



City of Colleyville City Council Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817.503.1000
www.colleyville.com

Tuesday, February 21, 2017

**WORKSESSION
EXECUTIVE SESSION
3:30 P.M.
EXECUTIVE CONFERENCE ROOM
THIRD FLOOR**

CALL TO ORDER

- WS-1** Overview and discussion of City special events
- WS-2** Presentation and discussion of the 2017 Clean Sweep event
- WS-3** Follow-up discussion regarding the drainage worksession
- WS-4** Discussion of future Glade Road worksession dates
- WS-5** Discussion of the February 21, 2017, City Council regular agenda items

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

Section 551.071 - Legal - Consultation with attorney on legal issues raised by public hearing or action items on the agenda

Section 551.071 - Legal - Consultation with the City Attorney regarding contemplated litigation concerning enforcement of Planned Unit Development Ordinance O-13-1867

Section 551.071 – Legal – Consultation with City Attorney regarding contemplated litigation concerning pending construction activity and operations of the TexRail project within the City

Section 551.071 - Legal - Consultation with the City Attorney regarding contemplated, threatened and/or pending litigation – legal update on the following litigation:

Jane Doe v. City of Colleyville
Haworth v. City of Colleyville
Lincoln, et. al., v. City of Colleyville

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

Section 551.074 - Personnel - Deliberate the appointment, employment, evaluation, and the duties of the city manager

Section 551.087 – Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that 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
7:30 P.M.
CITY COUNCIL CHAMBERS**

INVOCATION: Pastor Blake Wilson, Colleyville Assembly of God

PLEDGE OF ALLEGIANCE: City Attorney Whitt Wyatt

2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-17-4093

3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

**Announcements of civic and charitable events
Presentation of calendar events and updates
Announcements of awards and recognition**

In recognition of Colleyville's Featured Business of the Month - A & L Imports, 1815 John McCain Road - Andy and LeAnne Gardner, Cooper Johnson, and David Pickle - Mayor Richard Newton and Interim Assistant City Manager/Executive Director of Economic Development and Communications Mark Wood

4. CONSENT: READING AND PUBLIC HEARING - Resolution R-17-4094

4a Approval of the minutes of the regular City Council meeting of February 7, 2017

4b Approval of a construction contract with Fort Worth Civil Constructors, LLC, for the Bedford Road Retaining Wall Project, in an amount not to exceed \$1,064,736.60, and authorize the city manager to execute the contract and any associated change orders

- 4c** Approval of a Professional Services Agreement with BRANDSTETTER, CARROLL, INC., for a Parks, Recreation, and Open Space Master Plan, in an amount not to exceed \$100,000, and authorize the city manager to execute the agreement

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

5a Ordinance O-17-2005

Consideration of amendments to the City of Colleyville comprehensive plan, Case GC16-024

5b Ordinance O-17-2006

Consideration of amendments to the Land Development Code regarding granting of authority to the City Council to approve waivers related to the construction of mutual access easements/drives adjacent to major arterials, and to establish a permit process for the construction of such drives; specifically Chapter 1 - General Provisions, Section 1.12 Waivers and Appeals – Generally, Section 1.13 Waivers and Appeals – City Council, and Chapter 3 - Land Use, Section 3.29 Parking Requirements, Case GC16-023

6. RESOLUTION(S): READING AND PUBLIC HEARING

6a Resolution R-17-4095

Consideration of appointments to the Colleyville Tree Board

6b Resolution R-17-4096

Consideration of appointments to the Park Land Dedication Committee

7. DISCUSSION OF ITEMS NOT FOR ACTION AND PUBLIC HEARING

- 7a** Monthly Financial Report - January 2017

8. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

9. REPORTS

Planning and Zoning Commission Meeting Minutes - January 9, 2017
Library Board Meeting Minutes - November 14, 2016

Zoning Board of Adjustment Meeting Minutes - October 11, 2016

Parks and Recreation Advisory Board Meeting Minutes - July 18, 2016

Quarterly Performance Management Report

10. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR FEBRUARY 21, 2017 - READING AND PUBLIC HEARING - RESOLUTION R-17-4097

11. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, February 17, 2017 by 5:00 p.m.

Amy Shelley, 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 817.503.1133, and reasonable accommodations will be made to assist you.



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
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Agenda Number WS-1

Agenda Date 02/21/2017

Type Worksession

Department Library

Title

Overview and discussion of City special events

Strategy Map Connection

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

Explanation

This item is provided as a report to City Council on City special events.

Annually, staff plans and produces a myriad of special events, which are held around the City throughout the year, and are designed to create and build community; celebrate community uniqueness; enhance community spirit and pride; promote economic development; promote department programs; and celebrate holidays. Currently, City staff plans and produces 12 large special events. Eight of these events are department special events and four are large Colleyville community special events: Colleyville Old Tyme Bar-B-Q; Red, White & Sousa; the Haunted Trail Fest; and the City of Colleyville Christmas Tree Lighting Celebration. To provide a comprehensive overview of all larger City special events, and a greater understanding of the resources needed in bringing these events to fruition, the presentation will include the following:

- Overview of City special events held each month
- Proposed City of Colleyville 2017 special events
- Questions and discussion

Upon conclusion of the presentation, staff is seeking City Council direction in planning for City of Colleyville 2017 Special Events: Colleyville Old Tyme Bar-B-Q; Red, White & Sousa; the Haunted Trail Fest; and the City Christmas Tree Lighting Celebration.

Attachments

1. City of Colleyville Special Events Presentation

City of Colleyville

Special Events

Presentation

City Council Worksession

February 21, 2017

Special Events - Presentation



- Overview of City events held each month
- Proposed City of Colleyville 2017 Special Events
- Questions and Discussion



Special Events - Overview



- Colleyville has a history rich in special events that were held over the years to:
 - celebrate community uniqueness
 - enhance Citywide spirit and pride
 - promote economic development
 - promote department programs
 - celebrate holidays



Special Events - Overview



January

Winter Ball



Mothers and Sons

Fathers and Daughters



Winter Ball



Date:	Friday, January 27, 2017
Time:	7:00 p.m. – 9:00 p.m.
Location:	Colleyville Center - 5301 Riverwalk Drive
Activities:	Father/Daughter and Mother/Son Dance; live DJ, refreshments, photos, gift bag
Attendance:	125
Planning:	Recreation
Producer:	Recreation
Funding/Budget:	Recreation; Sponsorships; Admission fee; Budget: \$3,800
Pre-Event Planning:	Three months; One day set up
Post-Event Take Down:	Two hours take down, organization, and storage

Special Events - Overview



March/April

Bunny Brunch



Pictures with the Bunny

Egg Hunt



Bunny Brunch



Date:	Saturday, April 8, 2017
Time:	10:00 a.m. – 12:00 p.m.
Location:	Colleyville Center - 5301 Riverwalk Drive
Activities:	Brunch, bunny crafts, pictures with the bunny, egg hunt, balloons, petting zoo & vendors
Attendance:	200
Planning:	Recreation
Producer:	Recreation
Funding/Budget:	Recreation; Sponsorships; Admission fee; Budget: \$4,200
Pre-Event Planning:	Two months planning; One day set up
Post-Event Take Down:	Two hours take down, organization, and storage

Special Events - Overview



April

Colleyville Old Tyme Bar-B-Q



Kid's Cook-Off



Barbeque Cookers Competition



Old Tyme Bar-B-Q



Date:	Friday, April 28, 2017 and Saturday, April 29, 2017
Time:	Friday, 6:00 p.m. – 10:00 p.m.; Saturday, 11:00 a.m. – 6:00 p.m.
Location:	Colleyville Center – 5301 Riverwalk Drive
Activities:	Friday Evening – fish fry and free concert Saturday – sanctioned International Barbeque Cookers Association Competition, Kid’s Cook-Off, food vendors, bounce houses, public auction and autograph signings by professional athletes
Attendance:	Estimated 2,000
Producer:	Colleyville Police Department - Fundraiser for Special Olympics
Funding/Budget:	Colleyville Economic Development Corporation (CEDC); Vendor Fees; Donations; VIP area admission fees; Budget: \$15,000 (CEDC)
Pre-Event Activity:	Two months planning; One and one-half days set up
Post-Event Activity:	One-half day take down, organization, and storage

Texas Junior Anglers



Learning to Fish

Fishing with Dad



Texas Junior Anglers



Date:	Saturday, April 22, 2017
Time:	9:00 a.m. – 12:00 p.m.
Location:	Colleyville Nature Center – 100 Mill Wood Drive
Activities:	Fishing event for children 16 and under
Attendance:	Estimated 120
Planning:	Recreation
Producer:	Recreation, Parks, Texas Junior Anglers
Funding/Budget:	Recreation; No admission fee; Budget: \$3,500 to stock the pond with fish
Pre-Event Planning:	Minimal - Texas Junior Anglers provides all supplies, fish, fishing rods and awards
Post-Event Take Down:	One hour

Special Events - Overview



April/May

Colleyville Clean Sweep



Household Hazardous Waste Disposal



Crud Cruiser



Colleyville Clean Sweep



Date:	Saturday, April 1, 2017 (prefer spring, depends on availability of school parking lot)
Time:	9:00 a.m. to 11:00 a.m.
Location:	Colleyville Heritage High School
Activities:	Collection of household hazardous waste, electronics recycling, document shredding, bulk and brush trash; Keep Colleyville Beautiful (KCB) – cork, shoes, fire extinguishers, and tires
Attendance:	Average 125 cars
Planning:	City Manager's Office
Producer:	City Manager's Office, City staff
Funding/Budget:	City funds
Pre-Event Planning:	Four to six months planning, starting January 2; Three hours set up
Post-Event Take Down:	One hour take down

Special Events - Overview



May

Fire Department Open House



Emergency Equipment Displays



CareFlite Air Medical Helicopter



Fire Department Open House



Date:	Saturday, May 13, 2017
Time:	10:00 a.m. – 1:00 p.m.
Location:	Central Fire Station – 5209 Colleyville Boulevard
Activities:	Central Fire Station tours, children’s games, music, refreshments, CareFlite Air Medical helicopter, fire apparatus and emergency vehicle displays
Attendance:	Estimated 400
Planning:	Fire Department and Colleyville Citizens Fire Academy Alumni Association (CCFAAA)
Producer:	Fire Department and Colleyville Citizens Fire Academy Alumni Association (CCFAAA)
Funding/Budget:	Colleyville Citizens Fire Academy Alumni Association (CCFAAA); Donations
Pre-Event Planning:	One month planning; Two hours to set up
Post-Event Take Down:	Two hours take down, organization, and storage

Special Events - Overview



June

Summer Reading Kickoff



Prize Room Grand Opening



Themed Activities



Summer Reading Kickoff



Date:	Friday, June 2, 2017
Time:	6:00 p.m. – 8:00 p.m.
Location:	Colleyville Public Library
Activities:	Themed event held annually to celebrate the beginning of the Summer Reading Program. Activities include: ribbon cutting, grand opening of the prize room, children's crafts, face painting, balloons, vendors, photos, and refreshments
Attendance:	Estimated 600
Planning:	Library staff
Producer:	Library
Funding/Budget:	Library Voluntary Fund; Donations; Budget: \$1,500
Pre-Event Planning:	Five months planning; One month set up
Post-Event Take Down:	One hour take down; One day organization and storage

Red, White & Sousa



Patriotic Concert

Reserved Table & Lawn
Seating



Red, White & Sousa



Date:	Friday, June 23, 2017
Time:	6:00 p.m. – 10:00 p.m.
Location:	Colleyville Center – 5301 Riverwalk Drive
Activities:	Patriotic Concert and Food Truck Park
Attendance:	Estimated 4,000
Planning:	City staff
Producer:	City staff
Funding/Budget:	Colleyville Economic Development Corporation (CEDC); Donations; Reserved Seating Fees; Texas Commission on the Arts Grant; Budget: \$36,000 (CEDC)
Pre-Event Planning:	Five months planning; Three days set up
Post-Event Take Down:	Two hours take down; Five days organization and storage

Special Events - Overview



July/August

Summer Reading Finale



Carnival Games

Water Rides



Summer Reading Finale



Date:	Friday, July 28, 2017
Time:	5:30 p.m. – 8:30 p.m.
Location:	Colleyville Public Library in the Village at Colleyville
Activities:	Themed event held annually to celebrate the end of the Summer Reading Program. Activities include: live DJ, children’s crafts, face painting, balloons, carnival games, inflatable rides, petting zoo, pony wheel rides, train rides, vendors, and food
Attendance:	Estimated 600 – 1,500
Planning:	Library staff
Producer:	Library and City staff
Funding/Budget:	Library Voluntary Fund; Donations; Budget: \$7,000
Pre-Event Planning:	Three months planning; One day set up
Post-Event Take Down:	One and one-half hours take down; Three days organization and storage

Special Events - Overview



October

National Night Out



Police Interaction



Family Activities

National Night Out



Date:	Tuesday, October 3, 2017
Time:	6:00 p.m. – 9:00 p.m.
Location:	City Park – 5205 Bransford Road
Activities:	Police and Fire Department softball game at 7:00 p.m., children’s activities, demonstrations, exhibits, and refreshments
Attendance:	Estimated 500
Planning:	Police Department
Producer:	Police Department and Colleyville Citizens Police Academy Alumni Association (CCPAAA) and Colleyville Citizens Fire Academy Alumni Association (CCFAAA)
Funding/Budget:	Police Department and Colleyville Citizens Police Academy Alumni Association (CCPAAA) and Colleyville Citizens Fire Academy Alumni Association (CCFAAA); Donations; No budget
Pre-Event Planning:	Two months planning; Three hours set up
Post-Event Take Down:	Three hours take down, organization, and storage

Haunted Trail Fest

Halloween Themed Activities



Haunted Trail



Haunted Trail Fest



Date:	Saturday, October 14, 2017
Time:	6:30 p.m. – 9:00 p.m.
Location:	Colleyville Nature Center – 100 Mill Wood Drive
Activities:	Haunted trail, costume contest, Halloween themed games, and activities
Attendance:	Estimated 1,000
Planning:	City staff
Producer:	City staff
Funding/Budget:	Colleyville Economic Development Corporation (CEDC); Donations; Admission fee only for haunted trail; Budget: \$12,000 (CEDC)
Pre-Event Planning:	Three months planning; Three days set up
Post-Event Take Down:	Two hours take down; Five days organization and storage

Special Events - Overview



December

City Christmas Tree Lighting Celebration



City and Community Christmas
Tree
Lighting Ceremony

Holiday Themed Activities



City Christmas Tree Lighting Celebration



Date:	Friday, December 1, 2017
Time:	5:00 p.m. – 8:00 p.m.
Location:	Colleyville City Hall/Library in the Village at Colleyville
Activities:	Traditional tree lighting, including 18 community decorated trees, photos with Santa, children's crafts & activities, including games, face painting, balloons, and cookie decorating, community choral and dance groups, carriage rides and holiday fare, and beverages
Attendance:	Estimated 1,500
Planning:	City staff
Producer:	City staff
Funding/Budget:	Colleyville Economic Development Corporation (CEDC); Donations; No admission fee; Budget: \$24,000 (CEDC)
Pre-Event Planning:	Three months planning; Four days set up
Post-Event Take Down:	Two and one-half hours take down; Five days organization and storage

Special Events – 2017



➤ **Proposed City of Colleyville 2017 Special Events:**

- April 28 & April 29, 2017 – **Old Tyme Bar-B-Q** – Colleyville Center
- June 23, 2017 – **Red, White & Sousa** – Colleyville Center
- October 14, 2017 – **Haunted Trail Fest** – Colleyville Nature Center
- December 1, 2017 – **Christmas Tree Lighting Celebration** – City Hall/Library

Questions & Discussion



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
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Agenda Number WS-2

Agenda Date 02/21/2017

Type Worksession

Department City Manager

Title

Presentation and discussion of the 2017 Clean Sweep event

Strategy Map Connection

C2- Deliver high quality and unique customer service

B3- Utilize partnerships to implement cost-effective service solutions

Explanation

In advance of the annual Clean Sweep event that will be held on Saturday, April 1, 2017, this agenda item provides an opportunity to share event updates, reminders, frequently asked questions, and changes based on feedback from prior years.

Collection amounts from prior years are included in the attached report, for reference.

Attachments

1. Clean Sweep 2017 Presentation
2. Clean Sweep Collection Amounts

Clean Sweep 2017

City Council Worksession
February 21, 2017

Purpose



Share information about the upcoming Clean Sweep event and any adjustments made to incorporate feedback from the prior year.

Event Summary



- *Free event for Colleyville citizens with proof of residency*
- *5 Drop-off Stations*
- *Held at Colleyville Heritage High School (access from 121 access road only)*

Timeline



Clean Sweep: 2017 Timeline

November/December	Coordinate preferred date list with input from all departments; Narrow down to top four dates based on CHHS availability and "hold" those dates with GCISD
January 9	Submit top four date requests to Fort Worth Environmental Collection Center (FW ECC)
Mid-January	Receive assigned date; confirm with GCISD and release other held dates; Secure commitment from all vendors/partners for our date
February/March	Communications and marketing of event
April 1, 9 – 11 a.m.	Clean Sweep event, Colleyville Heritage High School parking lot

Feedback: I didn't know...



Action: Revamped marketing plan to better communicate important information before citizens arrive at the event

- Late February – article on website about the event and the date
- More detail in all promotional material and specifically featuring-
 - ECC access available year-round for drop-offs
 - Don't want to wait in line? The ECC is just a 19 min. drive – be there and back in less time than many choose to wait in line
 - Explaining why the Crud Cruiser only comes 1x per year
 - Notice that many cars begin lining up as early as 7:00 a.m. for the 9:00 a.m. event start
- Weekly features in *E-News*
- March *Communicator* feature article
- Facebook posts on different "Did you know" information
- "Know the Rules" infographic

Feedback: When is it full?



Action: Live social media updates

- During the event, staff will provide social media updates to communicate when sections of the Crud Cruiser are nearing capacity and when certain types of HHW can no longer be collected
- Just “follow” the City of Colleyville on social media for updates
- Reminders about drop-off hours and location if citizens want to drop-off HHW at the Fort Worth Environmental Collection Center (same day or another day)

Feedback: Can't exit the line



Action: Adjusting the queue leading up to the Crud Cruiser station to ensure cars see that they can exit the line at any time

- Staff will work with the Police Department and Citizens on Patrol to ensure that the traffic plan allows cars to exit the queue for the Crud Cruiser
- Volunteers will be educated, in order to share this information with event participants

Clean Sweep

Event Map

2017

Traffic Routing

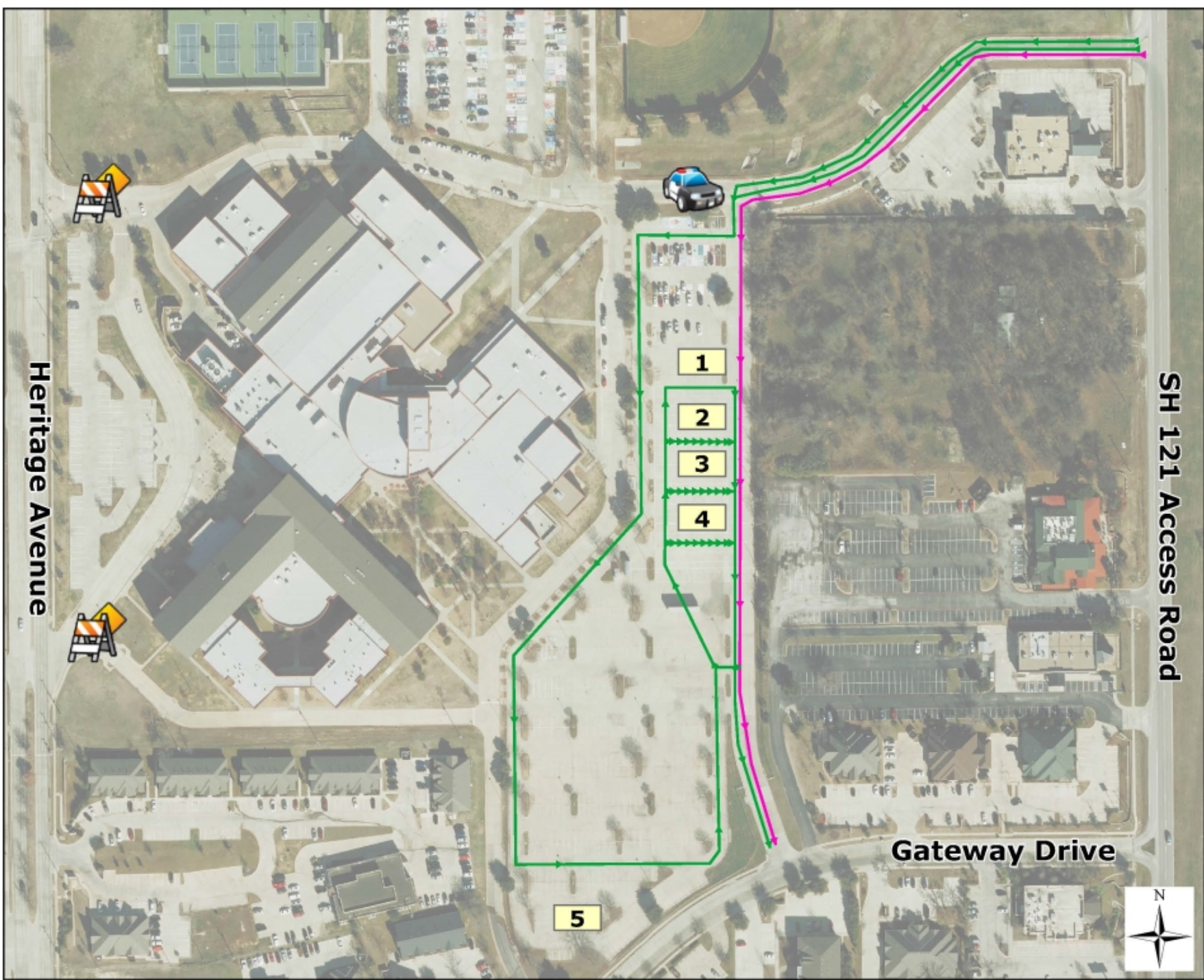
3 Lanes

----- Bypass Lane (no HHW)

----- Vehicles w/ HHW

Stations

- 1 Document Shredding
- 2 Electronics Recycling
- 3 Keep Colleyville Beautiful
- 4 Bulk Brush
- 5 Crud Cruiser HHW



#1- Document Shredding



- City hires Action Shred
- City Secretary's Office serves as "lead" at this station, with help from other departments
- Boxes/bags loaded into "toters" (plastic carts/bins), which are fed into the shredding truck
- Most documents shredded on-site; if time does not allow, remaining will be taken back for secure shredding off-site
- Also utilized for City documents, for cost efficiencies



#2- Electronics Recycling



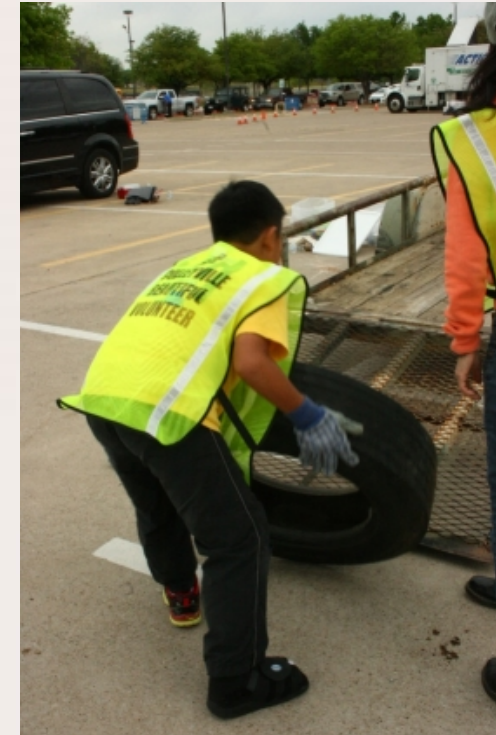
- City hires Innovative Electronics Recycling
- Takes ALL items with a battery or a plug
- Free service through 2016; now free for all items other than CRT devices (\$5 each) due to current market



#3- Keep Colleyville Beautiful



- KCB accepts tires, corks, shoes, clothes, and fire extinguishers for recycling
- Tires are not accepted by Progressive or the Crud Cruiser, so KCB fills the gap
- Fire extinguishers are collected by Fire Chief for safe disposal



#4- Bulk/Brush Trash



- Run by Progressive Waste as a part of their franchise contract obligations
- Disposal of all residential brush and bulk trash (ex. Backyard playground equipment, fencing, furniture, mattresses)
- Public works employees and equipment also serve at this station



#5- Crud Cruiser



- Run by FW ECC to collect household hazardous waste (HHW)
- Determines event date
- First 50 cars guaranteed; average cars for event is 125
- HHW stored by type; when compartment is full, no more can be taken (paint fills up first)
- \$47 per vehicle, at Clean Sweep or drop off at FW ECC year-round
- Various department employees unload vehicles and complete required paperwork



Questions & Discussion

Clean Sweep- Event Collection Amounts

WASTE STREAM	2011 QUANTITY	2012 QUANTITY	2013 QUANTITY	2014 QUANTITY	2015 QUANTITY	2016 QUANTITY
<u>CRUID CRUISER:</u>						
PAINTS, ETC (lbs)	9,000	8,000	8,000	7,000	8,000	8,500
SOLVENTS (lbs)	150	500	200	200	200	200
AEROSOL CANS (lbs)	220	300	450	875	525	600
FLAMMABLE LOOSE (lbs)	600	1,200	800	1,000	800	800
OIL/TRANS.FLUID (lbs)	250	1,000	350	850	850	750
OIL FILTERS (each)	20	50	6	50	30	20
ANTIFREEZE (lbs)	150	250	200	500	500	400
AUTOMOTIVE BATTERIES (each)	18	15	11	25	15	24
HERB / PESTICIDE / FERTILIZER (lbs)	600	1,400	1,000	750	1,320	1,000
CLEANERS (lbs)	200	75	300	100	180	300
CORROSIVES (lbs)	150	200	400	180	360	525
COOKING OIL (lbs)	80	150	250	200	100	600
LIGHT BULBS (each)	60	100	300	20	40	200
HOUSEHOLD BATTERIES (lbs)	150	400	200	100	200	400
PHARMACEUTICALS (lbs)	-	20	5	-	-	-
OTHER (propane cylinders) (lbs)	40	-	20	-	-	-
NUMBER OF HOUSEHOLDS	143	144	130	89	135	128
IESI- BULK/BRUSH TRASH (tons)	*	*	12	8.97	13.46	13.36
PAPER SHREDDED & RECYCLED (lbs)	*	*	7,622	8,400	9,468	13,642
ELECTRONICS RECYCLED (lbs)	*	*	*	*	10,652	9,762
<u>KEEP COLLEYVILLE BEAUTIFUL:</u>						
TIRE DISPOSAL (#)	*	*	*	32	19	40
FIRE EXTINGUISHERS (#)	*	*	*	*	*	3
OLD SHOES (#)	*	*	*	*	*	10

*Note: Either the service was not offered at that time or the data is unavailable



City of Colleyville 2016 Clean Sweep Onsite Shredding Environmental Report

Total pounds of paper/corrugated shredded/recycled from the event–13,642 pounds (@ 7 tons)



Benefits of Recycling Shredded Paper

- One ton of recycled paper saves 9 barrels of oil and 54 million BTUs of energy
- One ton of recycled paper saves 60 pounds of pollutants from being released into the air
- One ton of recycled paper saves 7,000 gallons of water
- One ton of recycled paper saves 3 cubic yards of landfill space
- One ton of recycled paper saves 17 trees

The “green” impact on the environment based on utilizing Action Shred’s destruction and recycling service for April 9th, 2016 is:

63 barrels of oil saved
420 pounds of pollutants not released into the air
49,000 gallons of water saved
21 cubic yards of landfill space saved
119 trees saved



“All for one, one for all”



City of Colleyville City Council Agenda Briefing

City Hall
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Agenda Number WS-3

Agenda Date 02/21/2017

Type Worksession

Department Public Works

Title

Follow-up discussion regarding the drainage worksession

Strategy Map Connection

B4- Cultivate a culture of transparency and consistent communication

Explanation

On December 12, 2016, staff provided a presentation to the City Council during the Drainage Worksession. During that presentation and discussion, the City Council requested additional discussion regarding timing of the Storm Drainage Master Plan Update, as well as information and details regarding Little Bear Creek in the vicinity of the Tara Plantation Development. In response, City staff engaged the services of a professional engineer that specializes in drainage, to evaluate the area discussed.

This item will include a presentation that will be led by staff and the consultant that performed the evaluation. The presentation will cover several topics including:

- Recap of the December 12, 2016 Drainage Worksession
- City's Role and Responsibility
- Timing of the Storm Drainage Master Plan Update
- Little Bear Creek Along Tara Plantation
- Possible Next Steps

Attachments

1. Drainage Presentation
2. December 12, 2016 Presentation
3. Drainage Terms



City of Colleyville Drainage Worksession

February 21, 2017

Scope of Worksession



Objective Statement – As a follow up to the December 12, 2016 Drainage Worksession, staff along with a drainage professional, will provide the City Council with additional information and details about Little Bear Creek in the vicinity of the Tara Plantation Development

- ***Recap of the December 12, 2016 Drainage Worksession***
- ***City's Role and Responsibility***
- ***Timing of the Storm Drainage Master Plan Update***
- ***Little Bear Creek along Tara Plantation***
- ***Possible Next Steps***

December 12, 2016 Worksession



City Council held a worksession on December 12, 2016 to discuss the topic of drainage. The presentation and discussion included:

- *Common Drainage Concerns*
- *Drainage Utility Overview*
- *Storm Drainage Master Plan*
- *Past Drainage Projects*
- *Identified Drainage Needs*
- *Drainage Utility Funding*
- *Drainage Utility Expenditures*
- *The Citywide Drainage System*
- *Drainage Responsibilities*
- *Scenarios*

December 12, 2016 Worksession



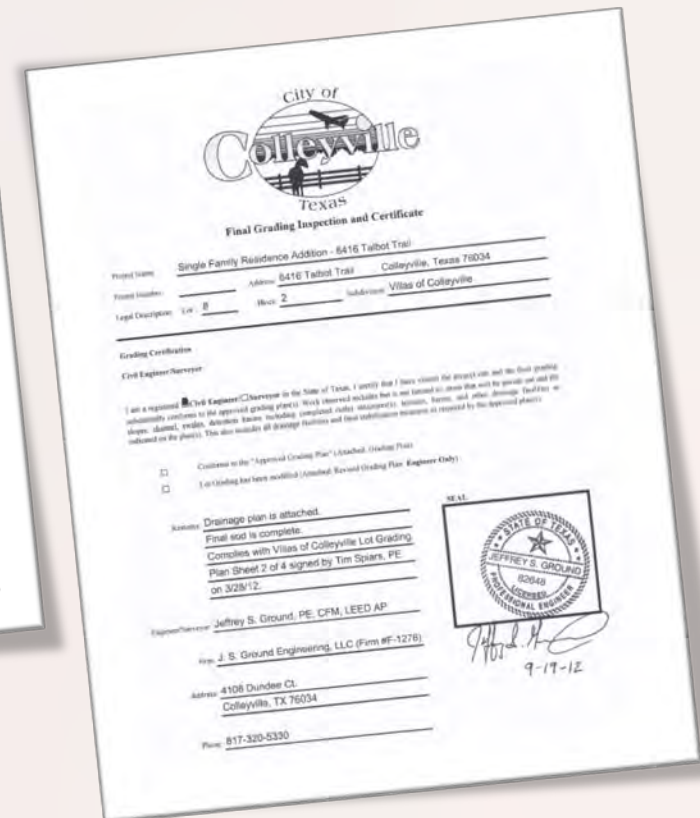
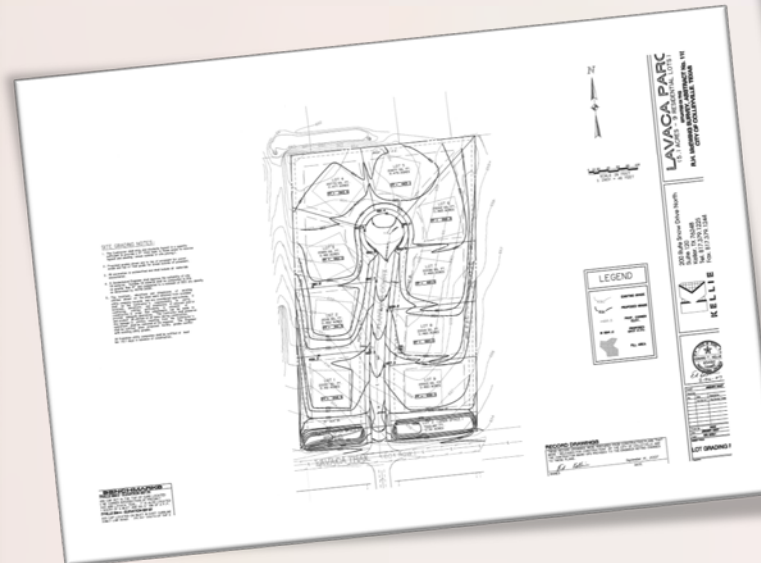
The City Council requested additional information and a follow-up discussion on drainage. The main items Council requested include:

- Continued discussion of the responsibilities of the City as it relates to drainage and creeks throughout the City*
- Discussion of the timing of the update to the Storm Water Master Plan*
- Further assessment of Little Bear Creek in the vicinity of the Tara Plantation Subdivision*
- Options and opportunities for drainage improvement projects*

City Responsibilities



- Review plans and issue permits for development and land altering activities
- Inspect construction sites to ensure compliance with stormwater management and erosion
- Inspect drainage systems within easements on private property for compliance with regulations



City Responsibilities



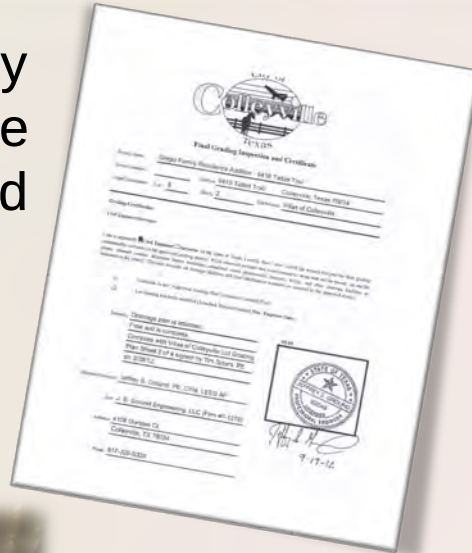
- Maintain storm drainage facilities in the public rights-of-way or easements
- Maintain a storm drainage master plan for improvements to drainage systems within the City of Colleyville
- Design and construct flood control and stormwater drainage improvement projects
- Implement activities to improve storm water quality in accordance with the Texas Municipal Separate Storm Sewer System (MS4) program, regulated by the Texas Commission on Environmental Quality (TCEQ)



Enforcement of Regulations



- Requirement for a third party verification of compliance with the original engineered grading plan design



- Inspections and continual upkeep of erosion control measures



- If needed, requirement for clean up for off-site damages and limiting activity on the project until brought back into compliance



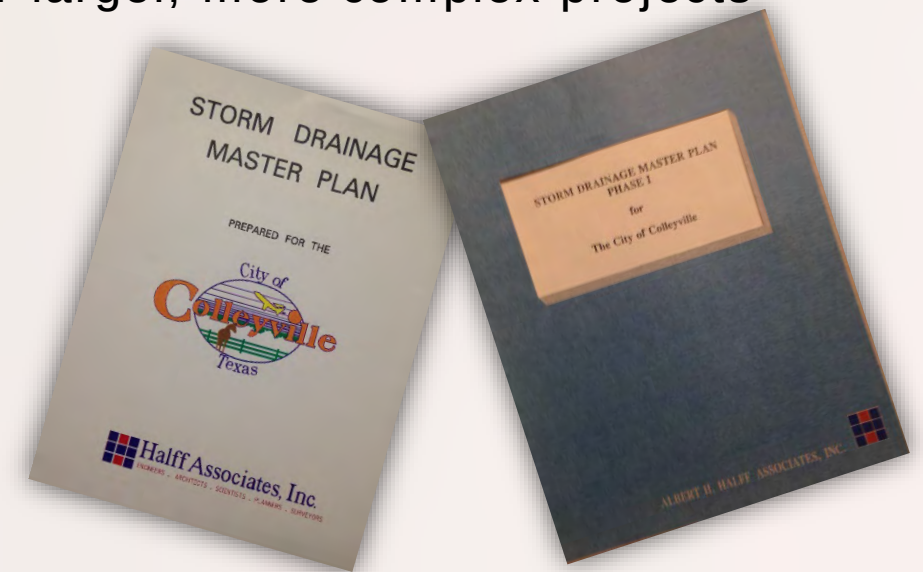
Storm Drainage Master Plan



A Citywide Storm Drainage Master Plan is an important tool in the operation of the Drainage Utility. The master plan:

- Promotes equitable, acceptable, and legal measures for floodplain and storm water management
- Provides a comprehensive, Citywide drainage inventory and assessment
- Identifies and prioritizes the needed improvements for small, medium, and large projects
- Provides a systematic and financially sound strategy for establishing short term goals for constructing smaller projects and a long range plan for larger, more complex projects

The Storm Drainage Master Plan is slated in the current 5-Year Capital Improvements Plan (CIP) to be completely updated in 2019



Tara Subdivision



- The Tara Subdivision has expressed concerns regarding the drainage in the vicinity of their development and are requesting assistance from the City for the maintenance of the creek area.



Tara Subdivision



The specific requests from the Tara Subdivision include:

1. *“Provide assistance, either financial and/or with equipment and supplies to construct a retaining wall along the creek, to stop the erosion and mitigate flooding impacts and loss of property;*
2. *Clear the creek of debris and obstructions brought by previous flooding, allowing for the proper and optimal flow of water in Little Bear Creek, and to maintain the creek in this manner;*
3. *Reconstruct the bridge that connects Sparger Park with the Tara Trail to withstand both flooding and vehicles that can help in the future work needed along Little Bear Creek”*



TARA PLANTATION

LITTLE BEAR CREEK

February 21, 2017



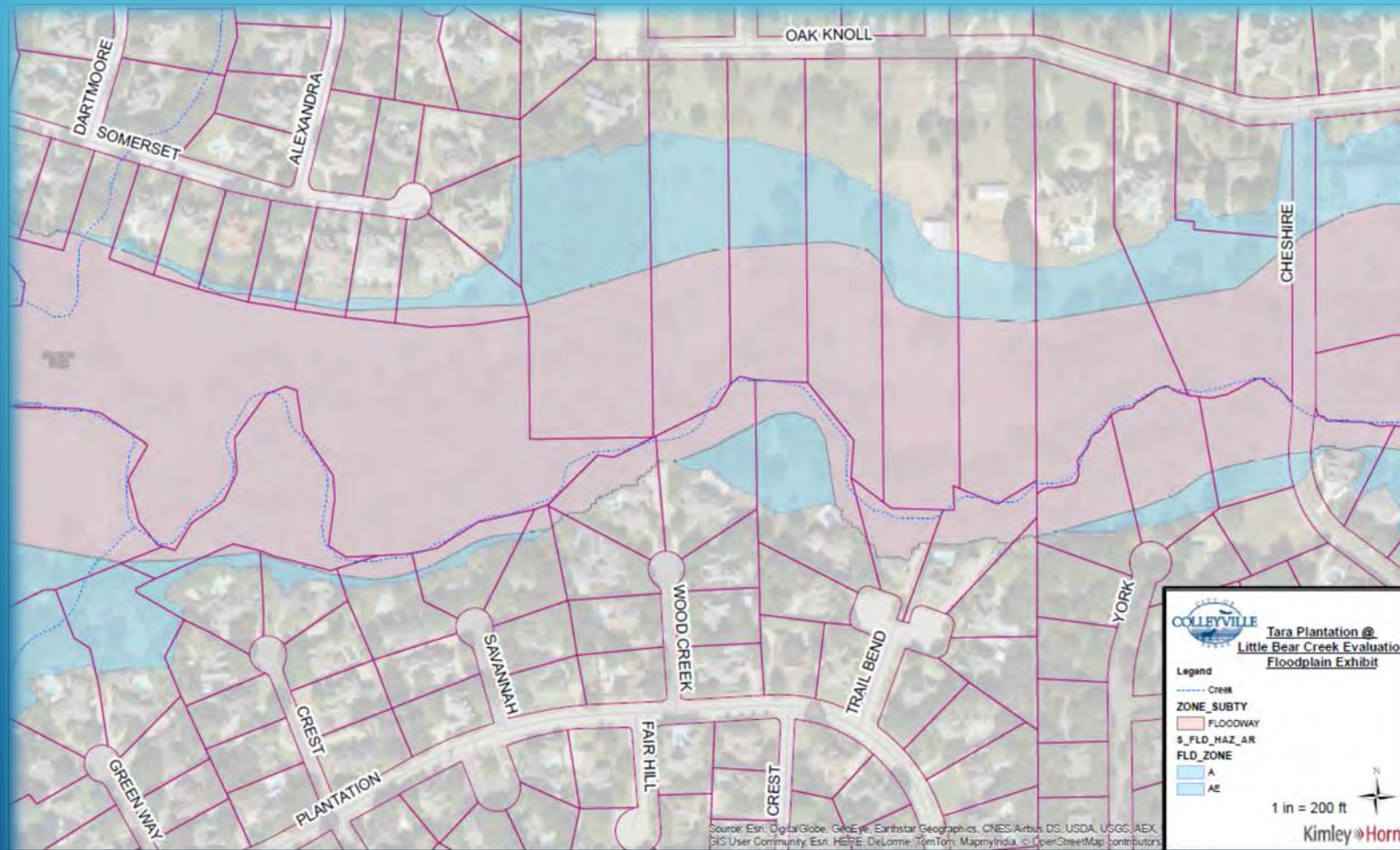
Kimley»Horn

Purpose

- Provide an overall existing conditions assessment of Little Bear Creek and to provide mitigation alternatives to address erosion issues.
- The assessment was based upon visual observation and engineering experience and judgement.
- Limits: Little Bear Creek within the limits of Tara Plantation with focus to the south side of the creek (Tara Plantation)

Stream Evaluation

Location of Floodplain and Floodway



Floodplain:

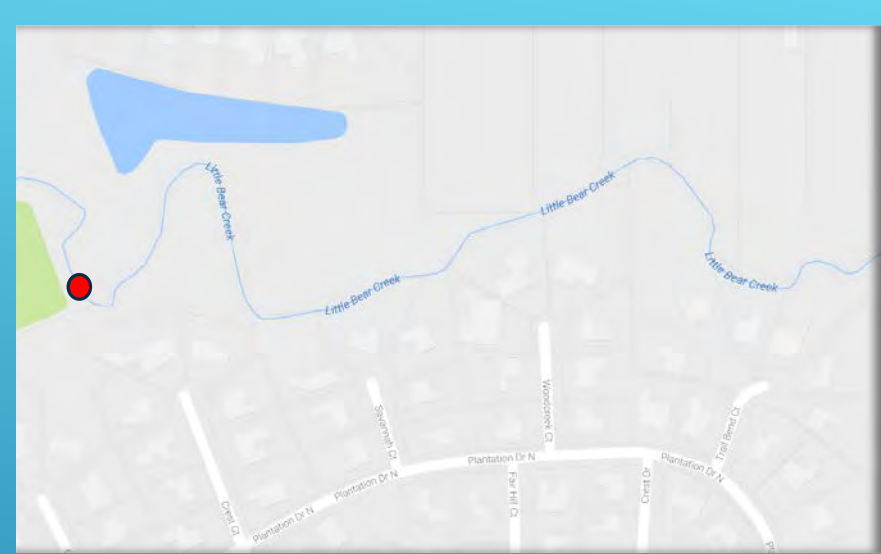
- Improvement can cause no more than 1' rise in water surface elevation, or have to go to FEMA for permit
- Need City floodplain permit

Floodway:

- Improvement can cause no more than 0.0' rise in water surface elevation, or have to go to FEMA for permit
- Need City floodplain permit

Stream Evaluation-Overall





Pedestrian Bridge:

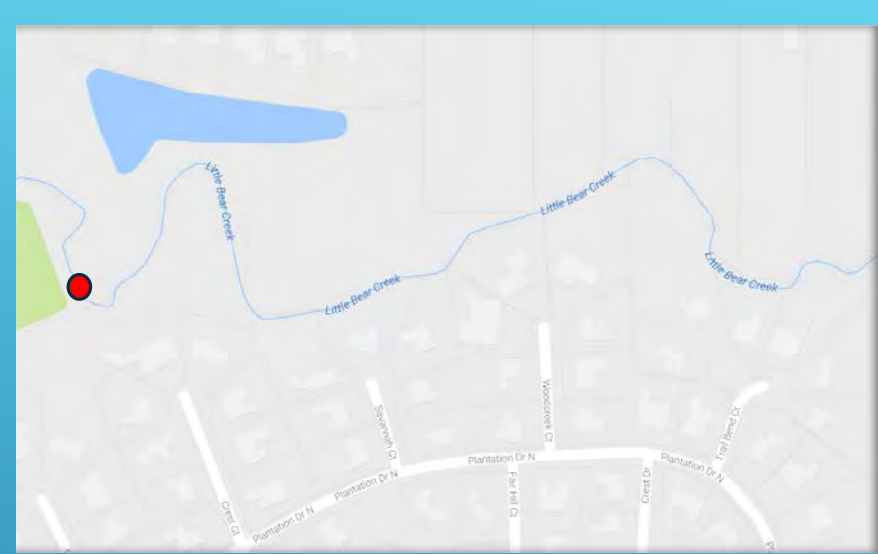
- Steel frame, no structural assessment
- Erosion evident at abutments
- Located at bend in channel
- Center steel column supports depth unknown

Recommendation(s):

- Further assessment*
- Recommend riprap or gabions to protect abutments



**** Detailed Assessment and construction of recommended protection could range \$25-\$125k depending upon results of the assessment***



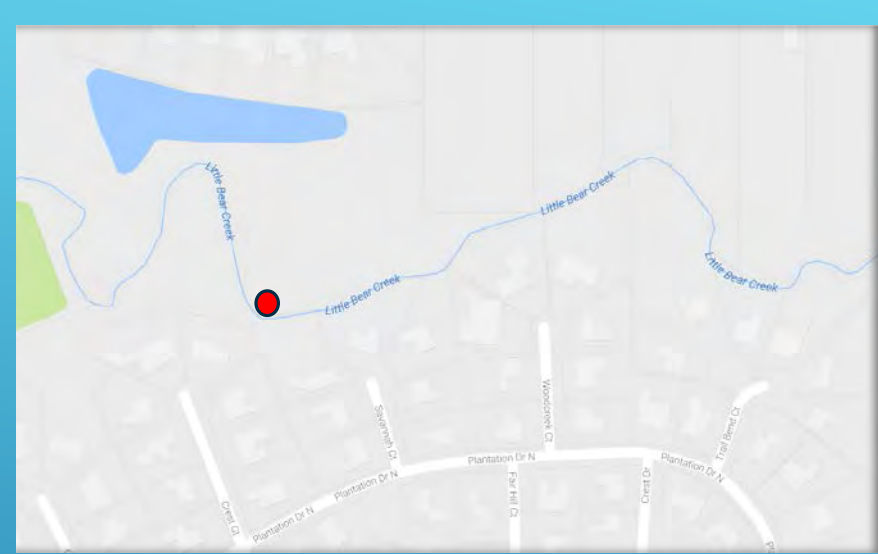
Downstream of Pedestrian Bridge:

- Erosion occurring; no immediate concerns
- Buffer zone (6'-8') from trail
- Shelf at bank full stage

Recommendation(s):

- No improvements
- Monitor erosion and buffer zone





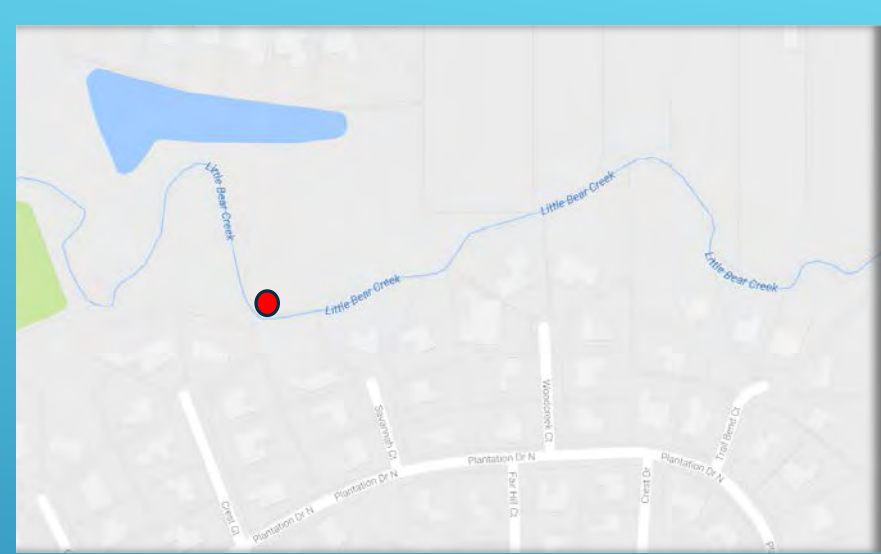
Area between Crest Ct and Savannah Ct

- Buffer zone (10') from trail
- Erosion at outfalls (drain)
- Vegetation helping protect bank
- Tree debris in channel

Recommendation(s):

- Debris Removal





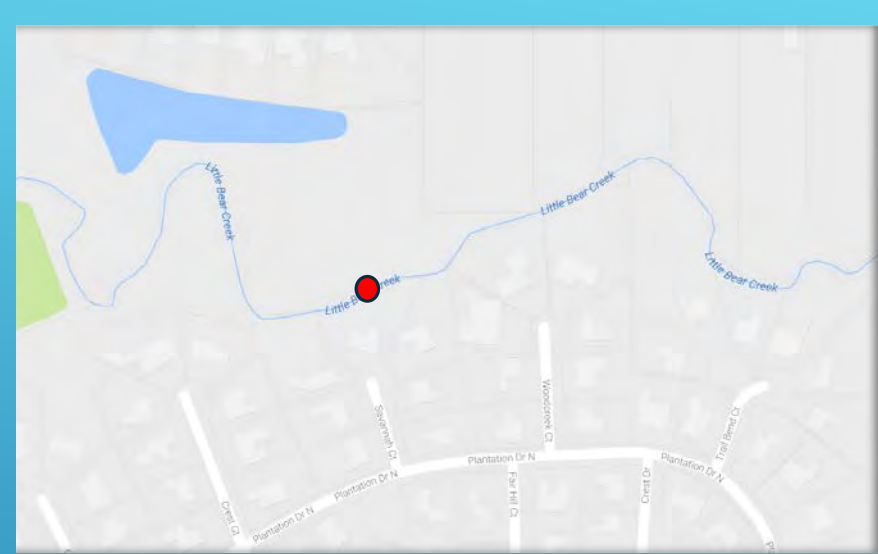
Area behind 4104 Savannah Ct

- Buffer zone (10') from trail
- Vegetation/wall helping protect bank
- Manhole near sidewalk, eroding from floodplain
- Erosion around manhole

Recommendation(s):

- Address erosion around manhole
- Monitor erosion, no immediate threat to trails





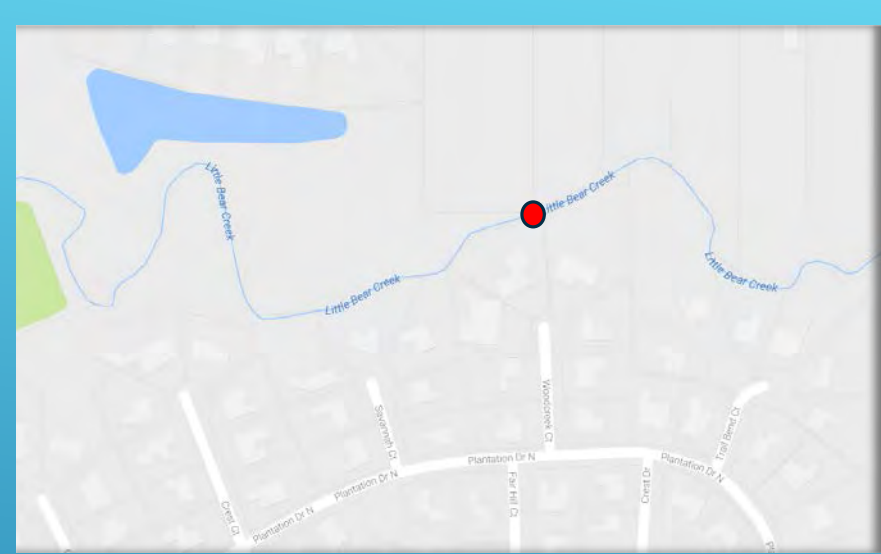
Area behind Savannah Ct

- Buffer zone (6'-8') from trail
- Wall helping protect bank
- Eroded area downstream of wall

Recommendation(s):

- Address erosion by placing rock riprap or gabions at the end of the wall
- Monitor erosion, no immediate threat to trails





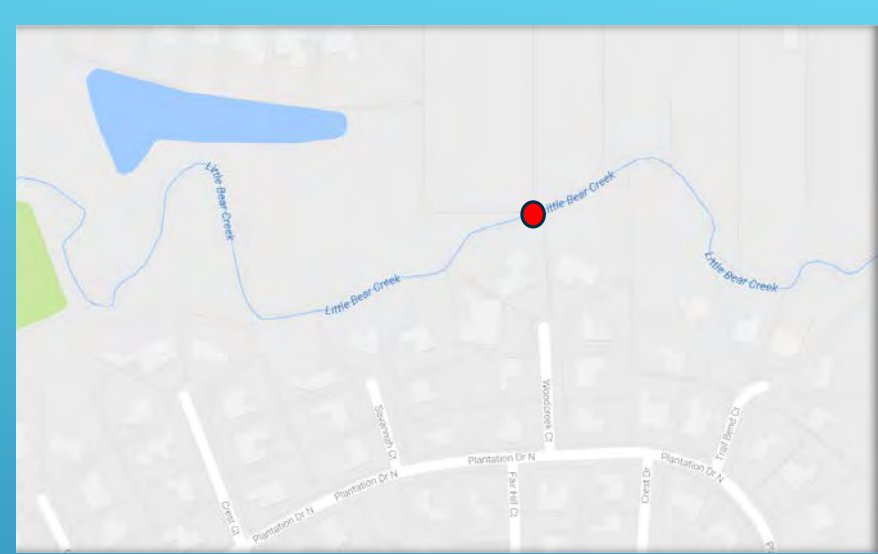
Area behind Woodcreek Ct (Trail)

- Buffer zone (6') from trail
- Steep slopes will continue to erode
- Trail compromised

Recommendation(s):

- Repair trail
- Address erosion by placing riprap or gabions along the side slopes and trail





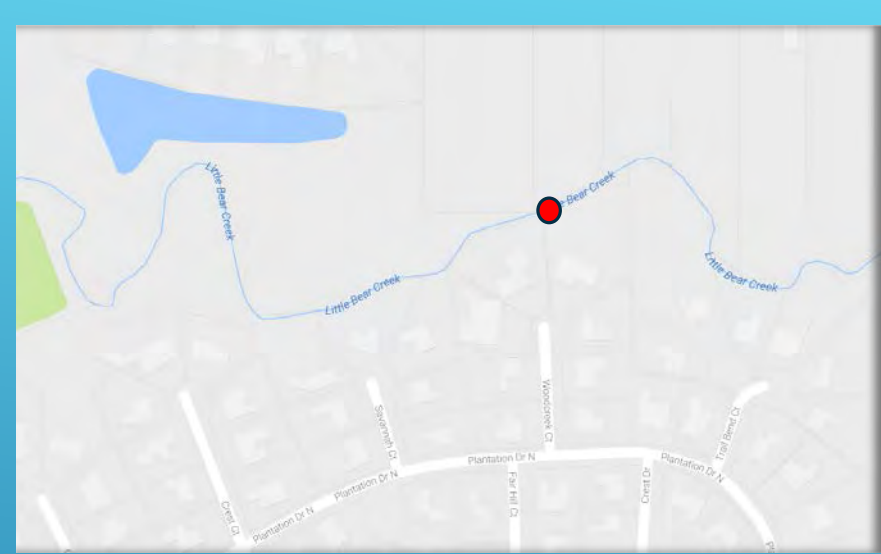
Area behind Woodcreek Ct (Flume)

- Buffer zone (3') from trail
- Steep slopes will continue to erode
- Flume being undermined
- Trail starting to fail

Recommendation(s):

- Repair trail
- Address erosion by placing riprap or gabions along the side slopes and trail





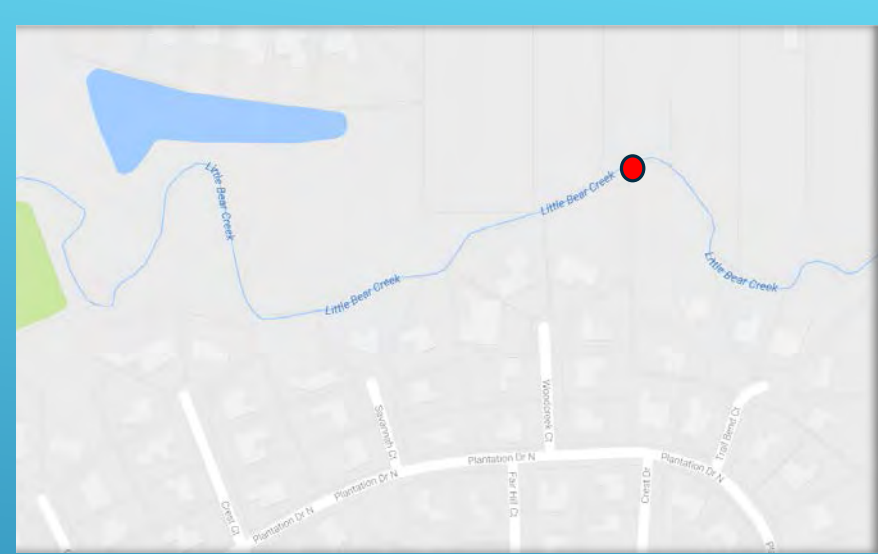
Area behind Woodcreek Ct and Trail Bend Ct

- Buffer zone (10'+) from trail
- No threat to trail
- Erosion at end of wall
- North fence line eroding

Recommendation(s):

- Address erosion by placing rock riprap or gabions at the end of the wall
- Monitor erosion, no immediate threat to trails





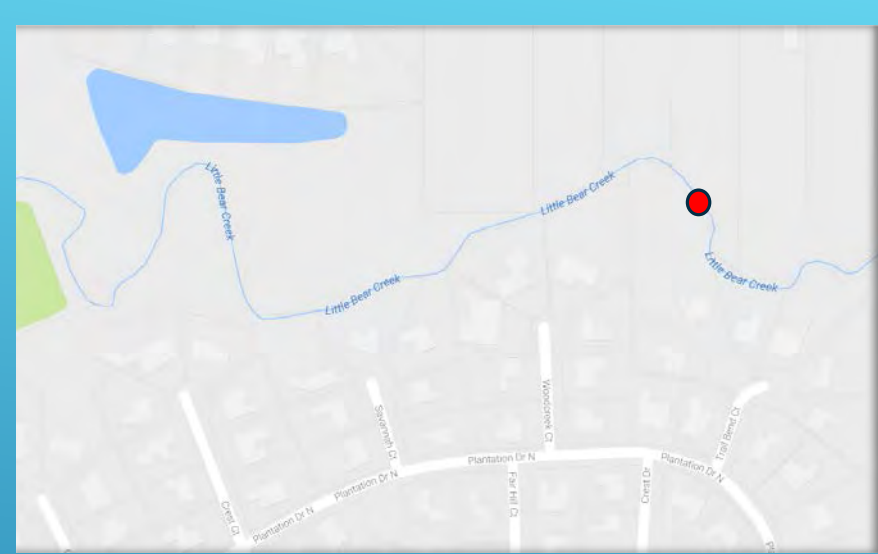
Area behind Woodcreek Ct and Trail Bend Ct

- Buffer zone (10'+) from trail
- No threat to trail
- North fence line eroding

Recommendation(s):

- Fence line needs to be reestablished if desired





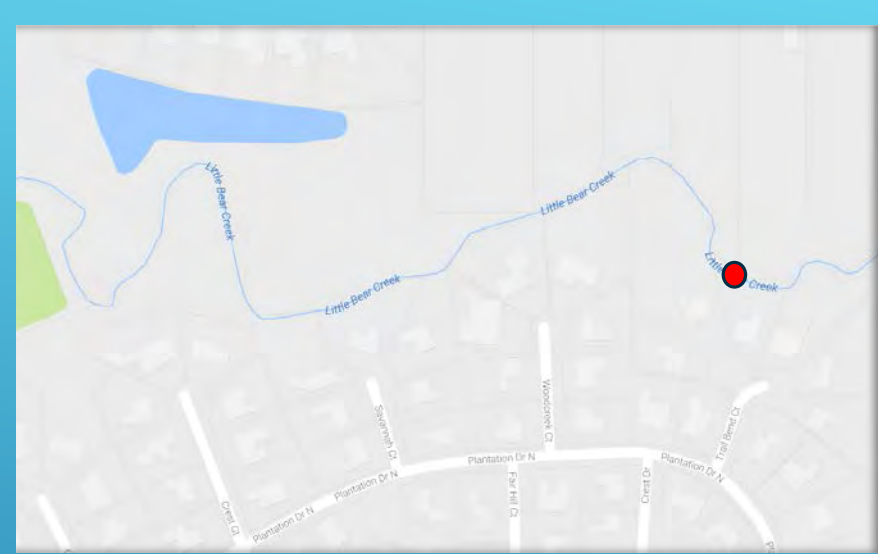
Area behind Woodcreek Ct and Trail Bend Ct

- Buffer zone (10'+) from trail
- No threat to trail
- Tree debris in creek
- North fence line eroding

Recommendation(s):

- If desired, fence line to be reestablished
- Remove debris





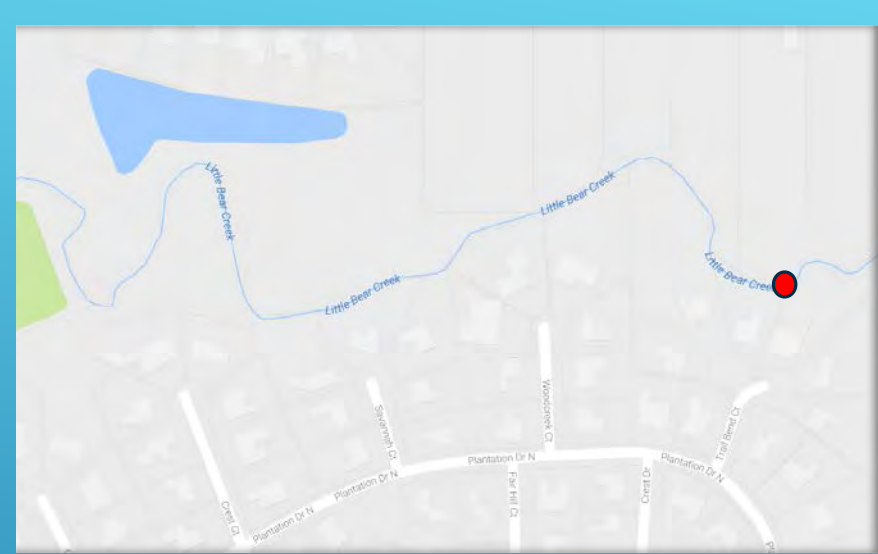
Area behind Trail Bend Ct

- Buffer zone (4') from trail
- Minor threat to trail
- Less steep side slopes
- Wall protecting side slopes

Recommendation(s):

- Remove debris (down tree)





Area behind Trail Bend Ct

- Buffer zone (4') from trail
- Tree debris in creek

Recommendation(s):

- Remove tree debris



Creek Evaluation Summary

Type of Improvement	Description	Approximate Cost
Pedestrian Bridge	Assessment, Erosion Protection, and/or new bridge	\$25,000-\$125,000
Hard Armoring and Fence Line Adjustment	Placing rock riprap or gabions along side slopes; Placing a new fence outside of the side slopes (does not include property acquisition)	\$80,000-\$110,000
Debris Removal	Removing trees within the creek (3 areas described)	\$2,000-\$20,000 (depends upon access, size and quantity of trees)
	Total	\$107,000-\$255,000

Next Steps



“Clear the creek of debris and obstructions brought by previous flooding, allowing for the proper and optimal flow of water in Little Bear Creek, and to maintain the creek in this manner;”

- If directed by City Council, staff could undertake this request to clear the creek of the current debris and any future debris, however this is inconsistent with Citywide practices, additional easements would be needed.

“Provide assistance, either financial and/or with equipment and supplies to construct a retaining wall along the creek, to stop the erosion and mitigate flooding impacts and loss of property;”

- *If directed by the City Council, the City will evaluate the possibility of entering into agreements with the property owners to provide funding, materials, or labor for the purpose of constructing retaining walls or other erosion mitigation measures.*

“Reconstruct the bridge that connects Sparger Park with the Tara Trail to withstand both flooding and vehicles that can help in the future work needed along Little Bear Creek”

- *The current bridge is for pedestrian access to Sparger Park and is maintained by the City, and staff’s opinion is that it is not necessary to have a bridge that is able to accommodate vehicular traffic, as access is available to the area via other means.*

Next Steps



Staff recommends to move forward with an update to the Storm Drainage Master Plan

- This is currently expected to occur in 2019, however, if the City Council deems it appropriate, funding is available and the update project could be initiated this fiscal year
- An updated Storm Drainage Master Plan will identify any other drainage improvement projects throughout the City and will provide a prioritization of projects city wide. The prioritization and identification of all needs is useful information prior to the initiation of any one particular project
- In order to identify funding solutions, a component of the Storm Drainage Master Plan could be added to evaluate and identify creative and innovative funding solution options

Questions and Discussion

City of Colleyville Drainage Worksession

December 12, 2016

December 12, 2016 Presentation

Scope of Worksession



Objective Statement – To provide the City Council with an overview of the Drainage System Utility including a description and explanation of the associated responsibilities.

- ***Common Drainage Concerns***
- ***Drainage Utility Overview***
- ***Storm Drainage Master Plan***
- ***Past Drainage Projects***
- ***Identified Drainage Needs***
- ***Drainage Utility Funding***
- ***Drainage Utility Expenditures***
- ***The Citywide Drainage System***
- ***Drainage Responsibilities***
- ***Scenarios***

December 12, 2016 Presentation

Common Drainage Concerns

- **Nuisance Flooding**
- **Standing Water**
- **Lot Drainage**
- **Erosion and Siltation / Sedimentation**
- **Debris**
- **Flooding**



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Drainage Utility



Purpose: Manage the stormwater drainage system to protect properties from flooding, prevent erosion, protect water quality, and ensure stormwater entering our creeks and water ways is free of pollutants.

Programs

- Street Sweeping
- Low Water Crossing Maintenance
- Roadside Drainage Ditch Maintenance
- Vegetation Control (Herbicide)
- CIP Projects

Assets

- 50 Miles of Storm Drainage Pipe
- 23 Bridge Structures
- 1,335 Curb Inlets
- Gradall Excavator
- Street Sweeper

Personnel

- 6.41 Full Time Equivalents (FTE)

Drainage Utility Funding

- Revenue
- Fund Balance

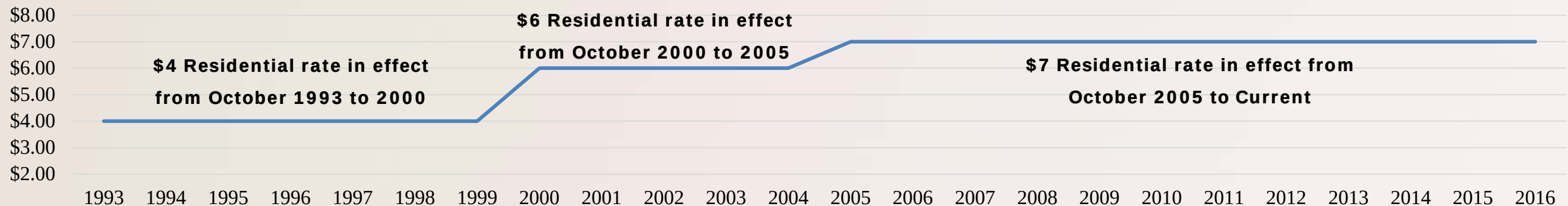
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Drainage Utility Origination



- **Ordinance O-93-902**, adopted on June 15, 1993, declared the Drainage of the City of Colleyville to be a public utility
- **Ordinance O-93-912**, adopted on August 31, 1993, established a schedule of drainage utility charges
- **Ordinance O-00-1239**, adopted on September 5, 2000, amended the schedule of charges
- **Ordinance O-05-1545**, adopted on September 20, 2005, amended the schedule of charges

Residential Monthly Rate Since the Start of the Drainage Utility



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Drainage Utility Programs



Programs

- Street Sweeping
- Low Water Crossing Maintenance
- Roadside Drainage Ditch Maintenance
- Vegetation Control (Herbicide)



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Drainage Utility Personnel



Personnel

- 6.41 FTE
- Includes 2 Field Technicians, 3 Equipment Operators, an Environmental Compliance Officer, and partial funding for 3 other positions in the City



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Drainage Utility Assets



Assets

- 50 Miles of Storm Drainage Pipe
- 23 Bridge Structures
- 1,335 Curb Inlets
- Gradall Excavator
- Street Sweeper



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Storm Drainage Master Plan

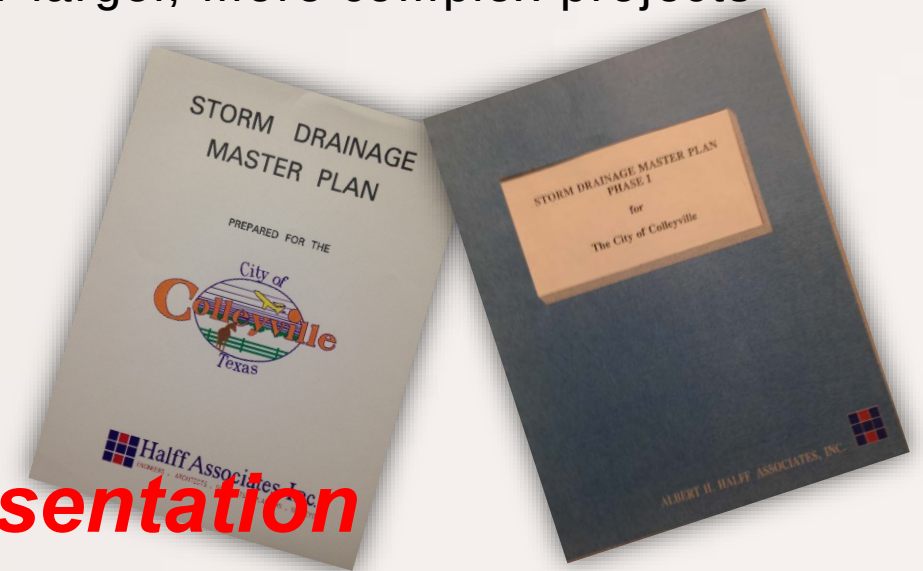


A citywide Storm Drainage Master Plan is an important tool in the operation of the Drainage Utility. The master plan:

- Promotes equitable, acceptable, and legal measures for floodplain and stormwater management
- Provides a comprehensive, citywide drainage inventory and assessment
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The Storm Drainage Master Plan is slated in the current 5-Year Capital Improvements Plan (CIP) to be completely updated in 2019

December 12, 2016 Presentation



Storm Drainage Master Plan



**The original Storm Drainage Master Plan was performed in 1992.
The plan focused on the following:**

- Big Bear Creek
- Little Bear Creek
- Little Bear Tributary 1
- Little Bear Tributary 2

In 2000, additional creeks and tributaries were evaluated including:

- | | | |
|----------------------|----------------------|--------------------|
| • White Chapel Creek | • Brown Trail Creek | • Bransford Creek |
| • Jewel Creek | • Pleasant Run Creek | • Bluebonnet Creek |
| • Pecan Creek | • Meadow Creek | • Jackson Creek |

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Past CIP Projects



1991 Drainage Bond Funded Projects

- **Oaks & Briarwood**
 - \$1.7 million cost
 - 7,000 LF of street reconstruction
 - 1,600 LF of channel
 - 800 LF of double 8' X 6' box culvert
 - 3,400 LF of 18" to 60" storm drain
 - Construction completed in 1995



Chelsea Creek
1991



Ridingwood Trail
1991

- **Chelsea Creek**
 - \$1.1 million
 - 1,260 LF of 10' x 6' box culvert
 - 1,844 LF of 8' x 6' box culvert
 - 684 LF of 24" to 72" culvert
 - Construction completed in 1996

December 12, 2016 Presentation

Past CIP Projects



1991 Drainage Bond Funded Projects

- Oak Crest Hills & Rustic Oaks
 - \$2.4 million
 - 13,000 LF of street reconstruction
 - 900 LF of open channel
 - 7,700 LF of 18" to 60" storm drain
 - Construction completed in 1996



Rustic Trail
1991



Rustic Trail
1997



Timberline North
1991

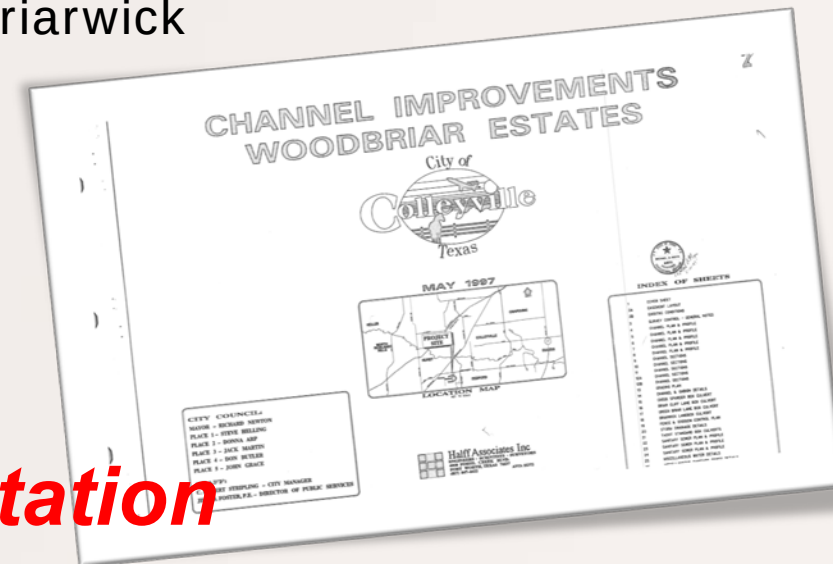
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Past CIP Projects



1991 Drainage Bond Funded Projects

- **Chelsea Park**
 - \$1.7 million
 - 8,500 LF of street reconstruction
 - 5,500 LF feet of 12" to 66" storm drain
 - Construction completed in 1996
- **Woodbriar Estates**
 - \$730,000
 - 1,800 LF of open channel improvements
 - Box culverts at Cheek-Sparger, Briarcliff, Greenbriar, & Briarwick
 - Construction completed in 1998



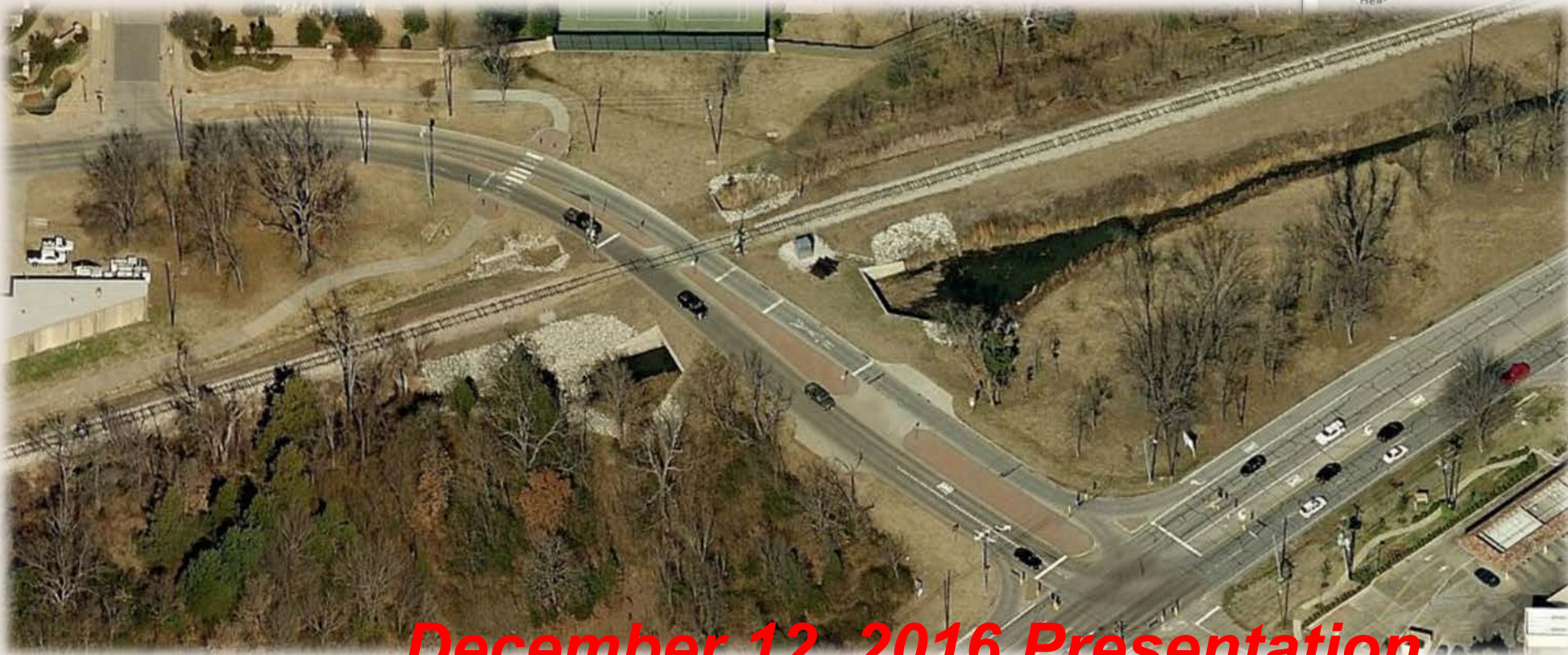
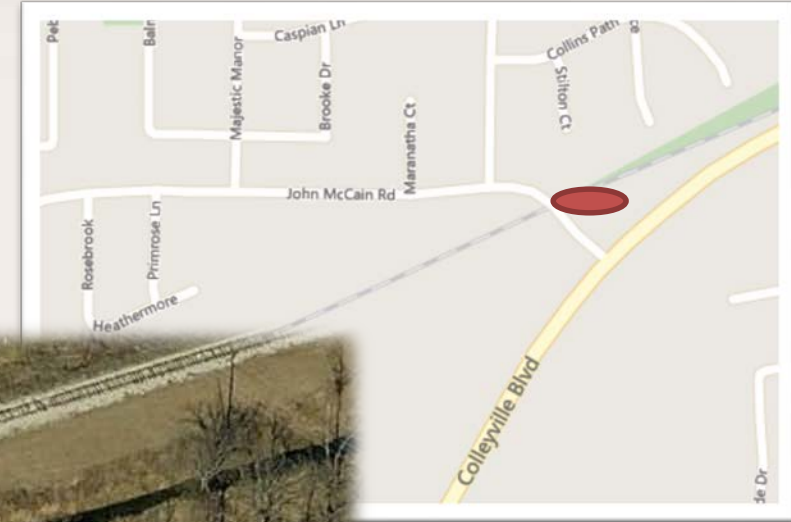
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Past CIP Projects



2001 Drainage Bond Funded Projects

- John McCain Road and SH26 Realignment and Box Culvert



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Past CIP Projects



2001 Drainage Bond Funded Projects

- **Old Glade Road Box Culvert Replacement**
 - Completed in 2003
 - Included the replacement of the bridge along Old Glade Road



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Past CIP Projects



2001 Drainage Bond Funded Projects

- **Welsh Circle & Montford Drive Drainage Improvements**
 - Completed in 2003
 - Construction consisted of removing and replacing the existing asphalt pavement with concrete and adjusting the grade to create positive drainage



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Past CIP Projects



2001 Drainage Bond Funded Projects

- **L.D. Lockett Drainage**
 - Completed in 2003
 - Installed culverts within the bar ditch and regraded the swale to eliminate excessive slopes adjacent to roadway



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Past CIP Projects

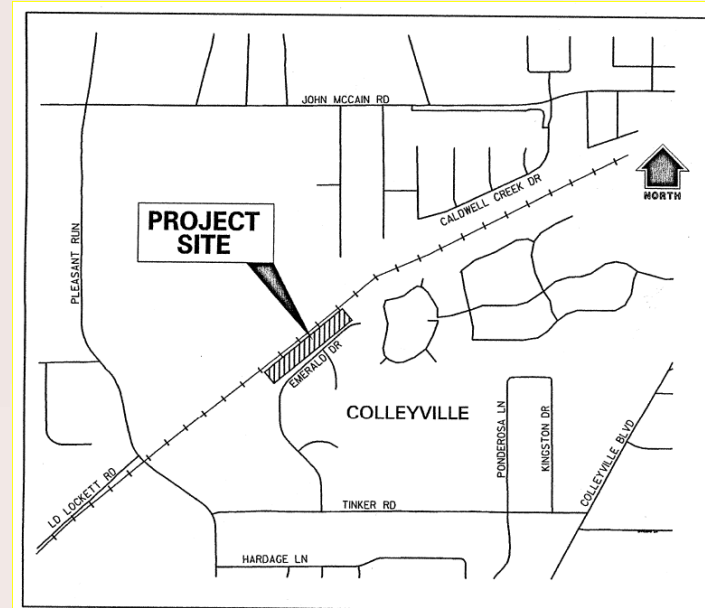


2001 Drainage Bond Funded Projects

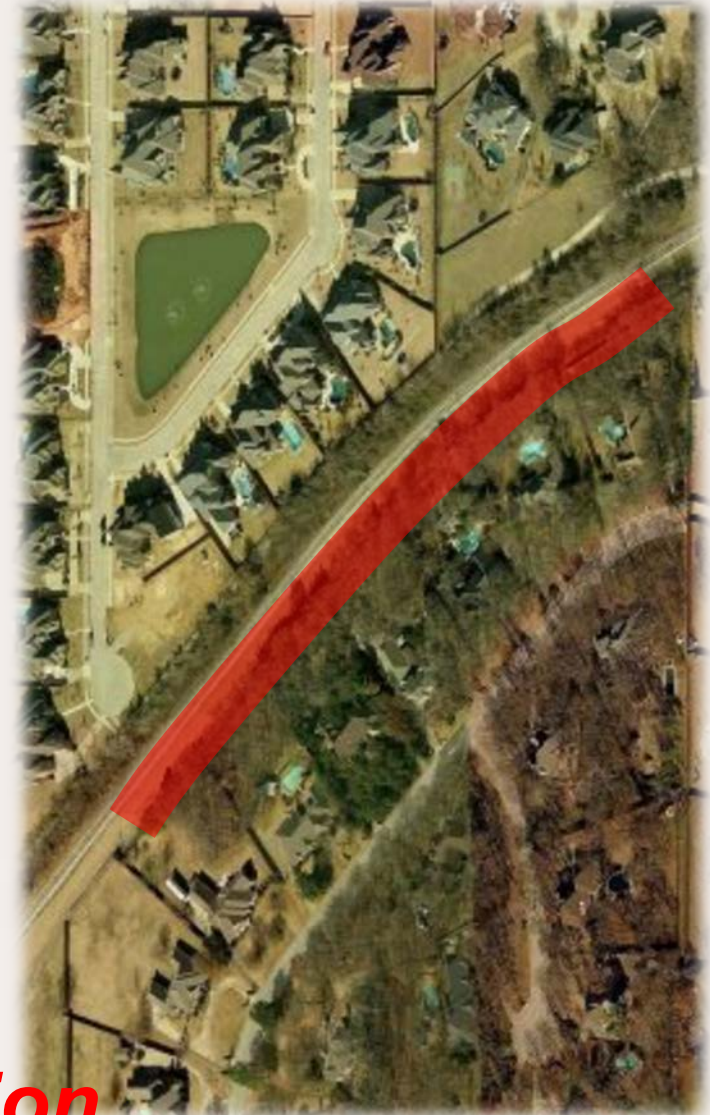
- **Jewel Estates Drainage Improvements**
 - Completed in 2003
 - Constructed ConLock lined channel to lower 100-year floodplain elevation and promote positive drainage



ConLock System



LOCATION MAP
NOT TO SCALE



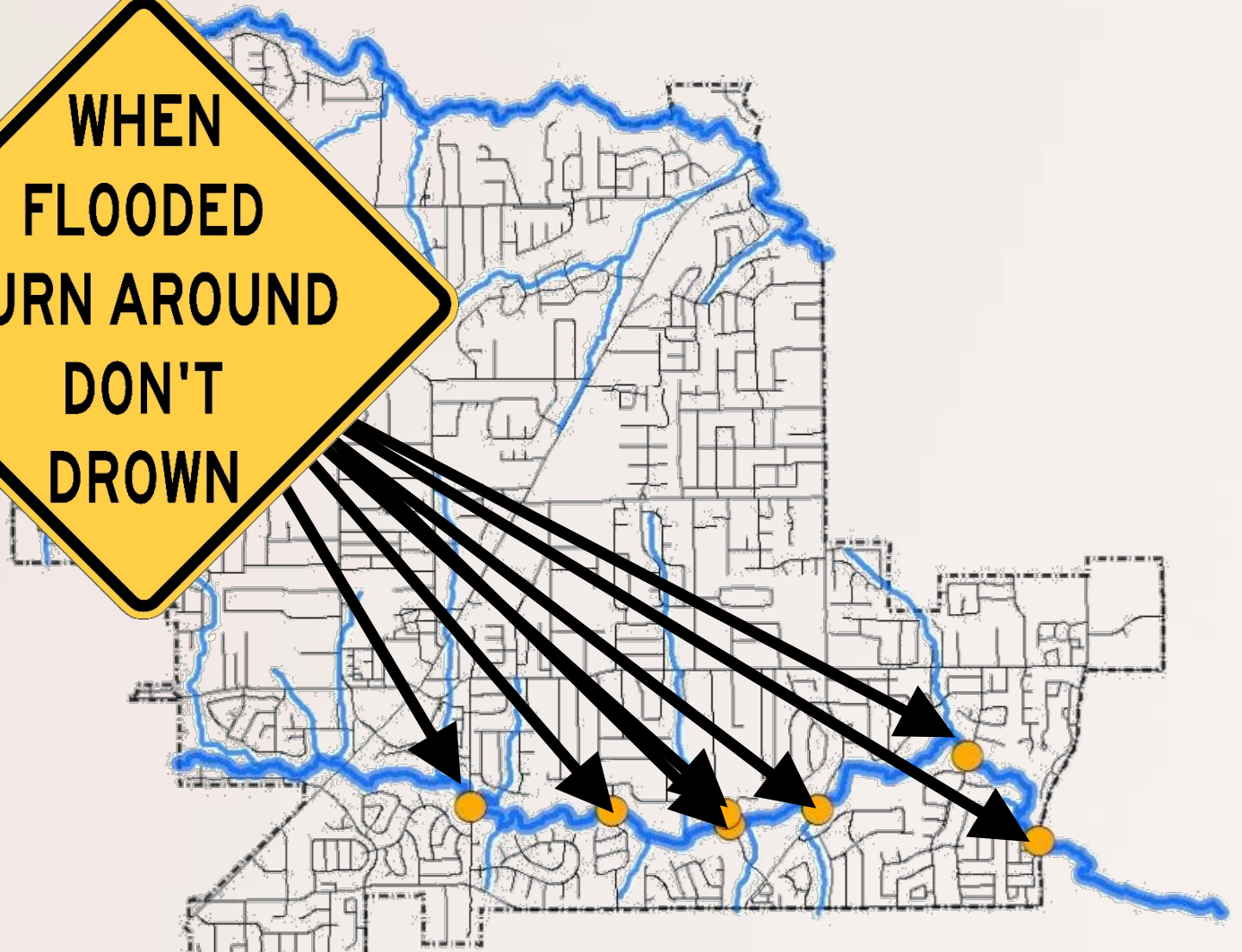
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Identified Drainage Needs

- Low Water Crossings
 - Bedford Road Bridge at Little Bear
 - Heritage Avenue at Little Bear
 - Oak Knoll Bridge
 - Bedford Road
 - Jackson Road
 - Cheshire Drive
 - Martin Parkway
- Bransford Creek Drainage Improvements
- Jackson Creek Drainage Improvements
- Flood Gate Upgrade Project
- Glade Road Bridge Improvements at Tributary to Little Bear 2
- John McCain Box Culvert Improvements at White Chapel Creek West
- Pleasant Run Road Bridge Improvements at Big Bear Creek

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Low Water Crossings



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Drainage Utility Funding



Revenue:

- Estimated to receive \$956,550 in Fiscal Year 2017, primarily from the collection of the monthly fee
- Rates are \$7.00 per month for residential customers. Commercial rates vary depending upon the type of business, with rates being anywhere between \$10.68 and \$24.40 per acre, per month

Unrestricted Net Position:

- As of September 30, 2016, the Unrestricted Net Position was approximately \$1.96 million*
- The Unrestricted Net Position is comprised of cash and cash equivalents, cash-restricted for debt payment, accounts receivable, interest receivable, and deferred charges, minus liabilities other than debt
- Approximately \$1.67 million is available to be allocated to applicable drainage utility expenses, including one-time capital projects, asset purchases, etc.

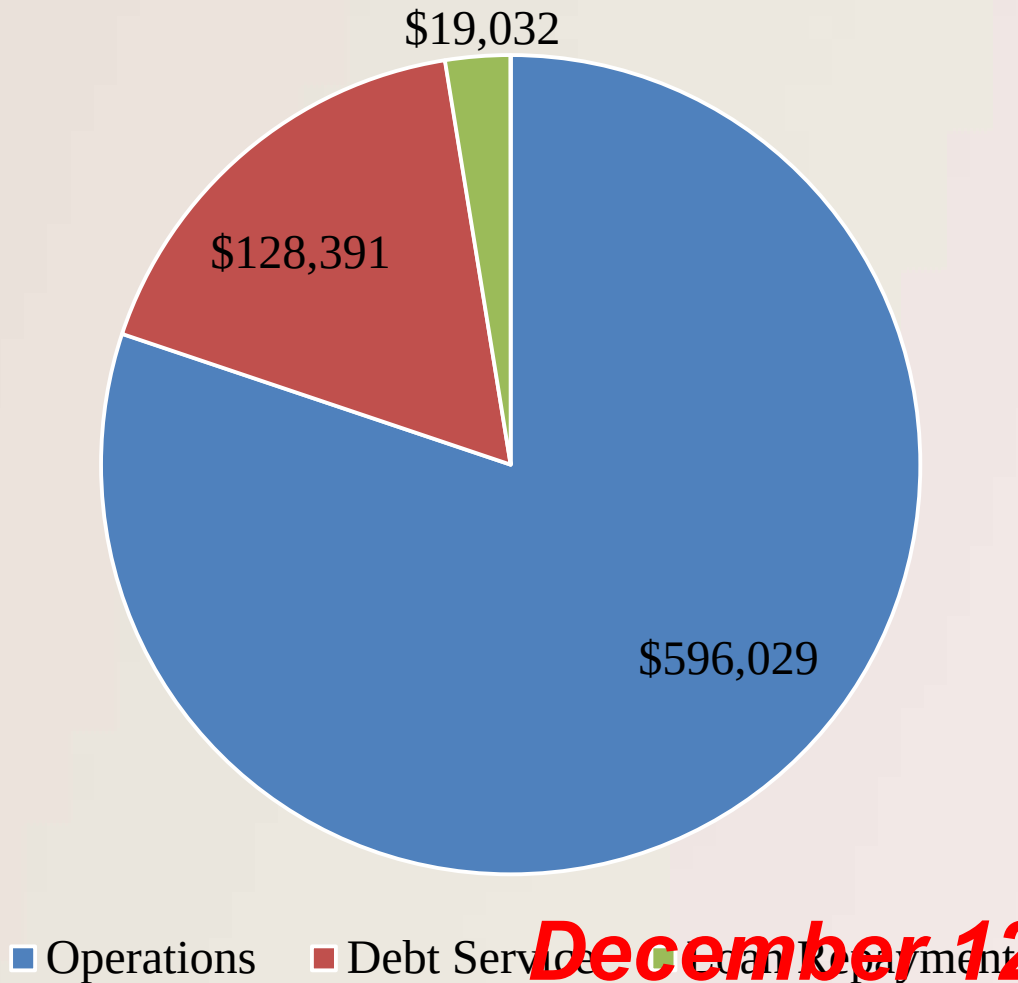
** This reflects an estimated number that includes projections and approximations, the actual unrestricted net position will be identified upon completion of the Fiscal Year 2016 Audit*

December 12, 2016 Presentation

Drainage Utility Expenditures



Budget: 2017 - \$743,452



Operations:

- The amount of \$596,029 is the budget that supports the operation and maintenance of the City's drainage system. This allows for the full funding of six staff positions, along with partially funding three other staff positions, and other associated operational costs such as materials, supplies, etc.

Debt Service:

- Annual debt payments for the outstanding bonds are \$128,391 (outstanding debt of \$585,000, expected to be paid off in 2021).

Repayment:

- This is the repayment to the Colleyville Tomorrow Fund for the internal financing of the acquisition of a Gradall excavator. The acquisition was approved in fiscal year 2012 and the Drainage Utility will repay the Colleyville Tomorrow Fund \$19,032 for Fiscal Year 2017. This will be the fifth and final annual payment.

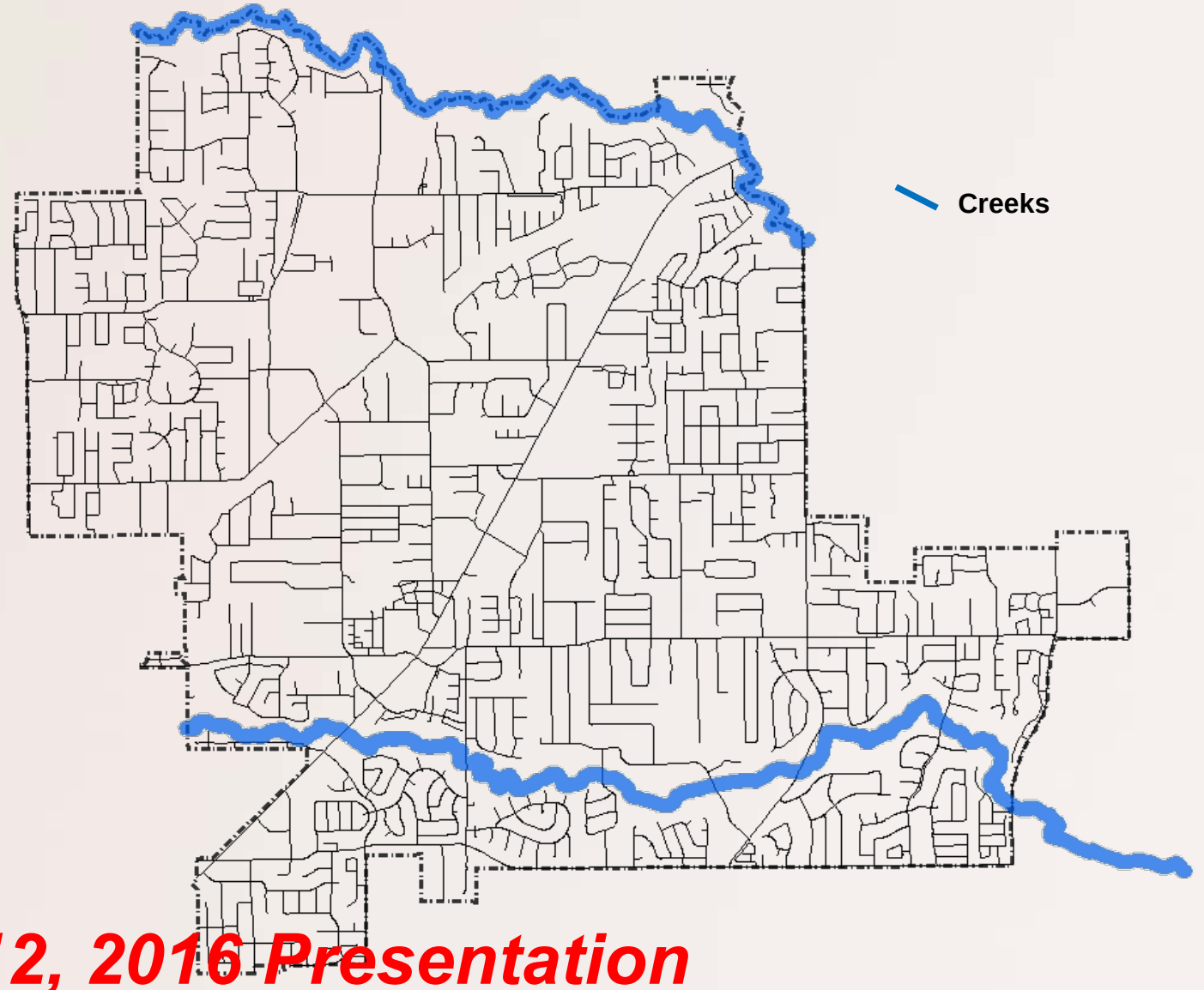
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Colleyville Creeks and Floodplain



The City of Colleyville Creeks

- Big Bear Creek
 - 20.8 square miles (13,312 acres) flowing to the City
 - 30.3 square miles (19,392 acres) leaving the City
- Little Bear Creek
 - 8.8 square miles (5,632 acres) flowing to the City
 - 20.2 square miles (12,928 acres) leaving the City

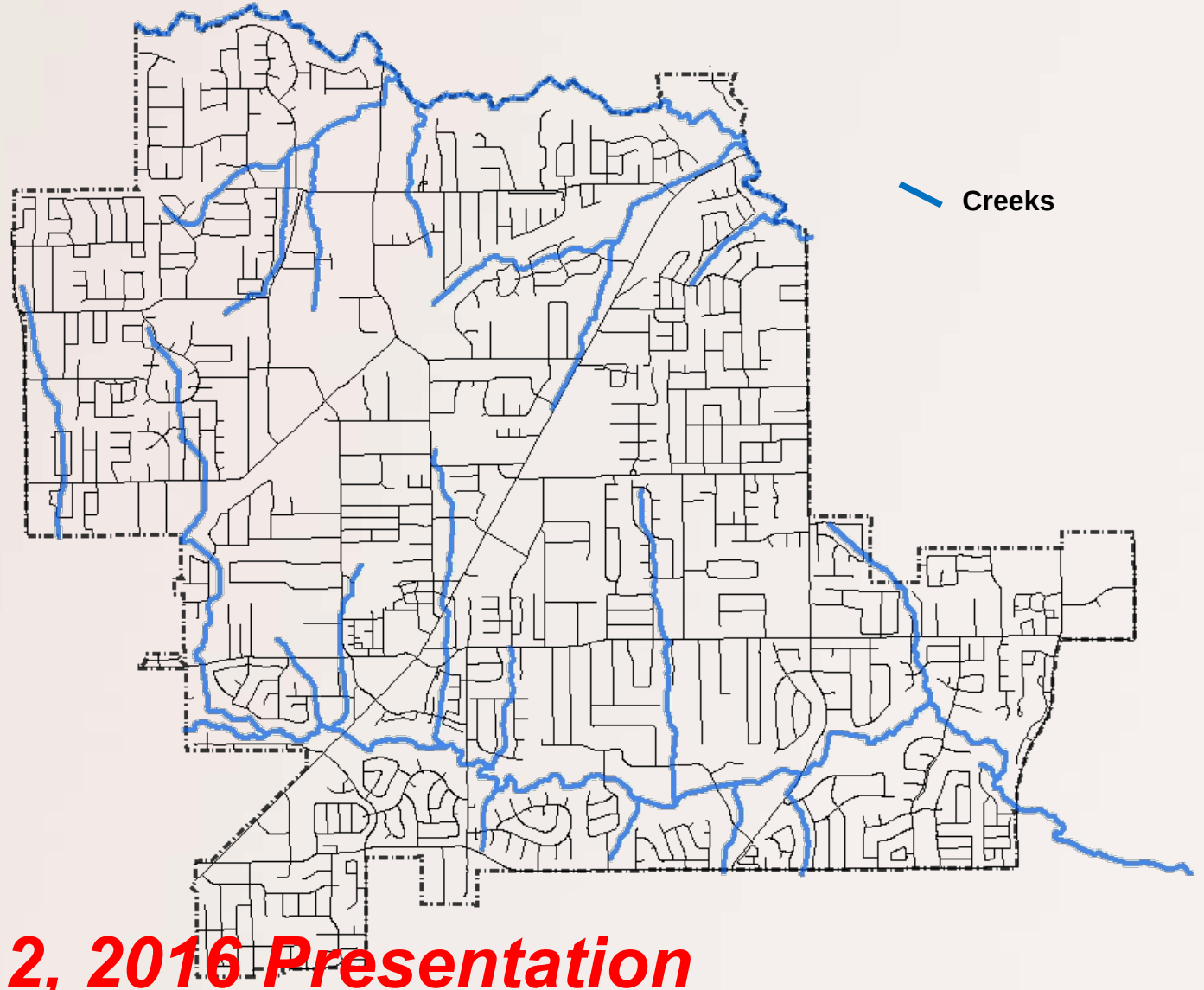


Colleyville Creeks and Floodplain



The City of Colleyville **Natural Drainage System**

- A total of over 29 miles of creeks and tributaries

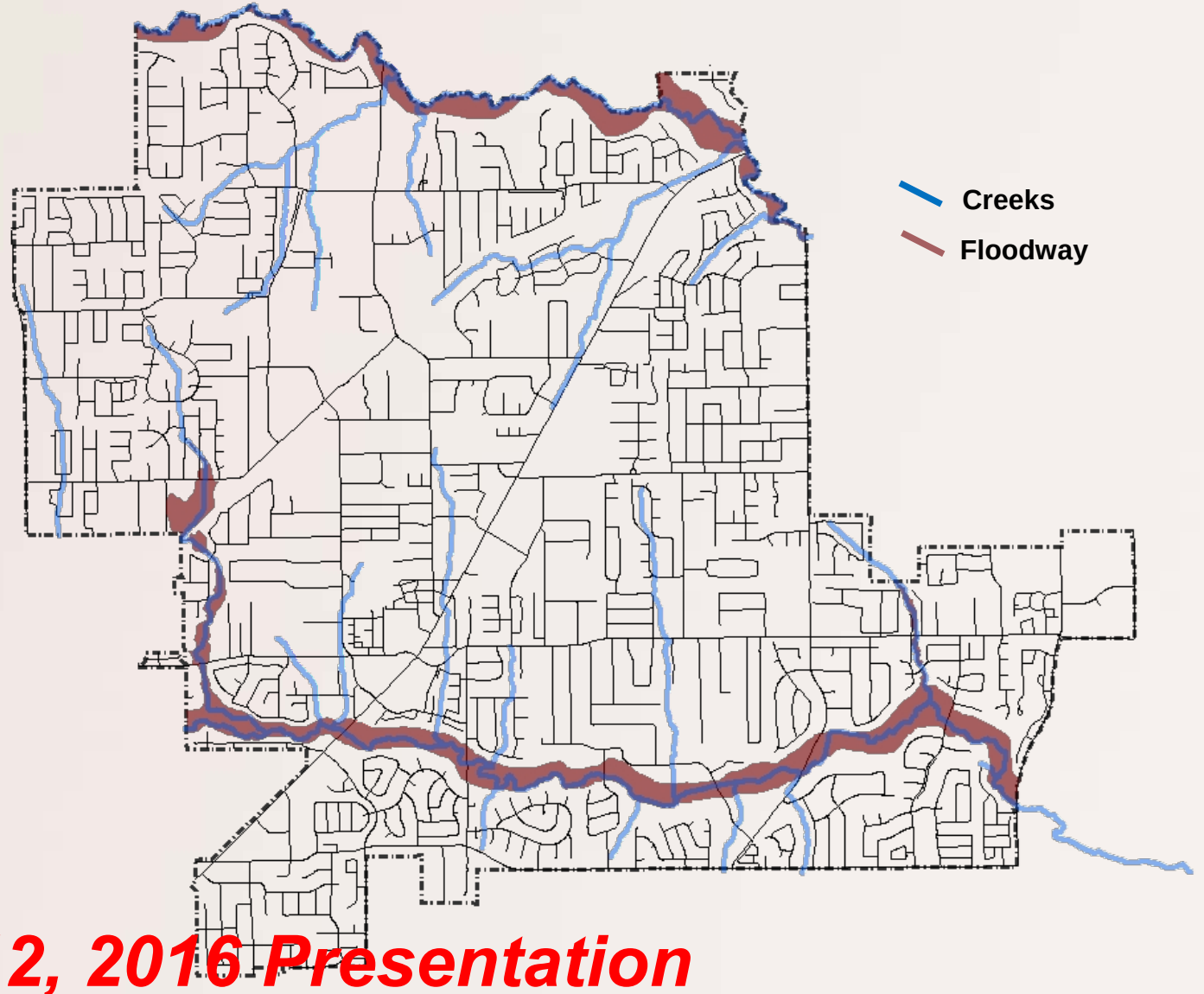


Colleyville Creeks and Floodplain



The City of Colleyville **Natural Drainage System**

- A total of over 29 miles of creeks and tributaries
- 497 acres of Floodway



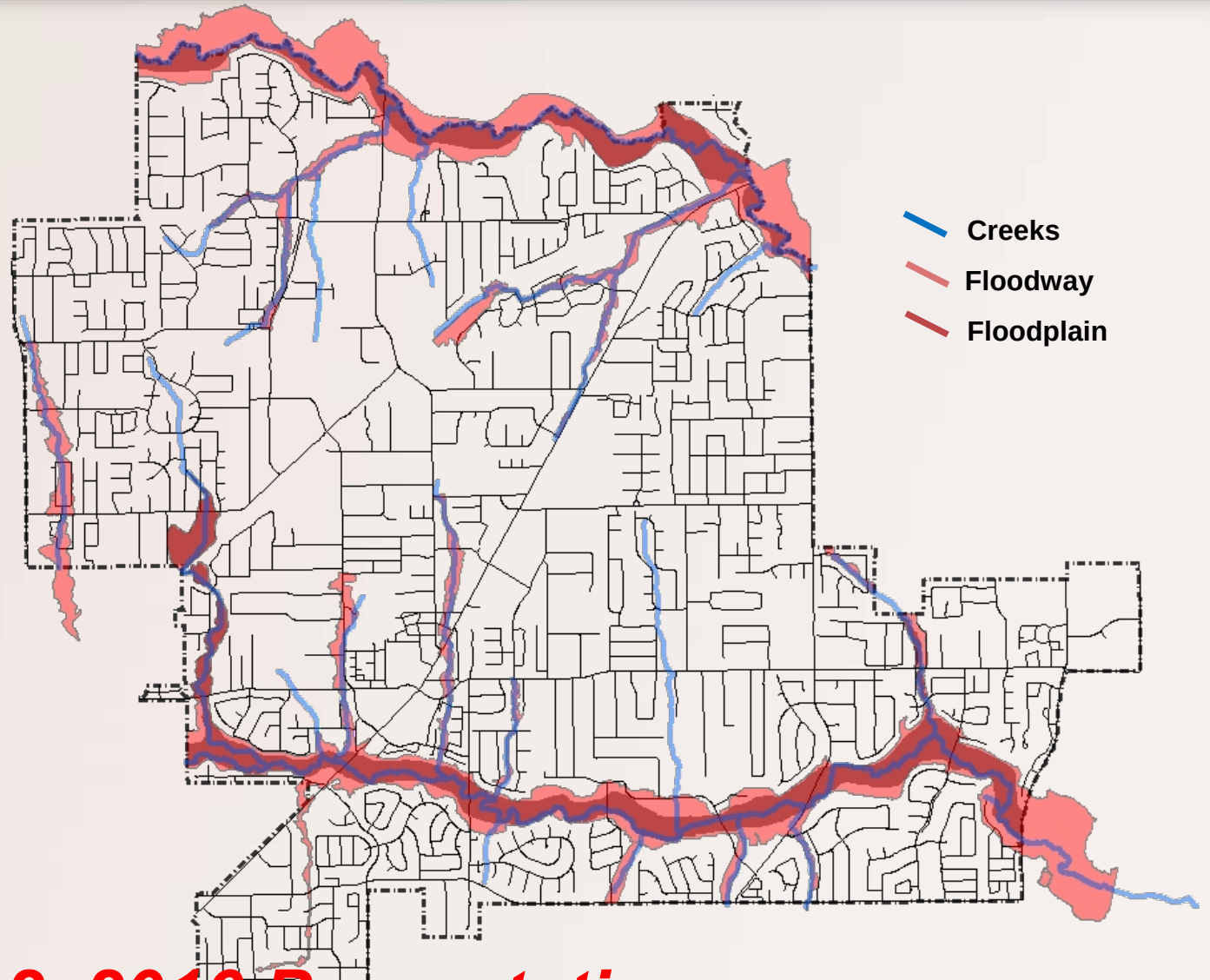
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Colleyville Creeks and Floodplain



The City of Colleyville **Natural Drainage System**

- A total of over 29 miles of creeks and tributaries
- 497 acres of Floodway
- 1,255 acres of Floodplain



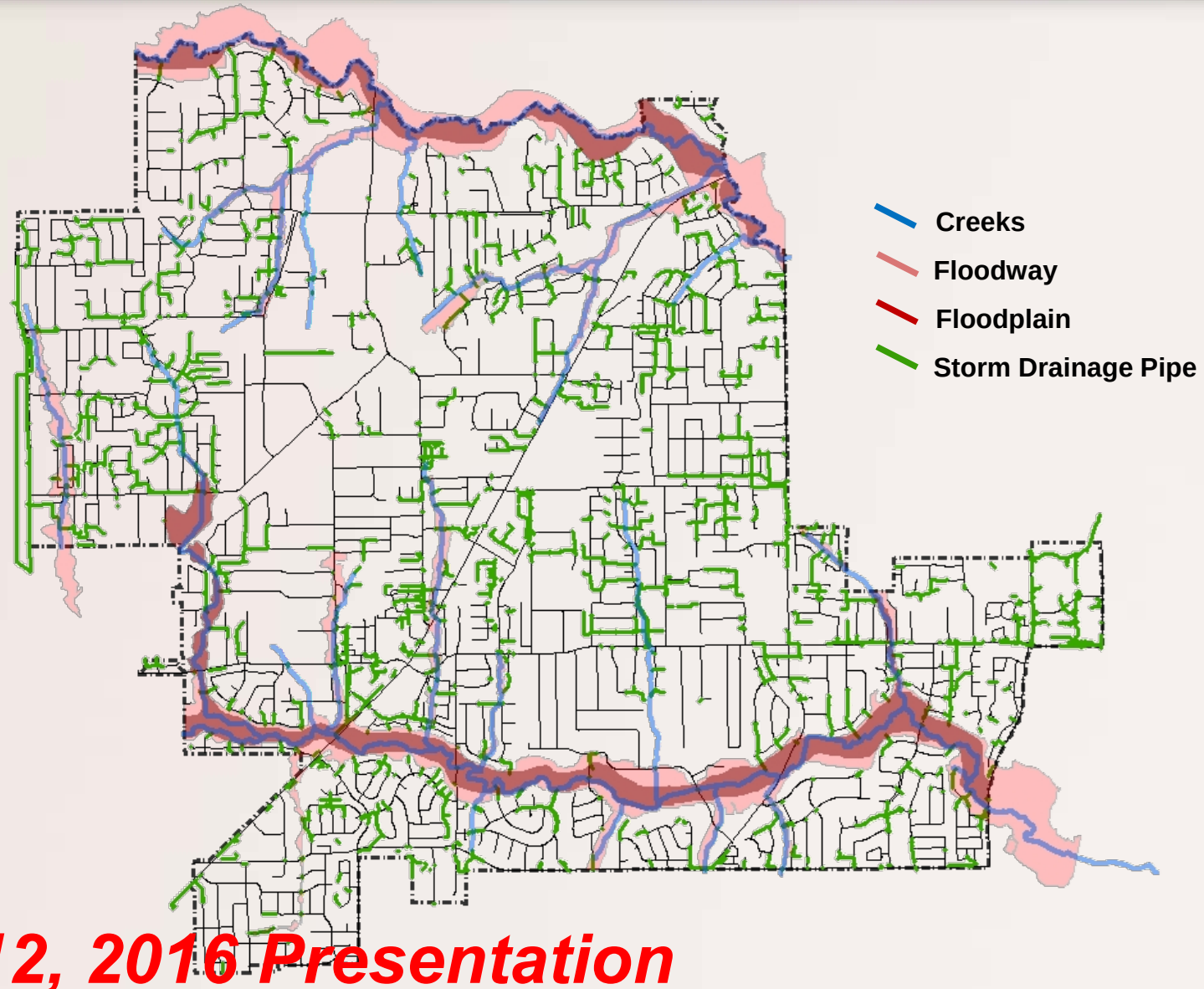
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Colleyville Creeks and Floodplain



The City of Colleyville Natural Drainage System

- A total of over 29 miles of creeks and tributaries
- 497 acres of Floodway
- 1,255 acres of Floodplain
- 50 miles of storm drainage pipe

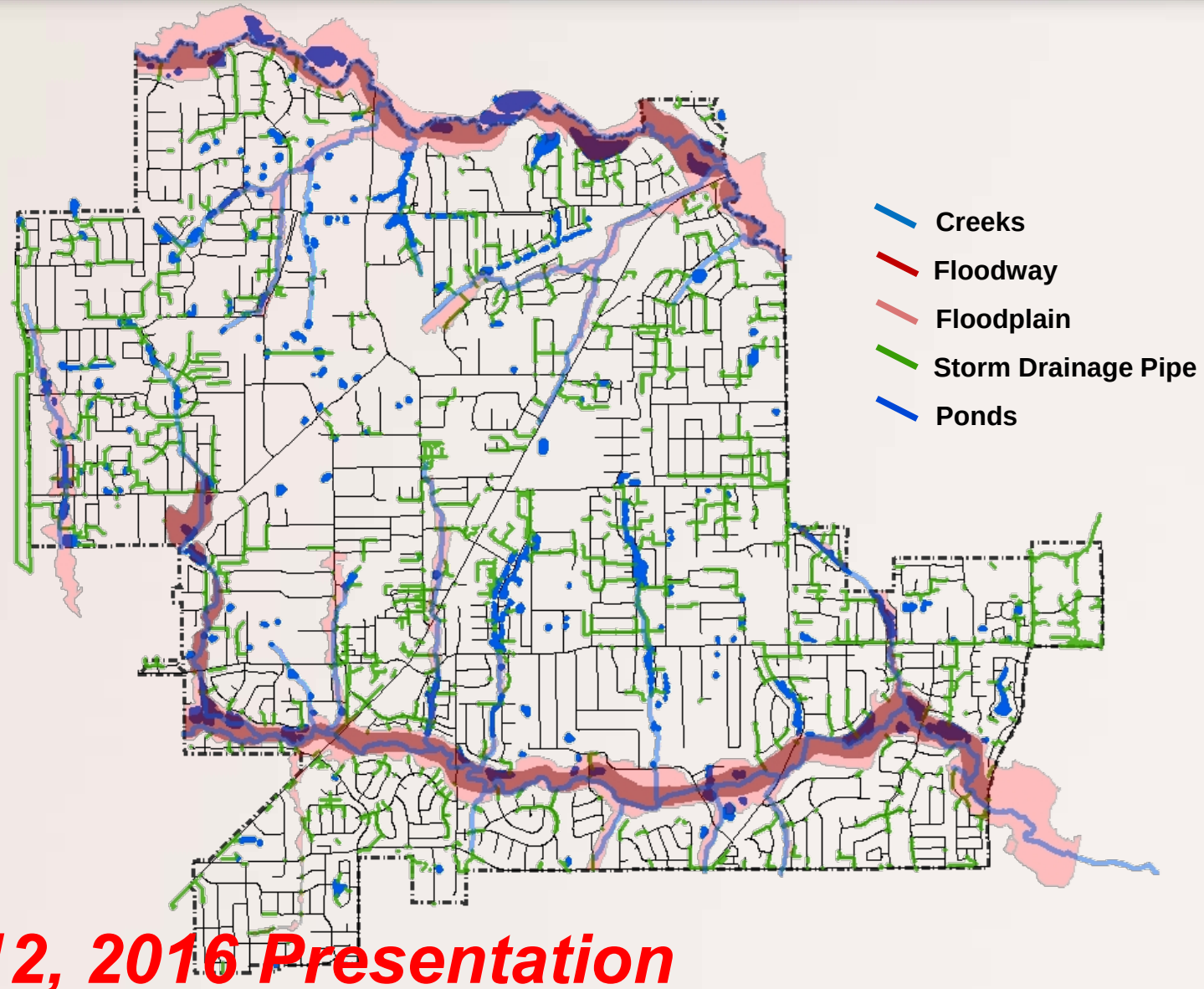


Colleyville Creeks and Floodplain



The City of Colleyville **Natural Drainage System**

- A total of over 29 miles of creeks and tributaries
- 497 acres of Floodway
- 1,255 acres of Floodplain
- 50 miles of storm drainage pipe
- 164 acres of ponds



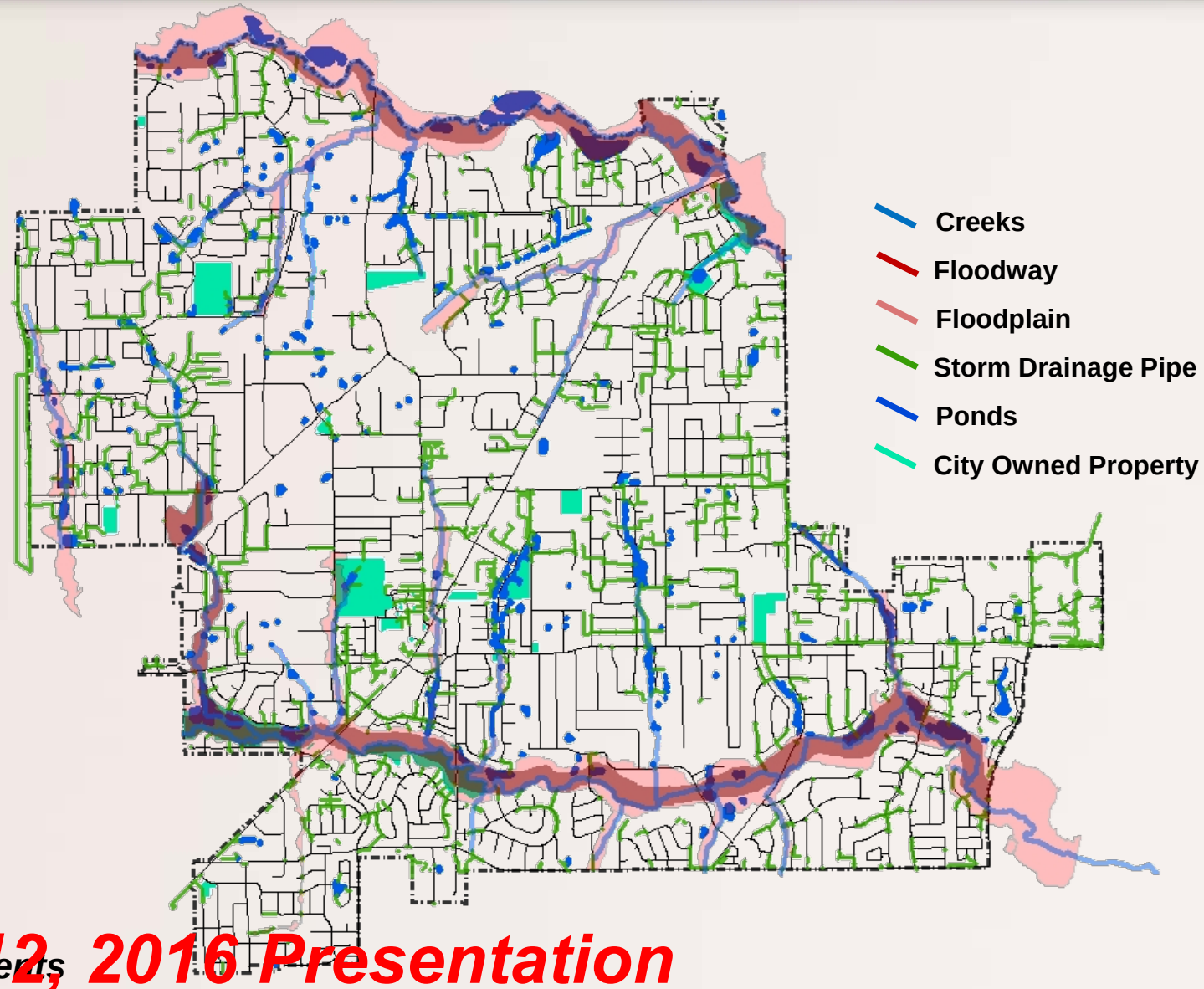
December 12, 2016 Presentation

Colleyville Creeks and Floodplain



The City of Colleyville Natural Drainage System

- A total of over 29 miles of creeks and tributaries
- 497 acres of Floodway
- 1,255 acres of Floodplain
- 50 miles of storm drainage pipe
- 164 acres of ponds
- 244 acres of City owned land*



December 12, 2016 Presentation

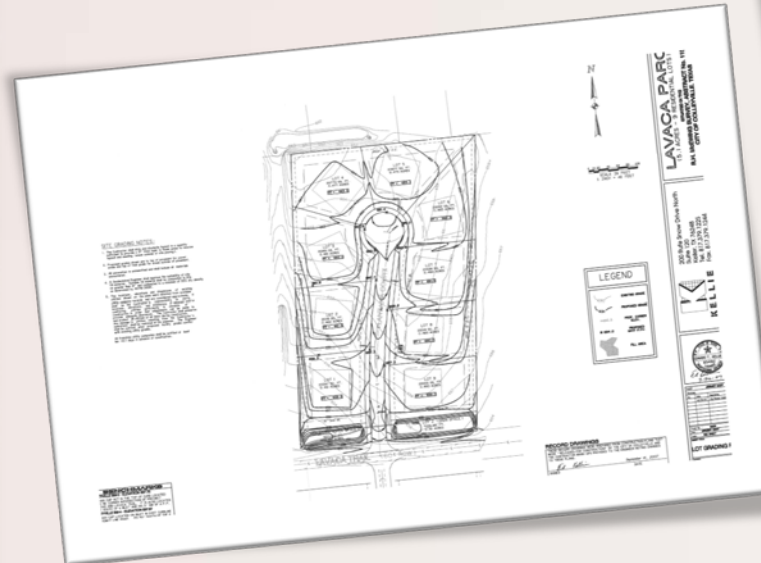
**Does not include rights-of-way and drainage easements*

Responsibilities



City Responsibilities

- Review plans and issue permits for development and land altering activities
- Inspect construction sites to ensure compliance with stormwater management and erosion
- Inspect drainage systems within easements on private property for compliance with regulations



City of Colleyville Texas

Final Grading Inspection and Certificate

Project Name: Single Family Residence Addition - 6416 Talbot Trail
Address: 6416 Talbot Trail Colleyville, Texas 76034
Permit Number: _____
Legal Description: Lot 8 Block 2 Subdivision: Villas of Colleyville

Grading Certification

Civil Engineer/Surveyor

I am a registered Civil Engineer/Surveyor in the State of Texas. I certify that I have visited the project site and the final grading substantially conforms to the approved grading plan(s). Work observed includes but is not limited to: areas that will be paved, cut and fill, slopes, channel, erode, drainage basins including combined outlet structure(s), basins, bays, and other drainage facilities as indicated on the plan(s). This also includes all drainage facilities and final subdivision easements as required by the approved plan(s).

