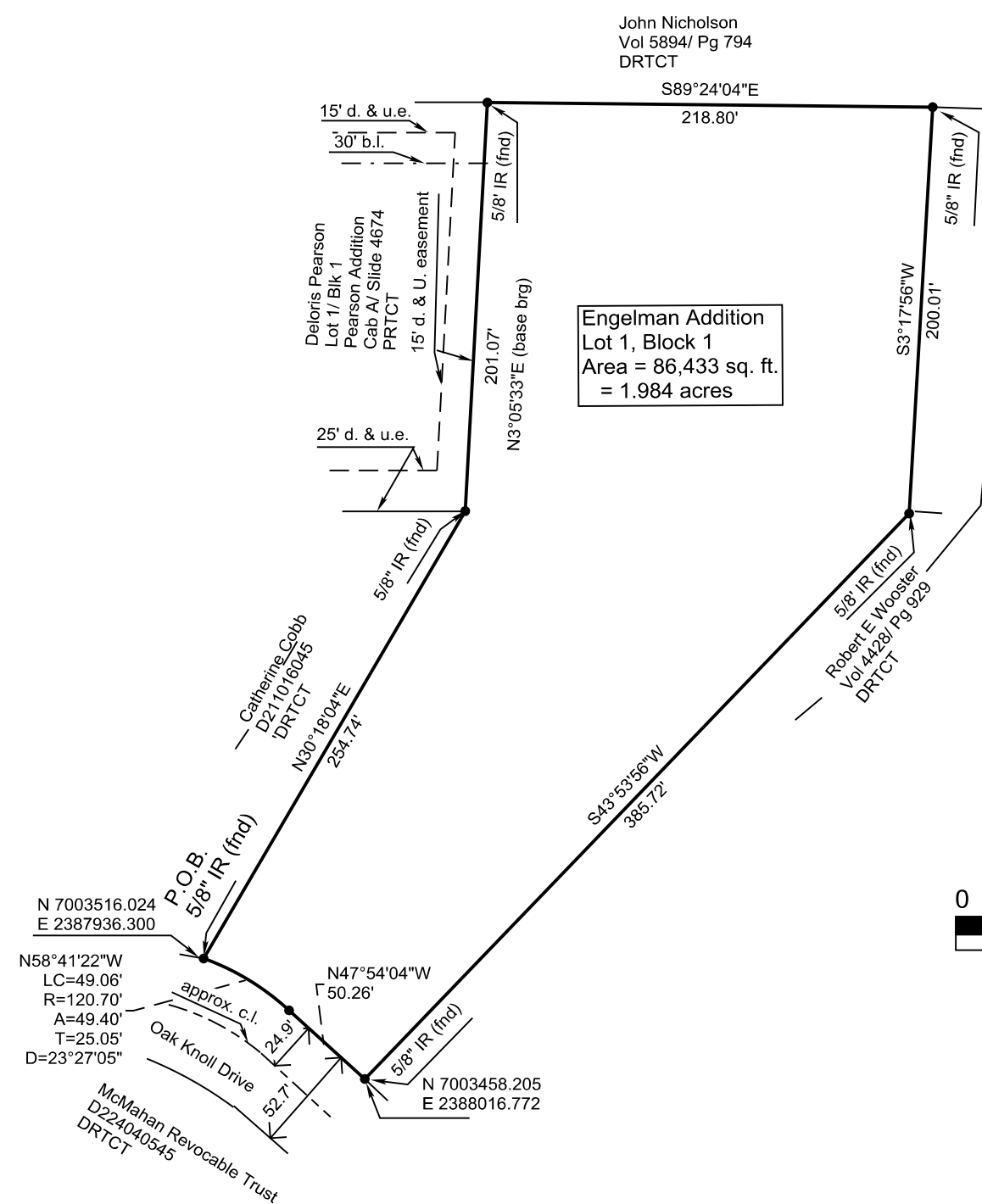
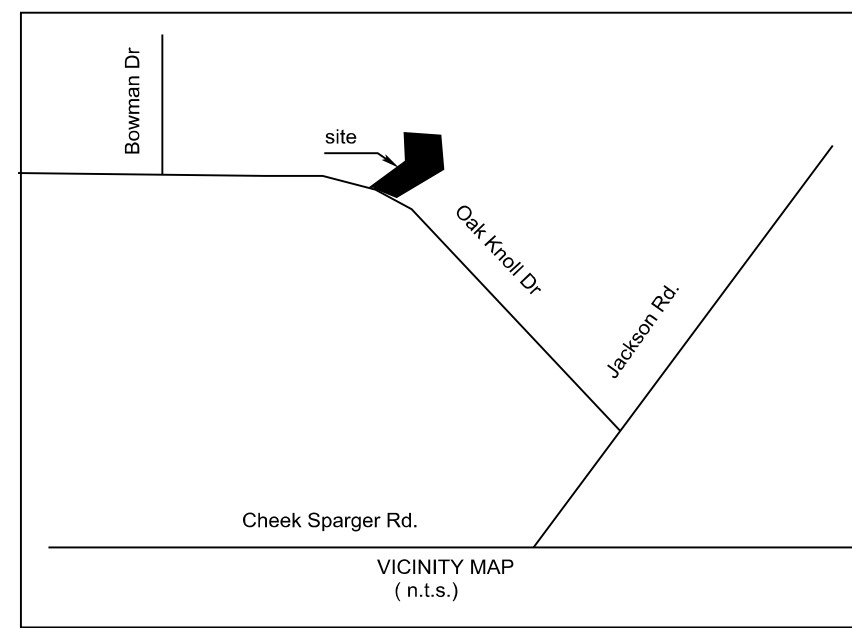
Notary Public in and for the State of Texas

STATE OF TEXAS
COUNTY OF TARRANT

Before me, the undersigned authority, a Notary Public in and for said County and State on this date personally appeared Shannon Engelman, Owner known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this ____ day of _____, 2026

Notary Public in and for the State of Texas



LEGEND
- DRTCT = Deed Records, Tarrant County, Texas
- PRTCT = Plat Records, Tarrant County, Texas
- IR = iron rod
- b.l. = building line
- d. & u.e. = drainage & utility easement
- Co-ordinates shown are Texas State Plane Co-ordinates, North Central Zone, NAD 83

The purpose of this plat is to create one platted lot from 2 contiguous, metes and bounds properties
Zoning change will be a separate application, will not be shown on plat.

STAFF APPROVAL AUTHORITY
This amending or minor plat is approved in accordance with Section 212.0065 of the Texas Local Government Code and the City of Colleyville Subdivision Regulations
Date _____
Community Development Director _____

SURVEYOR'S CERTIFICATION
KNOW ALL MEN BY THESE PRESENTS:
That I, Richard DeFalco, a Registered Professional Land Surveyor licensed in the State of Texas, do hereby certify that this Plat is true and correct and was prepared from an actual survey made under my supervision on the ground. Further, this survey conforms to the general rules of procedures and practices of the most current Land Surveying Practices Act.
Signature _____ Date _____



STATE OF TEXAS, COUNTY OF TARRANT
Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Richard DeFalco, Registered Public Land Surveyor known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.
Given under my hand and seal of office, this ____ day of _____, 2026
Notary Public in and for the State of Texas
My Board expires on: _____

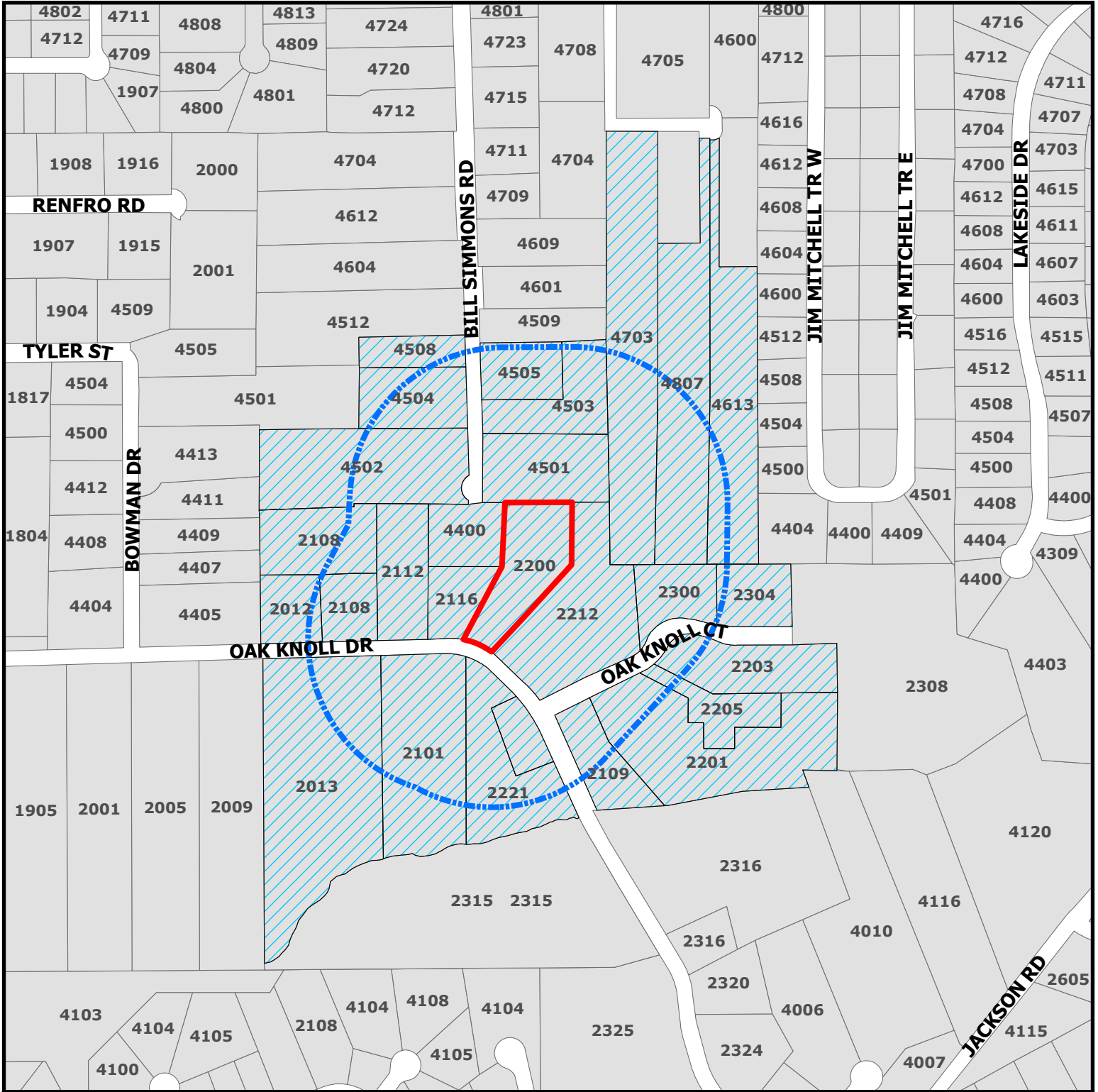
OWNER:
Matthew & Shannon Engelman
3700 Treemont Ct.
Colleyville, TX. 76034
832-623-0903

Rick DeFalco - Surveyor
201 Carolyn Drive
Hurst, TX. 76054
817-428-0155
Date: 12/30/2025
Updated: 01/09/2026

MINOR PLAT
ENGELMAN ADDITION
Lot 1, Block 1
BEING 1.984 ACRES OF LAND SITUATED IN THE D.R. TEETER SURVEY, ABSTRACT 1518 AND THE SIMON COTRAIL SURVEY, ABSTRACT 328, CITY OF COLLEYVILLE, TARRANT COUNTY TEXAS




Date of preparation December 30, 2025

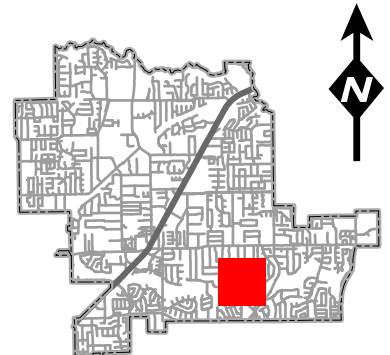
Notification Map



ZC26-002

2200 Oak Knoll Drive

-  Subject Property
-  Buffer
-  Parcels to be notified



DISCLAIMER:
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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 & Zoning Commission Meeting: Monday, February 9, 2026 at 7:00p.m.
City Council Meetings: Tuesday, March 3, 2025 & Tuesday, March 10, 2026 at 7:00p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas

Request: Consideration of a Rezoning from R-40 Single Family Residential and R-20 Single Family Residential to R-40 Single Family Residential on Tracts 4M & A328 TR 2V, Abstract 1518, David R. Teeter Survey, Case ZC26-002. The request is to rezone the property to R-40 Single Family Residential to allow for consistent zoning across the subject property.

Zoning Case: ZC26-002

Applicant/Owner: Matthew Engelman & Shannon Engelman

Location: 2200 Oak Knoll Drive

Property Description: Tracts 4M & A328 TR 2V, Abstract 1518, David R. Teeter Survey

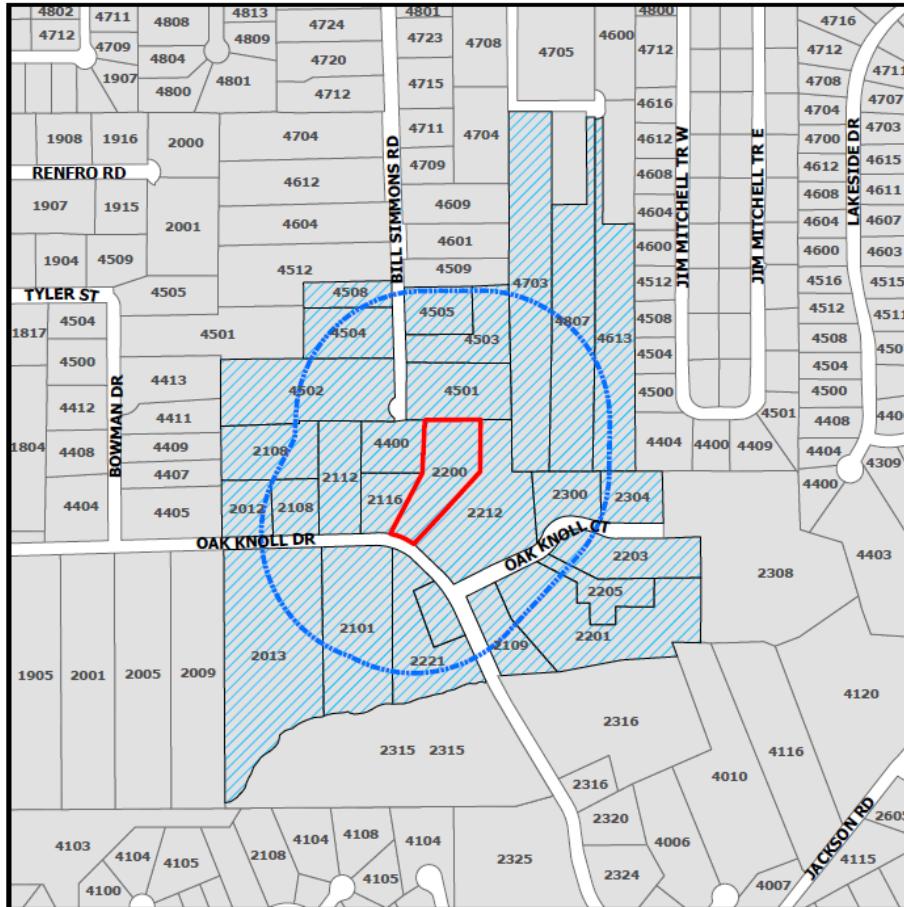
Present Zoning: R-20 Single Family Residential & R-40 Single Family Residential

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:

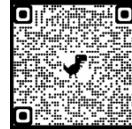
Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034
Citizenletters@colleyville.com

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.

Daniel Ponder

Daniel Ponder
Planning Manager

ORDINANCE O-26-2359

AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON 1.9 ACRES, BEING TRACTS 4M AND A328 TR 2V, ABSTRACT 1518, DAVID R. TEETER SURVEY, LOCATED AT 2200 OAK KNOLL DRIVE, BY AUTHORIZING A REZONING FROM R-40 SINGLE-FAMILY RESIDENTIAL AND R-20 SINGLE-FAMILY RESIDENTIAL TO R-40 SINGLE-FAMILY RESIDENTIAL; 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 R-40 Single-Family Residential and R-20 Single-Family Residential to R-40 Single-Family Residential under Case ZC26-002; 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 R-40 Single-Family Residential and R-20 Single-Family Residential to R-40 Single-Family Residential on 1.9 acres, being Tracts 4M and A328 TR 2V,

Abstract 1518, David R. Teeter Survey, located at 2200 Oak Knoll 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. Change the zoning as depicted in the attached Exhibit "A" from R-40 Single-Family Residential and R-20 Single-Family Residential to R-40 Single-Family Residential.

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 3rd day of March 2026.

The second reading and public hearing being conducted on the 10th day of March 2026.

PASSED AND APPROVED BY A VOTE OF _ AYES AND _ NAYS, ON THIS THE 10TH DAY OF MARCH 2026.

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

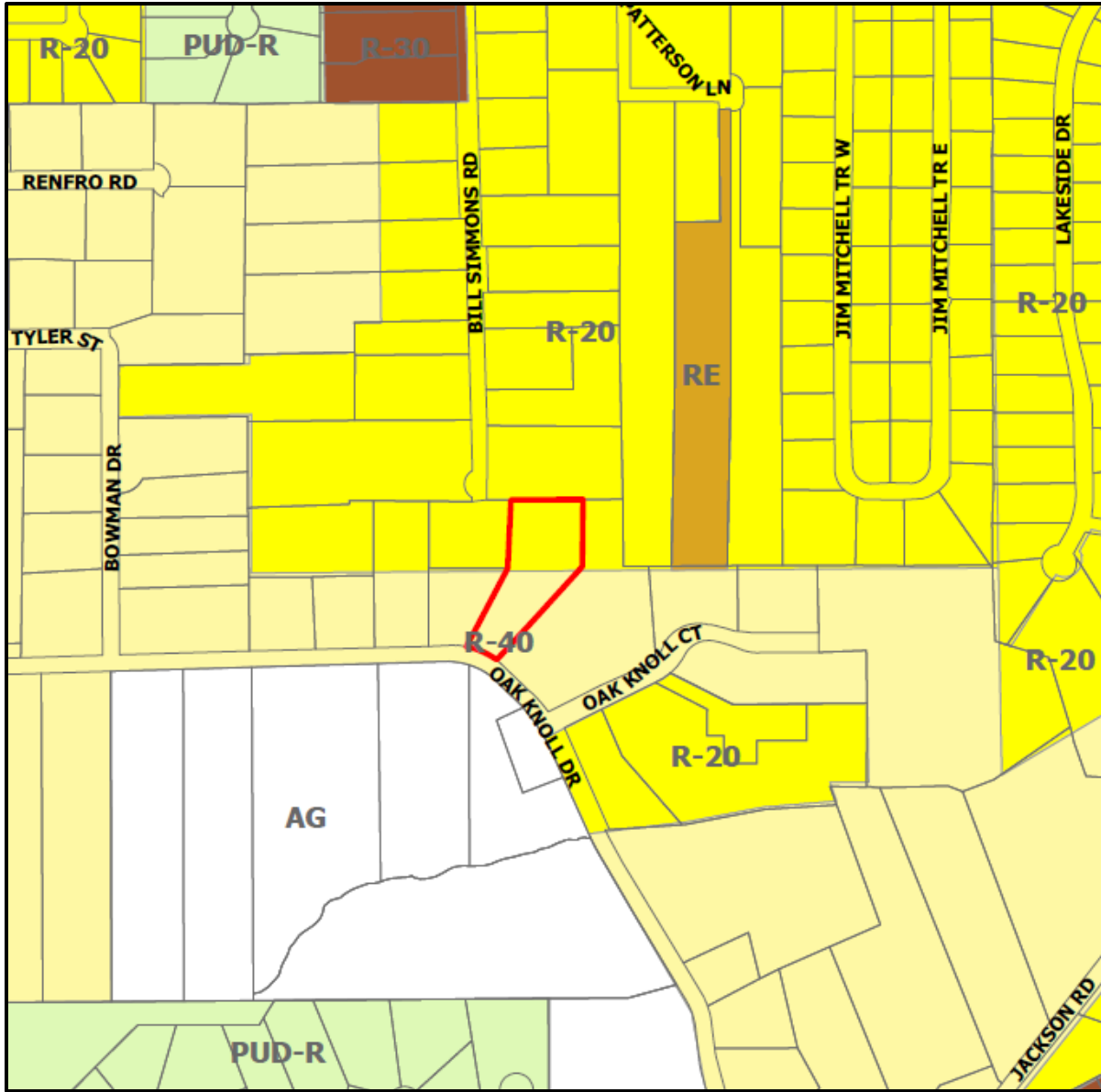
Christine Loven, TRMC
City Secretary

Bobby Lindamood
Mayor

APPROVED AS TO FORM:

Whitt Wyatt
City Attorney

Exhibit "A" - Location and Zoning Map





CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 5b

Agenda Date 3/3/2026

Number Ordinance O-26-2360

Type Ordinance

Department Community Development

Title

Consideration of a Special Use Permit for massage therapy use on Lot 3R1, Block 1, Felps, Andy Addition, located at 3919 Colleyville Boulevard, Case ZC26-001

Explanation

First Reading and Public Hearing

Diane Khamvongsouk, the applicant, has submitted a request for a Special Use Permit (SUP) to allow for massage therapy use on Lot 3R1, Block 1, Felps, Andy Addition, being approximately 0.47 acres and zoned CC-2 Shopping Center.

Analysis: The applicant is requesting a SUP to allow for a massage therapy use. The Land Development Code only permits massage therapy with the approval of a SUP in the CC-2 Shopping Center zoning district. The existing parking is sufficient within the development for the proposed use.

Existing Conditions/Background: The subject property, 3919 Colleyville Boulevard, is zoned CC-2 Shopping Center and is located on the south side of Colleyville Boulevard, approximately 375 feet north of Cheek-Sparger Road. The property is developed with one commercial building.

Plat Status: The property is platted as Lot 3R1, Block 1, Felps, Andy Addition.

DRC Review: The DRC reviewed the request during their January 20, 2026, meeting and determined the case would be scheduled for the February 9, 2026, Planning and Zoning Commission meeting.

Surrounding Development: The properties to the north, south, east, and west are zoned CC-3 Highway Commercial and are improved with commercial uses.

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 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.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of the SUP at their February 9, 2026 meeting by a vote of 5-0.

