



City of Colleyville City Council Agenda

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

Tuesday, April 18, 2017

WORKSESSION 5:30 PM EXECUTIVE CONFERENCE ROOM THIRD FLOOR

CALL TO ORDER

- WS-1** Discussion of Land Development Code amendments regarding newly installed utilities required to be underground
- WS-2** Discussion of the Sidewalk Policy
- WS-3** Overview of the Historical Preservation Committee
- WS-4** Discussion of the April 18, 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 the 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 the plugging and abandonment of the Atlas Gas Wells at 7504 and 7505 Pleasant Run Road

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

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information 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 Rich Binegar, Compass Christian

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-17-4115

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 - Fusion Whole Body Recovery, 6100 Colleyville Boulevard - Jennifer Duranczyk, owner - 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-17-4116

- 4a** Approval of the minutes of the regular City Council meeting of April 4, 2017
- 4b** Approval of the disposal of surplus, damaged, worn and outdated library books, audiovisual items, DVDs and CDs, and non-book materials, learning games, and puzzles
- 4c** Approval of an updated Integrated Mosquito Management Program
- 4d** Approval of an addendum to the web design contract for Colleyville.com in the amount of \$14,000, and authorize the city manager to execute the contract

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

5a Ordinance O-17-2008

Consideration of a Special Use Permit for a servants or caretakers quarters and a Special Use Permit to allow for an accessory building larger than permitted on Tract 3H, Abstract 211, BBB & C RY Survey, located at 5513 Lowrie Road, Case ZC17-002

5b Ordinance O-17-2009

Approval of an ordinance to amend the appointment of an Associate Municipal Court Judge

6. ORDINANCE(S): FIRST READING AND PUBLIC HEARING**6a Ordinance O-17-2010**

Consideration of a Special Use Permit for Automotive and Motor Vehicle Sales on Lot 2R, Block 1, of the Nystel Addition, located at 1821 John McCain Road, Case ZC17-004

7. RESOLUTION(S): READING AND PUBLIC HEARING**7a Resolution R-17-4117**

Consideration of appointments to the Colleyville Special Events Ad Hoc Committee

7b Resolution R-17-4118

Consideration of a waiver request to the sidewalk requirements on Lot 2, Block 2, of the Pecan Park III Addition located at 5702 Ponderosa Street

7c Resolution R-17-4119

Consideration of an appeal to the decision of the Sign Board of Appeals for a variance to the provisions of Section 7.175.D, Permanent Attached Signs – Classification and Regulations of the Land Development Code, specifically the maximum area of signage, on Lot 16R2, Block 1, of the Colleyville Industrial Park Addition, located at 6407 Colleyville Boulevard, Case SC16-005

8. DISCUSSION OF ITEMS NOT FOR ACTION AND PUBLIC HEARING

8a Monthly Financial Report - March 2017

9. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA**10. REPORTS**

Parks and Recreation Advisory Board Minutes - February 6, 2017

Library Board Minutes - February 13, 2017

Zoning Board of Adjustment Minutes - February 14, 2017

Planning and Zoning Commission Minutes - March 13, 2017

Sign Board of Appeals Minutes - March 14, 2017

11. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR APRIL 18, 2017 - READING AND PUBLIC HEARING - RESOLUTION R-17-4120

12. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Thursday, April 13, 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
Colleyville, Texas 76034
www.colleyville.com

Agenda Number WS-1

Agenda Date 04/18/2017

Type Worksession

Department Community Development

Title

Discussion of Land Development Code amendments regarding newly installed utilities required to be underground

Strategic Plan

4.3 Adopt best-practice planning and development processes

Explanation

Background. The City Council has expressed a strong desire to bury the overhead utility lines along Colleyville Boulevard. At the January 17, 2017, City Council worksession, the City Council discussed the possible prohibition of the installation of new overhead utility lines along Colleyville Boulevard by requiring that future developments install utility lines underground. Currently, the Land Development Code (LDC) has limited regulation. Typical utilities that utilize overhead lines include electric, telephone, cable, and TV. The discussion included assuring that the regulation be applicable City wide.

Purpose. The purpose of this item is to review the proposed amendments to the LDC that would prohibit the installation of new overhead utility lines along Colleyville Boulevard and elsewhere in the City by requiring that future developments install utility lines underground.

Benchmark Analysis. It is common for cities to have ordinances restricting the installation of new overhead utility lines. The primary reason for such ordinances is to increase the aesthetics within a community and also to require new development to bear all, or a portion of, the cost.

For the City of Colleyville, a requirement for all new development City wide (not just for new development along Colleyville Boulevard) would be consistent with many of the immediately adjacent communities, as well as others within the region.

Factors to Consider. New development vs. redevelopment – Communities with a prohibition of overhead utilities typically only require underground utilities with new development. This is because the infrastructure does not exist, therefore can be accommodated easier. Redevelopment will have existing overhead utility lines to contend with that can make the project difficult to initiate if the lines must be buried.

Summary. An amendment to the LDC to require that new utilities be installed

underground will bring the City of Colleyville in line with the surrounding communities. The standard is for newly installed lines only to be under this obligation.

Attachments

1. LDC Amendment Underground Utility Presentation: April 18, 2017
2. Benchmark Analysis - Underground Utilities
3. Chapter 9: Subdivision Design & Public Facilities - Redlines
4. Chapter 14: Engineering Design Standards - Redlines (Excerpt)

LDC Amendment – Newly Installed Utilities Required to be Underground

City Council Worksession
April 18, 2017

Purpose



1. Review and discuss proposed amendments to the Land Development Code requiring that newly installed utilities be placed underground
2. Receive input on proposed amendments
3. Discuss dates for future meeting schedule



Background



- The City Council has expressed a strong desire to bury the overhead utility lines along Colleyville Boulevard.
- At the January 17, 2017, City Council worksession, the City Council discussed the possible prohibition of the installation of new overhead utility lines along Colleyville Boulevard by requiring that future developments install utility lines underground.
- Currently the Land Development Code (LDC) has limited regulation.
- Typical utilities that utilize overhead lines include electric, telephone, cable, and TV.
- The discussion included assuring that the regulation be applicable City wide.

Benchmarking



Community	Underground Utilities Required		
	Existing Developed Property	New Residential	New Commercial
Southlake	No	Yes	Yes
North Richland Hills	No	Yes	Yes
Grapevine	No	Yes	Yes
Keller	No	Yes	Yes
Flower Mound	No	Yes	Yes
Coppell	No	Yes	Yes
Colleyville	No	Yes	No

Community	Notes
Southlake	Private utilities at rear of lot unless approved by Council - both residential & commercial
North Richland Hills	Residential subdivision requires underground utilities at rear of lot
Flower Mound	Also requires underground utilities with redevelopment where no plat required
Colleyville	Utilities along perimeter may be above ground

Factors to Consider



New development vs. redevelopment

- New development is the standard
 - Infrastructure does not exist, therefore can be accommodated easier
- Redevelopment will have existing overhead utility lines to contend with
 - Waivers can be approved by City Council

Existing Regulation



Section 14-175 Miscellaneous

- B. Underground Utilities – All distribution lines, cables, etc. for utilities other than those listed above shall be installed below ground within the subdivision. Transmission lines or major cables to provide utilities such as electric, telephone, and cable television to the area as a whole may be located above ground on the perimeter of the subdivision being served. The installation of these utilities shall conform to commonly accepted construction standards and be subject to review by the Director of Public Works.

Proposed LDC Amendment



Section 14-175 Miscellaneous

- B. Underground Utilities – All newly installed distribution lines, cables, etc. for utilities other than those listed above shall be installed below ground within the subdivision per regulations found in Section 9.19 Private Utilities. ~~Transmission lines or major cables to provide utilities such as electric, telephone, and cable television to the area as a whole may be located above ground on the perimeter of the subdivision being served. The installation of these utilities shall conform to commonly accepted construction standards and be subject to review by the Director of Public Works.~~

Proposed LDC Amendment



Section 9.19 Private Utilities

A. Newly Installed Utilities Required to be Underground (O-17-xxxx / xx-xx-17)

1. All newly installed gas, electric, telephone utilities, street lighting, and cable television lines shall be underground except where conditions do not warrant underground installations and as approved by the City Council.
2. All support equipment (transformers, amplifiers, switching devices, etc.) necessary for underground installations shall be pad mounted or placed underground.
3. Existing feeder and other major transmission lines that could not practically be placed underground may remain overhead. However, a subdivider shall endeavor, and whenever practical (as determined by the Development Review Committee), the City may require that feeder lines are placed away from traffic arteries (collector and arterial) and/or be placed underground.
4. Where existing overhead service or lateral/distribution utility lines are located within the land proposed for development and the lines must be relocated to accommodate the development, the developer is responsible for relocation and placement of the lines underground.
5. All new service lines shall be placed underground.
6. Overhead services will not be permitted to cross public rights-of-ways.
7. All borings will be required to be completed by methods as approved by the City.

Summary

- All newly installed distribution lines, cables, etc. for utilities other than those listed above shall be installed below ground within the subdivision per regulations found in Section 9.19 Private Utilities
- Will bring the City of Colleyville in line with the surrounding communities
- The standard is for newly installed lines only to be under this obligation

Questions and Discussion

Benchmark Analysis

COLLEYVILLE

Section 14-175 Miscellaneous

- B. Underground Utilities – All distribution lines, cables, etc. for utilities other than those listed above shall be installed below ground within the subdivision. Transmission lines or major cables to provide utilities such as electric, telephone, and cable television to the area as a whole may be located above ground on the perimeter of the subdivision being served. The installation of these utilities shall conform to commonly accepted construction standards and be subject to review by the Director of Public Works.

SOUTHLAKE

Section 8.05. Newly Installed Utilities Required to be Underground (As amended by Ord. No. 483-O)

- A. Generally: In addition to all other requirements set forth in other applicable ordinances and regulations of the City, all subdivisions and plats submitted pursuant to this ordinance shall:
1. Require and provide that all newly installed electric utility lines and wires that will be operated at nominal voltages, all telephone utility lines and wires, all cable television and other communication or utility lines and wires, and all terminals shall be installed, placed and constructed underground; and cable television, telephone, and electric transformer and primary switching gear may be pad mounted or placed underground.
- B. Charges: Nothing in this ordinance or any other ordinance of the City of Southlake shall prohibit or restrict any electric, telephone or other utility or communications company from charging the owner, developer or subdivider of or within a subdivision for the difference between the cost of constructing overhead lines and wires and placing the same underground, or from charging the owner developer or subdivider of or within a subdivision for extension of its lines and wires, in accordance with the methods and procedures set forth in the respective utility's or communications company's approval tariff. It shall be the responsibility and duty of any such owner, developer or subdivider of, or within a subdivision, to pay all such charges to any such utility or communications company. No such utility or communications company shall be required to begin construction unless and until the owner, developer or subdivider of, or within a subdivision, has made arrangements satisfactory to the utility or communications company for the payment of the charges specified in this Section.
- C. Provision of Temporary Utility Service: Nothing in this ordinance shall in any way prohibit or restrict any utility company from providing temporary utility service, provided that such temporary service shall be limited to twelve (12) months, and shall be subject to a \$2,000.00 fine for each day in excess of that.
- D. Street Lighting: Nothing in this ordinance shall restrict or prohibit the placement, erection, or construction of street lighting poles or standards above ground, provided all lines and wires used to provide such lighting are placed underground.
- E. Placement of Equipment: All electric, telephone, and cable, utilities shall be placed in the rear easement unless otherwise approved by City Council as a part of platting process. Mechanical

Benchmark Analysis

equipment, transformers, and other visible installations will not be permitted in the front yards of any lots. Occasional location in the front yard area may be permitted for unusual conditions if said locations have been indicated on an approved preliminary plat. All such equipment that is installed above ground will be low profile in nature and will not exceed thirty (30) inches in height. Placement of such equipment shall be such that it is located as near the rear property line as possible. Switch gear will be located such that it maintains low visibility but may be placed convenient to and accessible from the street.

- F. All above ground equipment shall be screened from public view, in such a manner that the ground equipment cannot be seen from a public right-of-way. Said screening shall be completed at the time of installation by the utility company and/or developer.

NORTH RICHLAND HILLS

Sec. 110-367. - Construction in public rights-of-way.

- (a) *Utilities to be in rights-of-way or easements; underground utilities, exceptions.* All public utilities shall be constructed within a public street right-of-way or an appropriate public utility easement. When a proposed water or sewer line or a drainage facility will be placed adjacent to a public road maintained by the Texas Department of transportation, a separate specific use easement document shall be provided for each utility or drainage facility. Public utilities shall be placed underground in new subdivisions absent a compelling demonstration that this requirement is unreasonable, or unfeasible.
- (b) *Underground utilities at rear of lot (October 13, 2003 to November 10, 2003).* In residential subdivisions with final plats approved on or after October 13, 2003, and on or before November 10, 2003, underground electric utilities may be allowed in an easement not greater than 10 feet wide along the front or side property lines as long as above-ground electrical transformers and other electrical appurtenances in such subdivisions do not exceed 36 inches in height, are placed on a concrete pad not exceeding 18 square feet in area enclosed on three sides by living evergreen plant screening at least 10 inches higher than the transformer, but not exceeding four and one-half feet in height, with the open side away from the nearest street. The owner of the lot where the transformer is located shall be responsible for the initial planting of the plant screening which shall be in place prior to final inspection of the house on such lot. In the event the homeowner's association wishes to install the plant screening, it may do so before any homes receive final inspection. The homeowner's association will be responsible for the maintenance of the screening in either case. The foregoing requirements shall be exclusive and the remaining subsections of this section shall not apply.
- (c) *Underground utilities at rear of lot (after November 10, 2003).* In residential subdivisions platted after November 10, 2003, all new residential subdivisions shall require electrical, telecommunications and cable facilities, including new service drops, to be placed underground in an easement at the rear lot line. Where rear lot utilities are located on corner lots, above ground appurtenances must be located a maximum of five feet from the side building line.
- (d) *Transformers.* All electrical transformers must be accessible by a seven (7) foot wide dedicated Oncor utility easement that extends to the transformer. Physical access to the transformer will be

Benchmark Analysis

provided via a five-foot wide removable fence panel or gate located in the easement. Property owners will be responsible for providing security for the transformer and will make sure that the transformer is free from obstruction. The city will make reasonable efforts through communication and code enforcement to assure that residents provide unobstructed access including unlocked gates. The necessity for removal of minimal fencing and/or landscaping within easements to permit the replacement of facilities, appurtenances, and equipment is considered to be within the definition of reasonable access.

Transformers and other appurtenances shall not exceed 36 inches in height and transformers shall be placed on a concrete pad not exceeding 18 square feet in area. Fire hydrants and traffic signal controllers are exempted from the rear lot or tract line requirement.

In all cases, before construction of facilities commence, the easement shall be reduced to final grade, at developer's sole cost and expense. Additionally, if such easement is located within a floodplain, the entire surface of the easement shall be raised above the floodplain elevation, at developer's sole cost and expense, before construction of the facilities commences. Sight visibility easements and horizontal clear triangles are not appropriate locations for the placement of aboveground facilities, appurtenances, and equipment as they would create safety concerns by blocking or impairing the visibility of vehicular traffic.

- (e) *Exceptions.* Exceptions to the rear lot location may be granted by providing facts and circumstances to the Planning and Zoning Commission at the preliminary plat stage to demonstrate rear lot utility location is not technically or environmentally feasible. Since the impact of technical and environmental factors may differ, exceptions for each utility will be considered separately and on a stand alone basis.
- (f) *Requirements for nonrear lot locations.* Service lines, aboveground appurtenances and equipment locations for utility service approved by the Planning and Zoning Commission for other than the required rear lot locations must follow the guidelines below:
 - (1) Underground utility service lines shall be located within a 10 foot wide easement, equally divided and paralleling the side property line of two adjacent lots. Aboveground electrical transformers and other utility appurtenances located within such easements shall be located five feet from the front building setback line.
 - (2) Transformers will be hinged to provide for rear service access. Access to the rear must be free from obstructions. Additionally, the use of surface "hand boxes" versus pedestals for electric utilities is required.
 - (3) Screening of the above ground appurtenance by a live vegetative screen is recommended for the street front and sides of the pad. Maintenance of the optional screening shall be the responsibility of the owners of the adjacent lots where the appurtenance is located.
 - (4) In situations where the grade requires retaining walls, the transformer pad will be located on the lower grade and the retaining walls will be "jogged" to accommodate the transformer pad and provide adequate service access.
 - (5) Exceptions to any requirement must be resolved at the preliminary plat stage.

Benchmark Analysis

Nothing herein shall be construed as to require utility companies to "underground" existing or new electric facilities, nor to prohibit the upgrading, reconstruction or reconductoring of existing overhead facilities in the city's public rights-of-way.

(Ord. No. 1982, § 1(330), 3-24-1994; Ord. No. 2774, § 1, 3-11-2004)

KELLER

Section 5.22 - Private Utility Services

- A. Utility companies shall submit plans, showing the extent and location of construction, to the City and receive a construction permit when constructing new overhead lines, underground lines, and upgrading existing lines within the rights-of-way. Non-emergency utility work shall be coordinated with the city's capital improvement plan to reduce disruption due to construction to the community. Utility companies are not required to obtain a permit in the event of an emergency in order to restore service.
- B. From and after the effective date of this Code, all subdivision plats, site plans and construction plans filed and submitted to the City for approval shall provide for utility services such as electrical, gas, telephone, and cable TV utility (lateral and/or service distribution) lines and wires including, but not limited to, street lighting, to be placed underground. Existing feeder and other major transmission lines that could not practically be placed underground may remain overhead. However, a subdivider shall endeavor, and whenever practical (as determined by the Development Review Committee), the City may require that feeder lines are placed away from traffic arteries (Thoroughfare Types A6D, A4D, C4U, C2U, and C3) and/or be placed underground. Overhead feeder lines shall not be placed along both sides of the street rights-of-way. The developer shall be responsible for obtaining verification from the utility companies for easement locations and widths prior to the final approval of construction plans by the City. Any changes during construction shall be approved by the utility companies and the City of Keller.
- C. Where existing overhead service or lateral/distribution utilities lines are located within the land proposed for development and the lines must be relocated to accommodate the development, the developer is responsible for relocation and placement of the lines underground.
- D. All new service lines shall be placed underground.
- E. In special or unique circumstances or to avoid severe hardships that are not strictly financial, the City may authorize exceptions from this requirement and permit the construction and maintenance of overhead electric utility lateral or service lines and of overhead telephone or cable TV lines and may approve any plat or site plan with such approved exceptions.
- F. Where electrical service is to be placed underground, all other utilities, including circuits for street and site lighting, except street lighting standards, shall also be placed underground.
- G. All electrical and telephone support equipment (transformers, amplifiers, switching devices, etc.,) necessary for underground installations shall be pad mounted and screened with live screening to

Benchmark Analysis

block its view from public streets. Installation and maintenance of screening for electrical pad transformers and switching equipment shall be the responsibility and at the cost of the Developer/Owner. The location and depth of the screening material must be coordinated with the utility companies to ensure that safe and efficient access is maintained to the equipment. The location of all new equipment shall be shown on all Site Plans and Construction Plans.

- H. Each of the utility companies shall be responsible for developing administrative policies and cost reimbursement procedures for the installation and extension of their underground utilities. Each utility company shall have the right to charge or recover costs associated with installing underground utilities in accordance with the respective utility's Tariff for Service and/or Line Extension Policy. No utility company shall be required to begin construction of underground facilities unless and until the owner or developer of the subdivision has made arrangements with the respective utility company for payment in accordance with that respective utility's Tariff for Service and/or Line Extension Policy governing utility installations and their cost.
- I. Temporary construction service may be provided by overhead electric lines and facilities without obtaining a variance or exception, provided that when the underground utility service to any portion of a subdivision is completed, such overhead electric lines and facilities are promptly removed.
- J. All installations regulated by this section shall also conform to the standards for utility construction as per Design Standards and Technical Construction Standards of this UDC.

FLOWER MOUND

Sec. 90-423. - Underground utilities.

All existing overhead utilities, save and except transmission facilities identified herein below, and all new utility extensions shall be placed underground in conjunction with the development or redevelopment of a property, subject to the following provisions:

- (1) Each of the utility companies shall be responsible for developing administrative policies and cost reimbursement procedures for the installation and extension of their underground utilities. Nothing in this section shall prohibit or restrict any utility company from recovering the difference in cost of overhead facilities and underground facilities in accordance with the provisions of such utility company's approved tariff. No utility company shall be required to begin construction of underground facilities unless and until the customer, owner, developer and/or party requesting such facilities has made arrangements satisfactory to the specific utility company for the payment of such difference between the cost of overhead utilities and underground facilities.
- (2) All electrical, telephone, data transmission, and cable television support equipment (transformers, amplifiers, switching devices, etc.) necessary for underground installation shall be pedestal- and/or pad-mounted or placed underground, and the difference in cost of such facilities shall be paid to the installing utility in accordance with provisions established in subsection (a)(1).
- (3) In those cases where temporary overhead service is necessary (e.g., emergency repairs, construction field offices, etc.) these installations shall not be in service for a period exceeding six months.

Benchmark Analysis

- (4) Transmission facilities as indicated in exhibit 'A' are not required to be placed underground upon the development or redevelopment of the properties containing such facilities.
- (5) Exceptions to the standards contained in this section may be granted by the town council subsequent to a public hearing scheduled upon request of the owner or developer.

(Code 1989, ch. 12, § 4.11; Ord. No. 93-05, § 2, 12-5-2005)

GRAPEVINE

1.6 Utilities to be underground.

A. Definitions.

Utility. A company providing electrical, telephone, cable TV, and fiber optic services within the City of Grapevine under a franchise agreement with the City of Grapevine.

Transmission lines. Those electrical lines operated at nominal voltages of 60,000 volts or higher.

Feeder lines. Those electrical lines that emanate from substations to distribute power throughout an area.

Lateral lines. Those electrical lines that emanate from an electric feeder line and are used to distribute power to smaller areas of electric consumers and service lines.

Service lines. Those electrical lines which through a transformer connect a lateral line to a customer's service entrance.

- B. Attached hereto as Exhibit "A", and made a part hereof for illustrative purposes only, is a diagram depicting electrical distribution equipment. (Exhibit "A" is not included herein but is on file and available for inspection in the office of the city clerk)
- C. Subject to the requirements and conditions of this ordinance, new electric lateral lines and service lines shall be placed underground, throughout new subdivisions for which final plats or site plans are approved subsequent to the effective date of this ordinance, except when such lateral lines or service lines are emplaced or installed in connection with a utility's replacement, supplementation, or upgrade of an existing aerial utility system.
- D. Electric transmission and feeder lines may, at the discretion of the responsible utility company, be placed above ground.
- E. In case of special or unique circumstances, or to avoid undue hardship, the city council of the city may authorize variances or exceptions to the requirements of Item 1.6(C).
- F. Where, in accordance with this ordinance, electric utility service lines are required to be placed underground, telephone service, cable TV, fiber optic and street lighting shall also be placed underground, except for light standards.
- G. Where electric lateral lines and service lines are approved to be placed above ground, telephone service, cable TV, fiber optic and street lighting may also be placed above ground if attached to existing electric poles.

Benchmark Analysis

- H. All electric, telephone, fiber optic, and cable TV support equipment (transformers, amplifiers, switching devices, etc.) necessary for underground installations shall be pad mounted or placed underground, and the difference in the cost of providing or installing such facilities, resulting from their installation underground, shall be paid to the installing utility company in accordance with the requirements of Item 1.6(I) hereinbelow.
- I. A utility company which provides underground utility service, to include, without limitation, installing underground utility lines, shall be reimbursed for and recover the difference in cost, if any, between the installation, operation, maintenance, and anticipated upgrade of such service, and the installation, operation, maintenance, and anticipated upgrade of comparable or equivalent overhead service. The amount to be recovered shall be based on the utility company's reasonable estimate of such difference in cost, and shall be paid to the utility company, by the utility customer receiving such service, at such time as the underground utility service is first provided. Utility companies shall be responsible for developing administrative policies and cost reimbursement procedures to allow for the recovery of such differences in cost. No utility company shall be required to begin construction of underground facilities unless and until the owner or developer of the property has made arrangements satisfactory to the specific utility company for the payment of such difference between the cost of overhead facilities and underground facilities.
- J. Temporary service during construction may be provided by overhead utility lines and facilities prior to final release of the underground service. Following final release of the underground permanent service, the temporary overhead service shall be removed within 45 days.
- K. The electric utility company may plan and construct overhead electric feeder lines on perimeters of subdivisions or property without obtaining a variance. Telephone, cable television, and fiber optic lines may be constructed overhead where overhead electric utility lines are permitted.
- L. Nothing contained herein shall be construed to require any existing overhead facilities to be placed underground or to prohibit the upgrading, reconstruction or reconductoring of any existing overhead facilities with overhead construction.

COPPELL

Sec. 13-12-1. - Utility services—General.

- A. All services for utilities shall be made available to each lot in such a manner so as to eliminate the necessity for disturbing the street and alley pavement, curb, gutter, sidewalks, and drainage structures when connections are made.
- B. All gas, electric, telephone utilities, street lighting, and cable television shall be underground except where conditions do not warrant underground installations.
- C. All support equipment (transformers, amplifiers, switching devices, etc.) necessary for underground installations shall be pad mounted or placed underground.

Benchmark Analysis

- D. The electric utility company shall be responsible for developing administrative policies and cost reimbursement procedures for the installation and extension of underground electric service. These policies shall permit the electric company to recover the cost differential between extending and installing overhead and underground service.
- E. The developer shall furnish all easements and right-of-way necessary for construction of electric, gas, street lighting, telephone and cable television service to the subdivision.
- F. Overhead services will not be permitted to cross public rights-of-ways.
- G. All borings will be required to be completed by methods as approved by the city.

(Ord. No. 2015-1421 , § 1(Exh. A), 9-22-15)

Chapter 9

Subdivision Design & Public Facilities

Rev. 02/18/2014

Section 9.1 Purpose of This Chapter

The purpose of this Chapter is to establish design guidelines necessary for proper layout of a subdivision and to establish the public improvement requirements for the development of a subdivision, but more specifically to:

1. ensure that public facilities and services are available to all subdivisions in the City; and
2. establish reasonable standards of design for public facilities.

Section 9.2 Authorization for Adoption of This Chapter

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

1. *Chapter 212 – Municipal Regulation of Subdivisions and Property Development of the Texas Local Government Code*, which authorizes a municipality to adopt rules governing plats and subdivisions of land within the municipality's jurisdiction.
2. *Chapter 51 – General Powers of Municipalities of the Texas Local Government Code*, which authorizes a municipality to adopt ordinances, rules, or police regulations that are for the good government, peace, or the trade and commerce of the municipality.
3. *The Home Rule Charter of the City of Colleyville*, which authorizes the City Council to exercise all powers granted to municipalities by the Constitution or the laws of the State of Texas.

Section 9.3 Variances and Appeals

Any person seeking approval of a development as required by this Land Development Code may request a waiver from a requirement contained in this Chapter, or appeal a decision of an Administrative Official by submitting a request using the procedures described in *Chapter 1 – General Provisions* of this Land Development Code.

Section 9.4 Definitions

Definitions applicable to this Chapter may be found in *Chapter 2 – Definitions* of this Land Development Code.

Section 9.5 Subdivision Design Guidelines

Every subdivision plat shall be reviewed for conformance with the design guidelines contained in this Land Development Code. The City recognizes that suitability characteristics vary from site to site and when approving a subdivision plat the following guidelines shall be used for interpretation, application and enforcement of the design guidelines contained in this Land Development Code:

1. It is the intention of these subdivision design guidelines to encourage new and creative ways to develop subdivisions. Developers and city officials are encouraged to utilize new and innovative ways to improve safety, economy, tax yield, maintenance cost, response time, drainage, vehicular access, and pedestrian passage.

2. Whenever a developer can demonstrate an alternative method of meeting the requirements of this Land Development Code, it shall be incumbent upon the city staff, the Planning and Zoning Commission, and the City Council to review the proposed variations and approve, approve with modifications, or disapprove the proposed alternatives as appropriate for the conditions.

Section 9.6 Blocks

- A. General Design – Blocks should have sufficient depth to provide for two (2) tiers of lots of appropriate depths, except that blocks adjacent to major streets, railroads or waterways shall have only one tier of lots.
- B. Block Lengths & Widths – Residential and industrial blocks generally shall be no longer than sixteen hundred (1,600) feet and business blocks no longer than one thousand (1,000) feet. Where long blocks in the vicinity of a school, park or shopping center are proposed, the City Council may require a public walkway near the middle of long blocks or opposite a street that terminates between the streets at the ends of the block.

Section 9.7 Lots

- A. Lot Arrangement – Lots shall be arranged to provide access to lots from approved streets and to avoid foreseeable difficulties due to topography and natural physical features inherent to the property.
- B. Lot Area and Dimensions – Lot area and dimensions shall be consistent with the minimum requirements of the applicable zoning district and the following:
 1. *Special Lot Width Requirement* - The width between side lot lines at their foremost points (where they intersect with the street line) shall not be less than eighty (80) percent of the required lot width. In the case of lots on the turning circle of a cul-de-sac, the width may be less than eighty (80) percent of the required lot width.
 2. The City may approve a plat which contains a lot that does not meet the minimum requirements when special conditions exist.
- C. Frontage on Public Access Required – All lots shall have frontage on a public street, except a non-residential lot may be approved when the proposed public access has been determined by City to be adequate to meet the intent of this requirement. The lot line common to the street right-of-way line shall be the front line; except that a lot may have more than one lot line common to a street right-of-way line.
- D. Access from Major Thoroughfares
 1. Residential Lots - No residential lot shall front on or derive access directly from an existing or proposed collector street, or larger, as shown on the Master Thoroughfare Plan, except where the proposed subdivision meets all the following criteria:
 - a. Where the only street frontage which may be provided to the residential lot is from a collector street due to the shape, topography, or other physical condition of the property;
 - b. The Director of Public Works or designee has provided favorable recommendation; and
 - c. Where the residential lot is designed and dimensioned to permit loop driveways or on-site turnaround facilities so that vehicles head into the collector street.
 2. Non-residential Lots – Non-residential lots which have frontage onto or derive access directly from an existing or proposed collector street, or larger, as shown on the Master Thoroughfare Plan, shall have driveway locations which *comply with the spacing requirements established elsewhere in Chapter 14 – Engineering Design Standards* of this Land Development Code.

- E. Buildable Area – Every lot shall contain a buildable area that is adequate in size for the proposed development. The buildable area shall be situated out of the 100 year flood plain.
- F. Flag Lots Prohibited – It is the policy of the City to prohibit the creation of flag lots unnecessarily, and to discourage the creation of any lot which, by virtue of its relatively great depth in relation to its width, is likely to facilitate future requests for re-subdivision to create a flag lot.
- G. Building Lines – Front building lines shall be shown on all lots in the subdivision. Building lines shall be shown along each street-facing of corner lots and through-lots. The building line shall be consistent with the requirements of the applicable zoning district, however, the City may approve a building line which differs from the zoning requirements when special conditions exist.
- H. Side Lot Lines – Where possible, all side lot lines shall be at right angles to straight street lines and radial to curved street lines.
- I. Lot Drainage and Grading
 - 1. Grading and drainage of all lots shall be designed in a manner which will allow one lot to drain across an adjacent lot and into a permanent structure, such as a concrete flume, lined channel, or proper inlet to an adequate drainage facility, or to a street right-of-way. If an approved drainage structure is not present, it will be required of the developer to construct the necessary facilities. (O-00-1261 / 12-19-00)
 - 2. Sheet flow techniques shall be used for lot to lot drainage where possible. (O-00-1261 / 12-19-00)
 - 3. Single lots shall accommodate their own drainage into an approved structure where topographic elevations allow this to occur. (O-00-1261 / 12-19-00)
 - 4. For lots that an approved engineered grading plan does not exist, the developer of the site shall submit a grading plan prepared by a licensed Professional Engineer.

Section 9.8 Waterbodies and Water Courses

If a tract being subdivided contains a water body, or portion thereof, lot lines shall be drawn so as to distribute the entire ownership of the water body among the adjacent lots. The City may approve an alternate plan provided the ownership of and responsibility for maintenance of the water body is so placed that it will not become a City responsibility. Where a watercourse separates the buildable area of a lot from the street by which it has access, provision shall be made for installation of a culvert or other structure, of design approved by the City. Any lot which includes a water body and contains a building site, shall contain a buildable area that is not less than the minimum buildable area for the applicable zoning district.

Section 9.9 Street Names

The developer shall submit all existing and proposed street names on any proposed subdivision plat. New street names shall be sufficiently different in sound and in spelling from other road names in the city so as to not cause confusion to the general public or for emergency response. A road which is, or planned, as a continuation of an existing road shall bear the same name.

Section 9.10 Reserve Strips and Common Areas

The creation of reserve strips shall not be permitted adjacent to a proposed street or to adjacent property in such a manner as to deny access from adjacent property to the street. No common areas shall be allowed in a subdivision except where notation has been placed on the plat to prohibit development on the common area.

Section 9.11 Double Frontage Lots

Double frontage and reversed frontage lots shall be avoided except where necessary to provide separation of residential development from a collector street or to overcome specific disadvantages of topography and orientation. The City may require that a notation be placed on the plat to limit the facing of main structures or to limit driveway access from a collector street.

Section 9.12 General Infrastructure Policy

(03-03-09 / O-09-1712)

- A. General Requirement – The developer of a subdivision shall install all water, sewer, street, sidewalk and drainage improvements, and any other facilities required by this Land Development Code, which are necessary for the proper development of the subdivision. The design, construction and inspection of any public facilities shall be a cost to the developer, unless the City has entered into an agreement for cost sharing. All such facilities shall be designed and constructed in accordance with the criteria contained in this Land Development Code and be in conformance with the general layout of the City of Colleyville Master Land Use Plan and Capital Improvements Plan. The public facility requirement of this section shall be applicable to the upgrading of any existing facilities which do not meet current standards.
- B. Apportionment of Infrastructure Costs – As a condition of the approval of a development, the developer's portion of the costs may not exceed the amount required for infrastructure improvements that are roughly proportionate to the projected impact of the proposed development, as determined by a professional engineer, licensed in the State of Texas, and who is retained by the City of Colleyville.
 - 1. In making the rough proportionality determination, consideration shall be given to the availability of adequate and minimum levels of public facilities and accessibility to the site for delivery of emergency services.
 - 2. The professional engineer making the proportionality determination may rely on categorical findings from comparable public improvement projects for establishing a cost basis. The basis used for determining estimated costs shall be revised annually on July 1 by the Colleyville Engineering Department.
 - 3. A developer who disputes the determination by said professional engineer may appeal to the City Council and present testimony and evidence in support of the appeal. The appeal shall be written and filed with the City Secretary within ten (10) days after the date action taken by the Planning and Zoning Commission on the development proposal. The developer shall not be required to waive the right to appeal as a condition of approval of the development project.
- C. Optional Escrow Provision – Where, in the opinion of the City, construction of a required public improvement should be deferred to a future date, the developer shall place in escrow with the City, an amount equal to the estimated cost of the improvements, as determined by the the Director of Public Works or designee. The Planning and Zoning Commission or City Council may consider an alternate arrangement when appropriate. Any escrow related to the construction of sidewalks shall adhere to the requirements set forth in Section F.
- D. City Participation in Over-Sizing – Where over-sizing of a public improvement is required by the Comprehensive Master Plan, Thoroughfare Plan, Water or Sewer Capital Improvements Plan or other planning document adopted by the City, City participation shall be in accordance with the provisions of any applicable Impact Fee Ordinance or City-Developer Agreement, which has been approved by the City Council.
- E. Public Easements – All public improvements shall be constructed within easements or rights-of-way that have been dedicated for public use. The width of an easement or right-of-way shall be in accordance with the specifications contained elsewhere in this Land Development Code.
- F. Escrow Policy for Sidewalks

1. Request for Escrow

Whenever these regulations require a property owner to construct a sidewalk for a dwelling unit, the property owner may petition the City for deposit of an escrowed amount, as established in this Section, in lieu of the required construction of a sidewalk. The Director of Public Works or designee shall determine whether the escrow is reasonable in lieu of the obligation to construct the improvement. If an escrow request is denied, then the applicant may appeal that denial to the City Council if a written request for appeal is received by the Director of Public Works or designee within ten (10) days of the denial.

2. Deposit with the City

Whenever the City agrees to accept escrow deposits in lieu of construction by the owner of the property under these regulations, the property owner or developer shall deposit an amount equal to his share of the costs of design and construction in escrow with the City. This amount shall be paid prior to release of construction plans by the Director of Public Works. The obligations and responsibilities of the property owner shall become those of the property owner's transferees, heirs, successors, and assigns; and the liability therefore shall be joint and several.

3. Determination of Escrow Amount

The amount of the escrow shall be determined by using the average of the comparable bids awarded by the City in the preceding six (6) months for sidewalk design and construction or, if none exist, then current market value of the design and construction of a sidewalk in the City, to be determined by the Director of Public Works. The determination shall be based on reasonable current market value made as of the time the escrow is due.

4. Use of Escrow Funds

Six (6) Sidewalk Districts are hereby established throughout the City. These districts shall share the same boundaries as the six (6) neighborhoods depicted on the Neighborhood Boundary Map in the 2004 – 2025 Colleyville Plan. The Sidewalk Districts are established so that sidewalk escrow funds will be expended within sufficient proximity to the dwelling unit that deposited the sidewalk escrow fee so as to reasonably benefit that dwelling unit. Funds escrowed pursuant to this Land Development Code shall be expended on design and construction of sidewalks located at any place within the same Sidewalk District as the dwelling unit depositing the sidewalk escrow fee.

5. Existing Escrow Funds

- i. All funds currently escrowed in lieu of sidewalk construction before the effective date of this Ordinance are subject to expenditure under this Ordinance unless a written objection is filed, by the owner of the lot for which the funds are escrowed, with the Director of Community Development within thirty (30) days after notice of this Ordinance is received. Notice of this Ordinance shall be sent to the current owner of the lot for which the funds are escrowed at the address listed in the most recent tax rolls of the City. If the person receiving notice under this subsection is not the current owner, then they must immediately notify the City of the person who purchased the property and provide the City with the address of that person.
- ii. If an objection is filed pursuant to the previous subsection, the Director of Community Development shall decide, within thirty (30) days, if the circumstances involving the particular lot and surrounding Sidewalk District reasonably require a return of the escrowed funds. The owner of the lot may appeal the decision of the Director of Community Development by filing a written objection, explaining the owner's argument and requesting for a hearing before the City Council, with the City Secretary not later than ten (10) days after the Director of Community Development's decision. After hearing the lot owner's objections, City Council may either refund the escrowed money or deny the refund and order the funds to be used for future sidewalk construction on that lot or in that sidewalk district.

- iii. This Ordinance shall apply to any and all funds paid into the sidewalk escrow fund in lieu of sidewalk construction after the effective date of this Ordinance.

Section 9.13 Water System Requirements

- A. Water Lines – The developer of a subdivision shall be required to install, at no cost to the City, a water distribution system adequate for domestic supply and for fire protection needs which serves each lot. The water system shall be connected to the municipal water system and be designed, sized and constructed in accordance with the city design standards and specifications contained in this Land Development Code.
- B. Fire Hydrants – The developer of a subdivision shall be required to install, at no cost to the City, a sufficient number of fire hydrants to provide fire protection to every lot in the subdivision. All structures in residential areas shall have fire hydrants within 500 feet and a 600-foot hose-lay. All structures in commercial areas shall have fire hydrants within 300 feet and a 500-foot hose-lay. The design and construction of the fire hydrant system shall be in accordance with the city design standards and specifications contained in this Land Development Code. The layout of the fire hydrant coverage shall be approved by the Fire Marshal and be in accordance with the standards of the Texas State Board of Insurance requirements. (O-00-1261 / 12-19-00)

Section 9.14 Sewage System Requirements

- A. Sewage Collection Lines – The developer of a subdivision shall be required to install, at no cost to the City, a sewage collection system adequate which shall serve each lot. The sewage collection system shall be connected to the municipal sewage system and be designed, sized and constructed in accordance with the city design standards and specifications contained in this Land Development Code.
- B. Private Sewage Treatment Systems – Private sewage treatments systems, including septic tanks, shall be prohibited except where approved by the Director of Public Works or designee and the Tarrant County Health Department.

Section 9.15 Storm Water Facility Requirements

- A. Drainage Improvement Requirements – The developer shall provide for the design of storm water management in the proposed subdivision and shall be required to furnish, install, construct, or extend, at his own expense, all storm sewers and drainage structure facilities necessary for the proper development of the subdivision. Storm water facilities shall conform to the storm water drainage master plan and shall be designed in accordance with the design standards and specifications contained in this Land Development Code. Alternate earthen channels may be approved when in accordance with the criteria established in *Chapter 14 – Engineering Design Standards*.
- B. Drainage Easements – All public drainage facilities shall be constructed within a public drainage easement or drainage right-of-way as required by the City. The following statement of restriction shall be placed in the dedication instrument of the subdivision plat:

Drainage Easement Restriction: No construction or filling, without the written approval of the City of Colleyville shall be allowed within a drainage easement, and then only after detailed engineering plans and studies show that no flooding will result, that no obstruction to the natural flow of water will result, and subject to all owners of the property affected by such construction becoming a party to the request. Where construction is permitted, all finished floor elevations shall be a minimum of two feet above the 100-year flood elevation.

- C. Development of Flood Plain – Land within the 100-year flood plain shall be subject to the Colleyville Flood Plain Ordinance. Any land which in the natural state is subject to a 100-year flood or which cannot be properly drained shall not be subdivided, re-subdivided, or developed until receipt of evidence that the

construction of specific improvements proposed by the developer can be expected to yield a usable building site. Thereafter, the Planning and Zoning Commission may recommend approval of the plat. However, construction upon such land shall be prohibited until the specific improvements have been planned and construction completed.

D. Floodway Easements

1. Floodway easements shall be provided along natural drainage-ways and lakes reservations. Floodway easements shall encompass all areas beneath the water surface elevation of the base flood, plus such additional width as may be required to provide ingress and egress to allow maintenance of the banks and for the protection of adjacent property, as determined and required by the Director of Public Works or designee.
2. The following statement of restrictions shall be placed in the dedication instrument of the subdivision plat:

Floodway Easement Restriction: No construction shall be allowed within a floodway easement without the written approval of the City of Colleyville, and then only after detailed engineering plans and studies show that no flooding will result.

E. Off-Site Drainage – The following provisions shall be applicable to off-site drainage of new subdivisions:

1. The developer shall accept and be responsible for all runoff from properties upstream of the proposed development. The proposed improvements shall be designed for fully developed conditions.
2. Where a drainage study indicates that additional runoff from the developing property will overload downstream drainage facilities and result in hazardous conditions, the City may withhold approval of the development until appropriate provisions have been made. These provisions shall include any drainage design or construction plans necessary to accommodate the off-site drainage problem.

Section 9.16 Street Improvement Requirements

- A. General Requirement – The developer shall construct, at his expense, street facilities necessary for the proper development of the subdivision. The street system shall provide access to every lot in the subdivision and be designed and constructed in accordance with the criteria contained in this Land Development Code.
- B. Improvements to Existing Unimproved Streets and Utilities – This section is applicable to a proposed development situated adjacent to an existing street or municipal utility, which does not meet the standards contained in the Land Development Code. (O-06-1562 / 02-07-06)

1. Improvements Required – If a proposed subdivision is situated adjacent to an existing street or municipal utility, which does not meet the standards contained in this Land Development Code, the developer shall bear the cost for constructing the infrastructure improvements required by this Land Development Code in accordance with the General Infrastructure Policy contained elsewhere in the Land Development Code.

For the purpose of this regulation, the calculation used for estimating the reconstruction costs for an unimproved street shall include all street paving, curb and gutter, sidewalks, hike and bike trails, water and sewer utilities, and drainage improvements. The improvements shall be sized in accordance with the most recently approved Master Thoroughfare Plan or Capital Improvements Plan, which is applicable.

2. Escrow – The Administrative Official may recommend approval of a subdivision plat to the Approving Body conditioned upon the deposit in escrow of the estimated costs of the adjacent unimproved street

and utility improvements in-lieu of the actual construction of said facilities. Any escrow, without interest, shall be applied against any assessment for improvements levied on such property, but shall not be deemed to release such property from liability for any future costs assessed which exceed the escrow.

3. **One and Two Lot Residential Subdivisions** – If a proposed residential subdivision contains only one or two lots and the developer does not own any contiguous property, in lieu of actual construction, the developer shall pay the applicable perimeter street costs in accordance with the General Infrastructure Policy contained elsewhere in this Land Development Code for the initial one hundred feet of street frontage. The applicable perimeter street costs shall be reduced 0.2% per linear foot of frontage in excess of one hundred feet, not to exceed fifty percent of the applicable additional street frontage.

Exemption: A lot platted under this Section that contains an existing single-family dwelling at the time a subdivision plat application is filed with the City and the lot is situated within a zoning district that allows single-family residential uses, said lot shall have an automatic exemption from the perimeter street costs, provided that existing perimeter street facilities are sufficient to assure the safe, effective and orderly movement of traffic in and about the subdivision and utility services are adequate to serve the development. The following notation shall be placed on the plat: *“Any future divisions of these lots will require full compliance with the unimproved street requirements applicable at the time of any subsequent re-platting.”*

Section 9.17 Street Design Criteria

- A. **Street Functional Classification** – All streets shall be designed in accordance with the functional classification shown on the most recent version of the Master Thoroughfare Plan and the following:

Functional Classification of Streets	
Street Classification	Functions - Uses
Local	Carries traffic from residential and commercial areas to collector streets and interconnects individual sites. Local streets carry light traffic volumes and trips are of a short duration.
Collector Major Minor	Carries traffic from local streets to arterial streets. Uses served would include medium and high density residential, limited commercial facilities, elementary schools, some small offices and as direct access within industrial parks. Collector streets also carry heavy traffic to major commercial and industrial facilities from arterial streets. Uses would include office parks, industrial parks, and community level commercial facilities.
Arterial Major Minor	The main function of an arterial is to carry traffic from one urban area to another. The arterial streets serve the major activity centers of urbanized areas. An arterial street is used for longer urban trips and carries a high portion of the total traffic with a minimum of mileage.

- B. **Street Design**

1. **In-General** – Streets shall be designed with due regard to topography, with due consideration of the abutting uses, and the anticipated destination of traffic and traffic volumes at full development of the neighborhood. Where necessary to prevent traffic congestion and to ease the movement of vehicles to and from principal traffic generators, additional right-of-way width or other special design shall be provided. Where topographical conditions make other treatment necessary to secure the best overall design, these standards may be modified by the Director of Public Works or designee..
2. **Street Continuity** – The street layout shall provide for the continuation of the collector street system as shown on the Master Thoroughfare Plan. Streets shall provide connection to streets in adjacent subdivisions, but local streets shall be designed so as to discourage use by through traffic and to require the minimum number of streets necessary for convenient and safe access to property.

3. **Curvilinear Streets Encouraged** - The developer is encouraged to consider curvilinear, cul-de-sac, and loop street designs where such use would result in a more functional layout and not necessarily adhere to a rigid rectangular street pattern.
4. **Right-of-way Widths** – Every subdivision plat shall dedicate sufficient right-of-way to comply with the requirements of the Master Thoroughfare Plan. The right-of-way widths shall be designed for the intended use and anticipated traffic volume at optimum development of the area served. Additional right-of-way may be required at street intersections and to provide for left and right turn lanes at high-volume intersections.
5. **Cul-de-sac Lengths** – No street shall be designed as a permanent dead-end street, but shall be designed to incorporate a cul-de-sac which complies with this Section. (O-00-1261 / 12-19-00)
 - a. **Diameter** – A cul-de-sac street shall be provided at the closed end with a minimum property line right-of-way diameter of one hundred feet, and a pavement turn-around with a minimum outside diameter of eighty feet (80'). (O-00-1261 / 12-19-00)
 - b. **Length** – No cul-de-sac street shall exceed six hundred feet (600') in length, unless additional right-of-way width and additional pavement width are provided as required in this Section. Furthermore, no cul-de-sac street shall exceed the maximum length of one-thousand two hundred feet (1,200'). For purpose of this regulation, cul-de-sac length shall be measured along the centerline of the cul-de-sac from the intersecting street right-of-way line to the center point of the cul-de-sac. (O-00-1261 / 12-19-00)
 - c. **Width** – A cul-de-sac street shall have a minimum right-of-way width of fifty feet (50') and a minimum pavement width of thirty-one feet (31'), back-to-back of curb. However, a cul-de-sac street which exceeds six-hundred feet (600') in length shall have a minimum right-of-way width of fifty-six feet (56') and minimum pavement width of thirty-six feet (36'), back-to-back of curb. (O-00-1261 / 12-19-00)
 - d. **Maximum Number of Lots** – The maximum number of single-family lots served on a cul-de-sac street shall be as shown in the following table: (O-00-1261 / 12-19-00)

Maximum SF Residences Served on Cul-de-sac	
District	Max. Number of Lots Served
AG	5
RE	5
R-40	10
R-30	10
R-20	12
R-15	12
PUD-R	12

- e. **Temporary Turn-Around** – A temporary turn-around is required when a street is temporarily dead-ended and is longer than one-hundred and fifty (150) feet, as measured from the intersecting street right-of-way line. The temporary turn-around shall be within a temporary easement and constructed of asphalt or concrete. (O-00-1261 / 12-19-00)
6. **Temporary Dead-End Streets** - Temporary dead-end streets shall have provision for future extension of the street and utilities and, if a temporary cul-de-sac is utilized, a reversionary right to the land abutting the turnaround for excess right-of-way shall be provided.
7. **Stub-outs for Future Extensions** - Permanent dead-end roads shall not be allowed. The street layout shall be extended to the tract boundary to provide for future access into adjoining tracts to assure adequate neighborhood circulation, unless prevented by topography or other physical conditions, or unless, the Planning and Zoning Commission determines that the extension is neither necessary for

future development of adjacent tracts. In general, these extensions should be not more than one thousand (1,000) feet apart.

8. *Pavement Required* - All street surfaces within or abutting the proposed subdivision shall be paved, with curbs and gutters installed, and constructed in accordance with the standards and specifications contained elsewhere in this Land Development Code.
9. *Frontage Access Road* - Where a subdivision abuts or contains an existing or proposed collector street or railroad right-of-way or abuts a commercial or industrial land use, the City may require a frontage street approximately parallel to and on each side of such right-of-way to separate through and local traffic, or reverse frontage with screen planting contained in a non-access reservation along the rear property line, deep lots with rear service alleys, or equivalent treatment as may be necessary for adequate protection of residential properties.
10. *Half Streets* - Half streets shall be prohibited, except where essential to the reasonable development of the subdivision in conformity with the other requirements of these regulations, and where the Planning and Zoning Commission finds it will be practicable to require the dedication of the other half when the adjoining land is subdivided, the other half of the street shall be platted within such tract.
11. *Number of Subdivision Entryways* – Every subdivision shall be designed to provide sufficient access into the development to accommodate anticipated traffic demands and to provide for emergency public services using the criteria contained in this Section. (O-01-1280 / 08-08-01)
 - a. Where a proposed subdivision, or cul-de-sac street, contains more than twelve (12) lots, the development shall provide for two entryways as follows:
 - i. The development shall provide one street entryway and one emergency access easement. The emergency access easement shall be located on an adjacent or opposite side of the subdivision from the main entryway. The widths of the right-of-way and driving surfaces of the street entryway and the emergency access easement shall be in accordance with the standards contained elsewhere in this Land Development Code, or
 - ii. The development shall provide two street entryways separated not less than one-hundred feet between the centerlines of the driving surfaces. The widths of the right-of-way and driving surfaces of the two entryways shall be in accordance with the standards contained elsewhere in this Land Development Code, or
 - iii. The development shall provide a divided entryway and one emergency access easement. The driving surfaces of the divided entryway shall be separated by a median not less than ten (10) feet in width and provide for one-way traffic. The widths of the right-of-way and driving surfaces of the divided entryway shall be in accordance with the standards contained elsewhere in this Land Development Code. The emergency access easement shall be located on an adjacent or opposite side of the subdivision from the main entryway and be constructed in accordance with the standards contained elsewhere in this Land Development Code.
 - b. If it is physically impractical or otherwise impossible to provide two entryways or to incorporate an emergency access easement into the development in accordance with the above stated requirements, the following alternative may be considered by the approving body:
 - i. A single pavement width of forty-one (41) feet shall be constructed. Said pavement shall extend back from the intersecting street right-of-way a minimum distance of one-hundred (100') feet. All residences within the subdivision shall contain automatic fire-sprinkler systems.
 - c. If it is physically impractical or otherwise impossible to comply with the above-stated requirements, an alternative design may be submitted to the City Council for consideration. The approving body

may approve the alternate design if it finds that the above-state requirements can not be satisfied and that all efforts have been made by the developer to comply with said requirements.

12. *Reverse Curves* - Between reverse curves there shall be a tangent section of centerline not less than one hundred feet (100') long.

C. Intersections

1. Streets shall be laid out so as to intersect as nearly as possible at right angles. A proposed intersection of two (2) new streets at an angle of less than seventy-five (75) degrees shall not be acceptable.
2. Proposed new intersections along one side of an existing street shall, wherever practicable, coincide with any existing intersections on the opposite side of such street. Not more than two (2) streets shall intersect at any one point unless specifically approved by the City.
3. Street jogs with centerline offsets of less than one hundred thirty-five (135) feet shall not be permitted.
4. Local streets intersecting a collector street or larger shall have a tangent section of centerline at least fifty (50) feet in length measured from the right-of-way line of the collector street; however, no such tangent is required when the minor street curve has a centerline radius greater than four hundred (400) feet with the center located on the collector street right-of-way line.
5. At local street intersections, the property line corner shall be rounded by an arc having a radius of twelve (12) feet. This radius shall be increased when the smallest angle of intersection is less than eighty (80) degrees. At intersections of streets with major and collector streets the property line corners shall be rounded by an arc having a radius of twenty-five (25) feet. The Director of Public Works or designee may approve comparable cut-offs or cords in place of rounded corners.
6. Where practical, spacing of intersections along collector streets shall be at least 500 feet apart.

D. Alleys – Alleys shall be provided in commercial and industrial districts and at the rear of multifamily residential building sites for adequate circulation. Where approved by the Fire Marshal, an emergency access easement not less than twenty-four feet (24') in width shall be provided for emergency vehicle access in lieu of any alley. Alleys should intersect streets at right angles or radially to curved streets where sharp changes in alignment cannot be avoided. Property line corners shall be cut off fifteen feet (15') on each side to permit safe vehicular movement. Dead-end alleys shall be prohibited except where prior development of land adjoining the subdivision permits no other reasonable design; under such circumstances alleys shall be provided with turnaround or back-around facilities at the dead-end adequate to permit clear maneuvering of sanitation trucks, utility service vehicles and emergency vehicles. Alleys shall be not less than the following widths:

1. Twenty feet (20') where residential building sites are provided on both sides;
2. Twenty-two feet (22') wherever residential development abuts commercial or industrial areas;
3. Twenty-four feet (24') where commercial or industrial development abuts on both sides.

Section 9.18 Easements

DA. Easements – Easements for drainage and utility construction, service, and maintenance shall be provided in locations approved by the City and affected utilities according to the following standards:

1. Easement for the use of public utilities of not less than seven and one-half (7.5') feet in width shall be provided on each lot and extend along the entire length of the rear property line. Easements shall connect with easements already established on adjoining properties or extend to connect with a public right-of-way. No lot shall be shown with an easement which prevents proper development and full utilization of the lot as a suitable building site for the intended zoning district.

2. For lots of more than two hundred (200) feet deep, the utility easement shall be not less than sixteen (16) feet wide.
3. The width of any drainage easement shall be determined by the Director of Public Works or designee or in accordance with the need for drainage improvements established by any drainage study.
4. All utility easements shall be dedicated as utility and/or drainage easements.
5. When an easement is granted for public purposes as a separate instrument, the following statement of restrictions shall be placed in dedication instrument:

Utility Easements

Any public utility, including the City of Colleyville, shall have the right to move and keep moved all or part of any building, fences, shrubs, other growths or improvements which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of the easements shown on the plat; and any public utility, including the City of Colleyville, shall have the right at all times of ingress and egress to and from and upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.

EB. Easements Adjacent to State Highways – When a proposed water or sewer line or drainage facility will be placed adjacent to a public road maintained by the Texas Department of Transportation, a separate specific use easement shall be provided for each utility or drainage facility.

