



City of Colleyville City Council Agenda

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

Tuesday, April 16, 2019

WORKSESSION
5:30 PM
EXECUTIVE CONFERENCE ROOM
THIRD FLOOR

CALL TO ORDER

WS-1 Presentations by local agencies (Alliance for Children, Catholic Charities, Grapevine Relief and Community Exchange, Metroport Meals on Wheels, Special Needs Assistance Partners, and Safe Haven) seeking grants from the City of Colleyville

WS-2 Discussion of the April 16, 2019, City Council regular agenda items

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

Section 551.071 - Legal - Consultation with attorney on legal issues raised by items on the agenda

Section 551.071 - Legal - Consultation with attorney regarding contemplated and/or pending litigation, including:

- Glade Road eminent domain case for Parcel 150

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

- Glade Road Project Phases 1B and 2
- Acquisition of real property along SH26
- Acquisition of right-of-way along Westcoat Drive

Section 551.074 - Personnel - City Manager update regarding personnel evaluations and compensation

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

**REGULAR MEETING
7:30 P.M.
CITY COUNCIL CHAMBERS**

INVOCATION: Pastor Jay Franks, 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-19-4371

3. ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

Announcements of civic and charitable events

Presentation of calendar events and updates

Announcements of awards and recognition

Proclamation in recognition of Arbor Day - Parks and Recreation Director Lisa Escobedo and Mayor Newton

In recognition of the Featured Business of the Month - Pirate Island Pools, owner Juli Gerrard, 1101 Cheek-Sparger Road, - Mayor Richard Newton and Assistant City Manager Adrienne Lothery

4. CONSENT: READING AND PUBLIC HEARING- RESOLUTION R-19-4372

4a Approval of the minutes of the regular City Council meeting of April 2, 2019

5. ITEMS NOT FOR CITY COUNCIL ACTION

Monthly Financial Report - March 31, 2019

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

6a Ordinance O-19-2079

Consideration of amendments to the Land Development Code, specifically Chapter 2 - Definitions

7. RESOLUTION(S): READING AND PUBLIC HEARING**7a Resolution R-19-4373**

Request for a variance to certain provisions of Section 3.26, Fences, Free Standing Walls, and Screening Materials on Lot 5, Block 2, of the Sunrise Terrace, located at 1117 Jo Carol Lane, Case VC18-007

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

Colleyville Library Board Minutes - February 11, 2019

10. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR APRIL 16, 2019 - READING AND PUBLIC HEARING - RESOLUTION R-19-4374**11. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, April 12, 2019 by 5:00 p.m.

Christine Loven, TRMC
City Secretary

A quorum of any Colleyville board, commission, or committee may be present at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1133, and reasonable accommodations will be made to assist you.



City of Colleyville City Council Agenda Briefing

City Hall
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Agenda Number WS-1
Type Worksession
Department City Secretary

Agenda Date 4/16/2019

Title

Presentations by local agencies (Alliance for Children, Catholic Charities, Grapevine Relief and Community Exchange, Metroport Meals on Wheels, Special Needs Assistance Partners, and Safe Haven, seeking grants from the City of Colleyville

Strategic Plan

1.4 Communicate thoroughly and strategically

Explanation

This item provides for local agencies seeking a Fiscal Year 2020 grant from the City of Colleyville, to introduce their organization and needs, prior to the budget worksessions taking place.

The requests made in previous years by the Chamber of Commerce has been removed as it is now considered separately. This is the first year for Catholic Charities to introduce the organization and make a request.

The chart below provides a historical view of funding and the FY2020 requests.

Agency Requests and Grants - 2016-2020

Agency	FY16 Funding	FY17 Funding	FY18 Funding	FY19 Request	FY19 Funding	FY20 Request
Alliance for Children	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Catholic Charities						\$ 100,000
GRACE	\$ 7,500	\$ 7,500	\$ 7,500	\$ 10,000	\$ 10,000	\$ 15,000
Metroport Meals on Wheels	\$ 10,000	\$ 10,000	\$ 10,000	\$ 12,000	\$ 10,000	\$ 12,000
Safe Haven	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500
Special Needs Assistance Partners	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Totals	\$ 22,500	\$ 22,500	\$ 22,500	\$ 27,500	\$ 25,500	\$ 132,500

Attachments

1. Agency Presentations



Presentations by local agencies seeking FY20 grants from the City of Colleyville

**City Council Worksession
April 16, 2019**

ALLIANCE FOR CHILDREN

SERVING TARRANT COUNTY SINCE 1992

OUR MISSION



THE MISSION OF ALLIANCE FOR CHILDREN IS TO PROTECT TARRANT COUNTY CHILDREN FROM CHILD ABUSE THROUGH **TEAMED INVESTIGATIONS, HEALING SERVICES, AND COMMUNITY EDUCATION.**

TEAMED INVESTIGATIONS

- PARTNER WITH AGENCIES INVOLVED IN CHILD ABUSE INVESTIGATIONS
 - CHILD PROTECTIVE SERVICES
 - TARRANT COUNTY CRIMINAL DISTRICT ATTORNEY
 - COOK CHILDREN'S MEDICAL CENTER
 - 26 LOCAL LAW ENFORCEMENT AGENCIES
- MULTI-DISCIPLINARY TEAM COORDINATION
 - 78 DFPS Intakes from Colleyville
- FORENSIC INTERVIEW SERVICES
- BI-WEEKLY CASE STAFFING

TEAMED INVESTIGATIONS

SPECIALIZE IN CASES INVOLVING:

- SEVERE PHYSICAL ABUSE
- CHILD FATALITIES
- CHILDREN WHO HAVE WITNESSED
A VIOLENT CRIME
- SEXUAL ABUSE INCLUDING CHILD
SEX TRAFFICKING

21 CASES MET CRITERIA FOR ACTIVE
CASE COORDINATION

LOCAL LAW ENFORCEMENT

Call 911 to Report Child Abuse

Assess Criminal Elements & Evidence

Investigation Closed OR Case Referred to District/County Attorney

Case Declined OR Case Presented to Grand Jury

Case No Billed OR Case Indicted

Criminal Prosecution — Plea or Trial

AFC
ALLIANCE FOR CHILDREN

SHARED WITH CAC

SHARED WITH CAC

SHARED WITH LAW ENFORCEMENT

SHARED WITH THE DEPARTMENT OF FAMILY & PROTECTIVE SERVICES

Multidisciplinary Team
Communication, Case Management, Collaboration

Medical Assessment

Forensic Interview

Joint Investigation Coordination

AFC Facilitates Services

Family Advocacy and Support

Trauma-Focused Therapy

Multidisciplinary Case Review

Justice and Healing Facilitated for Children and Families

DEPARTMENT OF FAMILY & PROTECTIVE SERVICES

Child Protective Services, Child Care Licensing, Adult Protective Services

Call Texas Abuse Hotline to Report Child Abuse
1-800-252-5400

Assess Child Safety and Risk

Protective Caregiver — Case Closed

OR

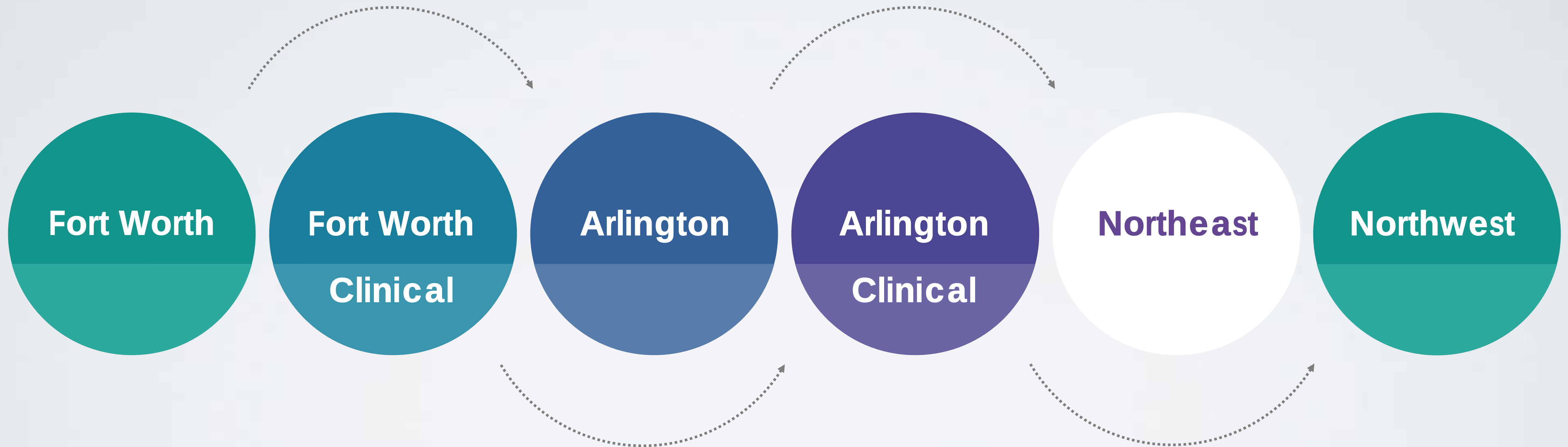
Assigned to Family Based Safety Services

OR

Child Placed in Foster Care



CENTER LOCATIONS





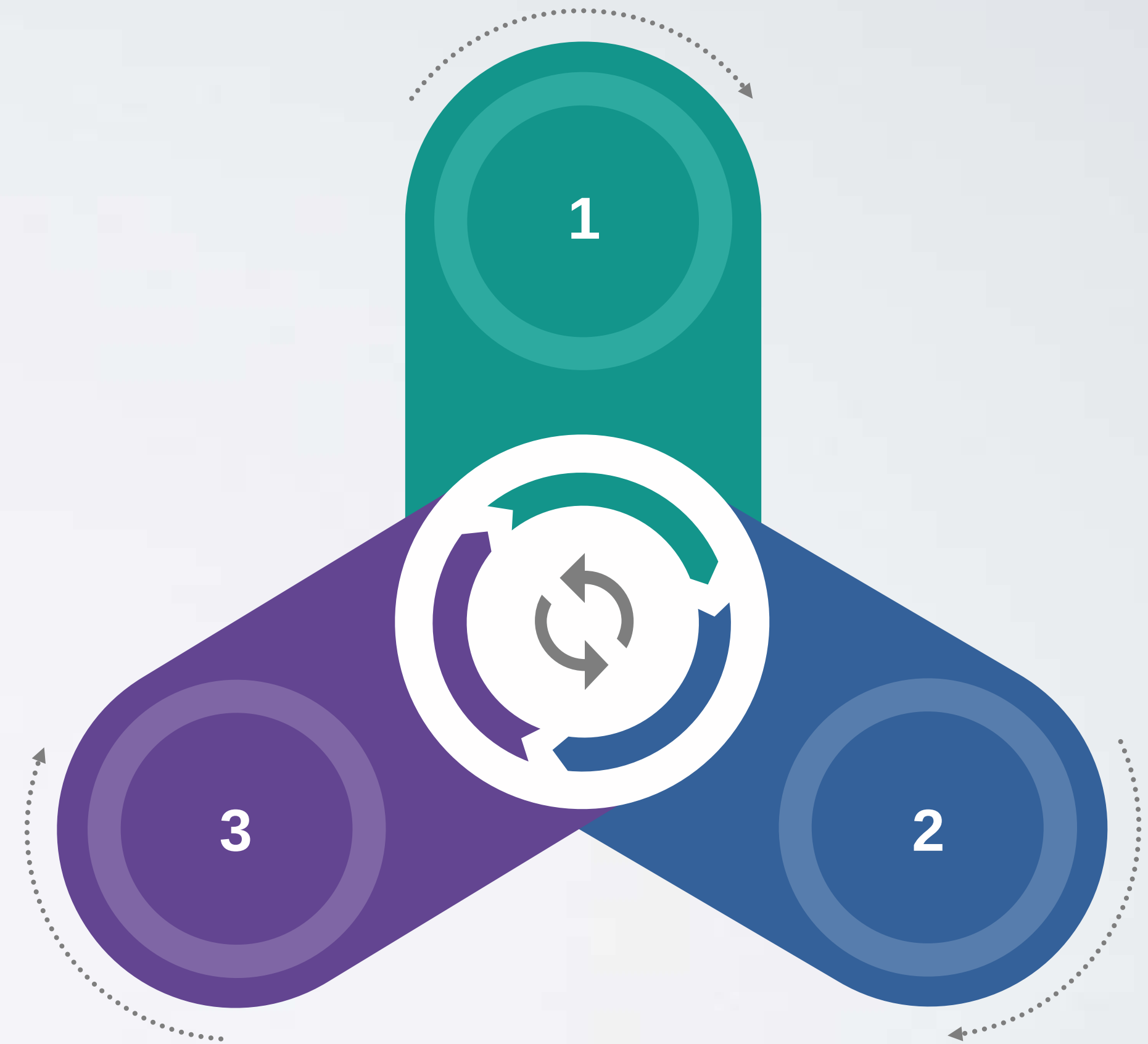
HEALING SERVICES

- FAMILY ADVOCACY
 - CASE MANAGEMENT
 - COURT ACCOMPANIMENT
 - CAMP B.L.U.E/MAKEOVER PROJECT
- GROUP & INDIVIDUAL COUNSELING
 - TRAUMA FOCUSED COGNITIVE BEHAVIORAL THERAPY
 - PARENT-CHILD INTERACTION THERAPY
 - ANIMAL ASSISTED THERAPY PROGRAM
 - PROJECT SAFer

COMMUNITY EDUCATION

EMPOWERING ADULTS AND CHILDREN TO PREVENT CHILD SEXUAL ABUSE

- 1 P.S. It's My Body
- 2 Netsmartz
- 3 Stewards of Children





ALLIANCEFORCHILDRENTARRANT



ALLIANCEFORCHILDREN_TARRANT



AFC_TARRANT

STAY UPDATED

WWW.ALLIANCEFORCHILDREN.ORG

Questions?

