



CITY OF COLLEYVILLE CITY COUNCIL AGENDA

100 Main Street, Colleyville, Texas, 76034

TUESDAY, AUGUST 18, 2026

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

CALL TO ORDER

WS-1 2025-2026 Events Roundup

WS-2 Discussion of the August 18, 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: Pastor Kyle Bauman, Bear Valley Church

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-26-5168

3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**4. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-26-5169**

- 4a** Approval of the August 4, 2026, City Council minutes
- 4b** Approval of an agreement with Weaver and Tidwell, L.L.P. for auditing services for fiscal year ending September 30, 2026, in the amount of \$60,250 for the audit of 2026 financial statements, \$5,850 for the single audit, if applicable, and authorizing the City Manager to execute the agreement
- 4c** Approval of multiple-vendor contracts for Traffic Signal Maintenance and Emergency On-Call Services in a combined not-to-exceed annual amount of \$250,000.00, and authorizing the City Manager to execute the contracts
- 4d** Approval of Fiscal Year 2027 economic development programs including 2026 Christmas Gift Card and Colleyville Gives advertising grant, 2027 Restaurant Only Gift Card, 2027 Summer Gift Card, and 2026-2027 Hotel Only Gift Card
- 4e** Approval of the FY27 City of Colleyville and Colleyville Chamber of Commerce Agreement
- 4f** Approval of the Pastoral and Creekside Gateway Flagpole project in an amount not to exceed \$238,177, and authorizing the City Manager to execute the agreements

5. ITEMS NOT FOR CITY COUNCIL ACTION

- 5a** Monthly Financial Report - July 2026

6. ORDINANCE(S): SECOND READING AND PUBLIC HEARING**6a Ordinance O-26-2375**

Approval of an ordinance amending Chapter 94 (Traffic and Vehicles) of the City of Colleyville Code of Ordinances by adding Article IV entitled Parking at Public Facilities; prohibiting overnight parking at public facilities and public parks

7. ORDINANCE(S): FIRST READING AND PUBLIC HEARING**7a Ordinance O-26-2376**

Consideration of an amendment to the Land Development Code, Chapter 1, General Provisions, Case GC26-008

8. RESOLUTION(S): READING AND PUBLIC HEARING**8a Resolution R-26-5170**

Approval of a proposal to set the ad valorem tax rate for Fiscal Year 2027 at \$0.352480 per hundred dollars of valuation

9. CITIZEN COMMENTS**10. REPORTS**

Planning and Zoning Commission Meeting Minutes - June 8, 2026

Planning and Zoning Commission Worksession Minutes - June 22, 2026

Sign Board of Appeals Meeting Minutes - July 14, 2026

Planning and Zoning Commission Worksession Minutes - July 27, 2026

11. RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR TUESDAY, AUGUST 18, 2026 - READING AND PUBLIC HEARING - RESOLUTION R-26-5171**12. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Wednesday, August 12, 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 8/18/2026

Type Worksession

Department City Manager

Title

2025-2026 Events Roundup

Explanation

Staff will provide information on the 2025-2026 City sponsored events.

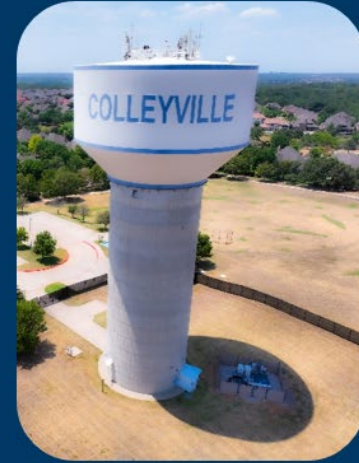
Attachments

1. 25-26 Event Roundup Presentation



2025-2026 Event Roundup

Worksession
August 18, 2026



Full List of City-wide Events 2025-2026



August

- 23: Shred Day

September

- 27: Boot Scootin' Saturday Night

October

- 4: Fire Open House (Fire Dept. Lead)
- 7: National Night Out (Police Dept. Lead)
- 18: Harvest Festival
- 30: Haunted Trails

November

- 22: Christmas Tree Lighting

January

- 23: Winter Ball (Parks & Rec Lead - Paid)

February

- 7: Valentines Day Yoga

March

- 14: Clean Sweep
- 28: Bunny Brunch & Lunch (Parks & Rec Lead - Paid)

April

- 12: Concert in the Plaza
- 19: Concert in the Plaza
- 22: Earth Day
- 25: Car Show
- 25: Junior Anglers (Parks & Rec Lead)
- 26: Concert in the Plaza

May

- 3: Concert in the Plaza

June

- 26: Stars & Guitars

July

- 24: Summer Reading Finale (Library Lead)

Shred Day 2025



➤ Key Takeaways:

- 242 Households Participated
- 5.7 Tons of Paper Shredded

➤ Future Plans:

- Increase do's/don'ts marketing



Boot Scootin' Saturday Night 2025



➤ Key Takeaways:

- Dance class was a hit!
- Dance floor was full most of the night
- 2.8k visitors to The Village

➤ Future Plans:

- Moving event to Heroes Park
- Increasing seating and marketing
- Adding a mechanical bull
- Expanding the duration of the event
- Adding more food trucks
- Adding line dance classes in the weeks leading up to the event



Fire Open House 2025



➤ Key Takeaways:

- Highest attendance ever!

➤ Future Plans:

- Introduce permanent budget



National Night Out 2025



➤ Key Takeaways:

- Supporting local Colleyville businesses
- Great attendance for the duration of the event

➤ Future Plans:

- Expand and move into Heroes Park
- Introduce permanent budget



Harvest Festival 2025



➤ Key Takeaways:

- Rain did not scare residents away
- Trunk-or-Treat is always popular
- Smaller footprint allowed for more giveaways

➤ Future Plans:

- Expanding event back into Heroes Park
- Bringing back the inflatables and petting zoo
- Partnering with Art Algebra
- Adding high school volunteers for games and inflatables



Haunted Trails 2025



➤ Key Takeaways:

- HUGE turnout
- Closed line early to allow for everyone to pass through

➤ Future Plans:

- Moving the line to the parking lot
- Adding time stamps to the line
- Adding a scene (or two)
- Adding high school theater kids for scenes
- Roaming actors for line entertainment



Christmas Tree Lighting 2025



➤ Key Takeaways:

- Photos with Santa always had a line
- Crowd for the movie was bigger than the previous three years combined
- Large crowds despite the size

➤ Future Plans:

- Expanding event back into Heroes Park
- Bringing back the inflatables
- Adding high school volunteers for games and inflatables
- Moving photos with Santa to the stage
- Having community groups hand out free hot chocolate
- Jingle Bell Junction



Community Tree Decorating 2025



➤ Key Takeaway:

- 11 local businesses and groups participated

➤ Future Plans:

- Switching to artificial trees
- Placement inside City Hall with digital voting taking place at Christmas Tree Lighting Event

Valentines Day Yoga 2026



➤ Key Takeaways:

- Maxed out the space
- Donations from both HTeaO and Starbucks

➤ Future Plans:

- Add a second class right after
- Increase marketing efforts



➤ Future Plans:

- Change verbiage on all marketing platforms and website
- Buy an event canceled sign (already bought)
- Always have a rain date back up
- Quick drop-off line for those with less items



Concert in the Plaza Series 2026



➤ Key Takeaways:

- Tribute bands are the way to go!
- 1.4k-1.6k visitors to The Village
- April had a 18.5% increase year over year

➤ Future Plans:

- Keep with the tribute theme
- Bring back fan favorites
- Possibly move to Heroes Park
- Increase giveaways



Earth Day 2026



➤ Key Takeaways:

- Lots of vendor participation
- Hosted event at Recreation Center

➤ Future Plans:

- Combine with Arbor Day and host at an established event like Junior Anglers



Car Show 2026



➤ Key Takeaways:

- 209 registered cars with 165 showing
- 5 registrants for the new Kids Bike Parade

➤ Future Plans:

- Expand marketing for Kids Bike Parade
- Streamline check in process
- Revamp prize categories
- Continue virtual group voting



Stars & Guitars 2026

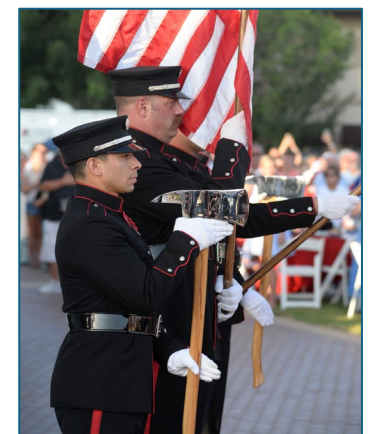


➤ Key Takeaways:

- Largest attendance to date with 6.5k visits to The Village
- Grand Opening of Heroes Park
- Two flyovers

➤ Future Plans:

- Increase open seating options
- Continue induction ceremony



➤ Future Plans:

- Wednesday, November 4, before council meeting
- Ceremony at Heroes Park
- Free lawn signs for Colleyville veterans



Full List of City-wide Events 2026-2027



August

- 22: Shred Day

September

- 26: Boot Scootin' Saturday Night

October

- 3: Fire Open House (Fire Dept. Lead)
- 6: National Night Out (Police Dept. Lead)
- 17: Harvest Festival
- 30: Haunted Trails

November

- 21: Christmas Tree Lighting

January

- TBD: Winter Ball (Parks & Rec Lead - Paid)

February

- 6: Valentines Day Yoga

March

- 6: Clean Sweep
- TBD: Bunny Brunch & Lunch (Parks & Rec Lead - Paid)

April

- 4: Concert in the Plaza
- 10: Car Show
- 11: Concert in the Plaza
- 18: Concert in the Plaza
- TBD: Junior Anglers (Parks & Rec Lead)
- TBD: Earth Day
- 25: Concert in the Plaza

June

- 25: Stars & Guitars

July

- TBD: Summer Reading Finale (Library Lead)

Questions and Discussion



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number WS-2

Agenda Date 8/18/2026

Type Worksession

Department City Secretary

Title

Discussion of the August 18, 2026, City Council regular agenda items



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 1

Agenda Date 8/18/2026

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

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

Attachments

RESOLUTION R-26-5168

**A RESOLUTION APPROVING COUNCIL ACTION REGARDING
EXECUTIVE SESSION ITEMS AT THE REGULAR CITY COUNCIL
MEETING OF AUGUST 18, 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 18TH DAY OF AUGUST 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-26-5169

APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF AUGUST 18, 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 August 4, 2026, City Council minutes
 - b. Approval of an agreement with Weaver and Tidwell, L.L.P. for auditing services for fiscal year ending September 30, 2026, in the amount of \$60,250 for the audit of 2026 financial statements, \$5,850 for the single audit, if applicable, and authorizing the City Manager to execute the agreement
 - c. Approval of multiple-vendor contracts for Traffic Signal Maintenance and Emergency On-Call Services in a combined not-to-exceed annual amount of \$250,000.00, and authorizing the City Manager to execute the contracts
 - d. Approval of Fiscal Year 2027 economic development programs including 2026 Christmas Gift Card and Colleyville Gives advertising grant, 2027 Restaurant Only Gift Card, 2027 Summer Gift Card, and 2026-2027 Hotel Only Gift Card
 - e. Approval of the FY27 City of Colleyville and Colleyville Chamber of Commerce Agreement
 - f. Approval of the Pastoral and Creekside Gateway Flagpole project in an amount not to exceed \$238,177, and authorizing the City Manager to execute the agreements

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 18TH DAY OF AUGUST 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	Bobby Lindamood
City Secretary, TRMC	Mayor



CITY OF COLLEYVILLE CITY COUNCIL MINUTES

100 Main Street, Colleyville, Texas, 76034

TUESDAY, AUGUST 4, 2026

Mayor Bobby Lindamood called the Colleyville City Council Worksession to order on Tuesday, August 4, 2026, at 5:37 p.m.

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

ABSENT: Mayor Pro Tem Brandi Elder and Councilmember Mark Alphonso.

ALSO PRESENT: City Manager Jerry Ducay, Assistant City Manager Mark Wood, Finance Director Cassie Smith, Public Works and Parks and Recreation Director Lisa Escobedo, Library Director Jack Pawlowski, Capital Project Program Manager Elijah Dorminy, City Attorney Sam Hawk, and City Secretary Christine Loven.

WS-1 Presentation of the FY27 Proposed Budget and Tax Rate

Finance Director Cassie Smith presented this item, noting the presentation is an abbreviated look at the budget and is not intended to be a detailed or complete version however, per state mandates, the full proposed FY27 Budget is available on the City's website. She discussed the property tax rate, gave an overview of the budget and fund balance for major funds, and year one of capital improvement projects.

Director Smith noted the FY27 budget addresses several priorities to include fiscal responsibility, public safety, quality of services and programs, maintaining and enhancing the infrastructure and beautification efforts, recreation and open space enhancements, and economic development.

Director Smith stated the budget as presented is built on a \$626 thousand increase in M&O property tax revenues (3.5% statutory limit), the homestead exemption will remain at 14% as adopted for FY2026 and includes \$766,000 in debt service payments (reflected in the I&S rate) for the Recreation Center and Fire Apparatus payment schedule.

She briefly reviewed the property tax calculation, and noted the entire tax bill is comprised of five taxing units; City receives 19%, Tarrant County 11.3%, Tarrant County College District 6.8%, Tarrant County Hospital District 10%, and GCISD 52.8%.

There was discussion regarding the tax rate and the City's strategy moving forward. City Manager Ducay stated the budget process and tax rate are long term strategies to save dramatic needs in the future.

WS-2 Discussion regarding adding "In God We Trust" lettering on City vehicles

City Manager Jerry Ducay stated staff was asked to obtain the cost of adding "In God We Trust" to the back of the City's fleet vehicles. He said the approximate cost is \$1,000 and asked City Council if they wish to move forward. The City Council directed staff to move forward and thanked them.

WS-3 Discussion of the August 4, 2026, City Council regular agenda items

There was no discussion of this item.

Mayor Lindamood adjourned the Worksession at 6:09 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 Lindamood adjourned Executive Session at 6:54 p.m.

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

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

ABSENT: Mayor Pro Tem Brandi Elder and Councilmember Mark Alphonso.

INVOCATION: Pastor Blake Jones, Journey Church
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-26-5165

This resolution was not needed.

3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

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

4. CONSENT: READING AND PUBLIC HEARING - RESOLUTION R-26-5166

4a Approval of the July 21, 2026, City Council minutes

4b Approval of a construction contract with Legacy Signs of Texas for Phase II of the Parks Signage Improvement Project, through The Interlocal Purchasing System (TIPS) in an amount not to exceed \$251,655 a contingency amount not to exceed \$25,000, and authorizing the City Manager to execute the contract

Mayor Lindamood read Resolution R-26-5166 in its entirety.

Parks and Recreation Director Lisa Escobedo presented item 4b for Phase II of the Parks signage program. There was discussion regarding signage for e-bike rules.

Mayor Lindamood opened and closed the public hearing without anyone wishing to speak.

Deputy Mayor Pro Tem Richardson made a motion to approve Resolution R-26-5166, seconded by Councilmember Graves.

The motion was approved by the following vote:

Ayes: 5 – Mayor Bobby Lindamood, Deputy Mayor Pro Tem Scotty Richardson, and Councilmembers Ben Graves, Kimberly Holt Gunderson, and Tim Raine.

Absent: 2 - Mayor Pro Tem Brandi Elder and Councilmember Mark Alphonso.

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

5a Ordinance O-26-2375

Approval of an ordinance amending Chapter 94 (Traffic and Vehicles) of the City of Colleyville Code of Ordinances by adding Article IV entitled Parking at Public Facilities, prohibiting overnight parking at public facilities and public parks

Mayor Lindamood read the caption of Ordinance O-26-2375.

City Manager Jerry Ducay presented this item noting this ordinance would provide for the City's ability to move or remove vehicles from City parking lots and would be especially useful during event set-ups.

Mayor Lindamood opened and closed the public hearing without anyone wishing to speak.

This was a first reading with no action taken.

6. CITIZEN COMMENTS

Dr. Jason Adams, GCISD School Superintendent, formally introduced himself to the City Council and stated he is looking forward to continuing to build strong partnerships with the City.

Dalia Begin, GCISD Board of Trustees President, noted Matt Faust, Board Vice President, was also present and together the entire Board is looking forward to the new school year and continuing to work together with the City.

Pastor "D" Robinson, Colleyville, thanked City Council for the opportunity to be present and learn about the City. He stated he prays for the Council and staff each day.

7. REPORTS

Sign Board of Appeals Minutes - March 11, 2026

There was no discussion of this item.

8. RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR AUGUST 4, 2026 - READING AND PUBLIC HEARING - RESOLUTION R-26-5167

This resolution was not needed.

9. ADJOURNMENT

There being no further business before the City Council, Mayor Lindamood adjourned the meeting without objection by the City Council at 7:28 p.m.

Minutes taken and prepared by:

*Christine Loven, TRMC
City Secretary*



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 4b

Agenda Date 8/18/2026

Number Resolution R-26-5169

Type Resolution

Department Finance

Title

Approval of an agreement with Weaver and Tidwell, L.L.P. for auditing services for fiscal year ending September 30, 2026, in the amount of \$60,250 for the audit of 2026 financial statements, \$5,850 for the single audit, if applicable, and authorizing the City Manager to execute the agreement

Explanation

Reading and Public Hearing

This item approves the funding of year four of the five-year agreement for audit services by Weaver and Tidwell. Per the agreement, audit services for fiscal year ending September 30, 2026, is \$60,250, and if applicable, a fee of \$5,850, for the single audit. Weaver and Tidwell's engagement letter, and their most recent peer review, stating they received the rating of pass, which is the highest rating a firm can receive, is attached.

Financial Impact

Funding for the annual audit is provided in the following budgets: General Fund (Finance), Utility Fund (Utility Billing), Drainage Utility Fund, Crime Control and Prevention District Fund, and Colleyville Economic Development Corporation Fund.

Recommendation

Approve

Attachments

1. 2026 Engagement Letter and Peer Review

July 17, 2026

Honorable Mayor, Members of the City Council, and the City Manager
City of Colleyville, Texas
100 Main Street
Colleyville, Texas 76034

Dear Honorable Mayor, Members of the City Council, and the City Manager:

Weaver and Tidwell, L.L.P. ("our", "us", and "we") will perform an audit of the basic financial statements, which comprise the financial statements of governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information (as applicable) as of and for the year ending September 30, 2026, and the related notes to the financial statements of:

City of Colleyville, Texas

In addition, we will audit the entity's compliance over major federal and state award programs for the period ended September 30, 2026.

The following accompanying supplementary information will also be subjected to our auditing procedures, as well as certain additional procedures:

1. Schedule of Expenditures of Federal and State Awards (as applicable)
2. Combining and Individual Fund Financial Statements and Schedules

This required supplementary information ("RSI") will be subjected to certain limited procedures but will not be audited:

1. Management Discussion and Analysis
2. Budgetary Comparison Schedule – General Fund
3. Budgetary Comparison Schedule – Colleyville Economic Development Fund
4. Schedules of Changes in Net Pension Liability and Related Ratios – Texas Municipal Retirement System ("TMRS")
5. Schedule of Contributions – TMRS
6. Schedule of Change in Total Other Post-Employment Benefits Liabilities ("OPEB") and Related Ratios – TMRS

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the basic financial statements:

1. Introductory Section
2. Statistical Section

We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

Applicable Standards and Framework

The auditing standards applicable to this engagement will be U.S. GAAS (generally accepted auditing standards in the United States of America) and the Government Auditing Standards ("GAGAS"); if applicable, any state or regulatory audit requirements; and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") and the State of Texas Grant Management Standards ("TxGMS").

The financial reporting framework applicable to this engagement is U.S. GAAP (generally accepted accounting principles in the United States of America).

Weaver and Tidwell, L.L.P.

Engagement Objective

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with applicable auditing standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user of the financial statements.

Our Responsibilities

We will conduct our engagement in accordance with the applicable standards described above. As part of an engagement conducted in accordance with the applicable standards, we exercise professional judgment and maintain professional skepticism throughout the engagement.

We also do the following:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the system of internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit that we have identified during the engagement.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence that support the amounts and disclosures in the financial statements. Such tests may include tests of the physical existence of assets, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we may request written representations from your attorneys, and they may bill you for responding.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected, even though the audit is properly planned and performed in accordance with applicable standards.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets

July 17, 2026

that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

The accompanying supplementary information referred to above will be presented for purposes of additional analysis and is not a required part of the financial statements. Such information will be subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with applicable standards. Our auditor's report will provide an opinion on the supplementary information in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

Our responsibilities for this engagement are limited to the period covered by our engagement and do not extend to any other periods. Our engagement also does not include consultation with you on the adoption of new accounting standards or any future increased duties we may have because of the actions of any regulatory body, implementation of any new auditing standard, or occurrence of an unknown or unplanned significant transaction.

Jennifer Ripka is the engagement partner or equivalent for the services specified in this letter and is responsible for supervising our services performed as part of this engagement and signing or authorizing another qualified firm representative to sign our report.

We expect to begin our procedures in July 2026. We will issue a written report only upon completion of our engagement. Our report will be addressed to the Honorable Mayor, Members of the City Council, and the City Manager of the City.

We cannot provide assurance that an unmodified audit opinion will be expressed. Circumstances may arise in which it may be necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraphs, delay the initiation or completion of our engagement, or withdraw from the engagement. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance.

If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from the engagement.

GAGAS

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will consider the entity's internal control over financial reporting and perform tests of the entity's compliance with the provisions of applicable laws, regulations, contracts, and grant agreements that could have a direct and material effect on the determination of financial statement amounts.

In accordance with the requirements of GAGAS, we will also issue a written report describing the scope of our testing over internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and grant agreements, and the results of that testing. However, providing an opinion on internal control over financial reporting and compliance with respect to the financial statements will not be an objective of the audit and, therefore, no such opinion will be expressed. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Uniform Guidance and TxGMS

Our audit of the entity's major federal and state award program(s) compliance will be conducted in accordance with the Uniform Guidance and TxGMS.

Our procedures will include a determination of major federal and state award programs in accordance with the Uniform Guidance and TxGMS, and the identification of the compliance requirements that are direct and material

to such major programs. We will also perform other procedures we consider necessary to enable us to obtain reasonable assurance about whether the entity complied with the direct and material compliance requirements applicable to major federal and state award programs, so that we may express an opinion or disclaimer of opinion on major federal and state award programs compliance and render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

Also, as required by the Uniform Guidance and TxGMS, we will perform tests to evaluate the effectiveness of the design and operation of internal controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each of the entity's major federal and state award programs. Our report will include any significant deficiencies and/or material weaknesses identified. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion on the effectiveness of the internal control over compliance will be expressed in our report.

Required Supplementary Information (RSI)

U.S. GAAP, as promulgated by the Governmental Accounting Standards Board ("GASB"), requires that management's discussion and analysis and budgetary comparison information, among other items, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with U.S. GAAS. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI.

Non-Attest Services

We will perform the following additional non-attest (non-audit) services as part of this engagement.

- Preparation of financial statements and related notes
- Preparation of schedule of expenditures of federal and state awards (as applicable)
- Assisting with entries to convert accounting records from modified accrual to full accrual (GASB 34 entries)
- Prepare the Data Collection Form

GAGAS require that we perform and document an assessment of the skills, knowledge, and experience of the individual designated by the entity to oversee any non-attest services we perform. The entity has designated Cassie Smith, Finance Director, to oversee these services.

These non-attest services do not constitute an audit under GAGAS, and such services will not be conducted in accordance with GAGAS.

Data Collection Form on Reporting for Single Audits

It is expected that prior to the conclusion of the engagement, sections of the Data Collection Form will be completed by our firm. The sections that we will complete summarize our audit findings by federal grant or contract. Management is responsible for submitting the reporting package (defined as including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. The instructions to the Data Collection Form require that the reporting package be an unlocked, unencrypted, text searchable portable document file (PDF) or else it will be rejected by the Federal Audit Clearinghouse. We will be available to assist management in creating the PDF if needed.

We will coordinate with you the electronic submission and certification upon the reporting package completion. If applicable, we will provide copies of our report for you to include with the reporting package if there is a need to submit the package to pass-through entities.

The Data Collection Form and the reporting package must be submitted within the earlier of thirty (30) days after receipt of our reports or nine (9) months after the end of the audit period.

Third-Party Service Providers

Depending on the requirements of this engagement, we may use the services of our affiliate, Weaver and Tidwell India LLP, a limited liability partnership incorporated in India, or one or more other third-party service providers to assist us. Before sharing confidential information with those service providers, we will (i) secure agreements to maintain the confidentiality of such information and ensure the information is only used for the purpose of assisting us with the performance of this engagement and (ii) take commercially reasonable precautions to determine the service providers have appropriate procedures in place to prevent the unauthorized disclosure of the information. If we use such service providers, we will remain responsible for all work performed and any breach of our confidentiality arrangements by those service providers.

Management's Responsibilities

Our engagement will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility for:

- a. the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework described above;
- b. the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- c. the design, implementation, and maintenance of programs and controls to prevent and detect fraud;
- d. informing us of any known or suspected fraud involving management, employees with significant roles in the system of internal control and others where fraud could have a material effect on the financial statements (including any allegations of fraud or suspected fraud received in communications from employees, former employees, regulators, or others);
- e. providing us with:
 - i. access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
 - ii. additional information that we may request from management for the purpose of the engagement; and
 - iii. unrestricted access to persons from whom we determine it necessary to obtain evidence;
- f. including our report, and our report on any supplementary information if described above, in any document containing financial statements that indicates that such financial statements have been audited by us;
- g. identifying and ensuring compliance with the applicable laws and regulations;
- h. adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
- i. maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- j. the accuracy and completeness of all information provided;
- k. with regard to the supplementary information referred to above: (a) the preparation of the supplementary information in accordance with the applicable criteria; (b) providing us with the appropriate written representations regarding supplementary information; (c) including our report on the supplementary

information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) presenting the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon;

- l. the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to violations of laws, governmental regulations, grant agreements, or contractual agreements;
- m. identifying all federal and state awards expended during the period;
- n. providing us with access to all information of which management is aware that is relevant to federal and state award programs;
- o. preparing the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with the Uniform Guidance and TxGMS;
- p. the design, implementation, and maintenance of internal control over compliance;
- q. identifying and ensuring that entity complies with laws, regulations, grants, and contracts applicable to its activities and its federal and state awards programs;
- r. following up and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
- s. following up and taking corrective action on current period audit findings and preparing a corrective action plan for such findings;
- t. submitting the reporting package and data collection form to the appropriate parties;
- u. making us aware of any significant vendor relationships where the vendor is responsible for program compliance;
- v. informing us of facts that may affect the financial statements of which you may become aware during the period from the date of our report to the date the financial statements are issued; and
- w. confirming your understanding of your responsibilities in this letter to us in your management representation letter.

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we request.

If we agree herein or otherwise to perform any non-attest services (such as tax services or any other non-attest services), you agree to assume all management responsibilities for those services; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them. We will perform any such non-attest services in accordance with applicable professional standards.

During the course of our engagement, we will request information and explanations from management regarding operations, internal controls, future plans, specific transactions and accounting systems and procedures. At the conclusion of our engagement, we will also require, as a precondition to the issuance of our report, that management provide certain representations in a written letter concerning representations made to us in connection with our engagement. You agree that as a condition of our engagement, management will, to the best of its knowledge and belief, be truthful, accurate and complete in all representations made to us during the course of the engagement and in the written representation letter. The procedures we perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. False or misleading representations could cause us to expend unnecessary efforts in the engagement; or, worse, could cause a material error or a fraud to go undetected by our procedures.

July 17, 2026

The hiring of, or potential employment discussions with, any of our personnel could impair our independence. Accordingly, you agree to inform the engagement partner prior to any such potential employment discussions taking place.

Fees and Invoicing

We estimate the fee for this engagement will be \$60,250, and the single audit (as applicable) will be \$5,850.

The total fee for our services will be determined by the complexity of the work performed and the tasks required. Individual hourly rates vary according to the degree of responsibility involved and the skills required and are subject to periodic review and change. It is understood that neither our fees nor the payment thereof will be contingent upon the results of this engagement.

Our fee estimate is based on anticipated cooperation from all involved and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss the reasons with you and arrive at a new fee estimate before we incur the additional costs.

Our invoices for this engagement will be rendered each month as work progresses. Our invoices are payable in accordance with Texas Government Code § 2251.021, if applicable.