FC. Emergency Access Easements – Emergency access easements shall have a clear unobstructed width to accommodate a pavement section of not less than twenty-four (24) feet in width. The emergency access easement shall connect at each end to a dedicated public street or shall have a suitable size turnaround at the dead-end, and appropriate turning space at inside corners to permit free movement of emergency vehicles. An emergency access easement may be used as a driveway to gain access to parking or loading spaces, but shall not be used for parking. All emergency access gates shall provide for an opening of not less than twenty four (24) feet wide by fourteen (14) feet in height and include a locking and opening mechanism acceptable to the Fire Department. (03-20-07 / O-07-1613)

~~D. **G. ——— Alleys** – Alleys shall be provided in commercial and industrial districts and at the rear of multifamily residential building sites for adequate circulation. Where approved by the Fire Marshal, an emergency access easement not less than twenty-four feet (24') in width shall be provided for emergency vehicle access in lieu of any alley. Alleys should intersect streets at right angles or radially to curved streets where sharp changes in alignment cannot be avoided. Property line corners shall be cut off fifteen feet (15') on each side to permit safe vehicular movement. Dead-end alleys shall be prohibited except where prior development of land adjoining the subdivision permits no other reasonable design; under such circumstances alleys shall be provided with turnaround or back-around facilities at the dead-end adequate to permit clear maneuvering of sanitation trucks, utility service vehicles and emergency vehicles. Alleys shall be not less than the following widths:~~

~~D.~~

~~D. 1. ——— Twenty feet (20') where residential building sites are provided on both sides;~~

~~D.~~

~~D. 2. ——— Twenty-two feet (22') wherever residential development abuts commercial or industrial areas;~~

~~D.~~

~~D. 3. ——— Twenty-four feet (24') where commercial or industrial development abuts on both sides.~~

~~D.~~

D. Mutual Access Easements (O-02-1336 / 04-16-02)

1. **Purpose** – The purpose of this requirement is to provide public access to adjacent properties by reducing the number of driveway cuts and potential traffic accidents on adjacent streets.

2. *Applicability* – This Section shall be applicable to properties abutting and that may derive access from a Collector Street or Arterial Street as shown on the Master Thoroughfare Plan.
3. *Requirement* – The City shall require the dedication of a mutual access easement to provide cross access to adjacent properties or shared use of a driveway to conform with the minimum driveway standards contained in Chapter 14 of this Land Development Code.
4. *Easement Dimensions* – Easements for shared driveways shall be 16 feet in width and 35 feet in length, but may vary given the shape of the particular tract. Easements extending across the entire width of the property shall not be less than 24 feet in width.

Section 9.19 Private Utilities

- A. Newly Installed Utilities Required to be Underground (O-17-xxxx / xx-xx-17)
 1. All newly installed gas, electric, telephone utilities, street lighting, and cable television lines shall be underground except where conditions do not warrant underground installations and as approved by the City Council.
 2. All support equipment (transformers, amplifiers, switching devices, etc.) necessary for underground installations shall be pad mounted or placed underground.
 3. Existing feeder and other major transmission lines that could not practically be placed underground may remain overhead. However, a subdivider shall endeavor, and whenever practical (as determined by the Development Review Committee), the City may require that feeder lines are placed away from traffic arteries (collector and arterial) and/or be placed underground.
 4. Where existing overhead service or lateral/distribution utilities lines are located within the land proposed for development and the lines must be relocated to accommodate the development, the developer is responsible for relocation and placement of the lines underground.
 5. All new service lines shall be placed underground.
 6. Overhead services will not be permitted to cross public rights-of-ways.
 7. All borings will be required to be completed by methods as approved by the city.

Section 9.1820 Traffic Impact Analysis

When a proposed subdivision plat is estimated to generate more than 1,000 vehicle trips per day, a traffic impact analysis shall be required with the earliest submittal of a plat application. The traffic impact analysis shall be prepared in accordance with the requirements of the Director of Public Works or designee. The purpose of the traffic impact analysis is to determine the need for traffic mitigation measures which may include, but are not limited to, dedication of additional right-of-way, construction of turning lanes, or construction of traffic control facilities. This requirement may be waived when a traffic impact analysis was submitted at the time the current zoning was adopted and the traffic impact analysis is less than one year old. Any mitigating measures required shall be the responsibility of the developer, unless a cost-sharing agreement is approved by the City.

Section 9.1921 Sidewalks

- A. General Sidewalk Requirement
 1. Sidewalks shall be constructed prior to completion of any primary structure for all lots that: (1) are required as part of a Planned Unit Development or Special use Permit; or, (2) front on a new street dedicated in conjunction with a subdivision plan; or, (3) front on an existing City Street. Other than properties zoned as Planned Unit Developments or containing Special Use Permits with specific sidewalk provisions, sidewalks shall be required to be constructed prior

to the final inspection. Any variance to the sidewalk construction requirements described above shall be considered by the City Council.

2. The sidewalks shall be constructed adjacent to and within the public street right-of-way and include curb ramps where applicable. Where no public right-of-way exists, the sidewalk shall be located within a public access easement that provides accommodation of the future street right-of-way dedication. When a subdivision is proposed with a masonry or other permanent perimeter screening wall adjacent to a street, the sidewalk shall be constructed by the developer at the same time as the screening wall. All sidewalks shall conform to the standards and specifications contained in this Land Development Code.
 3. When circumstances exist wherein it is not practical to construct a sidewalk, the developer may be afforded the opportunity to escrow funds in an amount sufficient to pay for the construction of a sidewalk at some future date.
 4. The issuance of a building permit is contingent on the written commitment of the applicant to construct a sidewalk or pay the required escrow amount.
- B. Trails System Sidewalks – When a proposed sidewalk coincides with the general location of a future sidewalk shown in the most recently approved Colleyville Trails System Plan, the sidewalk shall be constructed in accordance with the design standards for a trails system sidewalk. The standards and specifications for a trails system sidewalk are contained elsewhere in this Land Development Code. The developer shall be required to provide additional street right-of-way dedication or a public access easement of sufficient width to accommodate the trails system sidewalk. Where the trails system sidewalk will be located at the rear or to the side of a lot, such as within a green-belt or similar open space, the developer shall provide sufficient right-of-way or public access easement to accommodate the sidewalk.

Section 9.2022 Street Lighting

- A. General Requirements – The developer shall be required to install, at no cost to the City, a street lighting system at all street intersections, at the end of all cul-de-sac streets, and at additional locations in accordance with the criteria contained elsewhere in *Chapter 14 – Engineering Design Standards* of this Land Development Code. All City Lighting shall be consistent with standard light pole ONCOR Texas Style Pole D with Luminaire F with a Finial Band. Any variance from this standard requires written approval from the Director of Public Works or designee.

Section 9.2423 Amendments to This Chapter

Ord. Number	Date	Subject
O-00-1261	12/19/00	Cul-de sac street lengths
O-00-1261	12/19/00	Lot Drainage and Grading
O-00-1261	12/19/00	Fire Hydrants
O-00-1261	12/19/00	Divided Entryways
O-00-1280	08/08/01	Number of Subdivision Entryways
O-00-1214	12/18/01	Existing Unimproved Street Requirements
O-02-1336	04/16/02	Mutual Access Easements
O-06-1562	02/07/06	General Infrastructure Policy
O-07-1613	03/20/07	Emergency Access Gates
O-09-1712	03/03/09	Amendment to sidewalk regulations – Sections 9.12 and 9.19
O-12-1860	01/08/13	Amendment to sidewalk regulations adding appeal process to the City Council from the P&Z
O-14-1907	02/18/14	Amendment to Sidewalk Regulations & General Update
O-17-xxxx		Underground Utility Requirement

should be contacted include U.S. Army Corps of Engineers, Tarrant County Water Control Board, TCEQ, the Trinity River Authority, and FEMA.

Regardless of approvals obtained from those agencies listed above, no filling, development or construction in any area subject to inundation by a lake shall occur without the approval of the City Manager. The City Manager may require any studies necessary to determine that filling, development or construction will not have a detrimental effect on adjacent, upstream or downstream properties and buildings. This subsection in no way diminishes other requirements of this section.

- O. Lot Drainage and Grading – Grading and drainage of all residential lots shall be designed in a manner which will allow one lot to drain across an adjacent lot and into a permanent structure, such as a concrete flume, lined channel, or proper inlet to an adequate drainage facility, or to a street right-of-way. If an approved drainage structure is not present, it will be required of the developer to construct the necessary facilities. (O-00-1261 / 12/19/00)
 - 1. Sheet flow techniques shall be used for lot to lot drainage where possible. (O-00-1261 / 12/19/00)
 - 2. Single lots shall accommodate their own drainage into an approved structure where topographic elevations allow this to occur. (O-00-1261 / 12/19/00)

Section 14-175 Miscellaneous

- A. Trench Safety – In conformance with House Bills 662 and 665 as passed by the Seventieth Legislature Regular Session of the State of Texas, all construction projects within the City of Colleyville or its extraterritorial jurisdiction as provided by the Municipal Annexation Act (Article 970a, Vernon's Texas Civil Statutes) shall contain provisions for trench safety. On construction projects in which trench excavation will exceed a depth of five (5) feet, the uniform set of general conditions must require that the bid documents and the contract include detailed plans and specifications for adequate safety systems that meet Occupational Safety and Health Administration standards and that these plans and specifications include a pay item for these same safety systems.
- B. Underground Utilities – All newly installed distribution lines, cables, etc. for utilities other than those listed above shall be installed below ground within the subdivision per regulations found in Section 9.19 Private Utilities. ~~Transmission lines or major cables to provide utilities such as electric, telephone, and cable television to the area as a whole may be located above ground on the perimeter of the subdivision being served. The installation of these utilities shall conform to commonly accepted construction standards and be subject to review by the Director of Public Works.~~

Section 14-180 Drainage Studies and Engineering Certification

- A. Preliminary Drainage Analysis Guidelines – The purpose of a *Preliminary Drainage Analysis* is to determine the need for drainage facilities and/or drainage easements either within the proposed development or offsite. A *Preliminary Drainage Analysis* is required for every subdivision plat or a development requesting a building permit on a parcel which does not have a previously approved drainage analysis, unless the Director of Public Works has waived this requirement due to existing conditions. The *Preliminary Drainage Analysis* shall consist of the following information:
 - 1. A topographical map drawn at a scale of 1" = 200' which depicts the watershed that drains to and across the subdivision or development. The map must include the subdivision and an area extending a minimum of 200' in all directions from the proposed subdivision. Sheets shall be either 18" X 24" or 24" X 36" in size and may contain sheet to sheet match lines. The map must include contour lines at five (5') foot vertical intervals in terrain with a slope of two (2%) percent or more, or two (2') foot vertical intervals in terrain with a slope of less than two (2%) percent. Data from the City topographic maps will be acceptable where available. Data from USGS Quad sheets may be acceptable only where City topographic maps are not available. The datum for "0" topography shall be that of the United States Coast and Geodetic Survey or the City of Colleyville GIS datum.

The map shall indicate any offsite or adjoining areas outside the limits of the area being developed



City of Colleyville City Council Agenda Briefing

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

Agenda Number WS-2

Agenda Date 04/18/2017

Type Worksession

Department Public Works

Title

Discussion of the Sidewalk Policy

Strategic Plan

4.1 Protect Colleyville's semi-rural residential character

Explanation

Per the request of Mayor Pro Tem Putnam, staff will present an update on the current sidewalk policy, for the City of Colleyville.

The presentation will include information on the current sidewalk policy as well as the policies that were in place prior to the current policy. Staff will present and go over the current policy and how it is administratively handled.

Upon completion of the presentation, staff seeks any direction or guidance that the City Council may have on the policy or the administration of the current policy.

Attachments

1. Sidewalk Policy Presentation
2. Sidewalk Construction Acknowledgment and Escrow Request Form
3. Resolution R-12-3464
4. Resolution R-14-3717
5. Resolution R-15-3892

City of Colleyville Sidewalk Policy

**City Council Worksession
April 18, 2017**

Background



Prior to 1998

- No governing document with regard to pedestrian facilities

1998 - 2000

- 1998 Pathways Plan

2000 - 2005

- Land Development Code, adopted in 2000

2005 - 2008

- 2005 Pathways Plan & Land Development Code

2008 - January 2014

- Supplemental Sidewalk Map & 2005 Pathways Plan & Land Development Code
- 2012 - R-12-3464 established criteria for sidewalk prioritization

January 2014 to Current

- Current policy adopted by Resolution R-14-3717
- The Colleyville Sidewalk Committee was dissolved July 21, 2015, by Resolution R-15-3892

Current Policy



Resolution R-14-3717

- It is the desire of the citizens of Colleyville to have a walkable community
- Sidewalks are to be constructed in conjunction with any new development
- Established that circumstances may exist that would make sense to escrow funds
- Established that the criteria for determining whether or not funds may be escrowed shall be the criteria set forth in Resolution R-12-3464, specifically:
 - a. Connectivity where gaps exist within neighborhoods and to destinations (businesses, schools, City parks, trailheads, etc.)
 - b. Constructability (not where future improvements would result in sidewalks having to be reconstructed)
 - c. Cost
- Issuance of a building permit is contingent on the written commitment of the applicant to construct a sidewalk or pay the required escrow amount
- This resolution was established as the official sidewalk policy for the City of Colleyville
- The Supplemental Sidewalk System Map dated November 2008 is repealed

City of Colleyville 100 Main Street Colleyville, TX 76034 817 - 563 - 1090	Sidewalk Construction Acknowledgement and Escrow Request Form <i>(Please print clearly)</i>	
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Part 1. Property Owner Information		Part 2. Applicant Information	
Site Street Address:		Name of Applicant:	
Name of Property Owner:		Street Address of Contractor:	
Address of Property Owner:		City / State / Zip:	
City / State / Zip:	Telephone:	Relationship to Property Owner:	Telephone:
Email Address of Property Owner:		Email Address of Applicant:	
Legal Description of Property:			

Part 3. Description of Request

Check the appropriate boxes:

☐ Plan to construct the requested sidewalk/trails associated with this project
☐ Request consideration for the option for escrow in lieu of construction
(I understand payment of escrow is required prior to the issuance of any permits, and the funds may be used at any location within the neighborhood district)

Description or justification for the escrow request:

☐ There is a drainage ditch where the sidewalk should be placed
☐ My neighborhood is older and does not have sidewalks
☐ I prefer not to construct the sidewalk
☐ Other _____

Description (Provide any additional information that you would like considered for your request):

Date: _____

Printed Name/Applicant: _____ Signature (Applicant): _____

Part 4. For Office Use Only

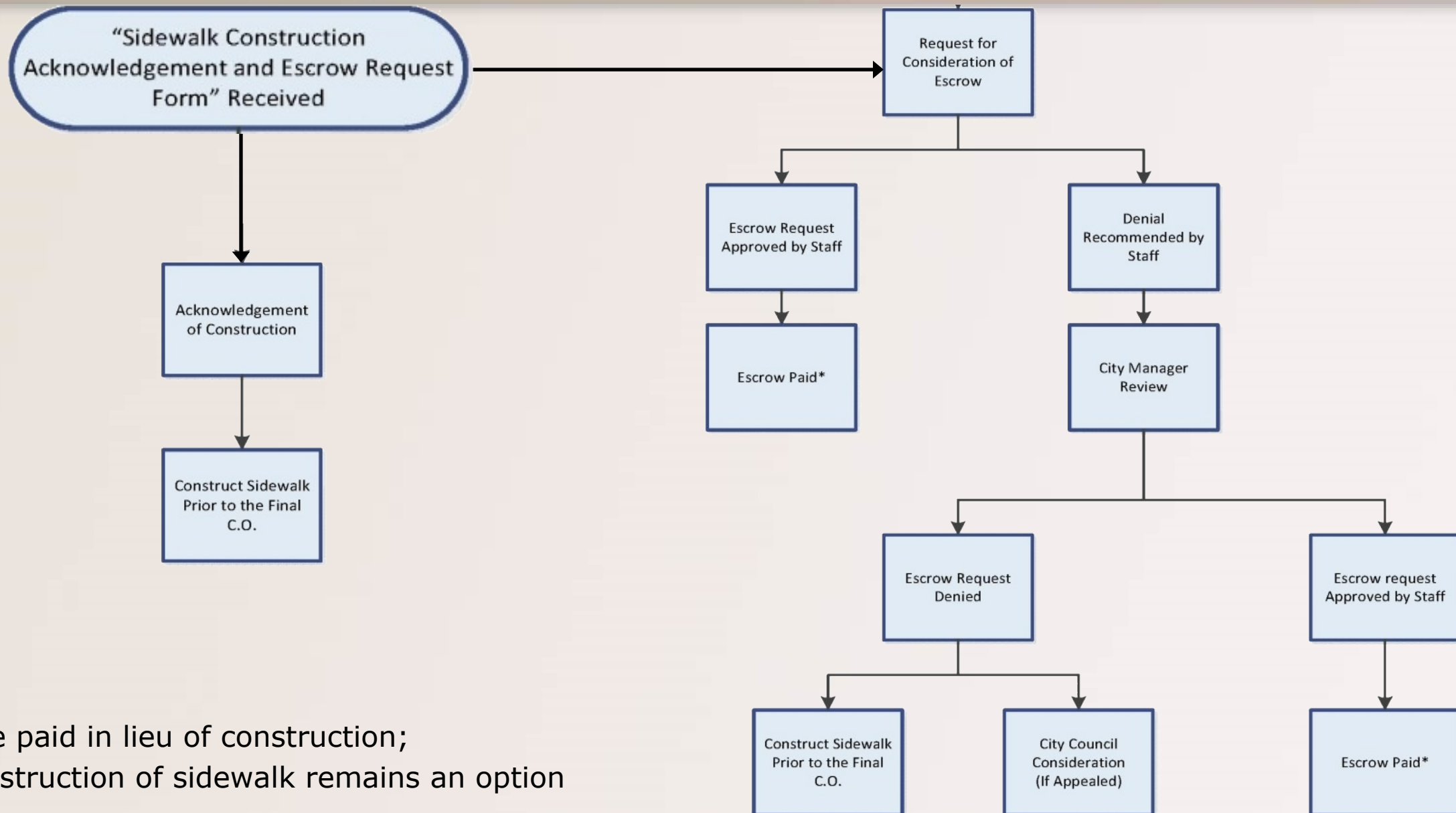
Reviewed by:	Staff Recommendation Escrow Option Approved:	City Manager Review* *only required for district	Escrow Amount:	Receipt Number:	Date Escrow Paid:
_____, P.R. Dept.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No	\$ _____	_____	_____

Comments & Special Conditions: _____

Distribution: ☐ CIPF ☐ Property Owner ☐ Applicant	Permit Number:
--	-------------------------------

- Property Owner/Applicant Information
- Check box for acknowledgement and expressing the intent to build the required sidewalk
- Check box to request the option to escrow funds in lieu of construction
- Description and justification for the request to escrow funds
- Staff review section

Current Policy

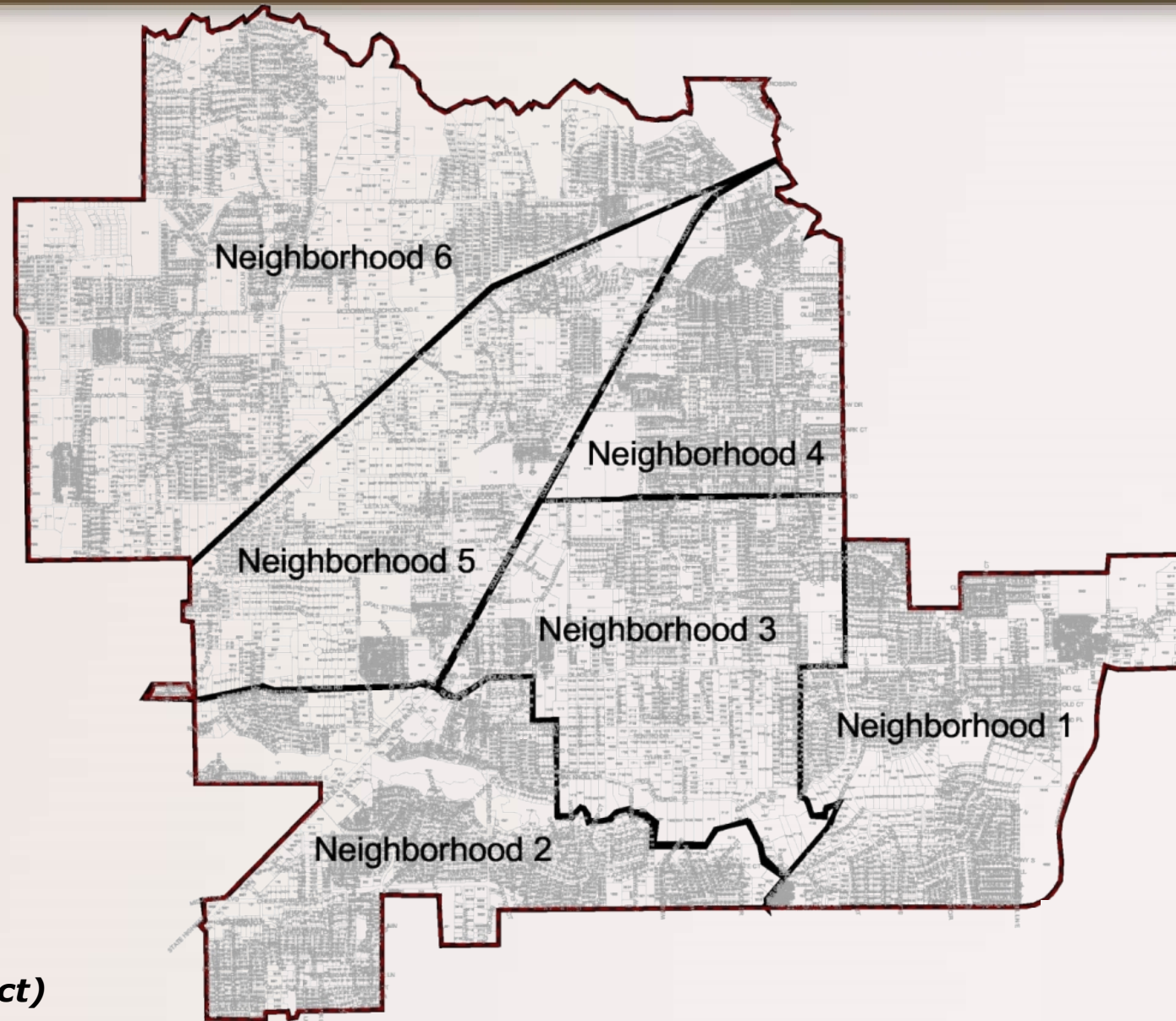


*Escrow to be paid in lieu of construction;
However, construction of sidewalk remains an option

Escrow Fund Balances



Neighborhood District	Balance*
1	\$19,794.40
2	\$29,620.90
3	\$74,286.78
4	\$13,528.95
5	\$36,678.50**
6	\$164,330.80**
Total	\$338,240.33



* Balance as of March 2017

** To be expended in FY17 (Pleasant Run Road Project)

Questions and Discussion

Expended Escrowed Funds



Neighborhood District	Expenses*	Project Location	Upcoming Projects
1	\$5,400	Cambridge Court and Windsor Court	
2	\$9,936	Delmar Court, Steeplechase Drive, and Centerpark Drive	
3	-	-	
4	-	-	
5	\$6,028	Colleyville Terrace	
6	\$4,750	L.D. Lockett Road	

* Since 2009 with the establishment of the districts

City of Colleyville
100 Main Street
Colleyville, TX 76034
817 - 503 - 1090

**Sidewalk Construction Acknowledgement
and Escrow Request Form**
(Please print clearly)



Part 1. Property Owner Information		Part 2. Applicant Information			
Site Street Address:		Name of Applicant			
Name of Property Owner:		Street Address of Contractor:			
Address of Property Owner:		City / State / Zip:			
City / State / Zip:	Telephone:	Relationship to Property Owner.:	Telephone:		
Email Address of Property Owner:		Email Address of Applicant:			
Legal Description of Property:					
Part 3. Description of Request					
Check the appropriate boxes:					
☐ Plan to construct the required sidewalks/trails associated with this project					
☐ Request consideration for the option for escrow in lieu of construction (I understand payment of escrow is required prior to the issuance of any permits, and the funds may be used at any location within the neighborhood district)					
Description or justification for the escrow request:					
☐ There is a drainage ditch where the sidewalk should be placed					
☐ My neighborhood is older and does not have sidewalks					
☐ I prefer not to construct the sidewalk					
☐ Other _____					
Description (Provide any addition information that you would like considered for your request):					

Date: _____					
Printed Name(Applicant): _____ Signature (Applicant): _____					
Part 4. For Office Use Only					
Reviewed by: _____ P.W. Dept.	Staff Recommendation Escrow Option Approved: ☐ Yes ☐ No ☐ NA	City Manager Review* *only required for denial ☐ Yes ☐ No	Escrow Amount: \$ _____	Receipt Number: _____	Date Escrow Paid _____
Comments & Special Conditions: _____					

Distribution:			Permit Number:		
☐ CRW					
☐ Property Owner					
☐ Applicant					

RESOLUTION R-12-3464

A RESOLUTION TO REPLACE RESOLUTIONS R-92-753, R-03-2267, AND R-06-2785, RELATED TO THE NAME AND THE SCOPE OF THE COLLEYVILLE TRAILS AND SIDEWALKS COMMITTEE

WHEREAS, the City Council recognizes the importance of sidewalks as an improvement to both pedestrian safety and quality of life, and adopted Resolution R-92-743 on February 2, 1992, establishing the Colleyville Sidewalk Priorities Task Force; and

WHEREAS, the City Council also recognized the recreational importance of a system of trails in the community and approved Resolution R-98-1414 on September 15, 1998, that adopted "The Colleyville Pathways: A Citywide Trail System for Colleyville" that identifies a citywide network of trails and pathways for pedestrians; and

WHEREAS, the City Council refined the purpose and direction of the Task Force by approving Resolution R-03-2267 on November 18, 2003, which changed the name to Colleyville Sidewalks Committee; and

WHEREAS, the City Council clarified and standardized the membership and terms of the Colleyville Sidewalks Committee and further refined the role and purpose of the Committee by adopting Resolution R-06-2785, which also changed the name of the Committee to the Colleyville Trails and Sidewalks Committee; and

WHEREAS, the City Council adopted the Parks, Trails and Open Space Master Plan, which includes the priorities for development of the Colleyville trails system by approving Resolution R-11-3433 on December 6, 2011; and

WHEREAS, the City of Colleyville desires to provide safe and accessible sidewalks by complying with the Americans with Disabilities Act, and

WHEREAS, the City Council desires to refine the criteria for prioritizing sidewalk improvement projects in Colleyville.

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

Sec. 1. THAT the Colleyville Trails and Sidewalks Committee shall be renamed the Colleyville Sidewalks Committee.

Sec. 2. THAT the following criteria, in order of priority, shall be adhered to by the Colleyville Sidewalks Committee in prioritizing sidewalk improvement projects:

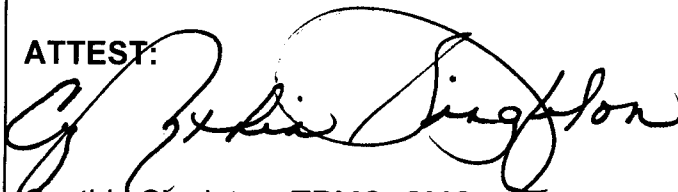
- A. Connectivity where gaps exists within neighborhoods and to destinations (businesses, schools, city parks, trailheads, etc.)
- B. Constructability (not where future improvements would result in sidewalks having to be reconstructed)
- C. Cost

Sec. 3. THAT the Committee shall utilize the most current Supplemental Sidewalk System Map adopted by the City Council, and attached as Exhibit "A", for prioritizing projects.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS AND 0 ABSTENTIONS
ON THIS THE 7th DAY OF February 2012.

ATTEST:


Cynthia Singleton, TRMC, CMC
City Secretary

CITY OF COLLEYVILLE


David Kelly
Mayor

Exhibit "A"

Supplemental Sidewalk System Map November 2008



Legend

- Required Sidewalks (Between 4' & 6' in Width)
- Existing and Proposed Trails (Between 8' & 12' in Width)
- Cottonbelt Trail (10' Walk connect Grapevine and Hurst)
- Private Walking Paths (May be any size)
- Sidewalks NOT Required
- Escrow Option for Sidewalk
- ★ Municipal Locations
- 🌳 Parks
- 🏫 Schools
- 💧 Water Features
- City Limit
- Railroad

0 1,000 2,000 4,000 6,000 8,000 Feet

City
of
Colleyville
Geographic Information Systems

RESOLUTION R-14-3717

A RESOLUTION ADOPTING A NEW SIDEWALK POLICY FOR THE CITY OF COLLEYVILLE AND RESCINDING THE SUPPLEMENTAL SIDEWALK SYSTEM MAP

WHEREAS, it is the desire of the citizens of Colleyville to have a walkable community; and

WHEREAS, sidewalks and trails are an inherent part of a walkable community; and

WHEREAS, sidewalks are to be constructed in conjunction with any new development, both residential and non-residential; and

WHEREAS, circumstances may exist wherein it is not practical to construct a sidewalk; and

WHEREAS, when such circumstances exist, the applicant may be afforded the opportunity to escrow funds in an amount sufficient to pay for the construction of a sidewalk at some future date; and

WHEREAS, the criteria for determining whether or not funds may be escrowed shall be the criteria set forth in Resolution R-12-3464, specifically:

- a. Connectivity where gaps exist within neighborhoods and to destinations (businesses, schools, City parks, trailheads, etc.); and
- b. Constructability (not where future improvements would result in sidewalks having to be reconstructed); and
- c. Cost; and

WHEREAS, issuance of a building permit is contingent on the written commitment of the applicant to construct a sidewalk or pay the required escrow amount.

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

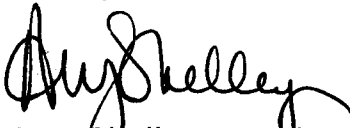
Sec. 1. THAT this resolution shall be the official sidewalk policy for the City of Colleyville.

Sec. 2. THAT the Supplemental Sidewalk System Map, dated November 2008, is no longer used as the basis for determining where sidewalks will be constructed.

AND IT IS SO RESOLVED.

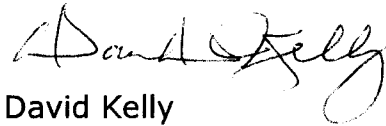
APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0
ABSTENTIONS ON THIS THE 4TH DAY OF FEBRUARY 2014.

ATTEST:



Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

RESOLUTION R-15-3892

A RESOLUTION TO DISSOLVE THE COLLEYVILLE EVENTS STEERING COMMITTEE, THE COLLEYVILLE SIDEWALKS COMMITTEE, THE SENIOR CENTER ADVISORY COMMITTEE, AND THE TRAFFIC SAFETY ADVISORY COMMITTEE

WHEREAS, the City Council established the Colleyville Events Steering Committee by Resolution R-10-3259, to make recommendations to the City Council on the schedule, structure, venue, budget, and long-range planning of City events; and

WHEREAS, the City Council established the Colleyville Sidewalks Committee by Resolution R-12-3464, to prioritize sidewalk improvement projects relative to connectivity, constructability and cost; and

WHEREAS, the City Council established the Senior Center Advisory Committee by Resolution R-06-2719, to act in an advisory capacity to the Senior Center staff in matters pertaining to its participants, to help identify the needs of the senior citizens and enhance their quality of life, and use all the available resources to inform senior citizens of community activities and services; and

WHEREAS, the City Council established the Traffic Safety Advisory Committee by Resolution R-93-900, to act in an advisory capacity to the City Council by making recommendations regarding traffic safety based on reports from consultants, City staff, and suggestions from the public; and

WHEREAS, the Colleyville Events Steering Committee, Colleyville Sidewalks Committee, Senior Center Advisory Committee, and Traffic Safety Advisory Committee have completed their original role as advisory bodies, as set forth in the above stated resolutions.

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

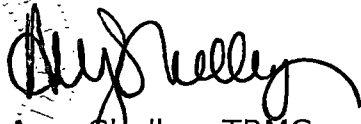
Sec. 1. THAT the Colleyville Events Steering Committee, Colleyville Sidewalks Committee, Senior Center Advisory Committee, and Traffic Safety Advisory Committee be dissolved upon approval of this resolution.

Sec. 2. THAT the City Council may re-establish previous advisory bodies, or establish new ad hoc advisory groups and/or task forces to address specific issues or projects, as deemed necessary.

AND IT IS SO RESOLVED.

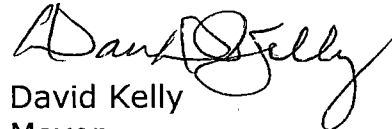
APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS
THIS THE 21ST DAY OF JULY 2015.

ATTEST:



Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor



City of Colleyville City Council Agenda Briefing

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

Agenda Number WS-3
Type Worksession
Department City Manager

Agenda Date 04/18/2017

Title

Overview of the Historical Preservation Committee

Strategic Plan

- 1.1 Actively involve and engage stakeholders
- 5.3 Provide attractive facilities for leisure and recreation
- 6.4 Foster our shared values

Explanation

The purpose of this item is to provide an overview and update on the Historical Preservation Committee (HPC), which serves as an advisory body to the City Council. Staff is seeking direction regarding future activities of the HPC to ensure alignment with City Council goals and priorities.

The HPC was established in June 1995 by attached City Council Resolution R-95-1126. This Resolution was amended in 1999 by attached Resolution R-99-1552, which reduced the number of HPC members from eleven to seven. In 2000, attached Resolution R-00-1640 amended R-99-1552, and expanded membership to ten.

The City Council charge to the HPC has remained unchanged since establishment in 1995 and assigns the following responsibilities to the Committee:

- a. developing and recommending to the City Council a plan to identify, collect and preserve information, artifacts, and sites relevant to Colleyville's history;
- b. recommending to the City Council a permanent and publicly accessible location for the display of such historical materials; and
- c. recommending to the City Council ways in which the City can make the public aware to people, places, and events that represent the history of Colleyville.

Attachments

- 1. Presentation
- 2. HPC Member Roster
- 3. Resolution R-95-1126
- 4. Resolution R-99-1552
- 5. Resolution R-00-1640

Discussion of the Historical Preservation Committee (HPC)

City Council Worksession
April 18, 2017

Purpose



- Provide an overview and update on the Historical Preservation Committee (HPC)
- Seek City Council direction regarding future activities

HPC Overview



Establishment and Purpose

The Historical Preservation Committee was established by the City Council, by Resolution R-95-1126 on June 20, 1995. The purpose of the Historical Preservation Committee is to identify, collect, and preserve information, artifacts, and sites relevant to Colleyville's history.

Membership

The Historical Preservation Committee shall consist of ten (10) members who shall be appointed by the City Council for a two-year term.

Duties and Responsibilities

The Historical Preservation Committee acts in an advisory capacity to the City Council in all matters pertaining to the preservation of Colleyville's history, up to and including: developing and recommending a plan to identify, collect and preserve information, artifacts, and sites; recommending a permanent and publicly accessible location for the display of such historical materials; and recommending ways in which the City can make the public aware of the people, places, and events that represent the history of Colleyville.

Meetings

Quarterly

Historical Markers



State Historical Markers

- **Bidault House**
1416 Glade Road
- **Bransford**
408 Shelton Drive
- **Dr. Lilburn Howard Colley**
100 Main St.
- **Pleasant Glade Baptist Church**
3708 Glade Road
- **Pleasant Run Baptist Church**
6000 Pleasant Run Road
- **Pleasant Run School**
5505 Pleasant Run Road
- **Witten Cemetery**
2802 Jackson Court
- **Riley Cemetery**
Brown Trail, south of Cheek-Sparger Road

Private/Local Historical Markers

- **Bogart Dairy "Old Homeplace"**
5506 Colleyville Boulevard
- **Bransford Depot**
L.D. Lockett Road at Bransford Road
- **Colley House**
601 Glade Road
- **Colleyville's First Fire Hall**
4913 Colleyville Boulevard
- **Felps Berry Farm and Plant Nursery**
6108 L.D. Lockett Road
- **Former Home of Colleyville's First Mayor**
710 Glade Road
- **Texas Public School Gymnastic Programs**
6501 Pleasant Run Road
- **Webb House**
408 Shelton Drive
- **World War II Memorial**
2512 Glade Road
- **Veterans Memorial**
4301 Bedford Road
- **Civil War Memorial**
6000 Pleasant Run Road

Historical Sites/Artifacts



Bidault House



Fitzgerald Collection



Dunn-Tirk Barn



Webb House

Recent Activity



Colleyville: Then and Now (History Book)

- Played a pivotal role in the 2006 publication

Bidault House

- Purchased in 2010
- 2012 Site Report and Re-use Recommendations
 - Conducted by Gary Neil Smith
 - Suggested public and private re-use options as well as maintenance suggestions

Hometown Heroes

- Started in 2005
- Currently pays tribute to the service of eight individuals
- One pending ceremony for Patsy and Herman Smith

Current Interests



Bidault House

- Best use and preservation/upkeep

Webb House

- Best use and preservation/upkeep

Fitzgerald Historical Collection

- Promote awareness of the collection
- Offer assistance to aid in preserving the collection

Community Outreach and Education

- Develop a program to present at schools
- Regularly include historical facts and information in communication efforts
- Increase presence at community events

Historical Pictures

- Display historical photos inside City Hall

Summary

- Colleyville is rich with historical sites and artifacts
- The Historical Preservation Committee is active and dedicated
- City Council direction is desired to ensure the best use of the time and talent of the Committee and the resources of the City

Questions and Discussion

Historical Preservation Committee Member Roster – Spring 2017

George Bond

3104 St. Albans Circle
Colleyville, TX 76034
W: (817) 313-2222
H: (817) 313-2222
bondgeorge81@yahoo.com
TERM: Sep 2016 – Sep 2018

Joe Deupree

5101 Montclair Drive
Colleyville, TX 76034
H: (817) 283-7002
j.deupree@tx.rr.com
TERM: Sep 2015 - Sep 2017

Marilyn Keith

1112 Riverwalk Court
Colleyville, TX 76034
H: (817) 605-9515
mnkeith@outlook.com
TERM: Sep 2016 - Sep 2018

Walt Mills

404 Vintage Court
Colleyville, TX 76034
W: (817) 271-0353
H: (817) 271-0353
walt@PhotosByWalt.com
TERM: Sep 2016 - Sep 2018

Ryan Moore

5705 Bent Tree
Colleyville, TX 76034
W: (214) 507-4896
H: (214) 507-4896
Ryan.Moore@Ferguson.com
TERM: Sep 2016 - Sep 2017

Jeffrey Moschel

6209 Westcoat Drive
Colleyville, TX 76034
W: (972) 717-2426
H: (817) 577-0220
jeffemoschel@aol.com
TERM: Sep 2015 - Sep 2017

Cynthia Phillips – Vice Chair

4204 York Drive
Colleyville, TX 76034
W: (817) 571-5622
H: (817) 571-5622
Cynthia.p.phillips@gmail.com
TERM: Sep 2016 - Sep 2018

Nelson Thibodeaux

5612 Coventry Court
Colleyville, TX 76034
W: (817) 416-6934 x 103
H: (817) 657-3207
nelson@biostetics.com
TERM: Sep 2016 – Sep 2018

Gigi Walker - Chair

2620 Meandering Court
Colleyville, TX 76034
W: (214) 761-2449
H: (903) 821-3418
gigi_gerig@neimanmarcus.com
TERM: Sep 2015 - Sep 2017

Gerald Ward

4301 Briar Ridge Drive
Colleyville, TX 76034
W: (817) 281-5600
H: (817) 522-8725
gerald@wardarchitecture.com
TERM: Dec 2015 - Sep 2017

RESOLUTION R-95-1126

A RESOLUTION ESTABLISHING AN HISTORICAL PRESERVATION COMMITTEE

WHEREAS, a community's historical roots establish that community's identity and form the foundation of its future; and

WHEREAS, much of our history may be lost without the careful and thorough identification, collection and preservation of historical information, artifacts, and sites; and

WHEREAS, there exists no single organization that is charged by the City with ensuring that Colleyville preserve and protect its unique history.

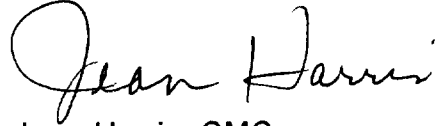
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

- Sec. 1. THAT an Historical Preservation Committee is hereby established.
- Sec. 2. THAT an Historical Preservation Committee is hereby charged with the following responsibilities:
- a) developing and recommending to the City Council a plan to identify, collect and preserve information, artifacts, and sites relevant to Colleyville's history;
 - b) recommending to the City Council a permanent and publicly accessible location for the display of such historical materials; and
 - c) recommending to the City Council ways in which the City can make the public aware of the people, places, and events that represent the history of Colleyville.
- Sec. 3. THAT the Historical Preservation Committee shall be composed of eleven (11) members. Six (6) members shall be appointed by the City Council for an initial term of two (2) years and five (5) members shall be appointed by the City Council for a term of one (1) year, with succeeding appointees serving for terms of two (2) years.

AND IT IS SO RESOLVED.

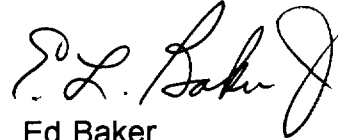
PASSED THIS 20th DAY OF June, 1995, BY A VOTE OF
4 AYES, 0 NAYS, AND 0 ABSTENTIONS.

ATTEST:



Jean Harris, CMC
City Secretary

CITY OF COLLEYVILLE



Ed Baker
Mayor

RESOLUTION R-99-1552

**RESOLUTION AMENDING RESOLUTION R-95-1126 AND
APPOINTING MEMBERS TO THE HISTORICAL
PRESERVATION COMMITTEE**

WHEREAS, the Historical Preservation Committee was formed for the purpose of preserving historical information, artifacts, and sites; and

WHEREAS, it is the desire of the Council to continue the preservation of Colleyville's history; and

WHEREAS, it is the desire of the Council to amend the number of positions on the Historical Preservation Committee to seven (7) members serving two year terms; and

WHEREAS, there are four positions on the Historical Preservation Committee whose terms have expired.

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

Sec. 1. **THAT** the Colleyville City Council hereby amends Resolution R-95-1126, Section 3, to read as follows:

THAT the Historical Preservation Committee shall be composed of seven (7) members serving two (2) year terms.

Sec. 2. **THAT** the appointments of Dwight Packer, Sammie Bolling, Joe Deupree, and Ed Havran to the Historical Preservation Committee to serve two year terms, expiring August, 2001, are hereby approved.

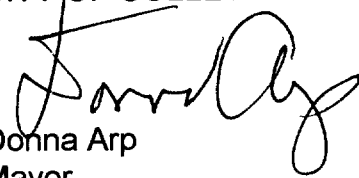
AND IT IS SO RESOLVED.

Passed by a vote of 5 ayes, 0 nays, and 0 abstentions on the
21st day of September, 1999.

ATTEST:


Jean Harris, TRMC, CMC
City Secretary

CITY OF COLLEYVILLE


Donna Arp
Mayor

RESOLUTION R-00-1640

**A RESOLUTION AMENDING RESOLUTION R-99-1552 APPOINTING
MEMBERS TO THE HISTORICAL PRESERVATION COMMITTEE AND
EXPANDING MEMBERSHIP**

WHEREAS, the Historical Preservation Committee was formed for the purpose of preserving historical information, artifacts and sites; and

WHEREAS, it is the desire of the Council to continue the preservation of Colleyville's history; and

WHEREAS, it is the desire of the Council to expand the number of positions on the Historical Preservation Committee to ten (10) members serving two-year terms.

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

Sec. 1. THAT the Colleyville City Council hereby amends Resolution R-99-1552, Section 1, to read as follows:

THAT the Historical Preservation Committee shall be composed of ten (10) members serving two-year terms.

Sec. 2. THAT the following two persons are hereby appointed to the Historical Preservation Committee to serve until August 2000:

John Colby
Lila Coley

Sec. 3. THAT the following person is hereby appointed to the Historical Preservation Committee to serve until August 2001:

Chris A. Faulkner

Sec. 4. THAT Mayor Pro Tem Thibodeaux shall serve as the City Council liaison for the Historical Preservation Committee.

AND IT IS SO RESOLVED.

Passed by a vote of 5 ayes, 0 nays, and 0 abstentions, on this
18th day of April, 2000.

ATTEST:


Jean Harris, TRMC, CMC
City Secretary

CITY OF COLLEYVILLE:


Donna Arp
Mayor



City of Colleyville City Council Agenda Briefing

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

Agenda Number WS-4

Agenda Date 04/18/2017

Type Worksession

Department City Secretary

Title

Discussion of the April 18, 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 04/18/2017

Type Executive Session

Department City Secretary

Title

Section 551.071 - Legal - Consultation with the 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 the plugging and abandonment of the Atlas Gas Wells at 7504 and 7505 Pleasant Run Road

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

Section 551.087 - Economic Development - Discuss or deliberate regarding commercial or financial information 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-17-4115

**A RESOLUTION APPROVING COUNCIL ACTION
REGARDING EXECUTIVE SESSION ITEMS AT THE REGULAR
CITY COUNCIL MEETING OF
APRIL 18, 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 18TH DAY OF APRIL 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 04/18/2017

Type Announcements, Proclamations, and Presentations

Department Colleyville Center

Title

In recognition of Colleyville's Featured Business of the Month - Fusion Whole Body Recovery, 6100 Colleyville Boulevard - Jennifer Duranczyk, owner - Mayor Richard Newton and Interim Assistant City Manager/Executive Director of Economic Development and Communications Mark Wood

Attachments

RESOLUTION R-17-4116

A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF APRIL 18, 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 April 4, 2017
 - b. Approval of the disposal of surplus, damaged, worn and outdated library books, audiovisual items, DVDs, and CDs, and non-book materials, learning games, and puzzles
 - c. Approval of an updated Integrated Mosquito Management Program
 - d. Approval of an addendum to the web design contract for Colleyville.com in an amount of \$14,000 and authorize the city manager to execute the contract

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS
ON THIS THE 18TH DAY OF APRIL 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, April 4, 2017

Mayor Richard Newton called the Colleyville City Council Worksession to order on Tuesday, April 4, 2017, at 4:30 p.m.

ROLL CALL: Mayor Richard Newton, and Councilmembers Tammy Nakamura, Bobby Lindamood, Nancy Coplen and Mike Taylor

Absent: Mayor Pro Tem Chris Putnam at Roll Call arrived at 5:03 p.m., and Councilmember Jody Short

City Manager Jennifer Fadden, Assistant City Manager/Director of Public Safety Mike Holder, Interim Assistant City Manager and Executive Director of Economic Development and Communications Mark Wood, 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, Environmental Compliance Officer Randy Bright, Community Development Director Ben Bryner, Recreation and Library Director Mary Rodne, Recreation and City Events Manager Lisa Escobedo, 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

WS-1 Presentation of the 2017 citizen survey results

Strategic Services Manager Adrienne Lothery presented this item and answered questions of the City Council. Andrea Thomas of National Service Research was available to answer questions as well.

Councilmember Coplen asked Ms. Thomas if there has always been a 3.3 percent error. Ms. Thomas replied the previous year's surveys were at three percent. This year, the responding went down, the error went up.

Councilmember Taylor asked staff if "enhance opportunities for community gatherings" was ranked the lowest on question Q7b. Ms. Thomas replied yes.

Councilmember Coplen asked if the area of residence exhibit was divided by population. Manager Lothery replied no, the geographic locations are based on the garbage and recycling schedule.

Councilmember Taylor asked staff if the percentage is the number of households. Manager Lothery replied no, it is the percentage of respondents.

Councilmember Taylor asked staff if "work outside of Colleyville" means anything outside or across the City limits. Manager Lothery replied yes.

Councilmember Coplen asked staff if the Parks Master Plan process has begun. Parks Manager Heather Dowell replied yes.

Councilmember Coplen asked staff if the plan will include sidewalks. Manager Dowell replied the plan will address trails, and will work in conjunction with the comprehensive plan.

Councilmember Lindamood asked staff about the savings with the paperless survey. Manager Lothery replied there was a smaller difference overall of about \$1,500.

Mayor Newton stated the survey was good with good results. He suggested staff and City Council should look at the comments. People would like more information on Planning and Zoning Commission items, and generally what is happening in the City. We should think about the communication of those items with an effort to educate everyone about email. There is an opportunity to set objectives to double those numbers. There is a strong migration to the use of electronic and social media communications. He stated being curious about what other cities are doing, and what they are doing that is valuable, such as Southlake with their SPIN signs. Interim Assistant City Manager/Executive Director of Economic Development and Communications Mark Wood recently presented the communication strategy to the City Council, and that strategy needs to be better communicated to the community. The common themes were roads, better communication to citizens in upcoming zoning decisions, and taxes. People perceive their taxes are high, and that this is due to City taxes. While in reality, the City portion is only 15 percent of their total tax bill. There is a need to consistently communicate what the City tax rate is, and how we manage the total City tax revenue by adjusting the tax rate. We also need to make the case and consistently communicate the services the City provides using the tax revenue the City generates.

Councilmember Lindamood stated some of the comments about wanting things done, have already been put in place. Staff is going to be able to do a lot with the new website to make communications better.

Councilmember Taylor asked staff what is on the zoning signs. Community Development Director Ben Bryner replied information about a zoning change request on the property, and to call this number. Councilmember Taylor stated information seems to be lacking on the signs, because he sees more information on other cities signs.

Councilmember Taylor stated he would like something for Facebook that City Councilmembers could share about signing up for emails about City information.

Mayor Newton encouraged staff and City Councilmembers to read the comments to see if there are themes or items which can be addressed. Ms. Thomas agreed and stated the satisfaction with the quality of life is extremely high, compared to other cities.

WS-2 Senior Center facility usage

Recreation and City Events Manager Lisa Escobedo presented this item and answered questions of the City Council.

Councilmember Taylor asked staff about the naming of the Oklahoma room. Manager Escobedo replied she did not know. Councilmember Taylor suggested the Alamo Room, or something fitting to Texas.

Mayor Newton asked staff if the utilization of the rooms takes place when staff is at the Senior Center. Manager Escobedo replied yes, usually 8 a.m. to 5 p.m.

Mayor Newton asked staff if there are some small rooms which could be utilized for small meetings and without impacting staff time. Manager Escobedo replied yes, there are times during the non-programming sessions in which rooms are available.

Councilmember Taylor stated the purpose of this item was to identify the down time or dead space in which other uses could be there, and if we are truly utilizing the facility to the best use to the tax payers. This is all good information, but it does not answer that question. Mayor Newton said this is not meant to take away business from Colleyville Center.

Councilmember Nakamura stated there are smaller subcommittees that would like to have meetings, and in a place in which they do not have to pay.

Councilmember Taylor stated we need to know the room capacity, such as a conference setup or seating. The organizations, Colleyville related, could have their monthly board meetings and such at the Senior Center.

Mayor Newton stated staff would have to define those time windows when the areas/rooms are available. Councilmember Coplen agreed, persons could call and check availability.

Councilmember Taylor stated there may be nights during the week that could be available, maybe by request, which would require staff to be present.

Mayor Newton suggested looking at when the small rooms are not being utilized. Manager Escobedo replied Monday through Thursday recreation programs are being held and staff is there until 9:00 p.m.

Councilmember Coplen asked staff how the land behind the Senior Center is being utilized. Manager Dowell replied the land is being used for practices and it is a first come first serve basis and anyone is allowed.

Councilmember Taylor stated it would be convenient if we could direct people to call a number to check the availability of space. Mayor Pro Tem Putnam suggested maybe just a note on the senior page of the new website.

Councilmember Nakamura suggested a disclaimer of "subject to availability." Councilmember Taylor stated the larger groups will have to remain at the Colleyville Center. Councilmember Nakamura agreed.

Councilmember Lindamood stated the meeting space at Market Street is there, but it is too loud.

Mayor Newton suggested staff bring back their recommendations, and then City Council can decide what they want to do.

WS-3 Presentation and discussion of the Integrated Mosquito Management Program

Public Works Director Jeremy Hutt presented this item and answered questions of the City Council.

Councilmember Taylor asked staff about the differences in the mosquito traps. Director Hutt explained the differences in the Gravid and BG Sentinel traps, how they are used, and how they operate.

Mayor Newton asked staff what is included in the free site assessments by Colleyville staff. Director Hutt replied the site assessment is free of charge, and staff will walk the property to identify things which may be a breeding ground for mosquitos.

Councilmember Taylor asked staff if all cities are doing the same preventative measures, given the County numbers have dropped. Director Hutt replied yes, 2012 was the beginning when things started happening, and since then there has been a lot of public awareness with a much more assertive effort in this area.

Councilmember Lindamood asked staff if the four positive samples are in one sitting or spread out. Director Hutt replied for the adulticide to be applied, there would have to be two positive samples at one location.

Councilmember Lindamood asked staff how much time there is between each sample taken. Director Hutt replied there will be four static sites tested each week.

Councilmember Lindamood asked staff if a positive sample will be tested weekly. Compliance Officer Bright replied the wait time is a month given, the life cycle of the mosquito, unless it is a static testing site. The site is monitored.

Councilmember Taylor asked staff if static is a pond versus streams. Director Hutt replied static sites are tested every week on the same day of the week, and proposed two additional traps rotating throughout the City.

Councilmember Taylor asked staff if the traps are in a standard place every year, or moved around the City. Compliance Officer Bright replied they stay in the same place.

Councilmember Taylor asked staff if that is every year. Compliance Officer Bright replied yes; however, this year staff is proposing to move one.

Councilmember Taylor asked staff if this is based on historical data to move it. Compliance Officer Bright replied currently these would be placed on all City owned properties so that response time is quicker than on private properties. Director Hutt added we have better control over City owned property than private properties.

Councilmember Coplen asked staff if you get permission to access on private property, do you need to come back for the next year. Director Hutt replied access is granted through the duration of the current season.

Councilmember Taylor asked staff if the traps are being placed in the proper location, not just because we have easier access. Director Hutt replied staff is looking at the entire area and how we can get good coverage. Residents are very cooperative and will let staff know if an issue is present.

Councilmember Taylor asked staff if the same hits in the past are still being monitored. Director Hutt replied yes, and staff is going after those areas to address and monitor those sites.

Councilmember Lindamood asked staff if we have enough test sites. Director Hutt replied yes, and staff is making sure that Tarrant County has the capacity to test another site. If there are significant concerns, staff will take sites out of rotation, to try to figure out those specific issues.

Mayor Pro Tem Putnam stated staff does an outstanding job with monitoring the results and using the program. Director Hutt agreed.

Director Hutt stated staff will bring forward a revised program at the next City Council meeting.

WS-4 Follow-up discussion of bids received for solid waste and recycling services and contractor experience

Strategic Services Manager Adrienne Lothery presented this item and answered questions of the City Council.

Mayor Pro Tem Putnam asked staff if the current vendor has proven the adjustments or price increases. Manager Lothery replied Progressive has not seen a price increase in some years, and those adjustments would come to City Council.

Mayor Newton asked the City Councilmembers if their concerns were addressed. Councilmember Taylor replied his questions were answered.

Councilmember Taylor asked CWD if the landfill rates go up, will Colleyville's rates go up. Mr. Greg Raimer, CWD, replied it has not happened in the 33 years he has been doing business with those landfills. The advantage of not owning a landfill means we can use the closest landfill rather than driving further to get to one that is owned.

Councilmember Taylor asked Mr. Raimer about the types of household hazardous waste that will be picked up by CWD. Mr. Raimer replied all toxics, paints, pool chemicals and cleaners, nothing radioactive, electronics, and light bulbs.

Councilmember Taylor asked Mr. Raimer about appliances. Mr. Raimer replied not metal goods.

Mayor Newton asked Mr. Raimer about the age of their vehicles. Mr. Raimer replied the average age is 4.5 years, with 135 large pieces of equipment, with 45 being CNG, and we have our own truck paint booth so they all look new.

Councilmember Taylor asked Norm Bulaich, Progressive, how they can maintain the same number of service vehicles and service days but with an increase in service stops. Mr. Bulaich replied a fifth truck was added. Manager Lothery concurred and stated both Progressive and CWD propose to run five trucks.

Councilmember Taylor asked Mr. Bulaich why things began to happen, such as missed or portions of streets missed. Mr. Bulaich replied over the last 14 years, service has been pretty good. Last year with the merger of Waste Connections, more capital was provided for us to manage the fleet and service better. More trucks have been added and we have made improvements to overcome any issues, but because of the volume of trash picked up, we are a little late in getting out of Colleyville.

Mayor Newton stated this item will be discussed more during the regular meeting when reviewing the resolution.

WS-5 Discussion of the April 4, 2017, City Council regular agenda items

There was no discussion of this item.

Mayor Newton adjourned the worksession at 6:30 p.m.

Mayor Newton called the Executive Session to order at 6:31 p.m., and called the roll.

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

Absent: Councilmember Jody Short

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 City Attorney regarding contemplated litigation concerning pending construction activity and operations of the TexRail project within the City

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 duties of the Municipal Court Judge

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 6:31 p.m.

The regular meeting of the Colleyville City Council was called to order by Mayor Newton at 7:31 p.m.

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

Absent: Councilmember Jody Short

City Manager Jennifer Fadden, Assistant City Manager/Director of Public Safety Mike Holder, Interim Assistant City Manager and Executive Director of Economic Development and Communications Mark Wood, 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, Community Development Director Ben Bryner, Recreation and Library Director Mary Rodne, 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

Mayor Newton expressed his appreciation to Pastor Molden and First Baptist Church Colleyville for the luncheon provided to the City staff on Friday, March 31st.

INVOCATION: Pastor Dale Molden, First Baptist Colleyville

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-17-4108

This resolution was not needed.

3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Announcements of civic and charitable events

Presentation of calendar events and updates

Announcements of awards and recognition

Mayor Newton encouraged seniors to attend the 5th Annual Senior Synergy Expo on Thursday, May 4, 2017, from 8:30 a.m. to 2:00 p.m., with a free lunch.