CITY OF COLLEYVILLE 2020 TRANSPORTATION BID

Provided by



Catholic Charities Fort Worth
Transportation Services



Catholic Charities Fort Worth
Transportation Services



Catholic Charities Fort Worth Transportation Services is the 2nd largest provider of transportation in Tarrant County. Our goal is to meet the transportation needs of Tarrant County residents to help them attain transportation self-sufficiency.

2018 – A Year in Review

Total Trip Data

Completed Trips: 79,847

Time: 42,134.19 Service Hours

Distance: 757,276.17 Service Miles

(30 Trips around the earth or 108 one way trips to Beijing, China)

OTP 95%

Rides Per Hour: 2.33



74% of Fleet is ADA Compliant

2018 COMPARISON TRIP DATA

- City of Bedford (2018 Calendar Year) – 19,522 trips provided.
- City of Grapevine (2018 Calendar Year) – 13,081trips provided.
 - 52 one way trips per day.
 - 260 one way trips per week.
- Clients may travel anywhere in a seven city geo-fenced area.
- City investment in program includes financial support exceeding \$70,000 annually and support by providing vehicles as needed.

Colleyville Center Point:

Hall Johnson & Highway 26

Radius Boundary:

Approximately 5 miles from Center Point

Recommended Geo-Fence:

North – Southlake Boulevard

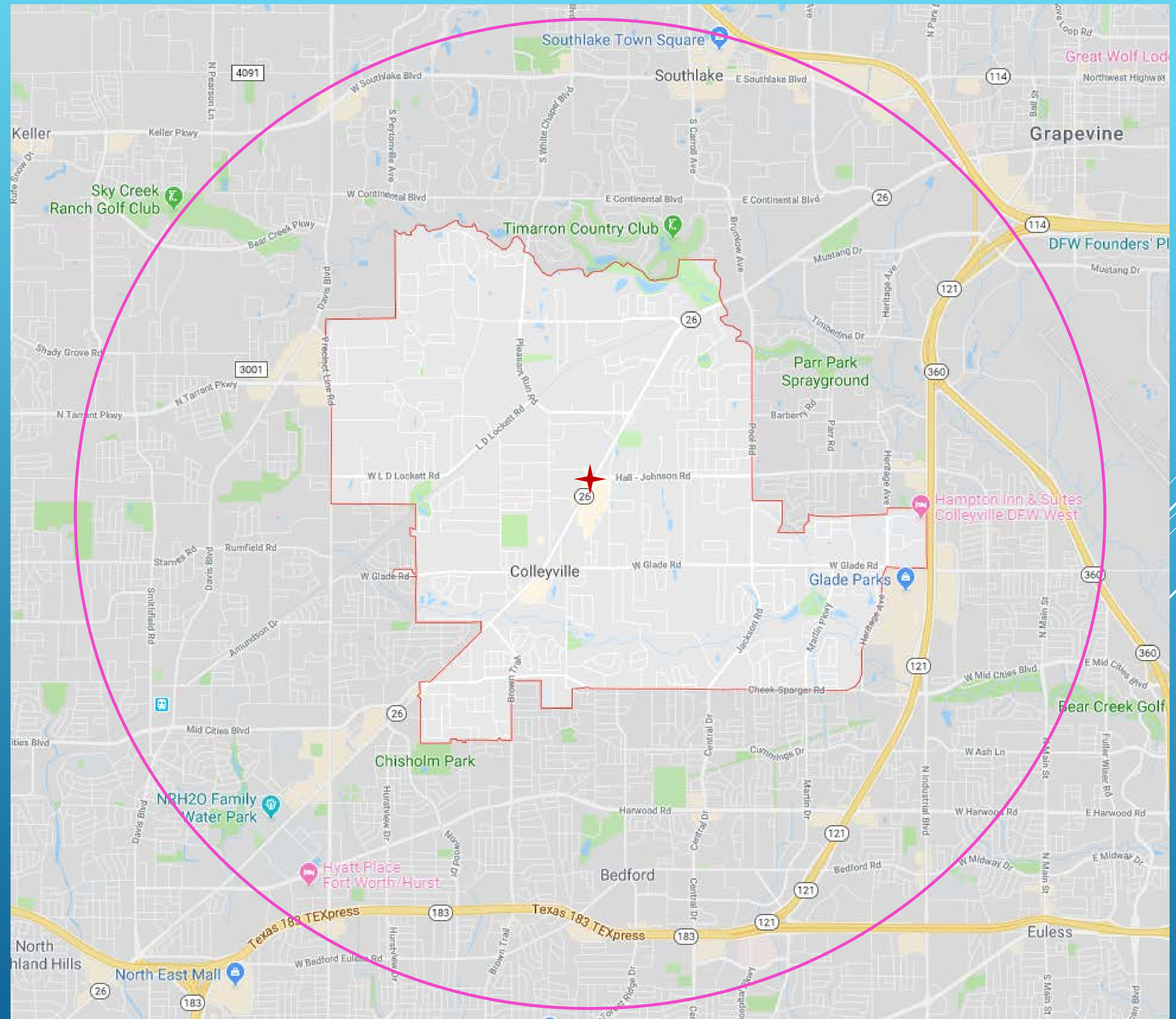
South – Highway 10

East – Highway 360

West – Smithfield Boulevard

POI (Point of Interest)

Baylor Scott & White Hospital, Grapevine
Texas Health Resources, HEB
Tex-Rail, Smithfield Station



PROPOSED SERVICE PARAMETERS **TO CONSIDER**

- **Service Monday thru Friday 6:15 am to 7:00 pm.**
- **Service includes Dispatch and Intake/Scheduling Services.**
- **Service includes both non ADA and ADA vehicles availability. The City of Colleyville would have no initial contribution for vehicles, fuel or R&M for this one year contract.**
- **Seniors 65 years of age or older and/or an individual with a disability.**
- **Cap individual households to no more than 3 round trips per week. (Proposal A).**
- **City can pay for no shows or after 3rd no show suspend ridership for 30 days.**
- **Monthly and quarterly reporting submitted by 16th of each month.**

PROPOSED COST FOR 2020 BUDGET

▶ 2020 Proposal A - \$100,000

Cost per one-way trip:

- ▶ \$30 per one-way trip.
- ▶ Client pays \$3.25 per one way trip.
- ▶ City of Colleyville pays \$26.75 per one-way trip (Total Trips available = 3738 one way trips annually / 75 one way trips per week).

▶ Proposal B - \$70,000

Cost per one-way trip:

- ▶ \$30 per one-way trip.
- ▶ Client pays \$5.00 per one way trip.
- ▶ City of Colleyville pays \$25 per one-way trip (Total Trips available = 2800 one way trips annually / 55 one way trips per week).

▶ Proposal C – Unlimited Trips as needed (with no caps)

Cost per one-way trip:

- ▶ \$30 per one-way trip.
- ▶ Client pays \$3.25 per one way trip.
- ▶ City of Colleyville pays \$26.75 per one-way trip.
- ▶ City of Colleyville billed monthly for each one way trip provided.

Questions or Comments?

Thank you for your time and commitment to this great city.



GRACE

Shonda Schaefer,
Chief Executive Officer



Needs in Northeast Tarrant County

- Hunger
- Affordable Housing/
Housing Security
- Medical Care

Hunger

- **Food Insecurity:** a family who lacks consistent access to enough food for all household members to enjoy an active and healthy life.
- Families often cut back on groceries to pay for rent, utilities, medicine, etc.
- Nationally 1 in 8 American Households experience food insecurity.

Texas percentiles

- Texas ranks #2 in the Nation for total number of food-insecure individuals.
- Texas' overall rate of food insecurity is 15.4% (National: 12.9%) and child food insecurity is 23% (National: 18.0%).
- Tarrant County's rate is 16.6% and Tarrant County's child food insecurity is 21.8%
- Three counties in Texas rank in the top 10 counties nationally for the greatest number of food insecure individuals: Tarrant is #10.
- 1/4 of all counties in the US with 100,000 or more food insecure children are in Texas.

Local Challenges: Grapevine

- GCISD 22.9% Free & Reduced
- Food Desert
- Cost of Convenience Stores vs Grocery
- Access to Fresh Fruits, Veggies & Dairy
- Barriers:
 - Transportation
 - Education
 - Time/Priority

GRACE Programs Addressing Hunger

- Self-Select Food Pantry
- Friends & Family
- GRACE Community Garden
- GRACE Grocery Giveaway
- Feed Our Kids



Affordable Housing/Housing Security

- A family of 4 would need to make at least \$48,000 per year to live in DFW and cover basic needs (*The Center for Public Policy Priorities)
- NE Tarrant County Fair Market Rents are substantially higher than other cities in TC
- Housing Stock is very low
- Public Transportation is not available

Affordable Housing/Housing Security

- A family with one adult working at minimum wage makes less than 1 / 3 of the \$48,000 estimate
- One medical, transportation, childcare crisis can put a total stop to income

GRACE Programs Addressing Housing

- Client Services/Emergency Assistance
- Transitional Housing
- Friends & Family



Medical Needs

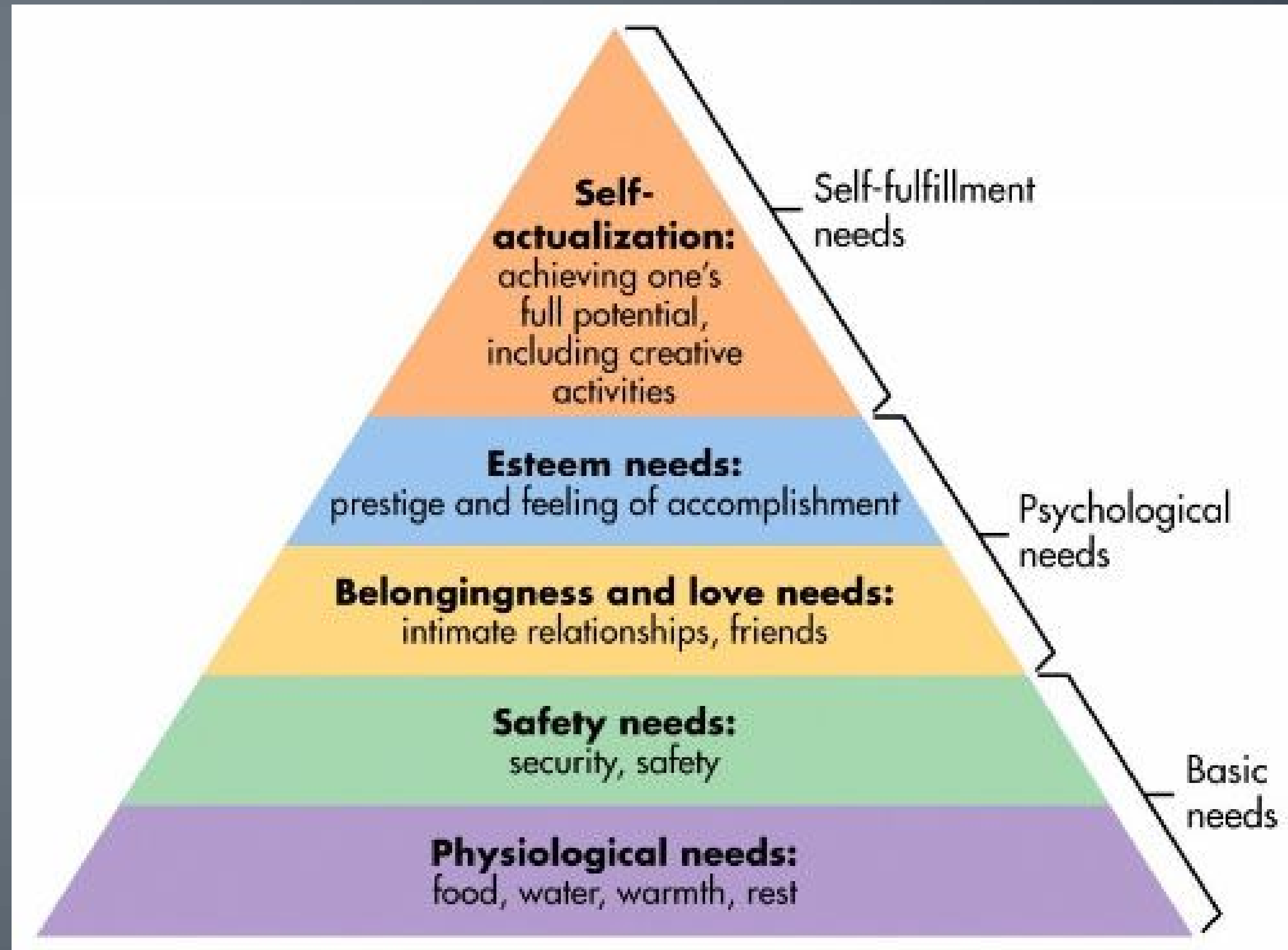
- 50% of all persons who are uninsured live in 16 counties of the United States. Tarrant County is ranked 7th of these counties
- Preventive health care is not an option for these families
- Emergency Room visits are their only option
- 28% of all prescriptions are never filled
- 1/2 of those filled are not taken as prescribed