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Statement of Planning Objectives
5. Landlord Authorization Letter
6. Notification Map
7. Notification Letter
8. Ordinance O-26-2360

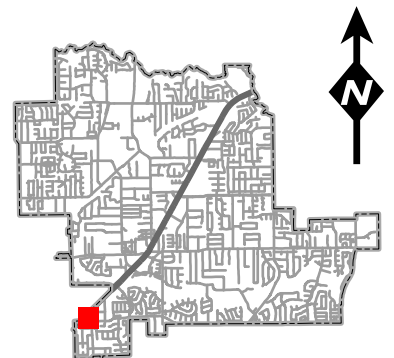
Aerial Map



ZC26-001

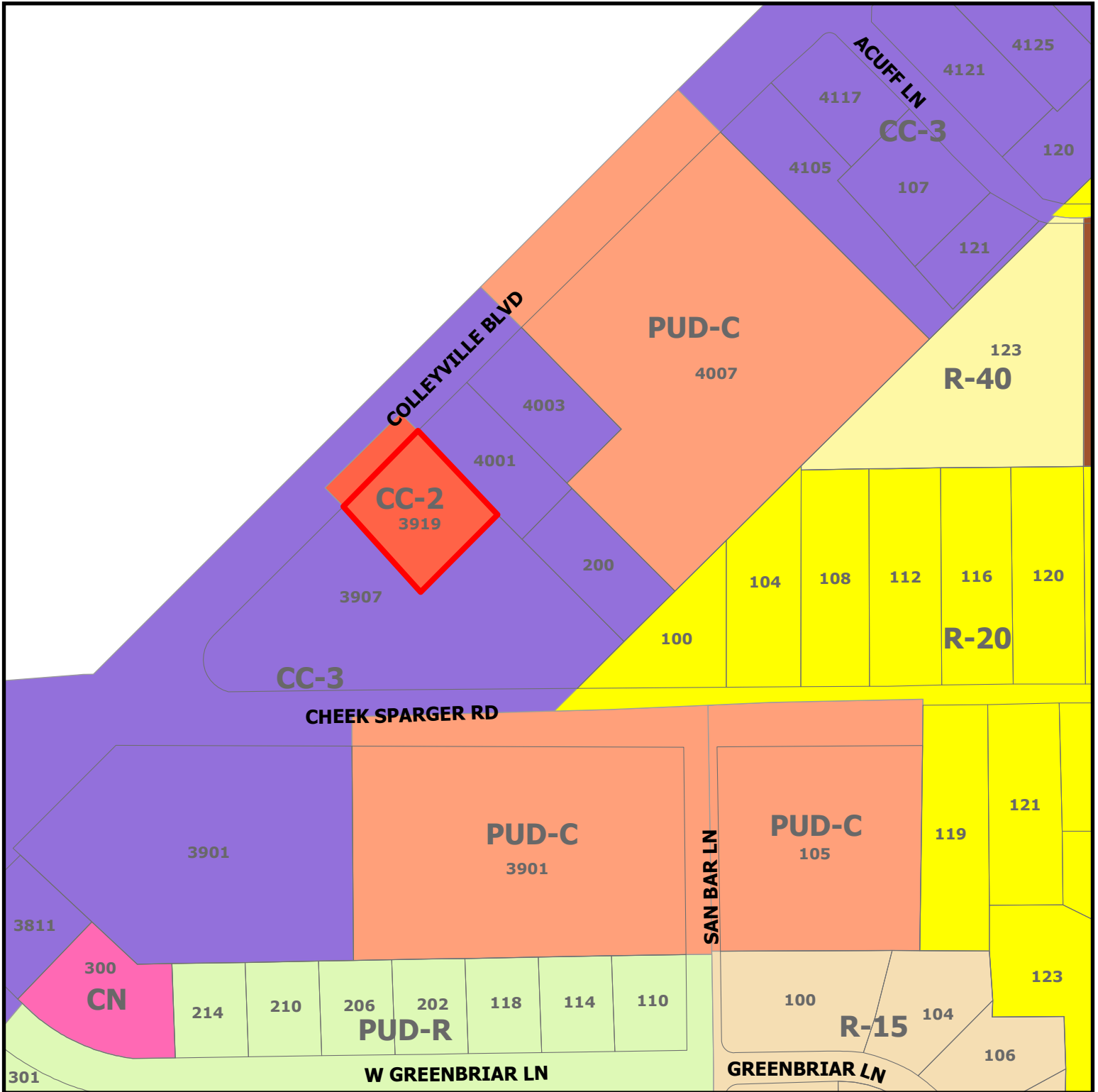
3919 Colleyville Boulevard

 Subject Property



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Zoning Map



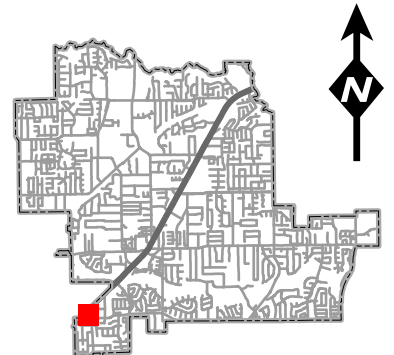
ZC26-001

3919 Colleyville Boulevard

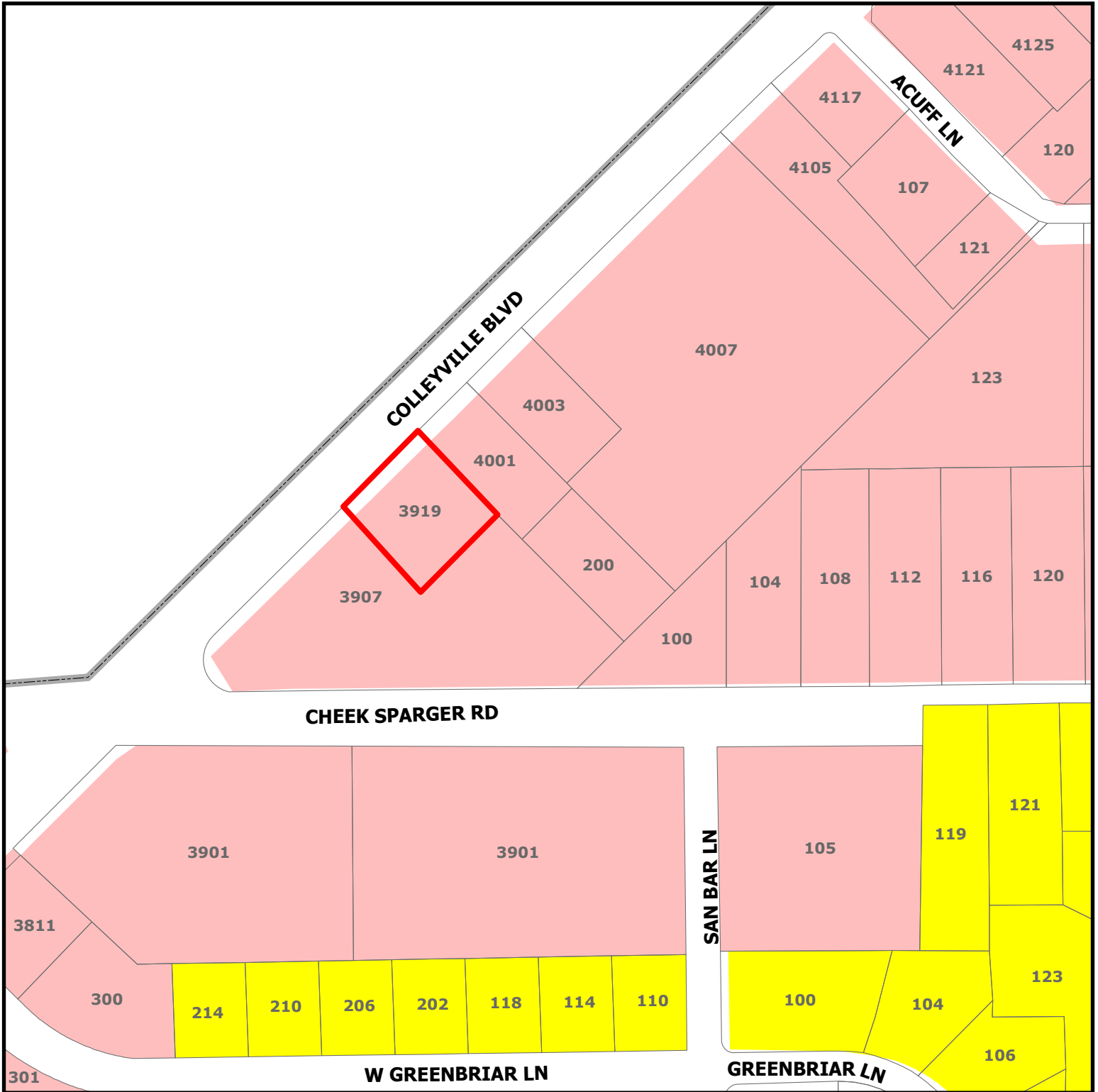


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 Subject Property



Future Land Use Map



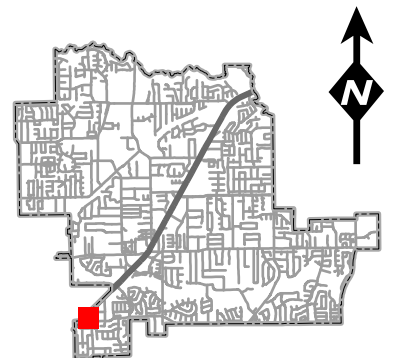
ZC26-001

3919 Colleyville Boulevard



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- Residential
- Colleyville Blvd Corridor
- Subject Property



PLANNING OBJECTIVES LETTER

Special Use Permit (SUP) & Certificate of Occupancy (CO)

Property Address: 3919 Colleyville Blvd, Suite C, Colleyville, TX 76034

Applicant: DFW Thai Massage Therapy, LLC

DBA: Lotus Thai Massage Wellness & Beauty

Proposed Use: Massage Therapy, Wellness Services, and Limited Ancillary Beauty Services

1. INTRODUCTION & PURPOSE

This Planning Objectives Letter is submitted in support of the Special Use Permit (SUP) and Certificate of Occupancy (CO) applications for DFW Thai Massage Therapy, LLC, doing business as Lotus Thai Massage Wellness & Beauty, proposed to operate within Suite C at 3919 Colleyville Blvd, Colleyville, Texas

The purpose of this letter is to provide a detailed explanation of the proposed business model, daily operations, staffing, client flow, and facility use. This document is intended to clearly demonstrate that the proposed use is well-managed, low-impact, compatible with surrounding commercial uses, and compliant with the City of Colleyville's zoning, safety, and operational standards.

2. BUSINESS OVERVIEW & OWNER EXPERIENCE

Lotus Thai Massage Wellness & Beauty is owned and operated by Diane Nguyen Khamvongsouk, a licensed massage therapist and beauty professional with over 20 years of experience in massage therapy, wellness services, and salon operations.

The owner is deeply passionate about the service and care industry and has built a long-standing client base through ethical, professional, and client-focused wellness services. Her experience includes hands-on service delivery, business management, staff supervision, and regulatory compliance within the personal care industry.

The business currently operates out of a small salon suite, which limits the ability to properly accommodate massage therapy services. The proposed location allows the business to expand into a purpose-appropriate and compliant space, designed specifically to support professional massage therapy and wellness operations in a controlled and responsible manner.

All services will be performed by properly licensed professionals in full compliance with Texas Department of Licensing and Regulation (TDLR) requirements and all applicable City of Colleyville regulations.

3. DESCRIPTION OF SERVICES & OPERATIONAL STRUCTURE

Primary Use: Massage Therapy & Wellness (Approximately 90%)

The primary function of the business is licensed massage therapy and wellness services, representing approximately 90% of total operations. Services include:

- Traditional Thai massage
- Swedish massage
- Therapeutic and relaxation massage
- Herbal steaming and wellness treatments

These services are provided in private, enclosed treatment rooms, ensuring client privacy, quiet operations, and a calm, spa-like environment.

Ancillary Use: Limited Beauty Services (Approximately 10%)

Approximately 10% of services consist of limited hair services, which are:

- Provided exclusively by the owner/operator
- Offered only to long-standing, established clients of over 20 years
- Scheduled in a controlled and limited manner
- Ancillary and subordinate to the primary massage use

This component does not operate as a traditional hair salon. There are:

- No multiple stylists
- No chair rentals
- No walk-in salon traffic
- No retail salon operations

The inclusion of this limited service does not increase operational intensity, parking demand, or traffic beyond what is typical for a wellness-oriented massage establishment.

4. CLIENT FLOW, APPOINTMENTS & WALK-IN MANAGEMENT

The business will operate on a hybrid appointment and walk-in basis, structured to prevent overcrowding or excessive traffic.

- Appointments are scheduled in advance to manage therapist availability.
- Walk-in clients are accepted only when licensed therapists are available and not already booked.
- If no therapists are available, walk-in clients are not accepted.

This operational model ensures:

- Controlled client volume
- Predictable traffic patterns
- No waiting lines or loitering
- A quiet and orderly environment

Clients typically arrive individually or in pairs, remain onsite for the duration of their service, and depart promptly after completion.

5. HOURS OF OPERATION

Proposed Hours:

- Monday – Sunday: 10:00 AM to 8:00 PM

There are no late-night hours, no overnight operations, and no extended or irregular operating schedules.

6. STAFFING & DAILY OPERATIONS

Staffing levels are intentionally modest and aligned with the size of the suite and treatment capacity.

- Owner/operator onsite and actively involved
- Licensed massage therapists scheduled by appointment demand
- No large shifts or overlapping staff changes
- No live entertainment or group activities

Daily operations consist of:

- Client check-in at reception
 - Escorting clients to private treatment rooms
 - One-on-one services conducted indoors
 - Standard cleaning and sanitation between appointments
-

7. PARKING & TRAFFIC IMPACT

As confirmed by City staff, the proposed use requires 1 parking space per 200 square feet. The suite contains approximately 1,800 square feet, and the building provides 25 parking spaces, which adequately meets the parking requirement

Due to:

- Appointment-based scheduling
- Limited walk-in acceptance
- One-on-one services
- Staggered appointment times

The business is not expected to create excessive traffic or parking demand and will operate within the capacity of existing parking infrastructure.

8. EXTERIOR & INTERIOR IMPROVEMENTS

Exterior Improvements

- No exterior modifications are proposed
- Standard business signage only
- All signage will comply with City sign regulations and permitting

Interior Improvements

Interior improvements are proposed and submitted with this application and include:

- Individual massage treatment rooms
- Reception and waiting area
- Defined, owner-only hair service area
- Support spaces (storage, laundry, restroom)

All improvements are **non-structural** and will comply with:

- Building codes
- Fire and life safety codes

- Accessibility requirements
-

9. COMPLIANCE, SAFETY & REGULATORY OVERSIGHT

Lotus Thai Massage Wellness & Beauty is committed to full compliance with all applicable laws and regulations, including:

- Texas massage establishment licensing
 - Individual therapist licensing
 - Health and sanitation standards
 - Building, fire, and life safety inspections
 - City of Colleyville SUP and CO requirements
 - Police Department interview and review process, if required
-

10. COMPATIBILITY WITH SURROUNDING USES

The proposed use is fully compatible with the surrounding commercial environment. Operations are conducted entirely indoors and generate:

- No outdoor activity
- No amplified sound
- No alcohol service
- No adult-oriented uses
- No late-night disturbances

The business functions as a quiet, professional wellness establishment, consistent with neighboring retail and service uses along Colleyville Boulevard.

11. CONCLUSION

DFW Thai Massage Therapy, LLC, dba Lotus Thai Massage Wellness & Beauty, respectfully requests approval of the Special Use Permit and Certificate of Occupancy for the proposed use at 3919 Colleyville Blvd, Suite C.

With a clearly defined operational structure, controlled client volume, experienced ownership, and strong commitment to regulatory compliance, the applicant believes this business will be a positive, well-managed, and low-impact addition to the Colleyville community.

Sincerely,

DFW Thai Massage Therapy, LLC
DBA Lotus Thai Massage Wellness & Beauty

Authorized Representative:

Diane Khamwongsouk

Owner / Operator



Inhyun An of A & S Colleyville LLC
1052 W Camp Wisdom Rd.
Dallas, TX 75232



Date: 1/12/26

City of Colleyville

100 Main Street
Colleyville, TX 76034

Re: Landlord Authorization for Special Use Permit & Certificate of Occupancy Application

Premises: **3919 Colleyville Blvd, Suite C, Colleyville, TX 76034**

To Whom It May Concern,

I, **Inhyun An of A & S Colleyville LLC**, the authorized owner/landlord of the property located at **3919 Colleyville Blvd, Suite C, Colleyville, TX 76034**, hereby grant permission to the tenant, **Diane Khamvongsouk**, operating as **Lotus Thai Massage Wellness & Beauty**, to apply with the **City of Colleyville** for all necessary approvals related to the proposed business use of the premises.

This authorization specifically includes, but is not limited to:

- Application for a **Special Use Permit (SUP)** for massage and beauty salon services; and
- Application for a **Certificate of Occupancy (CO)** for the same intended use.

The tenant is fully authorized to submit documents, request inspections, communicate with city officials, and complete any other steps required by the City of Colleyville to process the SUP and CO applications.

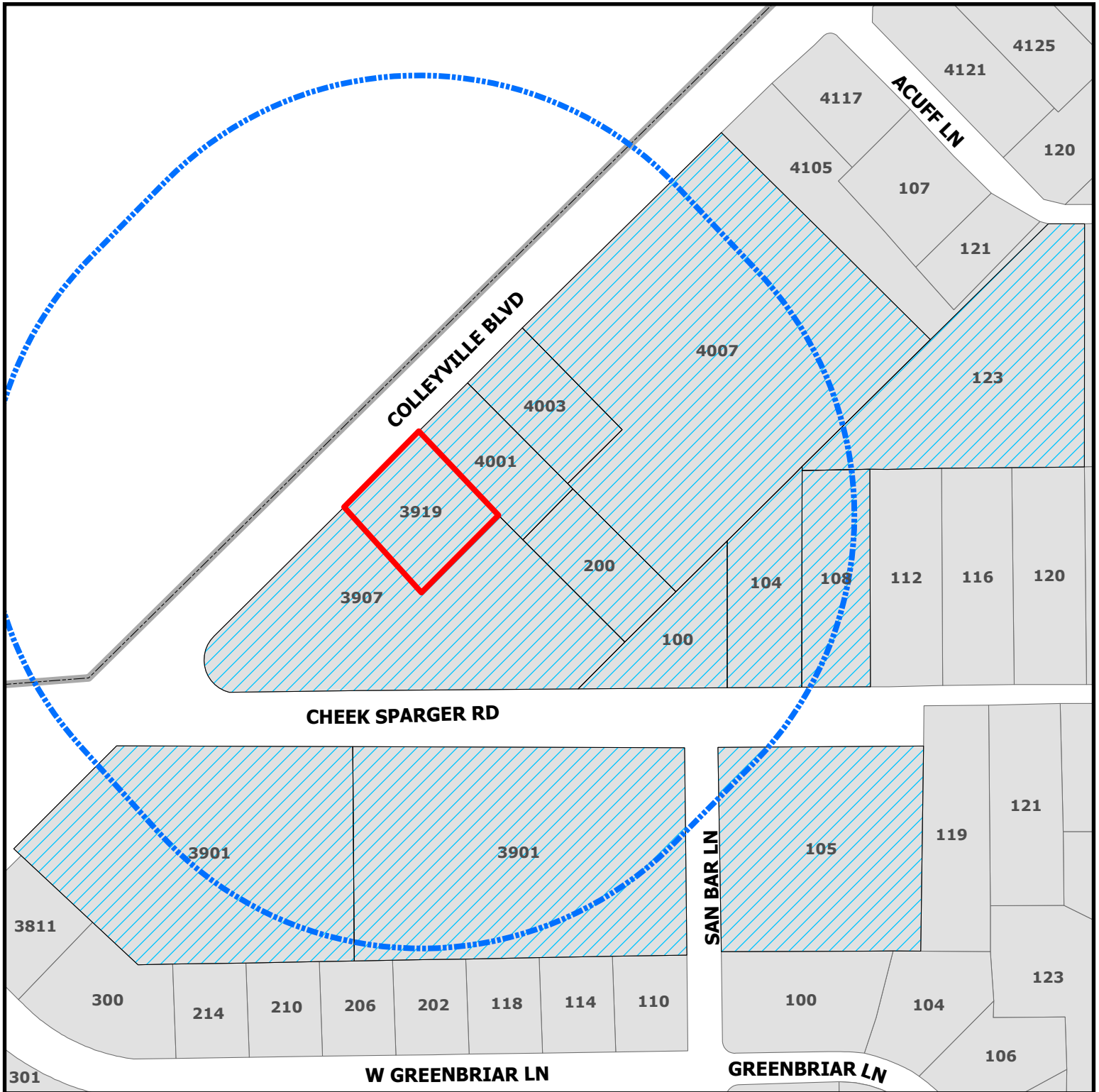
Should you need any additional information or confirmation, please feel free to contact me directly.

Sincerely,

Inhyun An
Owner/Landlord

A handwritten signature in black ink, appearing to read 'Inhyun An', written over a large, thin, horizontal oval scribble.

Notification Map






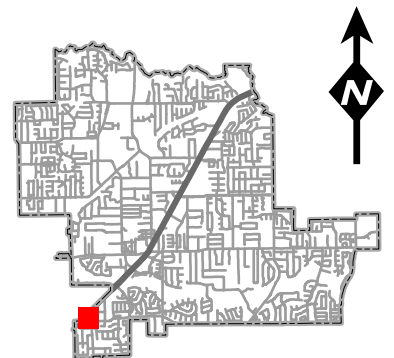
ZC26-001

3919 Colleyville Boulevard



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-  Subject Property
-  Buffer
-  Parcels to be notified





NOTICE OF PUBLIC HEARING

«Owner Name»

«Owner Address»

«Owner City» «Owner Zip»

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City Council Meetings: Tuesday, March 3, 2026 & Tuesday, March 10, 2026 at 7:00p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas

Request: Consideration of a Special Use Permit for a Massage Therapy use on Lot 3R1, Block 1, Felps, Andy Addition, Case ZC26-001.

Zoning Case: ZC26-001

Applicant: Diane Khamvongsouk

Owner: A & S Colleyville LLC

Location: 3919 Colleyville Boulevard

Property Description: Lot 3R1, Block 1, Felps, Andy Addition

Present Zoning: CC-2 Shopping Center

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:

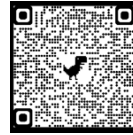
Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034
Citizenletters@colleyville.com

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.

Daniel Ponder

Daniel Ponder
Planning Manager

ORDINANCE O-26-2360

AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON APPROXIMATELY 0.47 ACRES, BEING LOT 3R1, BLOCK 1, FELPS, ANDY ADDITION, LOCATED AT 3919 COLLEYVILLE BOULEVARD, SUITE C, BY AUTHORIZING A SPECIAL USE PERMIT TO ALLOW FOR A MASSAGE THERAPY USE FOR THE BUSINESS KNOWN AS LOTUS THAI MASSAGE WELLNESS & BEAUTY; 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 ZC26-001; and

WHEREAS, the Planning and Zoning Commission of the City of Colleyville, has considered and made recommendations on the request, having given the requisite notices, and having held due hearings and affording a full and fair opportunity for all persons interested in the matter to be heard; and

WHEREAS, after due deliberations and consideration of the recommendation of the Planning and Zoning Commission, the information received at a public hearing, and other relevant information and materials, the City Council finds that this amendment is in conformance with the Comprehensive Plan for the City of Colleyville and promotes the general health, safety, and welfare of this community.

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 Massage Therapy use on 0.47 acres, being Lot 3R1, Block 1, Felps, Andy Addition, located at 3919 Colleyville Boulevard, Suite C, 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 Land Development Code 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 known as "Lotus Thai Massage Wellness & Beauty".

b. 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 3rd day of March 2026.

The second reading and public hearing being conducted on the 10th day of March 2026.

APPROVED BY A VOTE OF ____ AYES AND ____ NAYS ON THIS THE 10TH DAY OF MARCH 2026.