Proclamation in recognition of Child Abuse Prevention Month – Jamie Harton, Volunteer Coordinator, Alliance for Children

Mayor Newton presented a proclamation in recognition of Child Abuse Prevention Month to Jamie Harton, Volunteer Coordinator, Alliance for Children. Ms. Harton spoke regarding child abuse and thanked the Mayor and City Council for helping to bring awareness.

Proclamation in recognition of the Grapevine-Colleyville Future Farmers of America members and advisors - FFA Advisors Heather Bemenderfer, Taylor McGrew, and GCFFA students, and Mayor Richard Newton, and Councilmembers Nancy Coplen and Bobby Lindamood

Mayor Newton and Councilmembers Nancy Coplen and Bobby Lindamood presented a proclamation in recognition of the Grapevine-Colleyville Future Farmers of America members and advisors to FFA Advisors Heather Bemenderfer, Taylor McGrew, and GCFFA students.

Recognition of employees' years of service

Mayor Newton recognized employees' years of service and the following certificates were presented:

Chief Mike Holder recognized: **Heather Dowell**, Parks – 1 Year; **Tracy Gordon**, Police – 1 year; **Chris Anderson**, Police, 5 Years; **Scotty Graves**, Police – 10 Years; and **Jeremy Hutt**, Public Works – 10 Years.

Karen Randolph, Municipal Court Administrator recognized **Regina Warner**, Municipal Court – 1 Year.

Public Works Director Jeremy Hutt recognized: **Angel Nuncio**, Public Works – 1 Year; **Gilberto Rolon**, Public Works – 1 Year; and **Jaime Gutierrez**, Public Works – 5 Years.

4. CONSENT: READING AND PUBLIC HEARING - Resolution R-17-4109

- 4a** Approval of the minutes of the regular City Council meeting of March 21, 2017

Mayor Newton read Resolution R-17-4109 in its entirety.

Mayor Newton opened the public hearing at 8:03 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 8:03 p.m.

Councilmember Coplen made a motion to approve Resolution R-17-4109. 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 Tammy Nakamura, Bobby Lindamood, Mike Taylor, and Nancy Coplen

Absent: 1 – Councilmember Jody Short

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

5a Ordinance O-17-2008

Consideration of a Special Use Permit for a servants or caretakers quarters and a Special Use Permit to allow for an accessory building larger than permitted on Tract 3H, Abstract 211, BBB & C RY Survey, located at 5513 Lowrie Road, Case ZC17-002

Mayor Newton read the caption of Ordinance O-17-2008.

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

Mayor Newton asked staff if the current utilities are tied to the existing garage. Director Bryner replied yes.

Mayor Pro Tem Putnam asked staff if the unit can be restricted from being used as a rental. Director Bryner replied it would be difficult for staff to know when it is being rented and enforced.

Councilmember Taylor asked staff if there is one common electric meter. Director Bryner replied yes, and that is the stipulation the Planning and Zoning Commission wanted.

Councilmember Lindamood asked staff if there was another structure being used as a mother-in-law suite. Director Bryner replied there is no record of another structure being used as livable space such as a full kitchen.

Councilmember Lindamood asked staff about the square footage of the porch. Director Bryner replied 265 square feet.

Joel Justice, 5513 Lowrie Road, applicant and property owner, presented this item and briefed the City Council. He stated the current structure is more like a pool cabana not a living quarter.

Councilmember Lindamood asked Mr. Justice if he is the original owner. Mr. Justice replied no, the original owner used the upstairs as his attorney's office.

Councilmember Taylor asked Mr. Justice if the other detached dwelling is used for storage. Mr. Justice replied the common pool house is their cantina.

Councilmember Taylor asked Mr. Justice if the pool house is larger than what he is proposing to construct. Mr. Justice replied the new structure would be used for his mother's home, and it would allow her to park in the garage and walk into her home without being in the rain.

Councilmember Lindamood asked Mr. Justice if he would be good with removing the porch area. Mr. Justice said it would not be a deal breaker, but his mother likes to be able to walk outside and enjoy the backyard area.

Mayor Newton stated if the garage had been built with a walkway from the home structure, this request would not be necessary. He stated if they were to sell this home, in the future, he would like to be assured the structure would not be rented.

Mayor Newton opened the public hearing at 8:20 p.m.

Lola Lawrence, 4105 Greenway Court, asked if this variance is for this site only. Mayor Newton replied yes. She asked if this is going to be used for servants/caretakers, but it also mentions family, which it will be. She asked if this type of request will override covenants of the HOA. Mayor Newton replied no. She stated being concerned the request could set a precedence.

There were no others present wishing to speak and Mayor Newton closed the public hearing at 8:22 p.m.

To address Ms. Lawrence's questions Mayor Newton stated that Mr. Justice's mother will be living in the proposed structure, and the reason for the special approval is because of the kitchen space. The deed restrictions or covenants are not governed or enforced by the City, it is up to the HOAs. Setting a precedence will depend on a person's view, and in this particular instance the square footage is only going over the permitted square footage very minimal, and most of it is porch space.

This was a first reading, therefore, the City Council did not take any action.

5b Ordinance O-17-2009

Approval of an ordinance to amend the appointment of an Associate Municipal Court Judge

Mayor Newton read the caption of Ordinance O-17-2008.

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

Mayor Newton opened the public hearing at 8:30 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 8:30 p.m.

This was a first reading, therefore, the City Council did not take any action.

6. RESOLUTION(S): READING AND PUBLIC HEARING

6a Resolution R-17-4110

Resolution R-17-4110 - Suspension of the April 21, 2017 effective date of Oncor Electric Delivery Company's requested rate change for the maximum period allowed by law

Mayor Newton read Resolution R-17-4110 in its entirety.

Strategic Services Manager Adrienne Lothery presented this item and briefed the City Council.

Mayor Newton opened the public hearing at 8:36 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 8:36 p.m.

Mayor Pro Tem Putnam made a motion to approve Resolution R-17-4110. Councilmember Lindamood seconded the motion.

The motion to approve carried with the following vote:

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

Absent: 1 – Councilmember Jody Short

6b Resolution R-17-4111

Resolution R-17-4111 - Consideration of an appointment to the Planning and Zoning Commission

Mayor Newton read Resolution R-17-4111 in its entirety.

Mayor Newton opened the public hearing at 8:42 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 8:42 p.m.

Councilmember Taylor made a motion to approve Resolution R-17-4111 with the appointment of John Frazier to the Planning and Zoning Commission to September 2017. Mayor Pro Tem Putnam seconded the motion.

The motion to approve carried with the following vote:

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

Absent: 1 – Councilmember Jody Short

6c Resolution R-17-4112

Resolution R-17-4112 - Consideration of an appointment to the Colleyville Economic Development Corporation

Mayor Newton read Resolution R-17-4112 in its entirety.

Mayor Newton opened the public hearing at 8:47 p.m.

There was no one present wishing to speak and Mayor Newton closed the public hearing at 8:47 p.m.

Councilmember Taylor made a motion to approve Resolution R-17-4112 appointing John Terhoeve to the Colleyville Economic Development Corporation to September 2017. Councilmember Lindamood seconded the motion.

The motion to approve carried with the following vote:

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

Absent: 1 – Councilmember Jody Short

6d Resolution R-17-4113

Resolution R-17-4113 - Consideration of entering into contract negotiations with a specific contractor for solid waste and recycling services

Mayor Newton read Resolution R-17-4113 in its entirety.

Strategic Services Manager Adrienne Lothery presented this item and briefed the City Council.

Councilmember Coplen stated she would like the option of household hazardous waste pick up and leaf recycling.

Mayor Pro Tem Putnam stated he would hate to add the leaf recycling for a year round expense when it is utilized seasonally.

Mayor Newton stated he would prefer to stay with the 65 gallon recycle bin rather than the 95 gallon. City Manager Jennifer Fadden stated there may be some negotiations to be made with the vendor, especially if there is a price differential. There may be options to let the resident chose one or the other. Manager Lothery added there is not a significant price difference in the two.

Mayor Newton asked Mr. Raimer if it is an option to the resident to choose the size of their recycle bin. Mr. Raimer replied it complicates the distribution significantly. Councilmember Taylor stated that is a one-time complication. Mr. Raimer stated he would prefer to give everybody one size, and then switch out the ones for the residents who want a large bin.

Councilmember Taylor asked Mr. Raimer if the 95 gallon is wider, deeper, and higher. Mr. Raimer replied yes.

Mayor Pro Tem Putnam asked Mayor Newton if his concern is about the inconvenience for storing the bin. Mayor Newton replied yes. Councilmember Nakamura agreed and stated her HOA does not like it when it is not stored in her garage. Councilmember Taylor stated the storing of the bin was a concern before too. Mayor Newton suggested providing the 65 gallon to everyone, and allow a larger bin on request. Mr. Raimer agreed.

Councilmember Taylor asked Mr. Raimer about the household hazardous waste pickup. Mr. Raimer replied one specific day a month will be the pickup for the HHW, and customer service will mail the resident a package of instructions, phone numbers, and the date it will need to be ready. Package the materials and place by your door side for collection. This includes toxins, pool supplies, and electronics.

Mayor Pro Tem Putnam asked staff about how many residents drop off annually at the Fort Worth site. Manager Lothery replied about 900 residents drop off items annually, and Colleyville is one of the highest per capita users.

Councilmember Lindamood stated CWD can still pick up the Christmas trees; they use LPG trucks which is cleaner on our streets; they use five axle trucks, which is

easier on the asphalt streets; they are a mom-and-pop business and very helpful; and they have invested \$2 million into having their own recycler.

Mayor Newton asked staff if the Fort Worth HHW site will still be available to the residents if they chose to use it. City Manager Jennifer Fadden replied yes, which is a separate cost.

Mayor Newton opened the public hearing at 9:13 p.m.

Kathy Wheat, 206 Colton Court, spoke in support of this request and expressed her appreciation to the City Council for their mitigation of a core service received by the residents, especially the HHW.

There were no others present wishing to speak and Mayor Newton closed the public hearing at 9:15 p.m.

Councilmember Lindamood made a motion to approve Resolution R-17-4113. 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 Tammy Nakamura, Bobby Lindamood, Mike Taylor, and Nancy Coplen

Absent: 1 – Councilmember Jody Short

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

David Groves, 5702 Ponderosa Street, spoke about having to build a sidewalk on his newly developed property that will lead to nowhere.

Kathy Hadley, 204 Timberline Drive North, spoke about the following: the SH26 contractor is doing well and they are quick; the speed limit of 30 mph on Glade Road is fine, and she likes the bar ditches; continue to protect and preserve the way and reasons why people moved to Colleyville; and about being concerned about the freight trains moving through Colleyville.

John Zeitlin, 1800 Glade Road, spoke about the following: thanked Mayor Pro Tem Chris Putnam for his willingness to step up for people's property rights; asked for City Council to ask the candidates to be considerate before walking on their property to campaign; and for the protection of property rights.

8. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR APRIL 4, 2017 - READING AND PUBLIC HEARING - RESOLUTION R-17-4114

This resolution was not needed.

9. ADJOURNMENT

There being no further business before the City Council, Mayor Newton adjourned the City Council meeting at 9:31 p.m.

APPROVED BY A VOTE OF _ AYES, _ NAYS, AND _ ABSTENTIONS ON THIS THE 18TH DAY OF APRIL 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 04/18/2017

Number Resolution R-17-4116

Type Resolution

Department Library

Title

Approval of the disposal of surplus, damaged, worn and outdated library books, audiovisual items, DVDs and CDs, and non-book materials, learning games, and puzzles

Strategic Plan

- 2.1 Provide responsive, efficient city services
- 2.4 Demonstrate stewardship of public resources
- 5.4 Actively seek public/private partnerships

Explanation

Reading and Public Hearing

The City of Colleyville Purchasing Manual requires the City Council to designate surplus property and salvage items before said property can be removed from inventory and disposed of by public auction or other approved means. The Colleyville Public Library has approximately 1,407 books, audiovisual items, DVDs and CDs, and non-book materials, learning games, and puzzles, from the library's collection that are surplus, damaged, worn and outdated, and are recommended for disposal. The withdrawn books, audiovisual items, and non-book materials will be donated to the Friends of the Colleyville Public Library. Sellable items will be sold in their used book sales, with proceeds from the used book sales being donated to the Colleyville Public Library. Since 2003, the Friends of the Colleyville Public Library have donated approximately \$187,954 to the Colleyville Public Library, through their book sales and other fundraising efforts.

Financial Impact

The sale of these items will provide revenue for the Colleyville Public Library through donations by the Friends of the Colleyville Public Library.

Recommendation

Approve

Attachments



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4c

Agenda Date 04/18/2017

Number Resolution R-17-4116

Type Resolution

Department Public Works

Title

Approval of an updated Integrated Mosquito Management Program

Strategic Plan

1.4 Communicate thoroughly and strategically

Explanation

Reading and Public Hearing

Prior to 1999, the City owned and seasonally operated a mosquito fogger that provided a three-day application of pesticide along public streets, but because of new federal regulations, that practice was eliminated in 1999 and the equipment was sold.

Since 2003, the City has participated in the Tarrant County Mosquito Surveillance Project, which includes taking samples from various sites around the City from April 1 until November 1. The samples are submitted to Tarrant County for testing every week and monitoring is done continuously for the duration of the season. The City utilizes a larvicide program to treat potential mosquito breeding grounds. Larvicide briquettes are also available at Westlake ACE Hardware and Foreman's General Store, both of which are located in Colleyville. If requested, City staff will treat a specific private property location such as a vacant house with a pool, pond, etc. with the larvicide briquettes. In addition, City staff provides educational literature at various City functions such as the State of the City. All of these functions are performed by City staff in conjunction with the program.

On May 7, 2013 the City Council passed Resolution R-13-3623, attached for reference, which codified the practices that have been taking place since 2003 in a program referred to as the Integrated Mosquito Management Program. The Integrated Mosquito Management Program was developed through research, discussion with other agencies, and experiences from past mosquito seasons. Ultimately, the Integrated Mosquito Management Program formalized the activities that have taken place since 2003, into a comprehensive program. The highlights of the current program include:

- A clear definition of the actions taken by the City in regard to West Nile Virus
- Establishment of risk levels (low, medium, high)
- Establishment of City actions at each risk level
- Establishment of the escalation and de-escalation between risk levels
- Establishment of an adulticiding policy

- Providing for consultation with subject matter experts
- Formalization of the public notification procedure

When the document was originally adopted it was known that this would be a fluid program that will require changes as new information and technology become available. The Integrated Mosquito Management Program (attached for reference) was updated in 2015 by Resolution R-15-3871 (attached for reference).

As a result of the experiences, challenges, and the knowledge that was acquired during the last two mosquito seasons, staff is proposing to update the current program document. Staff presented these proposed changes to the Integrated Mosquito Management Program at the April 4, 2017 Council worksession (presentation attached). The current program document and the proposed version are also attached for reference. The proposed revisions to the program include various adjustments to the current program including:

- Language added to the text of the program document to provide clarity of the program objectives
- Additional background information
- Addition of a definition section
- Expansion of the existing objectives section to include additional goals of the program, including source reduction and public education
- Adjustments to the testing locations and number of samples processed weekly. In order to provide better coverage of the City, staff is recommending a change to the number of samples processed each week and the locations of sample sites. The City is testing five samples each week and is recommending to add a sample for a total of six samples processed each week. In order to provide better City-wide coverage, it is recommended that the current locations of the testing sites be adjusted. These changes will provide better City wide coverage, facilitate faster and more accurate notifications, and help with the timeliness of response.
- Modification to the risk level response actions
- Adjustment of the number and location of sample sites
- Medium Risk Response Modification
- Once a single testing site has **two (2)** positive samples during the course of a single season, it will be required that positive samples at **that single** location will receive a targeted application of adulticide for the remaining duration of the season
- High Risk Trigger Modification
- One (1) Human Case or four **(4) Positive samples** at one location

Financial Impact

The functions included in the proposed plan are currently being performed within the current operating budget. The cost of any future adulticiding may require additional funding, dependent on the extent of the application, as the extent of the application is directly tied to the severity, presence, and population of mosquitos and diseases.

Recommendation

Approve

Attachments

1. April 4, 2017 Presentation
2. Resolution R-13-3623
3. Resolution R-15-3871
4. Current Integrated Mosquito Management Program
5. Proposed Integrated Mosquito Management Program

Presentation and Discussion of the Integrated Mosquito Management Program

City Council Worksession
April 4, 2017

History



- Prior to 1999, the City of Colleyville owned and operated ground spraying equipment
- Ground spraying programs were administered in the past by Public Works staff
- Due to the increase in federal regulations, the City halted the ground spraying activities and disposed of the equipment in 1999
- In 2003, the Tarrant County Health Department partnered with local municipalities to form a Mosquito Surveillance Program. The Tarrant County Health Department issued the "2003 West Nile Virus (WNV) Mosquito Surveillance and Response Plan". City staff used this plan beginning in 2003 as a guide in the development and implementation of the Colleyville Mosquito Monitoring and Treatment Program

History



- The City Council adopted Resolution R-13-3623 in May 2013 which established the current program - ***Integrated Mosquito Management Program***
- In April of 2015, the program was updated by ***Resolution R-15-3871***
 - Changes included:
 - Adjustment of the number and the location of the sample sites
 - Incorporation of new larvicide products and methods
 - Incorporation of a targeted application of adulticide when warranted in the medium risk level*
 - Three (3) positive samples in one location during the same season require that all future positive samples at any location receive a targeted application of adulticides for the remaining duration of the season.
 - Inclusion of winter month sampling in conjunction with Tarrant County Public Health

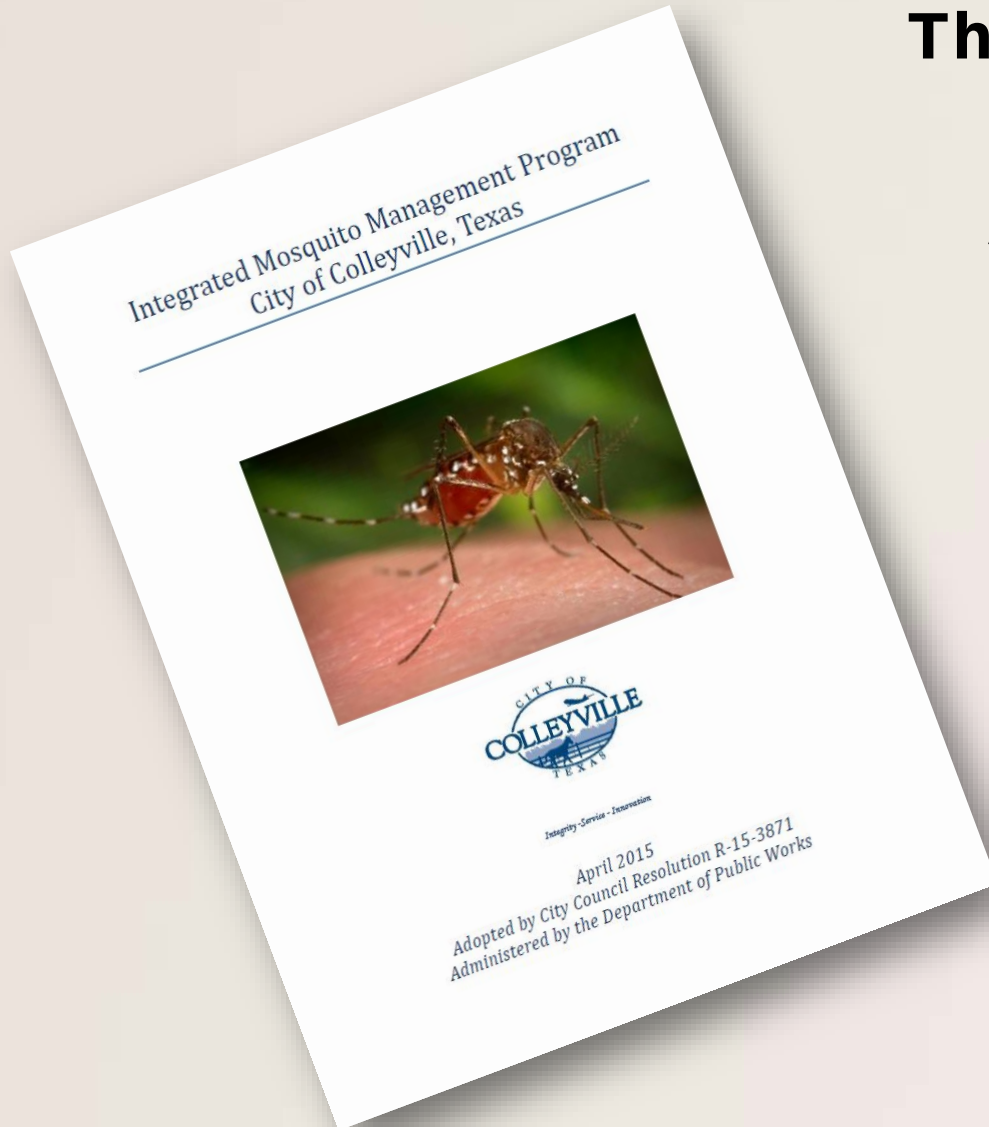
Current Program



The Integrated Mosquito Management Program

Adopted by *Resolution R-15-3871*

- Establishes clear definition of the actions taken by the City in regard to West Nile Virus
- Establishes risk levels (low, medium, high)
- Establishes City actions at each risk level
- Establishes the escalation and de-escalation between risk levels
- Establishes an adulticiding policy
- Provides for the consultation with subject matter experts
- Formalizes the public notification procedures



Current Program



Integrated Mosquito Management Program (IMMP)

Surveillance

- 14 sites throughout the City
 - 3 static testing sites (tested weekly during the season)
 - 11 rotating sites (tested approximately once every 6 weeks)
- Five samples submitted to Tarrant County every 7 days (April to November)

Winter Sampling

- The program includes winter month sampling in conjunction with Tarrant County Public Health

Education

- City staff offers property assessments to Colleyville property owners upon request
- Participation in open house events

Current Program



5 Gravid Traps



2 BG Sentinel Traps

Current Program



Integrated Mosquito Management Program (IMMP)

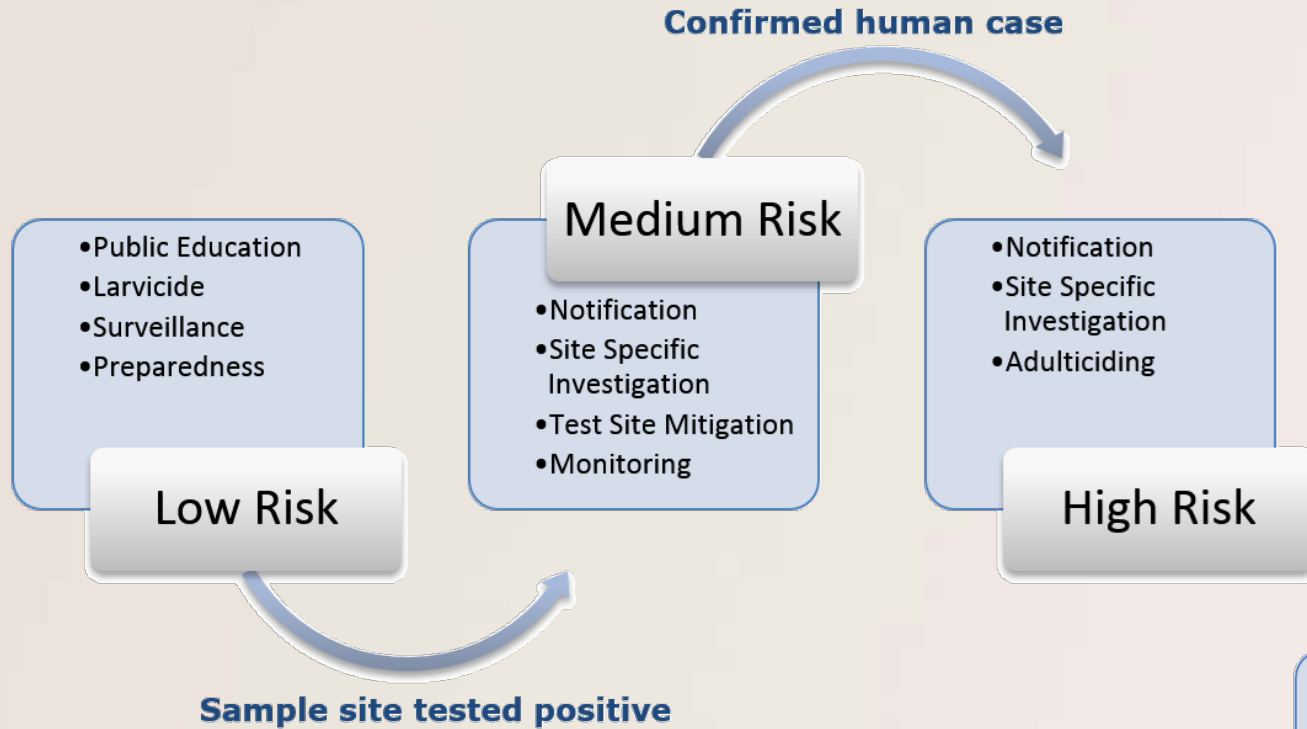
Larvicide Program

- The City is proactively treating several sites, including public spaces, throughout the City
 - (Nature Center, Sparger Park, Kimzey Park, drainage structures, etc.)
- Site assessments, performed by staff and in which Larvicide briquettes may be used, are available free of charge to Colleyville residents and businesses upon request. Larvicide briquettes are available for purchase at local stores
 - (Foremans, Westlake Ace Hardware)
- Constantly monitoring and re-treating sites as needed

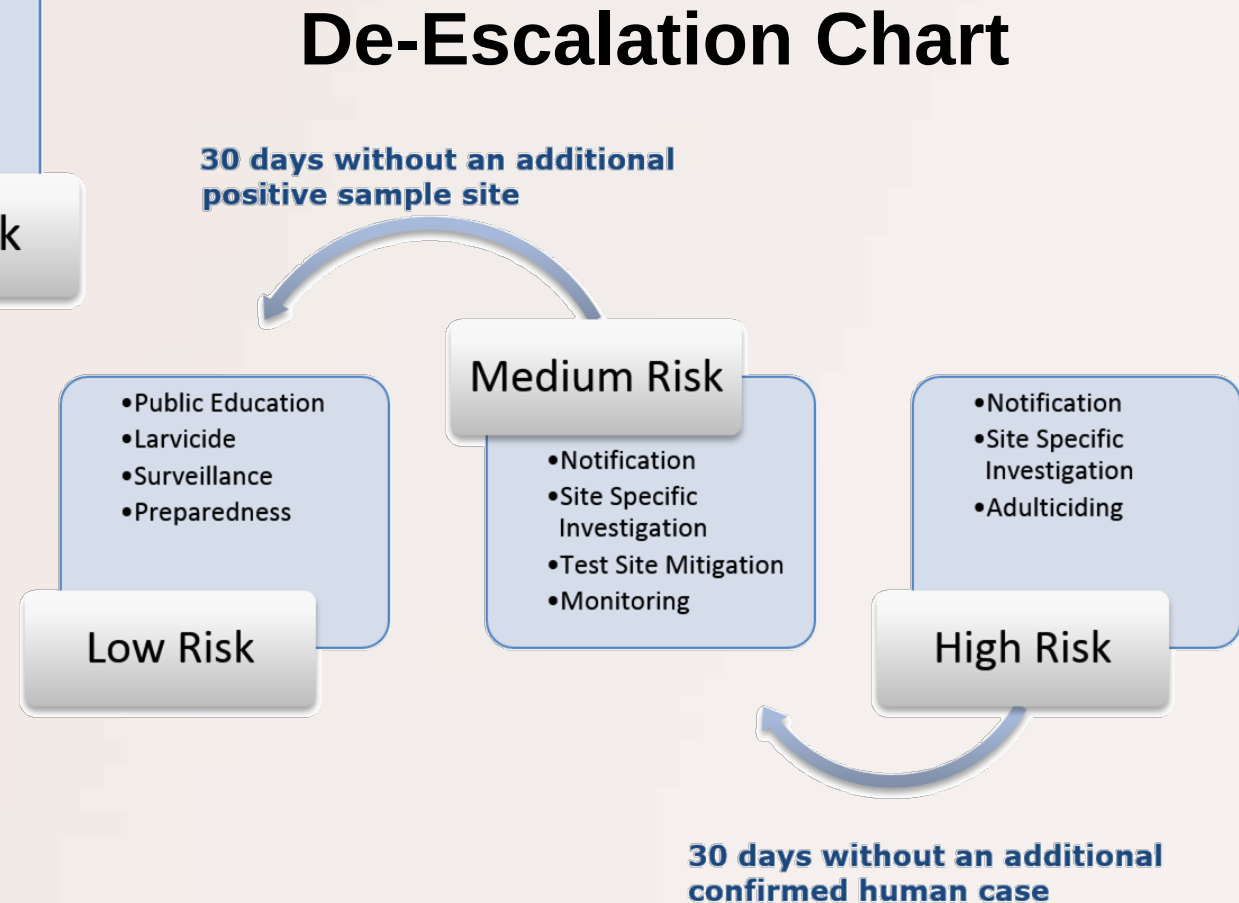
Adulticiding

- A targeted application of adulticide when warranted in the medium risk level
 - Three (3) positive samples in one location during one season requires that all future positive samples at any location receive a targeted application of adulticides for the remaining duration of the season

Current Program



Escalation Chart



The Past Seasons



	2012 <i>(before current program)</i>	2013	2014	2015	2016
Total Number of Samples Processed for Colleyville <i>(Tarrant County)</i>	21 <i>(647)</i>	82 <i>(4,268)</i>	165 <i>(4,717)</i>	123 <i>(4,982)</i>	162 <i>(5,279)</i>
Samples Positive for WNV in Colleyville <i>(Tarrant County)</i>	5 or 23.8% <i>(103* or 15.9%)</i>	1 or 1.2% <i>(36* or 0.8%)</i>	25 or 15.2% <i>(317* or 6.7%)</i>	11 or 8.9% <i>(424* or 8.5%)</i>	29 or 17.9% <i>(556* or 10.5%)</i>
Number of Positive Human WNV Cases in Colleyville <i>(Tarrant County)</i>	6 <i>(259*)</i>	0 <i>(10*)</i>	0 <i>(15*)</i>	0 <i>(30*)</i>	0 <i>(43*)</i>

** Source – Tarrant County Public Health*

The 2016 Season



- Texas

- 1,767 pools tested positive for WNV (557 located in Tarrant County, 29 located in the City of Colleyville)
- 293 human cases of WNV
 - 95 West Nile Fever
 - 197 West Nile Neuroinvasive Disease
- 254 Zika Cases
- 13 Chikungunya Virus Cases
- 35 Dengue Virus Case

- Tarrant County

- Tested 5,312 Mosquito Pools
- 557 pools tested positive for WNV (29 located in the City of Colleyville)
- 43 human cases of WNV
 - 16 West Nile Fever
 - 27 West Nile Neuroinvasive Disease
- 26 Zika Cases, All travel related
- 2 Chikungunya Virus Cases
- 1 Dengue Virus Case



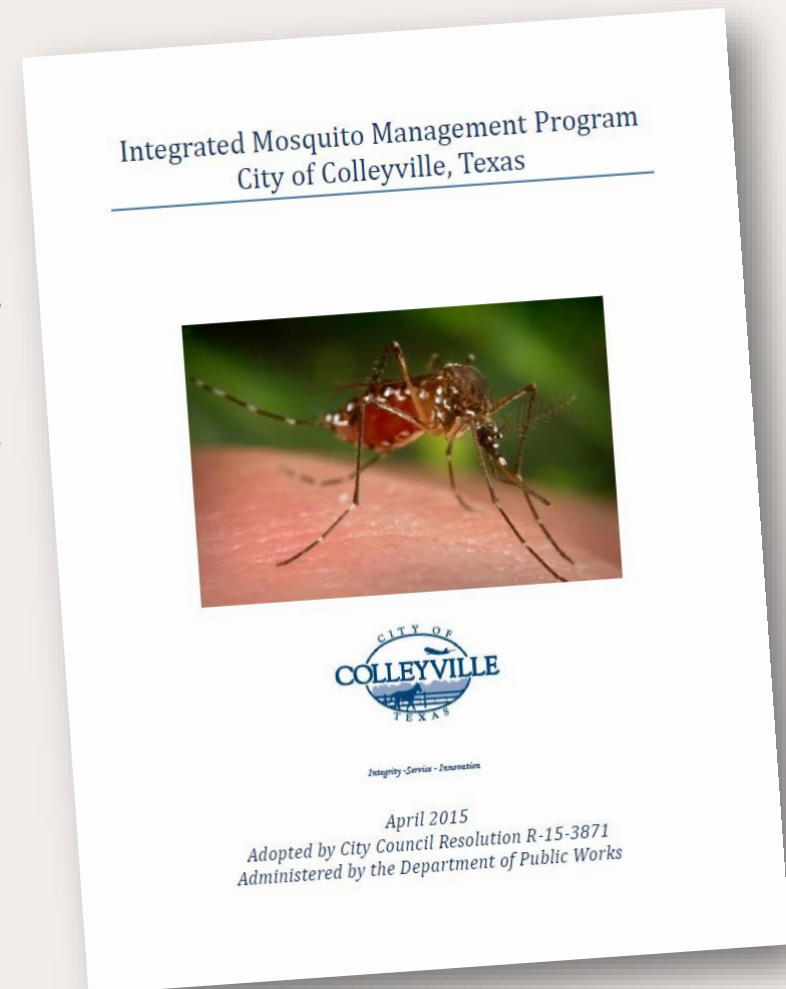
- Colleyville

- Tested 162 Mosquito Pools
- 29 pools tested positive for WNV
- 0 human cases of West Nile Virus
- 3 Zika Cases, All travel related
- 0 Chikungunya Virus Cases
- 0 Dengue Virus Case

Staff Recommended Updates



- Language added to the text of the program document to provide additional clarity of the program objectives
 - Additional background information
 - Addition of a definition section to define terms that are used
 - Expansion of the existing objectives section to include additional goals of the program, including source reduction and public education
- Adjustments to the testing locations and number of samples processed each week
- Modification to the risk level response actions



Staff Recommended Updates



Current Risk Levels

- **Low Risk**
 - Year round if not Medium or High Risk
- **Medium Risk**
 - A single sample tests positive
 - Once a single testing site has **three (3)** positive samples during the course of a single season, it will be required that all future positive samples at **any** location will receive a targeted application of adulticide for the remaining duration of the season
- **High Risk**
 - 1 Human Case
 - Allows for the use of truck mounted (ROW Fogging) adulticiding

Proposed Risk Levels

- **Low Risk**
 - Year round if not Medium or High Risk
- **Medium Risk**
 - A single sample tests positive
 - Once a single testing site has **two (2)** positive samples during the course of a single season, it will be required that all future positive samples at **that single** location will receive a targeted application of adulticide for the remaining duration of the season
- **High Risk**
 - 1 Human Case or **4 Positive samples** at one location
 - Allows for the use of truck mounted (ROW Fogging) adulticiding

Next Steps



If the City council is in agreement with the proposed changes to the Integrated Mosquito Management Program (IMMP) staff will bring forward a revised program for consideration and adoption by resolution at the next City Council meeting

Questions and Discussion

RESOLUTION R-13-3623

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF
MAY 7, 2013**

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

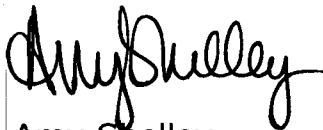
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF COLLEYVILLE, TEXAS:**

- 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 April 16, 2013
 - b. Approval of the Integrated Mosquito Management Program
 - c. Approval of an amendment to an Interlocal Agreement with the City of Keller for off-site sewer improvements for Somerset Manor, and authorizing the city manager to execute the amendment
 - d. Approval of a preliminary plat for 2.99 acres situated in the D.R. Teeter Survey, Abstract No. 1518 and the S.C.H. Whitten survey, Abstract No. 1732, located at 2501 Cheek-Sparger, Case PC12-020

AND IT IS SO RESOLVED.

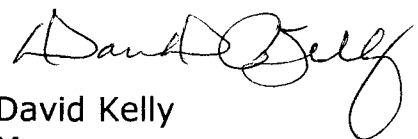
APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0
ABSTENTIONS ON THIS THE 7TH DAY OF MAY 2013.

ATTEST:



Amy Shelley
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

RESOLUTION R-15-3871

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF
MAY 5, 2015**

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

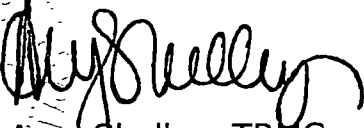
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF COLLEYVILLE, TEXAS:**

- 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 April 21, 2015
 - b. Consideration of a final plat on Abstract 685, of the J. Havens Survey, Abstract 173, of the S. C. H. Witten Survey, and Abstract 441, of the Jesse Doss Survey located at 2800 Heritage Avenue, Creekside Phase Four of the Creekside at Colleyville Addition, Case PC15-008
 - c. Approval of an updated Integrated Mosquito Management Program

AND IT IS SO RESOLVED.

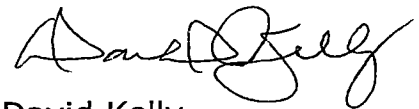
APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0
ABSTENTIONS ON THIS THE 5TH DAY OF MAY 2015.

ATTEST:



Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

Integrated Mosquito Management Program City of Colleyville, Texas



Integrity - Service - Innovation

April 2015

*Adopted by City Council Resolution R-15-3871
Administered by the Department of Public Works*

Contents

INTRODUCTION	3
OBJECTIVES	3
WEST NILE VIRUS (WNV).....	4
CITY OF COLLEYVILLE PLAN FOR MOSQUITO SURVEILLANCE AND CONTROL MEASURES.....	4
Public Education and Role of Residents	5
Surveillance	5
Mosquito Control Strategies	6
RISK LEVELS AND RESPONSE	7
Low Risk Level.....	7
Medium Risk Level	7
High Risk Level.....	8
Escalation and De-escalation Charts.....	9
Contact Information	10

INTRODUCTION

Mosquitoes are insects that belong to the order Diptera, or True Flies. Female mosquitoes have modified mouthparts that form a long piercing-sucking proboscis, while male mosquitoes have mouthparts that are incapable of piercing skin. There are over 2,500 different species of mosquitoes that have been identified throughout the world, with approximately 150 species occurring in the United States. The Texas Department of Health estimates there are approximately 82-84 mosquito species in the State of Texas, although only about 12 of these mosquito species have been implicated in the transmission of serious diseases.

Mosquitoes typically need still, stagnant water that is isolated from fish or other small predators to complete their metamorphosis from egg to adult. Larval habitats can range from marshes, freshwater wetlands, and tree holes to human-made structures like catchments, gutters, and discarded tires. Not all species of mosquitoes feed on humans and other mammals, many species feed mostly on birds, amphibians, or reptiles. Only a small percentage of the known mosquito species are considered to carry the West Nile Virus.

Mosquitoes may be controlled through a variety of different physical, chemical, and biological methods. Physical methods usually involve source reduction, which is simply the physical removal of mosquito breeding habitats. Biological measures mainly center on the use of bacteria that kill mosquito larvae or the use of natural mosquito predators. Chemical treatment typically involves the application of pesticides to attempt to control adult mosquito populations.

Today, communities are developing locally tailored mosquito control programs that may be scaled to adapt to changing conditions. For many areas, this means providing the basic level of protection by monitoring mosquito movement, population size, and infection rates. Just as we keep an eye on our checkbook to prevent overdrafts, or track hurricanes to avoid weather disasters, knowing how many and what kinds of mosquitoes are in the area helps communities respond more effectively when threatened, especially in the aftermath of flooding and clean-up activities. Because regions vary in geography and climate, and because each community's economy is supported by different industries, the need for mosquito control is a local matter. In fact, the type of mosquito control program a community needs may change over time. This means a community needs a program that is tailored and flexible.

OBJECTIVES

The City of Colleyville's Integrated Mosquito Management Plan was developed to meet several objectives. Including but not limited to:

- Provides guidelines and information on mosquito populations, prevalence of diseases, and control strategies;
- Provides a systematic approach for utilizing mosquito sampling and human disease data to establish Risk Levels;
- Establishes actions that will be undertaken for each risk level;
- Establishes the escalation and de-escalation between risk levels;
- Establishes an adulticiding policy;
- Provides for the consultation with subject matter experts;
- Formalizes the public notification procedures.

WEST NILE VIRUS (WNV)

West Nile Virus is a mosquito-borne illness. Up to 80 percent of people infected with WNV will have no symptoms and will recover on their own; however, some cases can cause serious illness or death. People over 50 and those with weakened immune systems are at a higher risk of becoming ill, if they become infected with the virus.

The relatively rapid spread of WNV and the increase in disease incidence indicates that WNV is permanently established in the United States. It is likely that the virus survives the winter either within birds that remain in the area or possibly within mosquitoes that survive the winter in the adult stage. When spring returns, the virus reemerges within the birds and is readily passed to early season mosquitoes. As mosquito populations increase, mosquitoes begin to feed more frequently on birds, causing an increasing number of birds and mosquitoes to become infected. If environmental conditions are favorable for transmission, the virus will amplify to a theoretical point of spillover. At the point of spillover, transmission to humans becomes more likely, unless a mosquito control program is implemented.

CITY OF COLLEYVILLE PLAN FOR MOSQUITO SURVEILLANCE AND CONTROL MEASURES

The risk of mosquito-borne diseases depends on the size of mosquito populations and the incidence rate of disease. Collecting information on adult mosquito populations is very important for both targeting control measures and gauging the potential for disease outbreak.

In 2003, the City of Colleyville, along with other cities in the county, joined the Tarrant County Public Health Mosquito Surveillance Program. The program's main objective is collecting adult mosquitoes through the use of gravid traps. Captured mosquitoes are sent to the Tarrant County Public Health Department lab for testing. Each sample or pool will consist of mosquitoes that are collected at a single collection site. The information obtained from these surveillance efforts will be used to map mosquito populations, provide public information, and to determine the incidence of WNV or other viruses tested for as determined by Tarrant County Health. An effective surveillance and control program should therefore, allow analysts to detect the presence of WNV and of other mosquito-borne viruses during the amplification phase. In 2013, the City executed an Interlocal Agreement with Tarrant County that allows the City to utilize County contracts for abatement response operations such as ground fogging and aerial spraying.

The City of Colleyville's Integrated Mosquito Management Program consists of the following control measures.

- Public Education and Role of Residents
- Mosquito Surveillance
- Mosquito Control Strategies

Public Education and Role of Residents

Residents can play an important role in reducing the number of adult mosquitoes by eliminating standing water that may support the development of mosquito larva and pupa. Residents for example can do some of the following:

- Properly dispose of discarded tires, cans, and buckets.
- Maintain pools correctly, unclog blocked gutters and drains, dump water from bird baths and pet dishes at least every 2-3 days.
- Ensure that air conditioning condensation is not pooling for several days, control irrigation so that standing water is not produced.



Mosquito Surveillance

The surveillance of mosquitos will be done by way of trapping and testing the trapped samples. The overall goal of mosquito surveillance is to:

- Assess the threat of human disease;
- Determine the geographical areas of highest risk;
- Determine the need for intervention events, and the timing of these events;
- Identify larval habitats that are in need of targeted control;
- Monitor the effectiveness of control measures;
- Develop a better understanding of transmission cycles and potential vector species.



Mosquito Control Strategies

The primary objective of mosquito control is to decrease the risk of mosquito-borne human diseases. This objective should be accomplished by:

- Stressing source reduction as a viable means of control, both by residents and on municipal properties, including enforcement actions for stagnant water located on private property;
- Larviciding where such activities are feasible, practical, and likely to be effective;
- Promoting the use of personal mosquito protection measures, especially for the elderly and those individuals with compromised immune systems, through public education and outreach;
- Providing public information so that citizens are informed about the current Risk Level, areas of the City where WNV has been located, current municipal control measures, and what can be done by the public to help reduce risks;
- If warranted, implement adult mosquito control measures through targeted UTV pesticide applications (adulticiding) including UTV mounted fogging and possibly Truck Mounted Fogging;
- Aerial spraying will be considered by the City of Colleyville in conjunction with the regional approach administered by the Tarrant County Public Health Department.



RISK LEVELS AND RESPONSE

The City of Colleyville will operate the Integrated Mosquito Management Program under three different risk levels. The risk levels include low risk, medium risk, and high risk. The risk levels and the actions taken by the City are described below.



Low Risk Level

Probability of human outbreak is low; subnormal to normal mosquito activity is observed; and no evidence of WNV in the immediate area.

- **Public Education** - The City of Colleyville will conduct abatement mosquito operations such as providing printed materials (brochures, flyers about mosquito habitat reduction), provide property assessments by request to help identify mosquito-breeding habitats on individual properties, and publicize information about avoiding mosquito bites and encourage larviciding by residents. (Bacillus Thuringiensis Israelensis (BTI) and other low toxicity products). The Tarrant County Public Health Department (TCPH) website is a good source of the education materials and contains frequently asked questions. <http://www.tarrantcounty.com/ehealth/cwp/view>
- **Larvicide** - The City of Colleyville will larvicide within public rights-of-way areas and city owned properties containing stagnant water with mosquito larvae, using low toxicity materials such as Vectolex FG granules along with BTI and BVA2 larvicide oil. This operation will be done during the mosquito season (typically April 1 to November 1).
- **Surveillance** - The City of Colleyville will set out five traps each week alternating between 14 test locations identified within the City and submit mosquito samples to the Tarrant County Public Health Department for testing (typically April 1 to November 1). The City will also work with the Tarrant County Public Health Department to participate in the winter month sampling program.
- **Preparedness** - The City of Colleyville will utilize the Tarrant County Interlocal Agreement to provide abatement actions whenever possible. If circumstances are such that the County's contracts do not provide adequate services, the City will contract with a certified entomologist and licensed pesticide contractor for the annual mosquito season. The City will retain their services for consultation and recommendation purposes.

Medium Risk Level

WNV has been detected in trapped mosquitoes, probability of human outbreak is increasing, and normal to above normal mosquito activity is observed. All activities at the Low Risk Level will continue and the following additional actions will take place at this level.

- **Notification** - Citizens and property owners will be immediately notified of the detection of WNV in trapped mosquitoes by Code Red notification within at least a ¼-mile radius of the positive test site and information will be posted on the City's website.

- Site-specific investigation - The City of Colleyville will conduct an area inspection within a ¼-mile radius of the mosquito-sampling site that tested positive in order to identify locations in need of mosquito source or habitat reduction. The survey will include all areas that are visible from public property and will not involve City staff entering private property. If obvious sources of mosquito breeding environments are found, code enforcement officials will notify property owners of the situation and direct that action be taken to eliminate the source(s) within ten (10) days. If, after the ten-day period, the breeding sources have not been remediated, a citation may be issued. Obvious sources of mosquito breeding environments include, but are not limited to tires, open containers, and overhead roof drains plugged with leaves, etc.
- Test site mitigation – Immediately upon receiving notification of a positive sample, the test site location will be treated using low toxicity materials such as Vectolex FG granule and BTI briquettes. The test site will be sampled each week until such time that a positive sample is not received.
- Monitoring – City staff will prepare and distribute a weekly status report of mosquito activity and program functions.
- Targeted application of adulticides – In a situation where a single testing site has three positive samples during the course of a single season, it will be required that all future positive samples at any location will receive a targeted application of adulticides for the remaining duration of the season.

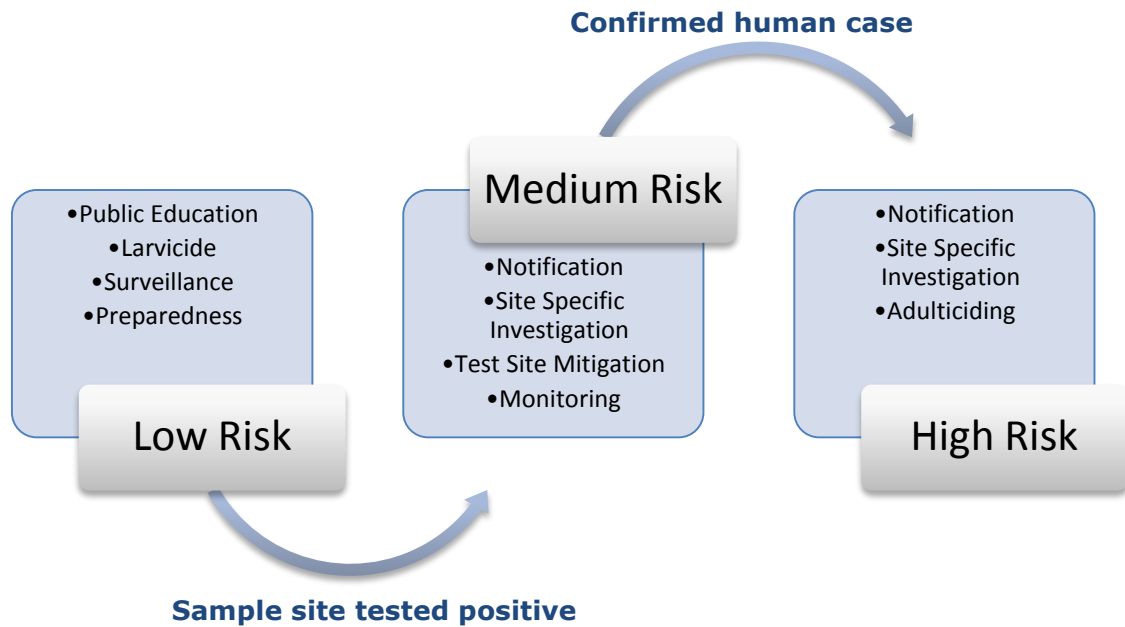
High Risk Level

Confirmed human case has occurred within the jurisdiction; above normal mosquito activity is observed. WNV may or may not have been detected in trapped mosquitoes. All activities at the Medium Risk Level will continue and the following additional actions will take place at this level.

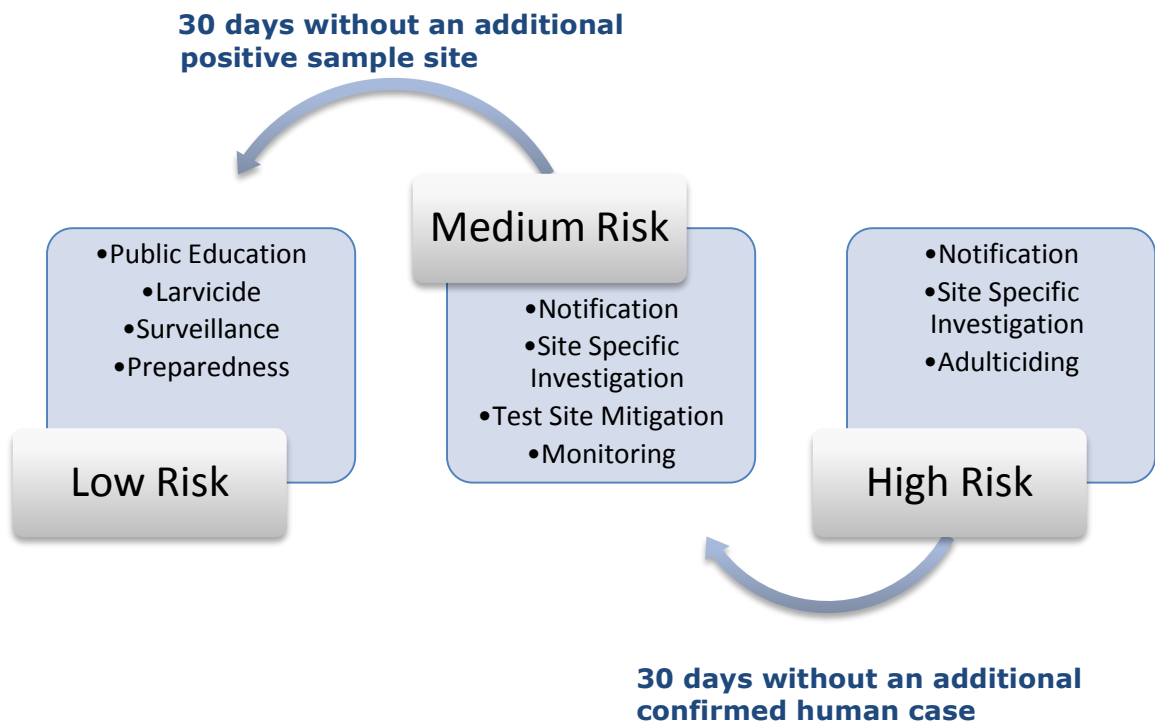
- Notification - Citizens will be immediately notified of the detection of a WNV human case by Code Red notification within a ½-mile radius of the confirmed positive human case and information of the infected area will be posted on the City's website so that citizens can take extra precautions to avoid being bitten.
- Site-specific investigation - The City of Colleyville will conduct an area inspection within a ½-mile radius of the mosquito-sampling site that tested positive in order to identify locations in need of mosquito source or habitat reduction. The survey will include all areas that are visible from public property and will not involve City staff entering private property. If obvious sources of mosquito breeding environments are found, code enforcement officials will notify property owners of the situation and direct that action be taken to eliminate the source(s) within ten (10) days. If, after the ten-day period, the breeding sources have not been remediated, a citation will be issued. Obvious sources of mosquito breeding environments include, but are not limited to tires, open containers, and overhead roof drains plugged with leaves, etc.
- Adulticiding - If the City and consulted Certified Entomologist determine that fogging is needed, beyond test site mitigation, the city manager is authorized to initiate this process. Mobilization will take effect within 48 hours to apply adulticides (truck-mounted or UTV mounted fogging). **Fogging operations will take place within rights-of-way and City owned property.** Adulticiding will be coordinated with larviciding and public information/bite avoidance actions, in order to be effective. Contractors will be certified to apply pesticides and all applications will be in full compliance with all Texas Department of Health (TDH) requirements.

Escalation and De-escalation Charts

Escalation Chart



De-escalation Chart



Contact Information

Colleyville Public Works Environmental Compliance Officer	817-503-1092
Colleyville Public Works Main Office	817-503-1090
Tarrant County Public Health Department.....	817-884-1111

Integrated Mosquito Management Program City of Colleyville, Texas



Integrity-Communication-Excellence-Transparency

April 2017

*Adopted by City Council Resolution R-17-4116
Administered by the Department of Public Works*

Table of Contents

Introduction.....	3
Explanation of Terms	3
Acronyms.....	3
Definitions	3
Situations and Assumptions.....	5
Situations.....	5
Assumptions	5
Objectives.....	6
Public Education	6
General Information.....	6
Personal Protection and Responsibility	6
Mosquito Surveillance and Monitoring	7
Trapping for Culex Species	7
Trapping for Aedes Species	7
Mosquito Control Methods.....	8
Source Reduction	8
Larval Mosquito Control.....	8
Adult Mosquito Control	9
Risk Levels and Response	9
Low Risk Level.....	9
Medium Risk Level	10
High Risk Level.....	11
Elevated Risk Information	11
Escalation and De-escalation Charts	12
Contact Information	13

Introduction

Mosquitoes are insects that belong to the order Diptera, or True Flies. Female mosquitoes have modified mouthparts that form a long piercing-sucking proboscis, while male mosquitoes have mouthparts incapable of piercing skin. Over 2,500 different species of mosquitoes have been identified throughout the world, with approximately 150 species occurring in the United States. The Texas Department of Health estimates there are approximately 82-84 mosquito species in the State of Texas, 42 of which have been found in Tarrant County, although only about 12 of these mosquito species have been implicated in the transmission of serious diseases.

Mosquitoes typically need still, stagnant water that is isolated from fish or other small predators to complete their metamorphosis from egg to adult. Larval habitats can range from marshes, freshwater wetlands, and tree holes to human-made structures like catchments, gutters, and discarded tires. Not all species of mosquitoes feed on humans and other mammals, many species feed mostly on birds, amphibians, or reptiles. Only a small percentage of the known mosquito species are considered to carry viruses such as Dengue, Zika, Chikungunya, or West Nile Virus.

Mosquitoes may be controlled through a variety of different physical, chemical, and biological methods. Physical methods usually involve source reduction, which is simply the physical removal of mosquito breeding habitats. Biological measures mainly center on the use of bacteria to kill mosquito larvae or the use of natural mosquito predators such as *Gambusia*, otherwise known as Mosquito fish. Chemical treatment typically involves the application of pesticides to attempt to control adult mosquito populations.

Today, communities are developing locally tailored mosquito control programs that may be scaled to adapt to changing conditions. For many areas, this means providing the basic level of protection by monitoring mosquito movement, population size, and infection rates. By knowing how many and what kinds of mosquitoes are in the area, we can be proactive and respond more effectively when threatened.

Explanation of Terms

Acronyms

CDC	Centers for Disease Control
IMMP	Integrated Mosquito Management Program
WNV	West Nile Virus
CHIKV	Chikungunya Virus
DENV	Dengue Virus
ZIKV	Zika Virus

Definitions

Adulticide (spraying or fogging) - product used to kill adult mosquitoes. Adulticides can be applied from hand held sprayers, truck-mounted sprayers, or airplanes. Adulticides, when used well, can have an immediate impact by reducing the number of adult mosquitoes in an area.