Documentation and Deliverable

The documentation we prepare pertaining to and in support of this engagement is our property and constitutes confidential information.

If you intend to make reference to our firm or include a report or portion of a report we issue in a published document or other reproduction that includes a modified version of the report or financial information to which it was attached, you agree to provide us with printers' proofs or masters for our review and approval before reproducing. You also agree to provide us with a copy of the final reproduced material for our written approval before it is distributed. If, in our professional judgment, the circumstances require, we may withhold our approval. This requirement does not pertain to distributing unmodified reports along with the attached financial information or dissemination of your financial information as a standalone document, such as on your website.

Unless we provide you with written consent in advance of such use, reports we issue are not intended to and should not be provided or otherwise made available for use in connection with the sale of debt or other securities. If, in our professional judgment, the circumstances require, we may withhold our consent.

Consistent with professional standards, our firm is subject to peer review and inspection by the PCAOB. Those programs require that our system of quality management and a sample of our work be periodically examined by another independent accounting firm or the PCAOB, respectively. A copy of our latest external peer review report is available at peerreview.aicpa.org. The work we perform for you may be selected for review. If it is, we will provide the reviewers with the required information without notice to you. Professional standards and PCAOB regulations provide the applicable confidentiality requirements.

[Signatures on Next Page]

July 17, 2026

Incorporated General Terms

Attached are our General Terms that provide additional terms (including but not limited to provisions on confidentiality, limitations on liability, indemnifications, dispute resolution, jury waiver, etc.) for this engagement. Those terms are incorporated and apply to all services described herein.

We appreciate the opportunity to assist you and look forward to working with you and your team.

Sincerely,

Weaver and Tidwell, L.L.P.

WEAVER AND TIDWELL, L.L.P.

Dallas, Texas

Please sign and return a copy of this letter to indicate acknowledgment of, and agreement with, the arrangements for our engagement as described herein, including each party's respective responsibilities. By signing below, the signatory also represents that they have been authorized to execute this agreement.

City of Colleyville, Texas

By: _____

Printed Name: _____

Title: _____

Date: _____

GENERAL TERMS

1. Expenses.

In addition to the fee for our services, reasonable and necessary out-of-pocket expenses we incur (such as parking, reproduction and printing, postage and delivery, and out-of-market travel, meals, and accommodations) will be invoiced at cost. The total amount stated on each invoice will include a separate administrative and technology charge. The charge represents an estimated allocation of our support personnel, telecommunication, and technology infrastructure expenses. The amount stated on each invoice will also include any sales, use, gross receipts, excise, or other transaction tax imposed on our fees or expenses.

2. Payment.

Any disagreement with the charges must be communicated to us in writing within thirty (30) days of the invoice date, after which any right to contest the invoices will be waived. For invoices not paid within sixty (60) days of the invoice date, a late charge will be added to any uncontested outstanding balance. The late charge will be assessed at a rate of half a percent (0.5%) of the unpaid balance per month. If invoices are not paid within ninety (90) days of the invoice date, this engagement (and any other engagements for the same party) will be placed on hold and we will stop work until the balance is brought current, or we may withdraw, and we will not be liable for any damages that may result.

3. Term.

A. This engagement ends at the earlier of the completion of our services described above, the provision of any deliverables described above, or the termination of this engagement. Any party may earlier terminate this engagement at any time with ten (10) days' written notice to the other party. If the engagement is terminated, our engagement will be deemed to have been completed upon written notification of termination, and we will be paid for our time expended and expenses incurred through the date of termination.

B. If we are requested to perform additional services not addressed in this engagement letter, we will communicate our ability to perform the services, the scope of additional services we agree to perform, and the fee arrangements we would use. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting the arrangement for performance of such additional services, those services will continue to be governed by the terms of this engagement letter.

4. Ethical Conflict Resolution.

In the unlikely event that circumstances occur which we in our sole discretion believe could create a conflict with either

the ethical standards of our firm or the ethical standards of our profession in continuing our engagement, we may suspend our services until a satisfactory resolution can be achieved or we may resign from the engagement. We will provide notice of such conflict as soon as practicable and discuss any possible means of resolving the conflict prior to suspending our services.

5. Non-Solicitation of Our Staff.

We value every one of our partners, employees, and contractors and have spent a great deal of time and resources to locate, train, and retain those individuals. Accordingly, during the term of this engagement letter and for two (2) years after the later of the termination of this engagement letter or conclusion of the performance of all of our services performed hereunder, no party, whether voluntarily or involuntarily, directly or indirectly, will solicit to employ or engage, on a partner, employee, contractor, or other basis, any of our partners, employees, or contractors who perform these services, without obtaining the prior written consent of our CEO or COO. This section shall not apply to a solicitation by general advertisement (e.g. website, social media posting, newspaper, etc.) or any employment or engagement resulting therefrom.

6. Confidentiality.

A. During the course of this engagement, the parties may disclose to each other, orally, in writing, or otherwise, information that is identified as or which is otherwise categorized by law as proprietary, confidential, or privileged ("Confidential Information"). Confidential Information does not include material which (i) is in the public domain through no fault of the receiving party, (ii) was already known to the receiving party before it was first disclosed to the receiving party by or on behalf of the disclosing party related to this engagement, (iii) is received by the receiving party from third-parties without confidentiality restrictions, unless those third-parties were acting for or on behalf of the disclosing party related to this engagement, or (iv) is developed by the receiving party independently of, and without reference to, any Confidential Information communicated to the receiving party by or on behalf of the disclosing party. We will use the Confidential Information disclosed to us during this engagement solely to perform services for which we have been engaged.

B. We may be requested to make the Confidential Information available to regulators and other government agencies, pursuant to authority given by law or regulation. Responding to many such requests is mandatory. In those cases, access to such Confidential Information will be provided under our supervision and we may, upon their request, provide the regulator or agency with copies of all

or selected portions of the Confidential Information. The requesting party may intend or decide to distribute the copies or information contained therein to others, including other regulators or agencies.

C. Unless otherwise stated herein, prohibited by law or direction of law enforcement, or agreed in writing, the parties will (i) provide prompt notice of any request received to make Confidential Information pertaining to this engagement, including any of our work product, available to outside parties not involved in the performance of these services and (ii) obtain written consent from the affected party before disclosing the Confidential Information in response to the request. If consent is withheld, the parties will cooperate with any lawful efforts taken to minimize the disclosure or protect the Confidential Information.

D. We will invoice for reasonable and necessary time (at our then-current standard hourly rates) and out-of-pocket expenses (including attorney's fees) we incur to respond to any request (such as a subpoena, summons, court order, or administrative investigative demand) pertaining to this engagement in a legal matter to which we are not a party. If we agree to perform additional substantive services related to or arising out of the request, such matters may be the subject of a new engagement letter.

E. The parties agree to maintain Confidential Information using the same standard of care each uses to protect its own information of like importance but in no case less than a reasonable standard of care.

F. All rights to Confidential Information (including patent, trademarks, copyrights, or other intellectual property rights) shall remain vested in the disclosing party, and no rights in the Confidential Information are vested in the receiving party, except the limited right to use the Confidential Information solely to perform its obligations or exercise its rights under this engagement letter.

G. We will return or destroy the Confidential Information upon the disclosing party's request within a reasonable period of time, except that we will maintain any copies of the Confidential Information for the period necessary to comply with any applicable laws or professional standards and our own document retention policy (e.g. we will maintain our workpapers for seven (7) years from the date of any attest report we issue). Following such a period, we may destroy the Confidential Information without notice.

H. We may at times provide (i) documents marked as drafts or (ii) preliminary or ancillary information or advice (not included in a final deliverable). Those documents, information, and/or advice are for review and consideration purposes only and should not be relied upon or distributed, and should be destroyed, unless otherwise required by law. If further analysis, information, or advice is desired, we will

be informed in writing. We may assist if the matter is within our expertise. Unless already encompassed by the scope of our engagement letter, if we agree to provide such further assistance, our services will be handled as additional services in the manner described above. A recording, summary, or transcription of our conversations or presentations which we did not prepare and provide as part of this engagement is not a final deliverable and may not be relied upon unless expressly agreed in writing in advance by all parties.

I. We may transmit and store data via email, the cloud, or other electronic and Internet-based mechanisms to facilitate this engagement. Please be aware that those mediums inherently pose a risk of misdirection or interception of Confidential Information. Any request to limit such transmissions or use a different means of transmission or storage must be made in writing and we will not be responsible for any resulting compromise in data security.

J. We do not act as the host or repository of financial or non-financial information or as an information back-up service provider for our clients. It is the responsibility of our clients to maintain a complete set of their own financial and non-financial data and records. If some portion of the data and records is contained only within our files, inform us before the issuance of our deliverable and we will provide a copy.

K. Unless otherwise stated herein or agreed in writing, neither this engagement nor engagement letter is intended for the benefit of any third party. Any party may inform us of any third party who will receive our deliverable. If we are not informed in writing by a party, we are not aware of the identity of such third parties and we do not anticipate their reliance upon our professional services or deliverable unless otherwise agreed in writing.

7. Limitations on Liability and Indemnifications.

A. Each party to this engagement letter other than us gives the following releases and indemnifications to us and our affiliates' partners, employees, and contractors, and each of their heirs, executors, personal representatives, successors and assigns ("Our Representatives"). We and Our Representatives are hereby released, indemnified, and held harmless, from and against any liability and costs, including related liabilities, losses, damages, costs, expenses, and attorneys' fees, resulting from or arising out of: (i) knowing misrepresentations or unintentional or unauthorized disclosures to us or Our Representatives by any party (other than us) or the officers, employees, or others acting or purporting to act on their behalf, (ii) disclosure of our work product to anyone not a party this engagement letter who we were not informed of in advance, or (iii) misdirection, interception, or failed delivery of information connected

with this engagement during transmission, submission, or storage.

B. Our and Our Representatives' total aggregate liability pertaining to this engagement and engagement letter shall be limited to one (1) times the amount of our fees (excluding any reimbursable expenses) the party bringing the claim paid to us for the services in question. In no event shall we or Our Representatives be liable for indirect, incidental, consequential, special, multiple, exemplary, or punitive losses or damages—even if advised of their possible existence.

C. Satisfaction of a claim or cause of action arising from nonattest services (if any) which are part of this engagement or performed pursuant to this engagement letter shall only be sought from the limited liability partnership, Weaver and Tidwell, L.L.P. In no event will our partners, directors, employees, or agents be individually liable for any liability, damages, expenses, or losses of any nature, caused by or resulting from the engagement, engagement letter, or use of our work product. While we are entering into this engagement letter on our own behalf, this paragraph is also intended for the benefit of Our Representatives.

D. All limitations on liability and indemnifications contained herein shall apply to the fullest extent permissible by applicable laws and professional standards (including, without limitation, any applicable rules and interpretations of the AICPA, PCAOB, and SEC), regardless of the cause of action (whether contract, negligence, or otherwise), except as finally determined to have resulted solely from our fraud, gross negligence, or willful misconduct.

8. Dispute Resolution Procedure including Jury Waiver.

A. No claim arising out of or relating to this engagement or engagement letter shall be filed more than two (2) years after the earlier of the termination of this engagement or the date of the delivery of our work product in question, if any. This limitation applies and begins to run even if no damage or loss has been suffered, or the injured or damaged party has not become aware of the existence or possible existence of a dispute.

B. If a dispute arises out of or relates to this engagement or engagement letter, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation before resorting to litigation. In such event, the parties will attempt to agree upon a location, mediator, and mediation procedures, but absent such agreement any party may require mediation in Houston, Texas, administered by the AAA under its Commercial Mediation Procedures.

C. This engagement letter and all disputes between the parties shall be governed by, resolved, and construed in accordance with the laws of the State of Texas, without regard to conflict-of-law principles. Any action arising out of

or relating to this engagement or engagement letter shall only be brought in, and each party agrees to submit and consent to the exclusive jurisdiction of the federal or state courts in the State of Texas and convenience of those situated in Harris County, Texas.

D. Each party hereby irrevocably waives any right it may have to trial by jury in any proceeding arising out of or relating to this engagement or this engagement letter.

E. Whenever possible, this engagement letter shall be interpreted in such a manner as to be effective and valid under applicable laws, regulations, or published interpretation, but if any term of this engagement letter is declared illegal, unenforceable, or unconscionable, that term shall be severed or modified, and the remaining terms of the engagement letter shall remain in force. The court should in such case modify any term declared to be illegal, unenforceable, or unconscionable in a manner that will retain the intended term as closely as possible.

F. If because of a change in status or due to any other reason, any of the terms of this engagement or any contract we have now or enter into in the future with any of the other parties, would be prohibited by, or would impair our independence when required under laws, regulations or published interpretations by governmental bodies, professional organizations or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and the contract shall consist of the remaining portions.

9. Miscellaneous.

A. We have non-CPA owners who may provide services pertaining to this engagement.

B. We do not provide legal advice or services. If necessary, refer to appropriate legal counsel for advice or services of that nature.

C. This engagement letter sets forth all agreed upon terms and conditions of our engagement with respect to the matters covered herein and supersedes any that may have come before. This engagement letter may not be amended or modified except by further writing signed by all the parties. Any provisions of this engagement letter which expressly or by implication are intended to survive its termination or expiration will survive and continue to bind the parties. The use of electronic signatures or multiple counterparts to execute this engagement letter shall have the same force and effect as a manually or physically signed original instrument.



Report on the Firm's System of Quality Control

November 19, 2025

To the Partners of Weaver & Tidwell, L.L.P.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Weaver & Tidwell, L.L.P. (the firm) applicable to engagements not subject to Public Company Accounting Oversight Board (PCAOB) permanent inspection in effect for the year ended May 31, 2025. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the Firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Weaver & Tidwell, L.L.P. applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2025, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Weaver & Tidwell, L.L.P. has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Eide Bailly LLP



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 4c

Agenda Date 8/18/2026

Number Resolution R-26-5169

Type Resolution

Department Engineering

Title

Approval of multiple-vendor contracts for Traffic Signal Maintenance and Emergency On-Call Services in a combined not-to-exceed annual amount of \$250,000.00, and authorizing the City Manager to execute the contracts

Explanation

Reading and Public Hearing

The traffic signal network requires routine maintenance, modern upgrades, and on-call emergency repair. Including the SH26 corridor, the City maintains twelve (12) signaled intersections.

To secure a pool of qualified, vetted vendors, staff prepared and posted a Request for Proposals (RFP). Awarding contracts to multiple vendors provides the City additional flexibility in emergency situations. If one vendor is busy or lacks a specific part, a secondary vendor can be contacted.

Staff is requesting Council award Bid No. ENG-2026-006, Annual Contract for Traffic Signal Maintenance and Emergency On-Call Services, to the following vendors at the per-unit price: Primary Contract to Lumin8 Transportation Technologies, LLC, Secondary Contracts to American Traffic Construction, LLC, and Texas Traffic, LLC in a combined amount not to exceed \$250,000.00.

The initial term of the contracts are for a period beginning upon execution and ending on September 30, 2027. As a part of the terms, the City and the Contractor(s) can agree to extend the contract for up to four (4) additional one-year periods after the initial term.

Public notification of the invitation for proposals was advertised in the *Fort Worth Star-Telegram* on June 7 and 14, 2026. The notice to bidders and bid packet were posted on CivCast for free downloading and distributed to the Dodge Lead Center, BlueBook Building and Construction Network, and Construct Connect, which includes ISqFt, CMD, CDC, and Bid Clerk. Additionally, staff directly notified a list of local contractors who may be interested in the bid opportunity. The project had 31 plan holders, of which 5 were general contractors, 3 engineers, 2 manufacturers, 5 sub-contractors, 6 suppliers, 4 plan rooms, 2 owners, and 4 others.

The City received four sealed proposals, which were opened and publicly read aloud on June 24, 2026. Staff reviewed the submittals based on price, reputation and quality of

the bidder's capabilities, extent to which the bidder's services meet the City's needs, and total long-term costs to the City.

Financial Impact

The funding source for this item is the TIF

Recommendation

Approve

Attachments

1. Bid Tabulation

City of Colleyville - Traffic Signal Maintenance and Emergency On-Call Services Annual Contract

ID: ENG-2026-006

Item	Description	Unit	QTY	Lumin8 Transportation Technologies, LLC		American Traffic Construction, LLC		Elecnor Belco Electric, Inc.		Texas Traffic LLC.	
				Price	Total	Price	Total	Price	Total	Price	Total
Traffic Signal Maintenance											
1	Non-Emergency Trip Charge	EA	1.00	\$165.00	\$165.00	\$1,000.00	\$1,000.00	\$1,703.00	\$1,703.00	\$2,000.00	\$2,000.00
2	Semi-Annual Preventative Maintenance Inspections of Intersections (number of intersections is bid quantity)	EA	10.00	\$165.00	\$1,650.00	\$1,600.00	\$16,000.00	\$3,963.00	\$39,630.00	\$4,500.00	\$45,000.00
3	Non-Emergency Troubleshooting of Intersection (Hourly Rate for Qty. 1 - Level II IMSA Certified Technician for Troubleshooting)	Hour	1.00	\$165.00	\$165.00	\$400.00	\$400.00	\$124.00	\$124.00	\$900.00	\$900.00
4	Labor for Repair/Replacement of Traffic Signal Components for Non-Emergency Call Out (Labor Hourly Rate for Qty. 1 - Level II IMSA Certified Technician for Repair/Replacement of Components)	Hour	1.00	\$165.00	\$165.00	\$450.00	\$450.00	\$124.00	\$124.00	\$1,200.00	\$1,200.00
5	Install Opticom Wire (20 Gauge 3 Wire with Ground Wire)	FT	1.00	\$5.50	\$5.50	\$7.00	\$7.00	\$5.00	\$5.00	\$4.50	\$4.50
6	Remove and Replace 3 Section Signal Head Assembly (Contractor Provided - TxDOT Aluminum Head Black)	EA	1.00	\$2,095.00	\$2,095.00	\$1,865.00	\$1,865.00	\$979.00	\$979.00	\$2,000.00	\$2,000.00
7	Remove and Replace 4 Section Signal Head Assembly (Contractor Provided - TxDOT Aluminum Head Black)	EA	1.00	\$544.00	\$544.00	\$2,457.00	\$2,457.00	\$1,065.00	\$1,065.00	\$2,500.00	\$2,500.00
8	Remove and Replace 16" Ped Head Aluminum Black with Clamshell (LED)	EA	1.00	\$1,119.00	\$1,119.00	\$1,205.00	\$1,205.00	\$863.00	\$863.00	\$1,800.00	\$1,800.00
9	Remove and Replace PED Pole Assembly - 10' Aluminum Pole Black	EA	1.00	\$2,548.00	\$2,548.00	\$2,267.00	\$2,267.00	\$1,516.00	\$1,516.00	\$3,500.00	\$3,500.00
10	Remove and Replace Signal Head Assembly (City provided)	EA	1.00	\$989.00	\$989.00	\$1,275.00	\$1,275.00	\$372.00	\$372.00	\$500.00	\$500.00
11	Replace LED Assembly (12" Green Arrow LED)	EA	1.00	\$140.00	\$140.00	\$664.00	\$664.00	\$183.00	\$183.00	\$200.00	\$200.00
12	Replace LED Assembly (12" Green Ball LED)	EA	1.00	\$140.00	\$140.00	\$664.00	\$664.00	\$189.00	\$189.00	\$200.00	\$200.00
13	Replace LED Assembly (12" Yellow Arrow LED)	EA	1.00	\$140.00	\$140.00	\$664.00	\$664.00	\$183.00	\$183.00	\$200.00	\$200.00
14	Replace LED Assembly (12" Yellow Ball LED)	EA	1.00	\$140.00	\$140.00	\$664.00	\$664.00	\$189.00	\$189.00	\$200.00	\$200.00
15	Replace LED Assembly (12" Red Arrow LED)	EA	1.00	\$140.00	\$140.00	\$664.00	\$664.00	\$183.00	\$183.00	\$200.00	\$200.00

Item	Description	Unit	QTY	Bean Electrical LLC		American Traffic Construction, LLC		Elecnor Belco Electric, Inc.		Texas Traffic LLC.	
				Price	Total	Price	Total	Price	Total	Price	Total
16	Replace LED Assembly (12" Red Ball LED)	EA	1.00	\$140.00	\$140.00	\$664.00	\$664.00	\$189.00	\$189.00	\$200.00	\$200.00
17	Replace Pedestrian LED Assembly	EA	1.00	\$1,076.00	\$1,076.00	\$1,205.00	\$1,205.00	\$737.00	\$737.00	\$200.00	\$200.00
18	Relocate Signal Head Assembly	EA	1.00	\$1,036.00	\$1,036.00	\$1,325.00	\$1,325.00	\$372.00	\$372.00	\$500.00	\$500.00
19	Remove and Replace Signal Pole and Mast Arm Mounted Regulatory Signs (City provided Signs)	EA	1.00	\$164.00	\$164.00	\$625.00	\$625.00	\$124.00	\$124.00	\$500.00	\$500.00
20	Remove and Replace Mast Arm Mounted Street names Signs (City provided)	EA	1.00	\$218.00	\$218.00	\$625.00	\$625.00	\$124.00	\$124.00	\$700.00	\$700.00
21	Relocate Signal Pole and Mast Arm Mounted Regulatory Signs	EA	1.00	\$677.00	\$677.00	\$625.00	\$625.00	\$402.00	\$402.00	\$500.00	\$500.00
22	Remove and replace pedestrian push button	EA	1.00	\$368.00	\$368.00	\$1,413.00	\$1,413.00	\$978.00	\$978.00	\$500.00	\$500.00
23	Relocate pedestrian push button	EA	1.00	\$224.00	\$224.00	\$280.00	\$280.00	\$248.00	\$248.00	\$1,200.00	\$1,200.00
24	Remove and Replace existing breakaway base for traffic signal cabinet	EA	1.00	\$7,389.00	\$7,389.00	\$8,500.00	\$8,500.00	\$3,964.00	\$3,964.00	\$6,500.00	\$6,500.00
25	Remove and replace foundation for ground mount traffic signal cabinet (TXDOT TS-CF-21)	EA	1.00	\$8,615.00	\$8,615.00	\$3,594.00	\$3,594.00	\$1,776.00	\$1,776.00	\$8,500.00	\$8,500.00
26	Remove and Replace Signal Cabinet (Ground Mount Type - City Provided)	EA	1.00	\$10,583.00	\$10,583.00	\$8,800.00	\$8,800.00	\$2,225.00	\$2,225.00	\$6,500.00	\$6,500.00
27	Remove and Replace Signal Cabinet (Ground Mount Type - Contractor Provided)	EA	1.00	\$49,402.00	\$49,402.00	\$50,000.00	\$50,000.00	\$28,357.00	\$28,357.00	\$21,000.00	\$21,000.00
28	Install Solar Power School Flasher Beacon (Complete Setup - Contractor Provided)	EA	1.00	\$8,710.00	\$8,710.00	\$9,500.00	\$9,500.00	\$7,960.00	\$7,960.00	\$15,000.00	\$15,000.00
29	Remove Solar Power School Flasher Beacon	EA	1.00	\$571.00	\$571.00	\$1,500.00	\$1,500.00	\$620.00	\$620.00	\$3,500.00	\$3,500.00
30	Relocate Solar Power School Flasher Beacon	EA	1.00	\$746.00	\$746.00	\$3,500.00	\$3,500.00	\$3,962.00	\$3,962.00	\$6,500.00	\$6,500.00
31	Remove Signal Pole and Mast Arm Assembly	EA	1.00	\$3,644.00	\$3,644.00	\$2,200.00	\$2,200.00	\$620.00	\$620.00	\$4,000.00	\$4,000.00
32	Replace Signal Pole and Mast Arm Assembly	EA	1.00	\$3,644.00	\$3,644.00	\$42,806.00	\$42,806.00	\$26,796.00	\$26,796.00	\$9,500.00	\$9,500.00
33	Install Signal Pole and Mast Arm Assembly	EA	1.00	\$24,549.00	\$24,549.00	\$40,606.00	\$40,606.00	\$26,796.00	\$26,796.00	\$7,500.00	\$7,500.00
34	Drill Shaft (24 in)	EA	1.00	\$1,863.00	\$1,863.00	\$2,000.00	\$2,000.00	\$2,258.00	\$2,258.00	\$5,500.00	\$5,500.00
35	Drill Shaft (30 in)	EA	1.00	\$5,978.00	\$5,978.00	\$4,000.00	\$4,000.00	\$4,256.00	\$4,256.00	\$7,500.00	\$7,500.00
36	Drill Shaft (36 in)	EA	1.00	\$10,026.00	\$10,026.00	\$6,000.00	\$6,000.00	\$5,798.00	\$5,798.00	\$9,000.00	\$9,000.00
37	24A Foundation TxDOT Pedestrian Pole (TxDOT TS-FD-12)	EA	1.00	\$1,863.00	\$1,863.00	\$2,000.00	\$2,000.00	\$1,960.00	\$1,960.00	\$7,000.00	\$7,000.00
38	30A Foundation TxDOT Signal Pole (TxDOT TS-FD-12)	EA	1.00	\$5,978.00	\$5,978.00	\$4,000.00	\$4,000.00	\$3,958.00	\$3,958.00	\$9,500.00	\$9,500.00
39	36A Foundation TxDOT Signal Pole (TxDOT TS-FD-12)	EA	1.00	\$10,026.00	\$10,026.00	\$6,000.00	\$6,000.00	\$5,304.00	\$5,304.00	\$11,000.00	\$11,000.00