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

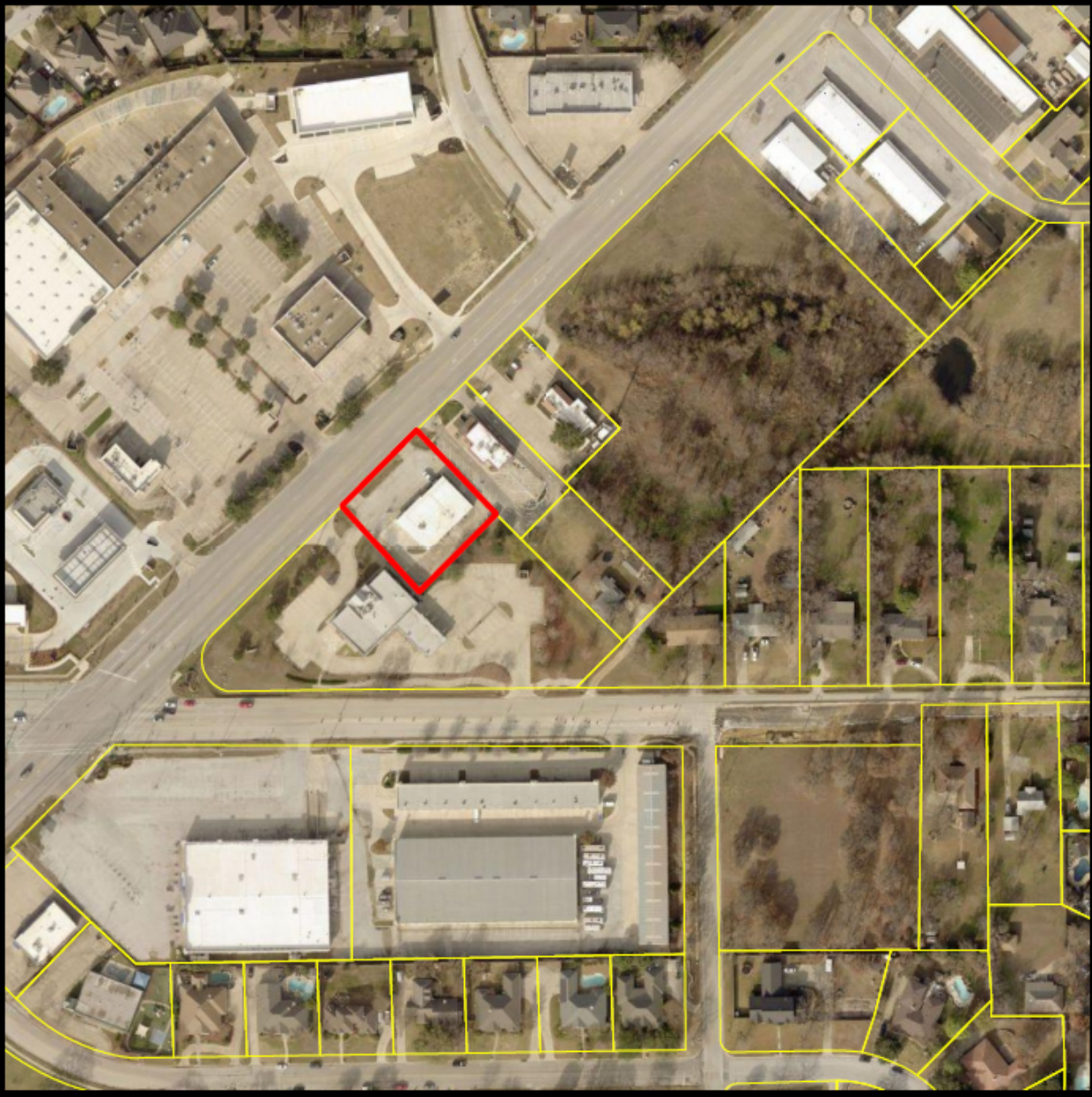
Christine Loven, TRMC
City Secretary

Bobby Lindamood
Mayor

APPROVED AS TO FORM:

Whitt Wyatt
City Attorney

Exhibit "A" – Aerial Map





CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 5c

Agenda Date 3/3/2026

Number Ordinance O-26-2361

Type Ordinance

Department Community Development

Title

Consideration of a Special Use Permit for an accessory building on Lot 6, Block 7, Oak Crest Hills, located at 205 Oak Crest Hill Drive, Case ZC26-003

Explanation

First Reading and Public Hearing

Kris Lunsford, the applicant, has submitted a request for a Special Use Permit (SUP) for an accessory building on Lot 6, Block 7, Oak Crest Hills, being approximately 0.61 acres, and zoned R-20 Single-Family Residential. The request is to allow for an accessory building that does not conform to Land Development Code, Section 3.27(A)(2)(a).

Analysis: The applicant is requesting a SUP to allow for an accessory building that would exceed the four percent (4%) lot coverage, as permitted by the Land Development Code. The subject lot area is 26,776 square feet, which allows a maximum of 1,071 square feet for accessory buildings. The proposed structure is 1,200 square feet.

Ordinance – Chapter 3 – Land Use – Section 3.27(A)(2)(a) Accessory Buildings and Residential Carport Regulations:

"The combined square footage of all accessory buildings shall not exceed four percent (4%) of the aggregate area of the lot."

Existing Conditions/Background: The subject property, 205 Oak Crest Hill Drive, is zoned R-20 Single-Family Residential and developed with a single-family house. It is located on the south side of Oak Crest Hill Drive, and approximately 1,020 feet west of Bransford Road.

Plat Status: The subject property is platted as Lot 6, Block 7, Oak Crest Hills.

DRC Review: The DRC reviewed the request during their January 20, 2026, meeting and the case was scheduled for the February 9, 2026, Planning and Zoning Commission meeting.

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

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

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.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of the SUP at their February 9, 2026 meeting by a vote of 5-0.

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Site and Drainage Plan
5. Elevations Drawings
6. Notification Map
7. Notification Letter
8. Letter of Support
9. Ordinance O-26-2361

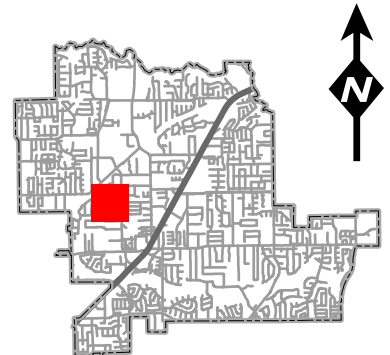
Aerial Map



ZC26-003

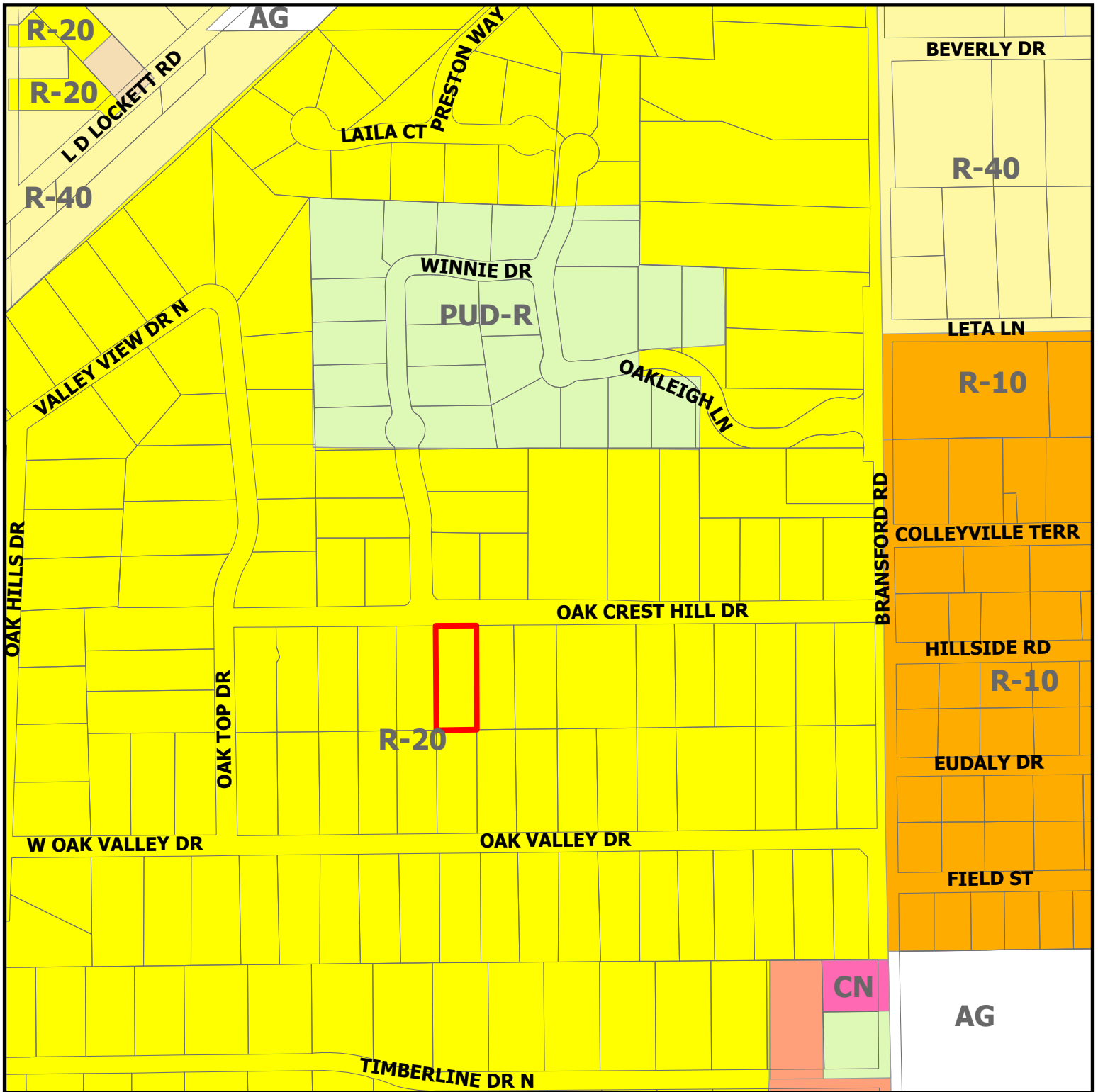
205 Oak Crest Hills Drive

 Subject Property



DISCLAIMER:
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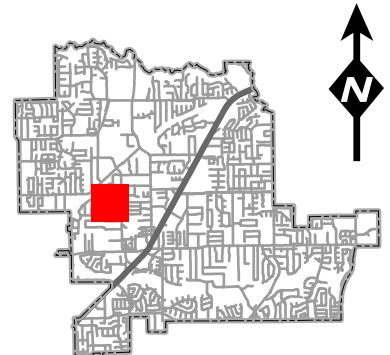
Zoning Map



ZC26-003

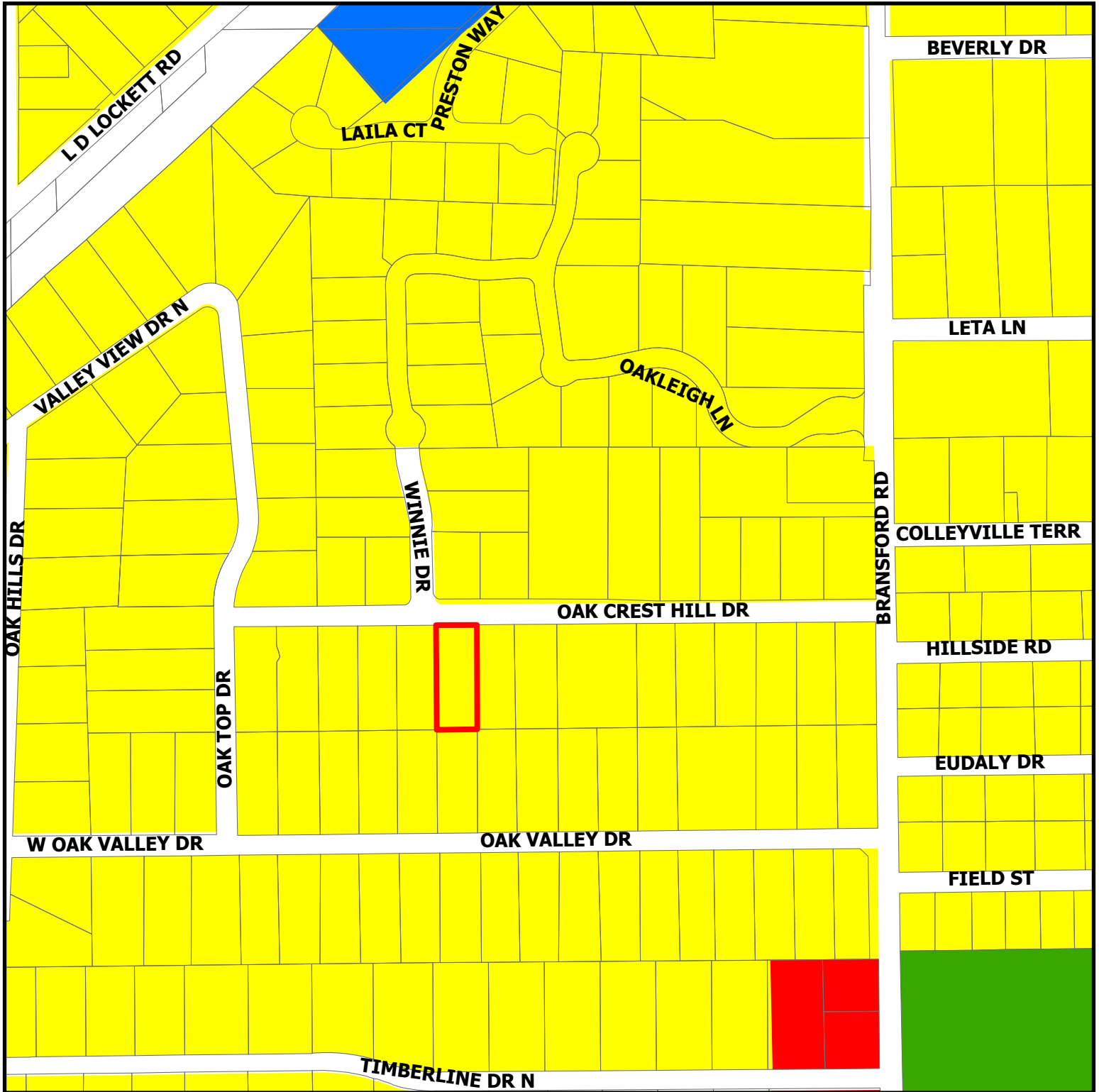
205 Oak Crest Hills Drive

 Subject Property



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Future Land Use Map

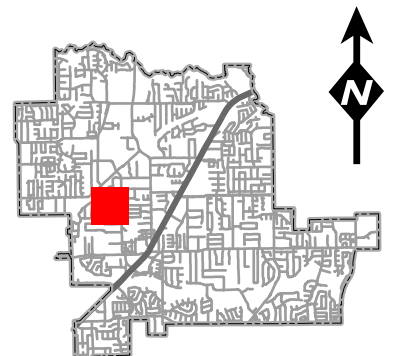


ZC26-003

205 Oak Crest Hills Drive

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





Project Name:

KL CONCRETE AND CONSTRUCTION LLC

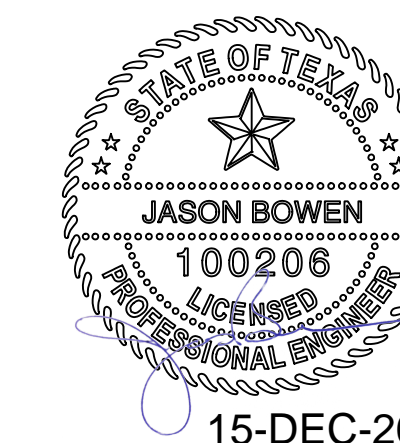
ACCESSORY BUILDING ADD-ON

Project Number: 25-068
Project Manager: JDB
Site Name: 205 OAK CREST
Address: 205 OAK CREST HILL DR. COLLEYVILLE, TX

Engineer:

CIRCLE B ENGINEERED SOLUTIONS
120 PATRICK DR
WEATHERFORD, TX 76087
TX F#22402

Seal:



Project Revisions:

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Issue: -
Date: 2025-10-14
Dwg File: 25-068.KLCONC.205OCH.V2.dwg
Drawn By: ZK
Checked By: JDB

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Sheet Title:

EXISTING SITE PLAN

Sheet Number:

C-101



For reduced plans scale in inches

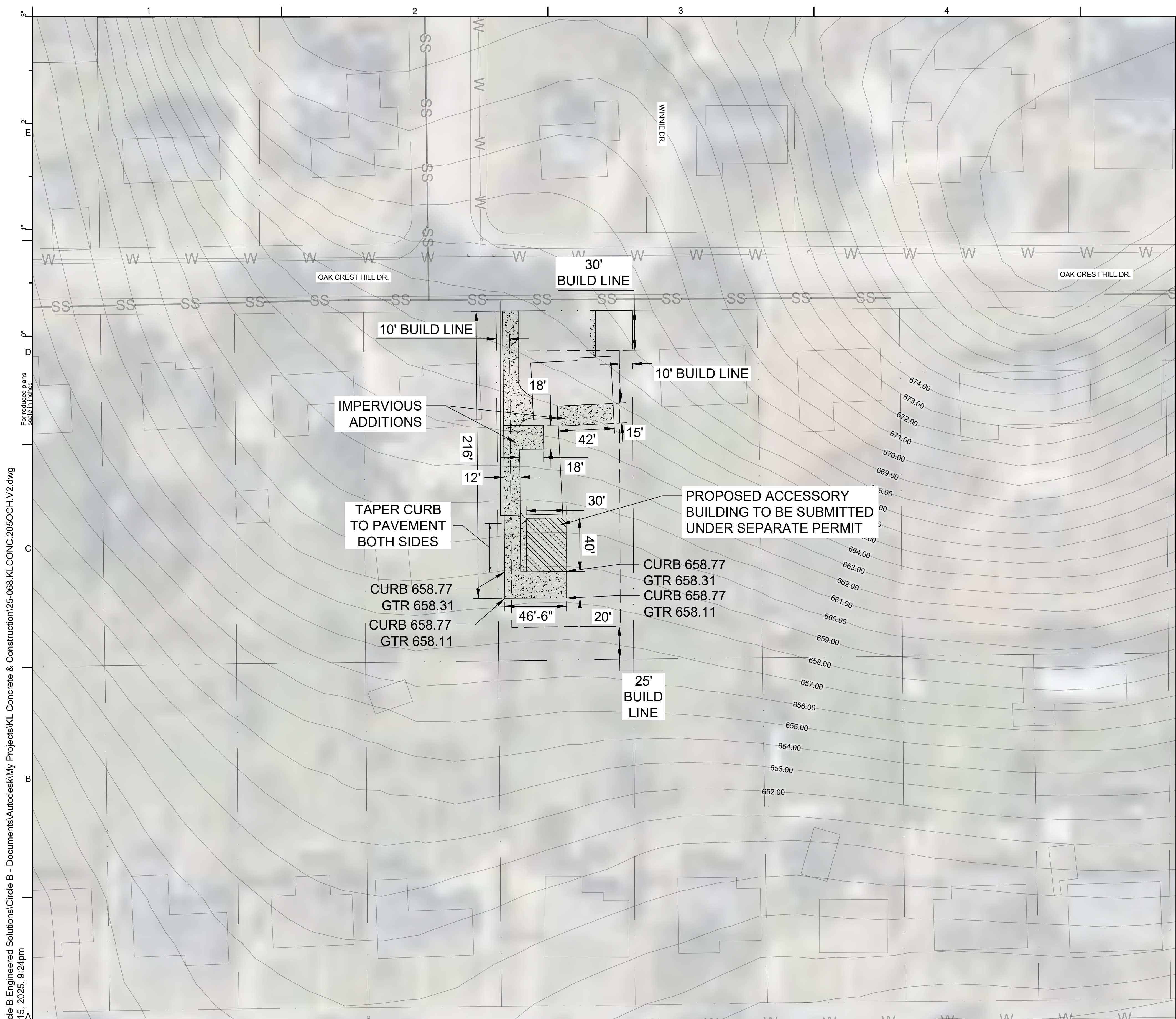
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EXISTING SITE PLAN

1

0 40' 80'

1" = 40'



City of Colleyville Impervious Coverage Worksheet

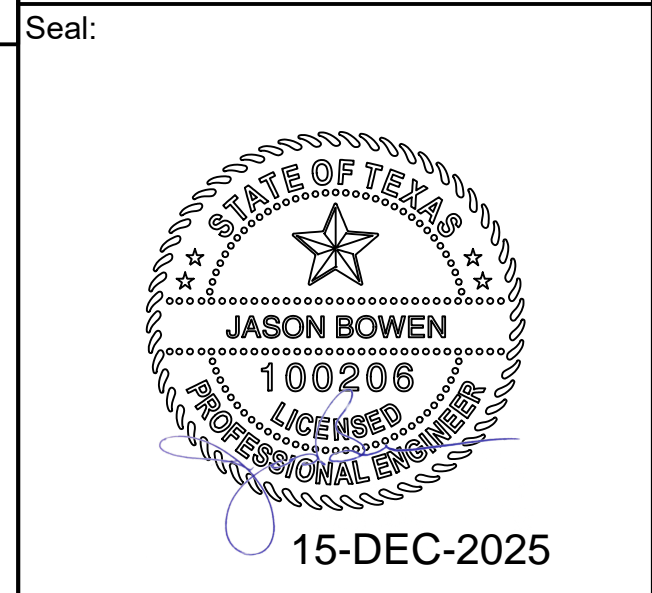
Building Square Foot		Paved + Pool/Spa Square Foot		
Existing	Dwelling + Garage	2,675	Driveway	1,541
	Covered Porch		Sidewalk	184
	Covered Patio		Uncovered Patio	
	Accessory Structures		Uncovered Deck	
	Other roofed areas		Pool/Spa (Surface area)	
New	Dwelling + Garage		Driveway	2,264
	Covered Porch		Sidewalk	
	Covered Patio		Uncovered Patio	630
	Accessory Structures	1,200	Uncovered Deck	
	Other roofed areas		Pool/Spa (Surface area)	
	Pool/Spa Deck (Surface area)		Pool/Spa Deck (Surface area)	
	Sport Court		Sport Court	
Total (Under Roof)		3,875	Total Uncovered	4,619
Total Under Roof/Lot Size		14%	Total Impervious (Under roof + Uncovered)	8,494
Lot Size (sq. feet)		26,776.6	Total Impervious/Lot Size	32%



Project Name:
KL CONCRETE AND CONSTRUCTION LLC
ACCESSORY BUILDING ADD-ON

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120 PATRICK DR
WEATHERFORD, TX 76087
TX F#22402



NOTES:

- INSTALL 8" CURB ALONG SOUTH EDGE OF PAVING WITH 15 EA EVENLY SPACED 3"Ø SCH 40 PVC PIPES FOR STORM WATER RETENTION DURING PEAK STORM.
- SLOPE PAVING 1% MINIMUM TOWARD SOUTH WITH CONTINUOUS CURB ELEVATION AROUND RETENTION BASIN UNTIL TERMINATING INTO PAVING

Project Revisions:

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Issue: -
Date: 2025-10-14
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Drawn By: ZK
Checked By: JDB