Aedes – Genus name for the *Aedes aegypti* (yellow fever) and *Aedes albopictus* (Asian tiger) mosquitoes. These mosquitoes tend to be day-time biters and are sometimes called ankle biters. Resting areas tend to be in tall grasses and shrubs low to the ground. Both species typically remain within a range of 200 meters.

These two mosquito species are the common transmitter of Dengue, Zika, and Chikungunya virus.



Aedes aegypti



Aedes albopictus

Arbovirus – Any virus transmitted by arthropods (mosquitoes)

Chikungunya – Chikungunya (pronunciation: \chik-en-goonye). The most common symptoms of chikungunya virus infection are fever and joint pain. Other symptoms may include headache, muscle pain, joint swelling, or rash.

Culex – Genus name of a general group of mosquitoes which are nighttime-active, opportunistic blood feeders and a primary vector for the WNV. Temperature-dependence drives prevalence of species. In warm temperatures *Culex quinquefasciatus* (southern house) mosquito, becomes prevalent, although *Culex restuans* is an important vector species in the early spring and late fall. These species tend to rest high in trees during the day and come down at night to feed. The feeding range can be up to 1 mile. *Culex quinquefasciatus* is a medium-sized brown mosquito that exists throughout the tropics and the lower latitudes of temperate regions.



Culex quinquefasciatus



Culex restuans

Dengue – Dengue (pronounced den' gee) is a disease caused by any one of four closely related dengue viruses (DENV 1, DENV 2, DENV 3, or DENV 4). The principal symptoms of dengue fever are high fever, severe headache, severe pain behind the eyes, joint pain, muscle and bone pain, rash, and mild bleeding (e.g., nose or gums bleed, easy bruising). Dengue Hemorrhagic Fever (DHF) is a more severe form of dengue infection. With good medical management, mortality due to DHF can be less than 1%.

Integrated Pest Management (IPM) – a science-based, commonsense approach for managing populations of disease vectors and public health pests. IPM uses a variety of pest management techniques that focus on pest prevention, pest reduction, and the elimination of conditions that lead to pest infestations. IPM simply means (1) don't attract pests, (2) keep them out, and (3) get rid of them, if you are sure you have them, with the safest, most effective methods.

Larvicide – products used to kill immature mosquitoes before they become adults. Larvicides can be either biological (such as toxin from specific bacteria that is lethal to mosquito larvae, but not to other organisms) or chemical products, such as insect growth regulators, surface films, or organophosphates. Larvicides are applied directly to water sources that hold mosquito eggs, larvae, or pupae. Larvicides can help to reduce the overall mosquito burden by limiting the number of new mosquitoes produced.

Vector – the primary agent that transmits a disease. For the purpose of this plan, mosquitoes are the common vector.

West Nile Virus (WNV) – most people infected with WNV will have no symptoms. About 1 in 5 people who are infected will develop a fever with other symptoms. Less than 1% of infected people develop a serious, sometimes fatal, neurologic illness. There are no medications to treat or vaccines to prevent WNV infection. Risk of being infected is reduced by using insect repellent and wearing protective clothing to prevent mosquito bites.

Zika – a disease caused by the Zika virus. Common symptoms are fever, rash, joint pain, and conjunctivitis (red eyes). The illness is usually mild with symptoms lasting for several days to a week.

Situations and Assumptions

Situations

- West Nile has been present in the DFW region since 2003. The City of Colleyville has experienced both positive mosquito samples and positive human cases of the West Nile Virus in recent years;
- Imported Chikungunya cases have been reported in Texas and the un-exposed American population is at risk if the disease becomes autochthonous;
- The Zika Virus became an emerging concern in 2016;
- These viruses are now part of our environment and should be anticipated as a continuous concern to the City each year;
- Adulticide is our most extreme method for addressing the mosquito population, and is used to help reduce the adult mosquito population;
- There are multiple arboviruses and the different species of mosquitoes (vector) that spread them vary in behavior and ecology;
- The City's response, as a vector control agency, will vary vastly depending on the vector important in the spread of each disease.

Assumptions

- Personal protective measures are an effective method for preventing the spread of arboviruses;
- The City monitors for the presence of WNV in mosquito pools year-round;
- Chikungunya and Zika have yet to show a pattern to establish assumptions, but this plan will be scalable to address any and all arboviral needs.

Objectives

The City of Colleyville's Integrated Mosquito Management Plan was developed to meet several objectives, including but not limited to:

- Provide public education and personal responsibility through the distribution of guidelines and information on mosquito populations, prevalence of diseases, with respect to three distinct arboviruses; West Nile Virus, Chikungunya, and Zika;
- Provide a systematic approach of surveillance and monitoring utilizing mosquito sampling and human disease data to establish risk levels;
- Establish mosquito control methods through consultation with subject matter experts;
- Establish three risk levels and response actions that will be undertaken for each risk level;
- Establish the escalation and de-escalation between risk levels;
- Formalize the public notification procedures.

Public Education

General Information

The prevention of any mosquito-borne disease is most efficiently accomplished by ensuring prompt and accurate information reaches the public in a timely manner, personal protective measures are implemented without panic and confusion. The typical risk begins as mosquitoes emerge in the spring months, therefore, the City will renew a public education campaign, and will provide continuous information on the City's website, social media, publications, and signs concerning arbovirus/disease frequently asked questions (FAQs), disease symptoms, personal preventative measures, and points of contact for additional information.

Personal Protection and Responsibility

Because the CDC and other health-related entities have found the most effective control of arboviral disease is personal protection, all citizens must be active in personal protection and do their part to aid in the abatement process to protect themselves, their family, homes, and community.

Avoiding bites by using personal protection is a very effective way to avoid acquiring disease. In addition, since much of the land within Colleyville is private property, it is imperative residents are aware mosquito breeding sites are developed due to the creation of artificial breeding sites around their homes, thus homeowners must take personal action to prevent breeding mosquitoes.

The key components of personal responsibility include:

- DEET: Use repellants containing DEET as the active ingredient for treating exposed skin areas;
- Dress: Keep skin covered as much as possible by wearing loose, long sleeved shirts and long pants. Light-colored clothing can be more effective as it allows you to see mosquitoes more effectively;
- Drain: Drain any standing water on your property. This includes water from flower pots, bird baths, rain gutters, rain barrels, and pet dishes.

Reduce exposure to adult mosquito populations through the following actions:

- Mow tall grass and reduce the amount of brush and other foliage on the property, both provide a resting site for adult mosquitoes;
- Use screening in homes and pet kennels. Keep door and window screens in good repair, and be sure they are properly sealed around the frames;
- Protect pets with drugs that eliminate heartworm.

Mosquito Surveillance and Monitoring

The City's surveillance and monitoring program is conducted in partnership with Tarrant County Health Department. The timing of the surveillance program is April through November, but may be adjusted as recommended by Tarrant County Health Department. The City can consider Texas Department of State Health Services or utilize private laboratory services, if necessary, for similar services.

Information obtained from these surveillance efforts will be used to map mosquito populations, provide public information, and determine the occurrence of any mosquito-borne disease. All surveillance data is published on Tarrant County's website.

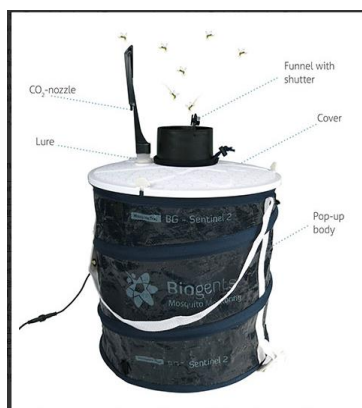
The City will use mosquito surveillance and monitoring to determine what control measures are to be used, and evaluate the potential for any arboviral disease outbreak within the community. The objective of the surveillance and monitoring program is to:

- Identify areas conducive to being at risk for increased adult mosquito populations;
- Identify larval habitats in need of targeted control;
- Monitor the effectiveness of control measures;
- Determine what level of control methods need to be implemented.

Trapping for pools of mosquitoes in a location can provide a scientific basis for taking action and preventing the risk of disease in humans. The purpose of using traps is to determine the relative human health threat by detecting the presence of arboviral agents in female mosquitoes. The City utilizes two distinct traps based upon the species targeted. The information obtained from these surveillance efforts will determine the need for various control measures and their effectiveness and to assess the extent of the problem. Every effort is made to consistently collect a sample of mosquitoes weekly through the trapping season, as defined by Tarrant County (typically, the first week of April through November).

Trapping for Culex Species

The City will utilize six (6) gravid traps to collect for Culex species, an important vector of WNV. Four (4) of these traps will be kept in static locations across the City, and two traps will be moved to different locations in the City, depending on surveillance results or supporting evidence of a localized problem.



Trapping for Aedes Species

Aedes poses a threat to spreading Dengue, CHIKV, and Zika. The City has acquired two (2) BG Sentinel traps, which are the industry standard for collecting Aedes species and are placed at two static sites weekly.



Trapping for this species can provide information on the timing of presence and population distribution. Understanding the population dynamics is the lead indicator of disease threat. Currently, Tarrant County does not test for the presence of disease.

In the event of a human case of one of the diseases currently monitored; WNV, Dengue, CHIKV, and Zika, Tarrant County will notify the City. This information is considered confidential to the patient and will not be published or shared. For some diseases, monitoring for human cases is indicative of the risk for local acquisition of disease for the community.

Mosquito Control Methods

Source Reduction

The elimination or modification of mosquito breeding sites is critical, and typically, the most effective and economical solution for long-term mosquito control.

The normal habitat for mosquito larvae is produced by summer rain pools and stagnate water from over watering of landscapes. Small pools of water are created by irrigation or heavy rains during the summer produce most of our nuisance species of mosquitoes. A summer rainfall of less than an inch can produce breeding grounds for mosquitoes. Almost anything, whether natural or artificial, that will hold water for about a week or more, may breed mosquitoes. Mosquitos have adapted to a wide variety of larval habitats, and it is important to check for larvae in any pools of standing water.

However, it may be noted one of the most frequent bodies of water reported to the City are ponds, especially neighborhood ponds. Where mosquito fish and other natural predators (e.g. frogs and benthic insects) exist, these bodies of water rarely support a mosquito population. Introduce or re-introduce populations of predators, especially mosquito fish, where possible.

Source reduction practices are a key component for mosquito control which focuses on eliminating breeding sites for larvae by encouraging the following:

- Inspect property on a regular basis, especially after each rain event, for potential breeding sites;
- Drain and treat areas where shallow stagnant water can accumulate;
- Where appropriate, keep grass cut low to reduce mosquito resting places;
- Reduce all standing water around the property that may provide breeding sites by emptying items such as dog bowls, birdbaths, wading pools, and flower containers;
- Inspect irrigation systems for leaks or breaks and adjust to prevent excessive-watering of lawns and plant beds;
- Clean gutters often to remove debris which traps water;
- Use mosquito fish in decorative ponds and fountains;
- Fill holes or depressions in trees with sand or mortar, or drain them after each rain by drilling holes into the tree;
- Treat culverts, catch basins, fountains, manhole covers, storm water inlets, and other standing water areas with larvicides or other vector control measures
- Utilize larvicidal dunks where water cannot be drained or otherwise treated;
- Provide education outreach to address misinformation about mosquito breeding areas;
- When requested, or if a need exists, perform a field assessment of property, assisting residents in identifying potential breeding areas;
- Provide solutions to property owner(s) when breeding sources are found and treat areas with larvicides as appropriate and with permission and follow-up as needed.

Larval Mosquito Control

Larviciding is utilized when source water cannot be eliminated. There are several larval control methods available and the City will consider effectiveness, ecological impact, and economics when choosing which

larval control to apply. These include:

- Industry standard mosquito larvicides with reduced environmental impacts;
- Mosquito fish.

The City will focus on applying larvicide on public property. When inspections determine the source water that cannot be eliminated lies on private property the City encourages the property owner to eliminate the source. In conjunction with section §341.019 of the Health and Safety Code, the City will apply larvicide when either the property owner is not available, non-cooperative, and/or the City believes the source water is creating a health risk.

Adult Mosquito Control

Adulticiding is the application of pesticides to kill adult mosquitoes. It will be an optional procedure utilized at the medium and high risk level. The City will use the following threshold when applying adulticide:

- When a mosquito pool has tested positive for an arbovirus two (2) times during the season;
- When the City has been notified by Tarrant County of a confirmed human case;
- When the City has been notified by Tarrant County of a significant increase in the population of Aedes mosquitoes that warrants further action;
- Upon the recommendation by Tarrant County for any public health reason;
- Or, when the City's leadership believes the threat level has increased to necessitate a response, for example: the presence of an increased population in a location at or before a large public event;

The City will use the following guidelines when applying adulticide:

- Spraying shall be conducted during hours as appropriate for the vector;
- Notification to stakeholders (businesses, residents, regional partners) in the areas being sprayed must occur 24 hours prior to any application;
- The areas where spraying takes places CAN be treated up to 3 times on 3 consecutive days;
- When variables prohibit on a specific day the spray schedule will not be altered;
- The City will seek permission from the property owner prior to applying adulticide on private property;
- Spraying activity will be conducted as recommended by Tarrant County or the CDC.

Risk Levels and Response

The City of Colleyville will operate the Integrated Mosquito Management Program under three different risk levels. The risk levels include low risk, medium risk, and high risk. The risk levels and the actions taken by the City are described below.



Low Risk Level

Probability of human outbreak is low; subnormal to normal mosquito activity is observed; and no evidence of WNV in the immediate area.

Public Education - The City of Colleyville will conduct abatement mosquito operations by providing continuous information on the City's website, social media, publications, and signs concerning arbovirus/disease frequently asked questions (FAQs), disease symptoms, personal preventative measures, and points of contact for additional information.

- provide property assessments by request to help identify mosquito-breeding habitats on individual properties, and publicize information about avoiding mosquito bites and encourage larviciding by

residents. (Bacillus Thuringiensis Israelensis (BTI) and other low toxicity products). The Tarrant County Public Health Department (TCPH) website is a good source of the education materials and contains frequently asked questions - <http://www.tarrantcounty.com/ehealth/cwp/view>;

- Larvicide - The City of Colleyville will larvicide within public rights-of-way areas and City owned properties containing stagnant water with mosquito larvae, using low toxicity materials such as Vectolex FG granules along with BTI, Natular T30 and COCObear oil. These products could change due to availability and product tolerance. This operation will be done year round, more so during the mosquito season (typically April 1 to November 1);
- Surveillance - The City of Colleyville will set out six (6) gravid traps (For WNV Mosquito) and two (2) BG sentinel (For Zika virus Mosquito) each week, alternating between 14 test locations identified within the City, and submit mosquito samples to the Tarrant County Public Health Department for testing (typically April 1 to November 1). The City will also work with the Tarrant County Public Health Department to participate in the winter month sampling program;
- Preparedness - The City of Colleyville will utilize the Tarrant County Interlocal Agreement to provide abatement actions whenever possible. If circumstances are such that the County's contracts do not provide adequate services, the City will contract with a certified entomologist and licensed pesticide contractor for the annual mosquito season. The City will retain their services for consultation and recommendation purposes.

Medium Risk Level

A virus has been detected in trapped mosquitoes, probability of human outbreak is increasing, and normal to above normal mosquito activity is observed. All activities at the Low Risk Level will continue and the following additional actions will take place at this level.

- Notification - Citizens and property owners will be immediately notified of the detection of a virus in trapped mosquitoes by Code Red notification within at least a ¼-mile radius of the positive test site and information will be posted on the City's website;
- Site-specific investigation - The City will conduct an area inspection within a ¼-mile radius of the mosquito-sampling site that tested positive in order to identify locations in need of mosquito source or habitat reduction. The survey will include all areas that are visible from public property and will not involve City staff entering private property. If obvious sources of mosquito breeding environments are found, code enforcement officials will notify property owners of the situation and direct that action be taken to eliminate the source(s) within ten (10) days. If, after the ten-day period, the breeding sources have not been remediated, a citation may be issued. Obvious sources of mosquito breeding environments include, but are not limited to tires, open containers, and overhead roof drains plugged with leaves, etc.;
- Test site mitigation – Immediately upon receiving notification of a positive sample, the test site location will be treated using low toxicity materials such as Vectolex FG granule and BTI briquettes, Natular T30, and a Larvicide Oil COCOBEAR Larvicide options may change due to availability or product tolerance;
- Targeted application of adulticides – In the situation where a virus has been detected at a single test site on two separate occasions, within the same season, the trap location will receive a targeted application of adulticides and will continue to receive a targeted application of adulticides for the remaining duration of the season in response to any additional positive virus mosquito samples. The

first application will occur in response to the second sample that tests positive at each location.

High Risk Level

A confirmed human case has occurred within the jurisdiction, or four (4) mosquito samples at one location have tested positive for a mosquito born virus during the season, and the detection of increased or continued viral mosquito activity is observed. All activities at the Medium Risk Level will continue and the following additional actions may take place at this level.

- Notification - Citizens will be immediately notified of the detection of a positive human case or trap site positive by Code Red notification within a ½-mile radius of the confirmed positive human case and ¼ mile for trap site information of the infected area will be posted on the City's website so that citizens can take extra precautions to avoid being bitten;
- Site-specific investigation - The City will conduct an area inspection within a ½-mile radius of the area of concern that tested positive in order to identify locations in need of mosquito source or habitat reduction. The survey will include all areas that are visible from public property and will not involve City staff entering private property. If obvious sources of mosquito breeding environments are found, code enforcement officials will notify property owners of the situation and direct that action be taken to eliminate the source(s) within ten (10) days. If, after the ten-day period, the breeding sources have not been remediated, a citation will be issued. Obvious sources of mosquito breeding environments include, but are not limited to tires, open containers, and overhead roof drains plugged with leaves, etc.;

Adulticiding – The City may initiate adulticide application based on the following:

- Consistent with the adulticiding policy identified at the medium risk level;
- In response to a confirmed human case(s);
- In conjunction with Tarrant County Public Health in response to an identified concern related to public health;
- At this risk level, the City Manager is authorized to initiate a larger application of adulticide utilizing truck mounted fogging equipment to apply within public rights-of-way.

Adulticiding will be coordinated with larviciding and public information/bite avoidance actions, in order to be effective. Contractors will be certified to apply pesticides and all applications will be in full compliance with all Texas Department of Health requirements.

Elevated Risk Information

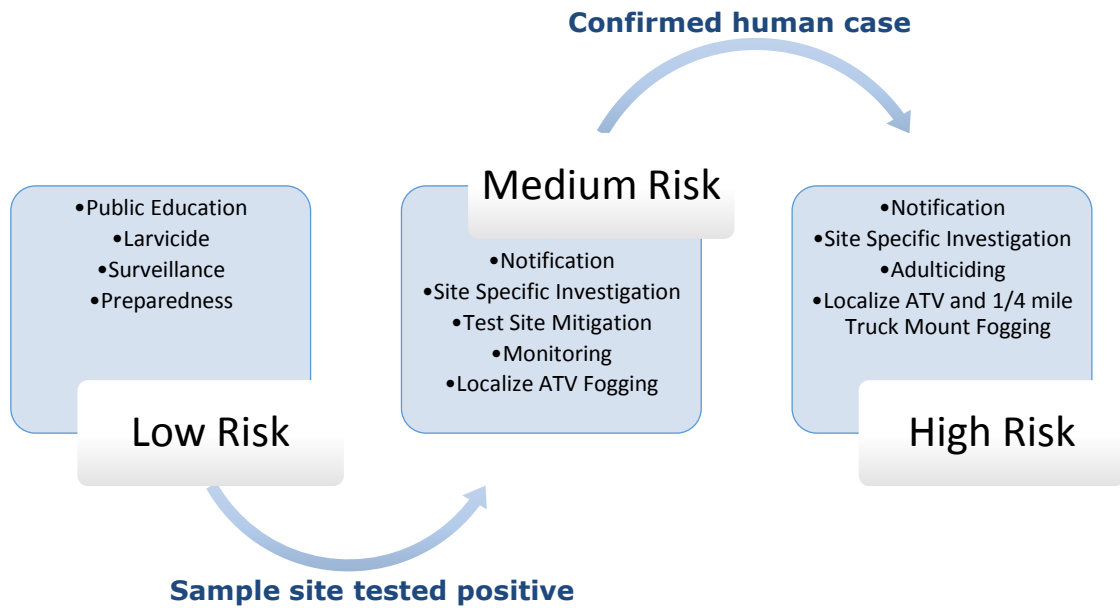
If a sampled mosquito pool tests positive for arbovirus/diseases, information will be posted on the City's website describing the location of the sampling event, the date, and any other pertinent information.

Information dissemination methods may include the following:

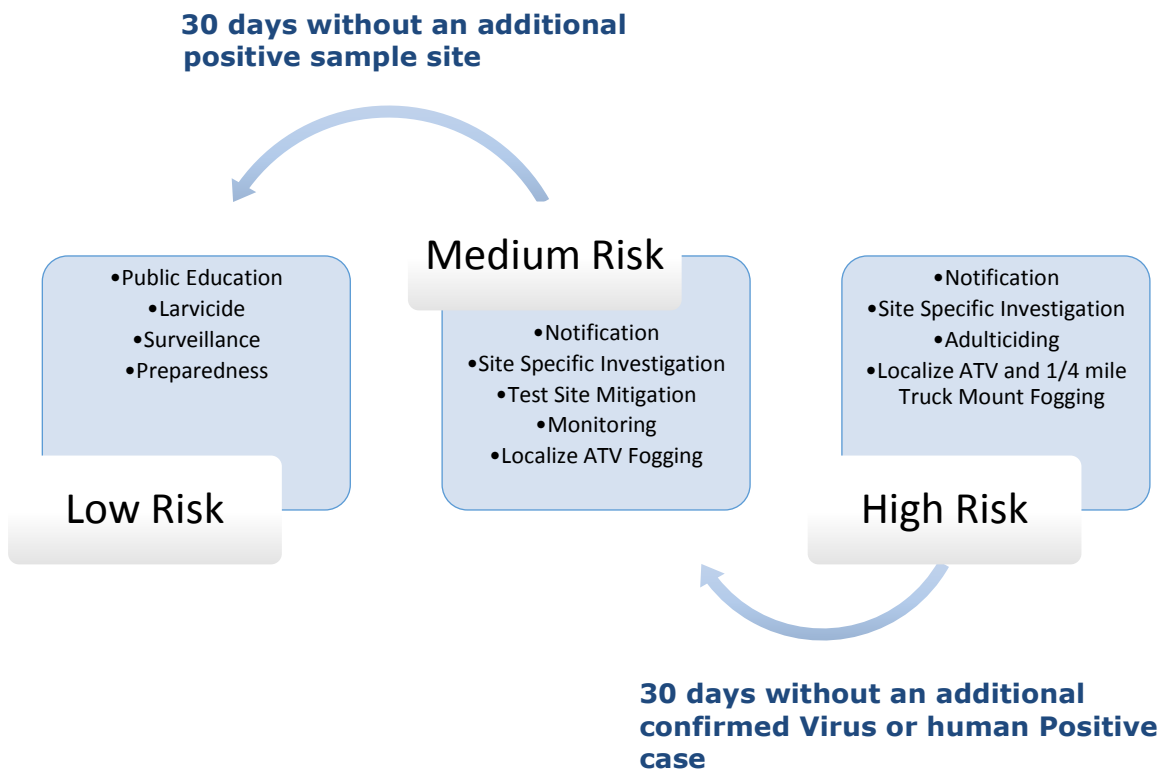
- Utilization of the City's website to post mosquito abatement activities, maps, surveillance reports, mosquito FAQ's, personal protection best practices, and mosquito control website links;
- Utilization of the City's Code Red to alert the community of any potential virus threat and adulticide control applications;
- Letters, pamphlets, brochures, and/or door hangers distributed within the community;
- Presentations to community groups and target populations concerning mosquito breeding reduction and related activities;
- Press releases describing arboviral response activities.

Escalation and De-escalation Charts

Escalation Chart



De-escalation Chart



Contact Information

Colleyville Public Works Environmental Compliance Officer.....	817-503-1092
Colleyville Public Works Main Office	817-503-1090
Tarrant County Public Health Department	817-884-1111



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4d

Agenda Date 04/18/2017

Number Resolution R-17-4116

Type Resolution

Department Communications and Marketing

Title

Approval of an addendum to the web design contract for Colleyville.com in the amount of \$14,000, and authorize the city manager to execute the contract

Strategic Plan

- 1.3 Assure convenient access to public information
- 2.1 Provide responsive, efficient city services
- 2.3 Effectively leverage information technology
- 5.1 Create and sustain an identifiable Colleyville brand

Explanation

Reading and Public Hearing

The City of Colleyville's website, Colleyville.com, is a vital online portal for City services and information. In order to best serve the community, the website must be regularly updated and refreshed to reflect how people experience the web. The City last updated Colleyville.com in 2011.

The City entered into a contract with Vision Internet for website development services and a content management system in July 2015. The original Vision Internet contract was for \$49,577 to be paid in five equal payments. The City has paid 80-percent, or \$39,661.60, of the contract. The remaining 20-percent, or \$9,915.40, will be due at the completion of the redesigned Colleyville.com. Through the original contract, the City will pay an annual \$7,800 website hosting and support fee.

Vision Internet worked with City staff to create a new website and migrate content from the current Colleyville.com. City staff presented the new website to City Council during the September 20, 2016, worksession. City Council showed interest in pursuing a different design for the website during this meeting. The City Council provided direction for what Colleyville.com should look like during a worksession on March 9, 2017. Based upon the City Council's feedback, staff asked Vision Internet for redesign options, including pricing and timing.

Through the addendum, Vision Internet will create a graphic redesign of the homepage with up to three interior page templates for \$14,000, payable half upon contract execution and half at the completion of the services. The contractor will conduct a basic consultation with City staff on how to organize website content. Based on the consultation, Vision Internet will create a homepage layout wireframe that shows the

placement of key information and dynamic content. City staff will review the homepage layout wireframe and may provide feedback. Vision Internet will then provide the City with one draft homepage design concept. Vision Internet will then revise the homepage design concept. Following review of the final homepage design, Vision Internet will provide three interior page designs per standard layouts available through the company's template builder.

The redesign addendum contract does not include the full complement of pre-design feedback including client surveys (as the full contract did), so staff will seek City Council's feedback of the design during the redesign process. Staff has provided Vision Internet with feedback received from the City Council at the worksession, including examples of website preferences. The redesign process is estimated to take five months to complete.

This item seeks approval to allow the city manager to execute a contract with Vision Internet for a graphic redesign of Colleyville.com.

Financial Impact

Funding for this addendum is available in the Communication's Miscellaneous Contractual Services budget.

Recommendation

Approve

Attachments

1. Original Vision Internet Web Design Contract
2. Vision Internet Addendum



creating what's next for the City of Colleyville

Project Name:

Project Overview

List of Services	Fees
Vision Internet Providers will perform the following services for the City of Colleyville:	
› Website Development Services	› \$49,577
› visionLive™ Subscription Services	› \$7,800 + 5% increase

Contacts

City Project Manager

- › Name:
- › Address:
- › Phone:
- › Email:
- › Fax:

City Contract Contact

- › Name:
- › Address:
- › Phone:
- › Email:
- › Fax:

Vision Internet Project Manager

- › Name:
- › Address: 2530 Wilshire Blvd., 2nd Floor, Santa Monica, CA 90403
- › Phone: (310) 656-3100
- › Email:
- › Fax: (310) 656-3103



Vision Internet Contract Contact

- Name: Contract Administrator
- Address: 2530 Wilshire Blvd., 2nd Floor, Santa Monica, CA
- Phone: (310) 656-3100
- Email: contracts@visioninternet.com
- Fax: (310) 656-3103

terms and conditions

These Terms and Conditions (this "**Agreement**") are made and entered into effective as of the date of the last signature below by and between Vision Technology Solutions, LLC dba VISION INTERNET PROVIDERS ("**Contractor**"), and the customer which is a signatory hereto ("**Client**"). Client and Contractor are sometimes individually referred to as a "**Party**" and collectively as the "**Parties**."

1. Services. This Agreement (which includes the Addendum(s) attached hereto) sets forth the entire terms and conditions by which Contractor will deliver and Customer will receive any and all of the services provided by Contractor, including one or more of the following: website development, shared website and database hosting, maintenance, visionLive™ subscription services, professional/support services, content delivery and/or other extra work and services (collectively, the "**Services**") and supersedes all other written or oral agreements, proposals or understandings with regard to the Services provided for herein. Any modification of this Agreement is valid only if the modification is in writing and signed by both Parties. This Agreement is intended to cover any and all Services ordered by Client and provided by Contractor.

Contractor will provide Services to Client as requested by Client and as set forth in the applicable Addendum(s) attached to and incorporated into this Agreement in exchange for payment of related fees specified in such Addendum(s) and compliance with the terms and conditions of this Agreement. To the extent allowed by law, this Agreement, Client activities and all discussions regarding Client website development shall be treated as confidential and shall not be disclosed to parties other than representatives of Contractor and the authorized representatives of Client. It is agreed that a designee of Client, MONIA BAHADUR, will be the project manager, with all decision making authority on behalf of Client, for purposes of this Agreement.

2. Subsequent Extra Work/Other Services. Additional services not initially covered in this Agreement (including the Addendum referenced above) and extra hours will be presented to Client for approval prior to commencement of work ("**Extra Work**"). Extra Work will be set forth in an amendment to this Agreement signed by the Parties and designated as Addendum E-1, E-2, etc., as applicable, and billed at Contractor's then prevailing hourly rates, which are currently as follows: Content Migration, \$85/hr; Graphic Production, \$95/hr; Quality Assurance, Testing, Debugging, Technical Support, Webmaster Services, HTML Programming, \$105/hr; Consulting, Project Management, Database Design, Dynamic Programming, \$135/hr; Graphic Design, Training, \$125/hr; Straight flatbed scanning will be billed at \$10 per scan. Touch up work to images will be billed at the Graphic Design hourly rate. Client shall be responsible for any or all additional fees including, without limitation: photography, stock images, illustration, fonts, scanning, software, applications, online promotion, marketing, copy writing, redesign, change orders, mailings, and fees to any third party vendors if applicable. Calls outside of Business Hours for support services unrelated to the website being down for more than ten (10) minutes will be subject to a minimum fee of \$135.

3. Documents & Data; Limited Licensing of Intellectual Property. Contractor agrees that Client will retain ownership of all information and content (including Client provided logos and images) owned exclusively by



Client and provided by Client for use on its website; and upon payment in full, Contractor also grants a non-exclusive, non-transferrable and perpetual license for Client to copy, use, or modify for its own use, any and all copyrights, designs, and other intellectual property embodied in Client's website which are prepared or caused to be prepared by Contractor under this Agreement. Notwithstanding anything to the contrary, Client understands and agrees that Contractor shall retain all rights, title, and interests in and to all other Contractor intellectual property of any kind or nature including without limitation the Vision Content Management System™ (also known as the Vision Internet Content Management System, VCMT, VCMS and the Vision Content Management Tool), and Dynamic and Interactive Components, and any other Contractor intellectual property.

4. Limited Warranty. If Contractor performs Website Development and/or Custom Programming services, Contractor warrants that all of the deliverables set forth in Addendum A will be conveyed to Client upon transfer of the website to the production server or delivery of website files to Client ("**Completion**"), as applicable. All programming code developed by Contractor within the project is warranted to be free of any errors or bugs that prevent the code from performing as originally intended ("**Warranted Problem**") for a period of twelve (12) months from the date of Completion. Contractor will create a backup of the website on the date of Completion. If any Warranted Problem arises while Client or its designee is maintaining the website, Contractor will restore the website back to its condition as it existed at Completion. If Contractor is hosting and/or maintaining the website pursuant to one or more Addendums to this Agreement, Contractor shall restore the website back to its condition as it existed at the day of the most recent backup. Contractor shall provide compiled code upon Client's request. Contractor shall only be responsible for any costs associated with correcting any unmodified programming code during this twelve (12) month period following the Completion. In no event, at any time, shall the aggregate liability of Contractor under this Agreement or otherwise exceed the amount of fees paid by Client to Contractor in the most recent twelve months, and Contractor shall not be responsible for any lost profits or other damages, including direct, indirect, incidental, special, consequential or any other damages, however caused. Contractor does not warrant any connection to, transmission over, nor results of use of, any network connection or facilities provided, nor any third-party applications and software obtained by, for, or on behalf of Client. Contractor assumes no responsibility for any damages suffered by the Client, including, but not limited to, server down time, loss of data, loss of business, mis-deliveries, delays, non-deliveries, access speed, or service interruptions of any kind. Client acknowledges that the information available through the interconnecting networks may not be accurate. Contractor has no ability or authority over the material. In addition, Contractor has no liability for the quality, accuracy, or validity of the data/information gathered from the Internet. Use of information gathered through the use of Contractor services is at the risk of the Client.

5. No Guarantees. Contractor does not warrant any results from the use of any web pages created, hosted and/or maintained under this Agreement, including but not limited to, the number of page or site visitations, download speed, database performance, or the number of hits or impressions. Although Contractor may offer an opinion about possible results regarding the subject matter of this Agreement, Contractor cannot and does not guarantee any particular result. Client acknowledges that Contractor has made no promises about the outcome and that any opinion offered by Contractor in the future will not constitute a guarantee.

6. Rights Regarding Content. Each Party warrants that it holds all rights and/or licenses necessary to display all of the images, data, information or other items supplied by such Party and being displayed on the Client's web pages during the effective period of this Agreement. Client expressly authorizes Contractor to display and/or modify any Client supplied images, data, information and other items in connection with the services provided herein.

7. Legal Use. Client agrees to use its website at all times in strict accordance with, but not limited to, all applicable laws, including local, state, and federal laws. Client hereby agrees that any text, data, graphics, or any other material published by Client on its website is free from violation of or infringement upon copyright, trademark, service mark, patent, trade secret, statutory, common law or proprietary or intellectual property rights of others, and is free from obscenity or libel. Client agrees not to use any process, program or tool via Contractor for



gaining unauthorized access to the accounts of other Contractor clients, customers or account holders or other Contractor systems. Client agrees not to use Contractor services to make unauthorized attempts to access the systems and networks of others. Any attempt to do so will result in immediate termination of Contractor services at Contractor's discretion.

8. Indemnity. Intentionally omitted.
9. Timing. Estimated times are included for convenience. Actual times will vary depending on Client interaction and participation. However, the Parties agree to reasonably cooperate with one another in all respects including, if applicable, in the construction and design of the website in a timely manner.
10. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the United States of America, and the State of Texas, excluding choice of law provisions thereof. Any cause of action of Client with respect to the services provided hereunder must be instituted within one year after the claim or cause of action has arisen or be forever barred. In the event a judicial proceeding is necessary, except for permitted equitable relief, the sole forum for resolving disputes arising under or relating to this Agreement are the State and/or federal district courts located in the County of Tarrant, State of Texas, and all related appellate courts, and the parties hereby consent to the jurisdiction of such courts, and that venue shall be in the County of Tarrant, State of Texas. Each party hereto waives any right to challenge or move the foregoing designated jurisdictions and venue on grounds of inconvenient forum. Service of process may be made in any manner provided for by applicable law.
11. Waiver. The waiver by one Party of any term or condition of this Agreement, or any breach thereof, shall not be construed to be a general waiver by said Party or as a waiver of any other term or breach.
12. Conduct. Neither the course of conduct between the Parties nor any trade practice shall act to modify the provisions of this Agreement, except as expressly stated herein.
13. Authority. With the intent to be legally bound, each of the undersigned hereby covenants and acknowledges that he or she (a) has read each of the terms set forth herein, (b) has the authority to execute this Agreement and each initialed Addendum for such person or entity, and (c) expressly consents and agrees that the entity upon behalf of which the undersigned is acting shall be bound by all terms and conditions contained herein.
14. Interpretation. It is understood and agreed that if any interpretation is to be made of this Agreement, the same shall not be construed for or against any of the Parties.
15. Counsel. The Parties have each been advised to seek independent legal counsel in entering into this Agreement and the transactions described herein. In the event a Party chooses not to seek independent legal counsel, that Party does so freely and knowingly and waives any such rights to counsel. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party.
16. Prevailing Party. Should a dispute, including but not limited to any litigation or arbitration be commenced (including any proceedings in a bankruptcy court) between the Parties hereto or their representatives concerning any provision of this Agreement, or the rights and duties of any person or entity hereunder, the Party prevailing shall be entitled to reasonable attorney's fees and court and expert costs incurred by reason of such action.
17. Independent Contractor Relationship. The relationship of Contractor, including, without limitation, its employees and subcontractors) with Client is that of an independent contractor and nothing in this Agreement and/or any Addendum shall be construed to create a partnership, joint venture, or employer-employee



relationship. Contractor acknowledges and agrees that neither it, nor any of its employees or subcontractors, is or shall be an agent of Client and none of the foregoing is or shall be authorized to make any representation, contract, or commitment on behalf of Client.

18. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which together shall constitute one and the same Agreement. This Agreement becomes effective upon Contractor's receipt of an executed copy of this Agreement.

19. Force Majeure. Any delay in the performance by either Party hereto of its obligations hereunder shall be excused when such delay in performance is due to any cause or event of any nature whatsoever beyond the reasonable control of such Party, including, without limitation, any act of God; any fire, flood, or weather condition; any computer virus, worm, denial of service attack; any earthquake; any act of a public enemy, war, insurrection, riot, explosion or strike; provided, that written notice thereof must be given by such Party to the other Party within twenty (20) days after occurrence of such cause or event.

20. Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

21. Headings. The titles and headings of the paragraphs of this Agreement have been inserted for convenience of reference only and are not intended to summarize or otherwise describe the subject matter of such paragraphs and shall not be given any consideration in the construction of this Agreement.

22. Survival. The terms and conditions of Sections 3 (Documents & Data; Limited Licensing of Intellectual Property), 4-8 (Limited Warranty through Indemnity), 10 (Governing Law & Venue), 16 (Prevailing Party), 22 (Survival) and 25 (No Hire) shall survive any termination or expiration of this Agreement.

23. Cooperative Programs. Contractor shall agree to offer the prices and terms and conditions offered herein to other state, local, county, education, and municipal government agencies in the United States who wish to participate in a cooperative purchase program with Contractor.

24. No Third-Party Beneficiaries. This Agreement shall not confer any rights or remedies upon any person or entity other than the Parties and their respective successors and permitted assigns.

25. No Hire. During the period Contractor provides any Services to Client and for one (1) year thereafter, Client shall not, directly or indirectly, solicit or offer to hire, hire, or retain as an employee or contractor persons employed or retained then or within the preceding six (6) months by Contractor (or any of its affiliates), without Contractor's prior written consent in each instance. If Client violates this Section and hires or retains any such person(s), then Client shall immediately pay to Contractor, as liquidated damages, an amount equal to the annual gross compensation (including all salary, commissions, and bonuses, whether paid in cash, equity or otherwise) paid to or earned by the applicable person(s) in the preceding twelve-month period.

26. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the Parties named herein and their respective successors and permitted assigns. No Party may assign either this Agreement or any of its rights, interests or obligations hereunder without the prior written approval of the other Party hereto, except that Contractor may assign this Agreement without Client's consent to an affiliate of Contractor or in connection with a change of control of Contractor.

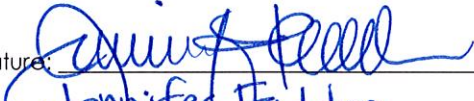
27. Notices. All notices under this Agreement shall be in writing and effective on the date of delivery if delivered by personal service, Federal Express, or facsimile; or effective three (3) days after deposit in first class U.S. mail, postage prepaid, to each Party as indicated on Page 1 of this Agreement.



IN WITNESS WHEREOF, the Parties have caused this Master Services Agreement to be signed by their duly authorized representatives and given effect as of the last signature date below (the "**Effective Date**").

"Client"

CITY OF COLLEYVILLE

Signature: 

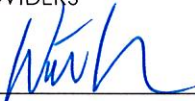
Name: Jennifer Fadden

Title: City Manager

Date: July 10, 2015

"Contractor"

VISION TECHNOLOGY SOLUTIONS, LLC, DBA VISION
INTERNET PROVIDERS

Signature: 

Name: David M. Nachman

Title: Chief Executive Officer

Date: 7/13, 2015

Addendums:

- A Website Development Services (and/or Other Services, if applicable)
- B visionLive™ Subscription Services
- C Hosting Services: NA
- D Maintenance Services: NA
- E Extra Work (if and when applicable): NA at this time



Addendum A

website development services

Included Services

Survey Report

As part of Contractor's consulting services, Contractor will deliver a written report that includes:

- Survey results
- Heat-map analysis (clicks & mouse movement)
- Most visited pages on Google Analytics

Navigation Design

The Contractor will consult with Client on how best to organize Client website content. Based on this consultation, the Contractor will create a homepage layout wireframe that shows the placement of key information and dynamic content. The Contractor will deliver the following:

- Homepage layout wireframe
- Approved sitemap

Graphic Design

The Contractor will provide Client with one homepage design concept for your approval. The Contractor will provide revisions of the homepage design concept. Upon approval of the final homepage design concept by the Client, the Contractor will provide up to three interior page designs per standard layouts available through Contractor's template builder and visionCMS™ widget requirements. The Contractor will deliver the following:

- One homepage design concepts
- Approved homepage design
- Up to three interior page templates

Additional HTML Template

The Contractor will provide Client with an HTML template that vendors of third-party components can use. Additional web-interfaces with third-party databases and systems are outside the scope of work of this Addendum A.

Vision Content Management System™ Interactive Components and Features

The Contractor will implement Client's website using the Vision Content Management System™ ("visionCMS™"). Customization of the visionCMS™ includes the frontend graphic design and layout as well as adding or subtracting fields for your specific needs.

The visionCMS™ will be implemented with the following components:

SITE ADMINISTRATION AND SECURITY

- | | |
|--------------------------------|-----------------------------------|
| ➤ Audit Trail Log | ➤ Flexible Site Variable Settings |
| ➤ Backend Content Title Search | ➤ Image Library |
| ➤ Backend Dashboard | ➤ Page Template Library |



- › Broken Link Reporter
- › Content Review and Publishing
- › Component Manager
- › Content Scheduling
- › Context Sensitive Online Help
- › Departmental Page Restrictions
- › Document Central
- › Drag and Drop Multiple File and Image Uploading
- › Email Address Masking
- › Enhanced User Interface
- › Personal Toolbar
- › Role-Based Security
- › Scheduled Content Review
- › SiteMaster Template Builder
- › Submission Validation (reCAPTCHA)
- › Recycle Bin
- › Updated and Expired Content Reporting
- › Web Traffic Statistics
- › Widget-based Layout Options
- › Workspace

CONTENT EDITING

- › Advanced WYSIWYG Editor
- › Search and Replace
- › Spell Checker
- › Style Gallery
- › Table Wizard
- › Undo/Redo
- › User Commenting
- › Version Control

ADVANCED NAVIGATION MANAGEMENT

- › Automatic Breadcrumbs
- › Connected Pages
- › Content Categories
- › Dynamic Drop Down Menus
- › Error 404 (Page Not Found) Handling
- › External Link Splash Page
- › Friendly URL Redirect
- › Navigation Control
- › Navigation Redirect
- › Page Linking
- › Quick Links
- › Single-Source Publishing
- › Site Search (Google CSE)
- › Sitemap Generator

USER EXPERIENCE AND INTERACTIVITY

- › Business Directory
- › Business Submissions
- › Community Spotlight
- › Dynamic Calendar System
- › Dynamic Homepage
- › In-page Content Editing
- › Job Application Manager
- › Job Posts
- › News
- › Online Polls



- | | |
|------------------------------|-----------------------------|
| › Event Registrations | › RFP Posts |
| › Event Submissions | › Rotating Homepage Banners |
| › Facilities Directory | › Service Directory |
| › Facilities Reservations | › Single Sign On |
| › Feedback Form | › Staff Directory |
| › Form Builder | › Sticky News |
| › Frequently Asked Questions | |

DEPARTMENT MANAGEMENT

- › Department-Level Administration
- › Department-Level Navigation
- › Department-Level Sitemap

OUTREACH, MEDIA, AND SOCIAL NETWORKING

- | | |
|-------------------------------|-------------------------------|
| › Audio and Video Embedding | › GovTrack CRM™ |
| › Bookmark and Share | › OneClick Social Networking™ |
| › eNotification | › Photo Gallery & Slideshow |
| › Emergency Alert (site wide) | › RSS FeedReader™ |
| › Facebook FeedReader | › Social Media Feed Reader |
| › Forward to a Friend | › Twitter FeedReader |

ACCESSIBILITY

- | | |
|---------------------------------|-----------------------------|
| › Automatic Alt-Tags | › Printer Friendly Pages |
| › Dynamic Font Resizing | › Table Accessibility Tools |
| › Dynamic Reader Download Links | |

ADDITIONAL INTERACTIVE COMPONENTS AND FEATURES

- | | |
|-------------------------------|--|
| › Basic Design Themes (4) | › Responsive Design with visionMobile™ |
| › Mobile Homepage Enhancement | › SMS Component |
| › Online Payment Integration | |

Implementation Stages and Project Schedule

The table below shows the projected development and launch schedule along with a list of key deliverables/milestones.



Implementation Step	Avg. Duration
Vision Stage - Initial kick-off call with Client's project manager - Survey preparation and review - Review project goals and timeline	2 – 4 Weeks
Concept Stage - Creation of Information Architecture - Create conceptual sitemap - Homepage layout wireframe	2 – 4 Weeks
Design Stage - Unique, custom graphic design - Custom icons, buttons, screen elements, and backgrounds - Homepage design comp	3 – 4 Weeks
Development Stage - Implementation of visionCMS™ - Integration of interactive components - Migration of up to 500 pages of content	6 – 12 Weeks
Quality Assurance, Documentation, and Training Stage - Final testing - One day web-based training	2 – 3 Weeks
Soft Launch & Final Launch - Move website to production server - Completed website - Website goes live	2 Weeks
Total estimated time to launch	17 – 29 Weeks

* The schedule may vary depending on additional components and participant decision times.

Website Development Fees

Client agrees to pay Contractor for Website Development as follows:

1. Price. Contractor agrees to perform work set forth in this Addendum A for \$49,577.
2. Payment. Client agrees to pay Contractor as follows:
 - (a) An initial payment equal to 20% of the total cost;
 - (b) A payment equal to 20% of the total cost upon Client approval of the homepage wireframe;
 - (c) A payment equal to 20% of the total cost upon Client approval of homepage design comp;



- (d) A payment equal to 20% of the total cost upon implementation of the Vision Content Management System on a Contractor's server; and
- (e) A payment equal to 20% of the total cost 21 days from Completion.

3. Non-Contractor Hosting. If Contractor is not providing hosting services under Addendum B or Addendum C, then, at Client's request, Contractor will assist Client with setting up the website on Client's server. A flat rate of \$475 for up to four hours of Technical Support will be charged for assistance in setting up the website according to Contractor's Standard Hosting Procedure. Any additional work will be billed at the Technical Support hourly rate.

Additional Website Development Terms and Conditions

1. Client understands and agrees that Contractor will develop website frontend to be compatible with Internet Explorer 9, 10, and 11, and the latest released versions at the time of Completion of: Firefox, Chrome, and Safari. Website backend will be compatible with Internet Explorer 9, 10, and 11, and the latest released version at the time of Completion of Firefox. Website may not be compatible with previous or future versions. Website backend will be optimized for 1024 x 768 pixels resolution or above. Client understands and agrees that the website will be developed with Hypertext Markup Language ("HTML"), CSS, JavaScript, and Microsoft ASP.NET ("MS-ASP") interfaced with a database created in Microsoft SQL Server 2012 ("MS-SQL"). Client understands and agrees that the website is developed to run on a Microsoft Windows Server 2012 ("MS-Server"). visionMobile™, if provided under this Agreement, will be compatible with the latest released versions at the time of Completion of iOS Safari, Android Chrome, and Windows Phone 7 Internet Explorer. visionMobile™ may not be compatible with previous or future versions. visionMobile™, if provided under this Agreement, shall include "Powered by Vision Internet" in the footer and always be linked to a Contractor web page. Client is responsible for the costs of all software licensing. All of the web browsers listed in this section, and any others added by Contractor at its discretion are herein referred to collectively as the "**Supported Web Browsers**".

2. Client understands and agrees that the website frontend and content migrated by Contractor will be designed to be compliant with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), hereinafter referred to as "Section 508" guidelines on accessibility as follows: Compliance standards will be verified via SortSite™ to be compliant to automatic checkpoints prior to Completion. Client understands and agrees that website backend and third party tools may not be Section 508 compliant. Contractor is not responsible for content migrated by Client or any third party.

3. Contractor may use any web pages developed for the Client in any of its own promotional materials as examples of its work. Client agrees that Contractor may place in the website footer an unobtrusive text link reading "Developed by Vision Internet" or the equivalent. Contractor's footer text credit shall always be linked to a Contractor web page.

4. Client Content. Client shall supply all necessary information to Contractor in a timely manner in digital format including without limitation copy, text, audio files, video files, pdf files, photographs, artwork and preexisting graphics. Contractor is not responsible for content migrated by Client or any third party.



Addendum B

visionLive™ subscription services

Subscription Services

Pursuant to the terms herein, Contractor agrees to provide Hosting Services, Upgrade Services, and Support Services (collectively "**Subscription Services**") as provided below for the Client's Website, which utilizes Contractor's Vision Content Management System ("**VCMS**") developed under a prior agreement by and between Contractor and Client or this Agreement ("**Website Development Agreement**"). Contractor will provide Subscription Services to the Client in exchange for payment of fees and compliance with the terms and conditions of this Addendum and the Agreement. Subscription Services include the following:

Hosting Services. Contractor will provide shared website hosting on a Microsoft Windows Server 2012 R2 and shared database hosting on a Microsoft SQL Server 2012 for one (1) unique VCMS website. Websites exceeding 10GB of storage shall be subject to an additional monthly fee of \$50 per 5GB increment. The shared server hosting environment is as follows: Quad-core or Hex-core processors; 10 GB~16 GB memory per hosting virtual server; VMware High Availability Configuration; RAID 50 and up Storage Area Network Configuration.

Upgrade Services. Contractor will provide Upgrade Services for improvements made to Contractor's platform which include:

- Enhancements to the backend VCMS functionality.
- Enhancements to the Included Interactive Components' (as listed in Addendum A) that were developed under Addendum A or other prior agreement entered into by and between Contractor and Client.
- New visionLive™ Interactive Components that may be released from time to time by Contractor.
- Bug fixes to the VCMS code.
- Updates to provide compatibility to future versions of Supported Web Browsers (as listed in Addendum A) within three months of their release. Compatibility with previous versions of Supported Web Browsers is not guaranteed.

To receive the Upgrade Services, a non-interrupted Subscription Services Addendum must be in place from time of website launch and the VCMS code must be unmodified. Client must provide Contractor continual server access to receive Upgrade Services and at no time may Client modify the code. Modification of code may result in files being overwritten.

Upgrade Services do not include:

- Optional Interactive Components.
- Modules, Programs, or Software Applications.
- Conversion to new platforms.
- Modification of third-party products.
- Updates to provide compatibility to third-party products, except for those included in VCMS.
- Upgrades that require modification or customization to website design.
- System configuration, website content editing and/or formatting, website design, custom data updates, etc.

Support Services. Support Services is defined as technical support for the unmodified VCMS.



Contractor will provide Support Services to a designated Client account manager, system administrator or webmaster. Technical support is generally available by email and telephone from 6:00 AM to 6:00 PM Pacific Time Monday through Friday excluding holidays ("**Business Hours**"), with emergency support available 24 hours a day, 7 days a week. An emergency is defined as Client's website being down for more than ten (10) minutes.

Redesign Services. At the conclusion of year four of uninterrupted Subscription Services, the Client will be entitled to a basic graphic redesign of one (1) website. Basic graphic redesign does not include design themes. Services shall include:

- Project Management
- Wireframe Development
- Graphic Design Development with one preliminary concept
- Graphic Production

Contractor will not develop a sitemap or new content as part of the redesign, but will assist Client in transferring existing content into the new design.

Included Interactive Components and Features. The initial Included Interactive Components and Features pursuant to Addendum A are provided in Client's project, subject to upgrades and revisions based on Contractor's then current Included Interactive Components listed on the Roadmap. Additional options may be available and can be added for an additional fee.

Customizations. The following are customizations provided in Client's project: None.

Unless Client has retained other Services from Contractor under the applicable Addendum, Client is solely and exclusively responsible for all services not expressly provided for in this Addendum. Any changes, alterations or modification requested by the Client to their Website may be subject to a fee to be quoted by a Contractor representative at the time of the request.

Term

Contractor shall provide Subscription Services for a period of four years commencing when the website is hosted on Contractor's production server ("**Initial Term**"). With respect to the Initial Term, unless one Party has given written notice to the other Party of its intent not to renew this Addendum at least thirty (30) days prior to expiration of the Initial Term, this Addendum will continue in effect on a year-to-year basis thereafter until one Party gives written notice to the other of its intent not to renew this Addendum at least thirty (30) days prior to the expiration of any renewal term. If the Term of this Addendum is extended or renewed in accordance with the foregoing, all of the terms and conditions of this Addendum and the Agreement shall continue, unmodified, in full force and effect, until the end of the last applicable renewal or extension Term, except for fees charged as set forth below.

Subscription Fees

Rate: \$7,800 per year payable to Contractor in U.S. funds in advance, which rate shall be increased by five percent (5%) per year, for each year of the Initial Term, and any and all renewal terms. Contractor shall invoice Client annually within thirty days of start of service or any renewal term.

Additional Maintenance Terms and Conditions

1. Website Usage

- (a) Client shall use the Subscription Services in strict accordance with, but not limited to, all local, state,



and federal laws. Client shall not use the Subscription Services for any unlawful or destructive purpose including, but not limited to, copyright and/or trademark infringement. Client hereby represents and warrants that any text, data, graphics, or any other material displayed or published by the Client on its Website is, and shall continue to be, throughout the term of this Agreement, free from violation of or infringement upon copyright, trademark, service mark, patent, trade secret, statutory, common law or proprietary or intellectual property rights of others, and is free from obscene or libelous material.

(b) Client represents and warrants that it has or has obtained all rights necessary to display all the images, data, information or other items being displayed on the Client's Website. Client expressly authorizes Contractor to display those images, data, information or other items.

(c) Client shall not misuse any of Contractor's resources or cause any disruption to Contractor's business ("**Misuse**"). Examples of Misuse include, but are not limited to, the display of pornography or linking to pornographic material, the sending of chain letters, advertisements, solicitations, or mass mailings to individuals who have not agreed to be contacted in this manner (including, but not limited to, what is commonly referred to as "Spam").

(d) Client shall not use any process, program or tool via Contractor for gaining unauthorized access to the accounts of other parties, including but not limited to, other Contractor clients, customers or account holders or other Contractor systems. Client shall not use Subscription Services to make unauthorized attempts to access the systems and networks of others. Client shall not use Contractor's services as a door or signpost to another server.

(e) Client shall not use Subscription Services in a manner in which system or network resources are unreasonably denied to other Contractor clients.

(f) Client will have password access to the VCMS through the Subscription Services. Client agrees to be responsible for keeping all passwords secure and will immediately notify Contractor if a password is lost, stolen or compromised in any way. Client shall be responsible for all use of Subscription Services accessed through the Client's passwords. The Client's passwords are not transferable to any third party and are subject to any limits established by Contractor.

2. The Internet. Client acknowledges that the reliability, availability and performance of resources accessed through the Internet are beyond Contractor's control and are not in any way warranted or supported by Contractor. Client acknowledges that safeguards relative to copyright, ownership, decency, reliability and integrity of content may be entirely lacking with respect to the Internet and content accessible through it. Contractor makes no warranty that any systems accessed will be free of computer viruses. Client is responsible for making backup copies of their files. Client assumes all risk and liability of its use of the Internet.

Client specifically acknowledges that Contractor provides access to other systems not controlled by Contractor including, but not limited to, discussion groups, RSS feeds, websites and databases, that may contain pictures and language intended for adult audiences. Client further understands that Contractor is not responsible for any damages that may result from exposure to such material and Client agrees to hold Contractor harmless from any damages that may result.

3. Domain Name and Secure Digital Certificate. If agreed to under this Agreement, Contractor will apply for a custom domain name of Client's choosing. Contractor cannot guarantee the availability of any particular name. Client is responsible for all fees charged by the registrar (i.e. Verisign or Dotster) including setup and renewal fees. Client shall be responsible for all licensing fees, if any, including but not limited to secure digital certificate renewal fees. Contractor shall not be responsible for maintaining or renewing domain names, digital certificates, or any other third party registrations.



4. Breach. If Client breaches any term of this Addendum and/or the Agreement, Contractor reserves the right to suspend access to the Client's Website without prior notice and may terminate this Addendum and/or the Agreement. However, if access is only suspended, Client shall remain liable for all payments due hereunder as if access had not been interrupted.

Client's Initials

Contractor's Initials

A handwritten signature in blue ink, consisting of a large, stylized 'S' or 'C' shape with a long horizontal line extending to the right, positioned over the 'Client's Initials' and 'Contractor's Initials' labels.



Addendum E-2

extra work

This Addendum E-2 (herein "Addendum") is made and entered into by Vision Technology Solutions, LLC ("Contractor") and Colleyville, Texas ("Client") as of the Effective Date (defined herein).