Item	Description	Unit	QTY	Bean Electrical LLC		American Traffic Construction, LLC		Elecnor Belco Electric, Inc.		Texas Traffic LLC.	
				Price	Total	Price	Total	Price	Total	Price	Total
40	Conduit (PVC SCH 40 1" Trenched)	FT	100.00	\$28.00	\$2,800.00	\$25.00	\$2,500.00	\$12.00	\$1,200.00	\$55.00	\$5,500.00
41	Conduit (PVC SCH 40 1" Bore)	FT	100.00	\$35.00	\$3,500.00	\$30.00	\$3,000.00	\$22.00	\$2,200.00	\$100.00	\$10,000.00
42	Conduit (PVC SCH 40 2" Trenched)	FT	100.00	\$26.00	\$2,600.00	\$30.00	\$3,000.00	\$16.00	\$1,600.00	\$70.00	\$7,000.00
43	Conduit (PVC SCH 40 2" Bored)	FT	100.00	\$36.00	\$3,600.00	\$35.00	\$3,500.00	\$26.00	\$2,600.00	\$120.00	\$12,000.00
44	Conduit (PVC SCH 40 3" Trenched)	FT	100.00	\$30.00	\$3,000.00	\$35.00	\$3,500.00	\$20.00	\$2,000.00	\$90.00	\$9,000.00
45	Conduit (PVC SCH 40 3" Bore)	FT	100.00	\$38.00	\$3,800.00	\$40.00	\$4,000.00	\$28.00	\$2,800.00	\$150.00	\$15,000.00
46	Conduit (PVC SCH 40 4" Trenched)	FT	100.00	\$32.00	\$3,200.00	\$40.00	\$4,000.00	\$22.00	\$2,200.00	\$100.00	\$10,000.00
47	Conduit (PVC SCH 40 4" Bore)	FT	100.00	\$43.00	\$4,300.00	\$45.00	\$4,500.00	\$32.00	\$3,200.00	\$200.00	\$20,000.00
48	Electrical Conductor - No. 12 Bare	FT	100.00	\$1.60	\$160.00	\$7.00	\$700.00	\$1.30	\$130.00	\$40.00	\$4,000.00
49	Electrical Conductor - No. 12 Insulated	FT	100.00	\$1.60	\$160.00	\$7.00	\$700.00	\$1.30	\$130.00	\$45.00	\$4,500.00
50	Electrical Conductor - No. 10 Bare	FT	100.00	\$1.90	\$190.00	\$7.00	\$700.00	\$1.45	\$145.00	\$60.00	\$6,000.00
51	Electrical Conductor - No. 10 Insulated	FT	100.00	\$1.90	\$190.00	\$7.00	\$700.00	\$1.45	\$145.00	\$65.00	\$6,500.00
52	Electrical Conductor - No. 8 Bare	FT	100.00	\$3.30	\$330.00	\$7.00	\$700.00	\$2.00	\$200.00	\$70.00	\$7,000.00
53	Electrical Conductor - No. 8 Insulated	FT	100.00	\$3.30	\$330.00	\$7.00	\$700.00	\$2.00	\$200.00	\$75.00	\$7,500.00
54	Electrical Conductor - No. 12 Bare	FT	100.00	\$1.60	\$160.00	\$7.00	\$700.00	\$1.30	\$130.00	\$40.00	\$4,000.00
55	Electrical Conductor - No. 12 Insulated	FT	100.00	\$1.60	\$160.00	\$7.00	\$700.00	\$1.30	\$130.00	\$45.00	\$4,500.00
56	Ground Box Quazite Type A (Logo DANGER HIGH VOLTAGE TRAFFIC SIGNALS) TxDOT ED (4)-14	EA	1.00	\$1,174.00	\$1,174.00	\$1,700.00	\$1,700.00	\$1,337.00	\$1,337.00	\$3,500.00	\$3,500.00
57	Install BBU System (Contractor Provided)	EA	1.00	\$1,182.00	\$1,182.00	\$2,000.00	\$2,000.00	\$8,255.00	\$8,255.00	\$12,000.00	\$12,000.00
58	Replace BBU System (Contractor Provided)	EA	1.00	\$1,182.00	\$1,182.00	\$2,800.00	\$2,800.00	\$8,627.00	\$8,627.00	\$12,000.00	\$12,000.00
59	Install Opticom (Contractor Provided)	EA	1.00	\$530.00	\$530.00	\$675.00	\$675.00	\$7,992.00	\$7,992.00	\$6,500.00	\$6,500.00
60	Replace Opticom (Contractor Provided)	EA	1.00	\$530.00	\$530.00	\$1,075.00	\$1,075.00	\$7,992.00	\$7,992.00	\$6,500.00	\$6,500.00
61	Remove Opticom	EA	1.00	\$199.00	\$199.00	\$400.00	\$400.00	\$496.00	\$496.00	\$1,200.00	\$1,200.00
62	Traffic Signal Cable (Type A) 14 Gauge 7 Conductor	FT	100.00	\$4.50	\$450.00	\$7.00	\$700.00	\$3.60	\$360.00	\$55.00	\$5,500.00
63	Traffic Signal Cable (Type A) 14 Gauge 20 Conductor	FT	100.00	\$10.90	\$1,090.00	\$7.00	\$700.00	\$8.60	\$860.00	\$75.00	\$7,500.00
2A	Non-Emergency Traffic Control	EA	1.00	\$1,638.00	\$1,638.00	\$3,000.00	\$3,000.00	\$544.00	\$544.00	\$1,200.00	\$1,200.00
Sub Totals				\$204,090.50		\$278,664.00		\$232,565.00		\$391,104.50	
Emergency Services											
64	Emergency Call Out Trip Charge (Required Response On-Site within 2 Hours of notification)	EA	1.00	\$426.00	\$426.00	\$1,500.00	\$1,500.00	\$4,864.00	\$4,864.00	\$2,500.00	\$2,500.00
65	Emergency Troubleshooting of Intersection (Hourly Rate for Qty. 1 - Level II IMSA Certified Technician for Troubleshooting)	Hour	1.00	\$426.00	\$426.00	\$500.00	\$500.00	\$186.00	\$186.00	\$900.00	\$900.00

Item	Description	Unit	QTY	Bean Electrical LLC		American Traffic Construction, LLC		Elecnor Belco Electric, Inc.		Texas Traffic LLC.	
				Price	Total	Price	Total	Price	Total	Price	Total
66	Labor for Repair/Replacement of Traffic Signal Components for Emergency Call Out (Labor Hourly Rate for Qty. 1 - Level II IMSA Certified Technician for Repair/Replacement of Components)	Hour	1.00	\$568.00	\$568.00	\$500.00	\$500.00	\$186.00	\$186.00	\$2,200.00	\$2,200.00
67	Traffic Control (Each Emergency Call Out)	EA	1.00	\$1,844.00	\$1,844.00	\$4,000.00	\$4,000.00	\$1,904.00	\$1,904.00	\$1,000.00	\$1,000.00
68	Emergency Mobilization (Not applicable to troubleshooting calls - only for emergency services)	EA	1.00	\$2,631.00	\$2,631.00	\$2,500.00	\$2,500.00	\$4,864.00	\$4,864.00	\$2,500.00	\$2,500.00
Sub Totals				\$5,895.00		\$9,000.00		\$12,004.00		\$9,100.00	
Temporary Signal Installation Materials and Wiring											
69	Install Timber Poles	EA	1.00	\$2,539.00	\$2,539.00	\$1,677.00	\$1,677.00	\$3,697.00	\$3,697.00	\$7,500.00	\$7,500.00
70	Install Span Wire Cable Assembly	EA	1.00	\$464.00	\$464.00	\$1,000.00	\$1,000.00	\$3,580.00	\$3,580.00	\$2,500.00	\$2,500.00
71	Install Signal Cable by Messenger Wire	EA	1.00	\$4.80	\$4.80	\$1,000.00	\$1,000.00	\$608.00	\$608.00	\$6,000.00	\$6,000.00
72	Install Signal Head Assmbles	EA	1.00	\$1,796.00	\$1,796.00	\$2,878.00	\$2,878.00	\$1,283.00	\$1,283.00	\$1,200.00	\$1,200.00
73	Install Signal Related Signs	EA	1.00	\$1,497.00	\$1,497.00	\$550.00	\$550.00	\$185.00	\$185.00	\$1,200.00	\$1,200.00
74	Install Pedestrian Push Buttons	EA	1.00	\$1,425.00	\$1,425.00	\$1,313.00	\$1,313.00	\$854.00	\$854.00	\$1,500.00	\$1,500.00
75	Traffic Signal Cable (Type A, 14 Gauge, 7 Conductor)	FT	100.00	\$4.50	\$450.00	\$7.00	\$700.00	\$3.60	\$360.00	\$55.00	\$5,500.00
76	Traffic Signal Cable (Type A, 14 Gauge, 20 Conductor)	FT	100.00	\$10.90	\$1,090.00	\$7.00	\$700.00	\$8.60	\$860.00	\$75.00	\$7,500.00
77	Remove Signal Pole, Mast Arm, and Deliever to Public Works Service Center	EA	1.00	\$2,186.00	\$2,186.00	\$2,200.00	\$2,200.00	\$620.00	\$620.00	\$3,500.00	\$3,500.00
78	Install Down Guy With Guard	EA	1.00	\$782.00	\$782.00	\$800.00	\$800.00	\$172.00	\$172.00	\$2,200.00	\$2,200.00
79	Install Down Guy with Screw-in Anchor with Guard	EA	1.00	\$1,105.00	\$1,105.00	\$1,150.00	\$1,150.00	\$198.00	\$198.00	\$2,500.00	\$2,500.00
80	Conduit (3" PVC - Sch. 40) Trench	FT	100.00	\$30.00	\$3,000.00	\$35.00	\$3,500.00	\$18.00	\$1,800.00	\$90.00	\$9,000.00
81	Zinc-Coat Steel Wire Strand (1/4") Qty. Based on 100 ft. Increments	FT	100.00	\$2.30	\$230.00	\$7.00	\$700.00	\$2.25	\$225.00	\$30.00	\$3,000.00
82	Zinc-Coat Steel Wire Strand (3/16") Qty. Based on 100 ft. Increments	FT	100.00	\$2.50	\$250.00	\$7.00	\$700.00	\$2.25	\$225.00	\$35.00	\$3,500.00
83	Zinc-Coat Steel Wire Strand (3/8") Qty. Based on 100 ft. Increments	FT	100.00	\$2.50	\$250.00	\$7.00	\$700.00	\$2.90	\$290.00	\$40.00	\$4,000.00
84	Zinc-Coat Steel Wire Strand (3/16") Qty. Based on 100 ft. Increments	FT	100.00	\$2.50	\$250.00	\$7.00	\$700.00	\$3.50	\$350.00	\$45.00	\$4,500.00
85	Electrical Conductor - No. 12 Bare	FT	100.00	\$1.60	\$160.00	\$7.00	\$700.00	\$1.30	\$130.00	\$40.00	\$4,000.00
86	Electrical Conductor - No. 12 Insulated	FT	100.00	\$1.60	\$160.00	\$7.00	\$700.00	\$1.30	\$130.00	\$45.00	\$4,500.00
87	Electrical Conductor - No. 10 Bare	FT	100.00	\$1.90	\$190.00	\$7.00	\$700.00	\$1.45	\$145.00	\$60.00	\$6,000.00
88	Electrical Conductor - No. 10 Insulated	FT	100.00	\$1.90	\$190.00	\$7.00	\$700.00	\$1.45	\$145.00	\$65.00	\$6,500.00
89	Electrical Conductor - No. 8 Bare	FT	100.00	\$3.30	\$330.00	\$7.00	\$700.00	\$2.00	\$200.00	\$70.00	\$7,000.00

Item	Description	Unit	QTY	Bean Electrical LLC		American Traffic Construction, LLC		Elecnor Belco Electric, Inc.		Texas Traffic LLC.	
				Price	Total	Price	Total	Price	Total	Price	Total
90	Electrical Conductor - No. 8 Insulated	FT	100.00	\$3.30	\$330.00	\$7.00	\$700.00	\$2.00	\$200.00	\$75.00	\$7,500.00
91	Electrical Conductor - No. 12 Bare	FT	100.00	\$1.60	\$160.00	\$7.00	\$700.00	\$1.30	\$130.00	\$40.00	\$4,000.00
92	Electrical Conductor - No. 12 Insulated	FT	100.00	\$1.60	\$160.00	\$7.00	\$700.00	\$1.30	\$130.00	\$45.00	\$4,500.00
Sub Totals				\$18,998.80		\$25,868.00		\$16,517.00		\$109,100.00	
Contractor Provided Equipment Pricing											
93	Traffic Signal Controller: McCain ATCeX2	EA	1.00	\$7,997.00	\$7,997.00	\$4,319.00	\$4,319.00	\$4,431.00	\$4,431.00	\$7,500.00	\$7,500.00
94	Conflict Monitor: EDI MMU2-16LE(ip) Smart Monitor	EA	1.00	\$3,199.00	\$3,199.00	\$4,003.00	\$4,003.00	\$1,570.00	\$1,570.00	\$3,500.00	\$3,500.00
95	Opticom: Miovision Opticom 764 Phase Selector	EA	1.00	\$7,039.00	\$7,039.00	\$4,003.00	\$4,003.00	\$4,019.00	\$4,019.00	\$5,500.00	\$5,500.00
96	Camera Detection: Autoscope RackVision Pro 2	EA	1.00	\$12,435.00	\$12,435.00	\$6,675.00	\$6,675.00	\$7,453.00	\$7,453.00	\$35,000.00	\$35,000.00
97	NEMA Compliant TS-2 Cabinet (Fully outfitted with relays, load switches, and power supply)	EA	1.00	\$59,028.00	\$59,028.00	\$0.00	\$0.00	\$30,815.00	\$30,815.00	\$21,000.00	\$21,000.00
98	NEMA TS-2 Compliant Load Switch	EA	1.00	\$242.00	\$242.00	\$0.00	\$0.00	\$47.00	\$47.00	\$300.00	\$300.00
99	NEMA TS-2 Compliant Flasher Transfer Relay	EA	1.00	\$269.00	\$269.00	\$0.00	\$0.00	\$63.00	\$63.00	\$200.00	\$200.00
Sub Totals				\$90,209.00		\$19,000.00		\$48,398.00		\$73,000.00	
Grand Total				\$319,193.30		\$332,532.00		\$309,484.00		\$582,304.50	



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 4d

Agenda Date 8/18/2026

Number Resolution r-26-5169

Type Resolution

Department City Manager

Title

Approval of Fiscal Year 2027 economic development programs including 2026 Christmas Gift Card and Colleyville Gives advertising grant, 2027 Restaurant Only Gift Card, 2027 Summer Gift Card, and 2026-2027 Hotel Only Gift Card

Explanation

Reading and Public Hearing

Staff is seeking approval for FY27 economic development programs including the 2026 Christmas Gift Card, \$50 Colleyville Cares Gift Card, a 2027 Restaurant Only Gift Card, Summer 2027 Gift Card and \$50 Colleyville Cares Card, and a new Hotel Only Gift Card. The approval includes the 2026 Colleyville Gives advertising grant program that provides advertising funds to local sales tax-generating businesses during the Christmas season. Businesses can receive additional grant funds with a donation of \$500 to a non-profit organization. Finally, the approval includes a new Hotel Only Gift Card, which is a partnership with the Colleyville Hampton Inn and Suites.

Financial Impact

Funds for these economic development programs are available in the TIF.

Recommendation

Approve

Attachments



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 4e

Agenda Date 8/18/2026

Number Resolution R-26-5169

Type Resolution

Department City Manager

Title

Approval of the FY27 City of Colleyville and Colleyville Chamber of Commerce Agreement

Explanation

Reading and Public Hearing

This item seeks approval of the annual agreement with the Colleyville Chamber of Commerce. Each year the City and the Chamber enter into an agreement whereby the City and the Chamber receive a variety of benefits from the other.

The City provides a combination of in-kind donations for use of the Colleyville Center, purchases a total value of \$9,545.00 in luncheons and sponsorships of Chamber events, and various IT equipment and services.

The City and Chamber have a strong partnership, which economically benefits local business and the Colleyville community.

Financial Impact

The City's financial commitment is provided for in the FY27 budget.

Recommendation

Approve

Attachments

1. Chamber of Commerce Agreement FY 2027

CONTRACTUAL AGREEMENT
CITY OF COLLEYVILLE AND COLLEYVILLE CHAMBER OF COMMERCE

This agreement is by and between the City of Colleyville (hereinafter referred to as the "City"), and the Colleyville Chamber of Commerce (hereinafter referred to as the "Chamber").

The City is a Charter municipality in the State of Texas.

The Chamber is a non-profit organization offering the resources, programs, and experience to promote and support local businesses and business owners in the city of Colleyville.

In consideration of the premises and the mutual promises contained in this agreement, the parties agree as follows:

Engagement: Upon and subject to the terms and conditions of this agreement, the City hereby engages the Chamber, and the Chamber agrees to be engaged by the City, to perform the services provided below.

Term: The term of this agreement shall begin on the date of execution by both parties and shall terminate September 30, 2027.

Termination: Either party may terminate this agreement by notice in writing to the other party in the event that the other party fails to perform its obligations and duties hereunder and the other party fails to cure such non-performance within ten (10) days from the date of receiving said notice.

Commitment by the Chamber of Commerce:

Chamber Staffing/Management of Colleyville Business Center (Per Lease Agreement)
City Ribbon Cutting Spotlight & Diamond Sponsor Benefit
Complimentary Email Blast of City marketing
Complimentary Luncheon Display Table for City
City Logo on Weekly Newsletter and Website

Commitment by the City of Colleyville (Financial):

One-year Chamber membership	\$ 495.00
Enroll Participant in Leadership Colleyville	\$ 650.00
Purchase of Six tickets for monthly membership luncheons	\$ 1,500.00
Lunch Event Announcement of Colleyville Center	\$ 5,400.00
Purchase Flag Sponsor for Golf Outing	\$ 3,500.00
Purchase Youth Recognition Sponsor at Annual Awards Banquet	\$ 2,000.00
Purchase Sponsorship at Pickleball Event	\$ 1,000.00
TOTAL COST	\$14,545.00
Discount	<u>(\$ 5,000.00)</u>
ACTUAL COST TO CITY	\$ 9,545.00

Commitment by the City of Colleyville (In-Kind):

The City provided four surplus laptops to the Chamber of Commerce in October 2021. The assets tags are on file with the City Secretary. Use of the laptops by the Chamber will continue during the term of the contract.

IT support (valued at \$166 per employee monthly) including: 24X7 support onsite; Microsoft Office Plus Suite; on premise email w/webmail; managed print devices; virtual faxing; storage file services/back-up reporting; secure FTP services; email archive services; secure remote VPN for offsite hours; new employee onsite setups; video/editing promotional team marketing; and website hosting and management.

The City agrees to provide an in-kind sponsorship for the use of the Colleyville Center for 12 monthly membership luncheons, as scheduled with the Colleyville Center staff. "No cost to the Chamber" will include A/V, facility rental, and catering fees, however, all other fees are applicable as outlined in the Colleyville Center rental agreement. Chamber understands all room set up and A/V requirements are due to Colleyville Center 48 hours prior to event date. Chamber will be charged a standard hourly rate of \$250 when resets/changes are requested day of event. A Colleyville-based sales tax generating business must be used to cater the luncheons in order to have the A/V and facility rental fees waived.

Amendments. This agreement may be modified by written amendment executed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in Colleyville, Texas, this the ____ day of _____, 2026.

Colleyville Chamber of Commerce

City of Colleyville

Hannah Mack
Chamber President and CEO

Jerry Ducay
City Manager



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 4f

Agenda Date 8/18/2026

Number Resolution R-26-5169

Type Resolution

Department City Manager

Title

Approval of the Pastoral and Creekside Gateway Flagpole project in an amount not to exceed \$238,177, and authorizing the City Manager to execute the agreements

Explanation

Reading and Public Hearing

On completion of the north and south gateway (Pastoral and Creekside) entries, City Council directed staff to work with MESA, to design and install three flagpoles, (United States, Texas, and City of Colleyville) with lighting, at each entry. Staff seeks approval to enter into agreements for supplies and services from the following:

- Six Flagpoles and Six Flags - US Flag and Flagpole Supply - \$82,471.00
- Lighting and Electrical - Illuminations by Greenlee - \$155,706

Approval of this item will authorize the City to move forward with the purchase, installation, and lighting of three flagpoles and flags, at each entry, and authorizes the City Manager to execute the agreements in an amount not to exceed \$238,177.

Financial Impact

Funds for this project are provided in the TIF.

Recommendation

Approve

Attachments

1. Colleyville Flagpole Procurement by MESA
2. Gateways Flagpole Addition

Pastoral and Creekside Gateway Flagpole Procurement Summary

August 10, 2026

Mark Wood
City of Colleyville, Texas

Project: Pastoral and Creekside Gateway Flagpole Addition

Dear Mr. Wood,

MESA reached out to a total of four (3) separate flagpole companies and (3) separate electrical contractors in the area. MESA received three (3) quotes/bids to furnish and install the (6) flagpoles, and (2) quotes/bids to furnish and install the associated electrical and lighting to be located at the Pastoral and Creekside Gateways.

Below is a summary of this process and findings:

MESA reached out to the following fabrication companies for the flagpoles:

1. Symonds Flags and Poles, Inc.
2. Flag Systems
3. U.S. Flag and Flagpole Supply

MESA reached out to the following fabrication companies for the lighting and electrical:

1. Illuminations by Greenlee
2. Lumin8 Transportation Technologies
3. FGS Electric

MESA provided each fabrication company with the same project documentation, which consisted of the following:

1. Pdf. renderings and associated project documents and quantiles

Quote/Bid Summary below:

1. Flagpoles

- a. Symonds Flags and Poles, Inc.: \$106,590.00
- b. Flag Systems: \$108,807.65
- c. U.S. Flag and Flagpole Supply: \$82,471.00

2. Lighting and Electrical

- a. Illuminations by Greenlee:
 - i. Base Items - \$109,702.00
 - ii. Alternate for pier casing (if required) - \$46,004.00
 - iii. Total: \$155,706.00
- b. Lumin8 Transportation Technologies: Reviewed and sent email stating no intent to bid.
- c. FGS Electric:
 - i. Base Items - \$153,500.00
 - ii. Alternate for pier casing (if required) - Included in base cost
 - iii. Total: \$153,500.00

Refer to attached quotes/bids for reference.

Summary Recommendation

MESA reached out to all contractors over the course of a 6-month period to answer questions on the project and receive quotes/bids. Per the City's request, MESA prioritized reaching out to local contractors and contractors who had previously done work in the area on for the boulevard and gateway projects. Contractors who previously worked on the boulevard and gateway projects have a better understanding of the existing conditions. MESA initially intended on having contractors bid the complete project. The flagpole contractors would not install all parts of the project, which resulted in two separate trades bidding the work. MESA reached out to the electrical contractors (Bean Electric) project manager for the boulevard project to provide a bid for the lighting and electrical, and they informed MESA Bean Electric was purchased by another company and are now part of Lumin8 Transportation Technologies. They reviewed the project and informed MESA they were not going to submit a bid.

Each contractor received the same information, and each contractor was responsive with follow up questions via. emails and phone calls. The two bidding contractors (Greenlee and FSG) both went to the site to confirm existing conditions. Site installation logistics including site access, traffic control and site constraints were discussed. MESA answered questions and provided supplementary information as requested.

FSG Electric's total bid is \$153,500.00, but did not break out the casing cost, which would only be required if groundwater is encountered. Illuminations by Greelee did the electrical and lighting work for the gateways and has better knowledge of the existing conditions. U.S. Flag and Flagpole Supply was the lowest bid for the flagpole installation at \$82,471.00. Symonds Flag and Poles is the most local flagpole contractor to Colleyville.

Please let us know if you have questions.

Sincerely,
MESA Design Associates, Inc.



David Newman
Principal

Symonds Flags and Poles, Inc. Proposal:



Symonds Flags and Poles, Inc.
250 W Airport Fwy
Irving TX 75062
United States

Invoicing Address:

Mesa Design Group
2001 North Lamar Street, Suite 100
Dallas TX 75202
United States
☎ +1 214-871-0568

Mesa Design Group

2001 North Lamar Street, Suite 100
Dallas TX 75202
United States
Tax ID: 0133959200

Shipping Address:

Colleyville Blvd.
Colleyville TX 76034
United States

Quotation # S09622

Quotation Date:

05/07/2026

Expiration:

06/06/2026

Salesperson:

Bea Symonds

Description	Quantity	Unit Price	Amount
[IRW50D13-ADB] IRW50D13-ADB	6.00	15,365.00	\$ 92,190.00
50' x 10" x .188" Cable Internal Halyard Flagpole, Bronze Anodized Finish - 3 piece	Units		
Install Com 50	6.00	1,850.00	\$ 11,100.00
Delivery & Installation of 50' Commercial Flagpole in Colleyville, TX - Install flagpole pole together and stand in the ground sleeve	Units		
US NYLON 10X15	2.00	275.00	\$ 550.00
10' x 15' US Nylon Flag	Units		
TEXAS NYLON 10X15	2.00	275.00	\$ 550.00
	Units		
[SP-31015 DS] 10X15 - Double Sided - Custom Printed	2.00	1,100.00	\$ 2,200.00
10' X 15' Double Sided w/ Liner - Custom Nylon Knit Flags- Colleyville	Units		

Variance. Permit & Stamped Engineer Not Included

Client will take care of the foundation to include drilling the hole, providing the rebar cage, and installing, and cement.

Total	\$ 106,590.00
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Terms & Conditions: <https://symondsflags.odoo.com/terms>

214-596-1900 officemanager@symondsflags.com <http://www.symondsflags.com>

U.S. Flag & Flagpole Supply Proposal:



PROPOSAL No: 071526-RS7
REVISED

U.S. Flag & Flagpole Supply
P.O. BOX 262018
PLANO, TX 75026
Phone: 800-710-9892

TO: MESA Design Group
Attn: Parmiss Sazgar
2001 North Lamar Street, Suite 100
Dallas, TX 75202
Email: psazgar@mesadesigngroup.com

Phone No:	Date: 7/15/2026
Job Name and Location	
Installed in Colleyville, TX 76034	
Job Number:	Fax No:

We hereby submit specifications and estimates for:			
6 ea	50' x 10" x .188" Internal Winch (Cable) Cone Tapered Aluminum Flagpole	(10,110.00ea)	60,660.00
Material: 6063 T-6 Seamless Extruded Aluminum			
Specifications:		Wind speed: 164mph Unflagged; 118mph Flagged w/ 10x15 Nylon Flag	
Overall Length	: 55.0'		
Exposed Height	: 50.0'		
Butt Diameter	: 10.0"		
Top Diameter	: 4.0"		
Wall Thickness	: .188"		
Number of Sections	: 3		
Finish	: Dark Bronze Anodized		
Hardware & Fittings	: Internal Cable System, Gold Anodized Aluminum Ball, Truck Assembly, Cable, Snaphooks w/ Covers, Counterweight, Retainer Ring, Flag Arrangement, Winch and Handle, Flash Collar and Corrugated Steel Ground Sleeve w/ Lightning Spike Arrestor.		
2 ea	10x15 US Nylon Flag	(285.00ea)	570.00
2 ea	10x15 TX Nylon Flag	(313.00ea)	626.00
2 ea	10x15 Custom Nylon Flag - D/F (Note that price is for Qty of 2 Flags)	(1130.00ea)	2,260.00
Note that quantity discounts are available on custom flags			
Note that 2-Ply Polyester material is not available for custom flags			
ESTIMATED Art Fee (if a usable art file cannot be provided) - price will depend on art			60.00
Assemble, Rig, Stand and Plumb 6 ea 50' Flagpoles in pre-installed ground sleeves (done by others)			14,250.00
<i>*Installation of ground sleeves to be done by others and is NOT included in this quote.</i>			
<i>**Any hindrance in access to site with necessary equipment to rig and stand poles will be at additional cost to customer.</i>			
<i>customer.</i>			
<i>***Any other unforeseen issues will be at additional cost to customer.</i>			
<i>****Job may take 2 days.</i>			
<i>*****U.S. Flag is not liable or responsible for any required or necessary permits.</i>			
Freight for all 6 poles (if we have to order from another manufacturer that may be able to get the poles sooner)			3,750.00
Freight to pre-ship 6 ground sleeves for 50' poles (Pick up option is available from manufacturers warehouse in Grapevine, TX)			295.00
NOTES: Engineering is NOT included in this quote.			
*****LEAD TIME IS APPROXIMATELY 16-22 WEEKS*****			
*****PRICES SUBJECT TO CHANGE WITHOUT NOTICE*****			
We Propose hereby to furnish material complete in accordance with the above specifications, for the sum of:			
Eighty-Two Thousand Four Hundred Seventy-One and No/100		dollars (\$	82,471.00)
SALES TAX TO BE ADDED TO FINAL INVOICE IF APPLICABLE			
50% Deposit of Due at Time Order is Placed; Remaining Balance Due When Order is Shipped			
Thank you for considering U.S. Flag & Flagpole Supply			
All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon permits, accidents or delays beyond our control. Drilling based upon natural earth. Rocks, concrete, and other debris that hinders drilling will be at additional cost.		Authorized Signature	Robin Story
Acceptance of Proposal: By signature of this written agreement customer accepts there are no warranties or guarantees for any and/or all products outside of the terms stated herein. The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.		Note: This proposal may be withdrawn by us if not accepted within _____ days.	
Signature _____		Signature _____	
Date of Acceptance: _____		Signature _____	

FSG Electric Proposal:



MESA	7/14/2026
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ATTN: David Newman

Project:	Colleyville flagpole lights and pier
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Original Bid Date:	
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Sales Tax Status:	Excluded
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FSG Electric is pleased to present the following proposal for electrical work on the project referenced above. All pricing is based on plans dated N/A Thank you once again for the opportunity to compete for your business.

Due to fluctuation in commodities quotes are good for 14 days.

BASE BID:	\$	153,500.00
	Pier Casing per linear ft	\$375.00

PROPOSAL QUALIFICATIONS:

- 1 Labor and Material
- 2 Have subcontractor pour piers for new pole lights
- 3 Install pvc conduit from the nearest jbox to new light locations at both locations
- 4 Install (18) Melbourne 5 recessed ground lights.
- 5 Casing Piers for the flag poles
- 6 Trash and debris removal and clean up
- 7 Work to be completed during normal business hours Mon-Fri 7am-5pm

SPECIFIC PROPOSAL EXCLUSIONS:

- 1 Proposal excludes any cost increases resulting from tariffs imposed and impacting products subsequent to the date of this proposal document.
- 2 Any concrete or sod repairs
- 3 Any engineering fees for the piers
- 5 Permit and inspection fees
- 6 Installing conduit and wire back to the panels
- 7 Material escalation.
- 8 Repair and modification of existing electrical system components deemed to be in violation
- 9 Warranty of existing electrical systems.
- 10 Any excluded subcontracted systems.
- 11 After hours work
- 12 Freight charges
- 13 Tax

Respectfully Submitted,

Joseph Cohoon

FSG Electric

Illuminations by Greenlee Proposal:



2840 Simpson Lane, Carrollton Texas 75006 Dallas Phone (972) 478-5747
Ft. Worth Phone (817) 877-1606
Fax (972) 478-7348
www.illuminationsbygreenlee.com
TECL 19740

Date: May 12, 2026

Company: Mesa Design Group
2001 North Lamar #100
Dallas, TX 75202

To: David Newman
Phone: 214-871-4423
From: Terry Lasseigne
Re: Electrical
Project: Colleyville Gateway I-26 Flag
City: 214-871-4423

Scope of work:

Pastoral Tower		
Supply and install lights for (3) Poles		
9 – Recess up Ligman UMEL		\$29,740.00
Gateway		
9 – Recess up Ligman UMEL		\$28,464.00
Add Alternate		
Piers for flag pole per design		
Pastoral		
3 – 42”X20’ Pier 8,583 ea.		\$25,749.00
Add		
If casing is needed, add to above		
3 – Casing for above		\$23,000.00

*This bid is quoted based on normal work hours of 8:00 am to 4:00 pm. If Holiday, weekend/overtime work, and any completion date that is not disclosed at bidding is required, an additional fee will apply.