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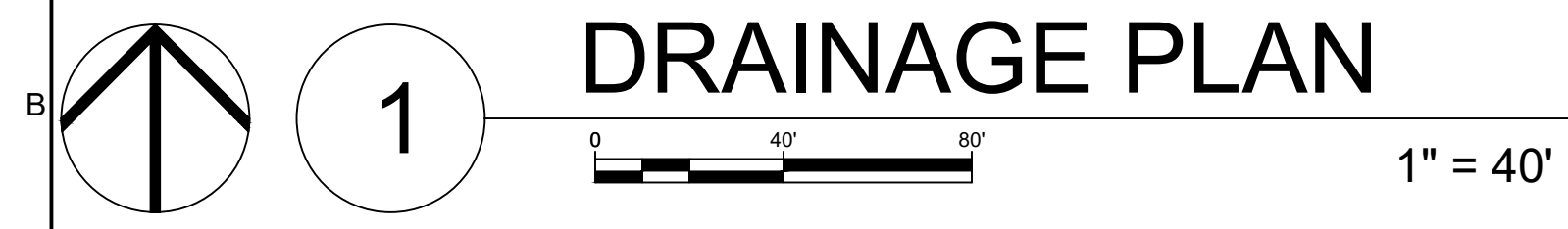
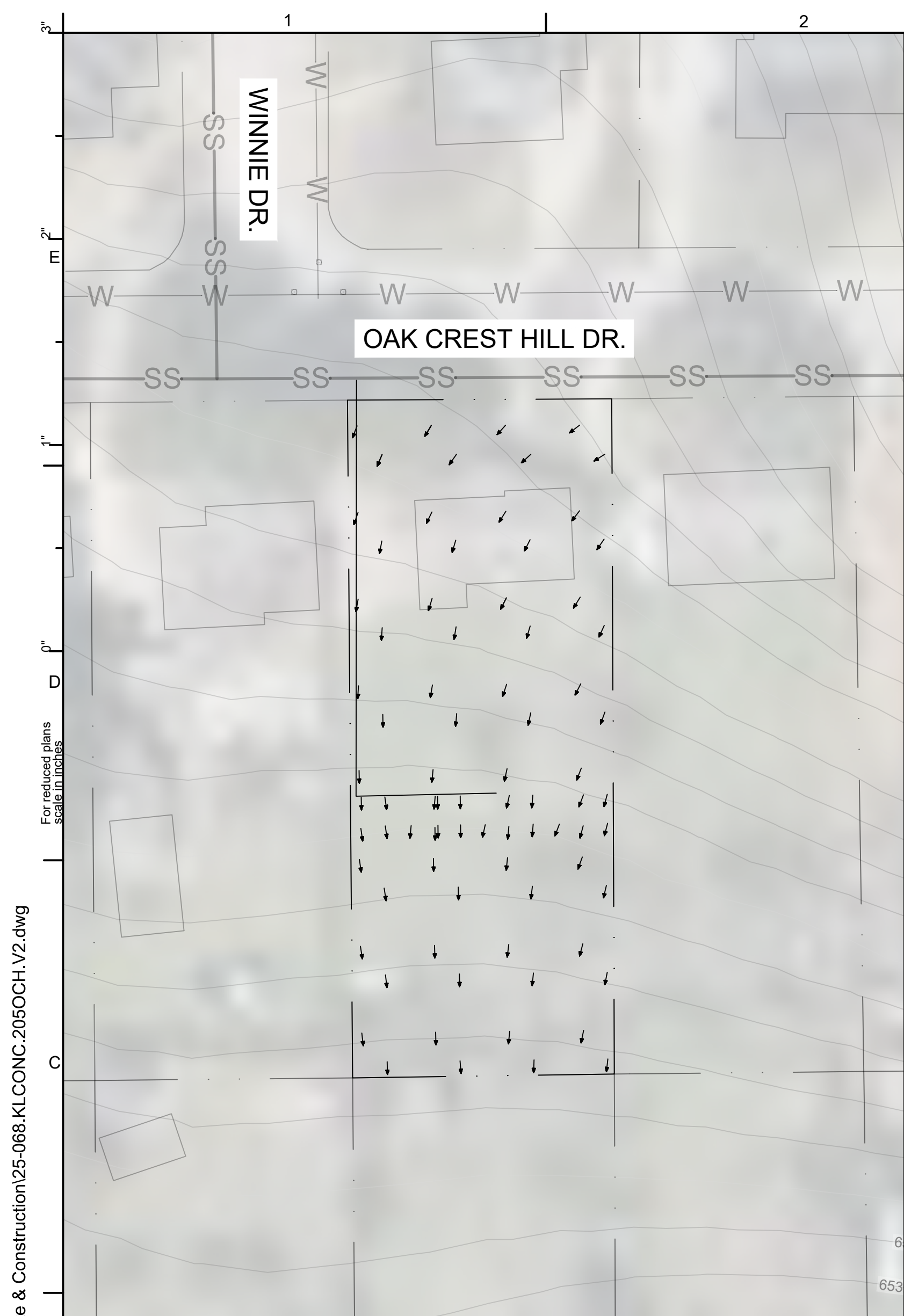
Sheet Title:
PROPOSED SITE PLAN

Sheet Number:
C-102

PROPOSED SITE PLAN

1" = 40'

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DRAINAGE PLAN

Circle B Engineered Solutions
 KL Concrete
 205 Oak Crest
 Impervious Cover Calculations
 Date: 12/09/25
 Page: 1 of 4

Designer: Zade Kendall
 Job: 205 Oak Crest
 Checked By: Jason Bowen
 Location: Colleyville, TX

Design Code and Standards:
 Chapter 14 - Engineering Design Standards (City of Colleyville)
 cccg22-Default (TXDOT curb standards)

The following analysis is being performed by the Rational Method. This method is the industry standard for estimating peak discharges for small drainage areas of up to about 200 acres (80 hectares) with no significant flood storage. This method is accepted not only by the City of Colleyville, but also by the Texas Army Corps of Engineers, Federal Emergency Management Agency, and other entities.

$A_L := 26776 \text{ ft}^2$ total area of the lot $A_L = 0.615 \text{ acre}$

Existing Impervious Cover
 $A_H := 2381 \text{ ft}^2$ area of the house
 $A_{ED} := 1766.5 \text{ ft}^2$ area of existing driveway
 $T_{AE} := A_H + A_{ED} = 4147.5 \text{ ft}^2$ total area of existing impervious cover

New Impervious Cover
 $A_{AB} := 1200 \text{ ft}^2$ area of new accessory building
 $A_{ND} := 2885 \text{ ft}^2$ area of new driveway
 $T_{AN} := A_{AB} + A_{ND} = 4085 \text{ ft}^2$ total area of new impervious cover

Rational Method
 $Q = C \cdot I \cdot A$
 $C_1 := 0.3$ c - value for vegetative cover per city ordinance
 $C_2 := 0.90$ c - value for concrete cover
 $I := 9.2 \frac{\text{in}}{\text{hr}}$ intensity for 100 yr storm for Tarrant County at 15 mins

Existing Lot Runoff
 $C_E := \frac{(C_1 \cdot (A_L - T_{AE})) + (C_2 \cdot T_{AE})}{A_L} = 0.393$

$Q_E := C_E \cdot I \cdot A_L \cdot \frac{1}{\text{acre}} \cdot \frac{\text{ft}^3}{\text{s}} = 2.22 \frac{\text{ft}^3}{\text{s}}$

New Lot Runoff
 $C_N := \frac{(C_1 \cdot (A_L - (T_{AE} + T_{AN})) + (C_2 \cdot (T_{AE} + T_{AN})))}{A_L} = 0.484$

$Q_N := C_N \cdot I \cdot A_L \cdot \frac{1}{\text{acre}} \cdot \frac{\text{ft}^3}{\text{s}} = 2.74 \frac{\text{ft}^3}{\text{s}}$ $Q_A := Q_N - Q_E = 0.518 \frac{\text{ft}^3}{\text{s}}$ $\frac{Q_A}{Q_E} = 23.3\%$

Circle B Engineered Solutions
 KL Concrete
 205 Oak Crest
 Impervious Cover Calculations
 Date: 12/09/25
 Page: 2 of 4

Storage Calculations:

Option 1: using pipes for outflow
 Q difference: $Q_A = 0.518 \frac{\text{ft}^3}{\text{s}}$
 Storage volume needed for 15 min duration: $V_s := Q_A \cdot 15 \text{ min} = 465.893 \text{ ft}^3$
 back concrete of the building: $B_c := 10 \text{ ft} \cdot 42 \text{ ft} = 420 \text{ ft}^2$
 curb height required: $C_h := \frac{V_s}{B_c} = 13.311 \text{ in}$
 cross-sectional area of 3" pipe: $A_p := \pi \cdot (1.5 \text{ in})^2 = 0.049 \text{ ft}^2$
 "K" coefficient for sharp entrance pipe: $K := 0.5$
 difference between pond elev. and outlet elev.: $H := 16 \text{ in}$
 outflow rate for one pipe @ C_h (HEC RAS Manual): $O_C := K \cdot A_p \cdot \sqrt{2 \cdot g \cdot C_h} = 0.207 \frac{\text{ft}^3}{\text{s}}$
 outflow rate for one pipe @ H (HEC RAS Manual): $O_H := K \cdot A_p \cdot \sqrt{2 \cdot g \cdot H} = 0.227 \frac{\text{ft}^3}{\text{s}}$
 number of pipes needed: $\frac{Q_E}{O_H} = 9.774$ $\frac{Q_E}{O_C} = 10.716$

Option 2: using slots for outflow
 bottom length of slot: $b := 2 \text{ in}$
 top length of slot: $a := 1.5 \cdot b = 3 \text{ in}$
 cross-sectional area of slot (assuming trapezoidal): $A_s := 0.5 \cdot (a + b) \cdot C_h = 0.231 \text{ ft}^2$
 outflow rate for one slot: $O_s := K \cdot A_s \cdot \sqrt{2 \cdot g \cdot C_h} = 0.976 \frac{\text{ft}^3}{\text{s}}$
 number of slots needed: $\frac{Q_E}{O_s} = 2.276$

Option 3: double the flatwork to decrease the curb height
 storage volume needed for 15 min duration: $V_s = 465.893 \text{ ft}^3$
 doubling the width of the back concrete of the building: $B_{c3} := 20 \text{ ft} \cdot 42 \text{ ft} = 840 \text{ ft}^2$
 curb height required: $C_{h3} := \frac{V_s}{B_{c3}} = 6.656 \text{ in}$
 cross-sectional area of 3" pipe: $A_p = 0.049 \text{ ft}^2$
 "K" coefficient for sharp entrance pipe: $K = 0.5$
 difference between pond elev. and outlet elev.: $H_3 = 8 \text{ in}$
 outflow rate for one pipe @ C_{h3} (HEC RAS Manual): $O_{C3} := K \cdot A_p \cdot \sqrt{2 \cdot g \cdot C_{h3}} = 0.147 \frac{\text{ft}^3}{\text{s}}$
 outflow rate for one pipe @ H_3 (HEC RAS Manual): $O_{H3} := K \cdot A_p \cdot \sqrt{2 \cdot g \cdot H_3} = 0.161 \frac{\text{ft}^3}{\text{s}}$
 number of pipes needed: $\frac{Q_E}{O_{H3}} = 13.823$ $\frac{Q_E}{O_{C3}} = 15.155$

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 KL Concrete
 205 Oak Crest
 Impervious Cover Calculations
 Date: 12/09/25
 Page: 3 of 4

Option 4: using underground storage
 based on Caltex information sheet:
 for Contactor 100HD:
 capacity of one chamber: $C1_c := 32 \text{ ft}^3$
 number of chambers required for storage: $\#_{c1} := \frac{V_s}{C1_c} = 14.559$
 stone border width: $S_b := 12 \text{ in}$
 row Spacing: $R_s := 6 \text{ in}$
 chamber width: $C1_w := 36 \text{ in}$
 total width: $T1_w := (S_b \cdot 2) + (R_s \cdot 14) + (C1_w \cdot 15) = 54 \text{ ft}$
 chamber length: $C1_l := 8 \text{ ft}$
 total area: $C1_l \cdot T1_w = 432 \text{ ft}^2$

Recharger 180HD:
 capacity of one chamber: $C2_c := 40 \text{ ft}^3$
 number of chambers required for storage: $\#_{c2} := \frac{V_s}{C2_c} = 11.647$
 stone border width: $S_b := 12 \text{ in}$
 row Spacing: $R_s := 6 \text{ in}$
 chamber width: $C2_w := 36 \text{ in}$
 total width: $T2_w := (S_b \cdot 2) + (R_s \cdot 11) + (C2_w \cdot 12) = 43.5 \text{ ft}$
 chamber length: $C2_l := 7.33 \text{ ft}$
 total area: $C2_l \cdot T2_w = 318.855 \text{ ft}^2$

Recharger 330XLHD:
 capacity of one chamber: $C3_c := 84 \text{ ft}^3$
 number of chambers required for storage: $\#_{c3} := \frac{V_s}{C3_c} = 5.546$
 stone border width: $S_b := 12 \text{ in}$
 row Spacing: $R_s := 6 \text{ in}$
 chamber width: $C3_w := 52 \text{ in}$
 total width: $T3_w := (S_b \cdot 2) + (R_s \cdot 5) + (C3_w \cdot 6) = 30.5 \text{ ft}$
 chamber length: $C3_l := 8.5 \text{ ft}$
 total area: $C3_l \cdot T3_w = 259.25 \text{ ft}^2$

Option 3 curb check calculations:
 Curb Height: $H_3 = 8 \text{ in}$
 Curb width (TXDOT standard): $C_w := 8 \text{ in}$
 Assume curb is a retaining wall for checks:
 Water head (assume worst case): $W_h := H_3 = 8 \text{ in}$
 Unit weight of water: $\gamma_w := 62.4 \text{ pcf}$

Circle B Engineered Solutions
 KL Concrete
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 Date: 12/09/25
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Force on the curb per foot of curb: $F_w := (0.5 \cdot \gamma_w \cdot W_h^2) \cdot 1 \text{ ft} = 13.867 \text{ lbf}$
 Location of the force: $F_L := \frac{H_3}{3} = 0.222 \text{ ft}$
 Overturning moment: $M_o := F_w \cdot F_L = 3.081 \text{ ft} \cdot \text{lbf}$
 Unit weight of concrete: $\gamma_c := 150 \text{ pcf}$
 Weight of the curb per foot: $W_c := (H_3 \cdot C_w \cdot 1 \text{ ft}) \cdot \gamma_c = 66.667 \text{ lbf}$
 Internal angle of friction (assumption for clay): $\phi = 20^\circ$
 Coefficient of friction (SkyCiv Retaining wall calc): $\mu = \tan(0.67 \cdot \phi) = 0.238$
 Resistance due to friction: $R_f := W_c \cdot \mu = 15.882 \text{ lbf}$

$\frac{R_f}{F_w} = 1.145$ if $\frac{R_f}{F_w} > 1$, "Pass", "Fail" = "Pass"

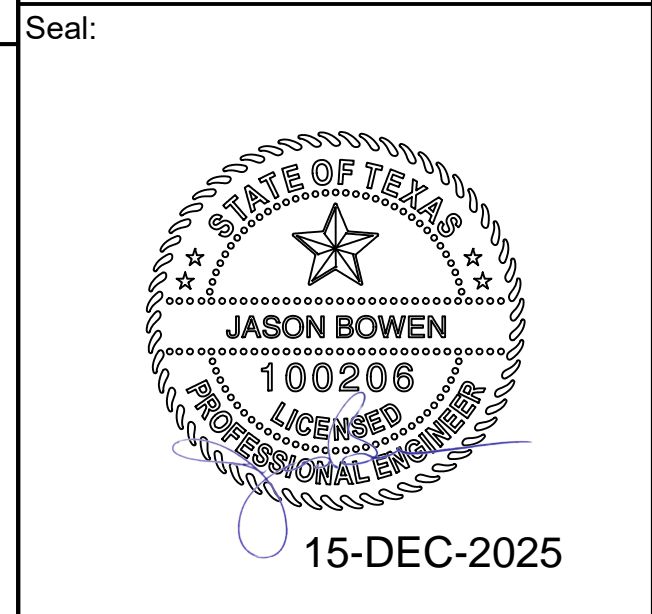
End of Calculations

Circle B Engineered Solutions

Project Name:
KL CONCRETE AND CONSTRUCTION LLC
ACCESSORY BUILDING ADD-ON

Project Number: 25-068
 Project Manager: JDB
 Site Name: 205 OAK CREST
 Address: 205 OAK CREST HILL DR. COLLEYVILLE, TX

Engineer:
CIRCLE B ENGINEERED SOLUTIONS
 120 PATRICK DR
 WEATHERFORD, TX 76087
 TX F#22402



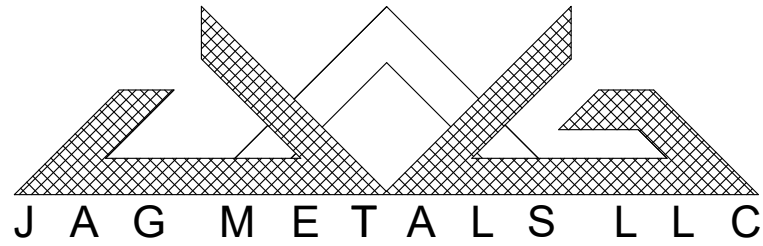
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Issue: -
 Date: 2025-10-14
 Dwg File: 25-068.KLCONC.205OCH.V2.dwg
 Drawn By: ZK
 Checked By: JDB

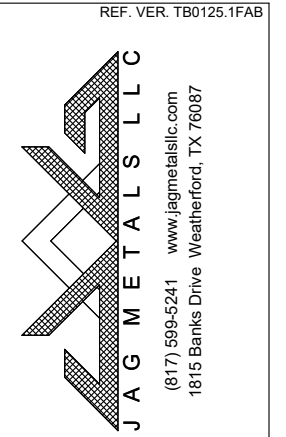
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DRAINAGE PLAN

Sheet Number:
C-103



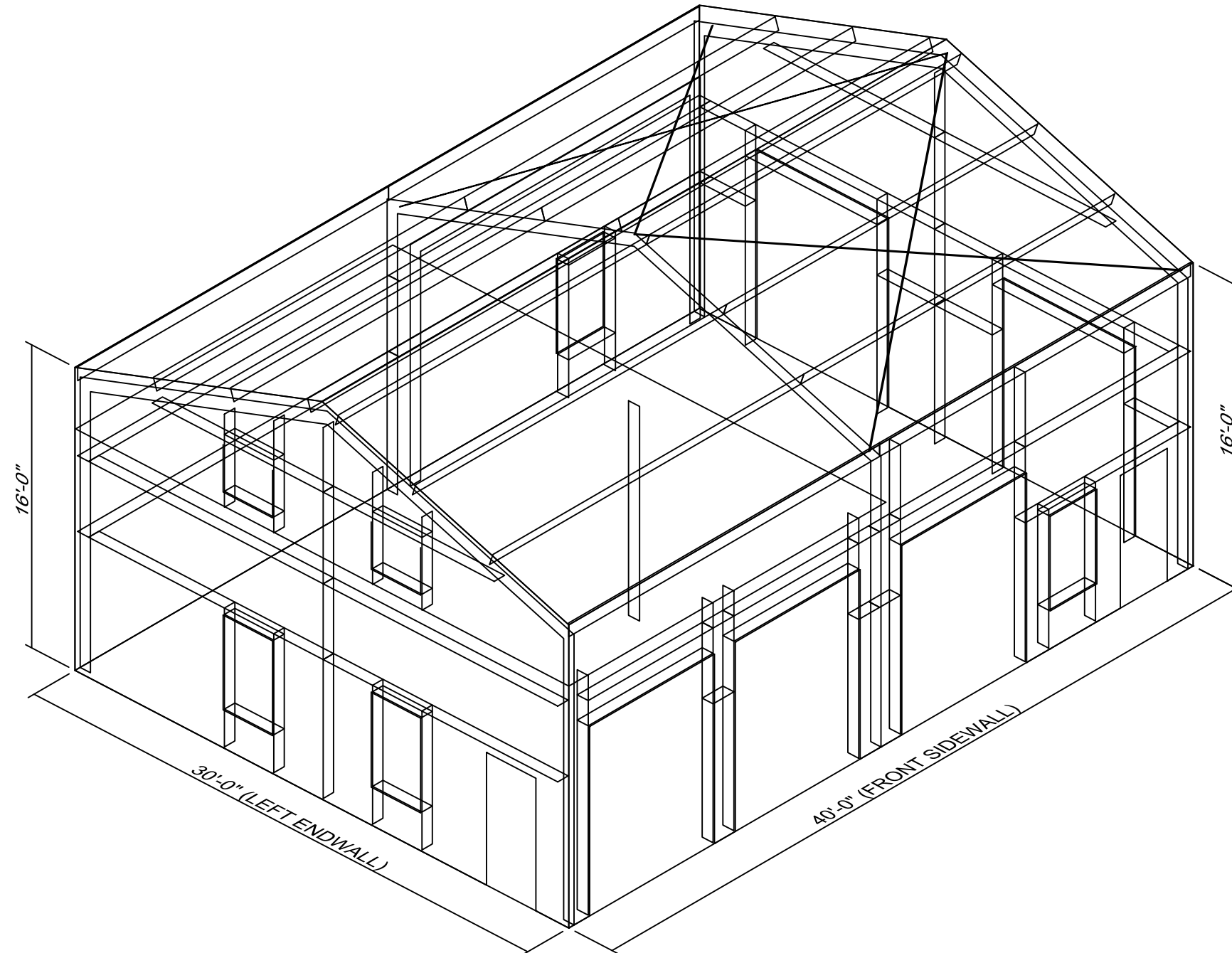
BELL SHOP

205 OAK CREST HILL
COLLEYVILLE, TX 76034



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JOB ID
8043R3.0

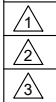
CUSTOMER
KL CONCRETE & CONST.
1450 AGNES NORTH
SPRINGTOWN, TX 76082

PROJECT
BELL SHOP
205 OAK CREST HILL
COLLEYVILLE, TX 76034

DRAWING DATE:
12/20/25

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SHEET
SC1

SPLICE PLATE & BOLT TABLE

Mark	Qty		Int	Type	Dia	Length	Width	Thick	Length
	Top	Bot							
SP1	4	4	0	A325	3/4"	1 3/4"	6"	3/8"	1'-3 1/4"

PERIMETER BEAM BOLT TABLE

ID	Qty	Type	Dia	Length
P1	4	A325	3/4"	1 3/4"
P2	2	A325	3/4"	1 3/4"

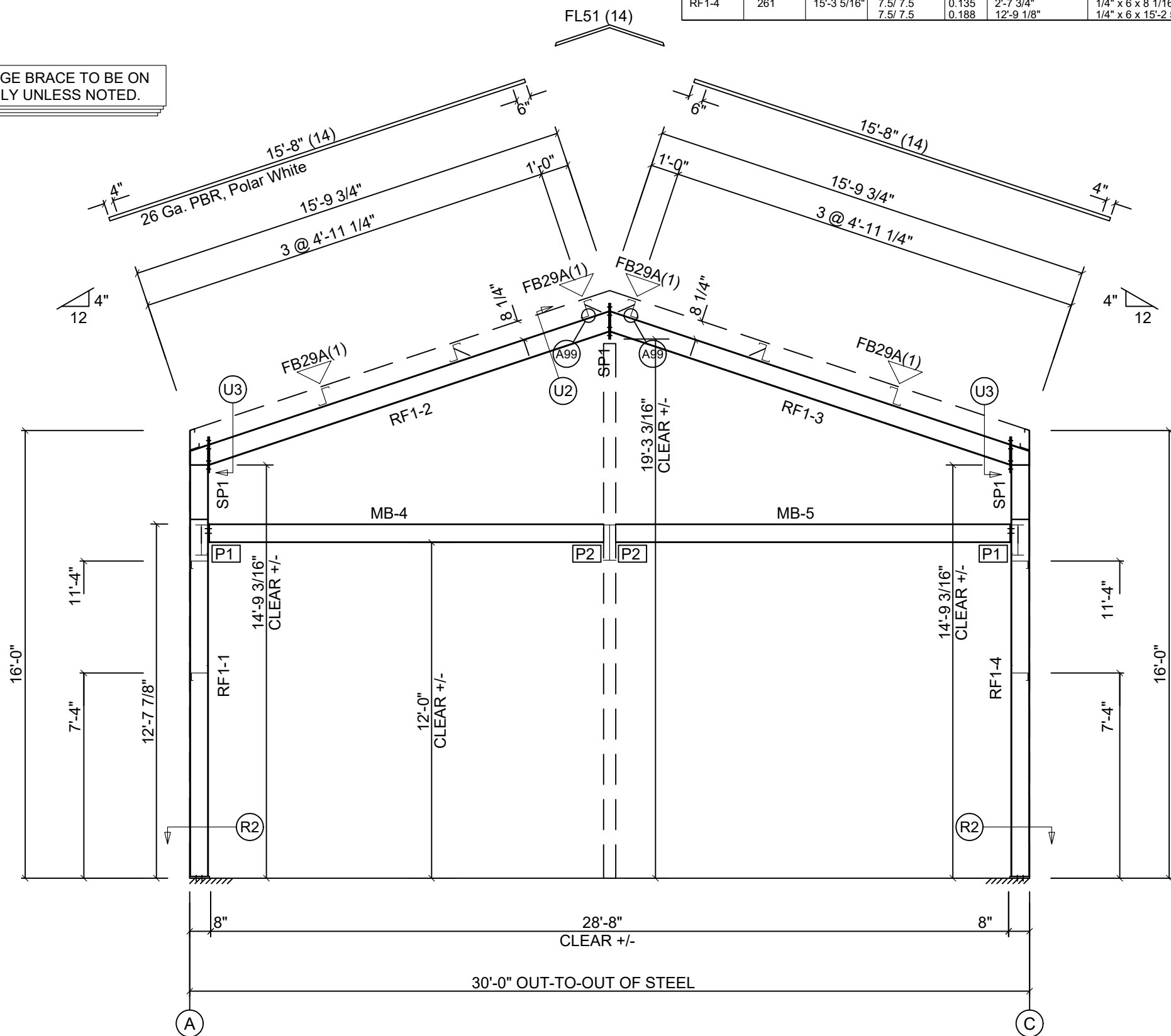
NOTE: ALL FLANGE BRACE TO BE ON ONE SIDE ONLY UNLESS NOTED.