Contractor and Client hereby mutually acknowledge and agree that:

1. This Addendum is entered into as an amendment of and pursuant to the Agreement for Website Development Services, Effective July 13, 2015, by and between Client and Contractor (herein "Agreement"). This Addendum shall be fully incorporated into the Agreement as of the Effective Date.
2. The Agreement, including all other terms and conditions therein, shall continue in effect.
3. In the event of any conflict or inconsistency between the provisions of this Addendum and the Agreement, as amended, the provisions of this Addendum shall control only to the extent of the services provided in this Addendum, and not any other subject matter covered by the Agreement.

Included Service

Graphic Redesign (Single, Modified)

The Contractor may conduct a basic consultation (without a user experience analysis) with Client on how to organize Client website content. Based on this consultation, the Contractor will create a homepage layout wireframe that shows the placement of key information and dynamic content. The Client will review the homepage layout wireframe and may provide feedback to Contractor. The Contractor will then provide Client with one draft homepage design concept via Client-accessible software or as an email attachment. The Contractor will revise the homepage design concept. After Client reviews the final homepage design concept, the Contractor will provide three interior page designs per standard layouts available through Contractor's template builder and VCMS widget requirements. The Contractor will deliver the following:

- One homepage design concept
- Approved homepage design
- Up to three interior page templates

Contractor will provide this service at a discounted rate from Contractor's standard redesign fee. The following will not be provided:

- UX analysis
- Content strategy
- Sitemap
- Changes to the navigation
- Training

Extra Work Fees

Client agrees to pay Contractor as follows:



1. Price. Contractor agrees to perform work set forth in this Addendum for \$14,000.00.
2. Payment. Contractor will submit itemized invoices to Client for the payments required by this Addendum, and all invoices will be due and payable by Client within 30 days:
 - (a) An initial payment equal to 50% of the total cost; and
 - (b) A payment equal to 50% of the total cost 21 days after completion of the services in this Addendum.

SIGNATURES FOLLOW.

IN WITNESS WHEREOF, the Parties have caused this Addendum to be signed by their duly authorized representatives and given effect as of the last signature date below (the "**Effective Date**").

"Client"

COLLEYVILLE, TEXAS

Signature: _____

Name: _____

Title: _____

Date: _____

"Contractor"

VISION TECHNOLOGY SOLUTIONS, LLC, DBA VISION
INTERNET PROVIDERS

Signature: _____

Name: Michael Hermann Truex

Title: Vice-President, Finance

Date: _____, 2017



City of Colleyville City Council Agenda Briefing

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

Agenda Number 5a

Agenda Date 04/18/2017

Number Ordinance O-17-2008

Type Ordinance

Department Community Development

Title

Consideration of a Special Use Permit for a servants or caretakers quarters and a Special Use Permit to allow for an accessory building larger than permitted on Tract 3H, Abstract 211, BBB & C RY Survey, located at 5513 Lowrie Road, Case ZC17-002

Strategic Plan

There is no Strategic Plan connection for this item.

Explanation

Second Reading and Public Hearing

There was one person who spoke in opposition (speaker card attached) to this request at the April 4, 2017, City Council meeting.

First Reading and Public Hearing

Joel Justiss, the applicant, has submitted a request for a Special Use Permit (SUP) to construct a 600 square foot servants or caretakers quarters at 5513 Lowrie Road. Additionally, the applicant is requesting an SUP to allow the total square footage of the accessory building to exceed the square footage permitted by staff for all accessory buildings on the lot.

Existing Conditions/Background: The subject property is zoned R-40 Single Family Residential district and generally located on the east side of Lowrie Road and south of L.D. Lockett Road. The subject property is 64,468 square feet, or 1.48 acres and currently developed with one single family home, and two existing accessory buildings. The existing accessory buildings consist of one 567 square foot two-story single car garage and one 447 square foot cabana or pool house. The total square footage for all existing accessory buildings is 1,014 square feet.

Proposed Special Use Permit Request:

Request – There are two components to the applicant’s request.

1. The applicant is requesting approval of an SUP to allow for the construction of a 600-square-foot servants or caretakers quarters.
2. The applicant is requesting an SUP to permit the proposed building expansion which would exceed the total square footage for all accessory buildings allowed

to be permitted by staff on the subject property.

Ordinance –

1. Chapter 2 – Definitions defines a Servant's Quarters as:

Servant's Quarters. An accessory dwelling not rented or otherwise used as a separate domicile in a residential district for the sole use and occupancy of a member of the immediate family or persons employed on the premises by the occupant on a full-time basis as domestic help, such as a maid, chauffeur, cook or gardener.

Table 3.24.B – Schedule of Permitted Principal Uses establishes the requirement for a Special Use Permit for Servants or Caretakers Quarters in the R-40 district. Table 3.24.B also sets forth Special Land Use Standards for Servants or Caretakers Quarters. The special standards are listed below.

Servants or Caretaker Quarters – Servants quarters for domestic servants employed on the premises or family members provided the gross habitable square feet of floor area shall not exceed six-hundred (600) square feet. Such quarters may be housed within the principal residential dwelling, above a residential garage, or be part of an accessory building on the same premises, and shall comply with minimum standards for light, health, safety, and occupancy in conformance with other applicable City codes and ordinances.

2. Section 3.27 Accessory Buildings and Residential Carport Regulations of the Land Development Code establishes the maximum size and number of accessory buildings to be permitted by staff on a residential lot:

*"2. Maximum Size and Number of Buildings:
a. The maximum number of accessory buildings allowed per lot shall be three (3) buildings. In addition, the combined square footage of all accessory buildings shall not exceed the maximum square footage specified in the following table.*

Maximum Square Footage of all Accessory Buildings				
Lot Size	Under .5 ac	.5– .99 ac.	1 – 2.99 ac.	3+ ac.
Total s. f.	750 s. f.	1,000 s. f.	1,750 s. f.	2,500 s. f.

b. For the purpose of this Section, the size of an accessory building shall be the square footage of the building footprint.

c. An application to exceed the total square footage shown in the above

table may be approved as a Special Use Permit (SUP)."

Analysis – The purpose of a Special Use Permit is to allow a use not normally allowed in a zoning district, which could be of benefit in a particular case to the general welfare, provided adequate development standards, and special requirements are imposed to protect surrounding uses or to preserve the character of the neighborhood.

1. The proposed servants or caretakers quarters will be an addition to the rear of the existing two-story, single-car garage. The proposed accessory building complies with all requirements of the Land Development Code related to a servants or caretakers quarters. The addition will contain a total of 600 square feet of habitable space which complies with the maximum 600 square feet allowed.
2. The proposed accessory building will also contain a 265 square foot covered porch. Since the porch is covered, the square footage is included in the total square footage calculation for all accessory buildings on the property. Therefore, the proposed building does not comply with the following provisions of the Land Development Code:

Section 3.27(A)2 – Maximum Size and Number of Buildings:

For lots ranging from 1 to 2.99 acres in size, the maximum size allowed for all accessory buildings on the site is 1,750 square feet.

The subject property is 64,468 square feet, or 1.48 acres. The proposal up for consideration requests to construct a servants or caretakers quarters with a gross habitable area of 600 square feet, plus a 265 square foot covered exterior porch, which totals to a total building size of 865 square feet. As previously stated, the total square footage for the two existing accessory buildings is 1,014 square feet. Therefore, the total proposed square footage for all accessory buildings will be 1,879 square feet. This total exceeds the maximum 1,750 square footage allowed by 129 square feet.

The applicant plans to construct the accessory building on the rear portion of the property, approximately 12 feet three inches (12'3") from the side property line. The accessory building will be located entirely behind the primary residence and the existing two-story garage and will not be clearly visible from the street. The proposed height is 9 feet to the top plate of the exterior wall. The proposed accessory structure does not penetrate the vertical height envelope and meets the required side and rear yard setbacks, respectively.

The applicant has indicated that the proposed building will be constructed with masonry materials, specifically stucco veneer and a ceramic tile roof.

The proposed accessory building complies with all other requirements of Section 3.27. The site plan and elevations have been included as attachments for review.

Surrounding Development: The properties to the north, south, and east are zoned R-40 Single Family Residential district and developed with single family homes. The properties to the west are zoned R-30 Single Family Residential district and R-40 Single Family Residential district and developed with single family homes.

Public Notification: Staff mailed notices to all property owners within 200 feet as well as any Homeowners Associations within 500 feet of the subject property regarding this request on Friday, February 24, 2017. Both Grapevine-Colleyville ISD and Keller ISD, where the subject property is located, were notified per State law. Notice was published in the *Fort Worth Star-Telegram* on Saturday, February 25, 2017 as required by State law and the Land Development Code. At the March 13, 2017 Planning and Zoning Commission meeting one citizen wished to speak in support of the use, but had concerns about any potential drainage impacts.

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission recommended approval of this request at the March 13, 2017 meeting by a vote of 5-0 with the following conditions: The servant or caretakers quarters must be served by the same utility meter as the main house.

Staff Recommendation: The applicant proposes to construct a 600 square foot servants or caretakers quarters. The proposed accessory building meets all of the requirements for a servants or caretakers quarters and appears to be compatible with the property and surrounding development patterns. However, the total square footage for all accessory buildings exceeds the allowed 1,750 square feet allowed to be permitted by staff by 129 square feet. Given the proposed compliance with all requirements for a servants or caretakers quarters, the proposed location, size, and small degree of variance requested, staff recommends approval.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Aerial Map
2. Zoning Map
3. Statement of Planning Objectives
4. Site Plan
5. Conceptual Floor Plan
6. Proposed Building Elevations
7. Site Photos
8. Legal Notice
9. Property Owner Notification
10. Notification Map

11. Notification List
12. Speaker Card - Support
13. Speaker Card - Opposition
14. Ordinance O-17-2008

AERIAL MAP



ZC17-002

5513 LOWRIE ROAD

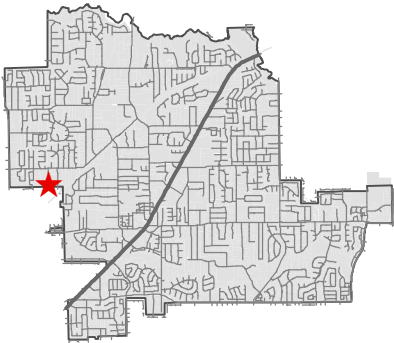


Subject Property



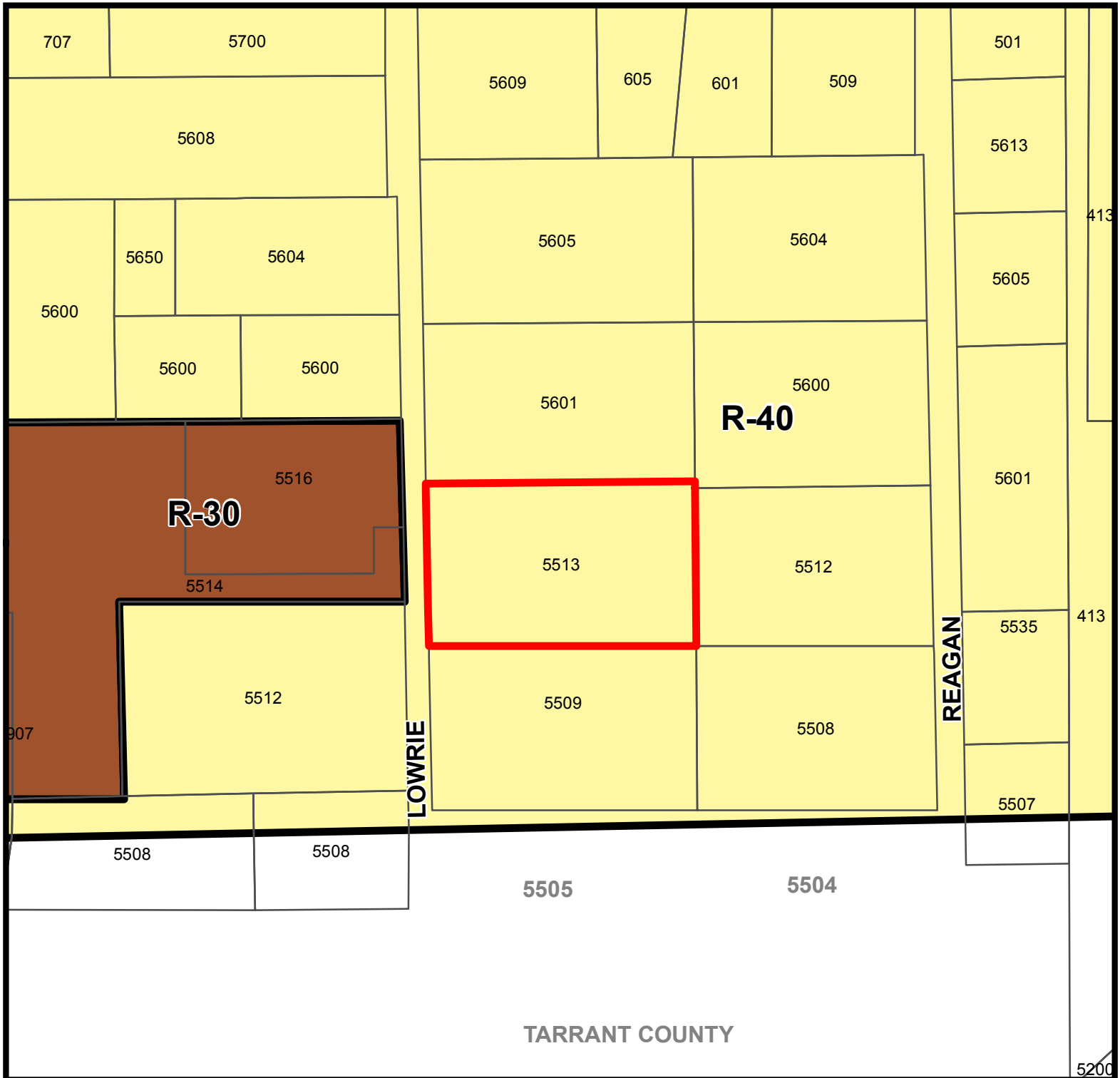
1 inch = 167 feet

Vicinity Map



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

ZONING MAP



ZC17-002

5513 LOWRIE ROAD

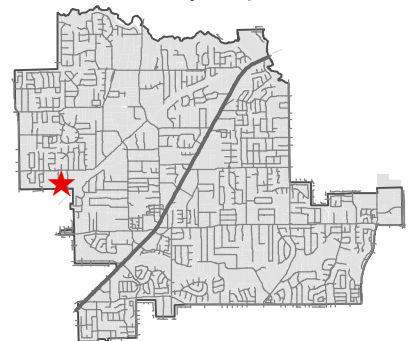
Legend

- Subject Property
- R-30 Single Family Residential (30,000 sq. ft. min)
- R-40 Single Family Residential (40,000 sq. ft. min)



1 inch = 167 feet

Vicinity Map



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Statement of Planning Objectives

STATEMENT OF PLANNING OBJECTIVE

5513 Lowrie Rd. Colleyville 76034

We are proposing an addition for a living quarter in our back yard for my mother. The addition will extend from our detached garage and will include a kitchen, a living area, a bathroom, and a bedroom. The addition is the allowable 600 square feet under a special use permit. The addition is located behind the detached garage and will be essentially hidden from the road by the detached garage.

At the back of the addition we are proposing a porch. The porch is approximately 265 square feet under roof.

This request for the special use permit is for both the 600 square feet living quarter and for the 265 square feet porch.

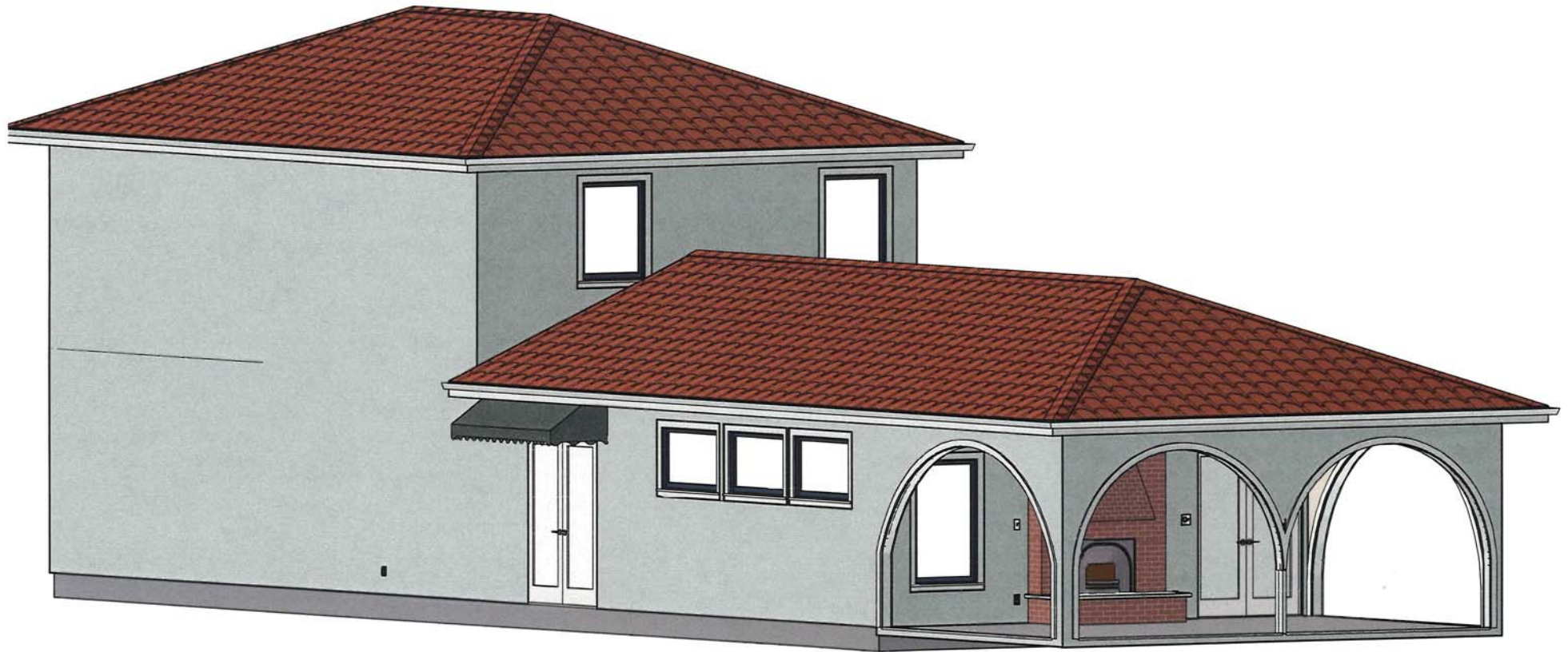
Conceptual Floor Plan



Proposed Building Elevations



Proposed Building Elevations



Site Photos



Site Photos



Site Photos



Site Photos



Site Photos



February 24, 2017

Legal Notice

SENT VIA EMAIL on Friday, February 24, 2017

Christine Lopez
Legal Notices
Fort Worth Star-Telegram
400 W. Seventh Street
Fort Worth, TX 76102

Dear Christine:

***Please publish and furnish an affidavit (N.E. Section):
Saturday, February 25, 2017***

The City of Colleyville Planning and Zoning Commission gives notice of a Public Hearing on Monday, 3/13/17 at 7:00 p.m. at City Hall, 100 Main Street, Colleyville, Texas:

Case ZC17-002- Consideration of a Special Use Permit for a Servants or Caretakers Quarters and a Special Use Permit to allow for an Accessory Building larger than permitted on Tract 3H, Abstract 211, BBB & C RY Survey, located at 5513 Lowrie Road

The City Council will hold a Public Hearing on the above items on 4/04/17 and 4/18/17 at 7:30 p.m. at City Hall, 100 Main Street, Colleyville, Texas.

All interested citizens will be given the opportunity to speak and be heard.

CITY OF COLLEYVILLE



Araceli Botello
Planning Technician

Property Owner Notification



NOTICE OF PUBLIC HEARING

Zoning Case Number: ZC17-002

Applicant: Joel Justiss

Location: 5513 Lowrie Road

Property Description: Tract 3H, Abstract 211, BBB & C RY Survey

Present Zoning: R-40 Single Family Residential District

Request: Consideration of a Special Use Permit for a Servants or Caretakers Quarters and a Special Use Permit to allow for an Accessory Building larger than permitted

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

Planning and Zoning Commission Meeting: Monday, March 13, 2017 at 7:00 p.m.
City Council Meeting: Tuesday, April 4, 2017 & Tuesday, April 18, 2017 at 7:30 p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas

This notice has been sent to all owners of real property within 200 feet of the request as such ownership appears on the last approved tax roll and all homeowners associations within 200 feet. Approval by the Planning and Zoning Commission serves as a recommendation to the City Council and is not a final action on the request. Denial of the proposal by the Commission is final, unless the applicant submits a written notice of appeal within 10 days from the date of action by the Commission. If appealed, the request will be placed on the next available City Council agenda as listed above. Rezoning requests, zoning amendments and conditions recommended by the Commission for approval by the City Council may be more restrictive than those described in this notice.

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

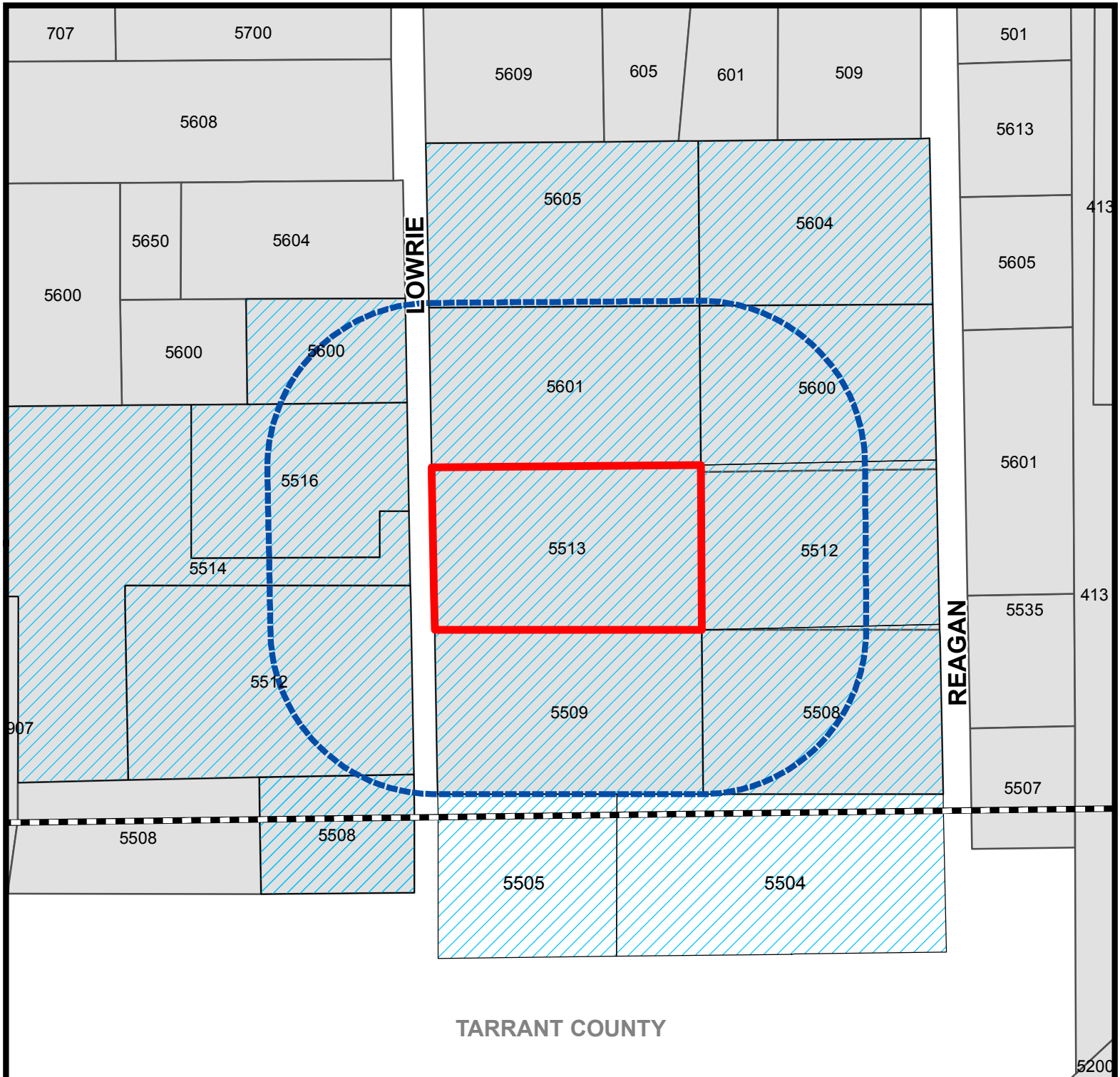
**Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034**

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

The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas. For additional information, please contact the Community Development Department at 817.503.1056. Please reference the zoning case number when requesting information.

Shane Pace, AICP
Principal Planner
space@colleyville.com

NOTIFICATION MAP



ZC17-002

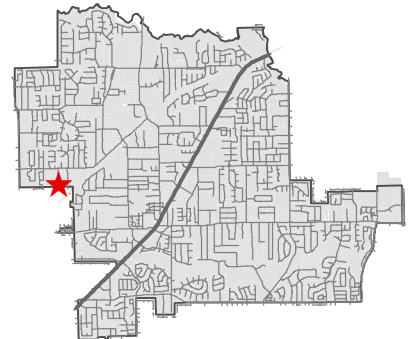
5513 LOWRIE ROAD

-  Subject Property
-  200ft Buffer
-  Properties within 200ft



1 inch = 167 feet

Vicinity Map



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Notification List

Owner Name	Owner Address	Owner City	Owner Zip	Situs Address
GRAVES, JERRY W	5604 REAGAN RD	COLLEYVILLE, TX	76034	5604 REAGAN RD
SELLERS, KATHRYN R	5512 LOWRIE RD	COLLEYVILLE, TX	76034	5512 LOWRIE RD
FRY, BRYON S	5508 LOWRIE RD	COLLEYVILLE, TX	76034	5508 LOWRIE RD
FRY, BRYON S	5508 LOWRIE RD	COLLEYVILLE, TX	76034	5508 LOWRIE RD
ALLEN, JERRY B	5516 LOWRIE RD	COLLEYVILLE, TX	76034	5516 LOWRIE RD
BECKUM, WILLIAM W	5601 LOWRIE RD	COLLEYVILLE, TX	76034	5601 LOWRIE RD
HOLDEN, FRANCES	5508 REAGAN RD	COLLEYVILLE, TX	76034	5508 REAGAN RD
FERGUSON, NORMA ANN BETHUNE	5605 LOWRIE RD	COLLEYVILLE, TX	76034	5605 LOWRIE RD
ANDERSON, WILLIAM C	5705 E BELKNAP ST	HALTOM CITY, TX	76117	5509 LOWRIE RD
HENLEY, MALCOM V	5514 LOWRIE RD	COLLEYVILLE, TX	76034	5514 LOWRIE RD
FITCH, F J	8500 EMERALD HILLS WAY APT E23	N RICHLAND HILLS, TX	76150	5505 LOWRIE RD
JUSTISS, LISA	5513 LOWRIE RD	COLLEYVILLE, TX	76034	5513 LOWRIE RD
GIBSON, SCOTT C	5600 REAGAN RD	COLLEYVILLE, TX	76034	5600 REAGAN RD
C&G CUSTOM HOMES LLC	75 MAIN ST STE 100	COLLEYVILLE, TX	76034	5512 REAGAN RD
RAWSON, MICHAEL P	5600 LOWRIE RD	COLLEYVILLE, TX	76034	5600 LOWRIE RD
VAN WYCKHOUSE, SCOTT A	5504 REAGAN RD	COLLEYVILLE, TX	76034	5504 REAGAN RD
JOEL JUSTISS	5513 LOWRIE ROAD	COLLEYVILLE, TX	76034	APPLICANT
KELLER ISD	350 KELLER PARKWAY	KELLER, TX	76248	STATE LAW REQUIRED
GRAPEVINE-COLLEYVILLE ISD	3051 IRA WOODS AVE E	GRAPEVINE, TX	76051	STATE LAW REQUIRED

Public hearing notices were mailed Friday,
February 24, 2017 by Araceli Botello

Speaker Card - Support

Date: March 13, 17

SPEAKER CARD

☒ 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**

Agenda Item Number: _____

Name: DIANA Gibson

Address: 5600 REAGAN Rd

City: Colleyville State: TX Zip Code: 76034

Telephone Number: 214-908-1823 Representing: self
(organization/self)

I understand I am limited to speaking for five minutes.

For business not listed on the agenda as a Public Hearing, the Planning and Zoning Commission will not respond in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code.

Signed: _____

D Gibson

This information is a Public Record.

Speaker Card - Opposition

SPEAKER CARD

Date: 4/4/2017

Agenda Item Number: 59 ← Item must be completed!

For example: **5a (this can be found on the far left side of the agenda copy)**

Do you have special technology needs, such as loading photos, connecting a laptop or tablet, during your time to speak? Yes ☒ No

 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: Lola Lawrence

Address: 4105 Greening Ct City: Callyville, Tx

I understand I am limited to speaking for five minutes. For agenda items not listed on the agenda as a Public Hearing, City Council cannot respond to speakers in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code. This includes persons speaking under the Citizen's Comments section of the agenda.

Signed: Lola Lawrence

This information is a Public Record

ORDINANCE O-17-2008

AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING OF TRACT 3H, ABSTRACT 211, BBB & C RY SURVEY, LOCATED AT 5513 LOWRIE ROAD, BY AUTHORIZING A SPECIAL USE PERMIT FOR A SERVANTS OR CARETAKERS QUARTERS; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for a Special Use Permit for a servants or caretakers quarters under Case No. ZC17-002; and

WHEREAS, the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to enact a new zoning ordinance; and

WHEREAS, the City Council has appointed a Planning and Zoning Commission to recommend the boundaries of the various original zoning districts and appropriate regulations be enforced therein and to recommend a new zoning ordinance; and

WHEREAS, the Planning and Zoning Commission has divided the City into districts and has prepared regulations pertaining to such districts in accordance with a comprehensive plan and designed to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote health, general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements; and

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

WHEREAS, the Planning and Zoning Commission of the City of Colleyville and the City of Colleyville City Council, in compliance with the Charter of the City of Colleyville, and State Law with reference to changes to zoning classifications under the Zoning Ordinance Regulations and Zoning Map, having given the requisite notices

by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally, and to the persons interested and situated in the affected area and in the vicinity thereof, the governing body of the City of Colleyville is of the opinion that said change in zoning should be made.

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

- Sec. 1. THAT all the foregoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.
- Sec. 2. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by authorizing a Special Use Permit for a servants or caretakers quarters on Tract 3H, Abstract 211, BBB & C RY Survey, located at 5513 Lowrie Road, as depicted on the attached as Exhibit "A".
- Sec. 3. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.
- Sec. 4. THAT the above described tract of land shall be subject to the following conditions:

1. GENERAL

- a. The Special Use Permit shall apply to the construction of a servants or caretakers quarters.
- b. The servants or caretakers quarters shall only be permitted for domestic servants employed on the premises or family members, provided the gross habitable square feet of floor area shall not exceed six-hundred (600') square feet.
- c. The accessory building shall be generally consistent with the, site plan and building elevations as depicted on the attached Exhibits "B" and "C"

d. The servants or caretakers quarters shall only be served by the same utility meter as the primary home.

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

Sec. 5. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

Sec. 6. THAT 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. 7. 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. 8. THAT it has been found that there has been a change in conditions in the above described property, it is now necessary that it be given the above zoning classification in order to permit its proper development and in order to protect the public interest, comfort and general welfare, and requires that this ordinance shall take effect immediately from and after its passage.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 4th day of April 2017.

The second reading and public hearing being conducted on the 18th day of April 2017.

PASSED AND APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 18TH DAY OF APRIL 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

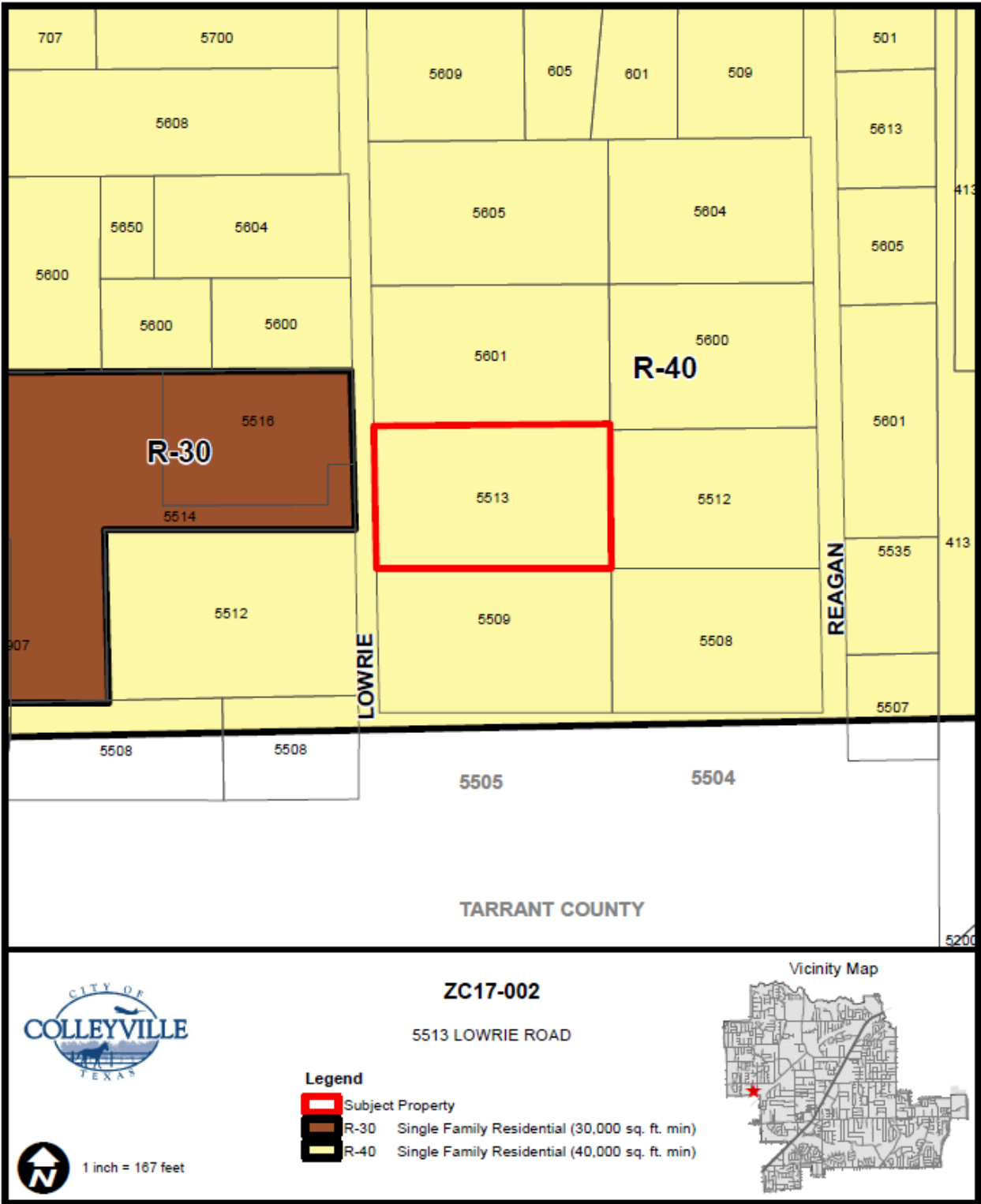
Amy Shelley, TRMC
City Secretary

Richard Newton
Mayor

APPROVED AS TO FORM AND LEGALITY:

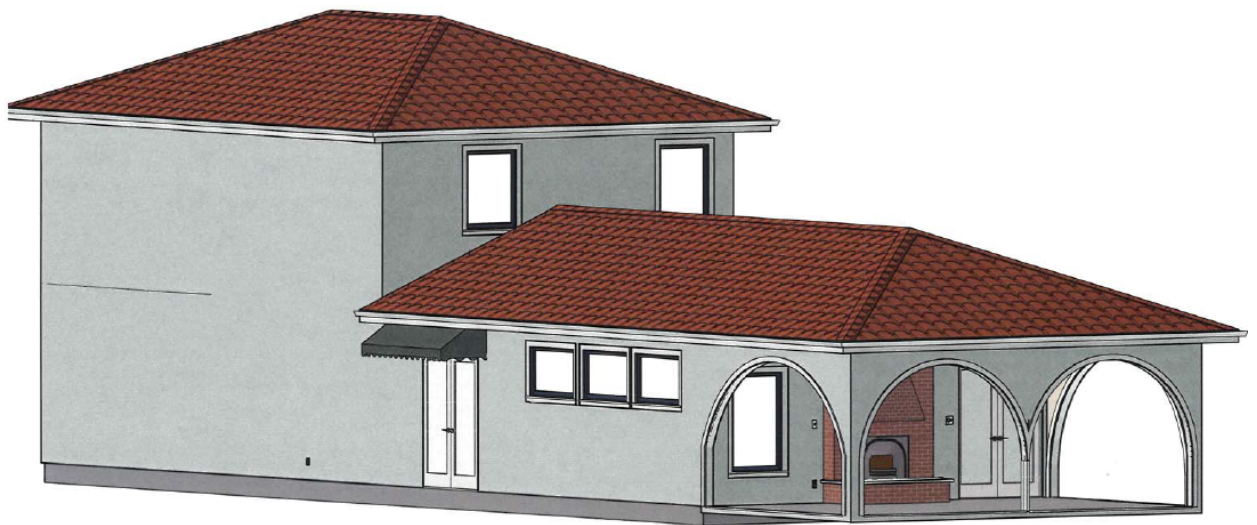
Whitt L. Wyatt
City Attorney

Exhibit "A" - Location and Zoning Map



[illegible]

Exhibit "C" – Elevations





City of Colleyville City Council Agenda Briefing

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

Agenda Number 5b

Agenda Date 04/18/2017

Number Ordinance O-17-2009

Type Ordinance

Department City Manager

Title

Approval of an ordinance to amend the appointment of an Associate Municipal Court Judge

Strategic Plan

- 1.4 Communicate thoroughly and strategically
- 2.1 Provide responsive, efficient city services
- 2.4 Demonstrate stewardship of public resources

Explanation

Second Reading and Public Hearing

There were no speakers regarding this request at the April 4, 2017, City Council meeting.

First Reading and Public Hearing

In 2012, the cities of Colleyville and Keller entered into an Interlocal Agreement to establish combined municipal court operations pursuant to HB 984 which states: "A municipality may enter into an agreement with a contiguous municipality or a municipality with boundaries that are within one-half mile of the municipality seeking to enter into the agreement to establish concurrent jurisdiction of the municipal courts in the municipalities and provide original jurisdiction to a municipal court in which a case is brought as if the municipal court were located in the municipality in which the case arose."

The Charter requirement for the City of Colleyville for judicial services is as follows:

Section 8.02. – Judge of the Municipal Court:

The Judge of the Municipal Court shall be appointed by the City Council to serve at the discretion of the City Council. He shall be an attorney licensed and practicing in the State of Texas, and shall receive such salary as may be fixed by the City Council. In case of the disability or absence of the Judge of the Municipal Court, the City Council shall appoint a qualified person to act in his place.

On September 20, 2016, City Council approved attached Ordinance O-16-1992, which reappointed Judge Sara Jane del Carmen as the Municipal Court Judge, and for the appointment of Associate Municipal Court Judge Leticia Evans, and Alternate Associate

Municipal Court Judge Bill Lane through September 30, 2018.

Judge del Carmen has informed staff, through the attached Memorandum dated March 21, 2017, that Associate Judges Leticia Evans and Bill Lane will no longer be serving the cities, and the vacancy was posted for applications.

After reviewing several applications and conducting interviews, Judge del Carmen chose Tiffany Duong as the Associate Judge for the Colleyville and Keller Municipal Courts. A copy of Ms. Duong's resume has been attached.

Per Texas Government Code 30.00006, "the governing body shall provide by ordinance for the term of the office of its municipal judges. The term must be for a definite term of two or four years." Although Ms. Duong's term would extend beyond Judge del Carmen's term, the City Council may provide a reappointment of Ms. Duong at the same time Judge del Carmen's term is reviewed for reappointment in September 2018.

This ordinance provides for the City Council approval of Judge del Carmen's selection of Tiffany Duong as the Associate Municipal Court Judge.

Financial Impact

Funding for the annual salary of the Regional Municipal Court Judge is available in the Fiscal Year 2017 Municipal Court budget with reimbursement from the City of Keller, as contained in the Interlocal Agreement for Combined Municipal Court Services for the cities of Colleyville and Keller.

Recommendation

Approve

Attachments

1. Ordinance O-16-1992
2. Memorandum dated March 21, 2017
3. Tiffany Duong Resume
4. Ordinance O-17-2009

ORDINANCE O-16-1992

REAPPOINTING JUDGE SARA JANE DEL CARMEN AS THE MUNICIPAL COURT JUDGE, REAPPOINTING ASSOCIATE MUNICIPAL COURT JUDGES, AND APPROVING THE SECOND AMENDMENT TO THE REGIONAL MUNICIPAL COURT JUDGE AGREEMENT

WHEREAS, Judge Sara Jane del Carmen was appointed as the Municipal Court Judge on September 2, 2014, with the passage of Resolution R-14-3777; and

WHEREAS, the appointment of Judge Sara Jane del Carmen was ratified and affirmed on November 5, 2014, with the passage of Ordinance O-14-1939; and

WHEREAS, the City Council wishes to reappoint Judge Sara Jane del Carmen as Municipal Court Judge with the adoption of this Ordinance for an additional two year term; and

WHEREAS, the City Council also wishes to reappoint Leticia Evans as the Associate Municipal Court Judge; and

WHEREAS, the City Council is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this Ordinance; 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 include protecting and promoting the public health, safety, and general welfare of the citizens of the City of Colleyville.

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

Sec. 1. THAT the above findings are hereby found to be true and correct and are incorporated herein in their entirety.

Sec. 2. THAT the City Council of the City of Colleyville, Texas hereby reappoints Judge Sara Jane del Carmen as the City of Colleyville Municipal Court Judge for the City of Colleyville Municipal Court of Record to serve from October 1, 2016, through September 30, 2018.

Sec. 3. THAT the City Council of the City of Colleyville, Texas hereby reappoints Leticia Evans as the City of Colleyville Associate Municipal Court Judge for the City of Colleyville Municipal Court of Record to serve through September 30, 2018. Bill Lane is hereby appointed Alternate Associate Municipal Court Judge for the City of Colleyville Municipal Court of Record to serve October 1, 2016, through September 30, 2018.

Sec. 4. THAT the City Council of the City of Colleyville, Texas hereby approves the Second Amendment to the Regional Municipal Court Judge Agreement to include the annual compensation of \$120,000 to Judge Sara Jane del Carmen.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 6th day of September 2016.

The second reading and public hearing being conducted on the 20th day of September 2016.

PASSED AND APPROVED by the City Council of the City of Colleyville, Texas, on this the 20th day of September 2016.

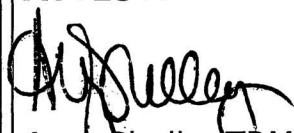
Mayor Richard Newton
Place 1, Tammy Nakamura
Place 2, Bobby Lindamood
Place 4, Jody Short

Aye
Aye
Aye
Absent

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

Aye
Aye
Aye

ATTEST:


Amy Shelly, TRMC
City Secretary

CITY OF COLLEYVILLE


Richard Newton
Mayor

APPROVED AS TO FORM AND LEGALITY:


Matthew C. G. Boyle Ben L. Stool
City Attorney

Ass't

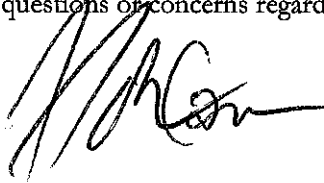
MEMORANDUM

TO: CITIES OF COLLEYVILLE AND KELLER, TEXAS
FROM: SARA JANE DEL CARMEN
SUBJECT: ASSOCIATE JUDGE
DATE: MARCH 21, 2017
CC: KAREN RANDOLPH

I, Sara Jane del Carmen, having been appointed by the cities of Colleyville and Keller as a contractor and not an employee, handle all recommendations for appointment, training, and payment of any associate or alternative judges who may serve as a magistrate at the Keller Regional Detention Center. As the appointed Associate Judges, Leticia Evans and Bill Lane, will no longer be serving the cities, the vacancy was posted for applications.

Having reviewed several applications and conducting interviews, Tiffany Duong has been chosen as the Associate Judge for Colleyville and Keller Municipal Courts pending councils' approval. A copy of Ms. Duong's resume has been attached. Ms. Duong's references were stellar and she shows to be a good fit for both organizations and my expectations.

Please forward any questions or concerns regarding this appointment prospect. Thank you!



TIFFANY M. DUONG

6741 Callejo Road, Garland, Texas 75044, tiffmduong@gmail.com, (512) 657-5571

SUMMARY OF QUALIFICATIONS AND SKILLS

- 5+ years of experience in the public sector at the county government level representing the 14 Civil District Judges of Bexar County
- 2+ years of experience in the private sector, focusing on general civil litigation to include real estate disputes, foreclosures, property rights, title issues, contracts, probate, family law, and expunctions
- Extensive legal research and writing experience
- 5+ years of supervisory and training experience

LICENSE:

Texas Law License, Number 24051931, 2008

PROFESSIONAL EXPERIENCE:

The Law Office of Tiffany M. Duong, Garland, Texas

Owner (March 2015-Present)

- Operate general law practice representing and advising clients regarding a wide variety of issues, to include marital property division, divorces, child support, probate, expunctions, and name changes
- Prepare residential real estate contracts and leases and review closing documents

Barrett Daffin Frappier Turner & Engel, LLP, Addison, Texas

Associate Litigation Attorney (August 2014-February 2015)

- Law firm specializing in real property litigation and foreclosures
- Represented and provided legal counsel to major banking institutions in foreclosure proceedings
- Advised major banking entities regarding appropriate legal action for Texas home equity loans
- Drafted and filed hundreds of various pleadings and written responses with courts throughout Texas
- Managed extensive home equity portfolio of 350-550 loans to identify issues with title, proper notice to borrower, statute of limitations and lis pendens
- Drafted hundreds of Texas Rules of Civil Procedure 736 expedited foreclosure applications in courts throughout the state of Texas
- Attended hearings in contested and uncontested home equity foreclosure proceedings in multiple counties
- Analyzed and identified problematic files from extensive portfolios to discuss possible solutions with clients at weekly teleconference

Bexar County Civil District Courts Staff Attorney, San Antonio, Texas

Staff Attorney (October 2010-August 2014)

Senior Court Support Specialist (April 2009-May 2010)

Lead Intern (January 2007-May 2008)

- Represented and provided counsel to the 14 Civil District Judges of Bexar County
- Performed extensive legal research and advised the judges regarding complex legal issues
- Researched case law and statutes, including but not limited to Texas Rules of Civil Procedure, Texas Rules of Appellate Procedure, Texas Rules of Evidence, Texas Family Code, Texas Civil Practice and Remedies Code, Texas Government Code, Texas Property Code, and related federal law as necessary
- Reviewed and provided recommendations to the judges regarding motions for summary judgment, motions to compel and other various motions filed in the District Courts
- Reviewed decisions from the appellate courts, both state and federal, and advised the judges on effect of said decisions
- Monitored the status of legislative actions and updated the judges of the same

- Under the supervision of the Chief Staff Attorney, represented the Civil District Court Judges in mandamus proceedings, including legal memoranda, briefs, and motions before the appellate courts
- Reviewed and responded to legal correspondence to and from the judges
- Developed and maintained an internal checklist and summary of new legislation regarding Texas Rules of Civil Procedure 736 expedited foreclosure proceedings
- Reviewed and provided recommendations to the presiding judge regarding hundreds of default judgments per month, to include tax judgments, foreclosure orders, adoption cases, divorce decrees and other various proposed orders presented by attorneys and pro se litigants
- Interpreted judges notes and rulings to draft into letter rulings or fully detailed final orders for signature and execution by the judges, and advised counsel and parties of the same
- Created and organized multiple reference manuals to aid the judges, including the Uniform Child Custody Jurisdiction and Enforcement Act and Hague Convention
- Appeared on behalf of the Bexar County District Clerk at the Affidavit of Inability to Pay Costs docket which consisted of 150-200 cases per month; represented the Bexar County District Clerk at such hearings at both the trial court and appellate court levels
- Coordinated with and advised the District Clerk's Office and all court personnel regarding court policy, and provided information to attorneys and the public regarding court policy
- Supported General Administrative Counsel and Chief Staff Attorney and oversaw a fast-paced office of up to 9 legal interns and attorneys
- Conducted search and interviews for legal intern and attorney positions
- Supervised and trained legal interns to perform their essential tasks, including assisting up to 100 members of the public daily
- Developed training manuals for interns regarding office procedures
- Collected and organized data for budget presentations for each fiscal year
- Assisted in drafting/editing local rules for Bexar County

American Chinese Natural Herbs, Inc. (A.C.N. Herbs, Inc.) Garland, Texas, 2008-2009

- Provided legal representation and counsel to A.C.N. Herbs, Inc., an herbal and tea corporation
- Reviewed and enforced commercial leases and contracts for multiple retail locations throughout Texas; negotiated contracts and leases
- Ensured compliance with FDA regulations on product labeling and manufacturing practices
- Oversaw shipments across the U.S. as well as imports from China and Taiwan; directed purchasing with suppliers and vendors

Murals by Mylinh, Texas 2004-present

Artist

- Specialize in painting large-scale acrylic fine art pieces and murals
- Artwork published on cover of the University of Texas at Austin's *Intersections: Women's and Gender Studies in Review across Disciplines Journal*, 2008, Issue 5, titled "(The) Future (of) Feminisms"

EDUCATION:

St. Mary's University School of Law, San Antonio, Texas

Juris Doctor, May 2008

- Phi Delta Phi International Honors Legal Fraternity Member, Spring 2008
- Associate Member of State Bar of Texas, October 2007-May 2008
- Texas Young Lawyers Association Minority Scholarship, Fall 2007
- Recipient of Dean's Scholarship Award, Fall 2005

The University of Texas at Austin, Austin, Texas

Bachelor of Arts, Major: Psychology; Minor: Business, 2004

- Psi Chi International Honor Society in Psychology Member

FOREIGN LANGUAGES:

- Fluent in spoken Vietnamese

ORGANIZATIONS/COMMUNITY SERVICE:

- San Antonio Bar Association, October 2011-August 2014
- Dallas Bar Association, donated painting to silent auction
- Artists for Austin, donated painting to art auction benefiting Keep Austin Beautiful
- Judge for Mock Trial Competition, St. Mary's University School of Law, 2012
- Guest Speaker for Women's Law Association on Internships and Professionalism seminar, St. Mary's University School of Law

REFERENCES:

- **Dinah Gaines**, Chief Staff Attorney
Bexar County Civil District Courts (210) 335-1107
dinah.gaines@bexar.org
- **Gary Hutton**, General Administrative Counsel
Bexar County Civil District Courts (210) 335-2300
g.hutton@bexar.org
- **The Honorable Richard Price**, Presiding Judge of the 285th District Court
Bexar County Civil District Courts (210) 335-2086
richard.price@bexar.org
- **John Teeter**, Professor of Law
St. Mary's School of Law (210) 431-2141
jteeter@stmarytx.edu

ORDINANCE O-17-2009

AN ORDINANCE AMENDING ORDINANCE O-16-1992 TO REMOVE THE ASSOCIATE MUNICIPAL COURT JUDGE AND APPOINT A NEW ASSOCIATE MUNICIPAL COURT JUDGE

WHEREAS, the City Council approved the reappointment of Judge Sara Jane del Carmen, Associate Municipal Court Judge Leticia Evans, and Alternate Associate Municipal Court Judge Bill Lane with the passage of Ordinance O-16-1992; and

WHEREAS, Associate Municipal Court Judge Leticia Evans no longer serves as Associate Municipal Court Judge and the City Council desires to appoint Tiffany Duong to the now vacant position of Associate Municipal Court Judge, and

WHEREAS, the City Council is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this Ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meeting Act.

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

- Sec. 1. THAT all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
- Sec. 2. THAT Leticia Evans shall no longer serve as Associate Municipal Court Judge as of the Effective Date of this Ordinance.
- Sec. 3. THAT the City Council of the City of Colleyville, Texas, hereby appoints Tiffany Duong as the City of Colleyville Associate Municipal Court Judge for the Colleyville/Keller Municipal Court of Record to serve for a two-year term ending April 24, 2019.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 4th day of April 2017.

The second reading and public hearing being conducted on the 18th day of April 2017.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 18TH DAY OF SEPTEMBER 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



City of Colleyville City Council Agenda Briefing

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

Agenda Number 6a

Agenda Date 04/18/2017

Number Ordinance O-17-2010

Type Ordinance

Department Community Development

Title

Consideration of a Special Use Permit for Automotive and Motor Vehicle Sales on Lot 2R, Block 1, of the Nystel Addition, located at 1821 John McCain Road, Case ZC17-004

Strategic Plan

There is no Strategic Plan connection for this item.

Explanation

First Reading and Public Hearing

Andy Gardener, owner of A&L Imports Inc., has submitted a request for a Special Use Permit (SUP) to allow for Automotive and Motor Vehicle Sales at 1821 John McCain Road. The applicant currently owns and operates A&L Imports, an automotive sales company, at 1815 John McCain Road. The SUP request up for consideration will allow for the continuation of a "Vehicle Sales Area" on the adjacent property (1821) where the applicant is currently storing vehicles for sale as part of the A&L Imports business.

Existing Conditions/Background: The subject property is zoned ML-Light Manufacturing district and is generally located on the south side of John McCain Road, west of Colleyville Boulevard. The subject property is approximately 30,000 square feet and currently being used by A&L Imports to store vehicles for its automotive vehicle sales inventory. The subject property is currently undeveloped with no existing buildings. This property has historically been used to store items such as Recreational Vehicles (RVs), cars, trucks, and cargo trailers. The parking surface being used today is gravel and dirt as seen in the attached photographs provided by the applicant.

To clarify, the SUP request is for the property located at 1821 John McCain Road, a vacant lot being used by A&L Imports to store vehicles. Since A&L Imports is requesting the SUP, it is important to include information pertaining to their business, and the corresponding SUPs all of which are related to 1815 John McCain Road.

There have been two SUPs issued on the property at 1815 John McCain (again, this is the current location of A&L Imports). Ordinance O-04-1472 was approved in August 2004 and permitted "Vehicle Storage". This SUP limited the sale of vehicles to the inside of the building. It permitted storage of vehicles outside, but no inventory was permitted. Ordinance O-12-1984 was approved in February 2012. This SUP amended the previous ordinance to include outside vehicle sales. However, this ordinance required that all inventory be brought inside the building each evening with "no

overnight parking of inventory”.

At no time has a SUP been approved for the subject property (1821 John McCain Road) related to vehicle sales, storage, etc.

Proposed Special Use Permit Request:

Request –In the applicant’s Statement of Planning Objectives (attached), the specific request was to allow for “outdoor storage” at 1821 John McCain Road as an accessory use to A&L Imports business. This request was made in an effort to continue the use of the subject property for the storage of sales inventory for A&L Imports.

Staff reviewed this request and determined that the most appropriate request is a SUP for Automotive and Motor Vehicle Sales. Furthermore, staff believes the request is clearly defined in the Land Development Code as a “Vehicle Sales Area” rather than outside storage. Regardless of the “label” given to the request, the LDC requires a SUP for all Auto Sales related land uses.

Ordinance – Chapter 2 – Definitions, defines a Vehicle Sales Area as:

Vehicle Sales Area. An open area or lot used for the display or sale of automobiles, where no repair work is done except minor reconditioning of the cars to be displayed and sold on the premises, and no dismantling of cars or sale or keeping of used car parts or junk on the premises.

Table 3.24.B – Schedule of Permitted Principal Uses establishes the requirement for a Special Use Permit for Automotive and Vehicle Sales in the ML-Light Manufacturing District.

Analysis – The request up for consideration is separate from the existing SUP for 1815 John McCain. Although the request is to continue the use of the subject property as a vehicle sales area for A&L Imports, the SUP request today, will not amend the existing SUP (Ordinance O-12-1984).

The purpose of a Special Use Permit is to allow a use not normally allowed in a zoning district, which could be of benefit in a particular case to the general welfare, provided adequate development standards, and special requirements are imposed to protect surrounding uses or to preserve the character of the neighborhood.

As part of the SUP approval process, 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 and to insure the appropriate conduct of the special permitted use, 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."