Regulated by the Texas Department of Licensing and Regulation, P.O. Box 12157
Austin, Texas 78711, 1-800-803-9202, 512-463-6599, www.license.state.tx.us/complaints.COM

Scope of Work (Continued)

Gateway		
3 – 42”X20’ Pier	8,583 ea.	\$25,749.00
Add if casing is needed add to above	\$7,668 ea.	\$23,004.00

Exclusions: T-power, Bores, any fee to Power Company, Application for service.

**Note: Due to the current market, above price is only good for 30 days.
If cost of materials increases, we reserve the right to revise the bid.**

*This bid is quoted based on normal work hours of 8:00 am to 4:00 pm. If Holiday, weekend/overtime work, and any completion date that is not disclosed at bidding is required, an additional fee will apply.

Regulated by the Texas Department of Licensing and Regulation, P.O. Box 12157
Austin, Texas 78711, 1-800-803-9202, 512-463-6599, www.license.state.tx.us/complaints.COM

Gateways Flagpole Addition



- **Addition of flagpoles and United States, Texas, and Colleyville flags at the Northern and Southern Gateways**
- **50-foot poles, dark bronze anodized finish, internal cable**
- **10x15 nylon flags**





CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 5a

Agenda Date 8/18/2026

Number

Type Report

Department City Secretary

Title

Monthly Financial Report - July 2026

Explanation

Finance Director Cassie Smith will review the July 2026 financial report.

Attachments

1. 2026-07 - Monthly Budget vs Actual
2. 2026-07 Budget PowerPoint

City of Colleyville
Monthly Budget vs Actual Report
July 31, 2026

	FY 2026				FY 2025				
	Annual Budget	Actual Thru Mth	Variance Annual	% of Annual Bdg	Annual Actual YTD	Actual Thru Mth	Variance Annual	% of Annual Act	% chg from PY
General Fund									
Current Taxes	18,870,816	18,734,721	136,095	99.3%	17,980,445	17,828,560	151,885	99.2%	5.1%
Delinquent	30,000	25,220	4,780	84.1%	32,038	26,270	5,768	82.0%	-4.0%
P&I	80,000	92,648	(12,648)	115.8%	98,948	78,730	20,218	79.6%	17.7%
Property Tax Total	18,980,816	18,852,589	128,227	99.3%	18,111,431	17,933,560	177,871	99.0%	5.1%
Sales Tax	5,304,000	3,832,750	1,471,250	72.3%	5,074,051	3,708,127	1,365,924	73.1%	3.4%
Oncor Electric	910,000	869,186	40,814	95.5%	887,583	887,583	-	100.0%	-2.1%
Tri-County Electric	185,000	184,158	842	99.5%	172,925	172,925	-	100.0%	6.5%
Atmos Gas	600,000	789,801	(189,801)	131.6%	682,980	682,980	-	100.0%	15.6%
AT&T	15,000	45,444	(30,444)	303.0%	9,534	9,534	-	100.0%	376.6%
Verizon/Others	12,000	5,190	6,810	43.2%	7,462	6,015	1,448	80.6%	-13.7%
Refuse/Recycling	300,000	284,824	15,176	94.9%	325,103	252,417	72,686	77.6%	12.8%
Cable TV	200,000	116,501	83,499	58.3%	186,044	143,329	42,715	77.0%	-18.7%
Network Nodes	250	250	-	100.0%	250	250	-	100.0%	0.0%
Franchise Fees	2,222,250	2,295,354	(73,104)	103.3%	2,271,880	2,155,032	116,848	94.9%	6.5%
GF Revenues	31,285,851	29,591,036	1,694,815	94.6%	30,677,534	28,264,181	2,413,353	92.1%	4.7%
GF Expenditures	31,268,504	25,107,182	6,161,322	80.3%	28,906,897	23,456,408	5,450,489	81.1%	7.0%
Utilities Fund									
Water - Base Rate	2,509,730	2,064,890	444,840	82.3%	2,429,276	1,993,971	435,305	82.1%	3.6%
Sewer - Base Rate	1,885,685	1,553,728	331,957	82.4%	1,728,568	1,445,774	282,795	83.6%	7.5%
Water - Volumetric Rate	17,072,779	11,089,964	5,982,815	65.0%	14,533,462	10,603,858	3,929,604	73.0%	4.6%
Sewer - Volumetric Rate	4,956,120	4,324,779	631,341	87.3%	4,536,672	3,767,400	769,272	83.0%	14.8%
Water & Sewer	26,424,314	19,033,361	7,390,953	72.0%	23,227,979	17,811,003	5,416,976	76.7%	6.9%
Utilities Revenues	27,013,314	21,493,238	5,520,076	79.6%	25,445,010	19,919,331	5,525,678	78.3%	7.9%
Utilities Expenditures	26,855,702	20,380,705	6,474,997	75.9%	22,141,920	17,329,624	4,812,296	78.3%	17.6%
Debt Service Fund									
Current Taxes	924,135	1,126,954	(202,819)	121.9%	911,283	911,283	-	100.0%	23.7%
Delinquent	2,000	1,166	834	58.3%	1,242	1,004	238	80.8%	16.2%
P&I	3,400	5,435	(2,035)	159.8%	5,736	4,552	1,184	79.4%	19.4%
Property Tax Total	929,535	1,133,555	(204,020)	121.9%	918,261	916,839	1,422	99.8%	23.6%
DS Revenues	1,702,645	1,915,913	(213,268)	112.5%	1,475,019	1,471,846	3,173	99.8%	30.2%
DS Expenditures	1,693,245	1,568,738	124,507	92.6%	1,540,145	1,539,395	750	100.0%	1.9%
Drainage Fund									
Drainage Fee	2,021,000	1,691,080	329,920	83.7%	1,752,062	1,443,820	308,241	82.4%	17.1%
Drain Revenues	2,061,000	1,740,597	320,403	84.5%	1,814,626	1,492,922	321,704	82.3%	16.6%
Drain Expenditures	1,994,787	591,780	1,403,007	29.7%	737,977	598,022	139,955	81.0%	-1.0%
Hotel Occupancy Tax (HOT) Fund									
HOT Tax	230,000	158,483	71,517	68.9%	422,460	104,213	318,247	24.7%	52.1%
HOT Revenues	230,000	158,547	71,453	68.9%	422,500	104,227	318,274	24.7%	52.1%
HOT Expenditures	260,439	214,987	45,452	82.5%	509,629	229,873	279,755	45.1%	-6.5%

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

Monthly Financial Report

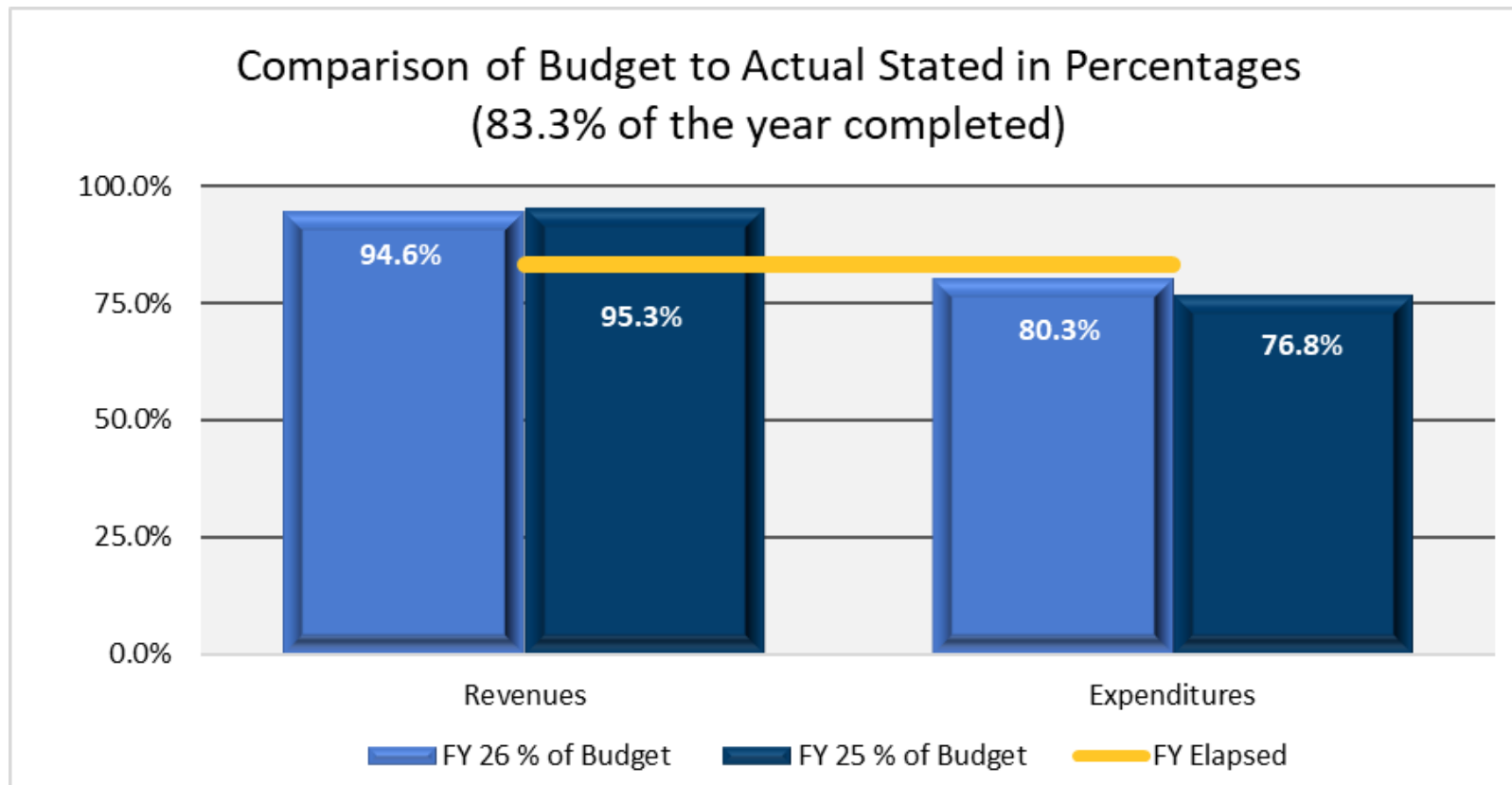
July 2026

City Council Meeting
August 18, 2026

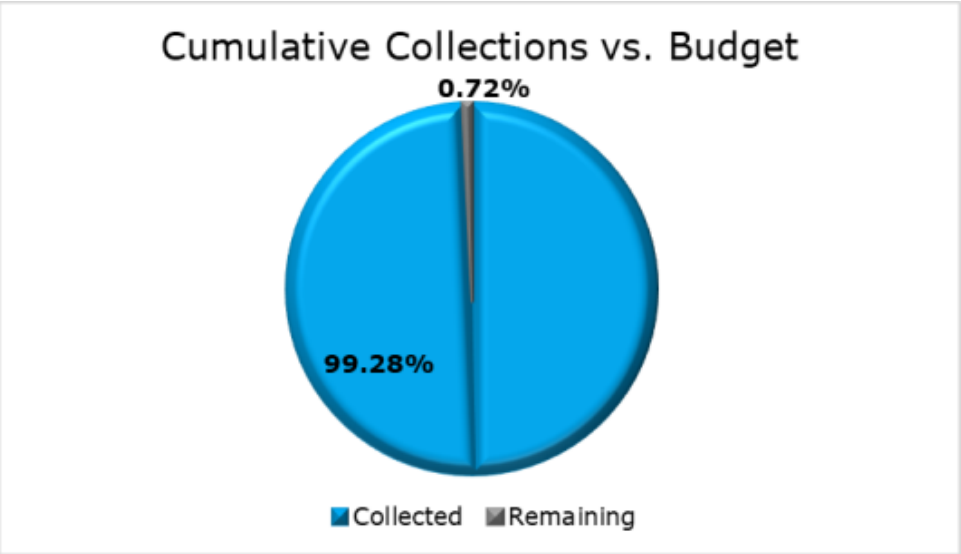
General Fund Performance



	FY 26 Budget	FY 26 YTD	FY 26 % of Budget	FY 25 YTD	FY 25 % of Budget
Revenues	\$ 31,285,851	\$ 29,591,036	94.6%	\$ 28,264,181	95.3%
Expenditures	31,268,504	25,107,182	80.3%	23,456,408	76.8%
Total	\$ 17,347	\$ 4,483,854		\$ 4,807,773	



Property Tax Collections



FY 26 Rate:
• M&O \$0.294232
• I&S \$0.017699
Total Rate:
\$0.311931/\$100

*TIF fund transfer has not been made, this is typically done in February.

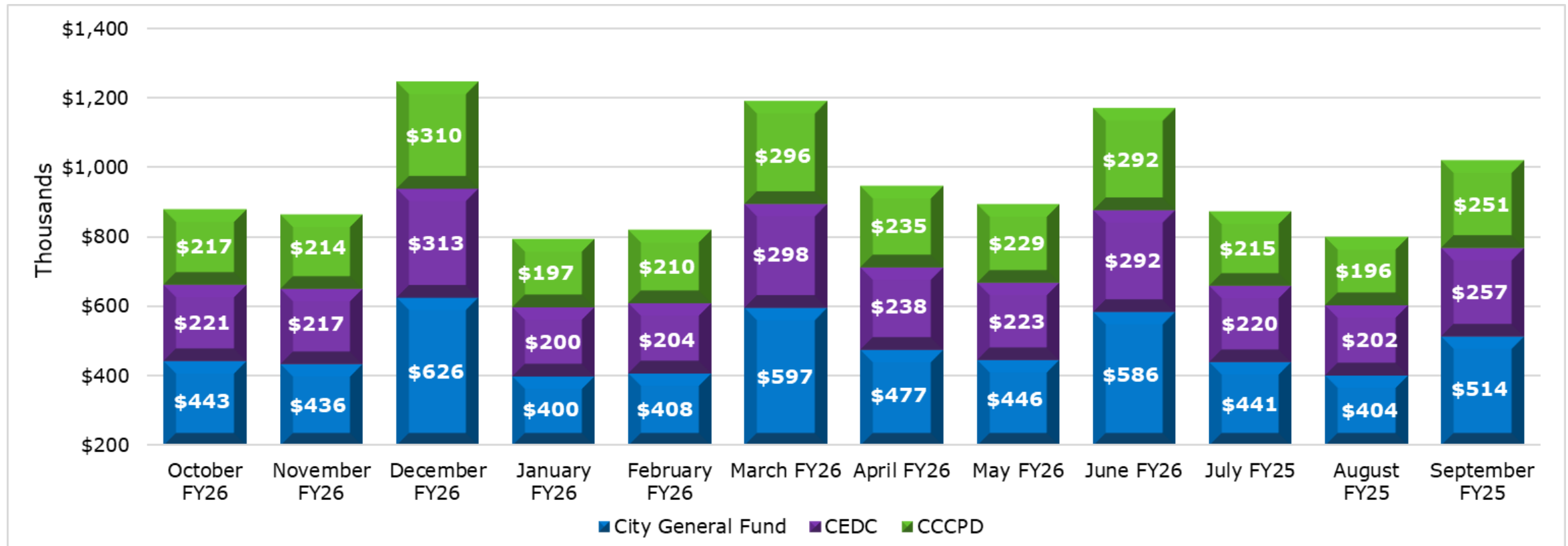
	FY 26 Budget	FY 26 YTD	FY 26 % of Budget	FY 25 YTD	FY 25 % of Budget
Current Taxes	\$ 18,870,816	\$ 18,734,721	99.28%	\$ 17,828,560	99.00%

Note: Property taxes are due in January with the majority of collections in December and January.

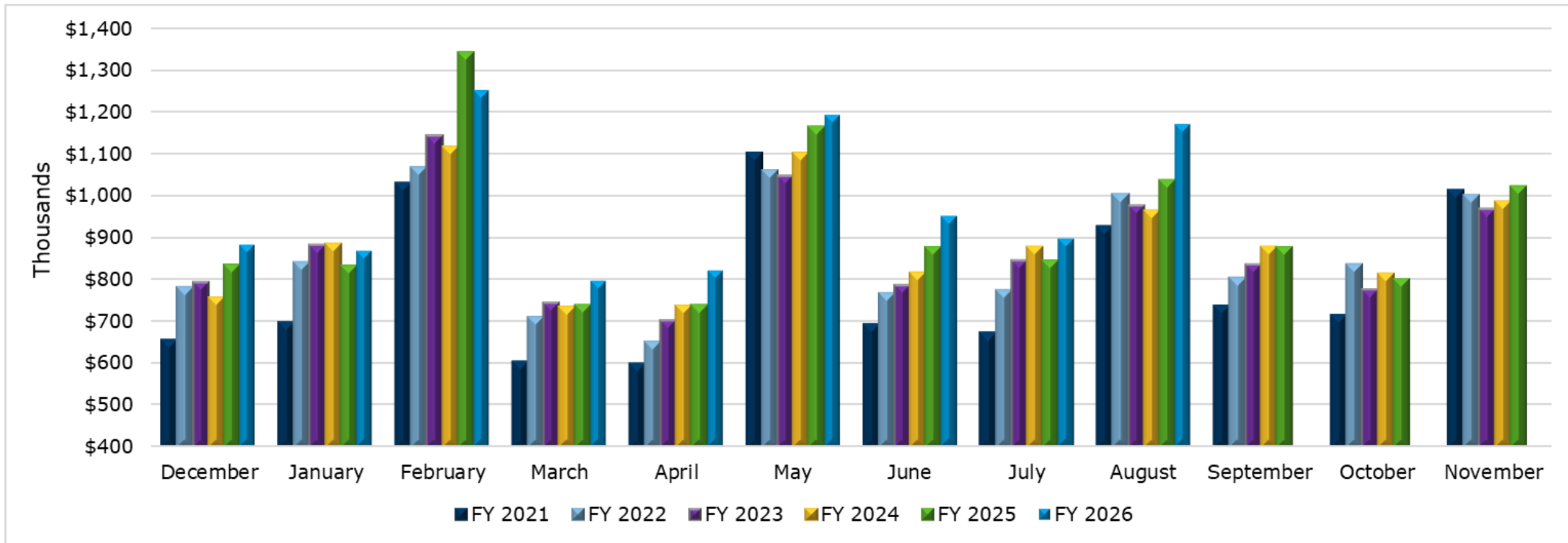
Sales Tax: Current Fiscal Year Collections



August Collections / June Sales	FY 25 Actual	FY 26 Actual	Increase / (Decrease)	% Change
City General Fund	\$ 521,095	\$ 585,752	\$ 64,658	12.41%
CEDC	\$ 260,157	\$ 292,437	\$ 32,280	12.41%
CCCPD	\$ 256,007	\$ 292,078	\$ 36,071	14.09%
Total Collections	\$ 1,037,259	\$ 1,170,267	\$ 133,009	12.82%



Sales Tax: Comparative Collections



Per GASB rules, December is the first month of FY26 in which collections from sales taxes are recorded. October and November sales taxes are recorded in the prior fiscal year since the sales for those receipts occurred two months prior.

Sales Tax: Current Fiscal Year Collections – General Fund



Collections Month	Sales Month	FY 25 Actual	FY 26 Actual	Increase/ (Decrease)	% Change
December	October	\$ 420,829	\$ 443,094	\$ 22,265	5.29%
January	November	418,443	435,561	17,118	4.09%
February	December	672,822	626,328	(46,494)	-6.91%
March	January	373,295	399,955	26,660	7.14%
April	February	372,227	408,090	35,863	9.63%
May	March	585,067	596,991	11,924	2.04%
June	April	440,792	476,864	36,072	8.18%
July	May	424,653	445,867	21,214	5.00%
August	June	521,095	585,752	64,657	12.41%
Total		\$ 4,229,222	\$ 4,418,502	\$ 189,280	4.48%

Per GASB rules, December is the first month of FY26 in which collections from sales taxes are recorded. October and November sales taxes are recorded in the prior fiscal year since the sales for those receipts occurred two months prior.

Sales Tax: Regional Benchmark



	Net Payment This Period	Comparable Payment PY	% Change	Payment YTD	PY Payment YTD	% Change YTD
Colleyville	878,189	781,251	12.41%	5,960,133	5,709,734	4.39%
North Richland Hills	2,249,876	2,033,175	10.66%	15,841,005	14,806,655	6.99%
Bedford	1,761,333	1,447,523	21.68%	11,173,760	10,998,304	1.60%
Grapevine	6,427,040	5,860,991	9.66%	46,701,758	44,144,661	5.79%
Keller	1,637,715	1,534,563	6.72%	11,311,281	11,443,023	-1.15%
Hurst	1,749,718	1,615,544	8.31%	13,198,984	12,820,511	2.95%
Euless	2,957,495	2,551,565	15.91%	20,645,677	18,312,710	12.74%
Southlake	3,098,167	3,466,375	-10.62%	30,013,597	28,347,706	5.88%

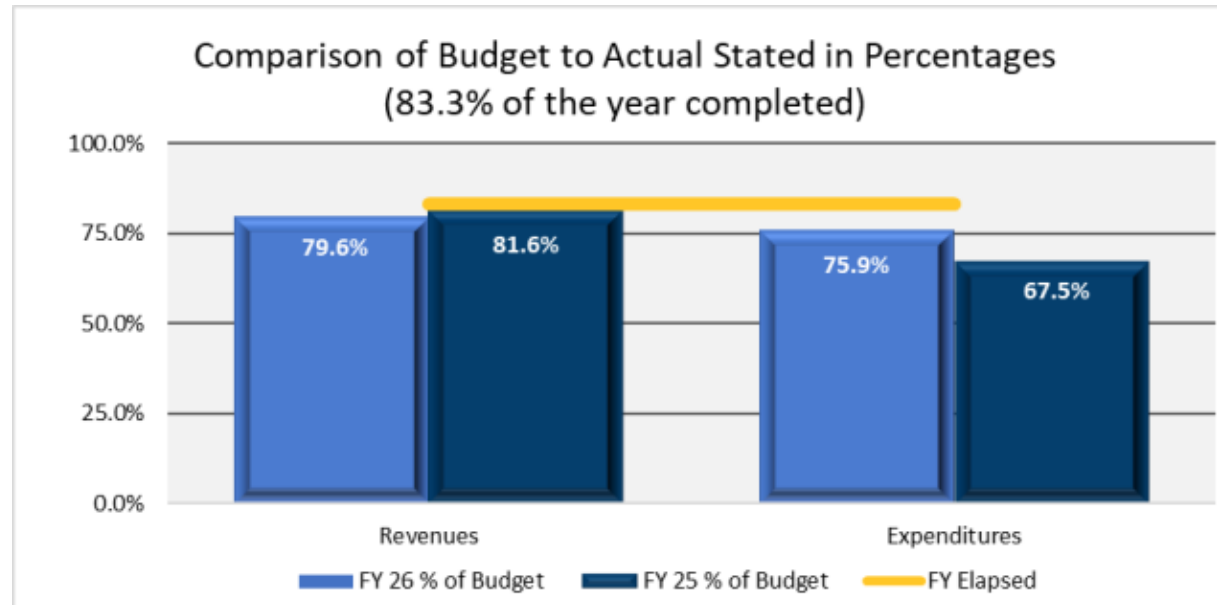
Note: Colleyville Collections above include both City General Fund and CEDC collections.