MEMBER TABLE

Mark	Weight	Length	Web Depth		Web Plate		Outside Flange Thk x W x Length	Inside Flange Thk x W x Length
			Start/End	Thick	Length			
RF1-1	261	15'-3 5/16"	7.5/ 7.5	0.188	12'-9 1/8"		1/4" x 6 x 15'-2 5/16"	1/4" x 6 x 14'-5 3/16"
RF1-2	215	15'-1 3/16"	8.0/ 8.0	0.135	15'-3 1/16"		1/4" x 5 x 15'-0 5/16"	1/4" x 5 x 15'-0 5/16"
RF1-3	217	15'-1 3/16"	8.0/ 8.0	0.135	15'-3 1/16"		1/4" x 5 x 15'-0 5/16"	1/4" x 5 x 15'-0 5/16"
RF1-4	261	15'-3 5/16"	7.5/ 7.5	0.135	2'-7 3/4"		1/4" x 6 x 8 1/16"	1/4" x 6 x 14'-5 3/16"

BEAM TABLE

Mark	Part	Length
MB-4	W10X12	14'-1 7/16"
MB-5	W10X12	14'-1 7/16"



RIGID FRAME ELEVATION: FRAME LINE 1

REF. VER. TB0125.1FAB

JAG METALS LLC
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JOB ID: **8043R3.0**

CUSTOMER: **KL CONCRETE & CONST.**
 1450 AGNES NORTH
 SPRINGTOWN, TX 76082

PROJECT: **BELL SHOP**
 205 OAK CREST HILL
 COLLEYVILLE, TX 76034

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FOR APPROVAL
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DRAWN BY: **GB** CHECKED BY: **BG/FB** ENG. BY: **JK**

SEAL

12-20-2025

JALAL KETABI
 82419
 LICENSED PROFESSIONAL ENGINEER

SHEET **SP1**

SPLICE PLATE & BOLT TABLE									
Mark	Qty		Int	Type	Dia	Length	Width	Thick	Length
	Top	Bot							
SP1	4	4	0	A325	3/4"	2"	6"	1/2"	1'-3 1/4"
SP2	4	4	0	A325	3/4"	1 3/4"	6"	3/8"	1'-3 1/4"

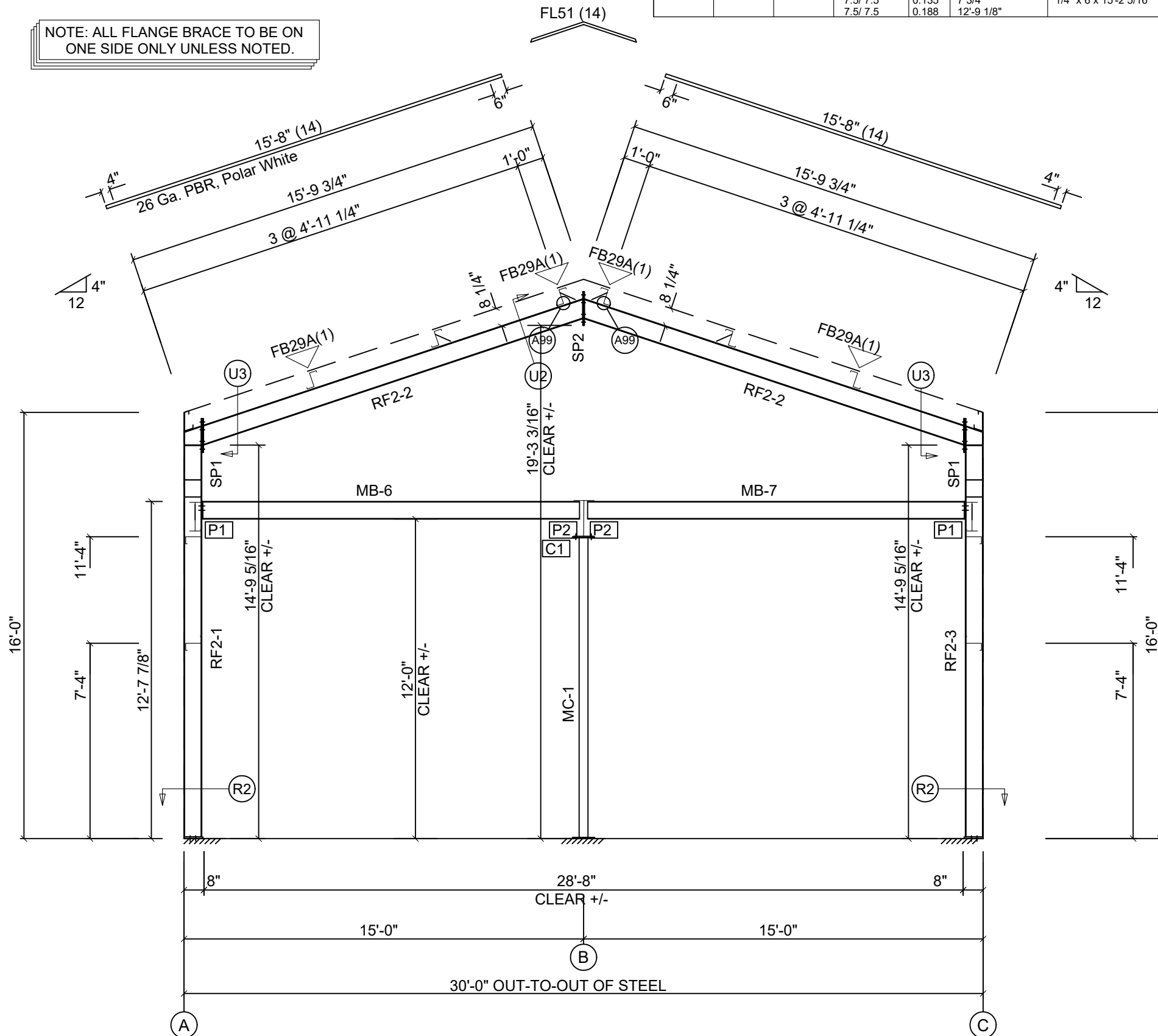
PERIMETER BEAM BOLT TABLE				
ID	Qty	Type	Dia	Length
P1	4	A325	3/4"	1 3/4"
P2	2	A325	3/4"	1 3/4"

SUPPORT COLUMN BOLT TABLE				
ID	Qty	Type	Dia	Length
C1	4	A325	5/8"	1 3/4"

NOTE: ALL FLANGE BRACE TO BE ON ONE SIDE ONLY UNLESS NOTED.

MEMBER TABLE								
Mark	Weight	Length	Web Depth		Web Plate		Outside Flange Thk x W x Length	Inside Flange Thk x W x Length
			Start/End	Thick	Length			
RF2-1	268	15'-3 5/16"	7.5/ 7.5	0.188	12'-9 1/8"	7 3/4"	1/4" x 6 x 15'-2 5/16"	1/4" x 6 x 14'-5 3/16"
RF2-2	217	15'-1 1/16"	7.5/ 7.5	0.135	2'-0"	7 3/4"	1/4" x 6 x 8 1/16"	
			8.0/ 8.0	0.135	15'-2 13/16"	2'-0"	1/4" x 5 x 15'-0 1/16"	1/4" x 5 x 15'-0 1/16"
RF2-3	272	15'-3 5/16"	7.5/ 7.5	0.250	2'-0"	7 3/4"	1/4" x 6 x 8 1/16"	1/4" x 6 x 14'-5 3/16"
			7.5/ 7.5	0.135	7 3/4"	12'-9 1/8"	1/4" x 6 x 15'-2 5/16"	

BEAM TABLE		
Mark	Part	Length
MC-1	T4040125	11'-4"
MB-6	W10X12	14'-2 3/16"
MB-7	W10X12	14'-2 3/16"



RIGID FRAME ELEVATION: FRAME LINE 2

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 1450 AGNES NORTH
 SPRINGTOWN, TX 76082

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 COLLEYVILLE, TX 76034

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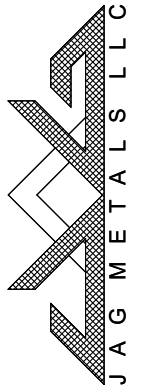
STATE OF TEXAS
JALAL KETABI
 82419
 LICENSED PROFESSIONAL ENGINEER

SHEET **SP2**

SPOCKET & BOL TABLE									
Mark	Qty Top	Qty Bot	Int	Type	Dia	Length	Width	Thick	Length
SP1	4	4	0	A325	3/4"	1 3/4"	6"	3/8"	1'-3 1/4"

MEMBER TABLE							
Mark	Weight	Length	Web Depth Start/End	Web Plate Thick	Web Plate Length	Outside Flange Thk x W x Length	Inside Flange Thk x W x Length
RF3-1	235	15'-3 5/16"	7.5/ 7.5	0.135	15'-4 7/8"	1/4" x 6 x 15'-2 5/16"	1/4" x 6 x 14'-5 3/16"
RF3-2	215	15'-1 3/16"	8.0/ 8.0	0.135	15'-3 1/16"	1/4" x 5 x 15'-0 5/16"	1/4" x 5 x 15'-0 5/16"
RF3-3	217	15'-1 3/16"	8.0/ 8.0	0.135	15'-3 1/16"	1/4" x 5 x 15'-0 5/16"	1/4" x 5 x 15'-0 5/16"
RF3-4	239	15'-3 5/16"	7.5/ 7.5	0.135	15'-4 7/8"	1/4" x 6 x 15'-2 5/16"	1/4" x 6 x 14'-5 3/16"

REF. VER. TB0125.1FAB



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 SPRINGTOWN, TX 76082

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 205 OAK CREST HILL
 COLLEYVILLE, TX 76034

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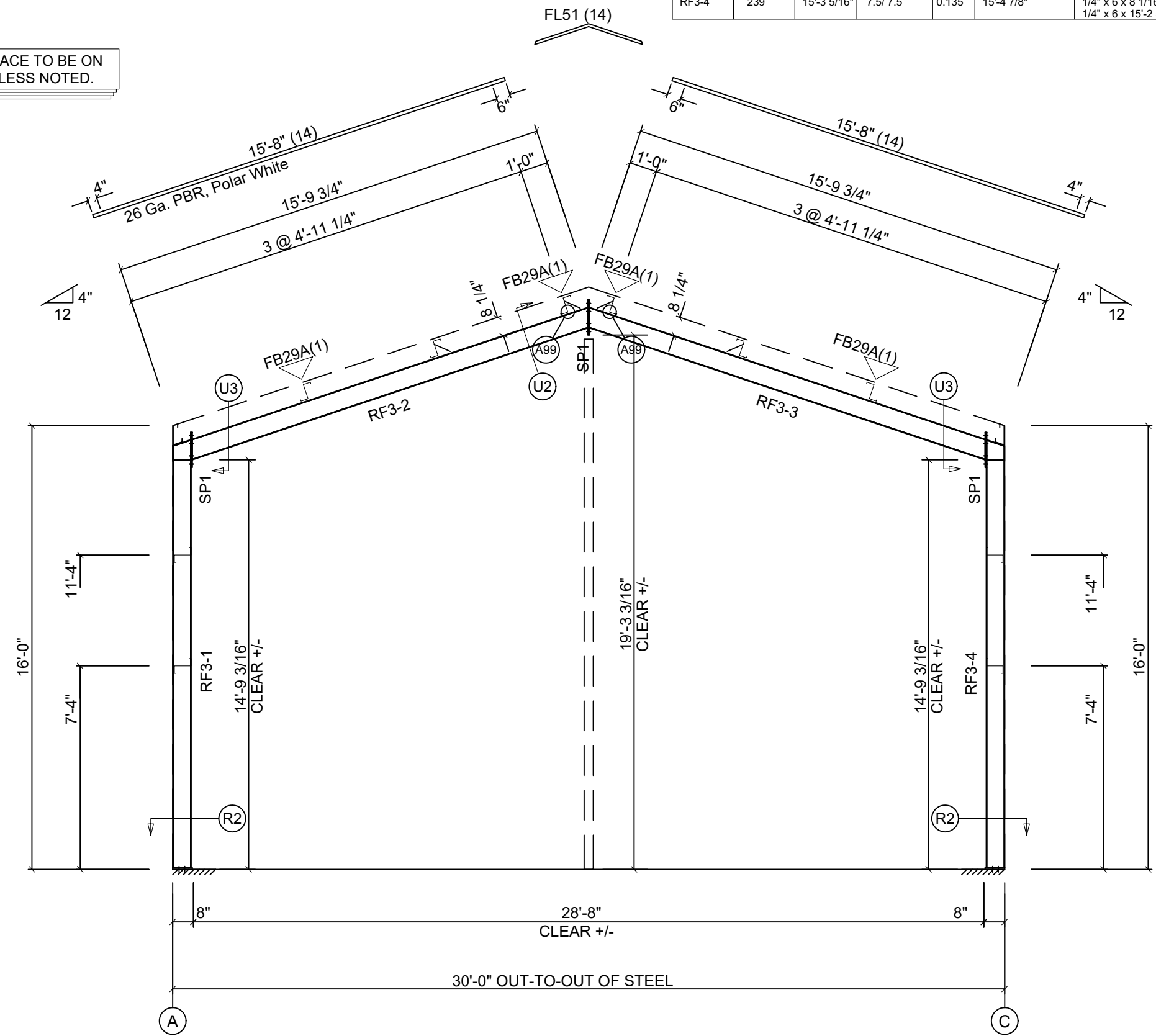
DRAWN BY: **GB** CHECKED BY: **BG/FB** ENG. BY: **JK**

SEAL

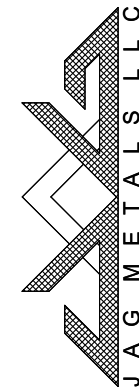


SHEET **SP3**

NOTE: ALL FLANGE BRACE TO BE ON ONE SIDE ONLY UNLESS NOTED.



RIGID FRAME ELEVATION: FRAME LINE 3



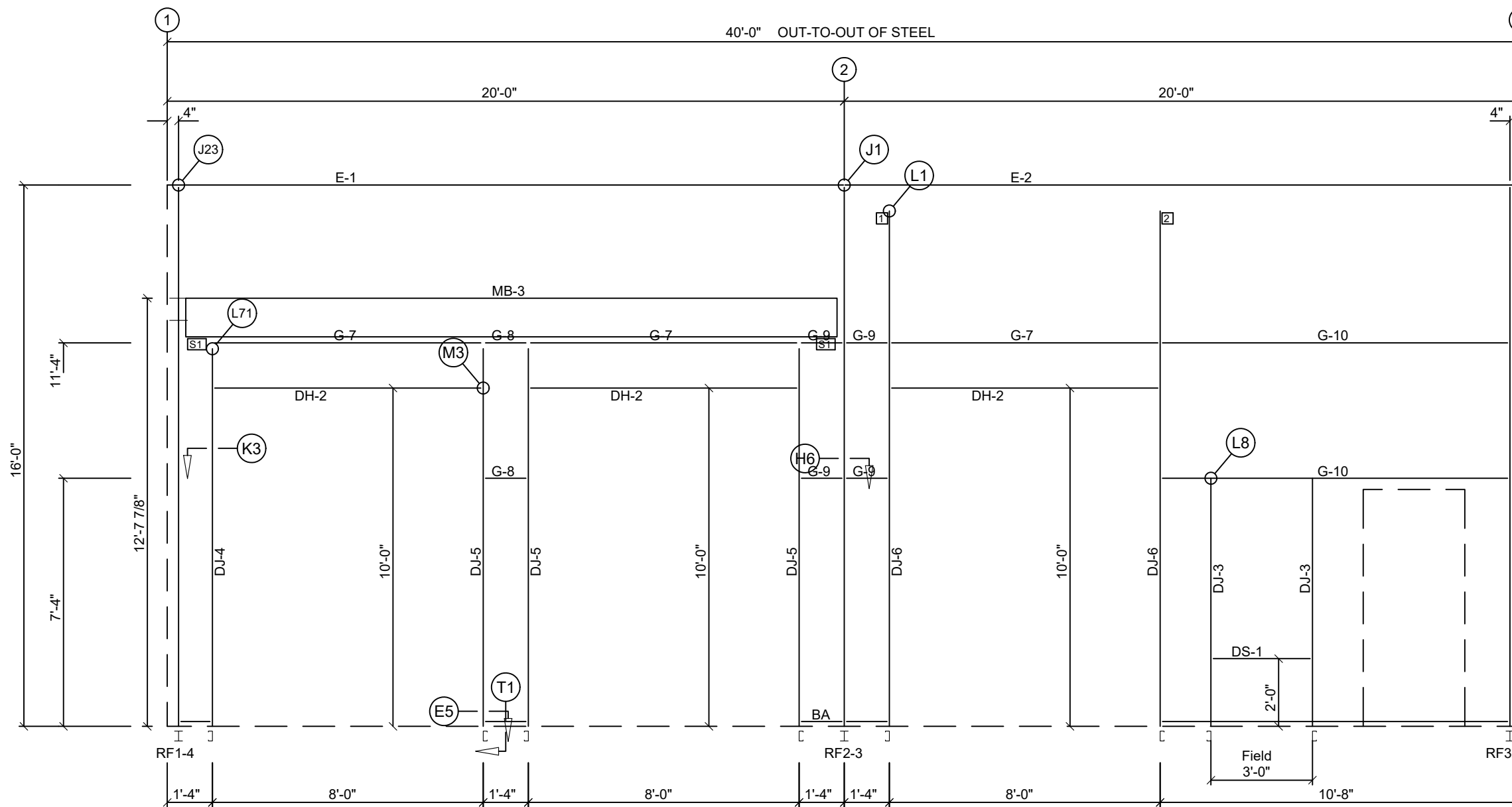
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1815 Banks Drive Weatherford, TX 76087

MEMBER TABLE: FRAME LINE C			
QUAN	MARK	PART	LENGTH
2	DJ-3	8X35c14	7'-4"
1	DJ-4	8X35c14	11'-1 15/16"
3	DJ-5	8X35c14	11'-1 15/16"
2	DJ-6	8X35c14	15'-2 13/16"
3	DH-2	8X35c14	8'-0"
1	DS-1	8X35c14	3'-0"
1	E-1	E085344L	19'-11 1/2"
1	E-2	E085344L	19'-11 1/2"
3	G-7	8X25Z16	7'-11 1/2"
2	G-8	8X25Z16	7 1/2"
4	G-9	8X25Z16	8 3/8"
2	G-10	8X25Z16	9'-8 3/8"
1	MB-3	W14X22	19'-2 7/8"

CLIP TABLE: FRAME LINE C			
ID	QUAN	MARK	LENGTH
1	1	e1	
2	1	e2	

ANGLE TABLE: FRAME LINE C			
ID	QUAN	MARK	LENGTH
0	1	BA	

SUPPORT BEAM BOLT TABLE FRAME LINE C				
ID	QUAN	TYPE	DIA	LENGTH
S1	2	A325	3/4"	1 3/4"



FRONT SIDEWALL FRAMING: FRAME LINE C

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 1450 AGNES NORTH
 SPRINGTOWN, TX 76082
 PROJECT: BELL SHOP
 205 OAK CREST HILL
 COLLEYVILLE, TX 76034
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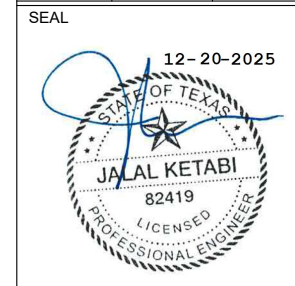
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 3

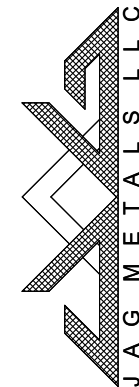
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SHEET: **SS2**



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JOB ID

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CUSTOMER

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1450 AGNES NORTH
SPRINGTOWN, TX 76082

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205 OAK CREST HILL
COLLEYVILLE, TX 76034

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SEAL



SHEET

SS3

MEMBER TABLE: FRAME LINE A

QUAN	MARK	PART	LENGTH
1	WF-1	W8X10	13'-6"
1	WF-2	W8X10	13'-6"
1	WF-3	W8X10	18'-3 9/16"
2	DJ-3	8X35c14	7'-4"
1	DS-1	8X35c14	3'-0"
1	E-3	E085344L	19'-11 1/2"
1	E-4	E085344L	19'-11 1/2"
1	G-11	8X25Z14	18'-3 3/8"
1	G-12	8X25Z16	18'-3 3/8"
1	G-13	8X25Z14	19'-1 1/4"
1	G-14	8X25Z16	19'-1 1/4"
1	MB-1	W14X22	19'-2 7/8"

BOLT TABLE: FRAME LINE A

LOCATION	QUAN	TYPE	DIA	LENGTH
WF-1 - WF-3	8	A325	3/4"	1 3/4"
WF-2 - WF-3	8	A325	3/4"	1 3/4"
WF-1 - RF3-1	4	A325	5/8"	1 3/4"
WF-2 - RF2-1	4	A325	5/8"	1 3/4"

CLIP TABLE: FRAME LINE A

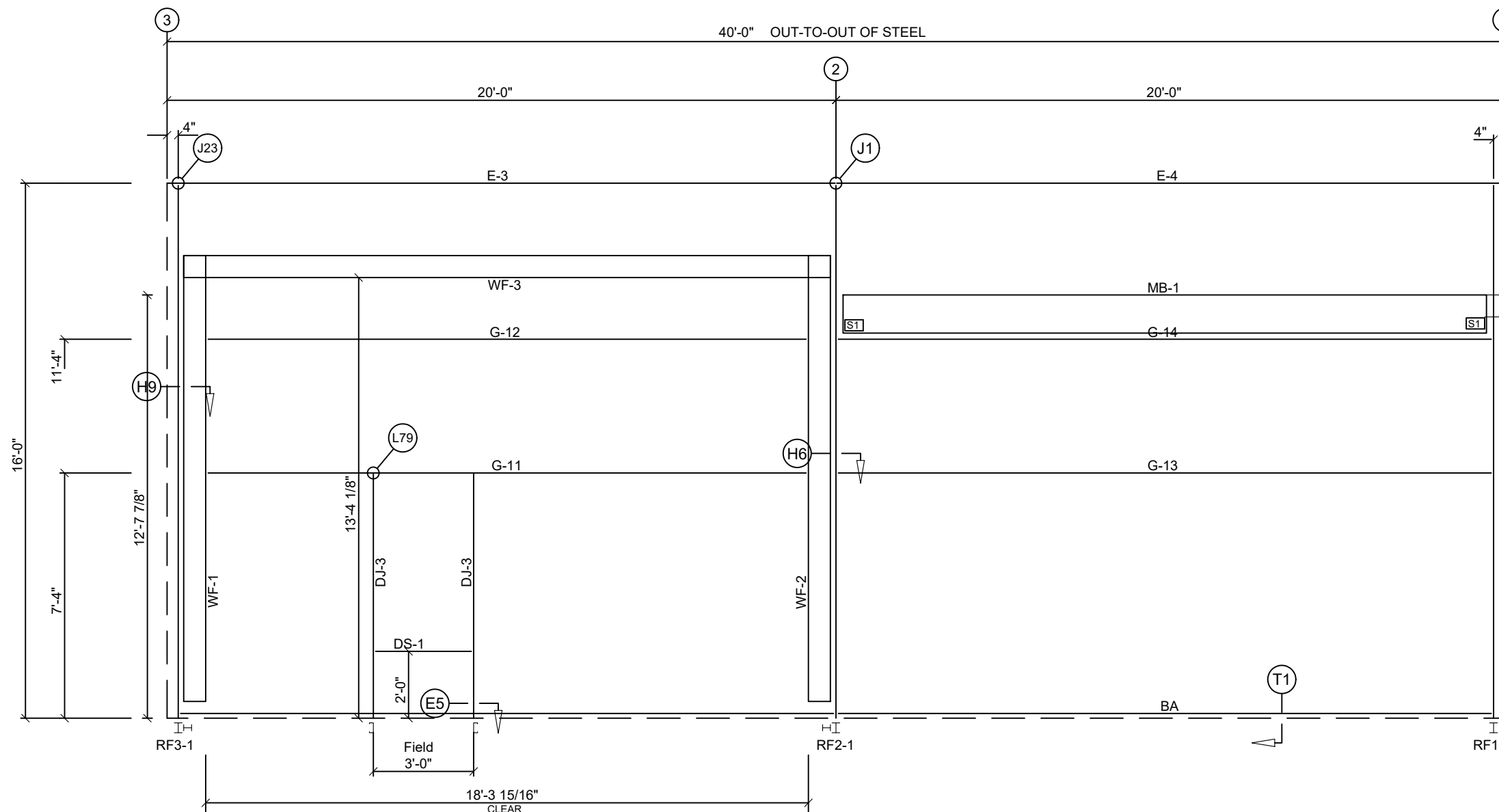
ID	QUAN	MARK	LENGTH
S1	2		

ANGLE TABLE: FRAME LINE A

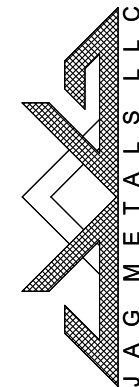
ID	QUAN	MARK	LENGTH
0	2	BA	

SUPPORT BEAM BOLT TABLE
FRAME LINE A

ID	QUAN	TYPE	DIA	LENGTH
S1	2	A325	3/4"	1 3/4"