☐ Conforms to the "Approved Grading Plan" (Attached: Grading Plan)

☐ Lot Grading has been modified (Attached: Revised Grading Plan, Engineer Only)

Remarks: Drainage plan is attached.
Final soil is complete.
Complies with Villas of Colleyville Lot Grading Plan Sheet 2 of 4 signed by Tim Spars, PE on 3/28/12.

Engineer/Surveyor: Jeffrey S. Ground, PE, CFM, LEED AP
Firm: J. S. Ground Engineering, LLC (Firm #F-1276)
Address: 4108 Dundee Ct.
Colleyville, TX 76034
Phone: 817-320-5330

SEAL: JEFFREY S. GROUND 82046 PROFESSIONAL ENGINEER 9-17-12

December 12, 2016 Presentation

Responsibilities



City Responsibilities

- Maintain storm drainage facilities in the public rights-of-way or easements
- Maintain a storm drainage master plan for improvements to drainage systems within the City of Colleyville
- Design and construct flood control and stormwater drainage improvement projects
- Implement activities to improve stormwater quality in accordance with the Texas Municipal Separate Storm Sewer System (MS4) program, regulated by the Texas Commission on Environmental Quality (TCEQ)



December 12, 2016 Presentation

Municipal Separate Storm Sewer System (MS4)



- The City of Colleyville storm drainage system is considered an MS4 and is regulated by regulations from the Environmental Protection Agency (EPA) which are connected to the federal Clean Water Act, and are enforced by the Texas Commission on Environmental Quality (TCEQ) in the State of Texas.
- MS4s in the State of Texas are required to obtain a permit with TCEQ and to create a comprehensive program to seek out and eliminate, to the maximum extent practical, pollutants carried by storm water.
- The permit lasts 5 years and has an annual reporting requirement.
- The TCEQ DFW Region Office recently conducted an investigation of the City's permit to evaluate compliance with applicable requirements for storm water:
 - No violations were identified as a result of the TCEQ investigation
 - Two separate recommendations, not requirements, were made as a result of the investigations:
 - Ensure adequate training is provided for all storm water associated employees
 - Review the complaint tracking and complaint documentation processes

December 12, 2016 Presentation

Responsibilities



Property Owners Responsibilities

- Keep ditches and drainage channels within neighborhoods and around properties clear of brush, debris, trash, and other blockages.
- Maintain swales and ditches, including roadside ditches by keeping grass mowed.
- Keep driveway culverts in good repair and free of leaves or other blockages.
- Neighborhoods with stormwater detention ponds are responsible for pond maintenance to ensure the system is functioning as originally designed and constructed.
- Keep drainage easements clear of blockages.
- To not change drainage patterns on private property so they adversely affect public right of way or neighboring property.
- Clear leaves and trash away from stormwater inlet grates to reduce street flooding.

December 12, 2016 Presentation

Summary



- The City operates a Drainage Utility in order to facilitate stormwater drainage throughout the City of Colleyville.
- The Stormwater Drainage Utility is funded by a Stormwater Drainage Utility fee.
- There are several private drainage systems in the City of Colleyville including detention ponds, private subdivision storm drains, and natural drainage ways within private property.
- The current stormwater drainage masterplan is outdated and is scheduled to be updated in 2019 in the current 5-Year Capital Improvements Plan which will identify and prioritize potential projects to improve storm drainage throughout the City.
 - The scope of the storm drainage master plan will be defined by City Council prior to the engagement of a consultant (i.e. the inclusion of significant drainage ways located within easements within private property).

December 12, 2016 Presentation

Drainage Scenarios

Lakes of Somerset / Carmel Place Estates

Reddy Court

Tara Subdivision

The Preservation

December 12, 2016 Presentation

Lakes of Somerset/Carmel Place Estates



- During the recent construction of a new subdivision, Carmel Place Estates, a drainage concern was identified with the adjacent development, Lakes of Somerset, and ultimately resolved.
- Unpermitted drainage modifications to the pond system in Lakes of Somerset resulted in a drainage issue.
- The City coordinated meetings between adjacent property owners and the developer of Carmel Place Estates.
- An agreement was reached to revise the Carmel Place Estates drainage system to accommodate the downstream pond.



December 12, 2016 Presentation

Reddy Court



- Reddy Court is a development located on Waller Lane that is currently in the public improvement construction phase.
- During the recent rain events, it became evident that additional improvements would be necessary to accommodate the drainage, during both the construction phase and with the final public improvements.
- Silt left the construction site, and accumulated within the adjacent property.
- Staff coordinated with the developer and neighboring property owners to clean the area, revise the erosion control, and to develop a long term solution for the drainage that was acceptable to all parties.

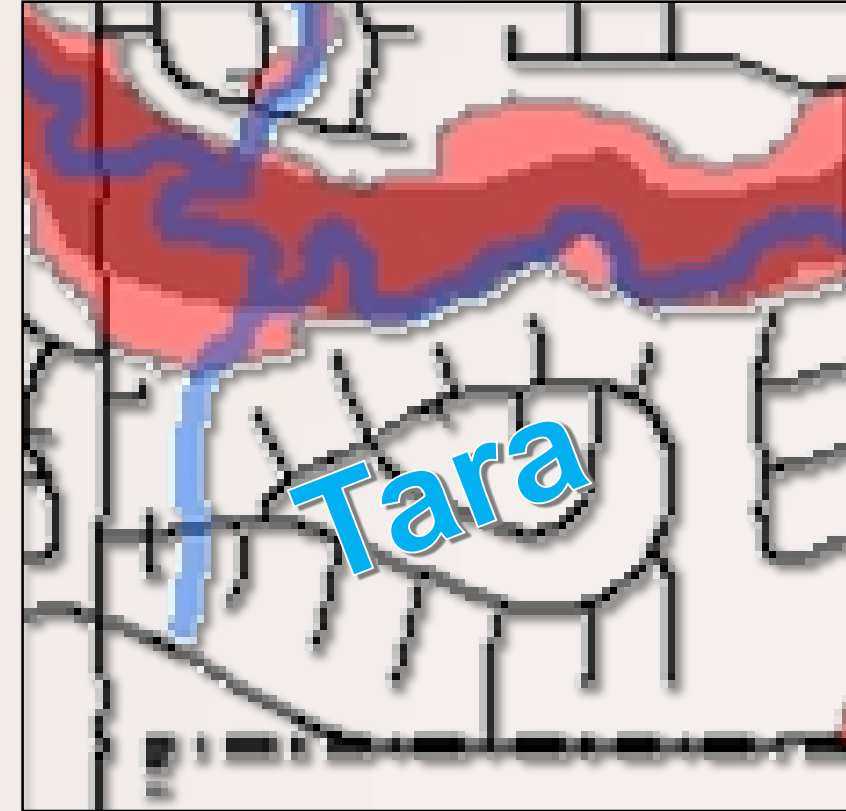


December 12, 2016 Presentation

Tara Subdivision



- The Tara Subdivision has expressed concerns regarding the drainage in the vicinity of their development and are requesting assistance from the City for the maintenance of the creek area.



December 12, 2016 Presentation

Tara Subdivision



The specific requests from the Tara Subdivision include:

1. *“Provide assistance, either financial and/or with equipment and supplies to construct a retaining wall along the creek, to stop the erosion and mitigate flooding impacts and loss of property;*
2. *Clear the creek of debris and obstructions brought by previous flooding, allowing for the proper and optimal flow of water in Little Bear Creek, and to maintain the creek in this manner;*
3. *Reconstruct the bridge that connects Sparger Park with the Tara Trail to withstand both flooding and vehicles that can help in the future work needed along Little Bear Creek”*

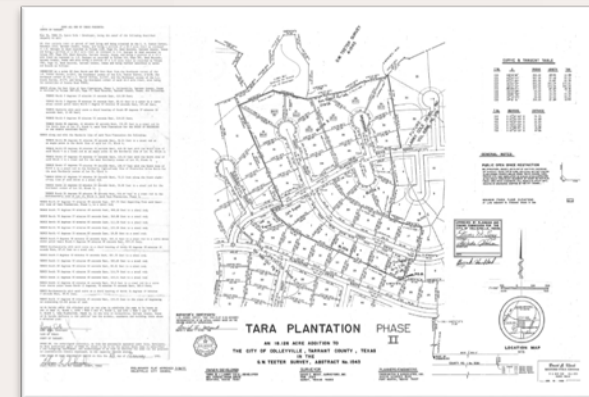
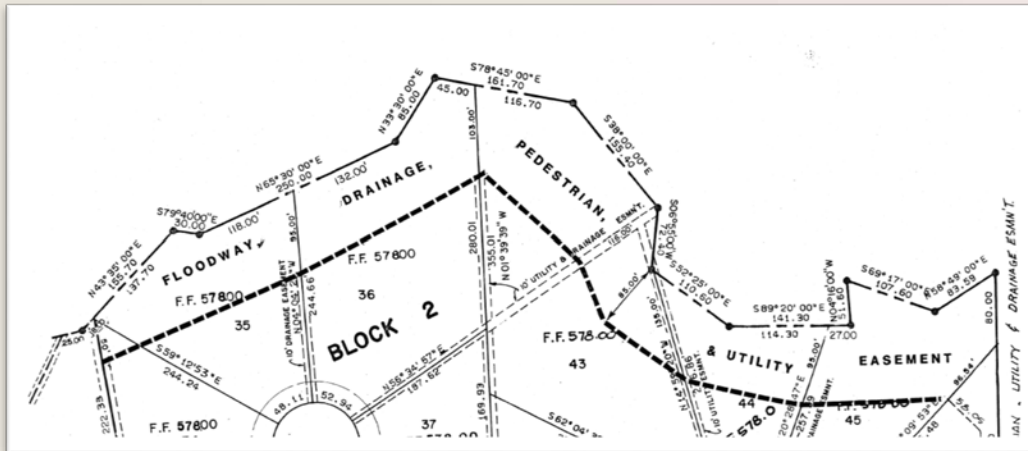
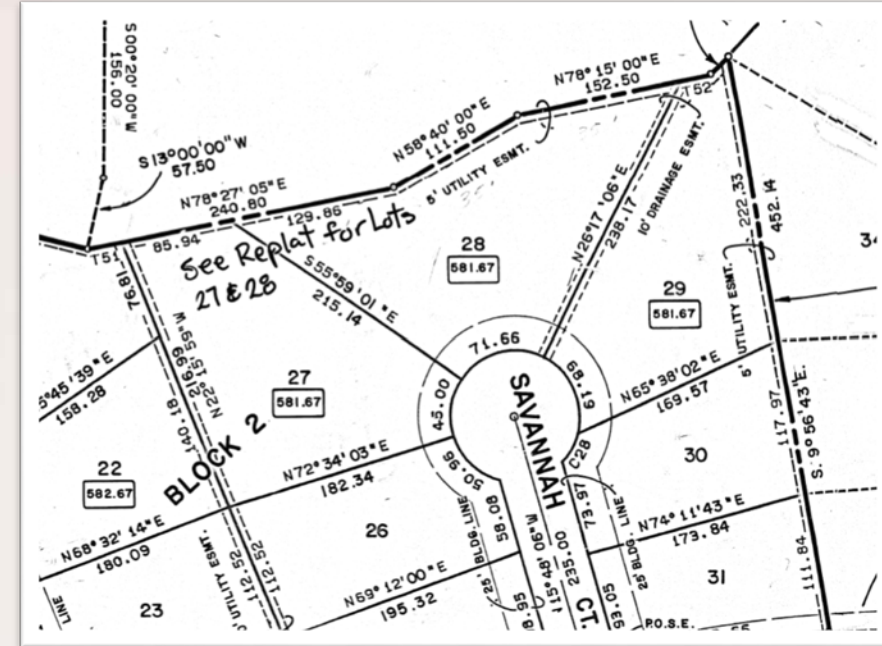


December 12, 2016 Presentation

Tara Subdivision



- The area of concern is the floodplain and floodway along Little Bear Creek.
- Tara was developed in multiple phases.
- The lots in Phase II along the creek have a 5' Utility Easement.
- The lots in Phase IV along the creek have a large Floodway, Drainage, Pedestrian, and Utility Easement (85').



December 12, 2016 Presentation

Tara Subdivision Options



“Clear the creek of debris and obstructions brought by previous flooding, allowing for the proper and optimal flow of water in Little Bear Creek, and to maintain the creek in this manner;”

- If directed by City Council, staff could undertake this request to clear the creek of the current debris and any future debris, however, this is inconsistent with Citywide practices, and additional easements would be needed.

“Provide assistance, either financial and/or with equipment and supplies to construct a retaining wall along the creek, to stop the erosion and mitigate flooding impacts and loss of property;”

- If directed by the City Council, the City will evaluate the possibility of entering into agreements with the property owners to provide funding, materials, or labor for the purpose of constructing retaining walls or other erosion mitigation measures.

“Reconstruct the bridge that connects Sparger Park with the Tara Trail to withstand both flooding and vehicles that can help in the future work needed along Little Bear Creek”

- The current bridge is for pedestrian access to Sparger Park and is maintained by the City. Staff's opinion is that it is not necessary to have a bridge that is able to accommodate vehicular traffic, as access is available to the area via other means.

December 12, 2016 Presentation

The Preservation on Glade

- The Preservation on Glade is a newer development which completed the public improvements (street, water, sewer, and drainage system) in 2015, and is currently having new homes constructed.
- During the construction of the public improvements the City received drainage complaints associated with the drainage and siltation from the adjacent neighborhood.
- Staff worked with the developer and the neighboring property owners throughout the construction of the street, water, sewer, and drainage system to alleviate their concerns.



December 12, 2016 Presentation

The Preservation on Glade



As of today, the Preservation on Glade is in compliance with all regulations and requirements associated with drainage.

- The City received a request for assistance from the Bridges of Riverwalk HOA regarding their drainage pond.
- The City is currently working with the Bridges of Riverwalk HOA to address the concern.



December 12, 2016 Presentation

Questions and Discussion

December 12, 2016 Presentation

Storm Drainage Terms

Base Flood Elevation (BFE): The elevation of surface water resulting from a flood that has a one percent chance of equaling or exceeding that level in any given year.

Conditional Letter of Map Revision (CLOMR): FEMA's comment on a proposed project that would, upon construction, affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective Base Flood Elevations (BFEs), or the Special Flood Hazard Area (SFHA). The letter does not revise an effective NFIP map, it indicates whether the project, if built as proposed, would be recognized by FEMA.

Culvert: A short, closed (covered) conduit or pipe that passes storm water runoff under an embankment, usually a roadway.

Detention Pond: A storm water system that delays the downstream progress of storm water runoff in a controlled manner. This is typically accomplished using temporary storage areas and a metered outlet device.

Drainage: Bridges, catch basins, channels, conduits, creeks, culverts, detention ponds, ditches, draws, flumes, pipes, pumps, sloughs, treatment works, and appurtenances to those items, whether natural or artificial, or using force or gravity, that are used to draw off surface water from land, carry the water away, collect, store, or treat the water, or divert the water into natural or artificial watercourses.

Drainage Charge:

- a) the levy imposed to recover the cost of the service of the municipality in furnishing drainage for any benefitted property; and
- b) if specifically provided by the governing body of the municipality by ordinance, an amount made in contribution to funding of future drainage system construction by the municipality.

Drainage System: The drainage owned or controlled in whole or in part by the municipality and dedicated to the service of benefitted property, including provisions for additions to the system.

Erosion: When land is diminished or worn away due to wind, water or glacial ice. Often the eroded debris (silt or sediment) becomes a pollutant via storm water runoff. Erosion occurs naturally, but can be intensified by land clearing activities such as farming, development, road building and timber harvesting.

Erosion Control: Measures employed to prevent erosion including: soil stabilization practices, limited grading, mulch, temporary or permanent cover, compost application, and construction phasing.

Facilities: The property, either real, personal, or mixed, that is used in providing drainage and included in the system.

Federal Emergency Management Agency (FEMA). The Federal agency under which the National Flood Insurance Program (NFIP) is administered. In March 2003, FEMA became part of the newly created U.S. Department of Homeland Security.

Flood: An overflow of land not normally covered by water and that is used or usable by man. Floods have two essential characteristics: The inundation of land is temporary; and the land is adjacent to and inundated by overflow from river or stream or an ocean, lake, or other body of standing water. Normally, a "flood" is considered as any temporary rise in a streamflow or stage, but not the ponding of surface water that results in significant adverse effects in the vicinity. Adverse effects may include damages from overflow of land areas, temporary backwater effects in sewers and local drainage channels, creation of unsanitary conditions or other unfavorable situations by deposition of materials in stream channels during flood recessions, and rise of ground water coincident with increased streamflow.

Flood Frequency: A means of expressing the probability of flood occurrences as determined from a statistical analysis of representative streamflow, rainfall and runoff records. A 10-year frequency flood would have an average frequency of occurrence in the order of once in ten (10) years (a 10% chance of being equaled or exceeded in any given year). A 50-year frequency flood would have an average frequency of occurrence in the order of once in fifty (50) years (a 2% chance of being equaled or exceeded in any given year). A 100-year frequency flood would have an average frequency of occurrence in the order of once in a hundred (100) years (a 1% chance of being equaled or exceeded in any given year).

Flood Insurance Rate Map (FIRM): Official map of a community on which FEMA has delineated the Special Flood Hazard Areas (SFHAs), the Base Flood Elevations (BFEs) and the risk premium zones applicable to the community.

Flood Plain: The relatively flat area or low lands adjoining the channel of a river, stream or watercourse or ocean, lake or other body of standing water, which has been or may be covered by flood water.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Fully Urbanized Conditions: In the context of a drainage study, the watershed or drainage area of a stream is considered to be completely developed, i.e. all land is assumed to be functioning in its ultimate use. Other descriptions include: Fully Developed, 100 Percent Urbanized, Ultimate Development or Land Use, and Maximum Development.

General Permit: A permit issued under the NPDES program to cover a certain class or category of storm water discharges. These permits reduce the administrative burden of permitting storm water discharges.

Inlet: The primary purpose of storm drain inlets is to intercept excess surface storm water runoff and deposit it into a subsurface conveyance system. This reduces the possibility of surface flooding where such flooding poses a hazard to traffic or property.

Letter of Map Amendment (LOMA): An amendment to the currently effective FEMA map which establishes that a property is not located in a Special Flood Hazard Area (SFHA). A LOMA is issued only by FEMA.

Letter of Map Revision (LOMR): An official amendment to the currently effective FEMA map. It is issued by FEMA and changes flood zones, delineations and elevations.

National Flood Insurance Program (NFIP): Created in 1968 by Congress to help provide a means for property owners to financially protect themselves. The NFIP offers flood insurance to homeowners, renters, and business owners if their community participates in the NFIP. Participating communities agree to adopt and enforce ordinances that meet or exceed FEMA requirements to reduce the risk of flooding.

National Pollutant Discharge Elimination System (NPDES): The name of the surface water quality program authorized by Congress as part of the 1987 Clean Water Act. This is EPA's program to control the discharge of pollutants to waters of the United States.

One Hundred Year Flood: A flood having an average frequency of occurrence in the order of once in 100 years, at a designated location, although the flood may occur in any year and possibly in successive years. It would have a one percent chance of being equaled or exceeded in any year.

One Hundred Year Storm: Rainfall totals that have a one percent probability of occurring at that location in that year. Encountering a "100-year storm" on one day does not decrease the chance of a second 100-year storm

occurring in that same year or any year to follow. There is a 1 in 100 or one percent chance that a storm will reach this intensity in any given year.

Outfall: The point where wastewater or drainage discharges from a sewer pipe, ditch or other conveyance to a receiving body of water.

Participating Community: A community for which FEMA has authorized the sale of flood insurance under the NFIP.

Repetitive Loss Structure: An NFIP-insured structure that has had at least 2 paid flood losses of more than \$1,000 each in any 10-year period since 1978.

Retention: A process that halts the downstream progress of storm water runoff. This is typically accomplished using total containment involving the creation of storage areas that use infiltration devices, such as dry wells, to dispose of stored storm water via percolation over a specified period of time.

Runoff: Drainage or flood discharge that leaves an area as surface flow or as pipeline flow has reached a channel or pipeline by either surface or sub-surface routes.

Sedimentation: The process of depositing soil, clay, sand or other sediments that were moved by the flow of water.

Municipal Separate Storm Sewer System (MS4)

A storm sewer system located in an area serving a population less than 100,000, as determined by the latest U.S. Census. Comprising multiple conveyance systems, including ditches, that transfers storm water from impervious surfaces to streams.

Special Flood Hazard Area (SFHA): An area that will be inundated by the flood event having a one percent chance of being equaled or exceeded in any given year.

Storm Drainage Utility: Means of establishing a dedicated and reliable source of revenue based on user fees, rather than taxes, to help solve storm water management problems. This steady revenue source ensures that funds will be available to support a local storm water management program.

Storm Water Facilities: Systems such as watercourses, constructed channels, storm drains, culverts, and detention/retention facilities that are used for the conveyance and/or storage of storm water runoff.

Storm Water System: The entire assemblage of storm water facilities located within a watershed.

Storm Water Management: Functions associated with planning, designing, constructing, maintaining, financing and regulating the facilities (both constructed and natural) that collect, store, control and/or convey storm water.

Surface Water: Water that remains on the surface of the ground, including rivers, lakes, reservoirs, streams, wetlands, impoundments, seas, estuaries, etc.

Watershed: The area contributing to a lake, stream, sewer, or drain. Also called catchment area, drainage area, and river basin.



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number WS-4

Agenda Date 02/21/2017

Type Worksession

Department Public Works

Title

Discussion of future Glade Road worksession dates

Strategy Map Connection

B4- Cultivate a culture of transparency and consistent communication

Explanation

The purpose of this item is to discuss future worksession dates for the next Glade Road discussion.

Staff has identified the following dates for the next Glade Road worksession for City Council to consider:

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Upon City Council direction, staff will schedule the worksession dates.

Attachments



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number WS-5

Agenda Date 02/21/2017

Type Worksession

Department City Secretary

Title

Discussion of the February 21, 2017, City Council regular agenda items



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 1

Agenda Date 02/21/2017

Type Executive Session

Department City Secretary

Title

Section 551.071 - Legal - Consultation with attorney on legal issues raised by public hearing or action items on the agenda

Section 551.071 - Legal - Consultation with the City Attorney regarding contemplated litigation concerning enforcement of Planned Unit Development Ordinance O-13-1867

Section 551.071 - Legal - Consultation with City Attorney regarding contemplated litigation concerning pending construction activity and operations of the TexRail project within the City

Section 551.071 - Legal - Consultation with the City Attorney regarding contemplated, threatened and/or pending litigation - legal update on the following litigation:

Jane Doe v. City of Colleyville

Haworth v. City of Colleyville

Lincoln, et. al., v. City of Colleyville

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

Section 551.074 - Personnel - Deliberate the appointment, employment, evaluation, and the duties of the city manager

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that 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-17-4093

**A RESOLUTION APPROVING COUNCIL ACTION
REGARDING EXECUTIVE SESSION ITEMS AT THE REGULAR
CITY COUNCIL MEETING OF
FEBRUARY 21, 2017**

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 AND _ ABSTENTIONS ON THIS THE 21ST DAY OF FEBRUARY 2017.

Mayor Richard Newton _____
Place 1, Tammy Nakamura _____
Place 2, Bobby Lindamood _____
Place 4, Jody Short _____

Mayor Pro Tem Chris Putnam _____
Place 5, Nancy Coplen _____
Place 6, Mike Taylor _____

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley, TRMC
City Secretary

Richard Newton
Mayor



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 3

Agenda Date 02/21/2017

Type Announcements, Proclamations, and Presentations

Department Colleyville Center

Title

In recognition of Colleyville's Featured Business of the Month - A & L Imports, 1815 John McCain Road - Andy and LeAnne Gardner, Cooper Johnson, and David Pickle - Mayor Richard Newton and Interim Assistant City Manager/Executive Director of Economic Development and Communications Mark Wood

Attachments

RESOLUTION R-17-4094

A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF FEBRUARY 21, 2017

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

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

- Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:
- a. Approval of the minutes of the regular City Council meeting of February 7, 2017
 - b. Approval of a construction contract with Fort Worth Civil Constructors, LLC, for the Bedford Road Retaining Wall Project, in an amount not to exceed \$1,064,736.60, and authorize the city manager to execute the contract and any associated change orders
 - c. Approval of a Professional Services Agreement with BRANDSTETTER, CARROLL, INC., for a Parks, Recreation, and Open Space Master Plan, in an amount not to exceed \$100,000, and authorize the city manager to execute the agreement

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS
ON THIS THE 21ST DAY OF FEBRUARY 2017.

Mayor Richard Newton	_____	Mayor Pro Tem Chris Putnam	_____
Place 1, Tammy Nakamura	_____	Place 5, Nancy Coplen	_____
Place 2, Bobby Lindamood	_____	Place 6, Mike Taylor	_____
Place 4, Jody Short	_____		

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley, TRMC
City Secretary

Richard Newton
Mayor



City of Colleyville City Council Minutes - Draft

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Tuesday, February 7, 2017

Mayor Richard Newton called the Colleyville City Council Worksession to order on Tuesday, February 7, 2017, at 4:45 p.m.

ROLL CALL: Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen and Mike Taylor

City Manager Jennifer Fadden, Deputy City Manager Chris Fuller, Assistant City Manager/Director of Public Safety Mike Holder, Fire Chief Brian Riley, Assistant Police Chief Robert Hinton, Interim Chief Financial Officer Winston Duke, Human Resources Director Rachel Huitt, Public Works Director Jeremy Hutt, City Engineer Cheryl Taylor, Executive Director of Economic Development and Communications Mark Wood, Community Development Director Ben Bryner, Principal Planner Shane Pace, Recreation and Library Director Mary Rodne, Accounting Manager Karen Hines, Parks Manager Heather Dowell, Marketing Coordinator Dustin Dangli, SH26 Coordinator James Hubbard, Strategic Services Manager Adrienne Lothery, Information Systems Manager Chris Pena, City Attorney Whitt Wyatt, and City Secretary Amy Shelley

City Manager Jennifer Fadden introduced Winston Duke as the interim Chief Financial Officer to the City Council.

WS-1 Discussion of non-profit sponsorship requests

Executive Director of Economic Development and Communications Mark Wood presented this item and answered City Council questions.

Councilmember Nakamura asked staff about the difference between a 501(c)3 and 501(c)6 organization. Director Wood replied 501(c)3s are charitable organizations whereas 501(c)6s are business organizations, like the Chamber of Commerce, both tax exempt.

Mayor Pro Tem Putnam asked staff about the reason for the sponsorship push. Director Wood replied staff has received recent requests, one from a church for their 5K which will benefit an overseas charitable group.

Mayor Pro Tem Putnam asked staff what the group is looking for. Director Wood replied their first request was for promotion via the City's communication tools, and their second request was for fee waivers.

Councilmember Nakamura asked staff if the City already has a protocol, which ones to do and which ones not to do regarding communication. City Manager Jennifer Fadden replied the City does not have a policy.

Councilmember Coplen stated she likes the concept of a community calendar. Councilmember Nakamura agreed because everyone can use it.

Councilmember Taylor asked staff at what point is the City considered to be endorsing something. Director Wood replied as long as the group meets the criteria, we would not be considered to be endorsing the event.

Councilmember Nakamura asked staff if this would be done instead of providing monetary means. Mayor Pro Tem Putnam replied those are separate agreements and decided during the budget.

Councilmember Nakamura asked staff which groups have had the fees waived. Director Wood replied the Lions Club has received kitchen fee waivers. Councilmember Lindamood added the Lions Club does so much for the community.

Mayor Pro Tem Putnam stated he likes the calendar approach because it is fair to everybody and more organizations have access to it, and it seems more efficient.

Councilmember Lindamood asked staff if the CEO group is given a discount. Director Wood replied they receive a locker at the Colleyville Center, and they receive the non-profit rate, just like the other non-profit groups.

Mayor Newton asked staff if the groups are paying for the lockers. Director Wood replied no, just the use of the facility, they receive the non-profit rate.

Councilmember Nakamura asked staff what is the locker fee. Strategic Services Manager Adrienne Lothery replied there are no fees for the lockers.

Mayor Newton asked staff if the groups that are using Colleyville Center consistently have the right to the lockers. City Manager Jennifer Fadden replied yes.

Mayor Pro Tem Putnam stated staff needs to provide clarity on making the decisions to be fair to everybody and treat everybody the same.

Councilmember Nakamura asked staff if there are requests from others to utilize the lockers, but we cannot give it to them because they are not available. Manager Lothery replied space at the Colleyville Center is at a premium, but no one is banging down the doors to get to a locker.

Councilmember Lindamood asked staff where the lockers are located. Manager Lothery replied under the counter in the service hall.

Councilmember Taylor suggested having some of the organizations utilize the Senior Center.

Mayor Newton agreed we need to be consistent and said he is in agreement with staff's recommendation. Councilmember Coplen agreed.

Councilmember Lindamood asked City Council if these groups are going to be paying the regular rate. Mayor Pro Tem Putnam stated this discussion has nothing to do with rates, only with promotion.

Councilmember Lindamood asked City Council what "waiving special event permit fees" means. Councilmember Coplen replied this is for communication or event promotion, the groups will still pay fees.

Mayor Newton asked if "staff does not recommend waiving special event permit fees, sign fees, or any other City related fee," includes promotion. Director Wood replied the group can currently ask for fees to be waived, and they can ask the Colleyville Center for a waiver to the fees; however, the recommendation includes no waiver of fees.

Mayor Newton asked staff if the Lions Club pays for the use of the kitchen during special events. City Manager Jennifer Fadden replied they are given the discounted rate. Director Wood added there has not been a policy in place for that scenario.

Councilmember Taylor asked staff what is provided for the kitchen fee, when the Lions Club is only using counter space. Director Wood replied the kitchen fee was event specific for the Breakfast with Santa event.

Mayor Pro Tem Putnam stated we either treat them all the same or not.

Mayor Newton asked staff about the use of other facilities, such as McPherson Park. City Manager Jennifer Fadden replied they are paying for the use of the pavilion.

Councilmember Nakamura asked City Council about what had been decided. Mayor Pro Tem Putnam stated he believed the alternate recommendation was decided: *"Staff could create a "community calendar" to place on colleyville.com and list events received (as long as it meets the non-profit group criteria) and promote the calendar periodically, rather than each particular event. This would save space within publications and become a one-stop-shop for residents looking for event info for community groups"* used as the central promotion item where everybody has access.

Mayor Newton asked staff if the calendar is utilized, then nothing would go in the newsletter. Director Wood replied staff would promote the calendar.

Mayor Newton asked staff about the sign fees. City Manager Jennifer Fadden replied the sign permit fees are \$50.

Councilmember Coplen asked staff about the Keep Colleyville Beautiful signs about the Pumpkin Smash Dash and the BBQ in the spring, are those on private property. City Manager Jennifer Fadden replied she did not know.

Councilmember Nakamura asked staff if the sign fee covers per sign or per event. City Manager Jennifer Fadden replied it covers all signs per and event.

WS-2 Discussion of a resignation on the Colleyville Economic Development Corporation Board of Directors and an appointment to the Parks and Recreation Advisory Board

Mayor Newton presented this item and conducted the discussion with the City Council.

Mayor Newton explained that he would be reaching out to Cliff LeBlanc to determine if he would be interested in being appointed to the vacant position on the CEDC. If so, he would need to resign from the Parks and Recreation Advisory Board. Mayor Newton stated the slot would then be available for the Parks and Recreation Advisory Board, so City Council could then appoint Michelle McGarry, whose application was not received during the application process.

Michelle McGarry had emailed her application, but it was not received by the City prior to the Parks and Recreation Board appointments.

Councilmember Nakamura asked if Ms. McGarry's application has now been received. Mayor Newton replied yes.

Councilmember Coplen asked Mayor Newton if he would reach out to these members. Mayor Newton replied yes.

WS-3 Discussion of future worksession dates

City Council directed staff to schedule the Economic Development and Communications worksession for March 9, 2017, at 6:00 p.m., and the City Council will have to get with the city manager regarding dates in April for the Glade Road worksession.

WS-4 Discussion of the Citywide fiber project

Information Systems Manager Chris Pena presented this item and answered questions of the City Council.

Mayor Newton asked staff if the project is five years from now for completion. Manager Pena replied five years from the start of the project.

Councilmember Coplen asked staff if Grapevine is finished with their portion. Manager Pena replied they are in their first year; however, they are moving faster than expected.

Councilmember Lindamood asked staff about the pulling of the fiber. Manager Pena replied Grapevine is providing the fiber and conduit to our doorstep, Colleyville will have to pay for the last mile to inside the building.

Mayor Newton asked staff if our share of the costs is included in the section of Glade Road and SH26. Manager Pena replied correct, the credit Colleyville will receive is because two of the links are included in Phase 1 of the Glade Road project.

Mayor Newton asked staff if that is in the estimates built in the Glade Road Phase 1 project. Public Works Director Jeremy Hutt replied yes, conduit is included.

Mayor Newton asked staff how are the priorities set, first, second, and third, and is there a committee governing this project. Manager Pena replied GCISD has a committee based on the City of Grapevine borders, and as soon as we finalize the interlocal agreements, we will then be privy to the committee and will have a say in the priorities.

Councilmember Nakamura asked staff who will be on the committee. Manager Pena replied there will be two representatives; however, he does not know who will be on the committee.

Mayor Newton asked the city attorney about the status of the interlocal agreement. City Attorney Whitt Wyatt replied his office has reviewed the agreement, and GCISD is waiting on their staff to bless the agreement.

Mayor Newton asked staff about joint ownership of the conduit and fiber. City Attorney Whitt Wyatt replied the interlocal agreement will provide the cost sharing of the maintenance, should there be damage to the conduit/fiber.

Councilmember Taylor asked staff who would be the lead agency. City Attorney Whitt Wyatt replied there is not necessarily a lead agency, the established committee will oversee the costs and reimbursements for needed expenses because they will oversee the fund. He added the agreement will include how

repairs are resolved quickly. Manager Pena added the City of Grapevine is responsible for the project until project completion because they are the project contractor.

Councilmember Lindamood asked staff if Grapevine will carry the insurance on the project for damages and such. City Attorney Whitt Wyatt replied they are covered by their insurance, and we have been assured our part is covered as well.

Mayor Newton asked City Council if there is anything we may want to discuss with the school board next week. Mayor Pro Tem Putnam asked if our commercial relationship for cost sharing is the same as with Grapevine. City Manager Jennifer Fadden replied it is the same.

Councilmember Taylor asked staff if from the time the project is started, it will take five years. Manager Pena replied they have allotted five years, but several elements have been moved through quicker than scheduled.

Mayor Newton stated he believes the project schedule needs to be discussed.

WS-5 Discussion of the February 7, 2017, City Council regular agenda items

Councilmember Short asked staff about the range of bids on the consent items, and if staff feels good about the low bidder. Public Works Director Jeremy Hutt replied yes, and the chosen contractors have been very responsive.

Mayor Newton adjourned the worksession at 5:46 p.m.

Mayor Newton called the Executive Session to order at 6:00 p.m., and called the roll.

ROLL CALL: Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen and Mike Taylor

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

Section 551.071 - Legal - Consultation with City Attorney on legal issues raised by public hearing or action items on the agenda

Section 551.071 - Legal - Consultation with the City Attorney regarding contemplated litigation concerning enforcement of Planned Unit Development Ordinance O-13-1867

Section 551.071 - Legal - Consultation with City Attorney regarding litigation - Jane Doe v. City of Colleyville

Section 551.071 - Legal - Consultation with City Attorney regarding litigation - Lincoln et al v. City of Colleyville

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

Section 551.074 - Personnel - Deliberate the appointment, employment, evaluation, and the duties of the Deputy City Manager

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information that the City has received from business prospects that 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

Mayor Newton explained the Executive Session had been called in accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.071, Legal, Section 551.072, Real Estate, Section 551.074 Personnel, and Section 551.087, Economic Development. He further explained there would be no decisions made or action taken during this time. Executive Session was adjourned at 7:35 p.m.

The regular meeting of the Colleyville City Council was called to order by Mayor Newton at 7:43 p.m.

ROLL CALL: Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Nancy Coplen and Mike Taylor

City Manager Jennifer Fadden, Deputy City Manager Chris Fuller, Assistant City Manager/Director of Public Safety Mike Holder, Fire Chief Brian Riley, Assistant Police Chief Robert Hinton, Interim Chief Financial Officer Winston Duke, Human Resources Director Rachel Huitt, Public Works Director Jeremy Hutt, City Engineer Cheryl Taylor, Executive Director of Economic Development and Communications Mark Wood, Community Development Director Ben Bryner, Principal Planner Shane Pace, Accounting Manager Karen Hines, Parks Manager Heather Dowell, Marketing Coordinator Dustin Dangli, SH26 Coordinator James Hubbard, Strategic Services Manager Adrienne Lothery, Information Systems Manager Chris Pena, City Attorney Whitt Wyatt, and City Secretary Amy Shelley

INVOCATION: Pastor Lee Johnson, Bear Valley Church

PLEDGE OF ALLEGIANCE: City Attorney Whitt Wyatt

2. EXECUTIVE SESSION READING AND PUBLIC HEARING: CONSIDER AND TAKE ANY ACTION(S) NECESSARY RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION - RESOLUTION R-17-4086

Mayor Newton read Resolution R-17-4086 in its entirety.

City Manager Jennifer Fadden presented this item and briefed the City Council.

Mayor Newton opened the public hearing at 7:47 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 7:47 p.m.

Councilmember Lindamood expressed his appreciation to Deputy City Manager Chris Fuller for his leadership and support to City Council, and wished him well. Councilmembers Nakamura and Taylor concurred. Mayor Newton expressed his appreciation to Chris as well. Chris thanked the City Council and stated he would be leaving to work with the City of Cleburne.

Councilmember Lindamood made a motion to approve Resolution R-17-4086. Councilmember Nakamura seconded the motion.

The motion to approve carried with the following vote:

Aye: 6 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Bobby Lindamood, Jody Short, Mike Taylor, and Nancy Coplen

Nay: 1 – Councilmember Tammy Nakamura

3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Announcements of civic and charitable events

Presentation of calendar events and updates

Announcements of awards and recognition

Councilmember Lindamood reminded everyone to sign up for the Citizen's Police Academy before the academy's first day, February 23, 2017.

4. CONSENT: READING AND PUBLIC HEARING - Resolution R-17-4087

4a Approval of the minutes of the regular City Council meeting of January 17, 2017

4b Approval of the minutes of the City Council worksession of January 24, 2017

- 4c** Approval of a Professional Services Agreement between the City of Colleyville and Management Advisory Group International, Inc. for a Classification and Compensation Study and authorize the city manager to execute the agreement
- 4d** Approval of a construction contract with DFW Infrastructure, Inc. for the 2016 Manhole Rehabilitation Project, in an amount not to exceed \$178,530 and authorize the city manager to execute the contract
- 4e** Approval of a construction contract with A & M Construction and Utilities, Inc., for Water Project 11-John McCain Water Line Upsizing, in an amount not to exceed \$372,720 and authorize the city manager to execute the contract
- 4f** Approval of a three year Municipal and County Government Enterprise License Agreement (ELA), between the City of Colleyville and the Environmental Systems Research Institute, Inc.(ESRI), in an amount not to exceed \$75,000, and authorize the city manager to execute the agreement

Mayor Newton read Resolution R-17-4087 in its entirety.

Human Resources Director Rachel Huitt presented item 4c.

There was no discussion for this item.

Public Works Director Jeremy Hutt presented item 4d and briefed the City Council.

Councilmember Taylor asked staff about the difference in the contract amount and the bid. Director Hutt replied the bid was structured for all Priority 1 and 2 manholes; however, the contract language specifies the project amount would be for the available funding, so there is no guarantee to cover the entire project. He added the contract includes for an amount not to exceed \$178,530.

Councilmember Taylor asked staff if all Priority 1 manholes would be completed, with no set schedule for the Priority 2 manholes. Director Hutt replied the intent is to strategically pick the Priority 2 manholes.

Councilmember Coplen asked staff for an example of a Priority 1 manhole. Director Hutt replied a manhole that includes separations or cracks and the integrity of the manhole is evaluated and identified.

Public Works Director Jeremy Hutt presented item 4e and briefed the City Council.

Councilmember Taylor asked staff about the disparity in range of the bids for this item. Director Hutt replied the range of bids are reflective of a very competitive market in which contractors are relatively busy.

Councilmember Lindamood asked staff where the contingency fee goes if it is not used. Director Hutt replied the fee is set aside to cover items not covered in the plans. It provides flexibility of the contract, where the contract can be amended quickly, and it is completely controlled by the City.

Councilmember Lindamood asked staff where the fees go if they are not used. Director Hutt replied the funding would remain in the funding source and would become unencumbered at the completion of the project to be used on a future project.

Mayor Newton asked staff about the water line improvement along the north side of John McCain between Pleasant Run Road and Holly Lane, why just this section. Director Hutt replied this section has various undersized materials and are outdated, and this will increase the capacity.

Mayor Newton asked staff if the line currently runs down John McCain. Director Hutt replied yes.

Mayor Newton asked staff if the rest of the line is okay. Director Hutt replied the rest of the line is not a priority of the master plan. He added the project section has been identified as the 11th project on the list.

Information Systems Manager Chris Pena presented item 4f and briefed the City Council.

Mayor Newton asked staff if ESRI is the sole source provider because there are no other vendors who provide this type of software. Manager Pena replied there are other vendors; however, he does not know of one municipality that uses anything different other than ESRI.

Mayor Pro Tem Putnam asked staff if this license is a perpetual or term license. Manager Pena replied it is a term license and only good for three years.

Mayor Pro Tem Putnam asked staff if ESRI offers a true enterprise term license. Manager Pena replied ESRI has an enterprise license agreement and a single use licensing model.

Mayor Pro Tem Putnam asked staff if the maintenance is inclusive in this cost. Manager Pena replied it is an annual cost of \$25,000. Mayor Newton stated he calls this a lease, and the maintenance is included in the lease.

Mayor Newton asked staff if the examples in the slides were all items created using the ESRI system. Manager Pena replied yes, most of the reports in the City Council packets are created through ESRI.

Councilmember Taylor asked staff if there is a need for interconnectivity or compatibility from one city over the other that makes it advantageous to be on the same platform. Manager Pena replied we share and connect data, especially with our border cities, and every couple of years, staff is provided data from NCTCOG.

Mayor Newton opened the public hearing at 8:14 p.m.

Michael Carr, 7002 Shepherds Glen, stated having a concern about having to redo the water line along John McCain Road if the roadway has to be widened in the future.

There were no others present wishing to speak and Mayor Newton closed the public hearing at 8:15 p.m.

In reference to Mr. Carr's comments, Mayor Newton stated the full depth reclamation scheduled for John McCain Road does not include widening. Director Hutt stated the water line remains in the parkway; however, it will cross the road. He stated there are concerns with the roadway, that is why the water line is being installed prior to the road rehab project. He stated this will prevent any damage to the roadway for the construction of the water line.

Councilmember Taylor made a motion to approve Resolution R-17-4086. Councilmember Short seconded the motion.

The motion to approve carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Mike Taylor, and Nancy Coplen

At this time, the minutes will reflect that Mayor Newton moved item 6c to be discussed after consent. The minutes have not been rearranged; however, the reader will notice the difference in the times slated for the public hearings.

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

5a Ordinance O-17-2005

Consideration of amendments to the City of Colleyville comprehensive plan, Case GC16-024

Mayor Newton read the caption of Ordinance O-17-2005.

Community Development Director Ben Bryner presented this item and briefed the City Council. Daniel Harrison, Freese & Nichols, presented this item and briefed the City Council.

Mayor Newton asked Mr. Harrison if the 418.8 (un-developed acreage in town) net acreage in Table 2.1, Population Forecast, was arrived at from the assessment of properties with three plus acres, and if the house or improvements on the property was of lesser value than the property, that acreage would have been put into the 418 total. Mr. Harrison replied he believed so.

Mayor Newton stated not being sure what this statement means, "The population projection does not consider the redevelopment of existing large lots." (page 15 of the plan) Mayor Pro Tem Putnam stated when the Council was looking at the maximum population projection, the projection was made on vacant platted lots remaining open spaced as opposed to potential impacts from redevelopment. He added this number would not reflect the infill redevelopment. Mr. Harrison added this would be a number to monitor every year.

Councilmember Taylor asked Mayor Newton if it is important to strike through the grand total acreage that includes both public and private park acreage shown in Table 7.1 Current and Projected Parkland, on page 96. Mayor Newton replied Colleyville has a great park system, but we should not try to leverage the private park acreage to make our park acreage benchmark comparison look better. Only considering the public park acreage, we are slightly under the national park benchmark standards.

Councilmember Taylor asked Mr. Harrison about the 15 percent relative to residential density and how that number was arrived at. Mr. Harrison replied when you look at a subdivision and getting into the larger lots, 15 percent is the average removed for the roadways. (100 acre subdivision, 15 acres are considered roadway/sides). He added with more dense subdivisions, the roadway percentage goes up; with a more rural subdivision, the roadway percentage goes down, to about 15 percent.

Councilmember Taylor asked Mr. Harrison if he is basing the percentage on a standard roadway with a curb system, and to define where the 15 percent comes from. Mr. Harrison replied it is based on what a 20,000 square foot lot subdivision uses up in right-of-way.

Councilmember Short asked Mr. Harrison what is the resulting net density on a typical R20 development. Mr. Harrison replied it is 1.8 net density.

Councilmember Short stated the Land Development Code indicates 2.1 density for an R20 development, excluding streets. Director Bryner stated there may be circumstances within a development in which there will be 2.1 net and gross

densities because of the various right-of-way needed or not needed. He added in a standard subdivision, it will trend to be more of the 1.8 dwelling units per acre.

Councilmember Coplen asked Mr. Harrison what the Planning and Zoning Commission addition of "Ensure environmental concerns are included in the Land Development Code to limit development that may significantly harm the environment" means. Mr. Harrison replied it was added to replace "become the environmental leader in Tarrant County" and means we are being good stewards of the environment by considering the costs to do so to make the right decisions for the right course of action, rather than just a statement. Councilmember Coplen stated being concerned about the broad statement, and stated it could state, "Being good stewards of the environment." Councilmember Taylor respectfully disagreed and stated costs have to be considered given rulings by the EPA.

Mayor Pro Tem Putnam stated he believed that was the intent, to ensure that we were not going to be forced into something by a third party quasi-governmental entity. Mayor Newton stated the revisions are safer because you have to consider costs.

Councilmember Lindamood asked Mayor Newton about the reference on page 71, number 3, "However, these enhancements should be done in a manner that maintains the character of the existing road design," are we talking about the existing sidewalk on the road design. Mayor Newton replied he believed this point may have some Glade Road discussion in it because he reads it just for that reason.

Mayor Newton open the public hearing at 9:26 p.m.

Michael Carr, 7002 Shepherds Glen, asked if this document is online; as he could not find it. He suggested having the pictures on the slides for the audience to be larger, as the fonts are too small to read. Mayor Newton stated there is actually more data on the website than shown this evening. Also, Mr. Carr stated he heard discussions about rezoning current property, and he thinks that should be bilateral in nature, they bought the property under certain circumstances, how it was zoned, and the City Council should not just ram it down their throat.

The following persons did not wish to speak, but did wish to register their support: Claudia Bevill, 119 Cheek-Sparger Road; and David Medlin, 605 Montreux Avenue.

There were no others present wishing to speak and Mayor Newton closed the public hearing at 9:30 p.m.

Mayor Newton stated the major emphasis for this plan is to protect neighborhoods. There are currently four areas which were zoned, many years ago, as higher density, but were developed as lower density. We need to be looking at changing the zoning to match the way the properties are developed. If not, during this

period of redevelopment, there is an inherent right to build something high density. This is the reason the statement exists in the plan, to indicate a strategy, and the owners will certainly be involved.

Councilmember Short stated he had hoped the McDonwell School Road expansion had been reconsidered in the revised plan, as it was a recommendation made previously.

This was a first reading and public hearing, therefore, City Council did not take any action.

5b Ordinance O-17-2006

Consideration of amendments to the Land Development Code regarding granting of authority to the City Council to approve waivers related to the construction of mutual access easements/drives adjacent to major arterials, and to establish a permit process for the construction of such drives; specifically Chapter 1 - General Provisions, Section 1.12 Waivers and Appeals – Generally, Section 1.13 Waivers and Appeals – City Council, and Chapter 3 - Land Use, Section 3.29 Parking Requirements, Case GC16-023

Mayor Newton read the caption of Ordinance O-17-2006.

SH26 Project Coordinator James Hubbard presented this item and briefed the City Council.

Councilmember Taylor asked staff about the positioning of the easement. Coordinator Hubbard replied the access easements will have to be engineered; therefore, the exact placement is undetermined.

Councilmember Taylor suggested keeping the access as less invasive as possible, and keep them as close to the roadway as the state will allow us. He suggested working with the businesses with the placement of the easements relative to the parking spaces. Coordinator Hubbard agreed.

Councilmember Taylor asked Mayor Newton if this ordinance allows the City Council to make decisions based on the uniqueness of the situation relative to the placement with the as-built properties. Mayor Newton replied he agreed, this allows for the flexibility.

Mayor Newton open the public hearing at 9:40 p.m.

The following person did not wish to speak, but did wish to register his support of this request: David Medlin, 605 Montreux Avenue.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 9:40 p.m.

This was a first reading and public hearing, therefore, City Council did not take any action.

6. RESOLUTION(S): READING AND PUBLIC HEARING

6a Resolution R-17-4088

Request for a variance to the provisions of Section 7.175.D, Permanent Attached Signs – Classification and Regulations of the Land Development Code, specifically the permitted location of signage, on Lot 3A, Block 1, of the Kaybird Addition, located at 4718 Colleyville Boulevard, Case SC16-004

Mayor Newton read Resolution R-17-4088 in its entirety.

Community Development Director Ben Bryner presented this item and briefed the City Council.

Councilmember Coplen asked staff where the front door of the bank will be located. Director Bryner explained the location of the bank front door with the exhibits provided.

Councilmember Coplen asked staff if the sign placement will help people to know where the bank door is located, by being used as a visual. Director Bryner replied the placement helps with that and visibility along SH26.

Councilmember Taylor asked staff how the property owner is going to place signs for the other tenants. Director Bryner replied the property owner has stated being aware of the limitations.

Councilmember Short asked staff if the lease space to the right is vacant. Director Bryner replied it is his understanding that it is vacant.

Mayor Pro Tem Putnam asked staff if the space to the right is another lease space. Director Bryner replied yes.

Councilmember Short asked staff if the space is leased, will the sign be allowed. Director Bryner replied yes.

Councilmember Lindamood asked staff if the lease space to the right extends to the far left, once you are in the space. Director Bryner explained the location of the lease spaces with the exhibits provided.

Mayor Newton stated the placement of this sign could create an issue for the other tenant's signs. Director Bryner agreed.

Councilmember Lindamood asked staff if there is a second door behind the brick column. Director Bryner replied there is only one door.

Councilmember Lindamood asked staff if the property owner could further break-out the lease spaces. Director Bryner replied yes, but he stated it may not make sense to do so.

Councilmember Coplen asked staff if the placement for the sign is flat. Director Bryner replied yes.

Mayor Newton stated he will be voting to deny the request, as he believes the Land Development Code is correct for this case.

Councilmember Coplen asked staff if any of the building has been leased. Director Bryner replied a pizza place has been leased, and it has been in place for a long time.

Councilmember Coplen asked staff if this is the extent of how large the sign can be. Director Bryner replied yes, based on the width of the wall.

Councilmember Coplen asked staff if they move the sign over, could it be larger. Director Bryner replied he believes it could be a little bit larger, potentially.

Mayor Newton opened the public hearing at 9:50 p.m.

Kathy Hadley, 204 Timberline Drive North, spoke in support of this request and stated signage is hard to see from the roadway when it is so small, and anything is good to help the businesses.

There were no others present wishing to speak and Mayor Newton closed the public hearing at 9:52 p.m.

Mayor Newton made a motion to deny Resolution R-17-4088. Councilmember Lindamood seconded the motion.

The motion to deny carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Mike Taylor, and Nancy Coplen

6b Resolution R-17-4089

Approval of a resolution calling a General Election for the purpose of electing City Councilmembers to Place 3 and Place 4

Mayor Newton read Resolution R-17-4089 in its entirety.

City Secretary Amy Shelley presented this item and briefed the City Council.

Mayor Newton asked staff if Tarrant County choses the election judges. City Secretary Amy Shelley replied yes.

Councilmember Taylor asked staff why the resolution calling the election is done after the applications for a place on the ballot has been open for ten days. City Secretary Amy Shelley replied the election is called per the election code during a certain time frame.

Councilmember Taylor asked staff why a special meeting is not called for City Council to call the election prior to the application time frame. City Secretary Amy Shelley replied staff will look at the calendar prior to calling next year's election.

Mayor Newton opened the public hearing at 10:01 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 10:01 p.m.

Mayor Pro Tem Putnam made a motion to approve Resolution R-17-4089. Councilmember Nakamura seconded the motion.

The motion to approve carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Mike Taylor, and Nancy Coplen

6c Resolution R-17-4090

Approval of a resolution accepting the annual audit for Fiscal Year ended September 30, 2016

Mayor Newton read Resolution R-17-4090 in its entirety.

John Manning of Patillo, Brown and Hill, presented this item and briefed the City Council.

Councilmember Taylor asked Mr. Manning what are considered "governmental activities and business type activities." Mr. Manning replied the business type activities are two funds, water and sewer. These two funds are supposed to

generate enough funds to cover their costs, like a regular business. The governmental activities houses all of the other services that the City are required or want to offer, but are unable to charge a fee for. City Manager Jennifer Fadden added the two funds Mr. Manning references are the Utility Fund and the Drainage Fund.

Mayor Newton asked Mr. Manning about the unrestricted net position of the respective major proprietary funds which are water and wastewater of \$15.3 million, and drainage utility of \$1.9 million; are those the available funds in those two. Mr. Manning replied yes, and stated the unrestricted net position is made up of two things, all of the capital outlay less debt, and then unrestricted.

Councilmember Taylor asked Mayor Newton if that reflects the CIP. Mayor Newton replied this is the unrestricted net position, which is available cash money.

Former Chief Financial Officer Brian Hogan added the unrestricted net position is cash, but it is the total assets minus the total liabilities, so not all of it is cash.

Mayor Newton asked Mr. Hogan if the \$13.6 million to \$15.3 was reflective of the fine tuning of the numbers. Mr. Hogan replied yes, it is reflective of the final revenue and expenditures for the year.

Councilmember Taylor asked Mr. Hogan if the difference was in excess revenue or assets. Mr. Hogan replied some of it was from assets and cash, added infrastructure costs, and associated bond costs, and are an increase to net position.

Councilmember Taylor asked Mr. Hogan what he is referring to with "assets." Mr. Hogan replied assets are things we have, inventory, such as meters, and receivables from customers, but not collected.

Mayor Newton asked Mr. Hogan if the difference in the income over expenses of \$1.6 million could be used for projects or to pay off debt. Mr. Hogan agreed.

Councilmember Taylor asked Mr. Hogan if the utility fund costs are being charged within the actual fund rather than transferring the money to the general fund and charging them there. Mr. Hogan agreed.

Councilmember Taylor asked Mr. Hogan if that will be seen within this CAFR. Mr. Hogan replied correct, it will take effect in FY2017.

Councilmember Taylor asked Mr. Hogan how that is seen in this CAFR. Mr. Hogan replied there will not be a transfer this year.

Mayor Pro Tem Putnam stated the transfer was never directly attributable to water/wastewater operations in the General Fund. It was General Fund. Mr. Hogan

agreed, and stated that it why it is shown below the operating expenses because it was not a true operating expense of the fund.

Councilmember Taylor asked Mr. Hogan if we are accounting for the operational costs of that department. Mayor Newton answered it is already in the expenses.

Mayor Newton opened the public hearing at 8:48 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 8:48 p.m.

Mayor Pro Tem Putnam made a motion to approve Resolution R-17-4090. Councilmember Coplen seconded the motion.

The motion to approve carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Mike Taylor, and Nancy Coplen

6d Resolution R-17-4091

Consideration of a Combination Preliminary/ Final plat of Lots 1RA-1, and Lot 4, Block 1, Kay's Circle B Bar K Ranch Addition, located at 5700 Winnie Drive and 5618 Bransford Road, Case PC16-003

Mayor Newton read Resolution R-17-4091 in its entirety.

Community Development Director Ben Bryner presented this item and briefed the City Council. Chas Fitzgerald and Brandon Luedke, Wilbow Corporation; and, Craig Malan and Lori Lusk, Kimley-Horn were available to answer questions of the City Council.

Mayor Newton asked staff if the lots on the street coming into the subdivision are R20. Director Bryner replied yes.

Mayor Newton asked Mr. Fitzgerald about the development time period, as it is not listed in the HOA covenants. Mr. Fitzgerald replied Wilbow remains the declarant until the actual build-out of the residences on the lots.

Mayor Newton asked staff if this plat had to come before City Council for approval because of the private streets. Director Bryner replied his understanding is this was originally an R20 zoning request with private streets. He stated Chapter 10 of the Land Development Code requires approval by the City Council, and when it changed from an R20 zoning request to a PUD, this ensured City Council would still have to approve the private street component.

Mayor Newton asked staff what happens if the plat is denied. Director Bryner replied he believed what is being approved is the private streets, but if that is denied, the streets would have to be public. City Attorney Whitt Wyatt added the reasons are two-fold: 1) the Land Development Code requires any private street comes before Council; 2) this PUD includes the developer to develop a private street and follow the Land Development Code. He stated the streets are on a plat, and therefore, we have to follow the plat adoption rules.

Mayor Newton asked staff why are we here to approve the plat. City Attorney Whitt Wyatt replied the Land Development Code requires City Council final approval over the plat, and or the designation of private streets, which in this case is in the plat.

Mayor Newton asked staff if the approval of the private streets only applies to the PUD portion of the plat, given there are lots zoned R20 on the plat. City Attorney Whitt Wyatt replied the approval applies to the entire area of the PUD, within the legal descriptions of the PUD.

Mayor Newton asked staff if the notes pages are included with the plat. Director Bryner replied yes, page two will be include with the resolution.

Mayor Newton asked staff about screening for the lots that go right up against the entrance into the subdivision, and if there were any concerns. Director Bryner replied there was a comment made during a Planning and Zoning Commission meeting which expressed concerns; however, there is not a requirement for the developer to provide screening since it is residential adjacent to residential.

Mayor Newton asked Mr. Malan about the outflow from the detention pond. Mr. Malan replied it will be less than predevelopment conditions.

Mayor Newton asked Mr. Malan if the pond will always have water in it. Mr. Malan replied yes, there is going to be a normal water, with storage volume above that for the excess drainage, with the same outflow.

Mayor Newton asked Mr. Malan about seepage from the other pond. Mr. Malan replied they are going to have a clay liner in the new pond to eliminate the seepage, which will improve the situation.

Mayor Newton asked Mr. Malan if that is the standard way to build a good detention pond. Mr. Malan replied yes.

Mayor Newton asked Mr. Malan if there are any elevation from the pond is going to be higher to maintain the flows inside. Mr. Malan replied yes.

Mayor Newton asked staff if all trees are included in the computation (canopy coverage) or only some trees. Director Bryner replied most trees, and any tree that is six inches or larger that is not on the exempted list.

Mayor Newton asked staff about the building setbacks, and if they are actually larger than the building area. Director Bryner replied yes, and that is the exempted area.

Mayor Newton asked staff if that is a challenge that needs to be changed in the ordinance. Director Bryner replied that is something that needs to be looked at. He added trees removed from the exempted area have to be mitigated if they count towards the tree canopy calculation.

Mayor Newton asked staff what the square box outlined on the individual lots represent. Director Bryner replied that is the area the developer has defined as the exempted area, and it does not truly comply with the setback requirements.

Councilmember Taylor asked staff if the trees are exempted within the dotted line area. Director Bryner replied they are in an exempted area, but are counted towards the canopy calculations.

Councilmember Taylor asked staff if the homeowner puts in a pool, would those trees be allowed to be removed. Director Bryner replied the trees would not be allowed to be removed and the homeowners would know when purchasing the home.

Councilmember Nakamura asked City Council if anyone has looked to see if there is area available to put in a pool. Director Bryner replied all would have an opportunity, but some would have to be a little more proactive in their design.

Mayor Newton opened the public hearing at 10:43 p.m.

Kathy Hadley, 204 Timberline Drive North, spoke in opposition to this request with concerns about flooding on Bransford Road with the construction of these homes.

Mary Utey, 5704 Oak Top Drive, spoke in opposition to this request with concerns about drainage and seepage from the pond.

Jill Tate, 5605 Winnie Drive, spoke in support of this request, and stated originally they only had concerns about the egress on Winnie Drive.

There were no others present wishing to speak and Mayor Newton closed the public hearing at 10:53 p.m.

Mayor Newton asked Mr. Malan about the wall around the detention pond. Mr. Malan used an exhibit to show the location of the wall.

Councilmember Lindamood asked Mr. Malan about the fall (elevation) from the wall to Mrs. Utley's property. Mr. Malan replied they are matching the existing slope now.

Mayor Newton asked Mr. Luedke about fencing or vegetation plans for around the development. Mr. Luedke replied there are landscaping plans for trees that line the west and north side of the detention pond.

Mayor Newton asked Mr. Luedke about landscape plans for around the entire development. Mr. Luedke replied there will be no perimeter fencing.

Councilmember Short made a motion to approve Resolution R-17-4091. Councilmember Coplen seconded the motion.

The motion to approve carried with the following vote:

Aye: 6 – Mayor Pro Tem Chris Putnam, and Councilmembers Tammy Nakamura, Bobby Lindamood, Jody Short, Mike Taylor, and Nancy Coplen

Nay: 1 – Mayor Richard Newton

7. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

Kathy Hadley, 204 Timberline Drive North, spoke about a curb being hit at Glade Road and Bedford Road.

8. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR FEBRUARY 7, 2017 - READING AND PUBLIC HEARING - RESOLUTION R-17-4092

There was no discussion on this item.

9. ADJOURNMENT

There being no further business before the City Council, Mayor Newton adjourned the City Council meeting at 11:05 p.m.

APPROVED BY A VOTE OF _ AYES, _ NAYS, AND _ ABSTENTIONS ON THIS THE 21ST DAY OF FEBRUARY 2017.

Minutes taken and prepared by:

Amy Shelley, TRMC
City Secretary



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 4b

Agenda Date 02/21/2017

Number

Type Resolution

Department Public Works

Title

Approval of a construction contract with Fort Worth Civil Constructors, LLC, for the Bedford Road Retaining Wall Project, in an amount not to exceed \$1,064,736.60, and authorize the city manager to execute the contract and any associated change orders

Strategy Map Connection

F2- Invest to provide and maintain high quality public assets

Explanation

Reading and Public Hearing

The existing railroad tie retaining wall that is along Bedford Road, between Cheek-Sparger Road and just north of Saddlebrook Drive, is at the end of its useful life and is in need of replacement. The height of the wall ranges from 2 to 7 feet and is approximately 1,000 feet in length. The project, which will replace the retaining wall, was originally identified in the FY 2015 CIP that was approved on September 16, 2014 by Resolution R-14-3781.

The project was most recently discussed with City Council during the July 25, 2016 CIP Worksession. At that worksession, the City Council provided guidance for City staff to move forward with a design alternative that would preserve as many trees as possible and to include the aesthetic form liner option for the wall face.

In an effort to preserve as many trees as possible, steps must be taken to stabilize the existing soils during the construction process. These steps are accounted for in the design and outlined in the contract documents. As a result of the required soil stabilization and efforts to preserve the existing trees, traffic along Bedford Road will be limited during the construction period. The traffic control plan will allow for one-way traffic from Cheek-Sparger Road to Somerset Boulevard during a majority of the construction period. The proposed wall will have a textured finish, which will be applied with the use of form liner. This will result in a wall that is similar in appearance to the walls that were constructed with recent projects, such as the Jackson-Cheek-Sparger roundabout.

During the July 25, 2016 CIP Worksession, staff advised the City Council that these additions and modifications to the project would result in an additional cost and would likely result in a project that would exceed the previously allocated funding. The

project was estimated to cost approximately \$870,000.

This project was advertised in the *Fort Worth Star-Telegram* on January 15, and January 22, 2017. City staff and the design consultant reached out to several contractors in order to advise them of the upcoming bid opportunity. However, the City only received a total of two (2) bids on January 31, 2017. Staff has questioned various contractors as to why they are not interested in bidding on the project, and staff has come to the understanding that the current construction market is very active and contractors are able to be selective about taking on new projects.

Per the attached bid tabulation, the low bid was submitted by Fort Worth Civil Constructors, LLC with a total bid amount of \$1,064,736.60. The contract does include a \$35,000 contingency allowance that is controlled by the City to cover any cost overages that may occur during construction. The contractor's qualifications and references have been verified by the design consultant.

Prior to construction, notification will be sent to neighboring schools and homeowners associations notifying residents of the timeline for construction. Message boards will be utilized prior to beginning construction to notify the traveling public of upcoming construction and detours. Construction is expected to start in the spring and the contract time for the project is 150 calendar days.

Financial Impact

Funding for this project was originally appropriated in FY 2015 in the amount of \$350,163 for design and construction. The additional funding necessary for the completion of this project is being allocated from fund balance in the Capital Projects Fund.

Form 1295 - Acknowledged by City

Recommendation

Approve

Attachments

1. Contract
2. Bedford Road Wall Location Map
3. Resolution R-14-3781
4. Form 1295
5. Form CIQ
6. Recommendation Letter

CITY OF COLLEYVILLE

CONTRACT AGREEMENT

STATE OF TEXAS §
 § KNOWN ALL MEN BY THESE PRESENTS:
COUNTY OF TARRANT §

THIS AGREEMENT, made and entered into this____day of_____, 2017, by and between CITY OF COLLEYVILLE, (hereinafter referred to as "CITY" and _____ (hereinafter referred to as "CONTRACTOR"). In consideration of the mutual covenants hereinafter set forth, the City and Contractor agree as follows:

WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the CITY, and under the conditions expressed in the bond bearing even date herewith, the said CONTRACTOR, hereby agrees with the CITY to commence and complete the construction of certain improvements described as follows:

**BEDFORD ROAD RETAINING WALL REPLACEMENT IN
CITY OF COLLEYVILLE, TEXAS**

and all extra work in connection therewith, under the terms as stated in the General Conditions of the Agreement and at his (or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said construction, in accordance with the conditions and prices stated the Proposal attached hereto, and in accordance with the Notice to Bidders and General Conditions of Agreement, Plans and other drawings (including or written explanatory matter thereof), and the Specifications and addenda thereof, as prepared by The City of Colleyville Public Works Department herein entitled the ENGINEER, together with the CONTRACTOR'S written proposal, the General Conditions of the Agreement, and the Performance and payment Bonds hereto attached; all of which are made a part hereof and collectively evidence and constitute the entire contract. The Contract Documents and their order of precedence shall be as listed below:

1. this Contract Agreement;
2. properly authorized change orders;
3. any listed and numbered addenda;
4. the Supplementary Conditions;
5. Construction Drawings;
6. Technical Specifications;

7. Line Item Descriptions;
8. the OWNER's Infrastructure Construction Provisions, Standards and Details;
9. the October 2004 Edition of the *Public Works Construction Standards - North Central Texas* as amended and published by the North Central Texas Council of Governments, as amended by the Owner (collectively, the "NCTCOG Specifications");
10. the OWNER's written notice to proceed to the CONTRACTOR;
11. the Contractor's Bid Proposal;
12. the Performance, Payment, and Maintenance Bonds; and,
13. any other bid materials distributed by the Owner that relate to the Project.

These Contract Documents are incorporated by reference into this Construction Agreement as if set out here in their entirety. The Contract Documents are intended to be complementary; what is called for by one document shall be as binding as if called for by all Contract Documents. It is specifically provided, however, that in the event of any inconsistency in the Contract Documents, the inconsistency shall be resolved by giving precedence to the Contract Documents in the order in which they are listed herein above. If discrepancies are found that may impact construction of the project, it shall be the Contractor's obligation to seek clarification as to which requirements or provisions control before undertaking any work on that component of the project. Should the Contractor fail or refuse to seek a clarification of such conflicting or inconsistent requirements or provisions prior to any work on that component of the project, the Contractor shall be solely responsible for the costs and expenses - including additional time - necessary to cure, repair and/or correct that component of the project.

Contractor shall begin work within ten (10) calendar days after receiving a written Notice to Proceed or written Work Order from the Owner. All Work required under the Contract Documents shall be completed within 150 calendar days after the date of the Notice to Proceed for the base bid.

Under this Construction Agreement, all references to "day" are to be considered "calendar days" unless noted otherwise.

The Contractor hereby represents and covenants that neither it nor any of its employees or representatives, has or shall have, directly or indirectly, any agreement or arrangement with any party that would constitute a conflict of interest in regard to the work being performed by the City during the terms of this agreement. Contractor will inform the City of other assignments undertaken on behalf of neighboring communities or governmental agencies that may constitute a conflict of interest.

The Contractor agrees City of Colleyville will not be held liable for any personal or real property damages occurring from acts of agents during the tenure of said agreement.

The City agrees, to the extent provided by the laws and constitution of the State of Texas without establishment of a sinking fund, to indemnify and save Contractor harmless from any and against all losses, claims, demands, damages, and causes of action directly resulting from the negligent acts or omissions of the City, its officers, agents, employees, or subcontractors.

Contractor agrees to indemnify and save City harmless from and against all losses, claims, demands, damages, and causes of action resulting from the negligent acts or omissions of the obligee, or otherwise reduce any other rights or obligations of indemnity which would otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any part or persons described in this paragraph.

Notwithstanding any of the above, the City shall not be liable for any indirect, remote, or consequential damages.

City of Colleyville may terminate this contract at any time by giving written notice to the other of such termination and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. In that event, all finished or unfinished documents, and other materials, should be at the option of the City to become its property. If the contract is terminated as provided herein, the Contractor fee would be paid in an amount which bears the same ratio to the total compensation as the services actually performed bears to the total services of the Contractor covered by this contract.

The Contractor represents that it has or will secure at its own expense all personnel required to perform the services covered by this contract.

It is agreed that City of Colleyville will provide all necessary project information, to include Standard Construction Details.

All materials prepared by the Contractor shall become the property of the City. The City shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this contract.

Contractor certifies that the firm is an independent contractor, and none of its contractors, employees, agents, or independent workmen shall be deemed an employee of City of Colleyville for any purpose whatsoever.

For performance of the Work in accordance with the Contract Documents, the Owner shall pay the Contractor in current funds an amount not to exceed _____ Dollars and _____ cents (\$X,XXX.XX). This amount is subject to adjustment by change order in accordance with the Contract Documents.

This agreement consists of this document, upon which the parties have affixed their signatures, and those documents specifically incorporated herein by reference. This agreement as so constituted is the entire agreement between the parties with respect to the subject matter hereof, and supersedes all other previous statement, communications, or agreements, whether oral or written. No modification, alteration, or waiver of any provision hereof shall be binding upon the parties unless evidenced in writing and signed by both parties.

IN WITNESS WHEREOF, the parties to these presents have executed this Agreement in the year and date above written.

CITY OF COLLEYVILLE

Party of the First Part
(City)

By: _____

Party of the Second Part
(Contractor)

By: _____
Print or Type Name

Title: _____
(President/Vice President)

ATTEST:

By Authority of City Council

ATTEST:

Corporation Secretary

Print or Type Name



Bedford Road Retaining Wall



RESOLUTION R-14-3781

**REPLACING RESOLUTION R-13-3666 AND ADOPTING A
COMPREHENSIVE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR
FISCAL YEARS 2015-2019 FOR THE CITY OF COLLEYVILLE, TEXAS**

WHEREAS, planning for capital expenditures is an essential function of local government; and

WHEREAS, a multi-year capital improvement program is an important communication tool for residents and businesses; and

WHEREAS, a multi-year capital improvement program is a valuable tool in addressing infrastructure renewal and replacement needs and an essential part of the City's financial planning.

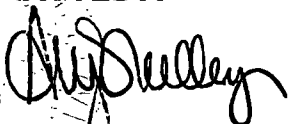
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF COLLEYVILLE, TEXAS:**

- Sec. 1. THAT this resolution replaces Resolution R-13-3666.
- Sec. 2. THAT the Fiscal Year 2015-2019 Capital Improvement Program attached as Exhibit "A", is hereby adopted.
- Sec. 3. THAT the Capital Improvement Program will be reviewed and updated on an annual basis, or as otherwise necessary.
- Sec. 4. THAT changes to the Capital Improvement Program will require approval of the City Council.

AND IT IS SO RESOLVED.

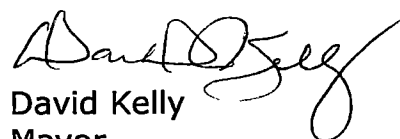
APPROVED BY A VOTE OF 6 AYES, 1 NAYS, AND 0 ABSTENTIONS ON THIS
THE 16TH DAY OF SEPTEMBER 2014.

ATTEST:



Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

Exhibit "A"

FY 2015-2019 Capital Improvement Program

Project Year	Project ID	Title	Total Project Cost	CEDC (Parks, Trails & Libraries)	FWHA/TxDOT	General Fund	Grants/Other	Parkland Dedication Fund	Perimeter Street Fees	TIF	Tomorrow Fund	Utility Fund	Utility Fund - End of Year Transfer	Water Impact Fees	Total Funding	Not Funded
2015	FC15-001	Service Center - Design	250,000	0	0	0	250,000	0	0	0	0	0	0	0	250,000	0
	OT15-002	Temporary Repair of Whites Chapel Road Bridge	150,000	0	0	150,000	0	0	0	0	0	0	0	0	150,000	0
	OT15-003	Reconstruct Bedford Road Retaining Wall	350,163	0	0	350,163	0	0	0	0	0	0	0	0	350,163	0
	PK15-001	Construct New Trail 2015	150,000	150,000	0	0	0	0	0	0	0	0	0	0	150,000	0
	PK15-002	Construct Cottonbelt II Spur @ Webb House	165,000	165,000	0	0	0	0	0	0	0	0	0	0	165,000	0
	PK15-003	Pleasant Run Park and Soccer Field Improvements	200,000	0	0	0	0	200,000	0	0	0	0	0	0	200,000	0
	PK15-005	Pleasant Run Trail Construction (Bogart to Mission)	277,000	277,000	0	0	0	0	0	0	0	0	0	0	277,000	0
	PK15-006	Improvements at Cotton Belt-LD Lockett Park Trailhead	504,137	100,000	0	0	0	404,137	0	0	0	0	0	0	504,137	0
	PK15-007	Future CEDC Projects	500,000	500,000	0	0	0	0	0	0	0	0	0	0	500,000	0
	PK15-008	Senior Center Repairs	100,000	100,000	0	0	0	0	0	0	0	0	0	0	100,000	0
	PK15-009	Pleasant Run Playground	75,000	0	0	0	0	75,000	0	0	0	0	0	0	75,000	0
	ST15-001	2015 Miscellaneous Concrete Repairs	500,000	0	0	500,000	0	0	0	0	0	0	0	0	500,000	0
	ST15-003	Rehabilitate Jackson Road	267,400	0	0	267,400	0	0	0	0	0	0	0	0	267,400	0
	ST15-005	Pavement Markings 2015	100,000	0	0	100,000	0	0	0	0	0	0	0	0	100,000	0
	ST15-006	Construct Glade Road	5,700,000	0	0	0	0	0	0	5,700,000	0	0	0	0	5,700,000	0
	ST15-007	Misc Major Asphalt Maintenance 2015	500,000	0	0	500,000	0	0	0	0	0	0	0	0	500,000	0
	ST15-008	Construct SH 28, Phase II	14,000,000	0	14,000,000	0	0	0	0	0	0	0	0	0	14,000,000	0
	T15-001	Fiber Build Phase	394,700	0	0	0	0	0	0	0	394,700	0	0	0	394,700	0
	UT15-001	Upsize Utility Lines (Reagan Estates)	662,648	0	0	0	0	0	0	0	0	250,000	360,032	52,616	662,648	0
			24,846,048	1,292,000	14,000,000	1,867,563	250,000	679,137	0	5,700,000	394,700	250,000	360,032	52,616	24,846,048	0
2016	PK16-001	Construct New Trail 2016	150,000	150,000	0	0	0	0	0	0	0	0	0	0	150,000	0
	ST16-004	Design Pleasant Run (Shelton to Tinker)	156,000	0	0	156,000	0	0	0	0	0	0	0	0	156,000	0
	ST16-004	Miscellaneous Concrete Repair	500,000	0	0	500,000	0	0	0	0	0	0	0	0	500,000	0
	ST16-005	Rehabilitate Bandit Trail - 2016 County Project	250,000	0	0	250,000	0	0	0	0	0	0	0	0	250,000	0
	ST16-007	Pavement Markings 2016	100,000	0	0	100,000	0	0	0	0	0	0	0	0	100,000	0
	ST16-009	Misc Major Asphalt Maintenance 2016	500,000	0	0	500,000	0	0	0	0	0	0	0	0	500,000	0
			1,656,000	150,000	0	1,506,000	0	0	0	0	0	0	0	0	1,656,000	0
2017	PK17-001	Construct New Trail 2017	150,000	150,000	0	0	0	0	0	0	0	0	0	0	150,000	0
	ST16-001	Reconstruct Pleasant Run (Shelton to Tinker)	1,161,800	0	0	1,161,800	0	0	0	0	0	0	0	0	1,161,800	0
	ST17-001	2017 Miscellaneous Concrete Repair	500,000	0	0	500,000	0	0	0	0	0	0	0	0	500,000	0
	ST17-002	Rehabilitate Streets TBD (2017 County Project)	250,000	0	0	250,000	0	0	0	0	0	0	0	0	250,000	0
	ST17-006	Pavement Markings 2017	100,000	0	0	100,000	0	0	0	0	0	0	0	0	100,000	0
	ST17-007	Misc Major Asphalt Maintenance 2017	500,000	0	0	500,000	0	0	0	0	0	0	0	0	500,000	0
	UT17-001	Upsize Utility Lines (Woodbriar/Quail Crest Estates)	2,161,141	0	0	0	0	0	0	0	0	500,000	1,661,141	0	2,161,141	0
			4,822,941	150,000	0	2,511,800	0	0	0	0	0	500,000	1,661,141	0	4,822,941	0
2018	PK18-001	Construct Pleasant Run Trail (Cotton Belt RR to John McCain)	300,000	300,000	0	0	0	0	0	0	0	0	0	0	300,000	0
	ST18-003	Design Pleasant Run (Tinker to John McCain)	321,000	0	0	232,998	0	0	88,002	0	0	0	0	0	321,000	0
	ST18-002	2018 Miscellaneous Concrete Repair	500,000	0	0	500,000	0	0	0	0	0	0	0	0	500,000	0
	ST18-003	Rehabilitate Streets TBD - 2018 County Road Project	250,000	0	0	250,000	0	0	0	0	0	0	0	0	250,000	0
	ST18-006	Pavement Markings 2018	100,000	0	0	100,000	0	0	0	0	0	0	0	0	100,000	0
	ST18-007	Misc Major Asphalt Maintenance 2018	500,000	0	0	500,000	0	0	0	0	0	0	0	0	500,000	0
	UT18-001	Upsize Utility Lines (Sunrise Terrace, Brighton Oaks) (MOVE TO 2018)	1,889,243	0	0	0	0	0	0	0	0	250,000	1,639,243	0	1,889,243	0
			3,860,243	300,000	0	1,582,998	0	0	88,002	0	0	250,000	1,639,243	0	3,860,243	0

Unfunded

FIVE-YEAR TOTAL[illegible]

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING****1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Fort Worth Civil Constructors, LLC
Keller, TX United States

Certificate Number:
2017-159589

Date Filed:
01/30/2017

Date Acknowledged:
01/31/2017

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Colleyville, Texas

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

Bedford Rd Retaining Wall Repl
to furnish all necessary superintendence, labor, machinery, equipment, tools and materials

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Alumbaugh, Austin	Keller, TX United States	X	

5 Check only if there is NO Interested Party.☐**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____,
20_____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Fort Worth Civil Constructors, LLC
Keller, TX United States

Certificate Number:
2017-159589

Date Filed:
01/30/2017

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Colleyville, Texas

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

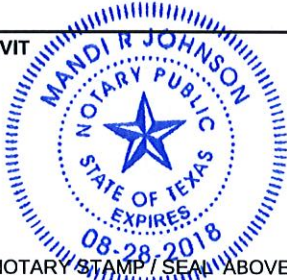
Bedford Rd Retaining Wall Repl
to furnish all necessary superintendence, labor, machinery, equipment, tools and materials

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Alumbaugh, Austin	Keller, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



AFFIX NOTARY STAMP / SEAL ABOVE

[Signature]
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said Austin Alumbaugh, this the 31st day of January, 2017, to certify which, witness my hand and seal of office.

[Signature]
Signature of officer administering oath

Mandi R. Johnson
Printed name of officer administering oath

Notary Public
Title of officer administering oath

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1/31/2017

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☒ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

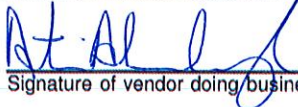
☐ Yes

☒ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 
Signature of vendor doing business with the governmental entity

January 31, 2017

Date



February 9, 2017

Ms. Cheryl Taylor, P.E.
City Engineer

Public Works - Engineering
Colleyville City Hall, Second Floor
100 Main Street
Colleyville, Texas 76034

RE: *Bedford Road Retaining Wall Replacement*
KHA No. 061063028

Ms. Taylor,

On January 31, 2017, the City of Colleyville received bids for the Bedford Road Retaining Wall Replacement project. The following bids were received:

Bidder	Total Bid with Project Contingency
Fort Worth Civil Constructors, LLC	\$1,064,736.60
Rebcon, Inc.	\$1,326,349.00

Kimley-Horn and Associates, Inc. (KHA) has reviewed the lowest bidder's qualifications and verified that the low bidder's bonding company is licensed in the State of Texas. It is our understanding that Fort Worth Civil Constructors, LLC (FWCC) was formed in 2015 by former employees of AUI Contractors.

KHA contacted references provided by Fort Worth Civil Constructors, LLC for both the company as well as select key employees whom FWCC has identified will be working on the project.

Donnie Otwell of Viridian Municipal Management District indicated FWCC has completed three projects for his organization ranging in total construction cost from \$414,000 to \$832,000. The work included water utilities, sanitary sewer utilities, retaining walls, and bridge abutments. Mr. Otwell said the projects were completed on time and within budget and there were no problems closing out any of the projects. There were minor change orders, but Mr. Otwell indicated they were not problems created by FWCC or their sub-contractors. Mr. Otwell said he would work with FWCC again.

Mr. Otwell worked with the FWCC project superintendent Steve Dean, whom FWCC indicated would work on the Bedford Road Retaining Wall Project. Mr. Otwell indicated Mr. Dean was the project superintendent for all three projects FWCC has completed for Viridian Municipal Management District. Mr. Otwell described Steve Dean as "old school" and "rough" but added that Mr. Dean is very knowledgeable and "gets the job done."

Chris Wolfe with Balfour Beatty Construction confirmed that FWCC completed the \$3.2 million Turtle Creek Bridge and Walkway project. The project included construction of a vehicular bridge and hike and bike trails. Mr. Wolfe reported that the project was completed on time and within budget. There were no issues closing out the project. There were some minor change orders but they were related to unforeseen conditions. Mr. Wolfe said he would work with FWCC again and told us that FWCC "should be able to handle" the Bedford Road Retaining Wall Project.

Jeff Estes with Burlington Northern Santa Fe Rail Road said that individuals with FWCC completed work for the Rail Road while employed by AUI Constructors. The project was the \$18.2 million Tower 55 Expansion Project. Mr. Estes indicated he worked directly with Doug Alumbaugh of AUI. Mr. Alumbaugh is an owner at FWCC. Mr. Estes said the Tower 55 project was completed within budget, but there were some delays. However, Mr. Estes indicated the delays were beyond the control of the contractor. Mr. Estes said he would work with FWCC. He added that "they will make sure their guys do a good job."

Mr. Estes also worked with FWCC project superintendent Steve Dean, whom FWCC indicated would work on the Bedford Road Retaining Wall Project. Mr. Estes said Mr. Dean "knows what he is doing". Mr. Estes said of his relationship with Mr. Dean that he "got along with him great" and said would work with Mr. Dean again.

Nancy Phillips of Team Phillips indicated that FWCC performed the \$638,000 Long Cove Marina Ship and Maintenance Building and Site work. The project included construction of a Marina sales office, site paving, and a hiking trail. Ms. Phillips indicated the project was not completed on time, but stressed the issues were related to weather delays. Ms. Phillips said she would work with FWCC again and indicated she had "no complaints" and was "very satisfied" with FWCC.

Ms. Phillips also indicated she worked with FWCC General Concrete Superintendent, Daniel Trejo, whom FWCC indicated would work on the Bedford Road Retaining Wall Project. Ms. Phillips said, "Daniel is awesome, great attention to detail." She added that he, "asked very good questions about specific aesthetic ideas for joints, curb ends, etc."

Joe Donarumo of the Lindbeck Group was also provided as a reference for Daniel Trejo. Mr. Donarumo confirmed he has worked with Mr. Trejo multiple times. Mr. Trejo has completed complex projects with intricate formwork, floating forms, and other concrete retaining walls. He reported no issues working with Mr. Trejo and added "he's very good". He offered that Mr. Trejo will have no problems with the Bedford Road Retaining Wall project.

We also contacted FWCC's local bonding agent, Doug Reed, of MNH Insurance. Mr. Reed indicated he has a long history with FWCC owners' previous company, AUI, and has worked with FWCC since the formation of the company. Mr. Reed indicated there have been no claims on any FWCC projects. He said FWCC's bonding capacity is approximately \$7 million per project with a \$15 million to \$16 million aggregate capacity. Mr. Reed said there would be no issues providing bonds for the Bedford Road Retaining Wall project and added that FWCC "runs a very tight project" and he doesn't anticipate any concerns.

Based on the information above, KHA has no objections to awarding the contract to FWCC.

Enclosed is a copy of the bid tabulation for your reference.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Brian J. LaFoy, P.E.

BID TABULATION

KIMLEY-HORN AND ASSOCIATES, INC.

Owner: **City of Colleyville**
 Job No.: **061063028**
 Project: **Bedford Road Retaining Wall Replacement**
 Date: **January 31, 2017**

BIDDER 1	BIDDER 2
Fort Worth Civil Constructors, LLC 1675-B So. Main Street Keller, Texas 76248	Rebcon, Inc. 1868 W. Northwest Hwy. Dallas, Texas 75220

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost
Wall Improvements							
1	Mobilization and Bonds	1	LS	\$50,000.00	\$50,000.00	\$130,000.00	\$130,000.00
2	Detours and Barricades	1	LS	\$20,000.00	\$20,000.00	\$105,000.00	\$105,000.00
3	Erosion Control Measures	1	LS	\$1,500.00	\$1,500.00	\$5,000.00	\$5,000.00
4	Right-of-Way Preparation	1	LS	\$85,000.00	\$85,000.00	\$350,000.00	\$350,000.00
5	Soil Nails	390	EA	\$436.00	\$170,040.00	\$320.00	\$124,800.00
6	Shotcrete	5,022	SF	\$8.30	\$41,682.60	\$6.50	\$32,643.00
7	12" Diameter Reinforced Concrete Piers	2,400	VF	\$70.00	\$168,000.00	\$75.00	\$180,000.00
8	12" Diameter Reinforced Concrete Pier Contingency	350	VF	\$51.00	\$17,850.00	\$65.00	\$22,750.00
9	12" Thick Reinforced Concrete Wall w/Textured Finish	187	CY	\$2,025.00	\$378,675.00	\$1,100.00	\$205,700.00
10	Cement Treated Base (Plant Mix) (8")	461	SY	\$42.00	\$19,362.00	\$85.00	\$39,185.00
11	Concrete Curb and Gutter	1,100	LF	\$40.00	\$44,000.00	\$50.00	\$55,000.00
12	Concrete Valley Gutter	87	SY	\$100.00	\$8,700.00	\$83.00	\$7,221.00
13	Type B HMAC	47	TN	\$197.00	\$9,259.00	\$350.00	\$16,450.00
14	Type D HMAC	14	TN	\$212.00	\$2,968.00	\$350.00	\$4,900.00
15	Irrigation Repair	1	LS	\$8,500.00	\$8,500.00	\$6,700.00	\$6,700.00
16	Sodding/Turfgrass Planting	600	SY	\$7.00	\$4,200.00	\$10.00	\$6,000.00
Total Amount Bid (Wall Items)					\$1,029,736.60		\$1,291,349.00

Project Contingency							
C1	Construction Contingency	1	LS	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
Total Project Amount Bid (All Items with Contingency)					\$1,064,736.60		\$1,326,349.00



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 4c

Agenda Date 02/21/2017

Number

Type Regular Agenda Items

Department Parks and Recreation

Title

Approval of a Professional Services Agreement with BRANDSTETTER, CARROLL, INC., for a Parks, Recreation, and Open Space Master Plan, in an amount not to exceed \$100,000, and authorize the city manager to execute the agreement

Strategy Map Connection

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

F3- Forecast needs and plan for the future, balancing priorities with resources

Explanation

Reading and Public Hearing

In the FY 2017 budget, the City set aside funds to conduct a Parks, Recreation, and Open Space Master Plan update. The Request For Proposal went out on November 11, 2016, and seven proposals were received on December 21, 2016. A committee of staff representing different departments was put in place to review the proposals, and four candidates were selected to present to the committee. The committee members include:

- Recreation Manager Lisa Escobedo
- City Engineer Cheryl Taylor
- Assistant to the City Manager James Hubbard
- Accounting Manager Karen Hines
- Parks Supervisor Chris Haworth
- Parks Manager Heather Dowell

The four selected firms presented and answered questions on February 3, 2017. The staff committee evaluated the presenters and the information provided to select a firm that would be the best fit for Colleyville and our Master Plan. The committee selected the firm BRANDSTETTER CARROLL INC. based on their presentation style, scope of work, and the citizen engagement component they included. This firm has an extensive design and planning background.

The committee's findings were presented to the Parks and Recreation Advisory Board on February 6, 2017. The Board discussed the firm and the selection process and were pleased with the selection. The Parks and Recreation Board unanimously voted to

approve moving into negotiations with BRANDSTETTER CARROLL INC. and recommends BRANDSTETTER CARROLL INC. to the Council for approval of the contract.

Financial Impact

Funds are available in the amount of \$100,000 in the Colleyville Economic Development Corporation budget.

Recommendation

Approve

Attachments

1. Master Plan RFP
2. BRANDSTETTER CARROLL, INC. proposal
3. 1295 & CIQ Forms
4. Professional Service Agreement



Request for Competitive Proposal (RFCP)
RFCPMP-2016
For
Parks, Recreation and Open Space Master Plan

City of Colleyville
Parks and Recreation Departments

Purpose

The City of Colleyville is requesting interested firms to submit Proposals in response to this Request for Competitive Proposal (RFCP) to perform a Parks, Recreation and Open Space Master Plan for the Parks and Recreation Departments.

Background

The intent of the Parks, Recreation and Open Space Master Plan is to comprehensively assess the parks, recreation and open space offerings located within the City of Colleyville to present a plan that looks to the future by incorporating demographic and trend analysis. Also, a cursory examination of the parks, facilities and open space should be included to assess their capabilities as it relates to current and future offerings. The Recreation Master Plan should address facilities, indoor and outdoor programming. The Parks Open

Space Master Plan should address facilities, undeveloped land, future land acquisitions and trails. The Parks Department will provide the consultant with a park amenity, GIS asset assessment document to help with the plan.

A. Scope of Work - The scope items listed below should be included in the proposals, but additional scope components that would be beneficial to the studies, as determined by the proposer, are welcomed.

The **Parks, Recreation and Open Space Master Plan** will include the following elements:

- Citizen Input
 - o Public input: meetings and surveys
 - o Citizen needs assessment
 - o Demographic analysis/community assessment
- Staff Information
 - o Interviews with department and City government leaders and major stakeholders
 - o Employee survey
 - o Review of pertinent department data
- Programing
 - o Assessment of indoor and outdoor facilities and program offerings
 - o Innovative indoor and outdoor programming trend analysis
 - o Recreation program assessment and needs assessment
 - o Recreation service analysis
 - o Private and not-for-profit competition analysis
 - o SWOT analysis
- Facilities/Amenities
 - o Analysis of total percentage of park acreage for general use versus sports related properties. Benchmark our percentages for future needs prioritization.
 - o Analysis of historical, current and future trail segments; prioritize needs based on criteria of constructability, connectivity and available property
 - o Recreation facility needs assessment and index
 - o Facility utilization analysis
 - o Open space conservation
 - o Service area mapping

- Management
 - o Management practices review and benchmarking
 - o Operational and business analysis
 - o Financial management and strategy
 - o Management plan for historical, cultural and natural resources
- Goals/Vision
 - o Review of park system vision, mission and core value statements
 - o Review of goals and operational objectives – set new goals and objectives
- Implementation
 - o Implementation plan
 - o Strategic implementation/revitalization plan/strategy outline
 - o Provide a detailed plan and map for the trail system in its entirety
 - o Recommendations for future acquisitions, capital improvements and development of Park system
 - o Development of guidelines for prioritization of future capital improvements

B. Required Proposal Information

Proposals should be organized in 3-ring binders, according to the following format:

Cover

The cover should clearly display the title of this Request for Competitive Proposals (RFCP). It should state the RFCP components in which the firm is submitting e.g. **“City of Colleyville Parks, Recreation and Open Space Master Plan”** Submissions will be accepted for one or both of the RFCP components

Each proposal should have tabs numbered with the following categories:

1. Executive Summary

Provide a cover letter that states the title of this RFCP, **“City of Colleyville Parks and Recreation Departments (and fill in the appropriate RFCP components).”**

Include the following information:

- Primary contact for the proposal
- Street address (post office boxes are not acceptable)
- Telephone number
- Fax number
- E-mail address
- Web address, if applicable
- Statement of which RFCSP components the firm is submitting
- Proposed scope elements with descriptions
- Proposal fee
- Proposed schedule

2. Firm Information

Include the following pertinent information:

- Name and date of formation
- Previous firm names or prior firms worked for
- Date of opening of Colleyville office, if applicable
- Principals and personnel by discipline
- Technical resources
- Include M/WBE certification numbers as applicable

3. Consultant Team

For each RFCP component submitted list the proposed sub-consultants under consideration for the team, including a brief description of their qualifications. Include an org chart showing the relationship of the prime firm and sub-consultants. Include M/WBE certification numbers as applicable.

4. Qualifications of Key Personnel

For each RFCP component submitted list the principal, in addition to other primary staff members, that will be assigned to the project. Provide a summary of related experience for each proposed member of the team. Describe the time commitment for each person and who the primary contact will be.

5. Related Experience and References

For each RFCP component submitted provide a list of projects illustrating comparable experience undertaken during the past ten years by the principal and/or key personnel described above. For these projects, include the following detailed information:

- Project title
- Location
- Name of client, including contact reference and current phone number and email address
- Key dates
- Scope of project
- Include any past experience on City of Colleyville projects or contracts

6. Appendix

Submit copies of the following:

- The successful proposer will be required to purchase and maintain, during the term of the contract, insurance as described in Exhibit E and agrees to the indemnification agreement therein.
- Conflict of Interest Questionnaire

The proposals shall be prepared in a three-ring binder with an 8.5"x11" vertical format with six tabs arranged in the order described above. **Please distinguish between RFCP components, if submitting for more than one, by separating each component with a blank page/divider within each of the six tabs.** Failure to submit the required information as described may result in disqualification.

Subsequent to the issuance of this RFCP, the City reserves the right to amend it, waive any requirement or irregularity, request modifications, providing all teams are treated equally, and reject any and all proposals for any reason. The City further reserves the right to request changes in the composition of any consultant team. The form of contract to be used for these projects shall be the standard City of Colleyville Contract for Service.

Contract Requirements

The successful proposer will be required to execute a contract in substantially the form as Sample Contract of these specifications. The form will be tailored by the City Attorney to meet the particular requirements of this procurement. All proposers are expected to submit their proposal on the basis of the requirements of these specifications, including the Form Contract. Proposers are responsible for reviewing the Form Contract carefully and seeking private legal advice if question arises regarding the legal aspects of the contract.

C. Process and Website Information

During review of the RFCP and preparation of proposals, Proposers may discover certain errors, omissions or ambiguities. If so, or if in doubt about the meaning of any part of this RFCP, submit written questions to the designated buyer with the RFCP number and no later than two days following the Pre-Proposal Conference. This is to give the City time to answer the questions and distribute written responses to all Proposers. **All communications about this RFCP must be directed through the following City representative:**

Heather Dowell
Parks Manager
Phone: 817-503-1182
hdowell@colleyville.com

1. Verbal questions and explanations are not permitted other than at the Pre-Proposal Conference. Do not rely on oral instructions or clarifications. Verbal agreements or representations are not binding.
2. The City reserves the right to contact proposer for clarification after proposals are opened, if such is deemed desirable by the City.
3. Proposer shall not contact City employees or Officers to explain, clarify or discuss their proposals before an award has been made except as set out in this section.
4. Violation of these provisions by proposer may lead to disqualification of its proposal.

Pre-Proposal Conference

Although attendance at the Pre-proposal Conference is optional, all Proposers are encouraged to attend. The purpose of this meeting is to address potential respondent's questions concerning the requirements of the RFCP. The pre-proposal conference will be held on November 17, 2016 at 10:00 a.m., at the Parks and Recreation Office, 5109 Bransford Road, Colleyville, Texas 76034.

Proposals are due on December 21, 2016 at 100 Main Street, Second Floor, Engineering Office, Colleyville, TX 76034 not later than 2:00 p.m. Proposals received after these deadlines will not be accepted and will be returned to the proposer unopened. The City of Colleyville is not responsible for the non-receipt of proposals sent by mail or courier.

Each firm's proposal shall be typed and submitted as:

- a) One (1) Original – clearly marked "ORIGINAL" on the front.
- b) Five (5) legible hard Copies – each clearly marked "COPY" on the front.
- c) Five (5) electronic copies on flash drives of the entire submittal with the firm name, solicitation number and submittal name on the front.

All shall be submitted in a sealed package. Faxed or emailed responses are not acceptable. The original proposal shall be clearly marked "ORIGINAL" and signed in blue ink, by hand, in the space marked Authorized Signature.

The submission envelope should be clearly marked with the firm's name and address with notation "RFCPMP-2016" **"Parks, Recreation and Open Space Master Plan"**. All proposals shall be received by the due date and should be directed to:

City of Colleyville
Parks Department
Attention: Heather Dowell
100 Main St., Second Floor, Engineering Office
Colleyville, TX 76034

D. Selection Process

Following receipt of the proposals, the Selection Committee will consist of City management, end-user personnel and others designated by the City. This committee will evaluate the proposals based on criteria listed below. As part of the evaluation process, the City may interview Proposers regarding specific areas of their proposals as well as their references.

All proposals will be reviewed and evaluated according to the following criteria by the City. Results from interviews will be incorporated in the final score to determine the ranking of each firm.

1.	Related Experience	40%
2.	Fee	35%
3.	Qualifications of Key Personnel	15%
4.	Schedule	10%



Qualifications to provide
Professional Services for

Parks, Recreation, and Open Space Master Plan

Colleyville, Texas

December 21, 2016



December 21, 2016

2360 Chauvin Dr
LEXINGTON
KY 40517
859.268.1933
FX: 859.268.3341

308 East 8th St
CINCINNATI
OH 45202
513.651.4224
FX: 513.651.0147

1220 West 6th St
Suite 300
CLEVELAND
OH 44113
216.241.4480
FX: 216.736.7155

17300 Preston Rd
Suite 310
DALLAS
TX 75252
469.941.4926
FX: 469.941.4112

Heather Dowell
Parks Manager
100 Main Street
Colleyville, TX 76034

RE: City of Colleyville Parks, Recreation and Open Space Master Plan

Dear Ms. Dowell:

Brandstetter Carroll Inc. (BCI) is pleased to present this proposal for the development of a Park System Plan for the City of Colleyville, Texas. Having met with you several times, and having visited most of the park sites, we are offering a Project Team and a Scope of Services which will address the needs of the Colleyville community. As you review this document, please consider the following points:

1. BCI has been an industry leader in the development of CITIZEN DRIVEN planning. While Colleyville enjoys an excellent Park System with first class facilities, there may be some facilities and programs not offered. In our process, citizens will have many opportunities to share their thoughts, perhaps revealing unmet needs
2. BCI understands the desire of citizens to participate in passive recreation, including hiking and walking. All of our survey data points to a continued need for trails and open space. This trend is not new, but elected officials are finally responding to the voices of their constituents.
3. BCI has seen the connection between Parks and Recreation and Quality of Life. This translates into greater citizen well-being and enhanced property values.
4. BCI has a record of implementation as a result of their process. The Scope of Services describes an ACTION PLAN which focuses upon both citizen need as well as available resources for implementation. The firm has historically examined the effect of its planning recommendations on the budget of a city in order to determine the practicality of its proposals.
5. BCI believes in practical and detailed recommendations, such that the ACTION PLAN reflects the best practices in the industry and a detailed "game plan" for Colleyville.
6. BCI understands that the Final Report is not a design exercise, but a consensus building document, built around citizen needs bringing forth serious policy recommendations.

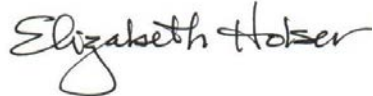
BCI is offering a team of planning professionals who have worked together on previous studies including the Texas cities of Kyle, Allen, Austin (2) and Grand Prairie. Patrick D. Hoagland ASLA will serve as Project Manager, bringing over 30 years experience, and having completed over 50 similar plans and a national constituency. Kathleen Grove Prasser is a nationally recognized parks and recreation advocate, recently serving as the CEO of the National Recreation and Park Association. Her effectiveness in Citizen Engagement is recognized nationwide. Jim Waldbauer P.E. of BW2 Engineers is our trails consultant and he has completed numerous trails in the MetroPlex. The remaining BCI

staff is well versed in the planning, design and implementation of recreational facilities and programs.

Our plans become REALITY because we urge the decision makers to LISTEN to their people.

We look forward to your due consideration.