Utilities Fund Performance



	FY 26 Budget	FY 26 YTD	FY 26 % of Budget	FY 25 YTD	FY 25 % of Budget
Revenues	\$ 27,013,314	\$ 21,493,238	79.6%	\$ 19,919,331	81.6%
Expenditures	26,855,702	20,380,705	75.9%	17,329,624	67.5%
Total	\$ 157,612	\$ 1,112,533		\$ 2,589,708	

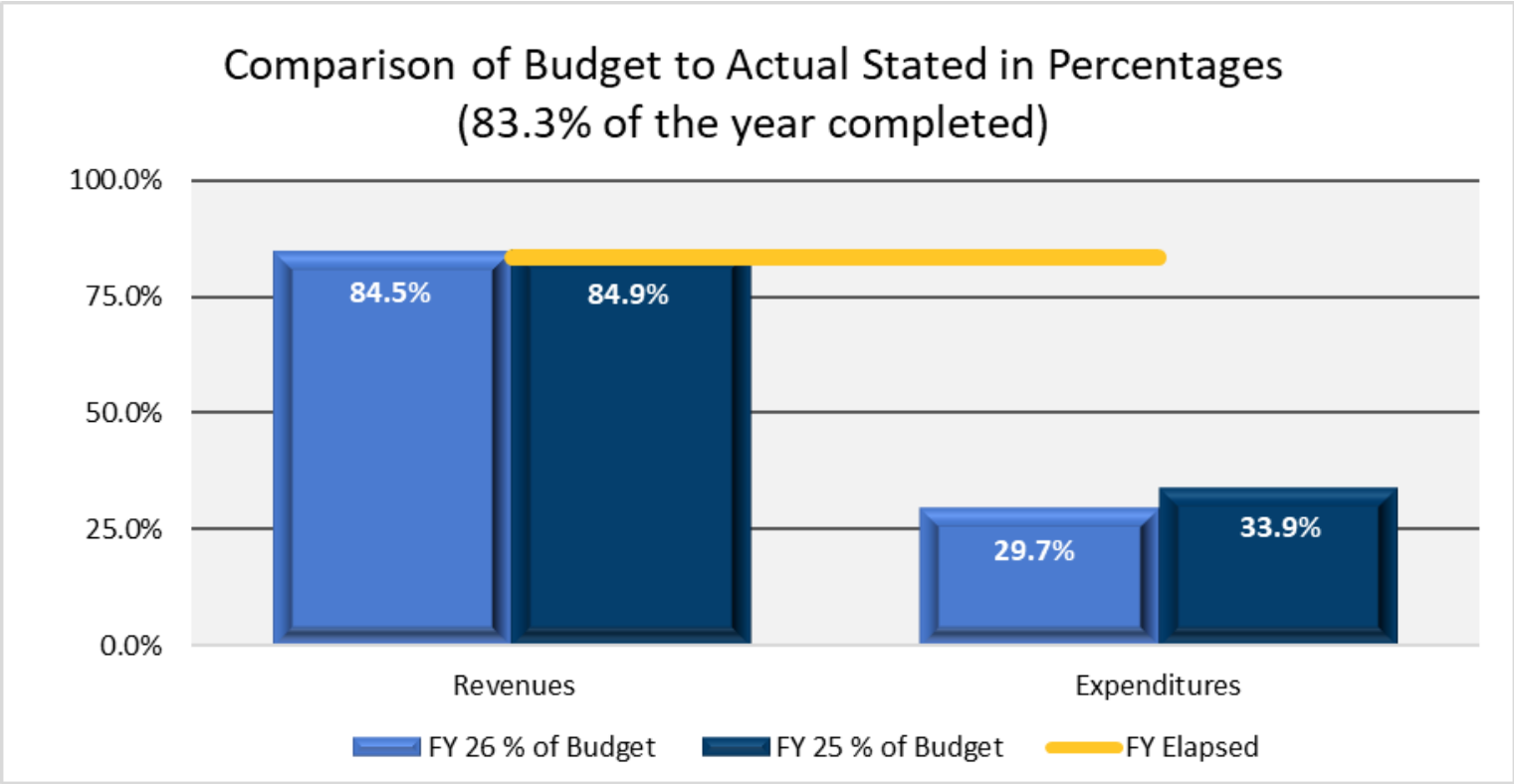


TRA			City		
	FY 26 Budget	FY 26 YTD		FY 26 Budget	FY 26 YTD
Revenues	\$ 22,028,899	\$ 17,393,652	Revenues	\$ 4,984,415	\$ 4,099,586
Expenditures	22,028,899	16,310,237	Expenditure	\$ 4,826,803	4,070,467
Total	\$ -	\$ 1,083,415		\$ 157,612	\$ 29,119

Drainage Fund Performance



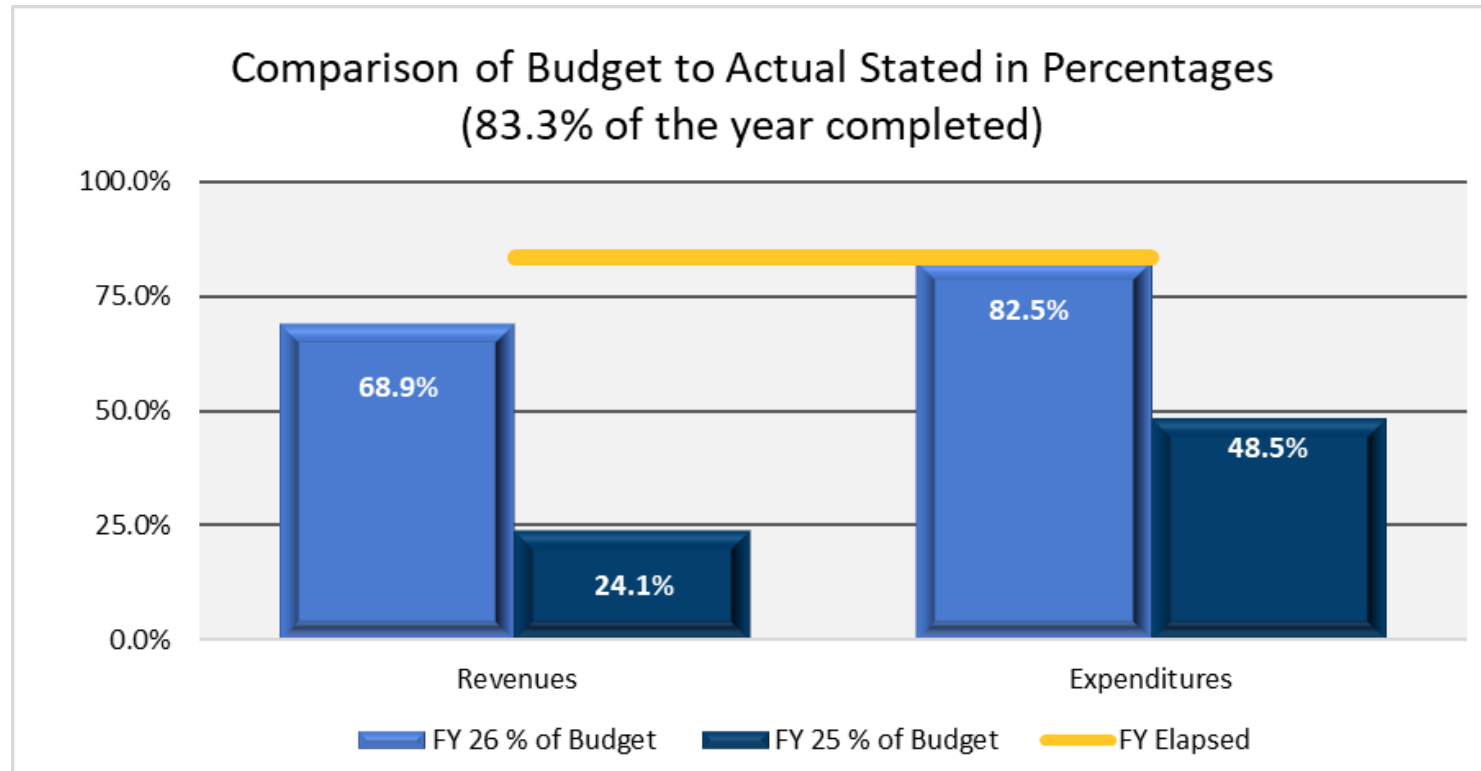
	FY 26 Budget		FY 26 YTD		FY 26 % of Budget	FY 25 YTD		FY 25 % of Budget
Revenues	\$	2,061,000	\$	1,740,597	84.5%	\$	1,492,922	84.9%
Expenditures		1,994,787		591,780	29.7%		598,022	33.9%
Total	\$	66,213	\$	1,148,817		\$	894,900	



Hotel Tax (HOT) Fund Performance



	FY 26 Budget		FY 26 YTD		FY 26 % of Budget	FY 25 YTD		FY 25 % of Budget
Revenues	\$	230,000	\$	158,547	68.9%	\$	104,227	24.1%
Expenditures		260,439		214,987	82.5%		229,873	48.5%
Total	\$	(30,439)	\$	(56,440)		\$	(125,646)	



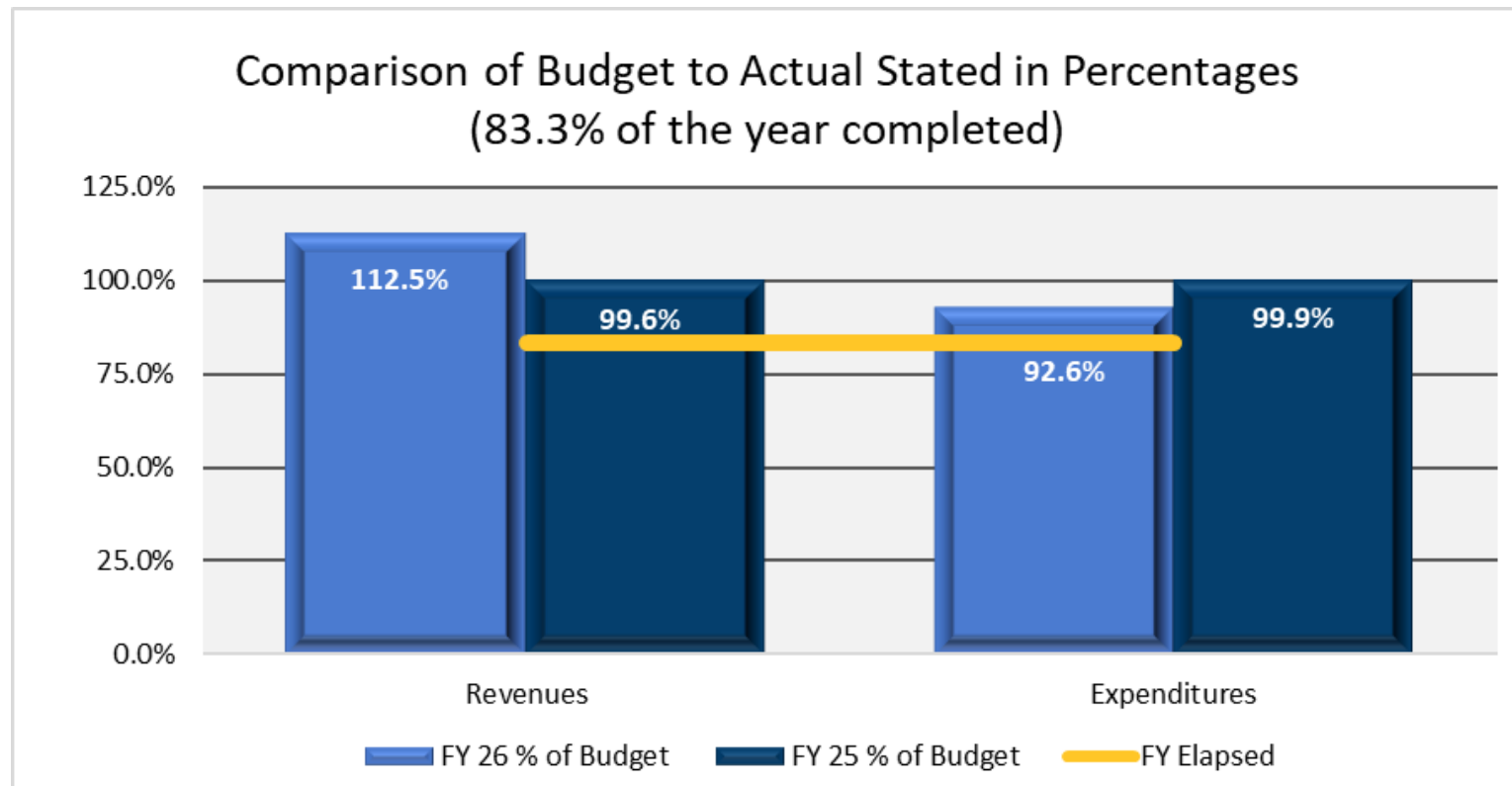
Hotel occupancy tax revenues are due quarterly.



Debt Service Fund Performance



	FY 26 Budget	FY 26 YTD	FY 26 % of Budget	FY 25 YTD	FY 25 % of Budget
Revenues	\$ 1,702,645	\$ 1,915,913	112.5%	\$ 1,471,846	99.6%
Expenditures	1,693,245	1,568,738	92.6%	1,539,395	99.9%
Total	\$ 9,400	\$ 347,175		\$ (67,549)	



Questions & Discussion





CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 6a

Agenda Date 8/18/2026

Number Ordinance O-26-2375

Type Ordinance

Department City Manager

Title

Approval of an ordinance amending Chapter 94 (Traffic and Vehicles) of the City of Colleyville Code of Ordinances by adding Article IV entitled Parking at Public Facilities; prohibiting overnight parking at public facilities and public parks

Explanation

Second Reading and Public Hearing

There were no speakers regarding this item at the August 4, 2026, City Council meeting.

First Reading and Public Hearing

At the July 7, 2026, City Council Worksession, staff and City Council discussed the occasional challenges presented when there are vehicles parked overnight at City facilities. In addition to safety concerns, parked vehicles can sometimes interfere with City setup for City events. There is no current regulation prohibiting overnight parking, and it can be challenging to require vehicles to move prior to an event or when safety concerns arise.

City Council directed staff to move forward with an ordinance to address parking. If approved, the attached ordinance will prohibit overnight parking at specifically located facilities, details exclusions, and establishes a penalty for violation of the ordinance.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Ordinance O-26-2375

ORDINANCE O-26-2375

AMENDING CHAPTER 94 (TRAFFIC AND VEHICLES) OF THE CITY OF COLLEYVILLE CODE OF ORDINANCES BY ADDING NEW ARTICLE IV ENTITLED "PARKING AT PUBLIC FACILITIES"; PROHIBITING OVERNIGHT PARKING AT PUBLIC FACILITIES AND PUBLIC PARKS; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE; PROVIDING TOWING AUTHORITY; AND PROVIDING AN EFFECTIVE DATE

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

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

WHEREAS, the City Council further finds that the adoption and enforcement of this ordinance will help foster a community by protecting the family and maintaining the City as a safe place to live, visit, and conduct business; and

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

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

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

Sec. 2. THAT Chapter 94 Traffic and Vehicles is hereby amended by adding a new Article IV entitled "Parking at Public Facilities", and adding Section 94-78 as provided in "Exhibit A."

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

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 4th day of August 2026.

The second reading and public hearing being conducted on the 18th day of August 2026.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 18TH DAY OF AUGUST 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

“Chapter 94 – TRAFFIC AND VEHICLES...”

ARTICLE IV. – PARKING AT PUBLIC FACILITIES

Sec. 94-78. - Overnight parking at public facilities.

(a) Definitions. For purposes of this section, the term "public facilities" and "park property" shall mean the following facilities and park property, including associated parking lots (all locations designated in this subsection are locations within the City of Colleyville, Texas):

City Hall South Parking Lot	101 Terra Cotta Way
Central Fire Station & Administration	5209 Colleyville Boulevard
Fire Station 2	5212 Pool Rd.
Fire Station 3	312 W. McDonwell School Road
Justice Center	5201 Riverwalk Drive
Colleyville Center	5301 Riverwalk Drive
Colleyville Nature Center	101 Mill Wood Drive
Pleasant Run Soccer Complex and Park	6501 Pleasant Run Road
Recreation Center	5008 Roberts Road
Senior Center	2512 Glade Road
Webb House	408 Shelton Drive
Woodbriar Park	301 W. Greenbriar Drive
Bransford Park	405 Shelton Drive
Kimzey Park	2201 Broadoak Way
LD Lockett Park	315 L.D. Lockett Road
McPherson Park	240 West McDonwell School Road
Overland Park	7500 Overland Trail
Reagan Park	709 L.D. Lockett Road
Sparger Park	4301 Bedford Road
Kidsville Playground at City Park	5109 Bransford Road

City Park	5205 Bransford Road
Bidault House	1416 Glade Road

(b) Overnight parking prohibited. No person shall stand or park any vehicle in, along, or upon any public facilities or park property, including parking lots, between the hours of 2:00 a.m. and 6:00 a.m. This prohibition shall not be applicable to any vehicle which is being used for emergency purposes, to the operation of any vehicle being used by a utility company for repair purposes, to any governmental vehicle being used for necessary governmental purposes, or to any City employee's personal vehicle when the employee is conducting business for or on behalf of the City.

(c) The City Council has determined that vehicles parked, left standing, or stored in violation of this Article present an inherent threat to the health, safety, and general welfare of the public and residents within the City. Accordingly, in addition to any penalty or other remedy found in this Article, the City Manager, Chief of Police, or any other person duly authorized by the foregoing, including persons with whom the City may have a valid contract for the removal of vehicles is hereby authorized to remove any vehicle parked, left standing, or stored in violation of this Article.

(d) It is the intent of the City Council that the authority granted in herein is granted to the greatest extent permitted by law; provided, that this authority shall not apply where removal of a vehicle in violation of this Article is expressly prohibited by or would be indirect conflict with other applicable law.

Secs. 94-79—94-99. - Reserved."



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 7a

Agenda Date 8/18/2026

Number Ordinance O-26-2376

Type Ordinance

Department Community Development

Title

Consideration of an amendment to the Land Development Code, Chapter 1, General Provisions, Case GC26-008

Explanation

First Reading and Public Hearing

Staff has prepared an amendment to the Land Development Code Chapter 1, General Provisions, which would amend sections of the code to include compliance with Texas House Bill 24.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of the amendment at their August 10, 2026 meeting by a vote of 7-0.

Attachments

1. Chapter 1 General Provisions Text Changes
2. Ordinance O-26-2376

Chapter 1

General Provisions

Rev. 08/2026

Section 1.1 Title

This document shall be known and may be cited as the Land Development Code of the City of Colleyville, Texas.

Section 1.2 Applicability

The provisions of this Land Development Code shall apply to all lots, parcels of land, rights-of-way, buildings and structures located within the Corporate Limits of the City of Colleyville.

Section 1.3 Authorization for Adoption of This Land Development Code

The regulations contained in the various chapters of this Land Development Code have been adopted upon approval of an ordinance, after public hearing, by the City Council of the City of Colleyville in accordance with the authority described within each chapter and the following:

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

Section 1.4 Purpose of the Land Development Code

The purpose of this Land Development Code is to promote the health, safety, and general welfare of the community and to:

1. combine zoning, subdivision and other regulations into a single document that can be used for development of property and public facilities in Colleyville, Texas;
2. establish reasonable standards of design and procedures for subdivisions in order to further the orderly layout and use of land, and to ensure proper legal descriptions of subdivided land;
3. provide that the cost of improvements which primarily benefit the tract of land being developed be borne by the owners or developers of the tract and that the cost of improvements which primarily benefit the entire community be borne by the community as a whole; and
4. avoid overlapping, conflicting or inconsistent regulations found in land use control systems consisting of separate zoning, subdivision, and other ordinances.

Section 1.5 Purpose of This Chapter

The purpose of this Chapter is to:

1. establish rules, regulations and procedures for the administration of this Land Development Code and to establish the process for amending this Code;

2. establish regulations which describe the process for considering waivers, variances and appeals regarding this Land Development Code; and
3. establish specific boards and commissions responsible for considering requests for a waiver or variance from a regulation or to hear an appeal of a decision of an Administrative Official authorized to enforce and administer this Land Development Code.

Section 1.6 Administration and Enforcement

The provisions of the Land Development Code shall be administered, interpreted and enforced by the City Manager, his designee, or by the administrator designated within this Code.

Section 1.7 Fees

The schedule of fees and charges associated with application filing, processing, plan review, or any other fee required by provisions of this Land Development Code, shall be established by the City Council. Furthermore, until all applicable fees, charges and expenses have been paid in full, no action shall be taken on any application or appeal authorized by this Land Development Code. Fees required by this Land Development Code shall not be refundable, except where a specific provision provides for refunding.

Section 1.8 Compliance Required

All land, buildings, structures or appurtenances thereon located within the City which are hereafter occupied, used, erected, altered or converted shall be used, placed and erected in conformance with the regulations prescribed herein. In their interpretation and application, the provisions of these regulations shall be construed to be the minimum requirements for the promotion of the public health, safety, convenience, comfort, morals and general welfare. Land used in meeting the requirements of this Land Development Code with respect to a particular use or building shall not be used to meet the requirements for any other use or building. No approval, authorization to proceed, or issuance of any certificate or permit shall be construed as an approval of a violation of the provisions of this document or of other ordinances of the City of Colleyville. Certificates presuming to give authority to violate or cancel the provisions of this document or of other ordinances of the jurisdiction shall be void.

Section 1.9 Certificate of Occupancy Required

1.9.A CERTIFICATE REQUIRED PRIOR TO OCCUPANCY

No building, or portion thereof, or parcel of land shall be occupied or used until a certificate of occupancy has been issued by the City. Furthermore, no non-residential building, or portion thereof, or parcel of land shall change in use or occupancy until a certificate of occupancy has been issued by the City. A current certificate of occupancy is required on all land, buildings, or portions thereof except non-habitable accessory buildings. Failure to comply with this provision may result in the issuance of a citation and/or constitute basis for denial of or disconnection from City utilities or to require a franchised utility company to do likewise.

1.9.B CONNECTION TO UTILITIES

No connection to the City utility systems shall be allowed unless and until a certificate of occupancy has been issued by the City Inspector. However, temporary connection of utilities for a specified duration may be authorized by the City Inspector for the purpose of clean up, construction or other such purposes.

1.9.C RECORDS

The Building Inspection Office shall maintain a record of all buildings or parcels of land for which a Certificate of Occupancy has been issued.

1.9.D CERTIFICATE OF OCCUPANCY APPLICATION

Application for a certificate of occupancy shall be made to the Building Inspection Office. No application for a certificate of occupancy shall be approved which does not, at a minimum, contain the following information: business name, business address, business phone number, type of proposed use, business owner, business owner's address, business owner's phone number and emergency phone number, applicant's driver's license number, applicant's date of birth, and applicant's signature.

1.9.E DISPLAY AND STATUS OF CERTIFICATE OF OCCUPANCY

1. All non-residential occupancies shall display a certificate of occupancy on the site and in a conspicuous place.
2. The holder of a certificate of occupancy for a non-residential occupancy is required to notify the Building Inspection Office of any change of address, name changes, or other pertinent information listed on the certificate of occupancy application.

Section 1.10 Project Under Construction at Time of Code Adoption

Nothing herein contained shall require any change in the plans, construction or designated use of a building actually under construction within the city on the effective date of this document and which entire building shall be completed within one (1) year from the effective date of the document or which building shall be maintained under continuous construction even though not completed within one (1) year. Nothing herein contained shall require any change in plan, construction or designated use of a building for which a building permit has been heretofore issued while such permit is valid and provided the building shall have been started within 180 days of the date of issuance of the permit and which entire building shall be maintained under continuous construction even though not completed within one (1) year.

Section 1.11 Compliance Required for Building Permits & Utility Services

No building or structure may be erected, constructed or installed on any lot, tract or parcel of land and public utilities shall not be extended or connected to a building or structure unless the lot, tract or parcel of land is in compliance with the provisions and requirements of this Land Development Code and all applicable Building Permits and authorizations to proceed are first obtained.

Section 1.12 Waivers and Appeals - Generally

Any person seeking approval of a development as required by this Land Development Code may request a waiver of or a variance from a requirement contained in this Code, or appeal a decision of an Administrative Official by submitting a request using the procedures described in this Chapter. Due to the unique arrangement and statutory organization of this Land Development Code, provisions for waivers, variances and appeals of administrative decisions vary from chapter to chapter. The following table shows the approval authority for waiver, variance and appeal requests for the specific chapters of this Land Development Code.

Approval Authority for Waiver, Variance and Appeal Requests					
Chapter Title	City Council	P & Z Commission	ZBA	Sign Board	Staff
Chapter 2 – Definitions	N/A	N/A	See Section 1.16	N/A	N/A
Chapter 3 – Land Use	See Section 1.13	N/A	See Section 1.16	N/A	N/A
Chapter 4 – Landscaping & Buffering	See Section 4.4	See Section 4.4	N/A	N/A	N/A
Chapter 5 – Tree Preservation	See Section 1.13	See Section 1.14	N/A	N/A	N/A
Chapter 6 – Building Design	See Section 1.13	See Section 1.14	N/A	N/A	N/A
Chapter 7 – Sign Regulations	See Section 1.13	N/A	N/A	See Section 1.15	N/A
Chapter 8 – Platting Procedures (except perimeter streets)	See Section 1.13	See Section 1.14 & 7.2	N/A	N/A	N/A
Perimeter streets	See Section 1.13	N/A	N/A	N/A	N/A
Chapter 9 – Subdivision Design & Required Facilities	See Section 1.13	N/A	N/A	N/A	N/A
Chapter 10 – Private Streets & Entrance Gates	See Section 1.13	N/A	N/A	N/A	N/A
Chapter 11 – Park Land Dedication	See Section 1.13	N/A	N/A	N/A	N/A
Chapter 12 – Erosion Control	See Section 1.13	N/A	N/A	N/A	N/A
Chapter 13 – Impact Fees	See Section 1.13	N/A	N/A	N/A	N/A
Chapter 14 – Engineering Design	See Section 1.13	N/A	N/A	N/A	N/A
Chapter 15 – Public Works Construction Details	See Section 1.13	N/A	N/A	N/A	N/A

Note to table above: N/A – Not Authorized

Section 1.13 Waivers and Appeals – City Council

- A. Where specifically provided for in this Land Development Code, the City Council shall have the authority to consider requests for a waiver or to hear and decide an appeal from an administrative decision on a regulation. The City Council may approve, disapprove or modify such a request provided that such approval or modification will not be detrimental to the public safety, health, or welfare or injurious to other property. The applicant shall provide information to support a claim that there are extraordinary hardships or practical difficulties which may result from strict compliance with the regulation or that the public interest may be better served by an alternative proposal.
- B. Notwithstanding any provision of this Land Development Code relating to waiver procedures contained herein, and to the extent not otherwise prohibited by State law, the City Council shall have the authority to directly consider requests for a waiver to any regulation contained herein in connection with the construction of a mutual access easement/drive adjacent to a Major Arterial as defined in the Master Thoroughfare Plan. The City Council may approved, disapprove or modify such a request provided that such approval or modification will not be detrimental to the public safety, health, or welfare or injurious to other property. The applicant shall provide information to support a claim that there are extraordinary hardships or practical difficulties which may result from strict compliance with the regulation or that the public interest may be better served by an alternative proposal.
- C. The City Council shall have the authority to take action relative to the continuance or discontinuance of a nonconforming use. The City Council has jurisdiction to:

1. Initiate on its motion or cause presented by interested property owners an action to bring about the discontinuance of a nonconforming use in accordance with the following:
 - a. Require the discontinuance of a nonconforming use under any plan whereby full value of the structure can be amortized within a definite period of time, taking into consideration the general character of the neighborhood and the necessity for all property to conform to the regulations of this ordinance.
 2. Permit the change of occupancy of a nonconforming use to another nonconforming use in accordance with the provisions of Chapter 3 – Land Use of this Land Development Code.
 3. Permit the enlargement of a nonconforming use in accordance with the provisions of Chapter 3 Land Use of this Land Development Code.
 4. Permit the reconstruction of a nonconforming structure or building on the lot or tract occupied by such building, provided such reconstruction does not, in the judgment of the Board, prevent the return of such property to a conforming use or increase the nonconformity of a nonconforming structure and provided that such actions conform to the non-conforming provisions of Chapter 3 – Land Use of this Land Development Code.
- D. Major Variances: Permit such variance of the front yard, side yard, rear yard, lot width, lot depth, coverage, minimum sidewalk or setback standards, or visibility obstruction regulations where the literal enforcement of the provisions of this ordinance would result in an unnecessary hardship, and where such variance is necessary to permit a specific parcel of land which differs from other parcels of land in the same district by being of such restricted area, shape or slope that it cannot be developed in a manner commensurate with the development permitted upon other parcels of land in the same district. A modification of the standards established by this ordinance shall not be granted to relieve a self-created or personal hardship, nor for financial reason only, nor shall such modification be granted to permit any person a privilege in developing a parcel of land not permitted by this ordinance to other parcels of land in the district. A deviation greater than ten percent (10%) of a regulation shall be considered a major variance request.

Section 1.14 Waivers and Appeals – Planning and Zoning Commission

Where specifically provided for in this Land Development Code, the Planning and Zoning Commission shall have the authority to consider a waiver or hear and decide an appeal from an administrative decision on a regulation. The Planning and Zoning Commission may approve, disapprove or modify such a request provided that such approval or modification will not be detrimental to the public safety, health, or welfare or injurious to other property. The applicant shall provide information to support a claim that there are extraordinary hardships or practical difficulties which may result from strict compliance with the regulation or that the public interest may be better served by an alternative proposal.

Section 1.15 Waivers and Appeals – Sign Board of Appeals

Note: Section 1.15 replaced in its entirety. (Ord. O-03-1414 / 09-02-2003)

- A. Creation of Sign Board of Appeals – There is hereby created a Sign Board of Appeals consisting of five (5) members and two (2) alternate members, each to be appointed by the Council for a two year term, or until a successor is appointed. Three members of the Board and one (1) alternate member shall be selected in even numbered years and two members and one (1) alternate member in odd numbered years. In the event of a vacancy, the Council shall appoint a member to serve for the unexpired term. Alternate Board members shall serve in the absence of regular members. The Sign Board of Appeals shall consist of the same members and officers as the Zoning Board of Adjustment.
- B. Authority of the Sign Board of Appeals – The Sign Board of Appeals shall have the authority to hear ~~and decide on~~ requests for a variance from the requirements contained in *Chapter 7 – Sign Regulations* of this Land Development Code. The Sign Board of Appeals shall also have the authority to hear ~~and decide~~ an

appeal of an administrative decision on a regulation contained in *Chapter 7 – Sign Regulations* of this Land Development Code. The authority established under this paragraph shall be applicable to a definition contained in *Chapter 2 – Definitions* of this Land Development Code required for the administration and enforcement of the provisions of *Chapter 7 – Sign Regulations*.