GRACE Programs Addressing Medical Needs

- GRACE Clinic
 - For adults without insurance/ability to get insurance
 - 850 individuals consider the GRACE Clinic their medical home



Maslow's Hierarchy of Needs



GRACE Business in a Nutshell

- *Mission: As a steward of God's blessings and resources in the community, GRACE demonstrates compassion for those less fortunate by providing assistance to individuals and families in crisis and guidance toward self-sufficiency.*
- *Established 1987*
- *Faith-based, general social services, 501(c)3*
- *Annual Operating Budget: ~\$7.5 m (\$4 m cash; \$3.5 m in-kind)*
- *Direct Service unduplicated clients: ~5,000*
- *Staff: ~60 paid employees; ~3,500 volunteers*
- *Funding: Individual/Corporate Contributions 40%; In-Kind 40%; Special Events 10%; Grants/Foundations 5%; Net Resale 5%*



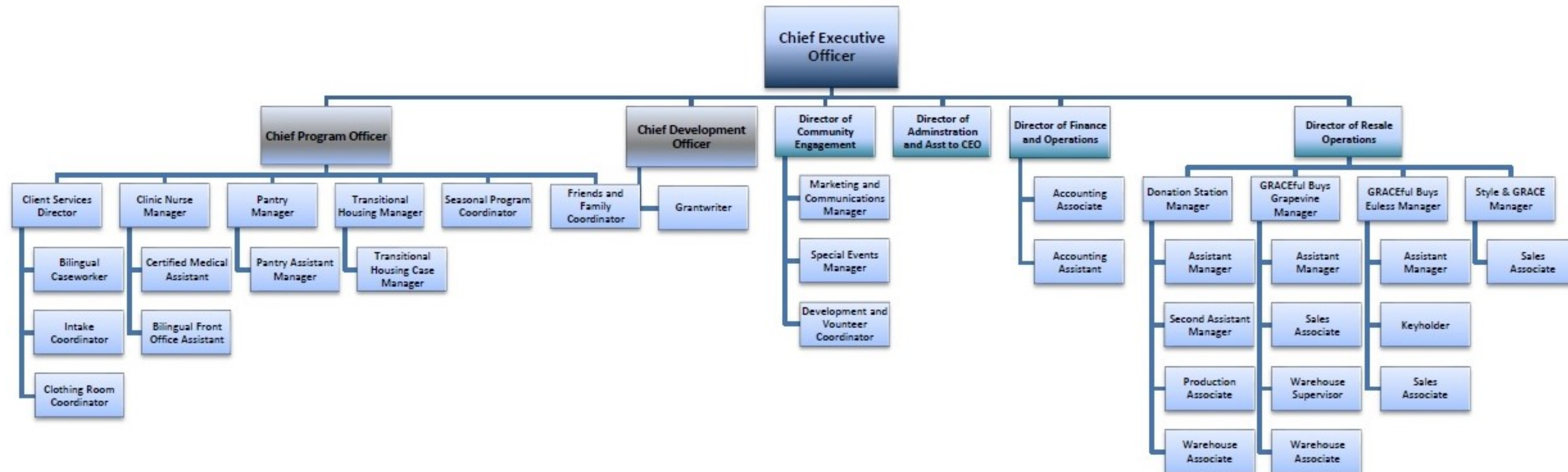
GRACE Organizational Chart

GRACE Mission Statement

As a steward of God's blessings and resources in the community, GRACE demonstrates compassion for those less fortunate by providing assistance to individuals and families in crisis and guidance toward self-sufficiency.

GRACE Vision Statement

GRACE will excel in providing emotional, spiritual, physical and financial assistance to needy individuals and families in our community, and, where possible, in promoting future self-sufficiency.





Thank You! Questions?



Colleyville City Council

April 16, 2019



Neighbors *Helping* Neighbors

Our Mission

Metroport Meals On Wheels is a grassroots volunteer advocate for the elderly and those in need through home-delivered meals, senior center luncheons, and other support services.

For 39 years, MMOW has been *Neighbors Helping Neighbors* to alleviate hunger, isolation, and loneliness in our communities, and to foster the independence, worth, and dignity of each individual we serve.

We've provided nutrition, enhanced personal safety, and provided 1.5 million meals.



Neighbors *Helping* Neighbors

What Makes MMOW Unique

MMOW chooses to operate independently of federal, state, or United Way funding.

MMOW's commitment to providing services is built on community support instead of government programs that has created a responsive, people-centered organization.

Community partnership enables MMOW to support independence for all who need assistance without regard to their age or financial circumstances.



Neighbors *Helping* Neighbors

Home Delivered Meals

- MMOW served 379 participants in 2018; 16 Colleyville residents received meals. Out of 22 routes, Colleyville is the 6th largest.
- Participants range in age from 23 to 103.
- Assistance can be ongoing or short term for recovery from accident or illness.
- Meals are delivered with the assistance of over 400 volunteers.





Neighbors *Helping* Neighbors

Senior Centers Lunch Programs

- MMOW currently hosts 58 Senior Center luncheons per month, and serving over 40,000 meals to 1,000 + seniors every year.
- MMOW hosts 2 luncheons in the Colleyville Senior Center each month with an average attendance of over 70 seniors at each luncheon.
- Luncheons are special events featuring wholesome food, lively conversation, fellowship, games and BINGO.





Neighbors *Helping* Neighbors

Other Support Services

- MMOW's Staples for Seniors program delivered 18,231 shelf stable bonus meals to homebound participants at no cost.
- MMOW delivered 3,223 Ensure, Boost or Gluerna meals to homebound participants at no cost.
- MMOW's Pet Patrol program provided over 1,300 pounds of pet food at no cost.
- MMOW's Share the Love Stocking Tree provided personalized gifts to all our participants to ensure no one was forgotten during the holidays.





Neighbors *Helping* Neighbors

Summary

- MMOW structures programs that have a solid community basis, partner with communities we serve, give resources in those communities, and with active volunteers we enhance the quality of life for everyone.
- MMOW ensures that our participants are not isolated or lonely.
- We create smiles, friendships, validate humanity for people who think they don't matter.





Neighbors *Helping* Neighbors

Quotes from Colleyville Participants

“With gratitude and appreciation, we want you to know we feel blessed to have individuals who give of their time to be a blessings to others.”

By: *Ms. Rosalyn*



“The food helps me the most because I’m not able to cook anymore.”

By: *Ms. Shirley*

“The volunteers are very friendly. They give us a feeling of worthiness and value.”

By: *Ms. Henriella*



Neighbors *Helping* Neighbors

Conclusion

For 39 years, MMOW's commitment to ill and/or elderly neighbors has not wavered. We emphasize being inclusive—always approaching situations with the question, “How can we meet this need?” We believe that isolation is caustic, undermining to the quality of life and detrimental to physical health. We strive to meet needs and enrich lives, to provide simple, joyful things for our participants to anticipate, to provide tangible expressions of care and concern, and to create more opportunities for personal interaction.



Neighbors *Helping* Neighbors

On behalf of MMOW,
THANK YOU!



Questions?



SafeHaven of Tarrant County

For over 40 years, SafeHaven has been the largest and most comprehensive agency in Tarrant County providing services at no cost to domestic violence victims.

Our Programs

- 24-Hour Crisis Hotline
- Comprehensive Children's Services
- Nonresidential Resource Centers
- Scattered-Site Supportive Housing
- Reformative Services
- Two Emergency Shelters
- Daycare, On-site School
- Legal Representation
- Prevention Services
- Nonresidential Crisis & Outreach Services

Our mission is to end domestic violence through safety, support, prevention and social change.

SafeHaven

By The Numbers



1,322 women and children received holistic care in our emergency shelters.



2,140 survivors received over 13,125 hours of counseling and support groups.



Offenders received 4,140 hours of reformatory services.



22,393 youth received our prevention services in 1,365 sessions.



97 survivors were represented by our on-staff attorneys free of charge.



On average, 51 calls come to the hotline every day.
(1-877-701-SAFE)

Services to Colleyville Residents

SafeHaven serves an average of 300 Colleyville residents annually.

- Colleyville residents received one or more of the following: case management, family counseling, support groups, legal advocacy, community education
- Presentations to Colleyville Woman's Club and Mid-Cities SOS
- Increasing SafeHaven's presence in northeast Tarrant County

Questions?



MISSION

Create and support a variety of programs that assist individuals 17 and older living with intellectual and developmental disabilities in achieving and sustaining full lives.

Continuing Education Programs

- J.O.B.S. Club
- Expanded Living Program
- Ambassadors Club
- Book Club

J.O.B.S. Club

- Members share their work experiences, success stories, discuss job related issues
- Develop the skills needed to succeed in the workplace.
 - Mock interviews
 - Resume building
 - Job searching.
- Transition into Internship Program



Expanded Living Program

- A one year, fee-based program individualized for people with a mild or moderate intellectual and developmental disability, who wish to live life more independently
- The program includes:
 - An introductory seminar, interview and general assessment
 - Interactive workshops for the participants and separate workshops for their families (6 months of weekly workshops)
 - One-on-one individualized training/coaching based on the participant's specific needs. (6 months of training/coaching)
- Transition into Project Neighbor



Ambassadors Club

- Members are given opportunities to represent SNAP in the community by attending expos, resource fairs, chamber lunches and fundraisers
- Members learn how to develop:
 - Social skills
 - Greeting and hosting abilities
 - Public speaking skills
- Community Partnerships
 - Runway Theater
 - Colleyville Women's Club



Book Club

- North Texas SNAP Book Club is for SNAP Members who enjoy reading and can read at an 8th grade level or above, connecting members through the love of books.
- Members get to
 - Share favorite books
 - Discover new books
 - Discuss books respectfully and appropriately with others who love to read



Other SNAP Programs

- Independent living workshops every week
- Girl's Night Out & Men's Club
- Seasonal Parties (Christmas, Halloween), Dances, Quarterly Birthday Parties

THANK YOU FOR YOUR SUPPORT



VISION

Have a community where people with intellectual disabilities and their families have a network that supports independence, choice and personal success for generations to come.

Amber Adams

SNAP Social Committee



Active participant in Ambassador Club, Project Neighbor, Book Club and Girl's Night Out

Questions?



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
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Agenda Number WS-2

Agenda Date 4/16/2019

Type Worksession

Department City Secretary

Title

Discussion of the April 16, 2019, City Council regular agenda items



City of Colleyville City Council Agenda Briefing

City Hall
100 Main Street
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Agenda Number 1

Agenda Date 4/16/2019

Type Executive Session

Department City Secretary

Title

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Section 551.074 - Personnel - City Manager update regarding personnel evaluations and compensation

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Attachments



City of Colleyville City Council Agenda Briefing

City Hall
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Agenda Number 3

Agenda Date 4/16/2019

Type Announcements, Proclamations, and Presentations

Department Parks and Recreation

Title

Proclamation in recognition of Arbor Day - Parks and Recreation Director Lisa Escobedo and Mayor Newton

In recognition of the Featured Business of the Month - Pirate Island Pools, owner Juli Gerrard, 1101 Cheek-Sparger Road, - Mayor Richard Newton and Assistant City Manager Adrienne Lothery

Attachments

1. Arbor Day 2019 Proclamation

Proclamation

CITY OF

Colleyville,
Texas

WHEREAS: The City of Colleyville is committed to the citizens of Colleyville working together to improve the community and the environment by planting trees and teaching others about environmental stewardship; and

WHEREAS, the City of Colleyville is proud of its natural resources and neighborhoods and seeks to protect and improve our community through the action of citizens, schools, governments, and businesses working together; and

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees. This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, trees reduce the erosion of precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife and Arbor Day is observed throughout the world and has become a day dedicated to the beauty, usefulness and preservation of trees; and

WHEREAS, the City of Colleyville is celebrating their 21st year of being designated a Tree City USA community.