BACK SIDEWALL FRAMING: FRAME LINE A



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SCALING:

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DRAWN BY: CHECKED BY: ENG. BY:

GB BG/FB JK

SEAL



SHEET

SS4

MEMBER TABLE: FRAME LINE 1

QUAN	MARK	PART	LENGTH
1	EC-1	W8X18	19'-2 11/16"
2	DJ-1	8X35c14	4'-5"
2	DJ-2	8X35c14	5'-5"
4	DJ-3	8X35c14	7'-4"
2	DH-1	8X35c14	3'-0"
4	DS-1	8X35c14	3'-0"
4	G-1	8X25Z16	13'-11 3/4"
2	G-2	8X25Z16	9'-8 3/4"
1	MB-4	W10X12	14'-1 7/16"
1	MB-5	W10X12	14'-1 7/16"

BOLT TABLE: FRAME LINE 1

LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raf	2	A325	5/8"	1 1/2"
Jamb	2	A325	1/2"	1 1/4"

CLIP TABLE: FRAME LINE 1

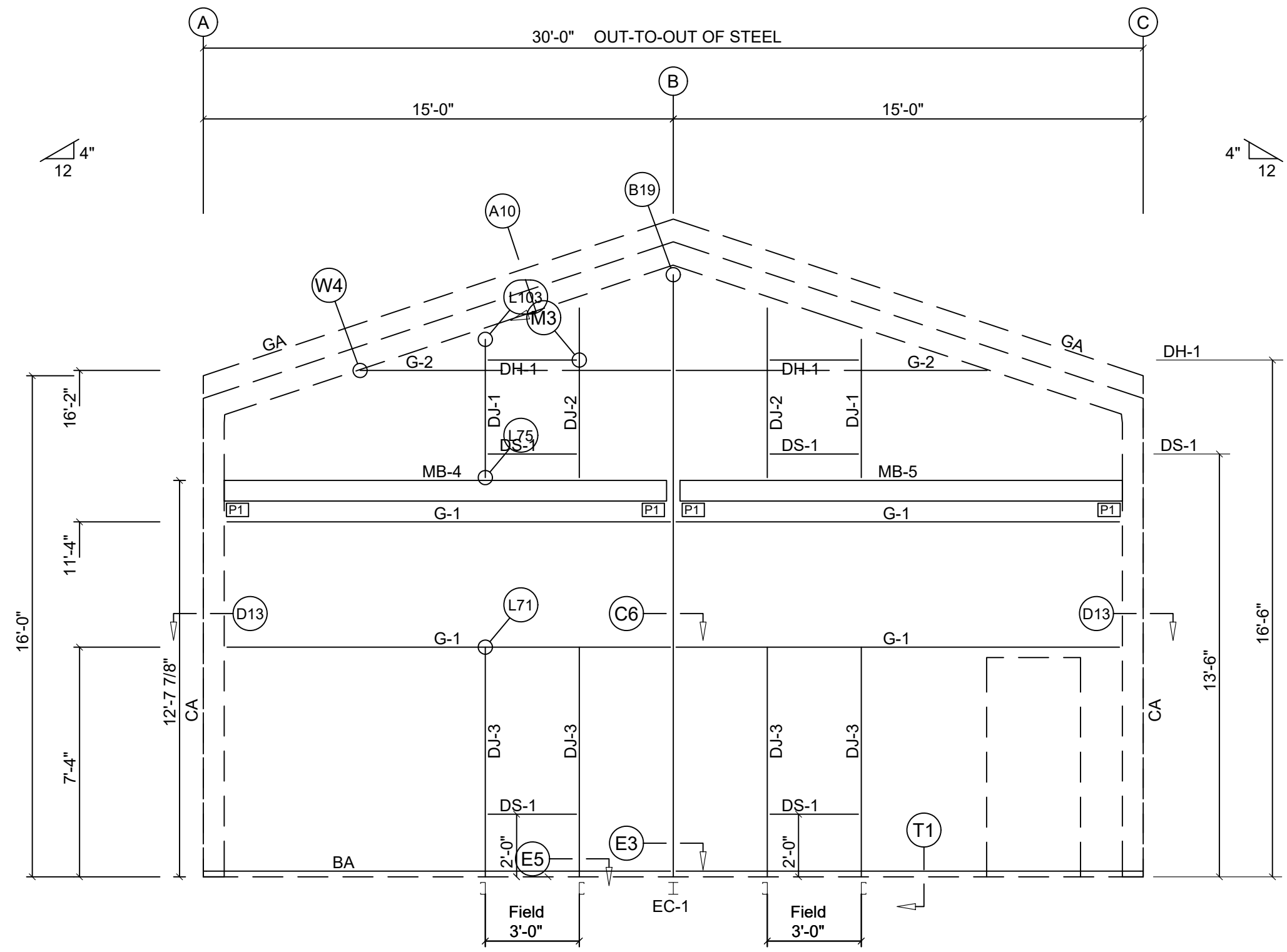
ID	QUAN	MARK	LENGTH

ANGLE TABLE: FRAME LINE 1

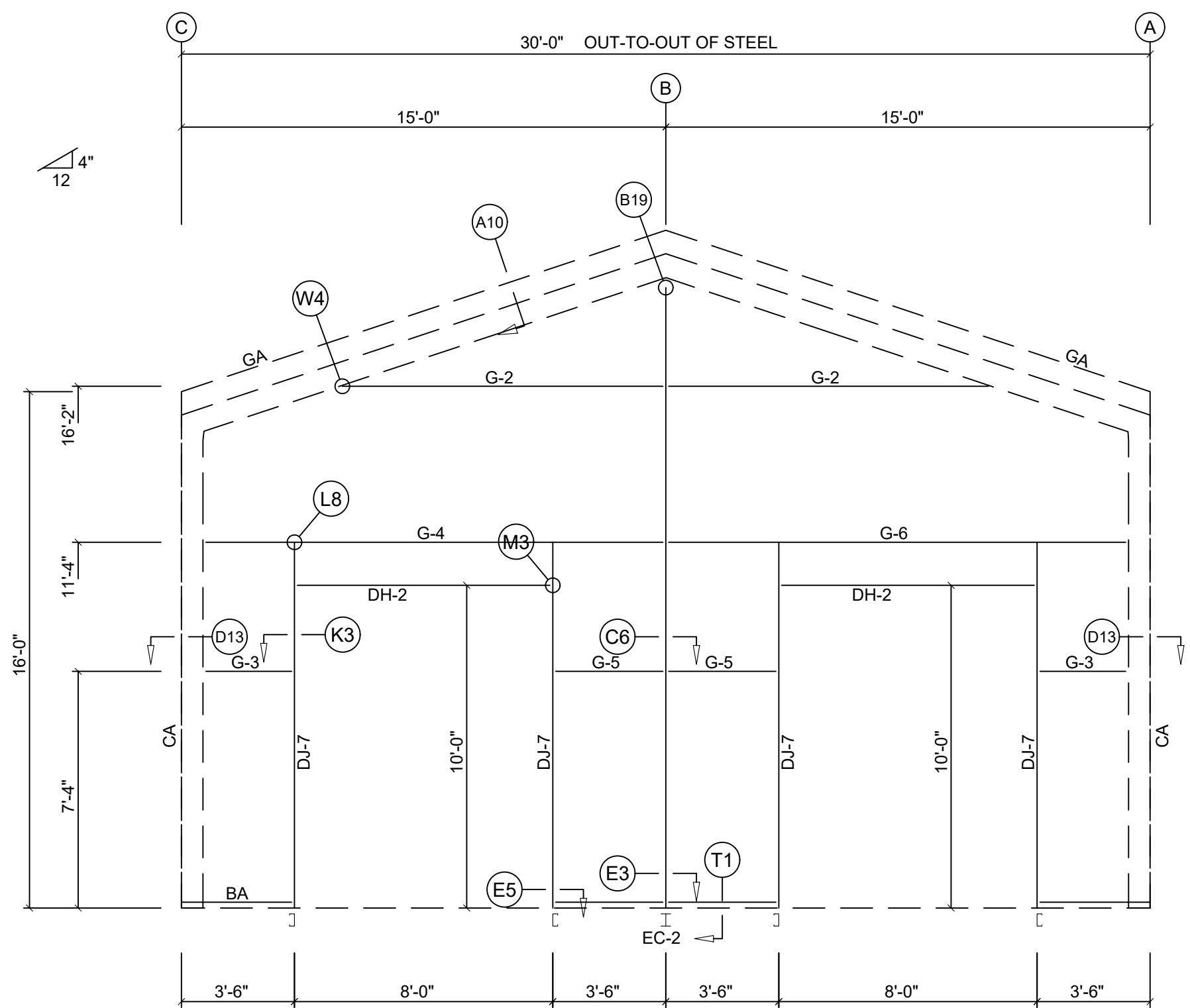
ID	QUAN	MARK	LENGTH
0	1	GA	
0	1	CA	
0	2	BA	

PERIMETER BEAM BOLT TABLE
FRAME LINE 1

ID	QUAN	TYPE	DIA	LENGTH
P1	4	A325	3/4"	1 3/4"



LEFT ENDWALL FRAMING: FRAME LINE 1



RIGHT ENDWALL FRAMING: FRAME LINE 3

MEMBER TABLE: FRAME LINE 3			
QUAN	MARK	PART	LENGTH
1	EC-2	W8X10	19'-2 11/16"
4	DJ-7	8X35c14	11'-4"
2	DH-2	8X35c14	8'-0"
2	G-2	8X25Z16	9'-8 3/4"
2	G-3	8X25Z16	2'-5 1/2"
1	G-4	8X25Z16	13'-11 3/4"
2	G-5	8X25Z16	2'-9 3/4"
1	G-6	8X25Z16	13'-11 3/4"

BOLT TABLE: FRAME LINE 3				
LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raf	2	A325	5/8"	1 1/2"

ANGLE TABLE: FRAME LINE 3			
∠ID	QUAN	MARK	LENGTH
0	1	GA	
0	1	CA	
0	1	BA	

REF. VER. TB0125.1FAB

JAG METALS L.L.C.
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 1815 Banks Drive Weatherford, TX 76087

JOB ID: **8043R3.0**

CUSTOMER: **KL CONCRETE & CONST.**
 1450 AGNES NORTH
 SPRINGTOWN, TX 76082

PROJECT: **BELL SHOP**
 205 OAK CREST HILL
 COLLEYVILLE, TX 76034

DRAWING DATE: **12/20/25**

DRAWING STATUS

FOR CONSTRUCTION
FINAL DRAWINGS USED FOR ERECTION PURPOSES

SEALED SET / PERMIT
NOT TO BE USED FOR ERECTION PURPOSES

FOR APPROVAL
NOT TO BE USED FOR ERECTION PURPOSES

REVISIONS

1

2

3

SCALING: **NOT TO SCALE**

NOTE: THE ENGINEER SIGNING AND SEALING THIS SET OF DRAWINGS IS NOT THE ENGINEER OF RECORD FOR THE OVERALL PROJECT AND IS ONLY CERTIFYING THAT THE DESIGN OF THE BUILDING SYSTEM FURNISHED BY THE MANUFACTURER NAMED WITHIN SATISFY THE DESIGN REQUIREMENTS SPECIFIED BY THE CONTRACT DOCUMENTS IN ACCORDANCE WITH APPLICABLE STATE AND LOCAL BUILDING CODES AND STANDARDS OF PRACTICE AND DOES NOT EXTEND TO THE ERECTION OF THE BUILDING STRUCTURE.

DRAWN BY: **GB** CHECKED BY: **BG/FB** ENG. BY: **JK**

SEAL

SHEET **SS5**



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RIDGE TYPE				
◊ID	QUAN	MARK	LENGTH	DETAIL
0	14	FL51	3'-0"	TRIM_128

PANEL TABLE ROOF PLAN			
QUAN	MARK	PART	LENGTH
3	RS-1	PBR26	15'-8"

JOB ID

8043R3.0

CUSTOMER

KL CONCRETE & CONST.
1450 AGNES NORTH
SPRINGTOWN, TX 76082

PROJECT

BELL SHOP
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NOT TO BE USED FOR ERECTION PURPOSES

REVISIONS

- 1
- 2
- 3

SCALING:

NOT TO SCALE

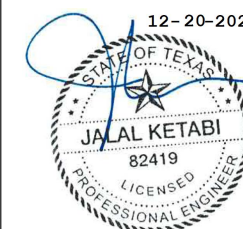
NOTE:

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DRAWN BY: CHECKED BY: ENG. BY:

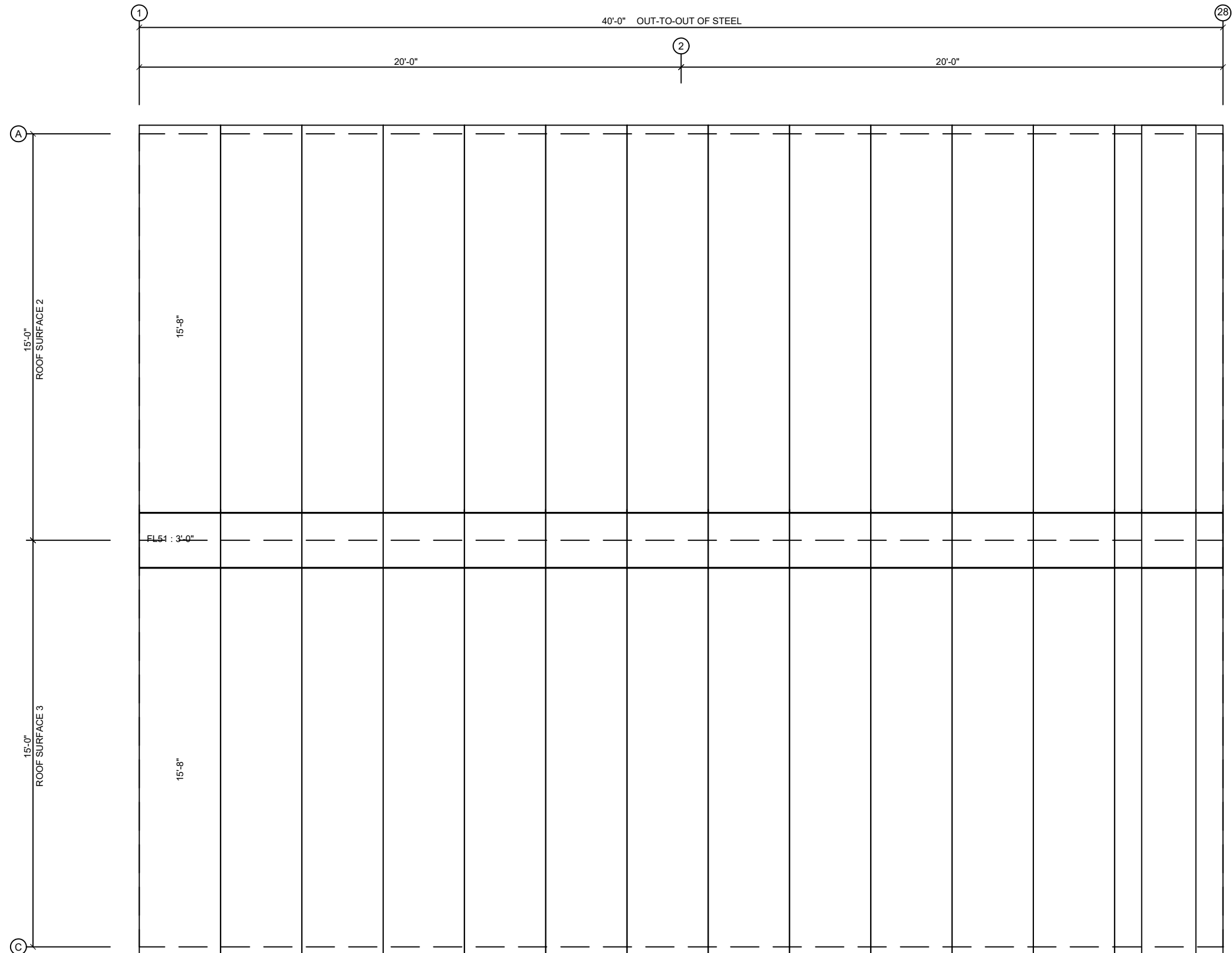
GB BG/FB JK

SEAL



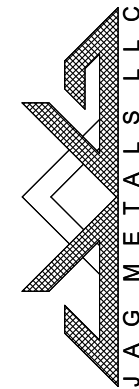
SHEET

SSH1



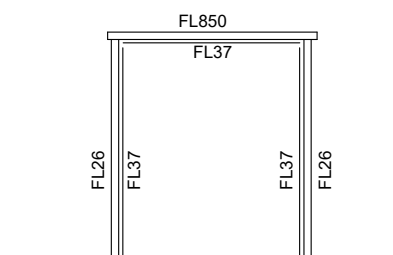
ROOF SHEETING PLAN

PANELS: 26 Ga. PBR

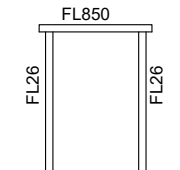


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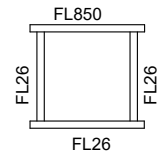
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0	2	FL850	3'-6"	TRIM_6
0		FL37	SCRAP	TRIM_6
0	3	FL852	10'-4"	TRIM_6
0	4	FL37	10'-2"	TRIM_6
0	8	FL26	10'-4"	TRIM_7
0	6	FL37	10'-2"	TRIM_7
0	2	FL19A	20'-2"	
0	1	FL19	10'-2"	
0	2	FL18D	20'-2"	TRIM_108
0	1	FL18C	10'-2"	TRIM_108
0	2	FL833	16'-0"	TRIM_13
0	2	FL72	10'-2"	TRIM_1
0		FL72	SCRAP	TRIM_1
0	2	FL16C	6"	
0	1	FL18AR	6"	
0	1	FL18AL	6"	



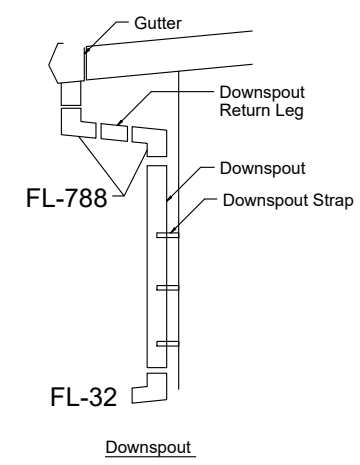
TRIMS FOR 8'-0" X 10'-0" OH DOOR			
FL850	Head Trim	#-#"	TRIM_6 / TRIM_9
FL37	Head Cap	#-#"	TRIM_6
FL26	Jamb Trim	#-#"	TRIM_7 / TRIM_9
FL37	Jamb Cap	#-#"	TRIM_7



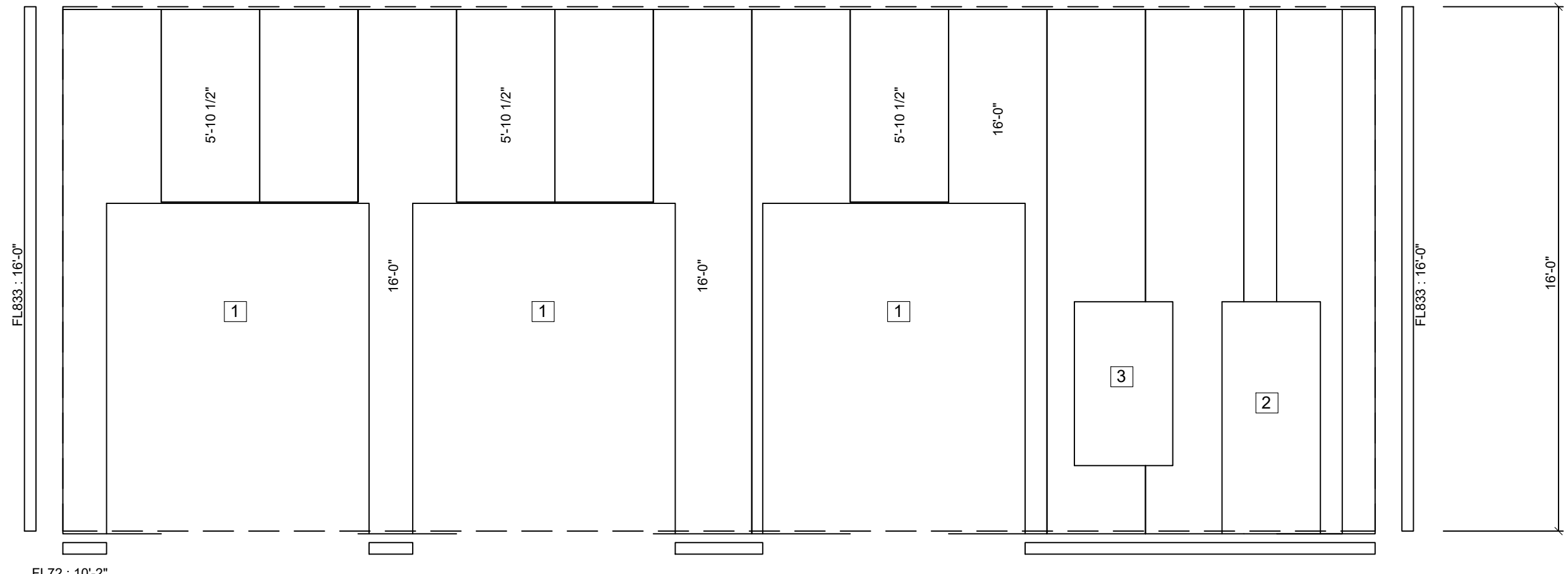
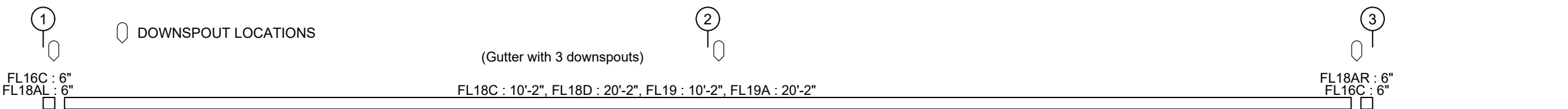
TRIMS FOR 3070 DOOR			
FL850	Head Trim	3'-6"	TRIM_6 / TRIM_9
FL26	Jamb Trim	7'-4"	TRIM_7 / TRIM_9



TRIMS FOR 3'-0" x 5'-0" WINDOW			
FL850	Head Trim	#-#"	TRIM_6 / TRIM_8
FL26	Jamb Trim	#-#"	TRIM_7 / TRIM_8
FL26	Sill Trim	#-#"	TRIM_10 / TRIM_8



NOTE: GUTTER STRAP FL-797 TO BE PLACE AT 2'-0" ON CENTER.