- C. Report of the Sign Board of Appeals -- After a public hearing, the Sign Board of Appeals shall vote on the proposal and report its recommendation to the City Council. The proposal, as recommended by the Board, shall be placed on the next available City Council agenda, provided proper notice has been given.
1. Amended Proposals: The Sign Board of Appeals may consider a request from the applicant to amend the proposal without additional notification of adjacent property owners, provided that the amended request is determined by the Commission as being more restrictive than the initial request and the boundary or content of the amended request is not expanded.
 2. Notice of Appeal: Denial of the proposal by the Sign Board of Appeals shall be final, unless the applicant submits a written notice of appeal within ten (10) days from the date of the action by the Commission. The Administrative Official shall re-notify all property owners lying within five hundred (500) feet of the property and all Homeowners' Associations (HOA's) lying within one thousand (1,000) feet of the property being considered and place the applicant's variance request on the next available agenda for consideration by the City Council.
- D. Quorum and Organization – Four members of the Sign Board of Appeals shall constitute a quorum. In the event of the absence of the Chairman and Vice-Chairman, the four members constituting the quorum shall elect for that meeting a member to preside as Acting Chairman and to assume all duties of the Chairman.
- E. Meetings, Hearings and Rules of Procedures – The Board shall adopt rules of procedure for the conduct of its meetings. ~~Meetings shall be held at the call of the Chairman or at such times as the Board may determine.~~ All meetings and hearings shall be open to the public and shall be conducted in accordance with the procedure set forth in these regulations and the rules of procedure adopted by the Sign Board of Appeals. Such rules of procedure may be amended by the Sign Board of Appeals membership. The minutes of the meetings shall be recorded, showing the vote of each member upon the question, and shall be made a matter of public record. The concurring vote of four members of the Board shall be necessary to render a decision on any matter before the Board. ~~The Sign Board of Appeals shall meet monthly, provided there has been an appeal, request, or reconsideration for a variance filed with the Administrative Official on or before the last date to receive applications prior to the scheduled meeting date.~~ The Administrative Official shall publish a calendar establishing such final application dates.
- F. Variance – A person may request a variance from a requirement contained in *Chapter 7 – Sign Regulations* by filing said request with the Administrative Official. A request for a variance shall be accompanied by a non-refundable filing fee. The filing fee shall be established by separate ordinance by the City Council. A request for variance shall be referred for consideration to the Sign Board of Appeals. In considering a request for a variance, the Sign Board of Appeals shall consider, among other things, the degree of variance, the reason for the variance requested, the location of the variance request, the duration of the requested variance, the effect on public safety, the protection of neighborhood property, the degree of hardship or injustice involved, and the effects of the variance on the general plan of regulation of signs within the City.
- G. Fees – No action shall be taken on any application submitted to the Sign Board of Appeals until all applicable fees have been paid in full. No refund of any application fee shall be made after the request has been advertised and scheduled for consideration by the Board.
- H. Public Hearing and Written Notification – No action to approve or deny any application shall be taken until the Board has held a public hearing and received comment, and only after written notice of the public hearing of the date, time and place where the variance request is to be considered has been sent to the owners of real property lying within five hundred (500) feet of the property and all Homeowners' Associations (HOA's) lying within one thousand (1,000) feet of the property where the application is being considered. Such notice shall be given to each property owner as listed on the last approved tax roll not less than fifteen (15) days before the date set for hearing by depositing letters properly addressed and postage paid in the United States Post Office.

- I. **Appeal to City Council** – ~~A decision of denial by the Sign Board of Appeals may be appealed to City Council shall be final~~ provided the applicant submits a written notice of appeal within ten (10) days from the date of the action by the Board. The enforcement official shall re-notify all property owners lying within five hundred (500) feet of the property and all Homeowners' Associations (HOA's) lying within one thousand (1,000) feet of the property being considered and place the applicant's appeal request on the next available agenda for consideration by the City Council.

Section 1.16 Variances & Appeals – Zoning Board of Adjustment

The Zoning Board of Adjustment shall have the authority to consider requests for a variance of a zoning regulation or to hear an appeal from an administrative decision on a regulation in *Chapter 3 – Land Use Regulations*. The Zoning Board of Adjustment shall additionally have the authority to consider requests for an interpretation of any regulation or definition contained in this Land Development Code. The rules and procedures contained in this section shall be applicable to such request.

1.16. A ZONING BOARD OF ADJUSTMENT ESTABLISHED

A Zoning Board of Adjustment is hereby established, which shall consist of five (5) members and two (2) alternates, each to be appointed for a two (2) year alternate term by the City Council. All vacancies occurring on the Zoning Board of Adjustment shall be filled by appointment by the City Council. Each year after a new term begins members shall elect a Chairman and Vice-Chairman, a new term beginning at the first meeting in October. Members of the Zoning Board of Adjustment may be removed from office by the City Council for cause upon written charges and after a public hearing. Vacancies shall be filled by resolution of the City Council for the unexpired term of the member affected. The City Council shall appoint two (2) alternate Board members to serve in the absence of regular members.

1.16. B PROCEEDINGS

The Zoning Board of Adjustment shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of this ordinance. Meetings shall be held at the call of the Chairman or Vice-Chairman and at such other times as the Board may determine. The Chairman, or in his absence the Acting Chairman, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public.

Said Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be made a matter of public record and be immediately filed in the office of the City and maintained by the person acting as City Secretary.

1.16. C HEARINGS; APPEALS; NOTICE

Appeals to the Zoning Board of Adjustment concerning interpretation or administration of a regulation may be taken by any person aggrieved or by any officer, agency, department or commission of the governing body of the City affected by any decision of the Administrative Official. Such appeals shall be taken within a reasonable time, not to exceed fifteen (15) days or such lesser period as may be provided by the rules of the Board, by filing with the Administrative Official on behalf of the Zoning Board of Adjustment a notice of appeal specifying the grounds thereof. The Administrative Official shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken.

The Board shall fix a reasonable time for the hearing of an appeal, give public notice thereof as well as written notice to the parties in interest, and decide the same within a reasonable time. At the hearing, any party may appear in person or by an agent or attorney.

1.16.D STAY OF PROCEEDINGS

An appeal stays all proceedings in furtherance of the action appealed from, unless the Administrative Official from whom the appeal is taken certifies to the Zoning Board of Adjustment after the notice of appeal is filed with the official that, by reason of facts stated in the certificate, a stay would, in the official's opinion, cause imminent peril to life and property. In such case, proceedings shall not be stayed other than by a court of record on application, on notice to the Administrative Official from whom the appeal is taken, and on due cause shown.

1.16.E JURISDICTION OF ZBA

When in its judgment the public convenience and welfare will be substantially served, the Zoning Board of Adjustment may issue appropriate orders to the Administrative Official to guard against future error; and to promulgate appropriate procedures in addition to that under which the Administrative Official already operates. When the appropriate use of the neighboring property will not be substantially or permanently injured, the Zoning Board of Adjustment may in specific cases, after public notice and public hearing, (subject to appropriate conditions and safeguards and in accordance with Section 211.009, Local Government Code, V.T.C.A.), authorize the following appeals and variances to the regulations herein established. Thus, the Zoning Board of Adjustment has jurisdiction to:

1. Hear and decide appeals where it is alleged there is error on any order, requirement, decision or determination made by the Administrative Official in the enforcement of this code.
2. Interpret the intent of the Zoning District Map where uncertainty exists because the physical features, on the ground vary from those on the Zoning District Map and none of the rules set forth in *Chapter 3 – Land Use, Section 3.5.C - "Rules For interpretation of District Boundaries"* apply.
3. Minor Variances: Permit such variance of the front yard, side yard, rear yard, lot width, lot depth, coverage, minimum sidewalk or setback standards, or visibility obstruction regulations where the literal enforcement of the provisions of this ordinance would result in an unnecessary hardship, and where such variance is necessary to permit a specific parcel of land which differs from other parcels of land in the same district by being of such restricted area, shape or slope that it cannot be developed in a manner commensurate with the development permitted upon other parcels of land in the same district. A modification of the standards established by this ordinance shall not be granted to relieve a self-created or personal hardship, nor for financial reason only, nor shall such modification be granted to permit any person a privilege in developing a parcel of land not permitted by this ordinance to other parcels of land in the district. A deviation up to ten percent (10%) of a regulation shall be considered a minor variance request.

1.16.F VARIANCES; CONDITIONS GOVERNING APPLICATIONS; PROCEDURES

The Zoning Board of Adjustment may authorize upon appeal in specific cases such variance from the terms of this ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance would result in unnecessary hardship. A variance from the terms of this ordinance shall not be granted by the Zoning Board of Adjustment unless and until:

1. A written application for a variance is submitted demonstrating:
 - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district;
 - b. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
 - c. That the special conditions and circumstances do not result from the actions of the applicant;
 - d. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district;

- e. No nonconforming use of neighboring lands, structures, or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.
2. Notice shall be given at least fifteen (15) days in advance of public hearing. The owner of the property for which requested variance is sought or his agent shall be notified by certified mail. Notice of such hearings shall be posted at the City Hall; and one time in the official publication of the City, stating the time, place and nature of such hearing, at least fifteen (15) days prior to the public hearing. All property owners within five hundred (500) feet of the property and all Home Owner's Associations (HOA's) lying within one thousand (1,000) feet of the property shall be notified by mail not less than fifteen (15) days prior to the date of the public hearing.
3. The public hearing shall be held. Any party may appear in person, or by an agent or by attorney.
4. The Zoning Board of Adjustment shall make findings that the applicant has met the requirements of paragraph 1 above.
5. The Zoning Board of Adjustment shall further make a finding that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.
6. The Zoning Board of Adjustment shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this ordinance, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

In granting any variance, the Zoning Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this ordinance and punishable under the penalty section of this Land Development Code.

Under no circumstances shall the Zoning Board of Adjustment grant a variance to allow a use not otherwise permissible under this section in the district involved, or any use expressly or by implication prohibited by the terms of this ordinance in said district.

1.16.G DECISION OF ZONING BOARD OF ADJUSTMENT

The concurring vote of four members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the Administrative Official, or to decide in favor of the applicant on any matter upon which it is required to pass under this Land Development Code, or to effect any variation in the application of this ordinance.

1.16.H APPEAL PROCEDURES - ZBA

1. Any person or persons, or any board, taxpayer, department, commission or agency of the City aggrieved by any decision of the Zoning Board of Adjustment may seek review by a court of record of such decision, and under the time limit specified in Section 211.011, Local Government Code, V.T.C.A. If no appeal has been taken from the Zoning Board of Adjustment ruling within the time limit specified under the above mentioned Article, the Board's ruling shall be final.
2. It is the intent of this ordinance that all questions of interpretation and enforcement shall be first presented to the Administrative Official, and that such questions shall be presented to the Zoning Board of Adjustment only on appeal from the decision of the Administrative Official, and that recourse from the decisions of the Zoning Board of Adjustment shall be to the courts as provided by law.
3. It is further the intent of this ordinance that the duties of the City Council in connection with this section shall not include hearing and deciding questions of interpretation and enforcement that may arise. Under this ordinance the City Council shall have only the duties of considering and adopting or rejecting proposed amendments, or the repeal of this ordinance, as provided by law.

4. Conditions: The Zoning Board of Adjustment or City Council, as may apply, is empowered to impose upon any variance or special exception any condition reasonably necessary to protect the public interest and community welfare.

Section 1.17 Definitions

1.17.A DEFINITIONS

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

“Proposed comprehensive zoning change” means a municipal proposal to:

- a. Change an existing zoning regulation in a way that:
 - i. Allows more residential development than before; and
 - ii. Applies uniformly to each parcel in one or more zoning districts.
- b. Adopt a Land Development Code amendment or zoning map that applies citywide; or
- c. Adopt a zoning overlay district that:
 - i. Allows more residential development; and
 - ii. Applies along a major roadway, highway, or transit corridor.

Section 1.18 Amending the Land Development Code

The regulations and restrictions imposed by this Land Development Code and the districts and boundaries created by the Official Zoning Map may be amended from time to time using the procedures provided in this section.

1.18.A AMENDING A SUBDIVISION PLAT REGULATION

A subdivision plat regulation as contained in Chapters 8, 9, 10, 11, 12, 14 & 15 of this Land Development Code may be amended upon adoption of an ordinance approved by the City Council after public hearing. Notice of said public hearing to be given in a newspaper having general circulation in the city not less than fifteen (15) days prior to the hearing. The City Council may request the recommendation of the Planning and Zoning Commission on any proposed amendment to a plat regulation. Said amendment shall be additionally subject to the standard rules, regulations and procedural requirements established in *Chapter 212 – Local Government Code* and *Article VI – Charter of the City of Colleyville*.

1.18.B AMENDING A ZONING REGULATION OR THE OFFICIAL ZONING MAP

The City Council may from time to time amend, supplement, change, modify or repeal the regulations and restrictions imposed in *Chapter 1 – General Provisions*; *Chapter 2 – Definitions*; or *Chapter 3 – Land Use*, of this Land Development Code, and the districts and boundaries described on the Official Zoning Map, using the procedures described in this section. Such amendment shall additionally be subject to the rules and procedures in *Chapter 211 – Local Government Code*, and *Article VI of the Charter of the City of Colleyville*.

1. Zoning Regulation Amendments – Any person or corporation may petition the City Council for a change or amendment to the provisions of these regulations; or the Planning and Zoning

Commission or City Council may, on its own motion, initiate study and proposal for changes or amendments to a zoning regulation in the public interest.

2. Zoning District Boundary Changes – Any person or corporation having a proprietary interest in a parcel of land may request a change in zoning on such property; or the Planning and Zoning Commission or City Council may, on its own motion, initiate proceedings to consider a change in zoning on a parcel of land. All requests for a change in zoning shall be submitted, together with the required fee, to the Administrative Official, which officer shall cause notices to be sent and the request placed on the Planning and Zoning Commission agenda. Only one application for a zoning change will be considered at any one time on a parcel of land. No additional rezoning application on a parcel of land will be considered until final action of any pending application has been completed, subject to the time limits imposed elsewhere in these regulations.
3. Fees – Until all applicable fees, charges, expenses and delinquent city, county, and school taxes have been paid in full, no action shall be taken on any zoning application. No refund of any application fee shall be made after the request has been scheduled for consideration by the Commission.
4. Commission Public Hearing and Written Notification - Before making report of an application for a planned development, special use permit, or proposed amendment to a zoning regulation or zoning district boundary, the Planning and Zoning Commission shall hold a public hearing and receive comment in accordance with the following:
 - a. No less than fifteen (15) days' notice of the time, place and nature of the public hearing shall be published in publication having general circulation in the city of Colleyville.
 - b. When a proposed change affects a specific tract of land, written notice of the public hearing shall be sent to all owners of real property lying within five hundred (500) feet of the property and all Home Owner's Associations (HOA's) lying within one thousand (1,000) feet of the property being considered. Such notice to be given to each property owner as listed on the last approved tax roll not less than fifteen (15) days before the day set for hearing by depositing letters properly addressed and postage paid in the United States Post Office. The applicant will be sent notice by certified mail. The land area within 200 feet of the proposed request shall be used to calculate whether a protest against the request would require a super-majority vote of the City Council to approve the request.
 - i. Alcohol and Package Store SUP Requests – When a rezoning application includes a provision for a Special Use Permit for the sale of alcoholic beverages or a package store, the written notification of the public hearing stated in the preceding paragraph shall be sent to all owners of real property lying within five hundred (500) feet of the area being considered. The land area within 200 feet of the proposed Special Use Permit shall be used to calculate whether a protest against the request would require a super-majority vote of the City Council to approve the Special Use Permit. (Ord. O-03-1399 / 04-15-2003).
- c. Proposed Comprehensive Zoning Changes:
 - i. The notice set forth in Land Development Code Section 1.18.B(4)(a) is also required to be posted on the City's website at least fifteen (15) days before the public hearing; and
 - ii. Notice must be provided directly to property owners and occupants if the proposed change would cause a current conforming use to become nonconforming.
5. Sign Posting - The Administrative Official is directed to cause a sign (at least 2 feet by 4 feet) to be placed upon the property, or in a public right-of-way if the City initiated a zoning change, clearly visible to passersby, which states that the property is the subject of a rezoning application (or words of like intent). The sign shall be posted at least ten (10) days prior to the hearing and shall remain posted until the hearing. Failure to perform this particular notice provision shall, however, in no

way prevent the Planning and Zoning Commission from hearing the application and disposing of the issues involved on the hearing date.

6. Report of Commission – After a public hearing, the Planning and Zoning Commission shall vote on the proposal and report its recommendation to the City Council. The proposal, as recommended by the Commission, shall be placed on the next available City Council agenda, provided proper notice has been given.
 - a. *Amended Proposals*: The Planning and Zoning Commission may consider a request from the applicant to amend the proposal without additional notification of adjacent property owners, provided that the amended request is determined by the Commission as being more restrictive than the initial request and the boundary or content of the amended request is not expanded.
 - b. *Notice of Appeal*: Denial of the proposal by the Planning and Zoning Commission shall be final, unless the applicant submits a written notice of appeal within ten (10) days from the date of the action by the Commission. The Administrative Official shall re-notify all property owners lying within five hundred (500) feet of the property and all Home Owner's Associations (HOA's) lying within one thousand (1,000) feet of the property being considered and place the applicant's rezoning request on the next available agenda for consideration by the City Council.
 - c. *Failure to Act Provision*: Failure by the Commission to act on an amendment within sixty (60) days of the first date of public hearing shall be considered a recommendation for denial of the amendment.
7. City Council Public Hearing and Newspaper Notice - A zoning regulation or a zoning district boundary may be amended by the City Council upon adoption of an ordinance, but no amendment shall be made without public hearing before the City Council. No less than fifteen (15) days notice of the time, place and nature of such hearing shall be published in publication having general circulation in the City of Colleyville. No amendment to a regulation or to a district boundary shall be considered by the City Council until a report of the proposed amendment has been made by the Planning and Zoning Commission. Unless denied by the Planning and Zoning Commission, every rezoning request receiving final approval of the Commission shall be forwarded to the City Council for consideration, unless the applicant has requested the proposal be withdrawn. The City Council may refer any amended rezoning request back to the Planning and Zoning Commission for further study and recommendation.

For Proposed Comprehensive Zoning Changes:

- a. The notice set forth in Land Development Code Section 1.18.B(4)(a) is also required to be posted on the City's website at least fifteen (15) days before the public hearing before the City Council.
8. Special City Council Voting Requirements - No change of which the Planning and Zoning Commission has recommended denial or in case of a protest against such change, signed by the owners of twenty (20) percent or more of either the area of lots or land included in such proposed change, or lots or land immediately adjoining same and extending two hundred (200) feet therefrom, filed with the City Secretary, shall be passed except by a favorable vote of three-fourths (3/4) of all members of the City Council. In computing the percentage of land area, the area of streets and alleys shall be included in the computation.

To file a valid protest for zoning changes that are not considered a proposed comprehensive zoning change, property owners must submit a written petition signed by:

- a. Owners of at least 20% of the area within the proposed zoning change boundary; or
- b. Owners of at least 20% of the area immediately adjacent to and extending 200 feet from the proposed zoning change boundary; or

- c. Owners of at least 60% of the area immediately adjacent to and extending 200 feet from the proposed zoning change boundary:
 - i. Allows more residential development; and
 - ii. Does not allow additional commercial or industrial uses, unless the additional use is limited to the first floor of a residential development and does not exceed 35% of the development's total area.

If a valid protest is filed pursuant to Land Development Code Section 1.18.B(8)(c), only a simple majority vote of the City Council is needed to approve the proposed change.

- 9. Withdrawal – Any proposal or application that is withdrawn by the applicant before a vote is considered by the City Council shall not be subject to the time limit for submittal of a new application.
- 10. Time Limit for Re-submittal - No one shall request a zoning change on the same parcel of property more often than once every twelve (12) months. However, a request for a change of zoning of a parcel of property to a different zoning classification than that previously requested may be filed as frequently as desired.
- 11. Submittal Requirements for Zoning District Change - Every petition for a zoning district change shall be accompanied by supporting documents of the area petitioned for a zone change. In general the petitioners shall submit a drawing and supporting documents as follows:

Concept Plan – The Concept Plan, which may be conceptual and general in nature, but in sufficient detail appropriate for the type of development being proposed and shall at a minimum include the following items, where applicable:

- a. Proposed layout, indicating the approximate size and dimensions of all residential lots
- b. Proposed land uses and building locations
- c. Landscaping, lighting, fencing and screening of common areas
- d. General locations of existing tree clusters
- e. Location and construction type of perimeter fencing
- f. Design of ingress and egress with description of any special pavement treatments
- g. Location and description of subdivision signs and landscaping at entrance areas
- h. Street names on all proposed streets
- i. Drainage Analysis – The applicant shall submit a Preliminary Drainage Analysis to determine the need for drainage facilities. The Preliminary Drainage Analysis shall be prepared in accordance with drainage analysis requirements contained in *Chapter 14 – Engineering Design Standards* of the Land Development Code.
- j. For properties with significant slope, cross section exhibits shall be required showing the impact of the proposed development with adjacent properties.

Exception: A change of zoning application may be submitted and approved without a Concept Plan if the scale of the request does not justify preparation of the plan.

- 12. Special Application Requirements - Site Plan and Supporting Documents Required - Every petition for a zoning district change to R-D, R-MF, MH, C-PO, CN, C-C and M-L and all Special Use Permit requests shall additionally be accompanied by a site plan and supporting documents of the area petitioned for a zone change. The purpose of the site plan is to illustrate the logical arrangement of the elements on the land and to show relationships of elements to each other.

The petitioner is encouraged to meet with the appropriate city staff member in an informal work session to ascertain the extent of plans and documents required, if any, prior to the City initiating the advertisement for public hearing on the petition. The Administrative Official may waive the site plan requirement altogether when appropriate.

The general type and extent of site plans and supporting documents which may be required of the petitioner include, but are not necessarily limited to:

- a. Site Plan, meeting all of the requirements of Section 3.31.D Site Plan Approval Required as described in the City's Land Use chapter, except that topographic and drainage map information provisions may be waived by the reviewing body when the inclusion of such data would not materially contribute to the necessary evaluation of the project petition. Additional site plan drawing information which the reviewing body may require include:
 1. Existing and proposed zoning district classifications and boundaries;
 2. General outline of extensive tree cover areas;
 3. Drainage ways and 100-year flood plain limits;
 4. Proposed treatment for screening the perimeter of the land embraced by the petition, including screening of internal separations of land use where required;
 5. Proposed internal non-vehicular circulation linkages, such as: pedestrian paths and hike trails; bike trails; and equestrian bridle paths, where applicable, including their interrelationships with vehicular circulation systems and proposed handling of points of conflict;
 6. A graphic illustration showing the location of proposed buildings, driveways and all physical elements and a tabular summary schedule indicating:
 - a) The gross acreage and percent of each type of zoning category proposed;
 - b) The gross acreage and percent of each type of land use proposed, with streets and open space categories listed separately, and residential uses further stratified as to type, i.e., single family, two-family, multifamily, townhouse, etc., including the total gross project acreage;
 - c) The gross residential density of each type of residential land use proposed, expressed in dwelling units per acre; and based on net residential land use plus one-half of any abutting street, only;
 - d) The quantitative number of dwelling units proposed for each residential dwelling type, i.e., single family, two-family, etc.;
 - e) Proposed maximum lot coverage by building types (i.e., one-family, multifamily, commercial, office, industrial, etc.) expressed in terms of percent or floor area ratio of the lot or site.
- b. Architectural Drawings, such as elevations, concept sketches or renderings depicting building types and other significant proposed improvements including the treatment and use of open spaces, etc., where the submission of such drawings would more clearly portray the nature and character of the applicant's land use and development proposals.
- c. Written Documents, in narrative form on 8-1/2" X 11" sheets, including:
 1. Statement(s) on planning objectives to be achieved in the land use/development proposal, including a narrative description of the character of the proposed development and rationale behind the assumptions and choices made by the applicant, including use and ownership of open spaces, etc.
 2. Legal description of the total site area proposed for rezoning, development or special use permit.

3. A development schedule, if any, indicating the approximate date(s) when construction of the proposed development, and subsequent stages or phases can be expected to begin and be completed, to the best of the applicant's knowledge and belief.
 4. A statement as to the present and proposed ownership of the site or parcels thereof embraced by the application.
 5. Statement(s) as to how and when the applicant proposes to provide water and sewer to the development.
 6. Signature(s) and title(s) of the applicant(s) and preparer(s) of the written documents certifying the information presented in all of the plans and supporting documents reflect a reasonably accurate portrayal of the general nature, character and feasibility of the applicant's proposals. All signatures will be dated.
13. Traffic Impact Analysis - When a proposed development is projected to generate more than 1000 vehicle trips per day, a traffic impact analysis shall be required with the rezoning request. The traffic impact analysis shall be prepared in accordance with the requirements of the Director of Public Services. The purpose of the traffic impact analysis is to determine the need for traffic mitigation measures which may include, but are not limited to, dedication of additional right-of-way, construction of turning lanes, or construction of traffic control facilities.

1.18.C RESERVED

1.18.D AMENDING ALL OTHER REGULATIONS

A regulation contained in any of the other Chapters of this Land Development Code that have not been previously mentioned may be amended upon adoption of an ordinance approved by the City Council after public hearing. Notice of said public hearing to be given in a newspaper having general circulation in the city not less than fifteen (15) days prior to the hearing. The City Council may request the recommendation of the Planning and Zoning Commission on any proposed amendment. Amendments shall be additionally subject to the standard rules, regulations and procedural requirements established in *Chapter 51 – Local Government Code* and *Article VI of the Charter of the City of Colleyville*.

For Proposed Comprehensive Zoning Changes:

- a. The notice set forth in Land Development Code Section 1.18.B(4)(a) is also required to be posted on the City's website at least fifteen (15) days before the public hearing; and
- b. Notice must be provided directly to property owners and occupants if the proposed change would cause a current conforming use to become nonconforming.

Section 1.19 Violations and Penalties

Any person, firm or corporation violating any of the provisions of this Land Development Code shall be guilty of a misdemeanor and upon conviction thereof shall be fined in a sum not to exceed two thousand dollars (\$2,000.00), unless a lesser fine is provided for in the section of the Code so violated. Each and every day such violation continues shall constitute a separate offense and shall be punishable as such.

The owner or tenant of any building, structure, premises, or part thereof, and any architect, builder, contractor, engineer, planner, agent, or other person who commits, participates in, assists in, or maintains such violation may each be found guilty of a separate offense and suffer the penalties herein provided.

Section 1.20 Relationship to Other Laws and Restrictions

It is not intended by this Land Development Code to interfere with or abrogate or annul any other resolution or rule, regulation or permit, previously adopted or issued or which shall be adopted or issued, not in conflict with any of the provisions contained herein; nor is it intended by this Land Development Code to interfere with or abrogate or annul any easements, covenants or other agreements between parties; provided, however, that where this Land Development Code imposes a greater restriction upon land, buildings, or structures than is imposed by other ordinances, covenants, restrictions or agreements, then the provisions of this Code shall govern. If other ordinances are more strict than this Code, then the more strict provisions shall prevail.

Section 1.21 Repeal of Conflicting Ordinances

All ordinances or parts of ordinances in conflict herewith are repealed to the extent of the conflict only.

Section 1.22 Severability Clause

It is hereby declared to be the intention of the City Council of the City of Colleyville, that the sections, paragraphs, sentences, clauses and phrases of this Code are severable, and if any phrase, clause, sentence, paragraph, or section of this Code shall be declared unconstitutional, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Code since the same would have been enacted by the City Council without the incorporation in this Code of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

Section 1.23 Amendments to This Chapter

Reserved for listing of amendments to this Chapter.

Ord. Number	Date	Subject
O-03-1399	04/15/2003	500 foot notification for alcohol SUP requests
O-03-1414	09/02/2003	Sign Board of Appeals authority
O-10-1750	05-04-2010	Addition of Package Store SUP Requirements
O-17-2006	02/21/2017	Council approval for certain Mutual Access Easements
O-18-2053	08/21/2018	Several amendments as part of a total LDC review

ORDINANCE O-26-2376

AN ORDINANCE AMENDING CHAPTER 1, SECTION 1.15 WAIVERS AND APPEALS – SIGN BOARD OF APPEALS, SECTION 1.17.A DEFINITIONS, SECTION 1.18.B AMENDING A ZONING REGULATION OR THE OFFICIAL ZONING MAP, AND SECTION 1.18.D AMENDING ALL OTHER REGULATIONS, OF THE LAND DEVELOPMENT CODE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INJUNCTIVE RELIEF; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Colleyville approved Ordinance O-00-1214 on April 18, 2000, adopting the Land Development Code; and

WHEREAS, the City of Colleyville desires to amend Chapter 1, Section 1.15 Waivers and Appeals – Sign Board of Appeals, Section 1.17.A Definitions, Section 1.18.B Amending a Zoning Regulation or the Official Zoning Map, and Section 1.18.D Amending All Other Regulations of the Land Development Code; and

WHEREAS, notice of a public hearing before the City Council was published in a newspaper of general circulation in Colleyville at least 15 days before such hearing.

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

- Sec. 1. *THAT Section 1.15 Waivers and Appeals – Sign Board of Appeals, Section 1.17.A Definitions, Section 1.18.B Amending a Zoning Regulation or the Official Zoning Map, and Section 1.18.D Amending All Other Regulations of the Land Development Code are hereby amended and replaced in its entirety as attached.*
- Sec. 2. 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. 3. 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. 4. 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. 5. THAT this ordinance shall take effect immediately from and after its passage subject to the publication of the caption, as the law or charter in such cases may provide.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 18th day of August 2026.

The second reading and public hearing being conducted on the 1st day of September 2026.