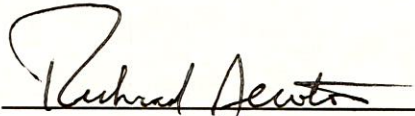
NOW, THEREFORE, I, RICHARD NEWTON, MAYOR OF THE CITY OF COLLEYVILLE, TEXAS, on behalf of the Colleyville City Council do hereby proclaim April 26, 2019 as the

OFFICIAL ARBOR DAY IN COLLEYVILLE

and call upon our citizens to promote responsible environmental stewardship and help us renew our commitment to building a better world today and for future generations.

IN WITNESS WHEREOF, I do hereby set my hand and seal of the City of Colleyville, Texas, affixed this 16th day of April, 2019.





Mayor



RESOLUTION R-19-4372

**A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER
CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF
APRIL 16, 2019**

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 2, 2019

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _ AYES, _ NAYS ON THIS THE 16TH DAY OF APRIL 2019.

Mayor Richard Newton	_____	Mayor Pro Tem Bobby Lindamood	_____
Place 1, Tammy Nakamura	_____	Place 3, Kathy Wheat	_____
Place 4, George Dodson	_____	Place 5, Chuck Kelley	_____
Place 6, Callie Rigney	_____		

ATTEST:

CITY OF COLLEYVILLE

Christine Loven, TRMC
City Secretary

Richard Newton
Mayor



City of Colleyville City Council Minutes - Draft

City Hall
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Tuesday, April 2, 2019

CITY COUNCIL CHAMBERS

Mayor Richard Newton called the Colleyville City Council Worksession to order on Tuesday, April 2, 2019, at 5:00 p.m.

ROLL CALL: Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood, and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Chuck Kelley and Callie Rigney

ALSO PRESENT: City Manager Jerry Ducay, Assistant City Manager Mark Wood, Assistant City Manager Adrienne Lothery, Fire Chief Mark Cantrell, Community Development Director Ben Bryner, Community Relations Specialist Erin Spicer, City Attorney Whitt Wyatt, and City Secretary Christine Loven.

WS-1 Discussion of an entrepreneur center

Mayor Newton introduced Maria Meyers, University of Missouri Kansas City Innovation Center, stating she is an expert in the field of entrepreneurialism and he asked her to share her experience on what factors contribute to the success of entrepreneur centers, and how such a center might be worth consideration in Colleyville.

Mrs. Meyers provided information on trends, economic development, data collection, steps in building infrastructure, networks, resources, and planning, and answered questions of the City Council.

Mayor Newton asked City Council if based on the presentation, is this a viable path to follow to consider establishing an entrepreneurial center at the vacant Wachovia Bank building on SH26 and involve the Chamber of Commerce.

The Colleyville Chamber of Commerce Board Chair, President, and several members of the Board were present. Mayor Newton asked them their opinion of the entrepreneurial center concept. They all spoke enthusiastically about the concept and said it should be pursued.

Following discussion of how to collect data, finances, cooperation with other organizations, and value, the City Council agreed to meet jointly with the Colleyville Chamber of Commerce in June 2019, to discuss a plan going forward.

WS-2 Discussion of the April 2, 2019, City Council regular agenda items

Mayor Newton stated Mr. Minh Tran, TxDOT Engineer, asked to postpone the SH26 discussion until next month when he could provide more data, therefore, this item will not be presented tonight.

Mayor Newton adjourned the worksession at 6:25 p.m.

Mayor Newton called the Executive Session to order at 6:26 p.m. and called the roll.

ROLL CALL: Mayor Richard Newton, Mayor Pro Tem Bobby Lindamood, and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Chuck Kelley, and Callie Rigney

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 items on the agenda

Section 551.071 - Legal - Consultation with attorney regarding contemplated and/or pending litigation, including:

- Glade Road eminent domain case for Parcel 150

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

- Glade Road Project Phases 1B and 2
- Acquisition of real property along SH26

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

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, and Section 551.087, Economic Development. He further explained there would be no decisions made or action taken during this time. Executive Session was adjourned at 7:07 p.m.

The regular meeting of the Colleyville City Council was called to order by Mayor Newton at 7:30 p.m.

INVOCATION: Pastor Dale Molden, First 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-19-4368**

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

The City Manager, Mayor, and Councilmembers made the following announcements:

New ISO Rating: The City has been advised our ISO rating will officially be updated to a 2. The fire department, with the assistance of Public Works Director Ray Silva-Reyes and Assistant City Manager Mark Wood began the process of obtaining an updated Insurance Service Office (ISO) Public Protection Classification (PPC) rating, in November 2018. ISO is a private company that collects information about municipal fire protection efforts in communities throughout the United States, assigns ratings from 1 (best) – 10 (worst), and reports this information to insurance companies. Generally speaking, the lower the ISO rating, the more favorable homeowner's insurance rates will be for a community. Until the updated rating, the City has an ISO 4 rating; a new rating has not been sought since the mid-1990s. Since that time, Colleyville's infrastructure and firefighting capabilities have vastly improved. The City made obtaining a re-grade a top priority in an effort to provide its residents with an opportunity to save money on homeowner's insurance rates. ISO evaluates four primary categories of fire suppression – fire department, emergency communications, water supply, and community risk reduction. Over the last several months, the Fire Department and Public Works staff have compiled voluminous data to demonstrate to ISO its high-quality, superior firefighting efforts.

Governor Property Tax Reduction – We have stated several times in the past that this entire council supports Governor Abbott's 2.5% property tax reduction initiative. We have said that we modeled the impact of the cap on Colleyville's finance over several years to insure it didn't affect Colleyville negatively, and it doesn't – we came in under the cap every year we analyzed. However, it dawned on me we had never described how the 2.5% cap is actually computed. This is important otherwise you could easily come to an incorrect conclusion in looking at raw revenue numbers.

The 2.5% cap is not computed based on total tax revenue, it only applies to the M&O tax - NOT the I&S tax revenue, or tax revenue generated by new property growth. In addition, tax rates are computed based on the budget estimates of M&O tax revenue at the beginning of the FY. It is not computed on end of year actual revenue.

Actual end of year revenues are always higher than budgeted revenues, and computing percentage change from year to year using actual revenues are higher than 2.5%. This is true for a couple of reasons: EOY actual tax revenue in the CAFER includes I&S revenue and new growth. I&S actual revenue is anywhere from 12% to 19% higher than budgeted I&S revenue because of the way the state laws work.

Any analysis that does not take these factors into account is incorrect and misleading.

Also, it is great that our actual revenue is greater than the revenue estimated at the beginning of the year since this represents new revenue to the city not anticipated.

So we lower tax rates, budget conservatively, and always have excess revenue. This has been true from 2016 to 2019. It was not true in 2013, 2014 and 2015. In those years there were actually deficits ranging from \$864,000 to \$1.3 million.

So my take away is that the new financial strategy initiated in 2016 is working exceedingly well.

Colleyville Farmers Market Returns April 4: The Colleyville Farmers Market returns April 4 with new hours and at a new location. The market will be located outside of the Colleyville Center, at 5301 Riverwalk Drive. The weekly market will be held on Thursdays from 3-7 p.m.

Movies in the Village *Ralph Breaks the Internet*: Friday, April 5 for Movies in the Village. This family-friendly event allows families to hang out in the green space near City Hall and watch a free movie under the stars. We'll be showing *Ralph Breaks the Internet: Wreck-It Ralph 2*.

Free Concert in the Village April 12: Celebrate the warmer temperatures with family, friends, and free music! Join us on April 12 at 7 p.m. in front of City Hall for a concert featuring the Raised Right Men, a honky-tonk and country cover band from Denton.

Spring Safety Tips: As temperatures increase over the next several weeks, the Colleyville Police Department would like to remind you of a few safety tips that are great for keeping your own home and family safe this spring:

Meet Your Neighbors - Let a trusted neighbor know if you are planning to travel this spring. Neighbors who know each other look out for each other. Call us and let us know as well and we will send an officer by every shift to check on your house.

Lock Doors and Windows - Always keep your home's doors and windows locked when you go to bed or leave your house, even if you are leaving for a short period.

Never Leave Anything Out in Plain Sight - Always remember to close your car windows, take any valuables out of your car, and lock your doors every time you exit your vehicle, even if your vehicle is parked in your driveway. Vehicle burglaries occur typically from unlocked cars or from cars where purses, bags, or electronics are visible from the street. We need your help to HIDE your things, LOCK your car, and TAKE your keys.

Colleyville Woman's Club Event: The Colleyville Woman's Club invites you to its 34th annual Fashion Benefit Luncheon, Lunch with the Girlz, on Friday, April 12, 2019 at the Hurst Conference Center. Recognized as one of the premiere shows of its kind in the Dallas/Fort Worth area, it features a runway style show with professional models. Four dazzling fashion designers will be featured: Bladi Duran, Neobantu, Nha Khanh, and Roopa. Accessory designers will also be showcased, including Opal Milk. In addition, there will be a crowd favorite section highlighting youth models and Nha Khanh's new children's line. CWC again welcomes Jan Strimple Productions as fashion show producer and Louis Murad, president of Murad Auctions, as event emcee and auctioneer.

Beautification Effort Continues: This week the Parks Department installed the new flower pots at Main Street. This effort came about when working with the Village Owners' Association on the replacement of older pots that had become mismatched and damaged over the years. The new pots are located at the intersections of Main and Village Lane; and Main and Pleasant Run. The pot design is in keeping with the proposed improvements coming to City Plaza this summer. Next week, the pots will be planted with seasonal flowers.

**Proclamation in recognition of Child Abuse Prevention month -
Katia Gonzalez, Alliance for Children - Mayor Richard Newton**

Mayor Newton presented Ms. Katia Gonzalez, Alliance for Children, in recognition of Child Abuse Prevention month. Ms. Gonzalez explained the work of the Alliance for Children and thanked the Mayor and City Council for helping to bring awareness to child abuse.

**Recognition of Corporal Gary Moore and his 30 year anniversary with the
Colleyville Police Department**

Police Chief Michael Miller and Assistant Police Chief Hillary Wreay joined Mayor Newton in recognizing Corporal Gary Moore for his 30 years of dedicated service to the citizens of Colleyville.

4. CONSENT: READING AND PUBLIC HEARING- RESOLUTION R-19-4369

4a Approval of the minutes of the regular City Council meeting of March 19, 2019

Mayor Newton read Resolution R-19-4369 in its entirety.

Mayor Newton opened the public hearing at 7:54 p.m. There was no one present wishing to speak and Mayor Newton closed the public hearing at 7:55 p.m.

Councilmember Kelley made a motion to approve Resolution R-19-4369, and Councilmember Nakamura seconded the motion.

The motion to approve carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Lindamood, and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Chuck Kelley, and Callie Rigney.

5. ITEMS NOT FOR CITY COUNCIL ACTION

5a TxDOT update on SH26

This item was not discussed.

5b Discussion of the Colleyville Pedestrian Transportation Program (CPTP)

Assistant City Manager Mark Wood presented this item, reviewing the history of the previous sidewalk policy and the new policy which was adopted via Resolution R-18-4282. Manger Wood explained sidewalks should be installed or cash-in-lieu payment made when there is new development/new road with sidewalks on both sides, the exception is a single loaded residential roadway; new development adjacent to existing road as required by Master Thoroughfare Plan or Supplemental Sidewalk System Map; existing development/single family home required by Master Thoroughfare Plan, Supplemental Sidewalk System Map, 300' of frontage, or on a street with 50% or more existing sidewalks; or non-local street frontage – sidewalks required.

Manager Wood also covered the design standards; waiver/variance, and remediation processes.

Manager Wood explained the trail system, noting "Implement Trail Plan" was identified as a top Citywide project which stemmed from the public process of the Parks Master Plan which the City Council, Parks and Recreation Advisory Board, and staff developed last year. He further stated the Trail Plan provides a multi-year strategy to design and construct trails to improve connectivity to parks, regional trails, schools, and commercial areas, and staff is identifying a priority projects list and working to secure funding.

Manger Wood stated pursuit of grants for sidewalks and trails is a priority for Public Works, Engineering, and Parks and Recreation departments and over \$6 million of grants have been applied for this year.

Mayor Newton stated the new sidewalk policy was issued by a citizen committee which this Council appointed in 2017. He noted the significant flaw in the previous policy was the map was disconnected from the police; however the new policy reconnects the map. Mayor Newton noted the map needs to be updated and there are plans to reestablish a citizen committee to look into this in the future.

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

6a Ordinance O-19-2078

Amending Ordinance O-09-1707 composition and terms of the Colleyville Tree Board

Mayor Newton read the caption of Ordinance O-19-2078.

Mayor Newton explained Keep Colleyville Beautiful no longer exists and this ordinance will change the composition of the Colleyville Tree Board to allow Colleyville Garden Club and Friends of the Colleyville Nature Center members to be appointed to the Board.

Mayor Newton opened the public hearing at 8:16 p.m.

Kathy Hadley 204 Timberline Drive North, stated the Tree Board is a good program, but has concerns for limiting membership.

Kathleen Hennessey, 5013 Stonebridge, expressed concern for trees removed on Glade Road and asked what is being done.