FRONT SIDEWALL SHEETING & TRIM: FRAME LINE C

PANELS: 26 Ga. PBR - Polar White

JOB ID: **8043R3.0**
 CUSTOMER: KL CONCRETE & CONST.
 1450 AGNES NORTH
 SPRINGTOWN, TX 76082
 PROJECT: BELL SHOP
 205 OAK CREST HILL
 COLLEYVILLE, TX 76034
 DRAWING DATE: 12/20/25

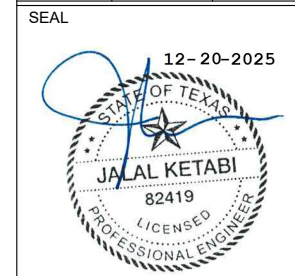
DRAWING STATUS:
 FOR CONSTRUCTION
 SEALED SET / PERMIT
 FOR APPROVAL

REVISIONS:
 1
 2
 3

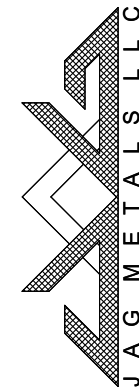
SCALING: NOT TO SCALE

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DRAWN BY: GB CHECKED BY: BG/FB ENG. BY: JK

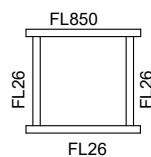


SHEET: **SSH2**

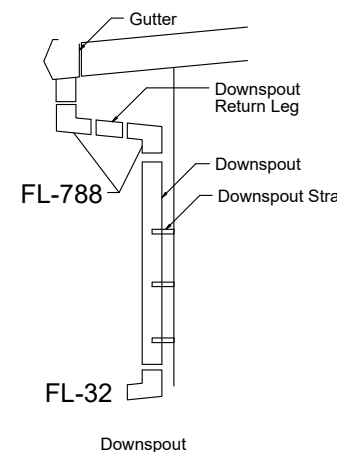


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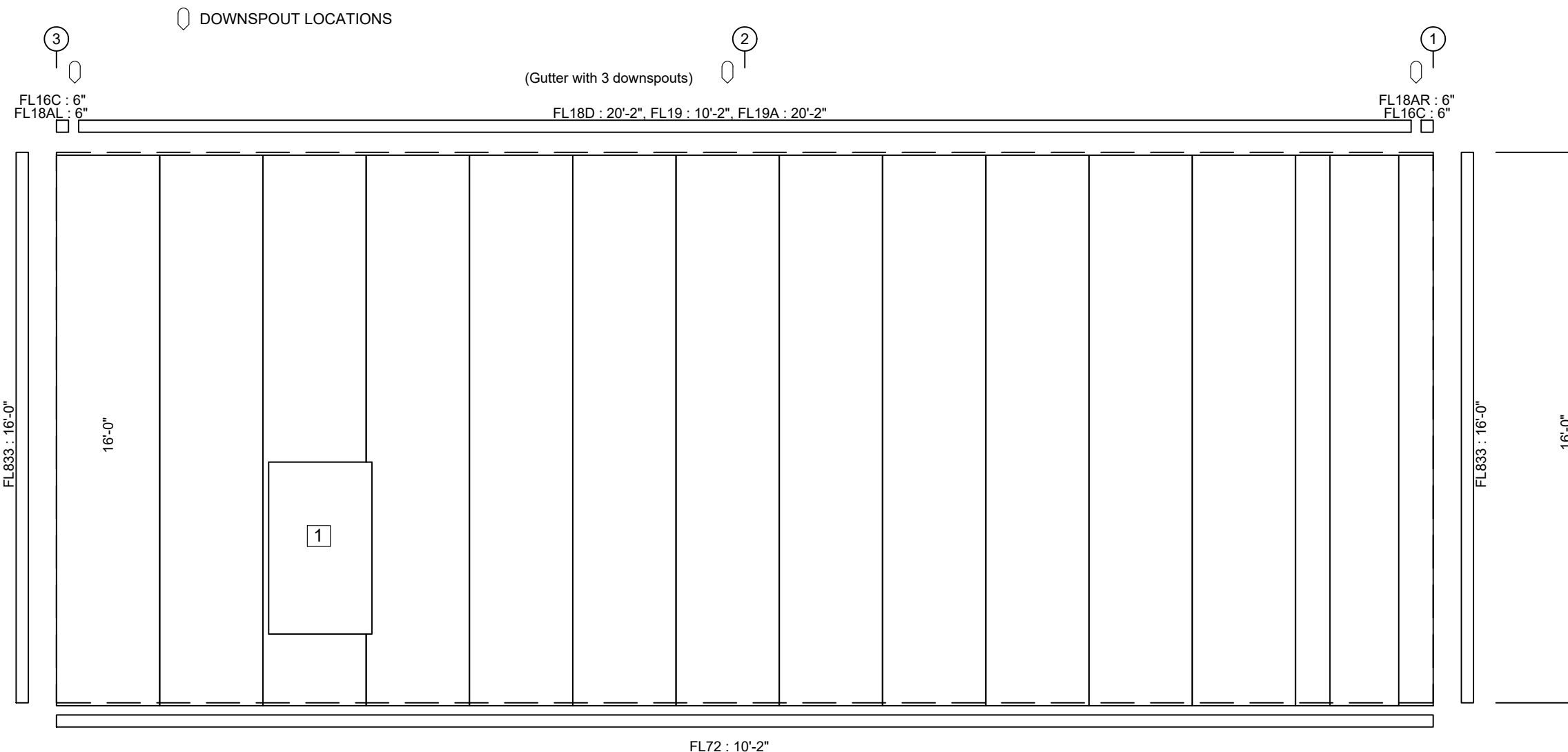
TRIM TABLE (Trim laps 2" unless noted otherwise)				
QID	QUAN	MARK	LENGTH	DETAIL
0	1	FL24	3'-6"	TRIM_10
0	1	FL850	3'-6"	TRIM_6
0	1	FL37	10'-2"	TRIM_6
0		FL26	SCRAP	TRIM_7
0		FL37	SCRAP	TRIM_7
0	1	FL26	10'-4"	TRIM_7
0	2	FL37	10'-2"	TRIM_7
0	2	FL19A	20'-2"	
0	1	FL19	10'-2"	
0	2	FL18D	20'-2"	TRIM_108
0	2	FL833	16'-0"	TRIM_13
0	4	FL72	10'-2"	TRIM_1
0	1	FL18AL	6"	
0	2	FL16C	6"	
0	1	FL18AR	6"	



1 TRIMS FOR 3'-0" x 5'-0" WINDOW			
FL850	Head Trim	#-#"	TRIM_6 / TRIM_8
FL26	Jamb Trim	#-#"	TRIM_7 / TRIM_8
FL26	Sill Trim	#-#"	TRIM_10 / TRIM_8



NOTE: GUTTER STRAP FL-797 TO BE PLACE AT 2'-0" ON CENTER.



BACK SIDEWALL SHEETING & TRIM: FRAME LINE A

PANELS: 26 Ga. PBR - Polar White

JOB ID

8043R3.0

CUSTOMER

KL CONCRETE & CONST.
1450 AGNES NORTH
SPRINGTOWN, TX 76082

PROJECT

BELL SHOP
205 OAK CREST HILL
COLLEYVILLE, TX 76034

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- 3

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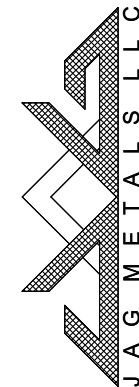
GB BG/FB JK

SEAL



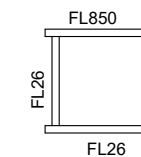
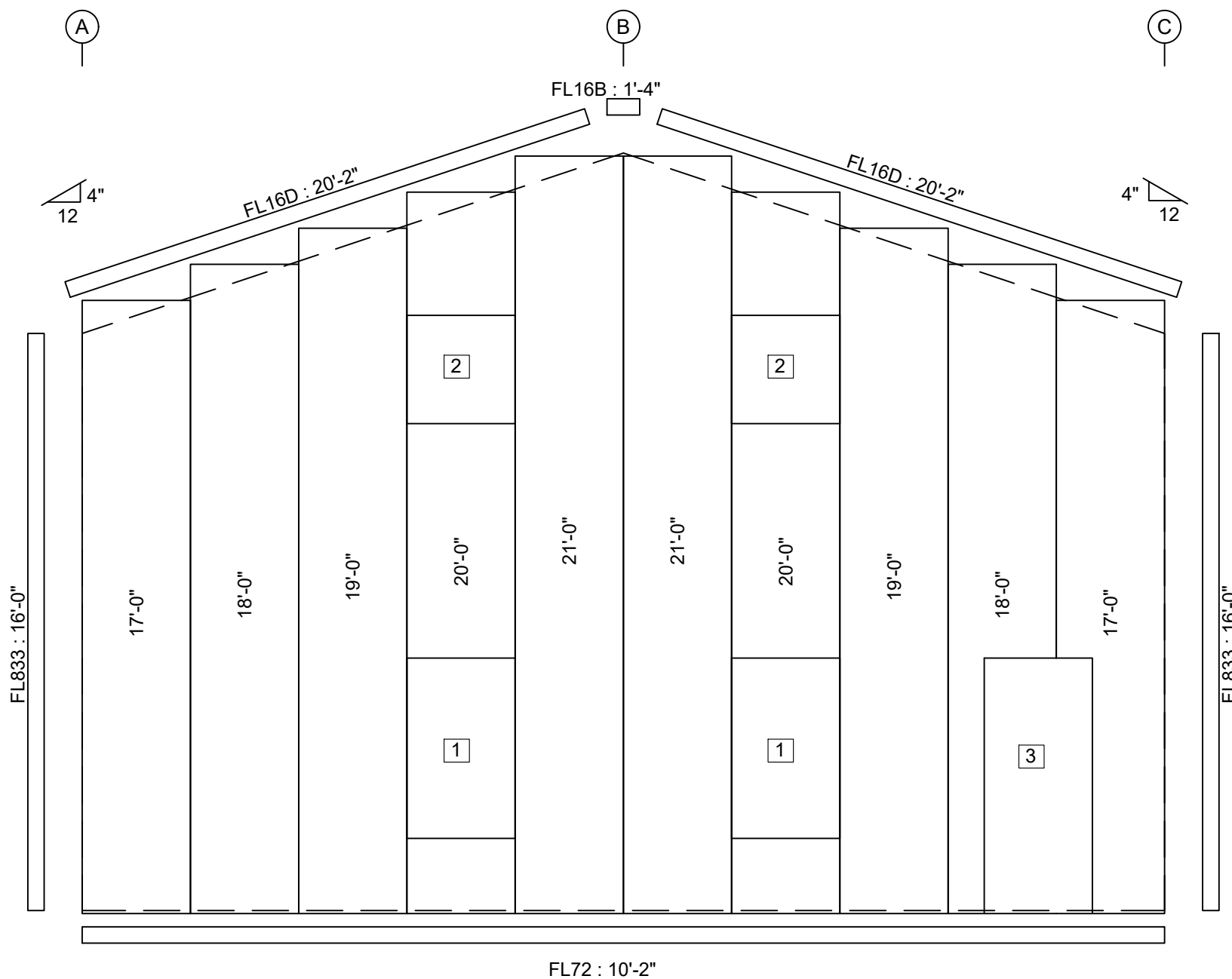
SHEET

SSH3

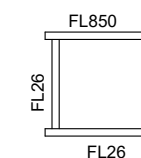


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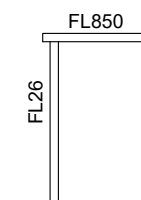
TRIM TABLE (Trim laps 2" unless noted otherwise)				
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0	4	FL24	3'-6"	TRIM_10
0	5	FL850	3'-6"	TRIM_6
0		FL37	SCRAP	TRIM_6
0	4	FL37	10'-2"	TRIM_6
0	2	FL16D	20'-2"	TRIM_103
0	2	FL833	16'-0"	TRIM_13
0	4	FL72	10'-2"	TRIM_1
0	1	FL16B	1'-4"	



1 TRIMS FOR 3'-0" x 5'-0" WINDOW			
FL850	Head Trim	#-#"	TRIM_6 / TRIM_8
FL26	Jamb Trim	#-#"	TRIM_7 / TRIM_8
FL26	Sill Trim	#-#"	TRIM_10 / TRIM_8



2 TRIMS FOR 3'-0" x 3'-0" WINDOW			
FL850	Head Trim	#-#"	TRIM_6 / TRIM_8
FL26	Jamb Trim	#-#"	TRIM_7 / TRIM_8
FL26	Sill Trim	#-#"	TRIM_10 / TRIM_8



3 TRIMS FOR 3070 DOOR			
FL850	Head Trim	3'-6"	TRIM_6 / TRIM_9
FL26	Jamb Trim	7'-4"	TRIM_7 / TRIM_9

JOB ID

8043R3.0

CUSTOMER

KL CONCRETE & CONST.
1450 AGNES NORTH
SPRINGTOWN, TX 76082

PROJECT

BELL SHOP
205 OAK CREST HILL
COLLEYVILLE, TX 76034

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DRAWN BY: CHECKED BY: ENG. BY:

GB BG/FB JK

SEAL

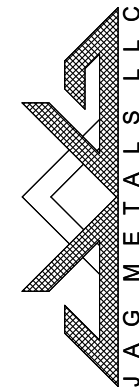


SHEET

SSH4

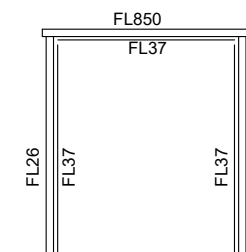
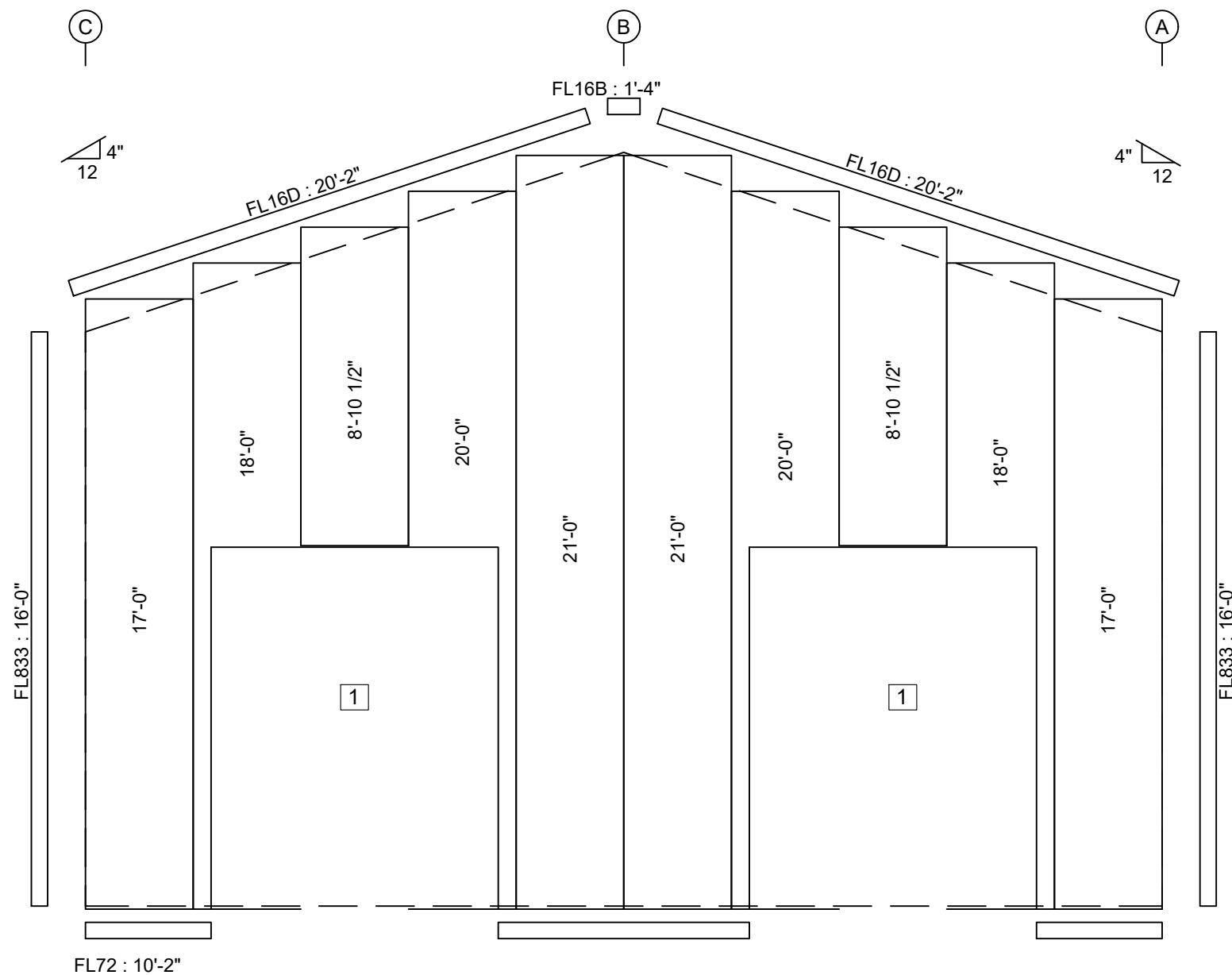
LEFT ENDWALL SHEETING & TRIM: FRAME LINE 1

PANELS: 26 Ga. PBR - Polar White



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TRIM TABLE (Trim laps 2" unless noted otherwise)				
ID	QUAN	MARK	LENGTH	DETAIL
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0	2	FL37	10'-2"	TRIM_6
0	4	FL26	10'-4"	TRIM_7
0	4	FL37	10'-2"	TRIM_7
0	2	FL16D	20'-2"	TRIM_103
0	2	FL833	16'-0"	TRIM_13
0	2	FL72	10'-2"	TRIM_1
0		FL72	SCRAP	TRIM_1
0	1	FL16B	1'-4"	



1 TRIMS FOR 8'-0" X 10'-0" OH DOOR			
FL850	Head Trim	#'-#"	TRIM_6 / TRIM_9
FL37	Head Cap	#'-#"	TRIM_6
FL26	Jamb Trim	#'-#"	TRIM_7 / TRIM_9
FL37	Jamb Cap	#'-#"	TRIM_7

RIGHT ENDWALL SHEETING & TRIM: FRAME LINE 3

PANELS: 26 Ga. PBR - Polar White

JOB ID

8043R3.0

CUSTOMER

KL CONCRETE & CONST.
1450 AGNES NORTH
SPRINGTOWN, TX 76082

PROJECT

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COLLEYVILLE, TX 76034

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DRAWN BY: CHECKED BY: ENG. BY:

GB BG/FB JK

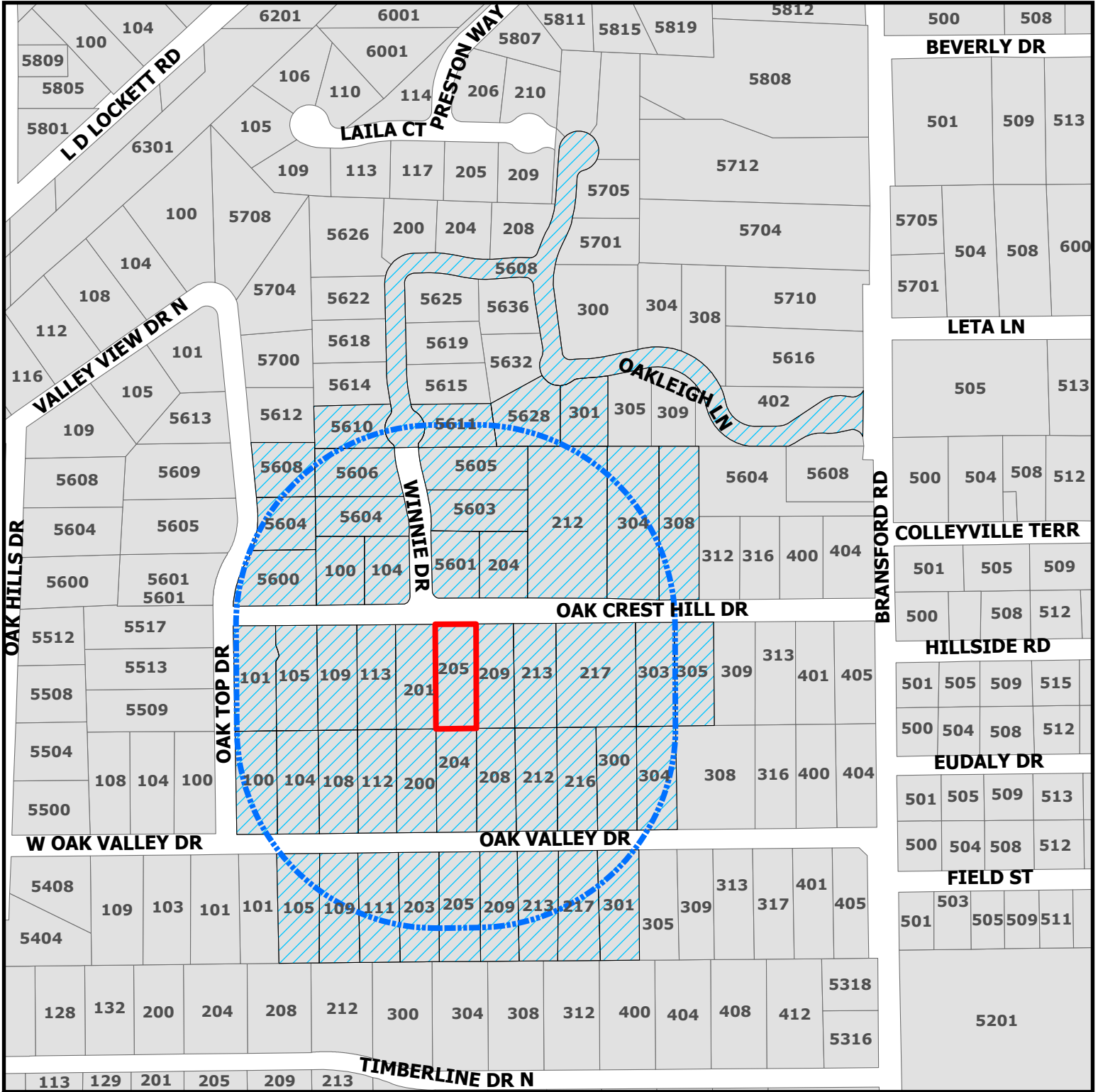
SEAL



SHEET

SSH5

Notification Map

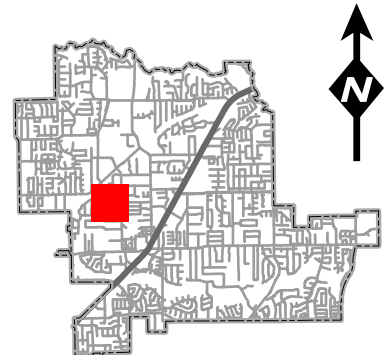


ZC26-003

205 Oak Crest Hills Drive

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.

- Subject Property
- Buffer
- Parcels to be notified





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 & Zoning Commission Meeting: Monday, February 9, 2026 at 7:00p.m.
City Council Meetings: Tuesday, March 3, 2026 & Tuesday, March 10, 2026 at 7:00p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas

Request: Consideration of a Special Use Permit for an Accessory Building on Lot 6, Block 7, Oak Crest Hills, located at 205 Oak Crest Hill Drive, Case ZC26-003. The request is to allow for an accessory structure that does not conform to Land Development Code, Section 3.27(A)(2)(a). Accessory structures cannot exceed 4% of the aggregate lot area, which is a maximum of 1,071 square feet on the subject lot. The proposed structure is 1,200 square feet.