Since this request is to continue an existing use, staff has outlined the "typical" requirements for an SUP of this nature with the intent of allowing City Council to determine the appropriate measures necessary to continue such use. The typical requirements are outlined below:

1. Commercial Site Plan – A commercial site plan meeting the requirements of Section 3.31 of the Land Development Code. This includes items such as identifying the basic layout of the property, ingress and egress, fencing, screening, landscaping, etc.
2. All Weather Surface – Pavement improvements are typically required. If required, the parking area should meet the minimum requirements of Section 3.29.1.B –Parking Space Construction Standards
B. Surfacing (New Structures) – All parking spaces, aisles and maneuvering areas shall be constructed of an all-weather surface composed of concrete, asphalt, brick or paving stone. Such paving shall meet the minimum construction standards contained in the Colleyville Building Code. Such all-weather surface shall be provided for all parking spaces, whether enclosed or unenclosed, and shall be connected by an all-weather surface driveway to a street or alley. Rock, gravel and dirt parking surfaces are prohibited.
3. Grading, and Drainage Plans – If pavement improvements are required for the property, a grading and drainage plan signed and sealed by a Professional Engineer in the State of Texas will be required for review.
4. Landscaping – Chapter 4 – Landscaping and Buffering of the Land Development Code states that the requirements of the Chapter may be applicable with the approval of a SUP. Staff recommends the landscaping be consistent with the existing conditions at 1815 John McCain road and meet the minimum landscape requirements set forth in the attached Ordinance O-04-1472.
"Landscaping shall be provided in the right-of-way adjacent to the property, as shown in Exhibit "B". Shrubs shall be provided such that one eighteen inch or five-gallon plant shall be planted for each five (5) feet of street frontage."
5. Screening - Staff recommends the screening be consistent with the existing conditions at 1815 John McCain road, and meet the minimum screening requirements set forth in the attached Ordinance O-04-1472.
"The existing chain- link fence across the front of the property shall be removed prior to occupancy of the building. Any new fences constructed on the property

shall comply with the requirements of the Land Development Code.”

Surrounding Development: The properties to the north are zoned R-20 Single Family Residential district and AG- Agricultural district and developed with single family homes. The properties to the east and west are zoned ML-Light Manufacturing and developed with commercial and light industrial uses. The properties to the south are zoned ML- Light Manufacturing district and CC2- Shopping Center district and developed with the Cottonbelt Trail and railroad line.

Public Notification: Staff mailed notices to all property owners within 200 feet as well as any Homeowners Associations within 500 feet of the subject property regarding this request on Friday, March 24, 2017. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the *Fort Worth Star-Telegram* on Saturday, March 25, 2017 as required by State law and the Land Development Code. To date, no correspondence has been received.

Planning and Zoning Commission: The Planning and Zoning Commission recommended approval of this request at the April 10, 2017 meeting by a vote of 5-0, subject to the following conditions:

1. All landscaping as outlined in Section 4.f. of Ordinance O-17-2010 shall be installed within 18 months of the approval date.

Staff Recommendation: The applicant has submitted a request for a SUP to allow for Automotive and Motor Vehicle Sales at 1821 John McCain Road. The request will allow A&L Imports to continue the use of the subject property as a Vehicle Sales Area. This use is consistent with the previous land use on the subject property and the adjacent property. The proposal should not adversely affect the surrounding properties. Staff recommends approval of the request with any conditions the City Council may feel are appropriate.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Statement of Planning Objectives
5. Photos Provided By Applicant - Existing Conditions
6. Photos Provided By Applicant - Previous Use
7. Existing Ordinance - 1815 John McCain O-12-1824

8. Original Ordinance - 1815 John McCain O-04-1472
9. Legal Notice
10. Property Owner Notification
11. Notification Map
12. Notification List
13. Speaker Card - Applicant
14. Ordinance O-17-2010

AERIAL MAP



ZC17-004

1821 JOHN MCCAIN ROAD

 Subject Property



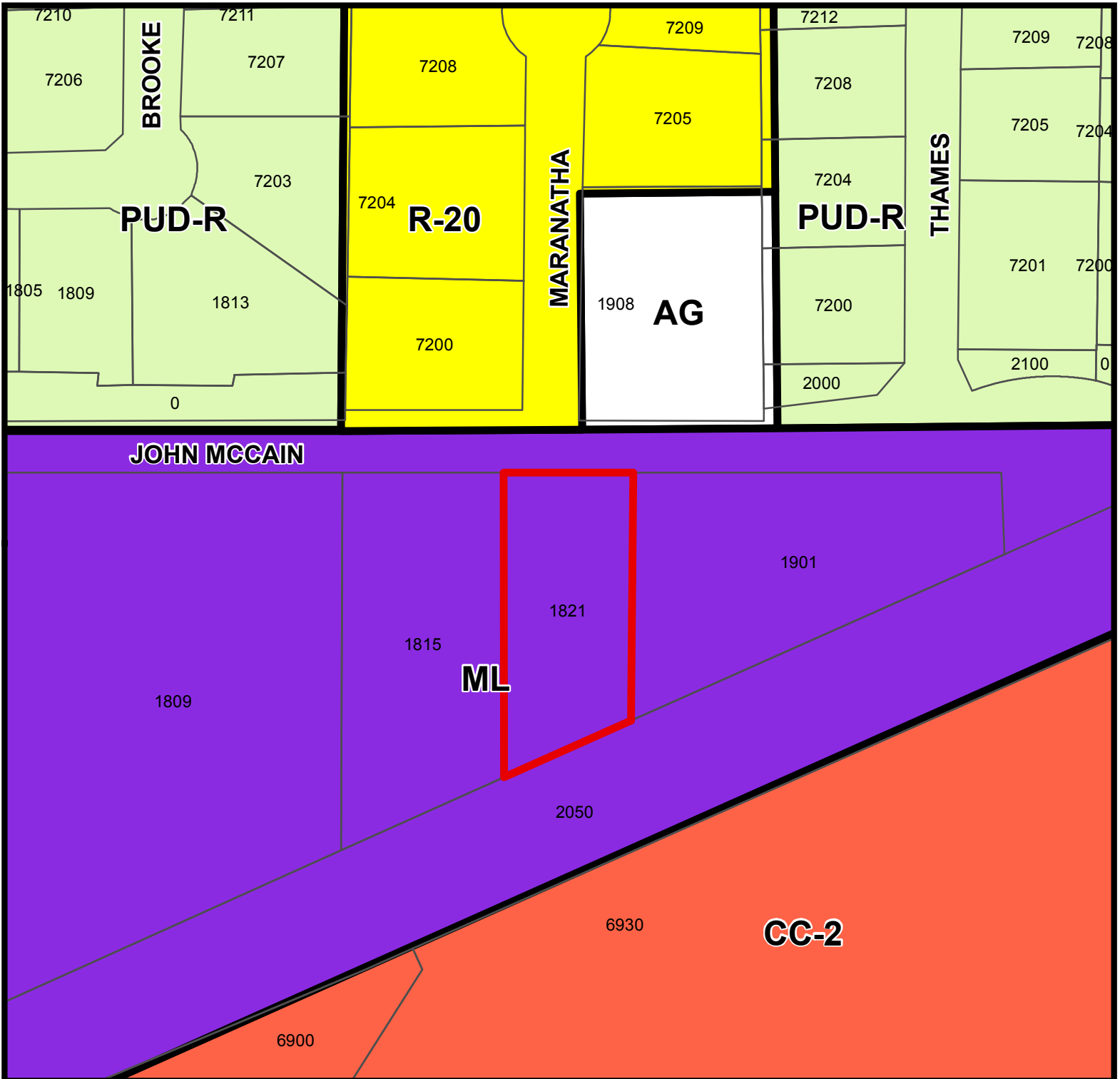
1 inch = 125 feet

Vicinity Map



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

ZONING MAP



ZC17-004

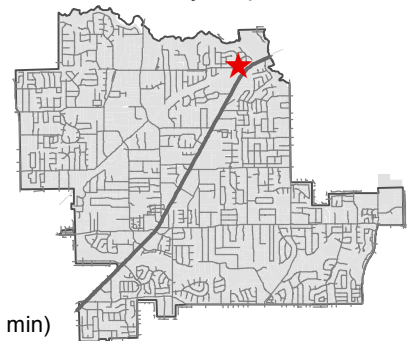
1821 JOHN MCCAIN ROAD

- Subject Property
- AG Agricultural
- CC-2 Shopping Center
- ML Light Manufacturing
- PUD-R Planned Unit Development, Residential
- R-20 Single Family Residential (20,000 sq. ft. min)



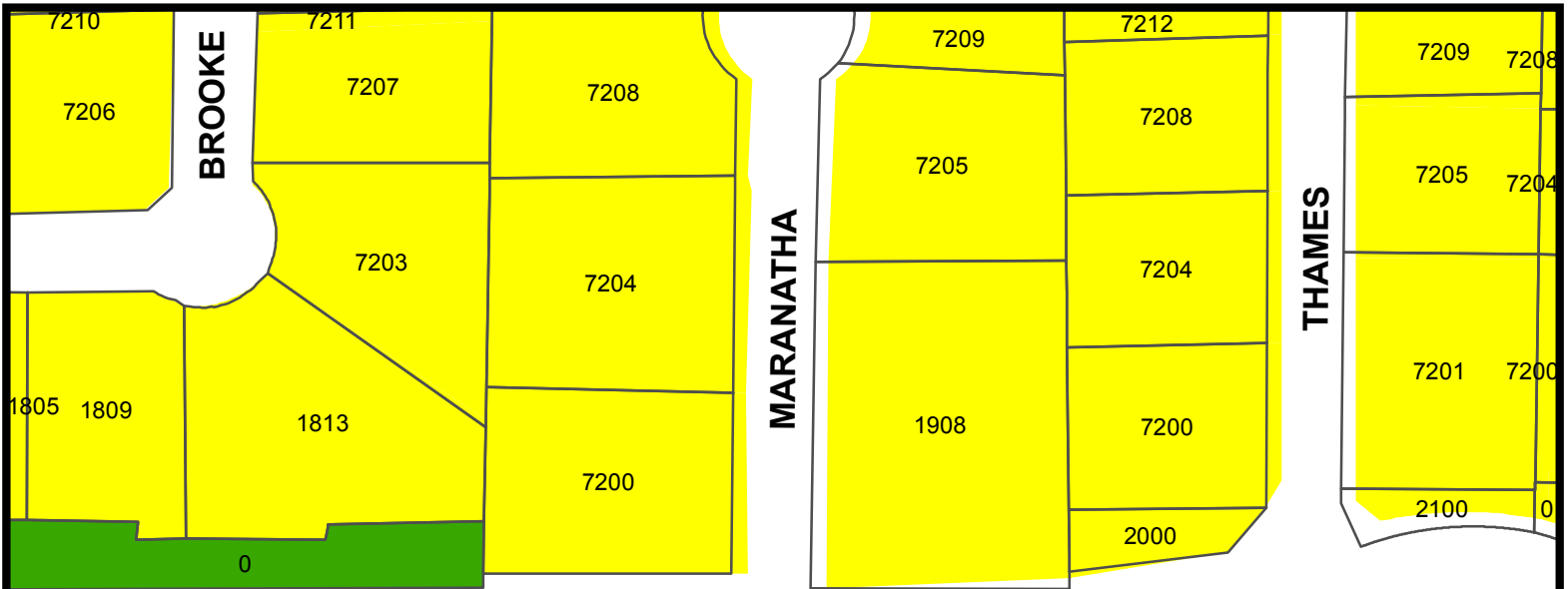
1 inch = 125 feet

Vicinity Map

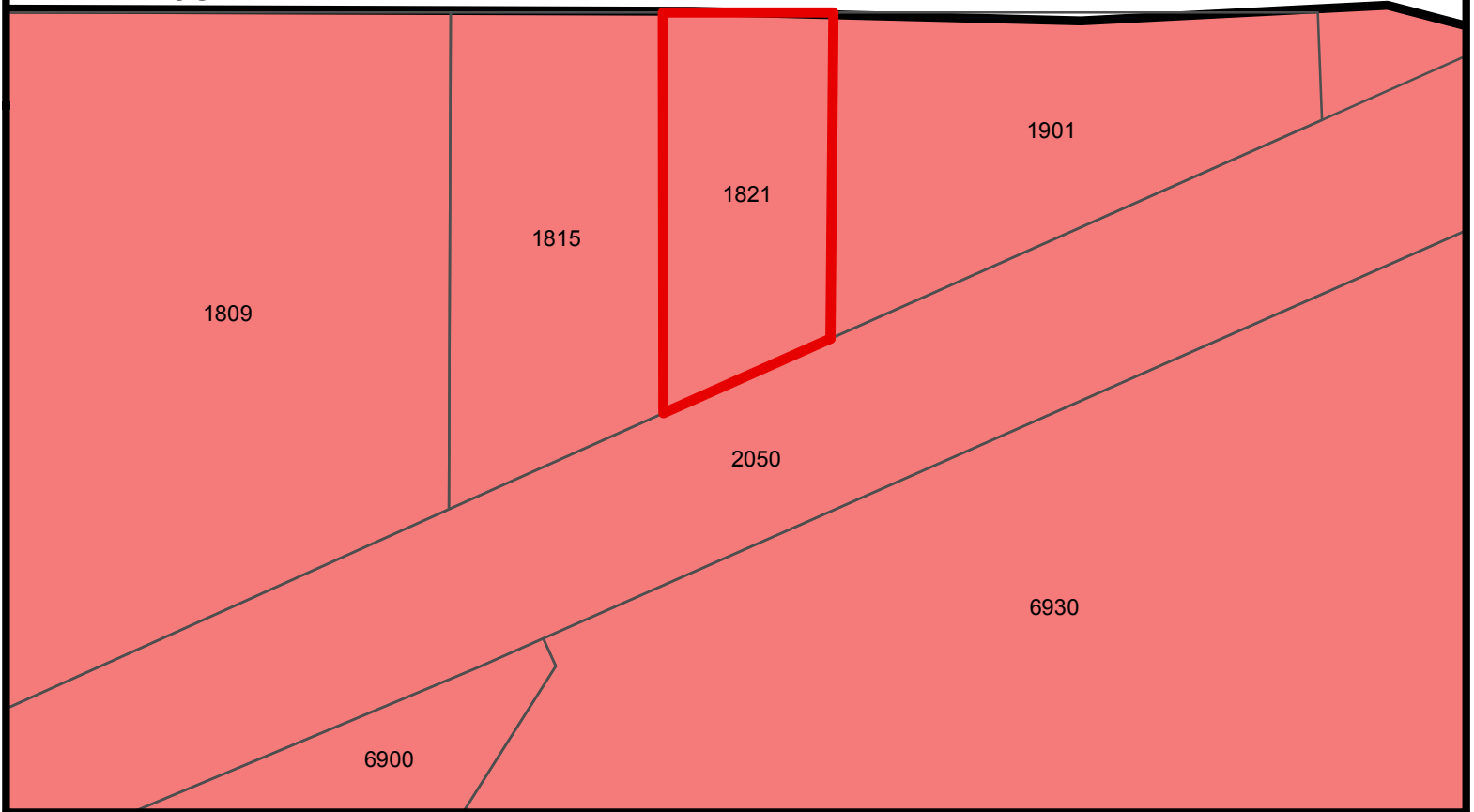


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FUTURE LAND USE MAP



JOHN MCCAIN



1 inch = 125 feet

ZC17-004

1821 JOHN MCCAIN ROAD

- Subject Property
- RESIDENTIAL
- PARKS/ OPEN SPACE
- COLLEYVILLE BLVD CORRIDOR

Vicinity Map



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Statement of Planning Objectives

Statement of Planning Objectives

The property located at 1821 John McCain Road, in Colleyville, is currently zoned as "Light Manufacturing". Under this zoning description, in Section 3.22 under Purpose, and again on Page 27, under Supplemental Requirements, it states that "**outdoor storage is permitted**".

MDP Management Trust owns this property. In September of 2016, A&L Imports signed a lease with MDP Management Trust, to lease the lot from them, for the purpose of storing vehicles outside at this location. The lot is right next door to A&L Imports' current building.

Prior to this lease - the lot was used for storage of vehicles, RVs, boats, trailers, dumpsters, etc. - as shown in the attached exhibits.

MDP Management Trust informed A&L Imports that the current zoning on the property included outdoor vehicle storage, and that no new Special Use Permit would be needed, since the use of the property was not changing at all. For this reason - no permit was applied for back in September.

A&L Imports plans to use the property for the outdoor storage of vehicles, as shown in the exhibits attached, showing our use of the property since the date of this lease.

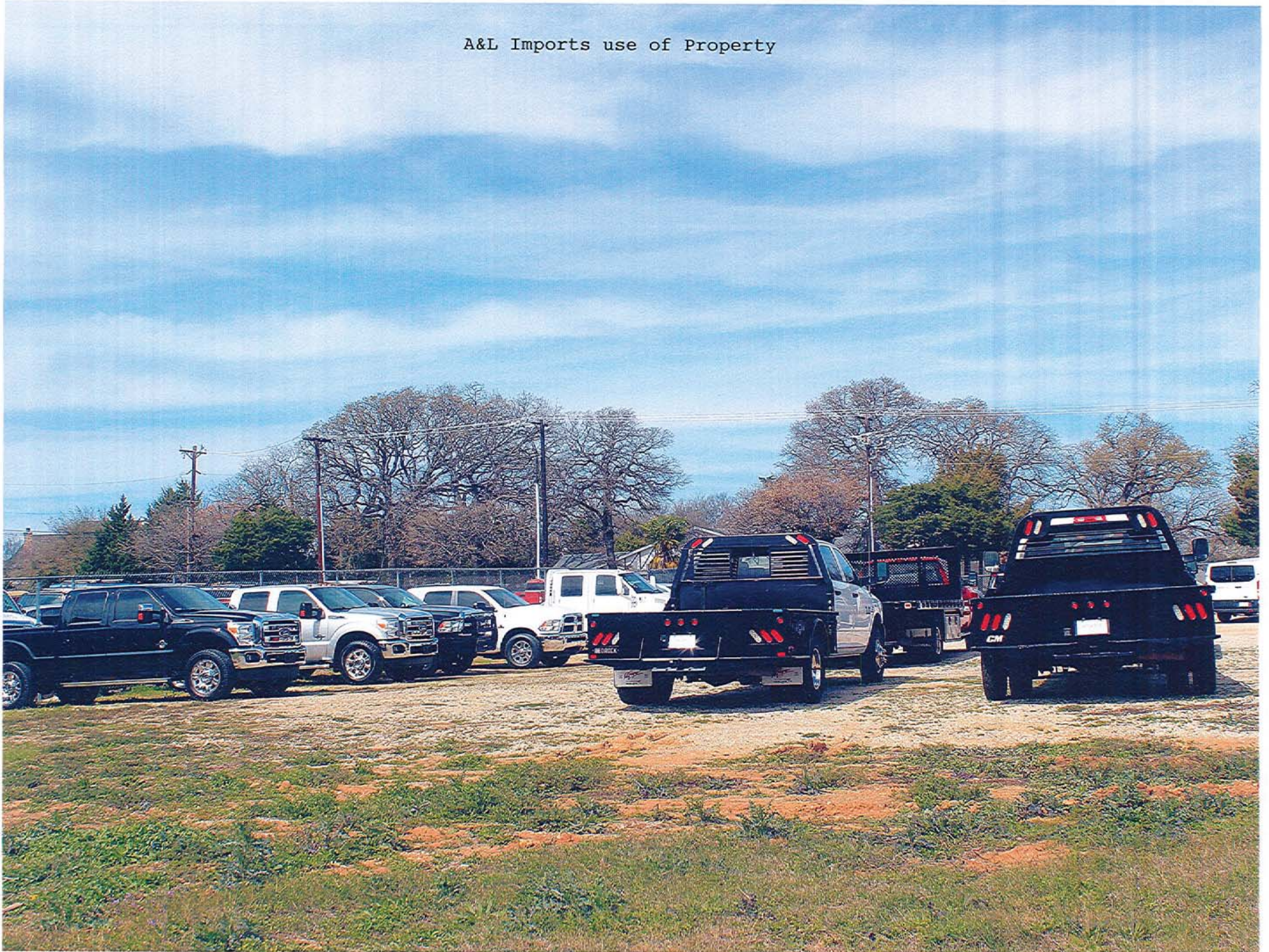
Photos Provided By Applicant - Existing Conditions

A&L Imports use of property



Photos Provided By Applicant - Existing Conditions

A&L Imports use of Property

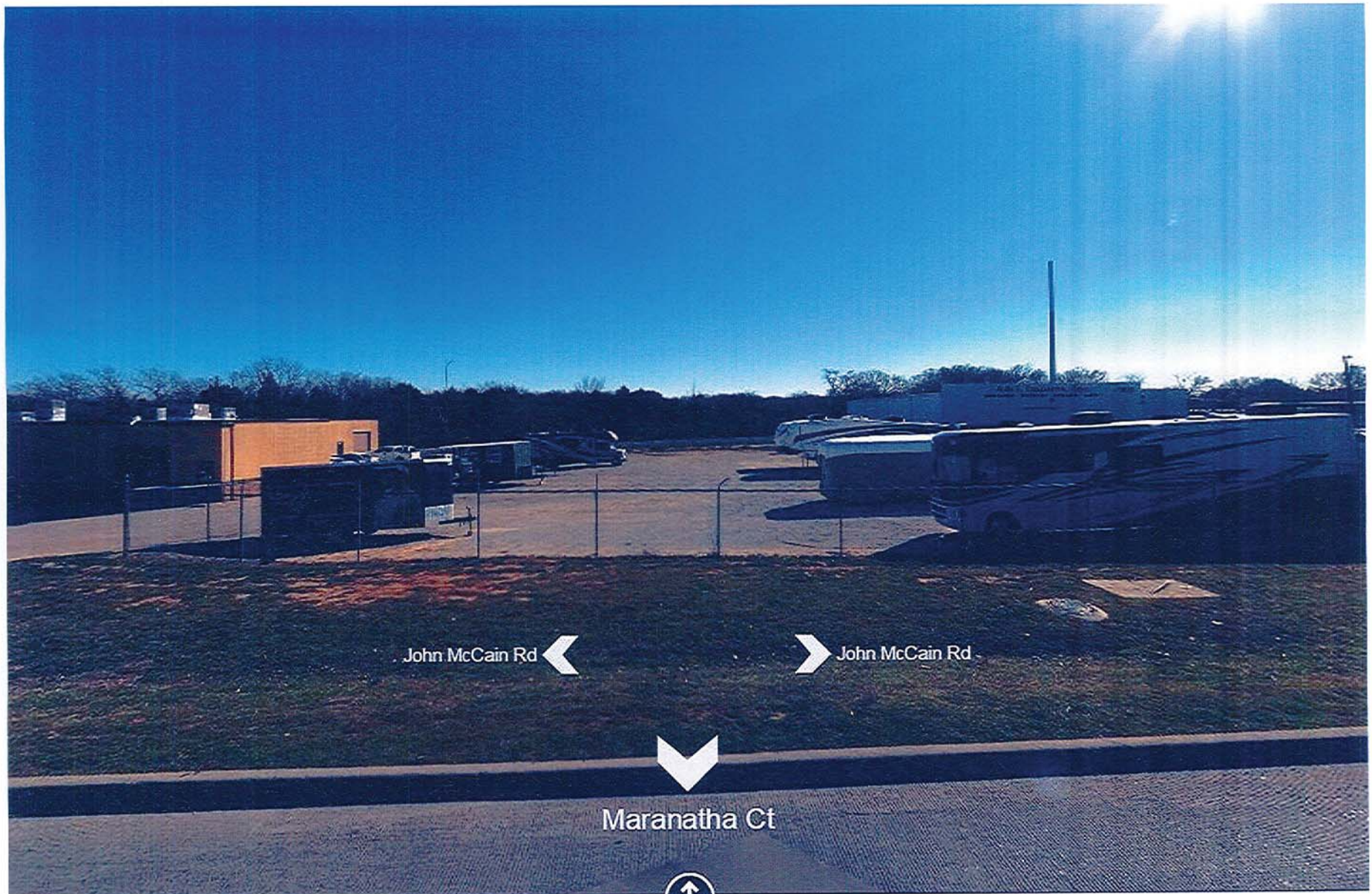


Photos Provided By Applicant - Existing Conditions

A&L Imports use of Property



Photos Provided by Applicant - Previous Use



PROPERTY USE PRIOR TO A&L IMPORTS LEASE

Strooper's
Coffee

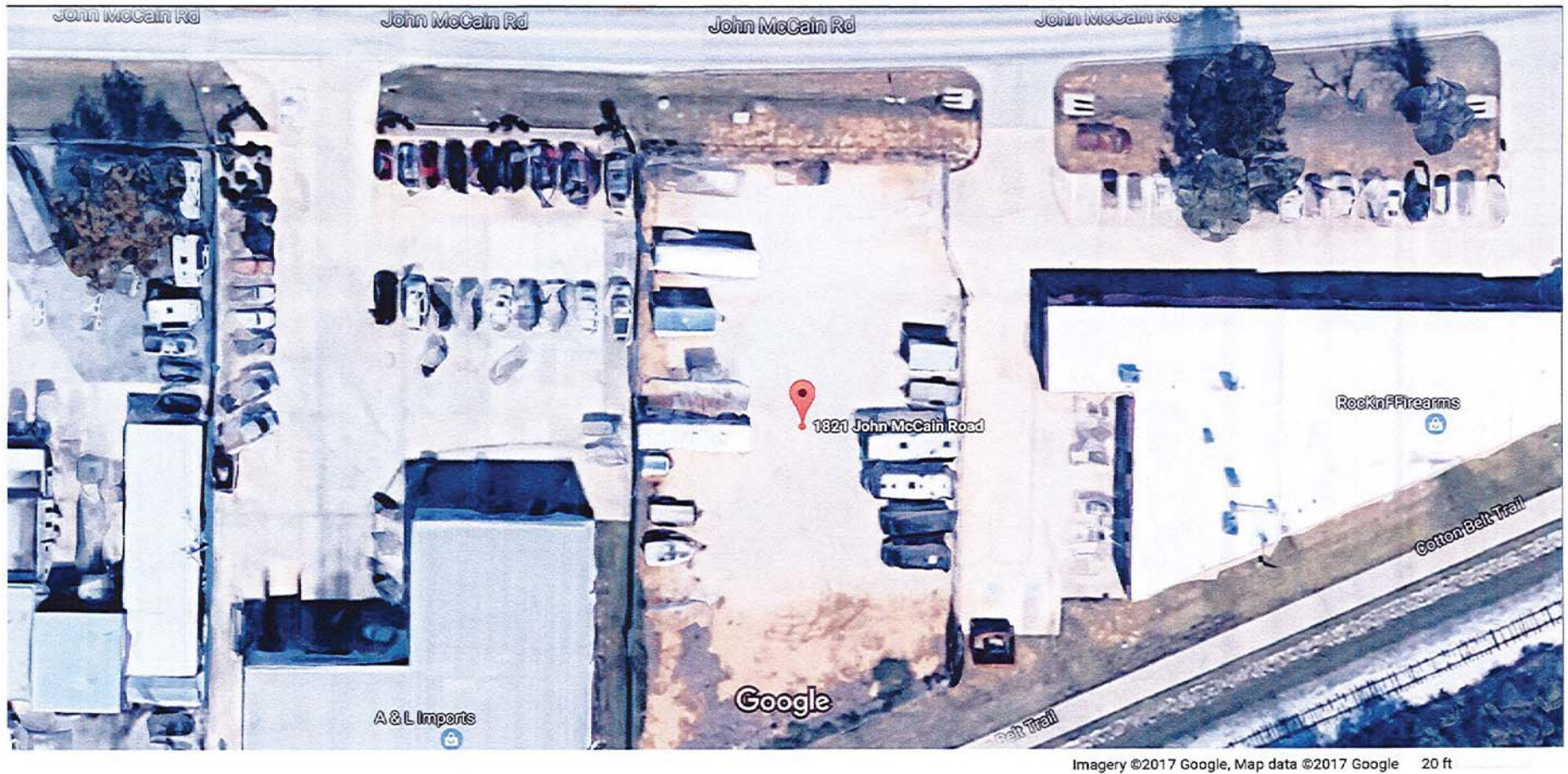
Help

Photos Provided by Applicant - Previous Use

1821 John McCain Rd - Google Maps

Page 1 of 1

Google Maps 1821 John McCain Rd



Property Use Prior to A&L Imports lease -- Storage of vehicles, RVs, boats, trailers.

Photos Provided by Applicant - Previous Use

1895 John McCain Rd - Google Maps

Page 1 of 2

Google Maps [REDACTED] John McCain Rd



Image capture: Aug 2016 © 2017 Google

Colleyville, Texas

Street View - Aug 2016

Prior to A&L Imports Lease

<https://www.google.com/maps/place/1821+John+McCain+Rd,+Colleyville,+TX+76034/@32.9117548,-97.1381456,3a,75y,182.37h,88.39t/data=!3...> 3/2/2017

Existing Ordinance - 1815 John McCain

ORDINANCE O-12-1824

AN ORDINANCE AMENDING ORDINANCE O-04-1472 CONDITIONS; PROVIDING FOR THE VIOLATION OF THIS ORDINANCE; AUTHORIZING A SPECIAL USE PERMIT FOR OUTSIDE VEHICLE SALES ON LOT 1R, BLOCK 1, NYSTEL ADDITION; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR INJUNCTIVE RELIEF; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council approved Ordinance O-04-1472 on August 4, 2004, to establish the a Special Use Permit on Lot 1R, Block 1, of the Nystel Addition; and

WHEREAS, the City of Colleyville has received a request for an amendment to Ordinance O-04-1472, under Case ZC11-028; and

WHEREAS, the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to enact a new zoning ordinance; and

WHEREAS, the City Council has appointed a Planning and Zoning Commission to recommend the boundaries of the various original zoning districts and appropriate regulations be enforced therein and to recommend a new zoning ordinance; and

WHEREAS, the Planning and Zoning Commission has divided the City into districts and has prepared regulations pertaining to such districts in accordance with a comprehensive plan and designed to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote health, general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements; and

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

WHEREAS, the Planning and Zoning Commission of the City of Colleyville and the City of Colleyville City Council, in compliance with the Charter of the City of Colleyville, and State Law with reference to changes to zoning classifications under the Zoning Ordinance Regulations and Zoning Map, having given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the

Existing Ordinance - 1815 John McCain

Ordinance O-12-1824

Page 2 of 3

property owners generally, and to the persons interested and situated in the affected area and in the vicinity thereof, the governing body of the City of Colleyville is of the opinion that said change in zoning should be made.

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

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

Sec. 2. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, is hereby amended by amending Ordinance O-04-1472 conditions on Lot 1, Block 1, of the Nystel Addition as depicted on the attached Exhibit "A".

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

1. GENERAL

a. Section 1(a) of Ordinance O-04-1472, is hereby amended to include outside vehicle sales.

b. Vehicle sales are hereby permitted by this Special Use Permit amendment.

c. There shall be no overnight outdoor parking of inventory.

d. There shall be no additional signage on the subject property.

e. Delivery trucks shall not idle or have on lights after business hours.

f. This Special Use Permit amendment and Ordinance O-04-1472 shall automatically expire upon the abandonment of the business, change in the use, a change in ownership or upon the expiration or termination of the Certificate of Occupancy.

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

Sec. 4. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended and as amended herein.

Sec. 5. THAT any person, firm or corporation violating any of the provisions or

Existing Ordinance - 1815 John McCain

Ordinance O-12-1824

Page 3 of 3

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

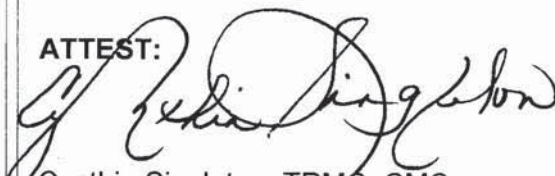
- Sec. 6. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.
- Sec. 7. 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. 8. THAT it has been found that there has been a change in conditions in the above described property, it is now necessary that it be given the above zoning classification in order to permit its proper development and in order to protect the public interest, comfort and general welfare, and requires that this ordinance shall take effect immediately from and after its passage.
- Sec. 9. THAT Ordinance O-04-1472 shall remain in full force and effect, except where amended by this ordinance.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 14th day of February 2012.

The second reading and public hearing being conducted on the 21st day of February 2012.

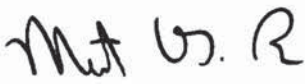
ATTEST:


Cynthia Singleton, TRMC, CMC
City Secretary

CITY OF COLLEYVILLE

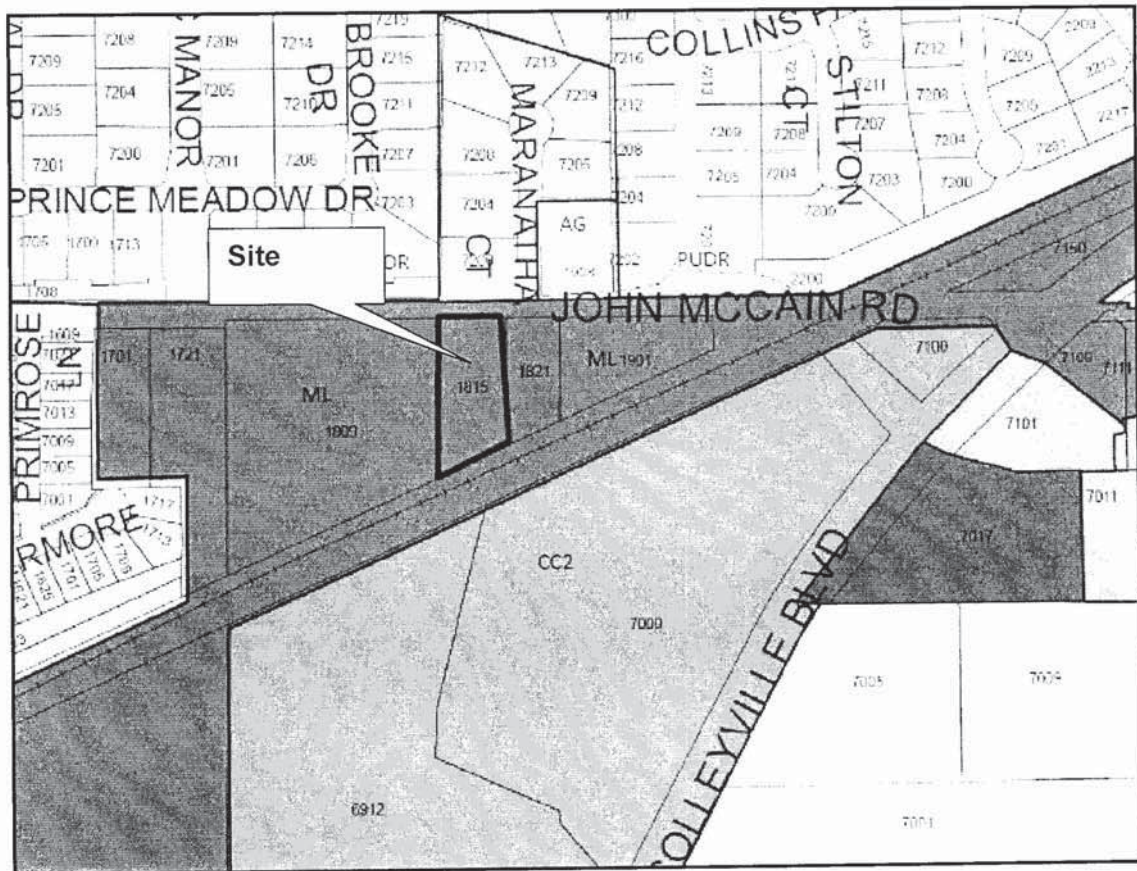

David Kelly
Mayor

APPROVED AS TO FORM AND LEGALITY:


Matthew C. G. Boyle
City Attorney

Existing Ordinance - 1815 John McCain

Exhibit "A" - Location and Zoning Map



Original Ordinance - 1815 John McCain

ORDINANCE O-04-1472

AN ORDINANCE AMENDING THE LAND DEVELOPMENT CODE OF THE CITY OF COLLEYVILLE, TEXAS, BY AUTHORIZING A SPECIAL USE PERMIT FOR VEHICLE STORAGE ON LOT 1R, BLOCK 1, NYSTEL ADDITION; PROVIDING FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING A SAVINGS CLAUSE; AUTHORIZING PUBLICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, an application for a Special Use Permit was filed by Andy Gardner on June 1, 2004, under Case No. Z-04-024; and

WHEREAS, the City of Colleyville has complied with the notification requirements of the Texas Local Government Code and the Colleyville Land Development Code; and

WHEREAS, the Planning and Zoning Commission has held a public hearing and made a recommendation on the proposed zoning amendment; and

WHEREAS, the City Council has determined that the proposed zoning amendment is in the best interests of the City of Colleyville.

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

Sec. 1. THAT the Master Plan, the Land Development Code of the City of Colleyville, Texas, and the accompanying Zoning Map (Exhibit "A") are hereby amended insofar as they relate to certain land located in Colleyville, Texas, described as Lot 1R, Block 1, Nystel Addition, by authorizing a Special Use Permit for vehicle storage, subject to the following conditions:

- a. All vehicles for sale shall be stored inside the building. No vehicle outside the building shall be advertised for sale.
- b. The delivery of vehicles by tractor-trailer to the property shall be restricted to the hours between 9:00 a.m. and 3:00 p.m., Monday through Friday.
- c. Automobile repair and service, as defined by the Land Development Code, shall be prohibited.
- d. Landscaping shall be provided in the right-of-way adjacent to the property, as shown in Exhibit "B". Shrubs shall be provided such that one eighteen inch or five-gallon plant shall be planted for each five (5) feet of street frontage.
- e. The existing chain-link fence across the front of the property shall be removed prior to occupancy of the building. Any new fences constructed on the property shall comply with the requirements of the Land Development Code.

Original Ordinance - 1815 John McCain

Ordinance O-04-1472

Page 2 of 2

- Sec. 2. THAT any person, firm, or corporation violating any of the provisions of this ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be fined a sum not to exceed Two Thousand Dollars (\$2,000.00). Each and every day such violation continues shall constitute a separate offense and shall be punishable as such.
- Sec. 3. THAT the Land Development Code of the City of Colleyville, Texas, shall remain in full force and effect, except where amended by this ordinance.
- Sec. 4. THAT the City Secretary is hereby authorized and directed to cause publication of the descriptive caption and penalty clause hereof as an alternative method of publication provided by law.
- Sec. 5. THAT this ordinance shall become effective immediately upon publication.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 20th day of July 2004.

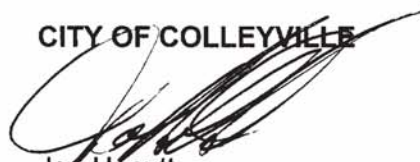
The second reading and public hearing being conducted on the 4th day of August 2004.

ATTEST:



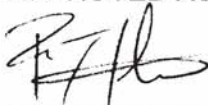
Cynthia Singleton, TRMC
City Secretary

CITY OF COLLEYVILLE



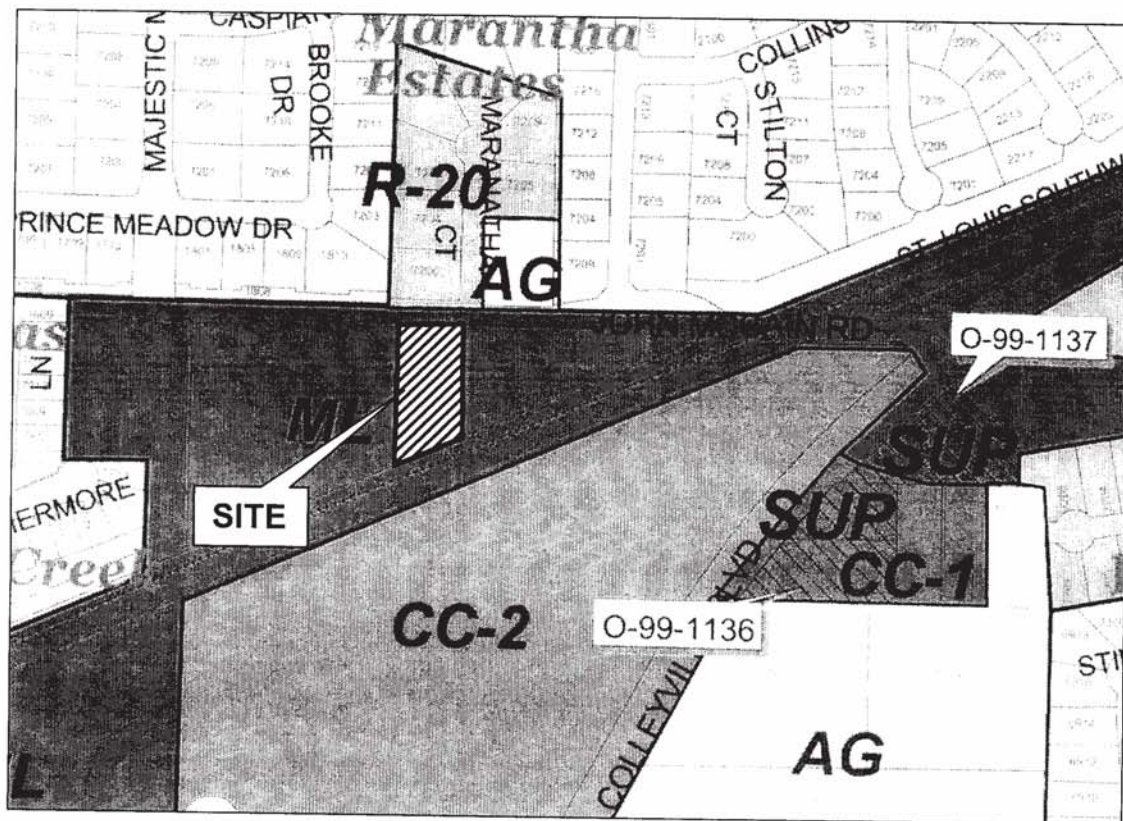
Joe Hocutt
Mayor

APPROVED AS TO FORM AND LEGALITY:



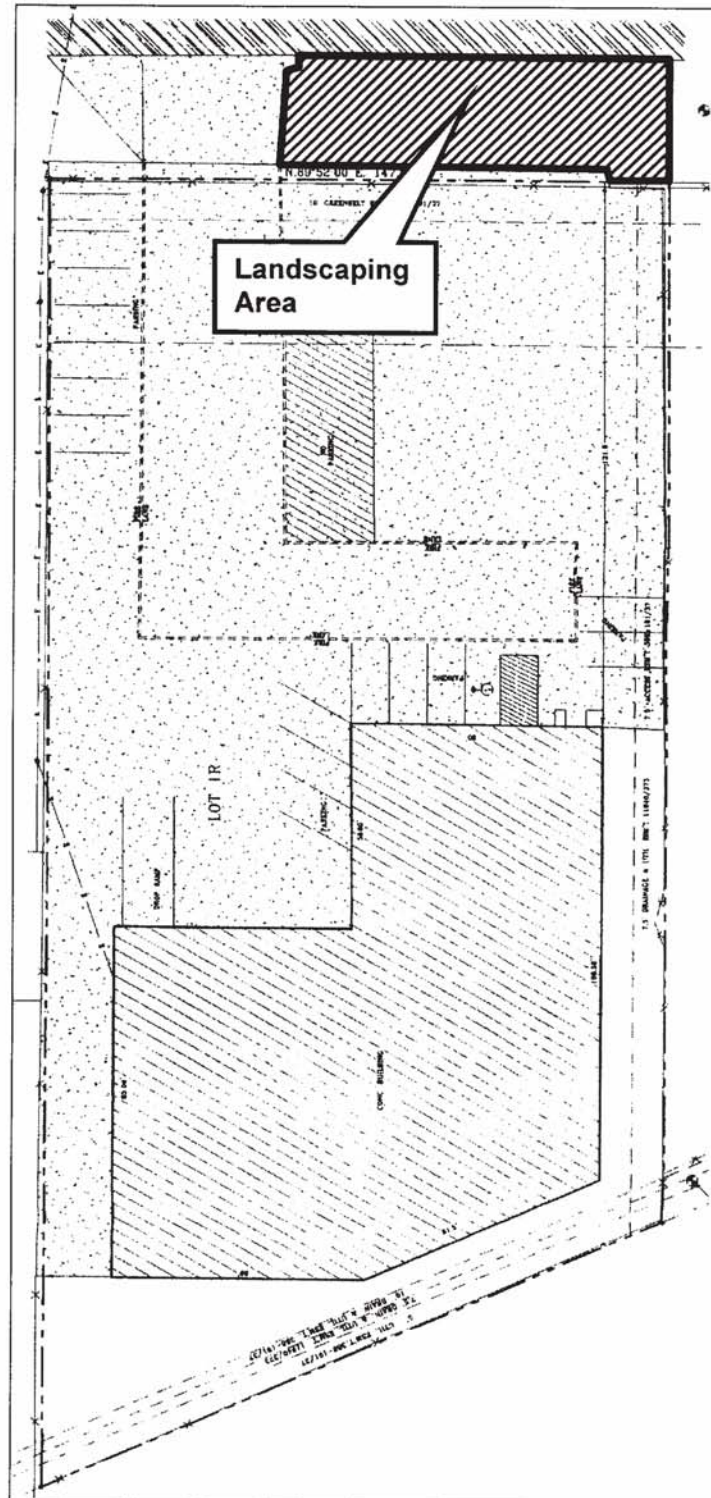
Ross T. Foster
City Attorney

EXHIBIT A – ZONING MAP



Original Ordinance - 1815 John McCain

EXHIBIT B – LANDSCAPING AREA



Legal Notice

March 24, 2017

SENT VIA EMAIL on Friday, March 24, 2017

Christine Lopez
Legal Notices
Fort Worth Star-Telegram
400 W. Seventh Street
Fort Worth, TX 76102

Dear Christine:

Please publish and furnish an affidavit (N.E. Section):
Saturday, March 25, 2017

The City of Colleyville Planning and Zoning Commission gives notice of a Public Hearing on Monday, 4/10/17 at 7:00 p.m. at City Hall, 100 Main Street, Colleyville, Texas:

Case ZC17-004 - Consideration of Special Use Permit for Automotive and Motor Vehicle Sales on Lot 2R, Block 1, of the Nystel Addition, located at 1821 John McCain Road

The City Council will hold a Public Hearing on the above items on 4/18/17 and 5/02/17 at 7:30 p.m. at City Hall, 100 Main Street, Colleyville, Texas.

All interested citizens will be given the opportunity to speak and be heard.

CITY OF COLLEYVILLE



Araceli Botello
Planning Technician

Property Owner Notification



NOTICE OF PUBLIC HEARING

Zoning Case Number: ZC17-004
Applicant: Andy Gardner
Location: 1821 John McCain Road
Property Description: Lot 2R, Block 1, of the Nystel Addition
Present Zoning: ML- Light Manufacturing District
Request: Consideration of Special Use Permit for Automotive and Motor Vehicle Sales

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

Planning and Zoning Commission Meeting: Monday, April 10, 2017 at 7:00 p.m.
City Council Meeting: Tuesday, April 18, 2017 & Tuesday, May 2, 2017 at 7:30 p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas

This notice has been sent to all owners of real property within 200 feet of the request as such ownership appears on the last approved tax roll and all homeowners associations within 200 feet. Approval by the Planning and Zoning Commission serves as a recommendation to the City Council and is not a final action on the request. Denial of the proposal by the Commission is final, unless the applicant submits a written notice of appeal within 10 days from the date of action by the Commission. If appealed, the request will be placed on the next available City Council agenda as listed above. Rezoning requests, zoning amendments and conditions recommended by the Commission for approval by the City Council may be more restrictive than those described in this notice.

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

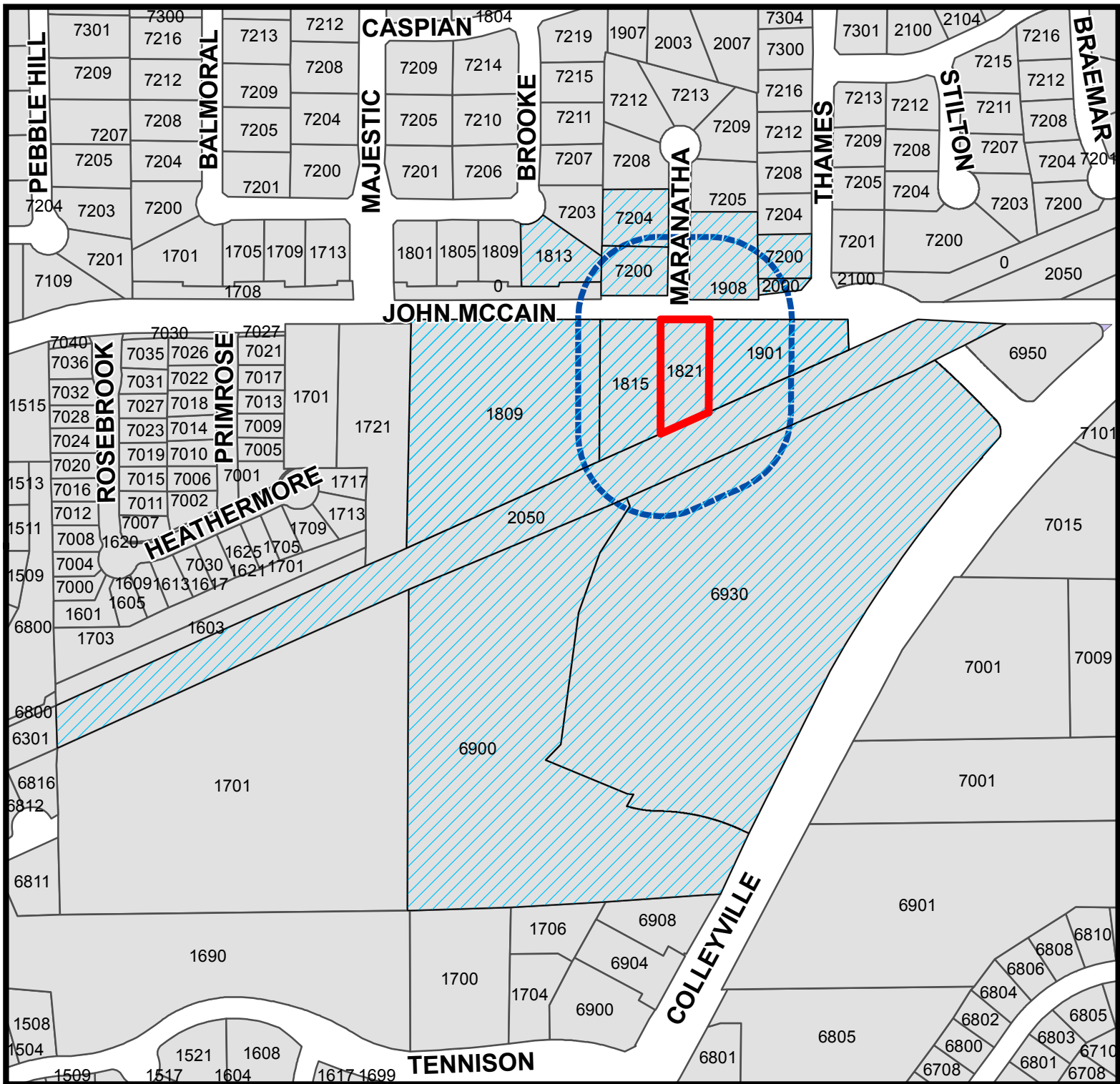
**Community Development Department
City of Colleyville
100 Main Street
Colleyville, TX 76034**

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

The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas. For additional information, please contact the Community Development Department at 817.503.1056. Please reference the zoning case number when requesting information.

Shane Pace
Principal Planner
space@colleyville.com

NOTIFICATION MAP



ZC17-004

1821 JOHN MCCAIN ROAD

- Subject Property
- Properties within 200ft
- 200ft Buffer



1 inch = 333 feet

Vicinity Map



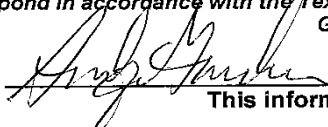
DISCLAIMER: This map and information contained in it were developed exclusively for use by the City of Colleyville. Any use or reliance on this map by anyone else is at that party's risk and without liability to the City of Colleyville, its officials or employees for any discrepancies, errors, or variances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

Notification List

Owner Name	Owner Address	Owner City	Owner Zip	Situs Address
GARDNER, ANDREW	1815 JOHN MCCAIN RD	COLLEYVILLE, TX	76034	1815 JOHN MCCAIN RD
GARDNER, ANDREW	1815 JOHN MCCAIN RD	COLLEYVILLE, TX	76034	1815 JOHN MCCAIN RD
REGIONAL RAIL ROW CO	PO BOX 660163	DALLAS, TX	75266	2050 JOHN MCCAIN RD
1901 JOHN MCCAIN LLC	7308 THAMES TR	COLLEYVILLE, TX	76034	1821 JOHN MCCAIN RD
TIMARRON OWNERS ASSN INC	700 WENTWOOD DR	SOUTHLAKE, TX	76092	2000 JOHN MCCAIN RD
TURNER, C ALLEN	1908 JOHN MCCAIN RD	COLLEYVILLE, TX	76034	1908 JOHN MCCAIN RD
PECAN CREEK VILLAGE CNTR PRTN	8231 E PRENTICE AVE	GREENWOOD VILLAGE, CO	80111	6930 COLLEYVILLE BLVD
DEES, JOHN	7200 MARANATHA CT	COLLEYVILLE, TX	76034	7200 MARANATHA CT
WHITAKER, M C	7204 MARANATHA CT	COLLEYVILLE, TX	76034	7204 MARANATHA CT
CHESAPEAKE LAND DEV CO LLC	6100 N WESTERN AVE	OKLAHOMA CITY, OK	73118	6900 COLLEYVILLE BLVD
ANDERSON, DAVID	1813 PRINCE MEADOW DR	COLLEYVILLE, TX	76034	1813 PRINCE MEADOW DR
ALLSTAR DOOR & MAINTENANCE LP	PO BOX 92565	SOUTHLAKE, TX	76092	4205 COLLEYVILLE BLVD
LOW-T CENTERS INC	1901 JOHN MCCAIN RD STE A	COLLEYVILLE, TX	76034	1901 JOHN MCCAIN RD # A
LOW T TOYZ LLC	1901 JOHN MCCAIN RD STE A	COLLEYVILLE, TX	76034	1901 JOHN MCCAIN RD # A
1901 JOHN MCCAIN LLC	7308 THAMES TR	COLLEYVILLE, TX	76034	1901 JOHN MCCAIN RD
BRM ROOFING & CONSTRUCTION SVC	8205 KENTWOOD DR	N RICHLND HLS, TX	76182	1901 JOHN MCCAIN RD # D
RENDER, RICHARD E	7200 THAMES TR	COLLEYVILLE, TX	76034	7200 THAMES TR
PROFESSIONAL SALES LLP	1809 JOHN MCCAIN RD	COLLEYVILLE, TX	76034	1809 JOHN MCCAIN RD
NELSON, ARNOLD E	5800 HUNTER TR	COLLEYVILLE, TX	76034	1809 JOHN MCCAIN RD
TIMARRON OWNER ASSOCIATION	700 WENTWOOD DRIVE	SOUTHLAKE, TX	76092	COURTESY NOTICE
GARDNER, ANDY	1815 JOHN MCCAIN ROAD	COLLEYVILLE, TX	76034	APPLICANT
GRAPEVINE-COLLEYVILLE ISD	3051 IRA WOODS AVE E	GRAPEVINE, TX	76051	STATE LAW REQUIRED

Public hearing notices were mailed Friday,
March 24, 2017 by Araceli Botello

Speaker Card - Applicant - Support

Date: <u>4-10-17</u>	SPEAKER CARD
☒ 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	
Agenda Item Number: <u>5A.</u>	
Name: <u>ANDY GARDNER</u>	
Address: <u>1815 John McCain Rd.</u>	
City: <u>Colleyville</u>	State: <u>TX</u> Zip Code: <u>76034</u>
Telephone Number: <u>817-472-5165</u>	Representing: <u>A+L Imports</u> (organization/self)
<i>I understand I am limited to speaking for five minutes.</i>	
<i>For business not listed on the agenda as a Public Hearing, the Planning and Zoning Commission will not respond in accordance with the Texas Open Meetings Law, Chapter 551 of the Texas Local Government Code.</i>	
Signed: <u></u>	This information is a Public Record.

ORDINANCE O-17-2010

AMENDING THE ZONING ORDINANCE AND THE OFFICIAL ZONING MAP OF THE CITY OF COLLEYVILLE, TEXAS, BY CHANGING THE ZONING ON LOT 2R, BLOCK 1, OF THE NYSTEL ADDITION, LOCATED AT 1821 JOHN MCCAIN ROAD BY AUTHORIZING A SPECIAL USE PERMIT FOR AUTOMOTIVE AND MOTOR VEHICLE SALES; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Colleyville has received an application for a Special Use Permit for Automotive and Motor Vehicle Sales under Case No. ZC17-004; and

WHEREAS, the City of Colleyville deems it necessary, for the purpose of promoting the health, safety, morals, or general welfare of the City to enact a new zoning ordinance; and

WHEREAS, the City Council has appointed a Planning and Zoning Commission to recommend the boundaries of the various original zoning districts and appropriate regulations be enforced therein and to recommend a new zoning ordinance; and

WHEREAS, the Planning and Zoning Commission has divided the City into districts and has prepared regulations pertaining to such districts in accordance with a comprehensive plan and designed to lessen congestion in the streets; to secure safety from fire, panic, and other dangers; to promote health, general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements; and

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

WHEREAS, the Planning and Zoning Commission of the City of Colleyville and the City of Colleyville City Council, in compliance with the Charter of the City of Colleyville, and State Law with reference to changes to zoning classifications under the Zoning Ordinance Regulations and Zoning Map, having given the requisite notices

by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally, and to the persons interested and situated in the affected area and in the vicinity thereof, the governing body of the City of Colleyville is of the opinion that said change in zoning should be made.