Very truly yours,
Brandstetter Carroll Inc.

A handwritten signature in black ink that reads "Elizabeth Holser". The signature is written in a cursive, flowing style with a large, stylized initial "E".

Elizabeth Holser, AIA
Dallas Principal

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RELATED EXPERIENCE AND
REFERENCES

SECTION VI.
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Section I
Executive Summary

EXECUTIVE SUMMARY

PRIMARY CONTACT

The primary contact for this project will be Elizabeth Holser.

Street Address: 17300 Preston Road, Suite 310, Dallas, TX 75252

Phone Number: 469.941.4926

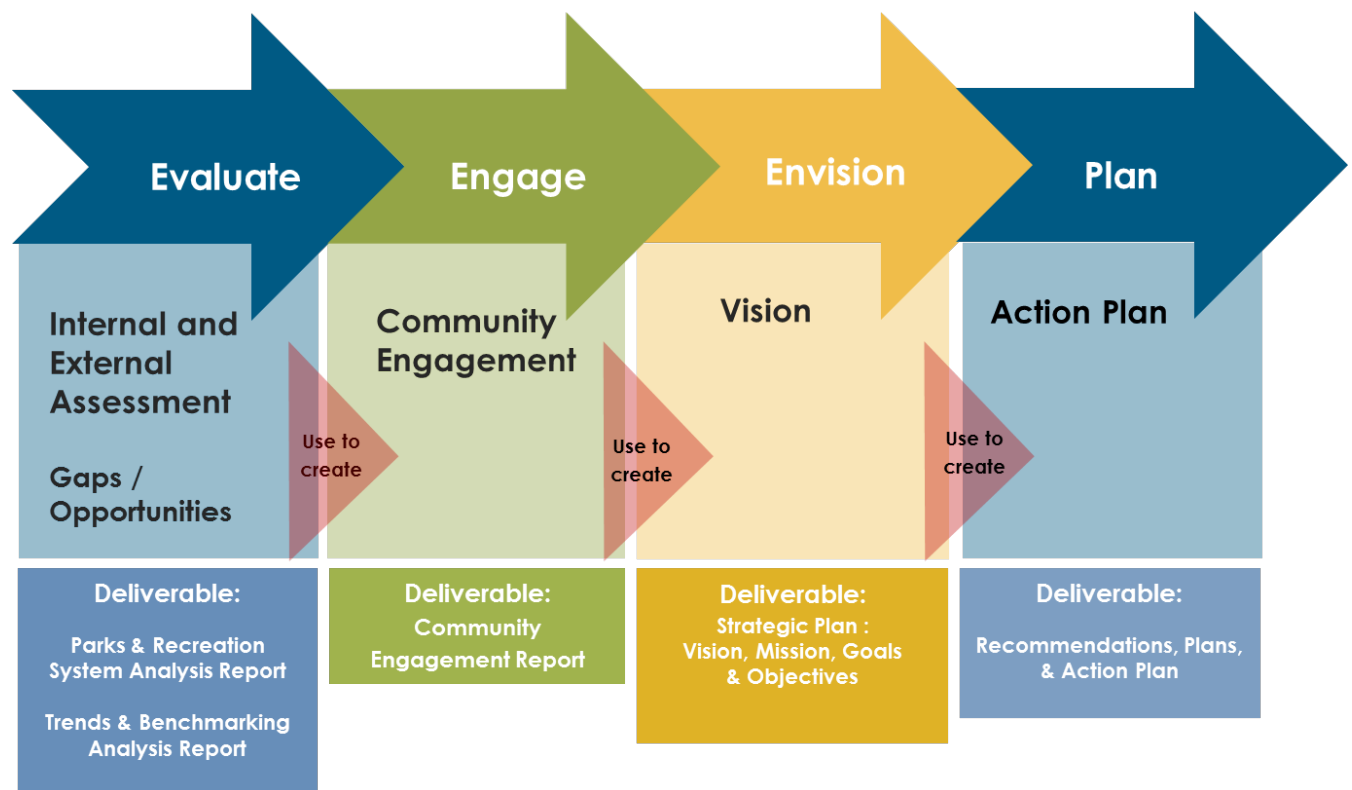
Fax Number: 469.941.4112

Email Address: eholser@bciaep.com

Web Address: www.brandstettercarroll.com

PROJECT APPROACH

Brandstetter Carroll Inc.'s vast experience has clearly identified that successful Master Plans are ones in which the community is truly engaged throughout the process and the recommendations are based upon the community engagement. To accomplish this, there must be a progression as shown below and as outlined in the Scope of Services:



Brandstetter Carroll Inc. (BCI) will use a variety of public engagement methods to gain the input needed for a successful plan. These methods include:

- An engaged Steering Committee
- FUN and interactive public workshops that are community events, not just the typical evening meetings.
- Stakeholder groups of interested groups and individuals to gain insight on the particulars of their organization's trends and needs.
- Web based and handout surveys



EXECUTIVE SUMMARY

- Web based community engagement through MySidewalk, which is a web site specifically for your project which allows interaction in a variety of ways, such as instant polls and idea generation.
- Promotion through social media.
- Public presentations of interim findings and the draft and final reports.



These methods build a solid platform on which to build strong recommendations that will be supported by the community.

PROPOSED SCOPE OF SERVICES

The Brandstetter Carroll Inc. Team proposes the following Scope of Services for the City of Colleyville Parks, Recreation and Open Space Master Plan. Upon selection, the Team would work closely with City Staff to refine the scope to meet its specific needs.

EVALUATE PHASE

1. Planning Context

- a. **Master Plan Steering Committee** – The City will appoint a Master Plan Steering Committee to work with the Consultants throughout the process. The Consultants will meet with them regularly with updates of the findings and the Committee will assist in establishing the future vision, goals and objectives, and priorities. The Steering Committee should include all members of the Parks and Recreation Advisory Board along with representatives from Parks and Recreation Department, Schools, City Council, and other organizations.
- b. **Demographic Analysis** - Using information provided by the City of Colleyville, the Council of Governments, and other sources, perform an analysis of the demographic and population characteristics of Colleyville.
 1. **Using ESRI Business Analyst Software** and by coordinating with the Colleyville City Staff, identify the demographic and land use trends and characteristics within the City limits. Information may include:
 - Demographic characteristics (quantity, ages, race, etc.)
 - Five year population projections
 - Household size
 - Average or median household income and per capita income
- c. **Review of Previous Studies** - Review all previous studies that will be provided by the Owner that pertain to the delivery of parks, recreation and leisure services, including, but not limited to: Comprehensive Plan, previous Master Plans, annual reports, Park Board Strategic Plan, program guides, newsletters, policies, use agreements, brochures, School District plans, and other planning studies. Summarize the key findings of each report to be included in an appendix to the report.
- d. **Review Progress on the 2011 Parks, Recreation and Open Space Plan** – Review the recommendations of the 2011 Plan and identify the status of the recommendations, including the trail and linkage connections.
- e. **City of Colleyville Policy Review** - Perform a review of City of Colleyville policies, and any mandated plans as they may impact park and recreation facilities, programs and services.
- f. **Management Structure** – Perform a review and analysis of the City of Colleyville's existing management structure, staff levels, and operations.

EXECUTIVE SUMMARY

- g. **Funding Analysis** - Review the past five year's budgets and the proposed future operating and capital budgets.
- h. **Benchmarking Comparisons to Similar Systems** - Using the NRPA (National Recreation and Parks Association) ParkMetrics (formerly called PRORAGIS) program, compare facilities, programs, operating budgets, etc. with other like agencies throughout Texas and similar agencies throughout the nation. Currently Colleyville is not included on the NRPA database for this program, but over 20 other cities in Texas have participated providing a quality database for comparison.
- i. **Report and Presentation** - Prepare a report summarizing this phase and present it to the Master Plan Steering Committee.

2. Existing Parks, Facilities, and Programs Analysis

- a. **Parks, Open Space and Facilities Inventory** - Inventory all existing parks and recreation facilities offered in and adjacent to the City of Colleyville, including parks and facilities operated by others including GCISD Schools. Make site visits to all of the City of Colleyville facilities with the purpose of identifying the existing conditions and assessing opportunities for improvements. A detailed Qualitative Assessment form will be completed for each City of Colleyville owned facility.
- b. **Trails Inventory** – Identify and map existing and planned trails and linkages in the City and immediate surrounding area including the North Texas Regional Veloweb.
- c. **Recreation Programs Assessment** - Use public input, staff input and the Consultant's observations to perform a review of current program and service offerings, levels of usage, attendance, and customer satisfaction levels. The Needs Assessment Survey will be utilized to identify existing satisfaction levels. The Stakeholder Groups in the Needs Analysis Phase will be part of this analysis. Identify the core programs that should be offered, competition for these program users, customer satisfaction, and the potential for market growth.
- d. **Program Provider Analysis** – The analysis will also include identification of other providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.
- e. **City-Wide Park and Recreation Facilities Map** – Prepare a map using GIS software which illustrates all of the city-owned parks and recreation facilities and trails as well as those of the Schools and other providers in the area.
- f. **Geographic Distribution – Service Gap Analysis** – Prepare an analysis of the current service gaps by mapping the locations of current parks by park-type categories using walk and drive times. Specific facilities will also be mapped and will be overlaid with population density dots to compare the household locations with the facility locations. Individual maps will be prepared for picnic shelters, trails, playgrounds, soccer fields, aquatic facilities, baseball/softball diamonds, aquatic facilities, recreation centers, and more to identify the distribution of the specific facilities throughout the community. A Composite Service Areas Map will be prepared which identifies the overall service delivery throughout the City.
- g. **Report and Presentation** - Prepare a report summarizing this phase and make a presentation of the findings to the Master Plan Steering Committee.

EXECUTIVE SUMMARY

ENGAGE PHASE

1. Needs Assessment

- a. **Kick-Off Event** – In conjunction with the Parks and Recreation Department, conduct an event (possibly combined with an existing program event) in which participants will complete surveys, interact with Staff and the Consultants, use play money to vote on their priorities for various improvements, and become informed about the project interactive web site and on-line surveys.
- b. **Initial Public Workshop** - Conduct a more traditional public workshop at a convenient location to identify the public perception of park facilities and programming needs. The purpose of this public workshop will be to solicit input from the citizens and users regarding their concerns and opinions about existing facilities and programs, and their desires for future facilities and programs. The workshops will be interactive and involve all participants in a variety of methods.
- c. **Staff Input** - Conduct meetings, employee survey, and interviews with the City of Colleyville staff members regarding their perceptions of the public's needs and concerns, and the potential for improved services, facilities, programs, and public access. Identify the strengths, weaknesses, service needs and impediments (SWOT) to current operations. Staff will be invited from the following City Departments: Parks and Recreation, Public Works Department, Administration, Police, and Planning Commission. The public input process will assist in this exercise.
- d. **Stakeholder Groups** - Conduct up to 12 stakeholder group meetings and round table discussions with various special interest and user groups. The City of Colleyville will provide invitations and meeting space for these meetings. Anticipated groups may include: program users, parents of children in programs, partner organizations, organized athletic league officials, the park board, cultural arts organizations, School Board, senior citizens, YMCA, and other organizations to be identified between the Consultant, Steering Committee, and City of Colleyville. Questions will be prepared in advance to be approved by the Steering Committee. The questions will be sent to the stakeholder group participants for discussions with their organizations before the actual focus group.
- e. **School Student Workshops** – Conduct workshops in the schools to receive ideas and gain the perspective of youth from groups of fifth and sixth graders and high school students. The City will assist in establishing these meetings.
- f. **MySidewalk Web Based Public Engagement Program** –Set up and manage a web site to solicit public engagement. BCI currently uses MySidewalk, which is a web based on-line community collaboration program whereby residents can find out about the project, input their ideas, second ideas, respond to instant polls, respond to web surveys, and much more. The web site will be specifically for the City of Colleyville.
- g. **Household Needs Assessment Survey (Optional)**– The input from the workshops, stakeholder groups and staff input will be utilized to develop a statistically valid mail and/or phone survey with a minimum of 300 responses from planning areas of Colleyville. Surveys will be mailed to at least 1,500 households. The base survey included in this proposal is a 5-6 page survey. The responses will be geocoded to allow analysis by geographic area. Cross tables will be generated to analyze specific items such as priorities of families with children, households with seniors, etc. The survey will be used to identify:
 - Current satisfaction levels with programs and facilities;
 - Participation and satisfaction with current programs;
 - Parks currently used;

EXECUTIVE SUMMARY

- Needs for various indoor and outdoor facilities and programs;
- Identification of the most needed indoor and outdoor facilities;
- Identification of the primary functions that should be performed by the City of Colleyville regarding parks, recreation, open space, trail linkages, programs and facilities;
- Specific questions pertaining to any proposed new facilities.

The survey will be facilitated by ETC Institute which has performed over 700 similar surveys and worked with BCI on over 25 projects.

- h. **Web Based Survey** – Conduct a shorter web based survey asking similar questions to the Household Needs Assessment Survey. Whereas the statistically valid mail survey will reach a selected, random sample of residents, the goal of this survey is to engage as many residents as possible. The survey will utilize the BCI subscription to Survey Monkey. Questions will be approved by the Master Plan Steering Committee. The City of Colleyville will promote the use of the web survey through email blasts, newsletter announcements, placement on their web page, setting up a computer terminal in City Hall for use by patrons, and other methods.
- i. **Needs Analysis Report** - Prepare a summary report of the Needs Analysis for review by the Master Plan Steering Committee.
- j. **Needs Assessment Presentation** – Conduct a public workshop presentation of the preliminary findings of the Needs Assessment effort. The purpose of this meeting will be to inform the public of preliminary findings prior to the development of specific recommendations.

ENVISION PHASE

1. **Vision, Goals and Objectives** – Working with the Master Plan Steering Committee, Parks and Recreation Department, Parks and Recreation Advisory Board, and City Council - The Consultant will:

Vision, Goals & Objectives - Using all of the previous findings, identify the following:

- Develop a new mission statement for the Parks and Recreation Department;
- Identify the Future Vision for Parks and Recreation in Colleyville;
- Identify Proposed Level of Service Standards for park land and specific recreation facilities;
- Identify Short Term Goals and Objectives;
- Identify Long Term Goals and Objectives.

PLANNING PHASE

1. **Physical Planning, Program, and Services Recommendations** - The Consultant will:
 - a. **City Wide Park and Facility Improvement Recommendations** - Prepare a City wide map illustrating proposed general locations of new parks by park type categories (mini-park, neighborhood, community, special use, or linear park).
 - b. **Individual Park Recommendations and Costs**– Identify the specific needed improvements at each park or recreation facility. Prepare an opinion of probable construction cost for each capital improvement recommended in the plan.
 - c. **Park Concept Plans** - Prepare park concept plans for up to five parks to illustrate improvements to existing parks and any new parks recommended in the Plan. Prepare text recommendations for improvements to other existing parks.
 - d. **Partnership Opportunities** – Examine potential partnership opportunities with local schools, other park and recreation providers, and local businesses.

EXECUTIVE SUMMARY

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- e. **Capital Improvement and Land Acquisition Priorities** – Work with City of Colleyville staff and the Master Plan Steering Committee to prioritize, by selected facility type, the capital improvements and acquisitions. This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) recommendations. Proposed land acquisition will also be prioritized.
 - f. **Report** – Prepare a summary report of the Recommendations stage.
 - g. **Presentations** - Present the plan and recommendations to the Steering Committee and Park Board.
 2. **Action Plan** - The Consultant will develop:
 - a. **Phased Implementation Plan** with specific strategies and recommendations for:
 - Guidelines for prioritization of future capital improvements;
 - Land acquisition;
 - Trail recommendations;
 - Parks, greenway and open space land acquisition;
 - Facility recommendations;
 - Park and facility operations recommendations;
 - Programs and services recommendations;
 - Budgeting and funding/financial management recommendations and priorities;
 - This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) action steps along with the responsible party and potential funding sources
 - The strategies will be referenced to the City Comprehensive Plan.
 - b. **Funding Recommendations** – Identify potential funding sources and their applicability for the recommendations in the Master Plan.
 - c. **Draft Master Plan** - Prepare a Draft Master Plan for review by the city staff and Master Plan Steering Committee.
 - d. **Action Plan Presentation** - Make a presentation of the Draft Action Plan and Final Needs Assessment recommendations to the Master Plan Steering Committee and other groups as identified.
 - e. **Final Master Plan** - Following the reviews of each of the separate reports, prepare a Final Master Plan that includes all components of the planning process.
 - f. **Final Presentations** - Make presentations of the Final Master Plan to the Master Plan Steering Committee, Public, Parks and Recreation Advisory Board, Planning and Zoning Commission, and Colleyville City Council.
 - g. **Executive Summary** - Prepare an Executive Summary that summarizes the findings, recommendations, and actions.
 3. **Deliverables** - Final deliverables will include:
 - a. A Service Area Map showing existing and proposed residential areas, existing park locations, existing park service areas, and proposed parks, walkways, bikeways and recreation facility locations. These items may be included as one map or separated into several maps, depending upon the clarity of the information and the need for separate maps.
 - b. Twenty (20) copies of the Draft Master Plan
 - c. Twenty (20) copies of the Final Master Plan and Executive Summary including all of the previous reports.

EXECUTIVE SUMMARY

- d. Four digital copies of all reports and graphics for use by the Owner.
- e. Maps will be prepared in digital shapefile format using ESRI ArcGIS 10.2 for use by the Owner.
- f. BCI has the in-house capability to print the reports and dry-mounted display boards at a relatively low cost compared to outsourcing.

PROJECT SCHEDULE

A proposed project schedule is provided on the following pages. This schedule identifies the delivery of the Draft Master Plan at the end of eight months. This schedule is driven by the public engagement process and a main factor is the length of the Statistically Valid Household Assessment Survey. The schedule can be accelerated if necessary.

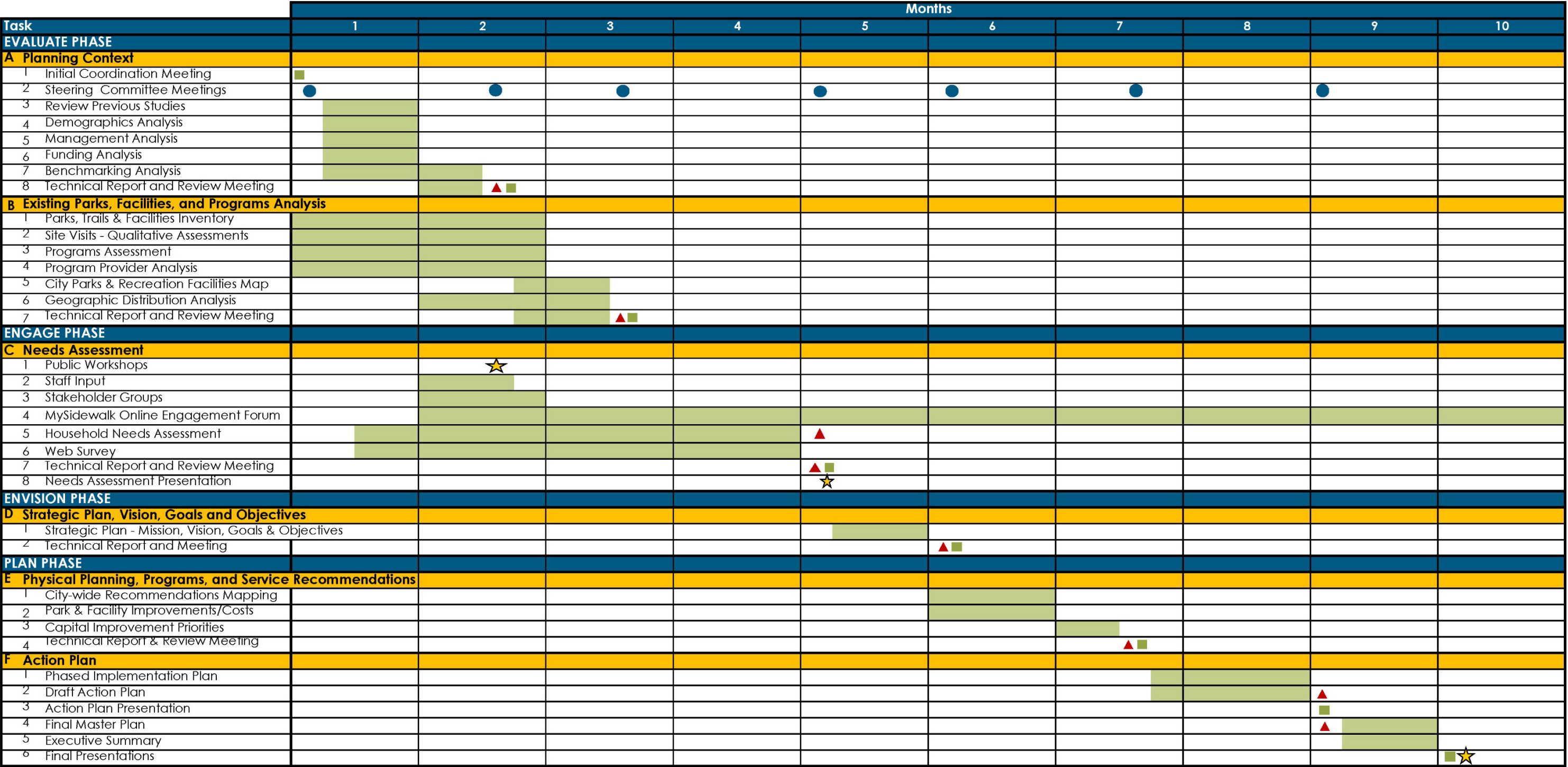
PROJECT FEE PROPOSAL

The following table identifies the overall hours and fee by phase.

PHASE	HOURS	FEE
EVALUATE PHASE		
Planning Context	93	\$12,700
Existing Parks, Facilities, and Programs Assessment	167	\$17,385
ENGAGE PHASE		
Needs Assessment	147	\$22,615
ENVISION PHASE		
Strategic Plan	55	\$8,215
PLAN PHASE		
Physical Planning, Programs, and Service Recommendations	96	\$8,870
Action Plan	262	\$27,400
TOTAL	732	\$97,815
Optional Statistically Valid Needs Assessment Survey		\$14,720
TOTAL WITH OPTIONAL SERVICES		\$111,720

EXECUTIVE SUMMARY

SCHEDULE



● Steering Committee Meeting ■ Review / Progress Meeting ▲ Technical Memo ★ Public Presentation / Workshop

EXECUTIVE SUMMARY

QUALITATIVE PUBLIC ENGAGEMENT PROCESS

Engagement Type	Selection Method	Participants	Engagement Method	Goal	Advantage
Kick-Off Event & Public Workshops	General invitation, email blasts, social media	General public	Regional locations; facilitated; Kick-off Event is Open House format	Identify key issues and perceptions; promote the web interaction	Open to all residents; Identify public perceptions; issues identification; priorities; gaps in services
Stakeholder Groups	Targeted user groups by invitation	Partner organizations, user groups, sponsors, donors	1-3 participants from the same organization; 45-60 minutes; questionnaire; facilitated	Identify key issues and perceptions; promote the web interaction	Obtain in-depth information about organizations' trends, needs, and priorities
In-Park User Surveys	Targeted user groups at program locations	Key park and facility user groups, partners	Face-to-face interview; 1-2 page survey;	Identify key issues; facility and program evaluation; promote the web interaction	Users have first-hand knowledge of facilities and programs; can be facilitated by staff
Staff Focus Groups	Representative sample of staff & Management Team	Representative sample of staff & Management Team	Facilitated session with staff	Identify key issues; Discuss staff perceptions of issues and needs.	Staff are at the front lines of customer interface
School Student Workshops	Coordination with local schools	High School Student leaders and 5th or 6th grade students	Group discussion of facilities / programs currently used and vision for future needs	Identify needs and gaps from the youth perspective.	Students are often left out of the process. Their input is critical to the long-term growth of the Department
Statistically Valid Mail Survey (Mail, Phone, Web Link)	Random Selection of households	Sample of all households	Targeted number of 300+ returned with minimum of 100 per planning area.	Statistically valid survey of participation, perceptions, preferences, priorities, needs, etc.	Statistically valid; Represents whole community (including non-users); results geocoded for geographic trends analyses; allows cross tabulation by various factors
Web/Handout Survey (Web Link, Printed Handout)	General public; Email invitations; Handouts at various locations	Web users and park/event participants	Unlimited participation (goal is as many as possible)	Maximum participation; similar questions to mail survey	Reaches the largest number of people; allows more to participate
MySidewalk (Website)	General public; Email invitations; Social media promotion	General public; all previous groups; web users	Unlimited participation (goal is as many as possible); changing topics; posting of findings for review.	Maintain community engagement throughout the process.	Quickly updated throughout process; allows all to participate at their convenience.



Section II
Firm Information

FIRM INFORMATION

FIRM OVERVIEW

Brandstetter Carroll Inc. (BCI) began in 1979 in Lexington Kentucky, with the express purpose of providing architectural, engineering and planning services to cities, counties and other units of local government. Since that time, the firm has grown to include a staff of over 55 people with additional offices in Dallas, Texas, Cincinnati and Cleveland, Ohio. BCI has completed over \$2.6 Billion in construction volume including all phases of public infrastructure for local public clients.

BCI actually began by providing planning and design services for parks and recreation clients on a regional basis. The firm has been a leader in the evolution of Park System Planning, spearheading the first "Master Plan for Service Delivery" for the Cincinnati Recreation Commission in 1996. This plan raised Citizen Participation to new levels by holding local meetings in over 17 city neighborhoods. This plan resulted in the implementation of over \$60 Million in improvements over 10 years. Many other communities around the nation followed this example, creating a new paradigm in the industry. This became a prototype Vision Plan.

BCI has taken other leading roles in the development of park facilities in aquatics, recreation center design, senior facilities and facilities for special populations. The firm has also recently assisted several cities in implementing voter-approved bond levies for capital construction. Finally, BCI has assisted many cities in forming partnerships with nonprofit providers (P3) in the implementation of joint facilities and programs. Some of these providers include The Cleveland Clinic, Parma Hospital, The Kroger Company, The Salvation Army and several YMCAs.



PRINCIPALS

The following individuals are Principals of BCI.

Lawrence W. Brandstetter, AIA	President
Michael E. Carroll, AIA	Senior Vice President
Bruce G. Brandstetter, P.E.	Senior Vice President
Monica G. Sumner, RA, CID	Vice President
Benjamin E. Brandstetter, P.E., LEED GA	Vice President
Nancy K. Nozik, AIA	Principal
Richard T. Parker, AIA, LEED AP	Principal
Patrick D. Hoagland, ASLA	Principal
Elizabeth S. Holser, AIA	Principal

FIRM INFORMATION

NUMBER OF PERSONNEL

Administrative	10	Transportation Engineer	2
Architect	16	Interior Designer	2
CADD Technician	9	Landscape Architect	4
Civil Engineer	7	Technician Analyst	5
Construction Inspector	4	LEED AP/LEED GA	10

TECHNICAL RESOURCES

All BCI offices maintain appropriate hardware and updated software to produce the documents required for managing, designing, and producing the professional services provided to clients. BCI is proficient in the following software applications that may be used on this project:

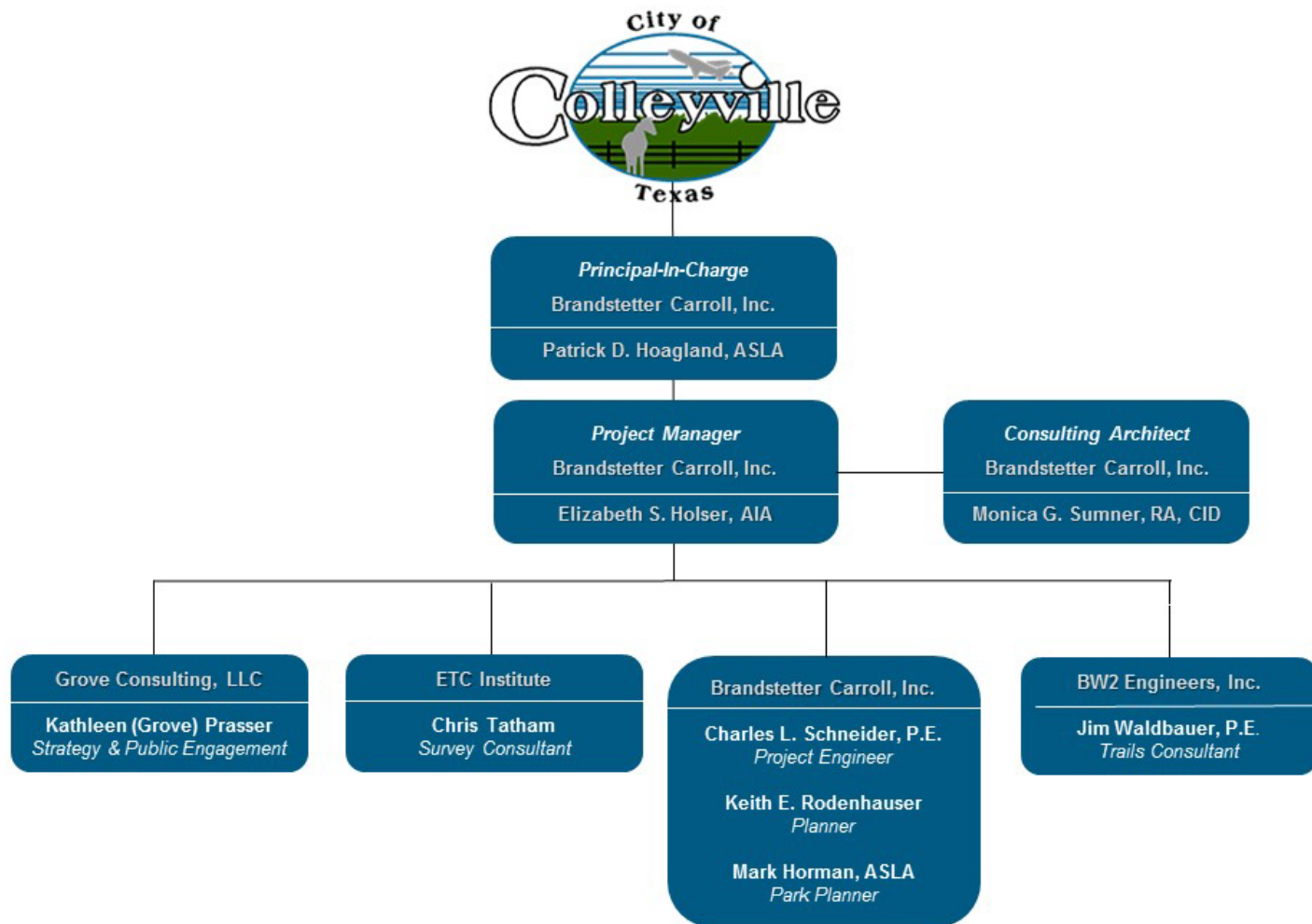
- Microsoft Excel
- Microsoft Word
- Adobe InDesign
- Bluebeam
- Adobe Photoshop
- Revit
- Sketch-up
- AutoCAD
- Masterspec
- Arc GIS 10.5
- ESRI Business Analyst
- Microsoft PowerPoint



Section III
Consultant Team

CONSULTANT TEAM

ORGANIZATIONAL CHART



STAFF TIME COMMITMENT

The following table identifies the estimated percent of the staff person's overall time that will be dedicated to the project over the duration of the project.

<u>Team Member</u>	<u>Percent of Time</u>
Patrick Hoagland	30%
Elizabeth Holser	20%
Keith Rodenhauser	30%
Monica Sumner	5%
Mark Horman	10%
Charles Schneider	5%
Kathleen Prasser	15%
James Waldbauer	15%
Chris Tatham	5%

CONSULTANT TEAM

KATHLEEN (GROVE) PRASSER, GROVE CONSULTING INC. – STRATEGY & PUBLIC ENGAGEMENT CONSULTANT

Ms. Prasser has assisted BCI on several community engagement efforts including: Fairfax, Virginia, Lexington, Kentucky and Grand Prairie, Texas. Her particular style is conducive to the generation of "group thinking" and response. In addition, her enthusiasm for public recreation and subsequent "Quality of Life" enhancement has been the core of her professional career since her days as Parks Director in Manassas Virginia, through her time as CEO of NRPA on to her nationwide consulting practice.

Ms. Prasser will assist the City in leading the strategic planning process to develop an updated mission, vision, and goals. She will also utilize her outstanding facilitation skills in the public engagement phase.

Ms. Prasser brings over 30 years' experience to the Team. Prior to starting Grove Consulting Inc. in 2008, she had been the CEO for the National Recreation and Park Association in Ashburn, Virginia. Her career began as Recreation Director in Manassas, Virginia.

Following that, she served in several Human Resource and Organizational Development positions in the private sector including the Canadian International Bank Corporation. Her experience with BCI includes the BCI Strategic Plan in 2011 as well as several planning assignments including the City of Fairfax, Virginia Park System Plan and City of Lexington Parks and Recreation Master Plan.

BW2 ENGINEERING INC. – TRAILS CONSULTANT

BW2 provides professional surveying and engineering services for a wide range of projects, including pedestrian hike and bike trail planning and design, water system improvements, wastewater system planning and design, roadway (paving) infrastructure design, hydraulics design for drainage improvements, and civil infrastructure design for site development projects (for municipal facilities).

The principals of BW2, Jim Waldbauer, P.E., Mike Burge, P.E., and Jack Wilder, R.P.L.S., have worked together for over 25 years in the Dallas Metroplex area including several years at a large, Texas-based consulting engineering firm. BW2's client base consists almost exclusively of municipal and governmental clients and other design professionals who work directly for municipal and governmental clients. BW2 has experience with numerous municipalities such as the Cities of Addison, Allen, Carrollton, Cedar Hill, Coppell, Garland, Grapevine, Highland Village, Little Elm, Lucas, McKinney, Mesquite, Plano, Prosper, Richardson, and Sachse, and other agencies such as Dallas County, Dallas Area Rapid Transit (DART), D/FW International Airport, and the Trinity River Authority (TRA). In addition, BW2 personnel are pre-certified with the Texas Department of Transportation (TxDOT) for both engineering and surveying services.

ETC INSTITUTE – SURVEY CONSULTANT

The efforts of ETC Institute will be led by Chris Tatham, who has over 20 years of experience in market research and consulting experience in a wide range of parks, recreation, sports, fitness, health and general governmental projects. He has overseen the completion over 600 parks and recreation needs assessments, master plans, strategic plans, and feasibility studies. Mr. Tatham has designed and managed nearly 2,000 community surveys in more than 700 communities.





Section IV Qualifications of Key Personnel

PATRICK D. HOAGLAND, ASLA

Principal-in-Charge



EDUCATION

The Ohio State University,
B.S. Landscape Architecture

REGISTRATION

Registered Landscape Architect:

Texas – 2781
Commonwealth of Kentucky –
316, Ohio – 663, Commonwealth
of Virginia – 0406001787,
Tennessee – 0487, West Virginia –
352, CLARB – 1339, Georgia –
LA001486, New Jersey -
21AS00096200

Council of Landscape Architectural
Registration Boards Certificate

AFFILIATIONS

- American Society of Landscape Architects
- (KY Chapter – President, 1984 and Trustee, 1991-1996)
- Kentucky Recreation and Park Society
- Ohio Parks and Recreation Association



PARKS AND RECREATION NEEDS ANALYSIS AND SYSTEM MASTER PLANNING

- **City of Austin Aquatic Facilities Needs Assessment**
Austin, Texas
- **City of Austin Aquatics Master Plan**
Austin, Texas
- **City of Grand Prairie Parks, Recreation, and Open Space Master Plan**
Grand Prairie, Texas
- **Somerset County Park Commission Capital Facilities Plan**
Somerset County, New Jersey
- **Morris County Park Commission Strategic Plan**
Morris County, New Jersey
- **Princeton Parks and Recreation Master Plan and Community Park Design**
Princeton, New Jersey
- **Dayton Parks, Recreation and Culture Master Plan**
Dayton, Ohio
- **Master Plan for Service Delivery**
Cincinnati Recreation Commission
- **Cincinnati Parks and Greenways Master Plan**
Cincinnati Park Board
- **Preservation and Recreation Needs Assessment and Action Plan**
Franklin Township, New Jersey
- **Fairfax Parks, Recreation, Open Space, Trails, and Cultural Arts Master Plan**
Fairfax, Virginia
- **Muhlenberg County Parks and Recreation Master Plan (Established New Parks and Recreation Department)**
Muhlenberg County, Kentucky
- **Bowling Green Parks & Recreation Master Plan**
Bowling Green, Kentucky
- **Strongsville Parks & Recreation Master Plan**
Strongsville, Ohio
- **Westlake Parks & Recreation Master Plan**
Westlake, Ohio



Morris County Park Commission Strategic Plan

ELIZABETH S. HOLSER, AIA

Project Manager



EDUCATION

Texas Tech University, College of Architecture

Bachelor of Architecture, 1990

REGISTRATION

Registered Architect:

State of Texas, #17103

PROFESSIONAL AFFILIATIONS

American Institute of Architects:

Member # 30204881

Texas Society of Architects

Dallas Chapter AIA



MUNICIPAL/ RECREATION

- **Grand Prairie Parks, Recreation and Open Space Master Plan**
Grand Prairie, TX
- **Ford Pool**
Allen, TX
- **Grapevine/Colleyville ISD Natatorium**
Grapevine, TX
- **City of Plano Senior Citizen's Center**
Plano, TX
- **City of Plano – Harrington Park Improvements/Pavilion**
Plano, TX
- **University of Texas at Austin – Gregory Gymnasium Additions and Renovations**
Austin, TX
- **Temple ISD - Temple High School Stadium and Athletic Facility Renovation**
Temple, TX
- **Brownsville Public Library – New Main Library**
Brownsville, TX
- **Brownsville Public Library – Southmost Branch Library**
Brownsville, TX

NON-PROFIT ORGANIZATIONS/RELIGIOUS

- **Christ The King Parish Community Center**
Dallas, TX
- **University Park United Methodist Church – Multi-purpose/Gymnasium and Education Additions**
Dallas, TX
- **First United Methodist Church of Rockwall, Phase II Education Building/Playgrounds**
Rockwall, TX
- **Stonebriar Community Church Master Plan + Phase I Worship**
Frisco, TX
- **Stonebriar Community Church Master Plan - Phase II Children's Education Building**
Frisco, TX



Ford Pool Site Plan

KATHLEEN (GROVE) PRASSER

Strategy & Public Engagement



EDUCATION

National-Louis University, Evanston, IL
Master of Science, Management
Bachelor of Arts, Applied Behavioral Science

CAREER HIGHLIGHTS

- President, Grove Consulting, LLC (2008-present)
- CEO/COO, National Recreation & Park Association (2003-2008)
- Human Resources & Organization Development, Canadian Imperial Bank of Commerce (2001-2003)
- Human Resources & Organization Development, Network Equipment Technologies, Inc. (1997-2001)
- Human Resources, Synectics Corp (1994-1997)
- Human Resources, TeleLink Research, Inc. (1989-1994)
- Director, City of Manassas Recreation & Parks (1991-1992)
- Management Analyst, Fairfax County Park Authority (1980-1991)

AFFILIATIONS

Association of Change Management Professionals

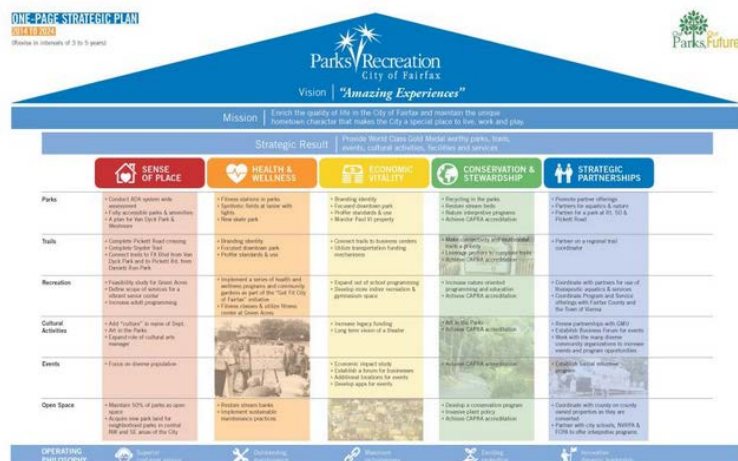
Society of Human Resource Management

STRATEGIC PLANNING

- **City of Fairfax Recreation & Parks Strategic Master Plan**
City of Fairfax, VA
- **Grand Prairie Recreation & Parks Strategic Master Plan**
Grand Prairie, TX
- **Lexington – Fayette Urban County Government Recreation & Parks Strategic Master Plan**
Lexington, KY
- **Fairfax County Park Authority Board of Directors Strategic Planning**
Fairfax, VA
- **Fairfax County Office of Emergency Management Strategic Plan**
Fairfax, VA
- **Almond Board of California Strategic Plan**
Modesto, CA
- **USDA National Organic Program Strategic Plan**
Washington, DC

COMMUNITY & STAKEHOLDER ENGAGEMENT

- **City of Fairfax Recreation & Parks Strategic Master Plan**
City of Fairfax, VA
- **Grand Prairie Recreation & Parks Strategic Master Plan**
Grand Prairie, TX
- **Lexington – Fayette Urban County Government Recreation & Parks Strategic Master Plan**
Lexington, KY
- **US Forest Service**
Washington, DC
- **Walter Reed National Military Medical Center, National Intrepid Center of Excellence**
Bethesda, MD
- **Federal Aviation Administration, Future Flight Program Stakeholder Engagement Strategy**
Washington, DC



MONICA G. SUMNER

Consulting Architect



EDUCATION

University of Kentucky, Bachelor of Architecture

REGISTRATION

Registered Architect:

Commonwealth of Kentucky # 5641

Certified Interior Designer:

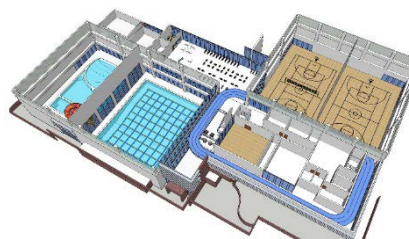
Commonwealth of Kentucky #55

AFFILIATIONS

- AIAS, 1988 - 1993
- President Student Body - College of Architecture, '92,'93
- NCARB (Intern Development Program)
- President Local Chapter-Business Network International
- Advisory Committee, Lexington Community College Architectural Technology Program, 2001 – 2003
- President Spindletop Homemakers 2007 - 2008
- Kentucky Library Association Member
- Lexington Architectural Review Board 2008-2010
- President Spindletop Community Association 2010 – 2012

RECREATION/COMMUNITY CENTERS/AQUATIC

- **Kyle Vista Recreation Center, Park Design & Operations Plan**
Kyle, Texas
- **Hamburg Pavilion YMCA**
Lexington, Kentucky
- **Jessamine County YMCA**
Nicholasville, Kentucky
- **Ray and Joan Kroc Community Center**
Ashland, Ohio
- **Don Umerley Civic Center Addition**
Rocky River, Ohio
- **Tri-Health Indoor and Outdoor Aquatic Addition**
Cincinnati, Ohio
- **Groveport Recreation Center**
Groveport, Ohio
- **Mt. Washington Community Center**
Cincinnati Recreation Commission
- **Madisonville Community Center**
Cincinnati Recreation Commission
- **Bowling Green Recreation Center**
Bowling Green, Kentucky
- **Paducah Recreation Center Feasibility Study**
Paducah, Kentucky
- **Paradise Cove Family Aquatic Center**
Richmond, Kentucky
- **Tipp City Aquatic Center**
Tipp City, Ohio
- **Marietta Family Aquatic Center**
Marietta, Ohio
- **Groveport Outdoor; Indoor Aquatic Centers**
Groveport, Ohio
- **Shelbyville Indoor and Outdoor Aquatic Center**
Shelbyville, Kentucky
- **Mt. Lookout Swim Club and Pool**
Cincinnati, Ohio
- **Parky's Pirate Cove**
Cincinnati, Ohio



Kyle Vista Recreation Center

CHARLES L. SCHNEIDER, P.E.

Project Engineer



EDUCATION

University of Texas
University of Kentucky, B.S.C.E.
Major Area of Study – Hydrology
and Hydraulics

REGISTRATION

Professional Engineer:
Commonwealth of Kentucky
#22599

CERTIFICATIONS

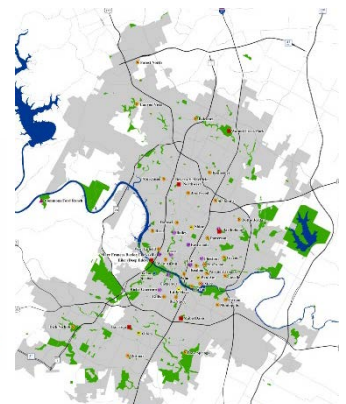
Certified Pool Operator, Ohio Aquatic
Council, LTD—2008

SPECIALTIES

- Site Development and Utilities
- Aquatic Facilities Design
- Aquatic Mechanical Design
- Water and Waste Water Treatment

PARK AND AQUATIC DESIGN

- **Ford Pool**
Allen, Texas
- **Kyle Vista Recreation Center and Park**
Kyle, Texas
- **City of Austin Aquatic Facilities Needs Assessment**
Austin, Texas
- **Oak Grove Park**
Centerville-Washington Park District, Ohio
- **Patricia Allyn Park**
Clearcreek Township, Ohio
- **Kincaid State Park Lodge Study**
Pendleton County, Kentucky
- **Grant County Park**
Grant County, Kentucky
- **Beech Acres Park, Anderson Park District**
Anderson Township, Ohio
- **Colerain Park**
Colerain Township, Ohio
- **Veterans Bartlett Park**
Newport, Kentucky
- **Plain City Family Aquatic Center**
Plain City, Ohio
- **Lincoln Park Pool**
Marion, Ohio
- **Community Park Pool Redevelopment**
Princeton, New Jersey
- **Paradise Cove Family Aquatic Center**
Richmond, Kentucky
- **Aquatic and Recreation Complex at The Heights**
Huber Heights, Ohio
- **Indian Acres Family Aquatic Center**
Marietta, Ohio
- **Roosevelt Commons Indoor Natatorium**
Dayton, Ohio
- **Fairview Commons Sprayground**
Dayton, Ohio
- **Clippard Park and Sprayground**
Colerain Township, Ohio



Austin, Texas Aquatic Facilities Master Plan

KEITH E. RODENHAUSER

Planner



EDUCATION

University of Cincinnati
Master of Community Planning
Environmental Planning
Graduate Certificate – Geographic
Information Systems

The Ohio State University, BA
Sociology

PREVIOUS EMPLOYMENT

North Avondale Neighborhood
Association
Planning Intern

Bond Hill CURC, Planning Intern

PREVIOUS PROJECTS

- Comprehensive Plan for the Village of Morrow
- *Morrow, Ohio*
- Neighborhood Business District Analysis for
- *North Avondale Neighborhood Association*
- Housing Assessment for Bond Hill CURC
- *United Way GIS Analysis*
- *Safe Routes to Schools Plan for Fairfield Township, Ohio*

AFFILIATIONS

- American Planning Association
- Ohio Chapter APA

Mr. Rodenhauser is a Planner and GIS Specialist in the Recreation, Planning and Landscape Architecture Division. His responsibilities include GIS mapping and analysis, demographic analysis, public engagement facilitation, environmental planning, and related analyses. Mr. Rodenhauser is proficient in geoprocessing, map production, spatial analysis, statistical analysis, land use, zoning, watershed management, land conservation, and development regulations.

PARKS, RECREATION, TRAIL, & OPEN SPACE PLANNING

- **City of Grand Prairie Parks, Recreation, and Open Space Master Plan**
Grand Prairie, Texas
- **City of Austin Aquatics Master Plan**
Austin, Texas
- **Monroe Parks and Recreation Master Plan**
Monroe, Ohio
- **Bowling Green Parks and Recreation Master Plan**
Bowling Green, Kentucky
- **Lofino Plaza Needs Assessment**
Beavercreek, Ohio
- **Recreation Center Study**
Frankfort, Kentucky
- **Morris County Preservation Trust Analysis & Strategy Report**
Morris County, New Jersey
- **Strategic Plan for Parks, Recreation, Open Space, Trails, Events, and Cultural Arts**
Fairfax, Virginia
- **Westlake Parks and Recreation Master Plan**
Westlake, Ohio
- **Aquatic Facilities Needs Assessment and Strategic Plan**
Austin, Texas
- **Great Miami River Trail**
Monroe, Ohio
- **Lexington Parks and Recreation Master Plan**
Lexington, Kentucky
- **Portage Park District Master Plan**
Portage County, Ohio



Westlake, Ohio Parks and Recreation Master Plan

MARK E. HORMAN, ASLA

Park Planner



EDUCATION

University of Kentucky
B.S. Landscape Architecture

REGISTRATION

Registered Landscape Architect:
Commonwealth of Kentucky

AFFILIATIONS

- Council of Landscape Architectural Registration Boards - Kentucky State Board of Examiners and Registration of Landscape Architects Governor Appointed: 1984-1987, Re-appointed: 1987-1990, 1990 – 1993
- Elected Kentucky delegate to the National Meeting of the Council of Landscape Architectural Registration Boards 1985, 1986, 1987, 1988, 1990
- President of the Kentucky State Board of Examiners and Registration of Landscape Architects, 1991-1993
- Additional: Participated in the joint authorship of Kentucky's newly ratified registration laws and CLARB National Committee on Continuing Education for Landscape Architects



PARKS AND RECREATION SYSTEM MASTER PLANNING

- **Dayton Parks, Recreation and Culture Master Plan**
Dayton, Ohio
- **Osborne and Sunset Parks Master Plans**
Willoughby, Ohio
- **South Park Master Plan**
Brunswick, Ohio
- **Boardman Parks and Recreation Master Plan**
Boardman Township Park District, Ohio
- **Beavercreek Parks and Recreation Master Plan**
Beavercreek, Ohio
- **Franklin Township Preservation and Recreation Needs Assessment and Action Plan**
Franklin Township, New Jersey
- **Belle Mead GSA Depot Master Plan**
Somerset County, New Jersey
- **Middletown Parks and Recreation Master Plan**
Middletown, New Jersey
- **Morris County Park Commission Strategic Plan**
Morris County, New Jersey
- **Capital Facilities Plan, Somerset Park Commission**
Somerset County, New Jersey
- **Princeton Parks and Recreation Master Plan**
Princeton, New Jersey
- **Harrison County-Cynthiana Master Plan**
Cynthiana, Kentucky
- **Miles Property Master Plan**
Louisville/Jefferson County, Kentucky

PARK DESIGN

- **Charles Pointe Park**
Bridgeport, West Virginia
- **Colerain Park Expansion**
Colerain Township, Ohio
- **Clippard and Groesbeck Parks**
Colerain Township, Ohio
- **Oak Grove Park**
Centerville-Washington Park District
- **Winton Woods Harbor Renovation**
Hamilton County, Ohio
- **Sailorway Park**
Vermilion, Ohio
- **Sycamore Township Nature Park**
Sycamore Township, Ohio
- **Tipp City Park**
Tipp City, Ohio
- **Patricia Allyn Park**
Warren County, Ohio
- **Millennium Park**
Danville, Kentucky

FIRM BACKGROUND

BW2 Engineers, Inc. (BW2) is a professional civil engineering and surveying firm established in 2002. BW2 is a veteran-owned firm and a certified Small Business Enterprise (SBE). BW2's office locations are as follows:

BW2 Engineers Main Office:

1919 S. Shiloh Road
Suite 500, LB 27
Garland, Texas 75042
Telephone (972) 864-8200
Fax (972) 864-8220

BW2 Engineers Branch Office

1836 W. Virginia Street
Suite 206
McKinney, Texas 75069
Telephone (469) 429-0342

BW2 provides professional surveying and engineering services for a wide range of projects, including pedestrian hike and bike trail planning and design, water system improvements, wastewater system planning and design, roadway (paving) infrastructure design, hydraulics design for drainage improvements, and civil infrastructure design for site development projects (for municipal facilities).

The principals of BW2, Jim Waldbauer, P.E., Mike Burge, P.E., and Jack Wilder, R.P.L.S., have worked together for over 25 years in the Dallas Metroplex area including several years at a large, Texas-based consulting engineering firm. BW2's client base consists almost exclusively of municipal and governmental clients and other design professionals who work directly for municipal and governmental clients. BW2 and our professional staff have experience with numerous municipalities such as the Cities of Addison, Allen, Carrollton, Cedar Hill, Coppell, Garland, Grapevine, Highland Village, Little Elm, Lucas, McKinney, Mesquite, Plano, Prosper, Richardson, and Sachse, and other agencies such as Dallas County, Dallas Area Rapid Transit (DART), D/FW International Airport, and the Trinity River Authority (TRA). BW2's staff is very familiar with the requirements of public agencies and municipalities. Over 90% of BW2's business is repeat business from these clients. BW2 personnel are pre-certified with the Texas Department of Transportation (TxDOT) for both engineering and surveying services.

KEY PERSONNEL

Mr. Jim Waldbauer, P.E., President and founding partner, has over 28 years of civil engineering experience with consulting engineering firms. He will serve as the project manager for this project. He has worked on a wide range of civil engineering projects including, paving, drainage, trails, site planning, and water and wastewater improvement projects for municipalities. His trail design experience encompasses over 12 years in relation to multi-use (shared use), urban, concrete hike and bike trail projects along with other park-related projects. These trail projects have totaled over 28 miles of trail design in the DFW metroplex. As a licensed civil engineer, Mr. Waldbauer has a strong personal commitment and background with regard to quality of life initiatives and is an advocate for the parks and recreation industry. He has served over nine years on his local Parks and Recreation Board, currently serves as President of the Allen Parks Foundation, which he formed in 2001, and currently serves as Treasurer and Board Member for the Texas Trails Network. Mr. Waldbauer was recently awarded the Individual Outstanding Service Award from the Texas Recreation and Parks Society in 2014 for his community volunteer efforts in the field of Parks and Recreation. He was also named Engineer of the Year of the Preston Trail Chapter of the Texas Society of Professional Engineers in 2008.

CHRISTOPHER E. TATHAM, CEO, ETC INSTITUTE

Education

M.B.A., Management, Kansas State University

B.A., Princeton University, Political Science/Economics

Certificate of Proficiency in Latin American Studies, Princeton University, 1990

Current Position

Mr. Tatham is currently serving as the Chief Executive Officer for ETC Institute. Under his leadership, ETC Institute has become the nation's leading market research firm in the field of community-based research for local governments. The company has extensive research experience with issues that affect local governments including: parks and recreation, transportation, planning and zoning, public safety, and more. In addition, ETC Institute was selected as one "One of the Best Places to Work in Kansas City" by the Kansas City Business Journal. ETC Institute also received the prestigious "Top 10 Small Businesses in Greater Kansas City" award from the Greater Kansas City Chamber of Commerce; the firm was selected from more than 1700 nominees.

Mr. Tatham is also considered to be one of the nation's leading authorities on the development of qualitative and quantitative research for state and local governments. During the past 20 years, he has designed and managed nearly 2,000 community surveys in more than 700 communities, including many of the nation's largest communities (a few of which are listed below):

- | | | |
|------------------|-------------------------|------------------------|
| ○ Anchorage, AK | ○ Durham, NC | ○ Oklahoma City, OK |
| ○ Atlanta, GA | ○ Fort Worth, TX | ○ Phoenix, AZ |
| ○ Austin, TX | ○ Honolulu, HI | ○ Providence, RI |
| ○ Cleveland, OH | ○ Houston, TX | ○ Riverside County, CA |
| ○ Charlotte, NC | ○ Kansas City, MO | ○ San Antonio, TX |
| ○ Columbus, OH | ○ Las Vegas, NV | ○ San Diego, CA |
| ○ Dallas, TX | ○ Miami-Dade County, FL | ○ San Francisco |
| ○ Denver, CO | ○ Nashville, TN | ○ San Jose, CA |
| ○ Des Moines, IA | ○ New York, NY | ○ Seattle, WA |

In 1999, Mr. Tatham designed ETC Institute's national benchmarking database. He developed the database and supporting analytical tools to give local governments the ability to objectively assess community needs, service delivery, and priorities against regional and national norms. Today, the database is used by leaders in hundreds of communities to assess issues for parks and recreation systems, libraries, public safety providers, utilities, planning organizations, transportation agencies, military installations, and many others.

Mr. Tatham has served as political advisor and conducted survey research that led to voter approval of projects of sales taxes and bond issues valued at more than \$4 billion during the past ten years. He received an award from the Midwest Region of NRPA for his efforts to help local communities secure funding for parks and recreation system improvements.

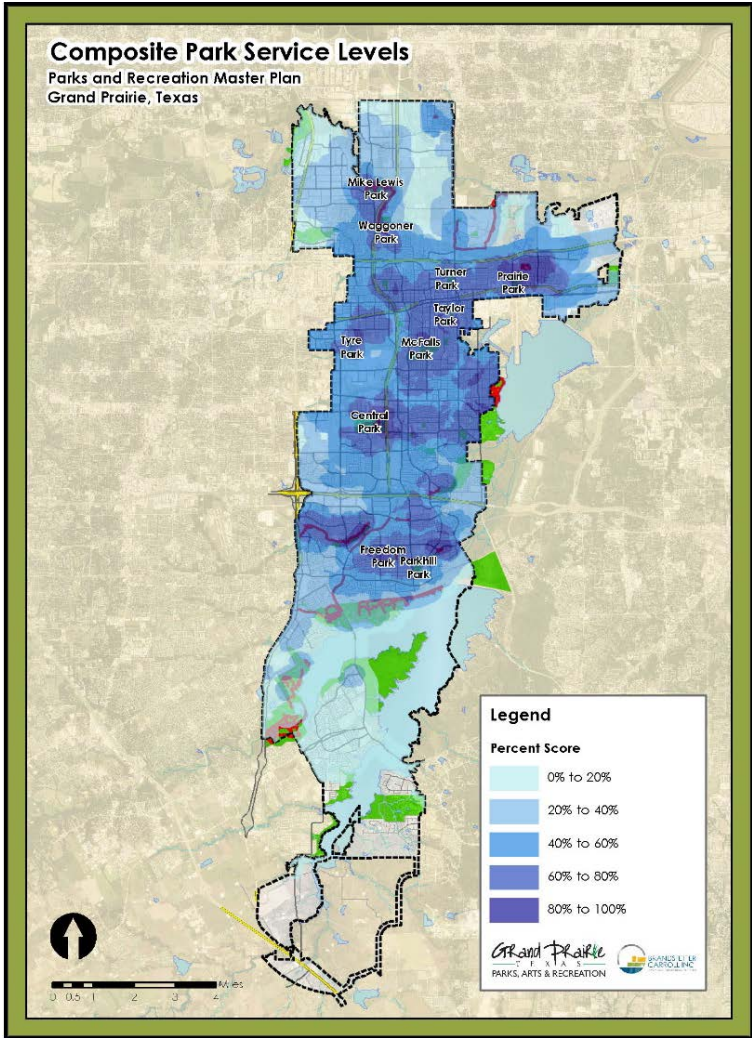
ETC Institute (2015)



Section V
Related Experience and References

PARKS AND RECREATION MASTER PLAN

Grand Prairie, Texas



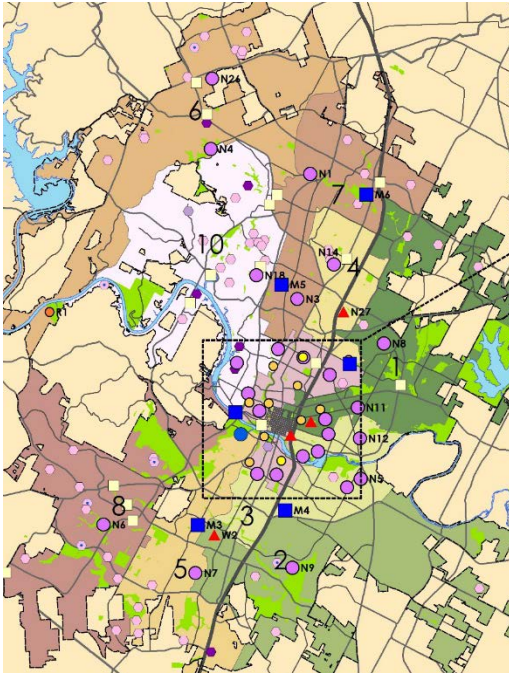
Brandstetter Carroll Inc. assisted the City of Grand Prairie, Texas with the preparation of an update to their Parks, Recreation, and Open Space Master Plan which was expanded to include a master plan for trails. The plan, *Project Discovery: Creating a Grand Park System*, involved a variety of public input methods, including surveys (statistically valid and web-based), public workshops/events, stakeholder group meetings, and an online public engagement website (powered by mySidewalk). The project also included detailed mapping analysis to determine gaps in service, detailed demographic and social needs analysis, a benchmarking analysis (to similar Texas departments), and a review of parks and recreation trends. Finally, BCI helped develop level of service guidelines, park concepts with detailed cost estimates, and a strategic plan that contained a series of goals, objectives, and specific actions intended to aid in the implementation of the master plan. These recommendations will guide the CAPRA accredited Parks, Arts, and Recreation Department as they endeavor to meet the needs of Grand Prairie residents over the next ten years and beyond.



Project Details	
Owner:	City of Grand Prairie
Contact:	Mr. Tim Shinogle, Superintendent of Park Planning 400 College Street P.O. Box 534045 Grand Prairie, Texas 75053-4045 972.237.8100
Key Dates:	February 2016 to present

City of Austin, Texas Parks and Recreation Department

AQUATIC FACILITIES NEEDS ASSESSMENT - 2014



Map of pool locations – excerpt from study

BCI lead the City of Austin through an assessment of all aquatic related facilities. The comprehensive process included an evaluation of 36 current pools of varying age and condition, with many being over 40 years old.

The process identified strategies to better serve the City residents based upon an extensive public engagement process; analysis of neighborhood trends and needs; and extensive evaluation of their existing facilities, especially analyzing factors such as compliance with VGB, ADA and State and local health codes.

The goal was to develop strategies and recommendations to allow the City to provide quality aquatic experiences for the next 20 years and beyond. BCI assembled a team of local design professionals to supplement the firm's aquatic expertise.

AQUATICS MASTER PLAN - 2016



Bartholomew Pool – suggested upgrades

Upon the success of the Needs Assessment, BCI is now continuing planning work for the City's aquatic facilities. This project dives deeper into service delivery for the citizens.

The study will consider which pools will remain operational, which pools might get replaced or renovated, staffing models, rates and charges, and many other things related to delivering quality aquatic programming and services to the citizens of Austin.

The planning project is currently underway and is to be completed in early 2017.



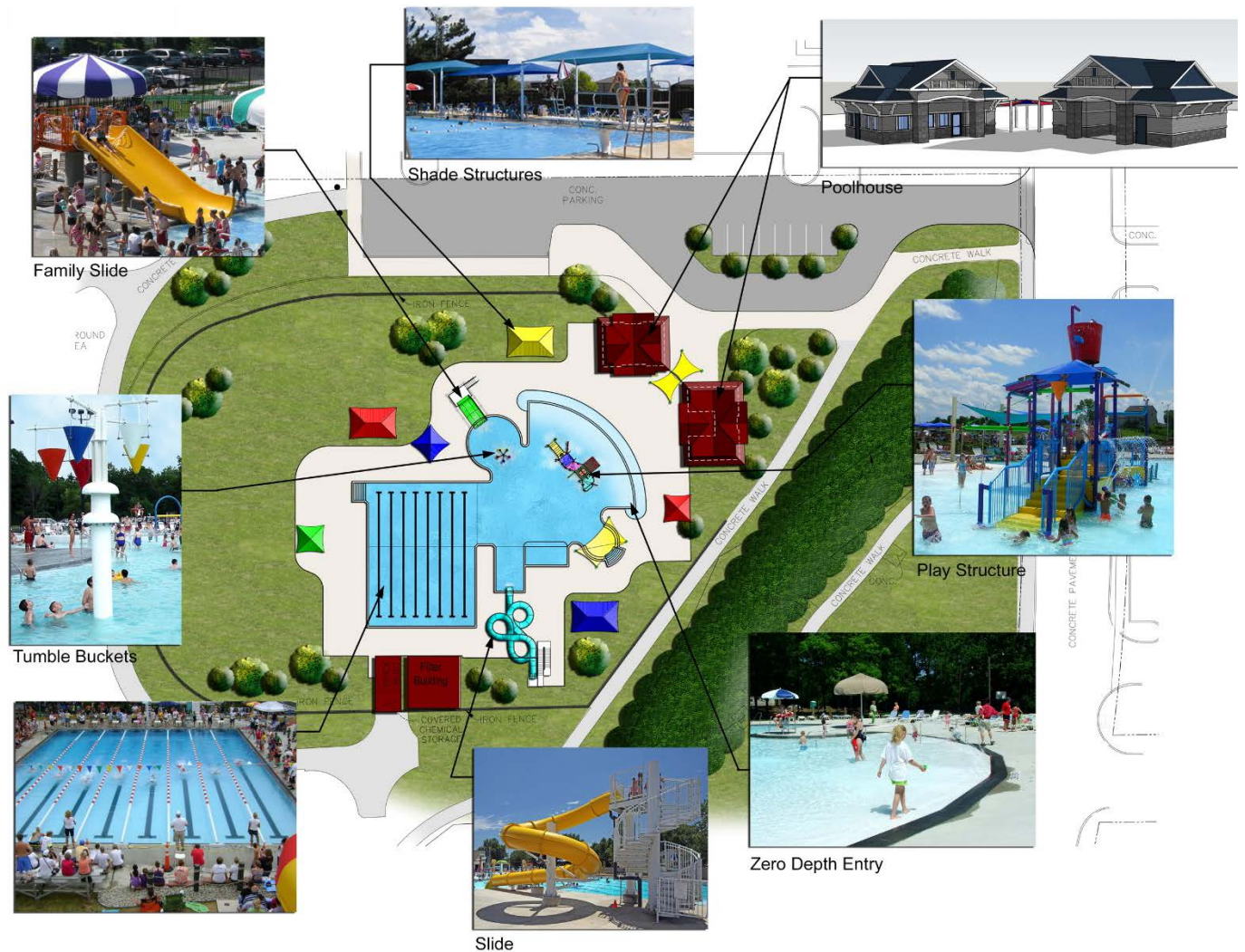
West Enfield Pool – suggested improvements

Project Details

Owner:	City of Austin
Contact:	Mr. Reynaldo Hernandez, JR. RLA 919 West 28 ½ Street Austin, TX 78705 512.974.9464 Reynaldo.hernandex@austintexas.gov
Key Dates:	Needs Assessment: January 2013- December 2014, Master Plan: January 2016-Present

FORD POOL COMPLEX RENOVATION MASTER PLAN

Allen, Texas



Project Details

Owner:	City of Allen
Contact:	Mr. Tim Dentler, Director 301 Century Parkway Allen, TX 75013 214.509.4700 tdentler@cityofallen.org
Key Dates:	Master Plan completed 2014 Currently under construction

Brandstetter Carroll Inc. was selected to conduct a feasibility study for renovating the Ford Pool Complex for the City of Allen, Texas in 2007. Allen, Texas is located in Collin County, Texas approximately 20 miles northeast of Dallas. In 2014, The City of Allen asked BCI to update the study to create a “community” pool feel instead of a Family Aquatic Center.

City officials called upon Brandstetter Carroll Inc. to conduct a detailed feasibility study to modernize the existing Ford Pool Complex in order to increase attendance and its overall revenue. As part of the process, Brandstetter Carroll Inc. worked with National polling experts in order to develop a citizen driven survey, and will be conducting several public meetings to discuss the aquatic needs of the citizens of Allen.

LEXINGTON PARKS AND RECREATION MASTER PLAN

Lexington, Kentucky



LEXINGTON

Project Details	
Owner:	City of Lexington
Contact:	Monica Conrad, Director of Lexington Parks and Recreation 859.425.2255 mconrad@lexingtonky.gov
Key Dates:	Scheduled to be completed by the end of 2017

BCI was selected for this assignment to develop a long range Master Plan for the CAPRA Accredited system serving over 300,000 residents with over 100 parks and 4,415 acres of park land. The system includes a variety of neighborhood and community parks with athletic complexes, golf courses, nature parks, arts facilities, aquatic facilities, community centers, trails, and a wide variety of programs and special events. The process involved a detailed assessment of all of the City’s parks and recreation facilities, programs assessment, extensive public engagement, an active Citizen Steering Committee, benchmarking to other communities, strategic visioning and detailed Action Plan. The Plan is scheduled to be completed by the end of 2017.

CITY OF FAIRFAX STRATEGIC PLAN FOR PARKS, RECREATION, TRAILS, OPEN SPACE, EVENTS AND CULTURAL ACTIVITIES

City of Fairfax, Virginia



Project Details

Owner:	City of Fairfax
Contact:	Mitzi Taylor, CPRP, Special Event and Athletic Manager 10455 Armstrong Street Fairfax, Virginia 22030 703.385.7858 mitzi.taylor@fairfaxva.gov
Key Dates:	February 2016 to Completion in January 2014

BCI assisted the City of Fairfax, Virginia in preparing their first Strategic Plan for Parks, Recreation, Trails, Open Space, Events and Cultural Arts. The first phase included the establishment of a Strategic Vision which was based upon extensive public engagement. The process involved public workshops/events and over 20 stakeholder groups which involved over 500 residents. In addition, nearly 2,400 residents participated in an on-line community engagement web site (hosted by MindMixer) which allowed residents to share ideas, vote on instant polls, and respond to drafts of the Plan. A statistically valid survey was performed by George Mason University. Phase 2 included detailed facility assessments, Gap Analysis Mapping, development of Level of Service Guidelines, park concept planning, and a detailed Action Plan with goals, objectives and 130 detailed strategies in a timeline format.

PRINCETON PARKS AND RECREATION MASTER PLAN

Princeton, New Jersey



Project Details	
Owner:	Princeton Recreation Department
Contact:	Ben Stentz, Director Princeton Recreation Department 380 Witherspoon Street Princeton, New Jersey 08540 609.921.9480 bstentz@princetonnj.gov
Key Dates:	February 2007 to June 2008

Brandstetter Carroll Inc. prepared a comprehensive Parks & Recreation Master Plan for the Borough and Township of Princeton and the Princeton Recreation Department. The process involved extensive public input with over 35 stakeholder group meetings, public workshops, focus groups of teens, and a statistically valid household needs assessment. The process also involved the evaluation of improvements to their outdoor pool, needs for an indoor recreation center, and potential to develop synthetic turf athletic fields to meet many of the community’s needs. The process identified strong needs for preservation of open space, trail systems, athletic fields, and indoor recreation facilities.

WESTLAKE PARKS AND RECREATION MASTER PLAN

Westlake, Ohio



Clague Park



Project Details	
Owner:	City of Westlake
Contact:	Bob DeMinico, Director of Parks and Recreation 28955 Hilliard Blvd. Westlake, Ohio 44145 440.808.5699 bdeminico@cityofwestlake.org
Key Dates:	February 2014 to November 2014 (adoption in February 2015)

Brandstetter Carol Inc. recently completed a city-wide parks and recreation Master Plan for this city of 33,000 residents. Extensive public engagement was used to develop a new vision for the future of parks and recreation services and to prepare an Action Plan which established implementation steps and priorities for park improvements. Public engagement included over 3,000 participants in a project web site, 700 statistically valid surveys, 545 web surveys, over 150 participants in interactive public workshops, and over 20 stakeholder groups to identify a clear vision for the future. Concept plans were prepared for the major parks.

CRC MASTER PLAN FOR SERVICE DELIVERY

Cincinnati Recreation Commission, Ohio



Project Details

Owner:	City of Cincinnati
Contact:	Dan Jones, Planning and Development 805 Central Avenue, Suite 800 Cincinnati, Ohio 45202 513.352.4045 dan.jones@cincinnati-oh.gov
Key Dates:	May 1995 to June 1996

The study investigated current conditions and usage levels for all facilities and programs, evaluated the quality and service delivery of programming, recommended future facility and programming improvements, and identified strategies and administrative policies necessary for implementation of recommendations. This project included the development of a city-wide Social Needs and Conditions Index for each of the city's forty-eight statistical neighborhoods for evaluating both the total population and target populations such as teens and senior citizens. The final plan is a product of extensive public participation by utilizing statistically valid telephone surveys, 26 community-based workshops, focus groups representing special needs and concerns, a "Blue Ribbon" Advisory Committee and CRC's staff. To date, all of the new development projects in the \$60 million 10 year Capital Plan have been accomplished.



Section VI
Appendix



BRANCAR-03

EEVERMAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/13/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Energy Insurance Agency, Inc. P O Box 55268 Lexington, KY 40555	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(859) 273-1549	FAX (A/C, No): (859) 272-0075
	E-MAIL ADDRESS:	eia@energyinsagency.com	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Brandstetter Carroll Inc 17300 Preston Rd Ste 310 Dallas, TX 75252	INSURER A :	State Auto Property and Casualty Insurance Co 25127	
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			BOP2744362	04/23/2016	04/23/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BAP2379693	04/23/2016	04/23/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			CXS2117619	04/23/2016	04/23/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WCP2213992	04/23/2016	04/23/2017	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Ohio Stop Gap			BOP2744362	04/23/2016	04/23/2017	Employers Liability 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The following applies to the Workers' Compensation coverage under Item 3.C. Other States Insurance: All States not shown in 3.A. except AK, CA, HI, LA, ME, NV, NH, ND, OH, RI, VT, WA, WY.

CERTIFICATE HOLDER

CANCELLATION

City of Colleyville 100 Main St 2nd Floor Engineering Office Colleyville, TX 76034	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/13/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pearl Insurance 1200 E Glen Ave Peoria Heights IL 61616		CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:	
INSURED Brandstetter Carroll Inc. 17300 Preston Road Suite 310 Dallas TX 75252		INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 20443	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

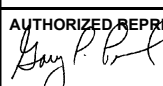
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A						WC STATUTORY LIMITS ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	N	Y	AEH288364175	11/27/2016	11/27/2017	\$1,000,000 per claim/\$2,000,000 aggregate \$50,000 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

As written in the policy: Insurer hereby waives subrogation rights against the Insured's client to the extent that the Insured had a written agreement to waive such rights prior to a claim or circumstance.

CERTIFICATE HOLDER**CANCELLATION**

City of Colleyville 100 Main Street Second Floor, Engineering Office Colleyville TX 76034	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING****1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Brandstetter Carroll Inc.
Dallas, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Colleyville

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFCPMP-2016
Parks Master Plan

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Holser, Elizabeth	Dallas, TX United States		X

5 Check only if there is NO Interested Party.☐**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Lawrence W. Brandstetter, this the 20 day of December,
20 16, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Brandstetter Carroll, Inc

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

Brandstetter Carroll, Inc., or any of its employees, does not have any type of relationship with any local officer.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☒ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☒ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

12/20/16

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Brandstetter Carroll, Inc

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

Brandstetter Carroll, Inc., or any of its employees, does not have any type of relationship with any local officer.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☒ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☒ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Lawrence W. Brandstetter
Digitally signed by Lawrence W. Brandstetter
Date: 2016.12.20 15:13:12 -05'00'
Signature of vendor doing business with the governmental entity

12/20/16

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

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- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Brandstetter Carroll Inc.
Dallas, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Colleyville

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFCPMP-2016
Parks Master Plan

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Holser, Elizabeth	Dallas, TX United States		X

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Lawrence W. Brandstetter, this the 20 day of December, 2016, to certify which, witness my hand and seal of office.



Signature of officer administering oath



Printed name of officer administering oath



Title of officer administering oath

STATE OF TEXAS §
 §
COUNTY OF TARRANT §

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the “Agreement”) is made by and between the City of Colleyville, Texas (“City”) and Brandstetter Carroll, Inc. (“Professional”), (each a “Party” and collectively the “Parties”), acting by and through their authorized representatives.

Recitals:

WHEREAS, the City desires to engage the services of Professional as an independent contractor and not as an employee in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, Professional is hereby engaged to develop a comprehensive Parks, Recreation and Open Space Master Plan for the Parks and Recreation Department for the City of Colleyville, Texas in accordance with the terms of this Agreement (the “Project”).

NOW THEREFORE, in exchange for the mutual covenants set forth herein and other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the Parties agree as follows:

Article I
Term

This term of this Agreement shall begin on the last date of execution hereof (the “Effective Date”) and continue until completion of the services provided herein; unless otherwise terminated in accordance with the terms of this Agreement.

Article II
Contract Documents

- 2.1 This Agreement consists of the following contract documents:
- A. This Professional Services Agreement;
 - B. The City’s Request for Competitive Proposal RFCPMP-2016 (Exhibit “A”);
 - C. The Scope of Service for the Project (Exhibit “B”);
 - D. The Project Schedule (Exhibit “C”);
 - E. Project Fee Proposal (Exhibit “D”).

2.2 The documents listed in Section 2.1 above shall be referred to collectively as “Contract Documents”. In the event there exists a conflict between any term, provision and/or interpretation of the Contract Documents, the documents shall take precedent and control in the order listed in Section 2.1 above.

Article III Scope of Services

3.1 The Parties agree that Professional shall perform the services for the Project under this Agreement in accordance with the scope and conditions contained in Exhibit “B” which is attached hereto and incorporated herein (the “Scope of Services”).

3.2 The Parties acknowledge and agree that any and all opinions provided by the Professional in connection with the services represent the professional judgment of the Professional, in accordance with the standard of care applicable by law to the services performed hereunder.

3.3 Upon execution of this Agreement the City has the right to use the Professional’s instruments of service, including but not limited to reports, maps, cost estimates, recommendations or other deliverables for the Project, provided that the City substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The City’s employees, agents, contractors and subcontractors may reproduce applicable portions of the instruments of service for use in performing services or construction for the Project. Upon payment of all amounts due Professional hereunder, all deliverables, materials and reports prepared by the Professional in connection with this Agreement shall become the property of the City. The City shall have the right to publish, disclose, distribute and otherwise use such deliverables, materials and reports only for those purposes for which they were intended and in accordance with the provisions herein. Subject to the foregoing, Professional shall, upon completion of the services, or earlier termination, provide the City with the deliverables, drawings, reports, maps, and materials prepared by Professional as set forth in the Contract Documents.

Article IV Schedule of Work

Professional agrees to commence services immediately upon written direction from the City and to complete the required services in accordance with the current timeline established by mutual agreement of both the City and Professional, attached hereto as Exhibit “C” (“Project Schedule”). The Project Schedule may be amended by mutual written agreement of the Parties.

Article V Compensation and Method of Payment

5.1 City shall compensate Professional in a total amount not to exceed \$100,000.00 for the entire Project under this Agreement. City will authorize monthly payments to Professional within thirty (30) days of the receipt of a properly submitted, detailed invoice identifying all services completed prior to submission. Any errors, discrepancies or the invoicing of services not completed

may result in a delay in payment. Professional's compensation will be allocated in general conformance with the Project Fee Proposal attached hereto and incorporated herein as Exhibit "D".

5.2 City reserves the right to delay, without penalty, any partial payment when, in the opinion of City, Professional has not made satisfactory progress on the services in accordance with the Project Timeline.

5.3 Except as otherwise provided in this Agreement, Professional shall be responsible for all expenses related to the services provided pursuant to this Agreement including, but not limited to, travel, copying and facsimile charges, telephone, courier, internet and email charges.

Article VI Devotion of Time; Personnel; and Equipment

6.1 Professional shall devote such time as reasonably necessary for the satisfactory performance of the work under this Agreement. Should the City require additional services not included under this Agreement, Professional shall make reasonable efforts to provide such additional services at mutually agreed charges or rates, and within the time schedule prescribed by the City, and without decreasing the effectiveness of the performance of services required under this Agreement.

6.2 To the extent reasonably necessary for Professional to perform the services under this Agreement, Professional shall be authorized to engage the services of any agents, assistants, persons, or corporations that Professional may deem proper to aid or assist in the performance of the services under this Agreement. The cost of such personnel and assistance shall be borne exclusively by Professional.

6.3 Professional shall furnish the facilities, equipment, telephones, facsimile machines, email facilities, and personnel necessary to perform the services required under this Agreement unless otherwise provided herein.

6.4 Professional shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, plans and other services furnished by Professional under this Agreement. Professional shall, without additional compensation, correct or revise any errors or deficiencies in the design, drawings, specifications, plans and other services.

Article VII Relationship of Parties

It is understood and agreed by and between the Parties that in satisfying the conditions of this Agreement, Professional is acting independently, and that the City assumes no responsibility or liabilities to any third party in connection with these actions. All services to be performed by Professional pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of the City. Professional shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement. As such, the City shall not: train Professional, require

Professional to complete regular oral or written reports, require Professional to devote its full-time services to the City, or dictate Professional's sequence of work or location at which Professional performs its work.

Article VIII Insurance

Professional shall provide and maintain for the duration of this Agreement and, for the benefit of the City (naming the City and its officers, agents and employees as additional insureds), insurance coverage as required by the City. Professional shall provide two (2) copies of the Certificate of Insurance verifying that Professional has obtained the required insurance coverage for the City prior to the Effective Date of this Agreement.

Article IX Indemnification

CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF PROFESSIONAL PURSUANT TO THIS AGREEMENT. PROFESSIONAL HEREBY WAIVES ALL CLAIMS AGAINST CITY, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "CITY") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF CITY OR BREACH OF CITY'S OBLIGATIONS HEREUNDER. PROFESSIONAL AGREES TO INDEMNIFY AND SAVE HARMLESS CITY FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY PROFESSIONAL'S NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF PROFESSIONAL, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO NEGLIGENCE OF THE CITY, IN WHOLE OR IN PART, IN WHICH CASE PROFESSIONAL SHALL INDEMNIFY CITY ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO PROFESSIONAL AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION). PROFESSIONAL'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY PROFESSIONAL UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

Article X Availability of Funds

If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, this Agreement shall be canceled and Professional may only be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of services delivered under this Agreement or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations for such purposes.

Article XI Termination

Either Party may terminate this Agreement by giving thirty (30) days prior written notice to the other Party. In the event of such termination the Professional shall deliver to City all finished and unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items prepared by the Professional in connection with this Agreement. Professional shall be entitled to compensation for any services completed to the reasonable satisfaction of the City in accordance with this Agreement prior to such termination.

Article XII Miscellaneous

12.1 Entire Agreement. This Agreement constitutes the sole and only agreement between the Parties and supersedes any prior understandings, written or oral agreements between the Parties with respect to this subject matter.

12.2 Authorization. Each Party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under this Agreement.

12.3 Assignment. Professional may not assign this Agreement in whole or in part without the prior written consent of the City. In the event of an assignment by Professional to which City has consented, the assignee shall agree in writing with the City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.

12.4 Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

12.5 Governing Law. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the State District Court of Tarrant County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

12.6 Amendments. This Agreement may be amended by the mutual written agreement of the Parties.

12.7 Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

12.8 Survival of Covenants. Any of the representations, warranties, covenants, and obligations of the Parties, as well as any rights and benefits of the Parties, pertaining to a period of time following the termination of this Agreement shall survive termination.

12.9 Recitals. The recitals to this Agreement are incorporated herein.

12.10 Notice. Any notice required or permitted to be delivered hereunder may be sent by first class mail, overnight courier or by confirmed telefax or facsimile to the address specified below, or to such other Party or address as either Party may designate in writing, and shall be deemed received three (3) days after delivery set forth herein:

If intended for the City:

City Manager
City of Colleyville
100 Main Street
Colleyville, Texas 76034

With Copy to:

Whitt L. Wyatt
City Attorney
Nichols, Jackson, Dillard,
Hager & Smith, L.L.P.
1800 Ross Tower
500 N. Akard
Dallas, Texas 75201

If intended for Professional:

Elizabeth Holser, AIA
Dallas Principal
Brandstetter Carroll, Inc
17300 Preston Rd.
Suite 310
Dallas, Texas 75252

12.11 Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.

12.12 Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.

12.13 Audits and Records. Professional agrees that during the term hereof the City and its representatives may, during normal business hours and as often as deemed necessary, inspect, audit,

examine and reproduce any and all of Professional's records relating to the services provided pursuant to this Agreement for a period of one year following the date of completion of services as determined by the City or date of termination if sooner.

12.14 Conflicts of Interests. Professional represents that no official or employee of the City has any direct or indirect pecuniary interest in this Agreement. Professional further agrees to complete and submit all conflicts of interest forms required by the City and/or Contract Documents.

12.15 Compliance with Federal, State & Local Laws. Professional shall comply in performance of services under the terms of this Agreement with all applicable laws, ordinances and regulations, judicial decrees or administrative orders, ordinances, and codes of federal, state and local governments, including all applicable federal clauses.

12.16 Force Majeure. No Party will be liable for any default or delay in the performance of its obligations under this Agreement if and to the extent such default or delay is caused, directly or indirectly, by fire, flood, earthquake, elements of nature or acts of God, riots, civil disorders, acts of terrorism or any similar cause beyond the reasonable control of such Party, provided that the non-performing Party is without fault in causing such default or delay. The non-performing Party agrees to use commercially reasonable efforts to recommence performance as soon as possible.

12.17 No Waiver of Rights. Neither City's review, approval or acceptance of, nor payment for any of the Services required under this Agreement, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Professional shall be and remain liable to City in accordance with applicable law for all damages to City caused by Professional's negligent performance of any of the services furnished under this Agreement.

[Signature page to follow]

EXECUTED this _____ day of _____, 2017.

CITY OF COLLEYVILLE, TEXAS

By: _____
_____, City Manager

Approved as to form:

By: _____
Whitt L. Wyatt, City Attorney
(WLW:2/10/17:83704)

EXECUTED this _____ day of _____, 2017.

PROFESSIONAL

By: 
Name: BENSAMEN BRANDSTETTER
Title: PRESIDENT

EXHIBIT A

Request for Competitive Proposal RFCPMP-2016



Request for Competitive Proposal (RFCP)
RFCPMP-2016
For
Parks, Recreation and Open Space Master Plan

City of Colleyville
Parks and Recreation Departments

Purpose

The City of Colleyville is requesting interested firms to submit Proposals in response to this Request for Competitive Proposal (RFCP) to perform a Parks, Recreation and Open Space Master Plan for the Parks and Recreation Departments.

Background

The intent of the Parks, Recreation and Open Space Master Plan is to comprehensively assess the parks, recreation and open space offerings located within the City of Colleyville to present a plan that looks to the future by incorporating demographic and trend analysis. Also, a cursory examination of the parks, facilities and open space should be included to assess their capabilities as it relates to current and future offerings. The Recreation Master Plan should address facilities, indoor and outdoor programming. The Parks Open

Space Master Plan should address facilities, undeveloped land, future land acquisitions and trails. The Parks Department will provide the consultant with a park amenity, GIS asset assessment document to help with the plan.

A. Scope of Work - The scope items listed below should be included in the proposals, but additional scope components that would be beneficial to the studies, as determined by the proposer, are welcomed.

The **Parks, Recreation and Open Space Master Plan** will include the following elements:

- Citizen Input
 - o Public input: meetings and surveys
 - o Citizen needs assessment
 - o Demographic analysis/community assessment
- Staff Information
 - o Interviews with department and City government leaders and major stakeholders
 - o Employee survey
 - o Review of pertinent department data
- Programing
 - o Assessment of indoor and outdoor facilities and program offerings
 - o Innovative indoor and outdoor programming trend analysis
 - o Recreation program assessment and needs assessment
 - o Recreation service analysis
 - o Private and not-for-profit competition analysis
 - o SWOT analysis
- Facilities/Amenities
 - o Analysis of total percentage of park acreage for general use versus sports related properties. Benchmark our percentages for future needs prioritization.
 - o Analysis of historical, current and future trail segments; prioritize needs based on criteria of constructability, connectivity and available property
 - o Recreation facility needs assessment and index
 - o Facility utilization analysis
 - o Open space conservation
 - o Service area mapping

- Management
 - o Management practices review and benchmarking
 - o Operational and business analysis
 - o Financial management and strategy
 - o Management plan for historical, cultural and natural resources
- Goals/Vision
 - o Review of park system vision, mission and core value statements
 - o Review of goals and operational objectives – set new goals and objectives
- Implementation
 - o Implementation plan
 - o Strategic implementation/revitalization plan/strategy outline
 - o Provide a detailed plan and map for the trail system in its entirety
 - o Recommendations for future acquisitions, capital improvements and development of Park system
 - o Development of guidelines for prioritization of future capital improvements

B. Required Proposal Information

Proposals should be organized in 3-ring binders, according to the following format:

Cover

The cover should clearly display the title of this Request for Competitive Proposals (RFCP). It should state the RFCP components in which the firm is submitting e.g. **“City of Colleyville Parks, Recreation and Open Space Master Plan”** Submissions will be accepted for one or both of the RFCP components

Each proposal should have tabs numbered with the following categories:

1. Executive Summary

Provide a cover letter that states the title of this RFCP, **“City of Colleyville Parks and Recreation Departments (and fill in the appropriate RFCP components).”**

Include the following information:

- Primary contact for the proposal
- Street address (post office boxes are not acceptable)
- Telephone number
- Fax number
- E-mail address
- Web address, if applicable
- Statement of which RFCSP components the firm is submitting
- Proposed scope elements with descriptions
- Proposal fee
- Proposed schedule

2. Firm Information

Include the following pertinent information:

- Name and date of formation
- Previous firm names or prior firms worked for
- Date of opening of Colleyville office, if applicable
- Principals and personnel by discipline
- Technical resources
- Include M/WBE certification numbers as applicable

3. Consultant Team

For each RFCP component submitted list the proposed sub-consultants under consideration for the team, including a brief description of their qualifications. Include an org chart showing the relationship of the prime firm and sub-consultants. Include M/WBE certification numbers as applicable.

4. Qualifications of Key Personnel

For each RFCP component submitted list the principal, in addition to other primary staff members, that will be assigned to the project. Provide a summary of related experience for each proposed member of the team. Describe the time commitment for each person and who the primary contact will be.

5. Related Experience and References

For each RFCP component submitted provide a list of projects illustrating comparable experience undertaken during the past ten years by the principal and/or key personnel described above. For these projects, include the following detailed information:

- Project title
- Location
- Name of client, including contact reference and current phone number and email address
- Key dates
- Scope of project
- Include any past experience on City of Colleyville projects or contracts

6. Appendix

Submit copies of the following:

- The successful proposer will be required to purchase and maintain, during the term of the contract, insurance as described in Exhibit E and agrees to the indemnification agreement therein.
- Conflict of Interest Questionnaire

The proposals shall be prepared in a three-ring binder with an 8.5"x11" vertical format with six tabs arranged in the order described above. **Please distinguish between RFCP components, if submitting for more than one, by separating each component with a blank page/divider within each of the six tabs.** Failure to submit the required information as described may result in disqualification.

Subsequent to the issuance of this RFCP, the City reserves the right to amend it, waive any requirement or irregularity, request modifications, providing all teams are treated equally, and reject any and all proposals for any reason. The City further reserves the right to request changes in the composition of any consultant team. The form of contract to be used for these projects shall be the standard City of Colleyville Contract for Service.

Contract Requirements

The successful proposer will be required to execute a contract in substantially the form as Sample Contract of these specifications. The form will be tailored by the City Attorney to meet the particular requirements of this procurement. All proposers are expected to submit their proposal on the basis of the requirements of these specifications, including the Form Contract. Proposers are responsible for reviewing the Form Contract carefully and seeking private legal advice if question arises regarding the legal aspects of the contract.

C. Process and Website Information

During review of the RFCP and preparation of proposals, Proposers may discover certain errors, omissions or ambiguities. If so, or if in doubt about the meaning of any part of this RFCP, submit written questions to the designated buyer with the RFCP number and no later than two days following the Pre-Proposal Conference. This is to give the City time to answer the questions and distribute written responses to all Proposers. **All communications about this RFCP must be directed through the following City representative:**

Heather Dowell
Parks Manager
Phone: 817-503-1182
hdowell@colleyville.com

1. Verbal questions and explanations are not permitted other than at the Pre-Proposal Conference. Do not rely on oral instructions or clarifications. Verbal agreements or representations are not binding.
2. The City reserves the right to contact proposer for clarification after proposals are opened, if such is deemed desirable by the City.
3. Proposer shall not contact City employees or Officers to explain, clarify or discuss their proposals before an award has been made except as set out in this section.
4. Violation of these provisions by proposer may lead to disqualification of its proposal.

EXHIBIT B

Scope of Services

**SCOPE OF SERVICES
PARKS, RECREATION AND OPEN SPACE MASTER PLAN
CITY OF COLLEYVILLE, TEXAS**

Brandstetter Carroll Inc. (Consultant) will perform the following Scope of Services for the City of Colleyville, Texas (Owner) for the completion of a Parks, Recreation and Open Space Master Plan.

I. SCOPE OF SERVICES

EVALUATE PHASE

1. Planning Context

- a. **Master Plan Steering Committee** – The City will appoint a Master Plan Steering Committee to work with the Consultants throughout the process. The Consultants will meet with them regularly with updates of the findings and the Committee will assist in establishing the future vision, goals and objectives, and priorities. The Steering Committee should include all members of the Parks and Recreation Advisory Board along with representatives from Parks and Recreation Department, Schools, City Council, and other organizations.
- b. **Demographic Analysis** - Using information provided by the City of Colleyville, the Council of Governments, and other sources, perform an analysis of the demographic and population characteristics of Colleyville.
 1. **Using ESRI Business Analyst Software** and by coordinating with the Colleyville City Staff, identify the demographic and land use trends and characteristics within the City limits. Information may include:
 - Demographic characteristics (quantity, ages, race, etc.)
 - Five year population projections
 - Household size
 - Average or median household income and per capita income
- c. **Review of Previous Studies** - Review all previous studies that will be provided by the Owner that pertain to the delivery of parks, recreation and leisure services, including, but not limited to: Comprehensive Plan, previous Master Plans, annual reports, Park Board Strategic Plan, program guides, newsletters, policies, use agreements, brochures, School District plans, and other planning studies. Summarize the key findings of each report to be included in an appendix to the report.
- d. **Review Progress on the 2011 Parks, Recreation and Open Space Plan** – Review the recommendations of the 2011 Plan and identify the status of the recommendations, including the trail and linkage connections.
- e. **City of Colleyville Policy Review** - Perform a review of City of Colleyville policies, and any mandated plans as they may impact park and recreation facilities, programs and services.
- f. **Funding Analysis** - Review the past five year's budgets and the proposed future operating and capital budgets.
- g. **Report and Presentation** - Prepare a report summarizing this phase and present it to the Master Plan Steering Committee.

2. Existing Parks, Facilities, and Programs Analysis

- a. **Parks, Open Space and Facilities Inventory** - Inventory all existing parks and recreation facilities offered in the City of Colleyville, including parks and facilities operated by others including GCISD Schools. Make site visits to all of the City of Colleyville facilities with the purpose of observing the existing conditions and opportunities for improvements. The Consultant will review the previously prepared Facilities Assessment prepared by the City.
- b. **Trails Inventory** – Identify and map existing and planned trails and linkages in the City and immediate surrounding area including the North Texas Regional Veloweb.
- c. **Recreation Programs Assessment** - Use public input, staff input and the Consultant's observations to perform a review of current program and service offerings, levels of usage, attendance, and customer satisfaction levels. The Needs Assessment Survey will be utilized to identify existing satisfaction levels. The Stakeholder Groups in the Needs Analysis Phase will be part of this analysis. Identify the core programs that should be offered, competition for these program users, customer satisfaction, and the potential for market growth.
- d. **City-Wide Park and Recreation Facilities Map** – Prepare a map using GIS software which illustrates all of the city-owned parks and recreation facilities and trails as well as those of the Schools and other providers in the area.
- e. **Geographic Distribution – Service Gap Analysis** – Prepare an analysis of the current service gaps by mapping the locations of current parks by park-type categories using walk and drive times. Specific facilities will also be mapped and will be overlaid with population density dots to compare the household locations with the facility locations. Individual maps will be prepared for picnic shelters, trails, playgrounds, soccer fields, aquatic facilities, baseball/softball diamonds, aquatic facilities, recreation centers, and more to identify the distribution of the specific facilities throughout the community. A Composite Service Areas Map will be prepared which identifies the overall service delivery throughout the City.
- f. **Report and Presentation** - Prepare a report summarizing this phase and make a presentation of the findings to the Master Plan Steering Committee.

ENGAGE PHASE

1. Needs Assessment

- a. **Kick-Off Event** – In conjunction with the Parks and Recreation Department, conduct an event (possibly combined with an existing program event) in which participants will complete surveys, interact with Staff and the Consultants, use play money to vote on their priorities for various improvements, and become informed about the project interactive web site and on-line surveys.
- b. **Initial Public Workshop** - Conduct a more traditional public workshop at a convenient location to identify the public perception of park facilities and programming needs. The purpose of this public workshop will be to solicit input from the citizens and users regarding their concerns and opinions about existing facilities and programs, and their desires for future facilities and programs. The workshops will be interactive and involve all participants in a variety of methods.
- c. **Staff Input** - Conduct meetings, employee survey, and interviews with the City of Colleyville staff members regarding their perceptions of the public's needs and concerns, and the potential for improved services, facilities, programs, and public access. Identify the strengths, weaknesses, service needs and impediments (SWOT) to current operations. Staff will be invited from the following City Departments: Parks

and Recreation, Public Works Department, Administration, Police, and Planning Commission. The public input process will assist in this exercise.

- d. **Stakeholder Groups** - Conduct up to 12 stakeholder group meetings and round table discussions with various special interest and user groups. The City of Colleyville will provide invitations and meeting space for these meetings. Anticipated groups may include: program users, parents of children in programs, partner organizations, organized athletic league officials, the park board, cultural arts organizations, School Board, senior citizens, YMCA, and other organizations to be identified between the Consultant, Steering Committee, and City of Colleyville. Questions will be prepared in advance to be approved by the Steering Committee. The questions will be sent to the stakeholder group participants for discussions with their organizations before the actual focus group.
- e. **School Student Workshops** – Conduct workshops in the schools to receive ideas and gain the perspective of youth from groups of fifth and sixth graders and high school students. The City will assist in establishing these meetings.
- f. **MySidewalk Web Based Public Engagement Program** –Set up and manage a web site to solicit public engagement. BCI currently uses MySidewalk, which is a web based on-line community collaboration program whereby residents can find out about the project, input their ideas, second ideas, respond to instant polls, respond to web surveys, and much more. The web site will be specifically for the City of Colleyville.
- g. **Household Needs Assessment Survey** – The input from the workshops, stakeholder groups and staff input will be utilized to develop a statistically valid mail and/or phone survey with a minimum of 300 responses from planning areas of Colleyville. Surveys will be mailed to at least 1,500 households. The base survey included in this proposal is a 5 page survey. The responses will be geocoded to allow analysis by geographic area. Cross tables will be generated to analyze specific items such as priorities of families with children, households with seniors, etc. The survey will be used to identify:
 - Current satisfaction levels with programs and facilities;
 - Participation and satisfaction with current programs;
 - Parks currently used;
 - Needs for various indoor and outdoor facilities and programs;
 - Identification of the most needed indoor and outdoor facilities;
 - Identification of the primary functions that should be performed by the City of Colleyville regarding parks, recreation, open space, trail linkages, programs and facilities;
 - Specific questions pertaining to any proposed new facilities.
- h. **Web Based Survey** – Conduct a shorter web based survey asking similar questions to the Household Needs Assessment Survey. Whereas the statistically valid mail survey will reach a selected, random sample of residents, the goal of this survey is to engage as many residents as possible. The survey will utilize the BCI subscription to Survey Monkey. Questions will be approved by the Master Plan Steering Committee. The City of Colleyville will promote the use of the web survey through email blasts, newsletter announcements, placement on their web page, setting up a computer terminal in City Hall for use by patrons, and other methods.
- i. **Needs Analysis Report** - Prepare a summary report of the Needs Analysis for review by the Master Plan Steering Committee.

- j. **Needs Assessment Presentation** – Conduct a public workshop presentation of the preliminary findings of the Needs Assessment effort. The purpose of this meeting will be to inform the public of preliminary findings prior to the development of specific recommendations.

ENVISION PHASE

1. **Vision, Goals and Objectives** – Working with the Master Plan Steering Committee, Parks and Recreation Department, Parks and Recreation Advisory Board, and City Council - The Consultant will:

Vision, Goals & Objectives - Using all of the previous findings, identify the following:

- Develop a new mission statement for the Parks and Recreation Department;
- Identify the Future Vision for Parks and Recreation in Colleyville;
- Identify Proposed Level of Service Standards for park land and specific recreation facilities;
- Identify Short Term Goals and Objectives;
- Identify Long Term Goals and Objectives.

PLANNING PHASE

1. **Physical Planning, Program, and Services Recommendations** - The Consultant will:

- a. **City Wide Park and Facility Improvement Recommendations** - Prepare a City wide map illustrating proposed general locations of new parks by park type categories (mini-park, neighborhood, community, special use, or linear park).
- b. **Individual Park Recommendations and Costs**– Identify the specific needed improvements at each park or recreation facility. Prepare an opinion of probable construction cost for each capital improvement recommended in the plan.
- c. **Park Concept Plans** - Prepare park concept plans for up to three parks to illustrate improvements to existing parks and any new parks recommended in the Plan. Prepare text recommendations for improvements to other existing parks.
- d. **Partnership Opportunities** – Examine potential partnership opportunities with local schools, other park and recreation providers, and local businesses.
- e. **Capital Improvement and Land Acquisition Priorities** – Work with City of Colleyville staff and the Master Plan Steering Committee to prioritize, by selected facility type, the capital improvements and acquisitions. This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) recommendations. Proposed land acquisition will also be prioritized.
- f. **Report** – Prepare a summary report of the Recommendations stage.
- g. **Presentations** - Present the plan and recommendations to the Steering Committee and Park Board.

2. **Action Plan** - The Consultant will develop:

- a. **Phased Implementation Plan** with specific strategies and recommendations for:
 - Guidelines for prioritization of future capital improvements;
 - Land acquisition;
 - Trail recommendations;

- Parks, greenway and open space land acquisition;
 - Facility recommendations;
 - Park and facility operations recommendations;
 - Programs and services recommendations;
 - Budgeting and funding/financial management recommendations and priorities;
 - This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) action steps along with the responsible party and potential funding sources
 - The strategies will be referenced to the City Comprehensive Plan.
- b. **Funding Recommendations** – Identify potential funding sources and their applicability for the recommendations in the Master Plan.
 - c. **Draft Master Plan** - Prepare a Draft Master Plan for review by the city staff and Master Plan Steering Committee.
 - d. **Action Plan Presentation** - Make a presentation of the Draft Action Plan and Final Needs Assessment recommendations to the Master Plan Steering Committee and other groups as identified.
 - e. **Final Master Plan** - Following the reviews of each of the separate reports, prepare a Final Master Plan that includes all components of the planning process.
 - f. **Final Presentations** - Make presentations of the Final Master Plan to the Master Plan Steering Committee, Public, Parks and Recreation Advisory Board, Planning and Zoning Commission, and Colleyville City Council.
 - g. **Executive Summary** - Prepare an Executive Summary that summarizes the findings, recommendations, and actions.
3. **Deliverables** - Final deliverables will include:
 - a. A Service Area Map showing existing and proposed residential areas, existing park locations, existing park service areas, and proposed parks, walkways, bikeways and recreation facility locations. These items may be included as one map or separated into several maps, depending upon the clarity of the information and the need for separate maps.
 - b. Twenty (20) copies of the Draft Master Plan
 - c. Twenty (20) copies of the Final Master Plan and Executive Summary including all of the previous reports.
 - d. Four digital copies of all reports and graphics for use by the Owner.
 - e. Maps will be prepared in digital shapefile format using ESRI ArcGIS 10.2 for use by the Owner.
 - f. BCI has the in-house capability to print the reports and dry-mounted display boards at a relatively low cost compared to outsourcing.

Colleyville Parks, Recreation & Open Space Master Plan
Qualitative Public Engagement Process
Brandstetter Carroll Inc.

Engagement Type	Selection Method	Participants	Engagement Method	Goal	Advantage
Kick-Off Event & Public Workshops	General invitation, email blasts, social media	General public	Regional locations; facilitated; Kick-off Event is Open House format	Identify key issues and perceptions; promote the web interaction	Open to all residents; identify public perceptions; issues identification; priorities; gaps in services
Stakeholder Groups	Targeted user groups by invitation	Partner organizations, user groups, sponsors, donors	1-3 participants from the same organization; 45-60 minutes; questionnaire; facilitated	Identify key issues and perceptions; promote the web interaction	Obtain in-depth information about organizations' trends, needs, and priorities
In-Park User Surveys	Targeted user groups at program locations	Key park and facility user groups, partners	Face-to-face interview; 1-2 page survey;	Identify key issues; facility and program evaluation; promote the web interaction	Users have first-hand knowledge of facilities and programs; can be facilitated by staff
Staff Focus Groups	Representative sample of staff & Management Team	Representative sample of staff & Management Team	Facilitated session with staff	Identify key issues; Discuss staff perceptions of issues and needs.	Staff are at the front lines of customer interface
School Student Workshops	Coordination with local schools	High School Student leaders and 5th or 6th grade students	Group discussion of facilities / programs currently used and vision for future needs	Identify needs and gaps from the youth perspective.	Students are often left out of the process. Their input is critical to the long-term growth of the Department
Statistically Valid Mail Survey (Mail, Phone, Web Link)	Random Selection of households	Sample of all households	Targeted number of 300+ returned with minimum of 100 per planning area.	Statistically valid survey of participation, perceptions, preferences, priorities, needs, etc.	Statistically valid; Represents whole community (including non-users); results geocoded for geographic trends analyses; allows cross tabulation by various factors
Web/Handout Survey (Web Link, Printed Handout)	General public; Email invitations; Handouts at various locations	Web users and park/event participants	Unlimited participation (goal is as many as possible)	Maximum participation; similar questions to mail survey	Reaches the largest number of people; allows more to participate
MySidewalk (Website)	General public; Email invitations; Social media promotion	General public; all previous groups; web users	Unlimited participation (goal is as many as possible); changing topics; posting of findings for review.	Maintain community engagement throughout the process.	Quickly updated throughout process; allows all to participate at their convenience.

EXHIBIT C

Project Schedule

Project Schedule

Task		1	2	3	4	5	6	7	8
Months									
EVALUATE PHASE									
A Planning Context									
1	Initial Coordination Meeting								
2	Steering Committee Meetings								
3	Review Previous Studies								
4	Demographics Analysis								
5	Management Analysis								
6	Funding Analysis								
7	Benchmarking Analysis								
8	Technical Report and Review Meeting								
B Existing Parks, Facilities, and Programs Analysis									
1	Parks, Trails & Facilities Inventory								
2	Site Visits - Qualitative Assessments								
3	Programs Assessment								
4	Program Provider Analysis								
5	City Parks & Recreation Facilities Map								
6	Geographic Distribution Analysis								
7	Technical Report and Review Meeting								
ENGAGE PHASE									
C Needs Assessment									
1	Public Workshops								
2	Staff Input								
3	Stakeholder Groups								
4	MySidewalk Online Engagement Forum								
5	Household Needs Assessment								
6	Web Survey								
7	Technical Report and Review Meeting								
8	Needs Assessment Presentation								
ENVISION PHASE									
D Strategic Plan, Vision, Goals and Objectives									
1	Strategic Plan - Mission, Vision, Goals & Objectives								
2	Technical Report and Meeting								
PLAN PHASE									
E Physical Planning, Programs, and Service Recommendations									
1	City-wide Recommendations Mapping								
2	Park & Facility Improvements/Costs								
3	Capital Improvement Priorities								
4	Technical Report & Review Meeting								
F Action Plan									
1	Phased Implementation Plan								
2	Draft Action Plan								
3	Action Plan Presentation								
4	Final Master Plan								
5	Executive Summary								
6	Final Presentations								

● Steering Committee Meeting
 ■ Review / Progress Meeting
 ▲ Technical Memo
 ★ Public Presentation / Workshop



EXHIBIT D

Project Fee Proposal

FEES AND CONDITIONS

- A. For the above Scope of Services, the Consultant will receive a fee of \$100,000. Billing and payment will be monthly as the work progresses. Upon submission of the first draft report, 90% of the total fee will be due, with the 10% balance being due upon submission of the final report (15 copies). The fee includes printing, travel and miscellaneous out-of-pocket expenses.

PHASE	FEE
EVALUATE PHASE	
Planning Context	\$12,000
Existing Parks, Facilities, and Programs Assessment	\$13,000
ENGAGE PHASE	
Needs Assessment	\$34,000
ENVISION PHASE	
Strategic Plan	\$8,000
PLAN PHASE	
Physical Planning, Programs, and Service Recommendations	\$8,000
Action Plan, Draft and Final Reports with Presentations	\$25,000
TOTAL	\$100,000

- A. The Owner will be responsible to organize and publicize the public meetings, stakeholder meetings, and user group meetings. The Owner will coordinate the invitations, scheduling and room arrangements for the stakeholder meetings and public input meetings.
- B. Any additional copies that are requested by the Owner will be billed to the Owner at the actual printing and preparation costs.
- C. The Owner will provide digital maps of the entire City and the individual sites for use by the Consultant.
- D. The Owner will provide the consultant with copies of previous studies related to the delivery of parks and recreation and city services.
- E. The Owner will prepare, promote, print, collect, and input data from the handout/web survey.



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 5a

Agenda Date 02/21/2017

Number Ordinance O-17-2005

Type Ordinance

Department Community Development

Title

Consideration of amendments to the City of Colleyville comprehensive plan, Case GC16-024

Strategy Map Connection

B2- Proactively seek process improvements and sustainable solutions

Explanation

Second Reading and Public Hearing

There was one person who spoke in opposition of this request, and two persons who did not wish to speak, but registered their support of this request at the February 7, 2017, City Council meeting.

First Reading and Public Hearing

The update to Colleyville's comprehensive plan, *Destination Colleyville*, was completed over the course of approximately two years. The project was launched in February of 2014, and final adoption was completed on December 15, 2015. The process was built upon community feedback, first and foremost, with guidance and direction provided throughout the process by the City Council, the Planning and Zoning Commission, and the Comprehensive Plan Advisory Committee. The updated comprehensive plan serves as an update/amendment to the City's previous *Colleyville Plan*, which was adopted in 2004. Although the vision and many of the policies of the *Colleyville Plan* were carried over to *Destination Colleyville*, the updated plan provides a fresh look at the City and provides innovative approaches to the City's development and function that adapt to community preferences and needs.

Destination Colleyville provides a vision for the future of Colleyville through 2035. Although the plan will be updated before 2035, it is important to maintain a long range perspective with a comprehensive plan in order to anticipate the future needs of the community and guide development and City operations accordingly.

2016 Amendments: In May 2016, City Council directed staff to begin the process of amending the Comprehensive Plan, *Destination Colleyville*. Following this direction, the firm of Freese and Nichols Inc. was selected as the consultant to assist staff with the amendment process. On July 27, 2016, the City Council held a worksession to discuss the necessary amendments and provided staff and the consultant team with direction for moving the item forward. At the July meeting, the consultant requested comments

from Councilmembers in an effort to identify the necessary changes, revisions, and key themes to be addressed as part of the amendment process. Following the worksession, comments and revisions were received from both Mayor Newton and Mayor Pro Tem Putnam. Staff provided the comments and revision markups to the consultant team who began revising the *Destination Colleyville* document based on all comments that were received and the Council's feedback from the July worksession. On December 14, 2016 a second worksession was held with the City Council to review the first draft of revisions to the plan, and to collect additional comments and feedback.

At this time the consultant team has completed a total of 80 revisions on 38 pages within the *Destination Colleyville* document. These revisions include direction from City Council at the July 27, 2016 worksession, review comments from Mayor Newton and Mayor Pro Tem Putnam, comments and feedback from the December 14, 2016 City Council worksession, and recommendations from the Planning and Zoning Commission meeting held on January 9, 2017. A summary of these changes has been created and is included as an attachment to this briefing. The affected pages have also been amended with the proposed changes highlighted and marked (red-lined) for ease of review. These pages have been isolated from the entire document and are also included as an attachment for review.