APPROVED BY A VOTE OF ___ AYES AND ___ NAYS ON THIS THE 1ST DAY OF SEPTEMBER 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 L. Wyatt
City Attorney

Section 1.15 Waivers and Appeals – Sign Board of Appeals

- B. Authority of the Sign Board of Appeals – The Sign Board of Appeals shall have the authority to hear ~~and decide on~~ requests for a variance from the requirements contained in *Chapter 7 – Sign Regulations* of this Land Development Code. The Sign Board of Appeals shall also have the authority to hear ~~and decide~~ an appeal of an administrative decision on a regulation contained in Chapter 7 – Sign Regulations of this Land Development Code. The authority established under this paragraph shall be applicable to a definition contained in Chapter 2 – Definitions of this Land Development Code required for the administration and enforcement of the provisions of Chapter 7 – Sign Regulations.
- C. Report of the Sign Board of Appeals – After a public hearing, the Sign Board of Appeals shall vote on the proposal and report its recommendation to the City Council. The proposal, as recommended by the Board, shall be placed on the next available City Council agenda, provided proper notice has been given.
1. Amended Proposals: The Sign Board of Appeals may consider a request from the applicant to amend the proposal without additional notification of adjacent property owners, provided that the amended request is determined by the Commission as being more restrictive than the initial request and the boundary or content of the amended request is not expanded.
 2. Notice of Appeal: Denial of the proposal by the Sign Board of Appeals shall be final, unless the applicant submits a written notice of appeal within ten (10) days from the date of the action by the Commission. The Administrative Official shall re-notify all property owners lying within five hundred (500) feet of the property and all Homeowners' Associations (HOA's) lying within one thousand (1,000) feet of the property being considered and place the applicant's variance request on the next available agenda for consideration by the City Council.
- D. Quorum and Organization – Four members of the Sign Board of Appeals shall constitute a quorum. In the event of the absence of the Chairman and Vice-Chairman, the four members constituting the quorum shall elect for that meeting a member to preside as Acting Chairman and to assume all duties of the Chairman.
- E. Meetings, Hearings and Rules of Procedures – The Board shall adopt rules of procedure for the conduct of its meetings. ~~Meetings shall be held at the call of the Chairman or at such times as the Board may determine.~~ All meetings and hearings shall be open to the public and shall be conducted in accordance with the procedure set forth in these regulations and the rules of procedure adopted by the Sign Board of Appeals. Such rules of procedure may be amended by the Sign Board of Appeals membership. The minutes of the meetings shall be recorded, showing the vote of each member upon the question, and shall be made a matter of public record. The concurring vote of four members of the Board shall be necessary to render a decision on any matter before the Board. ~~The Sign Board of Appeals shall meet monthly, provided there has been an appeal, request, or reconsideration for a variance filed with the Administrative Official on or before the last date to receive applications prior to the scheduled meeting date.~~ The Administrative Official shall publish a calendar establishing such final application dates.
- F. Variance – A person may request a variance from a requirement contained in *Chapter 7 – Sign Regulations* by filing said request with the Administrative Official. A request for a variance shall be accompanied by a non-refundable filing fee. The filing fee shall be established by separate ordinance by the City Council. A request for variance shall be referred for consideration to the Sign Board of Appeals. In considering a request for a variance, the Sign Board of Appeals shall consider, among other things, the degree of variance, the reason for the variance requested, the location of the variance request, the duration of the requested variance, the effect on public

safety, the protection of neighborhood property, the degree of hardship or injustice involved, and the effects of the variance on the general plan of regulation of signs within the City.

- G. Fees – No action shall be taken on any application submitted to the Sign Board of Appeals until all applicable fees have been paid in full. No refund of any application fee shall be made after the request has been advertised and scheduled for consideration by the Board.
- H. Public Hearing and Written Notification – No action to approve or deny any application shall be taken until the Board has held a public hearing and received comment, and only after written notice of the public hearing of the date, time and place where the variance request is to be considered has been sent to the owners of real property lying within five hundred (500) feet of the property and all Homeowners' Associations (HOA's) lying within one thousand (1,000) feet of the property where the application is being considered. Such notice shall be given to each property owner as listed on the last approved tax roll not less than fifteen (15) days before the date set for hearing by depositing letters properly addressed and postage paid in the United States Post Office.
- I. Appeal to City Council – **A decision of denial by the Sign Board of Appeals may be appealed to City Council ~~shall be final~~ provided** the applicant submits a written notice of appeal within ten (10) days from the date of the action by the Board. The enforcement official shall re-notify all property owners lying within five hundred (500) feet of the property and all Homeowners' Associations (HOA's) lying within one thousand (1,000) feet of the property being considered and place the applicant's appeal request on the next available agenda for consideration by the City Council.

Section 1.17 Definitions

1.17.A DEFINITIONS

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

“Proposed comprehensive zoning change” means a municipal proposal to:

- a. Change an existing zoning regulation in a way that:
 - i. Allows more residential development than before; and
 - ii. Applies uniformly to each parcel in one or more zoning districts.
- b. Adopt a Land Development Code amendment or zoning map that applies citywide; or
- c. Adopt a zoning overlay district that:
 - i. Allows more residential development; and
 - ii. Applies along a major roadway, highway, or transit corridor.

Section 1.18 Amending the Land Development Code

1.18.B AMENDING A ZONING REGULATION OR THE OFFICIAL ZONING MAP

- 4. Commission Public Hearing and Written Notification

c. **Proposed Comprehensive Zoning Changes:**

- i. The notice set forth in Land Development Code Section 1.18.B(4)(a) is also required to be posted on the City's website at least fifteen (15) days before the public hearing; and
 - ii. Notice must be provided directly to property owners and occupants if the proposed change would cause a current conforming use to become nonconforming.
5. **Sign Posting** - The Administrative Official is directed to cause a sign (at least 2 feet by 4 feet) to be placed upon the property, or in a public right-of-way if the City initiated a zoning change, clearly visible to passersby, which states that the property is the subject of a rezoning application (or words of like intent). The sign shall be posted at least ten (10) days prior to the hearing and shall remain posted until the hearing. Failure to perform this particular notice provision shall, however, in no way prevent the Planning and Zoning Commission from hearing the application and disposing of the issues involved on the hearing date.
6. **Report of Commission** - After a public hearing, the Planning and Zoning Commission shall vote on the proposal and report its recommendation to the City Council. The proposal, as recommended by the Commission, shall be placed on the next available City Council agenda, provided proper notice has been given.
7. **City Council Public Hearing and Newspaper Notice** - A zoning regulation or a zoning district boundary may be amended by the City Council upon adoption of an ordinance, but no amendment shall be made without public hearing before the City Council. No less than fifteen (15) days' notice of the time, place and nature of such hearing shall be published in publication having general circulation in the City of Colleyville. No amendment to a regulation or to a district boundary shall be considered by the City Council until a report of the proposed amendment has been made by the Planning and Zoning Commission. Unless denied by the Planning and Zoning Commission, every rezoning request receiving final approval of the Commission shall be forwarded to the City Council for consideration, unless the applicant has requested the proposal be withdrawn. The City Council may refer any amended rezoning request back to the Planning and Zoning Commission for further study and recommendation.

For Proposed Comprehensive Zoning Changes:

- a. The notice set forth in Land Development Code Section 1.18.B(4)(a) is also required to be posted on the City's website at least fifteen (15) days before the public hearing before the City Council.
8. **Special City Council Voting Requirements** - No change of which the Planning and Zoning Commission has recommended denial or in case of a protest against such change, signed by the owners of twenty (20) percent or more of either the area of lots or land included in such proposed change, or lots or land immediately adjoining same and extending two hundred (200) feet therefrom, filed with the City Secretary, shall be passed except by a favorable vote of three-fourths (3/4) of all members of the City Council. In computing the percentage of land area, the area of streets and alleys shall be included in the computation.

To file a valid protest for zoning changes that are not considered a proposed comprehensive zoning change, property owners must submit a written petition signed by:

- a. Owners of at least 20% of the area within the proposed zoning change boundary; or

- b. Owners of at least 20% of the area immediately adjacent to and extending 200 feet from the proposed zoning change boundary; or
- c. Owners of at least 60% of the area immediately adjacent to and extending 200 feet from the proposed zoning change boundary:
 - i. Allows more residential development; and
 - ii. Does not allow additional commercial or industrial uses, unless the additional use is limited to the first floor of a residential development and does not exceed 35% of the development's total area.

If a valid protest is filed pursuant to Land Development Code Section 1.18.B(8)(c), only a simple majority vote of the City Council is needed to approve the proposed change.

1.18.D AMENDING ALL OTHER REGULATIONS

A regulation contained in any of the other Chapters of this Land Development Code that have not been previously mentioned may be amended upon adoption of an ordinance approved by the City Council after public hearing. Notice of said public hearing to be given in a newspaper having general circulation in the city not less than fifteen (15) days prior to the hearing. The City Council may request the recommendation of the Planning and Zoning Commission on any proposed amendment. Amendments shall be additionally subject to the standard rules, regulations and procedural requirements established in *Chapter 51 – Local Government Code* and *Article VI of the Charter of the City of Colleyville*.

For Proposed Comprehensive Zoning Changes:

- a. The notice set forth in Land Development Code Section 1.18.B(4)(a) is also required to be posted on the City's website at least fifteen (15) days before the public hearing; and
- b. Notice must be provided directly to property owners and occupants if the proposed change would cause a current conforming use to become nonconforming.



CITY OF COLLEYVILLE CITY COUNCIL BRIEFING

Agenda Number 8a

Agenda Date 8/18/2026

Number Resolution R-26-5170

Type Resolution

Department Finance

Title

Approval of a proposal to set the ad valorem tax rate for Fiscal Year 2027 at \$0.352480 per hundred dollars of valuation

Explanation

Reading and Public Hearing

In compliance with the Texas Property Tax Code, Chapter 26, taxing units must adhere to "Truth-in-Taxation" laws when setting tax rates and calculating the effective tax rate. The proposed property tax rate for the City of Colleyville's Fiscal Year 2027 budget is \$0.352480 per \$100 of valuation. This rate is higher than the calculated no-new-revenue rate of \$0.321034 but not higher than the calculated voter-approval rate of \$0.352480.

To comply with Chapter 26 of the Texas Property Tax Code, the City of Colleyville is required to publish the "Notice of 2026 Tax Year Proposed Property Tax Rate for the City of Colleyville." This notice will be published in the *Fort Worth Star-Telegram* within the next week. Since the proposed tax rate exceeds the no-new-revenue rate, a public hearing is required and is scheduled for September 1, 2026, at 7 p.m. on the third floor of 100 Main Street, Colleyville, TX 76034. The second and final reading and vote are scheduled for September 15, 2026, at 7 p.m. at the same location.

To inform the citizens of Colleyville about the proposed 2026 tax rate, the attached resolution reflects the City Council's intention to adopt the tax rate of \$0.352480 per \$100 of valuation, using the July 25, 2026, certified tax roll provided by TAD as the basis for the proposed rate. Formal City Council action is required to publish the Notice of 2026 Tax Year Proposed Property Tax Rate for the City of Colleyville, as mandated by Section 140.010 of the Local Government Code.

Financial Impact

The average residential property value for 2025 was \$705,492, and for 2026, it is \$678,440. If the proposed tax rate is adopted, it will result in an average annual property tax payment of \$2,391 to support City services. For tax year 2026, a 14% general residential homestead exemption to provide property tax relief to residents remains the same as adopted in tax year 2025.

Recommendation

Approve

Attachments

1. Notice of Public Hearing 2026 Tax Rate Draft
2. Proposed Property Tax Rate Presentation
3. Resolution R-26-5170

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.352480 per \$100 valuation has been proposed by the governing body of City of Colleyville.

PROPOSED TAX RATE	\$0.352480 per \$100
NO-NEW-REVENUE TAX RATE	\$0.321034 per \$100
VOTER-APPROVAL TAX RATE	\$0.352480 per \$100

The no-new-revenue tax rate is the tax rate for the 2026 tax year that will raise the same amount of property tax revenue for City of Colleyville from the same properties in both the 2025 tax year and the 2026 tax year.

The voter-approval rate is the highest tax rate that City of Colleyville may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that City of Colleyville is proposing to increase property taxes for the 2026 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 1, 2026 AT 7:00 PM AT City Hall, 100 Main Street, 3rd floor, Colleyville, Texas 76034.

The proposed tax rate is not greater than the voter-approval rate. As a result, City of Colleyville is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City Council of City of Colleyville at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

Property tax amount = (tax rate) x (taxable value of your property)/100

FOR the proposal:

Mayor Lindamood	Mayor Pro Tem Elder, Place 1
Deputy Mayor Pro Tem Richardson, Place 3	Councilmember Alphonso, Place 2
Councilmember Graves, Place 4	Councilmember Gunderson, Place 5
Councilmember Raine, Place 6	

AGAINST the proposal:

PRESENT and not voting:

ABSENT:

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by City of Colleyville last year to the taxes proposed to be imposed on the average residence homestead by City of Colleyville this year.

	2025	2026	Change
Total tax rate (per \$100 of value)	\$0.311931	\$0.352480	increase of 0.040549 per \$100, or 13.00%
Average homestead taxable value	\$705,492	\$678,440	decrease of 3.83%
Tax on average homestead	\$2,200.65	\$2,391.37	increase of 190.72 or 8.66%
Total tax levy on all properties	\$14,592,655	\$15,810,948	increase of 1,218,293, or 8.35%

For assistance with tax calculations, please contact the tax assessor for City of Colleyville at 817-481-1242 or colette.ballinger@gcisd.net, or visit <https://www.gcisd.net/page/tax-office> for more information.

DRAFT

FY 2027 Proposed Property Tax Rate

City Council
August 18, 2026

Property Tax – Rates/Calculations

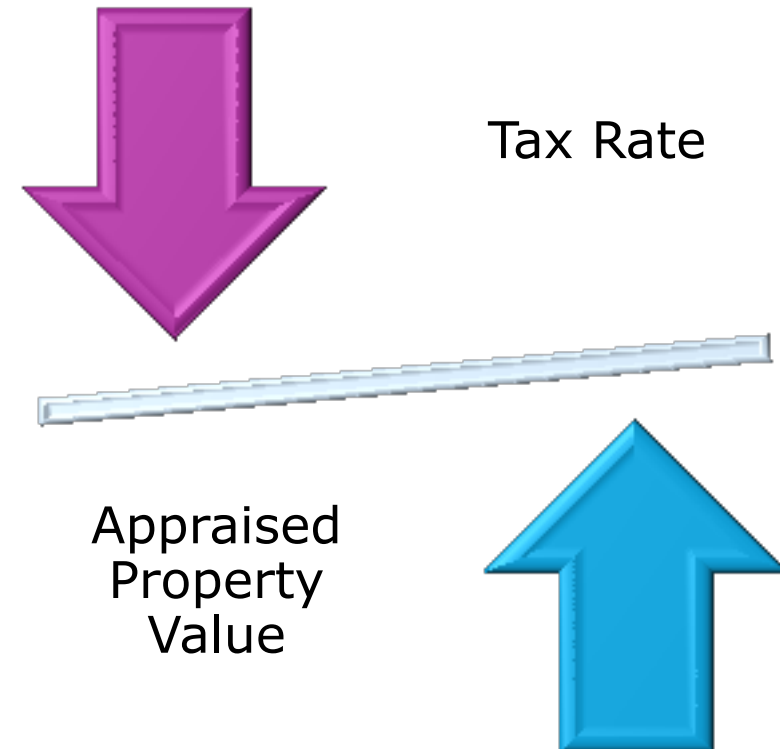
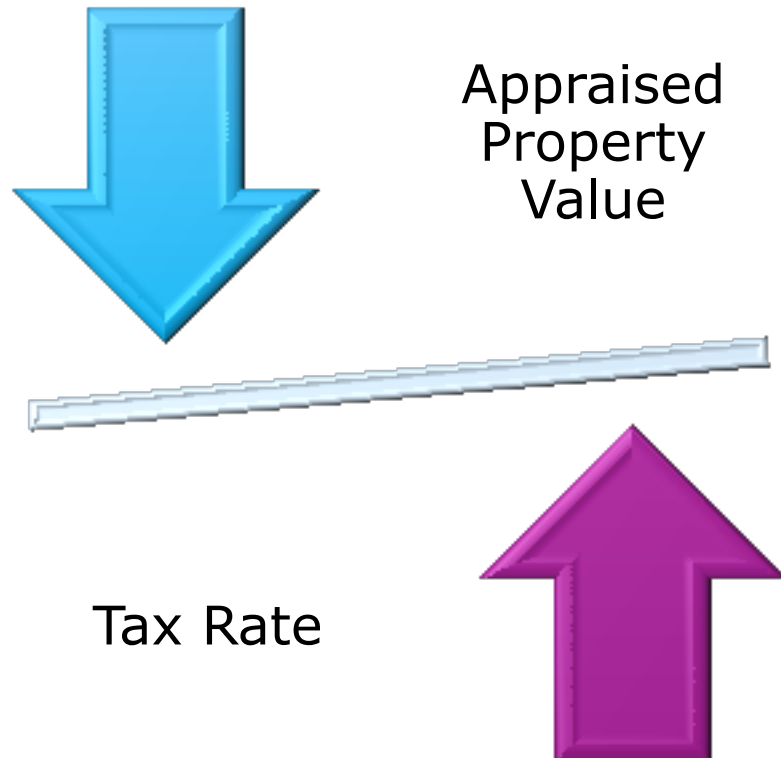


No-New-Revenue Tax Rate (NNR)

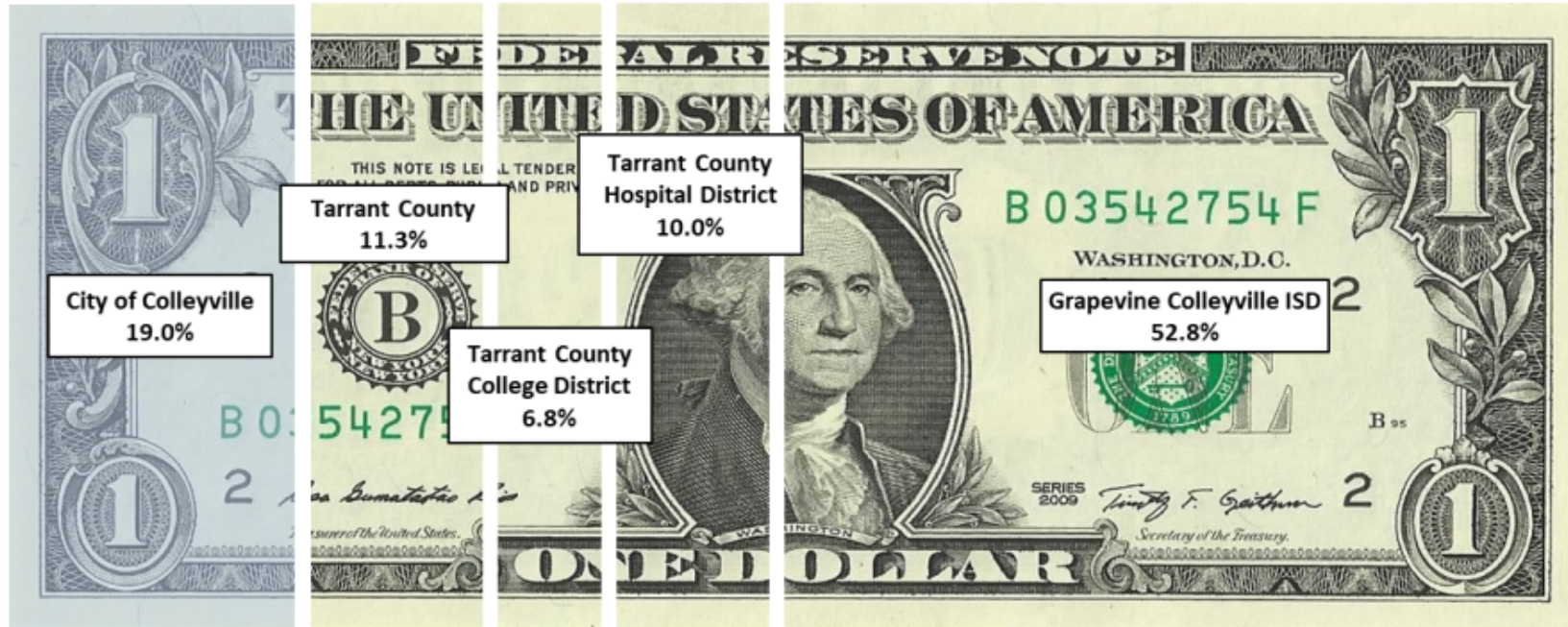
- "...tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years."
- Essentially the tax rate the City would pass to collect the same tax revenue as last year using this year's appraised values.

Voter-Approval Tax Rate (VATR)

- Provides a taxing unit with about the same amount of tax revenue it spent the previous year for day-to-day operations, plus an extra 3.5% increase
- While the O&M part of the calculation is capped at 3.5%, plus any unused increment from the past 3 years, the debt service portion of the overall rate may rise as high as necessary to cover debt expense in the coming year.
- If the City approves a tax rate over the voter-approval tax rate, a mandatory election is required in November.



Property Tax – Total Tax Bill (2025)



- A taxpayers total tax bill is made up of five taxing entities.
- For most taxpayers in the City of Colleyville, your tax bill is split five ways.
- The City of Colleyville, on average, makes up about 19% of your total tax bill with the majority, over 50%, going to whichever ISD you live in.



Property Tax – Appraised Values



Appraised Vales	2025	2026	Change	Chg %
Residential	8,117,740,324	7,831,773,755	(285,966,569)	-3.52%
Commercial/Non-residential ¹	1,079,691,243	1,081,579,259	1,888,016	0.17%
Total	9,197,431,567	8,913,353,014	(284,078,553)	-3.09%
New Construction	2025	2026	Change	Chg %
Total	74,571,029	62,135,235	(12,435,794)	-16.68%
Exemptions	2025	2026	Change	Chg %
Residential - Other	321,289,401	345,557,293	24,267,892	7.55%
Residential - Local Homestead	964,033,432	910,233,563	(53,799,869)	-5.58%
Commercial/Non-residential ¹	292,755,326	312,693,264	19,937,938	6.81%
Total	1,578,078,159	1,568,484,120	(9,594,039)	-0.61%
Tax Ceiling	2025	2026	Change	Chg %
Taxable Value Lost	2,256,507,752	2,138,435,913	(118,071,839)	-5.23%
Ceiling Amount (Taxes Received)	5,354,217	5,424,381	70,164	1.31%
Average Value Single-Family	2025	2026	Change	Chg %
Taxable Value	705,492	678,440	(27,052)	-3.83%
Market Value	871,680	811,202	(60,478)	-6.94%



- 24% of Value is Frozen
 - 99% is due to over 65



Note: Based on July Certified Values provided by Tarrant Appraisal District (TAD) and is subject to change.

¹ – Includes commercial, personal property, and agriculture.

Property Tax – Tax Rates

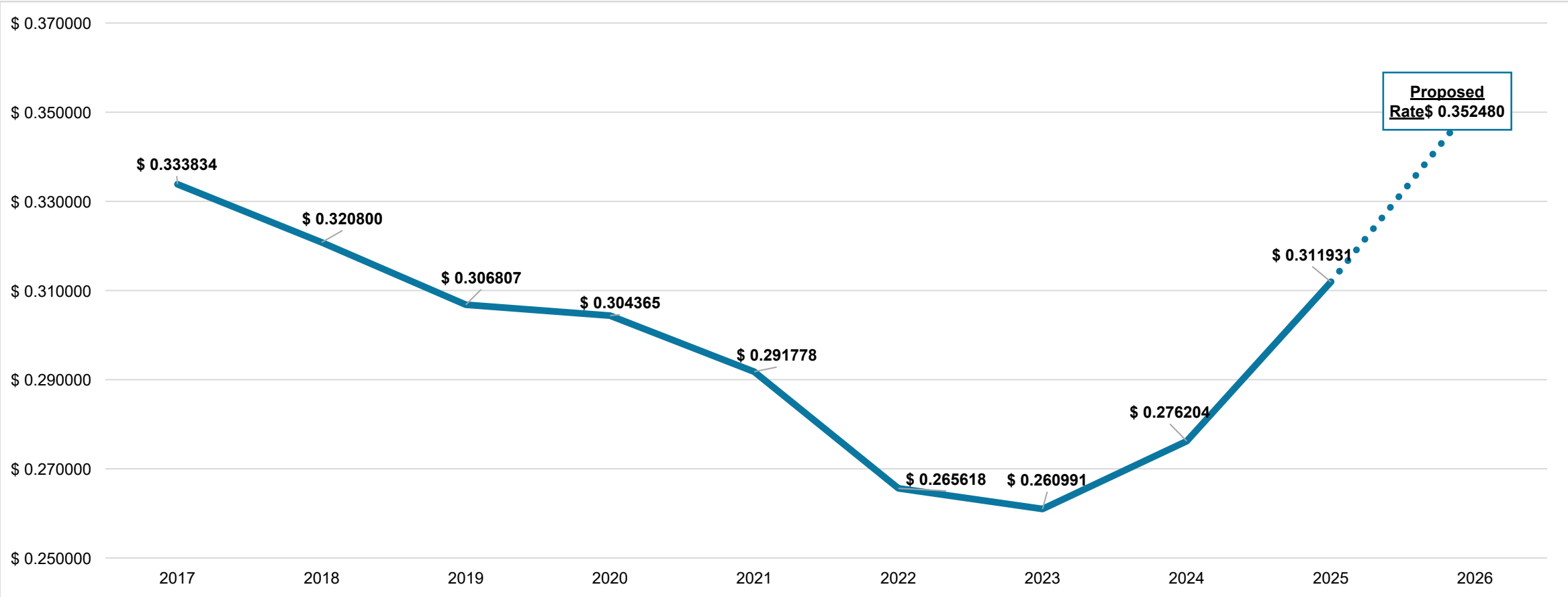


2025 Rate		
M&O	\$	0.294232
I&S	\$	0.017699
2025 Tax Rate	\$	0.311931

2026 Proposed Rate		
M&O	\$	0.318650
I&S	\$	0.033830
2026 Tax Rate	\$	0.352480

2026 Calculated Rates		
No-New Revenue Rate (NNR)	\$	0.321034
Voter Approval Tax Rate (VATR)	\$	0.352480
I&S Rate	\$	0.033830