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

- Sec. 1. THAT all the foregoing premises and findings are found to be true and correct and are incorporated into the body of this ordinance as if copied in their entirety.
- Sec. 2. THAT the Comprehensive Zoning Ordinance of the City of Colleyville, Texas, be, and the same is hereby amended by authorizing a Special Use Permit for Automotive and Motor Vehicle Sales on Lot 2R, Block 1, of the Nystel Addition, located at 1821 John McCain Road, as depicted on the attached as Exhibit "A".
- Sec. 3. THAT the above described tract of land shall be used only in the manner and for the purposes provided by the Comprehensive Zoning Ordinance of the City of Colleyville as heretofore amended, and as amended herein.
- Sec. 4. THAT the above described tract of land shall be subject to the following conditions:

1. GENERAL

- a. Only vehicles for sale shall be stored on the subject property.
- b. The delivery of vehicles by tractor-trailer to the property shall be restricted to the hours between 9:00 a.m. and 3:00 p. m., Monday through Friday.
- c. Delivery trucks shall not idle or have on lights after business hours.
- d. There shall be no additional signage on the subject property.
- e. Automobile repair and service, as defined by the Land Development Code, shall be prohibited.

- f. Landscaping shall be provided in the right-of-way adjacent to the property. Shrubs shall be provided such that one eighteen inch or five-gallon plant shall be planted for each five (5) feet of street frontage.
- g. Other than landscaping, the subject property shall be permitted to remain in its current state without additional improvements.
- h. This Special Use Permit shall automatically expire upon the abandonment of the business, change in the use, a change in ownership or upon the expiration or termination of the Certificate of Occupancy.
- i. All requirements of the Land Development Code shall be met, except where amended herein.

Sec. 5. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.

Sec. 6. THAT 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. 7. 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. 8. THAT it has been found that there has been a change in conditions in the above described property, it is now necessary that it be given the above zoning classification in order to permit its proper development and in order to protect the public interest, comfort and general welfare, and requires that this ordinance shall take effect immediately from and after its passage.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 18th day of April 2017.

The second reading and public hearing being conducted on the 2nd day of May 2017.

PASSED AND APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 2ND DAY OF MAY 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

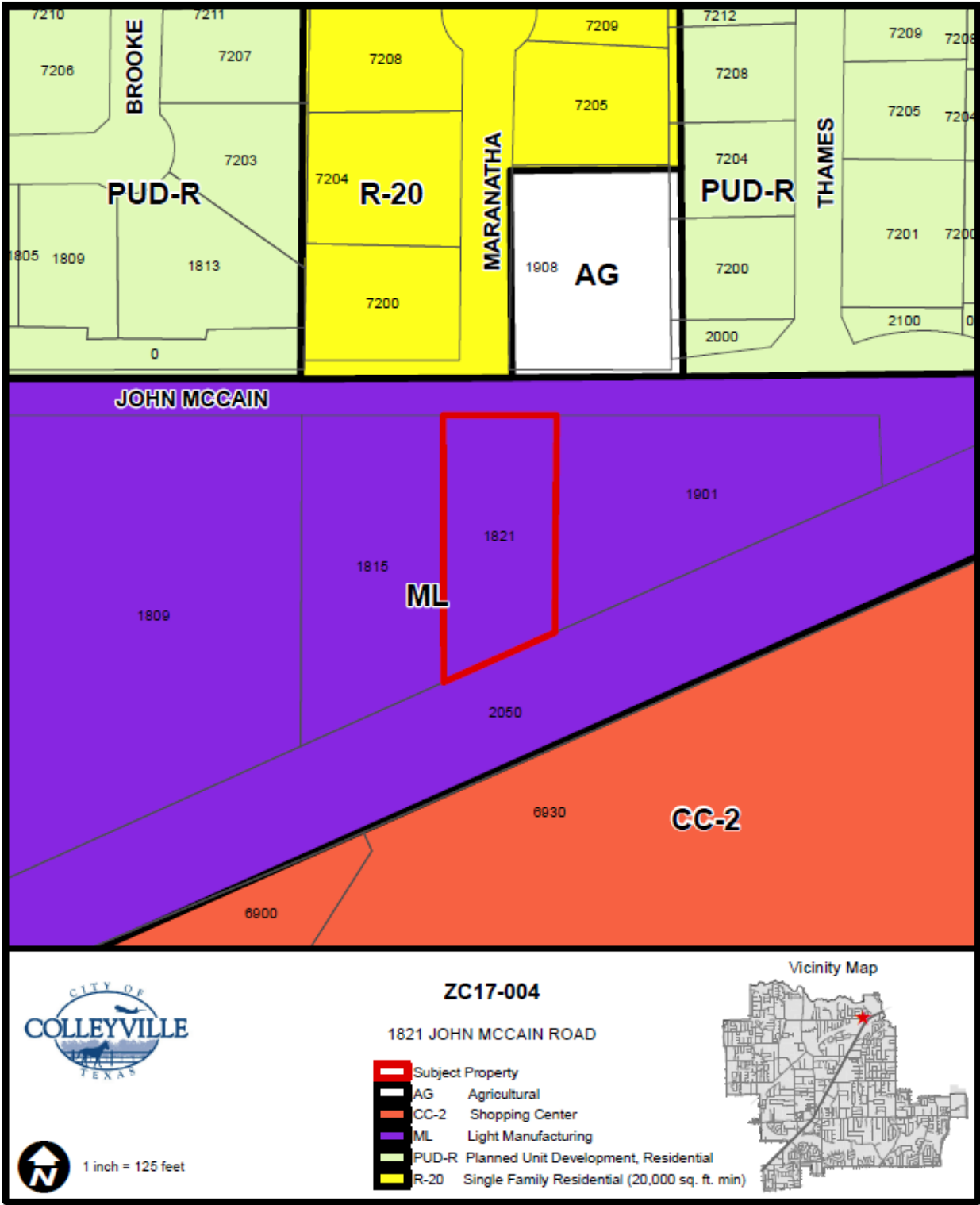
Amy Shelley, TRMC
City Secretary

Richard Newton
Mayor

APPROVED AS TO FORM AND LEGALITY:

Whitt L. Wyatt
City Attorney

Exhibit "A" - Location and Zoning Map





City of Colleyville City Council Agenda Briefing

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

Agenda Number 7a

Agenda Date 04/18/2017

Number Resolution R-17-4117

Type Resolution

Department City Secretary

Title

Consideration of appointments to the Colleyville Special Events Ad Hoc Committee

Strategic Plan

- 1.1 Actively involve and engage stakeholders
- 2.4 Demonstrate stewardship of public resources
- 5.2 Support a variety of community events, concerts and celebrations

Explanation

Reading and Public Hearing

At the February 21, 2017, City Council worksession, staff provided a report on Colleyville Special Events. Upon conclusion of the presentation, staff sought City Council direction in planning for the 2017 Special Events: Colleyville Old Tyme Bar-B-Q; Red, White & Sousa; the Haunted Trail Fest; and the City of Colleyville Christmas Tree Lighting Celebration.

Following the discussion, City Council indicated support for establishing a Special Events Ad Hoc Committee to evaluate the four primary Colleyville Special Events, and directed staff to establish responsibilities for the committee prior to the selection process.

At the March 21, 2017, City Council worksession, staff provided an update on the Special Event Ad Hoc Committee, which included a committee charge and committee member appointment recommendations. The direction from the City Council was to proceed with the recommendations outlined in the attached Resolution R-17-4117, and for each Councilmember to provide an appointee to the committee, with the Mayor's appointment serving as the chair.

The resolution provides for the establishment of the Special Event Ad Hoc Committee, and committee charge.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Resolution R-17-4117

RESOLUTION R-17-4117

**A RESOLUTION ESTABLISHING A
COLLEYVILLE SPECIAL EVENTS AD HOC COMMITTEE AND
APPOINTING MEMBERS**

WHEREAS, the City Council desires to achieve the maximum benefit for the community with the continuance of special events; and

WHEREAS, the City Council desires to evaluate the current special events offered to the community; and

WHEREAS, the City Council would like to involve citizens in the review and development of such events; and

WHEREAS, the previous Special Events Steering Committee was established by Resolution R-10-3259 and dissolved by Resolution R-15-3892, upon completion of their original role as an advisory body; and

WHEREAS, the City Council desires to establish a Special Events Ad Hoc Committee.

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

Sec. 1. THAT a seven (7) member Colleyville Special Events Ad Hoc Committee is hereby established. The Mayor and each City Councilmember shall appoint one member to the Committee. The Mayor's appointee shall serve as the Chair of the Committee.

Sec. 2. THAT the following citizens are appointed to the Colleyville Special Events Ad Hoc Committee:

-
-
-
-
-
-
-

Sec. 3. THAT the Colleyville Special Events Ad Hoc Committee responsibilities may include:

- a. Review and establish the purpose of special events; be it to celebrate community uniqueness, enhance citywide spirit and pride, promote economic development, and/or celebrate holidays.
- b. Review and establish evaluation criteria with consideration of event name, schedule, location, activities, target audience, community support, production and marketing needs, funding, and desired outcomes.
- c. Review and evaluate current special events against the established criteria. The City of Colleyville's current special events include: Old Tyme Bar-B-Q, Red, White & Sousa, Haunted Trail Fest, and the Christmas Tree Lighting Celebration.
- d. Provide recommendations to the City Council on changes needed, if any, to current special events.
- e. Meet as needed and use best efforts to complete this project by July 3, 2017.

Sec. 4. THAT upon issuance of final recommendations to the City Council, the work of the Committee will be completed, and the terms of the Committee members will be concluded.

Sec. 5. THAT this resolution shall take effect immediately upon passage.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _ AYES, _ NAYS AND _ ABSTENTIONS ON THIS THE 18TH DAY OF APRIL 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 Agenda Briefing

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

Agenda Number 7b

Agenda Date 04/18/2017

Number Resolution R-17-4118

Type Resolution

Department Public Works

Title

Consideration of a waiver request to the sidewalk requirements on Lot 2, Block 2, of the Pecan Park III Addition located at 5702 Ponderosa Street

Strategic Plan

1.4 Communicate thoroughly and strategically

Explanation

Reading and Public Hearing

The applicants, David and Nancy Groves, are requesting a waiver to the sidewalk construction and escrow requirements as found in the Land Development Code (LDC), Section 9.19(A) and Section 9.12(F). The LDC Section 9.19(A) establishes the requirement that a sidewalk must be constructed for all lots that front an existing City street. The LDC Section 9.12.(F) establishes the criteria to place in escrow the amount necessary to construct a sidewalk in lieu of constructing the required sidewalk. The sidewalk requirement has been initiated as a result of the home at 5072 Ponderosa Street being constructed.

Applicant's Request. The applicant submitted a waiver request letter (attached for reference) requesting a waiver from Section 9.19 (A) and 9.12(F) of the LDC.

Current Land Development Code Requirements. The LDC, Section 9.19(A.1), states, "Any variance to the sidewalk construction requirements described above shall be considered by the City Council."

Summary. As a result of the new home being constructed at 5072 Ponderosa Street, the LDC, Section 9.19(A.1) requires a sidewalk along the frontage of the lot. The subject property is part of an infill development (six lots, four lots front on Ponderosa Street and two lots front on Waller Lane) that is in between two established neighborhoods, Pecan Park II Addition and Hardage Estates, one of which has sidewalks and the other does not, as shown on Exhibit A.

The applicant has requested a waiver to the sidewalk construction requirements. In accordance with the LDC, Section 9.19(A.1), all variance requests to this code requirement shall be considered by the City Council.

City Council can consider multiple options including but not limited to:

1. A full waiver of the sidewalk requirement for the development
2. Allowance of the applicant to escrow funds in lieu of construction of the required sidewalk
3. Denial of the applicant request which would require the applicant to construct the sidewalk

If the City Council approves the waiver request, the applicant will not have to construct a new sidewalk or place funds in escrow prior to the completion of the home construction.

If City Council authorizes the escrow option for this development, the applicant would be allowed to escrow funds in lieu of construction of the required sidewalk in the amount sufficient to pay for the construction of a sidewalk in the Neighborhood District 5 at some future date. These funds would be restricted to Neighborhood District 5 and could only be used in that area. The neighborhood districts are shown on the attached district map. The funds would be required to be submitted prior to receiving a final inspection of the property.

If City Council denies the request for a waiver from this requirement the applicant would be required to construct the sidewalk prior to receiving a final inspection of the property.

Since the proposal does not meet the requirements of the Land Development Code, staff recommends denial of the request which would require the applicant to construct the sidewalk.

Financial Impact

There is no initial financial impact to the City if the waiver request is approved; however, when a sidewalk is constructed along this section of Ponderosa Street, the City would bear the cost of construction at that time.

Recommendation

Denial

Attachments

1. Applicant's Letter of Request
2. Colleyville Sidewalk Escrow District Neighborhoods
3. Exhibit A
4. Resolution R-17-4118

David and Nancy Groves
8512 Freedom Way
North Richland Hills, Texas 76182
david.groves11@gmail.com

April 6, 2017

Mr. Ben Bryner
Community Development Director
City of Colleyville
100 Main Street
Colleyville, Texas 76034

Dear Mr. Bryner,

We are requesting a waiver from Sections 9.19 (A) and 9.12(F) of the Colleyville Land Development Code to build either sidewalks or escrow that amount of funds with the City of Colleyville for our home under construction at 5702 Ponderosa Street (Pecan Park III Addition Block 2 Lot 2).

Pecan Park III Addition is a small subdivision in between Pecan Park II Addition and Hardage Estates. The home adjacent to our home on the South side is in Pecan Park Addition II and that subdivision has no sidewalks. The lot immediately to the North of our home is in Pecan Park III Addition (Block 2 Lot 1R). It is owned by Shelby Wai who with her husband own the home immediately behind Lot 1R. Both Dr. and Mrs. Wai have told us that that they have no foreseeable plans to construct a home or other type of structure on the lot.

If required to comply with the Colleyville Land Development Code as written, we are going to build a sidewalk to that does not connect on either side to any other sidewalk. Essentially, we are building a "Sidewalk to Nowhere". Placing money in escrow would put an unreasonable financial burden on us should we ever have to build a sidewalk. A more practical solution for both the city and us is to stipulate that once a sidewalk is required by either adjoining property to ours we must construct a sidewalk as required by the Land Development Code. Failure to perform on our part would allow the city to act to force compliance using all legal remedies available.

We look forward to working with you and the city to reach a satisfactory solution for all parties.

Sincerely,

David and Nancy Groves

Colleyville Sidewalk Escrow District Neighborhoods

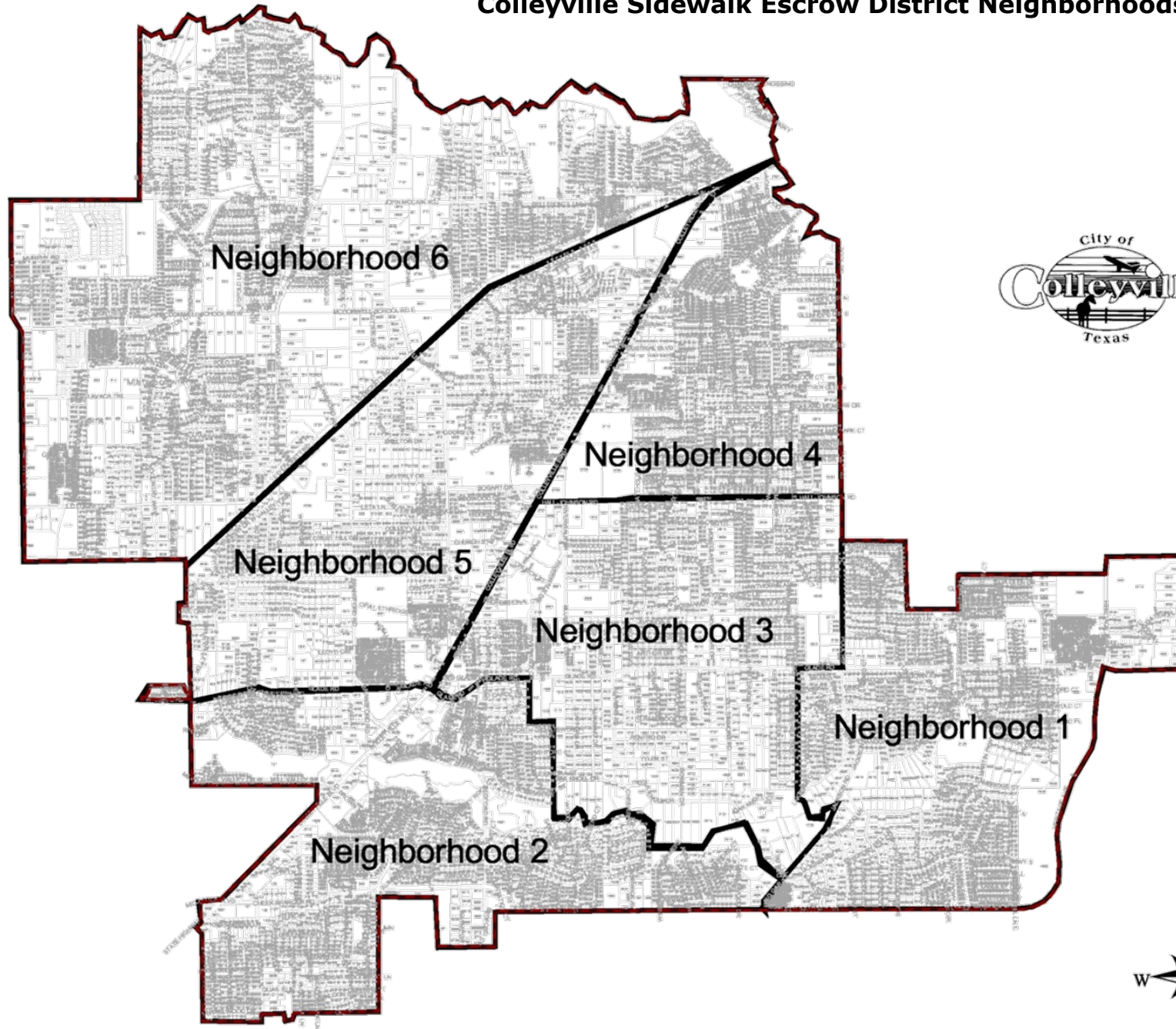




Exhibit A

RESOLUTION R-17-4118

**A RESOLUTION APPROVING A REQUEST FOR A WAIVER FROM THE
CONSTRUCTION AND ESCROW REQUIREMENTS FOR A SIDEWALK
ON LOT 2, BLOCK 2, OF THE PECAN PARK III ADDITION, LOCATED
AT 5702 PONDEROSA STREET**

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

Sec. 1. THAT the sidewalk construction and escrow requirement for
Lot 2, Block 2, of the Pecan Park III Addition, located at 5702
Ponderosa Street, is hereby waived.

AND IT IS SO RESOLVED.

PASSED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON
THIS THE 18TH DAY OF APRIL 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 7c

Agenda Date 04/18/2017

Number Resolution R-17-4119

Type Resolution

Department Community Development

Title

Consideration of an appeal to the decision of the Sign Board of Appeals for a variance to the provisions of Section 7.175.D, Permanent Attached Signs – Classification and Regulations of the Land Development Code, specifically the maximum area of signage, on Lot 16R2, Block 1, of the Colleyville Industrial Park Addition, located at 6407 Colleyville Boulevard, Case SC16-005

Strategic Plan

There is no Strategic Plan connection for this item.

Explanation

Reading and Public Hearing

At the March 14, 2017, Sign Board of Appeals meeting, the Board approved a small variance to the allowed sign area. The Board voted 5-0 on a motion to allow 52 square feet for a new proposed wall sign. The applicant's request is to allow for 72 square feet. Per Section 1.15.H. of the Land Development Code, the applicant submitted a written notice of appeal within 10 days of the decision. The applicant now requests City Council consideration of the variance. The agenda briefing below details the variance request as presented at the Sign Board of Appeals meeting.

The applicant, Geneva Switzer, is requesting a variance to the requirements of Section 7.175.D - Permanent Attached Signs – Classification and Regulations of the Land Development Code. The applicant is requesting a variance to allow for a sign larger than permitted.

Existing Conditions/Background: The subject property is generally located on the east side of Colleyville Boulevard, south of Industrial Boulevard, and north of Tinker Road. It is zoned ML – Light Manufacturing district and is currently a platted lot.

Requested Variance: The applicant is requesting a variance to allow for a wall sign exceeding the maximum area allowed by the Land Development Code.

Ordinance – Section 7.175.D - Permanent Attached Signs – Classification and Regulations of the Land Development Code establishes regulations for the maximum area of Wall Signs:

"Maximum Area: The total area of all wall signs on a single tenant building or

occupancy space of a multi-tenant building shall not exceed the product of two times the lineal width of the wall on which such signs are located..."

Chapter 1 (General Provisions) of the Land Development Code authorizes the Sign Board of Appeals to grant variances to the requirements of Chapter 7 – Signs given the following considerations:

"...In considering a request for a variance, the Sign Board of Appeals shall consider, among other things, the degree of variance, the reason for the variance requested, the location of the variance request, the duration of the requested variance, the effect on public safety, the protection of neighborhood property, the degree of hardship or injustice involved, and the effects of the variance on the general plan of regulation of signs within the City."

Analysis – The variance request up for consideration proposes to install a new wall sign for "Yard Art" on the front parapet wall of the building. The wall to which the sign will be attached is 21 feet wide. Per the Land Development Code, the maximum area permitted on this wall (Length of wall X 2) is 42 square feet. The applicant is proposing to install a sign totaling approximately 72 square feet. This exceeds the permitted amount by 30 square feet.

The applicant has not presented a hardship as justification for the requested variance as defined by the Land Development Code. Rather, the applicant contends that the current interpretation of the ordinance provision *"...the wall on which such signs are located"* is not applicable at this location. The existing building contains three parapet walls along the front of the building, each creating an individual wall face. The applicant requests to utilize the width of all three parapets to calculate the maximum area. Staff denied this request and therefore the case was heard by the Sign Board of Appeals. Staff applies the strict reading and interpretation on all sign permit applications reviewed. Although there would be no foreseeable adverse impacts to surrounding properties, approval of this request in the absence of a hardship may set a precedence and potentially initiate additional variance requests.

Public Notification: Staff mailed notices to property owners within 200 feet of the subject property regarding this request. Grapevine-Colleyville ISD, where the subject property is located, was notified per State law. Notice was published in the *Fort Worth Star-Telegram* as required by State law and the Land Development Code. To date, staff has received no correspondence for the request.

Sign Board of Appeals Decision: At the March 14, 2017, Sign Board of Appeals meeting, the Board voted 5-0 on a motion to allow 52 square feet for a new proposed wall sign. The appeal allows the City Council to consider the applicant's request to allow a sign up to 72 square feet in size. The Sign Board of Appeals is granted exclusive jurisdiction under the LDC to hear the original matter on appeal. Appeals to City Council are therefore limited in jurisdiction to the specific matter being appealed by the appellant.

Accordingly, since this appeal is seeking solely to further enlarge the sign size, the Council's consideration is limited in scope to that subject on appeal. Thus, the City Council cannot reduce the size of the sign below what the Sign Board of Appeals granted.

Staff Recommendation: The applicant has not presented a hardship as defined by the Land Development Code. Additionally, the applicant is requesting to exceed the maximum permitted area for the wall sign by approximately 30 square feet. Due to the degree of variance, and lack of hardship, staff recommends denial of the proposed variance.

Financial Impact

There is no financial impact to the City.

Recommendation

Denial

Attachments

1. Aerial Map
2. Zoning Map
3. Request to Appeal
4. Statement of Planning Objectives
5. Existing Sign
6. Proposed Sign
7. Notification Map
8. Notification List
9. Resolution R-17-4119

AERIAL MAP



SC16-005

6407 COLLEYVILLE BOULEVARD



Subject Property



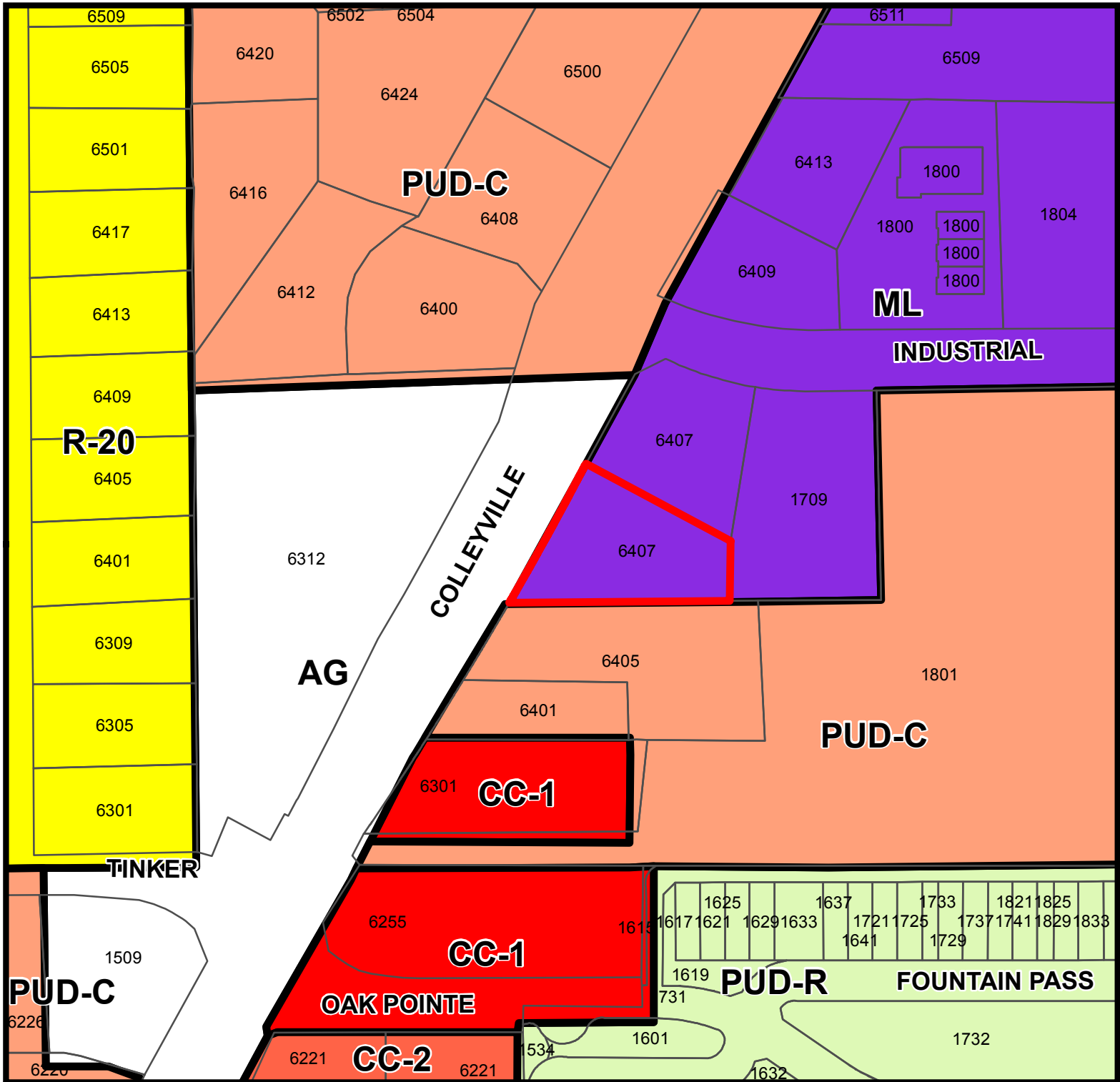
1 inch = 208 feet

Vicinity Map



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

ZONING MAP



SC16-005

6407 COLLEYVILLE BOULEVARD



1 inch = 167 feet

- | | | | | | |
|---|------------------|---|---|---------------------|--|
|  | Subject_Property |  | ML | Light Manufacturing | |
|  | AG | Agricultural |  | PUD-C | Planned Unit Development, Commercial |
|  | CC-1 | Village Retail |  | PUD-R | Planned Unit Development, Residential |
|  | CC-2 | Shopping Center |  | R-20 | Single Family Residential (20,000 sq. ft. min) |

Vicinity Map



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Request to Appeal



City of Colleyville Sign Board

We are requesting an appeal for the sign variance Yard Art Patio & Fireplace location at 6407 Colleyville Blvd received from the appeal board. We are requesting this variance on the basis that we do not believe the entire front of the building is being considered when allowing for the size of the sign. We appreciate you allowing us to go in front of you to discuss.

Thank you,

Geneva Wallace Switzer
Yard Art Patio & Fireplace
817.966.0837

Received March 17, 2017

Statement of Planning Objectives



To Whom it may Concern

We are requesting a sign variance for our Yard Art Patio & Fireplace location at 6407 Colleyville Blvd. We are requesting this variance on the basis that we do not believe the entire front of the building is being considered when allowing for the size of the sign. While our front wall of our building does have an angle, it is still all one wall and we feel our sign should be allow to the size of the entire wall, not just the angle side. We appreciate you allowing us to go in front of you to discuss.

Thank you,

Geneva Wallace Switzer
Yard Art Patio & Fireplace
817.966.0837

Existing Sign on Building



Proposed Sign

ILLUMINATED CHANNEL LETTERS



SIGN SPECIFICATIONS - (ILLUM. LETTERS)

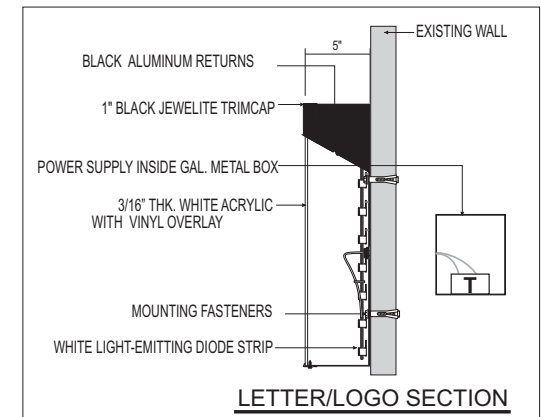
LETTERS/LOGO

FACE MATERIAL: 3/16" WHITE ACRYLIC
FACE FINISH: VINYL OVERLAY
RETURN MATERIAL: BLACK ALUMINUM
RETURN FINISH: GLOSS BLACK
RETURN DEPTH: 5"
SPACED OFF WALL: FLUSH
BACK MATERIAL: ALUMINUM
INTERNAL ILLUMINATION: WHITE LED'S

ELECTRICAL: 20 AMP CIRCUIT @ 120 VOLTS.

- PAINT- GLOSS BLACK
- VINYL- BRISTOL BLUE 3630-97
- VINYL- YELLOW 3630-015
- VINYL- HOLLY GREEN 3630-76

WEST ELEVATION



SSC
SIGNS & LIGHTING, LLC
972.219.2495
226 E. College St.
Lewisville, Tx 75057
www.sscsigns.com

CUSTOMER INFO

YARD ART
6407 Colleyville Blvd.
(Highway 26)
Colleyville, TX 7603

SITE:

DRAWING INFO

Date: 3/1/2017

Designer: RG

File Name:
YARD ART BUILDING

MANUFACTURING NOTES

- | | | | | |
|---|--|---|--|--|
| ☒ INTERNAL
☐ EXTERNAL | ☐ NO FLUORESCENT LAMPS
☒ LED ILLUMINATED
☐ OTHER (SEE CALL OUTS) | ☒ SINGLE FACED
☐ DOUBLE FACED
☐ OTHER (SEE CALL OUTS) | ☒ ACRYLIC (SEE CALL OUTS)
☐ POLYCARBONATE (SEE CALL OUTS)
☐ ALUMINUM (SEE CALL OUTS)
☐ OTHER (SEE CALL OUTS) | ☒ PAINT (SEE CALL OUTS)
☒ VINYL (SEE CALL OUTS) |
|---|--|---|--|--|

APPROVALS

SALES APPROVAL

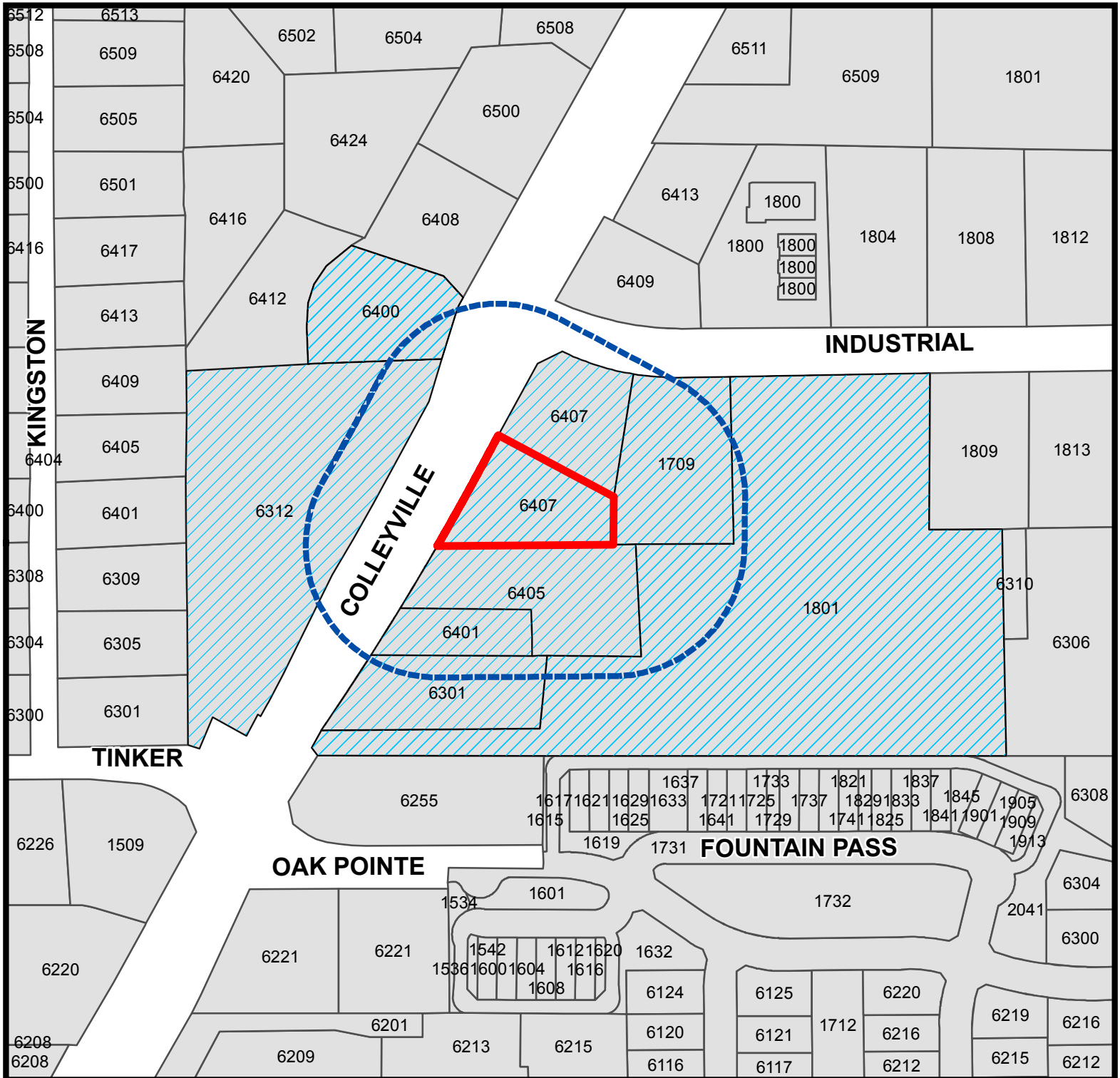
CUSTOMER APPROVAL

LANDLORD APPROVAL

DISCLAIMER

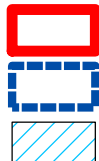
DIMENSION ARE APPROXIMATE & MAY CHANGE DUE TO CONSTRUCTION FACTORS OR EXACT FIELD CONDITIONS. COLOR SHOWN AREAS CLOSE AS PRINTING WILL ALLOW; ALWAYS FOLLOW WRITTEN SPECIFICATIONS. ALL RIGHTS RESERVED; THIS DESIGN HAS BEEN CREATED FOR YOU IN CONNECTION WITH A PROJECT BEING PLANNED FOR YOU BY SSC SIGNS & LIGHTING, LLC. IT MAY NOT BE SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION, AND MAY NOT BE REPRODUCED IN ANY MANNER WITHOUT PRIOR CONSENT.

NOTIFICATION MAP



SC16-005

6407 COLLEYVILLE BOULEVARD



Subject Property

200ft Buffer

Properties within 200ft



1 inch = 208 feet

Vicinity Map



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

Notification List

Owner Name	Owner Address	Owner City	Owner Zip	Situs Address
LAM, CONNER	211 HILLS OF TEXAS TRL	GEORGETOWN, TX	78633	6312 COLLEYVILLE BLVD
SHAFIPOUR, FOAD MARK	2140 E SOUTHLAKE BLVD # L559	SOUTHLAKE, TX	76092	6407 COLLEYVILLE BLVD
ADDITIONAL SELF STORAGE LP	7411 HINES PL STE 100	DALLAS, TX	75235	6401 COLLEYVILLE BLVD
ADDITIONAL SELF STORAGE LP	7411 HINES PL STE 100	DALLAS, TX	75235	6405 COLLEYVILLE BLVD
COLLEYVILLE FITNESS STUDIO	6400 COLLEYVILLE BLVD	COLLEYVILLE, TX	76034	6400 COLLEYVILLE BLVD STE D
HEALTH EBEST LLC	6400 COLLEYVILLE BLVD STE B	COLLEYVILLE, TX	76034	6400 COLLEYVILLE BLVD #
HEALTHY ELOOKS LLC	6400 COLLEYVILLE BLVD STE B	COLLEYVILLE, TX	76034	6400 COLLEYVILLE BLVD #
SIDWELL, MARTHA ISABEL	6400 COLLEYVILLE BLVD STE C	COLLEYVILLE, TX	76034	6400 COLLEYVILLE BLVD #
YARD ART INC	1223 CRESTSIDE DR STE 100	COPPELL, TX	75019	6407 COLLEYVILLE BLVD
TIERNEY, TOM	6400 COLLYVILLE BLVD	COLLEYVILLE, TX	76034	6400 COLLEYVILLE BLVD
YARD ART P&F LTD	1223 CRESTSIDE DR STE 100	COPPELL, TX	75019	6407 COLLEYVILLE BLVD # C
BIG IMAGE GRAPHICS INC	1709 INDUSTRIAL BLVD	COLLEYVILLE, TX	76034	1709 INDUSTRIAL BLVD
MALONE, DERRICK L	6115 GARCIA LN	FORT WORTH, TX	76140	6301 COLLEYVILLE BLVD
TIERNEY, THOMAS A	1709 INDUSTRIAL BLVD	COLLEYVILLE, TX	76034	1709 INDUSTRIAL BLVD
ADDITIONAL SELF STORAGE LP	7411 HINES PL STE 100	DALLAS, TX	75235	1801 INDUSTRIAL BLVD
METROPLEX SELF STORAGE LP	7411 HINES PL STE 100	DALLAS, TX	75235	1801 INDUSTRIAL BLVD # D
ADDITIONAL SELF STORAGE LP	7411 HINES PL STE 100	DALLAS, TX	75235	1801 INDUSTRIAL BLVD
THE VILLAS AT OAK POINT	2555 SW GRAPEVINE PKWY, STE	GRAPEVINE, TX	76051	COURTESY NOTICE
GENEVA SWITZER	1223 CRESTSIDE DRIVE, STE. 100	COPPELL, TX	75019	APPLICANT
GRAPEVINE-COLLEYVILLE ISD	3051 IRA WOODS AVE E	GRAPEVINE, TX	76051	STATE LAW REQUIRED

Public hearing notices were mailed
Friday, February 24, 2017 by Araceli
Botello

RESOLUTION R-17-4119

**A RESOLUTION APPROVING AN APPEAL OF THE
SIGN BOARD OF APPEALS DECISION REGARDING A VARIANCE
REQUEST FROM THE SIGN REGULATIONS FOR LOT 16R2, BLOCK 1,
OF THE COLLEYVILLE INDUSTRIAL PARK ADDITION LOCATED AT
6407 COLLEYVILLE BOULEVARD**

WHEREAS, an appeal request has been received from Geneva Switzer regarding the decision of the Sign Board of Appeals; and

WHEREAS, Section 1.15, Waivers and Appeals – Sign Board of Appeals of the Land Development Code, authorizes the City Council to grant a waiver to the Sign Board of Appeals decision.

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

- Sec. 1. THAT the request of Geneva Switzer, for a variance from Section 7-175.D – Sign Regulations of the Land Development Code regarding the maximum area of wall signage, to allow for the erection of a sign consistent with Exhibit “A” is hereby approved.
- Sec. 2. THAT all provisions of the Land Development Code shall be met, except as amended herein.

AND IT IS SO RESOLVED.

PASSED AND APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 18TH DAY OF APRIL 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

Exhibit "A"

ILLUMINATED CHANNEL LETTERS



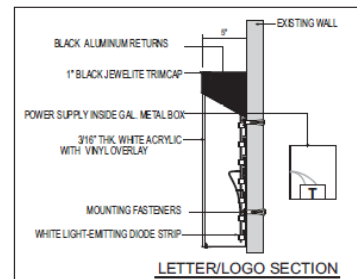
SIGN SPECIFICATIONS - (ILLUM. LETTERS)

LETTERS/LOGO
 FACE MATERIAL: 3/16" WHITE ACRYLIC
 FACE FINISH: VINYL OVERLAY
 RETURN MATERIAL: BLACK ALUMINUM
 RETURN FINISH: GLOSS BLACK
 RETURN DEPTH: 5"
 SPACED OFF WALL: FLUSH
 BACK MATERIAL: ALUMINUM
 INTERNAL ILLUMINATION: WHITE LED'S

ELECTRICAL: 20 AMP CIRCUIT @ 120 VOLTS.

- - PAINT- GLOSS BLACK
- - VINYL- BRISTOL BLUE 3630-07
- - VINYL- YELLOW 3630-015
- - VINYL- HOLLY GREEN 3630-76

WEST ELEVATION



LETTER/LOGO SECTION



CUSTOMER INFO

YARD ART
 6407 Colleyville Blvd.
 (Highway 26)
 Colleyville, TX 7603

www.yardart.com

DRAWING INFO

Date: 3/1/2017
 Designer: RG
 File Name:
 YARD ART BUILDING

MANUFACTURING NOTES



- ☒ INTERNAL
- ☐ EXTERNAL
- ☐ LED FLUORESCENT LAMPS
- ☒ LED ILLUMINATED
- ☐ OTHER (SEE CALL OUTS)

- ☒ SINGLE FACED
- ☐ DOUBLE FACED
- ☐ OTHER (SEE CALL OUTS)
- ☒ ACRYLIC (SEE CALL OUTS)
- ☐ POLYCARBONATE (SEE CALL OUTS)
- ☐ ALUMINUM (SEE CALL OUTS)
- ☐ OTHER (SEE CALL OUTS)

- ☒ PAINT (SEE CALL OUTS)
- ☒ VINYL (SEE CALL OUTS)

APPROVALS

SALES APPROVAL:

CUSTOMER APPROVAL:

LABORER APPROVAL:

DISCLAIMER

DIMENSIONS ARE APPROXIMATE & MAY CHANGE DUE TO CONSTRUCTION FACTORS OR EXACT FIELD CONDITIONS. COLOR SHOWN AREAS CLOSE AS PRINTING WILL ALLOW. ALWAYS FOLLOW WRITTEN SPECIFICATIONS. ALL RIGHTS RESERVED. THIS DESIGN HAS BEEN CREATED FOR YOU IN CONNECTION WITH A PROJECT BEING PLANNED FOR YOU BY SSC SIGNS & LIGHTING, LLC. IT MAY NOT BE SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION, AND MAY NOT BE REPRODUCED IN ANY MANNER WITHOUT PRIOR CONSENT.



City of Colleyville City Council Agenda Briefing

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

Agenda Number 8a
Type Report
Department Finance

Agenda Date 04/18/2017

Number

Title

Monthly Financial Report - March 2017

Explanation

General Fund

Ad Valorem Taxes

\$13,052,523 was collected, including penalty and interest, versus \$12,538,212 in March, 2016 (4.10% increase).

Collection rate: 96.80%, a decrease of 0.55%.

Percent Budget Collected: 98%

Franchise Revenue

Franchise fee revenue is currently behind last year collections by 4.31% overall.

With all revenue collected from electric utility sources, their contribution is below budget by \$14,467, although 98.6% of this year's budget has been collected.

Verizon/Others continues to outpace last year by almost 43% (\$11,406).

Cable TV continues to lag, down 9% compared to the prior year.

Refuse/Recycling is down 3% from the prior year.

Sales & Beverage Taxes

Total Sales Taxes, including Mixed Beverage Tax, increased 6.44% (\$78,617) compared to Oct - Mar prior year.

Year to Date sales tax revenues through March increased 6.17% (\$72,217) over the same period last year.

YTD the quarterly mixed beverage tax allocations exceed the amount received for the same period last fiscal year by 12.8% (\$6,400).

Licenses & Permits

Overall revenue is 30% lower or \$205,858. Revenue from permits this year is lower

due to abnormally high building activity last year. Permits are trending similarly to years prior. Collections are on target this year even with a budget increase compared to the year before of \$20,000.

52.5% of the Revenue for the year has been collected after 6 months with an increase in the annual budget from the prior year.

Residential permits were 15 less than through last March, and commercial permits 4 less.

Fines

Court and library fines, and alarm fees at (\$431,530) are about the same revenue level as last year.

Charges for Services

Overall category decrease last year of 8.24% or \$36,927.

- Ambulance revenues continue lower by 31% (\$56,646).
- Recreation programs are higher by 15% (\$11,431).
- Non-resident fee and field use, lower by 3.4% (\$4,059).
- Engineering, Inspection, Testing, higher by \$13,564.
- Colleyville Center Rental, higher by 17.9% or \$17,403.

Expenditures

The average amount expended by the General Fund departments at the end of March is 53.3% of the total appropriations, including transfer of funds to the CIP; excluding transfer of funds to CIP, the expenditures would be 46.5%.

UTILITY FUND

YTD Water Revenue:	\$13,313 less than in 2016 (-0.30%)
YTD Water Usage:	2.9 million gallons less than in 2016
October water usage:	15.5 million gallons less than in 2016
YTD Sewer Revenue:	\$62,899 more than in 2016 (3.5%)
Overall Utility Revenue:	\$3,032 more than in 2016 (0.05%)
Overall Revenue Collected:	41% of budget collected
Rainfall:	13.61 inches (Oct - Mar 2017)
	29.42 inches (Oct - Mar 2016)

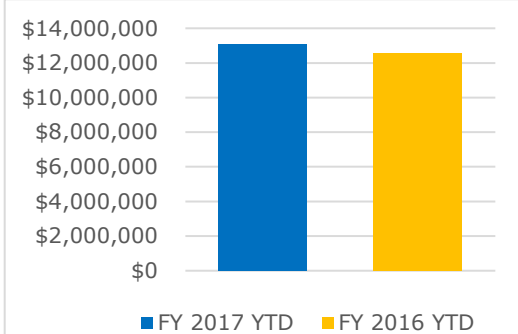
The average amount expended by the Utility Fund departments at the end of February was 38% of the total appropriations.

Monthly Financial Report: March 2017

General Fund Revenues

Ad Valorem Taxes

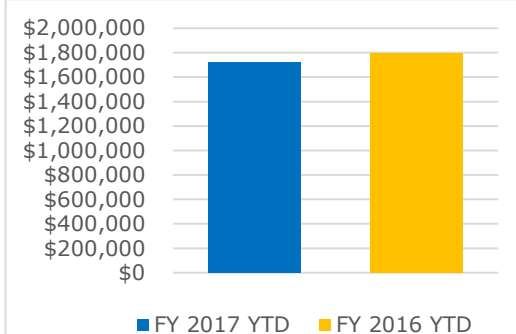
FY 2017 Budget: \$13,343,370



% Change FY/FY: 4.10%
 - Based on 2016 property values
 - Most collections in Dec., Jan., & Feb.

Franchise Fees

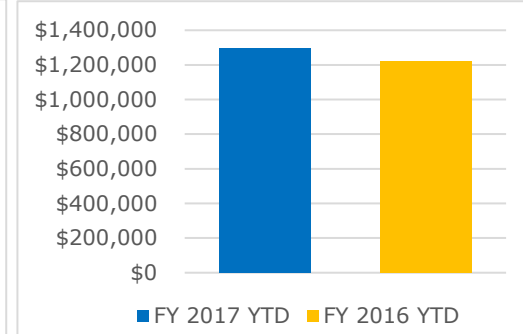
FY 2017 Budget: \$2,115,000



% Change FY/FY: -4.31%
 - Use of City ROW by utilities
 - Gas, Electricity, Telecom., Cable, Waste

Sales Taxes

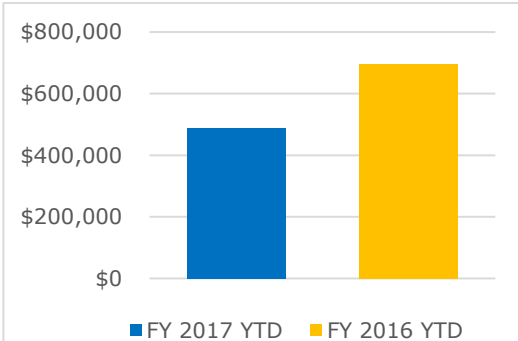
FY 2017 Budget: \$3,665,000



% Change FY/FY: 6.44%
 - Receipts are from sales 2 months prior
 - Sales tax revenues are Dec. - Nov.
 - Also includes mixed beverage tax

Licenses & Permits

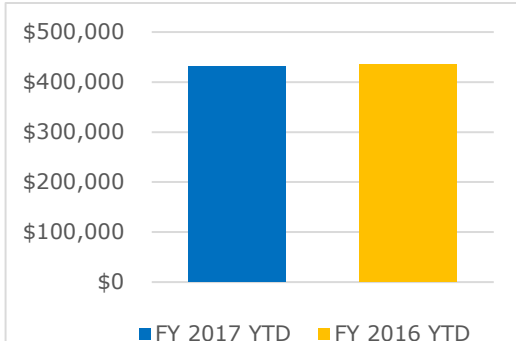
FY 2017 Budget: \$931,500



% Change FY/FY: -29.61%
 - Building, plumbing, mechanical, fence, electrical, sign, etc. permit fees

Fines

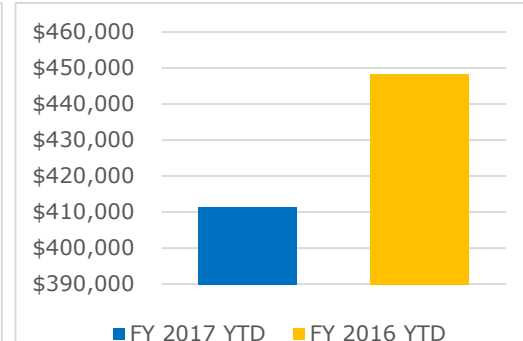
FY 2017 Budget: \$874,420



% Change FY/FY: -0.68%
 - Includes fines from citations, alarm fees, and library fines

Charges for Service

FY 2017 Budget: \$900,300



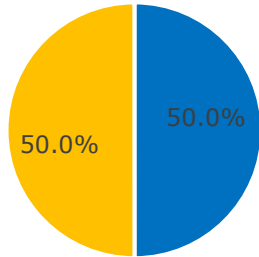
% Change FY/FY: -8.24%
 - Includes zoning, ambulance, parks/rec., engineering, & Colleyville Center charges

Monthly Financial Report: March 2017

General Fund Expenditures

Public Safety

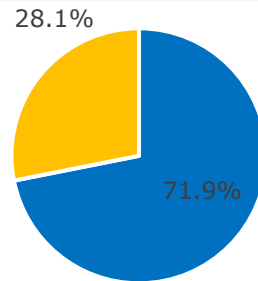
FY 2017 Budget: \$9,669,103
 % Expended: 50.0%
 % Remaining: 50.0%



■ % Expended: ■ % Remaining:

Infrastructure

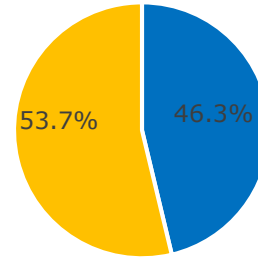
FY 2017 Budget: \$5,650,948
 % Expended: 71.9%
 % Remaining: 28.1%



■ % Expended: ■ % Remaining:

Development

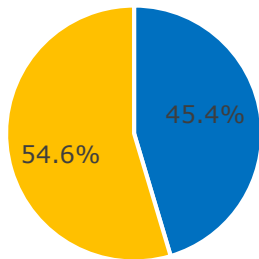
FY 2017 Budget: \$1,026,458
 % Expended: 46.3%
 % Remaining: 53.7%



■ % Expended: ■ % Remaining:

Operational Support

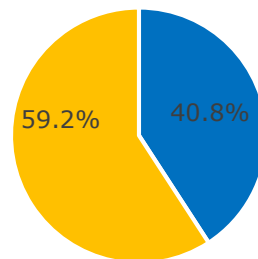
FY 2017 Budget: \$3,290,676
 % Expended: 45.4%
 % Remaining: 54.6%



■ % Expended: ■ % Remaining:

Community Assets & Programs

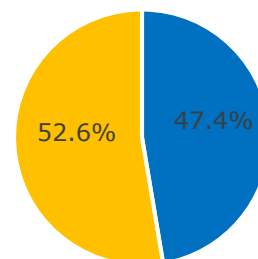
FY 2017 Budget: \$2,783,978
 % Expended: 40.8%
 % Remaining: 59.2%



■ % Expended: ■ % Remaining:

Technology

FY 2017 Budget: \$908,598
 % Expended: 47.4%
 % Remaining: 52.6%

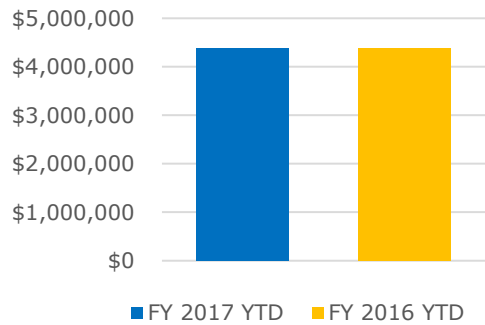


■ % Expended: ■ % Remaining:

Monthly Financial Report: March 2017

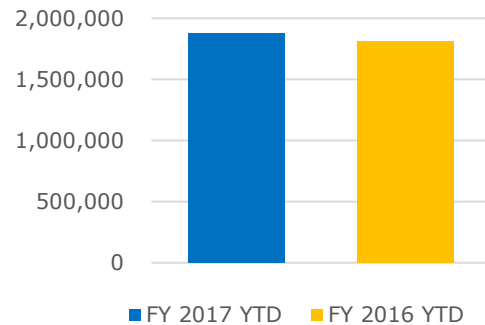
Utility Fund

Water Sales



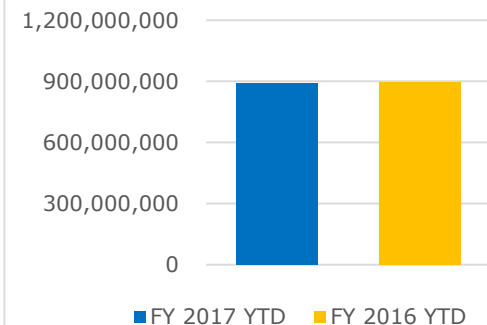
% Change FY/FY: -0.30%

Wastewater Sales



% Change FY/FY: 3.46%

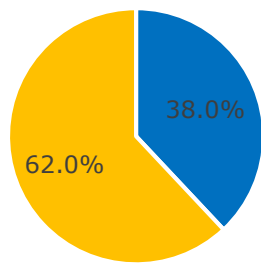
Gallons of Water Sold



% Change FY/FY: -0.32%

Utility Fund Expenditures

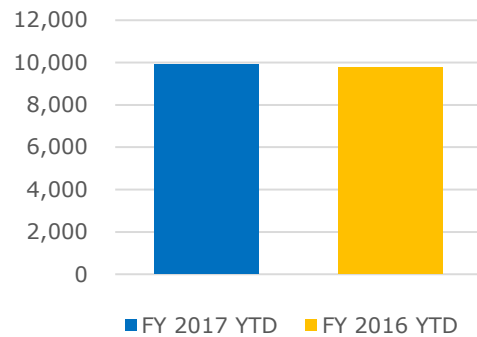
FY 2017 Budget: \$15,511,920
 % Expended: 38.0%
 % Remaining: 62.0%



■ % Expended: ■ % Remaining:

Number of Water Customers

FY 2017 YTD: 9,907
 FY 2016 YTD: 9,760



% Change FY/FY: 1.51%

Notes

Rainfall totals (in inches):
 Oct 16-Mar 17 13.61
 Oct 15-Mar 16 29.42

MONTHLY FINANCIAL REPORT - MARCH 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
		3/31/2017	RECEIVED	COMPLETE	3/31/2016	PRIOR YEAR
Current Taxes	\$13,258,370	\$13,026,021	98.25%	50.00%	\$12,505,723	4.16%
Delinquent Taxes	30,000	3,965	13.22%	50.00%	17,301	-77.08%
Penalty & Interest	55,000	22,537	40.98%	50.00%	15,189	48.38%
TOTAL AD VALOREM TAXES	\$13,343,370	\$13,052,523	97.82%	50.00%	\$12,538,212	4.10%
Oncor Electric	\$900,000	\$889,222	98.80%	50.00%	\$903,933	-1.63%
Tri-County Electric	105,000	101,311	96.49%	50.00%	112,116	-9.64%
Atmos Gas	350,000	334,570	95.59%	50.00%	368,202	-9.13%
AT&T	70,000	31,454	44.93%	50.00%	34,020	-7.54%
Verizon/Others	60,000	38,056	63.43%	50.00%	26,650	42.80%
Refuse/Recycling	155,000	80,690	52.06%	50.00%	83,237	-3.06%
Cable TV	475,000	243,291	51.22%	50.00%	267,882	-9.18%
TOTAL FRANCHISE TAXES	\$2,115,000	\$1,718,593	81.26%	50.00%	\$1,796,039	-4.31%
Sales Tax	\$3,575,000	\$1,242,392	34.75%	50.00%	\$1,170,175	6.17%
Mixed Beverage Tax	90,000	56,414	62.68%	50.00%	50,014	12.80%
TOTAL SALES TAXES	\$3,665,000	\$1,298,807	35.44%	50.00%	\$1,220,190	6.44%
Building	\$600,000	\$304,364	50.73%	50.00%	\$425,226	-28.42%
Plumbing	55,000	29,276	53.23%	50.00%	42,544	-31.19%
Mechanical	35,000	20,790	59.40%	50.00%	32,201	-35.44%
Electrical	45,000	27,292	60.65%	50.00%	40,190	-32.09%
City License	35,000	28,400	81.14%	50.00%	33,150	-14.33%
Building Plan Review Fee	110,000	42,013	38.19%	50.00%	77,505	-45.79%
New Business	3,500	4,210	120.29%	50.00%	3,311	27.15%
Sign Permit	7,000	5,010	71.57%	50.00%	5,790	-13.47%
Fence Permit	10,000	10,100	101.00%	50.00%	9,650	4.66%
Fire Permits	16,000	4,905	30.66%	50.00%	12,770	-61.59%
Irrigation Permit	15,000	12,948	86.32%	50.00%	12,831	0.91%
TOTAL LICENSES & PERMITS	\$931,500	\$489,309	52.53%	50.00%	\$695,167	-29.61%
Fines	\$800,000	\$400,887	50.11%	50.00%	\$399,912	0.24%
Alarm Fees	53,000	21,914	41.35%	50.00%	23,867	-8.18%
Library Fines	21,420	8,729	40.75%	50.00%	10,708	-18.48%
TOTAL FINES	\$874,420	\$431,530	49.35%	50.00%	\$434,487	-0.68%

MONTHLY FINANCIAL REPORT - MARCH 2017

REVENUE SOURCE	FY 2017 BUDGET	RECEIVED AS OF 3/31/2017	PERCENT OF BUDGET RECEIVED	PERCENT OF FISCAL YEAR COMPLETE	RECEIVED AS OF 3/31/2016	PERCENT CHANGE OVER PRIOR YEAR
Re-zoning	\$10,000	\$4,015	40.15%	50.00%	\$4,200	-4.42%
Plat Fee/Site Plan	8,200	4,015	48.96%	50.00%	4,868	-17.51%
Board of Adjustment	2,000	1,700	85.00%	50.00%	1,300	30.77%
Sale of Material	100	21	21.00%	50.00%	403	-94.78%
Weed Mowing	6,500	8,175	125.76%	50.00%	4,859	68.23%
Ambulance	320,000	127,469	39.83%	50.00%	184,115	-30.77%
Recreation Program	165,000	85,680	51.93%	50.00%	74,249	15.40%
Non-Resident Fee Parks	39,000	28,280	72.51%	50.00%	43,800	-35.43%
Field Use Charge	21,500	14,555	67.70%	50.00%	21,510	-32.33%
Engineering & Inspection	62,500	11,303	18.08%	50.00%	0	100.00%
Material Testing	12,500	2,261	18.08%	50.00%	0	100.00%
Colleyville Center Rental	240,000	114,694	47.79%	50.00%	97,291	17.89%
Lot Drainage Insp Fee	13,000	9,250	71.15%	50.00%	11,750	-21.28%
TOTAL CHARGES FOR SERVICE	\$900,300	\$411,417	45.70%	50.00%	\$448,344	-8.24%
SRO Officer Reimb	\$98,996	\$0	0.00%	50.00%	\$0	0.00%
Keller Court	227,697	59,867	26.29%	50.00%	123,845	-51.66%
TOTAL INTERGOVERNMENTAL	\$326,693	\$59,867	18.33%	50.00%	\$123,845	-51.66%
Sale of Surplus Property	\$5,000	\$0	0.00%	50.00%	\$23,339	-100.00%
Interest Income	25,000	20,704	82.82%	50.00%	2,530	100.00%
Miscellaneous	55,000	48,171	87.58%	50.00%	58,984	-18.33%
Use of Available Cash	1,000,000	0	0.00%	50.00%	0	0.00%
Antenna Lease	90,000	51,629	57.37%	50.00%	46,624	10.74%
TOTAL MISCELLANEOUS	\$1,175,000	\$120,505	10.26%	50.00%	\$131,477	-8.35%
TOTAL GENERAL FUND REVENUES	\$23,331,283	\$17,582,551	75.36%	50.00%	\$17,387,761	1.12%

MONTHLY FINANCIAL REPORT - MARCH 2017

	FY 2017 BUDGET	THROUGH 3/31/2017	THROUGH 3/31/2016	TOTAL INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
% OF CURRENT TAX ROLL COLLECTED	99.0%	96.80%	97.35%	-0.55%	-0.56%
RESIDENTIAL BLDG PERMITS	160	73	88	(15)	-17.05%
COMMERCIAL BLDG PERMITS	8	1	5	(4)	-80.00%
CITATIONS ISSUED	11,000	3,981	3,891	90	2.31%

GENERAL FUND EXPENSES

	FY 2017 BUDGET	EXPENDED THROUGH 3/31/2017	PERCENT OF BUDGET EXPENDED	PERCENT OF FISCAL YEAR COMPLETE	BUDGET REMAINING
City Council	\$174,289	\$122,936	70.54%	50.00%	\$51,353
City Manager	624,048	290,680	46.58%	50.00%	333,368
City Secretary	224,481	105,144	46.84%	50.00%	119,337
Finance	529,806	254,396	48.02%	50.00%	275,410
Legal	200,000	58,895	29.45%	50.00%	141,105
Engineering	458,973	173,114	37.72%	50.00%	285,859
Economic Development	199,828	88,198	44.14%	50.00%	111,630
Building Inspection	407,041	204,378	50.21%	50.00%	202,663
Community Development	419,589	182,225	43.43%	50.00%	237,364
Fire	4,546,827	2,305,666	50.71%	50.00%	2,241,161
Police	4,702,861	2,345,742	49.88%	50.00%	2,357,119
Parks	1,286,061	501,098	38.96%	50.00%	784,963
Recreation	387,316	148,855	38.43%	50.00%	238,461
Street Maintenance	4,025,593	3,122,382	77.56%	50.00%	903,211
Library	724,703	320,506	44.23%	50.00%	404,197
Communications	59,281	17,525	29.56%	50.00%	41,756
Colleyville Center	385,898	166,057	43.03%	50.00%	219,841
Human Resources	320,339	146,129	45.62%	50.00%	174,210
Municipal Court	419,415	182,497	43.51%	50.00%	236,918
Fleet Services	237,505	110,523	46.53%	50.00%	126,982
Facility Services	526,877	254,006	48.21%	50.00%	272,871
Information Services	908,598	430,259	47.35%	50.00%	478,339
Non Departmental	953,559	497,592	52.18%	50.00%	455,967
Capital Equipment Reserve	402,000	402,000	100.00%	50.00%	0
Compensation Adjustment	204,873	0	0.00%	50.00%	204,873
TOTAL EXPENSES	\$23,329,761	\$12,430,803	53.28%	50.00%	\$10,898,958

MONTHLY FINANCIAL REPORT - MARCH 2017

UTILITY FUND

REVENUE SOURCE	FY 2017 BUDGET	RECEIVED AS OF 3/31/2017	PERCENT OF BUDGET RECEIVED	PERCENT OF FISCAL YEAR COMPLETE	RECEIVED AS OF 3/31/2016	PERCENT CHANGE OVER PRIOR YEAR
Water Sales	\$10,869,131	\$4,372,436	40.23%	50.00%	\$4,385,749	-0.30%
Sewer Sales	3,650,000	1,879,372	51.49%	50.00%	1,816,473	3.46%
Sewer Installation	15,000	7,400	49.33%	50.00%	9,100	-18.68%
Water Installation	42,000	20,300	48.33%	50.00%	26,500	-23.40%
Engineering Charges	5,000	0	0.00%	50.00%	0	0.00%
Penalties	237,000	116,432	49.13%	50.00%	151,682	-23.24%
Miscellaneous	13,000	10,529	80.99%	50.00%	13,932	-24.42%
TOTAL OPERATING INCOME	\$14,831,131	\$6,406,469	43.20%	50.00%	\$6,403,437	0.05%
Interest Income	\$25,000	\$20,315	81.26%	50.00%	\$5,167	100.00%
Use of Available Cash	750,000	0	0.00%	50.00%	0	0.00%
TOTAL NON-OPERATING INCOME	\$775,000	\$20,315	2.62%	50.00%	\$5,167	100.00%
TOTAL INCOME	\$15,606,131	\$6,426,783	41.18%	50.00%	\$6,408,604	0.28%

	THROUGH 3/31/2017	THROUGH 3/31/2016	TOTAL INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
GALLONS OF WATER SOLD	892,646,700	895,531,900	(2,885,200)	-0.32%
NUMBER OF WATER CUSTOMERS	9,907	9,760	147	1.51%

UTILITY FUND EXPENSES

	FY 2017 BUDGET	EXPENDED THROUGH 3/31/2017	PERCENT OF BUDGET EXPENDED	PERCENT OF FISCAL YEAR COMPLETE	BUDGET REMAINING
Billing	\$426,102	\$171,494	40.25%	50.00%	\$254,608
Operations	13,095,348	4,699,429	35.89%	50.00%	8,395,919
Utility Support	1,237,273	493,034	39.85%	50.00%	744,239
Non-Departmental	320,803	131,459	40.98%	50.00%	189,344
Debt Service	359,900	355,313	98.73%	50.00%	4,588
Compensation Adjustment	28,208	0	0.00%	50.00%	28,208
Transfers	44,286	44,286	100.00%	50.00%	0
TOTAL EXPENSES	\$15,511,920	\$5,895,014	38.00%	50.00%	\$9,616,906

Monthly Financial Report

City Council Meeting
April 18, 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).

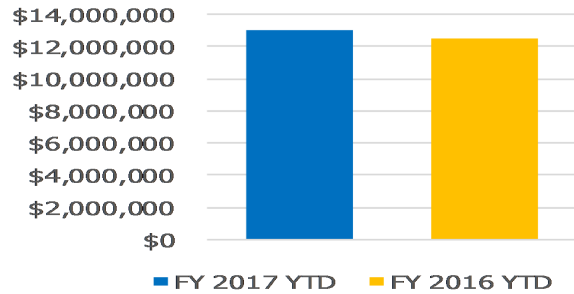
General Fund Revenues for March



Monthly Financial Report: March 2017 General Fund Revenues

Ad Valorem Taxes

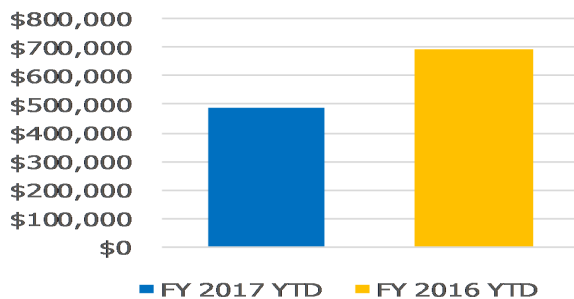
FY 2017 Budget: \$13,343,370



% Change FY/FY: 4.10%
 - Based on 2016 property values
 - Most collections in Dec., Jan., & Feb.

Licenses & Permits

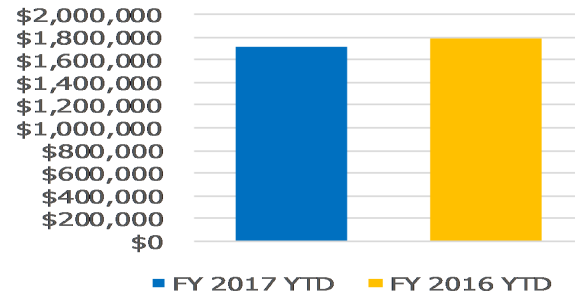
FY 2017 Budget: \$931,500



% Change FY/FY: -29.61%
 - Building, plumbing, mechanical, fence, electrical, sign, etc. permit fees

Franchise Fees

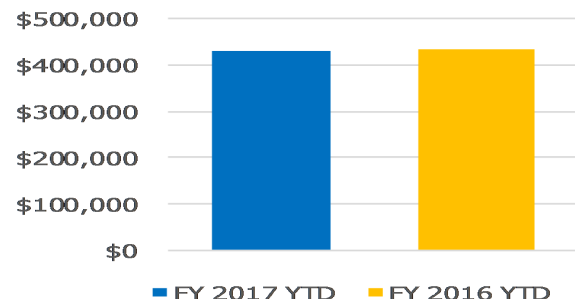
FY 2017 Budget: \$2,115,000



% Change FY/FY: -4.31%
 - Use of City ROW by utilities
 - Gas, Electricity, Telecom., Cable, Waste

Fines

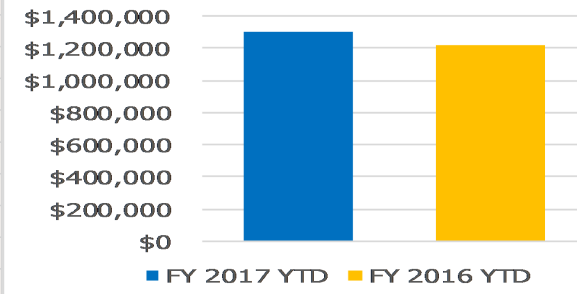
FY 2017 Budget: \$874,420



% Change FY/FY: -0.68%
 - Includes fines from citations, alarm fees and library fines

Sales Taxes

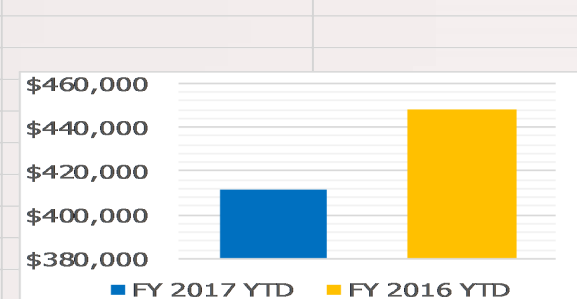
FY 2017 Budget: \$3,665,000



% Change FY/FY: 6.44%
 - Receipts are from sales 2 months prior
 - Sales tax revenues are Dec. - Nov.
 - Also includes mixed beverage tax

Charges for Service

FY 2017 Budget: \$900,300



% Change FY/FY: -8.24%
 - Includes zoning, ambulance, parks/rec., engineering, & Colleyville Center charge

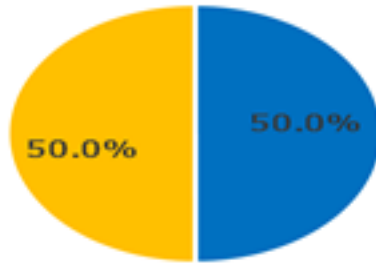
General Fund Expenditures for March



Monthly Financial Report: March 2017 General Fund Expenditures

Public Safety

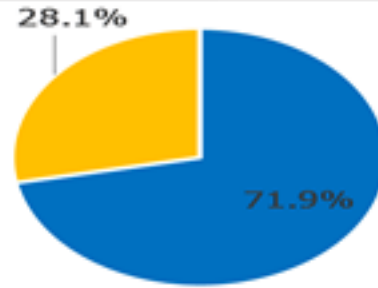
FY 2017 Budget: \$9,669,103
% Expended: 50.0%
% Remaining: 50.0%



■ % Expended: ■ % Remaining:

Infrastructure

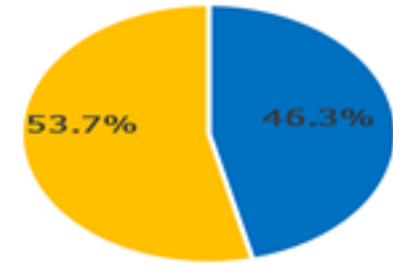
FY 2017 Budget: \$5,650,948
% Expended: 71.9%
% Remaining: 28.1%



■ % Expended: ■ % Remaining:

Development

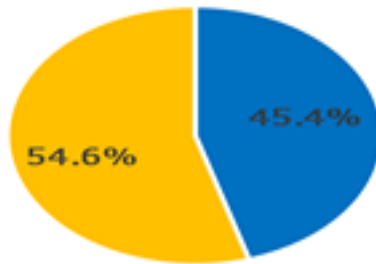
FY 2017 Budget: \$1,026,458
% Expended: 46.3%
% Remaining: 53.7%



■ % Expended: ■ % Remaining:

Operational Support

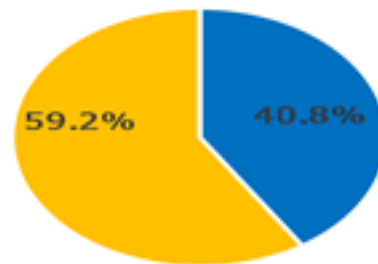
FY 2017 Budget: \$3,290,676
% Expended: 45.4%
% Remaining: 54.6%



■ % Expended: ■ % Remaining:

Community Programs

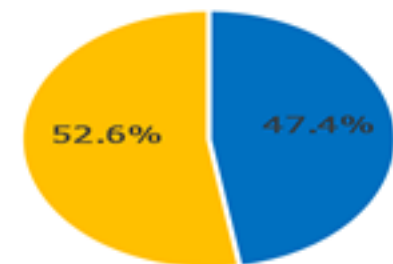
FY 2017 Budget: \$2,783,978
% Expended: 40.8%
% Remaining: 59.2%



■ % Expended: ■ % Remaining:

Technology

FY 2017 Budget: \$908,598
% Expended: 47.4%
% Remaining: 52.6%



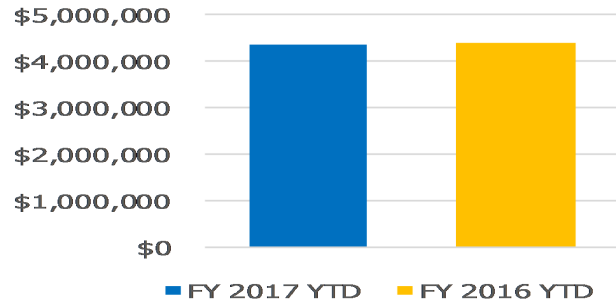
■ % Expended: ■ % Remaining:

Utility Fund Review



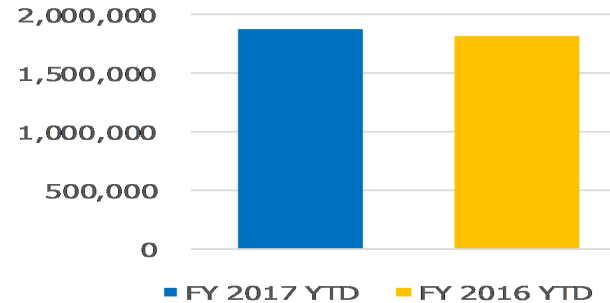
Monthly Financial Report: March 2017
Utility Fund

Water Sales



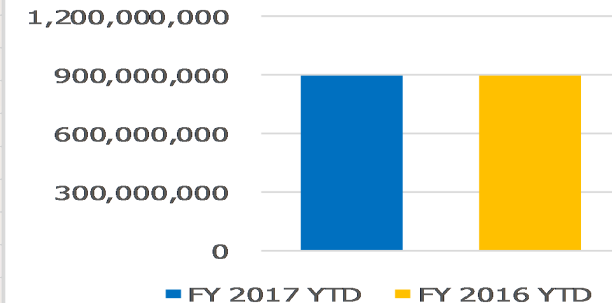
% Change FY/FY: -0.30%

Wastewater Sales



% Change FY/FY: 3.46%

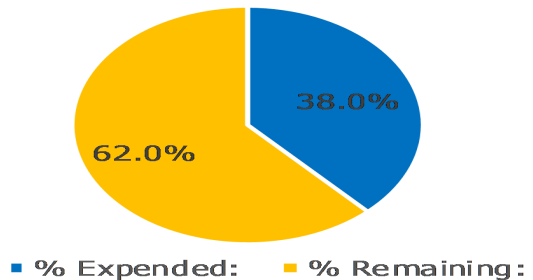
Gallons of Water Sold



% Change FY/FY: -0.32%

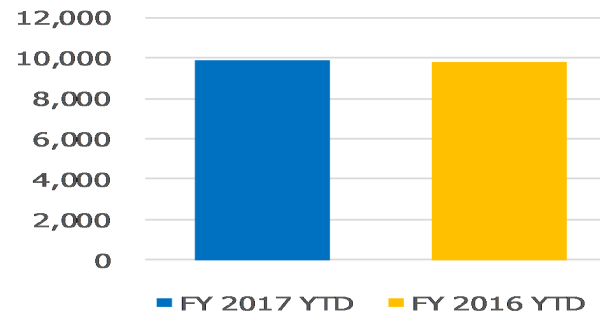
Utility Fund Expenditures

FY 2017 Budget: \$15,511,920
% Expended: 38.0%
% Remaining: 62.0%



Number of Water Customers

FY 2017 YTD: 9,907
FY 2016 YTD: 9,760



% Change FY/FY: 1.51%

Notes

Rainfall totals (in inches):

Oct 16-Mar 17	13.61
Oct 15-Mar 16	29.42

MARCH TAX COLLECTIONS, RATES, & VALUES



AD VALOREM TAXES

As of Fiscal YTD through March 31, 2017

	Budget	Revenue 2017		Percent Budget	Percent YTD		Revenue 2016	Percent 2016/2017
Current Taxes	13,258,370	13,026,021		98.25%	50.00%		12,505,723	4.16%
Delinquent Taxes	30,000	3,965		13.22%	50.00%		17,301	-77.08%
Penalty & Interest	55,000	22,537		40.98%	50.00%		15,189	48.38%

	Fiscal Year	Average Value	Property Tax	Tax Payment
Valuation Increase	2016	423650	\$ 0.3559	\$ 1,507.77
		36811	\$ 0.3559	131.01
Tax Effect of Valuation		460461		\$ 1,638.78
Tax Decrease	2017		(\$0.0168)	(77.22)
Tax Effect of Decrease on Avg House	2017			\$ 1,561.56



City of Colleyville City Council Agenda Briefing

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

Agenda Number 10

Agenda Date 04/18/2017

Type Report

Department City Secretary

Title

Parks and Recreation Advisory Board Minutes - February 6, 2017

Library Board Minutes - February 13, 2017

Zoning Board of Adjustment Minutes - February 14, 2017

Planning and Zoning Commission Minutes - March 13, 2017

Sign Board of Appeals Minutes - March 14, 2017

Attachments

1. Parks and Recreation Advisory Board Minutes - February 6, 2017
2. Library Board Minutes - February 13, 2017
3. Zoning Board of Adjustment Minutes - February 14, 2017
4. Planning and Zoning Commission Minutes - March 13, 2017
5. Sign Board of Appeals Minutes - March 14, 2017



City of Colleyville

Parks and Recreation Advisory Board MINUTES

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

Monday, February
6, 2017
6:00 p.m.

Colleyville Public Library
110 in Street - 2nd Floor Meeting Room

1. CALL TO ORDER

Parks Manager, Heather Dowell, called the meeting of the Parks and Recreation Advisory board to order on February 6, 2017, at 6:03 p.m.

ROLL CALL

Present: Board Members Cliff LeBlanc, John Hillebrand, Mitali Mandlekar, Natalie Genco, Jim Hasenpflug and Hillary Schwanbeck. City staff: Recreation and City Events Manager Lisa Escobedo, Parks Manager Heather Dowell and Administrative Support Specialist Julie Prewitt.

Absent: Board Members Rich Hendler and Ajit Purandare. Youth Sport Associations Liaisons: Colleyville Baseball Association representative Brenton Johnson, Colleyville Girls Softball Association representative Matt Koch, Colleyville Lacrosse Association representative Erika Davis-Noble, and Colleyville Soccer Association representative Patrick Dunagan.

2. APPROVAL OF MINUTES

July 18, 2016

Board member Hillary Schwanbeck moved to approve the July 18, 2016 meeting minutes as written. Board Member Mitali Mandlekar seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

3a Introduction of new Parks and Recreation Advisory Board members

Parks Manager, Heather Dowell, facilitated introductions around the room, starting with city staff. The Parks and Recreation Advisory Board have five new members: Rich Hendler, Cliff LeBlanc, John Hillebrand, Natalie Genco and Jim Hasenpflug.

3b Election of a Parks and Recreation Advisory Board Chair and Vice Chair

Parks Manager, Heather Dowell, reviewed Section 3.2 of the Parks and Recreation Advisory Board Bylaws with the board indicating the need to elect a Chair and Vice-Chair. Manager Dowell asked if anyone would like to make a motion to elect. Board member Natalie Genco wanted to know if we could defer until next meeting. Manager Dowell stated that board members could self-nominate. Board member Mitali Mandlekar nominated Hillary Schwanbeck as Chair, and board member Hillary Schwanbeck nominated Mitali Mandlekar as Vice Chair. Board member Cliff LeBlanc moved to elect Hillary Schwanbeck as the 2017 Chair and Mitali Mandlekar as Vice Chair for the Parks and Recreation Advisory Board. Board Member John Hillebrand seconded the motion. The motion carried with a unanimous vote.

Parks Manager, Heather Dowell, turned the running of the meeting over to newly elected Chair Hillary Schwanbeck.

3c Recommendation and consideration of representatives to serve on
Subcommittees

Chair Hillary Schwanbeck informed the board of the need to make a recommendation to City Council for two board members to fill open seats on the Park Land Dedication Committee and three members to fill open seats on the Colleyville Tree Board.

Board member Cliff LeBlanc asked if Board Member Natalie Genco already counted as a member of the Colleyville Tree Board, since she is already a member. Board member Natalie Genco stated her term ends when the new term starts and would like to continue to be on the Colleyville Tree Board.

Chair Hillary Schwanbeck requested an outline of the Park Land Dedication and Colleyville Tree Board purposes and duties. Board member Natalie Genco gave an overview of the Colleyville Tree Board. Parks Manager, Heather Dowell, gave an overview of the Park Land Dedication Committee.

Board member Genco stated that there are generally two different funds used for park development, Park Land Dedication and general fund. Parks Manager Dowell clarified funds can be used from Voluntary Park Fund, Park Land Dedication, Colleyville Economic Development Corporation (CEDC), and general fund which is used for general maintenance and day to day projects. Manager Dowell concluded when we consider large projects we come to the Park and Recreation Advisory Board for Voluntary Park funds and to Park Land Dedication for Park Land funds.

Board member Cliff LeBlanc asked Manager Dowell if the additional money paid with your utility bill is what goes into the Voluntary Park fund. Manager Dowell confirmed.

Board member Mitali Mandlekar stated that the Park Land Dedication committee looks at the land, location, and traffic flow to see if it is the right location for a public park. Manager Dowell clarified the Park Land Dedication committee is looking at how the funds are spent. When someone comes into Colleyville and builds, they deposit a set fee into the Park Land Dedication Fund and those funds can only be used for parks, improvements, buildings or amenities.

Board members Cliff LeBlanc and Jim Hasenpflug volunteered to serve on the Park Land Dedication Committee.

Board member Jim Hasenpflug asked if the fund includes anything for acquisition of land for parks, and does it fall under the purview of the Park Land Dedication Committee. Manager Dowell stated if a property purchase was being considered using Park Land Dedication funds it would be brought to the Park Land Dedication Committee.

Board member Natalie Genco requested to know approximate Park Land Dedication fund balance and how much is added to the fund each year. Manager Dowell stated approximate \$900,000 to \$1 million is in the fund, updated reports are due out soon. The fund is very limited due to not much new land development occurring, and that is where funds originate. The Voluntary Park Fund was projected to have \$873,000, as of September 2016. The Voluntary Park Fund receives approximately \$100,000 in donations each year.

Board member Cliff LeBlanc asked how the donation made with the City of Colleyville's utility billing was allocated. Manager Dowell replied she believes the donation is \$4.00, it can be designated for the Voluntary Park fund, Library fund, or the citizen can opt out. She will verify options and report back.

Board member Mitali Mandlekar made a motion to recommend Cliff LeBlanc and Jim Hasenpflug to the Park Land Dedication Committee. Board member Natalie Genco seconded the motion. The motion passed unanimously.

Board members Natalie Genco, Hillary Schwanbeck, and John Hillebrand volunteered for the Colleyville Tree Board.

Board member Jim Hasenpflug moved to recommend Natalie Genco, Hillary Schwanbeck, and John Hillebrand to the Colleyville Tree Board. Board member Cliff LeBlanc seconded the motion. The motion passed unanimously.

The recommendations for Cliff LeBlanc and Jim Hasenpflug to serve on the Park Land Dedication Committee and Natalie Genco, Hillary Schwanbeck and John Hillebrand to serve on the Colleyville Tree Board will be passed on to City Council.

3d Discussion of future meeting dates

Chair Schwanbeck stated the dates for future meetings per the bylaws would be April 3rd, July 3rd, and October 2nd.

Board member Jim Hasenpflug made a motion for the future 2017 meetings to be April 10th, July 10th, and October 2nd. Mitali Mandlekar seconded the motion. The motion passed unanimously.

3e Review recommendation of FY17 Parks, Recreation, Open Space, and Trails Master Plan vendor candidate

Parks Manager, Heather Dowell, gave a briefing to the board covering the Parks, Recreation, Open Space, and Trails Master Plan history, explaining the timing of undergoing an update to the plan. Manager Dowell recommended the board support the recommendation of Brandstetter Carroll Inc. as the best candidate to present to City Council. Brandstetter Carroll Inc. was selected from a candidate pool of four (4) groups by a committee comprised of six (6) staff members from different expertise throughout the city. The goal is to have a contract in place this month to present to City Council, start work in March, and start plan implementation in 2018.

Board member Natalie Genco asked what firm prepared the last Parks, Recreation and Open Space Plan and when. Manager Dowell stated Halff Associates prepared the plan in 2011.

Board member Cliff LeBlanc asked if Halff Associates sent in a proposal for the current Request for Proposal (RFP). Manager Dowell replied, they did not.

Board member Natalie Genco wanted to know how much of the last Parks, Recreation and Open Space Master Plan was accomplished. Manager Dowell informed the board that there was not a good implementation plan included with the 2011 plan. The current RFP includes the necessity of an implementation plan to be included, indicating what the citizens are looking for at this time.

Board member Natalie Genco requested to know the amount spent on the previous Master Plan. Manager Dowell stated she does not have the cost associated with the 2011 Master Plan. \$100,000 has been budgeted this fiscal year for a new Parks, Recreation, Open Space and Trails Master Plan.

Board Member Mitali Mandlekar wanted to know if Brandstetter Carroll Inc. had prepared a Parks Master Plan before. Manager Dowell confirmed the candidate has prepared many Parks Master Plans for cities of our size before and is currently working with Grand Prairie.

Board member Natalie Genco asked if there was a sidewalk committee at this time. Manager Dowell stated there is not a sidewalk committee at this time, but they are working with public works and all the new comprehensive plan updates. Freese & Nichols, Inc. is working on updating the City comprehensive plan changes; we will be working with Freese & Nichols, Inc., public works, and our citizens throughout all of this planning to create a cohesive plan.

Board member Cliff LeBlanc requested a clarification of the Parks and Recreation Advisory Board's function with this presentation. Manager Dowell stated to make a recommendation to City Council that we believe this is a good candidate to move forward with; the board is in an advisory position. As the plan moves forward the firm will meet with the board to seek the board's preferences.

Board member Mitali Mandlekar asked if the proposal submitted by Brandstetter Carroll Inc. included an implementation strategy. Manager Dowell informed the board the firm will create a plan, and prioritize all the desires laid out with pricing.

Board member Natalie Genco asked if Parks Manager Dowell had given the firm a cap of how much could be spent to implement the new plan. Manager Dowell stated no, we will review our budget and funding available during the plan development so they can incorporate realistic goals.

Board member Cliff LeBlanc asked if there were any concerns if Brandstetter Carroll Inc. could complete the project along with their other work commitments. Manager Dowell replied she does not have any concerns, they have a large team here in town and teams all over the country.

Board member Jim Hasenpflug wanted to know if the committee had reached out to other cities referenced in the proposal inquiring about the firms' work, and how the firm followed through with their plans. Manager Dowell stated the committee has not reached that step, it will be completed as part of the negotiations. This recommendation is to start negotiations, if we find unfavorable information we will move on to our second choice to start negotiations.

Board member Jim Hasenpflug inquired if the committee used a numerical scoring system to reduce the RFP pool from 7 to 1, and how close was the scoring between the firms. Manager Dowell informed the board there was a scoring system used; in the first round deciding which 4 firms to interview, they were very close. When the committee went through the interview process the top 2 were close, but the second ranked firm wanted a lot more work and information from the city. First ranked firm, Brandstetter Carroll Inc., citizen engagement concept was outstanding and won.

Board member Jim Hasenpflug wanted to know if there was any benefit to leveraging the two top firms against each other. Manager Dowell and board

member Mitali Mandlekar informed the board about government professional negotiations ethics.

Board member Cliff LeBlanc inquired if the contract would have a fixed price. Manger Dowell stated when we make the contract it will include the overall project to be completed at a set price and line items detailing additional items the City may want/need to add with a fixed price for each or an hourly rate.

Board member Cliff LeBlanc moved to recommend Brandstetter Carroll Inc. as the vendor for the FY17 Parks, Recreation, Open Space and Trails Master Plan vendor. Board member Jim Hasenpflug seconded the motion. The motion passed unanimously.

The recommendation for Brandstetter Carroll Inc. will be passed on to City Council.

4. REPORTS

4a Recreation, Athletics, and Senior Center report

Recreation and City Events Manager, Lisa Escobedo, briefed the board covering events from the past fall to present, starting with the Winter Ball held on January 27, 2017 with a safari theme.

Board member Natalie Genco asked how many attended. Manager Escobedo stated 120 people participated.

Board member Jim Hasenpflug requested to know if the event breaks even or does the city pay for part of the expense. Manager Escobedo informed the board the event does use some budgeted funds from the recreation department and that she does seek sponsors to help cover expenses. The event is held at the Colleyville Center.

Board member Natalie Genco requested to know how much the Winter Ball cost the city. Manager Escobedo stated this year's budget was \$3,000 to cover the DJ, catering, decorations, picture supplies and a balloon artist.

Manager Escobedo updated the board on athletics: this past fall a high school fall softball league brought good exposure and revenue to City Park. Girls fall volleyball league held in the GCISD gyms had 24 teams and we are currently enrolling for the spring league. Close to 300 girls have enrolled to date, which will make 38 volleyball teams.

Board member Natalie Genco requested to know the cost per participant. Manger Escobedo replied \$75.00 per child.

The Tennis leagues continue to be popular and have steady growth. The Spring Tennis leagues will begin in February into early March.

Manager Escobedo continued to update the board on events at the Senior Center: Annual Senior Health Fair was held September 9, 2016 with 40 plus vendors; over sixty seniors enjoyed the first Senior Social Dance held on October 12, 2016; and dinner, dancing and pictures with Santa was enjoyed by 52 seniors at the Annual Senior Holiday Party held on December 14, 2016.

Board member Cliff LeBlanc asked if the events were held at night or during the day and if we helped get the seniors home. Manager Escobedo stated the Senior Holiday Party was held 6pm – 9pm. The seniors that participate are 50 plus years old, all mobile on their own.

Board member Mitali Mandlekar inquired whether the seniors purchased tickets for the events. Manager Escobedo replied, yes they do need to register. The Senior Holiday Party was \$15.00 per person.

Board member Cliff LeBlanc wanted to know if the participants were all Colleyville residents or is it open. Manager Escobedo replied it is open to anyone that is a Senior Center member.

Board member Natalie Genco asked, how much does the City subsidize the event or does it pay for itself? Manager Escobedo stated we pay for the majority of the event. We subsidize most of the recreation programs.

Upcoming events include AARP Tax Help, Colleyville Clean Sweep and annual Bunny Brunch.

4b Parks overview of ongoing and accomplished projects

Parks Manager, Heather Dowell, stated her goal is to come to the board once a year and inform the board about proposed projects and request the use of Voluntary Park funds. Requested funds will be for bigger projects and items beyond the parks maintenance budget.

Manager Dowell updated the board on the status of the projects covering the funding requested and approved at the July 18, 2016 Parks and Recreation Advisory Board meeting. The projects included: 7 new shade coverings which have been installed and 4 new shade structures at Pleasant Run Park, trash and recycle receptacles at Pleasant Run Park, improvements and implementation of organic practices to the Pleasant Run fields and beds, repaint restroom interiors at Sparger and City Park, installing a new fence at Sparger Park, and three new scoreboards for the softball fields at City Park have been ordered.

Board member Cliff LeBlanc inquired whether any temporary shade was going to be set up where the new shade structures are planned. Manager Dowell stated no, they would tear up the fields trying to do anything now.

Board member Cliff LeBlanc asked if the Sparger Park floods and any concern with using a wood fence. Manager Dowell replied yes, it floods terribly and the wood fence allows the water to pass through and does not collect debris.

Manager Dowell then updated the board on a few of the other recent big projects, with help from Colleyville Soccer Association they have improved the soccer practice fields – regraded, added an irrigation system, and reseeded them. The parks department has converted the Pleasant Run fields over to organic methods; re-landscaped the Webb House in conjunction with the Garden Club to add in native and adaptive plants and repair the drip system; worked on the City Park beds adding native adaptive plants and fixed the drip system; installed mow strips around all 9 ballfields at City Park; planted over 200 trees and then air-spaded some trees to expose the root flare.

Board member Natalie Genco requested an explanation of the mow strips. Manager Dowell stated they are a foot wide strip of concrete path placed under the chain link fences surrounding the ball fields to keep the grass from growing up into the fence keeping it neat and clean. It also saves staff time in maintenance.

Board member Natalie Genco asked to know if they had to take the fence down. Manager Dowell stated they disconnected and pulled the fence out to work underneath it.

Manager Dowell informed the board they have converted all the City Park athletic fields over to organics in the spring and added more aeration processes. They have also been reworking the soil to help the infields drain faster and added a new drain to field 9, to limit closures from the fields being too wet.

Board member Cliff LeBlanc asked where the water goes from the new drain on field 9. Manager Dowell stated it goes out with the other drainage towards the pond.

Board member Natalie Genco praised the change to organics and asked whose idea to make this change. Manager Dowell informed the board that organics was brought in when she started with the city. This change has helped staff with reactions to chemicals and the fields have responded tremendously, the grass is thicker, not browning out as fast, and using less water. This spring we will take the parks to organics, and they are working out a plan with the contractors.

The City received a grant from Coca Cola and Keep America Beautiful to install 18 new recycling bins in City Park dugouts and two at Reagan Park. This year they

have installed 39 recycling units in our parks. There will be a big media push this spring when the recycle bins are put out talking about the grant and organics.

L.D. Lockett Park construction of restrooms and pavilion continues and should be completed in April.

Other items this year will include redoing the landscape around the city to native and adaptive, all spray will be taken out and changed out to drip, and put appropriate compost in to have healthy soil.

Board member Cliff LeBlanc inquired if the council has been supportive of all the changes. Manager Dowell let the board know that the council has been supportive when she has presented her business plan.

The board expressed their appreciation of the positive changes Manager Dowell has implemented and plans to do.

Board member Cliff LeBlanc asked city staff if there were any concerns or risks that had not been previously addressed. Manager Escobedo stated she is looking forward to the Parks and Recreation Master Plan, to see where Recreation can go and grow. Manager Dowell stated she also feels that we need the citizens to speak up and let the city know what they want to help support the direction of growth Manager Escobedo is looking to do. Manager Dowell is excited about the prospects the master plan will bring and create, a plan for parks and recreation.

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 Natalie Genco moved to adjourn the meeting, and board member Jim Hasenpflug seconded. Motion carried unanimously. Chair Hillary Schwanbeck adjourned the meeting at 7:54 p.m.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 10th DAY OF April.

Minutes taken and prepared by:

*Julie Prewitt
Administrative Support Specialist*



City of Colleyville

Colleyville Library Board MINUTES

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

Monday, February 13, 2017
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 6:05 p.m.

ROLL CALL

Present Board members: Chairperson Kay Newton, Molly Skinner, Billie Tuttle, Merry Graves, Seanna Billinger; City Staff: Mary Rodne, Library Director and Kristi Isbell, Administrative Assistant

Absent Board members Linda Barton, Nancy Andrews, Joan Roberts

2. APPROVAL OF MINUTES

November 14, 2016

A motion was made by Molly Skinner and seconded by Shanthi Kannan to approve the November 14, 2016 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Update on the Colleyville Public Library Long-Range Plan 2016-2021

Director Mary Rodne explained that the Colleyville Public Library Long-Range Plan for 2016-2021 was approved by City Council in March 2016. Rodne stated, however, that an overview of the Long-Range Plan would be presented to City Council on March 7, 2017 at 5:30 p.m. in order to proceed with the reorganization project. (Rodne noted that this overview was originally scheduled for December 6, 2016, but rescheduled.) Rodne invited Library Board members to attend, if so desired.

3b Overview of the 2017 Summer Reading Program

Mary Rodne confirmed that the Summer Reading Program theme would be under-the-sea related and work had begun on designing the logo. Discussion ensued regarding ocean themed decorations and programing ideas.

As a tie-in with the theme, Billie Tuttle suggested requesting a donation from a local aquarium and offered to make initial contact. Rodne reminded that NRH20 Family Water Park donated 500 free admission passes for the 2016 Summer Reading Program and that it proved to be a very popular incentive for early registration. Rodne stated that the water park had confirmed the passes would be donated again for the 2017 program. Rodne added that Mary Alice Rippe, a Friends of the Colleyville Public Library volunteer, offered to contact professional sports teams early for donations.

3c Discussion of Items for Future Agendas

The next regularly scheduled meeting was tentatively set for Monday, April 10, 2017.

4. REPORTS

4a Librarian's Report

A. Monthly Statistics:

Director Rodne provided an overview of the statistics for the months of November 2016 through January 2017.

B. Donations:

Rodne stated that the Library received a total of \$350.00. In December, the Library received \$200.00 from William and Beverly Schweikhard for the purchase of inspirational CD books; and, the Library received \$100.00 from Mary Alice Rippe for the purchase of adult fiction material, in honor of her book club members. In January, the Library received \$50.00 from the Saddlebrook Homeowner's Association in memory of Nels Jahren.

C. Library Programs:

Rodne provided an update on the Spring Story Time registration and explained that most of the children's classes were full; the adult Gardening and Get Crafty programs were underway and well received; and, registration limits had to be increased for the Holocaust program scheduled for April 20, 2017. Rodne highlighted the upcoming adult program, *Accessorize with Style* in May. Rodne described the Winter Reading Program, *Catch a Dragon by the Tale*, the dragon scales used to track the number of books read, and the small dragon prizes the children would receive upon completion of the program.

4b Friends of the Colleyville Public Library Report

Kay Newton reported on behalf of the Friends of the Colleyville Public Library and stated that the Friends donated \$500.00 in support of the Holocaust Program and \$500.00 in support of the 2017 Summer Reading Program. Newton provided information on the annual book sale scheduled for May 6, 2017.

4c Colleyville Public Library Foundation Report

Pat Jones reported on behalf of the Colleyville Public Library Foundation and stated that their participation in North Texas Giving Day 2016 was considered successful. Jones stated the Foundation would continue the Big Piggy Bank Fill and participation in the Amazon Smile program. Rodne stated that the Foundation had received a \$10,000 donation from the Glaser Family Foundation, in support of the 2017 Summer Reading Program, and that the check would be presented and accepted at the March 7, 2017 City Council meeting.

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

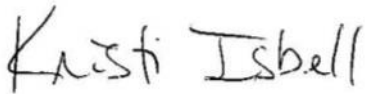
There were no citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

A motion was made by Billie Tuttle and seconded by Seanna Billinger to adjourn the meeting of the Colleyville Library Board at 6:24 p.m. The motion was approved unanimously.

APPROVED BY A VOTE OF 6 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 10th DAY OF April, 2017.

Minutes taken and prepared by:



*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, February 14, 2017

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 February 14, 2017 at 7:00 p.m.

Roll Call

Present: Board members Kimberly Holt, Richard Vallario, Dee Kamerman, Dee McNosky, Raymond Allee, Wayne Maynard, and Michael Deakin

Staff Present: Shane Pace and Araceli Botello

1. SWEARING IN OF NEWLY APPOINTED MEMBERS

Araceli Botello swore in newly appointed members:

Dee Kamerman, Place 2
Wayne Maynard, Place 3
Michael Deakin, Alt. 2

2. ELECTION OF OFFICERS

Board member Maynard made a motion to appoint Dee McNosky as Chairperson. Board member Kamerman seconded.

The motion to appoint Dee McNosky as Chairperson carried by the following vote:

Aye: 5 – Vallario, Kamerman, Maynard, Allee, and McNosky

Board member McNosky made a motion to appoint Wayne Maynard as Vice-Chair. Board member Vallario seconded.

The motion to appoint Wayne Maynard as Vice-Chair carried by the

following vote:

Aye: 5 – Vallario, Kamerman, Maynard, Allee, and McNosky

3. APPROVAL OF MINUTES

Board member Maynard made a motion to approve the October 11, 2016 minutes. Board member Vallario seconded.

The motion to approve the October 11, 2016 minutes carried by the following vote:

Aye: 5 – Kamerman, Allee, Maynard, Vallario, and McNosky

4. PUBLIC HEARING AGENDA ITEMS

- 4a** Request for a variance to certain provisions of the Section 3.24.G, Schedule of District Regulation of the Land Development Code, specifically an encroachment into the rear yard setback on Lot 3A, of the Adair & Brown Estates, located 801 John McCain Road, Case VC16-017

Shane Pace presented the case and briefed the Board.

The public hearing was opened at 7:09 p.m.

The applicant, Cory Williams, 1533 Silverstone Drive, Weatherford, came forward and briefed the Board.

Board member Deakin questioned applicant regarding construction on the property. Mr. Williams responded construction pertaining to the variance has not continued and the only construction done was the pouring of concrete up to the property lot line.

Board member Maynard questioned applicant regarding pouring of concrete and the red tag provided by the Building Inspector noting the discrepancy. Mr. Williams responded there was one day between receipt of the red tag and the pouring of concrete. He went on state that the limited timeframe did not allow him to adjust the order and pouring of the concrete on the property.

Board member Kamerman questioned staff regarding the back yard setback requirements. Staff responded the construction is 17 feet from the rear property line and the required rear yard setback for the property is 25 feet. Board member Kamerman questioned applicant

regarding alternative options for building the garage and meeting the setback requirements. Applicant responded the intention is to seek an approval for the original proposed project that was submitted, requesting to build a three-car-garage as shown on the plan.

Discussion continued regarding alternative options to building.

Board member Vallario questioned staff regarding the chain of events from approval to the denial of the proposed plan. Staff responded the project was initially approved based on the proposed structure being built 67 feet from the property line, but was immediately denied, and the applicant was notified after receiving the form board survey showing the building structure at 17 feet from the property line.

Discussion continued regarding the chain of events of the proposed plan.

There being no one else wishing to speak, the public hearing was closed at 7:24 p.m.

Board member Maynard made a motion to deny Case VC16-017. Board member Vallario seconded.

The motion to deny Case VC16-017 carried by the following vote:

Aye: 5 – Kamerman, Allee, Maynard, Vallario, and McNosky

- 4b** Request for a variance to certain provisions of Section 3.24.G Schedule of District Regulations of the Land Development Code, specifically an encroachment into the front yard setback and a reduction to the minimum lot size requirements on Abstract 1619, Tract 1J02E of the S C H Witten Survey, located at 2109 Hall Johnson Road, Case VC16-018

Shane Pace presented the case and briefed the Board.

The public hearing was opened at 7:34 p.m.

The applicant, Richard and Nancy Jackson, 2109 Hall Johnson Road, came forward and briefed the Board.

Board member Maynard questioned staff regarding the proposal of the variance. Staff responded and confirmed the request of the

variance is to allow the home to remain until it is demolished. He added the proposed project has been looked at extensively and the lot lines have been adjusted to maintain the minimum 20,000 square feet on all lots.

There being no one else wishing to speak, the public hearing was closed at 7:37 p.m.

Board member Vallario made a motion to approve Case VC16-018. Board member Allee seconded.

The motion to approve Case VC16-018 carried by the following vote:

Aye: 5 – Kamerman, Allee, Maynard, Vallario, and McNosky

5. ADJOURNMENT

The meeting adjourned at 7:38 p.m.

Minutes were written and prepared by:



Araceli Botello

Planning Technician

The meeting minutes were approved on April 11, 2017 by a vote of 5-0.



City of Colleyville Planning and Zoning Commission Minutes

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

Monday, March 13, 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 March 13, 2017, at 7:00 p.m.

Roll Call

Present: Commissioners Susan Mathisen, Sam van Bever, Veronica Baughman, George Dodson, and Charles Kelley

Absent: Commissioner Jason Elms

Staff Present: Ben Bryner, Fire Chief Brian Riley, Oscar Chavez, Taylor Schauwecker, Robert McKeown, Araceli Botello, and Assistant City Attorney Evan Fisher

1. APPROVAL OF MINUTES

Commissioner Mathisen made a motion to approve the February 13, 2017 minutes. Commissioner Baughman seconded.

The motion to approve the February 13, 2017 minutes carried by the following vote:

Aye: 5 – Mathisen, van Bever, Baughman, Dodson, and Kelley

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 Special Use Permit for a Servants or Caretakers Quarters and Special Use Permit to allow for an Accessory Building

larger than permitted on Tract 3H, Abstract 211, BBB & C RY Survey, located at 5513 Lowrie Road, Case ZC17-002

Ben Bryner presented the case and briefed the Commission.

The applicant, Joel Justiss, 5513 Lowrie Road, came forward and briefed the Commission.

Chairman Dodson questioned applicant regarding the interior space in the front portion of the garage. Applicant responded the space is for storage and he hopes to build a door to enter into the living quarters.

Commissioner Baughman questioned the applicant regarding the square footage of the storage space. Applicant responded the storage space is 20-22 feet wide and 8 feet in length. Commissioner Kelly and Baughman made a notation that living space is within range of the requirement for a living quarters permitted by the Land Development Code, if the storage space and second floor is not included in the calculations. Staff added the calculations of 600 square feet for the living space are based on the dimensions provided by the floor plan of the living space that do not include of the storage and the stairway area.

Commissioner Mathisen questioned applicant regarding removal of trees on the property. Applicant responded yes, there are two dead trees that will be removed and will have 90 trees remaining on the property.

Commissioner Baughman questioned applicant regarding sewer line connections to the living quarters. Applicant responded that he assumed the same sewer line for the main house will be used for the living quarters.

Discussion continued regarding utility connection.

Commissioner Mathisen questioned applicant regarding any additional options proposed to the living quarters to conform to the requirements of the Land Development Code. Applicant responded that he originally requested 1200 square feet for the living quarters, but reduced his original proposal to meet the required 600 square feet of maximum area allowed for the building expansion.

Discussion continued regarding the permitted square footage allowed.

Commissioner Mathisen questioned applicant regarding feedback from his neighbors regarding his proposed expansion of a living quarters. Applicant responded he has reached out to some neighbors and did not received any objections to his proposal.

The public hearing was opened at 7:21 p.m.

Diana Gibson, 5600 Reagan Road, came forward and spoke in support. Ms. Gibson expressed concerns regarding drainage on her property.

There being no others present wishing to speak, the public hearing was closed at 7:24 p.m.

Commissioner Mathisen questioned staff regarding drainage issues. Staff responded a full drainage plan is not a requirement for small projects, but the standard to address drainage concerns is to minimize increase of run-off into adjacent properties.

Development Engineer, Oscar Chavez, came forward and briefed the commission. Mr. Chavez responded drainage issues are addressed based on the size of the area to be disturbed, an in-depth grading plan is required for drainage review with larger developments. He added the proposed project's disturbed area is minimal, and specifically to the back of the property. He went on to state that the Land Development Code allows for lot to lot grading, but a grading plan can be requested to minimize drainage to adjacent properties.

Discussion continued regarding drainage.

Commissioner van Bever made a motion to approve Case ZC17-002 with the condition that the Servant or Caretakers Quarters be served by the same utilities as the main house. Commissioner Baughman seconded.

The motion to approve Case ZC17-002 with the condition that the Servant or Caretakers Quarters be served by the same utilities as the main house carried by the following vote:

Aye: 5 – Mathisen, van Bever, Baughman, Dodson, and Kelley

4. ADJOURNMENT

The meeting adjourned at 7:30 p.m.

The minutes were written and prepared by:



Araceli Botello

Planning Technician

The meeting minutes were approved on April 10, 2017 by a vote of 5-0.



City of Colleyville Sign Board of Appeals Minutes

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

Tuesday, March 14, 2017

City Council Chambers

Call to Order

The Sign Board of Appeals meeting of the City of Colleyville was called to order by Board member McNosky on March 14, 2017 at 7:00 p.m.

Roll Call

Present: Board members Richard Vallario, Wayne Maynard, Dee McNosky, Raymond Allee, Kimberly Holt, Alternate 1, and Michael Deakin, Alternate 2

Absent: Dee Kamerman

Staff Present: Ben Bryner and Araceli Botello

1. APPROVAL OF MINUTES

Board member Maynard made a motion to approve the January 10, 2017 minutes. Board member Allee seconded.

The motion to approve the January 10, 2017 minutes carried by the following vote:

Aye: 5 – Vallario, Maynard, Allee, Holt, and McNosky

2. PUBLIC HEARING AGENDA ITEMS

- 2a** Request for a variance to the provisions of Section 7.175.D, Permanent Attached Signs – Classification and Regulation of the Land Development Code, specifically the maximum area of signage, on Lot 16R2, Block 1, of the Colleyville Industrial Park Addition, located at 6407 Colleyville Boulevard, Case SC16-005

Ben Bryner presented the case and briefed the Board.

The public hearing was opened at 7:06 p.m.

The applicant, Geneva Switzer, 1223 Crestside Drive, Coppell, came forward and briefed the Board.

Board member Vallario questioned the applicant regarding a

monument sign on the property. Applicant confirmed there is a monument sign on the property.

Board member Maynard questioned applicant regarding the effect of the size of the sign on business. Applicant responded a larger sign will bring much more traffic with the construction of Colleyville Boulevard. Board Member Maynard questioned applicant if she was aware of any obstructions with the construction of the road. Applicant responded she is not aware of any obstruction, but would like a larger sign due to the expansion of the road.

Board member McNosky questioned applicant if the request for a variance for the proposed sign is to calculate the size of the sign based on the length of the building and not the patio overhang. Applicant confirmed and added that her interpretation was to use the 55 feet from the front of the building in contrast to the 21 feet.

Discussion continued regarding the size of the sign.

Board member Vallario questioned applicant if she would maintain the monument sign at the front of the building. Applicant responded yes.

Board member Allee questioned applicant regarding parking or the monument sign being impacted by the construction of the road. Applicant responded no, the easement space was only impacted and the monument sign would remain where it is located.

There being no one else wishing to speak, the public hearing was closed at 7:14 p.m.

Board member Allee made a motion to approve Case SC16-005. Board member McNosky seconded.

The motion to approve Case SC16-005 failed by the following vote:

Aye: 3 –Vallario, Allee, McNosky

Nay: 2 – Maynard, Holt

Board member Maynard made a motion to approve Case SC16-005 with the condition that the sign be 52 square feet. Board member Vallario seconded.

The motion to approve Case SC16-005 with the condition that the sign be 52 square feet carried by the following vote:

Aye: 5 – Vallario, Maynard, Allee, Holt, and McNosky

3. ADJOURNMENT

The meeting adjourned at 7:18 p.m.

The minutes were written and prepared by:

Araceli Botello

Planning Technician

The meeting minutes were approved on April 11, 2017 by a vote of 5-0.

RESOLUTION R-17-4120

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