Proposed Changes: The proposed amendments were classified into six themes which include:

- Density – changing from 'gross' to 'net' density
- Transitional Areas – eliminating any reference pertaining to transitional areas
- Existing Neighborhoods – adding language identifying a priority to protect the integrity and character of existing neighborhoods
- Re-zonings – setting a policy for City initiated re-zonings based on developed conditions
- Private Parks – acknowledging that private parks do not count toward public park needs
- Clarifications – other amendments to provide added clarification

Public Notification: Staff published notifications in the *Fort Worth Star-Telegram* as required by State law and the Land Development Code. Additionally, staff published information on City social media sites, placed notifications in the January mailing of the City water bill, and on the City's website. Staff has received no correspondence to date. There were no citizens present wishing to speak at the January 9, 2017 Planning and Zoning Commission meeting.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of this item at the January 9, 2017 meeting by a vote of 6-0, with the following recommendations:

1. Revise numbers in the fourth paragraph to reflect updated net density calculations. Strike 492.7 and replace with "418.8". Strike 0.77 square miles and replace with "0.65" square miles. (Page 14)

2. Revise the last sentence of Note: 1 to read as follows: "This reduction is made by removing right-of-ways from the acreage calculation." (Page 15)
3. Revise number 4 in the "City Services & Facilities Chapter 7" column to read as follows: "Proactively support efforts to implement economical, efficient, and effective initiatives to improve City services." (Page 28)
4. Revise the sixth bullet point in the call-out box to read as follows: "Mixed-use developments – 16 percent (16%) of respondents felt that mixed-use areas were definitely needed, 31 percent (31%) felt they were somewhat needed, 36 percent (36%) felt they were not needed, and 17 percent (17%) had no opinion." (Page 38)
5. Revise the last sentence in the second paragraph by replacing "into" with "in". (Page 68)
6. Revise the entire document by replacing all references to the term "right-of-way" with "right-of-ways" where a plural context exists.
7. Revise the second sentence in the first bullet point by replacing "Southwest" with "Southeast." (Page 71)
8. Revise number 4 to read as follows: "Heritage Avenue and Cheek-Sparger Road intersection – work with the City of Euless and/or the City of Bedford as needed to make improvements as appropriate when necessary." (Page 71)
9. Revise number 4 to read as follows: "...and to the west along Big Bear Creek to potentially connect to the Cottonbelt Trail along Colleyville Boulevard." (Page 80)
10. Revise Action 6-2A by striking the words "Consider PUD-R or overlay zoning" and revising the sentence to read as follows: "Implement consistent standards for new neighborhoods." (Page 86)
11. Revise Action 6-6 by revising the end of the second sentence to read as follows: "...and leads to higher levels of community interaction." (Page 87)
12. Revise Action 6-10 by replacing "should" with "are required to" (Page 89)
13. Revise the sixth bullet point to read as follows: "Reflect and support the City's objectives to be a good steward of the environment, considering the costs and benefits of environmental decisions." (Page 95)
14. Revise the second sentence in Action 7-15 to read as follows: "This could include an assessment of the City's Land Development Code related to green building practices." (Page 110)
15. Revise the first sentence of the first paragraph to read as follows: "Destination Colleyville proposes to maintain the residential density policies of the 2004 Colleyville Plan of 1.8 dwelling units per acre. Therefore..." (Page 115)
16. Strike the fifth paragraph in its entirety and create a new paragraph with the following sentence: "Since 1998, all subsequent Colleyville Master Plans have reinforced this density standard." (Page 115)
17. Add an additional bullet to the "Commercial" section to read as follows: "Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment." (Page 154)
18. Revise the seventh bullet in the "Residential" section to read as follows: "Implement consistent standards for new neighborhoods." To reflect the recommended changes on page 86. (Page 154)

19. Revise Action 6.2A to read as follows: "Implement consistent standards for new neighborhoods." (Page 170)
20. Add an additional action item: Action 6.11 to read as follows: "Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment." (Page 170)
21. Staff shall review and confirm all zoning standards listed in "Table 12.1 Current Zoning Regulations" of Appendix B are accurate reflections of the current regulations. Staff is to brief the Commission should any changes be required. (Page 195)

The Planning and Zoning Commission supports the recommendation to remove Appendix A and B from the Comprehensive Plan and to serve as stand-alone documents. The Planning and Zoning Commission requested an action plan from staff related to the management of the documents and subsequent updates.

Recommendation: Staff recommends approval of the proposed amendments.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Comprehensive Plan Table of Changes
2. Comprehensive Plan Revisions/Redlines
3. Speaker Cards - Support
4. Speaker Card - Opposition
5. Mayor Newton's Comments
6. Mayor Pro-Tem Putnam's Comments
7. December 14, 2016 Worksession Presentation
8. Comprehensive Plan - Hyperlink
9. Ordinance O-17-2005

Table of Comprehensive Plan Changes

2/7/2017

Page	Change (Blue Text = P&Z Edit from 1/9/2017)	Source
vii	1. Added comments into Executive Summary regarding protecting neighborhoods.	Mayor's markups and the July Council workshop discussion
14	2. Deleted reference to the old plan, because it created confusion and is unnecessary, since the calculation is spelled out. 3. <u>Revised numbers in the fourth paragraph to reflect updated net density calculations. Deleted 492.7 and replace with "418.8". Also, deleted 0.77 square miles and replace with "0.65" square miles.</u>	Mayor's markups and the July Council workshop discussion & comments from the January 9, 2017 P&Z Meeting
15	4. Updated the population forecast. Removed 15% of the developable acreage to accommodate for right-of-way. 5. Removed mathematical calculation for density. 6. Added text to clarify the projection does not include the redevelopment of existing large lots. 7. <u>Revised the last sentence of Note: 1 to read as follows: "This reduction is made by removing right-of-ways from the acreage calculation."</u>	Mayor's markups and the July Council workshop discussion & the December Council Meeting & comments from the January 9, 2017 P&Z Meeting
28	8. Added items #4 and #5 under Chapter 6. 9. Added text to clarifying landscaping for public land and common areas. 10. <u>Revised number 4 in the "City Services & Facilities Chapter 7" column to read as follows: "Proactively support efforts to implement economical, efficient, and effective initiatives to improve City services."</u>	Staff/Consultant Follow-Up Change & the December Council Meeting & comments from the January 9, 2017 P&Z Meeting
29	11. Added "net density" text to Chapter 9 goal.	Mayor's markups and the July Council workshop discussion
38	12. Added Precinct Line Road and S.H. 121 to Action 4-3. 13. Deleted "and other appropriate locations." 14. <u>Revised the sixth bullet point in the call-out box to read as follows: "Mixed-use developments – 16.0 percent of respondents felt that mixed-use areas were definitely needed; 31 percent felt somewhat needed; 36 percent felt not needed; and 17 percent had no opinion."</u>	Mayor's markups and the July Council workshop discussion & the December Council Meeting & comments from the January 9, 2017 P&Z Meeting
47	15. Added Glade Road to list of roadways containing signature elements.	Staff/Consultant Follow-Up Change
61	16. Statement about Land Development Code has been amended.	Mayor's markups and the July Council workshop discussion
68	17. Added a statement about character and integrity. 18. Added statement about existing character. 19. <u>Revised the last sentence in the second paragraph by replacing "into" with "in".</u>	Mayor's markups and the July Council workshop discussion & comments from the January 9, 2017 P&Z Meeting
70	20. Updated acreages for net density. 21. Updated text to clarify 1.8 acres for net density.	Mayor's markups and the July Council workshop discussion
71	22. Changed non-residential to intensity of commercial development. 23. Added statement to #4 about character of existing road design 24. Added item #5. 25. <u>Revised the second sentence in the first bullet point by replacing "Southwest" with "Southeast."</u> 26. <u>Revised number 4 to read as follows: "Heritage Avenue and Cheek-Sparger Road intersection – work with the City of Euless and/or the City of Bedford as needed to make improvements as appropriate when necessary."</u>	Mayor's markups and the July Council workshop discussion & the December Council Meeting & comments from the January 9, 2017 P&Z Meeting
73	27. Added the total net acres for Neighborhood Area 2.	Staff/Consultant Follow-Up Change

Table of Comprehensive Plan Changes

2/7/2017

74	28. Added item #7.	Mayor's markups and the July Council workshop discussion
76	29. Added the total net acres and total lots for Neighborhood Area 3.	Staff/Consultant Follow-Up Change
77	30. Added item #3.	Mayor's markups and the July Council workshop discussion
79	31. Added the total net acres and total lots for Neighborhood Area 4.	Staff/Consultant Follow-Up Change
80	32. Add additional language to the end of #4 and correct south to west. 33. Added item #5. 34. Added the total net acres and total lots for Neighborhood Area 5. 35. Revised number 4 to read as follows: "...and to the west along Big Bear Creek to potentially connect to the Cotton Belt Trail along Colleyville Boulevard."	Staff/Consultant Follow-Up Change & the December Council Meeting & comments from the January 9, 2017 P&Z Meeting
82	36. Added item #4.	Mayor's markups and the July Council workshop discussion
84	37. Updated the net density. 38. Added the total net acres and total lots for Neighborhood Area 6. 39. Delete McDonnell School Road to be extended to Cutter Ridge Court. 40. Deleted "and MTP connectivity recommendations."	Staff/Consultant Follow-Up Change & the December Council Meeting
85	41. Added item #2. 42. Add sentence emphasizing policy doesn't allow for higher density residential development as existing neighborhoods redevelop.	Mayor's markups and the July Council workshop discussion
86	43. Added Action 6-2A. 44. Revised Action 6-2A by striking the words "Consider PUD-R or overlay zoning" and revising the sentence to read as follows: "Implement consistent standards for new neighborhoods."	Mayor's markups and the July Council workshop discussion & comments from the January 9, 2017 P&Z Meeting
87	45. Added verbiage about withstanding test of time. 46. Added placeholder image. 47. Revised Action 6-6 by revising the end of the second sentence to read as follows: "...and leads to higher levels of community interaction."	Mayor's markups and the July Council workshop discussion & comments from the January 9, 2017 P&Z Meeting
88	48. Underlined sentence about reducing cul-de-sacs. 49. Made a callout box for reducing cul-de-sacs. 50. Added language to 6-7 about trees.	Mayor's markups and the July Council workshop discussion
89	51. Added policy related to tree canopies and quality landscaping. 52. Revised Action 6-10 by replacing "should" with "are required to" 53. Added an additional action item: Action 6.11 to read as follows: "Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment."	Mayor's markups and the July Council workshop discussion & comments from the January 9, 2017 P&Z Meeting
95	54. Updated text related to private parks and the level of service (LOS). 55. Revised the sixth bullet point to read as follows: "Reflect and support the city's objectives to be a good steward of the environment, considering the costs and benefits of environmental decisions."	Mayor's markups & comments from the January 9, 2017 P&Z Meeting
96	56. Updated Table 7.1 based on new population projection. 57. Updated Table 7.1 to remove grand totals, since they are no longer applicable.	Staff/Consultant Follow-Up Change & the December Council Meeting
109	58. Updated Action 7-14 to clarify low impact development (LID).	Mayor's markups and the July Council workshop discussion
110	59. Updated Action 7-14 to clarify low impact development (LID). 60. Revised the second sentence in Action 7-15 to read as follows: "This could include an assessment of the City's Land Development Code related to green building practices."	Mayor's markups and the July Council workshop discussion & comments from the January 9, 2017 P&Z Meeting

Table of Comprehensive Plan Changes

2/7/2017

115	61. Updated residential density discussion to clarify net versus gross. 62. Removed text regarding Transitional Areas. 63. Revised the first sentence of the first paragraph to read as follows: "Destination Colleyville proposes to maintain the residential density policies of the 2004 Colleyville Plan of 1.8 dwelling units per acre. Therefore..." 64. Deleted the fifth paragraph in its entirety and created a new paragraph with the following sentence: "Since 1998, all subsequent Colleyville Master Plans have reinforced this density standard."	Mayor's markups and the July Council workshop discussion & the December Council Meeting & comments from the January 9, 2017 P&Z Meeting
116	65. Removed text regarding Transitional Areas.	July Council workshop discussion
119	66. Added bullet point about open space adjacent to roads.	Mayor's markups and the July Council workshop discussion
123	67. Added Mixed-use to the land use types. 68. Added bullet point addressing relocation of utilities 69. Deleted the word "single" to clarify the beautification project was the "most important."	Mayor's markups and the July Council workshop discussion & the December Council Meeting
124	70. Deleted Transitional Areas text box.	Staff/Consultant Follow-Up Change
130	71. Added text to clarify the plan contains action, rather than Appendix A.	Staff/Consultant Follow-Up Change
136	72. Removed text regarding Transitional Areas. 73. Softened language from shall to recommend.	December Council Meeting & the December Council Meeting
137	74. Added Figure 9.4a.	Staff/Consultant Follow-Up Change
154	75. Updated Table 10.1: Added proactive rezonings, added text to recommend revising the LDC, and added text for floodplain regulations. 76. Added an additional bullet to the "Commercial" section to read as follows: "Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment." 77. Revised the seventh bullet in the "Residential" section to read as follows: "Implement consistent standards for new neighborhoods." To reflect the recommended changes on page 86.	Staff/Consultant Follow-Up Change & comments from the January 9, 2017 P&Z Meeting
170	78. Updated Table 10.3: Added recommended actions to match revisions. 79. Revised Action 6.2A to read as follows: "Implement consistent standards for new neighborhoods." 80. Added an additional action item: Action 6.11 to read as follows: "Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment."	Staff/Consultant Follow-Up Change & comments from the January 9, 2017 P&Z Meeting

Comprehensive Plan Revisions/Redlines

DESTINATION COLLEYVILLE - EXECUTIVE SUMMARY

Colleyville is one of the premier places to live in the greater Dallas-Fort Worth (DFW) Metroplex. The city is well known for its great neighborhoods, excellent schools, and well-maintained parks and amenities, all located with convenient access to regional employment destinations such as DFW International Airport, Downtown Fort Worth, Las Colinas, and Downtown Dallas.

This comprehensive plan reflects the vision for the Colleyville of tomorrow. It has been crafted from community input over the course of more than a year. It builds on the strengths of the city today and identifies the framework for key decisions and actions that will guide Colleyville over the next two decades to make that vision become a reality.

The Colleyville community recognizes and cherishes the strengths of the city and wants to preserve and enhance those qualities. The community wants to make Colleyville the destination of choice for those seeking a vibrant place to live, work, or play with a high quality of life. A key strength of Colleyville is the high quality, low density neighborhoods. A goal of the plan is to define strategies to protect and maintain the quality and character of those neighborhoods. It is recognized that there will be tremendous pressure to redevelop them into higher density housing that will not distinguish Colleyville from its neighbors. This plan reinforces and builds on the principles and values that have historically guided decisions in the city, but it also updates policies on new topics since the previous plan's adoption.

Destination Colleyville contains the following framework that encompasses the goals and policies of the Plan:

- Preservation of neighborhoods.
- Enhancing Colleyville's economic resilience.
- Creating a connected Colleyville.
- Enhancing Colleyville's character and brand.
- Securing the economic spine of the city.
- Enhancing amenities and services.

The Plan then translates these framework principles into key goals for economic stability, transportation, housing and neighborhoods, City services and facilities, future land use, and character and placemaking. Each of these elements includes goals, policies, actions and benchmarks which are based on Colleyville's unique context and community input.

More specifically, this Plan details the future vision for Colleyville Boulevard. Colleyville Boulevard is not only the city's main economic engine, but is also the key to defining the character of Colleyville. It provides access to entertainment and boutique retail destinations, as well as meeting the day-to-day needs of the residents who live in the city. One of the major goals of this comprehensive plan update is to address the redevelopment and enhancement of properties along Colleyville Boulevard to create a cohesive development character, while recognizing key nodes or areas as special places with greater concentration of commercial/retail uses in a more pedestrian-friendly context.

This Plan emphasizes implementation as a key for its success. Implementation in the Plan's context is aligning the policies in this plan with the city's regulatory, infrastructure, operational, and fiscal tools. In moving forward, this Plan and associated principles and goals help the community prioritize the city's actions in addressing its many competing needs and requests. *Destination Colleyville* guides the city into its bright future, setting the stage for continued success.

Comprehensive Plan Revisions/Redlines

Further, the plan projected that the city's annual growth rate would slow to 1.25 percent during the years 2011 through 2015, decrease even further to 0.75 percent for the years 2016 through 2020, and decrease further to 0.50 after 2020. During the past five years (2010 to 2014), the city's actual annual growth rate was 0.81 percent.

With fixed boundaries and an increasingly limited amount of land remaining available for development, Colleyville is getting closer to its maximum population.

Population Estimate

While it would be easy to simply utilize the estimate that was contained in The Colleyville Plan (2004-2025), there have been many changes in the city that have occurred since then. First is that the city, like the rest of the country, has been impacted by a significant recession. While this may not have had as great of an impact on Texas cities as elsewhere, it has resulted in changes in consumer preferences (regarding housing, debt, driving and commuting preferences, among others). The city has also had 10 additional years of development which means there is less land available for development. Therefore, it was determined that

an analysis, using a similar methodology as was used in *The Colleyville Plan* (2004-2025), would further quantify the city's maximum population.

First, areas within the city that had sufficient acreage (approximately 3 acres or larger) and characteristics for potential redevelopment were identified. These areas equaled about 418.8 acres or 0.65 square miles out of 13.10 square miles. Second, an analysis of both the city's current Future Land Use Map (adopted 2004) and the draft Future Land Use Map contained within this plan were undertaken. Both maps identified that a majority of these potential areas are classified as single-family detached residential.

~~In The Colleyville Plan (2004-2025), the low and high estimates were calculated using an average residential density factor of 1.8 (base estimate) and 3.5 dwelling units per acre (high estimate). The estimate below was (see Table 2.1, Population Forecast) prepared using the following calculation:~~

$$[(\text{acres}) \times (\text{net density}) \times (\text{occupancy rate}) \times (\text{household size})] + [(\text{vacant platted lots}) \times (\text{household size})] + (\text{current population estimate}) = \text{population forecast}$$



Population growth stabilizes as the city has fewer and fewer parcels remaining for development.

COLLEYVILLE 2035 COMPREHENSIVE PLAN

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Blue text and red strikethrough indicate proposed amendments.

Yellow highlight indicates revisions based on December 14, 2016 City Council worksession.

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Comprehensive Plan Revisions/Redlines

The result indicates that the city could reach a population of ~~27,943~~ 27,518 people depending on the development that occurs over the next 20 years and beyond. The city can feasibly accommodate this population growth by utilizing sound land use planning and associated implementation tools. The differences in population should not have a significant impact on the city's ability to provide services or meet infrastructure needs.

Table 2.1, Population Forecast

Net Acreage ¹	Net Density ²	Vacant Platted Lots ³	Household Size ⁴	Occupancy Rate ⁵	Projected Maximum Population ⁶
492.7 418.8 +/-	1.8	600	2.88	96.9%	27,943 27,518 people

Notes:

¹ The identified acreage is based on an analysis of property that is of sufficient size, shape, and characteristics to be potentially redeveloped during this planning horizon. A 1.5 percent reduction to the gross acreage has been applied to calculate net acreage. This reduction is made by removing rights-of-ways from the acreage calculation. ~~for rights-of-ways.~~

~~² A net density of 1.8 dwelling units per acre produces 24,200 square foot lots.~~

³ Is an approximate estimate of residentially zoned and platted lots that are currently vacant or under construction.

⁴ Household size is from the U.S. Census Bureau 2010 Decennial Census: *Profile of General Population and Housing Characteristics: 2010*.

⁵ Occupancy Rate is from the U.S. Census Bureau 2010 Decennial Census: *Profile of General Population and Housing Characteristics: 2010*.

⁶ The projected maximum population is derived by adding the estimated increase in population to the current population of 23,740 people. The population projection does not consider the redevelopment of existing large lots.

Comprehensive Plan Revisions/Redlines

Housing & Neighborhoods Chapter 6



Goals:

Preserve high quality, established neighborhoods with an emphasis on large lots and natural settings with a “country feel.”

Connect neighborhoods and provide high quality amenities.

Policies

1. Preserve neighborhood character and quality.
2. Enhance neighborhood-level amenities and connectivity such as pocket parks, sidewalks, and trails.
3. Require new neighborhood developments to demonstrate and contribute to Colleyville’s character.
4. Ensure tree canopies and quality landscaping are created and maintained on public land and common areas.
5. Maintain “current built” density or less in existing neighborhoods as redevelopment occurs.

Benchmarks

- Improved access to neighborhood-level park improvements.
- Increased number and quality of neighborhood-level amenities and connections (ex. trails).

City Services & Facilities Chapter 7



Goal:

Maintain an exceptional system of City services and facilities that is technologically current, efficient, and responsive to the needs of the Colleyville community.

Policies

1. Continue to maintain and improve the City’s facilities as appropriate.
2. Continue proactive and effective public services to ensure the public health, safety, and welfare of the Colleyville community.
3. Provide and maintain a well-planned and fiscally sustainable public infrastructure.
4. Proactively support efforts to implement economical, efficient, and effective initiatives to improve City services, promote green initiatives for fiscal resilience.

Benchmarks

- Additional facility improvements completed.
- Maintained a minimum 90 percent level of satisfaction among the community with City services.
- Maintained or improved current response times for Police and Fire services.
- Additional infrastructure improvements completed.

Comprehensive Plan Revisions/Redlines

Future Land Use Chapter 8



Goal:

Maintain the integrity of the existing land uses by ensuring the Future Land Use Plan map and categories reflect the land use mix and character of desired development.

Policies

Establish appropriate future land use categories in the City's Future Land Use Map (FLUM):

- Residential
- Commercial
- Institutional
- Parks and Open Space
- Colleyville Boulevard Corridor (CBC)

Character & Placemaking Chapter 9



Goal:

Ensure high quality neighborhood design at a net density of 1.8 dwelling units per acre or less that positively contributes to surrounding neighborhoods and the country character of Colleyville.

Enhance the city's commercial corridors to make them unique destinations – specifically Colleyville Boulevard and Precinct Line Road – by creating a unique design aesthetic that sets these corridors apart from adjoining communities and continues to attract destination commercial uses.

Policies

1. Preserve the “country-feel” of roadways.
2. Ensure compatibility of new neighborhoods with existing neighborhoods and connectivity with adjoining developments where appropriate.
3. Create a plan to coordinate the public realm and private development standards for the Colleyville Boulevard Corridor with a strong and unique sense of place that transforms the Corridor into a true destination.
4. Create a unique commercial corridor for Precinct Line Road.

Comprehensive Plan Revisions/Redlines

Figure 4.4. Businesses Needed in Colleyville

As part of the city-wide survey administered during this comprehensive planning process, participants identified the following types of businesses that were needed in the city. These expressed “needs” by community residents can contribute to additional sales tax dollars and revenues for the city.

- **Small retail stores / boutiques** – 48.3 percent of respondents felt that more small retail / boutique stores were definitely needed (15%) or somewhat needed (33.3%).
- **Medium-sized retail stores** – 77.7 percent of respondents felt that medium-sized retail stores were definitely needed (34.0%) or somewhat needed (43.7%).
- **Large retail stores** – 56.1 percent of respondents felt that large retail stores were definitely needed (30.6%) or somewhat needed (25.5%).
- **Professional services** – 42.5 percent of respondents felt that additional professional services (e.g., medical, legal, health, beauty, etc.) were definitely needed (10.2%) or somewhat needed (32.3%). Conversely, almost 40 percent felt that more of these services were not needed.
- **Sit-down restaurants** – 85.2 percent of respondents felt that additional sit-down restaurants were definitely needed (45.2%) or somewhat needed (40.0%). Conversely, 50.4 percent felt that more fast food services were not needed.
- **Mixed-use developments** – **16.0** percent of respondents felt that mixed-use areas were definitely needed; **31 percent felt somewhat needed; 36 percent felt not needed; and 17 percent had no opinion. (16.2%) or somewhat needed (30.8%).**

Source: Community responses from the 2014 city-wide opinion survey

Policy: Recruit – Continue to promote Colleyville as an excellent and convenient place to locate a business.

Businesses are attracted to locations that are vibrant and offer a high standard of living for their management and staff. Businesses with specialized professional staff, in particular, favor walkable and vibrant locations that help them attract top talent. Colleyville can readily be promoted as a place where it is easy to live, work, play, and stay. The City’s neighborhoods and schools are already top-notch and can help recruit businesses to the City in conjunction with the City’s incentive policy and Economic Development Strategic Plan.

There are limited locations within the City for new, quality, commercial development. It will be imperative to ensure that the City can maximize this new commercial development potential to the extent possible. Details on the design and quality considerations are included in Chapter 9.

- **Action 4-3: Continue to pursue new commercial development in the Colleyville Boulevard Corridor, Precinct Line Road, and S.H. 121, and other appropriate locations.**

Pursuing new, quality, commercial development in the Colleyville Boulevard Corridor, specifically at the Northern Gateway, and the Precinct Line Road Corridor, is a priority to increase commercial tax base, and to reduce retail sales leakage to other cities within the region. Catalyst’s assessment identified the capacity for an additional 303,000 square feet of retail goods and services by 2024 (see Figure 4.4. *Businesses Needed in Colleyville* on the left).

Historically, the City has absorbed an average of 6,000 square feet of professional office space and current absorption is close to 15,000 square feet with vacancy near 7%. Additional opportunities in Colleyville would be for boutique corporate headquarters. Overall, forecasts show that demand for quality office will continue to increase. The addition of quality professional office uses will not only capitalize on the areas available highly educated workforce but also provide additional daytime visitors that can increase sales at Colleyville’s stores and restaurants.

COLLEYVILLE 2035 COMPREHENSIVE PLAN

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Character of Streets

The community identified the country character associated with driving along roads within and throughout Colleyville as one of the community's key strengths. The old county roadway system that previously existed in most of the neighboring communities eventually gave way to multi-lane improvement projects. However, in Colleyville, significant sections of the old county roadway system have been retained and generally function today as

the collector streets. Many of the existing roadways in the city contain signature elements (e.g., mature trees, rural fencing, open swales, etc.) that create a unique character which sets Colleyville apart from many of the surrounding communities. See Figure 5.1, *Existing Streets With Character*. Some of these streets include sections of Pleasant Run Road, Cheek-Sparger Road, Jackson Road, Oak Knoll Drive, Westcoat Drive, Bransford Road, [Glade Road](#), John McCain Road, and McDonnell School Road.

Figure 5.1. Examples of Existing Streets With Character



Fencing and open space as signature elements



Mature trees and no curbing as signature elements



Open swales and no curbing as signature elements



Fencing and woodlands as signature elements

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During the planning process, the Colleyville community frequently noted their appreciation for the roundabouts that have been installed in recent years, and asked that those improvements continue. The photo depicts the roundabout installed at the intersection of Glade and Pool Roads.

Policy: Explore opportunities to improve connectivity within and between neighborhoods and developments (especially along the Colleyville Boulevard Corridor and adjoining neighborhoods).

As Colleyville developed, many neighborhoods were built with only one or two vehicular access points and frequently lacked vehicular connections to nearby neighborhoods. In recent years, many newer developments have been built in the same manner, forcing all traffic out to the nearby collectors or arterials. In places where higher capacity collectors and arterials are available, this may be acceptable. However, with the desire to maintain a rural character in Colleyville, this design arrangement simply increases the burden on the city's collectors and arterials. Similarly, many commercial developments were designed without internal connectivity to adjacent parcels. [The Land Development Code has been amended to ensure internal connectivity and cross access for all new development.](#)

In addition, there is increasing desire on the part of Colleyville residents to be able to walk or ride a bicycle to nearby destinations. Access to sidewalks and trails for both recreation and mobility is becoming an important element of quality of life for many communities, especially for Colleyville. The Colleyville community has expressed this desire repeatedly, going back to the 1998 Plan, The Colleyville Plan (2004– 2025), and most recently as part of the 2011 Parks, Recreation & Open Space Master Plan.

Given the narrow pavement sections and the desire to maintain the rural character of drainage swales along many streets, the preferred solution to improve connectivity for both bicyclists and pedestrians is to expand the city's system of trails that parallel many streets. These trails are typically 10-feet wide and can carry low to medium volumes of both bicyclists and pedestrians concurrently (as long as high-speed bicycle travel is not anticipated). Since there is a growing interest in walking and bicycling, every neighborhood in Colleyville should have comfortable and appealing options for users to walk or ride to nearby destinations.

COLLEYVILLE 2035 COMPREHENSIVE PLAN

DESTINATION COLLEYVILLE

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Comprehensive Plan Revisions/Redlines

Housing and Neighborhoods

Colleyville is widely known for the high quality of its neighborhoods. Colleyville residents enjoy quiet internal neighborhood streets with little traffic, mature trees, extensive green areas, nearby parks and other amenities, and access to some of the best schools in the entire DFW Metroplex region. The city's crime rate is extraordinarily low, and residents can also rest assured that their investment in their property will retain its value over the years. As a result, Colleyville continues to be one of the most desired places to live.

The character of the existing neighborhoods can be defined by the width of its streets, the size and number of trees, size of the front yards, sidewalks, and neighborhood amenities such as parks and trails, which all culminate into the creation of a true sense of place. Retaining the value and quality of neighborhoods is one of the single most important priorities of the Colleyville community.

Since much of the city consists of existing residential neighborhoods, Colleyville's long-term future is inextricably tied to its housing quality and conditions. In the 1970's areas of high density zoning were approved. However, these areas have developed at a much lower density. In order to preserve these neighborhoods, the City must have a policy to rezone the higher density zoning designations to a lower density which is consistent with the built conditions. If a policy is not implemented, these areas may redevelop at a higher density, thereby destroying the character and quality of the neighborhood. While one challenge is to protect and preserve existing neighborhoods, another is to ensure future housing further strengthens the city's status in the DFW Metroplex region. In the city's mature existing neighborhoods, housing exhibits a rural character accessed by rural roadways. In these areas, increased access to quality-of-life amenities (e.g., improved walkability, recreation, etc.) is important. In new neighborhoods, tree preservation, high quality layout and design should be a minimum requirement to ensure that these important amenities are considered while creating neighborhoods that have a sense of character. Each of these

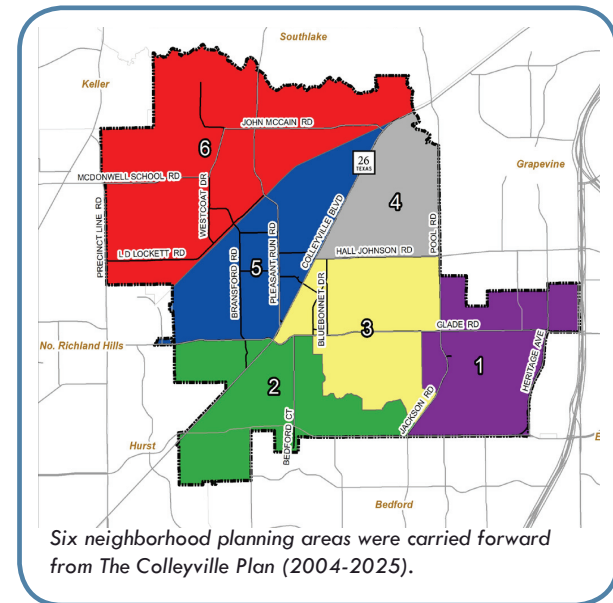
considerations, if done well, strengthens the character of the city which is so important to the Colleyville community.

Neighborhood Planning Areas

During the planning process for The Colleyville Plan (2004-2025), the city was divided into six neighborhood planning areas to help facilitate participation and planning. The boundaries of the six planning areas were chosen based on the service areas of the existing homeowner associations, as well as physical features such as major streets, railroads, and creeks.

Destination Colleyville uses the same six neighborhood planning areas to facilitate discussions and develop strategies to enhance neighborhoods in all parts of the city.

Figure 6.1. Six Neighborhood Planning Areas



**PRESERVING
NEIGHBORHOOD
INTEGRITY**

Preservation of the existing neighborhood character is a top priority should redevelopment occur.

Protection of the character and integrity of existing neighborhoods should be ensured by the promotion of future development that is compatible with existing neighborhoods.

Comprehensive Plan Revisions/Redlines

Southeast Colleyville - Neighborhood Area 1

Placement in the Community

Southeast Colleyville occupies the southeast quadrant of the city. Bounded by Cheek-Sparger Road to the south, Jackson and Pool Roads to the west, State Highway (SH) 121 and Heritage Avenue to the east, and the city limits with Grapevine to the north and east, Southeast Colleyville totals approximately 1,213 acres (1.9 square miles) or 14.3 percent of the overall land area of Colleyville. With the development of the Heritage Avenue tract into single family homes, most of Southeast Colleyville is developed.

During the planning process for the comprehensive plan, feedback from focus groups comprised of residents of this area noted the convenience of living here, with easy access to SH 121 and also to commercial areas along Colleyville Boulevard. The major issue for the area is traffic congestion along Glade Road and Cheek-Sparger Road, and occasional periodic traffic delays generated by other users in the area (e.g., churches).

Character and Form

The following descriptions provide a summary of the character, development pattern, transportation and connectivity, and parks, recreation and open space in Southeast Colleyville.

- **General character.** Small portions of this area can be characterized as fairly typical suburban style developments. However, these developments transition to portions of Southeast Colleyville that are among the most beautiful in all of Colleyville. Home styles vary from older 1970's ranch style homes to large mansions with extensive open space and attractive front yards. Several gated communities exist in the area along Martin Parkway

and Jackson Road. Much of the area drains to tributaries of Little Bear Creek, and as a result the area is heavily wooded with stands of large mature trees. This wooded character is extremely appealing and is one of the distinguishing aspects of much of Southeast Colleyville. Private ponds which are visible from the area's public streets also contribute to the lush, luxurious feel of the area.

- **Development Pattern.** Approximately 90 percent¹ of this area is comprised of existing single family residences, with the remaining 10 percent consisting of commercial and institutional uses. Residential lot sizes vary from estate-sized lots along drainage tributaries of Little Bear Creek, to garden home-sized lots north of Glade Road and west of Heritage Avenue. Development patterns transition from freeway commercial uses at Glade Road and SH 121, to garden residential lots near Heritage Avenue and Glade Roads, finally to larger lots further to the west and throughout the remainder of Southeast Colleyville. Residential uses in the area total ~~1,112~~ **945 net** acres and 1,707 lots, yielding a residential **net** density² of **1.8** ~~approximately~~ ~~1.54~~ dwelling units per acre³.
- **Transportation and Linkages.** Glade Road and Cheek-Sparger Road are the primary east-west minor arterials in the area. Heritage Avenue, Martin Parkway, and Jackson Road are the primary north-south roadways for this area. Apart from the four-lane sections of Glade Road and Heritage

¹ Existing residential percentage for each neighborhood area includes all areas within residential and agricultural zoning districts and includes rights-of-way and parks.

² **Net density is calculated by removing 1.5 percent of the gross area for right-of-way.**

³ Residential density is calculated by dividing the total number of residential lots (occupied and vacant) in the neighborhood by the total land area in the neighborhood in residential or Agricultural zoning district categories.

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Avenue at the commercial areas near SH 121, most streets in the area, including arterial, are two-lane roadways.

- **Parks, Recreation, and Open Space.** Southeast Colleyville has several private parks but no public parkland. The open parkland behind the Senior Center in South ~~east~~west Colleyville provides the main park space for this area. A total of 46 acres of private parkland are contained in the area, however, much of this private parkland is fenced and restricted to specific neighborhoods or homes. Some residents of the area have access to Melrose Park, which is a large private neighborhood park located on Martin Parkway. With the exception of wide sidewalks along a portion of Glade Road and Heritage Avenue, leading to the middle school and high school, the area has no existing public trails. Private recreational trails can be found in Melrose Park, as well as in privately shared open space east of Martin Parkway.

Key Current and Future Considerations for Southeast Colleyville

- The commercial areas between SH 121 and Heritage Avenue are vital to the overall fiscal health of the city. They are the only freeway-oriented properties in the city, and have no direct residential adjacencies. As such, the intensity of development directly adjacent to SH 121 should be maintained and even increased where appropriate. ~~Non-residential~~ Intensity of commercial development densities can decrease closer to Heritage Avenue, but should still remain among the highest in the city.
1. Roadway improvements are discussed in the Transportation section of this plan. However,

Southeast Colleyville residents have expressed their desire that Glade Road remain two lanes, with the exception of upgrades at intersections to improve traffic flow. Any improvements to Cheek-Sparger Road should carefully consider the character of the roadway. For both roads, shoulder improvements for roadway safety and traffic flow improvements at key intersections should be considered, where and when feasible.

2. No public park improvements are currently slated for this area. However, future park improvements in the city's park land adjacent to the Senior Center will be needed to provide public facilities for residents of Southeast Colleyville.
3. Sections of ~~eight- to 10-foot wide~~ trails exist along the north parkway of Glade Road between Pool Road and Heritage Avenue. Filling trail gaps along this section of Glade Road should be planned in order to enhance connections to area schools, retail and dining closer to SH 121. However, these enhancements should be done in a manner that maintains the character of the existing road design.
4. Heritage Avenue and Cheek-Sparger Road intersection – work with the City of Euless and/ or the City of Bedford as needed to make improvements as appropriate when necessary.
5. Protect the integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

Comprehensive Plan Revisions/Redlines

Southwest Colleyville - Neighborhood Area 2

Placement in the Community

Southwest Colleyville occupies the southwest corner of Colleyville, and is generally bounded by Glade Road and Little Bear Creek to the north, Cheek-Sparger Road to the south, Jackson Road to the east, and Colleyville Boulevard to the west. A portion of Southwest Colleyville neighborhood area is west of Colleyville Boulevard and extends to Precinct Line Road which is the city limits with Hurst. Southwest Colleyville totals approximately 1,292 acres (2.02 sq. miles) or 15.3 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area noted the high quality of their neighborhoods and, with this area's proximity to Colleyville Boulevard, the relative convenience and accessibility to other areas of the city.

Character and Form

- **General character.** While more than three-quarters residential, this area also has some non-residential uses extending along Colleyville Boulevard. The area is traversed by Little Bear Creek and consequently includes significant green spaces. Bedford Road, which crosses Little Bear Creek, is representative of the characteristic beautiful Colleyville thoroughfare, with large trees and a classic rural feel along much of the roadway in this area.
- **Development Pattern.** Southwest Colleyville is essentially completely developed, with only a few lots remaining open for development. The area is approximately 83 percent existing residential uses (911.5 net acres) with 1,718 lots. This neighborhood has a net density of approximately ~~1.60~~ 1.9

dwelling units per acre. Lots in the area are still generally below average in size, ranging from 10,000 to 15,000 square feet in size.

- **Transportation and Linkages.** Glade Road and Cheek-Sparger Road are the only east-west minor arterials in the area. Colleyville Boulevard, Precinct Line Road, Bedford Road, and Brown Trail are the only major north-south roadways in the area. With an eventual six lanes, Colleyville Boulevard has significant capacity to handle the traffic needs of the area. However, getting to Colleyville Boulevard is through a two lane section of Cheek-Sparger Road between Oakbriar Lane and Colleyville Boulevard.
- **Parks, Recreation, and Open Space.** This area has a higher percentage of public parkland than any other in the city. The Colleyville Nature Center and Sparger Park take advantage of their pristine locations adjacent to Little Bear Creek and are major amenities for the area. Woodbriar Neighborhood Park provides amenities south of Cheek-Sparger Road, and all neighborhoods in this area have close access to parks. Trails can be found in both parks, and older private trails along Cheek-Sparger Road point to future trail possibilities that mimic the public trail across Cheek-Sparger Road in Bedford.

Key Current and Future Considerations for Southwest Colleyville

1. Redevelopment of the existing commercial lands between Colleyville Boulevard and Felps Drive will most likely occur in the future, and should be encouraged to bring additional destination value to Colleyville Boulevard. The buffering of residential

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areas east of Felps Drive should be incorporated into any redevelopment plans for the area. More compact and walkable non-residential development should be encouraged for other tracts along Colleyville Boulevard, and should take advantage of the desire to be close to Colleyville Downs Shopping Center.

patterns and development character.

2. Neighborhood-scale retail and office uses should be encouraged at the southern corners of Cheek-Sparger Road and Bedford Road, with adequate buffering provided where residential adjacencies occur.
3. Proposals for development of floodplain lands on the north side of Little Bear Creek between Colleyville Boulevard and Bedford Road should be carefully evaluated for their potential impact on area flooding and the beautiful creek environment. The loss of creek environment could impact the value of nearby residential areas.
4. Evaluate options to improve traffic flow along Cheek-Sparger Road between Bedford Road and Colleyville Boulevard, including improving the intersection of Bedford Road and Cheek-Sparger Road. Consider improvements as appropriate along Cheek-Sparger Road between Colleyville Boulevard and Brown Trail (San Bar Lane to Oakbriar Lane).
5. Trail linkages between the Nature Center and Sparger Park would create a unique amenity for this neighborhood area and should be a high-priority focus. These trail linkages could use natural paving materials in keeping with the character of the area.
6. Explore ways to widen and enhance the existing trails on the south side of Cheek-Sparger Road in partnership with the City of Bedford.
7. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development.

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South Central Colleyville - Neighborhood Area 3

Placement in the Community

Neighborhood Area 3 (South Central Colleyville) focuses on a central area of the city, east of Colleyville Boulevard. It extends from Pool Road on the east, the centerline of Little Bear Creek and Jackson Road on the south, Colleyville Boulevard on the west, and Hall-Johnson Road to the north. This area is key to the future of Colleyville, since it contains commercial areas along the Colleyville Boulevard Corridor. South Central Colleyville totals approximately 1,248 acres (1.95 sq. miles) or 14.7 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area noted the quality and love for their neighborhoods. They expressed the desire to ensure that the character of major streets in the area, such as Glade Road, is not lost due to roadway improvements to increase traffic flow.

Character and Form

- **General character.** Much of this neighborhood area has a large estate lot feeling to it. The area also includes significant commercial development along Colleyville Boulevard. Residential areas along Little Bear Creek, with forest-like stands of mature trees, are among the most scenic and beautiful areas in the entire city. Preservation of the existing neighborhood character should be a top priority should redevelopment occur.
- **Development Pattern.** As is the case in other areas, South Central Colleyville is essentially completely developed, with only a few lots remaining to be developed. The area is approximately 90 percent existing residential uses, which is the third highest ratio of residential to non-residential in the city. This neighborhood has ~~an approximate a net~~ density of ~~1.00~~ 1.2 dwelling units per acre, ~~with 954.7 net~~

residential acres and 1,124 lots. A significant number of large estate-sized lots can be found along Oak Knoll Drive, other streets south of Glade Road, and along Montclair Drive and Bluebonnet Drive north of Glade Road.

- **Transportation and Linkages.** Glade Road and Hall-Johnson Road are the only major east-west arterials in the area, and they link this neighborhood area to commercial developments along Colleyville Boulevard. Colleyville Boulevard and Pool Road provide major north-south access north of Glade Road, and are supplemented by Riverwalk Drive and Montclair Drive in the area. South of Glade Road, Jackson Road, Martin Parkway, and Heritage Avenue all provide adequate north-south connectivity given the low density of the area.
- **Parks, Recreation, and Open Space.** South Central Colleyville has only one public open space, at the Senior Center along Glade Road, and no significant private parks. Although it is located in Southwest Colleyville, nearby Sparger Park also serves this area. Open spaces at the Colleyville Center also have potential to address quasi-parkland needs for this area. Trails can be found in Sparger Park, at the Senior Center, and along Church Street and Riverwalk Drive. Trails along Glade Road stop at Pool Road and do not extend westward into this area.

Key Current and Future Considerations for South Central Colleyville

1. Though not yet realized, pedestrian and bicycling connections between this area and the major retail, dining, and entertainment uses along Colleyville Boulevard are vital and highly desired. Efforts to

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provide these connections, while preserving the area's existing character and large trees, should be a priority.

2. Intersection, and ingress/egress, and other improvements along Glade Road as planned should continue to improve traffic flow. Preservation of mature trees should be prioritized and may require unique design solutions.
3. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.



The Colleyville Senior Center is one of the amenities serving the Colleyville community in South Central Colleyville (Neighborhood Area 3).

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Northeast Colleyville - Neighborhood Area 4

Placement in the Community

Occupying the northeastern portion of the city, Neighborhood Area 4 (Northeast Colleyville) encompasses the area north of Hall-Johnson Road, east of Colleyville Boulevard, west of Pool Road and south of Big Bear Creek. Northeast Colleyville totals approximately 793 acres (1.24 sq. miles) or 9.4 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area were concentrated on issues dealing with the future development of large rural tracts along Colleyville Boulevard, and the interest in trail connections to Big Bear Creek.

Character and Form

- **General character.** This area is characterized by more traditional suburban residential neighborhoods. Lot sizes in this area might be considered large in other communities but are on the smaller side for Colleyville. Neighborhoods range in age from more mature developments that have been in place for more than 30 years, to newer areas around Kimzey Park that were developed within the last 10 to 15 years. With the exception of the visual open space provided by Bluebonnet Hills at the corner of Hall-Johnson Road and Colleyville Boulevard and a portion of Big Bear Creek north of Kimzey Park, this area has no significant open space features. Neighborhoods have attractive mature trees that add character and value to properties in the area.
- **Development Pattern.** While still largely developed, Northeast Colleyville does have some large remaining undeveloped areas along Colleyville Boulevard. Northeast Colleyville is approximately 81 percent existing residential uses, which is the lowest ratio of residential to

non-residential in the city. This neighborhood has a net density of 1.9 dwelling units per acre, with 545.9 net residential acres and 1,022 lots. ~~At approximately 1.59 dwelling units per acre, this area has the highest overall density of single family residential in the city.~~

This area incorporates extensive commercial properties along Colleyville Boulevard. Many of these commercial and industrial type uses can be redeveloped in the future.

- **Transportation and Linkages.** Hall-Johnson Road is the only major east-west minor arterial in the area, and provides the only direct link to commercial areas along Colleyville Boulevard. Colleyville Boulevard and Pool Road provide major north-south access, with no other continuous north-south roads in the area. Apart from Tarrant Lane, Industrial Boulevard and Oak Pointe Drive provide limited road connections between area neighborhoods and the commercial destinations along Colleyville Boulevard. However, the bulk of the residents to go south to Hall-Johnson Road or north along Pool Road to access signalized intersections at Colleyville Boulevard.
- **Parks, Recreation, and Open Space.** Kimzey Park in the northern tip of this area and the playground facilities at Glenhope Elementary School provide the only public park and playground services for residents of this area. A small private park with a pond and walking trail located south of Independence Street provides park access to nearby residents. Natural areas along small portions of Big Bear Creek which are within Colleyville are found in this area. Apart from walking trails located in Kimzey Park, the area has no significant publicly accessible trails.

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Key Current and Future Considerations for Northeast Colleyville

1. Promote the development of a unique walkable commercial site at the Northern Gateway, an undeveloped 23 acre tract across from John McCain Road and Colleyville Boulevard. Ensure that adequate buffering/transitions between the development and adjacent residential areas is incorporated.
2. To provide a stronger and more sustainable economic foundation for the city, encourage the redevelopment of older commercial and industrial uses along Colleyville Boulevard into high quality commercial and service destinations. Where feasible, make these walkable.
3. Create additional pedestrian and bicycling connections between neighborhoods in this area and the major retail, dining, and entertainment uses along Colleyville Boulevard.
4. Create walking and bicycling connections between Kimzey Park and regional trails to the north along Big Bear Creek and to the south west along Big Bear Creek and to potentially connect the Cotton Belt Trail along Colleyville Boulevard under the bridge at Colleyville Boulevard.
5. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

Western Central Colleyville - Neighborhood Area 5

Placement in the Community

Occupying the center-west portion of the city, Neighborhood Area 5 generally occupies the area between Colleyville Boulevard to the east and the Cotton Belt Trail corridor to the west. Glade Road forms the southern boundary of this area. The area contains a portion of the northern gateway, three connected undeveloped tracts that total to 36 acres. Western Central Colleyville totals approximately 1,324 acres (2.07 sq. miles) or 15.6 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area focused on issues relating to appropriate transitions to the future development on the large Northern Gateway tracts along Colleyville Boulevard, and the interest in connections to the regional Cotton Belt Trail.

Character and Form

- **General character.** This area is characterized by a mix of residential lot sizes, ranging from high quality, zero-lot-line homes in the Village area to large estate-sized lots closer to the Cotton Belt Trail. Tinker and Bransford Roads in the area are all two-lane rural roads that characterize the city's country past. Extensive mature trees and open swale drainage preserve a country feeling throughout the residential portions of this area.
- **Development Pattern.** Western Central Colleyville is approximately 86 percent existing residential uses and its net density is ~~approximately 1.16~~ 1.4 dwelling units per acre, with 967.8 net residential acres and 1.322 residential lots. Non-residential development along Colleyville Boulevard ranges

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from the walkable, mixed-use character of The Village, to churches, medical facilities, and schools between Church Street and Bogart Drive, to older commercial developments north of Tinker Road. The northernmost tip of Western Central Colleyville includes the 59-acre undeveloped lands that are referred to as the city's Northern Gateway. Thirty-six (36) of those acres are on the west side of Colleyville Boulevard and 23 on the east.

- **Transportation and Linkages.** Glade Road serves as the only continuous east-west road in the area. Other east-west connections are provided by Tinker Road and Bogart Drive, but neither extend completely across the area. Conversely, excellent north-south movement is provided by Colleyville Boulevard, Pleasant Run Road, and Bransford Road.
- **Parks, Recreation, and Open Space.** City Park is centrally located in this area and serves as the major passive and active park for the area. Bransford Park has also been recently improved with many amenities and is home to the historic Webb House. In addition, private parklands in the northern tip of this area provide trails and park facilities for residents in the Tension Parkway area. The Cotton Belt Trail is one of the major regional amenities in the area, and is accessed via Bransford or Pleasant Run Roads. The availability of trails is among the best in the city in this area.

Key Current and Future Considerations for Western Central Colleyville

1. Promote high quality non-residential development of the Northern Gateway properties, so as to contribute to a sustainable economic foundation for the city. Ensure that adequate buffering from

and transitions to adjacent residential areas are provided.

2. Promote the maintenance of larger lot (1/2 to one acre) requirements.
3. Encourage the development of a "creekwalk" environment along the existing drainage corridor between Church and Main Streets (see Chapter 9 for additional information). Added value and a unique sense of place can create a one-of-a-kind destination in the area.
4. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.



Maintaining areas in larger lot configurations is important for areas on the western edge of Western Central Colleyville.

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Northwest Colleyville - Neighborhood Area 6

Placement in the Community

Neighborhood Area 6 (Northwest Colleyville) encompasses the western third of Colleyville. It is bounded by the Cotton Belt Trail corridor to the east, Big Bear Creek to the north, Precinct Line Road to the west, and L. D. Lockett Road to the south. Northwest Colleyville totals approximately 2,601 acres (4.06 sq. miles) or 30.7 percent of the overall land area of Colleyville.

Character and Form

- **General character.** This neighborhood encompasses the entire western sector of the city. A significant number of the large estate lots on the far western edge of the city near Precinct Line Road have been redeveloped into smaller-lot neighborhoods transitioning to lower density neighborhoods to the east. The Northwest Neighborhood has beautiful established areas with the country character that represents what the Colleyville community wants to preserve.
- **Development Pattern.** This neighborhood area is the largest in the city, encompassing more than 30 percent of the gross land area of the city. Northwest Colleyville has experienced significant change since the previous comprehensive plan in 2004. The neighborhood's residential net density of ~~1.06~~ 1.3 dwelling units per acre is one of the lowest in the city, with 2,122.4 net residential acres and 2,656 residential lots. Overall, 96 percent of the area is existing single family residential uses, the highest percentage in the city. The area has significant open space and parklands, but a very small amount of retail development.
- **Transportation and Linkages.** Major roadways

in the area include L. D. Lockett Road, Westcoat Drive, McDonwell School Road, Precinct Line Road, Pleasant Run Road, and John McCain Road. ~~In addition, the MTP proposes McDonwell School Road be extended east from Westcoat Drive to connect just west of Cutter Ridge Court to improve east-west connectivity in the area.~~ Most roadways in Northwest Colleyville all are generally two-lane rural cross-sections, and intersection improvements and MTP connectivity recommendations can serve to improve traffic flow in the area.

- **Parks, Recreation, and Open Space.** This area has four City parks and multiple smaller private parks. L. D. Lockett, McPherson, Reagan, and Pleasant Run Parks are the major public park facilities in the area. Trail connections along McDonwell School Road and Westcoat Drive, as well as the Cotton Belt Trail, are the major trail corridors in this area. Trails along McDonwell School Road are excellent examples of trail integration adjacent to a two-lane roadway.

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Key Current and Future Consideration for Northwest Colleyville

that is compatible with the surrounding development patterns and development character.

1. Encourage a mix of retail and professional office uses along the remaining undeveloped areas of Precinct Line Road, with the goal of expanding the city's sales tax base.
2. Protect the character and integrity of existing neighborhoods by promoting future development

Housing and Neighborhood Framework

GOALS

Preserve high quality, established neighborhoods with an emphasis on large lots and natural settings with a "country feel."

Connect neighborhoods and provide high quality amenities.



Policy: Preserve neighborhood character and quality.

Neighborhoods are one of Colleyville's greatest assets, as they form the foundation for the city's reputation and quality of life. As neighborhoods age and mature, some develop a unique and enduring character while others are unable to maintain the quality of development they once had. For this reason, the City should support neighborhood protection and preservation efforts. Safe, well-maintained neighborhoods that have enduring character allow reinvestment and help maintain property values and residential tax base.

The City can support and establish programs to protect and enhance the integrity of its neighborhoods. Potential strategies include improving or updating public facilities and services such as streets, street lighting, drainage systems, traffic control or management, neighborhood policing, and code enforcement. It is critical to emphasize a policy of not allowing higher density residential development as existing neighborhoods redevelop.

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■ Action 6-1: Consider overlays for established neighborhoods.

In many neighborhoods, residents may want to protect the existing character of development. In these cases, the City could work with neighborhood residents and representatives to develop specific recommendations for protection or enhancement. This may include the creation of a special area plan that frames appropriate changes needed in the underlying regulations, such as garage placement, setbacks, building materials, etc. This may also include other actions that help existing neighborhoods maintain or add landscaping, sidewalks, trails, and park amenities.

■ Action 6-2: Provide mechanisms for context-sensitive residential redevelopment.

Given the high demand for homes in the Colleyville area and as the city approaches build-out, it will be important to thoughtfully design new residential projects with appropriate considerations of lot sizes, transitions and connections to adjacent neighborhoods, trails, open space and tree preservation, and design of open fencing, landscape treatment, and setbacks along rural character roadways.

■ Action 6-2A: ~~Consider PUD-R or overlay zoning to implement consistency~~ standards for new neighborhoods.

In order to ensure the integrity of existing neighborhoods is protected, new subdivisions should be designed to reflect the character of surrounding neighborhoods. The lot sizes and building setbacks within new subdivisions should be determined based on the existing lot sizes and building setbacks of the existing neighborhoods.

Policy: Enhance neighborhood-level amenities and connectivity such as pocket parks, sidewalks, and trails.

While the city is known for its superb neighborhoods, there are still opportunities for improvement so they continue to be one of the key assets in the community. Access to sidewalks, trails, and parks is becoming an important element of quality of life for many communities, especially for Colleyville. Neighborhoods designed with such amenities typically maintain their property values over time. It is about providing safer and inviting ways to move in and around one's neighborhood without having to get in an automobile in addition to creating a reinvestment dynamic in the neighborhood as it matures.

■ Action 6-3: Continue to focus on neighborhood park and recreation improvements to positively contribute to neighborhood vitality.

Clean, well-maintained, and vibrant neighborhood parks are an anchor for strong, established neighborhoods. The City can work with neighborhoods to determine ideas to increase access to, and amenities at, neighborhood parks.

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This could include the installation of upgraded or additional amenities at existing parks.

■ Action 6-4: Improve neighborhood connectivity to the Colleyville Boulevard Corridor and key destinations.

Colleyville Boulevard is the economic spine for the city. It also contains most of the commercial services that the Colleyville community is interested in visiting. Currently, the Village at Colleyville is probably the most walkable and pedestrian-friendly commercial area in the city. As additional areas of Colleyville Boulevard are redeveloped and revitalized (e.g., in the Northern Gateway), more opportunities for creating walkable and pedestrian-friendly environments can be created. As a result, there will also be increased demand for accessing these areas without having to get in an automobile. Consequently, the City can proactively increase neighborhood connectivity to the Colleyville Boulevard Corridor. This could include the development of key greenway trails (e.g., along Little Bear Creek) which provide needed east-west connectivity from established neighborhoods to Colleyville Boulevard. This could also include the installation of new sidewalk and trail segments in areas where sidewalk connectivity is limited or nonexistent, and the installation of crosswalks. In addition, connections to the Cotton Belt trail from the Northern Gateway should be prioritized.

Policy: Require new neighborhood developments to demonstrate and contribute to Colleyville's character.

As evident by the online survey that was administered during the planning process, the Colleyville community has expressed an interest in quality development as one of the key attributes that makes Colleyville unique. As such, it is also a high priority to ensure that all new neighborhoods add to the existing quality of development. This can be done by requiring the development of neighborhoods which provide a high quality of design, an easily perceived sense of identity, and bicycle and pedestrian connectivity.

■ Action 6-5: Encourage new neighborhood design that creates defined centers, edges, common spaces, and entries.

Creating neighborhoods with defined centers, edges, and entries where feasible with large setbacks, trees, and greenspaces that withstands the test of time and gives neighborhoods a sense of place. A defined center provides for a focal point to gather (e.g., park, trail, school, etc.), defined edges allows neighborhood residents to take pride in their geographic area, and bold and unique entries (e.g., entrance monuments) provide notice to residents and visitors that one has entered into a new defined place.

■ Action 6-6: Require new neighborhoods to be connected where appropriate.

Connectivity is an important quality of great neighborhoods. A well-connected neighborhood reduces congestion along major streets, is friendlier to pedestrians and bicyclists, facilitates active transportation, and leads to higher levels of community interaction physical activity. One way to ensure that new neighborhoods are connected is to require conformance with additional connectivity standards which could be incorporated into the City's subdivision regulations. Concerns about



Placeholder Image - to be updated

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CONNECTING NEIGHBORHOODS

One way to connect neighborhoods can be to reduce using cul-de-sacs and increase the street connections.



cut-through traffic can be alleviated through appropriate design of new residential streets for low speed traffic and traffic calming measures on existing residential streets.

For vehicles, it is important to create multiple entries between a neighborhood and the City's thoroughfare system. This reduces congestion at intersections and along the entire thoroughfare system by dispersing vehicles among multiple access points. This could also include reducing the use of cul-de-sac streets and increasing the number of internal connected streets. Although given Colleyville's development context, there may be few remaining opportunities to create new strategic connections to help overall traffic circulation.

At a minimum, it will be important to create a strong internal sidewalk system to connect to all internal (e.g., neighborhood pools and schools) and external (e.g., off-site trails, commercial areas, etc.) destinations. This may include the creation of internal greenway trails and pedestrian access easements through connecting cul-de-sacs and the middle of long blocks.

■ Action 6-7: Encourage the construction of local gateways and signs that promote unique neighborhood identity that is tied to Colleyville's heritage and/or a "country feel."

Gateways help define entrances and provide a sense of place to a neighborhood. Many existing neighborhoods include attractive gateway entrance features. The City can review its sign regulations to ensure that there is enough flexibility to allow for creative design of gateway entrance monuments that add to the character of the city's neighborhoods. In addition, the City can encourage the construction of unique gateway entrances for all new neighborhoods. Such gateways and signs should be coordinated with landscaping, fencing, and other streetscape elements within the neighborhood.



The entrance to Pebble Hill Plantation Estates is an example of a well-designed neighborhood entrance.

Large and mature trees add to the quality of Colleyville's neighborhoods. Trees generally improve the appearance of a neighborhood and tree-lined streets are often highly valued by residents once the trees have matured. Trees and the tree canopies provide residents a break from the hot Texas sun and provide walkers and joggers a pleasant environment to enjoy. Landscaping should also be promoted as a means to improve the appearance of neighborhoods. Opportunities to landscape can occur along roadways and at entrances into neighborhoods.

COLLEYVILLE 2035 COMPREHENSIVE PLAN

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Policy: Ensure tree canopies and quality landscaping are created and maintained.

- **Action 6-8: Consider amending the existing tree preservation ordinance to ensure the existing tree canopy is preserved.**

Colleyville's country charm is exemplified by its large open spaces, mature trees, and rustic ranch fences. If the existing tree canopy is removed and lots are clear-cut for development, then the look and feel that many residents value is destroyed. The existing tree preservation ordinance should be reviewed and revised, if necessary, to ensure the community's tree preservation desires.

- **Action 6-9: Consider expanding the free tree planting program to encourage residents to plant trees.**

In order to encourage tree planting, Colleyville could expand the existing Arbor Day program where residents obtain free trees. The expanded annual event could have hundreds of new trees planted on residential lots every year and the combined effect over a decade could have a substantial impact on creating a greater tree canopy for Colleyville.

- **Action 6-10: Consider standards for ensuring that quality landscaping is created and maintained.**

New developments ~~should~~ are required to provide landscaping along major roadways and at the entrances into neighborhoods.

- **Action 6-11: Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment.**

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A Vision for Parks

As part of the development of the 2011 Parks, Recreation, and Open Space Master Plan, a mission was identified to provide one of the highest quality parks, recreation, and open space systems in the DFW Metroplex by creating opportunities where people can “escape and enjoy an enriching environment.” Through the public engagement process, a new vision was created for the future of the parks and recreation system (see at right).

To help implement this vision, a series of goals were developed and adopted by the Parks and Recreation Advisory Board and City Council. These include:

- Provide parks and trails within easy and convenient access to households in Colleyville.
- Provide leisure opportunities for all ages, specifically targeting young adults to baby boomers (who are historically underserved in terms of recreation facilities and programming).
- Support the development of a healthy community by providing facilities and programs that lead to choices for healthy living.
- Aim to be comprehensive and financially sustainable while encouraging collaboration.
- Market Colleyville as a destination known, in part, for its unique parks and leisure programs, while also marketing to current users and residents.
- Reflect and support the city’s objective to be a good steward of the environment, considering the costs and benefits of environmental decisions ~~become the environmental leader in Tarrant County.~~

Needs Assessment

While the existing parks, recreation, and open space system was rated as excellent, a plan of action for the future is necessary to ensure the system continues to excel long into the future. This is particularly important as the city nears its population estimate of ~~27,943~~ 27,518 persons by 2035 (see Chapter 2, Colleyville Context, regarding the historical and projected population of the city).

Colleyville is unique in that the majority of park acreage in the city is made up of private parks and open spaces (over 301 acres as compared to approximately 225 public park acres). In most cities in the DFW Metroplex, park and recreation areas are predominantly comprised of public parks. ~~Therefore, the acreage for private parks and open spaces is included in the level of service (LOS) analysis of this plan because of its significant contribution to the overall public-private park system in the city.~~

Colleyville’s current LOS and future LOS were calculated using the historical population counts from the 2010 U.S. Census, combined with recommended National Recreation and Park Association (NRPA) standards that have been tailored to the city’s unique situation (see Table 7.1, Current and Projected Parkland LOS, on the next page). These numbers differ slightly than what was indicated in the 2011 Parks, Recreation, and Open Space Master Plan because of a larger projected maximum population (see Chapter 2, Colleyville Context, regarding the historical and projected population of the city) and more accurate 2010 Census Data. Additionally, private parks are an amenity to the City, however only parks available

“Colleyville has a renowned system of parks, recreation, open space, and trails that creates a true sense of ‘home’ within the city of Colleyville.”

Source: Vision from the 2011 Parks, Recreation, and Open Space Master Plan

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to the general community should be considered in the overall computation of LOS.

Today, the city's LOS for overall public parks is 9.88 acres per 1,000 people. This is less than the per capita acreage recommended by the National Recreation and Parks Administration (NRPA), which the city compares itself against for national benchmarking. In order to meet the NRPA LOS standard for public parks for the current population, the city would need to add approximately 32 additional acres of public parkland. In order to meet the NRPA LOS standard for public parks for the projected population, the city would have to add approximately 90 to 98 acres of new public parkland. ~~When factoring in the city's private parks~~

Table 7.1. Current and Projected Parkland LOS

Park Category	Existing Acreage (2015)	NRPA Standard	Level of Service (LOS) (22,807 population) ¹	Projected 2035 LOS (27,943 <u>27,518</u> population) ²
Public Parks	225.24	11.25 - 20.50 acres / 1,000	9.88 acres / 1,000	8.06 <u>8.19</u> acres / 1,000
Neighborhood Parks	41.66	1 - 2 acres / 1,000	1.83 acres / 1,000	1.49 <u>1.51</u> acres / 1,000
Community Parks	101.10	5 - 8 acres / 1,000	4.43 acres / 1,000	3.62 <u>3.67</u> acres / 1,000
Other Parks	82.48	Variable	3.62 acres / 1,000	2.95 <u>3.00</u> acres / 1,000
Private Parks and Open Space ³	301.70	None	13.23 acres / 1,000	10.80 <u>10.96</u> acres / 1,000
Grand Total	526.94	11.25 - 20.5 acres / 1,000	23.10 acres / 1,000	18.86 acres / 1,000

Table Notes:

¹ The current population of 22,807 people is derived from the 2010 Census Bureau.

² The projected population of ~~27,943~~ 27,518 people is derived using the population estimates set out in Chapter 2, Colleyville Context.

³ When factoring in the City's private parks and open space lands, the city has more than enough acreage to meet the minimum LOS standard for the current population and would still be near the top of the range for the projected population.

~~and open space lands, the city has more than enough acreage to meet the minimum LOS standard for the current population and would still be near the top of the range for the projected population.~~

Park Service Area Deficits

In addition to determining current and future park acreage needs based on the city's population, it is also important to ensure that the park and recreation system is well distributed and accessible for most users. Typically, neighborhood parks serve an area of about one-quarter mile to one-half mile (which equates to about a five to 10 minute walk), while community parks serve an area of about one mile (which equates to about a five minute drive).

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■ Action 7-12: Update the Master Drainage Plan to continue to ensure the city is adequately protected.

The City's Master Drainage Plan should be updated to develop a higher level of detail than what was provided in the 1992 plan. This Master Drainage Plan would provide the City with the tools necessary to identify the most critical flood-prone locations, potential solutions, and the costs for necessary drainage projects.

Depending on the recommendations identified in the Master Drainage Plan, the City should identify available funding sources to implement to make the improvements to the city's drainage system in addition to evaluating the City's current utility fee structure.

Policy: Proactively support efforts to promote green initiatives for fiscal resilience.

Colleyville should explore opportunities to promote more environmentally friendly and green initiatives that are also fiscally beneficial to both the City and residents.

■ Action 7-13: Work with regional water supply entities to ensure that Colleyville's drought contingency planning is proactive and innovative.

Ensure that the City continues to monitor and maintain a strong water supply, and that efficient and effective water conservation techniques are used where appropriate.

■ Action 7-14: Explore Low Impact Development (LID) solutions for commercial, residential, and public infrastructure projects.

~~The City should explore LID solutions as an opportunity to implement storm water management and water quality management strategies over that can have a significant impact on this sub watershed and also provide quality of life and aesthetic benefits while saving costs. The City should evaluate the benefits of adopting and participating in North Central Texas Council of Governments' (NCTCOG's) integrated Stormwater Management (ISWM) program which is intended to help area cities achieve their goals of water quality protection, streambank protection, and flood mitigation, while also helping communities meet their construction and post-construction obligations under state stormwater permits. Low Impact Development (LID), as defined by the Low Impact Development Center, "is a comprehensive land planning and engineering design approach with a goal of maintaining and enhancing the pre-development hydrologic regime of urban and developing watersheds."~~

The EPA states LID is an "approach to land development (or re-development) that works with nature to manage stormwater as close to its source as possible."

LID employs principles such as:

- Conserve natural areas wherever possible.

Comprehensive Plan Revisions/Redlines

- Minimize the development impact on hydrology.
- Maintain runoff rate and duration from the site.
- Implement pollution prevention, proper maintenance and public education programs.
- Emphasize the use of on-site natural drainage features.
- Maintain or enhance the site's hydrologic characteristics after development, and
- Reduce overall imperviousness.

■ Action 7-15: Promote green building and energy efficiency as part of public and private development.

As part of a growing trend to reduce the environmental impact of development, the City should support efforts in both public and private sector development that incorporate green building practices and/or energy efficiency. This could include an assessment of the City's Land Development Code ~~to remove impediments and/or add incentives for related to~~ green building practices. Examples of green building practices that should be considered include low impact development (which utilizes the site's natural resources as part of the overall stormwater management program), rainwater capture, xeriscaping, and pervious pavement, among others.

■ Action 7.16: Consider establishing an Urban Forestry Program to preserve and enhance the urban tree canopy in the city.

Tree canopy within Colleyville is an important component of the city's overall character and is one attribute that sets the city apart from other areas within the DFW Metroplex. As the city continues toward developing the limited number of remaining lots and revitalizing and redeveloping existing lots, it is important to have a strategy in place to protect what makes the city what it is today. An urban forest provides a number of economic, environmental, and social benefits to a city. Economic benefits include attracting tourists and businesses, increasing property value, and reducing the amount of energy needed for development. Environmental benefits include providing food and habitat for wildlife, absorbing carbon dioxide, reducing the heat island effect, and reducing sedimentation in streams. Social benefits include adding character and promoting a sense of pride in a community as well as increased privacy. Due to the significant amount of benefits provided, the City should consider establishing an Urban Forestry Program to protect this significant asset to the community. This could include an initial assessment of city parks, followed by an assessment of all City-owned property. A subsequent phase could include the eventual preparation of an Urban Forestry Master Plan, which is a roadmap to effectively and proactively manage and grow the city's urban tree canopy.

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Residential Density

~~The maximum density of each residential project should be a net density of 1.8 dwelling units per gross acre.~~ Destination Colleyville proposes to maintain the residential density policies of the 2004 Colleyville Plan ~~of 1.8 dwelling units per net acre.~~ ~~Therefore each residential project shall have a minimum lot size of 20,000 square feet and no more than 2 dwelling units per gross acre.~~

The 2004 Colleyville Plan states:

"One of the fundamental principles associated with the City's zoning authority, as granted by the State, is the ability to regulate population density through the adoption of zoning regulations. By establishing a variety of zoning districts, and each district with a different minimum lot size, municipalities are able to control the number of dwelling units that can be built in a particular area. Controlling the overall density has far-reaching public interests and ultimately has an effect on transportation, parks, schools and other public facilities.

Colleyville is noted for its large-lot subdivisions and for its large homes with generous front and side yards. Additionally, many older single family homes located along the major collector street network have been demolished and the properties rebuilt into estate type settings. The redevelopment of these estate properties has helped to keep the overall residential density quite low and promotes the rural atmosphere that Colleyville citizens enjoy.

In Colleyville, the 1998 Comprehensive Plan established a city-wide residential density benchmark of 1.8 dwelling units per net acre. This standard approximates the density achieved by the R20, Single Family Residential District, which calls for a minimum lot size of 20,000 square feet. The intent of this lower residential density standard is to maintain the rural character and ensure a higher quality of residential development that makes Colleyville unique."

Since 1998, all subsequent Colleyville Master Plans have reinforced this density standard.

~~The 2004 Colleyville Plan further states that "Developments with densities higher than 1.8 dwelling units per acre would be acceptable, according to the 1998 Master Plan guideline, but only in those areas deemed to be consistent with sound land use planning principles, such as for those transitional areas situated between commercial uses and less dense residential developments, or near major street intersections. Higher density development may also be appropriate for smaller parcels that make less dense development economically difficult or on sites with unique topographical features. Since the future land use plan of Colleyville, prepared in 1998, utilized the 1.8 dwelling unit per acre guideline and the community has embraced this as a suitable development density, there is no need to deviate from this standard."~~

~~Each residential project should have be a maximum net density of 1.8 dwelling units per acre, but "variances" could be allowed in certain and specific situations. Variances to the net density of 1.8 dwelling units per gross acre maximum could be allowed for the following:~~

~~The project is located within a transitional area. (Note: These transitional areas are contained within the Colleyville Blvd. Corridor.)~~

~~» Between commercial and residential uses (existing or Future Land Use Map-designated);~~

~~OR~~

~~■ The project is located on a property with unique topography:~~

- ~~» Restricted access options;~~
- ~~» Significant floodplain or drainage considerations;~~
- ~~» Property shape that necessitates deviations from standard development; or~~
- ~~» Native tree stand(s);~~

COLLEYVILLE 2035 COMPREHENSIVE PLAN

DESTINATION COLLEYVILLE

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Comprehensive Plan Revisions/Redlines

COMPATIBILITY CONSIDERATIONS



1. Landscape buffers:

- Preserve existing trees that separate the proposed use from the existing use when possible.
- Preference for landscape screening and open fencing to contribute to residential character.
- New trees planted where proposed use is adjacent to existing use for beautification and screening.

2. Form:

- As residential square footage to lot area ratio increases, open space(s) and buffering provided should also increase.

3. Traffic Impacts:

- Connections to existing neighborhoods should be provided with sensitivity to the existing homes.
- Impact to roadways and intersections in the vicinity should be mitigated where possible.

TRANSITIONAL AREAS

A key topic during the comprehensive plan drafting process was the need for guidance related to proposals for transitional developments, especially as it concerns developments proposed with lots smaller than 20,000 square feet. Although residential developments with large lots are very common in Colleyville and are still being proposed for new construction, as the city approaches build-out, many new residential neighborhoods have come under the Planned Unit Development - Residential (PUD-R) zoning district. PUD-Rs provide some level of variation with respect to lot sizes and development standards while giving the City more control over the development character, treatment of transitions, and overall quality of the development.

A transitional area is a piece of land that may be appropriate for residential development with lots smaller than 20,000 square feet. These areas serve as gradual changes in intensity from commercial or institutional uses to lower density residential uses (lots 20,000 square feet or larger). Proposals requesting variances to the net 1.8 dwelling units per gross acre requirement should address each compatibility consideration listed here. These developments are restricted to areas within the Colleyville Blvd. Corridor.

There are instances when an existing land use will be different from the land use designated on the Future Land Use Map or instances when the existing land use will be different than the zoning on a property. For example, there could be a residential home on a property zoned for commercial uses and also designated on the Future Land Use Map for commercial uses. In these instances, a proposal can provide a phased approach whereby screening and/or landscaping provided could be adjusted along the common boundary once the residential property was redeveloped with commercial uses (ex. wooden screening fence with shrubs then gets removed to provide cross access between commercial parcels).

Comprehensive Plan Revisions/Redlines

Residential

This land use category is predominantly comprised of single-family detached residential dwellings. The preference for new residential areas is that they preserve rural character along John McCain Road, Westcoat Drive, Pleasant Run Road, Bransford Road, and similar roadways, and that they incorporate landscaping and tree preservation features to retain the natural quality of new residential areas in the city. Residential areas typically include:

LAND USE TYPES

- Detached residential
- Parks, trails, and open space

DESIRED DEVELOPMENT CHARACTERISTICS

- Predominantly single family residences on lots over 20,000 square feet with natural landscaping, a rural appeal, and significant private open space.
- Overall aesthetic is country charm, exemplified by large open spaces, mature trees, and rustic ranch fences in some areas of the city – especially along rural roadway corridors such as Westcoat Drive, Pleasant Run Road, and Bransford Road.
- High-quality development with attractive entrance areas and amenities (e.g., internal walking trails).
- Appropriate transitions (e.g., one-story offices) between residential and non-residential areas.
- Open space adjacent to roads to create feeling of openness.

Figure 8.3. Illustrative Residential Uses



Comprehensive Plan Revisions/Redlines

Colleyville Boulevard Corridor

This land use category is to promote the transformation of Colleyville Boulevard into a vibrant and economically strong “town center” for the City. While still readily accessible via the automobile, more compact and walkable development types will create a distinct sense of place. The Colleyville Boulevard Corridor includes:

LAND USE TYPES

- Retail, service, and entertainment
- Office
- Public and institutional uses
- Flexible innovation uses (e.g., research, office-warehouse, etc.)
- **Residential Mixed-use**

DESIRED DEVELOPMENT CHARACTERISTICS

- Architecture and site characteristics that are distinct, attractive, and have a pedestrian-friendly urban form.
- Able to accommodate a high degree of automobile activity, but parking is not the predominant visual feature from adjacent streets.
- Significant connectivity through cross/mutual access easements and multi-modal options (biking and walking).
- Design encourages a high degree of pedestrian activity, oftentimes during both the day and night.
- Institutional functions may require multiple buildings, arranged in a campus-like setting.
- Building facades are articulated, have significant window areas, and often include porticos or awnings to provide shade for pedestrians.
- Multistory buildings are encouraged to add a greater variety of destinations and uses in close, walkable proximity. This in turn leads to an increased vibrancy for the area and more available commercial development square footage.
- As a goal, the **single** most important beautification project will be the relocation of overhead utility lines.

Figure 8.7. Illustrative Colleyville Boulevard Corridor Development Types



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COLLEYVILLE BOULEVARD CORRIDOR LAND USE AREAS

The Colleyville Boulevard corridor has unique land use areas with distinct character and land use characteristics. The areas serve as the basis for specific policies and actions related to each area. The four areas are described below:

- Northern Gateway: Offers a unique opportunity for new development on relatively undeveloped property as a new mixed commercial node, highlighting this northern entry point into the city along the Corridor.
- Upper Sector: Offers a unique opportunity to create an eclectic Corridor node with a mixture of newer buildings with older buildings that can take advantage of the City's façade improvement grant program and evolve over time into a more attractive and cohesive section of the Corridor with a mixture of retail, office, and service uses.
- Central Sector: Has the most potential to become a true center of activity within the city by tying the major commercial and entertainment centers along the Corridor with a focus on creating a more walkable street context.
- Southern Gateway: An opportunity to create a more memorable entry point to the city and elevate the quality of the existing development with a focused, long-term redevelopment strategy.

Actions related to each Colleyville Boulevard Corridor area are contained in Chapter 9, and a detailed discussion of each area is contained in the Appendices.

TRANSITIONAL AREAS

~~The transitional areas are intended to provide a buffer within the Colleyville Blvd. Corridor between the non-residential uses and the residential uses located outside of the corridor. It is intended that these transitional areas can be either residential uses, which may include residential uses on lots smaller than 20,000 square feet, or nonresidential uses. The nonresidential uses should be designed to buffer the neighboring residential uses from the effects of nonresidential uses, such as light and noise.~~

Comprehensive Plan Revisions/Redlines

- **Northern Gateway** (Bear Creek to Tension Parkway)
- **Upper Sector** (Tension Parkway to Hall-Johnson Road)
- **Central Sector** (Hall-Johnson Road to Brown Trail)
- **Southern Gateway** (Brown Trail to Cheek-Sparger Road/Mid-Cities Boulevard)

The development context along the Corridor is a mix of older auto service, industrial development mixed in with newer office, professional services, and retail buildings towards the northern sectors of the corridor. The Central Sector has the highest concentration of newer retail developments, many of which have been built or significantly redeveloped over the past 15 years. The lower or southernmost portion of the Corridor also has smaller and aging auto-service and strip retail buildings. Generally, there are very few vacant or undeveloped properties, but a large agglomeration of vacant properties is located in the northern section of the Corridor (see Map 9.2, *Colleyville Boulevard Corridor and Sectors*).

The Corridor is mostly auto-oriented, with buildings set back from the roadway and parking located in front of the buildings between the roadway and the buildings. Most of the corridor also lacks sidewalks and safe places to walk. Shoulders, if any, are very narrow with swales immediately adjacent to them. Most of the Corridor also has overhead utility lines and poles that add to the visual clutter. (see Figure 9.1. *Character of Existing Development along the Colleyville Boulevard Corridor*.)

Although it is clear when traveling down Colleyville Boulevard that it is a center for activity and commerce, there are no clear signs that the Corridor is Colleyville's

main destination or that it is specifically in Colleyville either. There is a patchwork of architectural styles and materials, some properties lacking landscaping while others provide abundant and tasteful landscaping. There are no distinguishing features that indicate when one has entered or left the city other than two Colleyville monument signs. ~~Appendix A provides more detailed discussion about the existing land use context and development character in the different sectors of the Corridor. The proposed actions on the following pages are designed to improve the Corridor.~~

Figure 9.1. Character of existing development along the Colleyville Boulevard Corridor



Comprehensive Plan Revisions/Redlines

Transitional Areas:

The transitional areas are intended to provide a buffer within the Colleyville Blvd. Corridor between the nonresidential uses and the residential uses located outside of the corridor. It is intended that these transitional areas can be either residential uses, which may include residential uses on lots smaller than 20,000 square feet, or nonresidential uses. The nonresidential uses should be designed to buffer the neighboring residential uses from the effects of nonresidential uses, such as light and noise.

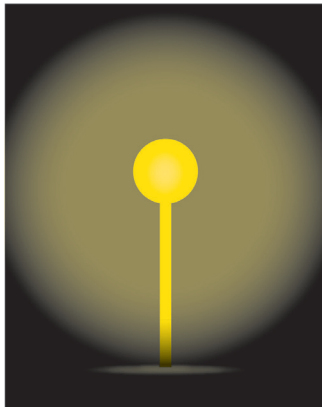
- Ensure Colleyville Blvd. Corridor uses respect and are compatible with single-family uses outside of the corridor.
 - » Residential uses on lots smaller than 20,000 square feet are a suitable buffer within the corridor.
 - * Residential use should be single family detached uses.
 - * Residential uses should reflect the character and design of Colleyville's existing single family detached neighborhoods.
 - » Nonresidential uses **should be required are recommended** to have building and site design elements to lessen their impacts on residential use outside the corridor.
 - * Building Design Elements:
 - Loading docks and overhead doors: A screening wall **should be required is recommended** for these areas.
 - Lighting: Fully shielded lights **should be required are recommended** to limit glare.
 - Roof mounted equipment: **Must be screened by a parapet walls or some other devices or designs are recommended to screen equipment.**
 - Building materials: Building **shall be finished with are recommended to be** the same type of materials and in the same percentage used on the front façade.
 - Building height: **Limit low building heights are recommended** to protect residential uses.
 - * Site Design Elements:
 - Buffer yard: **Require a A 30-foot buffer yard with two rows of shade trees is recommended.**
 - Lighting: Fully cutoff lights **should be required are recommended** and light poles **should are recommended to be lower in height towards the back of the property be limited to 10 feet in height.**
 - Parking: Headlight screening, such as a row of shrubs, **shall be installed are recommended** to prevent vehicle headlights from projecting onto adjacent residential properties.
 - Dumpsters: **Shall be placed adjacent to the building and in no case shall be placed within 20 feet of a residential property line. It is recommended that dumpsters be placed adjacent to buildings and not close to residential properties.**

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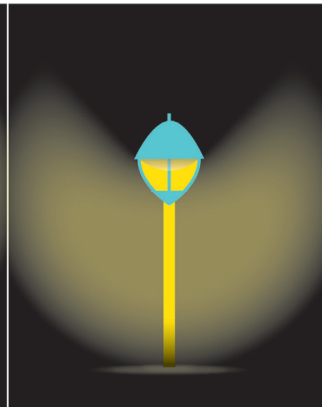
Figure 9.4a. Neighborhood Compatibility Design Elements



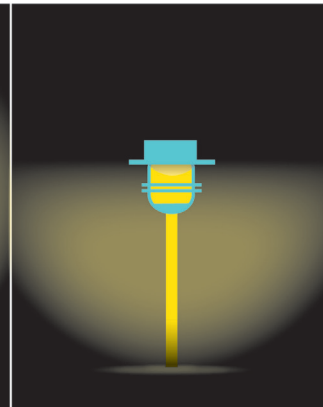
Building and site design elements should lessen the impacts on the surrounding residential properties.



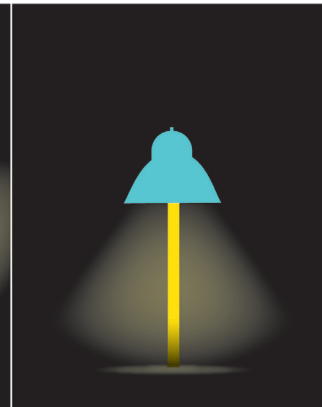
NONCUTOFF



SEMICUTOFF



CUTOFF



FULL CUTOFF

Comprehensive Plan Revisions/Redlines

desired standards and framework for converting each of the Colleyville Boulevard Corridor Sectors into more walkable and memorable zones.

Table 10.1. Overarching Zoning Recommendations

Land Use Designation	Recommended Zoning Tool	Recommended Implementation Priority
Residential	■ Maintain maximum <u>net</u> density target of 1.8 dwelling units per <u>gross</u> acre. ■ Revise the PUD-R development standards to establish rural frontage standards along certain key roadways such as John McCain Road, Pleasant Run Road, Bransford Road, and Westcoat Drive. ■ Revise PUD-R standards to require appropriate transitions and quality open space. More specifically, establish design and performance criteria for open space to maximize value creation, tree preservation, preservation of rural frontage along key roadways, etc. ■ <u>Proactively rezone to bring the existing zoning districts R-10, R-15, R-MF, and RD into agreement with the existing development pattern, which is R-20 or greater.</u> ■ <u>Revise the LDC to require an accompanying conceptual plan with straight zoning requests (non-PUD) to ensure new developments are built in substantial compliance to the approved conceptual plan.</u> ■ <u>Add additional regulations for floodplains.</u> ■ <u>Implement neighborhood consistency standards for new neighborhoods through PUD-R or existing zoning.</u>	City Initiated
Commercial	■ Streamline all commercial design standards into one section of the LDC. ■ Include all elements of building and site design in the same section. ■ Create corresponding public realm and streetscape standards to complement the private realm standards. ■ Revise PUD standards to address appropriate design context for mixing of residential and commercial uses in the same PUD. ■ <u>Add additional regulations for floodplains.</u> ■ <u>Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment.</u>	City Initiated
Colleyville Boulevard Corridor	■ Create an integrated regulatory tool (through a Corridor Zoning District or similar tool) to achieve a mix of commercial uses, appropriate transitions and buffers, and desired character that is tailored to the four different sections of the Boulevard as described in the vision -- the Northern Gateway, Upper Sector, Central Sector, and Southern Gateway (see Table 10.2, <i>Proposed Colleyville Boulevard Corridor Regulatory Framework</i> for more detail). ■ Establish appropriate urban design standards associated with each sector including building design, site design and orientation, mix of use, signage, and civic/open space standards with pedestrian-oriented design elements, specifically in the Central Sector. ■ Establish public and private street design standards that are consistent with the different sectors and vision for the Corridor. ■ <u>Add additional regulations for floodplains.</u>	City Initiated

COLLEYVILLE 2035 COMPREHENSIVE PLAN

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Table 10.3. Implementation Priorities, Responsibilities, and Time Frames (cont'd)

Action No.	Recommended Action	Potential Time frame
Housing & Neighborhoods		
Action 6.1	Consider overlays for established neighborhoods.	Short-term
Action 6.2	Provide mechanisms for context-sensitive residential redevelopment.	Short-term to Mid-term
Action 6.2A	Consider PUD-R or overlay zoning to implement consistency standards for new neighborhoods.	Short-term
Action 6.3	Continue to focus on neighborhood park and recreation improvements to positively contribute to neighborhood vitality.	Short-term to Mid-term
Action 6.4	Improve neighborhood connectivity to the Colleyville Boulevard Corridor and key destinations.	Short-term to Mid-term, where feasible
Action 6.5	Encourage new neighborhood design that creates defined centers, edges, common spaces, and entries.	Short-term
Action 6.6	Require new neighborhoods to be connected where appropriate.	Short-term to Long-term
Action 6.7	Encourage the construction of local gateways and signs that promote unique neighborhood identity that is tied to Colleyville's heritage and/or a "country feel."	Short-term to Mid-term
Action 6.8	Consider amending the existing tree preservation ordinance to ensure the existing tree canopy is preserved.	Short-term
Action 6.9	Consider expanding the free tree planting program to encourage residents to plant trees.	Short-term
Action 6.10	Consider standards for ensuring that quality landscaping is created and maintained.	Short-term
Action 6.11	Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment.	Short-term to Mid-term
City Services & Facilities		
Action 7.1	Update the long-range plan for the Colleyville Public Library.	Short-term to Mid-term
Action 7.2	Update the Parks, Recreation, and Open Space Master Plan as needed.	Short-term to Mid-term
Action 7.3	Evaluate options to upgrade the Colleyville Senior Center to continue to serve senior residents of the City.	Short-term to Mid-term
Action 7.4	Evaluate options to improve the Colleyville Center so that it can continue to meet citizen needs as well as attract additional usage and visitation.	Short-term to Mid-term
Action 7.5	Continue to ensure Police, EMS, and Fire Department equipment and facilities continue to meet the current and future public safety needs of the Colleyville community.	Ongoing
Action 7.6	Continue to ensure that firefighter, EMS personnel, and police officer training is adequate to respond to emergency situations.	Ongoing
Action 7.7	Continue to ensure that Fire, Police, and EMS Departments staffing needs are maintained adequately to address changes in growth and current levels of service.	Ongoing
Action 7.8	Maintain a proactive approach to the use of technology to improve public safety in Colleyville.	Ongoing

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Speaker Cards - Support

SPEAKER CARD

Date: 2-7-17

Agenda Item Number: 5a ← Item must be completed!

For example: 5a (this can be found on the far left side of the agenda copy)

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_____ I will speak **In Support** of this item. _____ I will speak **In Opposition** to this item.

☒ I do not wish to speak, but please record my: ☒ **support** _____ **opposition**

Name: Claudia Bevil

Address: 119 Cheek Sparger Rd City: Colleyville TX

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Signed: C Bevil

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Speaker Cards - Support

SPEAKER CARD

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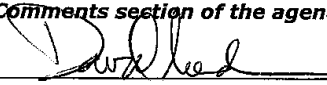
_____ I will speak **In Support** of this item. _____ I will speak **In Opposition** to this item.

☒ I do not wish to speak, but please record my: ☒ **support** _____ **opposition**

Name: David Medlin

Address: 605 Montreux Ave City: Colleyville TX

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Speaker Card - Opposition

SPEAKER CARD

Date: 2/2/17

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_____ I will speak **In Support** of this item. X I will speak **In Opposition** to this item. → TO PARTS

_____ I do not wish to speak, but please record my: _____ support _____ opposition

Name: MICHAEL CANN

Address: 7002 SHEPHERDS GLEN City: COLLEGEVILLE

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Signed: 

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Mayor Newton's Comments

DESTINATION COLLEYVILLE - EXECUTIVE SUMMARY

Colleyville is one of the premier places to live in the greater Dallas-Fort Worth (DFW) Metroplex. The city is well known for its great neighborhoods, excellent schools, and well-maintained parks and amenities, all located with convenient access to regional employment destinations such as DFW International Airport, Downtown Fort Worth, Las Colinas, and Downtown Dallas.

This comprehensive plan reflects the vision for the Colleyville of tomorrow. It has been crafted from community input over the course of more than a year. It builds on the strengths of the city today and identifies the framework for key decisions and actions that will guide Colleyville over the next two decades to make that vision become a reality.

The Colleyville community recognizes and cherishes the strengths of the city and wants to preserve and enhance those qualities. The community wants to make Colleyville the destination of choice for those seeking a vibrant place to live, work, or play with a high quality of life. This plan reinforces and builds on the principles and values that have historically guided decisions in the city, but it also updates policies on new topics since the previous plan's adoption.

Destination Colleyville contains the following framework that encompasses the goals and policies of the Plan:

- Preservation of neighborhoods.
- Enhancing Colleyville's economic resilience.
- Creating a connected Colleyville.
- Enhancing Colleyville's character and brand.
- Securing the economic spine of the city.
- Enhancing amenities and services.

The Plan then translates these framework principles into key goals for economic stability, transportation, housing and neighborhoods, City services and facilities, future land use, and character and placemaking. Each of these elements includes goals, policies, actions and benchmarks which are based on Colleyville's unique context and community input.

More specifically, this Plan details the future vision for Colleyville Boulevard. Colleyville Boulevard is not only the city's main economic engine, but is also the key to defining the character of Colleyville. It provides access to entertainment and boutique retail destinations, as well as meeting the day-to-day needs of the residents who live in the city. One of the major goals of this comprehensive plan update is to address the redevelopment and enhancement of properties along Colleyville Boulevard to create a cohesive development character, while recognizing key nodes or areas as special places with greater concentration of commercial/retail uses in a more pedestrian-friendly context. ??

This Plan emphasizes implementation as a key for its success. Implementation in the Plan's context is aligning the policies in this plan with the city's regulatory, infrastructure, operational, and fiscal tools. In moving forward, this Plan and associated principles and goals help the community prioritize the city's actions in addressing its many competing needs and requests. Destination Colleyville guides the city into its bright future, setting the stage for continued success.

Another key strength of Colleyville
are the high quality low density neighborhoods.
A goal of this plan should also be to define
strategies to protect and maintain the quality
and character of these neighborhoods. There will
be a transition measure to redevelop these into higher-
density that will not distinguish Colleyville
from its neighbors.

Mayor Newton's Comments

CHAPTER 1 – INTRODUCTION

From its quiet rural beginnings, Colleyville has become one of the premier places to live in the greater Dallas-Fort Worth (DFW) Metroplex. The city is well known and admired for its great neighborhoods, excellent schools, and pleasing parks and amenities, all located within a few miles of DFW International Airport, Fort Worth and the many employment opportunities of the region.

The Colleyville community recognizes and cherishes the strengths of the city and wants to preserve and enhance those qualities. The community wants to make Colleyville the destination of choice for those seeking a vibrant place to live, work, or play with a high quality of life.

This comprehensive plan is the collective vision of the community for the Colleyville of tomorrow. It has been crafted with extensive input from the Colleyville community over the course of more than a year and represents the dreams and aspirations for the city. It builds on the strengths of the city today and identifies the framework for key decisions and actions that will guide Colleyville over the next two decades to make that vision become a reality.

This plan reinforces and builds on the principles and values that have always guided decisions in the city, but also establishes a fresh perspective that responds to changing dynamics.

DESTINATION (des-tuh-ney-shuh n)



The word "destination" is defined as:

- the purpose for which something is "destined;"
- a place to which one is journeying; and
- a place worthy of travel or for an extended visit.

What is "Destination Colleyville?"

The title "Destination Colleyville" represents a vision for what the city will become in the future, as well as how the city is perceived by those who live outside of it. The idea builds on the strengths of what Colleyville already is – a unique place that can be called home and that has everything that is needed, including great places to live and all the nearby amenities that make up a great way of life. It also recognizes that the Colleyville community has reconfirmed its commitment to maintaining the city's unique rural character which makes it like no other place in the DFW Metroplex.

Very Important

This plan recognizes that for the long-term vision to become a reality, Colleyville should not only be a choice community for residents and destination retail, but it should continue to draw from the regional market for new visitors and excellent companies.



Superb neighborhoods are an example of what makes Colleyville a "destination" in the greater DFW Metroplex region.

Mayor Newton's Comments

- **There is an opportunity to provide for a range of options for the Colleyville Community.** While Colleyville's predominant attraction is the city's beautiful neighborhoods, a growing segment of the population is increasingly interested in connecting residential properties to amenities such as trails, parks, shopping, and dining areas that promote social experiences.

- **Colleyville's demographics continue to change.** As noted in The Colleyville Plan (2004–2025), the median age of the city's residents continues to become older, increasing from around 40 years in 2000 to 45.5 in 2010 and 45.6 in 2013. This gradually aging population may begin to impact the types of retailer, entertainment, and dining prospects for the commercial areas of Colleyville.

Building on the City's Strengths and Unique Opportunities

This plan fully recognizes the unique strengths of Colleyville and builds on them. These are discussed in detail in subsequent sections of the plan, but include:

- **The city has a great location.** In addition to being only five miles from DFW International Airport, Colleyville benefits from a back-door, direct connection that provides easy access to the airport for residents and local businesses. Additionally, the city benefits from newly improved freeways that provide quick access to the entire region.
- **Colleyville Boulevard provides an opportunity for economic growth.** When proposed improvements by the Texas Department of Transportation (TxDOT) including the turnback to city for maintenance are completed, Colleyville Boulevard will have improved traffic capacity. Better defined access points from

Colleyville Boulevard to adjacent commercial areas will provide opportunities to improve connectivity between developments. Planned walkways will also make walking and bicycling along Colleyville Boulevard more feasible, and additional aesthetic improvements will help create a true sense of place along much of the Corridor.

- **The city has character and exceptional natural areas.** Colleyville is known for the beauty of its neighborhoods. Its tree-lined roadways are complemented by stunning homes and pastures that contribute to Colleyville's "country feel." Natural and semi-natural areas such as Big Bear Creek and Little Bear Creek create spectacular amenities right within the core of Colleyville. Similarly, the Cotton Belt Trail corridor provides access to semi-natural areas and a corridor near the core of the city.

- **Non-residential redevelopment provides opportunities to further shape the city.** While much of Colleyville has been developed, a new round of redevelopment or enhancement of existing development, especially along Colleyville Boulevard, is already beginning to take place. Each project offers the opportunity to promote and reinforce the environmental character and connectivity goals established by this plan.

— what about Ancient 2nd Rd — we have available commercial streets there as well

Mayor Newton's Comments

Further, the plan projected that the city's annual growth rate would slow to 1.25 percent during the years 2011 through 2015, decrease even further to 0.75 percent for the years 2016 through 2020, and decrease further to 0.50 after 2020. During the past five years (2010 to 2014), the city's actual annual growth rate was 0.81 percent.

With fixed boundaries and an increasingly limited amount of land remaining available for development, Colleyville is getting closer to its maximum population.

Population Estimate

While it would be easy to simply utilize the estimate that was contained in The Colleyville Plan (2004-2025), there have been many changes in the city that have occurred since then. First is that the city, like the rest of the country, has been impacted by a significant recession. While this may not have had as great of an impact on Texas cities as elsewhere, it has resulted in changes in consumer preferences (regarding housing, debt, driving and commuting preferences, among others). The city has also had 10 additional years of development which means there is less land available for development. Therefore, it was determined that

an analysis, using a similar methodology as was used in The Colleyville Plan (2004-2025), would further quantify the city's maximum population.

First, areas within the city that had sufficient acreage (approximately 3 acres or larger) and characteristics for potential redevelopment were identified. These areas equaled about 492.7 acres or 0.77 square miles out of 13.10 square miles. Second, an analysis of both the city's current Future Land Use Map (adopted 2004) and the draft Future Land Use Map contained within this plan were undertaken. Both maps identified that a majority of these potential areas are classified as single-family detached residential.

In The Colleyville Plan (2004-2025), the low and high estimates were calculated using an average residential density factor of 1.8 (base estimate) and 3.5 dwelling units per acre (high estimate). The estimate below was (see Table 2.1, Population Forecast) prepared using the following calculation:

$$[(\text{acres}) \times (\text{density}) \times (\text{occupancy rate}) \times (\text{household size})] + [(\text{vacant platted lots}) \times (\text{household size})] + (\text{current population estimate}) = \text{population forecast}$$



Population growth stabilizes as the city has fewer and fewer parcels remaining for development.

This number is not used; why should it be included?

how determined?

how determined?

Mayor Newton's Comments

Plan Principles

Although the vision has remained the same, the path to achieve it has to keep up with a changing environment. Continued outward expansion from the DFW Metroplex increases the scale and intensity of growth pressures being felt in Colleyville, not to mention a host of fundamental changes in the world around us.

Based on long-standing community input from previous planning efforts, as well as this one, a new set of plan principles were developed to ensure Colleyville continues progression toward its envisioned future. These plan principles provide the fundamental framework for the analysis and recommendations discussed throughout the rest of this plan. They include:

- **Preservation of neighborhoods.** Colleyville is a superb place to live. Its neighborhoods are beautiful and housing is attractive and very well maintained. All neighborhoods have attractive natural settings or an emphasis on significant landscaping. Amenities are plentiful, both within neighborhoods and nearby. First and foremost, Colleyville's neighborhoods, both existing and yet to come, should remain among the very best in the entire region.
- **Enhancing Colleyville's economic resilience.** The diversification of Colleyville's tax base is key to enhancing the city's economic status. Proactive strategies are necessary to improve on what is already an excellent financial position. It may be necessary to fund the type of management, maintenance, and investments in the future that the Colleyville community has asked for. Encouraging non-residential development that provides that strong resource underpinning is vital to the future of the city. This may include increasing the value of development in key areas, such as the areas along Colleyville Boulevard, at the northern gateway to Colleyville, and along the city's edges at Precinct Line Road and State Highway 121.
- **Creating a connected Colleyville.** The Colleyville community expressed their interest in a completely connected city, where major destinations such as parks, schools, retail, dining and civic facilities are all easy to get to in a variety of modes and not only by driving. This goal was echoed repeatedly throughout the planning process. Whether walking or riding a bicycle, a comfortable and safe network (which is well underway) should be completed. Colleyville has the opportunity to make additions and improvements to the network that can have significantly positive effects on quality of life.
- **Enhancing Colleyville's character and brand.** The Colleyville community wants to preserve its unique character and country feel while reinforcing this aesthetic into creating a special brand that sets the city apart.
- **Securing the economic spine of the city.** Through high-quality infill development, more walkable and urban-scaled buildings, and the strategic placement of parking in less visible locations, the Colleyville Boulevard Corridor can gradually evolve into a more identifiable special place. The Colleyville community expressed significant interest in moving forward with this throughout the planning process.
- **Enhancing amenities and services.** In city-wide surveys over the years, the Colleyville community has expressed their appreciation for the effective infrastructure that they have. They are interested in quality over quantity, ensuring that amenities, such as parks and the library, and services, such as public safety and utility infrastructure, are all high quality and provide great value to the community.

Mayor Newton's Comments

Housing & Neighborhoods Chapter 6



Goals

Preserve high quality, established neighborhoods with an emphasis on large lots and natural settings with a "country feel."

Connect neighborhoods and provide high quality amenities.

Policies

1. Preserve neighborhood character and quality.
2. Enhance neighborhood-level amenities and connectivity such as pocket parks, sidewalks, and trails.
3. Require new neighborhood developments to demonstrate and contribute to Colleyville's character.

Benchmarks

- Improved access to neighborhood-level park improvements.
- Increased number and quality of neighborhood-level amenities and connections (e.g. trails).

- maintain "current built" density in established neighborhoods
allowing for additional redevelopment
options

City Services & Facilities Chapter 7



Goals

Maintain an exceptional system of City services and facilities that is technologically current, efficient, and responsive to the needs of the Colleyville community.

Policies

1. Continue to maintain and improve the City's facilities as appropriate.
2. Continue proactive and effective public services to ensure the public health, safety, and welfare of the Colleyville community.
3. Provide and maintain a well-planned and fiscally sustainable public infrastructure.
4. Proactively support efforts to promote green initiatives for fiscal resilience.

Benchmarks

- Additional facility improvements completed.
- Maintained a minimum 90 percent level of satisfaction among the community with City services.
- Maintained or improved current response times for Police and Fire services.
- Additional infrastructure improvements completed.

- Ensure the corporate and quality landscaping are created and maintained
new

Mayor Newton's Comments

Future Land Use Chapter 8



Goal

Maintain the integrity of the existing land uses by ensuring the Future Land Use Plan map and categories reflect the land use mix and character of desired development.

Policies

Establish appropriate future land use categories in the City's Future Land Use Map (FLUM):

- Residential
- Commercial
- Institutional
- Parks and Open Space
- Colleyville Boulevard Corridor (CBC)

Character & Placemaking Chapter 9



Goal

Ensure high quality neighborhood design that positively contributes to surrounding neighborhoods and the country character of Colleyville. *at Colleyville leading north for work*
~~create a unique~~

Enhance the city's commercial corridors to make them unique destinations – specifically Colleyville Boulevard and Precinct Line Road – by creating a unique design aesthetic that sets these corridors apart from adjoining communities and continues to attract destination commercial uses.

Policies

1. Preserve the "country-feel" of roadways.
2. Ensure compatibility of new neighborhoods with existing neighborhoods and connectivity with adjoining developments where appropriate.
3. Create a plan to coordinate the public realm and private development standards for the Colleyville Boulevard Corridor with a strong and unique sense of place that transforms the Corridor into a true destination.
4. Create a unique commercial corridor for Precinct Line Road.

Mayor Newton's Comments

Moreover, the workforce is employed in those industries poised for the highest growth in the region. Nearly 40 percent of the city's workforce is employed in administrative support, professional scientific and technology services, and health care and social assistance.¹ As employment opportunities increase in the area, Colleyville will benefit by maintaining a stable residential base and capturing more retail and office uses within the city. A market analysis performed by Catalyst Commercial identified specific retail and office opportunities in Colleyville, which are summarized below:

RETAIL OPPORTUNITIES

There is a high demand for retail in Colleyville due to retail leakage caused by residents shopping elsewhere in the region. Current and projected retail demand among residents in Colleyville and surrounding communities is high. Additionally, the workforce that commutes into and through Colleyville creates additional demand for retail. Based on Colleyville household data, there is enough current and projected demand to support an additional 303,000 square feet of retail goods and services in Colleyville by 2024.

This retail analysis took into account proximity of adjacent community retail centers, limited amount of greenfield land and lack of highway frontage in Colleyville, and the changing face of retailing due to competition from web-based retailers.

According to Catalyst's market analysis, workforce spending patterns account for an additional \$195 per person per week, totaling \$99 million in annual sales in the city's retail stores and restaurants. It is estimated that the addition of more high quality development with national and regional brands, convenient parking, and a variety of retail and restaurant options could bring in an additional 10 percent of potential retail expenditures from the local

¹ Catalyst Commercial, Market Analysis for Colleyville, Texas.



POTENTIAL RETAIL DEMAND

114,000 SF	retail demand based on current retail expenditure leakage
160,000 SF	projected retail demand based on population and income growth
29,000 SF	estimated retail demand based on workforce spending
----- 303,000 SF	total possible retail demand within Colleyville by 2024.

Source: Catalyst Commercial, Market Analysis for Colleyville, Texas.

how was this determined?

workforce which are currently spent outside the city limits (see Figure 4.2 Potential Retail Demand on Page 34).

OFFICE SPACE OPPORTUNITIES

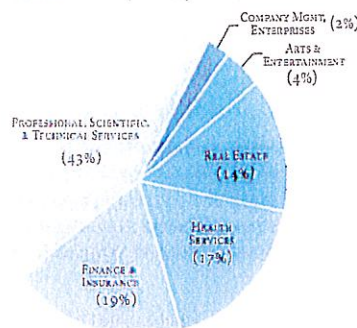
As industries expand and diversify in the area, demand for professional office space will also grow. Office space users will include not only those businesses that provide services to residents, such as lawyers, real estate agents, and financial businesses, but also businesses that provide support services to other companies.

Rental rates in the Westlake/Grapevine/Colleyville submarket are some of the strongest in the region, and vacancy rates of class A and B office space in Colleyville are below the average of the overall market.

According to the office market analysis performed by Catalyst Commercial, there is 817,000 square feet of office space in the city, 83 percent (719,000 square feet) of which is for small office firms. Most of these small firms (43%) provide professional, scientific, and technical services. Only 17 percent is occupied by firms that offer health services (see Figure 4.3 Employment Trends on the right).

Overall, the city's 12 largest employers account for over 60 percent of the city's overall employment. In total, approximately 2,700 businesses employ over 9,800 workers within the city. A significant portion of these workers are employed in the retail and food service sector which accounts for approximately 18 percent of all workers.

Based on current trends, nearly 5,300 square feet of net absorption will be for small office space (firms with five employees or less). Small business relocation from existing space may create additional demand. Based on historical office space turnover trends and average vacancy rates, Colleyville could capture an additional 9,500 square feet of annual office demand for a total of 14,800 square feet of annual absorption.



Source: Catalyst Commercial, Market Analysis for Colleyville, Texas.

The City of Colleyville and surrounding area is home to numerous employers. Below are the top employers (based on total employment) in the area:

DFW International Airport (on-airport employees only)	60,000
Sabre Corporate HQ	2,532
Grapevine Colleyville ISD*	1,681
Texas Health Harris Methodist Hospital	1,546
Gaylord Texan Resort Hotel & Convention Center	1,500
HealthMarkets	1,450
Baylor Regional Medical Center at Grapevine	1,230
Atlantic Southeast Airline, Inc.	1,000
Triad Financial Group	1,000
Market Street*	369

*In City of Colleyville

OFFICE CLASS DEFINITIONS



Office classes represent a subjective quality rating of buildings which indicates the competitive ability of each building to attract similar types of tenants. A combination of factors including rent, building finishes, system standards and efficiency, building amenities, location/accessibility and market perception are used as relative measures.

Class A: Most prestigious office buildings competing for premier office users with rents above average for the area. Buildings have high quality standard finishes, state of the art systems, exceptional accessibility and a definite market presence.

Class B: Office buildings competing for a wide range of users with rents in the average range for the area. Building finishes are fair to good for the area. Building finishes are fair to good for the area and systems are adequate, but the building does not compete with Class A at the same price.

Source: Building Owners and Managers Association International (<http://www.boma.org/research/Pages/building-class-definitions.aspx>)

Mayor Newton's Comments

responsibilities placed on residential landowners. However, many of these new businesses will want to be located along the Colleyville Boulevard Corridor. With limited opportunities, this needs to be through a carefully crafted redevelopment strategy for existing underutilized and under-performing properties based on market opportunities.

- Action 4-1: Continue to utilize creative funding mechanisms (e.g., grants, public improvement or municipal development districts, etc.) to encourage desirable economic growth in targeted areas of commercial redevelopment.

The City already has been successful in using a range of funding mechanisms, such as matching grants, infrastructure participation, and non-cash incentives as tools for attracting new businesses and improving existing ones along Colleyville Boulevard. Incentives, when quantified, can be effective in mitigating excessive development costs and gaps in public infrastructure needed to facilitate high quality development, especially in a redevelopment context. Incentives should be evaluated based upon need, overall public/private ratio, payback period, impact on adjacent developments, net new benefits and other policy goals. In addition, where possible, performance-based incentives should be used. This also includes a continual evaluation of existing programs (e.g., the city's existing Tax Increment Reinvestment Zone (TIRZ)) to ensure they are functioning as needed, and whether or not additional restructuring is recommended.

Incentives, if carefully targeted, frequently provide a net positive return on public investment. This then increases the City's capacity to bring additional private investment that can contribute to the continued economic vitality of the city.

- Action 4-2: Facilitate infrastructure improvements and amenities that support placemaking.

Today, cities are competing to be great places to live and work. In that regard, facilitating development and redevelopment that has a "sense of place" is becoming an essential component of many economic development efforts. This plan establishes a strong vision to transform Colleyville Boulevard into a true destination with a set of coordinated public and private improvements.

Redevelopment is often more expensive due to demolition, property agglomeration, upgrading infrastructure, amending easements, utility relocations, and coordinating with existing adjoining businesses and neighborhoods. To this end, the city should identify and prioritize public infrastructure investments that can encourage private redevelopment that creates higher quality environments, better merchandising, and enhances elements that improve quality of life.

PLACEMAKING

"Placemaking is a multi-faceted approach to the planning, design, and management of public spaces...the art of creating places that uplift and help us connect with others."



Source: Project for Public Spaces.

Mayor Newton's Comments

As part of the city-wide survey administered during this comprehensive planning process, participants identified the following types of businesses that were needed in the city. These expressed "needs" by community residents can contribute to additional sales tax dollars and revenues for the city.

- **Small retail stores / boutiques** – 48.3 percent of respondents felt that more small retail / boutique stores were definitely needed (15%) or somewhat needed (33.3%).
- **Medium-sized retail stores** – 77.7 percent of respondents felt that medium-sized retail stores were definitely needed (34.0%) or somewhat needed (43.7%).
- **Large retail stores** – 56.1 percent of respondents felt that large retail stores were definitely needed (30.6%) or somewhat needed (25.5%).
- **Professional services** – 42.5 percent of respondents felt that additional professional services (e.g., medical, legal, health, beauty, etc.) were definitely needed (10.2%) or somewhat needed (32.3%). Conversely, almost 40 percent felt that more of these services were not needed.
- **Sit-down restaurants** – 85.2 percent of respondents felt that additional sit-down restaurants were definitely needed (45.2%) or somewhat needed (40.0%). Conversely, 50.4 percent felt that more fast food services were not needed.
- **Mixed-use developments** – 47.0 percent of respondents felt that mixed-use areas were definitely needed (16.2%) or somewhat needed (30.8%).

Source: Community responses from the 2014 city-wide opinion survey

Policy: Recruit – Continue to promote Colleyville as an excellent and convenient place to locate a business.

Businesses are attracted to locations that are vibrant and offer a high standard of living for their management and staff. Businesses with specialized professional staff, in particular, favor walkable and vibrant locations that help them attract top talent. Colleyville can readily be promoted as a place where it is easy to live, work, play, and stay. The City's neighborhoods and schools are already top-notch and can help recruit businesses to the City in conjunction with the City's incentive policy and Economic Development Strategic Plan.

There are limited locations within the City for new, quality, commercial development. It will be imperative to ensure that the City can maximize this new commercial development potential to the extent possible. Details on the design and quality considerations are included in Chapter 9.

■ Action 4-3: Continue to pursue new commercial development in the Colleyville Boulevard Corridor and other appropriate locations

Pursuing new, quality, commercial development in the Colleyville Boulevard Corridor, specifically at the Northern Gateway, and the Precinct Line Road Corridor, is a priority to increase commercial tax base, and to reduce retail sales leakage to other cities within the region. Catalyst's assessment identified the capacity for an additional 303,000 square feet of retail goods and services by 2024 (see Figure 4.4. *Businesses Needed in Colleyville* on the left).

Historically, the City has absorbed an average of 6,000 square feet of professional office space and current absorption is close to 15,000 square feet with vacancy near 7%. Additional opportunities in Colleyville would be for boutique corporate headquarters. Overall, forecasts show that demand for quality office will continue to increase. The addition of quality professional office uses will not only capitalize on the areas available highly educated workforce but also provide additional daytime visitors that can increase sales at Colleyville's stores and restaurants.

Shouldn't we
consider Precinct Line
and 121 also?

Mayor Newton's Comments

- **Action 4-1:** Continue to identify the types of prospective businesses (retailers, restaurants, and office uses) that will complement Colleyville's market context.