There were no others wishing to speak and Mayor Newton closed the public hearing at 8:19 p.m.

City Manager Jerry Ducay provided information regarding the tree mitigation plan which was approved for the area on Glade Road which Mrs. Hennessey referenced.

Councilmember Wheat made a motion to approve Ordinance O-19-2078, and Councilmember Dodson seconded the motion.

The motion to approve carried with the following vote:

Aye: 7 – Mayor Richard Newton, Mayor Pro Tem Lindamood, and Councilmembers Tammy Nakamura, Kathy Wheat, George Dodson, Chuck Kelley, and Callie Rigney.

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

7a Ordinance O-19-2079

Consideration of amendments to the Land Development Code, specifically Chapter 2 – Definitions

Mayor Newton read the caption of Ordinance O-19-2079.

Community Development Director Ben Bryner went through the definitions with City Council. There were items which will be changed before the item returns for the second reading.

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

Kathleen Hennessey, 5013 Stonebridge Drive, asked Council to consider a classification and definition of a footpath be added to the Land Development Code, and explained the difference between a drip line and a canopy.

There were no others wishing to speak and Mayor Newton closed the public hearing at 9:45 p.m.

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

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

Elizabeth Meadows, 3900 Spring Hollow, spoke regarding the Sidewalk Committee and current sidewalk policy and interest.

Kathy Hadley 204 Timberline North, discussed concerns with the size of the new church being constructed on Pleasant Run Road, and traffic marking concerns at Glade Road and SH121.

Kathleen Hennessey, 5013 Stonebridge, discussed erosion concerns on Cherry Lane.

9. ACTION/RESOLUTION: DISCUSSION AND CONSIDERATION OF A RESOLUTION RATIFYING COUNCIL AGENDA ACTION FOR APRIL 2, 2019 - READING AND PUBLIC HEARING - RESOLUTION R-19-4370

This resolution was not needed.

10. ADJOURNMENT

There being no further business before the City Council, Mayor Newton adjourned the City Council meeting at 9:59 p.m.

APPROVED BY A VOTE OF _ AYES, _ NAYS, ON THIS THE 16TH DAY OF APRIL 2019.

Minutes taken and prepared by:

*Christine Loven, TRMC
City Secretary*



City of Colleyville City Council Agenda Briefing

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

Agenda Number 5

Agenda Date 4/16/2019

Type Report

Department Finance

Title

Monthly Financial Report - March 31, 2019

Explanation

General Fund

As of March 31, 2019, the general fund earned \$19,486,633 out of the \$24,110,961 budgeted revenues and incurred \$12,100,347 out of the \$24,044,488 budgeted expenditures.

Ad Valorem tax revenue

Historically, about 96% of the budgeted Ad Valorem tax revenue is collected by February.

As of March 31, 2019, the city collected \$14,244,858 or 99.46% of the budgeted revenue of \$14,322,575.

Franchise Fee revenues

The majority of franchise fee revenue is received on a quarterly or annual basis starting in January.

As of March 31, 2019, the City collected \$1,883,775 or 89.49% of the budgeted Franchise fee revenue of \$2,105,000. The franchise fee activity is 6.42% above the same month last year.

Sales tax revenue

In accordance with Generally Accepted Accounting Standards, revenues should be recorded in the period in which they were earned.

As of March 31, 2019, the City received \$1,275,859 in general fund sales tax revenue out of the budgeted \$3,903,292, a increase of \$15,868 or 1.26% from the prior year. That revenue was earned in October through January.

Utility Fund

As of March 31, 2019, the Utility fund earned \$5,706,775 in revenues and incurred \$5,506,849 in expenditures. The base rate revenues are in line with budget.

	FY19 Budget	YTD Revenues
Water - Base Rate	\$1,692,467	\$ 888,833
Water – Volumetric Rate	9,794,756	2,320,075
Wastewater - Base Rate	1,281,578	629,029
Wastewater - Volumetric Rate	3,299,803	1,663,067

Debt Service Fund

As of March 31, 2019, the Debt service fund paid the annual fire engines' lease payments. The Ambulance lease payment is due in June. February debt payments reflect the payment of this year's portion of the principal and the first interest payment. The second interest payment is usually due in August.

Most of the Ad Valorem tax collections take place between December and February. Year to date, \$803,804 has been collected out of the budgeted \$697,115.

Drainage Fees Fund

As of March 31, 2019, the drainage fee fund spent \$394,117 out of its \$771,136 expense budget and earned \$519,789 in revenues, which is 53.45% of the budgeted revenue of \$972,448.

Attachments

1. Monthly Financial Report - March 2019
2. Sales Tax
3. Monthly Financial Report Presentation - March 2019

City of Colleyville
General Fund Monthly Financial Report
As of 03/31/2019 - End of 50% of the Fiscal Year

GENERAL FUND		ACTIVITY	
	FY 2019	FY 2019 YTD	PERCENT
SUMMARY	BUDGET	AS OF	OF BUDGET
		3/31/2019	USED
Revenues	24,110,961	19,486,633	80.82%
Expenditures	24,044,488	12,100,347	50.32%
Revenues over expenditures	\$66,473	7,386,286	

GENERAL FUND		RECEIVED		AVERAGE ACTUAL	RECEIVED	
	FY 2019	FY 2019 YTD	PERCENT	YTD BALANCE	FY 2018 YTD	PERCENT
REVENUE SOURCE	BUDGET	AS OF	OF BUDGET	AS A PERCENT OF	AS OF	CHANGE OVER
		3/31/2019	RECEIVED	YEAR END BAL	3/31/2018	PRIOR YEAR
Current Taxes	14,242,575	14,204,826	99.73%	96.75%	14,147,934	0.40%
Delinquent Taxes	25,000	19,002	76.01%	61.41%	65,019	-70.78%
Penalty & Interest	55,000	21,030	38.24%	39.66%	32,732	-35.75%
TOTAL AD VALOREM TAXES	14,322,575	14,244,858	99.46%	96.42%	14,245,685	-0.01%
Oncor Electric	890,000	927,038	104.16%	100.00%	890,388	4.12%
Tri-County Electric	105,000	114,793	109.33%	100.00%	105,858	8.44%
Atmos Gas	350,000	480,576	137.31%	100.00%	401,952	19.56%
AT&T	60,000	25,323	42.21%	51.18%	28,653	-11.62%
Verizon/Others	65,000	36,893	56.76%	48.37%	37,003	-0.30%
Refuse/Recycling	160,000	78,344	48.96%	45.70%	78,236	0.14%
Cable TV	475,000	220,808	46.49%	49.65%	227,967	-3.14%
TOTAL FRANCHISE TAXES	2,105,000	1,883,775	89.49%	81.03%	1,770,058	6.42%
1 Cent Sales Tax	3,903,292	1,275,859	32.69%	32.33%	1,259,991	1.26%
Mixed Beverage Tax	105,000	25,065	23.87%	40.45%	28,985	-13.53%
TOTAL SALES TAXES	4,008,292	1,300,924	32.46%	32.57%	1,288,976	0.93%
Building	625,000	340,698	54.51%	49.89%	432,750	-21.27%
Plumbing	57,600	30,143	52.33%	53.31%	33,599	-10.29%
Mechanical	48,000	18,621	38.79%	45.78%	22,615	-17.66%
Electrical Permits	57,600	29,914	51.93%	51.40%	37,091	-19.35%
City License	46,000	23,000	50.00%	50.31%	23,400	-1.71%
Building Plan Review Fee	88,000	67,392	76.58%	50.37%	55,190	22.11%
New Business	7,200	3,600	50.00%	52.15%	3,500	2.86%
Sign Permit	8,000	3,800	47.50%	53.67%	4,225	-10.06%
Fence Permit	15,000	6,925	46.17%	48.42%	6,975	-0.72%
Fire Permits	8,000	9,400	117.50%	49.76%	4,180	124.88%
Irrigation Permit	15,000	5,475	36.50%	51.28%	7,362	-25.63%
TOTAL LICENSES & PERMITS	975,400	538,968	55.26%	50.17%	630,888	-14.57%

GENERAL FUND - CONTINUED		RECEIVED FY 2019 YTD AS OF 3/31/2019	PERCENT OF BUDGET RECEIVED	AVERAGE ACTUAL YTD BALANCE AS A PERCENT OF YEAR END BAL	RECEIVED FY 2018 YTD AS OF 3/31/2018	PERCENT CHANGE OVER PRIOR YEAR
REVENUE SOURCE	FY 2019 BUDGET					
Court Fines	750,000	278,993	37.20%	49.63%	317,976	-12.26%
Alarm Fees	55,000	25,516	46.39%	40.64%	24,137	5.71%
Library Fines	17,604	8,252	46.88%	42.45%	8,799	-6.22%
TOTAL FINES	822,604	312,762	38.02%	48.79%	350,912	-10.87%
Plat Fee/Site Plan/Landscaping Plan Fee	10,500	4,353	41.45%	49.29%	5,848	-25.57%
Re-zoning	11,000	2,692	24.47%	50.75%	8,317	-67.63%
Board of Adjustment	2,000	425	21.25%	49.59%	1,125	-62.22%
Sale of Material	100	-	0.00%	53.78%	268	-100.00%
Weed Mowing	6,000	6,367	106.12%	35.72%	300	2022.31%
Ambulance	345,000	174,498	50.58%	49.89%	182,036	-4.14%
Recreation Program	195,000	107,000	54.87%	39.26%	117,620	-9.03%
Credit Card Fee Revenue	16,000	9,005	56.28%	0.00%	7,091	26.99%
Transfers from Other Funds	-	-	0.00%	0.00%	-	0.00%
Engineering & Inspection	15,000	-	0.00%	68.75%	4,826	-100.00%
Material Testing	8,000	-	0.00%	33.09%	2,823	-100.00%
Lot Drainage Insp Fee	17,000	8,500	50.00%	52.19%	11,375	-25.27%
Field Use Charge	21,500	11,325	52.67%	71.05%	10,680	6.04%
Library Building Rental	-	240	-	0.00%	-	0.00%
Colleyville Center Rental	230,000	95,119	41.36%	51.17%	98,445	-3.38%
Non-Resident Fee Parks	40,000	23,500	58.75%	71.17%	21,495	9.33%
Transfer from Utility Fund	226,117	226,117	100.00%	0.00%	196,920	14.83%
Transfer from TIF	159,390	159,390	100.00%	0.00%	210,377	-24.24%
TOTAL CHARGES FOR SERVICE	1,302,607	828,531	63.61%	44.29%	879,547	-5.80%
Keller Court	260,538	157,657	60.51%	50.00%	130,269	21.02%
SRO Officer Reimb	103,945	-	0.00%	0.00%	-	0.00%
TOTAL INTERGOVERNMENTAL	364,483	157,657	43.26%	40.20%	130,269	21.02%
Sale of Surplus Property	5,000	14,116	282.32%	50.08%	36,523	-61.35%
Interest Income	55,000	144,646	262.99%	25.08%	32,301	347.80%
Miscellaneous	60,000	12,549	20.91%	62.44%	68,683	-81.73%
Antenna Lease	90,000	47,848	53.16%	50.32%	49,731	-3.79%
TOTAL MISCELLANEOUS	210,000	219,158	104.36%	30.28%	187,238	17.05%
TOTAL GENERAL FUND REVENUES	24,110,961	19,486,633	80.82%	74.95%	19,483,572	0.02%

	FY 2019 BUDGET	THROUGH 3/31/2019	THROUGH 3/31/2018	TOTAL INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
RESIDENTIAL BLDG PERMITS	115	64	87	(23)	-26.44%
COMMERCIAL BLDG PERMITS	7	3	1	2	200.00%

GENERAL FUND EXPENDITURES		EXPENDED THROUGH 3/31/2019	PERCENT OF BUDGET EXPENDED	PERCENT OF FISCAL YEAR COMPLETE	BUDGET REMAINING	EXPENDED FY 2018 YTD AS OF 3/31/2018
	FY 2019 BUDGET					
Personnel services	15,336,809	7,268,610	47.39%	50.00%	8,068,199	7,252,932
Contractual Services	5,379,345	2,243,133	41.70%	50.00%	3,136,212	2,387,834
Supplies	1,299,628	573,898	44.16%	50.00%	725,730	231,690
Capital Outlay	14,000	-	0.00%	50.00%	14,000	7,516
Transfer to other fund	2,014,706	2,014,706	100.00%	50.00%	-	2,014,706
TOTAL EXPENDITURES	24,044,488	12,100,347	50.32%	50.00%	11,944,141	11,894,678

City of Colleyville
Utility Fund Monthly Financial Report
As of 03/31/2019 - End of 50% of the Fiscal Year

UTILITY FUND		ACTIVITY	
	FY 2019	FY 2019 YTD	PERCENT
SUMMARY	BUDGET	AS OF	OF BUDGET
		3/31/2019	USED
Revenues	16,405,604	5,706,775	34.79%
Expenditures	16,405,604	5,506,849	33.57%
Revenues over expenditures	-	199,926	