Zoning Case: ZC26-003

Applicant: Kris Lunsford

Owner: Richard Bell

Location: 205 Oak Crest Hill Drive

Property Description: Lot 6, Block 7, Oak Crest Hills

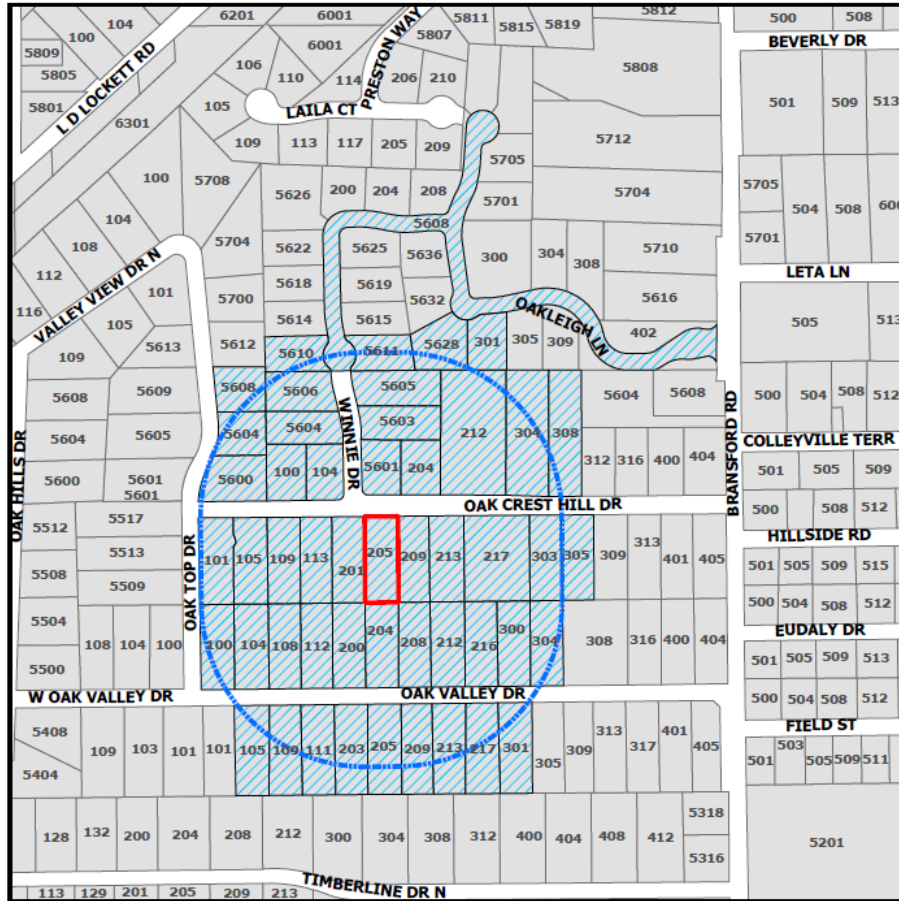
Present Zoning: R-20 Single Family Residential

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:

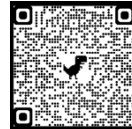
Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034
Citizenletters@colleyville.com

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.

Daniel Ponder
Daniel Ponder
Planning Manager

From: [Fred Tate](#)
To: [Citizen Letters](#)
Subject: Zoning Case: ZC26-003
Date: Sunday, February 8, 2026 11:05:24 AM

You don't often get email from [REDACTED]. [Learn why this is important](#)

City of Colleyville P&Z:

Hello, I am Frederick Tate, property Owner at 5605 Winnie Dr., Colleyville, TX 76034.

Regarding Zoning Case: ZC26-003, as a resident withing 500 Feet of the zoning request change, I wanted to register my consent for the variance. The variance is minor and is for personal, not commercial uses, as such I request that Colleyville grant the variance request, thanks.

Fred Tate

[REDACTED]
5605 Winnie Dr.
Colleyville, TX 76034

ORDINANCE O-26-2361

AMENDING THE ZONING ON APPROXIMATELY 0.61 ACRES, BEING LOT 6, BLOCK 7, OAK CREST HILLS, LOCATED AT 205 OAK CREST HILL DRIVE, BY AUTHORIZING A SPECIAL USE PERMIT TO ALLOW FOR AN ACCESSORY BUILDING; 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 a request for a Special Use Permit (Case ZC26-003) to allow for an accessory building for the real property described as Lot 6, Block 7, Oak Crest Hill, located at 205 Oak Crest Hill Drive, as further described and depicted on Exhibit "A" hereto (the "Subject Property"); and

WHEREAS, the Subject Property is presently zoned R-20 Single Family residential; and

WHEREAS, the Planning and Zoning Commission of the City of Colleyville, has considered and made recommendations on the request, having given the requisite notices, and having held due hearings and affording a full and fair opportunity for all persons interested in the matter to be heard; and

WHEREAS, after due deliberations and consideration of the recommendation of the Planning and Zoning Commission, the information received at a public hearing, and other relevant information and materials, the City Council finds that this amendment is in conformance with the Comprehensive Plan for the City of Colleyville and promotes the general health, safety, and welfare of this community.

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

Sec. 1. THAT the foregoing premises and findings are found to be true and correct and are incorporated as if fully set forth herein.

Sec. 2. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by changing the zoning on the Subject Property, by authorizing a Special Use Permit to allow for an accessory building, as depicted.

Sec. 3. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the City's Comprehensive Zoning Ordinance and Land Development Code, as amended herein.

Sec. 4. THAT the above described tract of land shall be subject to the following conditions:

1. GENERAL

a. The Special Use Permit shall allow for the construction of an accessory building measuring 30 feet by 40 feet.

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

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

Sec. 5. 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. 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 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. 8. 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 3rd day of March 2026.

The second reading and public hearing being conducted on the 10th day of March 2026

APPROVED BY A VOTE OF ____ AYES AND ____ NAYS ON THIS THE 10TH DAY OF MARCH 2026.

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

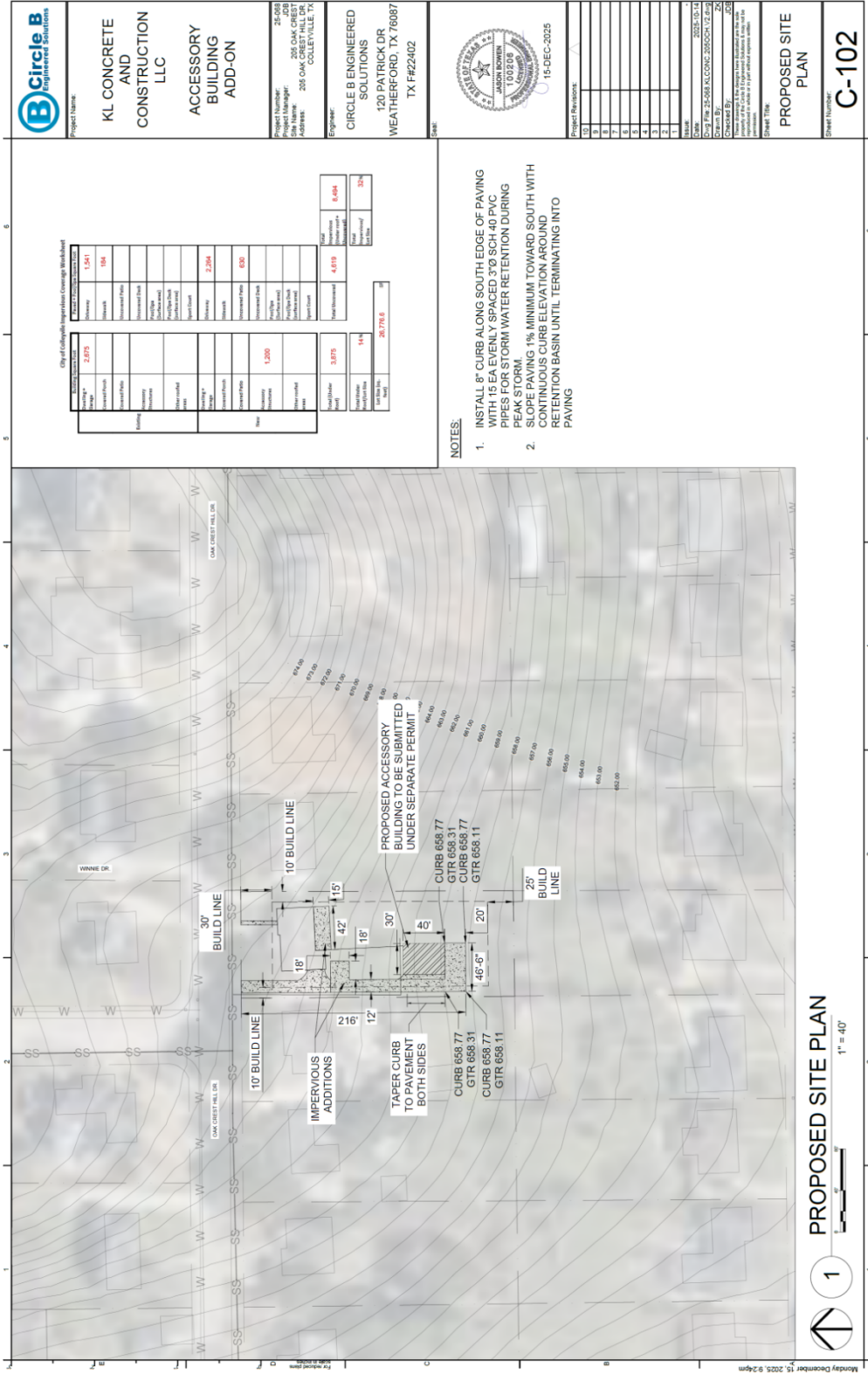
APPROVED AS TO FORM:

Whitt Wyatt
City Attorney

Exhibit "A" - Aerial Map



Exhibit "B" – Site Plan & Elevations



Circle B
Engineering Solutions

Project Name:
KL CONCRETE AND CONSTRUCTION LLC
ACCESSORY BUILDING ADD-ON

Project Number: 21-008
Site Name: 205 OAK CREST
Address: 205 OAK CREST COLLETTVILLE, TX
Engineer: CIRCLE B ENGINEERED SOLUTIONS
120 PATRICK DR WEATHERFORD, TX 76087 TX #22402



Project Revisions:

NO.	DATE	DESCRIPTION
1	15-DEC-2025	ISSUED FOR PERMIT

DATE: 2025-10-14
DRAWN BY: JASON BOWEN
CHECKED BY: JASON BOWEN
SCALE: AS SHOWN
SHEET TITLE: PROPOSED SITE PLAN
SHEET NUMBER: C-102

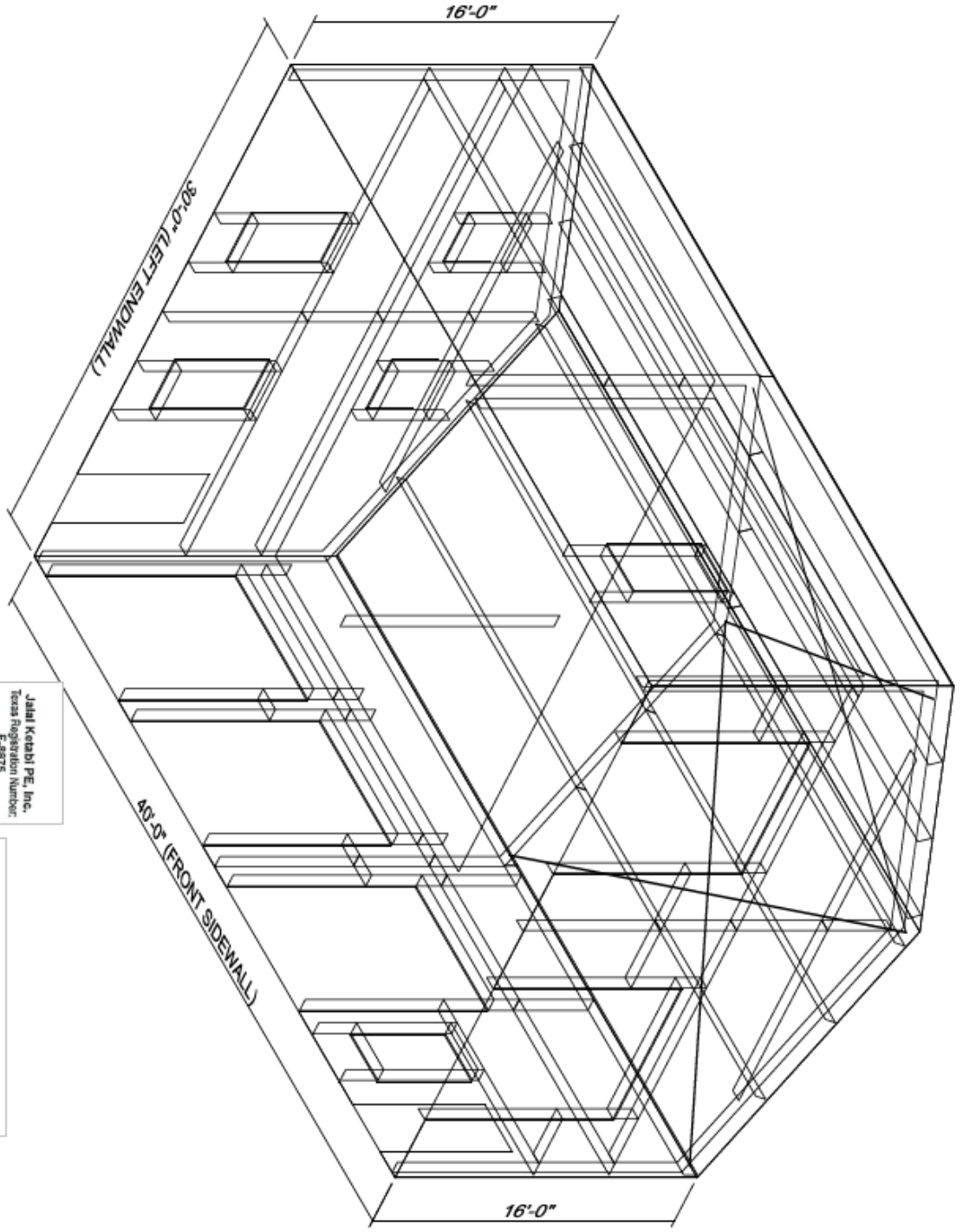
City of Colleyville Precipitation Grouping Worksheet

Category	Area (sq. ft.)	Runoff Coefficient	Runoff (cfs)
Roofs	2,975	0.80	1,541
Driveways		0.50	154
Impervious Pavement			
Grass		0.10	
Soil		0.05	
Water		0.00	
Other			
Total	3,975		1,695

- NOTES:**
- INSTALL 8" CURB ALONG SOUTH EDGE OF PAVING WITH 15 EA EVENLY SPACED 3" SCH 40 PVC PIPES FOR STORM WATER RETENTION DURING PEAK STORM.
 - SLOPE PAVING 1% MINIMUM TOWARD SOUTH WITH CONTINUOUS CURB ELEVATION AROUND RETENTION BASIN UNTIL TERMINATING INTO PAVING

1
PROPOSED SITE PLAN
1" = 40'

Monday December 15, 2025, 9:26am



Jamal Karami P.E., Inc.
Texas Registration Number:
F-58975

FOUNDATION BY OTHERS



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 6a

Agenda Date 3/3/2026

Number Resolution R-26-5124

Type Resolution

Department City Secretary

Title

Approval of a resolution canceling the May 2, 2026, General Election, declaring the City Council candidates, Place 3 and Place 4 unopposed

Explanation

Reading and Public Hearing

The proposed resolution will cancel the May 2, 2026, General Election called by Resolution R-26-5113, and declare the City Council candidates, Place 3 Scotty Richardson, and Place 4 Ben Graves, unopposed and elected to office after the May 2, 2026 election.

Unopposed candidates will be sworn in following the May 2, 2026 General Election at the May 5, 2026, City Council meeting. While Colleyville will not hold an election for Councilmember Places 3 and 4, the election cycle will continue with school board, county, state, and federal elections taking place.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Resolution R-26-5124

RESOLUTION R-26-5124

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS, CANCELLING THE MAY 2, 2026, GENERAL ELECTION FOR CITY OFFICERS; ORDERING THAT EACH UNOPPOSED CANDIDATE BE DECLARED ELECTED TO OFFICE; ORDERING THE POSTING OF THIS RESOLUTION AT EACH POLLING PLACE ON ELECTION DAY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on January 21, 2026, by Resolution R-26-5112, the City Council ordered a General Election to be held on May 2, 2026, for the purpose of electing Councilmembers to Places 3 and 4; and

WHEREAS, the filing deadlines for a place on the ballot and declaration of write-in candidacy have passed; and

WHEREAS, the City Council has received the City Secretary's written certification that each candidate is unopposed for the election attached as Exhibit "A"; and

WHEREAS, in these circumstances, Texas Election Code §2.053(a) authorizes a governing body to adopt an order declaring each unopposed candidate elected to office and cancel the general election.

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

Sec. 1. THAT having received the certification from the City Secretary that the following candidates are unopposed in the May 2, 2026, General Election, the following are hereby declared elected to the specified offices and shall be issued a certificate of election after Election Day in accordance with the Texas Election Code:

Scotty Richardson, Place 3
Ben Graves, Place 4

Sec. 2. THAT the City Secretary shall post a copy of this resolution order at the designated polling place on May 2, 2026, as required by the Texas Election Code.

Sec. 3. THAT this Resolution shall take effect immediately upon passage.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _ AYES, _ NAYS ON THIS THE 3RD DAY OF MARCH 2026.

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

EXHIBIT "A"
CERTIFICATION OF UNOPPOSED CANDIDATES FOR
OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)

*CERTIFICACIÓN DE CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)*

*GIẤY CHỨNG NHẬN CÁC ĐẠI DIỆN ĐƯỢC ĐỀ XUẤT
CHO CÁC ĐƠN VỊ CHÍNH TRỊ KHÁC (KHÔNG QUẬN)*

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante
Kính gửi: Cán bộ chủ trì của Cơ quan chủ quản

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 2, 2026.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 2 de mayo de 2026.

Là cơ quan có trách nhiệm chuẩn bị lá phiếu chính thức, tôi xin xác nhận rằng các ứng cử viên sau đây không được bầu vào chức vụ cho cuộc bầu cử dự kiến sẽ được tổ chức vào Ngày 2 tháng 5 năm 2026.

List offices and names of candidates: Lista de cargos y nombres de los candidatos: Danh sách văn phòng và tên của các ứng cử viên:

Office(s), Cargo(s), Văn phòng(s)	Candidate(s), Candidato(s), Ứng cử viên(s)
Councilmember Place Three	Scotty Richardson
Councilmember Place Four	Ben Graves
Concejal Lugar Tres	Scotty Richardson
Concejal Lugar Cuatro	Ben Graves
Hội đồng nơi ba	Scotty Richardson
Hội đồng quản trị Bốn	Ben Graves



Signature, Firma, Chữ ký

Christine Loven

Printed name, *Nombre en letra de molde, Tên in*

City Secretary

Title, Puesto, Tiêu đề

February 18, 2026

Date of signing, Fecha de firma, Ngày ký

(Seal) (Sello) (Niêm phong)



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 8

Agenda Date 3/3/2026

Type Report

Department City Secretary

Title

Colleyville Center Advisory Committee Minutes - November 17, 2025

Attachments

1. Colleyville Center Advisory Minutes - November 17, 2025



**CITY OF COLLEYVILLE
COLLEYVILLE CENTER
ADVISORY COMMITTEE
MINUTES**

5301 Riverwalk Drive

MONDAY, NOVEMBER 17, 2025 - 5:30 PM

PRESENT: Fred Mills, Chair; Judith Goodwin; Lee Koch; Emily Aguilar; Paul Vigiletti; Ann Morgan; Louis Miller; Kristi Isbell, Asst. Venue Manager; Chelsea Rose, Manager of Colleyville Center and Colleyville Business Center

ABSENT: Alex Thomas; Jessica Harig; Darla Dennison; Chris Carlson

1. CALL TO ORDER

The meeting was called to order by Fred Mills at 5:45 p.m.

2. APPROVAL OF MINUTES

Lee Koch motioned for approval of the August 11, 2025 minutes. Ann Morgan seconded the motion. The motion was approved with no dissension.

3. REGULAR AGENDA ITEMS

3a Election of Vice Chair

A motion was made by Ann Morgan to elect Emily Aguilar as Vice Chair to fill the position vacated by Tina Anderson. Fred Mills seconded the motion. The motion was approved with no dissention.

3b Budget and Utilization Update

Chelsea Rose provided a review of utilization that compared Aug – Oct of 2025 to the same months in 2024. Rose noted that HOA events were not separated from non-profit events in the 2024 numbers but have since been identified separately from non-profit events. Rose noted event categories were similar in both years but with an increase in utilization from 64% in 2024 to 72% in 2025. Rose highlighted, again, that even with more events hosted, the guest count is less (from 3,731 guests in 2024 range to 3,557 in 2025 range) which is consistent with trends of fewer guests in attendance at events. Rose displayed photos of events from recent events to include the Miss Grapevine-Colleyville pageant, non-profit meetings, an all-day mental health seminar, police trainings, a dance recital, a retirement party, and multiple weddings.

3c Community Engagement and Marketing Update

Rose discussed recent marketing opportunities including a sponsorship of Grapevine Young Professionals Spooky Soiree, for promotion to this specific age-range, and our ad placement in the Grapevine Chamber Directory to branch out to our "neighbors...just around the corner." Rose noted our involvement with the Texas Association of Venues and Facilities (TxAVF) annual conference and that Kristi Isbell is serving on the board of the organization. Rose provided an update on the Partner Perks program that now has participation from 28 Colleyville businesses offering discounts to clients of the Colleyville Center.

Rose reminded of our efforts with Community Engagement and to provide a program, connected with the City's Gift Card Programs, that bring "feet in the door" and exposure to Colleyville residents. Rose cited 491 residents visited the Colleyville Center to pick up a Colleyopoly Game Card with 78.6% of these completing the game for an additional 559 Colleyville Gift Cards provided to Colleyville businesses. Rose noted that the Business BINGO game will return for the holiday season and Game Card pick up will begin at the Center on Monday, November 24, 2025.

Regarding social media marketing, Rose reminded that recent trends in this marketing is for videos (even 3 seconds) and that staff will be working with the City's AV team to create short video clips to tap into this type of engagement. Rose reviewed the top posts and noted views increased by 0.8% and content interaction increased by 78.9%.

3d Update on Facility Maintenance and Improvements

Rose provided an update on the Window Maintenance and Repair project and noted the interim replacement of the most obvious windows with broken seals. Rose explained that the City Engineer posted the Public Bid Opportunity in September for a December 2025 / January 2026 installation with only 1 viable bid that was accepted and approved by City Council in October. Rose explained that circumstances related to the contractor and the timing will lead Council to deny the bid tomorrow, at the November 18 Council meeting, and the process will start anew in February, likely. Rose noted, upon consultation with Engineering and Public Works Director, the Center will hold dates in late June through mid-August 2026 for repair and installation. Rose explained that this timing is better for Center events as there are only 2 ongoing and repeated events during that window and noted funding stays within the same fiscal year.

Rose provided an update on the north garden installation in partnership with the City's Parks Department and the Colleyville Garden Club. A project rendering was displayed and installation will likely begin in mid-December, weather depending. Ann Morgan added that there is a Colleyville Garden Club member who is donating another bench for the setting.

Rose provided a reminder about our sister property, the Colleyville Business Center (CBC), and that we have had additional inquiries and tours and have made an adjustment to memberships (rentals) to allow for daily short-term rental of an office

as well as the Board Room. Rose reminded that the next Advisory Committee meeting, on February 16, 2026 will be at the CBC and that she hosts a monthly Economic Development Forum at the CBC that is open to the public.

3e Discussion of Items for Future Agendas

No other items were presented for future agendas.

Rose indicated that the Bylaws have not officially changed yet but we will operate on understanding of two standing meeting dates (February and August) and two as-needed meeting dates (May and November) and provided the dates for upcoming Colleyville Center Advisory Committee meetings: February 16, 2026 in the Colleyville Business Center Board Room at 35 Veranda Lane and, August 17, 2026 at the Colleyville Center.

4. ADJOURNMENT

Ann Morgan motioned to adjourn the meeting. Louis Miller seconded the motion. The motion was approved with no dissension. The meeting was adjourned at 6:18 p.m.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 16TH DAY OF FEBRUARY, 2026.

RESOLUTION R-26-5125

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF
MARCH 3, 2026**

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 3RD DAY OF MARCH 2026.

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