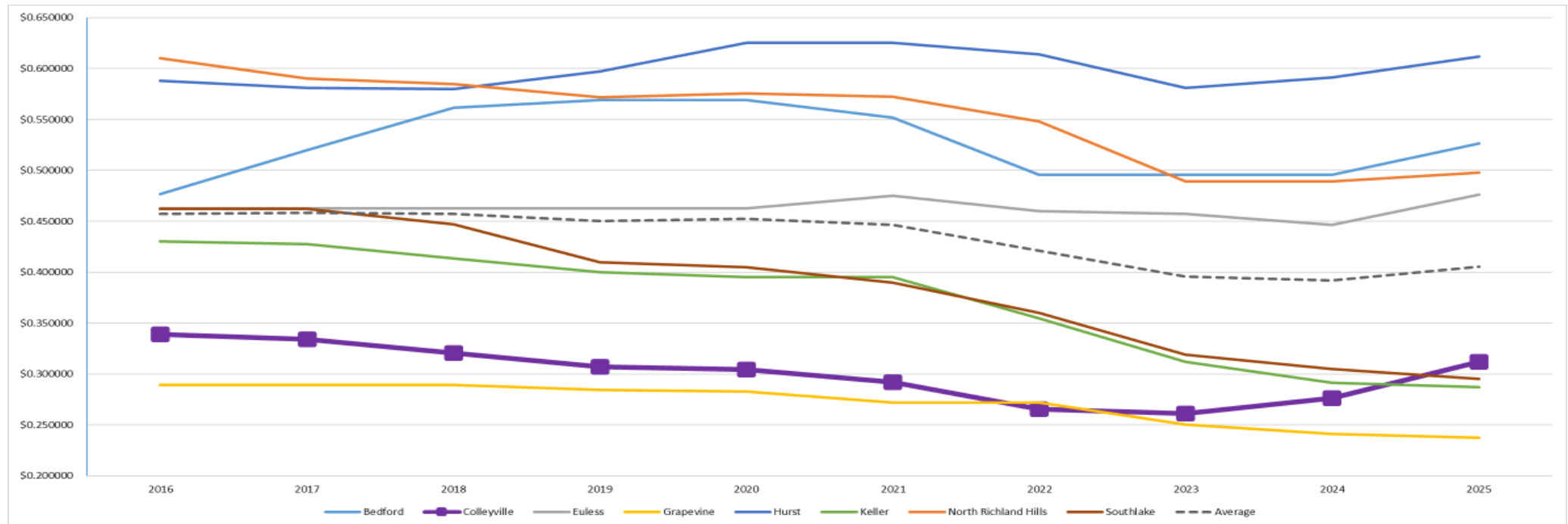
Property Tax – Historic Tax Rates



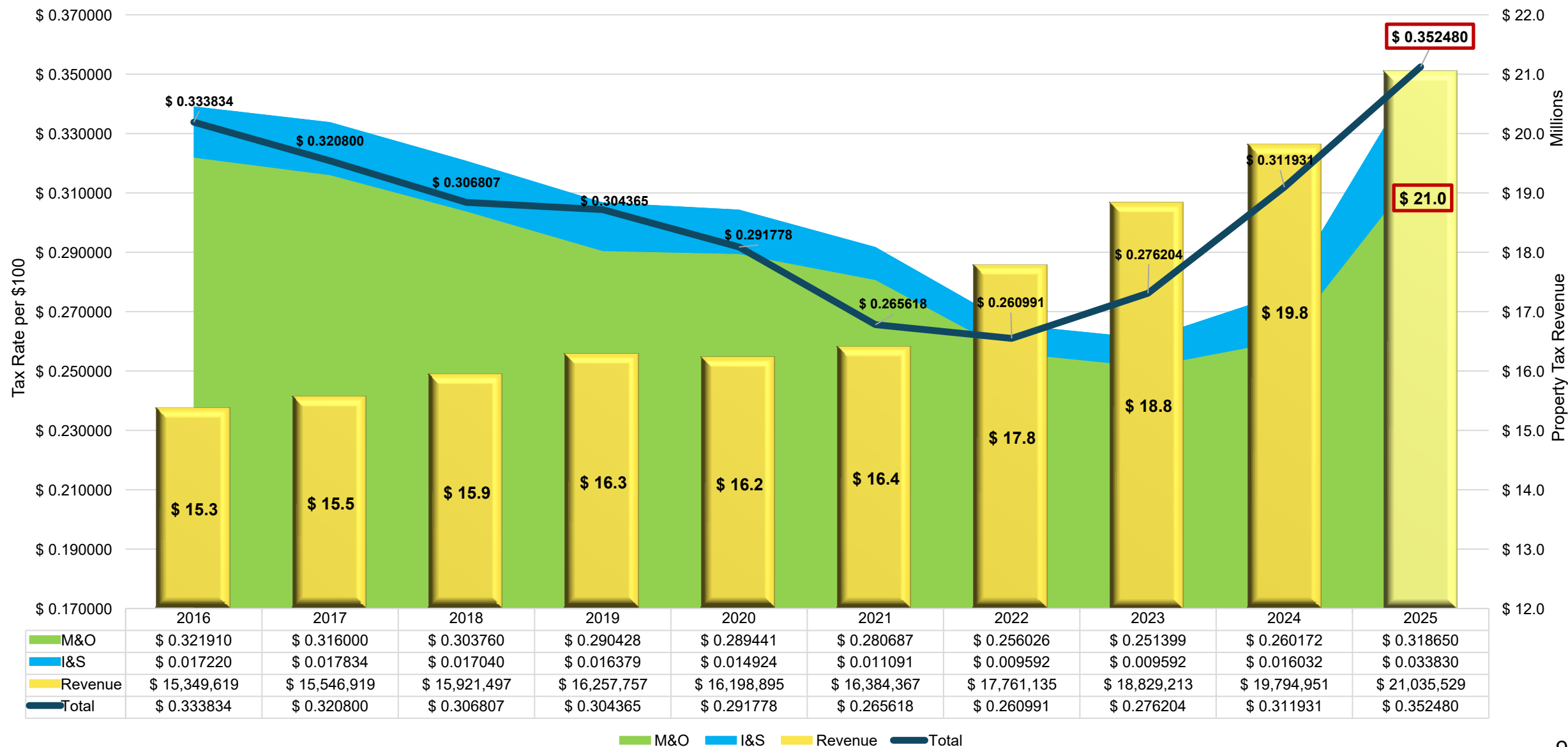
Property Tax – Rate Comparison



	2025 Tax Rate	Homestead %	Over 65	Disabled Person
Bedford	\$ 0.526212	No	Yes	No
Colleyville	\$ 0.311931	14%	Yes	Yes
Eules	\$ 0.476466	20%	Yes	No
Grapevine	\$ 0.237228	20%	Yes	Yes
Hurst	\$ 0.611882	20%	Yes	Yes
Keller	\$ 0.287000	20%	Yes	Yes
North Richland Hills	\$ 0.497841	20%	Yes	Yes
Southlake	\$ 0.295000	20%	Yes	Yes



Property Tax – Historic Tax Rates & Revenue



8/18/2026

Discuss Tax Rate, take record vote on proposed rate, and schedule public hearing

9/15/2026

Second Tax Rate Hearing and Budget Adoption

9/1/2026

First Tax Rate Hearing and Budget Hearing

10/1/2026

FY2027 Budget Starts

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.352480 per \$100 valuation has been proposed by the governing body of City of Colleyville.

PROPOSED TAX RATE	\$0.352480 per \$100
NO-NEW-REVENUE TAX RATE	\$0.321034 per \$100
VOTER-APPROVAL TAX RATE	\$0.352480 per \$100

RESOLUTION R-26-5170

A RESOLUTION OF THE CITY OF COLLEYVILLE, TEXAS PASSED PURSUANT TO SECTION 26.04 AND 26.05, OF THE PROPERTY TAX CODE OF THE STATE OF TEXAS, APPROVING A PROPOSAL OF THE INTENT TO SET PROPERTY TAX RATES AT \$0.352480 PER ONE HUNDRED DOLLARS VALUATION FOR FISCAL YEAR 2027; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the designated Taxing Unit Representative for the City of Colleyville, Texas (the "City"), has calculated the amount of the no-new-revenue tax rate and the voter-approval tax rate pursuant to Section 26.04(c) of the Property Tax Code of the State of Texas (the "Property Tax Code"); and

WHEREAS, pursuant to Section 26.04(e) of the Property Tax Code, the said tax rates have been submitted to the City Council; and

WHEREAS, pursuant to Section 26.05(a) of the Property Tax Code, a taxing unit other than a water district must adopt a tax rate before the later of September 30th or the 60th day after the date of the certified appraisal roll is received by the taxing unit; and

WHEREAS, it appears necessary to adopt a tax rate of \$0.352480 per one hundred dollars of valuation.

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

- Sec. 1. THAT the City Council does, by the approval of this resolution, state its intention to adopt a tax rate for Fiscal Year 2027 of \$0.352480 per one hundred dollars of valuation. The Fiscal Year 2027 tax rate will be adopted at the City Council meeting to be held on September 15, 2026, following a public hearing scheduled for September 1, 2026, at 7 p.m.
- Sec. 2. THAT the 2026 tax roll as certified on July 25, 2026, by the Chief Appraiser of Tarrant Appraisal District is adopted and is the basis for the Fiscal Year 2027 proposed tax rate.
- Sec. 3. THAT this resolution shall take effect from and after the date of its passage.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS ON THIS THE 18TH DAY OF AUGUST 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 BRIEFING

Agenda Number 10

Agenda Date 8/18/2026

Type Report

Department City Secretary

Title

Planning and Zoning Commission Meeting Minutes - June 8, 2026

Planning and Zoning Commission Worksession Minutes - June 22, 2026

Sign Board of Appeals Meeting Minutes - July 14, 2026

Planning and Zoning Commission Worksession Minutes - July 27, 2026

Attachments

1. Planning and Zoning Minutes - June 8, 2026
2. Planning and Zoning Worksession Minutes - June 22, 2026
3. Sign Board of Appeals Minutes - July 14, 2026
4. Planning and Zoning Worksession Minutes - July 27, 2026



CITY OF COLLEYVILLE PLANNING AND ZONING COMMISSION MINUTES

100 Main Street, Colleyville, Texas, 76034

MONDAY, JUNE 8, 2026

CALL MEETING TO ORDER EXECUTIVE CONFERENCE ROOM

The City of Colleyville Planning and Zoning Commission Pre Commission Meeting was called to order by Chair David Groves on June 8, 2026, at 6:15 p.m.

Roll Call

Present: David Groves, Richard Remley, David Ebert, Jerry Savoie, Jerome Obinabo, Candace Sandifer, and Brandon Arnold

Staff Present: Community Development Director Ben Bryner, Planning Manager Daniel Ponder, Planner Christopher Pham, Planner/Urban Forester Ivana Gonzalez, and Fire Marshal Rob Mckeown

Planning Manager Daniel Ponder briefed the Commission on the items that would be presented on tonight's agenda. There was general discussion regarding the updates to the cases the Commission would be voting on. Questions were raised regarding the background of the lot for case ZC26-013 and potential visibility issues related to case ZC26-014.

Chair David Groves adjourned the Planning and Zoning Commission Pre Commission Meeting at 6:29 p.m.

CALL MEETING TO ORDER CITY COUNCIL CHAMBERS

The City of Colleyville Planning and Zoning Commission Meeting was called to order by Chair David Groves on June 8, 2026, at 7:00 p.m.

Roll Call

Present: David Groves, Richard Remley, David Ebert, Jerome Obinabo, Candace Sandifer, and Brandon Arnold

Absent: Jerry Savoie

Staff Present: Community Development Director Ben Bryner, Planning Manager Daniel Ponder, Planner Christopher Pham, Planner/Urban Forester Ivana Gonzalez, and Fire Marshal Rob Mckeown

1. APPROVAL OF MINUTES

- 1a** May 11, 2026, Planning and Zoning Commission Meeting Minutes
May 26, 2026, Planning and Zoning Commission Worksession Meeting Minutes

Commissioner Savoie made a motion to approve the May 11, 2026, Planning and Zoning Commission Meeting Minutes and the May 26, 2026, Planning and Zoning Commission Worksession Meeting Minutes, seconded by Commissioner Sandifer.

The motion was carried by the following vote:

Aye: 7 – Groves, Remley, Ebert, Obinabo, Savoie, Sandifer, Arnold
Nay: 0

2. PUBLIC HEARING AGENDA ITEMS

- 2a** Consideration of a Special Use Permit for an accessory building on Lot 7, Block 3, Quail Crest Estates, zoned R-15 Single-Family Residential, located at 3505 Blue Quail Lane, Case ZC26-013.

Planning Manager Daniel Ponder presented case ZC26-013 and briefed the Commission on the request. The proposed accessory building would exceed the maximum allowable size requirements.

The applicants, John and Chelsey Cullen, 3505 Blue Quail Lane, Colleyville, TX, came forward and spoke on the request. They stated that the request was intended to provide parking space for multiple family vehicles and to protect those vehicles from inclement weather. The applicant stated that neighboring properties had similar sized garages and that the proposed garage would be compatible with the neighborhood. The Commission inquired about any future uses for the garage once the applicant's family moves out, and the applicant replied that storage of vehicles would remain the primary use.

The public hearing was opened.

With no one wishing to speak, the public hearing was closed.

There was discussion between the Commissioners regarding the request. The Commissioners were impressed with the preparedness of the applicants on the case. Chair Groves commented that the new standards should apply, and that neighboring properties likely had garages that exceed the maximum allowable square footage due to them being built in the 1990s. There was discussion regarding the preservation of the existing pergola.

Commissioner Obinabo made a motion to approve case ZC26-013 to allow for a total of 6.3% accessory building coverage on the property, seconded by Commissioner Arnold.

The motion was carried by the following vote:

Aye: 6 – Remley, Ebert, Obinabo, Savoie, Sandifer, Arnold

Nay: 1 – Groves

- 2b** Consideration of a Special Use Permit for a carport on Lot 1R, Block 1, Walker Addition, zoned R-40 Single-Family Residential, located at 5301 Montclair Drive, Case ZC26-014.

Commissioner Savoie recused himself due to a potential conflict of interest. Planner/Urban Forester Ivana Gonzalez presented case ZC26-014 and briefed the Commission on the request and any plan updates. The proposed carport requires a Special Use Permit because it is placed in front of the home and exceeds the maximum allowable square footage.

The applicant, Bethany Powers, 5301 Montclair Drive, Colleyville, TX, spoke regarding the request. She stated the proposed carport location meets setbacks, is aesthetically cohesive with the home being built, and is required due to her family needing covered parking. She stated that the carport is placed outside of the required visibility triangle and that any property maintenance that she would need to do to keep the visibility triangle clear was not related to the carport request.

The Commissioners questioned the applicant regarding the request. Commissioner Obinabo asked about the visibility concerns listed in the opposition letter and whether the neighbors and the applicant had met to discuss the request yet. The applicant stated that the neighbors likely misunderstood the proposed location of the carport and that they have not met with the neighbors yet. Chair Groves asked the applicant if square footage could be eliminated to bring the carport in compliance with the maximum square footage allowance. Hans Hermann, the architect and landscape architect for the carport, came forward and stated the extra square footage was required for drainage purposes and for aesthetic coherence. He further stated that the location was determined based on existing drainage facilities on the property. Bethany Powers stated that the size of modern cars warranted the square

footage of the proposed carport. When inquired about the landscape plantings, she stated that everything was planted in accordance with city standards for the house building permit. She concluded by stating the construction timeline should finalize for the house within 3 weeks.

The public hearing was opened.

Justin Powers, 5301 Montclair Drive, did not wish to speak, but did wish to record their support of the case.

James Hugh, 6308 Winston Street, Dallas, TX, did not wish to speak, but did wish to record their support of the case.

Brent Walker, 5309 Montclair Drive, spoke in support of the case. He stated that the homes for the family compound took longer to build due to the COVID-19 pandemic and that he was sympathetic to the neighbors' frustrations related to construction.

Hans Hermann, 350 N. Ervay Street, Dallas, TX, spoke in support of the case. He stated that an additional driveway would be added on the property to further alleviate the parking of vehicles on the street.

Edward Lutz, 2314 Carlisle Avenue, spoke in opposition of the case. He stated that the carport is inconsistent with the overall neighborhood design and that the carport would lead to a crowded aesthetic. He stated that the applicant made no effort to meet with neighbors and that the carport would have a negative effect on Leyton Grove property values. Commissioner Obinabo asked Mr. Lutz about the existing screening on Leyton Grove Lane.

Kristy Ramundi, 5309 Braedon Lane, spoke in opposition of the case. She stated that the carport was visually inconsistent with the neighborhood and would negatively impact visibility. She requested that the applicants relocate their carport elsewhere on the lot.

Beverly Wood, 2200 Hawthorne Avenue, did not wish to speak, but did wish to record their opposition to the case.

Michael Karing, 2200 Hawthorne Avenue, spoke in opposition of the case. He expressed disdain for the location of the carport and the overall number of improvements on the 5309 and 5301 Montclair Drive properties. He further expressed aesthetic disdain, visibility concerns, and stated the applicant made no effort to meet with neighbors.

With no one else wishing to speak, the public hearing was closed.

Bethany Powers, the applicant, came forward to address comments made during the public hearing. She stated that the location was justified and met setbacks, the carport would not have any visibility impacts, and that the impervious surface was existing and tied to the permit for the construction of the home. She further stated that the architecture and materials used would be high-quality and would not have any negative property value impacts.

The Chair called a recess at 8:01 p.m.

The Planning and Zoning Commission meeting was called back into session at 8:03 p.m.

There was further discussion between the Commissioners regarding the carport. Commissioner Remley stated that the issues raised by the neighbors and the Commission regarding construction screening in the visibility triangle were not relevant to the request. Commissioner Ebert agreed with Commissioner Remley, stating the request raised no planning concerns and that other issues with the site should be dealt with by code enforcement. Commissioner Obinabo stated that the carport being in front of the house was not in character for the neighborhood and suggested tabling the case to allow for neighborhood discussions. Commissioner Sandifer stated the carport being in front of the house was the determining factor in her voting decision. Chair Groves stated that the carport could be relocated and agreed that the applicant should table the request to meet with the neighbors.

Bethany Powers came forward to address the existing construction screening, stating that she could remove it, but that the carport would create no visibility issues. Edward Lutz came forward and stated the carport did not meet the aesthetic characteristics of the neighborhood.

Commissioner Arnold made a motion to approve Case ZC26-014. The motion was seconded by Commissioner Ebert.

The motion was carried by the following vote:

Aye: 3 – Remley, Arnold, Ebert

Nay: 3 – Groves, Sandifer, Obinabo

Abstain: 1 – Savoie

The motion failed and the case was denied.

3. CITIZEN COMMENTS

The public hearing was opened.

Michael Karing, 2200 Hawthorne Avenue, came forward and inquired about a comment Commissioner Ebert made during the meeting.

Brent Walker, 5309 Montclair Avenue, came forward and inquired about the reason for the carport denial.

4. ADJOURNMENT

The meeting adjourned at 8:16 p.m.

The minutes were written and prepared by:

Christopher Pham

Christopher Pham
Planner

The meeting minutes were approved on August 10, 2026, by a vote of 7-0.



CITY OF COLLEYVILLE PLANNING AND ZONING COMMISSION WORKSESSION MINUTES

100 Main Street, Colleyville, Texas, 76034

MONDAY, JUNE 22, 2026

EXECUTIVE CONFERENCE ROOM

The City of Colleyville Planning and Zoning Commission Worksession Meeting was called to order by Chair David Groves on June 22, 2026, at 6:15 p.m.

Roll Call

Present: David Groves, David Ebert, Jerome Obinabo, Jerry Savoie, and Richard Remley.

Staff Present: Community Development Director Ben Bryner, Planning Manager Daniel Ponder, Planner Christopher Pham, Planner Bethany Lopez, and Fire Marshal Rob McKeown.

2. WORKSESSION AGENDA ITEMS

- 2a** Presentation and discussion of a Special Use Permit for a fence on Lot 15A1, Block 2, Fair Way Addition, zoned R-20 Single-Family Residential, located at 1211 Murphy Road, Case ZC26-015

Planner Christopher Pham presented the case and briefed the Commission on the request. The fence would be fully opaque adjacent to Precinct Line Road, requiring the approval of a Special Use Permit. The Commission rose concerns about existing trees where the fence is proposed.

- 2b** Presentation and discussion of a Special Use Permit for an accessory dwelling unit on Lot 3R, Adair & Brown Estates, zoned R-40 Single-Family Residential, located at 813 John McCain Road, Case ZC26-016

Planner Christopher Pham presented the case and briefed the Commission on the request. A Special Use Permit is required for the unit to exceed 1200 square feet and be located in the R-40 zoning district. There was further discussion amongst the Commissioners regarding the request.

- 2c** Presentation and discussion of a Special Use Permit for an accessory building on Lot 12, Block 2, Rustic Oaks Addition, zoned R-20 Single-Family Residential, located at 5508 Oak Hills Drive, Case ZC26-017

Planner Christopher Pham presented the case and briefed the Commission on the request. An existing carport would be removed from the subject property to replace it with a detached garage. The Commissioners asked about proposed building materials for the garage.

- 2d** Presentation and discussion of a Special Use Permit for accessory buildings on Lot 1, Block 1, Lloyd Roach Addition, zoned R-40 Single-Family Residential, located at 4709 Behrens Road, Case ZC26-018

Planning Manager Daniel Ponder presented the case and briefed the Commission on the request. The applicant is requesting to add a covered patio to two existing accessory buildings on the property.

- 2e** Presentation and discussion for a dog boarding and dog grooming use, with an outdoor run, on Lot 3A, Block 11, Longwood Estates at Ross Downs, zoned PUD-C Planned Unit Development - Commercial, located at 7181 Colleyville Boulevard, Case ZC26-19

Planning Manager Daniel Ponder presented the case and briefed the Commission on the request. The Commission inquired about the requirements for the PUD-C zoning district regarding the use. There was discussion regarding the screening for the proposed outdoor run.

3. ADJOURNMENT

The meeting adjourned at 6:46 p.m.

The minutes were written and prepared by:

Bethany Lopez

Bethany Lopez
Planner

The meeting minutes were approved on August 10, 2026 by a vote of 7-0.



CITY OF COLLEYVILLE SIGN BOARD OF APPEALS MINUTES

100 Main Street, Colleyville, Texas, 76034

TUESDAY, JULY 14, 2026

CALL MEETING TO ORDER CITY COUNCIL CHAMBERS

The City of Colleyville Sign Board of Appeals Meeting was called to order by Chair Frank Carroll on July 14, 2026, at 7:00 p.m.

1. CALL TO ORDER AND ROLL

Present: Frank Carroll, Mic Deakin, Dee Kamerman, Richard Vallario, Rick Ramirez, and Tom Markwiese

Absent: Dan Shadle

Staff Present: Planning Manager Daniel Ponder and Planner Bethany Lopez

2. APPROVAL OF MINUTES

2a March 11, 2026, Sign Board of Appeals Minutes

Board Member Deakin made a motion to approve the March 11, 2026, Sign Board of Appeals minutes, seconded by Board Member Vallario.

The motion was carried by the following vote:

Aye: 5 – Vallario, Kamerman, Carroll, Deakin, and Ramirez

Nay: 0

3. APPROVAL OF BYLAWS

3a Consider and adopt the Sign Board of Appeals Bylaws

Board Member Vallario made a motion to approve the Sign Board of Appeals Bylaws, seconded by Board Member Deakin.

The motion was carried by the following vote:

Aye: 5 – Vallario, Kamerman, Carroll, Deakin, and Ramirez

Nay: 0

3b Consider and adopt the Zoning Board of Adjustment Bylaws

Board Member Vallario made a motion to approve the Zoning Board of Adjustment Bylaws, seconded by Board Member Deakin.

The motion was carried by the following vote:

Aye: 5 – Vallario, Kamerman, Carroll, Deakin, and Ramirez

Nay: 0

4. PUBLIC HEARING AGENDA ITEMS

4a Consideration of a variance to Chapter 7 of the Land Development Code, Section 7-215, Prohibited Signs, on Lot 2, Block 1, Glade Points Addition, located at 4200 Glade Road, Case SC26-002

Planner Bethany Lopez presented the case and briefed the Sign Board on the request. The proposed sign would be a billboard located at the corner of State Highway 121 and Glade Road. Billboards are prohibited within the City of Colleyville.

Steven Betzold, the applicant, came forward and spoke on the case. He stated his intentions to mimic an existing billboard located within the city.

The public hearing was opened. With no one wishing to speak, the public hearing was closed.

There was general discussion between the board members regarding the request. The Board discussed details regarding the previous variance considered for a billboard at 5312 State Highway 121. The board stated that a variance was approved by the Sign Board of Appeals in 2022 for another billboard. There were concerns regarding safety with the addition of the billboard. Staff recommended denial due to noncompliance with City regulations.

Chair Carroll made a motion to approve case SC26-002 under four conditions: (1) the height of the sign is limited to 65 feet; (2) no more than two signs on the premises; (3) landscaping, as approved by staff, is to be included around the base of the billboard; and (4) that staff conducts a parking analysis to ensure compliance with code. The motion was seconded by Board Member Deakin.

The motion was carried by the following vote:

Aye: 4 – Vallario, Carroll, Deakin, and Ramirez

Nay: 1 - Kamerman

5. ADJOURNMENT

The meeting adjourned at 7:47 p.m.

The minutes were written and prepared by:

Bethany Lopez

Bethany Lopez
Planner

The meeting minutes were approved on August 11, 2026, by a vote of 5-0.



CITY OF COLLEYVILLE PLANNING AND ZONING COMMISSION WORKSESSION MINUTES

100 Main Street, Colleyville, Texas, 76034

MONDAY, JULY 27, 2026

EXECUTIVE CONFERENCE ROOM

The City of Colleyville Planning and Zoning Commission Worksession Meeting was called to order by Chair David Groves on July 27, 2026, at 6:15 p.m.

Roll Call

Present: David Groves, David Ebert, Jerome Obinabo, Jerry Savoie, Brandon Arnold, Richard Remley, and Candace Sandifer.

Staff Present: Community Development Director Ben Bryner, Planning Manager Daniel Ponder, Planner Christopher Pham, Planner Bethany Lopez, and Fire Marshal Rob McKeown.

2. WORKSESSION AGENDA ITEMS

- 2a** Presentation and discussion of a Special Use Permit for a fence on Lot 15A1, Block 2, Fair Way Addition, zoned R-20 Single-Family Residential, located at 1211 Murphy Road, Case ZC26-015

Planning Manager Daniel Ponder presented the case and briefed the Commission on the request. The Commission recommended that the applicant revise their application to request a wrought-iron fence instead of a wood fence and to provide screening in the form of landscaping.

- 2b** Presentation and discussion of a Special Use Permit for an accessory dwelling unit on Lot 3R, Adair & Brown Estates, zoned R-40 Single-Family Residential, located at 813 John McCain Road, Case ZC26-016

Planning Manager Daniel Ponder presented the case and briefed the Commission on the request. There was discussion about the overall intent of the ADU request.

- 2c** Presentation and discussion of a Special Use Permit for an accessory building on Lot 12, Block 2, Rustic Oaks Addition, zoned R-20 Single-Family Residential, located at 5508 Oak Hills Drive, Case ZC26-017

Planning Manager Daniel Ponder presented the case and briefed the Commission on the request. There was discussion about the overall intent of the requested accessory building and whether the requested size was necessary. The Commission recommended that the applicant revise the design to include masonry as an exterior wall material and to change the garage door swing.

- 2d** Presentation and discussion of a Special Use Permit for accessory buildings on Lot 1, Block 1, Lloyd Roach Addition, zoned R-40 Single-Family Residential, located at 4709 Behrens Road, Case ZC26-018

Planning Manager Daniel Ponder presented the case and briefed the Commission on the request. The applicant is requesting to add a covered patio to two existing accessory buildings on the property. The Commission inquired about the proposed use of the covered patios.

- 2e** Presentation and discussion for a dog boarding and dog grooming use, with an outdoor run, on Lot 3A, Block 11, Longwood Estates at Ross Downs, zoned PUD-C Planned Unit Development - Commercial, located at 7181 Colleyville Boulevard, Case ZC26-19

Planning Manager Daniel Ponder presented the case and briefed the Commission on updates to the request. The Commission raised noise concerns due to the outdoor run area. There was discussion regarding the improvement of the site plan and elevations from the originally proposed design.

- 2f** Presentation and discussion of a Special Use Permit for an adult day services use on Lot 2R1, Block 2, Felps, Andy Addition, zoned CC-3 Highway Commercial, located at 4121 Colleyville Boulevard, Case ZC26-020

Planning Manager Daniel Ponder presented the case and briefed the Commission on the request. There was general discussion regarding the proposed use, including state regulations related to the use.

- 2g** Presentation and discussion of a Special Use Permit for a massage therapy use on Lot 8, Block 2, Village Park at Colleyville, zoned CC-2 Shopping Center, located at 707 Glade Road, Case ZC26-021

Planner Bethany Lopez presented the case and briefed the Commission on the request. There was general discussion regarding the proposed use and the business requesting the SUP.

- 2h** Presentation and discussion of a rezoning from PUD-C Planned Unit Development - Commercial to R-20 Single-Family Residential on Lot 1,

Block 1, San Bar Square Addition, located at 105 Cheek-Sparger Road,
Case ZC26-022

Planner Bethany Lopez presented the case and briefed the Commission on the request. There was general discussion regarding the rezoning request and the number of lots. The Commission inquired whether R-40 Single-Family Residential zoning would be more appropriate for the lot.

- 2i** Presentation and discussion of an amendment to the Land Development Code, Chapter 1, General Provisions, Case GC26-008

Planner Bethany Lopez presented the case and briefed the Commission on the code amendment. There was general discussion regarding the amendments, including the intent of the code amendment.

- 2j** Presentation and discussion of an amendment to the Land Development Code, Chapter 3, Table 3.24(B) Schedule of Permitted Principal Uses, which includes the addition of data centers as a use and related standards, Case GC26-011

Planner Bethany Lopez presented the case and briefed the Commission on the code amendment. There was discussion related to the code amendment, including the necessity of adding the use in the chart to regulate potential future requests.

3. ADJOURNMENT

The meeting adjourned at 7:12 p.m.

The minutes were written and prepared by:

Christopher Pham

Christopher Pham
Planner

The meeting minutes were approved on August 10, 2026 by a vote of 7-0.

RESOLUTION R-26-5171

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF
AUGUST 18, 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 18TH DAY OF
AUGUST 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