UTILITY FUND		RECEIVED	PERCENT	AVERAGE ACTUAL	RECEIVED	EXPENDED
	FY 2019	AS OF	OF BUDGET	YTD BALANCE	AS OF	CHANGE OVER
REVENUE SOURCE	BUDGET	3/31/2019	RECEIVED	AS A PERCENT OF	3/31/2018	PRIOR YEAR
				YEAR END BAL		
Water - Base Rate	1,692,467	888,833	52.52%	50.00%	861,094	3.22%
Sewer - Base Rate	1,281,578	629,029	49.08%	50.00%	640,772	-1.83%
Water - Volumetric Rate	9,794,756	2,320,075	23.69%	40.35%	3,487,040	-33.47%
Sewer - Volumetric Rate	3,299,803	1,663,067	50.40%	48.39%	1,432,930	16.06%
Water - TRA True-up	-	-	0.00%	0.00%	-	0.00%
Sewer - TRA True-up	-	-	0.00%	0.00%	-	0.00%
Sewer Installation	15,000	6,400	42.67%	52.20%	9,100	-29.67%
Water Installation	42,000	21,470	51.12%	52.31%	23,980	-10.47%
Engineering & Development Charges	5,000	-	0.00%	27.71%	11,542	-100.00%
Penalties	200,000	86,753	43.38%	55.56%	115,588	-24.95%
Sale of Material	-	1,439	0.00%	58.85%	657	118.96%
Miscellaneous	15,000	7,363	49.09%	45.29%	13,263	-44.48%
TOTAL OPERATING INCOME	16,345,604	5,624,429	34.41%	42.73%	6,595,965	-14.73%
Sale of Surplus Property	-	-	0.00%	0.00%	8,418	-100.00%
Interest Income	60,000	82,347	137.24%	29.64%	32,364	154.44%
TOTAL NON-OPERATING INCOME	60,000	82,347	137.24%	21.35%	40,782	101.92%
TOTAL INCOME	16,405,604	5,706,775	34.79%	42.17%	6,636,748	-14.01%

	THROUGH	THROUGH	TOTAL	PERCENT
	3/31/2019	3/31/2018	INCREASE	INCREASE
			(DECREASE)	(DECREASE)
GALLONS OF WATER SOLD	729,456,700	860,096,000	(130,639,300)	-15.19%
NUMBER OF WATER CUSTOMERS	10,219	10,020	199	1.99%

UTILITY FUND EXPENSES		EXPENDED	PERCENT	PERCENT OF	EXPENDED
	FY 2019	THROUGH	OF BUDGET	FISCAL YEAR	FY 2018 YTD
	BUDGET	3/31/2019	EXPENDED	COMPLETE	AS OF
					3/31/2018
Personnel Services	2,041,194	894,223	43.81%	50.00%	901,153
Contractual services	13,667,521	4,160,668	30.44%	50.00%	5,037,016
Supplies	245,386	82,306	33.54%	50.00%	71,606
Debt Service	-	-	0.00%	50.00%	156,913
Capital Outlay	100,000	18,149	18.15%	50.00%	4,551
Transfers to other funds	351,503	351,503	100.00%	50.00%	322,306
TOTAL EXPENSES	16,405,604	5,506,849	33.57%	50.00%	6,493,544

City of Colleyville
Debt Service Fund Monthly Financial Report
As of 03/31/2019 - End of 50% of the Fiscal Year

DEBT SERVICE FUND		ACTIVITY	
	FY 2019	FY 2019 YTD	PERCENT
SUMMARY	BUDGET	AS OF	OF BUDGET
		3/31/2019	USED
Revenues	1,859,940	1,966,629	105.74%
Expenditures	1,859,940	1,754,789	94.35%
Revenues over expenditures	-	211,840	

DEBT SERVICE FUND		RECEIVED		AVERAGE ACTUAL	RECEIVED	
	FY 2019	FY 2019 YTD	PERCENT	YTD BALANCE	FY 2018 YTD	PERCENT
REVENUE SOURCE	BUDGET	AS OF	OF BUDGET	AS A PERCENT OF	AS OF	CHANGE OVER
		3/31/2019	RECEIVED	YEAR END BAL	3/31/2018	PRIOR YEAR
Current taxes	682,115	796,649	116.79%	96.77%	798,463	-0.23%
Delinquent taxes	5,000	1,078	21.56%	63.19%	4,972	-78.32%
Penalty & interest	5,000	1,183	23.66%	43.05%	2,651	-55.38%
Interest Income	5,000	4,893	97.87%	44.53%	253	1836.25%
TOTAL AD VALOREM TAX & INTEREST	697,115	803,804	115.30%	96.17%	806,338	-0.31%
Transfer from CCPD	509,100	509,100	100.00%	100.00%	501,845	1.45%
Transfer from TIF	653,725	653,725	100.00%	100.00%	655,781	-0.31%
TOTAL TRANSFERS	1,162,825	1,162,825	100.00%	100.00%	1,157,626	0.45%
Use of Fund Balance	-	-	0.00%	0.00%	-	0.00%
Bond proceeds & Premium	-	-	0.00%	0.00%	-	0.00%
TOTAL REVENUE & USE OF FUND BAL	1,859,940	1,966,629	105.74%	116.40%	1,963,964	0.14%

DEBT SERVICE FUND		EXPENDED	PERCENT	PERCENT OF	BUDGET	EXPENDED
	FY 2019	THROUGH	OF BUDGET	FISCAL YEAR	REMAINING	FY 2018 YTD
	BUDGET	3/31/2019	EXPENDED	COMPLETE		AS OF
						3/31/2018
Bond & Interest Payments	1,644,628	1,589,153	96.63%	50.00%	55,475	1,559,435
Leases (Fire Engine & Ambulance)	215,312	165,636	76.93%	50.00%	49,676	165,324
TOTAL EXPENSES	1,859,940	1,754,789	94.35%	50.00%	105,151	1,724,759

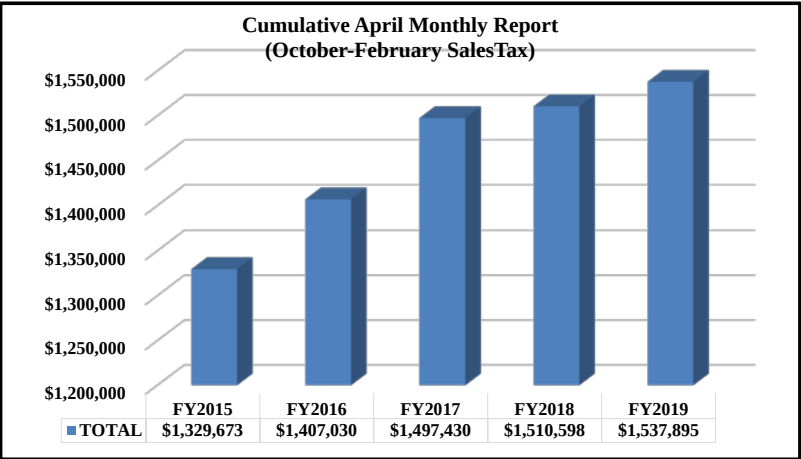
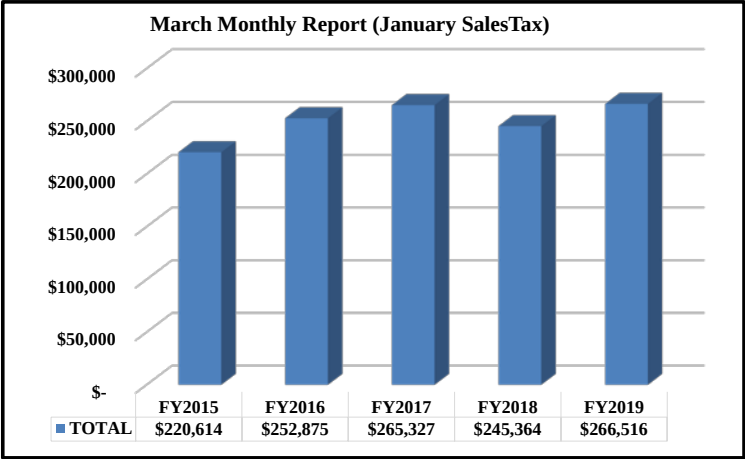
City of Colleyville
Drainage Fee Fund Monthly Financial Report
As of 03/31/2019 - End of 50% of the Fiscal Year

DRAINAGE FEE FUND		ACTIVITY	
	FY 2019	FY 2019 YTD	PERCENT
SUMMARY	BUDGET	AS OF	OF BUDGET
		3/31/2019	USED
Revenues	972,448	519,789	53.45%
Expenditures	771,136	394,117	51.11%
Revenues over expenditures	201,312	125,672	

DRAINAGE FEE FUND		RECEIVED		AVERAGE ACTUAL	RECEIVED	
	FY 2019	FY 2019 YTD	PERCENT	YTD BALANCE	FY 2018 YTD	PERCENT
REVENUE SOURCE	BUDGET	AS OF	OF BUDGET	AS A PERCENT OF	AS OF	CHANGE OVER
		3/31/2019	RECEIVED	YEAR END BAL	3/31/2018	PRIOR YEAR
Drainage Revenues	956,760	497,790	52.03%	49.77%	491,159	1.35%
Other revenues (Interest, penalty,...)	15,688	21,999	140.23%	25.66%	17,441	26.13%
TOTAL REVENUES	972,448	519,789	53.45%	49.19%	508,600	2.20%

DRAINAGE FEE FUND		EXPENDED	PERCENT	PERCENT OF	BUDGET	EXPENDED
	FY 2019	THROUGH	OF BUDGET	FISCAL YEAR	REMAINING	FY 2018 YTD
	BUDGET	3/31/2019	EXPENDED	COMPLETE		AS OF
						3/31/2018
Personnel Services	462,669	211,291	45.67%	50.00%	251,378	202,853
Contractual Services	134,840	29,076	21.56%	50.00%	105,764	38,307
Supplies	47,957	32,555	67.88%	50.00%	15,402	10,258
Debt Service	125,670	121,195	96.44%	50.00%	4,475	117,605
Transfers to other funds	-	-		50.00%	-	19,032
TOTAL EXPENSES	771,136	394,117	51.11%	50.00%	377,019	388,054

General Fund Sales Tax Revenue



Ten Years General Fund - 1 Cent Sales Tax by Month														
Month Earned	October	November	December	January	February	March	April	May	June	July	August	September	Total for September	GRAND TOTAL
Month Received	December	January	February	March	April	May	June	July	August	September	October	November		
Monthly Report	December	January	February	March	April	May	June	July	August	September	September	September		
FY2010	\$ 150,166	\$ 158,975	\$ 301,213	\$ 159,097	\$ 150,844	\$ 298,252	\$ 173,133	\$ 174,421	\$ 294,321	\$ 313,301	\$ 181,374	\$ 281,865	\$ 776,539	\$ 2,636,960
FY2011	\$ 183,521	\$ 159,941	\$ 297,481	\$ 156,755	\$ 161,072	\$ 339,102	\$ 141,725	\$ 203,978	\$ 302,078	\$ 200,234	\$ 188,273	\$ 307,515	\$ 696,022	\$ 2,641,675
FY2012	\$ 193,880	\$ 189,729	\$ 361,027	\$ 172,368	\$ 180,463	\$ 296,266	\$ 194,024	\$ 204,169	\$ 301,308	\$ 233,545	\$ 217,217	\$ 312,643	\$ 763,405	\$ 2,856,637
FY2013	\$ 218,154	\$ 199,036	\$ 350,369	\$ 213,819	\$ 197,512	\$ 321,765	\$ 219,952	\$ 243,831	\$ 320,625	\$ 242,530	\$ 231,206	\$ 313,542	\$ 787,278	\$ 3,072,343
FY2014	\$ 235,400	\$ 216,865	\$ 367,651	\$ 208,294	\$ 203,732	\$ 353,689	\$ 243,634	\$ 270,607	\$ 372,731	\$ 249,631	\$ 274,841	\$ 352,977	\$ 877,449	\$ 3,350,053
FY2015	\$ 252,985	\$ 235,608	\$ 403,763	\$ 220,614	\$ 216,704	\$ 352,423	\$ 261,131	\$ 253,444	\$ 347,972	\$ 271,087	\$ 267,689	\$ 371,654	\$ 910,429	\$ 3,455,072
FY2016	\$ 255,065	\$ 248,401	\$ 413,250	\$ 252,875	\$ 237,440	\$ 398,608	\$ 277,731	\$ 304,366	\$ 383,366	\$ 272,133	\$ 299,839	\$ 388,826	\$ 960,798	\$ 3,731,899
FY2017	\$ 269,139	\$ 294,632	\$ 418,226	\$ 265,327	\$ 250,107	\$ 380,739	\$ 258,902	\$ 299,762	\$ 371,734	\$ 282,660	\$ 292,913	\$ 364,733	\$ 940,307	\$ 3,748,874
FY2018	\$ 297,364	\$ 306,410	\$ 410,853	\$ 245,364	\$ 250,607	\$ 418,961	\$ 284,112	\$ 316,927	\$ 404,660	\$ 287,843	\$ 302,986	\$ 372,176	\$ 963,005	\$ 3,898,264
FY2019	\$ 301,063	\$ 292,304	\$ 415,976	\$ 266,516	\$ 262,036									\$ 1,537,895
\$ Change	\$ 3,699	\$ (14,106)	\$ 5,123	\$ 21,152	\$ 11,429									
% Change	1.24%	-4.60%	1.25%	8.62%	4.56%									