The City has already recruited several quality retailers and restaurants. Continuing to use this strategic approach by communicating the strength of the city's economic development opportunities and incentives to prospective new retailers and restaurants, will be the key to maintain the current momentum. This could include continuing coordinating meetings at local and regional conferences, organizing annual Retailers Roundup events, etc.

- **Action 4-3:** Continue to pursue and strategically develop high quality lodging-related uses within the city.

As part of a larger effort to increase long-term tax revenue, the City should target hospitality-related uses to attract tourists and visitors. This will support leisure and corporate recruitment and retain visitor spending. In addition, the City should explore integrating conference/meeting space to attract out-of-town guests and increase spending on hotels, restaurants, and local shopping for additional tax revenue. In addition to providing direct jobs within the community, hotels and other lodging-related uses provide the city with hotel occupancy tax revenue and other complementary benefits that can be utilized to fund additional marketing and promotional materials or events.

- **Action 4-6:** Establish partnerships to create a business incubator or accelerator to support start-ups and local businesses within the city.

In addition to national credit retailers and established chain restaurants, it will also be important for the City to support a program to incubate new local businesses in an effort to diversify the city's commercial base.

A small business incubator or accelerator is a facility that provides small, start-up businesses with temporary space and shared business support services. An overarching goal of an incubator or accelerator is to enhance the entrepreneurial climate within the city and to create jobs that can lead to growth and expansion. The focus is on helping new businesses overcome the common problems that cause a business to fail within its first four years of existence. These include poor management, lack of funding, and inadequate marketing.

Although it is normal that small business start-ups have a high failure rate, the City can support the Chamber of Commerce and others in efforts to increase their chances of success. Led by the Chamber, this can include, but is not limited to, temporary office space, office services (e.g., copying, printing, faxing, computers, and high-speed Internet access), etc.

WHAT IS A BUSINESS INCUBATOR or ACCELERATOR?

A business incubator or accelerator is a business support process that accelerates the successful development of start-up and fledgling companies by providing entrepreneurs with an array of targeted resources and services.



Source: National Business Incubation Association, www.nbia.org

Mayor Newton's Comments

Character of Streets

The community identified the country character associated with driving along roads within and throughout Colleyville as one of the community's key strengths. The old county roadway system that previously existed in most of the neighboring communities eventually gave way to multi-lane improvement projects. However, in Colleyville, significant sections of the old county roadway system have been retained and generally function today as

the collector streets. Many of the existing roadways in the city contain signature elements (e.g., mature trees, rural fencing, open swales, etc.) that create a unique character which sets Colleyville apart from many of the surrounding communities. See Figure 5.1, *Existing Streets With Character*. Some of these streets include sections of Pleasant Run Road, Cheek-Sparger Road, Jackson Road, Oak Knoll Drive, Westcoat Drive, Bransford Road, John McCain Road, and McDonnell School Road.

Figure 5.1 Examples of Existing Streets With Character



Fencing and open space as signature elements



Mature trees and no curbing as signature elements



Open swales and no curbing as signature elements



Fencing and woodlands as signature elements

Mayor Newton's Comments

regional roadway that extends along the western edge of Colleyville and serves as the western boundary between Colleyville and North Richland Hills.

Traffic Generators

Typically, the major sources of traffic in a community are internal (e.g., travel to and from a school or a shopping center). In Colleyville, however, a significant amount of vehicular traffic is generated by adjacent community residents traveling through Colleyville to reach destinations in other nearby communities. Colleyville Boulevard carries a significant amount of external commuter traffic. However, its route does not extend through Colleyville's residential neighborhoods, contrary to the east-west roadways of McDonwell School Road, John McCain Road, Glade Road, Hall-Johnson Road, and Cheek-Sparger Road.

In the past, Colleyville has received relatively little economic benefit from increased traffic through the community. With the growth of retail areas such as Colleyville Downs, the Village at Colleyville, and the Colleyville Town Center/Market Street development, connectivity can serve to generate significant activity that benefits the city.

North Tarrant Parkway was recently extended to Interstate Highway 35W, between Fort Worth and Keller. This route provides a multi-lane connection from the north side of Fort Worth to Precinct Line Road. Due to its completion, east-bound traffic will likely increase in the future along McDonwell School Road and John McCain Road. Mid-Cities Boulevard already provides a multi-lane east-west roadway from Saginaw to DFW International Airport through Colleyville along Cheek-Sparger Road.

During early morning and evening commute times, additional traffic (which comes in large part from the external pass-through traffic) increases congestion along Colleyville's roadways making it more difficult to gain access to adjacent residential neighborhoods. This is not to be too unexpected, as most of the major intersections on the city's predominantly two-lane arterial system are not designed to accommodate high volumes of turning movements.

Traffic Volumes

On an annual basis, City collects traffic volume information for most of the major roadways in the community, generally taken near major intersections. Future traffic volume projections are derived from the North Central Texas Council of Governments (NCTCOG) 2035 Traffic Volume Projections. However, several roadways are already seeing traffic counts at the 2035 level. Information on both current and projected traffic volumes is useful for economic development purposes as well as for establishing a sound roadway maintenance or improvement program.

TRAFFIC GENERATORS

Within the city limits, the major traffic generators include, but are not limited to, the following:

- Glade Pains shopping center
- Colleyville Downs shopping center (formerly Village Park)
- Colleyville Town Center
- Village at Colleyville
- Area schools



Which roads?

Mayor Newton's Comments

From a design standpoint, the right of way of a collector street should not be narrower than any of the local streets entering it. Additionally, the design of a collector street should include consideration for the right-of-way width and number of lanes which provide for continuity of the overall system. Right-of-way widths will be a maximum of 75 feet with pavement widths of 28 to 42 feet, depending on whether the street is serving an urban or rural area and the need for a specific lane configuration (e.g., six-foot paved shoulders, center turn lane, etc.).

ARTERIAL STREETS

Arterials move large volumes of traffic between major destinations. With some degree of access control they prioritize mobility over accessibility in order to provide the highest level of service at the greatest speed for the longest uninterrupted distance. Major arterial thoroughfares are often multi-lane facilities and are often constructed and maintained by the Texas Department of Transportation (TxDOT). The two major arterial streets in Colleyville are Colleyville Boulevard and Precinct Line Road. Minor arterial streets provide for traffic movement from the various neighborhoods to commercial areas and other major traffic generators (e.g., schools and municipal buildings), and also serve as routes for thru-traffic from adjacent cities. Right-of-way widths will be a maximum of 95 feet with pavement widths of 36 feet to 44 feet. Examples of minor arterial streets include Hall-Johnson Road, Cheek-Sparger Road, and Glade Road.

EXPRESSWAYS/FREEWAYS

Expressways/freeways provide for expeditious movement of traffic between areas and across cities,

with an intent of moving large volumes of traffic at relatively high speeds, with as few delays and interruptions as possible. One of the ways this occurs is through the limitation of direct access to adjacent properties. With the exception of adjacency to a segment of State Highway 121 on the eastern border of Colleyville, no expressways will occur in the city.

Mayor Newton's Comments



During the planning process, the Colleyville community frequently noted their appreciation for the roundabouts that have been installed in recent years, and asked that those improvements continue. The photo depicts the roundabout installed at the intersection of Glade and Pool Roads.

Policy: Explore opportunities to improve connectivity within and between neighborhoods and developments (especially along the Colleyville Boulevard Corridor and adjoining neighborhoods).

As Colleyville developed, many neighborhoods were built with only one or two vehicular access points and frequently lacked vehicular connections to nearby neighborhoods. In recent years, many newer developments have been built in the same manner, forcing all traffic out to the nearby collectors or arterials. In places where higher capacity collectors and arterials are available, this may be acceptable. However, with the desire to maintain a rural character in Colleyville, this design arrangement simply increases the burden on the city's collectors and arterials. Similarly, many commercial developments were designed without internal connectivity to adjacent parcels.

In addition, there is increasing desire on the part of Colleyville residents to be able to walk or ride a bicycle to nearby destinations. Access to sidewalks and trails for both recreation and mobility is becoming an important element of quality of life for many communities, especially for Colleyville. The Colleyville community has expressed this desire repeatedly, going back to the 1998 Plan, The Colleyville Plan (2004–2025), and most recently as part of the 2011 Parks, Recreation & Open Space Master Plan.

Given the narrow pavement sections and the desire to maintain the rural character of drainage swales along many streets, the preferred solution to improve connectivity for both bicyclists and pedestrians is to expand the city's system of trails that parallel many streets. These trails are typically 10-feet wide and can carry low to medium volumes of both bicyclists and pedestrians concurrently (as long as high-speed bicycle travel is not anticipated). Since there is a growing interest in walking and bicycling, every neighborhood in Colleyville should have comfortable and appealing options for users to walk or ride to nearby destinations.

Why?
This needs to
change - proactively

Mayor Newton's Comments

- Action 5-9: Integrate trail and sidewalk improvements as part of the City's Capital Improvements Program (CIP) with a direct tie to the City's trail plan.

In addition, the City should consider creating a sidewalk or trail infill program as part of the CIP which can prioritize short segments (1/4 mile or less) that can be implemented if street improvements are not imminent in order to provide short term (between 5 and 10 years) connectivity or critical links.

Policy: Balance traffic volume, capacity, and mobility needs with the preservation and/or creation of character along city streets.

The rural character exhibited by many of the streets in Colleyville is one of the city's strongest assets. Colleyville, as a community, strongly supports the preservation of that rural character, rather than developing standard streets that can be found in any community in the area. Given the relatively low number of collectors and arterials in Colleyville, attention should be paid to the character and context of each non-local street. Further, both the Colleyville community and the Comprehensive Plan Advisory Committee (CPAC) recommended that the character of key roadways in the city be considered when planning for land use and roadway improvements.

- Action 5-10: Develop site-specific or context-sensitive solutions (CSS) that preserve the character of streets as they are improved.

As streets are redeveloped or improved, signature elements (e.g., the drainage swales which help to create a rural character along many of the city's roadways) should be identified for possible protection prior to finalizing design and construction plans. Landscape architects, planners, or urban designers should be included as early in the process as possible when a street is considered for improvement. Preliminary engineering reports should be used to identify solutions that combine appropriate best practices and design standards, while also exploring specific strategies to preserve the character-building signature elements of that street (see the Character of Streets section earlier in this Chapter). Standard cross-sections should be used for guidance, but should maintain flexibility and be adjusted as necessary using CSS.

BAR DITCHES / SWALES

In the 2014 Citizens' Survey, 57 percent of respondents expressed that eliminating bar ditches on city streets is not important for Colleyville to address in the near future (27% not very important; 14% not at all important; 17% no opinion). Bar ditches (also known as borrow pits or swales) are roadside channels dug for drainage purposes.

Source: 2014 Citizens' Survey.



WHAT IS CSS?

Context sensitive solutions (CSS) is a collaborative, interdisciplinary approach that involves all stakeholders in providing a transportation facility that fits its setting. It is an approach that leads to preserving and enhancing scenic, aesthetic, historic, community, and environmental resources, while improving or maintaining safety, mobility, and infrastructure conditions.

— Results of Joint AASHTO / FHWA Context Sensitive Solutions Strategic Planning Process, Summary Report, March 2007



Mayor Newton's Comments

The rural character while traveling through many parts of the city, especially west of Colleyville Boulevard, is unique to the area and helps Colleyville stand out as a community.

■ Action 5.11 Encourage preservation of signature street elements as part of improvement projects

Since the character of many existing streets is such an asset for the community, implementation of unique, one-of-a-kind solutions, where appropriate, should be supported. Utilize preliminary engineering reports to identify the funding levels needed for improvements to each street corridor. Support efforts for companion tree preservation and streetscape elements as part of improvements to streets, where possible.

■ Action 5.12 Consider context-sensitive solutions to constructing trails within the city

Many of the streets in Colleyville are conversions from the city's rural past and are still lined with trees. Consequently, even trail or sidewalk design and construction should consider the context of each individual corridor to determine appropriate solutions for building that segment of trail or sidewalk. Since many of the streets within the city have relatively narrow rights-of-way, drainage swales could be utilized to improve city-wide connectivity. While the City should have general standards for trail width that it applies consistently, the implementation of trails should use context-sensitive solutions to protect mature trees and other signature elements that define Colleyville's rural character.



Mayor Newton's Comments

Housing and Neighborhoods

Colleyville is widely known for the high quality of its neighborhoods. Colleyville residents enjoy quiet internal neighborhood streets with little traffic, mature trees, extensive green areas, nearby parks and other amenities, and access to some of the best schools in the entire DFW Metroplex region. The city's crime rate is extraordinarily low, and residents can also rest assured that their investment in their property will retain its value over the years. As a result, Colleyville continues to be one of the most desired places to live.

Retaining the value and quality of neighborhoods is one of the single most important priorities of the Colleyville community.

Since much of the city consists of existing residential neighborhoods, Colleyville's long-term future is inextricably tied to its housing quality and conditions. While one challenge is to protect and preserve existing neighborhoods, another is to ensure future housing further strengthens the city's status in the DFW Metroplex region. In the city's mature existing neighborhoods, housing exhibits a rural character accessed by rural roadways. In these areas, increased access to quality-of-life amenities (e.g., improved walkability, recreation, etc.) is important. In new neighborhoods, tree preservation, high quality layout and design should be a minimum requirement to ensure that these important amenities are considered while creating neighborhoods that have a sense of character. Each of these considerations, if done well, strengthens the character of the city which is so important to the Colleyville community.

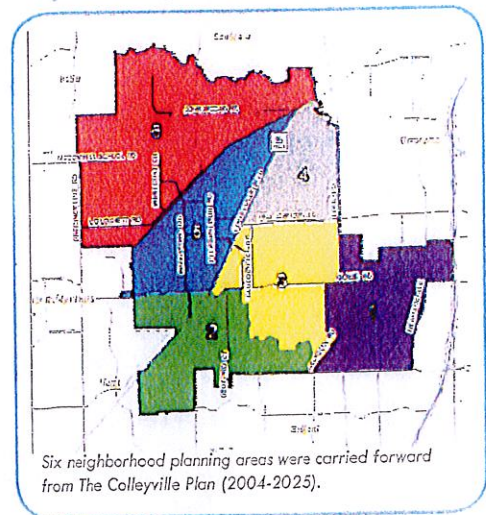
low density

Neighborhood Planning Areas

During the planning process for The Colleyville Plan (2004-2025), the city was divided into six neighborhood planning areas to help facilitate participation and planning. The boundaries of the six planning areas were chosen based on the service areas of the existing homeowner associations, as well as physical features such as major streets, railroads, and creeks.

Destination Colleyville uses the same six neighborhood planning areas to facilitate discussions and develop strategies to enhance neighborhoods in all parts of the city.

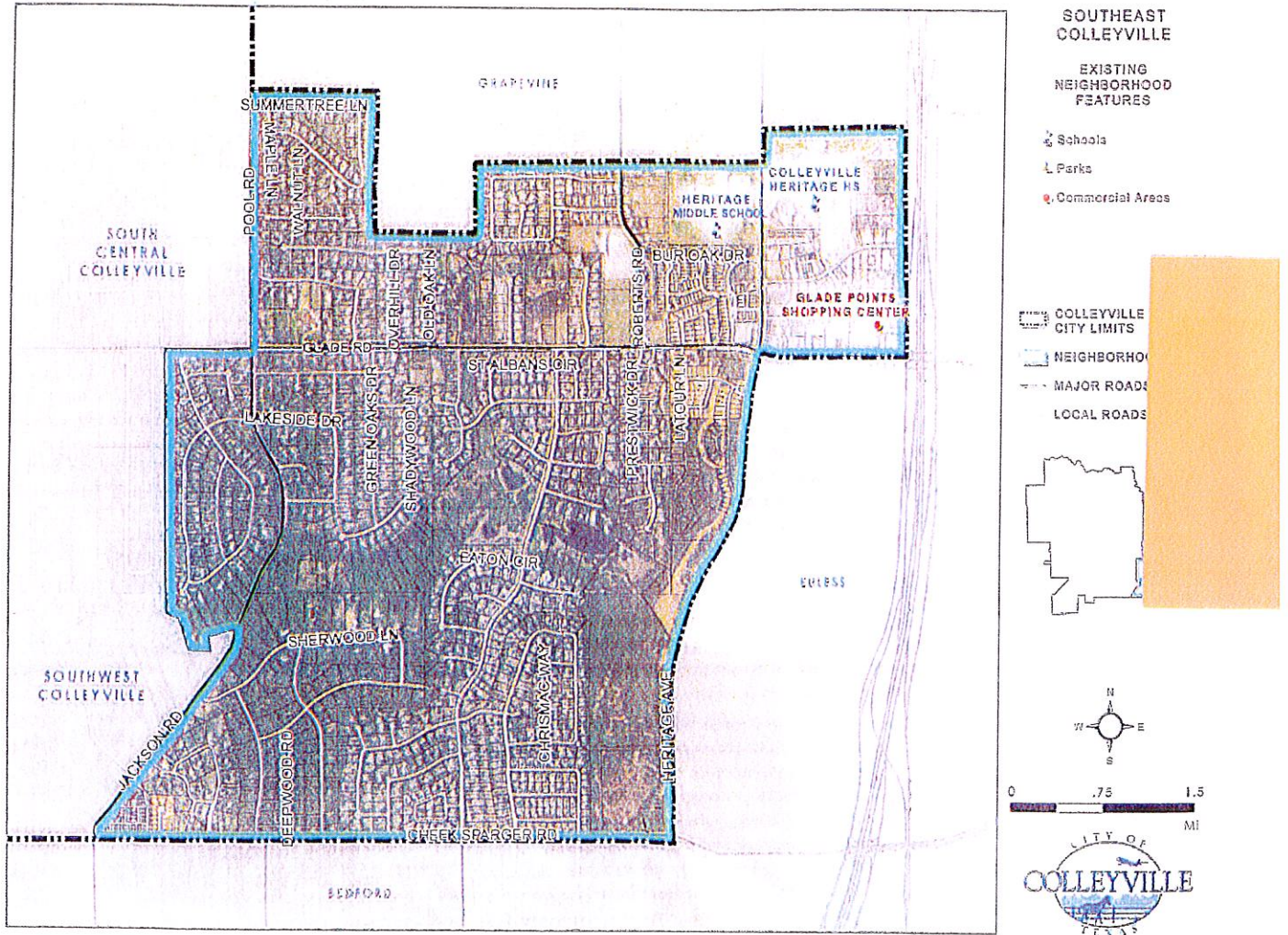
Figure 6.1 Six Neighborhood Planning Areas



Six neighborhood planning areas were carried forward from The Colleyville Plan (2004-2025).

Add these concepts
 need to discuss the areas of zoning that was approved in the 1970's but that was built at a much lower density. we need to preserve these neighborhoods etc. city must have a policy that re-zones the higher density zoning to a lower density that matches what was actually built. estimate the areas could

Mayor Newton's Comments



→ redevelop to a higher density form by destroying the character and quality of the neighborhood

- Re development is a threat to neighborhood character if that redevelopment allows higher density (ex net 6000)

— need to improve quality requirements and standards at our development platform

Mayor Newton's Comments

Southeast Colleyville • Neighborhood Area 1

Placement in the Community

Southeast Colleyville occupies the southeast quadrant of the city. Bounded by Cheek-Sparger Road to the south, Jackson and Pool Roads to the west, State Highway (SH) 121 and Heritage Avenue to the east, and the city limits with Grapevine to the north and east, Southeast Colleyville totals approximately 1,213 acres (1.9 square miles) or 14.3 percent of the overall land area of Colleyville. With the development of the Heritage Avenue tract into single family homes, most of Southeast Colleyville is developed.

During the planning process for the comprehensive plan, feedback from focus groups comprised of residents of this area noted the convenience of living here, with easy access to SH 121 and also to commercial areas along Colleyville Boulevard. The major issue for the area is traffic congestion along Glade Road and Cheek-Sparger Road, and occasional periodic traffic delays generated by other users in the area (e.g., churches).

Character and Form

The following descriptions provide a summary of the character, development pattern, transportation and connectivity, and parks, recreation and open space in Southeast Colleyville.

- **General character.** Small portions of this area can be characterized as fairly typical suburban style developments. However, these developments transition to portions of Southeast Colleyville that are among the most beautiful in all of Colleyville. Home styles vary from older 1970's ranch style homes to large mansions with extensive open space and attractive front yards. Several gated communities exist in the area along Martin Parkway

and Jackson Road. Much of the area drains to tributaries of Little Bear Creek, and as a result the area is heavily wooded with stands of large mature trees. This wooded character is extremely appealing and is one of the distinguishing aspects of much of Southeast Colleyville. Private ponds which are visible from the area's public streets also contribute to the lush, luxurious feel of the area.

- **Development Pattern.** Approximately 90 percent of this area is comprised of existing single family residences, with the remaining 10 percent consisting of commercial and institutional uses. Residential lot sizes vary from estate-sized lots along drainage tributaries of Little Bear Creek, to garden home-sized lots north of Glade Road and west of Heritage Avenue. Development patterns transition from freeway commercial uses at Glade Road and SH 121, to garden residential lots near Heritage Avenue and Glade Roads, finally to larger lots further to the west and throughout the remainder of Southeast Colleyville. Residential uses in the area total 1,112 acres and 1,707 lots, yielding a residential density of approximately 1.54 dwelling units per acre¹.

- **Transportation and Linkages.** Glade Road and Cheek-Sparger Road are the primary east-west minor arterials in the area. Heritage Avenue, Martin Parkway, and Jackson Road are the primary north-south roadways for this area. Apart from the four-lane sections of Glade Road and Heritage

¹ Existing residential percentage for each neighborhood area includes all areas within residential and agricultural zoning districts and includes rights-of-way and parks.

Residential density is calculated by dividing the total number of residential lots (occupied and vacant) in the neighborhood by the total land area in the neighborhood in residential or agricultural zoning district categories.

Area not density => Should be computed by total lots in residential developments by the acreage in the residential development minus ROW

Mayor Newton's Comments

Avenue at the commercial areas near SH 121, most streets in the area, including arterial, are two-lane roadways.

- **Parks, Recreation, and Open Space.** Southeast Colleyville has several private parks but no public parkland. The open parkland behind the Senior Center in Southwest Colleyville provides the main park space for this area. A total of 46 acres of private parkland are contained in the area, however, much of this private parkland is fenced and restricted to specific neighborhoods or homes. Some residents of the area have access to Melrose Park, which is a large private neighborhood park located on Martin Parkway. With the exception of wide sidewalks along a portion of Glade Road and Heritage Avenue, leading to the middle school and high school, the area has no existing public trails. Private recreational trails can be found in Melrose Park, as well as in privately shared open space east of Martin Parkway.

Key Current and Future Considerations for Southeast Colleyville

1. The commercial areas between SH 121 and Heritage Avenue are vital to the overall fiscal health of the city. They are the only freeway-oriented properties in the city, and have no direct residential adjacencies. As such, the intensity of development directly adjacent to SH 121 should be maintained and even increased where appropriate. Non-residential densities can decrease closer to Heritage Avenue, but should still remain among the highest in the city.
2. Roadway improvements are discussed in the Transportation section of this plan. However,

Southeast Colleyville residents have expressed their desire that Glade Road remain two lanes, with the exception of upgrades at intersections to improve traffic flow. Any improvements to Cheek-Sparger Road should carefully consider the character of the roadway. For both roads, shoulder improvements for roadway safety and traffic flow improvements at key intersections should be considered, where and when feasible.

3. No public park improvements are currently slated for this area. However, future park improvements in the city's park land adjacent to the Senior Center will be needed to provide public facilities for residents of Southeast Colleyville.
4. Sections of eight- to 10-foot wide trails exist along the north parkway of Glade Road between Pool Road and Heritage Avenue. Filling trail gaps along this section of Glade Road should be planned in order to enhance connections to area schools, retail and dining closer to SH 121.
5. Heritage Avenue and Cheek-Sparger Road Intersection – work with the City of Euless to make improvements as appropriate when necessary.

Enhancement should be done in a way that maintains the character of the road.

not true

why is this statement here?

Mayor Newton's Comments

See comment as how to
compute density - not residential
density

Southwest Colleyville - Neighborhood Area 2

Physical and Cultural Context

Southwest Colleyville occupies the southwest corner of Colleyville, and is generally bounded by Glade Road and Little Bear Creek to the north, Cheek-Sparger Road to the south, Jackson Road to the east, and Colleyville Boulevard to the west. A portion of Southwest Colleyville neighborhood area is west of Colleyville Boulevard and extends to Precinct Line Road which is the city limits with Hurst. Southwest Colleyville totals approximately 1,292 acres (2.02 sq. miles) or 15.3 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area noted the high quality of their neighborhoods and, with this area's proximity to Colleyville Boulevard, the relative convenience and accessibility to other areas of the city.

Character and Form

- **General character.** While more than three-quarters residential, this area also has some non-residential uses extending along Colleyville Boulevard. The area is traversed by Little Bear Creek and consequently includes significant green spaces. Bedford Road, which crosses Little Bear Creek, is representative of the characteristic beautiful Colleyville thoroughfare, with large trees and a classic rural feel along much of the roadway in this area.
- **Development Pattern.** Southwest Colleyville is essentially completely developed, with only a few lots remaining open for development. The area is approximately 83 percent existing residential uses with 1,718 lots. This neighborhood has a density of

approximately 1.60 dwelling units per acre. Lots in the area are still generally below average in size, ranging from 10,000 to 15,000 square feet in size.

- **Transportation and Linkages.** Glade Road and Cheek-Sparger Road are the only east-west minor arterials in the area. Colleyville Boulevard, Precinct Line Road, Bedford Road, and Brown Trail are the only major north-south roadways in the area. With an eventual six lanes, Colleyville Boulevard has significant capacity to handle the traffic needs of the area. However, getting to Colleyville Boulevard is through a two lane section of Cheek-Sparger Road between Oakbriar Lane and Colleyville Boulevard.
- **Parks, Recreation, and Open Space.** This area has a higher percentage of public parkland than any other in the city. The Colleyville Nature Center and Sparger Park take advantage of their pristine locations adjacent to Little Bear Creek and are major amenities for the area. Woodbriar Neighborhood Park provides amenities south of Cheek-Sparger Road, and all neighborhoods in this area have close access to parks. Trails can be found in both parks, and older private trails along Cheek-Sparger Road point to future trail possibilities that mimic the public trail across Cheek-Sparger Road in Bedford.

Key Current and Future Considerations for Southwest Colleyville

1. Redevelopment of the existing commercial lands between Colleyville Boulevard and Felps Drive will most likely occur in the future, and should be encouraged to bring additional destination value to Colleyville Boulevard. The buffering of residential

Mayor Newton's Comments

areas east of Felps Drive should be incorporated into any redevelopment plans for the area. More compact and walkable non-residential development should be encouraged for other tracts along Colleyville Boulevard, and should take advantage of the desire to be close to Colleyville Downs Shopping Center.

2. Neighborhood-scale retail and office uses should be encouraged at the southern corners of Cheek-Sparger Road and Bedford Road, with adequate buffering provided where residential adjacencies occur.
3. Proposals for development of floodplain lands on the north side of Little Bear Creek between Colleyville Boulevard and Bedford Road should be carefully evaluated for their potential impact on area flooding and the beautiful creek environment. The loss of creek environment could impact the value of nearby residential areas.
4. Evaluate options to improve traffic flow along Cheek-Sparger Road between Bedford Road and Colleyville Boulevard, including improving the intersection of Bedford Road and Cheek-Sparger Road. Consider improvements as appropriate along Cheek-Sparger Road between Colleyville Boulevard and Brown Trail (San Bar Lane to Oakbriar Lane).
5. Trail linkages between the Nature Center and Sparger Park would create a unique amenity for this neighborhood area and should be a high-priority focus. These trail linkages could use natural paving materials in keeping with the character of the area.
6. Explore ways to widen and enhance the existing trails on the south side of Cheek-Sparger Road in partnership with the City of Bedford.

a connecting trail system could be put in this creek area

Mayor Newton's Comments

South Central Colleyville - Neighborhood Area 3

Placement in the Community

Neighborhood Area 3 (South Central Colleyville) focuses on a central area of the city, east of Colleyville Boulevard. It extends from Pool Road on the east, the centerline of Little Bear Creek and Jackson Road on the south, Colleyville Boulevard on the west, and Hall-Johnson Road to the north. This area is key to the future of Colleyville, since it contains commercial areas along the Colleyville Boulevard Corridor. South Central Colleyville totals approximately 1,248 acres (1.95 sq. miles) or 14.7 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area noted the quality and love for their neighborhoods. They expressed the desire to ensure that the character of major streets in the area, such as Glade Road, is not lost due to roadway improvements to increase traffic flow.

Character and Form

- **General character.** Much of this neighborhood area has a large estate lot feeling to it. The area also includes significant commercial development along Colleyville Boulevard. Residential areas along Little Bear Creek, with forest-like stands of mature trees, are among the most scenic and beautiful areas in the entire city.
- **Development Pattern.** As is the case in other areas, South Central Colleyville is essentially completely developed, with only a few lots remaining to be developed. The area is approximately 90 percent existing residential uses, which is the third highest ratio of residential to non-residential in the city. This neighborhood has an approximate density of 1.00 dwelling units per acre. A significant number

of large estate-sized lots can be found along Oak Knoll Drive, other streets south of Glade Road, and along Montclair Drive and Bluebonnet Drive north of Glade Road.

- **Transportation and Linkages.** Glade Road and Hall-Johnson Road are the only major east-west arterials in the area, and they link this neighborhood area to commercial developments along Colleyville Boulevard. Colleyville Boulevard and Pool Road provide major north-south access north of Glade Road, and are supplemented by Riverwalk Drive and Montclair Drive in the area. South of Glade Road, Jackson Road, Martin Parkway, and Heritage Avenue all provide adequate north-south connectivity given the low density of the area.
- **Parks, Recreation, and Open Space.** South Central Colleyville has only one public open space, at the Senior Center along Glade Road, and no significant private parks. Although it is located in Southwest Colleyville, nearby Sparger Park also serves this area. Open spaces at the Colleyville Center also have potential to address quasi-parkland needs for this area. Trails can be found in Sparger Park, at the Senior Center, and along Church Street and Riverwalk Drive. Trails along Glade Road stop at Pool Road and do not extend westward into this area.

Key Current and Future Considerations for South Central Colleyville

1. Though not yet realized, pedestrian and bicycling connections between this area and the major retail, dining, and entertainment uses along Colleyville Boulevard are vital and highly desired. Efforts to

- Some comment - use not density
- a strategy to preserve the character
of this area is very important to it
does not change with
redevelopment BE maintain low density
staring - do not allow zoning changes
high density zoning redevelopment

Mayor Newton's Comments

Northeast Colleyville - Neighborhood Area 4

Location in City Comments

Occupying the northeastern portion of the city, Neighborhood Area 4 (Northeast Colleyville) encompasses the area north of Hall-Johnson Road, east of Colleyville Boulevard, west of Pool Road and south of Big Bear Creek. Northeast Colleyville totals approximately 793 acres (1.24 sq. miles) or 9.4 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area were concentrated on issues dealing with the future development of large rural tracts along Colleyville Boulevard, and the interest in trail connections to Big Bear Creek.

Character and Form

- **General character.** This area is characterized by more traditional suburban residential neighborhoods. Lot sizes in this area might be considered large in other communities but are on the smaller side for Colleyville. Neighborhoods range in age from more mature developments that have been in place for more than 30 years, to newer areas around Kimzey Park that were developed within the last 10 to 15 years. With the exception of the visual open space provided by Bluebonnet Hills at the corner of Hall-Johnson Road and Colleyville Boulevard and a portion of Big Bear Creek north of Kimzey Park, this area has no significant open space features. Neighborhoods have attractive mature trees that add character and value to properties in the area.
- **Development Pattern.** While still largely developed, Northeast Colleyville does have some large remaining undeveloped areas along Colleyville Boulevard. Northeast Colleyville is

approximately 81 percent existing residential uses, which is the lowest ratio of residential to non-residential in the city. At approximately 1.59 dwelling units per acre, this area has the highest overall density of single family residential in the city.

This area incorporates extensive commercial properties along Colleyville Boulevard. Many of these commercial and industrial type uses can be redeveloped in the future.

- **Transportation and Linkages.** Hall-Johnson Road is the only major east-west minor arterial in the area, and provides the only direct link to commercial areas along Colleyville Boulevard. Colleyville Boulevard and Pool Road provide major north-south access, with no other continuous north-south roads in the area. Apart from Tarrant Lane, Industrial Boulevard and Oak Pointe Drive provide limited road connections between area neighborhoods and the commercial destinations along Colleyville Boulevard. However, the bulk of the residents to go south to Hall-Johnson Road or north along Pool Road to access signalized intersections at Colleyville Boulevard.
- **Parks, Recreation, and Open Space.** Kimzey Park in the northern tip of this area and the playground facilities at Glenhope Elementary School provide the only public park and playground services for residents of this area. A small private park with a pond and walking trail located south of Independence Street provides park access to nearby residents. Natural areas along small portions of Big Bear Creek which are within Colleyville are found in this area. Apart from walking trails located in Kimzey Park, the area has no significant publicly accessible trails.

Save comment
do have to
compute this
- not residential
density

*
there can be
developed with
trail connections
along the creek
to Park Park

Mayor Newton's Comments

Key Current and Future Considerations for Northeast Colleyville

1. Promote the development of a unique walkable commercial site at the Northern Gateway, an undeveloped 23 acre tract across from John McCain Road and Colleyville Boulevard. Ensure that adequate buffering/transitions between the development and adjacent residential areas is incorporated.
2. To provide a stronger and more sustainable economic foundation for the city, encourage the redevelopment of older commercial and industrial uses along Colleyville Boulevard into high quality commercial and service destinations. Where feasible, make these walkable.
3. Create additional pedestrian and bicycling connections between neighborhoods in this area and the major retail, dining, and entertainment uses along Colleyville Boulevard.
4. Create walking and bicycling connections between Kimzey Park and regional trails to the north along Big Bear Creek.

- Convert Cotton Belt trail along from McCain & 26 along creek to Kimzey park and on to Park Park
in Grapevine
- new trail under bridge a Hwy 26 to connect

Western Central Colleyville - Neighborhood Area 5

Placement in the Community

Occupying the center-west portion of the city, Neighborhood Area 5 generally occupies the area between Colleyville Boulevard to the east and the Cotton Belt Trail corridor to the west. Glade Road forms the southern boundary of this area. The area contains a portion of the northern gateway, three connected undeveloped tracts that total to 36 acres. Western Central Colleyville totals approximately 1,324 acres (2.07 sq. miles) or 15.6 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area focused on issues relating to appropriate transitions to the future development on the large Northern Gateway tracts along Colleyville Boulevard, and the interest in connections to the regional Cotton Belt Trail.

Character and Form

■ **General character.** This area is characterized by a mix of residential lot sizes, ranging from high quality, zero-lot-line homes in the Village area to large estate-sized lots closer to the Cotton Belt Trail. Tinker and Bransford Roads in the area are all two-lane rural roads that characterize the city's country past. Extensive mature trees and open swale drainage preserve a country feeling throughout the residential portions of this area.

■ **Development Pattern.** Western Central Colleyville is approximately 86 percent existing residential uses, and its density is approximately 1.16 dwelling units per acre. Non-residential development along Colleyville Boulevard ranges

Some comment
to compute density -
net residential density. This
needs to include the
residences in the Village. The
1.16 number does not
include that.

Mayor Newton's Comments

Northwest Colleyville - Neighborhood Area 6

Placement in the Community

Neighborhood Area 6 (Northwest Colleyville) encompasses the western third of Colleyville. It is bounded by the Cotton Belt Trail corridor to the east, Big Bear Creek to the north, Precinct Line Road to the west, and L. D. Lockett Road to the south. Northwest Colleyville totals approximately 2,601 acres (4.06 sq. miles) or 30.7 percent of the overall land area of Colleyville.

Character and Form

- **General character.** This neighborhood encompasses the entire western sector of the city. A significant number of the large estate lots on the far western edge of the city near Precinct Line Road have been redeveloped into smaller-lot neighborhoods transitioning to lower density neighborhoods to the east. The Northwest Neighborhood has beautiful established areas with the country character that represents what the Colleyville community wants to preserve.
- **Development Pattern.** This neighborhood area is the largest in the city, encompassing more than 30 percent of the gross land area of the city. Northwest Colleyville has experienced significant change since the previous comprehensive plan in 2004. The neighborhood's residential density of 1.06 dwelling units per acre is one of the lowest in the city. Overall, 96 percent of the area is existing single family residential uses, the highest percentage in the city. The area has significant open space and parklands, but a very small amount of retail development.
- **Transportation and Linkages.** Major roadways in the area include L. D. Lockett Road, Westcoat

Drive, McDonwell School Road, Precinct Line Road, Pleasant Run Road, and John McCain Road. In addition, the MTP proposes McDonwell School Road be extended east from Westcoat Drive to connect just west of Cutter Ridge Court to improve east-west connectivity in the area. Most roadways in Northwest Colleyville all are generally two-lane rural cross-sections, and intersection improvements and MTP connectivity recommendations can serve to improve traffic flow in the area.

- **Parks, Recreation, and Open Space.** This area has four City parks and multiple smaller private parks. L. D. Lockett, McPherson, Reagan, and Pleasant Run Parks are the major public park facilities in the area. Trail connections along McDonwell School Road and Westcoat Drive, as well as the Cotton Belt Trail, are the major trail corridors in this area. Trails along McDonwell School Road are excellent examples of trail integration adjacent to a two-lane roadway.

I think this may relate to a road extension that we're removing

This was a travesty

Comments were not density

Mayor Newton's Comments

Recommendation for Future Consideration for Northwest Colleyville

1. Encourage a mix of retail and professional office uses along the remaining undeveloped areas of Precinct Line Road, with the goal of expanding the city's sales tax base.

why office?

why not stress retail along Precinct Line Road. Is there Colleyville has not put adequate effort into developing this commercial area

Housing and Neighborhood Framework

GOALS

Preserve high quality, established neighborhoods with an emphasis on large lots and natural settings with a "country feel."

Connect neighborhoods and provide high quality amenities.



Policy: Preserve neighborhood character and quality.

Neighborhoods are one of Colleyville's greatest assets, as they form the foundation for the city's reputation and quality of life. As neighborhoods age and mature, some develop a unique and enduring character while others are unable to maintain the quality of development they once had. For this reason, the City should support neighborhood protection and preservation efforts. Safe, well-maintained neighborhoods that have enduring character allow reinvestment and help maintain property values and residential tax base.

The City can support and establish programs to protect and enhance the integrity of its neighborhoods. Potential strategies include improving or updating public facilities and services such as streets, street lighting, drainage systems, traffic control or management, neighborhood policing, and code enforcement.

→ also we should emphasize a policy of not allowing high density pop redevelopment - I think this is critical

Mayor Newton's Comments

Action 6-1: Consider overlays for established neighborhoods

In many neighborhoods, residents may want to protect the existing character of development. In these cases, the City could work with neighborhood residents and representatives to develop specific recommendations for protection or enhancement. This may include the creation of a special area plan that frames appropriate changes needed in the underlying regulations, such as garage placement, setbacks, building materials, etc. This may also include other actions that help existing neighborhoods maintain or add landscaping, sidewalks, trails, and park amenities.

Action 6-2: Provide mechanisms for context-sensitive residential redevelopment

Given the high demand for homes in the Colleyville area and as the city approaches build-out, it will be important to thoughtfully design new residential projects with appropriate considerations of lot sizes, transitions and connections to adjacent neighborhoods, trails, open space and tree preservation, and design of open fencing, landscape treatment, and setbacks along rural character roadways.

Policy: Enhance neighborhood-level amenities and connectivity such as pocket parks, sidewalks, and trails.

While the city is known for its superb neighborhoods, there are still opportunities for improvement so they continue to be one of the key assets in the community. Access to sidewalks, trails, and parks is becoming an important element of quality of life for many communities, especially for Colleyville. Neighborhoods designed with such amenities typically maintain their property values over time. It is about providing safer and inviting ways to move in and around one's neighborhood without having to get in an automobile in addition to creating a reinvestment dynamic in the neighborhood as it matures.

Action 6-3: Continue to focus on neighborhood park and recreation improvements to positively contribute to neighborhood vitality

Clean, well-maintained, and vibrant neighborhood parks are an anchor for strong, established neighborhoods. The City can work with neighborhoods to determine ideas to increase access to, and amenities at, neighborhood parks. This could include the installation of upgraded or additional amenities at existing parks.

*Protect neighborhoods
character and density
upon redevelopment!*

*—add policy for protecting neighborhood character
and density upon redevelopment*

Mayor Newton's Comments

Action 6-4: Improve neighborhood connectivity to the Colleyville Boulevard Corridor and key destinations.

Colleyville Boulevard is the economic spine for the city. It also contains most of the commercial services that the Colleyville community is interested in visiting. Currently, the Village at Colleyville is probably the most walkable and pedestrian-friendly commercial area in the city. As additional areas of Colleyville Boulevard are redeveloped and revitalized (e.g., in the Northern Gateway), more opportunities for creating walkable and pedestrian-friendly environments can be created. As a result, there will also be increased demand for accessing these areas without having to get in an automobile. Consequently, the City can proactively increase neighborhood connectivity to the Colleyville Boulevard Corridor. This could include the development of key greenway trails (e.g., along Little Bear Creek) which provide needed east-west connectivity from established neighborhoods to Colleyville Boulevard. This could also include the installation of new sidewalk and trail segments in areas where sidewalk connectivity is limited or nonexistent, and the installation of crosswalks. In addition, connections to the Cotton Belt trail from the Northern Gateway should be prioritized.

Policy: Require new neighborhood developments to demonstrate and contribute to Colleyville's character.

As evident by the online survey that was administered during the planning process, the Colleyville community has expressed an interest in quality development as one of the key attributes that makes Colleyville unique. As such, it is also a high priority to ensure that all new neighborhoods add to the existing quality of development. This can be done by requiring the development of neighborhoods which provide a high quality of design, an easily perceived sense of identity, and bicycle and pedestrian connectivity.

Action 6-5: Encourage new neighborhood design that creates defined centers, edges, common spaces, and entries.

Creating neighborhoods with defined centers, edges, and entries where feasible gives neighborhoods a sense of place. A defined center provides for a focal point to gather (e.g., park, trail, school, etc.), defined edges allows neighborhood residents to take pride in their geographic area, and bold and unique entries (e.g., entrance monuments) provide notice to residents and visitors that one has entered into a new defined place.

Action 6-6: Require new neighborhoods to be connected where appropriate.

Connectivity is an important quality of great neighborhoods. A well-connected neighborhood reduces congestion along major streets, is friendlier to pedestrians and bicyclists, facilitates active transportation, and leads to higher levels of physical activity. One way to ensure that new neighborhoods are connected is to require conformance

maintaining low density policy is one of the growth key success factors

but one of the most successful conservatively!

agreed

neighborhood growth is also enhanced by wider streets, especially if there are main entry or thoroughfare street in a neighborhood. This should be built into the development code

Mayor Newton's Comments

This should be addressed

with additional connectivity standards which could be incorporated into the City's subdivision regulations. Concerns about cut-through traffic can be alleviated through appropriate design of new residential streets for low speed traffic and traffic calming measures on existing residential streets.

For vehicles, it is important to create multiple entries between a neighborhood and the City's thoroughfare system. This reduces congestion at intersections and along the entire thoroughfare system by dispersing vehicles among multiple access points. This could also include reducing the use of cul-de-sac streets and increasing the number of internal connected streets. Although given Colleyville's development context, there may be few remaining opportunities to create new strategic connections to help overall traffic circulation.

At a minimum, it will be important to create a strong internal sidewalk system to connect to all internal (e.g., neighborhood pools and schools) and external (e.g., off-site trails, commercial areas, etc.) destinations. This may include the creation of internal greenway trails and pedestrian access easements through connecting cul-de-sacs and the middle of long blocks.

- Action 6-7: Encourage the construction of local gateways and signs that promote unique neighborhood identity that is tied to Colleyville's heritage and/or a "country feel"



The entrance to Pebble Hill Plantation Estates is an example of a well-designed neighborhood entrance.

Gateways help define entrances and provide a sense of place to a neighborhood. Many existing neighborhoods include attractive gateway entrance features. The City can review its sign regulations to ensure that there is enough flexibility to allow for creative design of gateway entrance monuments that add to the character of the city's neighborhoods. In addition, the City can encourage the construction of unique gateway entrances for all new neighborhoods. Such gateways and signs should be coordinated with landscaping, fencing, and other streetscape elements within the neighborhood.

Mayor Newton's Comments

A Vision for Parks

As part of the development of the 2011 Parks, Recreation, and Open Space Master Plan, a mission was identified to provide one of the highest quality parks, recreation, and open space systems in the DFW Metroplex by creating opportunities where people can "escape and enjoy an enriching environment." Through the public engagement process, a new vision was created for the future of the parks and recreation system (see at right).

To help implement this vision, a series of goals were developed and adopted by the Parks and Recreation Advisory Board and City Council. These include:

- Provide parks and trails within easy and convenient access to households in Colleyville.
- Provide leisure opportunities for all ages, specifically targeting young adults to baby boomers (who are historically underserved in terms of recreation facilities and programming).
- Support the development of a healthy community by providing facilities and programs that lead to choices for healthy living.
- Aim to be comprehensive and financially sustainable while encouraging collaboration.
- Market Colleyville as a destination known, in part, for its unique parks and leisure programs, while also marketing to current users and residents.
- Reflect and support the city's objective to become the environmental leader in Tarrant County.

Needs Assessment

While the existing parks, recreation, and open space system was rated as excellent, a plan of action for the future is necessary to ensure the system continues to excel long into the future. This is particularly important as the city nears its population estimate of 27,943 persons by 2035 (see Chapter 2, *Colleyville Context*, regarding the historical and projected population of the city).

Colleyville is unique in that the majority of park acreage in the city is made up of private parks and open spaces (over 301 acres as compared to approximately 225 public park acres). In most cities in the DFW Metroplex, park and recreation areas are predominantly comprised of public parks. Therefore, the acreage for private parks and open spaces is included in the level of service (LOS) analysis of this plan because of its significant contribution to the overall public-private park system in the city.

Colleyville's current LOS and future LOS were calculated using the historical population counts from the 2010 U.S. Census, combined with recommended National Recreation and Park Association (NRPA) standards that have been tailored to the city's unique situation (see Table 7.1, *Current and Projected Parkland LOS*, on the next page). These numbers differ slightly than what was indicated in the 2011 Parks, Recreation, and Open Space Master Plan because of a larger projected maximum population (see Chapter 2, *Colleyville Context*, regarding the historical and projected population of the city) and more accurate 2010 Census Data.

Today, the city's LOS for overall public parks is 9.88 acres per 1,000 people. This is less than the per capita

"Colleyville has a renowned system of parks, recreation, open space, and trails that creates a true sense of 'home' within the city of Colleyville."

Source: Vision from the 2011 Parks, Recreation and Open Space Master Plan

no, we should only include private parks in the computation if that person meets the standard on its own merit

Mayor Newton's Comments

*So is our policy to be at standard or not?
and if so, what is the strategy to
accomplish that
- we deficit at our park systems
it but we have little parkland
that is available for general
use. Most of it is
consumed by sports
association activities
but include a
of more*

acreage recommended by the National Recreation and Parks Administration (NRPA), which the city compares itself against for national benchmarking. In order to meet the NRPA LOS standard for public parks for the current population, the city would need to add approximately 32 additional acres of public parkland. In order to meet the NRPA LOS standard for public parks for the projected population, the city would have to add approximately 90 to 98 acres of new public parkland. When factoring in the city's private parks and open space lands, the city has more than enough acreage to meet the minimum LOS standard for the

current population and would still be near the top of the range for the projected population.

Park Service Area Deficits

In addition to determining current and future park acreage needs based on the city's population, it is also important to ensure that the park and recreation system is well distributed and accessible for most users. Typically, neighborhood parks serve an area of about one-quarter mile to one-half mile (which equates to about a five to 10 minute walk), while community parks serve an area of about one mile (which equates to about a five minute drive).

Table 7.1 Current and Projected Parkland LOS

Park Category	Existing Acreage (2015)	NRPA Standard	Level of Service (LOS) (22,807 population) ¹	Projected 2035 LOS (27,943 population) ²
Public Parks	225.24	11.25 - 20.50 acres / 1,000	9.88 acres / 1,000	8.06 acres / 1,000
Neighborhood Parks	41.66	1 - 2 acres / 1,000	1.83 acres / 1,000	1.49 acres / 1,000
Community Parks	101.10	5 - 8 acres / 1,000	4.43 acres / 1,000	3.62 acres / 1,000
Other Parks	82.48	Variable	3.62 acres / 1,000	2.95 acres / 1,000
Private Parks and Open Space	301.70	None	13.23 acres / 1,000	10.80 acres / 1,000
Grand Total	526.94	11.25 - 20.5 acres / 1,000	23.10 acres / 1,000	18.86 acres / 1,000

Table Notes:

¹ The current population of 22,807 people is derived from the 2010 Census Bureau.

² The projected population of 27,943 people is derived using the population estimates set out in Chapter 2, Colleyville Context.

Mayor Newton's Comments

Drainage

Colleyville has two main creeks known as Big Bear Creek and Little Bear Creek. These creeks generally flow west to east through the city. There are four tributaries in Colleyville that flow into Big Bear Creek and 12 tributaries that flow into Little Bear Creek.

Big Bear Creek, Little Bear Creek, and their tributary creeks are shown on Flood Insurance Rate Maps (FIRM), dated September 25, 2009, that were prepared by the Federal Emergency Management Administration (FEMA). The FEMA FIRMs show areas subject to flooding, limits for the one percent annual chance flood (100-year flood), limits for the 0.2 percent annual chance flood (500-year flood), and other flood prone areas. The intent of the FIRM is to administer the National Flood Insurance Program, not necessarily to identify all areas subject to flooding, particularly from local drainage sources of small size. Current floodplain areas in Colleyville with a one percent annual chance of a flood occurring are shown on Map 7.2, *Drainage Areas*, on the next page.

Halff Associates, Inc., performed a Drainage Master Plan for Colleyville and published this plan in January 1992. Several other drainage studies in specific areas of the city have been prepared since 1992, but a comprehensive Drainage Master Plan has not been performed since 1992. Over the past few decades, significant development has taken place in Colleyville. This has greatly increased the impervious surface coverage throughout the city and has the potential of significantly changing the localized flooding conditions in Colleyville. An update to the Drainage Master Plan is a priority in the City's Capital Improvements Program (CIP).

The cities of Colleyville and Southlake are working together to study Big Bear Creek using funding from FEMA's Cooperating Technical Partners (CTP) Program. The CTP Program is an innovative approach to creating partnerships between FEMA and participating National Flood Insurance Program (NFIP) communities, regional agencies, and states agencies that have the interest and capabilities to become more active participants in the FEMA flood hazard mapping program. The North Central Texas Council of Government (NCTCOG) is administering the funding for the program for FEMA.

To protect the public health and safety from the loss of life and property caused by surface water overflows, stagnation, and pollution, the City enacted a public drainage utility in 1993 which assesses charges for all property within the delineated area. These assessments are used for the future construction, repair, and maintenance of the drainage system (see Chapter 98, Article IV, *Drainage Utility System*, of the Colleyville Code of Ordinances).



Drainage areas in Colleyville are also one of the city's greatest natural assets. Many of these areas retain significant amounts of trees and vegetation, and create some of the most beautiful locations in the city.

* need to update drainage master plan

Mayor Newton's Comments

■ Action 7-12: Update the Master Drainage Plan to continue to ensure the city is adequately protected

The City's Master Drainage Plan should be updated to develop a higher level of detail than what was provided in the 1992 plan. This Master Drainage Plan would provide the City with the tools necessary to identify the most critical flood-prone locations, potential solutions, and the costs for necessary drainage projects.

Depending on the recommendations identified in the Master Drainage Plan, the City should identify available funding sources to implement to make the improvements to the city's drainage system in addition to evaluating the City's current utility fee structure.

Policy: Proactively support efforts to promote green initiatives for fiscal resilience.

Colleyville should explore opportunities to promote more environmentally friendly and green initiatives that are also fiscally beneficial to both the City and residents.

■ Action 7-13: Work with regional water supply entities to ensure that Colleyville's drought contingency planning is proactive and innovative.

Ensure that the City continues to monitor and maintain a strong water supply, and that efficient and effective water conservation techniques are used where appropriate.

■ Action 7-14: Explore low impact development (LID) solutions for commercial, residential, and public infrastructure projects.

The City should explore LID solutions as an opportunity to implement storm water management and water quality management strategies over that can have a significant impact on this sub watershed and also provide quality of life and aesthetic benefits while saving costs. The City should evaluate the benefits of adopting and participating in North Central Texas Council of Governments' (NCTCOG's) integrated Stormwater Management (ISWM) program which is intended to help area cities achieve their goals of water quality protection, streambank protection, and flood mitigation, while also helping communities meet their construction and post-construction obligations under state stormwater permits.

What is this?

■ Action 7-15: Promote green building and energy efficiency as part of public and private development.

As part of a growing trend to reduce the environmental impact of development, the City should support efforts in both public and private sector development that incorporate green building practices and/or energy efficiency. This could include an assessment of the City's Land Development Code to remove impediments and/or add

Mayor Newton's Comments

- This action needs to be rewritten. Should contain:*
- historical and consistent ^{new} density designations for Colleyville 1.8 net
 - 1982 plan defines ≤ 0.5 du/acre as low density, ≤ 22 du/acre as medium and ≤ 8 du/acre as high (Colleyville standards)
 - a description of the ~~the~~ higher density zoned areas in Colleyville (4 at time) and a rezoning strategy to bring them up to Future Land Use standards

Residential Density ^{net}

The maximum density of each residential project should be 1.8 dwelling units per gross acre. Destination Colleyville proposes to maintain the residential density policies of the 2004 Colleyville Plan. The 2004 Colleyville Plan states:

"One of the fundamental principles associated with the City's zoning authority, as granted by the State, is the ability to regulate population density through the adoption of zoning regulations. By establishing a variety of zoning districts, and each district with a different minimum lot size, municipalities are able to control the number of dwelling units that can be built in a particular area. Controlling the overall density has far-reaching public interests and ultimately has an effect on transportation, parks, schools and other public facilities.

Colleyville is noted for its large-lot subdivisions and for its large homes with generous front and side yards. Additionally, many older single family homes located along the major collector street network have been demolished and the properties rebuilt into estate type settings. The redevelopment of these estate properties has helped to keep the overall residential density quite low and promotes the rural atmosphere that Colleyville citizens enjoy.

In Colleyville, the 1998 Comprehensive Plan established a city-wide residential density benchmark of 1.8 dwelling units per net acre. This standard approximates the density achieved by the R20, Single Family Residential District, which calls for a minimum lot size of 20,000 square feet. The intent of this lower residential density standard is to maintain the rural character and ensure a higher quality of residential development that makes Colleyville unique."

The 2004 Colleyville Plan further states that "Developments with densities higher than 1.8 dwelling units per acre would be acceptable, according to the 1998 Master Plan guideline, but only in those areas deemed to be consistent with sound land use planning principles, such as for those transitional areas situated between commercial uses and less dense residential developments, or near major street intersections. Higher density development may also be appropriate for smaller parcels that make less dense development economically difficult or on sites with unique topographical features. Since the future land use plan of Colleyville, prepared in 1998, utilized the 1.8 dwelling unit per acre guideline and the community has embraced this as a suitable development density, there is no need to deviate from this standard."

Each residential project should be a maximum of 1.8 dwelling units per acre, but "variances" could be allowed in certain and specific situations. Variances to the 1.8 dwelling units per gross acre maximum could be the following:

- The project is located within a transitional area.
 - » Between commercial and residential uses (existing or Future Land Use Map-designated).
- OR
- The project is located on a property with unique topography.
 - » Restricted access options,
 - » Significant floodplain or drainage considerations,
 - » Property shape that necessitates deviations from standard development, or
 - » Native tree stand(s).

- analysis of how much high density (> 1.8 du/acre) already exists in Colleyville and stated policy on whether we will allow anymore or not
- analysis of transition areas - I think transition areas are already filled up. If so, there is no more

Mayor Newton's Comments

* we need to fix from
create that we zoned
high density, but with
low density

COMPATIBILITY CONSIDERATIONS



1. Landscape buffers:

- Preserve existing trees that separate the proposed use from the existing use when possible.
- Preference for landscape screening and open fencing to contribute to residential character.
- New trees planted where proposed use is adjacent to existing use for beautification and screening.

2. Form:

- As residential square footage to lot area ratio increases, open space(s) and buffering provided should also increase.

3. Traffic Impacts:

- Connections to existing neighborhoods should be provided with sensitivity to the existing homes.
- Impact to roadways and intersections in the vicinity should be mitigated where possible.

A transitional area is a piece of land that may be appropriate for residential development with lots smaller than 20,000 square feet. These areas serve as gradual changes in intensity from commercial or institutional uses to lower density residential uses (lots 20,000 square feet or larger). Proposals requesting variance to the 1.8 dwelling units per gross acre requirement should address each compatibility consideration listed here.

There are instances when an existing land use will be different from the land use designated on the Future Land Use Map or instances when the existing land use will be different than the zoning on a property. For example, there could be a residential home on a property zoned for commercial uses and also designated on the Future Land Use Map for commercial uses. In these instances, a proposal can provide a phased approach whereby screening and/or landscaping provided could be adjusted along the common boundary once the residential property was redeveloped with commercial uses (ex. wooden screening fence with shrubs then gets removed to provide cross access between commercial parcels).

TRANSITIONAL AREAS

A key topic during the comprehensive plan drafting process was the need for guidance related to proposals for transitional developments, especially as it concerns developments proposed with lots smaller than 20,000 square feet. Although residential developments with large lots are very common in Colleyville and are still being proposed for new construction, as the city approaches build out, many new residential neighborhoods have come under the Planned Unit Development - Residential (PUD-R) zoning district. PUD-Rs provide some level of variation with respect to lot sizes and development standards while giving the City more control over the development character, treatment of transitions, and overall quality of the development.

) theoretically true, but
previous councils have
not used it that way

Mayor Newton's Comments

Future Land Use Map Framework

GOAL

Maintain the integrity of the existing land uses by ensuring the Future Land Use Plan map and categories reflect the land use mix and character of desired development.



Policy: Establish appropriate future land use categories in the City's Future Land Use Map (FLUM).

The Future Land Use Map (FLUM) provides a roadmap indicating future areas within the city that are comprised of similar or compatible land uses. This "preferred future" provides guidance to City staff, appointed and elected officials, land and business owners, the public, and private developers as to what types of development are desirable in different parts of the city (see Map 8.1, *Future Land Use Map*, on the next page).

As its core, the FLUM helps to implement the preferred future by providing decision-making guidance. The FLUM strikes a balance between ensuring predictable outcomes for the community at large while responding to community needs.

Therefore, it becomes important to have and implement a FLUM that is supported by the community, and that truly reflects the envisioned future of the Colleyville community. If this support is comprehensive, the vision of the FLUM can be implemented.

The following section provides descriptions of the intended uses and character of development within these future land use categories. This is intended to guide the development community with respect to the community's consensus vision for development within each land use category.

The recommended FLUM includes the following land use categories:

- Residential
- Commercial
- Institutional
- Parks and Open Space
- Colleyville Boulevard Corridor (CBC)

— why is Prescott Line commercial area not considered?

Mayor Newton's Comments

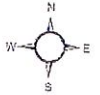
use why is there
so little focus on
percent more commercial ^{and}



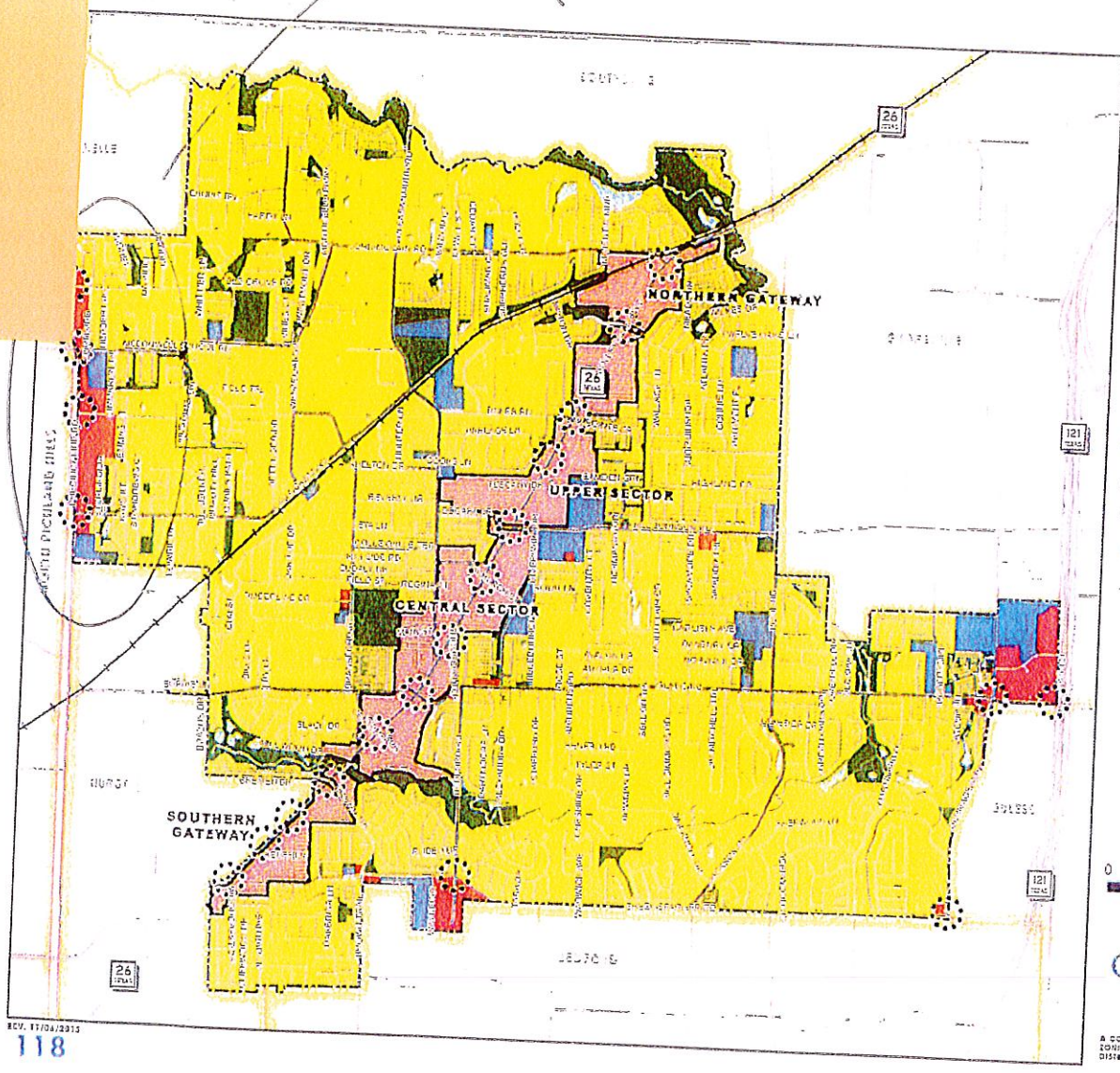
FUTURE LAND
USE MAP

- RESIDENTIAL
- COMMERCIAL
- INSTITUTIONAL
- PARKS/OPEN SPACE
- COLLEYVILLE BLVD CORRIDOR

- SALES TAX PREFERRED INTERSECTION
- COLLEYVILLE CITY LIMITS
- MAJOR ROADS
- RAILROADS
- WATER BODIES AND CREEKS
- PARCELS



A COMPREHENSIVE PLAN SHALL NOT CONSTITUTE
ZONING REGULATIONS OR ESTABLISH ZONING
DISTRICT BOUNDARIES



Mayor Newton's Comments

Residential

This land use category is predominantly comprised of single-family detached residential dwellings. The preference for new residential areas is that they preserve rural character along John McCain Road, Westcoat Drive, Pleasant Run Road, Bransford Road, and similar roadways, and that they incorporate landscaping and tree preservation features to retain the natural quality of new residential areas in the city. Residential areas typically include:

LAND USE TYPES

- Detached residential
- Parks, trails, and open space

DESIRED DEVELOPMENT CHARACTERISTICS

- Predominantly single family residences on lots over 20,000 square feet with natural landscaping, a rural appeal, and significant private open space.
- Overall aesthetic is country charm, exemplified by large open spaces, mature trees, and rustic ranch fences in some areas of the city – especially along rural roadway corridors such as Westcoat Drive, Pleasant Run Road, and Bransford Road.
- High-quality development with attractive entrance areas and amenities (e.g., internal walking trails).
- Appropriate transitions (e.g., one-story offices) between residential and non-residential areas.

• Open space adjacent to roads to create feeling of openness

Figure 8-1: Single-Family Residential



Mayor Newton's Comments

High Quality Buildings and Streetscapes

This land use category is to promote the transformation of Colleyville Boulevard into a vibrant and economically strong "town center" for the City. While still readily accessible via the automobile, more compact and walkable development types will create a distinct sense of place. The Colleyville Boulevard Corridor includes:

LAND USE TYPES

- Retail, service, and entertainment
- Office
- Public and institutional uses
- Flexible innovation uses (e.g., research, office-warehouse, etc.)

DESIRED DEVELOPMENT CHARACTERISTICS

- Architecture and site characteristics that are distinct, attractive, and have a pedestrian-friendly urban form.
- Able to accommodate a high degree of automobile activity, but parking is not the predominant visual feature from adjacent streets.
- Significant connectivity through cross/mutual access easements and multi-modal options (biking and walking).
- Design encourages a high degree of pedestrian activity, oftentimes during both the day and night.
- Institutional functions may require multiple buildings, arranged in a campus-like setting.
- Building facades are articulated, have significant window areas, and often include porticos or awnings to provide shade for pedestrians.
- Multistory buildings are encouraged to add a greater variety of destinations and uses in close, walkable proximity. This in turn leads to an increased vibrancy for the area and more available commercial development square footage.



but we need ~~just~~ plenty of parking so as not to inhibit customers

COLLEYVILLE 2035 COMPREHENSIVE PLAN

DESTINATION COLLEYVILLE

123

how to?

the single most important beautification project would be
be lowering the skyline (which is now purely electoral)
Shouldn't this be a strategy even if it's done a little at a time?

Mayor Newton's Comments

so what are we going to do about it?

- **Northern Gateway** (Bear Creek to Tenneson Parkway)
- **Upper Sector** (Tenneson Parkway to Hall-Johnson Road)
- **Central Sector** (Hall-Johnson Road to Brown Trail)
- **Southern Gateway** (Brown Trail to Cheek-Sparger Road/Mid-Cities Boulevard)

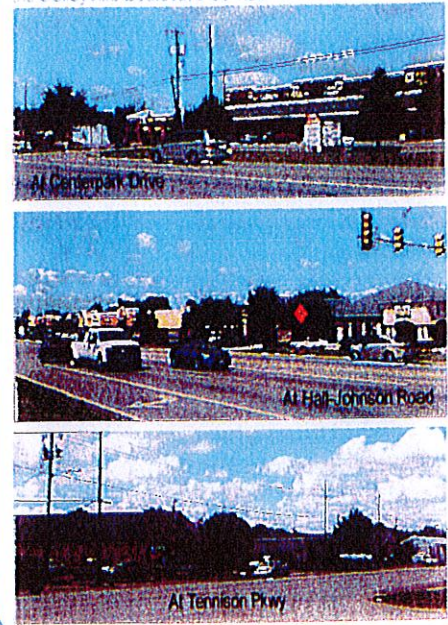
The development context along the Corridor is a mix of older auto service, industrial development mixed in with newer office, professional services, and retail buildings towards the northern sectors of the corridor. The Central Sector has the highest concentration of newer retail developments, many of which have been built or significantly redeveloped over the past 15 years. The lower or southernmost portion of the Corridor also has smaller and aging auto-service and strip retail buildings. Generally, there are very few vacant or undeveloped properties, but a large agglomeration of vacant properties is located in the northern section of the Corridor (see Map 9.2, Colleyville Boulevard Corridor and Sectors).

The Corridor is mostly auto-oriented, with buildings set back from the roadway and parking located in front of the buildings between the roadway and the buildings. Most of the corridor also lacks sidewalks and safe places to walk. Shoulders, if any, are very narrow with swales immediately adjacent to them. Most of the Corridor also has overhead utility lines and poles that add to the visual clutter. (see Figure 9.1. Character of Existing Development along the Colleyville Boulevard Corridor.)

Although it is clear when traveling down Colleyville Boulevard that it is a center for activity and commerce, there are no clear signs that the Corridor is Colleyville's

main destination or that it is specifically in Colleyville either. There is a patchwork of architectural styles and materials, some properties lacking landscaping while others provide abundant and tasteful landscaping. There are no distinguishing features that indicate when one has entered or left the city other than two Colleyville monument signs. Appendix A provides more detailed discussion about the existing land use context and development character in the different sectors of the Corridor.

Figure 9.1. Character of existing development along the Colleyville Boulevard Corridor



Mayor Newton's Comments

Figure 9-2 Examples of public realm improvements along the corridor



- » Screening of parking lots with shrubs or low walls
- » Street lighting standards (pedestrian and vehicular lighting)
- » Drought tolerant landscape palette for parkways and medians that includes ornamental and shade trees in addition to shrubs and ground cover
- » Sidewalk and pedestrian amenities
- » Special treatment of intersections and pedestrian crosswalks with stamped concrete or asphalt
- Develop a strategy to address the visual appeal and character of all public realm elements of the Corridor.
 - » Based on existing development, future development, and the ultimate vision for redevelopment along the Corridor, specific locations (such as the Central Sector) should be considered a priority for public realm improvements.
 - » To minimize the visual impact of overhead utilities on the Corridor in the short-run, canopy or ornamental trees should be planted in between the utility lines and the travel lanes to shield them. Long-term, the City should possibly evaluate a range of funding options and partnerships including zoning entitlements such as mix and intensity of uses, developer's agreements, Chapter 380 agreements, tax increment financing (TIF) reimbursements, and other incentives.
- Encourage the creation of unified sign plans for large development projects to enhance the character of development along the Corridor.

*need stated position & strategy
for eliminating overhead utilities*

What about
Love & R?
Dancing

Mayor Pro Tem Putnam's Comments

- deluxe CP*
- There is an opportunity to provide for a range of options for the Colleyville Community. While Colleyville's predominant attraction is the city's beautiful neighborhoods, a growing segment of the population is increasingly interested in connecting residential properties to amenities such as trails, parks, shopping, and dining areas that promote social experiences.

- Colleyville's demographics continue to change. As noted in The Colleyville Plan (2004–2025), the median age of the city's residents continues to become older, increasing from around 40 years in 2000 to 45.5 in 2010 and 45.6 in 2013. This gradually aging population may begin to impact the types of retailer, entertainment, and dining prospects for the commercial areas of Colleyville.

Building on the City's Strengths and Unique Opportunities

This plan fully recognizes the unique strengths of Colleyville and builds on them. These are discussed in detail in subsequent sections of the plan, but include:

- The city has a great location. In addition to being only five miles from DFW International Airport, Colleyville benefits from a back-door, direct connection that provides easy access to the airport for residents and local businesses. Additionally, the city benefits from newly improved freeways that provide quick access to the entire region.
- Colleyville Boulevard provides an opportunity for economic growth. When proposed improvements by the Texas Department of Transportation (TxDOT) including the turnback to city for maintenance are completed, Colleyville Boulevard will have improved traffic capacity. Better defined access points from

Colleyville Boulevard to adjacent commercial areas will provide opportunities to improve connectivity between developments. Planned walkways will also make walking and bicycling along Colleyville Boulevard more feasible, and additional aesthetic improvements will help create a true sense of place along much of the Corridor.

- The city has character and exceptional natural areas. Colleyville is known for the beauty of its neighborhoods. Its tree-lined roadways are complemented by stunning homes and pastures that contribute to Colleyville's "country feel." Natural and semi-natural areas such as Big Bear Creek and Little Bear Creek create spectacular amenities right within the core of Colleyville. Similarly, the Cotton Belt Trail corridor provides access to semi-natural areas and a corridor near the core of the city.
- Non-residential redevelopment provides opportunities to further shape the city. While much of Colleyville has been developed, a new round of redevelopment or enhancement of existing development, especially along Colleyville Boulevard, is already beginning to take place. Each project offers the opportunity to promote and reinforce the environmental character and connectivity goals established by this plan.

not necessary

- what about Ancient 2nd Rd - we have available commercial streets there as well

Not a material & justification for higher density

Mayor Pro Tem Putnam's Comments

Plan Principles

Although the vision has remained the same, the path to achieve it has to keep up with a changing environment. Continued outward expansion from the DFW Metroplex increases the scale and intensity of growth pressures being felt in Colleyville, not to mention a host of fundamental changes in the world around us.

Based on long-standing community input from previous planning efforts, as well as this one, a new set of plan principles were developed to ensure Colleyville continues progression toward its envisioned future. These plan principles provide the fundamental framework for the analysis and recommendations discussed throughout the rest of this plan. They include:

- **Preservation of neighborhoods.** Colleyville is a superb place to live. Its neighborhoods are beautiful and housing is attractive and very well maintained. All neighborhoods have attractive natural settings or an emphasis on significant landscaping. Amenities are plentiful, both within neighborhoods and nearby. First and foremost, Colleyville's neighborhoods, both existing and yet to come, should remain among the very best in the entire region.
- **Enhancing Colleyville's economic resilience.** The diversification of Colleyville's tax base is key to enhancing the city's economic status. Proactive strategies are necessary to improve on what is already an excellent financial position. It may be necessary to fund the type of management, maintenance, and investments in the future that the Colleyville community has asked for. Encouraging non-residential development that provides that strong resource underpinning is vital to the future of the city. This may include increasing the value of development in key areas, such as the areas along Colleyville Boulevard, at the northern gateway to Colleyville, and along the city's edges at Precinct Line Road and State Highway 121.
- **Creating a connected Colleyville.** The Colleyville community expressed their interest in a completely connected city, where major destinations such as parks, schools, retail, dining and civic facilities are all easy to get to in a variety of modes and not only by driving. This goal was echoed repeatedly throughout the planning process. Whether walking or riding a bicycle, a comfortable and safe network (which is well underway) should be completed. Colleyville has the opportunity to make additions and improvements to the network that can have significantly positive effects on quality of life.
- **Enhancing Colleyville's character and brand.** The Colleyville community wants to preserve its unique character and country feel while reinforcing this aesthetic into creating a special brand that sets the city apart.
- **Securing the economic spine of the city.** Through high-quality infill development, more walkable and urban-scaled buildings, and the strategic placement of parking in less visible locations, the Colleyville Boulevard Corridor can gradually evolve into a more identifiable special place. The Colleyville community expressed significant interest in moving forward with this throughout the planning process.
- **Enhancing amenities and services.** In city-wide surveys over the years, the Colleyville community has expressed their appreciation for the effective infrastructure that they have. They are interested in quality over quantity, ensuring that amenities, such as parks and the library, and services, such as public safety and utility infrastructure, are all high quality and provide great value to the community.

*Urbanism
nonsense*

Mayor Pro Tem Putnam's Comments

Summary of Plan Element Goals & Policies

The goals, policies, actions, and benchmarks identified below are explored in further detail in the following chapters in this plan:

Economic Sustainability Chapter 4



Goal:

Expand the retail base and diversify the local economy to strengthen Colleyville's position in the region and increase its attractiveness as a high quality place to live, work, and play.

Policies

1. Redevelop – Encourage commercial redevelopment opportunities consistent with Land Use and Placemaking policies.
2. Recruit – Continue to promote Colleyville as an excellent and convenient place to locate a business.
3. Retain – Continue to support existing business development opportunities and initiatives.

Benchmarks

- Increased traffic to the City's Economic Development webpage.
- Increased and encouraged engagement in business networking activities.
- Increased sources for sales tax revenue.

Transportation Chapter 5



Goals:

Maintain the existing street network that encourages efficient and pleasant movement of all modes in the city with a focus on improving strategic vehicular, pedestrian, and bicycle connectivity at key locations.

Balance the need for efficient movement with promoting and protecting the unique character of the city's established roadways.

Policies

1. Implement the Master Thoroughfare Plan.
2. Explore opportunities to improve connectivity within and between neighborhoods and developments (especially along the Colleyville Boulevard Corridor and adjoining neighborhoods).
3. Balance traffic volume, capacity, and mobility needs with the preservation and/or creation of character along city streets.

Benchmarks

- Additional facilities constructed to connect key destinations by walking and bicycling.
- Additional intersection improvements completed.
- Increased number of cross access points between existing and future developments where appropriate.

Mayor Pro Tem Putnam's Comments

- **Action 4-4: Continue to identify the types of prospective businesses (retailers, restaurants, and office uses) that will complement Colleyville's market context.**

The City has already recruited several quality retailers and restaurants. Continuing to use this strategic approach by communicating the strength of the city's economic development opportunities and incentives to prospective new retailers and restaurants, will be the key to maintain the current momentum. This could include continuing coordinating meetings at local and regional conferences, organizing annual Retailers Roundup events, etc.

- **Action 4-5: Continue to pursue and strategically develop high quality lodging-related uses within the city.**

As part of a larger effort to increase long-term tax revenue, the City should target hospitality-related uses to attract tourists and visitors. This will support leisure and corporate recruitment and retain visitor spending. In addition, the City should explore integrating conference/meeting space to attract out-of-town guests and increase spending on hotels, restaurants, and local shopping for additional tax revenue. In addition to providing direct jobs within the community, hotels and other lodging-related uses provide the city with hotel occupancy tax revenue and other complementary benefits that can be utilized to fund additional marketing and promotional materials or events.

- **Action 4-6: Establish partnerships to create a business incubator or accelerator to support start-ups and local businesses within the city.**

In addition to national credit retailers and established chain restaurants, it will also be important for the City to support a program to incubate new local businesses in an effort to diversify the city's commercial base.

A small business incubator or accelerator is a facility that provides small, start-up businesses with temporary space and shared business support services. An overarching goal of an incubator or accelerator is to enhance the entrepreneurial climate within the city and to create jobs that can lead to growth and expansion. The focus is on helping new businesses overcome the common problems that cause a business to fail within its first four years of existence. These include poor management, lack of funding, and inadequate marketing.

Although it is normal that small business start-ups have a high failure rate, the City can support the Chamber of Commerce and others in efforts to increase their chances of success. Led by the Chamber, this can include, but is not limited to, temporary office space, office services (e.g., copying, printing, faxing, computers, and high-speed Internet access), etc.

WHAT IS A BUSINESS INCUBATOR or ACCELERATOR?

A business incubator or accelerator is a business support process that accelerates the successful development of start-up and fledgling companies by providing entrepreneurs with an array of targeted resources and services.



Source: National Business Incubation Association, www.nbia.org

Not our role
CC

Mayor Pro Tem Putnam's Comments

Complete Streets

A "Complete Street" provides access for all users, including motor vehicles, bicycles, and pedestrians. Users of all ages and abilities are able to move safely along and across a Complete Street.¹ Benefits of Complete Streets include:

- Creation of more efficient streets that do not depend on one single mode of mobility; ?
- Ensuring that current and future street improvements, by any entity (private or public), consider providing balanced access to non-vehicular modes, as well as vehicles;
- Greater attention being paid to streetscape elements such as crosswalks, street lighting and

¹ National Complete Streets Coalition, <http://www.smartgrowthamerica.org/complete-streets/complete-streets-fundamentals/complete-streets-faq>

furniture, pedestrian crossings, wide sidewalks, street trees, promenades, and accessibility ramps;

- Helping create a healthier and more vibrant community by encouraging walking and bicycling by residents and visitors of all ages; and
- Providing access for younger residents of the city to walk or ride a bike to school, leading to more active youth in Colleyville. safety

In Colleyville, the rural cross-section found on many well-loved streets creates challenges to providing facilities for pedestrians and bicyclists. However, considerations to provide for such facilities where appropriate and feasible are recommended for every street on the Master Thoroughfare Plan.



An example of a proposed Complete Street in Sugar Land, Texas.

Discussion of Comprehensive Plan Updates

Worksession
December 14, 2016

Agenda

- Overview of the Update Process
- Review updates by page (38 pages updated)
- Discussion of any additional updates or changes
- Discussion of next steps

Objectives

- City Council to provide direction on all amendments to the Comprehensive Plan
- Determine how the amendment process will move forward

Update Themes

- Change from **"gross" to "net" density** (dwelling units per acre)
 - Effect: Lower density overall by removing 15% of developable land
- Remove references to **"transitional areas"**
- Protect the integrity of **existing neighborhoods**
 - Establish a goal for protecting existing neighborhoods
- Add language that the City initiate **rezonings** based on the Comprehensive Plan to eliminate areas that are zoned for small lots, but have developed with large lots
- Only **private parks** available to the entire community may be considered in the overall computation of Level of Service (LOS)

Update Themes

- Clarifications
 - Roads where added to discussion (pg. 38 and 47)
 - Low Impact Development – LID (pg. 109)
 - Floodplains – recommended adding additional regulations (pg. 154)
 - Revise PUD-R standards to help implement the Comprehensive Plan's vision – for example consistency standards for new neighborhoods (pg. 86 and 170)
 - Revise LDC standards for conceptual plans with straight zoning requests (pg. 154)
- Appendix A and B would be moved out of the Comprehensive Plan and be kept as standalone documents

Comp Plan Chapter Outline

1. Introduction
2. Colleyville Context
3. Plan Framework
4. Economic Sustainability
5. Transportation
6. Housing and Neighborhoods
7. City Services
8. Future Land Use
9. Character and Placemaking
10. Implementation and Next Steps
11. Appendix A
12. Appendix B

*Yellow Highlight
Indicates a Change*

Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines DESTINATION COLLEYVILLE - EXECUTIVE SUMMARY

Colleyville is one of the premier places to live in the greater Dallas-Fort Worth (DFW) Metroplex. The city is well known for its great neighborhoods, excellent schools, and well-maintained parks and amenities, all located with convenient access to regional employment destinations such as DFW International Airport, Downtown Fort Worth, Las Colinas, and Downtown Dallas.

This comprehensive plan reflects the vision for the Colleyville of tomorrow. It has been crafted from community input over the course of more than a year. It builds on the strengths of the city today and identifies the framework for key decisions and actions that will guide Colleyville over the next two decades to make that vision become a reality.

The Colleyville community recognizes and cherishes the strengths of the city and wants to preserve and enhance those qualities. The community wants to make Colleyville *the* destination of choice for those seeking a vibrant place to live, work, or play with a high quality of life. *A key strength of Colleyville is the high quality, low density neighborhoods. A goal of the plan is to define strategies to protect and maintain the quality and character of those neighborhoods. It is recognized that there will be tremendous pressure to redevelop them into higher density housing that will not distinguish Colleyville from its neighbors.* This plan reinforces and builds on the principles and values that have historically guided decisions in the city, but it also updates policies on new topics since the previous plan's adoption.

Destination Colleyville contains the following framework that encompasses the goals and policies of the Plan:

- Preservation of neighborhoods.
- Enhancing Colleyville's economic resilience.
- Creating a connected Colleyville.
- Enhancing Colleyville's character and brand.
- Securing the economic spine of the city.
- Enhancing amenities and services.

The Plan then translates these framework principles into key goals for economic stability, transportation, housing and neighborhoods, City services and facilities, future land use, and character and placemaking. Each of these elements includes goals, policies, actions and benchmarks which are based on Colleyville's unique context and community input.

More specifically, this Plan details the future vision for Colleyville Boulevard. Colleyville Boulevard is not only the city's main economic engine, but is also the key to defining the character of Colleyville. It provides access to entertainment and boutique retail destinations, as well as meeting the day-to-day needs of the residents who live in the city. One of the major goals of this comprehensive plan update is to address the redevelopment and enhancement of properties along Colleyville Boulevard to create a cohesive development character, while recognizing key nodes or areas as special places with greater concentration of commercial/retail uses in a more pedestrian-friendly context.

This Plan emphasizes implementation as a key for its success. Implementation in the Plan's context is aligning the policies in this plan with the city's regulatory, infrastructure, operational, and fiscal tools. In moving forward, this Plan and associated principles and goals help the community prioritize the city's actions in addressing its many competing needs and requests. *Destination Colleyville* guides the city into its bright future, setting the stage for continued success.

COLLEYVILLE 2035 COMPREHENSIVE PLAN
DESTINATION COLLEYVILLE

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The Colleyville community recognizes and cherishes the strengths of the city and wants to preserve and enhance those qualities. The community wants to make Colleyville *the* destination of choice for those seeking a vibrant place to live, work, or play with a high quality of life. *A key strength of Colleyville is the high quality, low density neighborhoods. A goal of the plan is to define strategies to protect and maintain the quality and character of those neighborhoods. It is recognized that there will be tremendous pressure to redevelop them into higher density housing that will not distinguish Colleyville from its neighbors.* This plan reinforces and builds on the principles and values that have historically guided decisions in the city, but it also updates policies on new topics since the previous plan's adoption.

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezonings
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- 6) Clarifications



Comprehensive Plan Amendments

Further, the plan projected that the city's annual growth rate would slow to 1.25 percent during the years 2011 through 2015, decrease even further to 0.75 percent for the years 2016 through 2020, and decrease further to 0.50 after 2020. During the past five years (2010 to 2014), the city's actual annual growth rate was 0.81 percent.

With fixed boundaries and an increasingly limited amount of land remaining available for development, Colleyville is getting closer to its maximum population.

Population Estimate

While it would be easy to simply utilize the estimate that was contained in The Colleyville Plan (2004-2025), there have been many changes in the city that have occurred since then. First is that the city, like the rest of the country, has been impacted by a significant recession. While this may not have had as great of an impact on Texas cities as elsewhere, it has resulted in changes in consumer preferences (regarding housing, debt, driving and commuting preferences, among others). The city has also had 10 additional years of development which means there is less land available for development. Therefore, it was determined that

an analysis, using a similar methodology as was used in The Colleyville Plan (2004-2025), would further quantify the city's maximum population.

First, areas within the city that had sufficient acreage (approximately 3 acres or larger) and characteristics for potential redevelopment were identified. These areas equaled about 492.7 acres or 0.77 square miles out of 13.10 square miles. Second, an analysis of both the city's current Future Land Use Map (adopted 2004) and the draft Future Land Use Map contained within this plan were undertaken. Both maps identified that a majority of these potential areas are classified as single-family detached residential.

~~In The Colleyville Plan (2004-2025), the low and high estimates were calculated using an average residential density factor of 1.8 (base estimate) and 3.5 dwelling units per acre (high estimate). The estimate below was (see Table 2.1, Population Forecast) prepared using the following calculation:~~

$$[(\text{acres}) \times (\text{net density}) \times (\text{occupancy rate}) \times (\text{household size})] + [(\text{vacant platted lots}) \times (\text{household size})] + (\text{current population estimate}) = \text{population forecast}$$



Population growth stabilizes as the city has fewer and fewer parcels remaining for development.

~~In The Colleyville Plan (2004-2025), the low and high estimates were calculated using an average residential density factor of 1.8 (base estimate) and 3.5 dwelling units per acre (high estimate). The estimate below was (see Table 2.1, Population Forecast) prepared using the following calculation:~~

$$[(\text{acres}) \times (\text{net density}) \times (\text{occupancy rate}) \times (\text{household size})] + [(\text{vacant platted lots}) \times (\text{household size})] + (\text{current population estimate}) = \text{population forecast}$$

Themes:

- 1) Density
- 2) Transitional Areas
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Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines

The result indicates that the city could reach a population of ~~27,943~~ 27,518 people depending on the development that occurs over the next 20 years and beyond. The city can feasibly accommodate this population growth by utilizing sound land use planning and associated implementation tools. The differences in population should not have a significant impact on the city's ability to provide services or meet infrastructure needs.

Table 2.1, Population Forecast

Acreage ¹	Density	Vacant Platted Lots ²	Household Size ³	Occupancy Rate ⁴	Projected Maximum Population ⁵
49,227 418.8 +/-	1.8	600	2.88	96.9%	27,943 27,518 people

Notes:

¹ The identified acreage is based on an analysis of property that is of sufficient size, shape, and characteristics to be potentially redeveloped during this planning horizon. A 1.5 percent reduction to the gross acreage has been applied to calculate net acreage. This reduction is for right-of-way.

A net density of 1.8 dwelling units per acre produces 24,200 square foot lots.

² Is an approximate estimate of residentially zoned and platted lots that are currently vacant or under construction.

³ Household size is from the U.S. Census Bureau 2010 Decennial Census: Profile of General Population and Housing Characteristics: 2010.

⁴ Occupancy Rate is from the U.S. Census Bureau 2010 Decennial Census: Profile of General Population and Housing Characteristics: 2010.

⁵ The projected maximum population is derived by adding the estimated increase in population to the current population of 23,740 people.

The result indicates that the city could reach a population of ~~27,943~~ 27,518 people depending on the development that occurs over the next 20 years

Net Acreage ¹	Net Density	Vacant Platted Lots ²	Household Size ³	Occupancy Rate ⁴	Projected Maximum Population ⁵
49,227 418.8 +/-	1.8	600	2.88	96.9%	27,943 27,518 people

Notes:

¹ The identified acreage is based on an analysis of property that is of sufficient size, shape, and characteristics to be potentially redeveloped during this planning horizon. A 1.5 percent reduction to the gross acreage has been applied to calculate net acreage. This reduction is for right-of-way.

A net density of 1.8 dwelling units per acre produces 24,200 square foot lots.

Themes:

- 1) Density
- 2) Transitional Areas
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Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines

Housing & Neighborhoods Chapter 6



Goals:

Preserve high quality, established neighborhoods with an emphasis on large lots and natural settings with a "country feel."

Connect neighborhoods and provide high quality amenities.

Policies

1. Preserve neighborhood character and quality.
2. Enhance neighborhood-level amenities and connectivity such as pocket parks, sidewalks, and trails.
3. Require new neighborhood developments to demonstrate and contribute to Colleyville's character.
4. Ensure tree canopies and quality landscaping are created and maintained.
5. Maintain "current built" density or less in existing neighborhoods as redevelopment occurs.

Benchmarks

- Improved access to neighborhood-level park improvements.
- Increased number and quality of neighborhood-level amenities and connections (ex. trails).

City Services & Facilities Chapter 7



Goal:

Maintain an exceptional system of City services and facilities that is technologically current, efficient, and responsive to the needs of the Colleyville community.

Policies

1. Continue to maintain and improve the City's facilities as appropriate.
2. Continue proactive and effective public services to ensure the public health, safety, and welfare of the Colleyville community.
3. Provide and maintain a well-planned and fiscally sustainable public infrastructure.
4. Proactively support efforts to promote green initiatives for fiscal resilience.

Benchmarks

- Additional facility improvements completed.
- Maintained a minimum 90 percent level of satisfaction among the community with City services.
- Maintained or improved current response times for Police and Fire services.
- Additional infrastructure improvements completed.

4. Ensure tree canopies and quality landscaping are created and maintained.
5. Maintain "current built" density or less in existing neighborhoods as redevelopment occurs.

Themes:

- 1) Density
- 2) Transitional Areas
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Comprehensive Plan Amendments

Future Land Use Chapter 8



Goal:

Maintain the integrity of the existing land uses by ensuring the Future Land Use Plan map and categories reflect the land use mix and character of desired development.

Policies

Establish appropriate future land use categories in the City's Future Land Use Map (FLUM):

- Residential
- Commercial
- Institutional
- Parks and Open Space
- Colleyville Boulevard Corridor (CBC)

Character & Placemaking Chapter 9



Goal:

Ensure high quality neighborhood design at a net density of 1.8 dwelling units per acre or less that positively contributes to surrounding neighborhoods and the country character of Colleyville.

Enhance the city's commercial corridors to make them unique destinations – specifically Colleyville Boulevard and Precinct Line Road – by creating a unique design aesthetic that sets these corridors apart from adjoining communities and continues to attract destination commercial uses.

Policies

1. Preserve the "country-feel" of roadways.
2. Ensure compatibility of new neighborhoods with existing neighborhoods and connectivity with adjoining developments where appropriate.
3. Create a plan to coordinate the public realm and private development standards for the Colleyville Boulevard Corridor with a strong and unique sense of place that transforms the Corridor into a true destination.
4. Create a unique commercial corridor for Precinct Line Road.

Character & Placemaking Chapter 9



Goal:

Ensure high quality neighborhood design at a net density of 1.8 dwelling units per acre or less that positively contributes to surrounding neighborhoods and the country character of Colleyville.

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
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Comprehensive Plan Amendments

Figure 4.4. Businesses Needed in Colleyville

As part of the city-wide survey administered during this comprehensive planning process, participants identified the following types of businesses that were needed in the city. These expressed "needs" by community residents can contribute to additional sales tax dollars and revenues for the city.

- **Small retail stores / boutiques** – 48.3 percent of respondents felt that more small retail / boutique stores were definitely needed (15%) or somewhat needed (33.3%).
- **Medium-sized retail stores** – 77.7 percent of respondents felt that medium-sized retail stores were definitely needed (34.0%) or somewhat needed (43.7%).
- **Large retail stores** – 56.1 percent of respondents felt that large retail stores were definitely needed (30.6%) or somewhat needed (25.5%).
- **Professional services** – 42.5 percent of respondents felt that additional professional services (e.g., medical, legal, health, beauty, etc.) were definitely needed (10.2%) or somewhat needed (32.3%). Conversely, almost 40 percent felt that more of these services were not needed.
- **Sit-down restaurants** – 85.2 percent of respondents felt that additional sit-down restaurants were definitely needed (45.2%) or somewhat needed (40.0%). Conversely, 50.4 percent felt that more fast food services were not needed.
- **Mixed-use developments** – 47.0 percent of respondents felt that mixed-use areas were definitely needed (16.2%) or somewhat needed (30.8%).

Source: Community responses from the 2014 city-wide opinion survey

Policy: Recruit – Continue to promote Colleyville as an excellent and convenient place to locate a business.

Businesses are attracted to locations that are vibrant and offer a high standard of living for their management and staff. Businesses with specialized professional staff, in particular, favor walkable and vibrant locations that help them attract top talent. Colleyville can readily be promoted as a place where it is easy to live, work, play, and stay. The City's neighborhoods and schools are already top-notch and can help recruit businesses to the City in conjunction with the City's incentive policy and Economic Development Strategic Plan.

There are limited locations within the City for new, quality, commercial development. It will be imperative to ensure that the City can maximize this new commercial development potential to the extent possible. Details on the design and quality considerations are included in Chapter 9.

- **Action 4-3: Continue to pursue new commercial development in the Colleyville Boulevard Corridor, Precinct Line Road, S.H. 121, and other appropriate locations.**

Pursuing new, quality, commercial development in the Colleyville Boulevard Corridor, specifically at the Northern Gateway, and the Precinct Line Road Corridor, is a priority to increase commercial tax base, and to reduce retail sales leakage to other cities within the region. Catalyst's assessment identified the capacity for an additional 303,000 square feet of retail goods and services by 2024 (see Figure 4.4. *Businesses Needed in Colleyville* on the left).

Historically, the City has absorbed an average of 6,000 square feet of professional office space and current absorption is close to 15,000 square feet with vacancy near 7%. Additional opportunities in Colleyville would be for boutique corporate headquarters. Overall, forecasts show that demand for quality office will continue to increase. The addition of quality professional office uses will not only capitalize on the areas available highly educated workforce but also provide additional daytime visitors that can increase sales at Colleyville's stores and restaurants.

- **Action 4-3: Continue to pursue new commercial development in the Colleyville Boulevard Corridor, Precinct Line Road, S.H. 121, and other appropriate locations.**

Themes:

- 1) Density
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Comprehensive Plan Amendments

Character of Streets

The community identified the country character associated with driving along roads within and throughout Colleyville as one of the community's key strengths. The old county roadway system that previously existed in most of the neighboring communities eventually gave way to multi-lane improvement projects. However, in Colleyville, significant sections of the old county roadway system have been retained and generally function today as

the collector streets. Many of the existing roadways in the city contain signature elements (e.g., mature trees, rural fencing, open swales, etc.) that create a unique character which sets Colleyville apart from many of the surrounding communities. See Figure 5.1, *Existing Streets With Character*. Some of these streets include sections of Pleasant Run Road, Cheek-Sparger Road, Jackson Road, Oak Knoll Drive, Westcoat Drive, Bransford Road, [Glade Road](#), John McCain Road, and McDonnell School Road.

Figure 5.1. Examples of Existing Streets With Character



Fencing and open space as signature elements



Mature trees and no curbing as signature elements



Open swales and no curbing as signature elements



Fencing and woodlands as signature elements

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Chapter 5 | TRANSPORTATION

With Character. Some of these streets include sections of Pleasant Run Road, Cheek-Sparger Road, Jackson Road, Oak Knoll Drive, Westcoat Drive, Bransford Road, [Glade Road](#), John McCain Road, and McDonnell School Road.

Themes:

- 1) Density
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Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines



During the planning process, the Colleyville community frequently noted their appreciation for the roundabouts that have been installed in recent years, and asked that those improvements continue. The photo depicts the roundabout installed at the intersection of Glade and Pool Roads.

Policy: Explore opportunities to improve connectivity within and between neighborhoods and developments (especially along the Colleyville Boulevard Corridor and adjoining neighborhoods).

As Colleyville developed, many neighborhoods were built with only one or two vehicular access points and frequently lacked vehicular connections to nearby neighborhoods. In recent years, many newer developments have been built in the same manner, forcing all traffic out to the nearby collectors or arterials. In places where higher capacity collectors and arterials are available, this may be acceptable. However, with the desire to maintain a rural character in Colleyville, this design arrangement simply increases the burden on the city's collectors and arterials. Similarly, many commercial developments were designed without internal connectivity to adjacent parcels. [The Land Development Code has been amended to ensure internal connectivity and cross access for all new development.](#)

In addition, there is increasing desire on the part of Colleyville residents to be able to walk or ride a bicycle to nearby destinations. Access to sidewalks and trails for both recreation and mobility is becoming an important element of quality of life for many communities, especially for Colleyville. The Colleyville community has expressed this desire repeatedly, going back to the 1998 Plan, The Colleyville Plan (2004–2025), and most recently as part of the 2011 Parks, Recreation & Open Space Master Plan.

Given the narrow pavement sections and the desire to maintain the rural character of drainage swales along many streets, the preferred solution to improve connectivity for both bicyclists and pedestrians is to expand the city's system of trails that parallel many streets. These trails are typically 10-feet wide and can carry low to medium volumes of both bicyclists and pedestrians concurrently (as long as high-speed bicycle travel is not antipated). Since there is a growing interest in walking and bicycling, every neighborhood in Colleyville should have comfortable and appealing options for users to walk or ride to nearby destinations.

COLLEYVILLE 2035 COMPREHENSIVE PLAN
DESTINATION COLLEYVILLE

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Chapter 5 | TRANSPORTATION

As Colleyville developed, many neighborhoods were built with only one or two vehicular access points and frequently lacked vehicular connections to nearby neighborhoods. In recent years, many newer developments have been built in the same manner, forcing all traffic out to the nearby collectors or arterials. In places where higher capacity collectors and arterials are available, this may be acceptable. However, with the desire to maintain a rural character in Colleyville, this design arrangement simply increases the burden on the city's collectors and arterials. Similarly, many commercial developments were designed without internal connectivity to adjacent parcels. [The Land Development Code has been amended to ensure internal connectivity and cross access for all new development.](#)

Themes:

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Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines Housing and Neighborhoods

Colleyville is widely known for the high quality of its neighborhoods. Colleyville residents enjoy quiet internal neighborhood streets with little traffic, mature trees, extensive green areas, nearby parks and other amenities, and access to some of the best schools in the entire DFW Metroplex region. The city's crime rate is extraordinarily low, and residents can also rest assured that their investment in their property will retain its value over the years. As a result, Colleyville continues to be one of the most desired places to live.

The character of existing neighborhoods can be defined by the of the width of its streets, the size and number of trees, size of the front yards, sidewalks, and neighborhood amenities such as parks and trails, which all culminate into the creation of a true sense of place. Retaining the value and quality of neighborhoods is one of the single most important priorities of the Colleyville community.

Since much of the city consists of existing residential neighborhoods, Colleyville's long-term future is inextricably tied to its housing quality and conditions. In the 1970's areas of high density zoning were approved. However, these areas have developed at a much lower density. In order to preserve these neighborhoods, the City must have a policy to rezone the higher density zoning designations to a lower density which is consistent with the built conditions. If a policy is not implemented, these areas may redevelop at a higher density, thereby destroying the character and quality of the neighborhood. While one challenge is to protect and preserve existing neighborhoods, another is to ensure future housing further strengthens the city's status in the DFW Metroplex region. In the city's mature existing neighborhoods, housing exhibits a rural character accessed by rural roadways. In these areas, increased access to quality-of-life amenities (e.g., improved walkability, recreation, etc.) is important. In new neighborhoods, tree preservation, high quality layout and design should be a minimum requirement to ensure that these important amenities are considered while creating neighborhoods that have a sense of character. Each of these

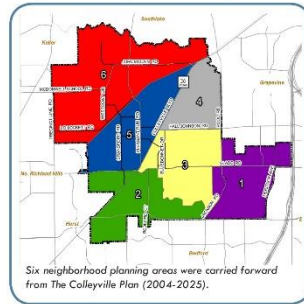
considerations, if done well, strengthens the character of the city which is so important to the Colleyville community.

Neighborhood Planning Areas

During the planning process for The Colleyville Plan (2004-2025), the city was divided into six neighborhood planning areas to help facilitate participation and planning. The boundaries of the six planning areas were chosen based on the service areas of the existing homeowner associations, as well as physical features such as major streets, railroads, and creeks.

Destination Colleyville uses the same six neighborhood planning areas to facilitate discussions and develop strategies to enhance neighborhoods in all parts of the city.

Figure 6.1. Six Neighborhood Planning Areas



The character of existing neighborhoods can be defined by the of the width of its streets, the size and number of trees, size of the front yards, sidewalks, and neighborhood amenities such as parks and trails, which all culminate into the creation of a true sense of place. Retaining the value and quality of neighborhoods is one of the single most important priorities of the Colleyville community.

Since much of the city consists of existing residential neighborhoods, Colleyville's long-term future is inextricably tied to its housing quality and conditions. In the 1970's areas of high density zoning were approved. However, these areas have developed at a much lower density. In order to preserve these neighborhoods, the City must have a policy to rezone the higher density zoning designations to a lower density which is consistent with the built conditions. If a policy is not implemented, these areas may redevelop at a higher density, thereby destroying the character and quality of the neighborhood. While one challenge is to protect and preserve existing neighborhoods,

Themes:

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Comprehensive Plan Amendments

PRESERVING NEIGHBORHOOD INTEGRITY

Preservation of the existing neighborhood character is a top priority should redevelopment occur.

Protection of the character and integrity of existing neighborhoods should be ensured by the promotion of future development that is compatible with existing neighborhoods.

Southeast Colleyville - Neighborhood Area 1

Placement in the Community

Southeast Colleyville occupies the southeast quadrant of the city. Bounded by Cheek-Sparger Road to the south, Jackson and Pool Roads to the west, State Highway (SH) 121 and Heritage Avenue to the east, and the city limits with Grapevine to the north and east, Southeast Colleyville totals approximately 1,213 acres (1.9 square miles) or 14.3 percent of the overall land area of Colleyville. With the development of the Heritage Avenue tract into single family homes, most of Southeast Colleyville is developed.

During the planning process for the comprehensive plan, feedback from focus groups comprised of residents of this area noted the convenience of living here, with easy access to SH 121 and also to commercial areas along Colleyville Boulevard. The major issue for the area is traffic congestion along Glade Road and Cheek-Sparger Road, and occasional periodic traffic delays generated by other users in the area (e.g., churches).

Character and Form

The following descriptions provide a summary of the character, development pattern, transportation and connectivity, and parks, recreation and open space in Southeast Colleyville.

- **General character.** Small portions of this area can be characterized as fairly typical suburban style developments. However, these developments transition to portions of Southeast Colleyville that are among the most beautiful in all of Colleyville. Home styles vary from older 1970's ranch style homes to large mansions with extensive open space and attractive front yards. Several gated communities exist in the area along Martin Parkway

and Jackson Road. Much of the area drains to tributaries of Little Bear Creek, and as a result the area is heavily wooded with stands of large mature trees. This wooded character is extremely appealing and is one of the distinguishing aspects of much of Southeast Colleyville. Private ponds which are visible from the area's public streets also contribute to the lush, luxurious feel of the area.

- **Development Pattern.** Approximately 90 percent¹ of this area is comprised of existing single family residences, with the remaining 10 percent consisting of commercial and institutional uses. Residential lot sizes vary from estate-sized lots along drainage tributaries of Little Bear Creek, to garden home-sized lots north of Glade Road and west of Heritage Avenue. Development patterns transition from freeway commercial uses at Glade Road and SH 121, to garden residential lots near Heritage Avenue and Glade Roads, finally to larger lots further to the west and throughout the remainder of Southeast Colleyville. Residential uses in the area total ~~1,112~~ **945 net** acres and 1,707 lots, yielding a residential **net** density² of **1.8 approximately** ~~1.54~~ dwelling units per acre^{2,1}.

- **Transportation and Linkages.** Glade Road and Cheek-Sparger Road are the primary east-west minor arterials in the area. Heritage Avenue, Martin Parkway, and Jackson Road are the primary north-south roadways for this area. Apart from the four-lane sections of Glade Road and Heritage

¹ Existing residential percentage for each neighborhood area includes all areas within residential and agricultural zoning districts and includes rights-of-way and parks.
² **Net density is calculated by removing 15 percent of the gross area for right-of-ways.**
³ Residential density is calculated by dividing the total number of residential lots (occupied and vacant) in the neighborhood by the total land area in the neighborhood in residential or Agricultural zoning district categories.

Southeast Colleyville. Residential uses in the area total ~~1,112~~ **945 net** acres and 1,707 lots, yielding a residential **net** density² of **1.8 approximately** ~~1.54~~ dwelling units per acre^{2,1}.

- 1 Existing residential percentage for each neighborhood area includes all areas within residential and agricultural zoning districts and includes rights-of-way and parks.
- 2 **Net density is calculated by removing 15 percent of the gross area for right-of-way.**
- 3 Residential density is calculated by dividing the total number of residential lots (occupied and vacant) in the neighborhood by the total land area in the neighborhood in residential or Agricultural zoning district categories.

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

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Avenue at the commercial areas near SH 121, most streets in the area, including arterial, are two-lane roadways.

- **Parks, Recreation, and Open Space.** Southeast Colleyville has several private parks but no public parkland. The open parkland behind the Senior Center in Southwest Colleyville provides the main park space for this area. A total of 46 acres of private parkland are contained in the area, however, much of this private parkland is fenced and restricted to specific neighborhoods or homes. Some residents of the area have access to Melrose Park, which is a large private neighborhood park located on Martin Parkway. With the exception of wide sidewalks along a portion of Glade Road and Heritage Avenue, leading to the middle school and high school, the area has no existing public trails. Private recreational trails can be found in Melrose Park, as well as in privately shared open space east of Martin Parkway.

Key Current and Future Considerations for Southeast Colleyville

- The commercial areas between SH 121 and Heritage Avenue are vital to the overall fiscal health of the city. They are the only freeway-oriented properties in the city, and have no direct residential adjacencies. As such, the intensity of development directly adjacent to SH 121 should be maintained and even increased where appropriate. Non-residential intensity of commercial development densities can decrease closer to Heritage Avenue, but should still remain among the highest in the city.
1. Roadway improvements are discussed in the Transportation section of this plan. However,

Southeast Colleyville residents have expressed their desire that Glade Road remain two lanes, with the exception of upgrades at intersections to improve traffic flow. Any improvements to Cheek-Sparger Road should carefully consider the character of the roadway. For both roads, shoulder improvements for roadway safety and traffic flow improvements at key intersections should be considered, where and when feasible.

2. No public park improvements are currently slated for this area. However, future park improvements in the city's park land adjacent to the Senior Center will be needed to provide public facilities for residents of Southeast Colleyville.
3. Sections of eight- to 10-foot wide trails exist along the north parkway of Glade Road between Pool Road and Heritage Avenue. Filling trail gaps along this section of Glade Road should be planned in order to enhance connections to area schools, retail and dining closer to SH 121. However, these enhancements should be done in a manner that maintains the character of the existing road design.
4. Heritage Avenue and Cheek-Sparger Road intersection – work with the City of Euless to make improvements as appropriate when necessary.
5. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

and even increased where appropriate. ~~Non-residential~~ intensity of commercial development densities can decrease closer to Heritage Avenue, but should still remain among the highest in the city.

3. Sections of eight- to 10-foot wide trails exist along the north parkway of Glade Road between Pool Road and Heritage Avenue. Filling trail gaps along this section of Glade Road should be planned in order to enhance connections to area schools, retail and dining closer to SH 121. However, these enhancements should be done in a manner that maintains the character of the existing road design.

5. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

Southwest Colleyville - Neighborhood Area 2

Placement in the Community

Southwest Colleyville occupies the southwest corner of Colleyville, and is generally bounded by Glade Road and Little Bear Creek to the north, Cheek-Sparger Road to the south, Jackson Road to the east, and Colleyville Boulevard to the west. A portion of Southwest Colleyville neighborhood area is west of Colleyville Boulevard and extends to Precinct Line Road which is the city limits with Hurst. Southwest Colleyville totals approximately 1,292 acres (2.02 sq. miles) or 15.3 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area noted the high quality of their neighborhoods and, with this area's proximity to Colleyville Boulevard, the relative convenience and accessibility to other areas of the city.

Character and Form

- **General character.** While more than three-quarters residential, this area also has some non-residential uses extending along Colleyville Boulevard. The area is traversed by Little Bear Creek and consequently includes significant green spaces. Bedford Road, which crosses Little Bear Creek, is representative of the characteristic beautiful Colleyville thoroughfare, with large trees and a classic rural feel along much of the roadway in this area.
- **Development Pattern.** Southwest Colleyville is essentially completely developed, with only a few lots remaining open for development. The area is approximately 83 percent existing residential uses (911.5 net acres) with 1,718 lots. This neighborhood has a net density of approximately 1:60 1.9

dwelling units per acre. Lots in the area are still generally below average in size, ranging from 10,000 to 15,000 square feet in size.

- **Transportation and Linkages.** Glade Road and Cheek-Sparger Road are the only east-west minor arterials in the area. Colleyville Boulevard, Precinct Line Road, Bedford Road, and Brown Trail are the only major north-south roadways in the area. With an eventual six lanes, Colleyville Boulevard has significant capacity to handle the traffic needs of the area. However, getting to Colleyville Boulevard is through a two lane section of Cheek-Sparger Road between Oakbriar Lane and Colleyville Boulevard.
- **Parks, Recreation, and Open Space.** This area has a higher percentage of public parkland than any other in the city. The Colleyville Nature Center and Sparger Park take advantage of their pristine locations adjacent to Little Bear Creek and are major amenities for the area. Woodbriar Neighborhood Park provides amenities south of Cheek-Sparger Road, and all neighborhoods in this area have close access to parks. Trails can be found in both parks, and older private trails along Cheek-Sparger Road point to future trail possibilities that mimic the public trail across Cheek-Sparger Road in Bedford.

Key Current and Future Considerations for Southwest Colleyville

1. Redevelopment of the existing commercial lands between Colleyville Boulevard and Felps Drive will most likely occur in the future, and should be encouraged to bring additional destination value to Colleyville Boulevard. The buffering of residential

- **Development Pattern.** Southwest Colleyville is essentially completely developed, with only a few lots remaining open for development. The area is approximately 83 percent existing residential uses (911.5 net acres) with 1,718 lots. This neighborhood has a net density of approximately 1:60 1.9

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

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areas east of Felps Drive should be incorporated into any redevelopment plans for the area. More compact and walkable non-residential development should be encouraged for other tracts along Colleyville Boulevard, and should take advantage of the desire to be close to Colleyville Downs Shopping Center.

2. Neighborhood-scale retail and office uses should be encouraged at the southern corners of Cheek-Sparger Road and Bedford Road, with adequate buffering provided where residential adjacencies occur.
3. Proposals for development of floodplain lands on the north side of Little Bear Creek between Colleyville Boulevard and Bedford Road should be carefully evaluated for their potential impact on area flooding and the beautiful creek environment. The loss of creek environment could impact the value of nearby residential areas.
4. Evaluate options to improve traffic flow along Cheek-Sparger Road between Bedford Road and Colleyville Boulevard, including improving the intersection of Bedford Road and Cheek-Sparger Road. Consider improvements as appropriate along Cheek-Sparger Road between Colleyville Boulevard and Brown Trail (San Bar Lane to Oakbriar Lane).
5. Trail linkages between the Nature Center and Sparger Park would create a unique amenity for this neighborhood area and should be a high-priority focus. These trail linkages could use natural paving materials in keeping with the character of the area.
6. Explore ways to widen and enhance the existing trails on the south side of Cheek-Sparger Road in partnership with the City of Bedford.
7. Protect the character and integrity of existing neighborhoods by promoting future development

that is compatible with the surrounding development patterns and development character.

7. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines South Central Colleyville - Neighborhood Area 3

Placement in the Community

Neighborhood Area 3 (South Central Colleyville) focuses on a central area of the city, east of Colleyville Boulevard. It extends from Pool Road on the east, the centerline of Little Bear Creek and Jackson Road on the south, Colleyville Boulevard on the west, and Hall-Johnson Road to the north. This area is key to the future of Colleyville, since it contains commercial areas along the Colleyville Boulevard Corridor. South Central Colleyville totals approximately 1,248 acres (1.95 sq. miles) or 14.7 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area noted the quality and love for their neighborhoods. They expressed the desire to ensure that the character of major streets in the area, such as Glade Road, is not lost due to roadway improvements to increase traffic flow.

Character and Form

- **General character.** Much of this neighborhood area has a large estate lot feeling to it. The area also includes significant commercial development along Colleyville Boulevard. Residential areas along Little Bear Creek, with forest-like stands of mature trees, are among the most scenic and beautiful areas in the entire city. Preservation of the existing neighborhood character should be a top priority should redevelopment occur.
- **Development Pattern.** As is the case in other areas, South Central Colleyville is essentially completely developed, with only a few lots remaining to be developed. The area is approximately 90 percent existing residential uses, which is the third highest ratio of residential to non-residential in the city. This neighborhood has an approximate a net density of 1.00 1.2 dwelling units per acre, with 954.7

net residential acres and 1,124 lots. A significant number of large estate-sized lots can be found along Oak Knoll Drive, other streets south of Glade Road, and along Montclair Drive and Bluebonnet Drive north of Glade Road.

- **Transportation and Linkages.** Glade Road and Hall-Johnson Road are the only major east-west arterials in the area, and they link this neighborhood area to commercial developments along Colleyville Boulevard, Colleyville Boulevard and Pool Road provide major north-south access north of Glade Road, and are supplemented by Riverwalk Drive and Montclair Drive in the area. South of Glade Road, Jackson Road, Martin Parkway, and Heritage Avenue all provide adequate north-south connectivity given the low density of the area.
- **Parks, Recreation, and Open Space.** South Central Colleyville has only one public open space, at the Senior Center along Glade Road, and no significant private parks. Although it is located in Southwest Colleyville, nearby Sparger Park also serves this area. Open spaces at the Colleyville Center also have potential to address quasi-parkland needs for this area. Trails can be found in Sparger Park, at the Senior Center, and along Church Street and Riverwalk Drive. Trails along Glade Road stop at Pool Road and do not extend westward into this area.

Key Current and Future Considerations for South Central Colleyville

1. Though not yet realized, pedestrian and bicycling connections between this area and the major retail, dining, and entertainment uses along Colleyville Boulevard are vital and highly desired. Efforts to

the entire city. Preservation of the existing neighborhood character should be a top priority should redevelopment occur.

- **Development Pattern.** As is the case in other areas, South Central Colleyville is essentially completely developed, with only a few lots remaining to be developed. The area is approximately 90 percent existing residential uses, which is the third highest ratio of residential to non-residential in the city. This neighborhood has an approximate a net density of 1.00 1.2 dwelling units per acre, with 954.7 net residential acres and 1,124 lots. A significant number of large estate-sized lots can be found along Oak Knoll Drive, other streets south of Glade Road, and along Montclair Drive and Bluebonnet Drive north of Glade Road.

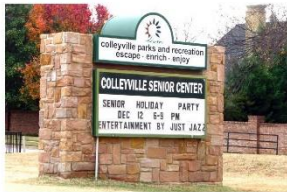
Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezonings
- 5) Private Parks
- 6) Clarifications

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- provide these connections, while preserving the area's existing character and large trees, should be a priority.
2. Intersection, and Ingress/Egress, and other improvements along Glade Road as planned should continue to improve traffic flow. Preservation of mature trees should be prioritized and may require unique design solutions.
 3. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.



The Colleyville Senior Center is one of the amenities serving the Colleyville community in South Central Colleyville (Neighborhood Area 3).

3. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

Northeast Colleyville - Neighborhood Area 4

Placement in the Community

Occupying the northeastern portion of the city, Neighborhood Area 4 (Northeast Colleyville) encompasses the area north of Hall-Johnson Road, east of Colleyville Boulevard, west of Pool Road and south of Big Bear Creek. Northeast Colleyville totals approximately 793 acres (1.24 sq. miles) or 9.4 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area were concentrated on issues dealing with the future development of large rural tracts along Colleyville Boulevard, and the interest in trail connections to Big Bear Creek.

Character and Form

- **General character.** This area is characterized by more traditional suburban residential neighborhoods. Lot sizes in this area might be considered large in other communities but are on the smaller side for Colleyville. Neighborhoods range in age from more mature developments that have been in place for more than 30 years, to newer areas around Kimzey Park that were developed within the last 10 to 15 years. With the exception of the visual open space provided by Bluebonnet Hills at the corner of Hall-Johnson Road and Colleyville Boulevard and a portion of Big Bear Creek north of Kimzey Park, this area has no significant open space features. Neighborhoods have attractive mature trees that add character and value to properties in the area.
- **Development Pattern.** While still largely developed, Northeast Colleyville does have some large remaining undeveloped areas along Colleyville Boulevard. Northeast Colleyville is approximately 81 percent existing residential uses, which is the lowest ratio of residential to

non-residential in the city. This neighborhood has a net density of 1.9 dwelling units per acre, with 545.9 net residential acres and 1,022 lots. At approximately 1.59 dwelling units per acre, this area has the highest overall density of single family residential in the city.

This area incorporates extensive commercial properties along Colleyville Boulevard. Many of these commercial and industrial type uses can be redeveloped in the future.

- **Transportation and Linkages.** Hall-Johnson Road is the only major east-west minor arterial in the area, and provides the only direct link to commercial areas along Colleyville Boulevard. Colleyville Boulevard and Pool Road provide major north-south access, with no other continuous north-south roads in the area. Apart from Tarrant Lane, Industrial Boulevard and Oak Pointe Drive provide limited road connections between area neighborhoods and the commercial destinations along Colleyville Boulevard. However, the bulk of the residents to go south to Hall-Johnson Road or north along Pool Road to access signalized intersections at Colleyville Boulevard.
- **Parks, Recreation, and Open Space.** Kimzey Park in the northern tip of this area and the playground facilities at Glenhope Elementary School provide the only public park and playground services for residents of this area. A small private park with a pond and walking trail located south of Independence Street provides park access to nearby residents. Natural areas along small portions of Big Bear Creek which are within Colleyville are found in this area. Apart from walking trails located in Kimzey Park, the area has no significant publicly accessible trails.

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non-residential in the city. This neighborhood has a net density of 1.9 dwelling units per acre, with 545.9 net residential acres and 1,022 lots. At approximately 1.59 dwelling units per acre, this area has the highest overall density of single family residential in the city.

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines

Western Central Colleyville - Neighborhood Area 5

Key Current and Future Considerations for Northeast Colleyville

1. Promote the development of a unique walkable commercial site at the Northern Gateway, an undeveloped 23 acre tract across from John McCain Road and Colleyville Boulevard. Ensure that adequate buffering/transitions between the development and adjacent residential areas is incorporated.
2. To provide a stronger and more sustainable economic foundation for the city, encourage the redevelopment of older commercial and industrial uses along Colleyville Boulevard into high quality commercial and service destinations. Where feasible, make these walkable.
3. Create additional pedestrian and bicycling connections between neighborhoods in this area and the major retail, dining, and entertainment uses along Colleyville Boulevard.
4. Create walking and bicycling connections between Kimzey Park and regional trails to the north along Big Bear Creek and to the south along Big Bear Creek and under the bridge at Colleyville Boulevard.
5. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

Placement in the Community

Occupying the center-west portion of the city, Neighborhood Area 5 generally occupies the area between Colleyville Boulevard to the east and the Cotton Belt Trail corridor to the west. Glade Road forms the southern boundary of this area. The area contains a portion of the northern gateway, three connected undeveloped tracts that total to 36 acres. Western Central Colleyville totals approximately 1,324 acres (2.07 sq. miles) or 15.6 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area focused on issues relating to appropriate transitions to the future development on the large Northern Gateway tracts along Colleyville Boulevard, and the interest in connections to the regional Cotton Belt Trail.

Character and Form

- **General character.** This area is characterized by a mix of residential lot sizes, ranging from high quality, zero-lot-line homes in the Village area to large estate-sized lots closer to the Cotton Belt Trail. Tinker and Bransford Roads in the area are all two-lane rural roads that characterize the city's country past. Extensive mature trees and open swale drainage preserve a country feeling throughout the residential portions of this area.
- **Development Pattern.** Western Central Colleyville is approximately 86 percent existing residential uses and its net density is approximately 1.16 1.4 dwelling units per acre, with 967.8 net residential acres and 1.322 residential lots. Non-residential development along Colleyville Boulevard ranges

4. Create walking and bicycling connections between Kimzey Park and regional trails to the north along Big Bear Creek and to the south along Big Bear Creek and under the bridge at Colleyville Boulevard.
 5. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.
- **Development Pattern.** Western Central Colleyville is approximately 86 percent existing residential uses and its net density is approximately 1.16 1.4 dwelling units per acre, with 967.8 net residential acres and 1.322 residential lots. Non-residential development along Colleyville Boulevard ranges

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

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from the walkable, mixed-use character of The Village, to churches, medical facilities, and schools between Church Street and Bogart Drive, to older commercial developments north of Tinker Road. The northernmost tip of Western Central Colleyville includes the 59-acre undeveloped lands that are referred to as the city's Northern Gateway. Thirty-six (36) of those acres are on the west side of Colleyville Boulevard and 23 on the east.

- **Transportation and Linkages.** Glade Road serves as the only continuous east-west road in the area. Other east-west connections are provided by Tinker Road and Bogart Drive, but neither extend completely across the area. Conversely, excellent north-south movement is provided by Colleyville Boulevard, Pleasant Run Road, and Bransford Road.

- **Parks, Recreation, and Open Space.** City Park is centrally located in this area and serves as the major passive and active park for the area. Bransford Park has also been recently improved with many amenities and is home to the historic Webb House. In addition, private parklands in the northern tip of this area provide trails and park facilities for residents in the Tension Parkway area. The Cotton Belt Trail is one of the major regional amenities in the area, and is accessed via Bransford or Pleasant Run Roads. The availability of trails is among the best in the city in this area.

Key Current and Future Considerations for Western Central Colleyville

1. Promote high quality non-residential development of the Northern Gateway properties, so as to contribute to a sustainable economic foundation for the city. Ensure that adequate buffering from

and transitions to adjacent residential areas are provided.

2. Promote the maintenance of larger lot (1/2 to one acre) requirements.
3. Encourage the development of a "creekwalk" environment along the existing drainage corridor between Church and Main Streets (see Chapter 9 for additional information). Added value and a unique sense of place can create a one-of-a-kind destination in the area.
4. *Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.*



Maintaining areas in larger lot configurations is important for areas on the western edge of Western Central Colleyville.

4. *Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.*

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines

Northwest Colleyville - Neighborhood Area 6

Placement in the Community

Neighborhood Area 6 (Northwest Colleyville) encompasses the western third of Colleyville. It is bounded by the Cotton Belt Trail corridor to the east, Big Bear Creek to the north, Precinct Line Road to the west, and L. D. Lockett Road to the south. Northwest Colleyville totals approximately 2,601 acres (4.06 sq. miles) or 30.7 percent of the overall land area of Colleyville.

Character and Form

- **General character.** This neighborhood encompasses the entire western sector of the city. A significant number of the large estate lots on the far western edge of the city near Precinct Line Road have been redeveloped into smaller-lot neighborhoods transitioning to lower density neighborhoods to the east. The Northwest Neighborhood has beautiful established areas with the country character that represents what the Colleyville community wants to preserve.
- **Development Pattern.** This neighborhood area is the largest in the city, encompassing more than 30 percent of the gross land area of the city. Northwest Colleyville has experienced significant change since the previous comprehensive plan in 2004. The neighborhood's residential ~~net~~ density of ~~1.06~~ **1.3** dwelling units per acre is one of the lowest in the city, ~~with 2,122.4 net residential acres and 2,656 residential lots.~~ Overall, 96 percent of the area is existing single family residential uses, the highest percentage in the city. The area has significant open space and parklands, but a very small amount of retail development.
- **Transportation and Linkages.** Major roadways

in the area include L. D. Lockett Road, Westcoat Drive, McDonnell School Road, Precinct Line Road, Pleasant Run Road, and John McCain Road. ~~In addition, the MTP proposes McDonnell School Road be extended east from Westcoat Drive to connect just west of Cutter Ridge Court to improve east-west connectivity in the area.~~ Most roadways in Northwest Colleyville all are generally two-lane rural cross-sections; and intersection improvements a and MTP connectivity recommendations can serve to improve traffic flow in the area.

- **Parks, Recreation, and Open Space.** This area has four City parks and multiple smaller private parks. L. D. Lockett, McPherson, Reagan, and Pleasant Run Parks are the major public park facilities in the area. Trail connections along McDonnell School Road and Westcoat Drive, as well as the Cotton Belt Trail, are the major trail corridors in this area. Trails along McDonnell School Road are excellent examples of trail integration adjacent to a two-lane roadway.

since the previous comprehensive plan in 2004. The neighborhood's residential ~~net~~ density of ~~1.06~~ **1.3** dwelling units per acre is one of the lowest in the city, ~~with 2,122.4 net residential acres and 2,656 residential lots.~~ Overall, 96 percent of the area is

- **Transportation and Linkages.** Major roadways in the area include L. D. Lockett Road, Westcoat Drive, McDonnell School Road, Precinct Line Road, Pleasant Run Road, and John McCain Road. ~~In addition, the MTP proposes McDonnell School Road be extended east from Westcoat Drive to connect just west of Cutter Ridge Court to improve east-west connectivity in the area.~~ Most roadways in Northwest Colleyville all are generally two-lane rural cross-sections; and intersection improvements a and MTP connectivity recommendations can serve to improve traffic flow in the area.

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines

Key Current and Future Consideration for Northwest Colleyville

1. Encourage a mix of retail and professional office uses along the remaining undeveloped areas of Precinct Line Road, with the goal of expanding the city's sales tax base.
2. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

Housing and Neighborhood Framework

GOALS

Preserve high quality, established neighborhoods with an emphasis on large lots and natural settings with a "country feel."

Connect neighborhoods and provide high quality amenities.



Policy: Preserve neighborhood character and quality.

Neighborhoods are one of Colleyville's greatest assets, as they form the foundation for the city's reputation and quality of life. As neighborhoods age and mature, some develop a unique and enduring character while others are unable to maintain the quality of development they once had. For this reason, the City should support neighborhood protection and preservation efforts. Safe, well-maintained neighborhoods that have enduring character allow reinvestment and help maintain property values and residential tax base.

The City can support and establish programs to protect and enhance the integrity of its neighborhoods. Potential strategies include improving or updating public facilities and services such as streets, street lighting, drainage systems, traffic control or management, neighborhood policing, and code enforcement. [It is critical to emphasize a policy of not allowing higher density residential development as existing neighborhoods redevelop.](#)

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2. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

The City can support and establish programs to protect and enhance the integrity of its neighborhoods. Potential strategies include improving or updating public facilities and services such as streets, street lighting, drainage systems, traffic control or management, neighborhood policing, and code enforcement. [It is critical to emphasize a policy of not allowing higher density residential development as existing neighborhoods redevelop.](#)

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications



Comprehensive Plan Amendments

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■ Action 6-1: Consider overlays for established neighborhoods.

In many neighborhoods, residents may want to protect the existing character of development. In these cases, the City could work with neighborhood residents and representatives to develop specific recommendations for protection or enhancement. This may include the creation of a special area plan that frames appropriate changes needed in the underlying regulations, such as garage placement, setbacks, building materials, etc. This may also include other actions that help existing neighborhoods maintain or add landscaping, sidewalks, trails, and park amenities.

■ Action 6-2: Provide mechanisms for context-sensitive residential redevelopment.

Given the high demand for homes in the Colleyville area and as the city approaches build-out, it will be important to thoughtfully design new residential projects with appropriate considerations of lot sizes, transitions and connections to adjacent neighborhoods, trails, open space and tree preservation, and design of open fencing, landscape treatment, and setbacks along rural character roadways.

■ Action 6-2A: Consider PUD-R or overlay zoning to implement consistency standards for new neighborhoods.

In order to ensure the integrity of existing neighborhoods is protected, new subdivisions should be designed to reflect the character of surrounding neighborhoods. The lot sizes and building setbacks within new subdivisions should be determined based on the existing lot sizes and building setbacks of the existing neighborhoods.

Policy: Enhance neighborhood-level amenities and connectivity such as pocket parks, sidewalks, and trails.

While the city is known for its superb neighborhoods, there are still opportunities for improvement so they continue to be one of the key assets in the community. Access to sidewalks, trails, and parks is becoming an important element of quality of life for many communities, especially for Colleyville. Neighborhoods designed with such amenities typically maintain their property values over time. It is about providing safer and inviting ways to move in and around one's neighborhood without having to get in an automobile in addition to creating a reinvestment dynamic in the neighborhood as it matures.

■ Action 6-3: Continue to focus on neighborhood park and recreation improvements to positively contribute to neighborhood vitality.

Clean, well-maintained, and vibrant neighborhood parks are an anchor for strong, established neighborhoods. The City can work with neighborhoods to determine ideas to increase access to, and amenities at, neighborhood parks.

■ Action 6-2A: Consider PUD-R or overlay zoning to implement consistency standards for new neighborhoods.

In order to ensure the integrity of existing neighborhoods is protected, new subdivisions should be designed to reflect the character of surrounding neighborhoods. The lot sizes and building setbacks within new subdivisions should be determined based on the existing lot sizes and building setbacks of the existing neighborhoods.

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

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This could include the installation of upgraded or additional amenities at existing parks.

- Action 6-4: Improve neighborhood connectivity to the Colleyville Boulevard Corridor and key destinations.

Colleyville Boulevard is the economic spine for the city. It also contains most of the commercial services that the Colleyville community is interested in visiting. Currently, the Village at Colleyville is probably the most walkable and pedestrian-friendly commercial area in the city. As additional areas of Colleyville Boulevard are redeveloped and revitalized (e.g., in the Northern Gateway), more opportunities for creating walkable and pedestrian-friendly environments can be created. As a result, there will also be increased demand for accessing these areas without having to get in an automobile. Consequently, the City can proactively increase neighborhood connectivity to the Colleyville Boulevard Corridor. This could include the development of key greenway trails (e.g., along Little Bear Creek) which provide needed east-west connectivity from established neighborhoods to Colleyville Boulevard. This could also include the installation of new sidewalk and trail segments in areas where sidewalk connectivity is limited or nonexistent, and the installation of crosswalks. In addition, connections to the Cotton Belt trail from the Northern Gateway should be prioritized.

Policy: Require new neighborhood developments to demonstrate and contribute to Colleyville's character.

As evident by the online survey that was administered during the planning process, the Colleyville community has expressed an interest in quality development as one of the key attributes that makes Colleyville unique. As such, it is also a high priority to ensure that all new neighborhoods add to the existing quality of development. This can be done by requiring the development of neighborhoods which provide a high quality of design, an easily perceived sense of identity, and bicycle and pedestrian connectivity.

- Action 6-5: Encourage new neighborhood design that creates defined centers, edges, common spaces, and entries.

Creating neighborhoods with defined centers, edges, and entries where feasible with large setbacks, trees, and greenspaces that withstands the test of time and gives neighborhoods a sense of place. A defined center provides for a focal point to gather (e.g., park, trail, school, etc.), defined edges allows neighborhood residents to take pride in their geographic area, and bold and unique entries (e.g., entrance monuments) provide notice to residents and visitors that one has entered into a new defined place.

- Action 6-6: Require new neighborhoods to be connected where appropriate.

Connectivity is an important quality of great neighborhoods. A well-connected neighborhood reduces congestion along major streets, is friendlier to pedestrians and bicyclists, facilitates active transportation, and leads to higher levels of physical activity. One way to ensure that new neighborhoods are connected is to require conformance with additional

COLLEYVILLE 2035 COMPREHENSIVE PLAN
DESTINATION COLLEYVILLE



Placeholder image- to be updated

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Placeholder image- to be updated

Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines

CONNECTING NEIGHBORHOODS

One way to connect neighborhoods can be to reduce using cul-de-sacs and increase the street connections.



connectivity standards which could be incorporated into the City's subdivision regulations. Concerns about cut-through traffic can be alleviated through appropriate design of new residential streets for low speed traffic and traffic calming measures on existing residential streets.

For vehicles, it is important to create multiple entries between a neighborhood and the City's thoroughfare system. This reduces congestion at intersections and along the entire thoroughfare system by dispersing vehicles among multiple access points. This could also include reducing the use of cul-de-sac streets and increasing the number of internal connected streets. Although given Colleyville's development context, there may be few remaining opportunities to create new strategic connections to help overall traffic circulation.

At a minimum, it will be important to create a strong internal sidewalk system to connect to all internal (e.g., neighborhood pools and schools) and external (e.g., off-site trails, commercial areas, etc.) destinations. This may include the creation of internal greenway trails and pedestrian access easements through connecting cul-de-sacs and the middle of long blocks.

- Action 6-7: Encourage the construction of local gateways and signs that promote unique neighborhood identity that is tied to Colleyville's heritage and/or a "country feel."

Gateways help define entrances and provide a sense of place to a neighborhood. Many existing neighborhoods include attractive gateway entrance features. The City can review its sign regulations to ensure that there is enough flexibility to allow for creative design of gateway entrance monuments that add to the character of the city's neighborhoods. In addition, the City can encourage the construction of unique gateway entrances for all new neighborhoods. Such gateways and signs should be coordinated with landscaping, fencing, and other streetscape elements within the neighborhood.



The entrance to Pebble Hill Plantation Estates is an example of a well-designed neighborhood entrance.

Large and mature trees add to the quality of Colleyville's neighborhoods. Trees generally improve the appearance of a neighborhood and tree-lined streets are often highly valued by residents once the trees have matured. Trees and the tree canopies provide residents a break from the hot Texas sun and provide walkers and joggers a pleasant environment to enjoy. Landscaping should also be promoted as a means to improve the appearance of neighborhoods. Opportunities to landscape can occur along roadways and at entrances into neighborhoods.

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Policy: Ensure tree canopies and quality landscaping are created and maintained.

- Action 6-8: Consider amending the existing tree preservation ordinance to ensure the existing tree canopy is preserved.

Colleyville's country charm is exemplified by its large open spaces, mature trees, and rustic ranch fences. If the existing tree canopy is removed and lots are clear-cut for development, then the look and feel that many residents value is destroyed. The existing tree preservation ordinance should be reviewed and revised, if necessary, to ensure the community's tree preservation desires.

- Action 6-9: Consider expanding the free tree planting program to encourage residents to plant trees.

In order to encourage tree planting, Colleyville could expand the existing Arbor Day program where residents obtain free trees. The expanded annual event could have hundreds of new trees planted on residential lots every year and the combined effect over a decade could have a substantial impact on creating a greater tree canopy for Colleyville.

- Action 6-10: Consider standards for ensuring that quality landscaping is created and maintained.

New developments should provide landscaping along major roadways and at the entrances into neighborhoods.

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A Vision for Parks

As part of the development of the 2011 Parks, Recreation, and Open Space Master Plan, a mission was identified to provide one of the highest quality parks, recreation, and open space systems in the DFW Metroplex by creating opportunities where people can "escape and enjoy an enriching environment." Through the public engagement process, a new vision was created for the future of the parks and recreation system (see at right).

To help implement this vision, a series of goals were developed and adopted by the Parks and Recreation Advisory Board and City Council. These include:

- Provide parks and trails within easy and convenient access to households in Colleyville.
- Provide leisure opportunities for all ages, specifically targeting young adults to baby boomers (who are historically underserved in terms of recreation facilities and programming).
- Support the development of a healthy community by providing facilities and programs that lead to choices for healthy living.
- Aim to be comprehensive and financially sustainable while encouraging collaboration.
- Market Colleyville as a destination known, in part, for its unique parks and leisure programs, while also marketing to current users and residents.
- Reflect and support the city's objective to become the environmental leader in Tarrant County.

Needs Assessment

While the existing parks, recreation, and open space system was rated as excellent, a plan of action for the future is necessary to ensure the system continues to excel long into the future. This is particularly important as the city nears its population estimate of ~~27,943~~ **27,518** persons by 2035 (see Chapter 2, Colleyville Context, regarding the historical and projected population of the city).

Colleyville is unique in that the majority of park acreage in the city is made up of private parks and open spaces (over 301 acres as compared to approximately 225 public park acres). In most cities in the DFW Metroplex, park and recreation areas are predominantly comprised of public parks. ~~Therefore, the acreage for private parks and open spaces is included in the level of service (LOS) analysis of this plan because of its significant contribution to the overall public-private park system in the city.~~

Colleyville's current LOS and future LOS were calculated using the historical population counts from the 2010 U.S. Census, combined with recommended National Recreation and Park Association (NRPA) standards that have been tailored to the city's unique situation (see Table 7.1, *Current and Projected Parkland LOS*, on the next page). These numbers differ slightly than what was indicated in the 2011 Parks, Recreation, and Open Space Master Plan because of a larger projected maximum population (see Chapter 2, *Colleyville Context*, regarding the historical and projected population of the city) and more accurate 2010 Census Data. **Additionally, private parks are an amenity to the City, however only parks available to the general community should be considered in the overall computation of LOS.**

"Colleyville has a renowned system of parks, recreation, open space, and trails that creates a true sense of 'home' within the city of Colleyville."

Source: Vision from the 2011 Parks, Recreation, and Open Space Master Plan

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acreage recommended by the National Recreation and Parks Administration (NRPA), which the city compares itself against for national benchmarking. In order to meet the NRPA LOS standard for public parks for the current population, the city would need to add approximately 32 additional acres of public parkland. In order to meet the NRPA LOS standard for public parks for the projected population, the city would have to add approximately 90 to 98 acres of new public parkland. ~~When factoring in the city's private parks and open space lands, the city has more than enough acreage to meet the minimum LOS standard for the~~

current population and would still be near the top of the range for the projected population.

Park Service Area Deficits

In addition to determining current and future park acreage needs based on the city's population, it is also important to ensure that the park and recreation system is well distributed and accessible for most users. Typically, neighborhood parks serve an area of about one-quarter mile to one-half mile (which equates to about a five to 10 minute walk), while community parks serve an area of about one mile (which equates to about a five minute drive).

Table 7.1. Current and Projected Parkland LOS

Park Category	Existing Acreage (2015)	NRPA Standard	Level of Service (LOS) (22,807 population) ¹	Projected 2035 LOS (27,943 27,943 27,518 population) ²
Public Parks	225.24	11.25 - 20.50 acres / 1,000	9.88 acres / 1,000	8.06 8.19 8.19 acres / 1,000
Neighborhood Parks	41.66	1 - 2 acres / 1,000	1.83 acres / 1,000	1.49 1.51 1.51 acres / 1,000
Community Parks	101.10	5 - 8 acres / 1,000	4.43 acres / 1,000	3.62 3.67 3.67 acres / 1,000
Other Parks	82.48	Variable	3.62 acres / 1,000	2.95 3.00 3.00 acres / 1,000
Private Parks and Open Space	301.70	None	13.23 acres / 1,000	10.80 acres / 1,000
Grand Total	526.94	11.25 - 20.5 acres / 1,000	23.10 acres / 1,000	18.86 acres / 1,000

Table Notes:

¹ The current population of 22,807 people is derived from the 2010 Census Bureau.

² The projected population of ~~27,943~~ 27,518 people is derived using the population estimates set out in Chapter 2, Colleyville Context.

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Private Parks and Open Space	301.70	None	13.23 acres / 1,000	10.80 acres / 1,000
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■ Action 7-12: Update the Master Drainage Plan to continue to ensure the city is adequately protected.

The City's Master Drainage Plan should be updated to develop a higher level of detail than what was provided in the 1992 plan. This Master Drainage Plan would provide the City with the tools necessary to identify the most critical flood-prone locations, potential solutions, and the costs for necessary drainage projects.

Depending on the recommendations identified in the Master Drainage Plan, the City should identify available funding sources to implement to make the improvements to the city's drainage system in addition to evaluating the City's current utility fee structure.

Policy: Proactively support efforts to promote green initiatives for fiscal resilience.

Colleyville should explore opportunities to promote more environmentally friendly and green initiatives that are also fiscally beneficial to both the City and residents.

■ Action 7-13: Work with regional water supply entities to ensure that Colleyville's drought contingency planning is proactive and innovative.

Ensure that the City continues to monitor and maintain a strong water supply, and that efficient and effective water conservation techniques are used where appropriate.

■ Action 7-14: Explore Low Impact Development (LID) solutions for commercial, residential, and public infrastructure projects.

The City should explore LID solutions as an opportunity to implement storm water management and water quality management strategies over that can have a significant impact on this sub-watershed and also provide quality of life and aesthetic benefits while saving costs. The City should evaluate the benefits of adopting and participating in North Central Texas Council of Governments' (NCTCOG's) integrated Stormwater Management (ISWM) program which is intended to help area cities achieve their goals of water quality protection, streambank protection, and flood mitigation, while also helping communities meet their construction and post-construction obligations under state stormwater permits. Low Impact Development, as defined by the Low Impact Development Center, "is a comprehensive land planning and engineering design approach with a goal of maintaining and enhancing the pre-development hydrologic regime of urban and developing watersheds."

The EPA states LID is an "approach to land development (or re-development) that works with nature to manage stormwater as close to its source as possible."

LID employs principles such as:

- Conserve natural areas wherever possible,

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- [Minimize the development impact on hydrology,](#)
- [Maintain runoff rate and duration from the site,](#)
- [Implement pollution prevention, proper maintenance and public education programs,](#)
- [Emphasize the use of on-site natural drainage features,](#)
- [Maintain or enhance the site's hydrologic characteristics after development, and](#)
- [Reduce overall imperviousness.](#)

- Action 7-15: Promote green building and energy efficiency as part of public and private development.

As part of a growing trend to reduce the environmental impact of development, the City should support efforts in both public and private sector development that incorporate green building practices and/or energy efficiency. This could include an assessment of the City's Land Development Code to remove impediments and/or add incentives for green building practices. Examples of green building practices that should be considered include low impact development (which utilizes the site's natural resources as part of the overall stormwater management program), rainwater capture, xeriscaping, and pervious pavement, among others.

- Action 7.16: Consider establishing an Urban Forestry Program to preserve and enhance the urban tree canopy in the city.

Tree canopy within Colleyville is an important component of the city's overall character and is one attribute that sets the city apart from other areas within the DFW Metroplex. As the city continues toward developing the limited number of remaining lots and revitalizing and redeveloping existing lots, it is important to have a strategy in place to protect what makes the city what it is today. An urban forest provides a number of economic, environmental, and social benefits to a city. Economic benefits include attracting tourists and businesses, increasing property value, and reducing the amount of energy needed for development. Environmental benefits include providing food and habitat for wildlife, absorbing carbon dioxide, reducing the heat island effect, and reducing sedimentation in streams. Social benefits include adding character and promoting a sense of pride in a community as well as increased privacy. Due to the significant amount of benefits provided, the City should consider establishing an Urban Forestry Program to protect this significant asset to the community. This could include an initial assessment of city parks, followed by an assessment of all City-owned property. A subsequent phase could include the eventual preparation of an Urban Forestry Master Plan, which is a roadmap to effectively and proactively manage and grow the city's urban tree canopy.

- [Minimize the development impact on hydrology,](#)
- [Maintain runoff rate and duration from the site,](#)
- [Implement pollution prevention, proper maintenance and public education programs,](#)
- [Emphasize the use of on-site natural drainage features,](#)
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Comprehensive Plan Revisions/Redlines

Residential Density

~~The maximum density of each residential project should be a net density of 1.8 dwelling units per gross acre.~~ Destination Colleyville proposes to maintain the residential density policies of the 2004 Colleyville Plan with a goal of 1.8 dwelling units per acre, therefore each residential project shall have a minimum lot size of 20,000 square feet and no more than 2 dwelling units per acre. The 2004 Colleyville Plan states:

"One of the fundamental principles associated with the City's zoning authority, as granted by the State, is the ability to regulate population density through the adoption of zoning regulations. By establishing a variety of zoning districts, and each district with a different minimum lot size, municipalities are able to control the number of dwelling units that can be built in a particular area. Controlling the overall density has far-reaching public interests and ultimately has an effect on transportation, parks, schools and other public facilities.

Colleyville is noted for its large-lot subdivisions and for its large homes with generous front and side yards. Additionally, many older single family homes located along the major collector street network have been demolished and the properties rebuilt into estate type settings. The redevelopment of these estate properties has helped to keep the overall residential density quite low and promotes the rural atmosphere that Colleyville citizens enjoy.

In Colleyville, the 1998 Comprehensive Plan established a city-wide residential density benchmark of 1.8 dwelling units per net acre. This standard approximates the density achieved by the R20, Single Family Residential District, which calls for a minimum lot size of 20,000 square feet. The intent of this lower residential density standard is to maintain the rural character and ensure a higher quality of residential development that makes Colleyville unique."

The 2004 Colleyville Plan further states that "Developments with densities higher than 1.8 dwelling units per acre would be

acceptable, according to the 1998 Master Plan guideline, but only in those areas deemed to be consistent with sound land use planning principles, such as for those transitional areas situated between commercial uses and less dense residential developments, or near major street intersections. Higher density development may also be appropriate for smaller parcels that make less dense development economically difficult or on sites with unique topographical features. Since the future land use plan of Colleyville, prepared in 1998, utilized the 1.8 dwelling unit per acre guideline and the community has embraced this as a suitable development density, there is no need to deviate from this standard."

~~Each residential project should have a maximum net density of 1.8 dwelling units per acre, but "variances" could be allowed in certain and specific situations. Variances to the net density of 1.8 dwelling units per gross acre maximum could be allowed for the following:~~

~~The project is located within a transitional area. (Note: These transitional areas are contained within the Colleyville Blvd Corridor.)~~

- ~~» Between commercial and residential uses (existing or future land use Map designated);~~

~~OR~~

- ~~■ The project is located on a property with unique topography;~~
 - ~~» Restricted access options;~~
 - ~~» Significant floodplain or drainage considerations;~~
 - ~~» Property shape that necessitates deviations from standard development; or~~
 - ~~» Native tree stand(s);~~

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COMPATIBILITY CONSIDERATIONS



1. Landscape buffers:

- Preserve existing trees that separate the proposed use from the existing use when possible.
- Preference for landscape screening and open fencing to contribute to residential character.
- New trees planted where proposed use is adjacent to existing use for beautification and screening.

2. Form:

- As residential square footage to lot area ratio increases, open space(s) and buffering provided should also increase.

3. Traffic Impacts:

- Connections to existing neighborhoods should be provided with sensitivity to the existing homes.
- Impact to roadways and intersections in the vicinity should be mitigated where possible.

TRANSITIONAL AREAS

A key topic during the comprehensive plan drafting process was the need for guidance related to proposals for transitional developments, especially as it concerns developments proposed with lots smaller than 20,000 square feet. Although residential developments with large lots are very common in Colleyville and are still being proposed for new construction, as the city approaches build-out, many new residential neighborhoods have come under the Planned Unit Development - Residential (PUD-R) zoning district. PUD-R provides some level of variation with respect to lot sizes and development standards while giving the City more control over the development character, treatment of transitions, and overall quality of the development.

A transitional area is a piece of land that may be appropriate for residential development with lots smaller than 20,000 square feet. These areas serve as gradual changes in intensity from commercial or institutional uses to lower density residential uses (lots 20,000 square feet or larger). Proposals requesting variances to the 1:1.0 dwelling units per gross acre requirement should address each compatibility consideration listed here. These developments are restricted to uses permitted in the Colleyville Plat Overlay

There are instances when an existing land use will be different from the land use designated on the Future Land Use Map or instances when the existing land use will be different than the zoning on a property. For example, there could be a residential home on a property zoned for commercial uses and also designated on the Future Land Use Map for commercial uses. In these instances, a proponent provide a phased approach whereby screening and/or landscaping provided could be adjusted along the common boundary once the residential property was redeveloped with commercial uses (e.g. wooden screening fence with shrubs then gets removed for provide cross access between commercial parcels).

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Residential

This land use category is predominantly comprised of single-family detached residential dwellings. The preference for new residential areas is that they preserve rural character along John McCain Road, Westcoat Drive, Pleasant Run Road, Bransford Road, and similar roadways, and that they incorporate landscaping and tree preservation features to retain the natural quality of new residential areas in the city. Residential areas typically include:

LAND USE TYPES

- Detached residential
- Parks, trails, and open space

DESIRED DEVELOPMENT CHARACTERISTICS

- Predominantly single family residences on lots over 20,000 square feet with natural landscaping, a rural appeal, and significant private open space.
- Overall aesthetic is country charm, exemplified by large open spaces, mature trees, and rustic ranch fences in some areas of the city – especially along rural roadway corridors such as Westcoat Drive, Pleasant Run Road, and Bransford Road.
- High-quality development with attractive entrance areas and amenities (e.g., internal walking trails).
- Appropriate transitions (e.g., one-story offices) between residential and non-residential areas.
- [Open space adjacent to roads to create feeling of openness.](#)

Figure 8.3. Illustrative Residential Uses



- [Open space adjacent to roads to create feeling of openness.](#)

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Colleyville Boulevard Corridor

This land use category is to promote the transformation of Colleyville Boulevard into a vibrant and economically strong "town center" for the City. While still readily accessible via the automobile, more compact and walkable development types will create a distinct sense of place. The Colleyville Boulevard Corridor includes:

LAND USE TYPES

- Retail, service, and entertainment
- Office
- Public and institutional uses
- Flexible innovation uses (e.g., research, office-warehouse, etc.)
- [Residential](#)

DESIRED DEVELOPMENT CHARACTERISTICS

- Architecture and site characteristics that are distinct, attractive, and have a pedestrian-friendly urban form.
- Able to accommodate a high degree of automobile activity, but parking is not the predominant visual feature from adjacent streets.
- Significant connectivity through cross/mutual access easements and multi-modal options (biking and walking).
- Design encourages a high degree of pedestrian activity, oftentimes during both the day and night.
- Institutional functions may require multiple buildings, arranged in a campus-like setting.
- Building facades are articulated, have significant window areas, and often include porticos or awnings to provide shade for pedestrians.
- Multistory buildings are encouraged to add a greater variety of destinations and uses in close, walkable proximity. This in turn leads to an increased vibrancy for the area and more available commercial development square footage.
- [As a goal, the single most important beautification project will be the relocation of overhead utility lines.](#)

Figure 8.7. Illustrative Colleyville Boulevard Corridor Development Types



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DESTINATION COLLEYVILLE

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LAND USE TYPES

- Retail, service, and entertainment
 - Office
 - Public and institutional uses
 - Flexible innovation uses (e.g., research, office-warehouse, etc.)
 - [Residential](#)
-
- [As a goal, the single most important beautification project will be the relocation of overhead utility lines.](#)

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines

COLLEYVILLE BOULEVARD CORRIDOR LAND USE AREAS

The Colleyville Boulevard corridor has unique land use areas with distinct character and land use characteristics. The areas serve as the basis for specific policies and actions related to each area. The four areas are described below:

- Northern Gateway: Offers a unique opportunity for new development on relatively undeveloped property as a new mixed commercial node, highlighting this northern entry point into the city along the Corridor.
- Upper Sector: Offers a unique opportunity to create an eclectic Corridor node with a mixture of newer buildings with older buildings that can take advantage of the City's facade improvement grant program and evolve over time into a more attractive and cohesive section of the Corridor with a mixture of retail, office, and service uses.
- Central Sector: Has the most potential to become a true center of activity within the city by tying the major commercial and entertainment centers along the Corridor with a focus on creating a more walkable street context.
- Southern Gateway: An opportunity to create a more memorable entry point to the city and elevate the quality of the existing development with a focused, long-term redevelopment strategy.

Actions related to each Colleyville Boulevard Corridor area are contained in Chapter 9, and a detailed discussion of each area is contained in the Appendices.

TRANSITIONAL AREAS

The transitional areas are intended to provide a buffer within the Colleyville Blvd. Corridor between the non-residential uses and the residential uses located outside of the corridor. It is intended that these transitional areas can be either residential uses, which may include residential uses on lots smaller than 20,000 square feet, or nonresidential uses. The nonresidential uses should be designed to buffer the neighboring residential uses from the effects of nonresidential uses, such as light and noise.

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Themes:

- 1) Density
- 2) Transitional Areas
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Comprehensive Plan Amendments

- **Northern Gateway** (Bear Creek to Tension Parkway)
- **Upper Sector** (Tension Parkway to Hall-Johnson Road)
- **Central Sector** (Hall-Johnson Road to Brown Trail)
- **Southern Gateway** (Brown Trail to Cheek-Sparger Road/Mid-Cities Boulevard)

The development context along the Corridor is a mix of older auto service, industrial development mixed in with newer office, professional services, and retail buildings towards the northern sectors of the corridor. The Central Sector has the highest concentration of newer retail developments, many of which have been built or significantly redeveloped over the past 15 years. The lower or southernmost portion of the Corridor also has smaller and aging auto-service and strip retail buildings. Generally, there are very few vacant or undeveloped properties, but a large agglomeration of vacant properties is located in the northern section of the Corridor (see Map 9.2, *Colleyville Boulevard Corridor and Sectors*).

The Corridor is mostly auto-oriented, with buildings set back from the roadway and parking located in front of the buildings between the roadway and the buildings. Most of the corridor also lacks sidewalks and safe places to walk. Shoulders, if any, are very narrow with swales immediately adjacent to them. Most of the Corridor also has overhead utility lines and poles that add to the visual clutter. (see Figure 9.1. *Character of Existing Development along the Colleyville Boulevard Corridor*.)

Although it is clear when traveling down Colleyville Boulevard that it is a center for activity and commerce, there are no clear signs that the Corridor is Colleyville's

main destination or that it is specifically in Colleyville either. There is a patchwork of architectural styles and materials, some properties lacking landscaping while others provide abundant and tasteful landscaping. There are no distinguishing features that indicate when one has entered or left the city other than two Colleyville monument signs. ~~Appendix A provides more detailed discussion about the existing land use context and development character in the different sectors of the Corridor. The proposed actions on the following pages are designed to improve the Corridor.~~

Figure 9.1. Character of existing development along the Colleyville Boulevard Corridor



~~Colleyville monument signs. Appendix A provides more detailed discussion about the existing land use context and development character in the different sectors of the Corridor. The proposed actions on the following pages are designed to improve the Corridor.~~

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
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- 6) Clarifications

Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines

Transitional Areas

The transitional areas are intended to provide a buffer within the Colleyville Blvd. Corridor between the nonresidential uses and the residential uses located outside of the corridor. It is intended that these transitional areas can be either residential uses, which may include residential uses on lots smaller than 20,000 square feet, or nonresidential uses. The nonresidential uses should be designed to buffer the neighboring residential uses from the effects of nonresidential uses, such as light and noise.

- Ensure Colleyville Blvd. Corridor uses respect and are compatible with single-family uses outside of the corridor.
 - Residential uses on lots smaller than 20,000 square feet are a suitable buffer within the corridor.
 - Residential use should be single-family detached uses.
 - Residential uses should reflect the character and design of Colleyville's existing single-family detached neighborhoods.
 - Nonresidential uses should be required to have building and site design elements to lessen their impacts on residential use outside the corridor.
 - Building Design Elements:
 - Loading docks and overhead doors: A screening wall should be required.
 - Lighting: Fully shielded lights should be required to limit glare.
 - Roof mounted equipment: Must be screened by a parapet wall or some other device or design.
 - Building materials: Building shall be finished with the same type of materials and in the same percentage used on the front facade.
 - Building height: Limit building heights to protect residential uses.
 - Site Design Elements:
 - Buffer yard: Require a 30-foot buffer yard with two rows of shade trees.
 - Lighting: Fully cutoff lights should be required and light poles should be limited to 10 feet in height.
 - Parking: Headlight screening, such as a row of shrubs, shall be installed to prevent vehicle headlights from projecting onto adjacent residential properties.
 - Dumpsters: Shall be placed adjacent to the building and in no case shall be placed within 20 feet of a residential property line.

Themes:

- 1) Density
- 2) Transitional Areas
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Comprehensive Plan Amendments

Figure 9.4a_Neighborhood Compatibility Design Elements



COLLEYVILLE 2035 COMPREHENSIVE PLAN
DESTINATION COLLEYVILLE

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Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

Comprehensive Plan Revisions/Redlines

desired standards and framework for converting each of the Colleyville Boulevard Corridor Sectors into more walkable and memorable zones.

Table 10.1. Overarching Zoning Recommendations

Land Use Designation	Recommended Zoning Tool	Recommended Implementation Priority
Residential	- Maintain maximum net density target of 1.8 dwelling units per gross acre. - Revise the PUD-R development standards to establish rural frontage standards along certain key roadways such as John McCain Road, Pleasant Run Road, Bransford Road, and Westcoat Drive. - Revise PUD-R standards to require appropriate-transitions-and quality open space. More specifically, establish design and performance criteria for open space to maximize value creation, tree preservation, preservation of rural frontage along key roadways, etc. Proactively rezone to bring the existing zoning districts R-10, R-15, R-MF, and RD into agreement with the existing development pattern, which is R-20 or greater. - Revise the LDC to require an accompanying conceptual plan with straight zoning requests (non-PUD) to ensure new developments are built in substantial compliance to the approved conceptual plan. - Add additional regulations for floodplains. - Implement neighborhood consistency standards through PUD-R or overlay zoning.	City Initiated
Commercial	- Streamline all commercial design standards into one section of the LDC. - Include all elements of building and site design in the same section. - Create corresponding public realm and streetscape standards to complement the private realm standards. - Revise PUD standards to address appropriate design context for mixing of residential and commercial uses in the same PUD. Add additional regulations for floodplains.	City Initiated
Colleyville Boulevard Corridor	- Create an integrated regulatory tool (through a Corridor Zoning District or similar tool) to achieve a mix of commercial uses, appropriate transitions and buffers, and desired character that is tailored to the four different sections of the Boulevard as described in the vision -- the Northern Gateway, Upper Sector, Central Sector, and Southern Gateway (see Table 10.2, Proposed Colleyville Boulevard Corridor Regulatory Framework for more detail). - Establish appropriate urban design standards associated with each sector including building design, site design and orientation, mix of use, signage, and civic/open space standards with pedestrian-oriented design elements, specifically in the Central Sector. - Establish public and private street design standards that are consistent with the different sectors and vision for the Corridor. Add additional regulations for floodplains.	City Initiated

COLLEYVILLE 2035 COMPREHENSIVE PLAN

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- [Proactively rezone to bring the existing zoning districts R-10, R-15, R-MF, and RD into agreement with the existing development pattern, which is R-20 or greater.](#)
- Revise the LDC to require an accompanying conceptual plan with straight zoning requests (non-PUD) to ensure new developments are built in substantial compliance to the approved conceptual plan.
- Add additional regulations for floodplains.
- Implement neighborhood consistency standards through PUD-R or overlay zoning.

[Add additional regulations for floodplains.](#)

[Add additional regulations for floodplains.](#)

Themes:

- 1) Density
- 2) Transitional Areas
- 3) Existing Neighborhoods
- 4) Rezoning
- 5) Private Parks
- 6) Clarifications

Comprehensive Plan Amendments

Table 10.3. Implementation Priorities, Responsibilities, and Time Frames (cont'd)

Action No.	Recommended Action	Potential Time frame
Housing & Neighborhoods		
Action 6.1	Consider overlays for established neighborhoods.	Short-term
Action 6.2	Provide mechanisms for context-sensitive residential redevelopment.	Short-term to Mid-term
Action 6.2A	Consider PUD-R or overlay zoning to implement consistency standards for new neighborhoods.	Short-term
Action 6.3	Continue to focus on neighborhood park and recreation improvements to positively contribute to neighborhood vitality.	Short-term to Mid-term
Action 6.4	Improve neighborhood connectivity to the Colleyville Boulevard Corridor and key destinations.	Short-term to Mid-term, where feasible
Action 6.5	Encourage new neighborhood design that creates defined centers, edges, common spaces, and entries.	Short-term
Action 6.6	Require new neighborhoods to be connected where appropriate.	Short-term to Long-term
Action 6.7	Encourage the construction of local gateways and signs that promote unique neighborhood identity that is tied to Colleyville's heritage and/or a "country feel."	Short-term to Mid-term
Action 6.8	Consider amending the existing tree preservation ordinance to ensure the existing tree canopy is preserved.	Short-term
Action 6.9	Consider expanding the free tree planting program to encourage residents to plant trees.	Short-term
Action 6.10	Consider standards for ensuring that quality landscaping is created and maintained.	Short-term
City Services & Facilities		
Action 7.1	Update the long-range plan for the Colleyville Public Library.	Short-term to Mid-term
Action 7.2	Update the Parks, Recreation, and Open Space Master Plan as needed.	Short-term to Mid-term
Action 7.3	Evaluate options to upgrade the Colleyville Senior Center to continue to serve senior residents of the City.	Short-term to Mid-term
Action 7.4	Evaluate options to improve the Colleyville Center so that it can continue to meet citizen needs as well as attract additional usage and visitation.	Short-term to Mid-term
Action 7.5	Continue to ensure Police, EMS, and Fire Department equipment and facilities continue to meet the current and future public safety needs of the Colleyville community.	Ongoing
Action 7.6	Continue to ensure that firefighter, EMS personnel, and police officer training is adequate to respond to emergency situations.	Ongoing
Action 7.7	Continue to ensure that Fire, Police, and EMS Departments staffing needs are maintained adequately to address changes in growth and current levels of service.	Ongoing
Action 7.8	Maintain a proactive approach to the use of technology to improve public safety in Colleyville.	Ongoing

[Consider PUD-R or overlay zoning to implement consistency standards for new neighborhoods.](#)

[Consider amending the existing tree preservation ordinance to ensure the existing tree canopy is preserved.](#)

[Consider expanding the free tree planting program to encourage residents to plant trees.](#)

[Consider standards for ensuring that quality landscaping is created and maintained.](#)

Themes:

- 1) Density
- 2) Transitional Areas
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Next Steps

- **Determine how the amendment process will move forward.**

Adjournment

Comprehensive Plan “*Destination Colleyville*”

In an effort to reduce the number of pages and size of the agenda packet we are providing a hyperlink to the Comprehensive Plan “Destination Colleyville”. The link below will direct you to the plan for your review.

<http://www.colleyville.com/images/Destination-Colleyville-2015.pdf>

ORDINANCE O-17-2005

AN ORDINANCE AMENDING THE 2035 COLLEYVILLE COMPREHENSIVE PLAN, *DESTINATION COLLEYVILLE*, BY AMENDING ORDINANCE O-15-1972; AUTHORIZING PUBLICATION; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council approved Ordinance O-15-1972 on December 15, 2015, adopting the Colleyville comprehensive plan, *Destination Colleyville*; and

WHEREAS, the City Council deems it in the best interests of the public to adopt this ordinance amending of the Colleyville comprehensive plan, *Destination Colleyville*; and

WHEREAS, the City of Colleyville has complied with the requirements contained in Section 11.03 the Colleyville Charter regarding the Master Plan adoption procedure; and

WHEREAS, the City of Colleyville has complied with the provisions of Chapter 213.003 of the Texas Local Government Code regarding comprehensive planning public hearing requirements; and

WHEREAS, the Planning and Zoning Commission has forwarded their recommendation to the City Council of the amendments to the Colleyville comprehensive plan, *Destination Colleyville*; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purposes of this ordinance are to promote the public health, safety, and general welfare of the citizens of the City of Colleyville.

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

Sec. 1. THAT the document entitled "*Destination Colleyville*" is hereby amended as shown in Exhibit "A" and shall serve as the guide for future development of the community.

Sec. 2. THAT the City Secretary is hereby authorized and directed to cause publication of the descriptive caption hereof as an alternative method of publication provided by law.

Sec. 3. THAT this ordinance shall become effective immediately upon passage.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 7th day of February 2017.

The second reading and public hearing being conducted on the 21st day of February 2017.

PASSED AND APPROVED BY A VOTE OF ___ AYES, ___ NAYS, AND ___ ABSTENTIONS ON THIS THE 21ST DAY OF FEBRUARY 2017.

Mayor Richard Newton	_____	Mayor Pro Tem Chris Putnam	_____
Place 1, Tammy Nakamura	_____	Place 5, Nancy Coplen	_____
Place 2, Bobby Lindamood	_____	Place 6, Mike Taylor	_____
Place 4, Jody Short	_____		

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley, TRMC
City Secretary

Richard Newton
Mayor

APPROVED AS TO FORM AND LEGALITY:

Whitt L. Wyatt
City Attorney

Exhibit "A"

DESTINATION COLLEYVILLE - EXECUTIVE SUMMARY

Colleyville is one of the premier places to live in the greater Dallas-Fort Worth (DFW) Metroplex. The city is well known for its great neighborhoods, excellent schools, and well-maintained parks and amenities, all located with convenient access to regional employment destinations such as DFW International Airport, Downtown Fort Worth, Las Colinas, and Downtown Dallas.

This comprehensive plan reflects the vision for the Colleyville of tomorrow. It has been crafted from community input over the course of more than a year. It builds on the strengths of the city today and identifies the framework for key decisions and actions that will guide Colleyville over the next two decades to make that vision become a reality.

The Colleyville community recognizes and cherishes the strengths of the city and wants to preserve and enhance those qualities. The community wants to make Colleyville the destination of choice for those seeking a vibrant place to live, work, or play with a high quality of life. A key strength of Colleyville is the high quality, low density neighborhoods. A goal of the plan is to define strategies to protect and maintain the quality and character of those neighborhoods. It is recognized that there will be tremendous pressure to redevelop them into higher density housing that will not distinguish Colleyville from its neighbors. This plan reinforces and builds on the principles and values that have historically guided decisions in the city, but it also updates policies on new topics since the previous plan's adoption.

Destination Colleyville contains the following framework that encompasses the goals and policies of the Plan:

- Preservation of neighborhoods.
- Enhancing Colleyville's economic resilience.
- Creating a connected Colleyville.
- Enhancing Colleyville's character and brand.
- Securing the economic spine of the city.
- Enhancing amenities and services.

The Plan then translates these framework principles into key goals for economic stability, transportation, housing and neighborhoods, City services and facilities, future land use, and character and placemaking. Each of these elements includes goals, policies, actions and benchmarks which are based on Colleyville's unique context and community input.

More specifically, this Plan details the future vision for Colleyville Boulevard. Colleyville Boulevard is not only the city's main economic engine, but is also the key to defining the character of Colleyville. It provides access to entertainment and boutique retail destinations, as well as meeting the day-to-day needs of the residents who live in the city. One of the major goals of this comprehensive plan update is to address the redevelopment and enhancement of properties along Colleyville Boulevard to create a cohesive development character, while recognizing key nodes or areas as special places with greater concentration of commercial/retail uses in a more pedestrian-friendly context.

This Plan emphasizes implementation as a key for its success. Implementation in the Plan's context is aligning the policies in this plan with the city's regulatory, infrastructure, operational, and fiscal tools. In moving forward, this Plan and associated principles and goals help the community prioritize the city's actions in addressing its many competing needs and requests. *Destination Colleyville* guides the city into its bright future, setting the stage for continued success.

Exhibit "A"

Further, the plan projected that the city's annual growth rate would slow to 1.25 percent during the years 2011 through 2015, decrease even further to 0.75 percent for the years 2016 through 2020, and decrease further to 0.50 after 2020. During the past five years (2010 to 2014), the city's actual annual growth rate was 0.81 percent.

With fixed boundaries and an increasingly limited amount of land remaining available for development, Colleyville is getting closer to its maximum population.

Population Estimate

While it would be easy to simply utilize the estimate that was contained in The Colleyville Plan (2004-2025), there have been many changes in the city that have occurred since then. First is that the city, like the rest of the country, has been impacted by a significant recession. While this may not have had as great of an impact on Texas cities as elsewhere, it has resulted in changes in consumer preferences (regarding housing, debt, driving and commuting preferences, among others). The city has also had 10 additional years of development which means there is less land available for development. Therefore, it was determined that

an analysis, using a similar methodology as was used in *The Colleyville Plan* (2004-2025), would further quantify the city's maximum population.

First, areas within the city that had sufficient acreage (approximately 3 acres or larger) and characteristics for potential redevelopment were identified. These areas equaled about 418.8 acres or 0.65 square miles out of 13.10 square miles. Second, an analysis of both the city's current Future Land Use Map (adopted 2004) and the draft Future Land Use Map contained within this plan were undertaken. Both maps identified that a majority of these potential areas are classified as single-family detached residential.

~~In *The Colleyville Plan* (2004-2025), the low and high estimates were calculated using an average residential density factor of 1.8 (base estimate) and 3.5 dwelling units per acre (high estimate). The estimate below was (see Table 2.1, *Population Forecast*) prepared using the following calculation:~~

$$[(\text{acres}) \times (\text{net density}) \times (\text{occupancy rate}) \times (\text{household size})] + [(\text{vacant platted lots}) \times (\text{household size})] + (\text{current population estimate}) = \text{population forecast}$$



Population growth stabilizes as the city has fewer and fewer parcels remaining for development.

Exhibit "A"

The result indicates that the city could reach a population of ~~27,943~~ 27,518 people depending on the development that occurs over the next 20 years and beyond. The city can feasibly accommodate this population growth by utilizing sound land use planning and associated implementation tools. The differences in population should not have a significant impact on the city's ability to provide services or meet infrastructure needs.

Table 2.1, Population Forecast

Net Acreage ¹	Net Density ²	Vacant Platted Lots ³	Household Size ⁴	Occupancy Rate ⁵	Projected Maximum Population ⁶
492.7 418.8 +/-	1.8	600	2.88	96.9%	27,943 27,518 people

Notes:

¹ The identified acreage is based on an analysis of property that is of sufficient size, shape, and characteristics to be potentially redeveloped during this planning horizon. A 15 percent reduction to the gross acreage has been applied to calculate net acreage. This reduction is made by removing rights-of-ways from the acreage calculation, for rights-of-ways.

~~² A net density of 1.8 dwelling units per acre produces 24,200 square foot lots.~~

³ Is an approximate estimate of residentially zoned and platted lots that are currently vacant or under construction.

⁴ Household size is from the U.S. Census Bureau 2010 Decennial Census: *Profile of General Population and Housing Characteristics: 2010*.

⁵ Occupancy Rate is from the U.S. Census Bureau 2010 Decennial Census: *Profile of General Population and Housing Characteristics: 2010*.

⁶ The projected maximum population is derived by adding the estimated increase in population to the current population of 23,740 people. The population projection does not consider the redevelopment of existing large lots.

Exhibit "A"

Housing & Neighborhoods Chapter 6



Goals:

Preserve high quality, established neighborhoods with an emphasis on large lots and natural settings with a “country feel.”

Connect neighborhoods and provide high quality amenities.

Policies

1. Preserve neighborhood character and quality.
2. Enhance neighborhood-level amenities and connectivity such as pocket parks, sidewalks, and trails.
3. Require new neighborhood developments to demonstrate and contribute to Colleyville’s character.
4. Ensure tree canopies and quality landscaping are created and maintained on public land and common areas.
5. Maintain “current built” density or less in existing neighborhoods as redevelopment occurs.

Benchmarks

- Improved access to neighborhood-level park improvements.
- Increased number and quality of neighborhood-level amenities and connections (ex. trails).

City Services & Facilities Chapter 7



Goal:

Maintain an exceptional system of City services and facilities that is technologically current, efficient, and responsive to the needs of the Colleyville community.

Policies

1. Continue to maintain and improve the City’s facilities as appropriate.
2. Continue proactive and effective public services to ensure the public health, safety, and welfare of the Colleyville community.
3. Provide and maintain a well-planned and fiscally sustainable public infrastructure.
4. Proactively support efforts to implement economical, efficient, and effective initiatives to improve City services, promote green initiatives for fiscal resilience.

Benchmarks

- Additional facility improvements completed.
- Maintained a minimum 90 percent level of satisfaction among the community with City services.
- Maintained or improved current response times for Police and Fire services.
- Additional infrastructure improvements completed.

Exhibit "A"

Future Land Use Chapter 8



Goal:

Maintain the integrity of the existing land uses by ensuring the Future Land Use Plan map and categories reflect the land use mix and character of desired development.

Policies

Establish appropriate future land use categories in the City's Future Land Use Map (FLUM):

- Residential
- Commercial
- Institutional
- Parks and Open Space
- Colleyville Boulevard Corridor (CBC)

Character & Placemaking Chapter 9



Goal:

Ensure high quality neighborhood design [at a net density of 1.8 dwelling units per acre or less](#) that positively contributes to surrounding neighborhoods and the country character of Colleyville.

Enhance the city's commercial corridors to make them unique destinations – specifically Colleyville Boulevard and Precinct Line Road – by creating a unique design aesthetic that sets these corridors apart from adjoining communities and continues to attract destination commercial uses.

Policies

1. Preserve the “country-feel” of roadways.
2. Ensure compatibility of new neighborhoods with existing neighborhoods and connectivity with adjoining developments where appropriate.
3. Create a plan to coordinate the public realm and private development standards for the Colleyville Boulevard Corridor with a strong and unique sense of place that transforms the Corridor into a true destination.
4. Create a unique commercial corridor for Precinct Line Road.

Exhibit "A"

Figure 4.4. Businesses Needed in Colleyville

As part of the city-wide survey administered during this comprehensive planning process, participants identified the following types of businesses that were needed in the city. These expressed "needs" by community residents can contribute to additional sales tax dollars and revenues for the city.

- **Small retail stores / boutiques** – 48.3 percent of respondents felt that more small retail / boutique stores were definitely needed (15%) or somewhat needed (33.3%).
- **Medium-sized retail stores** – 77.7 percent of respondents felt that medium-sized retail stores were definitely needed (34.0%) or somewhat needed (43.7%).
- **Large retail stores** – 56.1 percent of respondents felt that large retail stores were definitely needed (30.6%) or somewhat needed (25.5%).
- **Professional services** – 42.5 percent of respondents felt that additional professional services (e.g., medical, legal, health, beauty, etc.) were definitely needed (10.2%) or somewhat needed (32.3%). Conversely, almost 40 percent felt that more of these services were not needed.
- **Sit-down restaurants** – 85.2 percent of respondents felt that additional sit-down restaurants were definitely needed (45.2%) or somewhat needed (40.0%). Conversely, 50.4 percent felt that more fast food services were not needed.
- **Mixed-use developments** – 16.0 percent of respondents felt that mixed-use areas were definitely needed; 31 percent felt somewhat needed; 36 percent felt not needed; and 17 percent had no opinion. (16.2%) or somewhat needed (30.8%).

Source: Community responses from the 2014 city-wide opinion survey

Policy: Recruit – Continue to promote Colleyville as an excellent and convenient place to locate a business.

Businesses are attracted to locations that are vibrant and offer a high standard of living for their management and staff. Businesses with specialized professional staff, in particular, favor walkable and vibrant locations that help them attract top talent. Colleyville can readily be promoted as a place where it is easy to live, work, play, and stay. The City's neighborhoods and schools are already top-notch and can help recruit businesses to the City in conjunction with the City's incentive policy and Economic Development Strategic Plan.

There are limited locations within the City for new, quality, commercial development. It will be imperative to ensure that the City can maximize this new commercial development potential to the extent possible. Details on the design and quality considerations are included in Chapter 9.

- **Action 4-3: Continue to pursue new commercial development in the Colleyville Boulevard Corridor, Precinct Line Road, and S.H. 121, and other appropriate locations.**

Pursuing new, quality, commercial development in the Colleyville Boulevard Corridor, specifically at the Northern Gateway, and the Precinct Line Road Corridor, is a priority to increase commercial tax base, and to reduce retail sales leakage to other cities within the region. Catalyst's assessment identified the capacity for an additional 303,000 square feet of retail goods and services by 2024 (see Figure 4.4. *Businesses Needed in Colleyville* on the left).

Historically, the City has absorbed an average of 6,000 square feet of professional office space and current absorption is close to 15,000 square feet with vacancy near 7%. Additional opportunities in Colleyville would be for boutique corporate headquarters. Overall, forecasts show that demand for quality office will continue to increase. The addition of quality professional office uses will not only capitalize on the areas available highly educated workforce but also provide additional daytime visitors that can increase sales at Colleyville's stores and restaurants.

Exhibit "A"

Character of Streets

The community identified the country character associated with driving along roads within and throughout Colleyville as one of the community's key strengths. The old county roadway system that previously existed in most of the neighboring communities eventually gave way to multi-lane improvement projects. However, in Colleyville, significant sections of the old county roadway system have been retained and generally function today as

the collector streets. Many of the existing roadways in the city contain signature elements (e.g., mature trees, rural fencing, open swales, etc.) that create a unique character which sets Colleyville apart from many of the surrounding communities. See Figure 5.1, *Existing Streets With Character*. Some of these streets include sections of Pleasant Run Road, Cheek-Sparger Road, Jackson Road, Oak Knoll Drive, Westcoat Drive, Bransford Road, [Glade Road](#), John McCain Road, and McDonnell School Road.

Figure 5.1. Examples of Existing Streets With Character



Fencing and open space as signature elements



Mature trees and no curbing as signature elements



Open swales and no curbing as signature elements



Fencing and woodlands as signature elements

Exhibit "A"



During the planning process, the Colleyville community frequently noted their appreciation for the roundabouts that have been installed in recent years, and asked that those improvements continue. The photo depicts the roundabout installed at the intersection of Glade and Pool Roads.

Policy: Explore opportunities to improve connectivity within and between neighborhoods and developments (especially along the Colleyville Boulevard Corridor and adjoining neighborhoods).

As Colleyville developed, many neighborhoods were built with only one or two vehicular access points and frequently lacked vehicular connections to nearby neighborhoods. In recent years, many newer developments have been built in the same manner, forcing all traffic out to the nearby collectors or arterials. In places where higher capacity collectors and arterials are available, this may be acceptable. However, with the desire to maintain a rural character in Colleyville, this design arrangement simply increases the burden on the city's collectors and arterials. Similarly, many commercial developments were designed without internal connectivity to adjacent parcels. [The Land Development Code has been amended to ensure internal connectivity and cross access for all new development.](#)

In addition, there is increasing desire on the part of Colleyville residents to be able to walk or ride a bicycle to nearby destinations. Access to sidewalks and trails for both recreation and mobility is becoming an important element of quality of life for many communities, especially for Colleyville. The Colleyville community has expressed this desire repeatedly, going back to the 1998 Plan, The Colleyville Plan (2004– 2025), and most recently as part of the 2011 Parks, Recreation & Open Space Master Plan.

Given the narrow pavement sections and the desire to maintain the rural character of drainage swales along many streets, the preferred solution to improve connectivity for both bicyclists and pedestrians is to expand the city's system of trails that parallel many streets. These trails are typically 10-feet wide and can carry low to medium volumes of both bicyclists and pedestrians concurrently (as long as high-speed bicycle travel is not anticipated). Since there is a growing interest in walking and bicycling, every neighborhood in Colleyville should have comfortable and appealing options for users to walk or ride to nearby destinations.

Housing and Neighborhoods

Colleyville is widely known for the high quality of its neighborhoods. Colleyville residents enjoy quiet internal neighborhood streets with little traffic, mature trees, extensive green areas, nearby parks and other amenities, and access to some of the best schools in the entire DFW Metroplex region. The city's crime rate is extraordinarily low, and residents can also rest assured that their investment in their property will retain its value over the years. As a result, Colleyville continues to be one of the most desired places to live.

The character of the existing neighborhoods can be defined by the width of its streets, the size and number of trees, size of the front yards, sidewalks, and neighborhood amenities such as parks and trails, which all culminate into the creation of a true sense of place. Retaining the value and quality of neighborhoods is one of the single most important priorities of the Colleyville community.

Since much of the city consists of existing residential neighborhoods, Colleyville's long-term future is inextricably tied to its housing quality and conditions. In the 1970's, areas of high density zoning were approved. However, these areas have developed at a much lower density. In order to preserve these neighborhoods, the City must have a policy to rezone the higher density zoning designations to a lower density which is consistent with the built conditions. If a policy is not implemented, these areas may redevelop at a higher density, thereby destroying the character and quality of the neighborhood. While one challenge is to protect and preserve existing neighborhoods, another is to ensure future housing further strengthens the city's status in the DFW Metroplex region. In the city's mature existing neighborhoods, housing exhibits a rural character accessed by rural roadways. In these areas, increased access to quality-of-life amenities (e.g., improved walkability, recreation, etc.) is important. In new neighborhoods, tree preservation, high quality layout and design should be a minimum requirement to ensure that these important amenities are considered while creating neighborhoods that have a sense of character. Each of these

considerations, if done well, strengthens the character of the city which is so important to the Colleyville community.

Neighborhood Planning Areas

During the planning process for The Colleyville Plan (2004-2025), the city was divided into six neighborhood planning areas to help facilitate participation and planning. The boundaries of the six planning areas were chosen based on the service areas of the existing homeowner associations, as well as physical features such as major streets, railroads, and creeks.

Destination Colleyville uses the same six neighborhood planning areas to facilitate discussions and develop strategies to enhance neighborhoods in all parts of the city.

Figure 6.1. Six Neighborhood Planning Areas

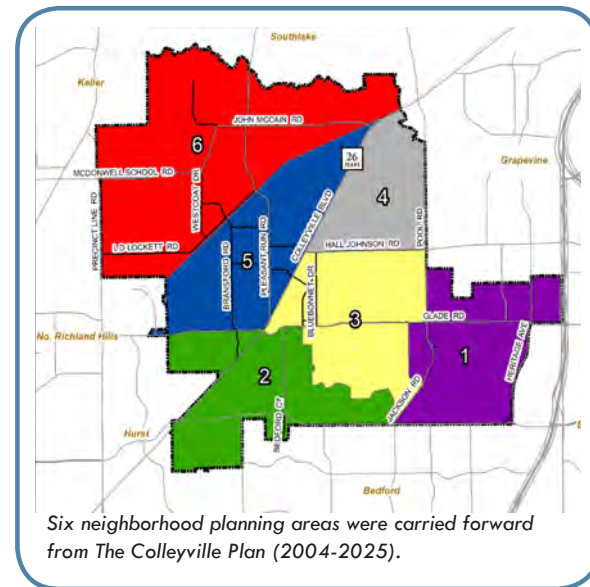


Exhibit "A"

PRESERVING NEIGHBORHOOD INTEGRITY

Preservation of the existing neighborhood character is a top priority should redevelopment occur.

Protection of the character and integrity of existing neighborhoods should be ensured by the promotion of future development that is compatible with existing neighborhoods.

Southeast Colleyville - Neighborhood Area 1

Placement in the Community

Southeast Colleyville occupies the southeast quadrant of the city. Bounded by Cheek-Sparger Road to the south, Jackson and Pool Roads to the west, State Highway (SH) 121 and Heritage Avenue to the east, and the city limits with Grapevine to the north and east, Southeast Colleyville totals approximately 1,213 acres (1.9 square miles) or 14.3 percent of the overall land area of Colleyville. With the development of the Heritage Avenue tract into single family homes, most of Southeast Colleyville is developed.

During the planning process for the comprehensive plan, feedback from focus groups comprised of residents of this area noted the convenience of living here, with easy access to SH 121 and also to commercial areas along Colleyville Boulevard. The major issue for the area is traffic congestion along Glade Road and Cheek-Sparger Road, and occasional periodic traffic delays generated by other users in the area (e.g., churches).

Character and Form

The following descriptions provide a summary of the character, development pattern, transportation and connectivity, and parks, recreation and open space in Southeast Colleyville.

- **General character.** Small portions of this area can be characterized as fairly typical suburban style developments. However, these developments transition to portions of Southeast Colleyville that are among the most beautiful in all of Colleyville. Home styles vary from older 1970's ranch style homes to large mansions with extensive open space and attractive front yards. Several gated communities exist in the area along Martin Parkway

and Jackson Road. Much of the area drains to tributaries of Little Bear Creek, and as a result the area is heavily wooded with stands of large mature trees. This wooded character is extremely appealing and is one of the distinguishing aspects of much of Southeast Colleyville. Private ponds which are visible from the area's public streets also contribute to the lush, luxurious feel of the area.

- **Development Pattern.** Approximately 90 percent¹ of this area is comprised of existing single family residences, with the remaining 10 percent consisting of commercial and institutional uses. Residential lot sizes vary from estate-sized lots along drainage tributaries of Little Bear Creek, to garden home-sized lots north of Glade Road and west of Heritage Avenue. Development patterns transition from freeway commercial uses at Glade Road and SH 121, to garden residential lots near Heritage Avenue and Glade Roads, finally to larger lots further to the west and throughout the remainder of Southeast Colleyville. Residential uses in the area total ~~1,112~~ **945 net** acres and 1,707 lots, yielding a residential **net** density² of **1.8 approximately** ~~1.54~~ dwelling units per acre³.

- **Transportation and Linkages.** Glade Road and Cheek-Sparger Road are the primary east-west minor arterials in the area. Heritage Avenue, Martin Parkway, and Jackson Road are the primary north-south roadways for this area. Apart from the four-lane sections of Glade Road and Heritage

¹ Existing residential percentage for each neighborhood area includes all areas within residential and agricultural zoning districts and includes rights-of-way and parks.

² **Net density is calculated by removing 1.5 percent of the gross area for right-of-way.**

³ Residential density is calculated by dividing the total number of residential lots (occupied and vacant) in the neighborhood by the total land area in the neighborhood in residential or Agricultural zoning district categories.

Exhibit "A"

Avenue at the commercial areas near SH 121, most streets in the area, including arterial, are two-lane roadways.

- **Parks, Recreation, and Open Space.** Southeast Colleyville has several private parks but no public parkland. The open parkland behind the Senior Center in South ~~east~~west Colleyville provides the main park space for this area. A total of 46 acres of private parkland are contained in the area, however, much of this private parkland is fenced and restricted to specific neighborhoods or homes. Some residents of the area have access to Melrose Park, which is a large private neighborhood park located on Martin Parkway. With the exception of wide sidewalks along a portion of Glade Road and Heritage Avenue, leading to the middle school and high school, the area has no existing public trails. Private recreational trails can be found in Melrose Park, as well as in privately shared open space east of Martin Parkway.

Key Current and Future Considerations for Southeast Colleyville

- The commercial areas between SH 121 and Heritage Avenue are vital to the overall fiscal health of the city. They are the only freeway-oriented properties in the city, and have no direct residential adjacencies. As such, the intensity of development directly adjacent to SH 121 should be maintained and even increased where appropriate. ~~Non-residential~~ Intensity of commercial development densities can decrease closer to Heritage Avenue, but should still remain among the highest in the city.
1. Roadway improvements are discussed in the Transportation section of this plan. However,

Southeast Colleyville residents have expressed their desire that Glade Road remain two lanes, with the exception of upgrades at intersections to improve traffic flow. Any improvements to Cheek-Sparger Road should carefully consider the character of the roadway. For both roads, shoulder improvements for roadway safety and traffic flow improvements at key intersections should be considered, where and when feasible.

2. No public park improvements are currently slated for this area. However, future park improvements in the city's park land adjacent to the Senior Center will be needed to provide public facilities for residents of Southeast Colleyville.
3. Sections of eight- to 10-foot wide trails exist along the north parkway of Glade Road between Pool Road and Heritage Avenue. Filling trail gaps along this section of Glade Road should be planned in order to enhance connections to area schools, retail and dining closer to SH 121. However, these enhancements should be done in a manner that maintains the character of the existing road design.
4. Heritage Avenue and Cheek-Sparger Road intersection – work with the City of Euless and/ or the City of Bedford as needed to make improvements as appropriate when necessary.
5. Protect the integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

Exhibit "A"

Southwest Colleyville - Neighborhood Area 2

Placement in the Community

Southwest Colleyville occupies the southwest corner of Colleyville, and is generally bounded by Glade Road and Little Bear Creek to the north, Cheek-Sparger Road to the south, Jackson Road to the east, and Colleyville Boulevard to the west. A portion of Southwest Colleyville neighborhood area is west of Colleyville Boulevard and extends to Precinct Line Road which is the city limits with Hurst. Southwest Colleyville totals approximately 1,292 acres (2.02 sq. miles) or 15.3 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area noted the high quality of their neighborhoods and, with this area's proximity to Colleyville Boulevard, the relative convenience and accessibility to other areas of the city.

Character and Form

- **General character.** While more than three-quarters residential, this area also has some non-residential uses extending along Colleyville Boulevard. The area is traversed by Little Bear Creek and consequently includes significant green spaces. Bedford Road, which crosses Little Bear Creek, is representative of the characteristic beautiful Colleyville thoroughfare, with large trees and a classic rural feel along much of the roadway in this area.
- **Development Pattern.** Southwest Colleyville is essentially completely developed, with only a few lots remaining open for development. The area is approximately 83 percent existing residential uses (911.5 net acres) with 1,718 lots. This neighborhood has a net density of approximately ~~1.60~~ 1.9

dwelling units per acre. Lots in the area are still generally below average in size, ranging from 10,000 to 15,000 square feet in size.

- **Transportation and Linkages.** Glade Road and Cheek-Sparger Road are the only east-west minor arterials in the area. Colleyville Boulevard, Precinct Line Road, Bedford Road, and Brown Trail are the only major north-south roadways in the area. With an eventual six lanes, Colleyville Boulevard has significant capacity to handle the traffic needs of the area. However, getting to Colleyville Boulevard is through a two lane section of Cheek-Sparger Road between Oakbriar Lane and Colleyville Boulevard.
- **Parks, Recreation, and Open Space.** This area has a higher percentage of public parkland than any other in the city. The Colleyville Nature Center and Sparger Park take advantage of their pristine locations adjacent to Little Bear Creek and are major amenities for the area. Woodbriar Neighborhood Park provides amenities south of Cheek-Sparger Road, and all neighborhoods in this area have close access to parks. Trails can be found in both parks, and older private trails along Cheek-Sparger Road point to future trail possibilities that mimic the public trail across Cheek-Sparger Road in Bedford.

Key Current and Future Considerations for Southwest Colleyville

1. Redevelopment of the existing commercial lands between Colleyville Boulevard and Felps Drive will most likely occur in the future, and should be encouraged to bring additional destination value to Colleyville Boulevard. The buffering of residential

Exhibit "A"

areas east of Felps Drive should be incorporated into any redevelopment plans for the area. More compact and walkable non-residential development should be encouraged for other tracts along Colleyville Boulevard, and should take advantage of the desire to be close to Colleyville Downs Shopping Center.

2. Neighborhood-scale retail and office uses should be encouraged at the southern corners of Cheek-Sparger Road and Bedford Road, with adequate buffering provided where residential adjacencies occur.
3. Proposals for development of floodplain lands on the north side of Little Bear Creek between Colleyville Boulevard and Bedford Road should be carefully evaluated for their potential impact on area flooding and the beautiful creek environment. The loss of creek environment could impact the value of nearby residential areas.
4. Evaluate options to improve traffic flow along Cheek-Sparger Road between Bedford Road and Colleyville Boulevard, including improving the intersection of Bedford Road and Cheek-Sparger Road. Consider improvements as appropriate along Cheek-Sparger Road between Colleyville Boulevard and Brown Trail (San Bar Lane to Oakbriar Lane).
5. Trail linkages between the Nature Center and Sparger Park would create a unique amenity for this neighborhood area and should be a high-priority focus. These trail linkages could use natural paving materials in keeping with the character of the area.
6. Explore ways to widen and enhance the existing trails on the south side of Cheek-Sparger Road in partnership with the City of Bedford.
7. [Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development](#).

[patterns and development character.](#)

Exhibit "A"

South Central Colleyville - Neighborhood Area 3

Placement in the Community

Neighborhood Area 3 (South Central Colleyville) focuses on a central area of the city, east of Colleyville Boulevard. It extends from Pool Road on the east, the centerline of Little Bear Creek and Jackson Road on the south, Colleyville Boulevard on the west, and Hall-Johnson Road to the north. This area is key to the future of Colleyville, since it contains commercial areas along the Colleyville Boulevard Corridor. South Central Colleyville totals approximately 1,248 acres (1.95 sq. miles) or 14.7 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area noted the quality and love for their neighborhoods. They expressed the desire to ensure that the character of major streets in the area, such as Glade Road, is not lost due to roadway improvements to increase traffic flow.

Character and Form

- **General character.** Much of this neighborhood area has a large estate lot feeling to it. The area also includes significant commercial development along Colleyville Boulevard. Residential areas along Little Bear Creek, with forest-like stands of mature trees, are among the most scenic and beautiful areas in the entire city. Preservation of the existing neighborhood character should be a top priority should redevelopment occur.
- **Development Pattern.** As is the case in other areas, South Central Colleyville is essentially completely developed, with only a few lots remaining to be developed. The area is approximately 90 percent existing residential uses, which is the third highest ratio of residential to non-residential in the city. This neighborhood has ~~an approximate a net~~ density of ~~1.00~~ 1.2 dwelling units per acre, with 954.7 net

residential acres and 1,124 lots. A significant number of large estate-sized lots can be found along Oak Knoll Drive, other streets south of Glade Road, and along Montclair Drive and Bluebonnet Drive north of Glade Road.

- **Transportation and Linkages.** Glade Road and Hall-Johnson Road are the only major east-west arterials in the area, and they link this neighborhood area to commercial developments along Colleyville Boulevard. Colleyville Boulevard and Pool Road provide major north-south access north of Glade Road, and are supplemented by Riverwalk Drive and Montclair Drive in the area. South of Glade Road, Jackson Road, Martin Parkway, and Heritage Avenue all provide adequate north-south connectivity given the low density of the area.
- **Parks, Recreation, and Open Space.** South Central Colleyville has only one public open space, at the Senior Center along Glade Road, and no significant private parks. Although it is located in Southwest Colleyville, nearby Sparger Park also serves this area. Open spaces at the Colleyville Center also have potential to address quasi-parkland needs for this area. Trails can be found in Sparger Park, at the Senior Center, and along Church Street and Riverwalk Drive. Trails along Glade Road stop at Pool Road and do not extend westward into this area.

Key Current and Future Considerations for South Central Colleyville

1. Though not yet realized, pedestrian and bicycling connections between this area and the major retail, dining, and entertainment uses along Colleyville Boulevard are vital and highly desired. Efforts to

Exhibit "A"

provide these connections, while preserving the area's existing character and large trees, should be a priority.

2. Intersection, and ingress/egress, and other improvements along Glade Road as planned should continue to improve traffic flow. Preservation of mature trees should be prioritized and may require unique design solutions.
3. [Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.](#)



The Colleyville Senior Center is one of the amenities serving the Colleyville community in South Central Colleyville (Neighborhood Area 3).

Exhibit "A"

Northeast Colleyville - Neighborhood Area 4

Placement in the Community

Occupying the northeastern portion of the city, Neighborhood Area 4 (Northeast Colleyville) encompasses the area north of Hall-Johnson Road, east of Colleyville Boulevard, west of Pool Road and south of Big Bear Creek. Northeast Colleyville totals approximately 793 acres (1.24 sq. miles) or 9.4 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area were concentrated on issues dealing with the future development of large rural tracts along Colleyville Boulevard, and the interest in trail connections to Big Bear Creek.

Character and Form

- **General character.** This area is characterized by more traditional suburban residential neighborhoods. Lot sizes in this area might be considered large in other communities but are on the smaller side for Colleyville. Neighborhoods range in age from more mature developments that have been in place for more than 30 years, to newer areas around Kimzey Park that were developed within the last 10 to 15 years. With the exception of the visual open space provided by Bluebonnet Hills at the corner of Hall-Johnson Road and Colleyville Boulevard and a portion of Big Bear Creek north of Kimzey Park, this area has no significant open space features. Neighborhoods have attractive mature trees that add character and value to properties in the area.
- **Development Pattern.** While still largely developed, Northeast Colleyville does have some large remaining undeveloped areas along Colleyville Boulevard. Northeast Colleyville is approximately 81 percent existing residential uses, which is the lowest ratio of residential to

non-residential in the city. This neighborhood has a net density of 1.9 dwelling units per acre, with 545.9 net residential acres and 1,022 lots. ~~At approximately 1.59 dwelling units per acre, this area has the highest overall density of single family residential in the city.~~

This area incorporates extensive commercial properties along Colleyville Boulevard. Many of these commercial and industrial type uses can be redeveloped in the future.

- **Transportation and Linkages.** Hall-Johnson Road is the only major east-west minor arterial in the area, and provides the only direct link to commercial areas along Colleyville Boulevard. Colleyville Boulevard and Pool Road provide major north-south access, with no other continuous north-south roads in the area. Apart from Tarrant Lane, Industrial Boulevard and Oak Pointe Drive provide limited road connections between area neighborhoods and the commercial destinations along Colleyville Boulevard. However, the bulk of the residents to go south to Hall-Johnson Road or north along Pool Road to access signalized intersections at Colleyville Boulevard.
- **Parks, Recreation, and Open Space.** Kimzey Park in the northern tip of this area and the playground facilities at Glenhope Elementary School provide the only public park and playground services for residents of this area. A small private park with a pond and walking trail located south of Independence Street provides park access to nearby residents. Natural areas along small portions of Big Bear Creek which are within Colleyville are found in this area. Apart from walking trails located in Kimzey Park, the area has no significant publicly accessible trails.

Exhibit "A"

Key Current and Future Considerations for Northeast Colleyville

1. Promote the development of a unique walkable commercial site at the Northern Gateway, an undeveloped 23 acre tract across from John McCain Road and Colleyville Boulevard. Ensure that adequate buffering/transitions between the development and adjacent residential areas is incorporated.
2. To provide a stronger and more sustainable economic foundation for the city, encourage the redevelopment of older commercial and industrial uses along Colleyville Boulevard into high quality commercial and service destinations. Where feasible, make these walkable.
3. Create additional pedestrian and bicycling connections between neighborhoods in this area and the major retail, dining, and entertainment uses along Colleyville Boulevard.
4. Create walking and bicycling connections between Kimzey Park and regional trails to the north along Big Bear Creek and to the south west along Big Bear Creek and to potentially connect the Cotton Belt Trail along Colleyville Boulevard under the bridge at Colleyville Boulevard.
5. Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.

Western Central Colleyville - Neighborhood Area 5

Placement in the Community

Occupying the center-west portion of the city, Neighborhood Area 5 generally occupies the area between Colleyville Boulevard to the east and the Cotton Belt Trail corridor to the west. Glade Road forms the southern boundary of this area. The area contains a portion of the northern gateway, three connected undeveloped tracts that total to 36 acres. Western Central Colleyville totals approximately 1,324 acres (2.07 sq. miles) or 15.6 percent of the overall land area of Colleyville.

Feedback from focus groups comprised of residents of this neighborhood area focused on issues relating to appropriate transitions to the future development on the large Northern Gateway tracts along Colleyville Boulevard, and the interest in connections to the regional Cotton Belt Trail.

Character and Form

- **General character.** This area is characterized by a mix of residential lot sizes, ranging from high quality, zero-lot-line homes in the Village area to large estate-sized lots closer to the Cotton Belt Trail. Tinker and Bransford Roads in the area are all two-lane rural roads that characterize the city's country past. Extensive mature trees and open swale drainage preserve a country feeling throughout the residential portions of this area.
- **Development Pattern.** Western Central Colleyville is approximately 86 percent existing residential uses and its net density is ~~approximately 1.16~~ 1.4 dwelling units per acre, with 967.8 net residential acres and 1.322 residential lots. Non-residential development along Colleyville Boulevard ranges

Exhibit "A"

from the walkable, mixed-use character of The Village, to churches, medical facilities, and schools between Church Street and Bogart Drive, to older commercial developments north of Tinker Road. The northernmost tip of Western Central Colleyville includes the 59-acre undeveloped lands that are referred to as the city's Northern Gateway. Thirty-six (36) of those acres are on the west side of Colleyville Boulevard and 23 on the east.

- **Transportation and Linkages.** Glade Road serves as the only continuous east-west road in the area. Other east-west connections are provided by Tinker Road and Bogart Drive, but neither extend completely across the area. Conversely, excellent north-south movement is provided by Colleyville Boulevard, Pleasant Run Road, and Bransford Road.
- **Parks, Recreation, and Open Space.** City Park is centrally located in this area and serves as the major passive and active park for the area. Bransford Park has also been recently improved with many amenities and is home to the historic Webb House. In addition, private parklands in the northern tip of this area provide trails and park facilities for residents in the Tonnison Parkway area. The Cotton Belt Trail is one of the major regional amenities in the area, and is accessed via Bransford or Pleasant Run Roads. The availability of trails is among the best in the city in this area.

Key Current and Future Considerations for Western Central Colleyville

1. Promote high quality non-residential development of the Northern Gateway properties, so as to contribute to a sustainable economic foundation for the city. Ensure that adequate buffering from

and transitions to adjacent residential areas are provided.

2. Promote the maintenance of larger lot (1/2 to one acre) requirements.
3. Encourage the development of a "creekwalk" environment along the existing drainage corridor between Church and Main Streets (see Chapter 9 for additional information). Added value and a unique sense of place can create a one-of-a-kind destination in the area.
4. [Protect the character and integrity of existing neighborhoods by promoting future development that is compatible with the surrounding development patterns and development character.](#)



Maintaining areas in larger lot configurations is important for areas on the western edge of Western Central Colleyville.

Exhibit "A"

Northwest Colleyville - Neighborhood Area 6

Placement in the Community

Neighborhood Area 6 (Northwest Colleyville) encompasses the western third of Colleyville. It is bounded by the Cotton Belt Trail corridor to the east, Big Bear Creek to the north, Precinct Line Road to the west, and L. D. Lockett Road to the south. Northwest Colleyville totals approximately 2,601 acres (4.06 sq. miles) or 30.7 percent of the overall land area of Colleyville.

Character and Form

- **General character.** This neighborhood encompasses the entire western sector of the city. A significant number of the large estate lots on the far western edge of the city near Precinct Line Road have been redeveloped into smaller-lot neighborhoods transitioning to lower density neighborhoods to the east. The Northwest Neighborhood has beautiful established areas with the country character that represents what the Colleyville community wants to preserve.
- **Development Pattern.** This neighborhood area is the largest in the city, encompassing more than 30 percent of the gross land area of the city. Northwest Colleyville has experienced significant change since the previous comprehensive plan in 2004. The neighborhood's residential net density of ~~1.06~~ 1.3 dwelling units per acre is one of the lowest in the city, with 2,122.4 net residential acres and 2,656 residential lots. Overall, 96 percent of the area is existing single family residential uses, the highest percentage in the city. The area has significant open space and parklands, but a very small amount of retail development.
- **Transportation and Linkages.** Major roadways

in the area include L. D. Lockett Road, Westcoat Drive, McDonwell School Road, Precinct Line Road, Pleasant Run Road, and John McCain Road. ~~In addition, the MTP proposes McDonwell School Road be extended east from Westcoat Drive to connect just west of Cutter Ridge Court to improve east-west connectivity in the area.~~ Most roadways in Northwest Colleyville all are generally two-lane rural cross-sections; and intersection improvements and MTP connectivity recommendations can serve to improve traffic flow in the area.

- **Parks, Recreation, and Open Space.** This area has four City parks and multiple smaller private parks. L. D. Lockett, McPherson, Reagan, and Pleasant Run Parks are the major public park facilities in the area. Trail connections along McDonwell School Road and Westcoat Drive, as well as the Cotton Belt Trail, are the major trail corridors in this area. Trails along McDonwell School Road are excellent examples of trail integration adjacent to a two-lane roadway.

Exhibit "A"

Key Current and Future Consideration for Northwest Colleyville

[that is compatible with the surrounding development patterns and development character.](#)

1. Encourage a mix of retail and professional office uses along the remaining undeveloped areas of Precinct Line Road, with the goal of expanding the city's sales tax base.
2. [Protect the character and integrity of existing neighborhoods by promoting future development](#)

Housing and Neighborhood Framework

GOALS

Preserve high quality, established neighborhoods with an emphasis on large lots and natural settings with a "country feel."

Connect neighborhoods and provide high quality amenities.



Policy: Preserve neighborhood character and quality.

Neighborhoods are one of Colleyville's greatest assets, as they form the foundation for the city's reputation and quality of life. As neighborhoods age and mature, some develop a unique and enduring character while others are unable to maintain the quality of development they once had. For this reason, the City should support neighborhood protection and preservation efforts. Safe, well-maintained neighborhoods that have enduring character allow reinvestment and help maintain property values and residential tax base.

The City can support and establish programs to protect and enhance the integrity of its neighborhoods. Potential strategies include improving or updating public facilities and services such as streets, street lighting, drainage systems, traffic control or management, neighborhood policing, and code enforcement. [It is critical to emphasize a policy of not allowing higher density residential development as existing neighborhoods redevelop.](#)

Exhibit "A"

■ Action 6-1: Consider overlays for established neighborhoods.

In many neighborhoods, residents may want to protect the existing character of development. In these cases, the City could work with neighborhood residents and representatives to develop specific recommendations for protection or enhancement. This may include the creation of a special area plan that frames appropriate changes needed in the underlying regulations, such as garage placement, setbacks, building materials, etc. This may also include other actions that help existing neighborhoods maintain or add landscaping, sidewalks, trails, and park amenities.

■ Action 6-2: Provide mechanisms for context-sensitive residential redevelopment.

Given the high demand for homes in the Colleyville area and as the city approaches build-out, it will be important to thoughtfully design new residential projects with appropriate considerations of lot sizes, transitions and connections to adjacent neighborhoods, trails, open space and tree preservation, and design of open fencing, landscape treatment, and setbacks along rural character roadways.

■ Action 6-2A: Consider PUD-R or overlay zoning to implement consistency standards for new neighborhoods.

In order to ensure the integrity of existing neighborhoods is protected, new subdivisions should be designed to reflect the character of surrounding neighborhoods. The lot sizes and building setbacks within new subdivisions should be determined based on the existing lot sizes and building setbacks of the existing neighborhoods.

Policy: Enhance neighborhood-level amenities and connectivity such as pocket parks, sidewalks, and trails.

While the city is known for its superb neighborhoods, there are still opportunities for improvement so they continue to be one of the key assets in the community. Access to sidewalks, trails, and parks is becoming an important element of quality of life for many communities, especially for Colleyville. Neighborhoods designed with such amenities typically maintain their property values over time. It is about providing safer and inviting ways to move in and around one's neighborhood without having to get in an automobile in addition to creating a reinvestment dynamic in the neighborhood as it matures.

■ Action 6-3: Continue to focus on neighborhood park and recreation improvements to positively contribute to neighborhood vitality.

Clean, well-maintained, and vibrant neighborhood parks are an anchor for strong, established neighborhoods. The City can work with neighborhoods to determine ideas to increase access to, and amenities at, neighborhood parks.

Exhibit "A"

This could include the installation of upgraded or additional amenities at existing parks.

■ Action 6-4: Improve neighborhood connectivity to the Colleyville Boulevard Corridor and key destinations.

Colleyville Boulevard is the economic spine for the city. It also contains most of the commercial services that the Colleyville community is interested in visiting. Currently, the Village at Colleyville is probably the most walkable and pedestrian-friendly commercial area in the city. As additional areas of Colleyville Boulevard are redeveloped and revitalized (e.g., in the Northern Gateway), more opportunities for creating walkable and pedestrian-friendly environments can be created. As a result, there will also be increased demand for accessing these areas without having to get in an automobile. Consequently, the City can proactively increase neighborhood connectivity to the Colleyville Boulevard Corridor. This could include the development of key greenway trails (e.g., along Little Bear Creek) which provide needed east-west connectivity from established neighborhoods to Colleyville Boulevard. This could also include the installation of new sidewalk and trail segments in areas where sidewalk connectivity is limited or nonexistent, and the installation of crosswalks. In addition, connections to the Cotton Belt trail from the Northern Gateway should be prioritized.

Policy: Require new neighborhood developments to demonstrate and contribute to Colleyville's character.

As evident by the online survey that was administered during the planning process, the Colleyville community has expressed an interest in quality development as one of the key attributes that makes Colleyville unique. As such, it is also a high priority to ensure that all new neighborhoods add to the existing quality of development. This can be done by requiring the development of neighborhoods which provide a high quality of design, an easily perceived sense of identity, and bicycle and pedestrian connectivity.

■ Action 6-5: Encourage new neighborhood design that creates defined centers, edges, common spaces, and entries.

Creating neighborhoods with defined centers, edges, and entries where feasible with large setbacks, trees, and greenspaces that withstands the test of time and gives neighborhoods a sense of place. A defined center provides for a focal point to gather (e.g., park, trail, school, etc.), defined edges allows neighborhood residents to take pride in their geographic area, and bold and unique entries (e.g., entrance monuments) provide notice to residents and visitors that one has entered into a new defined place.

■ Action 6-6: Require new neighborhoods to be connected where appropriate.

Connectivity is an important quality of great neighborhoods. A well-connected neighborhood reduces congestion along major streets, is friendlier to pedestrians and bicyclists, facilitates active transportation, and leads to higher levels of community interaction physical activity. One way to ensure that new neighborhoods are connected is to require conformance with additional connectivity standards which could be incorporated into the City's subdivision regulations. Concerns about



Placeholder image- to be updated

Exhibit "A"

CONNECTING NEIGHBORHOODS

One way to connect neighborhoods can be to reduce using cul-de-sacs and increase the street connections.



cut-through traffic can be alleviated through appropriate design of new residential streets for low speed traffic and traffic calming measures on existing residential streets.

For vehicles, it is important to create multiple entries between a neighborhood and the City's thoroughfare system. This reduces congestion at intersections and along the entire thoroughfare system by dispersing vehicles among multiple access points. This could also include reducing the use of cul-de-sac streets and increasing the number of internal connected streets. Although given Colleyville's development context, there may be few remaining opportunities to create new strategic connections to help overall traffic circulation.

At a minimum, it will be important to create a strong internal sidewalk system to connect to all internal (e.g., neighborhood pools and schools) and external (e.g., off-site trails, commercial areas, etc.) destinations. This may include the creation of internal greenway trails and pedestrian access easements through connecting cul-de-sacs and the middle of long blocks.

■ Action 6-7: Encourage the construction of local gateways and signs that promote unique neighborhood identity that is tied to Colleyville's heritage and/or a "country feel."

Gateways help define entrances and provide a sense of place to a neighborhood. Many existing neighborhoods include attractive gateway entrance features. The City can review its sign regulations to ensure that there is enough flexibility to allow for creative design of gateway entrance monuments that add to the character of the city's neighborhoods. In addition, the City can encourage the construction of unique gateway entrances for all new neighborhoods. Such gateways and signs should be coordinated with landscaping, fencing, and other streetscape elements within the neighborhood.



The entrance to Pebble Hill Plantation Estates is an example of a well-designed neighborhood entrance.

Large and mature trees add to the quality of Colleyville's neighborhoods. Trees generally improve the appearance of a neighborhood and tree-lined streets are often highly valued by residents once the trees have matured. Trees and the tree canopies provide residents a break from the hot Texas sun and provide walkers and joggers a pleasant environment to enjoy. Landscaping should also be promoted as a means to improve the appearance of neighborhoods. Opportunities to landscape can occur along roadways and at entrances into neighborhoods.

Exhibit "A"

Policy: Ensure tree canopies and quality landscaping are created and maintained.

- **Action 6-8: Consider amending the existing tree preservation ordinance to ensure the existing tree canopy is preserved.**

Colleyville's country charm is exemplified by its large open spaces, mature trees, and rustic ranch fences. If the existing tree canopy is removed and lots are clear-cut for development, then the look and feel that many residents value is destroyed. The existing tree preservation ordinance should be reviewed and revised, if necessary, to ensure the community's tree preservation desires.

- **Action 6-9: Consider expanding the free tree planting program to encourage residents to plant trees.**

In order to encourage tree planting, Colleyville could expand the existing Arbor Day program where residents obtain free trees. The expanded annual event could have hundreds of new trees planted on residential lots every year and the combined effect over a decade could have a substantial impact on creating a greater tree canopy for Colleyville.

- **Action 6-10: Consider standards for ensuring that quality landscaping is created and maintained.**

New developments ~~should~~ are required to provide landscaping along major roadways and at the entrances into neighborhoods.

- **Action 6-11: Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment.**

Exhibit "A"

A Vision for Parks

As part of the development of the 2011 Parks, Recreation, and Open Space Master Plan, a mission was identified to provide one of the highest quality parks, recreation, and open space systems in the DFW Metroplex by creating opportunities where people can “escape and enjoy an enriching environment.” Through the public engagement process, a new vision was created for the future of the parks and recreation system (see at right).

To help implement this vision, a series of goals were developed and adopted by the Parks and Recreation Advisory Board and City Council. These include:

- Provide parks and trails within easy and convenient access to households in Colleyville.
- Provide leisure opportunities for all ages, specifically targeting young adults to baby boomers (who are historically underserved in terms of recreation facilities and programming).
- Support the development of a healthy community by providing facilities and programs that lead to choices for healthy living.
- Aim to be comprehensive and financially sustainable while encouraging collaboration.
- Market Colleyville as a destination known, in part, for its unique parks and leisure programs, while also marketing to current users and residents.
- Reflect and support the city’s objective to be a good steward of the environment, considering the costs and benefits of environmental decisions ~~become the environmental leader in Tarrant County.~~

Needs Assessment

While the existing parks, recreation, and open space system was rated as excellent, a plan of action for the future is necessary to ensure the system continues to excel long into the future. This is particularly important as the city nears its population estimate of ~~27,943~~ 27,518 persons by 2035 (see Chapter 2, Colleyville Context, regarding the historical and projected population of the city).

Colleyville is unique in that the majority of park acreage in the city is made up of private parks and open spaces (over 301 acres as compared to approximately 225 public park acres). In most cities in the DFW Metroplex, park and recreation areas are predominantly comprised of public parks. ~~Therefore, the acreage for private parks and open spaces is included in the level of service (LOS) analysis of this plan because of its significant contribution to the overall public-private park system in the city.~~

Colleyville’s current LOS and future LOS were calculated using the historical population counts from the 2010 U.S. Census, combined with recommended National Recreation and Park Association (NRPA) standards that have been tailored to the city’s unique situation (see Table 7.1, Current and Projected Parkland LOS, on the next page). These numbers differ slightly than what was indicated in the 2011 Parks, Recreation, and Open Space Master Plan because of a larger projected maximum population (see Chapter 2, Colleyville Context, regarding the historical and projected population of the city) and more accurate 2010 Census Data. Additionally, private parks are an amenity to the City, however only parks available

“Colleyville has a renowned system of parks, recreation, open space, and trails that creates a true sense of ‘home’ within the city of Colleyville.”

Source: Vision from the 2011 Parks, Recreation, and Open Space Master Plan

Exhibit "A"

to the general community should be considered in the overall computation of LOS.

Today, the city's LOS for overall public parks is 9.88 acres per 1,000 people. This is less than the per capita acreage recommended by the National Recreation and Parks Administration (NRPA), which the city compares itself against for national benchmarking. In order to meet the NRPA LOS standard for public parks for the current population, the city would need to add approximately 32 additional acres of public parkland. In order to meet the NRPA LOS standard for public parks for the projected population, the city would have to add approximately 90 to 98 acres of new public parkland. ~~When factoring in the city's private parks~~

Table 7.1. Current and Projected Parkland LOS

Park Category	Existing Acreage (2015)	NRPA Standard	Level of Service (LOS) (22,807 population) ¹	Projected 2035 LOS (27,943 27,518 population) ²
Public Parks	225.24	11.25 - 20.50 acres / 1,000	9.88 acres / 1,000	8.06 8.19 acres / 1,000
Neighborhood Parks	41.66	1 - 2 acres / 1,000	1.83 acres / 1,000	1.49 1.51 acres / 1,000
Community Parks	101.10	5 - 8 acres / 1,000	4.43 acres / 1,000	3.62 3.67 acres / 1,000
Other Parks	82.48	Variable	3.62 acres / 1,000	2.95 3.00 acres / 1,000
Private Parks and Open Space ³	301.70	None	13.23 acres / 1,000	10.80 10.96 acres / 1,000
Grand Total	526.94	11.25 - 20.5 acres / 1,000	23.10 acres / 1,000	18.86 acres / 1,000

Table Notes:

¹ The current population of 22,807 people is derived from the 2010 Census Bureau.

² The projected population of ~~27,943~~ 27,518 people is derived using the population estimates set out in Chapter 2, Colleyville Context.

³ When factoring in the City's private parks and open space lands, the city has more than enough acreage to meet the minimum LOS standard for the current population and would still be near the top of the range for the projected population.

~~and open space lands, the city has more than enough acreage to meet the minimum LOS standard for the current population and would still be near the top of the range for the projected population.~~

Park Service Area Deficits

In addition to determining current and future park acreage needs based on the city's population, it is also important to ensure that the park and recreation system is well distributed and accessible for most users. Typically, neighborhood parks serve an area of about one-quarter mile to one-half mile (which equates to about a five to 10 minute walk), while community parks serve an area of about one mile (which equates to about a five minute drive).

Exhibit "A"

■ Action 7-12: Update the Master Drainage Plan to continue to ensure the city is adequately protected.

The City's Master Drainage Plan should be updated to develop a higher level of detail than what was provided in the 1992 plan. This Master Drainage Plan would provide the City with the tools necessary to identify the most critical flood-prone locations, potential solutions, and the costs for necessary drainage projects.

Depending on the recommendations identified in the Master Drainage Plan, the City should identify available funding sources to implement to make the improvements to the city's drainage system in addition to evaluating the City's current utility fee structure.

Policy: Proactively support efforts to promote green initiatives for fiscal resilience.

Colleyville should explore opportunities to promote more environmentally friendly and green initiatives that are also fiscally beneficial to both the City and residents.

■ Action 7-13: Work with regional water supply entities to ensure that Colleyville's drought contingency planning is proactive and innovative.

Ensure that the City continues to monitor and maintain a strong water supply, and that efficient and effective water conservation techniques are used where appropriate.

■ Action 7-14: Explore Low Impact Development (LID) solutions for commercial, residential, and public infrastructure projects.

~~The City should explore LID solutions as an opportunity to implement storm water management and water quality management strategies over that can have a significant impact on this sub watershed and also provide quality of life and aesthetic benefits while saving costs. The City should evaluate the benefits of adopting and participating in North Central Texas Council of Governments' (NCTCOG's) integrated Stormwater Management (iSWM) program which is intended to help area cities achieve their goals of water quality protection, streambank protection, and flood mitigation, while also helping communities meet their construction and post-construction obligations under state stormwater permits.~~ [Low Impact Development \(LID\), as defined by the Low Impact Development Center, "is a comprehensive land planning and engineering design approach with a goal of maintaining and enhancing the pre-development hydrologic regime of urban and developing watersheds."](#)

[The EPA states LID is an "approach to land development \(or re-development\) that works with nature to manage stormwater as close to its source as possible."](#)

[LID employs principles such as:](#)

- [Conserve natural areas wherever possible.](#)

Exhibit "A"

- [Minimize the development impact on hydrology.](#)
- [Maintain runoff rate and duration from the site.](#)
- [Implement pollution prevention, proper maintenance and public education programs.](#)
- [Emphasize the use of on-site natural drainage features.](#)
- [Maintain or enhance the site's hydrologic characteristics after development, and](#)
- [Reduce overall imperviousness.](#)

■ **Action 7-15: Promote green building and energy efficiency as part of public and private development.**

As part of a growing trend to reduce the environmental impact of development, the City should support efforts in both public and private sector development that incorporate green building practices and/or energy efficiency. This could include an assessment of the City's Land Development Code **to remove impediments and/or add incentives for related to** green building practices. Examples of green building practices that should be considered include low impact development (which utilizes the site's natural resources as part of the overall stormwater management program), rainwater capture, xeriscaping, and pervious pavement, among others.

■ **Action 7.16: Consider establishing an Urban Forestry Program to preserve and enhance the urban tree canopy in the city.**

Tree canopy within Colleyville is an important component of the city's overall character and is one attribute that sets the city apart from other areas within the DFW Metroplex. As the city continues toward developing the limited number of remaining lots and revitalizing and redeveloping existing lots, it is important to have a strategy in place to protect what makes the city what it is today. An urban forest provides a number of economic, environmental, and social benefits to a city. Economic benefits include attracting tourists and businesses, increasing property value, and reducing the amount of energy needed for development. Environmental benefits include providing food and habitat for wildlife, absorbing carbon dioxide, reducing the heat island effect, and reducing sedimentation in streams. Social benefits include adding character and promoting a sense of pride in a community as well as increased privacy. Due to the significant amount of benefits provided, the City should consider establishing an Urban Forestry Program to protect this significant asset to the community. This could include an initial assessment of city parks, followed by an assessment of all City-owned property. A subsequent phase could include the eventual preparation of an Urban Forestry Master Plan, which is a roadmap to effectively and proactively manage and grow the city's urban tree canopy.

Exhibit "A"

Residential Density

~~The maximum density of each residential project should be a net density of 1.8 dwelling units per gross acre.~~ Destination Colleyville proposes to maintain the residential density policies of the 2004 Colleyville Plan of 1.8 dwelling units per net acre. Therefore each residential project shall have a minimum lot size of 20,000 square feet and no more than 2 dwelling units per gross acre.

The 2004 Colleyville Plan states:

"One of the fundamental principles associated with the City's zoning authority, as granted by the State, is the ability to regulate population density through the adoption of zoning regulations. By establishing a variety of zoning districts, and each district with a different minimum lot size, municipalities are able to control the number of dwelling units that can be built in a particular area. Controlling the overall density has far-reaching public interests and ultimately has an effect on transportation, parks, schools and other public facilities.

Colleyville is noted for its large-lot subdivisions and for its large homes with generous front and side yards. Additionally, many older single family homes located along the major collector street network have been demolished and the properties rebuilt into estate type settings. The redevelopment of these estate properties has helped to keep the overall residential density quite low and promotes the rural atmosphere that Colleyville citizens enjoy.

In Colleyville, the 1998 Comprehensive Plan established a city-wide residential density benchmark of 1.8 dwelling units per net acre. This standard approximates the density achieved by the R20, Single Family Residential District, which calls for a minimum lot size of 20,000 square feet. The intent of this lower residential density standard is to maintain the rural character and ensure a higher quality of residential development that makes Colleyville unique."

Since 1998, all subsequent Colleyville Master Plans have reinforced this density standard.

The 2004 Colleyville Plan further states that "Developments with densities higher than 1.8 dwelling units per acre would be acceptable, according to the 1998 Master Plan guideline, but only in those areas deemed to be consistent with sound land use planning principles, such as for those transitional areas situated between commercial uses and less dense residential developments, or near major street intersections. Higher density development may also be appropriate for smaller parcels that make less dense development economically difficult or on sites with unique topographical features. Since the future land use plan of Colleyville, prepared in 1998, utilized the 1.8 dwelling unit per acre guideline and the community has embraced this as a suitable development density, there is no need to deviate from this standard."

~~Each residential project should have be a maximum net density of 1.8 dwelling units per acre, but "variances" could be allowed in certain and specific situations. Variances to the net density of 1.8 dwelling units per gross acre maximum could be allowed for the following:~~

~~The project is located within a transitional area. (Note: These transitional areas are contained within the Colleyville Blvd. Corridor.)~~

~~» Between commercial and residential uses (existing or Future Land Use Map-designated);~~

OR

■ ~~The project is located on a property with unique topography;~~

~~» Restricted access options;~~

~~» Significant floodplain or drainage considerations;~~

~~» Property shape that necessitates deviations from standard development; or~~

~~» Native tree stand(s);~~

Exhibit "A"

COMPATIBILITY CONSIDERATIONS



1. Landscape buffers:

- Preserve existing trees that separate the proposed use from the existing use when possible.
- Preference for landscape screening and open fencing to contribute to residential character.
- New trees planted where proposed use is adjacent to existing use for beautification and screening.

2. Form:

- As residential square footage to lot area ratio increases, open space(s) and buffering provided should also increase.

3. Traffic Impacts:

- Connections to existing neighborhoods should be provided with sensitivity to the existing homes.
- Impact to roadways and intersections in the vicinity should be mitigated where possible.

TRANSITIONAL AREAS

A key topic during the comprehensive plan drafting process was the need for guidance related to proposals for transitional developments, especially as it concerns developments proposed with lots smaller than 20,000 square feet. Although residential developments with large lots are very common in Colleyville and are still being proposed for new construction, as the city approaches build-out, many new residential neighborhoods have come under the Planned Unit Development - Residential (PUD-R) zoning district. PUD-Rs provide some level of variation with respect to lot sizes and development standards while giving the City more control over the development character, treatment of transitions, and overall quality of the development.

A transitional area is a piece of land that may be appropriate for residential development with lots smaller than 20,000 square feet. These areas serve as gradual changes in intensity from commercial or institutional uses to lower density residential uses (lots 20,000 square feet or larger). Proposals requesting variances to the net 1.8 dwelling units per gross-acre requirement should address each compatibility consideration listed here. These developments are restricted to areas within the Colleyville Blvd. Corridor.

There are instances when an existing land use will be different from the land use designated on the Future Land Use Map or instances when the existing land use will be different than the zoning on a property. For example, there could be a residential home on a property zoned for commercial uses and also designated on the Future Land Use Map for commercial uses. In these instances, a proposal can provide a phased approach whereby screening and/or landscaping provided could be adjusted along the common boundary once the residential property was redeveloped with commercial uses (ex. wooden screening fence with shrubs then gets removed to provide cross access between commercial parcels).