Ten Years Cumulative General Fund - 1 Cent Sales Tax													
Month Earned	October	November	December	January	February	March	April	May	June	July	August	September	
Month Received	December	January	February	March	April	May	June	July	August	September	October	November	
Monthly Report	December	January	February	March	April	May	June	July	August	September	September	September	
FY2010	\$ 150,166	\$ 309,141	\$ 610,354	\$ 769,451	\$ 920,294	\$ 1,218,546	\$ 1,391,679	\$ 1,566,100	\$ 1,860,421	\$ 2,173,722	\$ 2,355,096	\$ 2,636,960	
FY2011	\$ 183,521	\$ 343,462	\$ 640,943	\$ 797,699	\$ 958,771	\$ 1,297,873	\$ 1,439,597	\$ 1,643,575	\$ 1,945,653	\$ 2,145,887	\$ 2,334,160	\$ 2,641,675	
FY2012	\$ 193,880	\$ 383,609	\$ 744,636	\$ 917,004	\$ 1,097,466	\$ 1,393,732	\$ 1,587,756	\$ 1,791,924	\$ 2,093,232	\$ 2,326,778	\$ 2,543,994	\$ 2,856,637	
FY2013	\$ 218,154	\$ 417,190	\$ 767,559	\$ 981,378	\$ 1,178,890	\$ 1,500,655	\$ 1,720,608	\$ 1,964,439	\$ 2,285,065	\$ 2,527,595	\$ 2,758,801	\$ 3,072,343	
FY2014	\$ 235,400	\$ 452,266	\$ 819,917	\$ 1,028,211	\$ 1,231,942	\$ 1,585,632	\$ 1,829,266	\$ 2,099,873	\$ 2,472,604	\$ 2,722,234	\$ 2,997,076	\$ 3,350,053	
FY2015	\$ 252,985	\$ 488,593	\$ 892,355	\$ 1,112,969	\$ 1,329,673	\$ 1,682,096	\$ 1,943,228	\$ 2,196,672	\$ 2,544,643	\$ 2,815,730	\$ 3,083,419	\$ 3,455,072	
FY2016	\$ 255,065	\$ 503,466	\$ 916,716	\$ 1,169,591	\$ 1,407,030	\$ 1,805,638	\$ 2,083,370	\$ 2,387,735	\$ 2,771,101	\$ 3,043,234	\$ 3,343,073	\$ 3,731,899	
FY2017	\$ 269,139	\$ 563,771	\$ 981,997	\$ 1,247,323	\$ 1,497,430	\$ 1,878,169	\$ 2,137,071	\$ 2,436,833	\$ 2,808,567	\$ 3,091,228	\$ 3,384,141	\$ 3,748,874	
FY2018	\$ 297,364	\$ 603,774	\$ 1,015,134	\$ 1,259,991	\$ 1,510,598	\$ 1,929,559	\$ 2,213,672	\$ 2,530,599	\$ 2,935,259	\$ 3,223,102	\$ 3,526,088	\$ 3,898,264	
FY2019	\$ 301,063	\$ 593,367	\$ 1,009,541	\$ 1,275,859	\$ 1,537,895								
\$ Change	\$ 3,699	\$ (10,407)	\$ (5,593)	\$ 15,868	\$ 27,297								
% Change	1.24%	-1.72%	-0.55%	1.26%	1.81%								



Agenda Item - Items not for council action

Monthly Financial Report March 2019

City Council Meeting
April 16, 2019

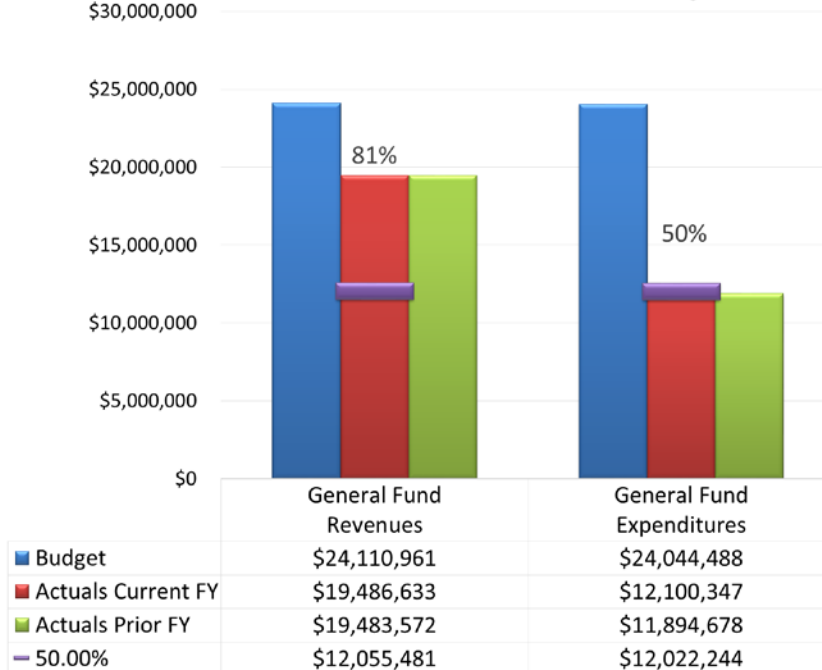
General Fund



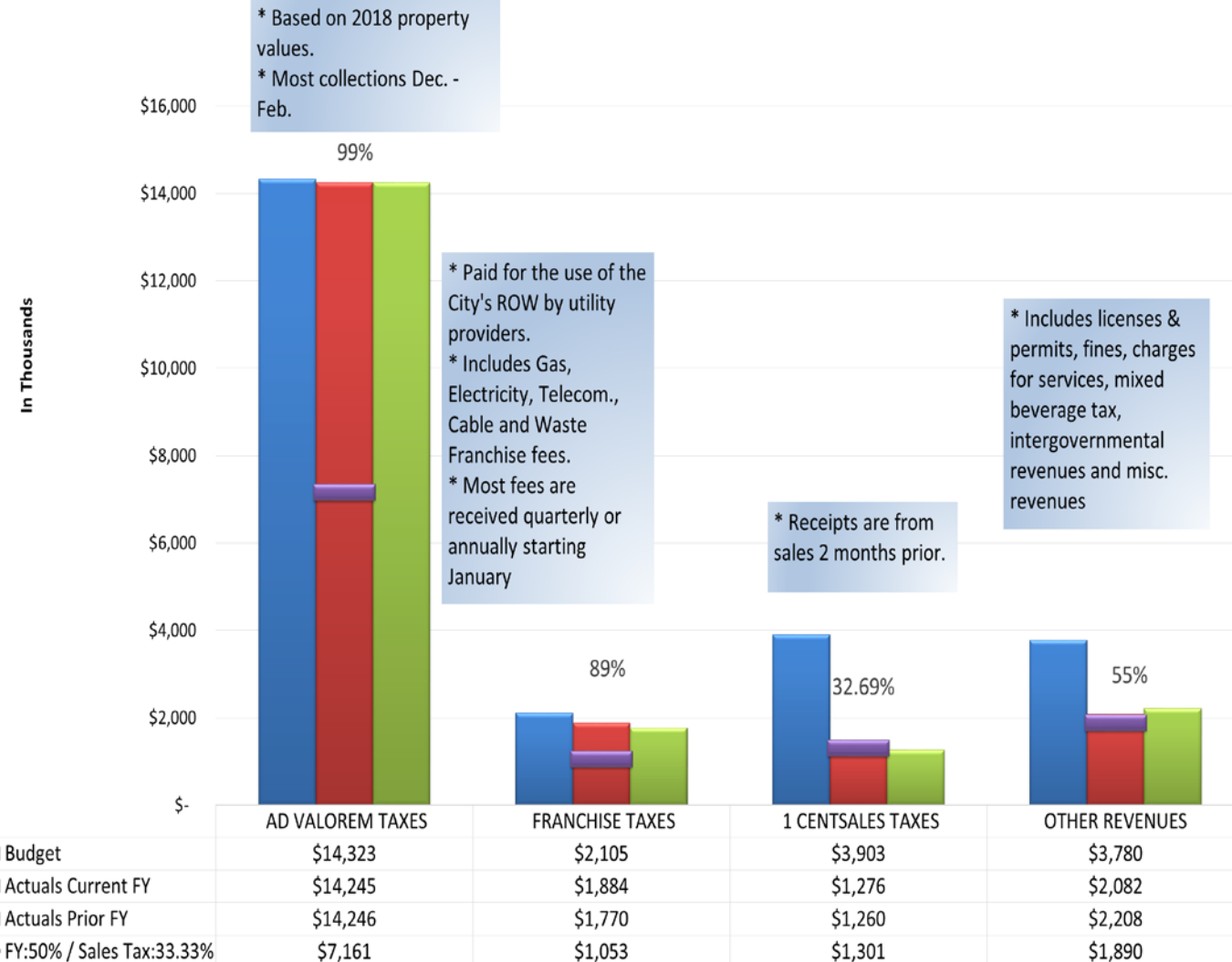
Highlights:

- **Property Taxes:** At 99.46% of the budget. On track with historical trend.
- **1 cent sales tax:** Revenue earned October through January is up 1.26%
- **Franchise Fees:** Major activity starts January through annual and quarterly payments. YTD collections are 6.42% above last year's.

General Fund - 50% of the FY is complete



General Fund Revenues (In Thousands 50% of the FY is complete)



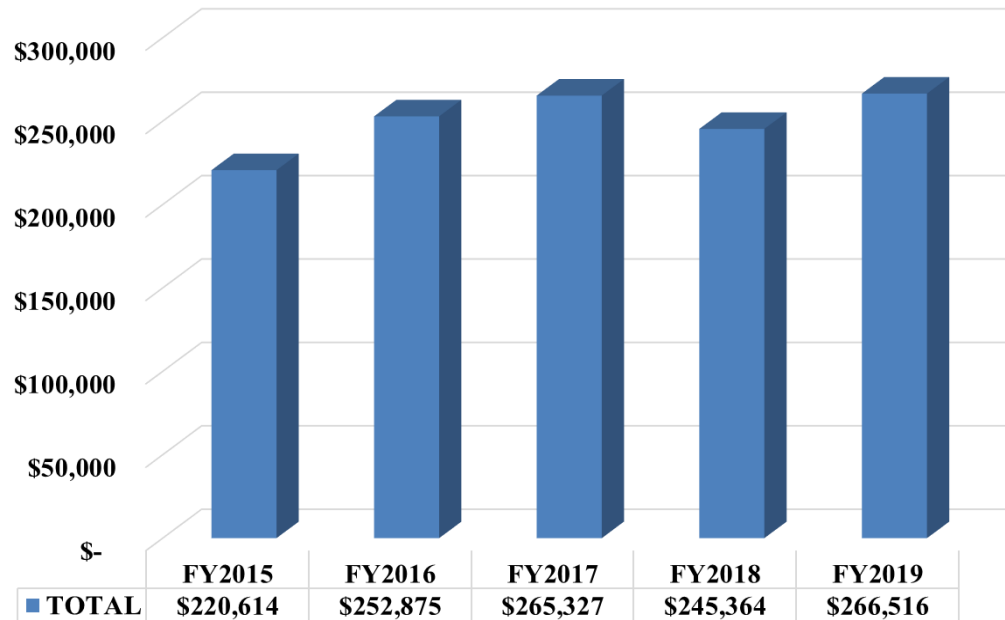
General Fund Sales Tax Revenue



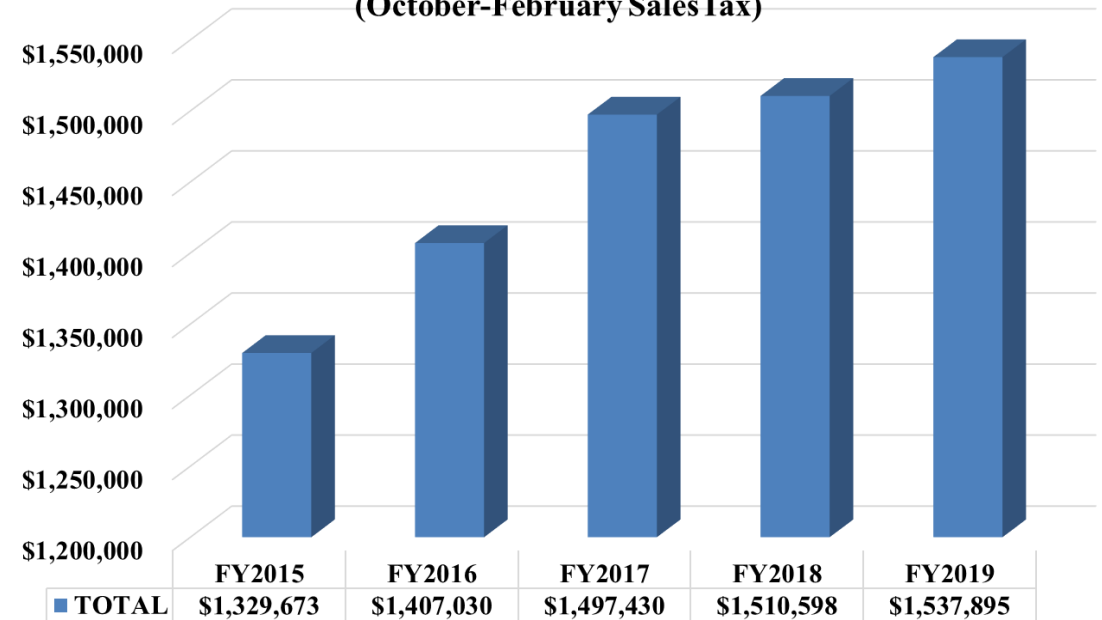
Month Earned	December	January	February
Month Received	February	March	April
Monthly Report	February	March	April
FY2018	410,853	245,364	250,607
FY2019	415,976	266,516	262,036
\$ Change	5,123	21,152	11,429
% Change	1.25%	8.62%	4.56%