Exhibit "A"

Residential

This land use category is predominantly comprised of single-family detached residential dwellings. The preference for new residential areas is that they preserve rural character along John McCain Road, Westcoat Drive, Pleasant Run Road, Bransford Road, and similar roadways, and that they incorporate landscaping and tree preservation features to retain the natural quality of new residential areas in the city. Residential areas typically include:

LAND USE TYPES

- Detached residential
- Parks, trails, and open space

DESIRED DEVELOPMENT CHARACTERISTICS

- Predominantly single family residences on lots over 20,000 square feet with natural landscaping, a rural appeal, and significant private open space.
- Overall aesthetic is country charm, exemplified by large open spaces, mature trees, and rustic ranch fences in some areas of the city – especially along rural roadway corridors such as Westcoat Drive, Pleasant Run Road, and Bransford Road.
- High-quality development with attractive entrance areas and amenities (e.g., internal walking trails).
- Appropriate transitions (e.g., one-story offices) between residential and non-residential areas.
- [Open space adjacent to roads to create feeling of openness.](#)

Figure 8.3. Illustrative Residential Uses



Exhibit "A"

Colleyville Boulevard Corridor

This land use category is to promote the transformation of Colleyville Boulevard into a vibrant and economically strong “town center” for the City. While still readily accessible via the automobile, more compact and walkable development types will create a distinct sense of place. The Colleyville Boulevard Corridor includes:

LAND USE TYPES

- Retail, service, and entertainment
- Office
- Public and institutional uses
- Flexible innovation uses (e.g., research, office-warehouse, etc.)
- **Residential Mixed-use**

DESIRED DEVELOPMENT CHARACTERISTICS

- Architecture and site characteristics that are distinct, attractive, and have a pedestrian-friendly urban form.
- Able to accommodate a high degree of automobile activity, but parking is not the predominant visual feature from adjacent streets.
- Significant connectivity through cross/mutual access easements and multi-modal options (biking and walking).
- Design encourages a high degree of pedestrian activity, oftentimes during both the day and night.
- Institutional functions may require multiple buildings, arranged in a campus-like setting.
- Building facades are articulated, have significant window areas, and often include porticos or awnings to provide shade for pedestrians.
- Multistory buildings are encouraged to add a greater variety of destinations and uses in close, walkable proximity. This in turn leads to an increased vibrancy for the area and more available commercial development square footage.
- As a goal, the single most important beautification project will be the relocation of overhead utility lines.

Figure 8.7. Illustrative Colleyville Boulevard Corridor Development Types



Exhibit "A"

COLLEYVILLE BOULEVARD CORRIDOR LAND USE AREAS

The Colleyville Boulevard corridor has unique land use areas with distinct character and land use characteristics. The areas serve as the basis for specific policies and actions related to each area. The four areas are described below:

- Northern Gateway: Offers a unique opportunity for new development on relatively undeveloped property as a new mixed commercial node, highlighting this northern entry point into the city along the Corridor.
- Upper Sector: Offers a unique opportunity to create an eclectic Corridor node with a mixture of newer buildings with older buildings that can take advantage of the City's façade improvement grant program and evolve over time into a more attractive and cohesive section of the Corridor with a mixture of retail, office, and service uses.
- Central Sector: Has the most potential to become a true center of activity within the city by tying the major commercial and entertainment centers along the Corridor with a focus on creating a more walkable street context.
- Southern Gateway: An opportunity to create a more memorable entry point to the city and elevate the quality of the existing development with a focused, long-term redevelopment strategy.

Actions related to each Colleyville Boulevard Corridor area are contained in Chapter 9, and a detailed discussion of each area is contained in the Appendices.

TRANSITIONAL AREAS

The transitional areas are intended to provide a buffer within the Colleyville Blvd. Corridor between the non-residential uses and the residential uses located outside of the corridor. It is intended that these transitional areas can be either residential uses, which may include residential uses on lots smaller than 20,000 square feet, or nonresidential uses. The nonresidential uses should be designed to buffer the neighboring residential uses from the effects of nonresidential uses, such as light and noise.

Exhibit "A"

- **Northern Gateway** (Bear Creek to Tension Parkway)
- **Upper Sector** (Tension Parkway to Hall-Johnson Road)
- **Central Sector** (Hall-Johnson Road to Brown Trail)
- **Southern Gateway** (Brown Trail to Cheek-Sparger Road/Mid-Cities Boulevard)

The development context along the Corridor is a mix of older auto service, industrial development mixed in with newer office, professional services, and retail buildings towards the northern sectors of the corridor. The Central Sector has the highest concentration of newer retail developments, many of which have been built or significantly redeveloped over the past 15 years. The lower or southernmost portion of the Corridor also has smaller and aging auto-service and strip retail buildings. Generally, there are very few vacant or undeveloped properties, but a large agglomeration of vacant properties is located in the northern section of the Corridor (see Map 9.2, *Colleyville Boulevard Corridor and Sectors*).

The Corridor is mostly auto-oriented, with buildings set back from the roadway and parking located in front of the buildings between the roadway and the buildings. Most of the corridor also lacks sidewalks and safe places to walk. Shoulders, if any, are very narrow with swales immediately adjacent to them. Most of the Corridor also has overhead utility lines and poles that add to the visual clutter. (see Figure 9.1. *Character of Existing Development along the Colleyville Boulevard Corridor*.)

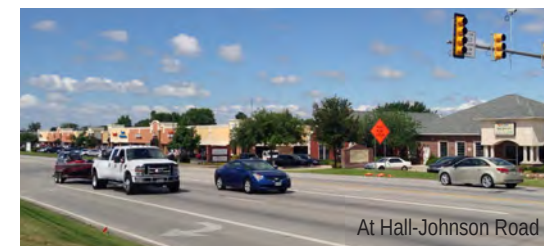
Although it is clear when traveling down Colleyville Boulevard that it is a center for activity and commerce, there are no clear signs that the Corridor is Colleyville's

main destination or that it is specifically in Colleyville either. There is a patchwork of architectural styles and materials, some properties lacking landscaping while others provide abundant and tasteful landscaping. There are no distinguishing features that indicate when one has entered or left the city other than two Colleyville monument signs. ~~Appendix A provides more detailed discussion about the existing land use context and development character in the different sectors of the Corridor. The proposed actions on the following pages are designed to improve the Corridor.~~

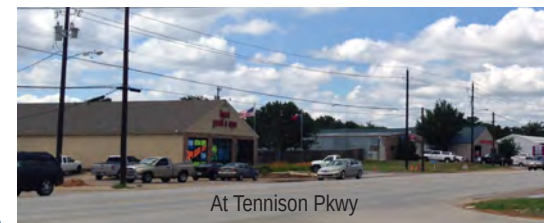
Figure 9.1. Character of existing development along the Colleyville Boulevard Corridor



At Centerpark Drive



At Hall-Johnson Road



At Tension Pkwy

Exhibit "A"

Transitional Areas:

~~The transitional areas are intended to provide a buffer within the Colleyville Blvd. Corridor between the nonresidential uses and the residential uses located outside of the corridor. It is intended that these transitional areas can be either residential uses, which may include residential uses on lots smaller than 20,000 square feet, or nonresidential uses. The nonresidential uses should be designed to buffer the neighboring residential uses from the effects of nonresidential uses, such as light and noise.~~

■ ~~Ensure Colleyville Blvd. Corridor uses respect and are compatible with single-family uses outside of the corridor.~~

» ~~Residential uses on lots smaller than 20,000 square feet are a suitable buffer within the corridor:~~

- * ~~Residential use should be single family detached uses.~~
- * ~~Residential uses should reflect the character and design of Colleyville's existing single family detached neighborhoods.~~

» ~~Nonresidential uses~~ **should be required are recommended** ~~to have building and site design elements to lessen their impacts on residential use outside the corridor.~~

* Building Design Elements:

- Loading docks and overhead doors: A screening wall **should be required is recommended for these areas.**
- Lighting: Fully shielded lights **should be required are recommended to limit glare.**
- Roof mounted equipment: **Must be screened by a p**Parapet walls or **some other device**s or design**s are recommended to screen equipment.**
- Building materials: Building **shall be finished with** are recommended to be the same type of materials and in the same percentage used on the front façade.
- Building height: **Limit** Low building heights **are recommended** to protect residential uses.

* Site Design Elements:

- Buffer yard: **Require a A** 30-foot buffer yard with two rows of shade trees **is recommended.**
- Lighting: Fully cutoff lights **should be required are recommended** and light poles **should are recommended to be lower in height towards the back of the property be limited to 10 feet in height.**
- Parking: Headlight screening, such as a row of shrubs, **shall be installed are recommended** to prevent vehicle headlights from projecting onto adjacent residential properties.
- Dumpsters: **Shall be placed adjacent to the building and in no case shall be placed within 20 feet of a residential property line. It is recommended that dumpsters be placed adjacent to buildings and not close to residential properties.**

Exhibit "A"

Figure 9.4a. Neighborhood Compatibility Design Elements



Building and site design elements should lessen the impacts on the surrounding residential properties.

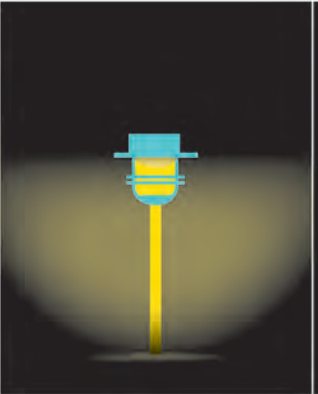




NONCUTOFF



SEMICUTOFF



CUTOFF



FULL CUTOFF

Exhibit "A"

desired standards and framework for converting each of the Colleyville Boulevard Corridor Sectors into more walkable and memorable zones.

Table 10.1. Overarching Zoning Recommendations

Land Use Designation	Recommended Zoning Tool	Recommended Implementation Priority
Residential	■ Maintain maximum <u>net</u> density target of 1.8 dwelling units per <u>gross</u> acre. ■ Revise the PUD-R development standards to establish rural frontage standards along certain key roadways such as John McCain Road, Pleasant Run Road, Bransford Road, and Westcoat Drive. ■ Revise PUD-R standards to require appropriate transitions and quality open space. More specifically, establish design and performance criteria for open space to maximize value creation, tree preservation, preservation of rural frontage along key roadways, etc. ■ <u>Proactively rezone to bring the existing zoning districts R-10, R-15, R-MF, and RD into agreement with the existing development pattern, which is R-20 or greater.</u> ■ <u>Revise the LDC to require an accompanying conceptual plan with straight zoning requests (non-PUD) to ensure new developments are built in substantial compliance to the approved conceptual plan.</u> ■ <u>Add additional regulations for floodplains.</u> ■ <u>Implement neighborhood consistency standards for new neighborhoods through PUD-R or existing zoning.</u>	City Initiated
Commercial	■ Streamline all commercial design standards into one section of the LDC. ■ Include all elements of building and site design in the same section. ■ Create corresponding public realm and streetscape standards to complement the private realm standards. ■ Revise PUD standards to address appropriate design context for mixing of residential and commercial uses in the same PUD. ■ <u>Add additional regulations for floodplains.</u> ■ <u>Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment.</u>	City Initiated
Colleyville Boulevard Corridor	■ Create an integrated regulatory tool (through a Corridor Zoning District or similar tool) to achieve a mix of commercial uses, appropriate transitions and buffers, and desired character that is tailored to the four different sections of the Boulevard as described in the vision -- the Northern Gateway, Upper Sector, Central Sector, and Southern Gateway (see Table 10.2, <i>Proposed Colleyville Boulevard Corridor Regulatory Framework</i> for more detail). ■ Establish appropriate urban design standards associated with each sector including building design, site design and orientation, mix of use, signage, and civic/open space standards with pedestrian-oriented design elements, specifically in the Central Sector. ■ Establish public and private street design standards that are consistent with the different sectors and vision for the Corridor. ■ <u>Add additional regulations for floodplains.</u>	City Initiated

Exhibit "A"

Table 10.3. Implementation Priorities, Responsibilities, and Time Frames (cont'd)

Action No.	Recommended Action	Potential Time frame
Housing & Neighborhoods		
Action 6.1	Consider overlays for established neighborhoods.	Short-term
Action 6.2	Provide mechanisms for context-sensitive residential redevelopment.	Short-term to Mid-term
Action 6.2A	Consider PUD-R or overlay zoning to implement consistency standards for new neighborhoods.	Short-term
Action 6.3	Continue to focus on neighborhood park and recreation improvements to positively contribute to neighborhood vitality.	Short-term to Mid-term
Action 6.4	Improve neighborhood connectivity to the Colleyville Boulevard Corridor and key destinations.	Short-term to Mid-term, where feasible
Action 6.5	Encourage new neighborhood design that creates defined centers, edges, common spaces, and entries.	Short-term
Action 6.6	Require new neighborhoods to be connected where appropriate.	Short-term to Long-term
Action 6.7	Encourage the construction of local gateways and signs that promote unique neighborhood identity that is tied to Colleyville's heritage and/or a "country feel."	Short-term to Mid-term
Action 6.8	Consider amending the existing tree preservation ordinance to ensure the existing tree canopy is preserved.	Short-term
Action 6.9	Consider expanding the free tree planting program to encourage residents to plant trees.	Short-term
Action 6.10	Consider standards for ensuring that quality landscaping is created and maintained.	Short-term
Action 6.11	Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment.	Short-term to Mid-term
City Services & Facilities		
Action 7.1	Update the long-range plan for the Colleyville Public Library.	Short-term to Mid-term
Action 7.2	Update the Parks, Recreation, and Open Space Master Plan as needed.	Short-term to Mid-term
Action 7.3	Evaluate options to upgrade the Colleyville Senior Center to continue to serve senior residents of the City.	Short-term to Mid-term
Action 7.4	Evaluate options to improve the Colleyville Center so that it can continue to meet citizen needs as well as attract additional usage and visitation.	Short-term to Mid-term
Action 7.5	Continue to ensure Police, EMS, and Fire Department equipment and facilities continue to meet the current and future public safety needs of the Colleyville community.	Ongoing
Action 7.6	Continue to ensure that firefighter, EMS personnel, and police officer training is adequate to respond to emergency situations.	Ongoing
Action 7.7	Continue to ensure that Fire, Police, and EMS Departments staffing needs are maintained adequately to address changes in growth and current levels of service.	Ongoing
Action 7.8	Maintain a proactive approach to the use of technology to improve public safety in Colleyville.	Ongoing



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 5b

Agenda Date 02/21/2017

Number Ordinance O-17-2006

Type Ordinance

Department City Manager

Title

Consideration of amendments to the Land Development Code regarding granting of authority to the City Council to approve waivers related to the construction of mutual access easements/drives adjacent to major arterials, and to establish a permit process for the construction of such drives; specifically Chapter 1 - General Provisions, Section 1.12 Waivers and Appeals – Generally, Section 1.13 Waivers and Appeals – City Council, and Chapter 3 - Land Use, Section 3.29 Parking Requirements, Case GC16-023

Strategy Map Connection

F2- Invest to provide and maintain high quality public assets

F3- Forecast needs and plan for the future, balancing priorities with resources

Explanation

Second Reading and Public Hearing

There was one person who registered their support of this request, but did not wish to speak at the February 7, 2017, City Council meeting.

First Reading and Public Hearing

Staff proposes amendments to Chapter 1 – *General Provisions* and Chapter 3 – *Land Use* in the Land Development Code. The proposed amendments to Section 1.12 and 1.13 would provide the City Council the ability to consider waivers to provisions in the Land Development Code that are directly related to the construction of a mutual access easement/drive adjacent to a major arterial. The proposed amendment to Section 3.29 would create a permit for the construction of mutual access connections requiring waivers along such roadways. These permits would require City Council review.

Background: *Mutual Access Easements* as defined in the Land Development Code are required for new development that abuts and that may derive access from a collector street or arterial street as shown on the Master Thoroughfare Plan. The purpose of these easements is to provide public access to adjacent properties by reducing the number of driveway cuts and potential traffic accidents on adjacent streets. For the purposes of this briefing the term *mutual access easement* is synonymous with *joint access easement*.

At the March 3, 2015 City Council meeting, the Guidelines and Criteria for Economic

Development Incentives were revised to include a new matching grant category for joint access easements along State Highway 26, per attached Resolution R-15-3854. The addition of this category provides up to \$30,000 for joint access easements constructed between adjacent properties along State Highway 26, and was added to support businesses that might be impacted by the State Highway 26 reconstruction project, which includes the addition of curbed center medians.

Update: At the November 1, 2016 Worksession, City Council directed staff to amend the Land Development Code to provide the City Council with authority to consider waivers for the purposes of joint access easements along State Highway 26.

At the Worksession, the City Council reviewed the potential impact that the construction of joint access drives could have on existing parking. As seen in the attached November 1, 2016 Worksession presentation the construction of such connections would likely result in a reduction of parking spaces on one, or both, properties to be connected.

Proposed Amendments: Based on the City Council's direction, staff proposes amendments to the following chapters of the Land Development Code: Chapter 1- *General Provisions* and Chapter 3 – *Land Use*.

Changes to Chapter 1 - General Provisions: Staff proposes that the City Council be given direct authority to accept and hear waiver requests related to the construction of a mutual access easement/drive adjacent to a major arterial.

As seen in Attachment A and below, the proposed amendments to the table in section 1.12 and the addition of section 1.13(b), would modify the authority of the City Council:

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	N/A See Section 1.13	N/A	See Section 1.16	N/A	N/A
Chapter 4 – Landscaping & Buffering	N/A See Section 1.13	N/A	N/A	N/A	See Section 4.6
Chapter 5 – Tree Preservation	N/A See Section 1.13	See Section 1.14	N/A	N/A	N/A
Chapter 6 – Building Design	N/A See Section 1.13	See Section 1.14	N/A	N/A	N/A
Chapter 7 – Sign Regulations	N/A 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 thoroughfare plan. 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.

The proposed amendment will allow for direct review and oversight by the City Council to ensure that applications for the matching grant category associated with mutual access easements are handled efficiently. As these connections are yet to be designed, the proposed amendment provides the City Council with the authority to approve a waiver for unknown, but anticipated situations that may arise.

Changes to Chapter 3 - Land Use: Staff proposes that Section 3.29 of the Land

Development Code be amended to include a permit for the construction of mutual access connections along major arterials (i.e. State Highway 26). The permit process in conjunction with the amendment to sections 1.12 and 1.13 would allow the City Council to directly consider the construction of mutual access drives that require waivers.

As seen in Attachment B and below, the proposed amendment to section 3.29 would create a new permit:

K. Mutual Access Easement/Drive along a Major Arterial

1. Permit: The City Council shall provide consent to approve a permit for the construction of a mutual access connection that requires a waiver to any provision in this Land Development Code. See Section 1.13.
2. Conditions of Approval - The City Council may impose such safeguards, requirements and conditions as it deems are necessary to properly protect any surrounding property, surrounding use, or neighborhood character, including, without limitation, imposing development standards, requiring public facility improvements and means of ingress and egress of public streets, establishing conditions of operation, establishing time limits, establishing location, arrangement and construction of any uses or structures, adopting regulations to protect the general welfare and adjacent property from excessive noise, vibration, dust, dirt, smoke, fumes, gas, odor, explosion, glare, offensive view of other undesirable or hazardous conditions. All conditions imposed by the City Council shall be complied with prior to the issuance of a permit.
3. Required submittals
 - a. Application – These forms are furnished by the Administrative Official
 - b. Detailed site plan
 - c. Parking analysis
 - d. A shared parking agreement between the properties to be connected must be executed if the conditions of Section 3.29(g) are met

Planning and Zoning Commission Recommendation: At the January 9, 2017 meeting, the Planning and Zoning Commission recommended approval of this request by a vote of 6-0.

Staff Recommendation: Staff recommends approval of these amendments as they will provide the City Council the ability to work more efficiently with the community to ensure that impacts of the State Highway 26 project are mitigated appropriately.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Resolution R-15-3854
2. City Council Worksession Presentation - November 1, 2016
3. Attachment A
4. Attachment B
5. Ordinance O-17-2006

RESOLUTION R-15-3854

**A RESOLUTION REVISING RESOLUTION R-12-3565 ADOPTING
GUIDELINES AND CRITERIA FOR ECONOMIC DEVELOPMENT
INCENTIVES**

WHEREAS, Texas State law provides for a home rule municipality to offer various economic development incentives; and

WHEREAS, the City of Colleyville has made a long term commitment to economic development, and the City seeks to foster a more diversified tax base so that it may deliver sustainable government; and

WHEREAS, the economic viability of the City of Colleyville depends upon the City's ability to retain and foster the expansion of existing businesses, as well as attract new investment through the location of new businesses; and

WHEREAS, the City of Colleyville recognizes it must also enhance its competitiveness with other communities and especially neighboring municipalities; and

WHEREAS, the City of Colleyville recognizes the value in adding an additional Matching Grant category to assist in the construction of joint access easements between several existing property owners and businesses, especially before the start of Phase II, State Highway 26 reconstruction; and

WHEREAS, Chapter 312 of the Texas Tax Code requires that each taxing entity who wishes to consider granting economic development incentives must first adopt a set of guidelines and criteria, and the City of Colleyville desires to update Resolution R-12-3550.

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

Sec. 1. THAT the Economic Development Incentive Guidelines and Criteria contained in the attached Exhibit "A" are hereby adopted.

Sec. 2. THAT the City of Colleyville will utilize said Guidelines and Criteria to negotiate and consider economic development incentive programs.

Sec. 3. THAT prospective joint access easements along State Highway 26 are hereby eligible for Matching Grant fund application and consideration.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 6 AYES, 0 NAYS AND 0 ABSTENTIONS ON THIS THE 3rd DAY OF MARCH 2015.

ATTEST:



Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

Exhibit "A"
CITY OF COLLEYVILLE, TEXAS
ECONOMIC DEVELOPMENT INCENTIVES
GUIDELINES AND CRITERIA

Section 1. General Purpose and Objectives

General Purpose

The policy herein is intended as a guide for use in developing economic development incentive packages under the provisions of state law. Notwithstanding the policy herein established, the City Council of the City of Colleyville retains the right to act within the provisions of such act without the necessity of amending the general policy and/or purpose adopted within this set of *Guidelines and Criteria*.

Objectives

The City of Colleyville, Texas, has made a long-term commitment to economic development. The City seeks to foster a more diversified tax base so that it may deliver sustainable government. Insofar as these objectives are generally served by the enhancement and expansion of the local economy, the City of Colleyville will, on a case-by-case basis, give consideration to providing tax abatements and other forms of economic development incentives as stimulation for economic growth in Colleyville. It is the policy of the City of Colleyville that said consideration will be provided in accordance with the criteria outlined in this document. Nothing herein shall imply or suggest that the City of Colleyville is under any obligation to provide any type of incentive to any applicant.

The City of Colleyville's Economic Development Department is charged with retaining existing businesses, attracting new businesses and marketing Colleyville—with the goal of expanding the City's commercial tax base. In keeping with this overall mission, the City has implemented a three point strategy in order to accomplish these important tasks:

- To identify and assist retail developers, corporate offices, and medical/physician specialist/laboratory-related facilities to invest and

build new, high quality, sales and property tax-generating projects in Colleyville;

- To assist landowners in the sale, development, and redevelopment of potential retail, office, and hotel sites to their highest and best use; and
- To recruit new, and retain existing, Colleyville retailers, restaurants, corporate offices, and medical/physician specialist/laboratory-related facilities and other sales tax and property tax generating businesses compatible with Colleyville's available land, land use plan, and demographics.

To achieve this goal, the City wishes to enhance its economic development efforts by developing an incentive policy to promote retention and expansion of existing retailers, restaurants, corporate offices, and medical/physician specialist/laboratory-related facilities, and to attract similar new businesses to Colleyville.

Within the context of these goals, the City of Colleyville will give consideration to providing reasonable incentives as a stimulus for new development and redevelopment on a case-by-case basis. Nothing herein implies or suggests that the City of Colleyville is under any obligation to provide any incentive to an applicant. The City recognizes that only certain businesses are worthy of incentives.

Section 2. Criteria

Any request for a tax abatement or any other type of economic development incentive shall be reviewed by the City Council. Their decision shall be based upon an evaluation of the following criteria, which each applicant will address in narrative form within or on pages attached to the City's Application for Economic Development Incentives:

Employment Impact

- Total number of full time equivalent jobs brought to Colleyville;
- Types of jobs created;
- Total annual payroll.

Fiscal Impact

- Total real and personal property value to be added to the tax roll;
- Anticipated direct sales tax to be generated at one (1) percent of taxable sales;
- Other revenues generated for the City: franchise payments, occupancy taxes, utility revenues, etc.;

- Amount of City infrastructure construction or participation required;
- Projected total annual operating budget of the facility.

Community Impact

- The expected effect the project will have on the local housing market;
- The expected environmental impact, if any, created by the project;
- The compatibility of the project with the City's Comprehensive Plan;
- The impact on neighboring businesses and/or property owners;
- The project's location (i.e. is it proposed to be located in a targeted area or an area designated for redevelopment?);
- The project's impact on the cost or provision of Colleyville municipal services;
- The project's type of business enterprise (i.e. is it among the types of businesses targeted for retention within or attraction to Colleyville?).

Competitive Impact

- The effect the project would have on existing businesses in Colleyville;
- A list of the types of products or services to be sold by the applicant which are currently sold by existing Colleyville merchants;
- A list of specific businesses seen as direct competitors to the applicant.

Please note that the City of Colleyville seeks first to retain existing businesses and therefore will consider whether an applicant will compete or potentially displace existing Colleyville businesses.

Section 3. Types of Incentives

It is the policy of the City of Colleyville to customize the provisions of economic development incentives on a case-by-case basis. This individualized design of a total incentive package is intended to allow maximum flexibility in addressing the unique concerns of each applicant while enabling the City of Colleyville to better respond to the changing needs of the community. Colleyville's goal is to adequately package incentives, with clear parameters, that are tailored to match business needs—as well as to the types of businesses Colleyville prefers. Likewise, Colleyville recognizes how incentives that encourage business growth and development are often unique to the needs of each individual business. The City is therefore open to discuss any particular incentive(s) that may be necessary for a business to ensure its success in Colleyville.

Consideration will be given to providing any type of economic development incentives not prohibited by state or federal law including, but not limited to:

tax abatements, in-lieu-of Freeport exemptions, state tax grants, and other grants in general, as well as participation in infrastructure and waiver of fees.

These economic development incentives are in addition to an ongoing tax increment financing program offered by the various taxing entities, which is not a part of this incentive program. The provision of incentives will be subject to the procedural and other requirements outlined in this document as well as those mandated by state or federal law, and by other actions of the City of Colleyville. All incentive agreements will be performance-based.

Nothing within these guidelines shall imply or suggest that the City of Colleyville is under any obligation to provide any incentive to any applicant.

Section 4. Value of Incentives

Following an assessment of the response provided to the criteria contained in Section 2, the City Council shall determine whether it is in the best interests of the City of Colleyville that economic development incentives be granted to the applicant. The review process will examine the "value added" terms of the project. Additional consideration, beyond the criteria, will include such items as the degree to which the project/applicant furthers the goals and objectives of the community or meets or complements a special need identified by the City Council. Moreover, the City will consider whether the proposed business type is included on the targeted list identified within the three point strategy included in Section 1. Preference is given to medical/physician specialist/laboratory-related facilities and corporate office uses.

Tax Abatements:

A Tax Abatement may be offered in two categories:

1. Real Property (not located in the TIF District); and/or
2. Business and Personal Property

Real property abatements may be offered to applicants which will pursue the construction of new or expanded facilities in which to house the applicable project. The abatement may apply only to the value of improvements made.

Business Personal property abatements may be offered to applicants which will pursue the purchase or long-term lease of existing facilities. The abatement will apply to the value of new personal property brought into the taxing jurisdiction.

State law permits municipalities to grant a maximum property tax abatement of 100 percent each year for up to ten (10) years. Once a determination has been made that a tax abatement may be offered, the City will determine the value and term of the abatement according to the following schedule:

Minimum Property	Abatement Duration	Percentage of Abatement Investment Considered by Council
\$2 million*	1 st year	Up to 100%
	2 nd year	Up to 90%
	3 rd year	Up to 80%
\$5 million	1 st year	Up to 80%
	2 nd year	Up to 70%
	3 rd year	Up to 60%
\$10 million+	1 st year	Up to 60%
	2 nd year	Up to 50%
	3 rd year	Up to 40%

*Only medical/physician specialist/laboratory-related facilities are eligible for consideration.

Each application for consideration of a tax abatement, whether for Real Property or Business and Personal Property, shall include a \$1,000 tax abatement application fee. The fee shall cover the cost of staff time spent analyzing and evaluating the application's merits.

Grants

The City of Colleyville may agree to extend a grant based on the amount of revenues to be generated by the economic development project to the City of Colleyville for such categories as sales tax, occupancy taxes, utility fees, or similarly related revenues. Chapter 380 of the Texas Local Government Code also permits loans and grants of City funds and use of City staff and City facilities at minimal or no charge. Any such use must be construed as serving a "public purpose". Likewise, any type of loan, grant or waiver requires a contract between the City and the applicant.

Retail Sales Tax Grants

By contract, the City may provide an incentive consisting of an annual grant through a tax rebate, based on a percentage of the sales and use tax received by the City from the sale of taxable items by the applicant. The City is authorized by Section 380.001, Texas Local Government Code, to make such grants.

Sales and use tax means the City's one (1) percent sales and use tax on the sale of taxable items by the applicant at the applicant's business location in the City. The applicant by contract will be required to provide a sales tax certificate setting forth the applicant's collection of sales and use tax for the sale of taxable items consummated at the applicant's business location in the City for the previous ending twelve (12) calendar month period, with such supporting documentation as may be required by the City.

The grant would be conditioned on the applicant's continued ownership / occupancy of the project site.

The sales tax grants would be paid in annual installments within ninety (90) days of the end of each twelve (12) calendar month period following the issuance of the certificate of occupancy for the facility, or other commencement date if no certificate of occupancy is required. The grant would not include any of the City sales and use tax receipt from the imposition and collection of sales and use tax for taxable items consummated at any location, business establishment or by any other entity in the City, other than from the applicant's sale of taxable items at the applicant's business location in the city.

Any sales tax grant payable would be limited to the extent that the City has received sales tax from taxable sales by the applicant. The City would not be required to provide any grant for any twelve (12) calendar month period during the term of the agreement for which the City has not received sales tax revenue from taxable sales by the applicant for such twelve (12) calendar month period.

The City's obligation to pay the sales tax grants in the agreement would additionally be conditioned upon the applicant requesting and providing sales tax documentation from the Office of the Comptroller of the State of Texas.

The City may also condition the incentive upon the creation of employment, construction of improvements, certain development, continued operations for a stated period, or other public consideration. Any incentive agreement shall be written in a legally enforceable contract. The contract shall require the

applicant to construct certain improvements or expansions and contain at a minimum the following terms:

1. Generation of a certain level of sales tax;
2. An annual written certification that applicant is in compliance with the agreement;
3. Authority to terminate or modify the agreement if applicant fails to comply with agreement;
4. Minimum term of occupancy or continued operations within the City;
5. Authority/permission for the City to schedule an annual inspection of the business or facility;
6. Annual review of the business entity's financials;
7. Agreement that the applicant will not contest any Tarrant Appraisal District appraisal increases throughout the term of the contract;
8. Claw-back or recapture of any and all rebated grants should the applicant default on any portion of the contract (see Section 5. Recapture).

In the event the applicant files an amended sales and use tax return or report with the State of Texas, or if additional sales and use tax is due and owing, as determined by the State of Texas, affecting sales tax receipts for a previous twelve (12) calendar month period, the sales tax grant payment for the next twelve (12) month calendar period immediately following such State of Texas approved amendment could be adjusted accordingly; provided that the City has received sales tax receipts attributed to such adjustment. As a condition precedent to payment of such adjustment, the applicant should provide the City with a copy of any such amended sales and use tax report or return, and the approval thereof by the State of Texas.

In the event the State of Texas determines that the City erroneously received sales tax receipts, or that the amount of sales and use tax paid to the City exceeds the correct amount of sales and use tax for a previous twelve (12) calendar month period for which the applicant has received a sales tax grant, the applicant will be required within thirty (30) days after receipt of notification thereof, from the City, specifying the amount by which such sales tax grant exceeds the amount to which the applicant was entitled pursuant to such State of Texas determination, repay such amount to the City.

TIF Grants

By contract (as authorized by Chapter 312 of the Texas Local Government Code), the City may provide an incentive consisting of a Tax Increment Financing (TIF) Grant. The Economic Development TIF Grant Program has the purpose of benefiting the City, its residents, and property owners.

The objectives of the Economic Development TIF Grant Program are to promote within the TIF:

- 1) development and diversification of the economy;
- 2) elimination of unemployment and underemployment; and
- 3) development and expansion of commerce.

These objectives will be achieved by making grants and loans from the Tax Increment Fund of the TIF in an aggregate amount not to exceed the amount of tax increment produced by the City and paid into the TIF fund for activities that benefit the TIF and stimulate business and commercial activity within the TIF.

The City is authorized by Texas Local Government Code §380.001 to provide economic development grants to promote local economic development and to stimulate business and commercial activity in the City. The City Council shall make the final determination of all grant award amounts and awardées. The City Council shall also authorize by resolution, any development agreement entered into by the TIF board.

Nothing contained herein shall obligate the TIF Board or the City Council to provide grant awards, as this Economic Development TIF Grant Program does not constitute an entitlement.

Infrastructure Participation and Waiver of Fees

The City of Colleyville may agree to partial or complete cost participation for the extension, construction, or reconstruction of infrastructure necessary for the development of an economic development applicant's project. In addition, the City Council may approve the waiver of fees for, but not limited to, building permit applicants, utility taps, and similar fees.

Matching Grants

In accordance with the City Council's strategic initiatives plan, the City of Colleyville will also consider providing matching grants of up to \$30,000 for any and only one of the following types of investments through a public/private, cost-sharing program:

1. Façade improvements—Existing building façade improvements that meet the following criteria:
 - Proposed improvements must exceed City's minimum rating criteria for commercial building designs;

- Proposed improvements must be reviewed and approved by an Architectural Review Commission.
2. Signage removal and replacement—Assistance with pole sign removal and/or replacement as landscaped monument signs or landmark signs (if applicant meets the City's square footage requirement); signage plan must meet the following criteria:
 - Proposed signage removal and replacement must meet all the current requirements of the City's Land Development Code and be reviewed and approved by an Architectural Review Commission.
 3. Joint access easements between adjoining businesses of any type located along Colleyville Boulevard (i.e. toward paving costs associated with construction of new access easements).
 4. Tenant improvements for destination restaurants and retailers—Restaurants or retailers interested in applying for a matching grant for tenant improvements must not be presently located in Colleyville or any immediately adjacent city, if new, and not replicated in any adjacent city if existing; moreover, applicants must show that they will attract residents of other, neighboring communities (in addition to Colleyville residents).

Matching grants for this purpose are designed to help stimulate redevelopment and development (i.e. tenant finish out) of spaces to accommodate these types of restaurants and retailers, providing a way to attract diners, shoppers, and expenditures from other parts of our region, from even outside the region and to reduce existing leakage within the region. Those associated expenditures become additional revenues to Colleyville's businesses, wages to the employees, and tax receipts to the City.

By definition, a destination restaurant or retailer is a dining or shopping establishment that is unique to the City's primary trade area, as delineated by the Colleyville Merchandising Plan.

As it relates to the idea of "destination" restaurants and retailers, Wikipedia defines a destination restaurant as "one that has a strong enough appeal to draw customers from beyond its community."

Prentice-Hall's On-line Glossary notes that a destination retailer is "A retailer to whom consumers will make a special shopping trip." And BusinessDirectory.com adds that it is a "Popular retailer (catalog, store,

or website) from whom customers, attracted by its ambience, price, and/or variety, will make a special effort to buy.”

To qualify for matching grant consideration under Matching Grant Program category 4, applicants must illustrate their proposed restaurant or retail establishment:

- 1) Will be unique to Colleyville’s primary retail market;
- 2) Is investing a minimum of twice the amount of sought for interior tenant improvements (qualifying as real property improvements that will remain with the building in a worst case scenario), and exclusive of any equipment or fixtures (i.e. personal property which could be removed and sold on the secondary market, again in a worst case scenario).

All applications for Matching Grants associated with a new or relocating business venture occupying an existing building must also submit a written business plan for review and comment by the City’s SCORE business counseling office.

When considering applications for Matching Grants, highest priority will be given to:

1. Applicants whose property is located on or adjacent to Colleyville Boulevard (SH26). Not all projects submitted for City Council consideration have the same merit; therefore there is no guarantee that a grant will be awarded to each applicant.
2. Applicants that generate or which has signed, contingent leases with a tenant or tenants that generate sales tax revenues.

Please note, City Council will not consider applications for the same address of a previous grant recipient unless the time period of the first grant has expired, all of the original criteria have been met, and the property ownership has changed.

As identified by the Architectural Review Commission, projects having the greatest aesthetic impact in the City should likewise be given priority. In evaluating applications, they have recommended that Colleyville focus on and seek the following:

1. Projects that will encourage other restoration or redevelopment in the local proximity.
2. Projects where an immediate renovation will stop serious deterioration of the building’s facade.

3. Projects that improve the architectural integrity of the building façade.
4. Projects that demonstrate collaboration with adjacent properties and will help to attract people to Colleyville.
5. Projects that will result in new or increased property values or the generation of either sales or occupancy tax revenues for the City.
6. Projects which are strategically located.
7. Projects that may have a positive impact on existing, adjacent properties.

In addition, proposed projects will be reviewed and based on the merits of individual applications. Individuals contemplating an application to the City's Matching Grant Program should note that general building maintenance is not eligible under this program. All applicants will be considered on a case-by-case basis.

Matching Grant incentives approved for the first three categories will consist of cash payments payable upon successful completion and inspection of all facility improvements or redevelopment, as outlined in an incentive agreement to be entered into between the City and the owner of the facility or facilities to receive the grant. If the City chooses to utilize the Matching Grant program for one of the first three categories of improvements, the City may elect to make a grant in an amount up to 50% of the cost of improvement, not to exceed \$30,000 per improvement, with a minimum business investment of \$15,000.

Matching Grant incentives approved for the fourth category will be paid out, likewise as outlined in an incentive agreement to be entered into between the City and the owner of the facility or facilities to receive the grant, in two equal payments within the first two years of operation (i.e. one half after improvements have been inspected and the business opens its doors and the other one half after completion of one year of operation).

Forgivable Loans

The City of Colleyville will consider providing destination restaurants or retailers (again, ones that have "a strong enough appeal to draw customers from beyond" our community or "to whom consumers will make a special shopping trip") with forgivable loans of up to an amount negotiated by the City Council, in which the restaurant or retailer is forgiven a portion of its loan for each year it is open and operates. Any loan approved under this program shall be forgiven 20% each year for up to 5 years. Thus for example, if City Council approves a forgivable loan amount of \$100,000, it is to be forgiven in annual increments of 20% or \$20,000, beginning one year after the issuance of a certificate of occupancy. The entire loan amount may be recaptured by

the City, should the restaurant or retailer suspend operations at any time within 5 years following the issuance of a certificate of occupancy.

Non-Cash Incentives

The City of Colleyville will also consider providing non-cash incentives (primarily procedural in nature) for stimulation of development and redevelopment. Such incentives include:

1. Signage and intersection improvements already funded within the CIP;
2. Fast-track planning, plans review, and permitting; as staff work level allows;
3. Dedicated inspections;
4. Corporate relocation assistance for employees and their families;
5. Employee recruitment and training, as funded through State of Texas grant programs and Tarrant County College;
6. Possible access to community bank lending through the City's CDARS program;
7. Recreational opportunities;
8. Business promotion and assistance;
9. Assistance with demolition of existing structures for redevelopment and new investment.

Public Improvement Districts

The City of Colleyville is also willing to consider the creation of Public Improvement Districts (PIDs). Public Improvement Districts may be created by a municipality at the request or with the consent of property owners. PIDs allow for the levy of voluntary assessments and the issuance of tax exempt bonds. Funds collected through PIDs and any associated bonds may be used for capital improvement projects and maintenance within the geographic area.

Section 5. Recapture

All incentive agreements shall include a provision allowing City staff access to the applicant's business and/or facilities for an annual inspection, so the City may monitor and enforce accountability. In the event a business receiving incentives from the City of Colleyville fails to perform under the agreement executed between the City and the business, the incentive obligation on the part of the City will be void. Any incentive paid to the business up to the point of failure shall be returned to the City of Colleyville in full. All incentive agreements will be negotiated and executed to include claw-back provisions.

Section 6. Procedural Guidelines

Any person, organization or corporation desiring that the City of Colleyville consider providing economic development incentives to encourage location or expansion of operations within the City limits of Colleyville shall be required to comply with the following procedural guidelines. Nothing within these guidelines shall imply or suggest that Colleyville is under any obligation to provide incentives of any amount or value to any applicant.

Preliminary Application Steps

1. Applicant shall complete an "Application for Economic Development Incentive" as provided by the City.
2. Applicant shall address all criteria questions outlined in Section 2. above directly on the application form and in letter format, if additional explanation and information are necessary.
3. Applicant shall prepare a plat showing the precise location of the property, all roadways within 200 feet of the site, and all existing land uses and zoning within 200 feet of the site. If the property is described by metes and bounds, then the applicant shall also provide a complete legal description.
4. Applicant shall present the application to the Director of Economic Development and obtain his/her signature that the package is complete before formal submission to the City.

Applicant shall complete all forms and information detailed in items 1 through 3 above and submit them to the Director of Economic Development, City of Colleyville, 100 Main Street, Colleyville, Texas 76034.

Application Review Steps

1. All information in the application package detailed above will be reviewed for completeness and accuracy. Additional information may be requested as needed.
2. The application will be distributed to the appropriate City departments for internal review and comments. Additional information may be requested as needed.
3. Copies of the complete application package and staff comments will be provided to the City Council.
4. In light of the proprietary nature of this data, all information included within the application shall remain confidential unless and until formal action is taken to establish an incentive agreement.

Consideration of the Application

The City Council will consider the application at a regular or called meeting(s). State law stipulates that incentives need to be endorsed by a local governing body. Therefore, additional information may be requested as needed.

The City Council of Colleyville may consider a resolution calling a public hearing to consider establishment of a tax reinvestment or redevelopment zone or other zone designation as deemed appropriate.

The Colleyville City Council shall hold a public hearing and determine whether the project is "feasible and practical" and whether it "would be of benefit to the land to be included in the zone and to the municipality."

The City Council of Colleyville may consider adoption of an ordinance or resolution, as deemed appropriate, designating the area described in the legal description of the proposed project.

The City Council may consider adoption of a resolution approving the terms and conditions of a contract between the City and the applicant governing the provision of the economic development incentives.

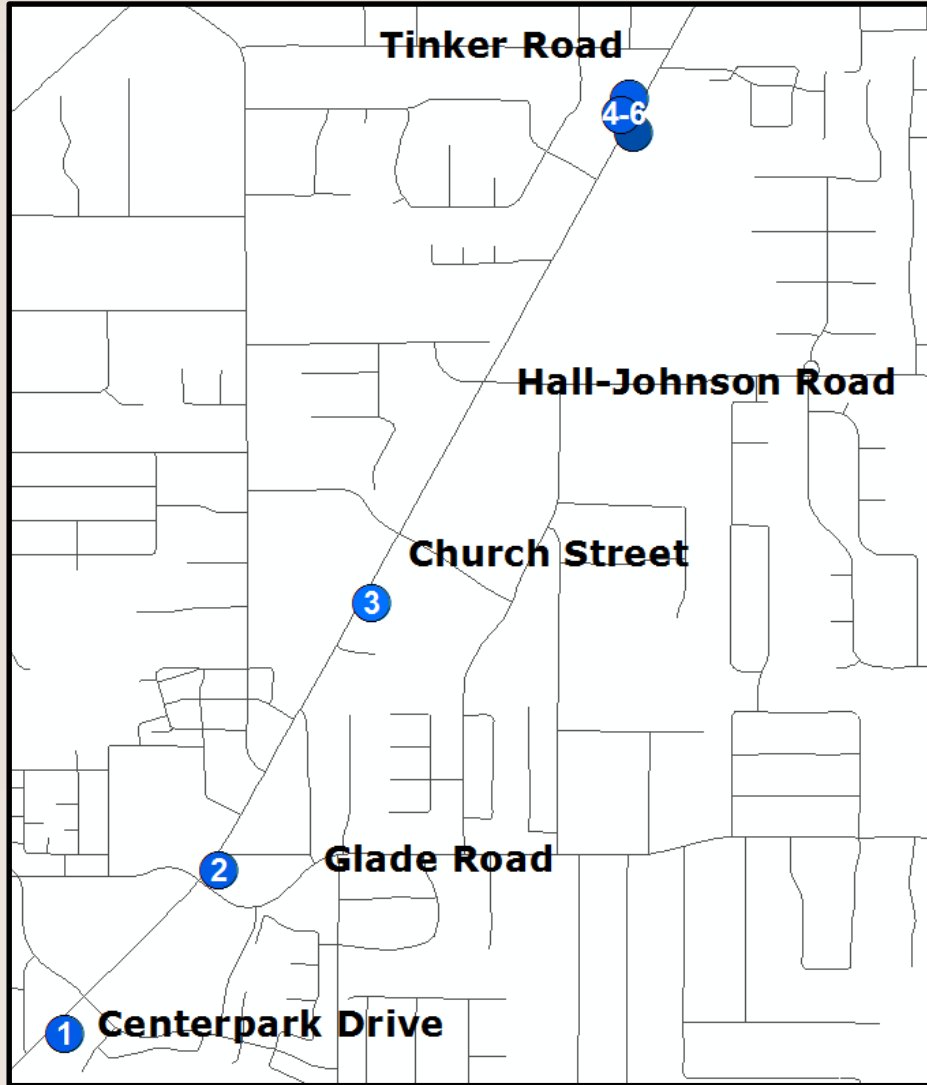
If the City Council chooses to grant a tax abatement, the City must designate an area as a reinvestment zone. Any City designating a reinvestment zone must make two findings:

1. Proposed improvements are feasible and practical and would benefit the zone; and
2. The zone meets one of the eligible criteria for reinvestment zones. The City's criterion include:
 - 1) whether the proposed project within the zone is likely to contribute to the retention or expansion of primary employment, or
 - 2) to attract investment within the zone.

Discussion of Joint Access Easements along SH26

City Council Worksession
November 1, 2016

Overview



Location Map

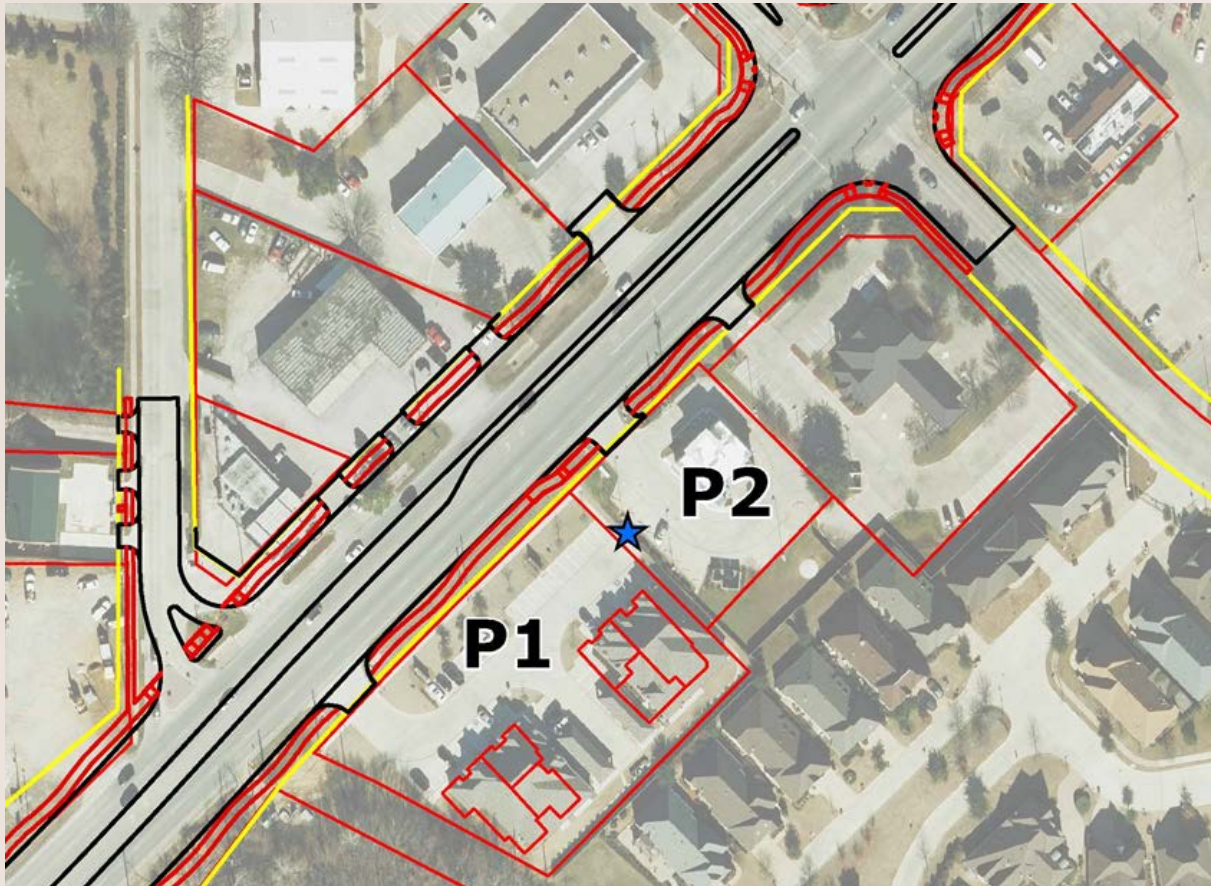
- Matching grant for joint access easements along SH26 added to the *guidelines and criteria for economic development incentives* in 2015, per Resolution R-15-3854
- 6 potential locations have been identified by staff
- Construction of such connections would reduce current parking spaces

Purpose

- To obtain City Council direction regarding an ordinance that would address the loss of parking, on the identified properties, in the following scenarios:
 - (1) Current occupancy/use
 - (2) Future occupancy/use
 - (3) Building expansion
 - (4) Redevelopment (tear down/rebuild)

(1) Current Occupancy/Use

Will existing businesses that seek to construct a joint access drive that results in a reduction of parking spaces to a number below the required parking ratio be permitted to stay in operation?



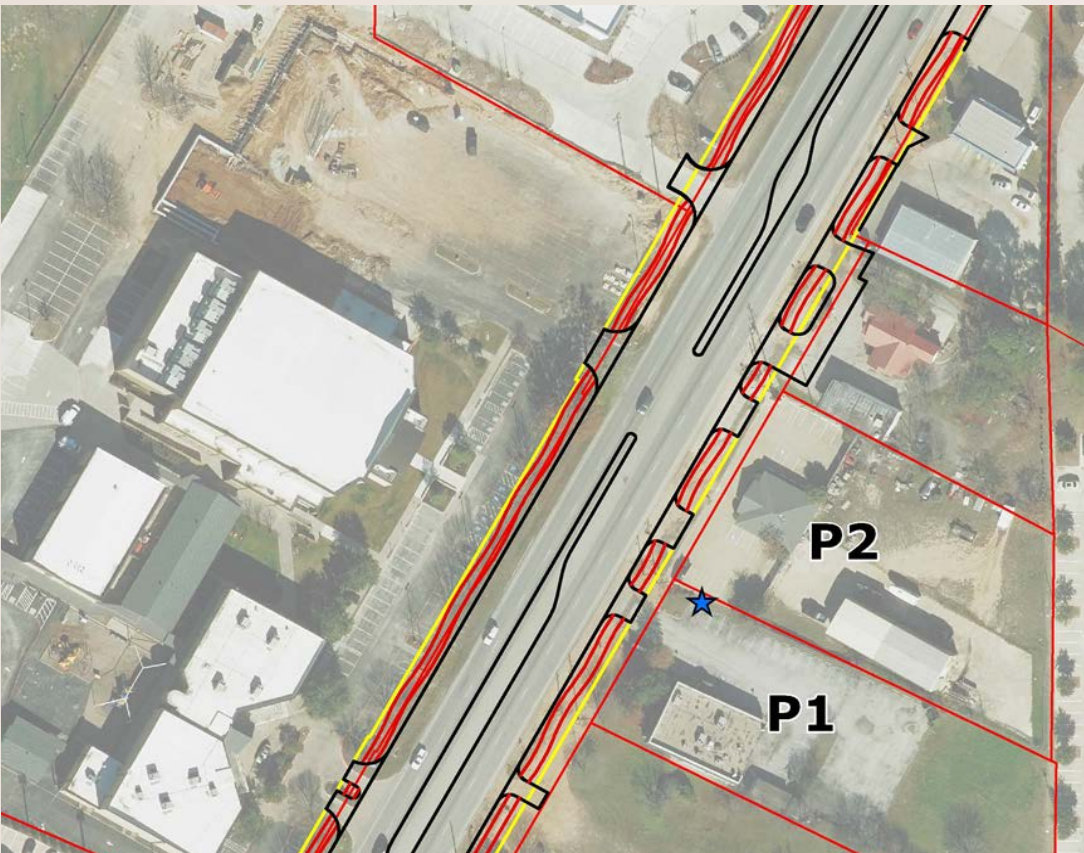
(2) Future Occupancy/Use

Should land use change to require additional parking, will the parking spaces removed to construct the joint access drive be credited toward the new use?



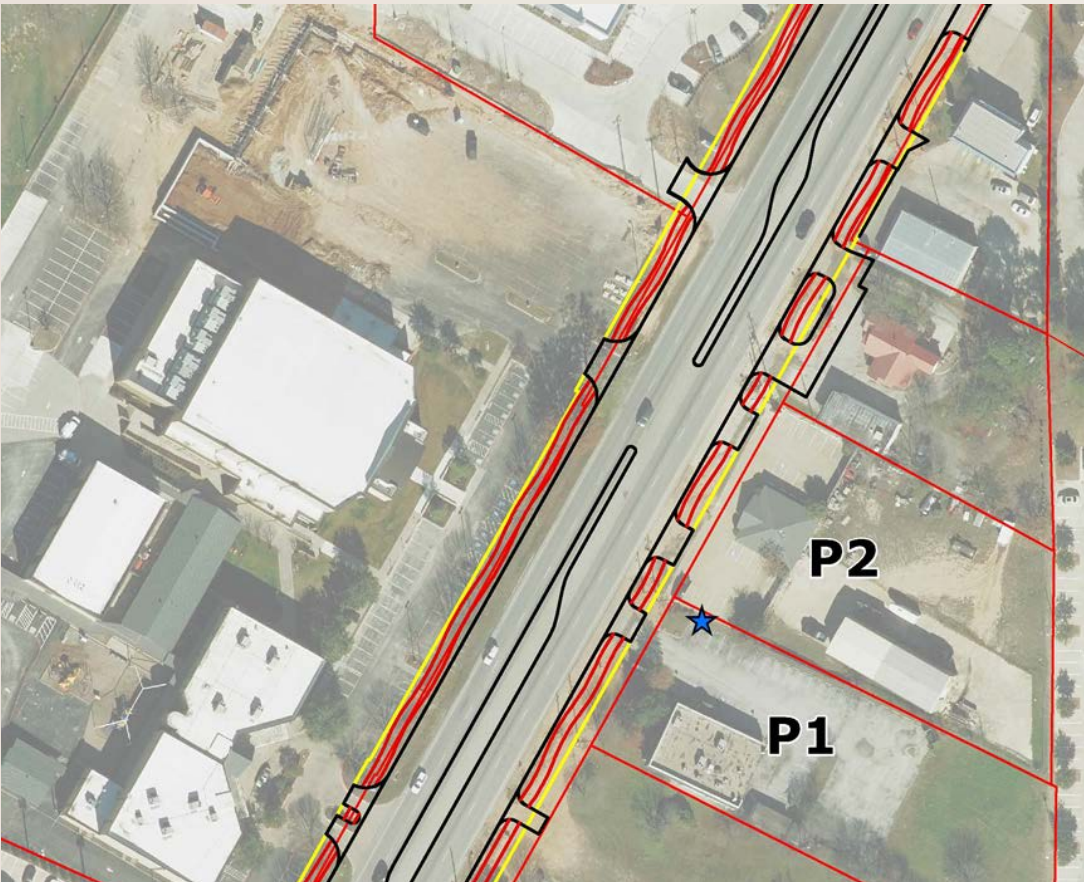
(3) Building Expansion

Should a business expand on a property, which had spaces removed due to the construction of a joint access drive, will they only be required to add parking spaces proportional to the addition?



(4) Redevelopment

If a site is redeveloped, or properties assembled, will the spaces removed due to the construction of a joint access drive be credited in the redevelopment process?



Summary



City Council direction regarding the following scenarios is needed:

1. Current occupancy / use

- Will existing businesses that seek to construct a joint access drive that results in a reduction of parking spaces to a number below the required parking ratio be permitted to stay in operation?

2. Future occupancy / use

- Should land use change to require additional parking, will the parking spaces removed to construct the joint access drive be credited toward the new use?

3. Building expansion

- Should a business expand on a property, which had spaces removed due to the construction of a joint access drive, will they only be required to add parking spaces proportional to the addition?

4. Redevelopment (tear down / rebuild)

- If a site is redeveloped, or properties assembled, will the spaces removed due to the construction of a joint access drive be credited in the redevelopment process?

Based on City Council direction staff is prepared to seek a recommendation from the Planning and Zoning Commission and to bring forward an ordinance for consideration by the City Council that addresses the above scenarios

Questions and Discussion

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	N/A See Section 1.13	N/A	See Section 1.16	N/A	N/A
Chapter 4 – Landscaping & Buffering	N/A See Section 1.13	N/A	N/A	N/A	See Section 4.6
Chapter 5 – Tree Preservation	N/A See Section 1.13	See Section 1.14	N/A	N/A	N/A
Chapter 6 – Building Design	N/A See Section 1.13	See Section 1.14	N/A	N/A	N/A
Chapter 7 – Sign Regulations	N/A 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 thoroughfare plan. 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.

not less than five (5) feet in width unless every dwelling unit therein opens directly upon a front yard, rear yard or court yard-.

2. Whenever a lot of record at the time of the effective date of this Chapter has a width of less than fifty (50) feet, the side yard on each side of a building may be reduced to a width not less than ten (10) percent of the width of the lot, but in no instance shall such width be less than four (4) feet.
3. On corner lots of record the yard adjacent to the side street shall not be less than fifteen (15) feet.
4. For commercial or industrial lots abutting a lot zoned CC1, CC2, CC3, CN, CPO or ML, subject to the approval of the city building official, a zero lot line is permitted on one side, provided a four hour fire wall is constructed at said zero lot line.

L. Rear Yard Adjustments – Rear yard requirements as established in *Section 3.24 - Schedule of District Regulations* may be adjusted in the following case:

1. Where a lot abuts an alley, one-half the alley width may be considered as part of the required rear yard.

M. Lot Area Per Family Adjustments – Lot area per family (dwelling unit) requirements as established in *Section 3.24. - Schedule of District Regulations* shall be adjusted in the following cases:

1. Where a lot of record or a lot in a subdivision which the Planning and Zoning Commission and City Council have officially approved and agreed to accept at the time of the effective date of this Chapter has less area or width than herein required, in the district in which it is located, said lot may nonetheless be used for a residential or nonresidential use, whichever is applicable, in the district in which it is located.

Section 3.29 – Parking Requirements

- A. Purpose – The purpose of this section is to require off-street parking and loading facilities proportional to the need created by each use. Where the minimum number of required parking spaces can not be calculated in accordance with the parking group schedule, the Building Official shall be authorized to determine the minimum number of required parking spaces using acceptable industry comparables.
- B. General Provision – In all zoning districts, there shall be provided in connection with the appropriate permitted use, off-street parking spaces in accordance with the provision of this section, unless a different parking standard has been set forth as a condition of a Special Use Permit or Planned Unit Development for a specific site. Existing facilities being used for off-street parking shall not be reduced in capacity to less than the minimum number of spaces prescribed, or altered in design or function to less than the minimum standards prescribed herein.
- C. Location of Parking – All required parking spaces shall be provided on the same lot or tract occupied by the use being served, except that where an increase in the number of spaces is required by a change or enlargement of a non-residential use, the additional required parking spaces may be located off-premises in accordance with the shared parking requirements contained in this section, unless a different parking standard has been set forth as a condition of a Special Use Permit or Planned Unit Development for a specific site. Required parking spaces for a residential use shall be provided on the lot or tract occupied by the use being served.
- D. Parking Space Locations Prohibited – No off-street parking space shall be located, either in whole or in part, within any fire lane, driveway, driving lane, or maneuvering area. Furthermore, no required off-street parking space shall be located, either in whole or in part, in a public street, sidewalk, parkway, alley or other public right of way.
- E. Parking Space Dimensions – No required off-street parking space shall be less than nine (9) feet in width by eighteen (18) feet in length.

- F. Mixed Use Parking – The parking requirements for a lot or building containing a mixture of uses shall be the sum of the requirements for each type of use. No parking space provided for one type of use or building shall be included in the calculation of the parking requirements for any other use or building. For multi-tenant developments containing greater than 30,000 square feet of floor area, the sum of the total number of required parking spaces may be reduced by ten percent (10%).
- G. Shared Parking – Where an increase in the number of off-street parking spaces is required by a change or enlargement of use, the additional required spaces may be located on another property that is located on the site of a use not normally open and used or operated during the same hours, provided, that the following conditions are satisfied:
1. The parking spaces are located within three-hundred feet from an entrance to the building or use being served, measured along the shortest available pedestrian route with public access.
 2. A copy of the written agreement, executed by the parties concerned, is furnished to the Building Official, assuring their retention for such purposes.
- H. Building Renovations – When an existing building or use is enlarged, structurally altered, or remodeled to the extent of increasing or changing the use by more than ten percent (10%), but less than fifty percent (50%), of the existing square footage, additional off-street parking shall be provided for the incremental increase in accordance with the off-street parking regulations set forth herein. When an existing building or use is enlarged, structurally altered, or remodeled to the extent of increasing or changing the use by fifty percent (50%) or more of the existing square footage, the off-street parking requirements for the entire building shall be comply with the parking regulations set forth herein.
- I. Supplemental Parking Space Requirements
1. Parking regulations are based on the gross floor area (GFA) of the building.
 2. In determining the required number of parking spaces, fractional spaces shall be rounded to the nearest whole space. Parking spaces located in buildings used for repair garages or car washes, and spaces in drive-through lanes shall not be counted as meeting the required minimum number of parking spaces.
 3. Wooden poles shall not be used for parking lot or site lighting for a non-residential use.
 4. Except for single-family dwelling units, parking spaces shall be arranged so that vehicles shall not be required to back out of the parking spaces directly into a street.
- J. Parking Group Schedule – The minimum number of off-street parking spaces to be provided in connection with the permitted use listed in Table 3-310, *Schedule of Permitted Principal Uses*, shall be in accordance with the following Table 3.29 – *Parking Group Schedule*.

K. Mutual Access Easement/Drive along a Major Arterial

1. Permit: The City Council shall provide consent to approve a permit for the construction of a mutual access connection that requires a waiver to any provision in this Land Development Code. See Section 1.13.
2. Conditions of Approval - The City Council may impose such safeguards, requirements and conditions as it deems are necessary to properly protect any surrounding property, surrounding use, or neighborhood character, including, without limitation, imposing development standards, requiring public facility improvements and means of ingress and egress of public streets, establishing conditions of operation, establishing time limits, establishing location, arrangement and construction of any uses or structures, adopting regulations to protect the general welfare and adjacent property from excessive noise, vibration, dust, dirt, smoke, fumes, gas, odor, explosion, glare, offensive view of other undesirable or hazardous conditions. All conditions imposed by the City Council shall be complied with prior to the issuance of a permit.

3. Required submittals

- a. Application – These forms are furnished by the Administrative Official
- b. Detailed site plan
- c. Parking analysis
- d. A shared parking agreement between the properties to be connected must be executed if the conditions of Section 3.29(g) are met

**Table 3.29
Parking Group Schedule**

Parking Group	Minimum Number of Off-Street Parking Spaces
1	1 per unit
2	2 per unit
3	2 per unit, exclusive of "in-garage" parking
4	1 per unit plus 1 guest space per every 5 units
5	1 per 100 sq. ft. of gross floor area
6	1 per 150 sq. ft. of gross floor area
7	1 per 200 sq. ft. of gross floor area
8	1 per 300 sq. ft. of gross floor area
9	1 per 400 sq. ft. of gross floor area
10	1 per 500 sq. ft. of gross floor area
11	1 per 5 pupils plus drop-off and pick-up areas
12	1 per classroom plus 1 per each 2 students
13	1 per classroom plus 1 per 400 sq. ft. of office space
14	1 per 1.5 students and staff, based on capacity
15	1 per 3 students
16	1 per 200 sq. ft. of gross floor area plus 1 per 5,000 sq. ft. of exterior nursery area
17	1 per living unit
18	1 per 3 seats in primary seating area
19	1 per guest room plus 1 per 300 sq. ft. of office area – parking for restaurant additional
20	2 per hole
21	1 space
22	5 per hole (one per tee area for driving ranges)
23	5 per alley or table
24	As set by the SUP or PUD approved ordinance
25	Determined by the Building Official using acceptable industry comparables

ORDINANCE O-17-2006

AMENDING THE LAND DEVELOPMENT CODE, CHAPTER 1- GENERAL PROVISIONS, SECTIONS 1.12 AND 1.13, AND CHAPTER 3 - LAND USE, SECTION 3.29 TO PROVIDE ADDITIONAL AUTHORITY TO THE CITY COUNCIL FOR WAIVERS RELATED TO THE CONSTRUCTION OF MUTUAL ACCESS EASEMENTS/DRIVES AND TO CREATE A PERMIT FOR THE CONSTRUCTION OF SUCH DRIVES; 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 - General Provisions, Sections 1.12 and 1.13, and Chapter 3 - Land Use, Section 3.29 of the Land Development Code to provide additional authority to the City Council for waivers related to the construction of mutual access easements/drives adjacent to major arterials and to establish a permit for the construction of such drives; 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 Chapter 1 - General Provisions, Sections 1.12 and 1.13 of the Land Development Code, are hereby amended to read as depicted in the attached Exhibit "A".
- Sec. 2. THAT Chapter 3 - Land Use, Section 3.29 of the Land Development Code is hereby amended to read as depicted in the attached Exhibit "B".
- 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 the Land Development Code 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. 4. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.
- Sec. 5. THAT 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. 6. THAT this ordinance shall take effect immediately from and after its passage.
- Sec. 7. THAT all other provisions of the Land Development Code shall remain in full force and effect, except as amended herein.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 7th day of February 2017.

The second reading and public hearing being conducted on the 21st day of February 2017.

PASSED AND APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 21ST DAY OF FEBRUARY 2017.

Mayor Richard Newton	_____	Mayor Pro Tem Chris Putnam	_____
Place 1, Tammy Nakamura	_____	Place 5, Nancy Coplen	_____
Place 2, Bobby Lindamood	_____	Place 6, Mike Taylor	_____
Place 4, Jody Short	_____		

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley, TRMC
City Secretary

Richard Newton
Mayor

APPROVED AS TO FORM AND LEGALITY:

Whitt L. Wyatt
City Attorney

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.

Exhibit "A"

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 1.13	N/A	N/A	N/A	See Section 4.6
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 thoroughfare plan. 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.

not less than five (5) feet in width unless every dwelling unit therein opens directly upon a front yard, rear yard or court yard-

2. Whenever a lot of record at the time of the effective date of this Chapter has a width of less than fifty (50) feet, the side yard on each side of a building may be reduced to a width not less than ten (10) percent of the width of the lot, but in no instance shall such width be less than four (4) feet.
3. On corner lots of record the yard adjacent to the side street shall not be less than fifteen (15) feet.
4. For commercial or industrial lots abutting a lot zoned CC1, CC2, CC3, CN, CPO or ML, subject to the approval of the city building official, a zero lot line is permitted on one side, provided a four hour fire wall is constructed at said zero lot line.

L. Rear Yard Adjustments – Rear yard requirements as established in *Section 3.24 - Schedule of District Regulations* may be adjusted in the following case:

1. Where a lot abuts an alley, one-half the alley width may be considered as part of the required rear yard.

M. Lot Area Per Family Adjustments – Lot area per family (dwelling unit) requirements as established in *Section 3.24. - Schedule of District Regulations* shall be adjusted in the following cases:

1. Where a lot of record or a lot in a subdivision which the Planning and Zoning Commission and City Council have officially approved and agreed to accept at the time of the effective date of this Chapter has less area or width than herein required, in the district in which it is located, said lot may nonetheless be used for a residential or nonresidential use, whichever is applicable, in the district in which it is located.

Section 3.29 – Parking Requirements

- A. Purpose – The purpose of this section is to require off-street parking and loading facilities proportional to the need created by each use. Where the minimum number of required parking spaces can not be calculated in accordance with the parking group schedule, the Building Official shall be authorized to determine the minimum number of required parking spaces using acceptable industry comparables.
- B. General Provision – In all zoning districts, there shall be provided in connection with the appropriate permitted use, off-street parking spaces in accordance with the provision of this section, unless a different parking standard has been set forth as a condition of a Special Use Permit or Planned Unit Development for a specific site. Existing facilities being used for off-street parking shall not be reduced in capacity to less than the minimum number of spaces prescribed, or altered in design or function to less than the minimum standards prescribed herein.
- C. Location of Parking – All required parking spaces shall be provided on the same lot or tract occupied by the use being served, except that where an increase in the number of spaces is required by a change or enlargement of a non-residential use, the additional required parking spaces may be located off-premises in accordance with the shared parking requirements contained in this section, unless a different parking standard has been set forth as a condition of a Special Use Permit or Planned Unit Development for a specific site. Required parking spaces for a residential use shall be provided on the lot or tract occupied by the use being served.
- D. Parking Space Locations Prohibited – No off-street parking space shall be located, either in whole or in part, within any fire lane, driveway, driving lane, or maneuvering area. Furthermore, no required off-street parking space shall be located, either in whole or in part, in a public street, sidewalk, parkway, alley or other public right of way.
- E. Parking Space Dimensions – No required off-street parking space shall be less than nine (9) feet in width by eighteen (18) feet in length.

- F. Mixed Use Parking – The parking requirements for a lot or building containing a mixture of uses shall be the sum of the requirements for each type of use. No parking space provided for one type of use or building shall be included in the calculation of the parking requirements for any other use or building. For multi-tenant developments containing greater than 30,000 square feet of floor area, the sum of the total number of required parking spaces may be reduced by ten percent (10%).
- G. Shared Parking – Where an increase in the number of off-street parking spaces is required by a change or enlargement of use, the additional required spaces may be located on another property that is located on the site of a use not normally open and used or operated during the same hours, provided, that the following conditions are satisfied:
1. The parking spaces are located within three-hundred feet from an entrance to the building or use being served, measured along the shortest available pedestrian route with public access.
 2. A copy of the written agreement, executed by the parties concerned, is furnished to the Building Official, assuring their retention for such purposes.
- H. Building Renovations – When an existing building or use is enlarged, structurally altered, or remodeled to the extent of increasing or changing the use by more than ten percent (10%), but less than fifty percent (50%), of the existing square footage, additional off-street parking shall be provided for the incremental increase in accordance with the off-street parking regulations set forth herein. When an existing building or use is enlarged, structurally altered, or remodeled to the extent of increasing or changing the use by fifty percent (50%) or more of the existing square footage, the off-street parking requirements for the entire building shall be comply with the parking regulations set forth herein.
- I. Supplemental Parking Space Requirements
1. Parking regulations are based on the gross floor area (GFA) of the building.
 2. In determining the required number of parking spaces, fractional spaces shall be rounded to the nearest whole space. Parking spaces located in buildings used for repair garages or car washes, and spaces in drive-through lanes shall not be counted as meeting the required minimum number of parking spaces.
 3. Wooden poles shall not be used for parking lot or site lighting for a non-residential use.
 4. Except for single-family dwelling units, parking spaces shall be arranged so that vehicles shall not be required to back out of the parking spaces directly into a street.
- J. Parking Group Schedule – The minimum number of off-street parking spaces to be provided in connection with the permitted use listed in Table 3-310, *Schedule of Permitted Principal Uses*, shall be in accordance with the following Table 3.29 – *Parking Group Schedule*.
- K. Mutual Access Easement/Drive along a Major Arterial
1. Permit: The City Council shall provide consent to approve a permit for the construction of a mutual access connection that requires a waiver to any provision in this Land Development Code. See Section 1.13.
 2. Conditions of Approval - The City Council may impose such safeguards, requirements and conditions as it deems are necessary to properly protect any surrounding property, surrounding use, or neighborhood character, including, without limitation, imposing development standards, requiring public facility improvements and means of ingress and egress of public streets, establishing conditions of operation, establishing time limits, establishing location, arrangement and construction of any uses or structures, adopting regulations to protect the general welfare and adjacent property from excessive noise, vibration, dust, dirt, smoke, fumes, gas, odor, explosion, glare, offensive view of other undesirable or hazardous conditions. All conditions imposed by the City Council shall be complied with prior to the issuance of a permit.

3. Required submittals

- a. Application – These forms are furnished by the Administrative Official
- b. Detailed site plan
- c. Parking analysis
- d. A shared parking agreement between the properties to be connected must be executed if the conditions of Section 3.29(g) are met

Table 3.29 Parking Group Schedule	
Parking Group	Minimum Number of Off-Street Parking Spaces
1	1 per unit
2	2 per unit
3	2 per unit, exclusive of "in-garage" parking
4	1 per unit plus 1 guest space per every 5 units
5	1 per 100 sq. ft. of gross floor area
6	1 per 150 sq. ft. of gross floor area
7	1 per 200 sq. ft. of gross floor area
8	1 per 300 sq. ft. of gross floor area
9	1 per 400 sq. ft. of gross floor area
10	1 per 500 sq. ft. of gross floor area
11	1 per 5 pupils plus drop-off and pick-up areas
12	1 per classroom plus 1 per each 2 students
13	1 per classroom plus 1 per 400 sq. ft. of office space
14	1 per 1.5 students and staff, based on capacity
15	1 per 3 students
16	1 per 200 sq. ft. of gross floor area plus 1 per 5,000 sq. ft. of exterior nursery area
17	1 per living unit
18	1 per 3 seats in primary seating area
19	1 per guest room plus 1 per 300 sq. ft. of office area – parking for restaurant additional
20	2 per hole
21	1 space
22	5 per hole (one per tee area for driving ranges)
23	5 per alley or table
24	As set by the SUP or PUD approved ordinance
25	Determined by the Building Official using acceptable industry comparables

Section 3.29.1 –Parking Space Construction Standards

- A. Dimensions – No parking space shall be less than nine (9) feet in width by eighteen (18) feet in length. The design and dimensions of off-street parking areas shall be in accordance with the following Table 3.29.1 – *Table of Parking Space Dimensions*.

Table 3.29.1 Table of Parking Space Dimensions					
Angles (Degrees)	0	30	45	60	90
Stall, Parallel to Aisle	23.0	18.0	12.7	11.4	9.0



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 6a

Agenda Date 02/21/2017

Number Resolution R-17-4095

Type Resolution

Department City Secretary

Title

Consideration of appointments to the Colleyville Tree Board

Strategy Map Connection

B4- Cultivate a culture of transparency and consistent communication

Explanation

Reading and Public Hearing

The Colleyville Tree Board consists of representatives from the Parks and Recreation Advisory Board, the Keep Colleyville Beautiful Committee, and/or the Colleyville Garden Club. The attached Colleyville Tree Board bylaws provides the terms of the board members run concurrent with the member's terms on the Parks and Recreation Advisory Board, Keep Colleyville Beautiful Committee, and/or the Colleyville Garden Club.

At the February 6, 2017 meeting, the Parks and Recreation Advisory Board recommended the appointment of John Hillebrand and Natalie Genco, to a term expiring December 2018, and Hillary Schwanbeck to a term expiring December 2017. In early January, 2017, the Keep Colleyville Beautiful Board recommended the appointment of Ryan Milakovich to a term expiring December 2017, and Joan Meeks, to a term expiring December 2018.

The Colleyville Garden Club has recommended the appointment of Anne Dyson to a term expiring December 2018.

This item is provided for City Council to consider appointments to the Colleyville Tree Board.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Colleyville Tree Board bylaws
2. Resolution R-17-4095

COLLEYVILLE TREE BOARD BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Tree Board was established by the City Council of Colleyville, Texas, by Ordinance O-98-1130 on December 15, 1998 with amendments to Sections 2 and 3 by Ordinance O-09-1709 on February 3, 2009. The purpose of the Colleyville Tree Board is to serve in an advisory capacity to the Colleyville Parks and Recreation Advisory Board and through them, to the City Council.

ARTICLE II – Membership

- 2.1 The Colleyville Tree Board shall consist of six (6) members, consisting of three (3) members of the Parks and Recreation Advisory Board, and three (3) members of Keep Colleyville Beautiful and/or the Colleyville Garden Club, who shall be appointed by the City Council for a term that shall run concurrent with their terms on the Parks and Recreation Advisory Board, Keep Colleyville Beautiful Committee and/or the Colleyville Garden Club.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Colleyville Tree Board shall be reported to the City Secretary and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Colleyville Tree Board fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Colleyville Tree Board shall be the Chair and the Vice Chair.

- 3.2 The Colleyville Tree Board shall elect the Chair and Vice Chair from among the members annually. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of the Colleyville Tree Board records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held annually or as needed in the 2nd floor meeting room at the Colleyville Library located at 110 Main Street. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 A majority of the voting Colleyville Tree Board shall constitute a quorum to conduct business of the Colleyville Tree Board. The act of the Colleyville Tree Board members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Tree Board.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Tree Board for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Tree Board may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Tree Board acts in an advisory capacity to the Parks and Recreation Advisory Board, when requested in matters pertaining to a comprehensive City Tree Plan.
- 5.2 The Colleyville Tree Board members shall sign the Acknowledgement Statement in accordance with the Colleyville City Charter, Section 14.02, Personal Financial Interest, Subsection G, Oath, which acknowledges familiarity with the referenced section and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 5.3 The Colleyville Tree Board member shall meet the filing requirements of The Disclosure Act. The City is required to place all Conflict Disclosure Statements submitted to the City on the City's web site.
- 5.4 The Colleyville Tree Board member will take the Attorney General Texas Open Meetings Act on-line training course or obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.

RESOLUTION R-17-4095

A RESOLUTION APPOINTING MEMBERS TO THE COLLEYVILL TREE BOARD

WHEREAS, the Colleyville Tree Board consists of representatives from the Parks and Recreation Advisory Board, the Keep Colleyville Beautiful Committee, and/or the Colleyville Garden Club; and

WHEREAS, the Parks and Recreation Advisory Board recommends the appointment of John Hillebrand, Natalie Genco, and Hillary Schwanbeck; and

WHEREAS, the Keep Colleyville Beautiful Board recommends the appointment of Ryan Milakovich and Joan Meeks; and

WHEREAS, the Colleyville Garden Club recommends the appointment of Anne Dyson.

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

Sec. 1. THAT the City Council hereby appoints the following members to the Colleyville Tree Board to a term expiring December 2018:

- | | |
|-------------------|-------------------------------------|
| • John Hillebrand | Parks and Recreation Advisory Board |
| • Natalie Genco | Parks and Recreation Advisory Board |
| • Joan Meeks | Keep Colleyville Beautiful |
| • Anne Dyson | Colleyville Garden Club |

Sec. 2. THAT the City Council hereby appoints the following members to the Colleyville Tree Board to a term expiring December 2017:

- | | |
|----------------------|-------------------------------------|
| • Hillary Schwanbeck | Parks and Recreation Advisory Board |
| • Ryan Milakovich | Keep Colleyville Beautiful |

AND IT IS SO RESOLVED.

PASSED BY A VOTE OF ___ AYES, ___ NAYS, AND ___ ABSTENTIONS ON THIS
THE 21ST DAY OF FEBRUARY 2017.

Mayor Richard Newton	_____	Mayor Pro Tem Chris Putnam	_____
Place 1, Tammy Nakamura	_____	Place 5, Nancy Coplen	_____
Place 2, Bobby Lindamood	_____	Place 6, Mike Taylor	_____
Place 4, Jody Short	_____		

ATTEST:	CITY OF COLLEYVILLE
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Amy Shelley, TRMC City Secretary	Richard Newton Mayor
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City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 6b

Agenda Date 02/21/2017

Number Resolution R-17-4096

Type Resolution

Department City Secretary

Title

Consideration of appointments to the Park Land Dedication Committee

Strategy Map Connection

B4- Cultivate a culture of transparency and consistent communication

Explanation

Reading and Public Hearing

The Park Land Dedication Committee is comprised of two members of the Planning and Zoning Commission and two members of the Parks and Recreation Advisory Board. The attached Park Land Dedication Committee bylaws provides that the City Council shall appoint the members of the Park Land Dedication Committee, and the terms of the members of the Park Land Dedication Committee shall coincide with their respective terms on the Planning and Zoning Commission or the Parks and Recreation Advisory Board.

At the December 12, 2016 meeting, the Planning and Zoning Commission voted to recommend the appointment of Chuck Kelley and Susan Mathisen to the Park Land Dedication Committee, to a term expiring September 2018.

At the February 6, 2017 meeting, the Parks and Recreation Advisory Board recommended the appointment of Jim Hasenpflug to the Park Land Dedication Committee, to a term expiring September 2018, and Cliff LeBlanc to a term expiring September 2017.

This item provides for City Council to consider appointments to the Park Land Dedication Committee as recommended by the Planning and Zoning Commission and the Parks and Recreation Advisory Board.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Park Land Dedication Committee bylaws
2. Resolution R-17-4096

PARK LAND DEDICATION COMMITTEE BYLAWS

ARTICLE I – Identification and Purpose

The Park Land Dedication Committee was established by the City Council of Colleyville, Texas, by Ordinance O-91-823 on June 4, 1991 and was amended by Ordinance O-98-1129 on December 15, 1998. The purpose of the Park Land Dedication Committee is to serve in an advisory capacity to the Planning and Zoning Commission and the City Council relating to proposed park land dedication fund expenditures and proposed updates to the Parks and Recreation Master Plan.

ARTICLE II – Membership

- 2.1 The Park Land Dedication Committee shall consist of four (4) members; Two (2) members of the Planning and Zoning Commission and two (2) members of the Parks and Recreation Advisory Board. The Planning and Zoning Commission and Parks and Recreation Advisory Board shall make a recommendation from their respective membership to the City Council. The Park Land Dedication Committee members shall be appointed by the City Council for a term that shall run concurrent with their terms on the Planning and Zoning Commission and the Parks and Recreation Advisory Board.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Park Land Dedication Committee shall be reported to the City Secretary. The Planning and Zoning Commission and Parks and Recreation Advisory Board shall make a recommendation from their respective membership to the City Council. The vacancies will filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Park Land Dedication Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, City staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.

ARTICLE III – Meetings

- 3.1 Meetings shall be held on an as needed basis and meeting dates, times and location may be changed as necessary. Meetings must be held in accordance with the provisions of the Texas Open Meetings Act.
- 3.2 Members unable to attend a regular meeting shall notify the staff liaison by noon of the meeting day.
- 3.3 A majority of the voting Park Land Dedication Committee shall constitute a quorum to conduct business of the Park Land Dedication Committee. However, no action shall be approved with less than three affirmative votes of the Park Land Dedication Committee members. The actions of the Park Land Dedication Committee members, present at a meeting, at which a quorum is in attendance, shall constitute the recommendations of the Park Land Dedication Committee.
- 3.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 3.5 Meeting agenda packets will be emailed to each committee member 72 hours prior to a meeting.
- 3.6 The City staff liaison shall preside at all meetings.
- 3.7 City staff shall take minutes of the meeting and serve as custodian of Park Land Dedication Committee records.
- 3.8 Special meetings may be called at the request of City Council, City staff liaison, or a Committee member of the Park Land Dedication Committee for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 3.9 The Park Land Dedication Committee may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE IV – Duties and Responsibilities

- 4.1 The Park Land Dedication Committee acts in an advisory capacity to the Planning and Zoning Commission and City Council in all matters pertaining to proposed park land dedication fund expenditures.
- 4.2 The Park Land Dedication Committee shall review the Parks and Recreation Master Plan every three (3) years and make recommendations for modification and alteration.

- 4.3 The Planning and Zoning Commission representatives to the Park Land Dedication Committee shall sign the Acknowledgement Statement in accordance with the Colleyville City Charter, Section 14.02, Personal Financial Interest, Subsection G, Oath, which acknowledges familiarity with the referenced section and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 4.4 The Planning and Zoning Commission representatives to Park Land Dedication Committee shall meet the filing requirements of the Disclosure Act. The City is required to place all Conflict Disclosure Statements submitted to the City on the City's web site.
- 4.5 The Park Land Dedication Committee member will take the Attorney General Texas Open Meetings Act on-line training course or obtain a dvd of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE V – Amendments

- 5.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.

RESOLUTION R-17-4096

A RESOLUTION APPOINTING MEMBERS TO THE PARK LAND DEDICATION COMMITTEE

WHEREAS, the Park Land Dedication Committee is comprised of two members of the Planning and Zoning Commission and two members of the Parks and Recreation Advisory Board; and

WHEREAS, the Park Land Dedication Committee member terms coincide with the member's terms on the Planning and Zoning Commission and the Parks and Recreation Advisory Board; and

WHEREAS, the Planning and Zoning Commission recommends the appointment of Chuck Kelley and Susan Mathisen to the Park Land Dedication Committee; and

WHEREAS, the Parks and Recreation Advisory Board recommends the appointment of Jim Hasenpflug and Cliff LeBlanc to the Park Land Dedication Committee.

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

Sec. 1. THAT the City Council hereby appoints the following members to the Park Land Dedication Committee to a term expiring September 2018:

- Chuck Kelley
- Susan Mathisen
- Jim Hasenpflug

Sec. 2. THAT the City Council hereby appoints the following member to the Park Land Dedication Committee to a term expiring September 2017:

- Cliff LeBlanc

AND IT IS SO RESOLVED.

PASSED BY A VOTE OF ___ AYES, ___ NAYS, AND ___ ABSTENTIONS ON THIS THE 21ST DAY OF FEBRUARY 2017.

Mayor Richard Newton	_____	Mayor Pro Tem Chris Putnam	_____
Place 1, Tammy Nakamura	_____	Place 5, Nancy Coplen	_____
Place 2, Bobby Lindamood	_____	Place 6, Mike Taylor	_____
Place 4, Jody Short	_____		

ATTEST:	CITY OF COLLEYVILLE
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Amy Shelley, TRMC City Secretary	Richard Newton Mayor
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City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 7a

Agenda Date 02/21/2017

Number 7

Type Report

Department Finance

Title

Monthly Financial Report - January 2017

Strategy Map Connection

F1- Protect and preserve the City's top financial ratings

F4- Adhere to the City's financial and budgetary policies

Explanation

General Fund

The percentage of the current year taxes collected is 94.03%, which is behind the percentage collected through the same period last fiscal year by 1.59%.

For the month of January, sales tax is up 18.61% (\$46,254) from revenues reported for the same time period last year. Year to date, sales tax is up 11.98% (\$60,335). This is the highest January sales tax allocation ever received.

Franchise fee revenue is currently behind last year collections by 4.95%. This is due in part to the lack of growth in land phone lines each year. Also the quarterly cable franchise payments are behind last year's receipts by 7.26%.

YTD the quarterly mixed beverage tax allocations exceed the amount received for the same period last fiscal year by 12.8%.

Five new residential building permits were issued in January 2017, which is the same number issued in January 2016. Revenues received for licenses and permits are behind revenues received through January 2016, mostly due to the decrease in building permit revenue. Ambulance revenues are lagging behind the amount received last fiscal year due to the change in ambulance billing vendors as of October 1st. Intermedix, by contract, has 120 days to wrap up their billings and close out their accounts receivables. Emergicon and SafetyPad are going to be less initially due to the start-up costs and the time it takes to start collecting on the 30, 60, 90 day revenue payments collected. It is expected that the Emergicon revenues will substantially increase and surpass the revenues that were being generated through Intermedix. Rental revenues for Colleyville Center currently exceed receipts for the same period last year. Cost recovery for the Center is currently 73.9%.

The average amount expended by the General Fund departments at the end of January is 25.39% of the total appropriations.

Utility Fund

Year-to-date, water usage has increased by 539,100 gallons, compared to the same time period last year.

October consumption was 83.8 million gallons less compared to October of the prior year. However, November, December and January consumption increased compared to last fiscal year in part due to the drier weather and a revised rate structure. Overall for the four months, the increase was 539,000 gallons.

Water revenue for this fiscal year is down approximately \$60,000 compared to the same period last fiscal year.

The average amount expended by the Utility Fund departments at the end of January was 22.8% of the total appropriations.

Attachments

1. Monthly Financial Report - Presentation
2. January 2017 Monthly Financial Report

Monthly Financial Report

City Council Meeting
February 21, 2017

Purpose & Background



- Charter requirement, per Section 9.06 (B)

“The City Manager shall submit to the City Council at its second formal meeting each month the financial condition of the City by budget items, budget estimates versus accruals for the preceding month and for the fiscal year to date. Such records are to be made public by the City Council during open meeting.”
- The purpose of this presentation is to:
 - Review the Monthly Financial Report included in the agenda packet,
 - Provide comments and explanation on the different components, and
 - Highlight items of significance.

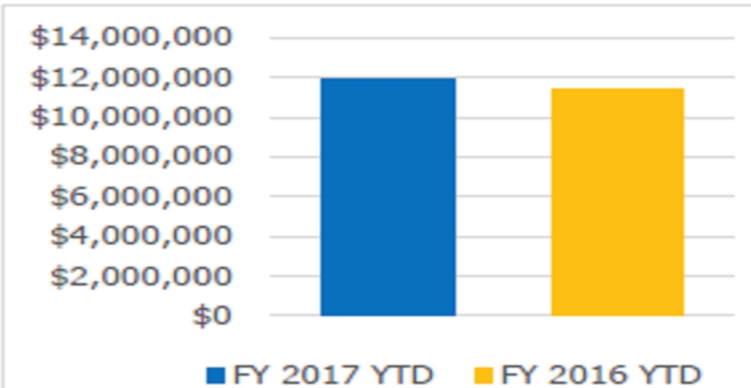
Measurement Basis



- Budget (expenditure) amounts are what is authorized by the City Council
- The Monthly Financial Report compares actual activity vs. budget
 - Reflective of cash transactions
 - Are revenues coming in as expected, to be able to fund the amount of expenditures in the adopted budget?
 - Are expenditures trending as expected?
- The Monthly Financial Report provides the most helpful information to understand the City's financial position, similar to an income statement in the private sector.
- In governmental accounting, there is less focus on the balance sheet, which is prepared annually to record changes in position based on the activity that year and also reflects increases/decreases due to things like developer contributions or depreciation (that are not cash transactions like those revenues and expenditures shown from a budgetary basis).

Ad Valorem Taxes

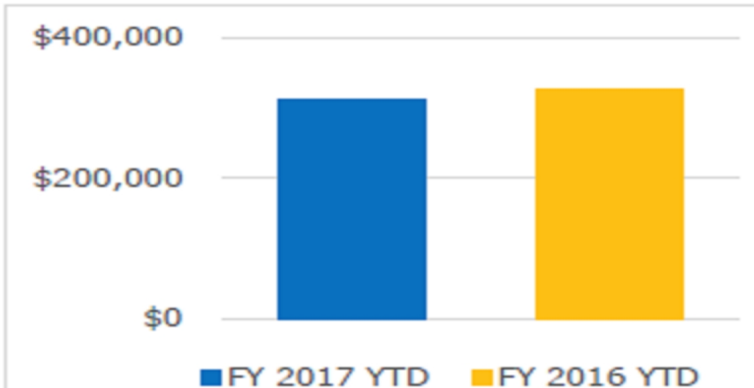
FY 2017 Budget: \$13,343,370



% Change FY/FY: 3.91%
 - Based on 2016 property values
 - Most collections in Dec., Jan., & Feb.

Franchise Fees

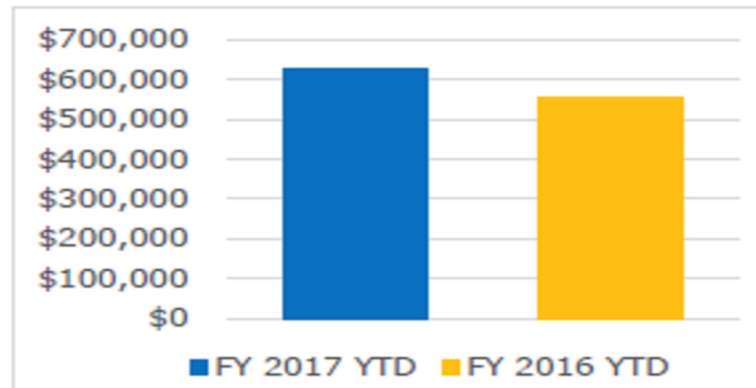
FY 2017 Budget: \$2,115,000



% Change FY/FY: -4.95%
 - Use of City ROW by utilities
 - Gas, Electricity, Telecom., Cable, Waste

Sales Taxes

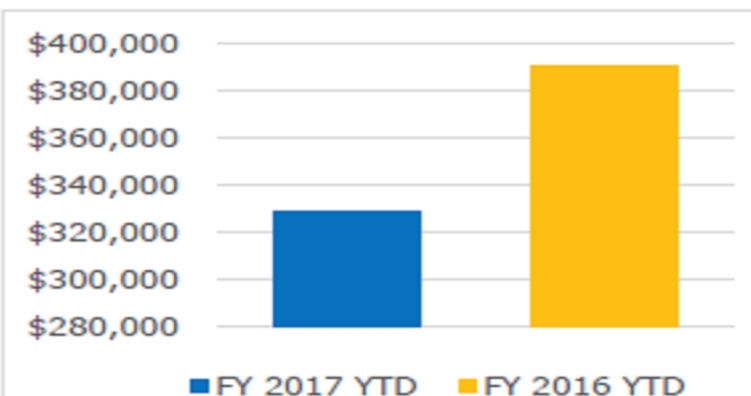
FY 2017 Budget: \$3,665,000



% Change FY/FY: 13.44%
 - Receipts are from sales 2 months prior
 - Sales tax revenues are Dec. - Nov.
 - Also includes mixed beverage tax

Licenses & Permits

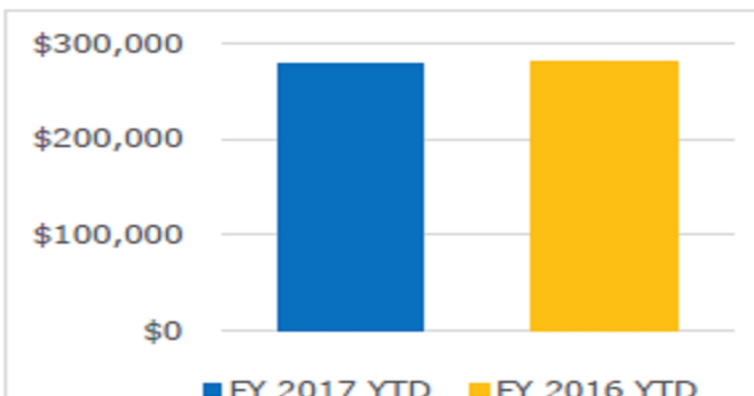
FY 2017 Budget: \$931,500



% Change FY/FY: -15.89%
 - Building, plumbing, mechanical, fence, electrical, sign, etc. permit fees

Fines

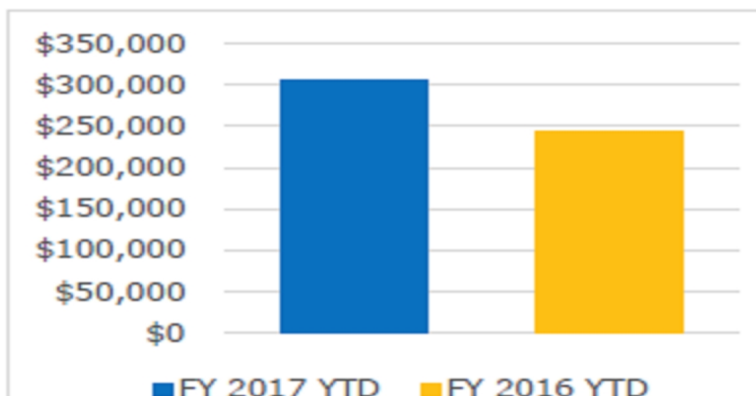
FY 2017 Budget: \$874,420



% Change FY/FY: -0.86%
 - Includes fines from citations, alarm fees, and library fines

Charges for Service

FY 2017 Budget: \$900,300



% Change FY/FY: 25.45%
 - Includes zoning, ambulance, parks/rec., engineering, & Colleyville Center charges

Example: Licenses and Permits



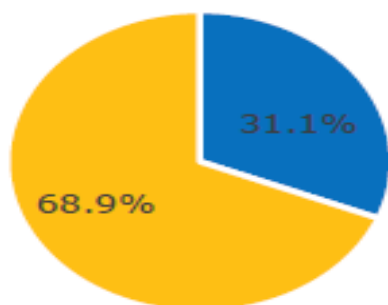
Building	\$600,000	\$204,965	34.16%	33.33%	\$232,229	-11.74%
Plumbing	55,000	19,287	35.07%	33.33%	27,158	-28.98%
Mechanical	35,000	13,588	38.82%	33.33%	21,002	-35.30%
Electrical	45,000	18,292	40.65%	33.33%	23,498	-22.15%
City License	35,000	18,300	52.29%	33.33%	19,350	-5.43%
Building Plan Review Fee	110,000	29,630	26.94%	33.33%	39,234	-24.48%
New Business	3,500	2,510	71.71%	33.33%	1,511	66.12%
Sign Permit	7,000	3,460	49.43%	33.33%	4,145	-16.53%
Fence Permit	10,000	6,800	68.00%	33.33%	6,200	9.68%
Fire Permits	16,000	3,035	18.97%	33.33%	8,035	-62.23%
Irrigation Permit	15,000	8,591	57.27%	33.33%	8,168	5.18%
TOTAL LICENSES & PERMITS	\$931,500	\$328,458	35.26%	33.33%	\$390,529	-15.89%

Monthly Financial Report: January 2017

General Fund Expenditures

Public Safety

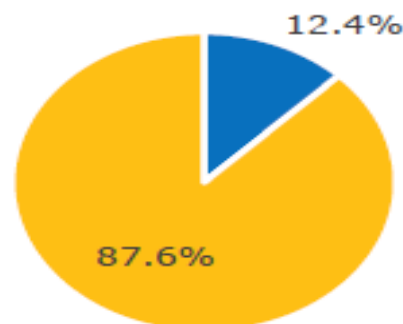
FY 2017 Budget: \$9,669,103
 % Expended: 31.1%
 % Remaining: 68.9%



■ % Expended: ■ % Remaining:

Infrastructure

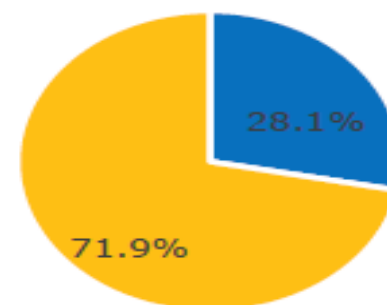
FY 2017 Budget: \$5,650,948
 % Expended: 12.4%
 % Remaining: 87.6%



■ % Expended: ■ % Remaining:

Development

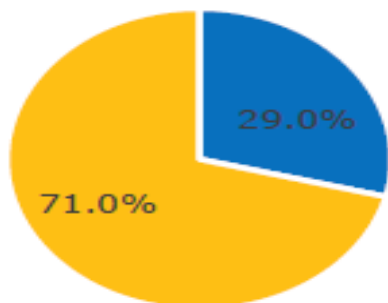
FY 2017 Budget: \$1,026,458
 % Expended: 28.1%
 % Remaining: 71.9%



■ % Expended: ■ % Remaining:

Operational Support

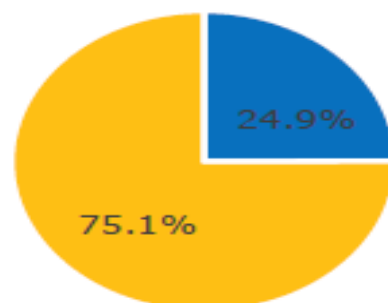
FY 2017 Budget: \$3,290,676
 % Expended: 29.0%
 % Remaining: 71.0%



■ % Expended: ■ % Remaining:

Community Assets & Programs

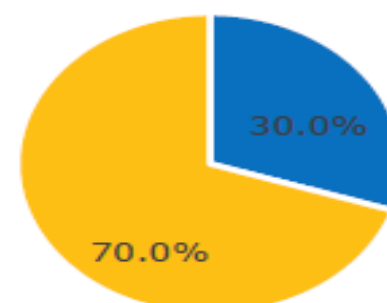
FY 2017 Budget: \$2,783,978
 % Expended: 24.9%
 % Remaining: 75.1%



■ % Expended: ■ % Remaining:

Technology

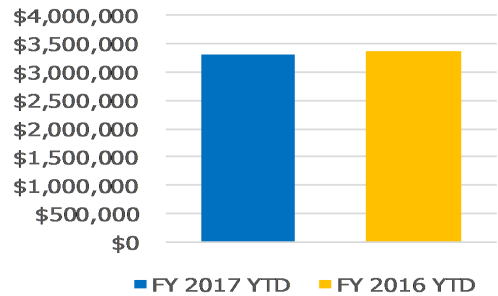
FY 2017 Budget: \$908,598
 % Expended: 30.0%
 % Remaining: 70.0%



■ % Expended: ■ % Remaining:

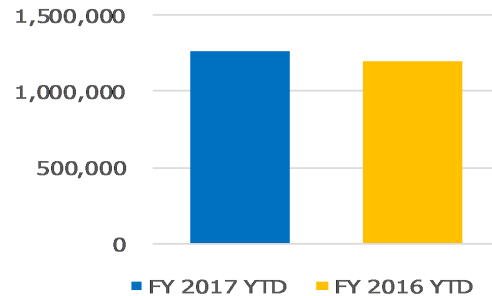
Monthly Financial Report: January 2017
Utility Fund

Water Sales



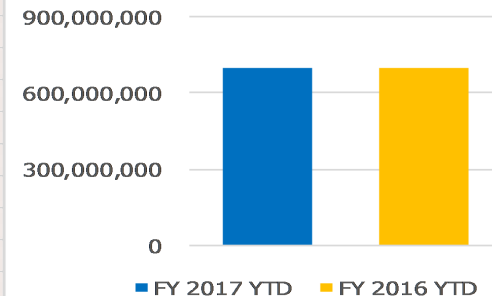
% Change FY/FY: -1.77%

Wastewater Sales



% Change FY/FY: 5.61%

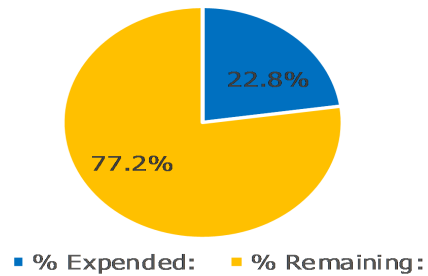
Gallons of Water Sold



% Change FY/FY: 0.08%

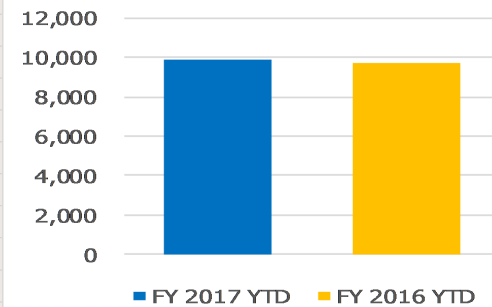
Utility Fund Expenditures

FY 2017 Budget: \$15,511,920
% Expended: 22.8%
% Remaining: 77.2%



Number of Water Customers

FY 2017 YTD: 9,901
FY 2016 YTD: 9,735



% Change FY/FY: 1.71%

Notes

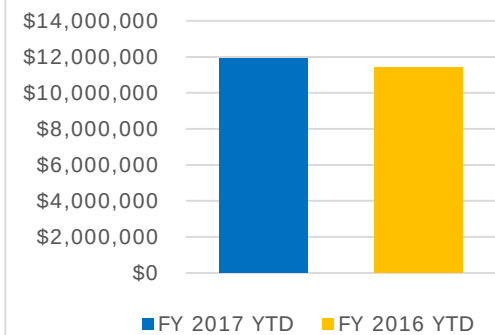
Rainfall totals (in inches):
Oct 16-Jan 17 10.22
Oct 15-Jan 16 24.55

Monthly Financial Report: January 2017

General Fund Revenues

Ad Valorem Taxes

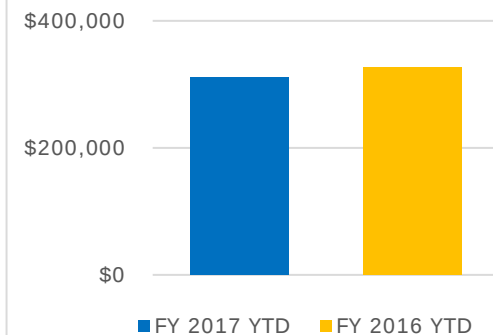
FY 2017 Budget: \$13,343,370



% Change FY/FY: 3.91%
 - Based on 2016 property values
 - Most collections in Dec., Jan., & Feb.

Franchise Fees

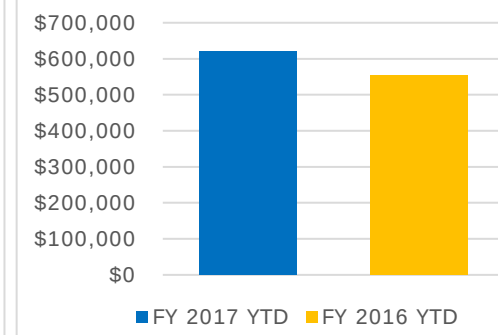
FY 2017 Budget: \$2,115,000



% Change FY/FY: -4.95%
 - Use of City ROW by utilities
 - Gas, Electricity, Telecom., Cable, Waste

Sales Taxes

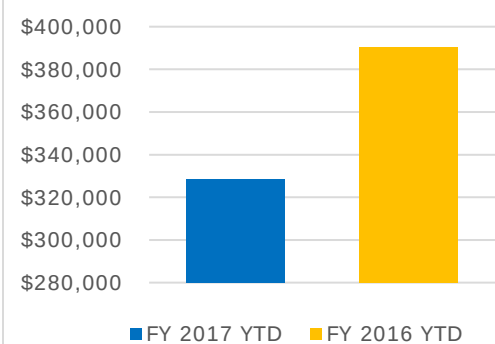
FY 2017 Budget: \$3,665,000



% Change FY/FY: 12.05%
 - Receipts are from sales 2 months prior
 - Sales tax revenues are Dec. - Nov.
 - Also includes mixed beverage tax

Licenses & Permits

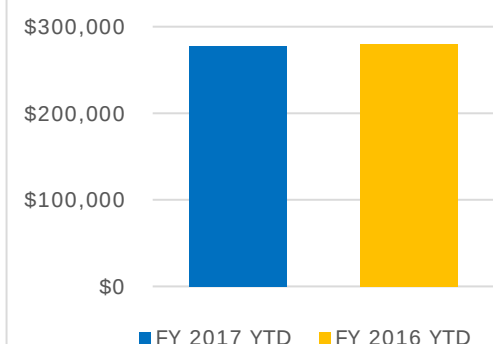
FY 2017 Budget: \$931,500



% Change FY/FY: -15.89%
 - Building, plumbing, mechanical, fence, electrical, sign, etc. permit fees

Fines

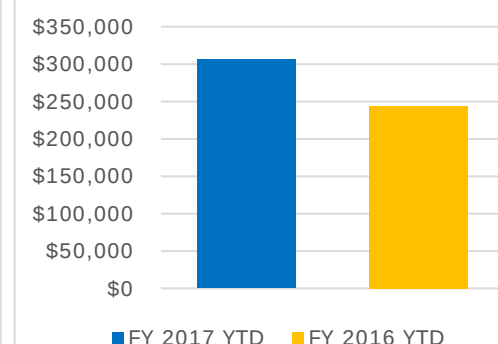
FY 2017 Budget: \$874,420



% Change FY/FY: -0.86%
 - Includes fines from citations, alarm fees, and library fines

Charges for Service

FY 2017 Budget: \$900,300



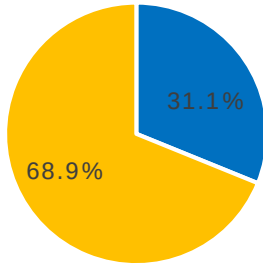
% Change FY/FY: 25.45%
 - Includes zoning, ambulance, parks/rec., engineering, & Colleyville Center charges

Monthly Financial Report: January 2017

General Fund Expenditures

Public Safety

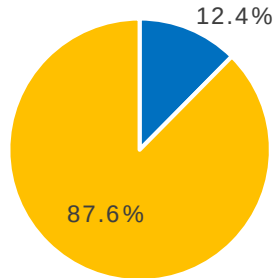
FY 2017 Budget: \$9,669,103
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Infrastructure

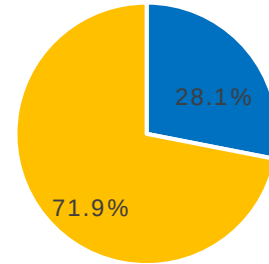
FY 2017 Budget: \$5,650,948
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Development

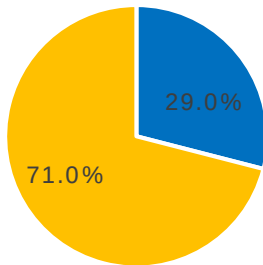
FY 2017 Budget: \$1,026,458
 % Expended: 28.1%
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■ % Expended: ■ % Remaining:

Operational Support

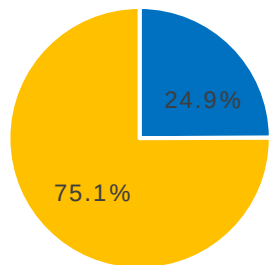
FY 2017 Budget: \$3,290,676
 % Expended: 29.0%
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■ % Expended: ■ % Remaining:

Community Assets & Programs

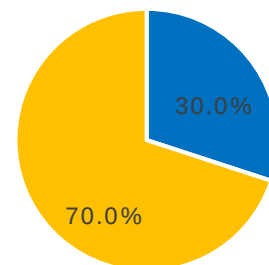
FY 2017 Budget: \$2,783,978
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Technology

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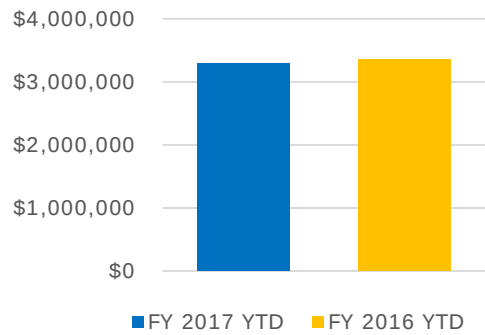


■ % Expended: ■ % Remaining:

Monthly Financial Report: January 2017

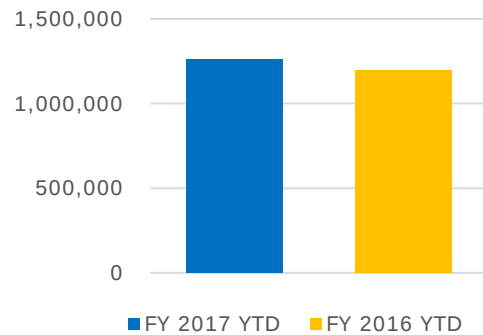
Utility Fund

Water Sales



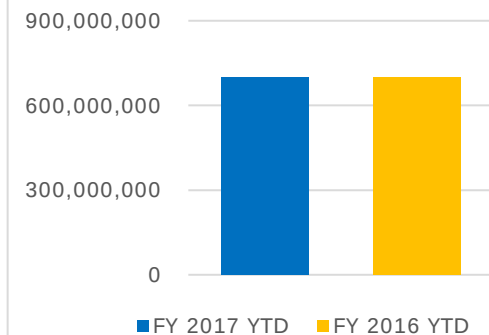
% Change FY/FY: -1.77%

Wastewater Sales



% Change FY/FY: 5.61%

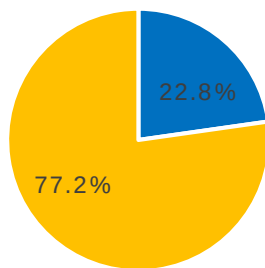
Gallons of Water Sold



% Change FY/FY: 0.08%

Utility Fund Expenditures

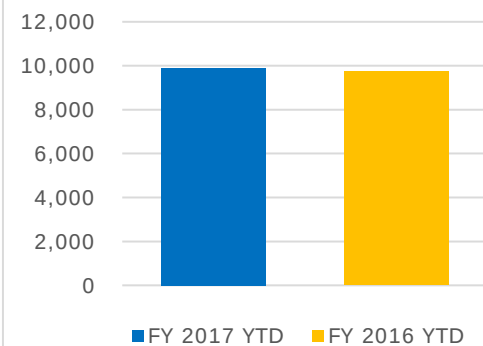
FY 2017 Budget: \$15,511,920
 % Expended: 22.8%
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■ % Expended: ■ % Remaining:

Number of Water Customers

FY 2017 YTD: 9,901
 FY 2016 YTD: 9,735



% Change FY/FY: 1.71%

Notes

Rainfall totals (in inches):
 Oct 16-Jan 17 10.22
 Oct 15-Jan 16 24.55

MONTHLY FINANCIAL REPORT - JANUARY 2017

GENERAL FUND		RECEIVED			RECEIVED	
	FY 2017	FY 2017 YTD	PERCENT	PERCENT OF	FY 2016 YTD	PERCENT
REVENUE SOURCE	BUDGET	AS OF	OF BUDGET	FISCAL YEAR	AS OF	CHANGE OVER
		1/31/2017	RECEIVED	COMPLETE	1/31/2016	PRIOR YEAR
Current Taxes	\$13,258,370	\$11,875,875	89.57%	33.33%	\$11,413,208	4.05%
Delinquent Taxes	30,000	2,241	7.47%	33.33%	16,636	-86.53%
Penalty & Interest	55,000	5,210	9.47%	33.33%	6,293	-17.21%
TOTAL AD VALOREM TAXES	\$13,343,370	\$11,883,326	89.06%	33.33%	\$11,436,137	3.91%
Oncor Electric	\$900,000	\$0	0.00%	33.33%	\$0	0.00%
Tri-County Electric	105,000	101,311	96.49%	33.33%	112,116	-9.64%
Atmos Gas	350,000	0	0.00%	33.33%	0	0.00%
AT&T	70,000	15,670	22.39%	33.33%	17,039	-8.04%
Verizon/Others	60,000	19,346	32.24%	33.33%	13,466	43.66%
Refuse/Recycling	155,000	51,997	33.55%	33.33%	52,321	-0.62%
Cable TV	475,000	122,196	25.73%	33.33%	131,762	-7.26%
TOTAL FRANCHISE TAXES	\$2,115,000	\$310,521	14.68%	33.33%	\$326,705	-4.95%
Sales Tax	\$3,575,000	\$564,053	15.78%	33.33%	\$503,718	11.98%
Mixed Beverage Tax	90,000	56,414	62.68%	33.33%	50,014	12.80%
TOTAL SALES TAXES	\$3,665,000	\$620,467	16.93%	33.33%	\$553,732	12.05%
Building	\$600,000	\$204,965	34.16%	33.33%	\$232,229	-11.74%
Plumbing	55,000	19,287	35.07%	33.33%	27,158	-28.98%
Mechanical	35,000	13,588	38.82%	33.33%	21,002	-35.30%
Electrical	45,000	18,292	40.65%	33.33%	23,498	-22.15%
City License	35,000	18,300	52.29%	33.33%	19,350	-5.43%
Building Plan Review Fee	110,000	29,630	26.94%	33.33%	39,234	-24.48%
New Business	3,500	2,510	71.71%	33.33%	1,511	66.12%
Sign Permit	7,000	3,460	49.43%	33.33%	4,145	-16.53%
Fence Permit	10,000	6,800	68.00%	33.33%	6,200	9.68%
Fire Permits	16,000	3,035	18.97%	33.33%	8,035	-62.23%
Irrigation Permit	15,000	8,591	57.27%	33.33%	8,168	5.18%
TOTAL LICENSES & PERMITS	\$931,500	\$328,458	35.26%	33.33%	\$390,529	-15.89%
Fines	\$800,000	\$260,021	32.50%	33.33%	\$255,167	1.90%
Alarm Fees	53,000	11,971	22.59%	33.33%	18,508	-35.32%
Library Fines	21,420	5,985	27.94%	33.33%	6,704	-10.73%
TOTAL FINES	\$874,420	\$277,977	31.79%	33.33%	\$280,380	-0.86%

MONTHLY FINANCIAL REPORT - JANUARY 2017

REVENUE SOURCE	FY 2017 BUDGET	RECEIVED AS OF 1/31/2017	PERCENT OF BUDGET RECEIVED	PERCENT OF FISCAL YEAR COMPLETE	RECEIVED AS OF 1/31/2016	PERCENT CHANGE OVER PRIOR YEAR
Re-zoning	\$10,000	\$2,000	20.00%	33.33%	\$3,180	-37.11%
Plat Fee/Site Plan	8,200	3,013	36.74%	33.33%	3,163	-4.74%
Board of Adjustment	2,000	1,175	58.75%	33.33%	950	23.68%
Sale of Material	100	1	1.00%	33.33%	383	-99.74%
Weed Mowing	6,500	8,175	125.76%	33.33%	1,414	477.99%
Ambulance	320,000	103,957	32.49%	33.33%	112,986	-7.99%
Recreation Program	165,000	57,245	34.69%	33.33%	31,086	84.15%
Non-Resident Fee Parks	39,000	21,760	55.79%	33.33%	21,060	3.32%
Field Use Charge	21,500	10,940	50.88%	33.33%	10,210	7.15%
Engineering & Inspection	62,500	11,303	18.08%	33.33%	0	100.00%
Material Testing	12,500	2,261	18.08%	33.33%	0	100.00%
Colleyville Center Rental	240,000	77,910	32.46%	33.33%	52,933	47.19%
Lot Drainage Insp Fee	13,000	6,500	50.00%	33.33%	6,750	-3.70%
TOTAL CHARGES FOR SERVICE	\$900,300	\$306,238	34.02%	33.33%	\$244,115	25.45%
SRO Officer Reimb	\$98,996	\$0	0.00%	33.33%	\$0	0.00%
Keller Court	227,697	67,867	29.81%	33.33%	61,922	9.60%
TOTAL INTERGOVERNMENTAL	\$326,693	\$67,867	20.77%	33.33%	\$61,922	9.60%
Sale of Surplus Property	\$5,000	\$0	0.00%	33.33%	\$23,339	-100.00%
Interest Income	25,000	10,891	43.56%	33.33%	0	100.00%
Miscellaneous	55,000	23,825	43.32%	33.33%	50,863	-53.16%
Use of Available Cash	1,000,000	0	0.00%	33.33%	0	0.00%
Antenna Lease	90,000	41,589	46.21%	33.33%	34,479	20.62%
TOTAL MISCELLANEOUS	\$1,175,000	\$76,306	6.49%	33.33%	\$108,681	-29.79%
TOTAL GENERAL FUND REVENUES	\$23,331,283	\$13,871,160	59.45%	33.33%	\$13,402,201	3.50%

MONTHLY FINANCIAL REPORT - JANUARY 2017

	FY 2017 BUDGET	THROUGH 1/31/2017	THROUGH 1/31/2016	TOTAL INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
% OF CURRENT TAX ROLL COLLECTED	99.0%	94.03%	95.55%	-1.52%	-1.59%
RESIDENTIAL BLDG PERMITS	160	50	51	(1)	-1.96%
COMMERCIAL BLDG PERMITS	8	1	4	(3)	-75.00%
CITATIONS ISSUED	11,000	2,862	2,442	420	17.20%

GENERAL FUND EXPENSES

	FY 2017 BUDGET	EXPENDED THROUGH 1/31/2017	PERCENT OF BUDGET EXPENDED	PERCENT OF FISCAL YEAR COMPLETE	BUDGET REMAINING
City Council	\$174,289	\$75,320	43.22%	33.33%	\$98,969
City Manager	624,048	170,676	27.35%	33.33%	453,372
City Secretary	224,481	67,435	30.04%	33.33%	157,046
Finance	529,806	157,084	29.65%	33.33%	372,722
Legal	200,000	51,401	25.70%	33.33%	148,599
Engineering	458,973	108,502	23.64%	33.33%	350,471
Economic Development	199,828	52,497	26.27%	33.33%	147,331
Building Inspection	407,041	125,446	30.82%	33.33%	281,595
Community Development	419,589	110,177	26.26%	33.33%	309,412
Fire	4,546,827	1,449,918	31.89%	33.33%	3,096,909
Police	4,702,861	1,443,452	30.69%	33.33%	3,259,409
Parks	1,286,061	299,124	23.26%	33.33%	986,937
Recreation	387,316	84,760	21.88%	33.33%	302,556
Street Maintenance	4,025,593	345,153	8.57%	33.33%	3,680,440
Library	724,703	205,175	28.31%	33.33%	519,528
Communications	59,281	10,398	17.54%	33.33%	48,883
Colleyville Center	385,898	105,401	27.31%	33.33%	280,497
Human Resources	320,339	89,866	28.05%	33.33%	230,473
Municipal Court	419,415	117,777	28.08%	33.33%	301,638
Fleet Services	237,505	70,368	29.63%	33.33%	167,137
Facility Services	526,877	177,167	33.63%	33.33%	349,710
Information Services	908,598	272,808	30.03%	33.33%	635,790
Non Departmental	953,559	332,361	34.85%	33.33%	621,198
Capital Equipment Reserve	402,000	0	0.00%	33.33%	402,000
Compensation Adjustment	204,873	0	0.00%	33.33%	204,873
TOTAL EXPENSES	\$23,329,761	\$5,922,267	25.39%	33.33%	\$17,407,494

MONTHLY FINANCIAL REPORT - JANUARY 2017

UTILITY FUND

REVENUE SOURCE	FY 2017 BUDGET	RECEIVED AS OF 1/31/2017	PERCENT OF BUDGET RECEIVED	PERCENT OF FISCAL YEAR COMPLETE	RECEIVED AS OF 1/31/2016	PERCENT CHANGE OVER PRIOR YEAR
Water Sales	\$10,869,131	\$3,298,834	30.35%	33.33%	\$3,358,433	-1.77%
Sewer Sales	3,650,000	1,263,167	34.61%	33.33%	1,196,057	5.61%
Sewer Installation	15,000	5,400	36.00%	33.33%	5,300	1.89%
Water Installation	42,000	15,410	36.69%	33.33%	18,080	-14.77%
Sewer Tie-on Charges	0	0	0.00%	33.33%	0	0.00%
Engineering Charges	5,000	0	0.00%	33.33%	0	0.00%
Penalties	237,000	85,290	35.99%	33.33%	119,531	-28.65%
Miscellaneous	13,000	7,842	60.33%	33.33%	9,978	-21.41%
TOTAL OPERATING INCOME	\$14,831,131	\$4,675,944	31.53%	33.33%	\$4,707,380	-0.67%
Interest Income	\$25,000	\$17,810	71.24%	33.33%	\$2,917	100.00%
Use of Available Cash	750,000	0	0.00%	33.33%	0	0.00%
TOTAL NON-OPERATING INCOME	\$775,000	\$17,810	2.30%	33.33%	\$2,917	100.00%
TOTAL INCOME	\$15,606,131	\$4,693,753	30.08%	33.33%	\$4,710,296	-0.35%

	THROUGH 1/31/2017	THROUGH 1/31/2016	TOTAL INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
GALLONS OF WATER SOLD	698,713,300	698,174,200	539,100	0.08%
NUMBER OF WATER CUSTOMERS	9,901	9,735	166	1.71%

UTILITY FUND EXPENSES

	FY 2017 BUDGET	EXPENDED THROUGH 1/31/2017	PERCENT OF BUDGET EXPENDED	PERCENT OF FISCAL YEAR COMPLETE	BUDGET REMAINING
Billing	\$426,102	\$118,066	27.71%	33.33%	\$308,036
Operations	13,095,348	2,661,983	20.33%	33.33%	10,433,365
Utility Support	1,237,273	302,870	24.48%	33.33%	934,403
Non-Departmental	320,803	91,442	28.50%	33.33%	229,361
Debt Service	359,900	354,925	98.62%	33.33%	4,975
Compensation Adjustment	28,208	0	0.00%	33.33%	28,208
Transfers	44,286	0	0.00%	33.33%	44,286
TOTAL EXPENSES	\$15,511,920	\$3,529,286	22.75%	33.33%	\$11,982,634



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 9

Agenda Date 02/21/2017

Type Report

Department City Secretary

Title

Planning and Zoning Commission Meeting Minutes - January 9, 2017

Library Board Meeting Minutes - November 14, 2016

Zoning Board of Adjustment Meeting Minutes - October 11, 2016

Parks and Recreation Advisory Board Meeting Minutes - July 18, 2016

Attachments

1. Planning and Zoning Commission Meeting Minutes - January 9, 2017
2. Library Board Meeting Minutes - November 14, 2016
3. Zoning Board of Adjustment Meeting Minutes - October 11, 2016
4. Parks and Recreation Advisory Board Meeting Minutes - July 18, 2016



City of Colleyville Planning and Zoning Commission Minutes

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Monday, January 9, 2017

City Council Chambers

CALL MEETING TO ORDER

The Planning and Zoning Commission meeting of the City of Colleyville was called to order by Chairman Dodson on January 9, 2017, at 7:01 p.m.

Roll Call

Present: Commissioners Susan Mathisen, Sam van Bever, Veronica Baughman, George Dodson, Charles Kelley, and Jason Elms

Absent: Commissioner Don Davis

Staff Present: Shane Pace, Oscar Chavez, Fire Chief Brian Riley, Araceli Botello, James Hubbard, and Assistant City Attorney Evan Fisher

1. APPROVAL OF MINUTES

Commissioner Baughman made a motion to approve the December 12, 2016 minutes as corrected. Commissioner van Bever seconded.

The motion to approve the December 12, 2016 minutes as corrected carried by the following vote:

Aye: 6 – Mathisen, van Bever, Baughman, Dodson, Kelley, and Elms

2. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no citizen comments/presentations regarding items not on the agenda.

3. PUBLIC HEARING AGENDA ITEMS

- 3a** Consideration of a Combination Preliminary/Final plat of Lots 1RA-1, and lot 4, Block 1, Kay's Circle B Bar K Ranch Addition, located at 5700 Winnie Drive and 5618 Bransford Road, Case PC16-003

Shane Pace presented the case and briefed the Commission.

Chairman Dodson questioned staff regarding the proposed property being a gated community. Mr. Pace replied yes, it is a gated subdivision with private streets.

Commissioner Baughman questioned staff regarding HOA fees. City Attorney, Evan Fisher replied, the maintenance of the streets will be exclusively from the HOA and no city money will be spent on the private streets, assuming the private streets are approved by City Council.

Chairman Dodson questioned staff regarding the responsible party for payment of electricity for street lights. Mr. Pace replied the applicant can address the question.

The applicant, Chas Fitzgerald, 3209 Armstrong Ave., Dallas, came forward and briefed the Commission. The applicant responded that the HOA covers private streets, common areas, irrigation, maintenance, leaf raking, storm water detention basin, gate operators, and other items. He added that the responsible party for the utility bill for street lights cannot be confirmed, but it would most likely be an HOA expense.

Civil Engineer, Craig Malan, 5750 Genesis Court, Frisco, came forward and briefed the Commission. Mr. Malan responded to the utility question by stating, developers typically negotiate an agreement with a utility provider. He added the payment would be determined in an agreement and maintained by the utility provider.

The public hearing was opened at 7:13 p.m.

Joel Milakovich, 5604 Bransford Road, came forward and spoke in opposition. Mr. Milakovich expressed concerns regarding the location of sewer and utility lines along the property line which could affect the trees on his property. He added the lack fencing requirement and the property's entryway would impact his property with noise and light due to the additional traffic it would create.

Marla Valle, 404 Oak Crest Hill Drive, came forward and spoke in opposition. Ms. Valle expressed concerns regarding the additional traffic the property would create.

Cheryl Ann Francis, 308 Oak Crest Hill Drive, came forward and spoke in opposition. Ms. Francis expressed concerns regarding fencing

between properties.

There being no others present wishing to speak, the public hearing was closed at 7:19 p.m.

Chairman Dodson questioned the applicant regarding fencing along the property line. The applicant responded that the property is surrounded by existing homes and fencing, with the exception of north on a portion of the property. He went on to say there are no plans to disturb the neighboring fencing. The applicant added that a wooden privacy fence with steel poles would be built at the north of the property. The applicant added that the emergency exit gate at Winnie would be replaced as well as adding an entrance gate and fencing at Bransford Road.

Discussion continued regarding fencing.

Chairman Dodson questioned the applicant regarding utilities and the impact to trees near the entrance to the subdivision. Civil Engineer, Craig Malan responded, the closest utility line is the sewer line approximately 30 feet north of the fence line. He added the plan has evolved over a long period of time and in coordination with the City's Urban Forester, Caleb Tandy, to preserve as many trees as possible on the property.

Commissioner van Bever made a motion to approve Case PC16-003. Commissioner Elms seconded.

The motion to approve Case PC16-003 carried by the following vote:

Aye: 6 – Mathisen, van Bever, Baughman, Dodson, Kelley, and Elms

- 3b** Consideration of amendments to the Land Development Code regarding granting of authority to the City Council to approve waivers related to the construction of mutual access easement/drives adjacent to Major Arterials, and to establish a permit process for the construction of such drives; specifically Chapter 1 – General Provisions, Section 1.12 Waivers and Appeals – Generally, Section 1.13 Waivers and Appeals – City Council, and Chapters 3 – Land Use, Section 3.29 Parking Requirements, Case GC16-023

James Hubbard presented the case and briefed the Commission.

Chairman Dodson summarized his understanding of the proposed amendment. He stated that the increased median coverage along S.H. 26 will reduce the amount of direct access from S.H. 26. Mr. Hubbard responded that his understanding is correct. He went on to state, the mutual access easements would make more properties accessible specifically for current or established business.

Chairman Dodson continued by stating the amendment will allow travel from one business to another without getting on to S.H. 26. Mr. Hubbard responded, correct. Mr. Hubbard went on to state that the Land Development Code has since been amended to require cross access easements for all new construction. He further clarified that the amendment will specifically address legacy properties built before the requirement for cross access easements.

Chairman Dodson questioned staff regarding monetary support from the City Council for construction of mutual access easement/drives. Mr. Hubbard responded there is monetary support available. He stated that 50 percent matching funds are available with a maximum \$30,000 project cost. However the property owners will be required to contribute the initial \$15,000. The matching funds will then be reimbursed following completion of the project.

Commissioner Elms question staff regarding shared-parking agreements for affected properties, and whether staff has considered this as a way to mitigate parking shortages. Mr. Hubbard responded, yes. He went on to describe the specific language in Exhibit "B" of the proposed amendment related to shared parking agreements.

The public hearing was opened at 7:38 p.m.

There being no one present wishing to speak, the public hearing was closed at 7:38 p.m.

Commissioner Kelley made a motion to approve Case GC16-023. Commissioner van Bever seconded.

The motion to approve Case GC16-023 carried by the following vote:

Aye: 6 – Mathisen, van Bever, Baughman, Dodson, Kelley, and Elms

3c Conduct a public hearing to consider an amendment to the City of Colleyville comprehensive plan, Case GC16-024

Daniel Harrison, consultant from Freese & Nichols Inc., presented the case and briefed the Commission.

Commissioner Mathisen made a notation on paragraph 4 of page 14. Shane Pace confirmed the request to strike “492.7” and replace with “418.8”. He additionally noted the request to strike “0.77 square miles” and replace with “0.65 square miles” to reflect updated net density calculations.

Commissioner Elms questioned Mr. Harrison regarding the deletion of the last paragraph of page 14. Mr. Harrison responded that removing the last paragraph was to provide one population estimate, and it carries throughout the document. He added the 1.8 net dwelling units per acre is the target for the community.

Chairman Dodson made a notation on table 2.1, Population Forecast on page 15. Mr. Pace confirmed the request for the sentence to read as follows: “This reduction is made by removing right-of-ways from the acreage calculation.” Commissioner Kelley requested to pluralize the term “right-of-way” where required.

Commissioner Elms questioned Mr. Harrison on the net acreage and floodplain. Mr. Harrison responded that floodplain has been factored out of the calculation. Mr. Pace responded he was not certain if the floodplain had been factored out, but would research the calculations.

Commissioner Mathisen made a notation on column 2 – City Services & Facilities, policy 4, on page 28. Mr. Pace confirmed the request for the sentence to read as follows: “Proactively support efforts to implement economical, efficient, and effective initiatives to improve City services.”

Commissioner Elms questioned Mr. Harrison for clarification of the difference between net density and net acre. Mr. Harrison responded by explaining the calculation is establishing the density of 1.8 dwelling units per net acre.

Chairman Dodson made a notation on the last bullet on Figure 4.4 Businesses Needed in Colleyville, on page 38 regarding the results of the survey. Commissioner Elms questioned the possibility of a fourth option in the results from the data collected. Chairman Dodson then requested that the data calculations be reviewed by staff to ensure

the data presented is accurate. Mr. Pace responded he was not aware, but would research if a fourth category exists for the data presented in the table. He went on to state he would research this item and present the Planning and Zoning Commission's recommendation to the City Council, given his findings.

Discussion continued on Figure 4.4, Business Needed in Colleyville, on page 38.

Chairman Dodson made a notation on the grammar of the word "into" on page 68. Mr. Harrison responded to the request for the word "into" be removed and replaced with "in".

Commissioner Kelley made a notation on the term "right-of way" on page 70. Mr. Harrison responded to the request for the word "right-of-way" be replaced with "right-of-ways" where a plural context exists.

Commissioner Mathisen made a notation on first bullet point; Parks, Recreation, and Open Space, and bullet number 4 on page 71. Mr. Harrison confirmed the need to replace the word "Southwest" with "Southeast". Mr. Pace responded to the request to clarify bullet 4 by stating he would confirm whether coordination is required with the City of Bedford and/or City of Euless.

Chairman Dodson made a notation on bullet number 4 on page 80. Mr. Pace confirmed the request to have bullet 4 read as follows: "and to the west along Big Bear Creek to potentially connect to the Cottonbelt Trail along Colleyville Boulevard."

Commissioner Mathisen made a notation on Action 6-2A on page 86. Mr. Pace confirmed the request to strike "Consider PUD-R or overlay zoning" and revise the sentence as follows: "Implement consistent standards for new neighborhoods."

Commissioner Mathisen made a notation on Action 6-6 on page 87. Mr. Harrison confirmed the request for the sentence to read as follows: "and leads to higher levels of community interaction."

Chairman Dodson made a notation on Action 6-10 on page 89. Mr. Harrison confirmed the request to remove the word "should" and be replaced with "are required to."

Chairman Dodson made a notation on table 7.1 on page 96. Mr. Pace confirmed the request to remove the Grand Total row from the table

and maintain the Private Parks and Open space row.

Chairman Dodson made a notation on the last bullet of the first column of page 95. Mr. Harrison confirmed the request to have the last bullet read as follows: "Reflect and support the city's objective to be a good steward of the environment considering the costs and benefits of environmental decisions."

Chairman Dodson made a notation on Action 7-15 on page 110. Mr. Pace confirmed the request to have the second sentence read as follows: "This could include an assessment of the City's Land Development Code related to green building practices."

Commissioner Kelley made a notation on the first paragraph of page 115. Mr. Harrison confirmed the request to have the sentence read as follows: "Destination Colleyville proposes to maintain the residential density policies of the 2004 Colleyville Plan of 1.8 dwelling units per acre. Therefore..."

Commissioner Mathisen made a notation to the last paragraph on page 115. Mr. Harrison confirmed the request to have the sentence read as follows: "Since 1998, subsequent Colleyville Master Plans have all reinforced this density standard."

Mr. Harrison continued to brief the Commission on the recommended changes by City Council.

Chairman Dodson questioned Mr. Pace regarding policy in the Land Development Code that speaks to the limitations of commercial development which may harm the environment. Mr. Pace responded the Land Development Code primarily regulates this from the zoning side, by the types of uses allowed in the zoning districts.

Discussion continued regarding environmental concerns.

Mr. Pace confirmed the request to add a bullet to the section labeled Commercial, on table 10.1 Overarching Zoning Recommendations, on page 154. The additional bullet will read as follows: "Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment."

Commissioner Mathisen made a notation on the last bullet of the section labeled Residential, of table 10.1 Overarching Zoning Recommendations, on page 154. Mr. Pace confirmed the request to have the bullet read as follows: "Implement consistent standards for

new neighborhoods.”

Commissioner Mathisen made a notation on Table 10.3. Implementation Priorities, Responsibilities, and Time Frames on page 170. Mr. Pace confirmed the request to address the consistency of language throughout the Comprehensive Plan document to reflect the following sentences where required: “Implement consistent standards for new neighborhoods” and “Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment.”

Commissioner Mathisen made a notation on Appendix A and B, on pages 195, 196, and 197. Mr. Pace responded the Appendix A and B will be removed from the Comprehensive Plan and serve as a stand-alone document. He added staff will review and confirm all zoning standards of Appendix A and B, and additionally provide an action plan as to the management of the documents and subsequent updates.

Discussion continued regarding Appendix A and B.

City Attorney, Evans Fisher made a notation to page 38. Mr. Fisher confirmed four categories were used for the Mixed-used Development; 31% somewhat needed, 16% definitely needed, 36% not needed, and 17% no opinion. Mr. Pace confirmed the request to add all four categories with their percentage for the City Council to review.

The public hearing was opened at 9:14 p.m.

There being no one present wishing to speak, the public hearing was closed at 9:14 p.m.

Commissioner Mathisen made a motion to approve Case GC16-024 with the following recommendations:

- 1. Revise numbers in the fourth paragraph to reflect updated net density calculations. Strike 492.7 and replace with “418.8”. Strike 0.77 square miles and replace with “0.65” square miles. (Page 14)**
- 2. Revise the last sentence of Note: 1 to read as follows: “This reduction is made by removing right-of-ways from the acreage calculation.” (Page 15)**

3. **Revise number 4 in the “City Services & Facilities Chapter 7” column to read as follows: “Proactively support efforts to implement economical, efficient, and effective initiatives to improve City services.” (Page 28)**
4. **Revise the sixth bullet point in the call-out box to read as follows: “Mixed-use developments – 16 percent (16%) of respondents felt that mixed-use areas were definitely needed, 31 percent (31%) felt they were somewhat needed, 36 percent (36%) felt they were not needed, and 17 percent (17%) had no opinion.” (Page 38)**
5. **Revise the last sentence in the second paragraph by replacing “into” with “in”. (Page 68)**
6. **Revise the entire document by replacing all references to the term “right-of-way” with “right-of-ways” where a plural context exists.**
7. **Revise the second sentence in the first bullet point by replacing “Southwest” with “Southeast.” (Page 71)**
8. **Revise number 4 to read as follows: “Heritage Avenue and Cheek-Sparger Road intersection – work with the City of Euless and/or the City of Bedford as needed to make improvements as appropriate when necessary.” (Page 71)**
9. **Revise number 4 to read as follows: “...and to the west along Big Bear Creek to potentially connect to the Cottonbelt Trail along Colleyville Boulevard.” (Page 80)**
10. **Revise Action 6-2A by striking the words “Consider PUD-R or overlay zoning” and revising the sentence to read as follows: “Implement consistent standards for new neighborhoods.” (Page 86)**
11. **Revise Action 6-6 by revising the end of the second sentence to read as follows: “...and leads to higher levels of community interaction.” (Page 87)**
12. **Revise Action 6-10 by replacing “should” with “are required to” (Page 89)**
13. **Revise the sixth bullet point to read as follows: “Reflect and support the city’s objectives to be a good steward of the environment, considering the costs and benefits of**

environmental decisions.” (Page 95)

- 14. Revise the second sentence in Action 7-15 to read as follows: “This could include an assessment of the City’s land Development Code related to green building practices.” (Page 110)**
- 15. Revise the first sentence of the first paragraph to read as follows: “Destination Colleyville proposes to maintain the residential density policies of the 2004 Colleyville Plan of 1.8 dwelling units per acre. Therefore...” (Page 115)**
- 16. Strike the fifth paragraph in its entirety and create a new paragraph with the following sentence: “Since 1998, all subsequent Colleyville Master Plans have reinforced this density standard.” (Page 115)**
- 17. Add an additional bullet to the “Commercial” section to read as follows: “Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment.” (Page 154)**
- 18. Revise the seventh bullet in the “Residential” section to read as follows: “Implement consistent standards for new neighborhoods.” To reflect the recommended changes on page 86. (Page 154)**
- 19. Revise Action 6.2A to read as follows: “Implement consistent standards for new neighborhoods.” (Page 170)**
- 20. Add an additional action item: Action 6.11 to read as follows: “Ensure environmental concerns are included in the Land Development Code, to limit development that may significantly harm the environment.” (Page 170)**
- 21. Staff shall review and confirm all zoning standards listed in “Table 12.1 Current Zoning Regulations” of Appendix B are accurate reflections of the current regulations. Staff is to brief the Commission should any changes be required. (Page 195)**
- 22. The Planning and Zoning Commission supports the recommendation to remove Appendix A and B from the Comprehensive Plan and to serve as stand-alone documents. The Planning and Zoning Commission requested an action plan from Staff related to the**

management of the documents and subsequent updates.

Commissioner Baughman seconded.

The motion to approve Case GC16-024 with recommendations carried by the following vote:

Aye: 6 – Mathisen, van Bever, Baughman, Dodson, Kelley, and Elms

4. ADJOURNMENT

The meeting adjourned at 9:27 p.m.

The minutes were written and prepared by:



Araceli Botello

Planning Technician

The meeting minutes were approved on February 13, 2017 by a vote of 7-0.



City of Colleyville

Colleyville Library Board

MINUTES

City Hall
100 Main Street
Colleyville, Texas 76034
817.503.1000
www.colleyville.com

Monday, November 14, 2016
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Chair Kay Newton called the meeting of the Colleyville Public Library to order at 6:00 p.m.

Roll Call

Present Board members: Chairperson Kay Newton, Molly Skinner, Billie Tuttle, Nancy Andrews, Seanna Billinger, Linda Barton, Joan Roberts; City Staff: Mary Rodne, Library Director and Kristi Isbell, Administrative Assistant

Absent Board members Merry Graves and Shanthi Kannan

2. APPROVAL OF MINUTES

August 29, 2016

A motion was made by Molly Skinner and seconded by Joan Roberts to approve the August 29, 2016 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Introduction of new Colleyville Library Board members

Chair Kay Newton requested board members to introduce themselves and provide brief background and association with the Colleyville Library.

3b Review Colleyville Library Board Bylaws

Director Mary Rodne stated that Library Board Bylaws were included, annually, for member review. Rodne reminded the Board of the importance of adhering to meeting attendance guidelines outlined in Section 2.6 and described the general frequency of Library Board meetings.

3c City of Colleyville Fiscal Year 2017 (FY 2017) budget update

Rodne provided an update to the information shared regarding the FY2017 budget at the August 29, 2016 Library Board meeting. Rodne confirmed that City Council approved the source of funding for materials and programs move from the General Fund to the Voluntary Library Fund, as well as, various technology expenses be moved from the General Fund to the CEDC Fund. Rodne confirmed that City Council approved the recommended expenditure amount of the Voluntary Library Fund not to exceed \$155,000 from the August 29, 2016 Library Board meeting.

3d Update on the Colleyville Public Library Long-Range Plan 2016-2021

Rodne provided brief explanation of the Colleyville Public Library Long-Range Plan for 2016-2021 and noted that it was approved by City Council in March 2016. Rodne stated that an overview of the Long-Range Plan would be presented to City Council on December 6, 2016 in order to proceed with the reorganization project.

3e Discussion of Items for Future Agendas

Discussion ensued regarding creative programming ideas that would be discussed further at a future meeting. The next regularly scheduled meeting was tentatively set for Monday, January 9, 2017.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics:

Director Rodne provided an overview of the statistics for the months of August through October 2016.

B. Donations:

Rodne stated that the Library received a total of \$2,425.20. In August, the Library received \$80.00 from Menchie's Frozen Yogurt as a percentage of their sales at the Summer Reading Finale; and, \$500.00 from the Friends of the Colleyville Public Library as a sponsorship of *Afternoon Tea with Rose Mary Rumbley* program. In September, the Library received \$50.00 from C.G. Mudaliar, M.D. as part of the North Texas Giving Day fundraising campaign; and, \$1,795.20 from the Friends of the Colleyville Public Library as the recipient of a percentage of total sales at Whole Foods Market in support of the reorganization project.

C. Library Programs:

Rodne stated that fall programming would end December 2, 2016 and that registration would begin for spring programming on January 9, 2017. Rodne explained that adult services would provide gardening programming, again, and was considering a speaker program featuring a Holocaust survivor. Discussion ensued

and board members contributed adult program ideas that focused on parenting topics. Rodne described the various Summer Reading Program theme options offered by the state and collaborative programs. Rodne explained that it was being considered to create our own theme, perhaps under-the-sea related, much as the circus theme was created for 2016. Rodne noted, further, that most of the Summer Reading Program performers have already been confirmed.

4b Friends of the Colleyville Public Library Report

Friends President Joan Roberts reported the Friends would be supporting the City of Colleyville's Christmas Tree display by participating with a tree themed *Unwrap a Good Book*, as well as, with plans to sell popcorn at the Christmas Tree Lighting on Friday, December 2. Roberts reiterated that their members were onsite at Whole Foods Market in Colleyville and received proceeds from a day's sales at the store in support of the Library's reorganization project.

4c Colleyville Public Library Foundation Report

Director Mary Rodne reported on behalf of the Colleyville Library Foundation and announced that Pat Jones was the incoming president of the Foundation. Rodne explained that the Foundation has been active in their fundraising efforts and had re-introduced the Big Piggy Bank Fill fundraiser and had plans to send a mailer to the community to bring awareness of the Library and encourage year-end giving.

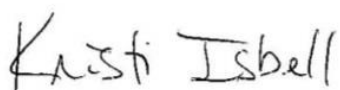
5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

A motion was made by Molly Skinner and seconded by Joan Roberts to adjourn the meeting of the Colleyville Library Board at 6:59 p.m. The motion was approved unanimously.

APPROVED BY A VOTE OF 6 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 13th DAY OF February, 2017.



Kristi Isbell,
Administrative Assistant



City of Colleyville Zoning Board of Adjustment Minutes

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Tuesday, October 11, 2016

City Council Chambers

CALL TO ORDER

The Zoning Board of Adjustment meeting of the City of Colleyville was called to order by Board member McNosky on October 11, 2016 at 7:01 p.m.

Roll Call

Present: Board members Dee Kamerman, Raymond Allee, Wayne Maynard, Dee McNosky, and Richard Vallario

Absent: Judson Orlando and Jason Elms

Staff Present: Shane Pace, Ben Bryner, and Araceli Botello

1. APPROVAL OF MINUTES

Board member Kamerman made a motion to approve the September 13, 2016 minutes. Board member Allee seconded.

The motion to approve the September 13, 2016 minutes carried by the following vote:

Aye: 5 – Kamerman, Allee, Maynard, Vallario, and McNosky

2. PUBLIC HEARING AGENDA ITEMS

- 2a** Request for a variance to Section 3.28.E (Projections of the Buildings, Structures, and Appurtenances into Required Yards) of the Land Development Code on Lot 45, Block 1, of the Rosewood Villas Addition, located at 6411 Bordeaux Park, Case VC16-012

Shane Pace presented the case and briefed the Board.

The public hearing was opened at 7:08 p.m.

The applicant, Jeniffer Varley, 6411 Bordeaux Park, came forward and briefed the Board

The landscape architect, Donna Kauffman, 1208 John McCain Road, came forward and briefed the Board.

Sharon Brown, 6407 Bordeaux Park, came forward and spoke in support of the case.

Aubra Palmer, 6406 Lorraine Park, came forward and spoke in support of the case.

The following people wished to record their support but did not wish to speak:

Support:

Sandra Wade, 6504 Bordeaux Park

Board member Kamerman questioned staff regarding fencing within the side yards of homes within the subdivision. Mr. Pace responded no fencing is placed between houses, but fencing will usually run perpendicular to the side yard and adjacent to the front of the house.

Discussion continued regarding fencing and sidewalk on neighboring properties.

Board member Maynard questioned staff regarding the implications of the proposed variance to a future owner on the neighboring property. Mr. Pace responded the variance will not construct anything on the adjacent property. He added that the variance would be completely within the boundaries of the subject property.

There being no one else wishing to speak, the public hearing was closed at 7:16 p.m.

Board member Maynard made a motion to approve Case VC16-012. Board member Kamerman seconded.

The motion to approve Case VC16-012 carried by the following vote:

Aye: 5 – Kamerman, Allee, Maynard, Vallario, and McNosky

- 2b** Request for a variance to certain provisions of Section 3.24.G (Schedule of District Regulations) of the Land Development Code on

Lot 1R, Block 1, of the Coptic Acres Addition, located at 1110 John McCain Road, Case VC16-013

Shane Pace presented the case and briefed the Board.

The public hearing was opened at 7:21 p.m.

The applicant, Awad Eskander, 1112 John McCain Road, came forward and briefed the Board.

Kim Assaad, 3529 Boxwood Drive, Grapevine, came forward and spoke in support of the case.

Ashraf Ishak, 104 W. LD Lockett, came forward and spoke in support of the case.

Frank Genco, 1104 John McCain Road, came forward and spoke in opposition of the case.

Kurt Kauffman, 1208 John McCain Road, came forward and spoke in opposition of the case.

Donna Kauffman, 1208 John McCain Road, came forward and spoke in opposition of the case.

Emad Mikhail, 4100 Bridlewood Court, came forward and spoke in support of the case.

Irene Ishak, 104 W. LD Lockett, came forward and spoke in support of the case.

Board member Allee questioned staff regarding the proposal of the variance. Board member McNosky made a notation that the Board does not approve buildings or the proposal for buildings. She added the building is in compliance and that the only charge before the board is to determine the use of the third floor in the building. Staff added, the site plan has not been submitted or approved and would undergo a full site plan review for compliance.

Discussion continued regarding compliance and height of the building.

Board member Kamerman questioned staff regarding the zoning of the property and number of floors permitted. Mr. Pace responded a commercially zoned property is permitted to have two stories and

residential zoning is permitted to have two-and one-half (2½) stories. Board member Kamerman questioned staff regarding parking. Staff responded parking would be a part of a full site plan review. Mr. Pace added the applicant requested to build three stories before submitting a full site plan review.

Discussion continued regarding parking on the property.

Frank Genco, 1104 John McCain Road, came forward and spoke again in opposition of the case.

Board member Allee questioned staff regarding the use of the half floor. Mr. Pace responded the structure would remain the same size and shape, but the request is to determine how much of the third floor can be useable space or attic space.

Discussion continued regarding the use of the third floor.

Board member Vallario questioned the applicant on the number of classrooms on the first and second floor. Applicant responded the second floor has eight classrooms, the first floor has nine classrooms. He added the third floor is intended to have two or three classrooms and the rest of the floor would be used as fellowship for the youth.

Kurt Kauffman, 1208 John McCain Road, came forward and spoke again in opposition of the case.

Board member Maynard questioned staff regarding the side yard setback from the proposed site plan to the property line. Mr. Pace responded that the side yard setback is 10 feet. He went on to describe the required landscape buffer for commercial uses adjacent to residential uses.

There being no one else wishing to speak, the public hearing was closed at 8:14 p.m.

The public hearing was reopened at 8:15 p.m.

Natalie Genco, 1104 John McCain Road, came forward and spoke in opposition of the case.

Maryanne Ishak, 104 W. LD Lockett, came forward and spoke in opposition of the case.

Frank Genco, 1104 John McCain Road, came forward and spoke in

support of the case.

Ashraf Ishak, 104 W. LD Lockett, came forward and spoke again in support of the case.

The following people wished to record their support but did not wish to speak:

Suzette Mikhail, 4100 Brudlewood Court
Steve Wade, 6504 Bordeaux Park
Waguhi Guirguis, 7204 Waldon Court
Peter Rizk, 3900 Ashburton Way, Flower Mound
Nader Salib, 5200 Lava Rock Drive, Fort Worth
Samir Khalil, 1809 Thames Trail
Atef Henary, 500 Bridlewood North
Girgis T. Girgis, 2309 Still Point Lane
Sonia Abdelmalek, 2144 Springwood, Carrollton
Nabil Abdelmalek, 2144 Springwood, Carrollton
Ashraf Shokry, 2736 Pecan Drive, Flower Mound
Andrew Edward, 2311 Table Rock Court, Arlington

There being no one else wishing to speak, the public hearing was closed at 8:23 p.m.

Board member Maynard made a motion to approve Case VC16-013. Board member Kamerman seconded.

The motion to approve Case VC16-013 carried by the following vote:

Aye: 2 – Kamerman, Allee, Maynard, Vallario, and McNosky

3. ADJOURNMENT

The meeting adjourned at 8:25 p.m.

Minutes were written and prepared by:



**Araceli Botello
Planning Technician**

The meeting minutes were approved on February 14, 2017, by a vote of 5-0.



City of Colleyville Parks and Recreation Advisory Board Minutes

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Monday, July 18, 2016
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

1. CALL TO ORDER

Chair Michelle McGarry called the meeting of the Parks and Recreation Advisory board to order on July 18, 2016, at 6:03 p.m.

ROLL CALL

Present: Chair Michelle McGarry and Board members Debra Minea, Charles Bethards, Mitali Mandlekar, and Hillary Schwanbeck. City staff: Assistant City Manager/Director of Public Safety Mike Holder, Recreation and City Events Manager Lisa Escobedo, Parks Manager Heather Dowell and Administrative Support Specialist Julie Prewitt.

Absent: Vice Chair Ajit Purandare and Board members Leti Carson and Ken Llewellyn; Youth Sport Associations Liaisons: Colleyville Baseball Association representative Brenton Johnson, Colleyville Girls Softball Association representative Brent Hines, Colleyville Lacrosse Association representative Erika Davis Noble, and Colleyville Soccer Association representative Patrick Dunagan.

2. APPROVAL OF MINUTES

April 4, 2016

Board member Debra Minea moved to approve the April 4, 2016 meeting minutes as written. Board Member Hillary Schwanbeck seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

3a Voluntary Park Fund Programming Presentation

Parks Manager, Heather Dowell, informed the board her presentation is the beginning of streamline funding requests as she helps create the vision for Colleyville's Parks through the Parks Master Plan. Manager Dowell presented an outline of six (6) items to be considered for funding from the Voluntary Park Fund not to exceed \$137,000 over the next six months.

1-Shade structures in Pleasant Run Park: requesting replacement of fabric and painting of 7 shade structures, 2 new concrete bleacher pads, and 6 new shade structure frames and fabric not to exceed \$45,000. Board member Charlie Bethards asked what caused the holes in the fabric? Manager Dowell stated age, sun, and hail; there are a multitude

of causes for the holes. Once fabric is 5 – 7 years old sun begins to fade and deteriorate fabric. Board member Charlie Bethards asked if there will be a request every 5 years for \$45,000 to replace fabric. Manager Dowell informed the board the plan is to replace the fabric in approximately seven years, average life of fabric. Board member Hillary Schwanbeck asked if it would be the full \$45,000. Manager Dowell stated request would be for \$15,000 to \$20,000 to install and replace fabric. Board member Mitali Mandlekar wanted to know if we would be able to select the vendor for fabric and select a fabric that would last longer. Manager Dowell let the board know parks is currently seeking different vendors and options. Board member Charlie Bethards wanted to know if fabric was the right material. Manager Dowell stated fabric is a good option, because it is less expensive initially and metal covers become damaged with hail and paint fades. The metal covers would still require re-painting and you would have structure with damage unless it could be replaced. Additionally, metal retains more heat. Board member Hillary Schwanbeck noted metal will add to the noise when it rains.

2 – Trash and recycle receptacles at Pleasant Run Park: requesting to replace 20 trash and 20 recycling receptacles in Pleasant Run Park to create a unified and consistent look throughout our parks not to exceed \$36,000. Board member Hillary Schwanbeck expressed concern over the high cost of the receptacles, and Manager Dowell informed board the cost is \$800 to \$1,000 each. There are less expensive ones available but, they do not last as long; this investment will be rewarded with only needing repainting in the future. Board member Hillary Schwanbeck asked if pricing was based on perfect match to other receptacles being used or a close match. Manager Dowell explained the receptacles being proposed are exactly the same and this will allow the parks department to keep parts on hand for any repairs needed and keep Colleyville's high standards. Board member Mitali Mandlekar asked if the new receptacles could have lids, like the current models. Manager Dowell stated rain guards can be added to the receptacles, and the parks department has reviewed purchasing this item. Assistant City Manager/Director of Public Safety, Mike Holder, informed the board maintaining cans that tip over and require trash to be cleaned up incur increased staff time expense. The new receptacles would affix to the ground and alleviate this expense.

3 – Landscape and irrigation conversion at Pleasant Run Park: requesting to remove old plant material, replacing with new beds and retro-fit irrigation to a drip system not to exceed \$20,000. Chair Michelle McGarry expressed concern that the request did not include enough funding to cover scope of work. Manager Dowell explained the project would be completed using funding from the Voluntary Park Fund and utilizing City landscaping funds and staff. Board member Debra Minea asked if there would be more maintenance costs associated with the new larger beds. Manager Dowell stated associated costs would be dependent on choosing

the right plant material that would not require a lot of trimming. It also would include staff checking irrigation, which is a service already in place, and then weeding the beds. Board member Debra Minea inquired if the area in question was up on a mound and will the beds be on top? Manager Dowell informed the board the beds will be towards the top of the berms and visible from the road; in addition to plants, trees will be added to that area.

4 – Repaint restroom interior floors and walls at Sparger Park and City Park: requesting to repair cracks and seal floors, remove peeling paint, and repaint to clean and brighten area not to exceed \$12,000.

5 – Fence replacement at Sparger Park: requesting to remove current fence by city staff and replace fence along the large parking lot and private property for safety and aesthetics not to exceed \$15,000. Board member Debra Minea inquired if the same kind of fence would be installed. Manager Dowell stated plan is to use the same material, it should last approximately 15 years.

6 – Replace City Park softball scoreboards: requesting to remove and replace the current 18 year old scoreboards with basic scoreboards that will include timers and wireless controllers not to exceed \$9,000. The current boards have been experiencing issues with buried wires connecting controllers, and controllers requiring repair taking two – six weeks. The goal is to attract more softball tournaments to create additional revenue to off-set upkeep expenses already being incurred. The Colleyville Girls Softball Association would like to partner with the City providing \$6,000 towards the total costs of \$15,000. The baseball association is currently in need of more fields with lighting, focusing their current funding on this issue. They will keep scoreboards for the fields on their list of priorities. Board member Charlie Bethards expressed concern on the ease of use. Manager Dowell stated new boards will be easy to use and will include wireless control boxes, eliminating the issues with the underground wiring. The scoreboards will include a 5 year warranty. Board member Charlie Bethards inquired about type of batteries wireless controllers will use. Manager Dowell responded the controllers will use inexpensive AA batteries.

Board member Hillary Schwanbeck requested a review of Voluntary Park funding source. Manager Dowell informed the board when a new water connection is established the water bill includes an additional voluntary charge of \$2.00 or \$5.00 paid to the fund monthly. The payments are constant and consistent. Board member Charlie Bethards inquired if there would be further requests for a significant amount of funding at every meeting. Manager Dowell informed the board the presentation proposes funding projects over the next six months and to make updates at the next meeting; going forward the plan is to present projects covering six months to a year. There is a large fund balance and would like to

make plans accordingly to line up with the Parks Master Plan and maintain the current park system.

Board member Debra Minea inquired if current focus is on soccer fields and Sparger Park, do you anticipate other parks requiring updating, what's left? Manager Dowell responded the baseball fields, the shade structures at the baseball fields; every park could use updating, she would really like to do one park at a time, bringing it up to standards.

Board member Charlie Bethards moved to approve the use of Voluntary Park Funds for the improvement of shade structures in Pleasant Run Park, replace trash receptacles, repaint restroom interior floors and walls, landscape and irrigation at Pleasant Run Park, fence replacement at Sparger Park and City Park softball scoreboards in an amount not to exceed \$137,000. Board member Debra Minea seconded the motion. Motion passed unanimously and recommendation will be forwarded to City Council.

Assistant City Manager/Director of Public Safety Mike Holder informed the board Manager Dowell has worked hard on reviewing the parks program and putting together a long range plan, instead of piecing items together. They have a long range plan to operate similar to the Colleyville Crime Control Prevention District, presenting a one year budget for annual approval, with a five year vision.

Board member Debra Minea reviewed the funding data and informed the board the annual donations will cover the requested funding. Board member Charlie Bethards questioned whether this was only funding available. Manager Dowell stated, no, there are different funds that have different dedicated purposes. We target the fund that best suites the need. Board member Mitali Mandlekar inquired if there were impact fees that could go towards new park construction? Manager Dowell responded, yes, Park Land Dedication Fund; when new projects are started they pay into it. Funds in Park Land Dedication have been earmarked for the next big park development/addition. Most projects being considered have 2 to 4 different funds covering the costs, allowing a reserve to be left in each fund.

Board member Mitali Mandlekar inquired if Voluntary Park Fund mainly used for maintenance projects or include: trails, areas along trails, erosion control? Manager Dowell informed the board it covers all basis.

4. REPORTS

4a Recreation, Athletics, and Senior Center Report

Lisa Escobedo, Recreation and City Events Manager, updated the Board on Recreation, Athletics, Tennis, and the Senior Center activities for April, May and June 2016. Manager Escobedo informed the Board members about the Texas

Junior Anglers event held April 23, 2016 at the Colleyville Nature Center, over 150 people attended this free event. Manager Escobedo stated all youth sport associations finished their spring seasons and in June the summer recreation classes and programs began. Manager Escobedo reported Youth Summer Volleyball League began June 20th with a total of 14 teams participating and Fall Volleyball registration will begin July 25th. Summer Tennis Leagues in City Park have begun with 7 teams generating \$1,530 in revenue. Manager Escobedo updated the board on Senior Center activities including AARP tax help assisting 156 people and April 15, 2016 the Annual Senior Prom was held providing free dancing, food and fun. Manager Escobedo reported the Senior Center received a Grant from the Colleyville Woman's Club in the amount of \$4,000 to purchase new furniture for the Senior Center's entryway. Upcoming items of interest: Summer Reading Finale will be held on July 29, 2016 and the Senior Health Fair is scheduled for September 9, 2016.

4b Parks Department Update

Heather Dowell, Parks Manager, informed the Board L.D. Lockett project is in the final stages of review; previously project had been approved on old standards and had to be reevaluated. Manager Dowell will request to be placed back on contractor's calendar once final approval is received and will inform the board of projected start date once she receives the date from contractor.

Manager Dowell stated Parks has re-landscaped front beds at Webb House, keeping in the time period of the house, utilizing \$1,285.40 donated by Colleyville Garden club.

Manager Dowell advised the Board that the plant material has been removed from the circle bed at Pleasant Run Soccer Complex and she will design a new bed. Work is almost complete on the lower Pleasant Run Practice Soccer Fields; grading was completed and irrigation is almost done and then final grading will be performed. Parks department plans to start seeding the practice fields on Thursday.

Manager Dowell informed the board about the recent collaboration between parks and GIS departments recording all the park's asset information into the GIS system to be used during Parks Master Plan conception. This will allow tracking of what the City has now and plan for future growth and replacement. Manager Dowell advised that the RFP for Parks Master Plan is currently being reviewed and is scheduled to go out by the end of the month.

5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no additional citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

Board member Charlie Bethards moved to adjourn the meeting, and Board member Hillary Schwanbeck seconded. Motion carried unanimously. Chair Michelle McGarry adjourned the meeting at 6:57 p.m.

APPROVED BY A VOTE OF 6 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 6th DAY OF FEBRUARY 2016.

Minutes taken and prepared by:

*Julie Prewitt
Administrative Support Specialist*



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
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Agenda Number

Agenda Date 02/21/2017

Number 9

Type Report

Department City Manager

Title

Quarterly Performance Management Report

Strategy Map Connection

B4- Cultivate a culture of transparency and consistent communication

B5- Use the Strategy Map to ensure that the focus stays on those programs and services identified as priorities by the community

Explanation

The purpose of this item is to report on performance of the programs and services identified in the City's strategy map and the general operations of the City through the use of performance measures. In addition to performance measures, additional metrics called vital statistics are included in the report. Performance measures are measures of efficiency or effectiveness and represent outcomes that can be directly influenced by staff. Vital statistics represent data that is important to track for overall understanding of how a program is performing and for decision making, but is not necessarily a reflection of efficiency or effectiveness, and is not something that staff has significant control over. The presentation of both performance measures and vital statistics provides a well-rounded look at performance and trends in programs and services, while also furthering the City's efforts of accountability and transparency to those we serve.

The attached spreadsheet includes the first quarter of actual data from FY 2017. For performance measures, the FY 2017 actual numbers are compared to the FY 2017 target that was established by the responsible department and are color coded as listed below. Vital statistics do not have a FY 2017 target and are therefore not color coded, as those metrics represent information that is important to track, but are not necessarily appropriate to set targets for.

Gray - Data not available at this time

Green - Performance is expected to meet or exceeded the target

Yellow - Performance is expected to be near the target, but not meet it

Red - Performance is not expected to meet the target, or come close to meeting it

Dashboard reports are also included and offer a more visual presentation of highlighted performance measures and vital statistics.

The performance management report also includes a current STAR (Status, Transparency, Accountability, & Results) report. This tool serves as a component of the City's Strategic Management System, to assist with prioritization and allocation of staff resources. Staff welcomes direction from the City Council on the prioritization of projects and initiatives.

Attachments

1. FY 2017 Q1 Performance Management Report
2. STAR Report

PUBLIC SAFETY

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Target	FY 2017 YTD
Performance Measures	Percentage of code violations located proactively	Code Enforcement	Neighborhoods	62%	69%	80%	69%	70%	≥ 50%	73%
	Number of UCR Part 1 Crimes	Police Administration	Neighborhoods	199	175	160	141	158	≤ 180	41
	Percentage of UCR Part 1 Offenses cleared	Criminal Investigations	Core Service	28%	20%	30%	31%	28%	≥ 20%	27%
	Percentage of crime victims contacted by investigators within 3 days	Criminal Investigations	Core Service	95%	92%	98%	100%	100%	≥ 95%	100%
	Average Priority 1 response time (call dispatch to arrival)	Police Patrol	Core Service	4:12	4:11	4:03	3:12	3:25	≤ 5:00	3:27
	Fire/Ambulance average response time	Fire and EMS Operations	Core Service	(Previously reported percentage of response times under 6 minutes)				4:43	≤ 6:00	4:40
	Percentage of plans reviewed within 48 hours	Fire Prevention / Investigations	Core Service	97%	100%	100%	99%	99%	≥ 98%	99%
	Percentage of fire investigations cleared within 30 days	Fire Prevention / Investigations	Core Service	100%	100%	100%	100%	100%	≥ 95%	100%
	Percentage of inspections performed within 48 hours of request	Fire Prevention / Investigations	Core Service	97%	100%	100%	100%	100%	≥ 95%	100%

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 YTD
Vital Statistics	Injury accidents per 1,000 population	Police Patrol	Core Service	2.2	0.75	0.7	0.7	0.72	0.72
	Number of self-initiated calls for service (proactive, community policing)	Police Patrol	Neighborhoods	40,324	54,231	50,897	43,781	35,652	8,834
	Total number of outstanding warrants in system since 1/1/03	Warrant Officer	Core Service	4,170	3,971	4,056	3,657	3,006	3,111
	Number of warrants served	Warrant Officer	Core Service	7,190	1,452	2,767	2,610	2,350	972
	Fire Related Responses	Fire Operations	Core Service	N/A	381	500	542	566	162
	Service Related Responses	Fire Operations	Core Service	N/A	357	127	152	180	42
	EMS Related Responses	EMS Operations	Core Service	N/A	829	950	959	1037	240
	Ambulance billing revenue	EMS Operations	Sust. Gov't	\$322,000	\$323,672	\$399,312	\$354,239	\$388,803	\$183,579
	Percentage of billed services recovered	EMS Operations	Sust. Gov't	30%	30%	32%	29%	31%	49%
	Total number of volunteer hours from CFAAA and Rehab Team	Fire Administration	Core Service	N/A	900	418.5	672.5	491.75	186.5
	Community Fire Prevention Events	Fire Prevention / Operations	Core Service	N/A	N/A	116	125	122	12
	Average hours of training per employee	Fire Operations	Core Service	205	160.9	160.99	134.77	166	17

DEVELOPMENT

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Target	FY 2017 YTD
Performance Measures	Percentage of residential plan reviews completed in seven days or less (was 5 through FY16)	Building Inspection	Eco. Dev.	New Measure	21%	41%	77%	75%	≥ 75%	94%
	Percentage of commercial plan reviews completed in seven days or less (was 10 through FY16)	Building Inspection	Eco. Dev.	New Measure	44%	55%	77%	80%	≥ 75%	89%
	Percentage of inspections performed within 24 hours	Building Inspection	Core Service	93%	97%	98%	99%	98%	≥ 95%	99%
	Percent of online department survey respondents satisfied with overall service	Planning and Zoning/Building Inspection	Core Service	New Measure	89%	98%	100%	70%	= 100%	100%
	Retail occupancy rate	Economic Development	Eco. Dev.	87%	88%	90%	90%	96%	≥ 90%	95%
	Office occupancy rate	Economic Development	Eco. Dev.	87%	89%	89%	90%	92%	≥ 90%	95%
	Percentage growth in sales tax revenue (General Fund)	Economic Development	Eco. Dev.	8.1%	7.6%	9.0%	3.1%	8.0%	≥ 1.05%	11.98
		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 YTD	
	Number of Inspections Performed	Building Inspection	Eco. Dev.	8,780	6,832	4,621	7,194	9,977	2,408	

LEISURE

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Target	FY 2017 YTD
Performance Measures	Percentage of competitive athletic fields meeting departmental maintenance standards	Athletic Field Maintenance	Core Service	New Measure	New Measure	80%	80%	85%	≥ 85%	94%
	Percentage of park inspections meeting standards	Park Maintenance	Core Service	85%	87%	80%	95%	96%	≥ 85%	95%
	Percentage of library materials requests filled within 30 days	Library Services	Core Service	83%	86%	96%	93%	94%	≥ 80%	Annual
	Percentage of library patrons who come to the library looking for items and find them	Library Services	Core Service	82%	79%	80%	81%	83%	≥ 80%	Annual
	Children's program attendance	Library Services	Core Service	17,145	21,955	18,363	17,173	18,888	≥ 18,000	3,685
	Adult and teen program attendance	Library Services	Core Service	809	910	795	651	800	≥ 650	189
	Children's summer reading program participation	Library Services	Core Service	1,054	1,182	1,188	987	1,278	≥ 1,000	Annual
	Adult and teen summer reading program participation	Library Services	Core Service	106	118	114	84	148	≥ 100	Annual
	Library patron visits	Library Services	Core Service	104,268	123,211	134,314	133,076	120,202	≥ 115,000	21,245
	Reference questions answered	Library Services	Core Service	39,799	35,048	34,073	25,025	28,717	≥ 25,000	8,242
	Circulation of the library materials collection	Library Services	Core Service	244,613	250,737	234,667	228,160	222,123	≥ 220,000	44,586
	Percentage of offered classes/programs held	Recreation	Sust. Gov't	60%	65%	71%	73%	77%	≥ 60%	83%
	Number of participants	Senior Center	Core Service	1,500	1,751	3,734	3,767	4,574	≥ 1,500	965
	Percentage of resident membership visits	Senior Center	Sust. Gov't	55%	58%	60%	59%	51%	≥ 60%	52%
	Percentage of cost recovery	Colleyville Center	Sust. Gov't	70%	66%	81%	75%	62%	≥ 70%	57%
	Percentage of customer satisfaction ratings of "excellent"	Colleyville Center	Core Service	98%	96.3%	96.4%	97.3%	98%	≥ 97.5%	92%
	Number of events held	Colleyville Center	Sust. Gov't	420	386	412	452	376	≥ 400	90

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 YTD
Vital Statistics	Percentage of Colleyville households with at least one active library card holder	Library Services	Core Service	55%	50%	50%	50%	50%	50%
	Library materials collection size	Library Services	Core Service	65,740	69,736	74,525	77,664	80,452	81,532
	Number of staff hours dedicated to athletic field maintenance and game preparation	Athletic Field Maintenance	Core Service	4,725	4,884	3,697	4,032	4,007	811
	Number of youth sports participants	Athletic Field Maintenance	Core Service	4,750	4,063	4,315	4,434	4,302	2,188
	Percentage of non-resident youth sports participants	Athletic Field Maintenance	Sust. Gov't	51%	49%	52%	52%	59%	50%
	Percentage of revenue recovery	Athletic Field Maintenance	Core Service	N/A	12%	12%	20%	18%	11%
	Number of classes/programs offered	Senior Center	Core Service	120	151	212	191	172	39
	Average membership visits per month	Senior Center	Core Service	500	534	544	827	1,019	873
	Number of Metroport Meals on Wheels participants	Senior Center	Core Service	1,800	1,727	1,607	1,695	1,553	346
	Percentage of Meals on Wheels participants who are residents	Senior Center	Core Service	50%	52%	49%	47%	43%	47%
	Percentage of resident class participants	Recreation	Sust. Gov't	60%	49%	42%	44%	43%	36%
	Revenue generated from bookings	Colleyville Center	Sust. Gov't	\$240,000	\$246,797	\$230,793	\$226,901	\$209,919	\$48,589
	Percentage of events generating economic impact for local business	Colleyville Center	Eco. Dev.	55%	57%	59%	59%	60%	62%
	Percent of total events held: Colleyville residents	Colleyville Center	Sust. Gov't	N/A	9%	10%	11%	23%	15%
	Percent of total events held: Non-residents	Colleyville Center	Sust. Gov't	N/A	41%	36%	30%	25%	25%
	Percent of total events held: Non-profits	Colleyville Center	Sust. Gov't	N/A	44%	47%	50%	45%	54%
	Percent of total events held: City departments	Colleyville Center	Sust. Gov't	N/A	6%	7%	9%	7%	6%

PUBLIC WORKS

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Target	FY 2017 YTD
Performance Measures	Percent of internal customers satisfied with facility environment	Building Services	Sust. Gov't	98%	89%	84%	86%	96%	≥ 90%	Annual Measure
	Percentage of work orders responded to within one business day	Building Services	Sust. Gov't	99%	78%	51%	83%	89%	≥ 90%	90%
	Percent of scheduled lane miles of public streets swept	Stormwater Management	Core Service	94%	98%	99%	99%	94%	≥ 98%	100%
	Percent of storm drain inlets inspected	Drainage Maintenance	Core Service	New Measure	New Measure	20%	51%	55%	≥ 50%	0%
	Percentage of storm sewer lines inspected	Drainage Maintenance	Core Service	New Measure	New Measure	<1%	<1%	<1%	≥ 10%	0%
	Meter reading accuracy	Utility Support	Core Service	98%	99%	99%	98%	99%	≥ 98%	98%
	Percentage of total waste water lines cleaned annually	Waste Water Collection	Core Service	88%	93%	78%	91%	94%	≥ 95%	N/A
	Percentage of water valves exercised	Water Distribution	Core Service	New Measure	New Measure	12%	0.05%	15%	≥ 20%	1%
	Percentage of monthly water samples testing negative for coliform bacteria	Water Distribution	Core Service	100%	99.36%	99%	98%	100%	= 100%	100%
	Percent of street and traffic signs replaced	Street Maintenance	Neighborhoods	8%	12%	15%	15%	7%	≥ 10%	0%
	Percentage of pavement markings renewed	Street Maintenance	Neighborhoods	New Measure	New Measure	20%	4%	15%	≥ 20%	1.4%

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 YTD
Vital Statistics	Percentage of fleet time available	Fleet Maintenance	Sust. Gov't	98%	98%	98%	98%	99%	99%
	Ratio of scheduled maintenance to unscheduled repairs	Building Services	Sust. Gov't	77%	68%	41%	68%	50%	50%
	Number of infrastructure repairs needed within two- year maintenance bond period	Engineering Services	Core Service	0	0	0	0	0	0
	Value of newly-constructed public infrastructure in place	Engineering Services	Neighborhoods	New Measure	New Measure	\$5.82M	\$17.3M	\$11.7 M	\$1.9M
	Percentage of construction time with City staff present	Engineering Services	Neighborhoods	New Measure	New Measure	18%	23%	30%	30%
	Percentage of time preventative maintenance is completed on schedule	Fleet Maintenance	Sust. Gov't	New Measure	New Measure	95%	96%	96%	100%
	Water loss ratio	Water Distribution	Core Service	4.50%	4.33%	4.34%	3.08%	2.50%	Annual Measure

ADMINISTRATION

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Target	FY 2017 YTD
Performance Measures	City-initiated news leads	Communications	Core Service	40	31	23	29	31	≥ 30	15
	Number of public information campaigns	Communications	Core Service	8	6	4	6	6	≥ 8	4
	Coverage in print, broadcast, online/associated media value	Communications	Core Service	\$130,000	\$82,650	\$94,976	\$114,000	\$66,101	≥ \$100,000	\$28,340
	Achieve GFOA's Distinguished Budget Award	City Manager's Office	Core Service	Yes	Yes	Yes	Yes	Yes	Yes	N/A
	Percentage of board, commission, and committee members that have completed Texas Open Meeting Act training	City Secretary	Sust. Gov't	< 50%	< 50%	89%	91%	86%	≥ 95%	90%

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 YTD
Vital Statistics	Tax rate per hundred dollars of valuation	City Council	Sust. Gov't	\$0.3559	\$0.3559	\$0.3559	\$0.3559	\$0.3559	\$0.33913
	Average pounds recycling per home/per collection	Solid Waste and Recycling	Core Service	12.2	11.5	11.9	10.73	12.55	13.35
	Number of household hazardous waste collections (at Fort Worth ECC and Clean Sweep event)	Solid Waste and Recycling	Core Service	524	572	553	658	752	N/A
	Visits to Colleyville.com	Communications	Core Service	260,000	300,605	318,759	317,793	321,567	70,777
	E-newsletter subscribers	Communications	Core Service	1,300	1,679	2,621	2,839	3,225	3,322
	Colleyville Businesses Participating on Marketing Support Program(s)	Communications	Eco. Dev.	New Measure	New Measure	New Measure	New Measure	N/A	N/A
	Social Media Followers on City of Colleyville Government	Communications	Core Service	New Measure	New Measure	New Measure	1,000	1,836	2,438
	Advertising Campaigns	Communications	Core Service	New Measure	New Measure	2	1	1	0
	Number of public information requests	City Secretary	Core Service	196	217	260	283	296	66
	Number of citizen survey responses	City Manager's Office	Sust. Gov't	1,665	N/A	1,323	N/A	N/A	N/A

FINANCE

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Target	FY 2017 YTD
Performance Measures	Number of audit adjustments in period 13 closing	Finance	Sust. Gov't	14	12	10	24	7	≤ 12	N/A
	Achieve GFOA's Certificate of Achievement for Excellence in Financial Reporting	Finance	Sust. Gov't	Yes	Yes	Yes	Yes	N/A	Yes	N/A
	Percentage warrants issued within 10 day (formerly 8 day) period after due date or court date	Municipal Court	Core Service	New Measure	New Measure	97%	99%	99%	≥ 97%	98.0%
	Billing accuracy rate	Utility Billing	Core Service	98.3%	99.0%	98.6%	99.8%	99.9%	≥ 99.5%	99.9%

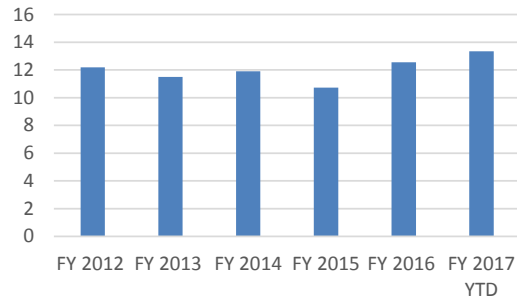
		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 YTD
Vital Statistics	Percent of ACH payments to total accounts payable	Finance	Sust. Gov't	New Measure	New Measure	16%	26%	26%	28%
	Number of citations filed per FTE	Municipal Court	Core Service	4,000	4,268	4,610	4,609	4,220	1,023
	Number of bench trials vs. jury trials set	Municipal Court	Core Service	New Measure	New Measure	67 / 44	51 / 16	34 / 20	3 / 9
	Percentage of automatic draft customers/total customers	Utility Billing	Core Service	15%	15%	19%	16%	17%	17%
	Percentage of customers paying before cutoff	Utility Billing	Core Service	97%	97%	97%	97%	97%	97%
	Uncollectible accounts written off at year end (water & sewer)	Utility Billing	Core Service	\$34,628	\$30,500	\$26,080	\$27,178	\$19,150	N/A

INTERNAL SERVICES

		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Target	FY 2017 YTD
Performance Measures	Percentage turnover (per fiscal year)	Human Resources	Sust. Gov't	12%	22%	15%	17%	14%	≤ 15%	3%
	Percentage of annual performance evaluations completed on time	Human Resources	Sust. Gov't	36%	25%	98%	73%	99%	≥ 90%	N/A
	Percentage of employees who participate in wellness program	Human Resources	Sust. Gov't	80%	78%	86%	85%	92%	≥ 80%	N/A
	Workers' compensation experience modification factor (actual losses compared to expected losses)	Human Resources	Sust. Gov't	New Measure	0.48	0.45	0.83	0.84	≤ 0.85	0.84
	Medical and pharmacy loss ratio (paid claims divided by premiums)	Human Resources	Sust. Gov't	New Measure	66%	75.8%	87.4%	75.5%	≤ 85%	73.5%
	Percentage of product requests completed on time	Graphical Information Services (GIS)	Sust. Gov't	90%	82%	88%	93%	93.4%	≥ 85%	95.7%
	Percentage of address responded to within 30 days	Graphical Information Services (GIS)	Sust. Gov't	96%	64%	89%	100%	100%	≥ 90%	100%
	Percentage of broadcast uptime	Network/Desktop Services	Sust. Gov't	99.99%	99.82%	99.86%	99.88%	99.99%	≥ 99%	100.00%
	Percentage of work orders completed on time	Network/Desktop Services	Sust. Gov't	80%	87%	78%	87%	92.9%	≥ 95%	89.7%
	Percentage of network data and telecommunications uptime	Network/Desktop Services	Sust. Gov't	99.99%	99.83%	99.73%	99.80%	99.99%	≥ 99%	99.99%
	Percentage of IT work plan projects completed on time	Network/Desktop Services	Sust. Gov't	80%	100%	97%	94%	95%	= 100%	100%
	Percentage of data backup success	Network/Desktop Services	Sust. Gov't	95%	91%	91%	92%	94.2%	= 100%	96.3%
Vital Statistics		Program	Focus Area	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 YTD	
	Total number of equipment pieces maintained by department	Network/Desktop Services	Sust. Gov't	430	419	569	589	609	609	

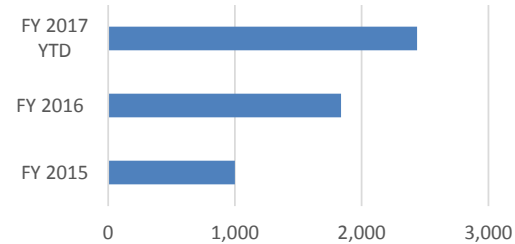
Solid Waste & Recycling

Average pounds recycling per home/per collection



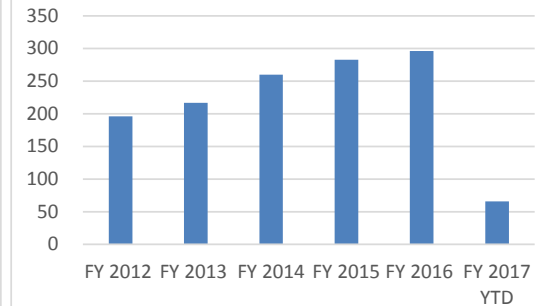
Communications

Social Media Followers on City of Colleyville Government



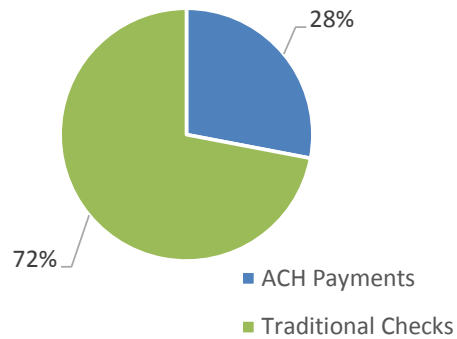
City Secretary

Number of public information requests



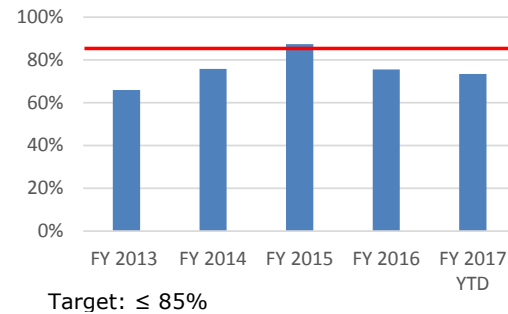
Finance

Percent of ACH payments to total accounts payable



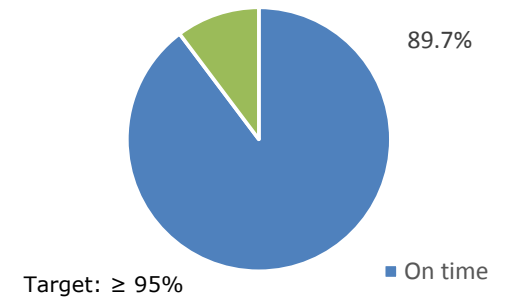
Human Resources

Medical and pharmacy loss ratio (paid claims divided by premiums)

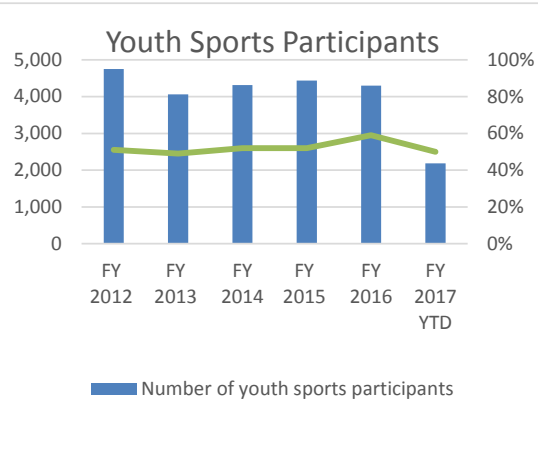


Technology

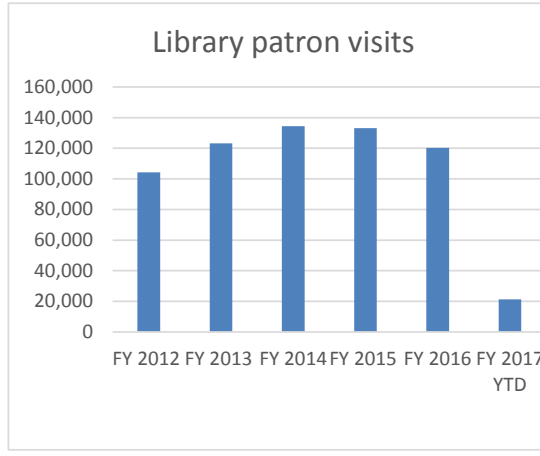
Percentage of work orders completed on time



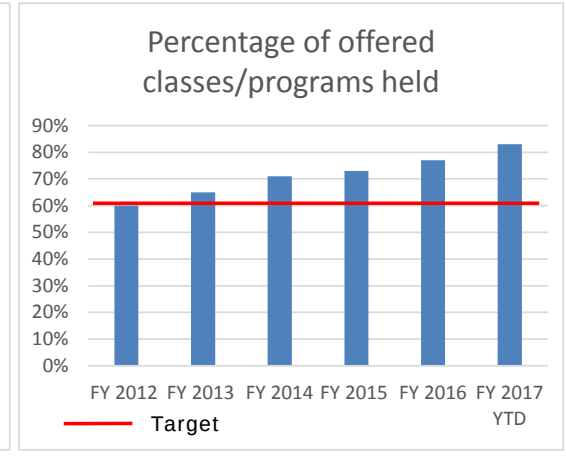
Parks



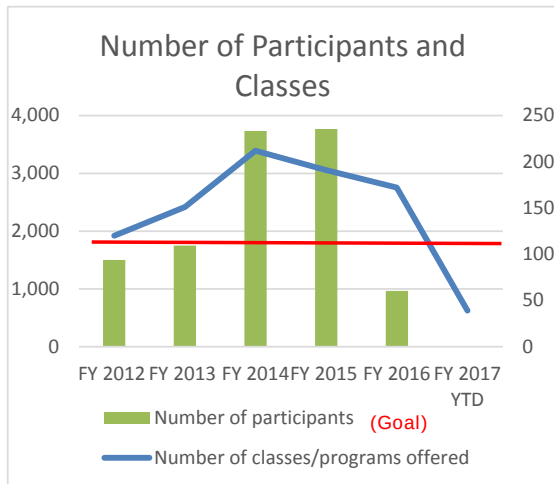
Library



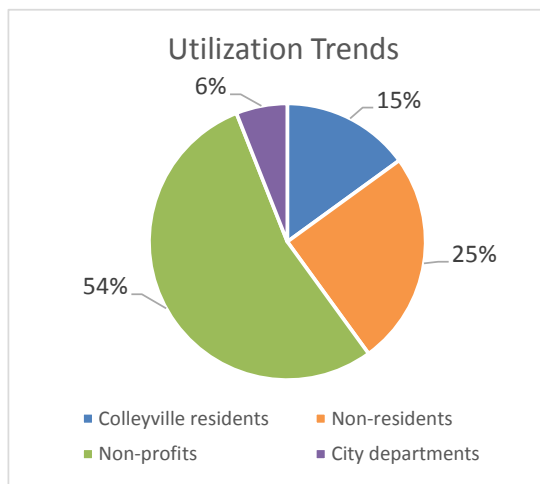
Recreation



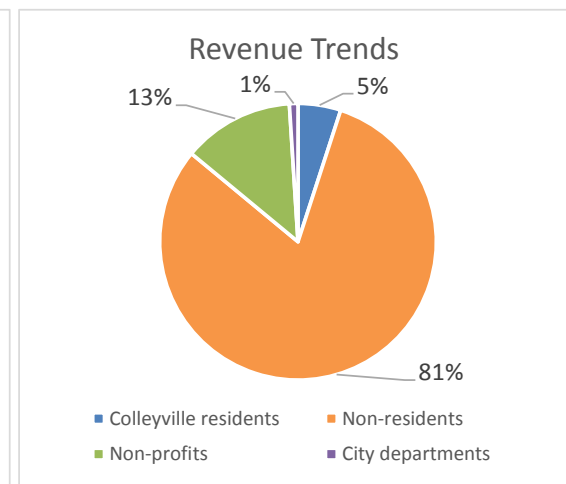
Senior Center



Colleyville Center

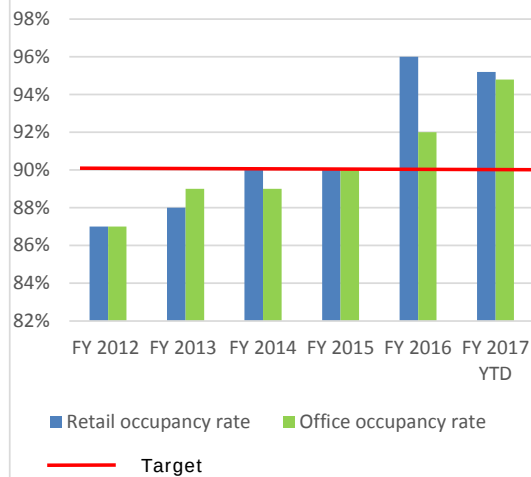


Colleyville Center

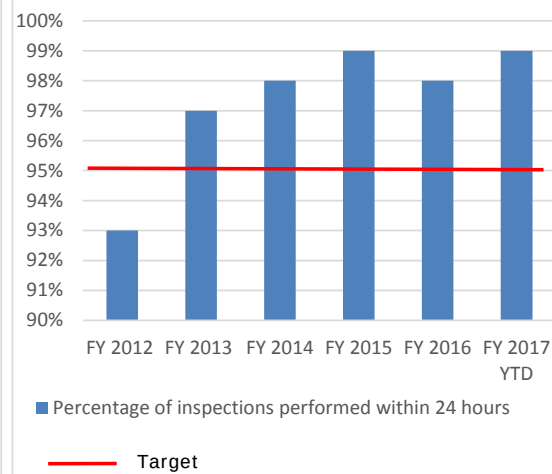


Dashboard: Development & Infrastructure FY 2017 Q1

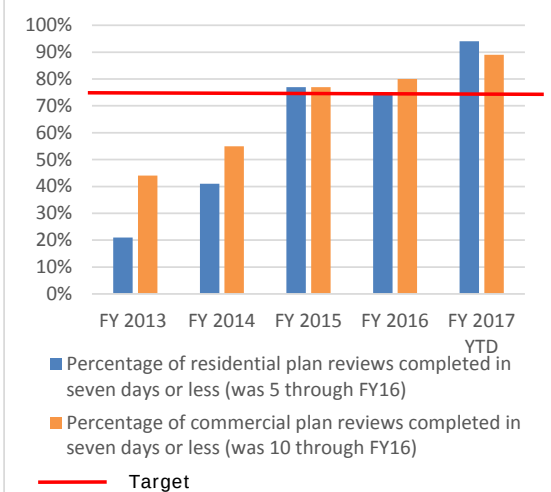
Retail & Office Occupancy Rate



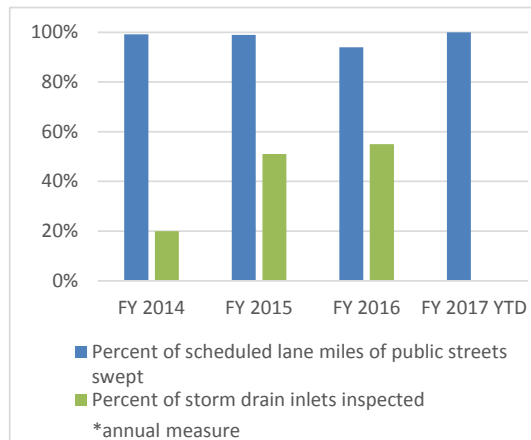
Inspections Performed within 24 hours



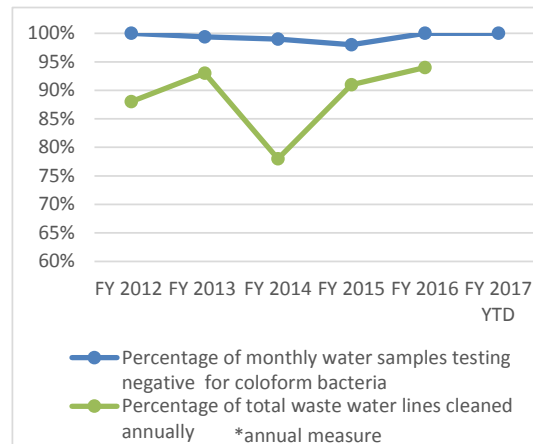
Plan Review & Inspections Timeliness



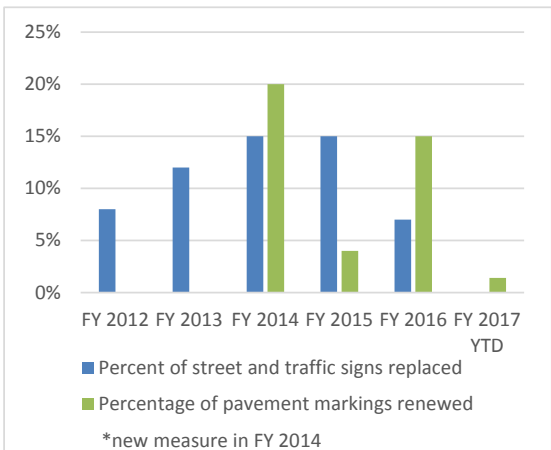
Stormwater & Drainage



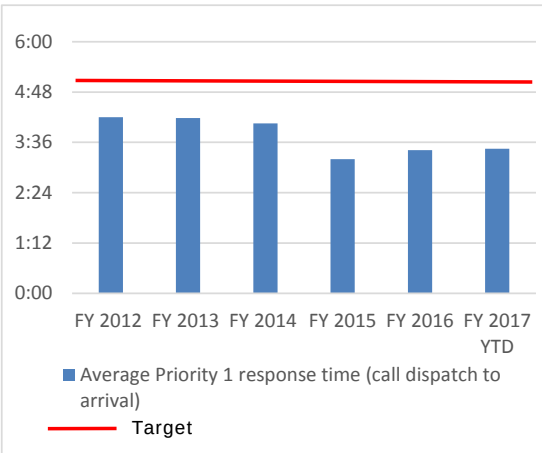
Water & Wastewater



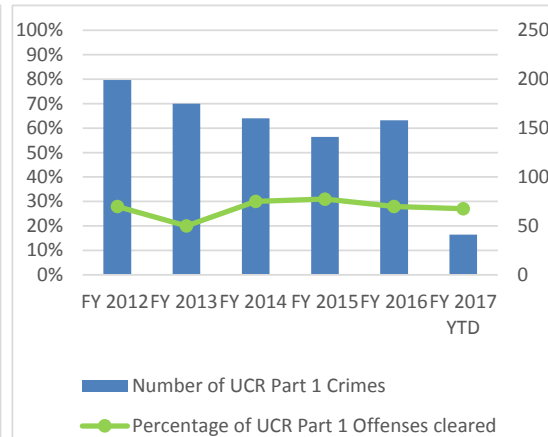
Street Maintenance



Police Response Time

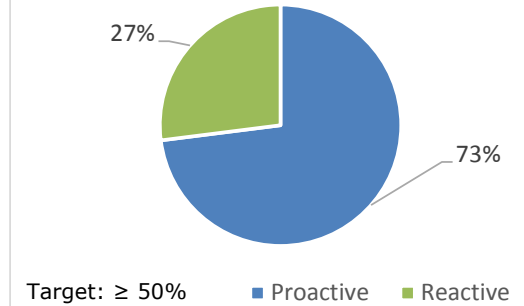


UCR Part 1 Crimes

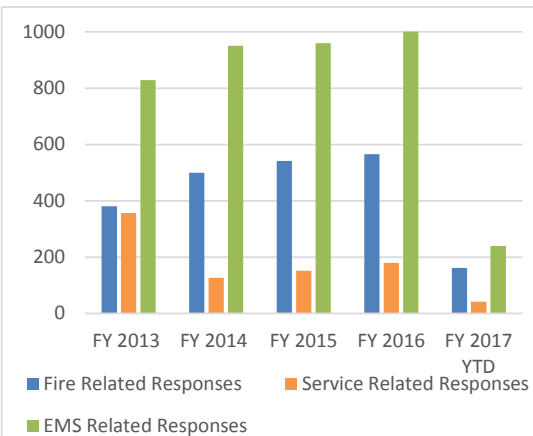


Code Enforcement

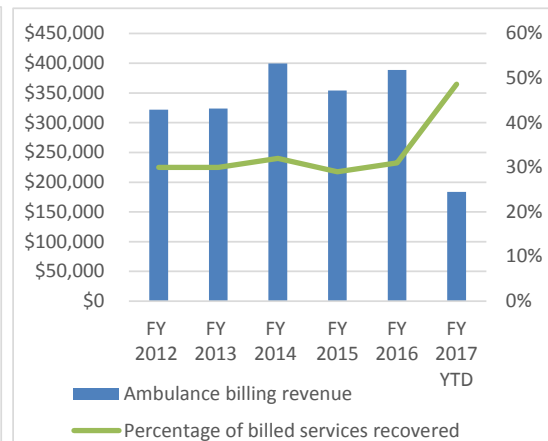
Percentage of code violations located proactively



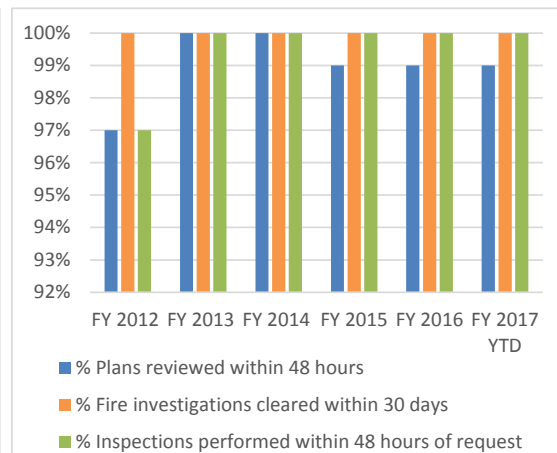
Fire & EMS Responses



Ambulance Billing



Fire Prevention / Investigation





STAR Report

Upcoming Council Worksession Topics

Council Date	Target	Responsible Dept / Program	Action Item
2/21/2017	CMO	Worksession (before CC): Review of Clean Sweep Event	
2/21/2017	Library	Worksession (before CC): Discussion of Special Events	
2/21/2017	Public Works	Worksession (before CC): Drainage worksession follow up	
3/7/2017	Library	Worksession (before CC): Discussion of the Library long-range plan	
3/7/2017	CMO/CSO	Worksession (before CC): Presentations from Agencies on FY 2018 funding requests	
3/9/2017	Econ Development	Worksession: Discussion of Economic Development Strategy	
3/9/2017	Communications	Worksession: Discussion of Communications Strategy	
3/21/2017	CMO	Worksession (before CC): Discussion of Solid Waste Franchise (Staff recommendations from RFP)	
3/21/2017	HR	Worksession (before CC): Classification and Compensation Study - seek policy direction	
4/4/2017	CMO	Worksession (before CC): Citizen Survey Results	
4/4/2017	City Manager's Office	Worksession (before CC): Discussion of current policy regarding building and facility rental to community groups and the general public	
4/18/2017	HR	Worksession (before CC): Classification and Compensation Study - preliminary report	
4/18/2017	CD	Worksession (before CC): Prohibition of Overhead Utility Lines (redlines)	
5/2/2017	Police	Worksession (before CC): Discussion of truck routes in Colleyville	
5/2/2017	CD/PD	Worksession (before CC): Discussion of residential property maintenance standards	
5/16/2017	HR	Worksession (before CC): Classification and Compensation Study - final report	
6/6/2017	HR	Worksession (before CC): Classification and Compensation Study - follow up on final numbers if needed	
Summer 2017	Community Development	Worksession (before CC): Tree Preservation	
TBD	CMO	Worksession (before CC): Discussion of use of HOT tax	
TBD	Community Development	Worksession (before CC): Discussion of Amendments to PUD and residential zoning standards	
TBD	PW/CMO	Worksession (before CC): Discussion of private development streetlighting	
TBD	Public Works	Worksession (before CC): Discussion of the Sidewalk Policy	

STAR Report

Projects: Strategic Services

Status	Responsible Dept/Program	Action Item	Notes	Strategy Map Connection
In Progress	CMO	Texas Comptroller's Financial Transparency Stars Program	application for first "star" (Traditional Finances) has been submitted	CB04
In Progress	CMO	Bid & negotiate new garbage and recycling services contract	RFP advertised; proposals due February 20	C2
In Progress	CMO	Hotel Occupancy Tax administration- research & set up	research underway; forms for remission of fees has been established	F4
In Progress	CMO	Time Warner franchise fee audit	received data from TW; negotiating settlement	F3
In Progress	CMO	Citizen Survey	Survey is live through February 28, 2017	C2
In Progress	Communications	New Website	Pending direction from the City Council	B1, B4, C2, CB04
In Progress	CSO	Digitizing Documents to Laserfiche (continuation of work)	Complete large format in FY 2016; complete scanning of the arrest files in PD	B1, B2,C2
In Progress	HR	Personnel Manual revision and training	Personnel Manual complete and effective Feb 1	B4, L3, L1
In Progress	HR	Training program for all employees	To be rolled out with new Personnel Manual	L1, L4, L5
In Progress	HR	Classification and Compensation Study	Consultant contract awarded at Feb 7 City Council meeting	F4, L1
In Progress	HR	Colleyville College / Leadership Development: determine the future of this program	Will follow after implementation of new training system.	L1, L4, L5
In Progress	HR	Automate applicant tracking	Implementation/training underway.	B1, B2, B3
In Progress	HR	NTX Coalition	Consultant updated staff on Oct 25; no recommendations for changes at this point.	B2, B3, F3, L5
In Progress	HR	Evaluate regionalization of medical insurance	Five cities agreed to move forward with feasibility study.	B3
In Progress	ISM	Fiber Build Phase 1-3	Working with Grapevine & GCISD on ILA	B1, B3
Planning	ISM	Courts AV Upgrade Phase 2	Discussion has started with vendor	B2, B1, C2
TBD	CSO	Update bylaws for SBA & Parks and Recreation Advisory Board	No set schedule yet	B4
TBD	Finance/HR	Employee Self Service Timekeeping and Leave Requests	No set schedule yet	B1
TBD	Finance	Set up, test & implement General Billing Module in Munis	Winter 2016	B1
TBD	Finance	Set up, test & implement Expense Report Module in Munis	Winter 2016	B1
TBD	HR	Review automation of open enrollment process	To be evaluated for FY18 implementation	B1, B2, B3
TBD- On Hold	CMO	Oncor franchise agreement update- currently expired	handled by City Attorney; may be impacted by litigation from other cities	F3

COMPLETE	Finance- Utility Billing	Design Build of online utility billing website	C2, B1
COMPLETE	ISM	Internet Redundancy	B2
COMPLETE	ISM	Phone System Software Upgrade	B2
COMPLETE	CMO	Financial transparency platform for website (OpenGov)	B4, CBO4
COMPLETE	CMO	Mayor for a Day Contest 2016/2017	C2
COMPLETE	CSO	Boards, Commissions, and Committees	B4
COMPLETE	CMO	Energy Contract (TCAP) evaluation/renewal	B3, F3
COMPLETE	ISM	Replacement of Data Center Blade Chassis/Blades	B1, B2
COMPLETE	ISM	Phase 2 PD/EOC technology upgrade	B1, B2
COMPLETE	ISM	Additional Digital Signage - City Hall & Senior Center	B2
COMPLETE	CMO	Mayor for a Day Contest	C2
COMPLETE	Finance/HR	Review Employee Self Service for rollout to employees	B1
COMPLETE	HR	Revamp On-the-Spot Awards Program	B4, L1, L2
COMPLETE	HR	Establish procedures for new Affordable Care Act reporting	B2
COMPLETE	HR	Revamp Wellness Program	B1, B2, B3
COMPLETE	HR	Supervisor Training on Performance Evaluations	L3, L4
COMPLETE	HR	Employee ethics/harassment training	L1
COMPLETE	HR	Employee In-Service Day	L2, L3
COMPLETE	HR	Employee Health Fair	L2
COMPLETE	HR	Insurance Renewal for FY17	B2, B3, F3, L5
COMPLETE	CMO	Water Usage PC item	B4
COMPLETE	CMO	Employee Engagement Survey & Follow Up	L2
COMPLETE	ISM	Off-site back-up Moved to Barracuda	B1, B3, B4
COMPLETE	CSO	Conversion of minutes to SuiteOne platform	B2
COMPLETE	Communications	Additional Contractual Support for Communications Activities	B4, CBO4
COMPLETE	Finance- Utility Billing	Receipt printer for new software	B1
COMPLETE	ISM	Digitizing Documents to Laserfiche (continuation of work)	B1, B2,C2

COMPLETE	Finance	Conversion of UB software to Munis	C2, B1
COMPLETE	CMO	FY 2016 business plans	B5, L3
COMPLETE	CMO	Update Employee Intranet	B1, B4, L2
COMPLETE	CMO	City Council candidate orientation	C2
COMPLETE	Finance	Audit finalized	F4, F1
COMPLETE	Finance	Bank Depository Bid	F4
COMPLETE	Municipal Court	Laptop and Monitor for Court Room (2nd clerk for payments)	B1
COMPLETE	Municipal Court	Scanner for Court Room (2nd clerk for payments)	B1
COMPLETE	ISM	Upgrade Desktop Support Technician to Management Analyst	L1
COMPLETE	ISM	Phase 1 Courts technology replacement and upgrade	B2,
COMPLETE	ISM	Laserfiche License upgrade (from 28 to 50 concurrent users)	B2,
COMPLETE	ISM	Increase Leased Fiber (4 months of increase for lines we will still lease)	B2,B3
COMPLETE	ISM	Venue Mapper for Colleyville Center	C2
COMPLETE	ISM	Additional Security Cameras at the Senior Center and City Hall	C5
COMPLETE	ISM	Laserfiche Integration Project: CRW	B1, B2,C2
COMPLETE	ISM	Laserfiche Integration Project: Crimes Software	B1, B2,C2
COMPLETE	ISM	Phase 2 City Hall AV Upgrades	B1, B2,C2
COMPLETE	ISM	Replacement GIS Licensing with Enterprise Licensing	B1,C2, L5
COMPLETE	ISM	Replacement of laptop computers	B2
COMPLETE	ISM	Replacement of ToughBook computers	B2
COMPLETE	ISM	Replacement of wireless system	B1, C2
COMPLETE	Utility Billing	Replacement of Hand Held Meter Devices	B1
COMPLETE	HR	FY16 Health Insurance Renewal	F4, L1
COMPLETE	HR	Annual Market Study	F4, L1
COMPLETE	HR	Open Enrollment for FY2016	L1
COMPLETE	HR	Update employees on insurance for FY17	F4, L5

STAR Report

Projects: Public Safety

Status	Responsible Dept/ Program	Action Item	Notes	Strategy Map Connection
In Progress	Fire	Folding Doors for Fire Station 1	Included in the FY 2016 CIP; additional funding needed; project pending appropriation of additional funds	F2
In Progress	Police	City plan/policy on community run requests	Coordinating with multiple departments	C1, C2, C5, B2
COMPLETE	Police	Hire new officer 2015 (CCCPD funded)		L1, C5
COMPLETE	Fire	Intermedix Contract Renegotiation		C2, B1, B3
COMPLETE	Fire	Fire Apparatus Replacement Plan update		C5, C2, B2
COMPLETE	Police	Self Aid Trauma Kits		C5
COMPLETE	Fire	Adobe Web Events Software		B1
COMPLETE	Fire	Articulate Software		B1
COMPLETE	Fire	Update the Fire Code		C5
COMPLETE	Fire Operations	Hire 3 new firefighters		C5, L1
COMPLETE	Fire Operations	Collaborative Adaptive Sensing of the Atmosphere (CASA WX) Project		B3
COMPLETE	Police	Hire new officer (CCCPD funded) mid-year		C5, L1
COMPLETE	Police	AV equipment upgrade in the Interview Room		B1
COMPLETE	Police	Vehicle Replacement per schedule (CCCPD funded)		F2
COMPLETE	Police	Purchase pistols (CCCPD)		C5
COMPLETE	Police	Replacement of Radar Trailer (CCCPD)		F2
COMPLETE	Police	Hire Police Property Room Clerk		C5, L1
COMPLETE	Police	Four handheld radar units		B1
COMPLETE	Police	Increase PT Records Clerk to FT		C5
COMPLETE	Police	Texas Workforce Commission Annual Subscription for CID Investigations		C5

COMPLETE	Fire	Hire 3 New Firefighter/paramedics	C5, L1
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STAR Report

Projects: Development & Infrastructure

Status	Responsible Dept. / Program	Action Item	Notes	Strategy Map Connection
In Progress	Facility Services	City Hall - Backup Power	Submitted Grant in July 2016 for generator- awaiting on decision; 1st grant pending FEMA approval. 2nd and 3rd grant submitted	F2
In Progress	Public Works	Bedford Road Retaining Wall	The bids for the project will be presented for Council consideration of award during the February 21, 2016 meeting	F2
In Progress	Public Works	Glade Road Final Design Entire Corridor	Consultant is working on the design for phases 2, 3 and 4	C4, C5, F2
In Progress	Public Works	Glade Road Phase I: Bransford Road to Manning Drive	ROW Acquisition	C4, C5, F2
In Progress	SH26 Coordinator	Construct SH26 Phase II and III	Under construction	C4, C5, F2
In Progress	Public Works	Bedford Road (County project) - Rehabilitation	Northern section complete from Glade Road to the bridge; remainder (bridge to Cheek Sparger Road) to be completed after the wall is replaced	C4, C5, F2
In Progress	Public Works	Westcoat - Rehabilitation	McDonwell School Road to L.D. Lockett complete	C4, C5, F2
In Progress	Public Works	WW Project 2: Rehabilitate Sewer Manholes Identified to be in Poor Condition	This project was awarded to the contractor during the February 7, 2017 Council meeting. Construction to begin in March.	F2
On Hold	Public Works	Drainage Fee Structure and Use (impervious area)	On hold pending Stormwater Master Plan Update	B2
Planned	Community Development	Review current restrictions on construction working hours in the City	Potential ordinance update	C5, C1
Planned	Community Development	Update Community Development website content and structure	Permits, Inspections, Gas Wells, Trees, Planning - Development Review, Planning - Long Range	B1, C2
Planned	Community Development	Coordinate and revise TRAKiT functionality and implementation	iTRAKiT (for inspector iPads), eTRAKiT (for public searching and scheduling), and TRAKiT (for internal data)	B1, C2
Planned	Public Works	Install Backup Generator for Emergency Power at L.D. Lockett Pump Station	Working on a grant submittal similar to the City Hall generator grant	F2
Planned	Public Works	John McCain (Pleasant Run Rd to Shepherds Glen) - Rehabilitation	FY2017 CIP - entire length of John McCain from Westcoat to Maranatha (@SH26)	C4, C5, F2
Planned	Public Works	Pleasant Run Design (Shelton to John McCain)	PSA approved by CC on August 16, 2016	C4, C5, F2
Planned	Public Works	Water Project 7: Demolish Overland Trail Pump Station and Storage Tank	Soliciting quotes	F2
Planned	Public Works	Water Project 9: Miscellaneous Repairs to Elevated Storage Tanks	Working to perform some in-house and contract out the tank repair work	F2
Planned	Public Works	SCADA System Upgrade	Basic upgrade complete; evaluating future upgrades/improvements needed	F2
Planned	Public Works	Conduct required impact fee update	Consultant selection FY17	F3, F4

Planned	Public Works	Research creek/tributary maintenance options/requirements on private property (HOAs, etc.)	Worksession held in Dec 2016, follow up discussion on February 21, 2017	C2, F3
TBD	Public Works	ADA Sidewalk Assessment	On Hold	C4
TBD	Public Works	Update of City's right-of-way maintenance ordinance	Staff currently evaluating processes; any necessary updates will be developed at a future date	F2
TBD	Public Works	Construct Roundabout at Bedford and Cheek-Sparger	Contingent upon the developer of Heritage Farms	C4, C5, F2
TBD	Public Works	Top 10 List Most Unsafe Roads or Intersections	Lee Engineering is doing pro bono	C5
TBD	Public Works	Public Works Service Center Design	TBD	F2, F3, L1
TBD	Public Works	Review and update Land Development Code related to Public Works standards	TBD	B2, B4
TBD	Public Works	Stormwater Master Plan Update	Scheduled for 2019 Capital Improvement Program	F3
COMPLETE	Public Works	Cheek-Sparger Road (Brown Trail to Bedford Road) - Rehabilitation	Completed January 2017	C4, C5, F2
COMPLETE	Facility Services	City Hall Façade Lighting	Installation of lighting completed on Febraury 11, 2017	C5, F2
COMPLETE	Facility Services	Justice Center - Roof Repair		F2
COMPLETE	Facility Services	Repairs and Improvements to the Bidault House		F2
COMPLETE	Community Development	Create hotel licensing process/agreement		C5
COMPLETE	Building Maintenance	Construct Trophy Case in City Hall (Priority 2)		F2
COMPLETE	Building Maintenance	Replace Water Heaters at Justice Center (Priority 1)		F2
COMPLETE	Building Maintenance	Council Chamber Lighting for Council/staff name signage (Priority 1)		F2
COMPLETE	Building Maintenance	Replace City Hall Water Valve Actuators (Priority 1)		F2
COMPLETE	Building Maintenance	Fan Powered Box to heat CH Executive Conference Room (Priority 1)		F2
COMPLETE	Building Maintenance	City Hall/library fire alarm system		C5
COMPLETE	Building Maintenance	Justice Center fire alarm system		C5
COMPLETE	Building Maintenance	Implement contract for disposal of fluorescent light bulbs		B2
COMPLETE	Building Maintenance	Implement contract for maintenance of parking lot gates at Justice Center		B2
COMPLETE	Building Maintenance	City Hall/library emergency lighting		C5
COMPLETE	Building Maintenance	Justice Center VAV boxes		F2

COMPLETE	Building Maintenance	Redundant HVAC unit for the City Hall Data Center	F2
COMPLETE	Building Maintenance	Colleyville Center back doors	F2
COMPLETE	Building Maintenance	Colleyville Center equipment doors to electrical and irrigation rooms	F2
COMPLETE	Building Maintenance	Colleyville Center 6-ton HVAC rooftop unit	F2
COMPLETE	Building Maintenance	Redundant HVAC unit for the Justice Center Data Center	F2
COMPLETE	Building Maintenance	City Hall/library boiler pumps and motors	F2
COMPLETE	Building Maintenance	Seal exterior building openings at the Justice Center	F2
COMPLETE	Building Maintenance	Colleyville Center parking lot and fire lane striping	F2
COMPLETE	Fleet	Vermeer Hydro Excavator Replacement	B1, F2
COMPLETE	Fleet	Implement Vehicle and Equipment Replacement Schedule	F3
COMPLETE	Fleet	Vehicles and Equipment sent to auction	F4
COMPLETE	Public Works	Emergency Asphalt (FY 2016)	F2
COMPLETE	Public Works	Water Facility Renewal (Area 1 - Western Trails)	F2
COMPLETE	Public Works	Water Facility Renewal (Area 2 - Reagan Estates)	
COMPLETE	Public Works	Bandit Trail (County project) - Rehabilitation	C4, C5, F2
COMPLETE	Public Works	Lowrie Road and Reagan Road (County project) - Rehabilitation	C4, C5, F2
COMPLETE	Public Works	Water Project 4: Upsize and Replace Water Lines in Sunrise Terrace Subdivision	F2
COMPLETE	Public Works	Construct Cotton Belt Trail Phase 3	C4, C5, F2
COMPLETE	Public Works	Light Tower/Generator for Backup Power for Lift Stations	F2
COMPLETE	Public Works	Reconstruction of Pleasant Run from Veranda to Bogart	C4, C5, F2
COMPLETE	Public Works	FEMA Grant Study (Creek Modeling)	F3, B3
COMPLETE	Public Works	Real Time Water System Pressure Monitors	C2
COMPLETE	Public Works	Backflow inspections (restructuring and process changes)	B2
COMPLETE	Public Works	American Public Works Association Accreditation	B2
COMPLETE	Public Works	PC: Update on the SH26 Project	C4

COMPLETE	Public Works	Reconstruction of Kingston Estates	C4, C5, F2
COMPLETE	Public Works	Master Thoroughfare Plan Update	C4
		Address the Heritage Avenue boundary change	
COMPLETE	Public Works	Construction SH26 Phase I Enhancements	C4, C5, F2
COMPLETE	Public Works	2015 Miscellaneous Concrete Repairs	C2, F2
COMPLETE	Public Works	Miscellaneous Major Asphalt Maintenance 2015	C4, C5, F2
COMPLETE	Public Works	Field Connectivity for Meter Services Worker	B1, C2
COMPLETE	Public Works	First reading of Ordinance to adopt new utility rate structure	F2, F3
COMPLETE	Public Works	Plan Review and Inspection Fee Update (to address testing costs)	B2
COMPLETE	Public Works	Utility Relocations along SH26	C4
COMPLETE	Public Works	Construction of the Jackson Cheek-Sparger Roundabout	C4, C5, F2
COMPLETE	Public Works	Update City Council on Access Midstream Pipeline alignment and right-of-way use fee	C5
COMPLETE	Public Works	Water/Wastewater Master Plan	F3
		Continuation of Rate Discussion	
COMPLETE	Public Works	Clean and Seal Exterior Stone City Hall/Library	F2
COMPLETE	Public Works	Mosquito Program Presentation	C2, C5
COMPLETE	Public Works	Adopt Water/Wastewater Master Plan (Resolution)	C2, C5, F2, F3
COMPLETE	Public Works	Approve Engineering Services Agreement for redesign of SH26	C4, F2, F3
COMPLETE	Public Works	Temporary Repair of Whites Chapel Road Bridge	F2
COMPLETE	Public Works	Rehabilitate Lavaca Trail - 2014 County Project	C4, F2
COMPLETE	Public Works	Rehabilitate Jackson Road (2015 County Project)	C4, F2
COMPLETE	Public Works	Pavement Markings 2015	F2
COMPLETE	Public Works	Street Maintenance (one-time)	C4, F2
COMPLETE	Public Works	Purchase and implement Networkfleet GPS Monitoring	B1
COMPLETE	Public Works	Hire Construction Inspector (project-funded)	F2
COMPLETE	Public Works	Implement Flood System Maintenance Contract	C5
COMPLETE	Public Works	Implement Traffic Signal Maintenance Contract	B2

COMPLETE	Public Works	Guardrail Repair Program (use some of one-time street maintenance \$)	F2
COMPLETE	Public Works	Field Connectivity- purchase 3 tablets & aircards	B1
COMPLETE	Public Works- CIP	Pavement Markings	F2
COMPLETE	Public Works- CIP	Rehabilitate Streets in Jewel Estates Subdivision	F2, C4

STAR Report

Projects: Leisure Services

Status	Responsible Dept / Program	Action Item	Notes	Strategy Map Connection
In Progress	Parks	Master Plan Update	In negotiations with consulting firm and preparing a contract to bring forth to council for approval	B2,F2, F3
In Progress	Parks	L.D. Lockett Park / Cotton Belt Trailhead Enhancement Project	Construction to begin late Summer 2016	C1, F2, F3
In Progress	Parks	Sign Lighting for Entry Markers (convert from solar to hard-wired lighting)	Need to explore alternative options to hard wiring which requires the installation of additional power poles	F2
On Hold	Parks	Park Signage update- Woodbriar and Reagan Park	Will be working on signage standards during the Master Plan.	F2
On Hold	Colleyville Center	Site Master Plan	Input has been gathered from the Colleyville Center Advisory Committee and a Joint Worksession with the City Council has been held.; to be considered in Parks Master Plan update	F3, C1
COMPLETE	Parks	Community Garden Analysis		C1, F3, B3
COMPLETE	Parks	Pleasant Run Practice Fields - renovation		C1, F2, F3
COMPLETE	Colleyville Center	Update non-profit rental fee schedule		F3
COMPLETE	Colleyville Center	Increased Internet Bandwidth		C2, B1
COMPLETE	Colleyville Center	Replacement Dishwasher		F2
COMPLETE	Library	Library Long-Range Plan 2016 - 2021		C1, C2, B2,F3
COMPLETE	Parks	Splash pad recirculation system		C1, B2, F2
COMPLETE	Parks	Flashing trail crossing signage along the Cotton Belt Trail		C4, F2
COMPLETE	Parks	Playground at Pleasant Run Park		C1, F2
COMPLETE	Parks	Cotton Belt Trail - Phase III		C1, C4, F2
COMPLETE	Parks	Pleasant Run Trail Construction (Bogart to Mission)		C4
COMPLETE	Recreation	Senior Center Repairs		C1, C5
COMPLETE	Colleyville Center	Fridge Merchandiser		C2
COMPLETE	Colleyville Center	Update Rental Agreement		C1, B2
COMPLETE	Colleyville Center	Dyson Hand Dryers		F2

COMPLETE	Colleyville Center	AV Upgrade	C1, B1
COMPLETE	Parks	City Park - Landscape and Amenities	C1
COMPLETE	Colleyville Center	Replacement of Catering Oven	C2, F2
COMPLETE	Library	Upgrade 0.5 FTE Administrative Secretary to 1.0 FTE	C2
COMPLETE	Parks	Shade Structure Replacement at City Park- Fields 1-3	C1
COMPLETE	Library & Recreation	Special Events Discussion	C1, C2
COMPLETE	Parks	Construct Cotton Belt II Spur @ Webb House	C4
COMPLETE	Athletic Field Maint.	Baseball/Softball field laser grading maintenance rotation	C1, F2
COMPLETE	Colleyville Center	Repairs to original sloped metal roof	F2
COMPLETE	Library	PT Technical Services Librarian Position (from 6 hr/wk position)	B2
COMPLETE	Parks	Pleasant Run Trail ROW (Bogart to Mission)	C4, C1
COMPLETE	Parks Maintenance	Railroad rights-of-way maintenance	C1
COMPLETE	Parks Maintenance	Tree falling and removal at Nature Center	C1

RESOLUTION R-17-4097

**A RESOLUTION APPROVING CITY COUNCIL ACTION
UNDER BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF
FEBRUARY 21, 2017**

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, AND ____ ABSTENTIONS ON
THIS THE 21ST DAY OF FEBRUARY 2017.

Mayor Richard Newton	_____	Mayor Pro Tem Chris Putnam	_____
Place 1, Tammy Nakamura	_____	Place 5, Nancy Coplen	_____
Place 2, Bobby Lindamood	_____	Place 6, Mike Taylor	_____
Place 4, Jody Short	_____		

ATTEST:

CITY OF COLLEYVILLE

Amy Shelley, TRMC
City Secretary

Richard Newton
Mayor