Month Earned	December	January	February
Month Received	February	March	April
Monthly Report	February	March	April
FY2018	1,015,134	1,259,991	1,510,598
FY2019	1,009,541	1,275,859	1,537,895
\$ Change	(5,593)	15,868	27,297
% Change	-0.55%	1.26%	1.81%

March Monthly Report (January Sales Tax)



Cumulative April Monthly Report (October-February Sales Tax)

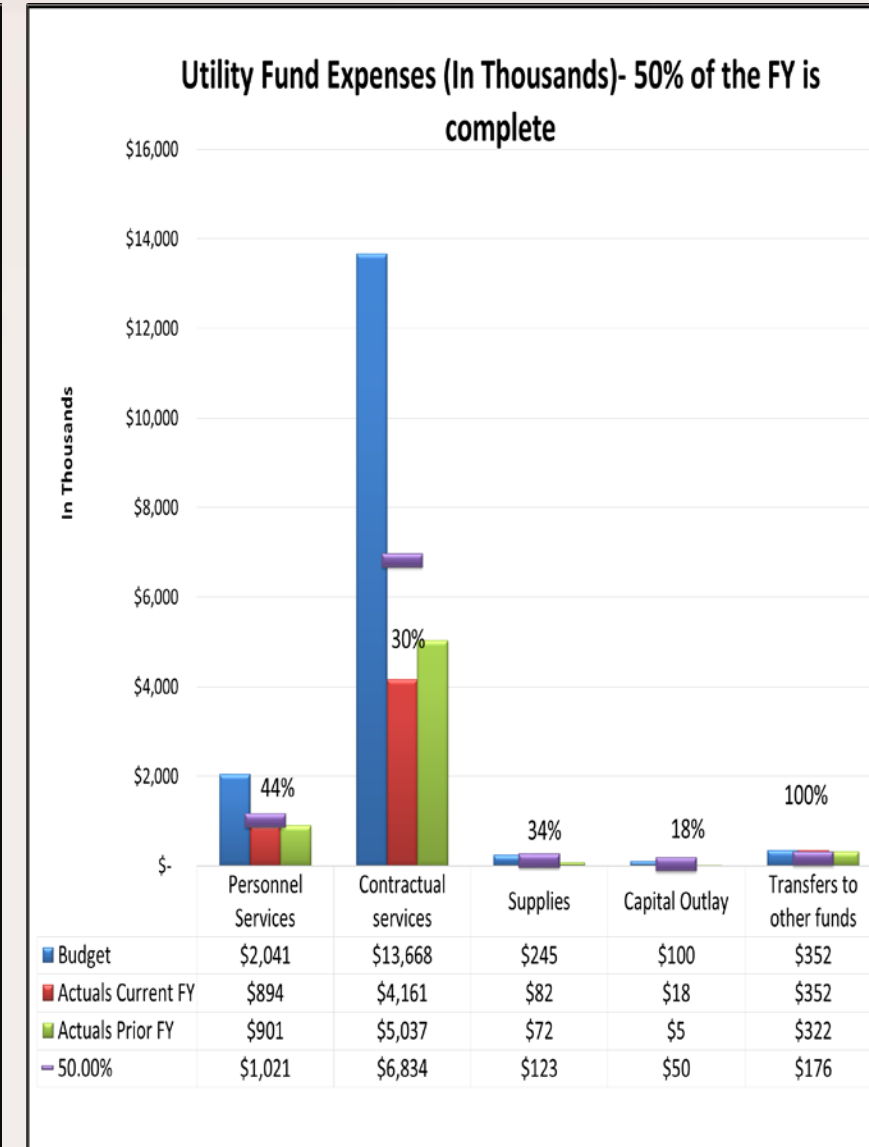
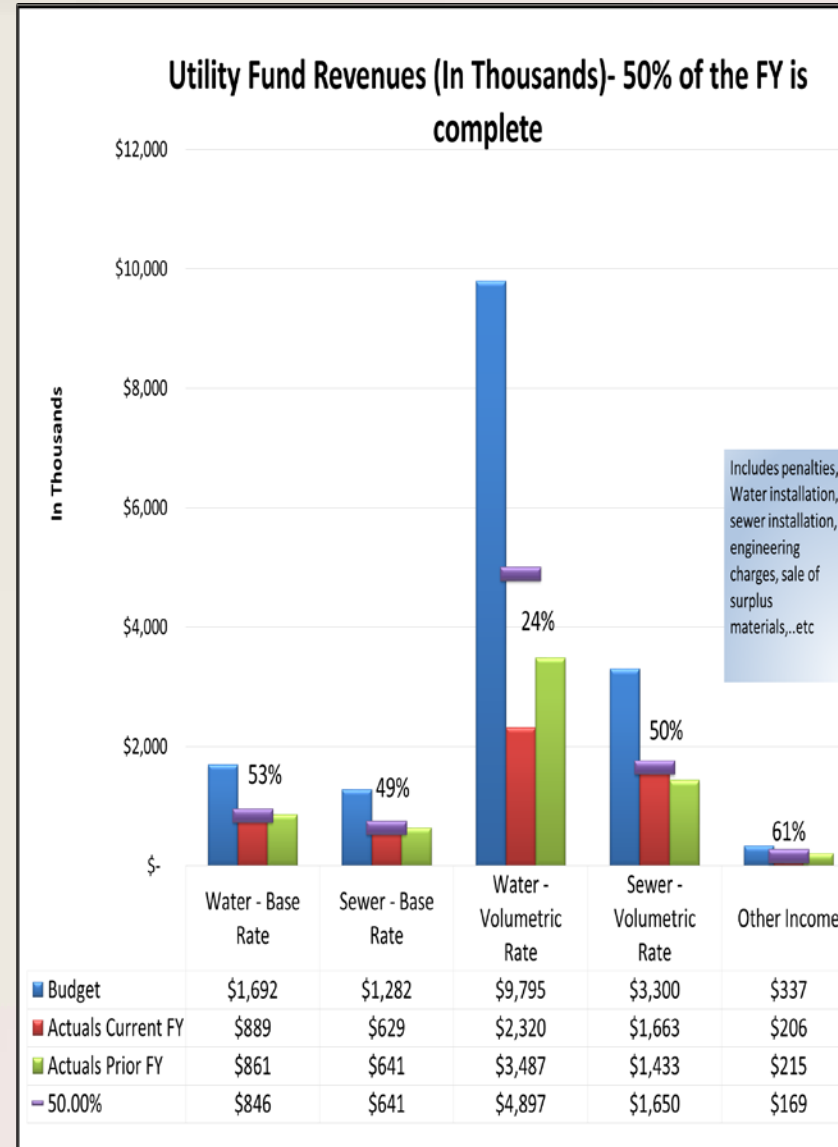
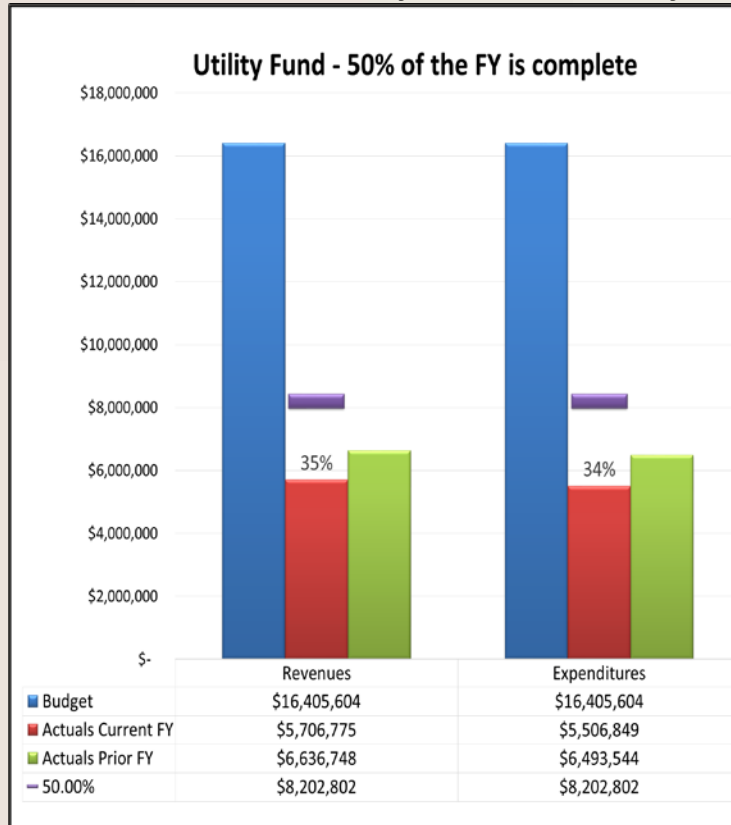


Utility Fund



Highlights:

- Base rate: On track with budget
- Water and wastewater volumetric rates are pass through rates
- Residential sewer winter Average: December, January, and February

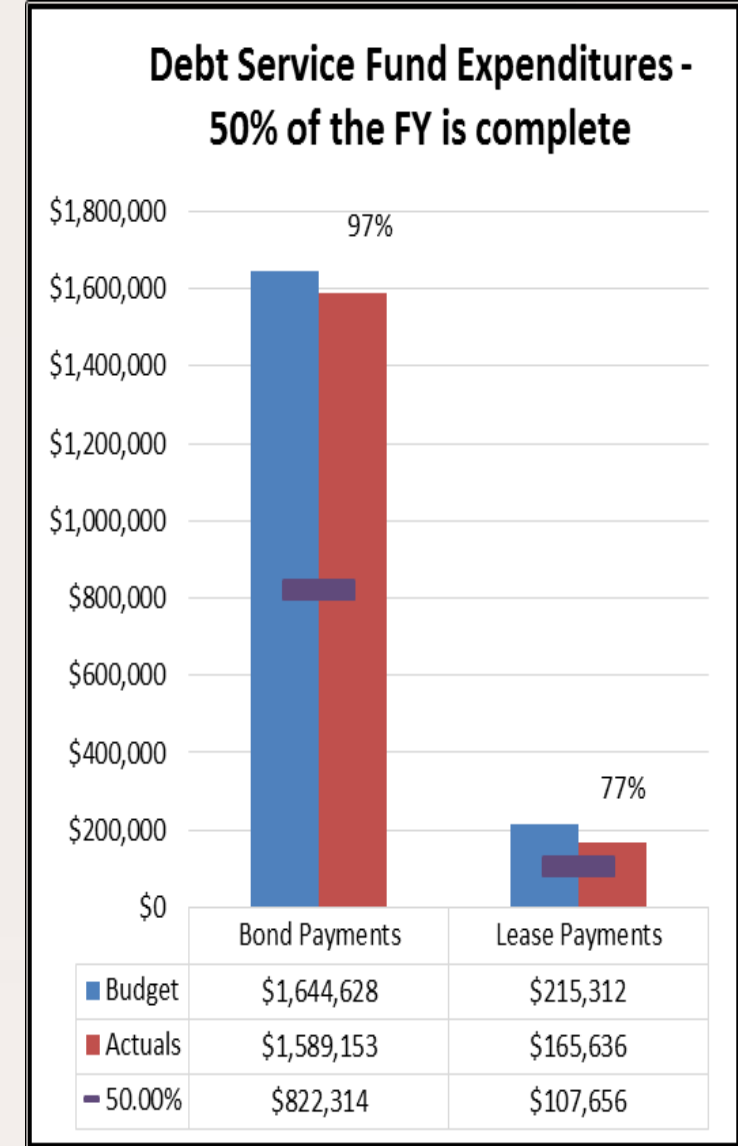
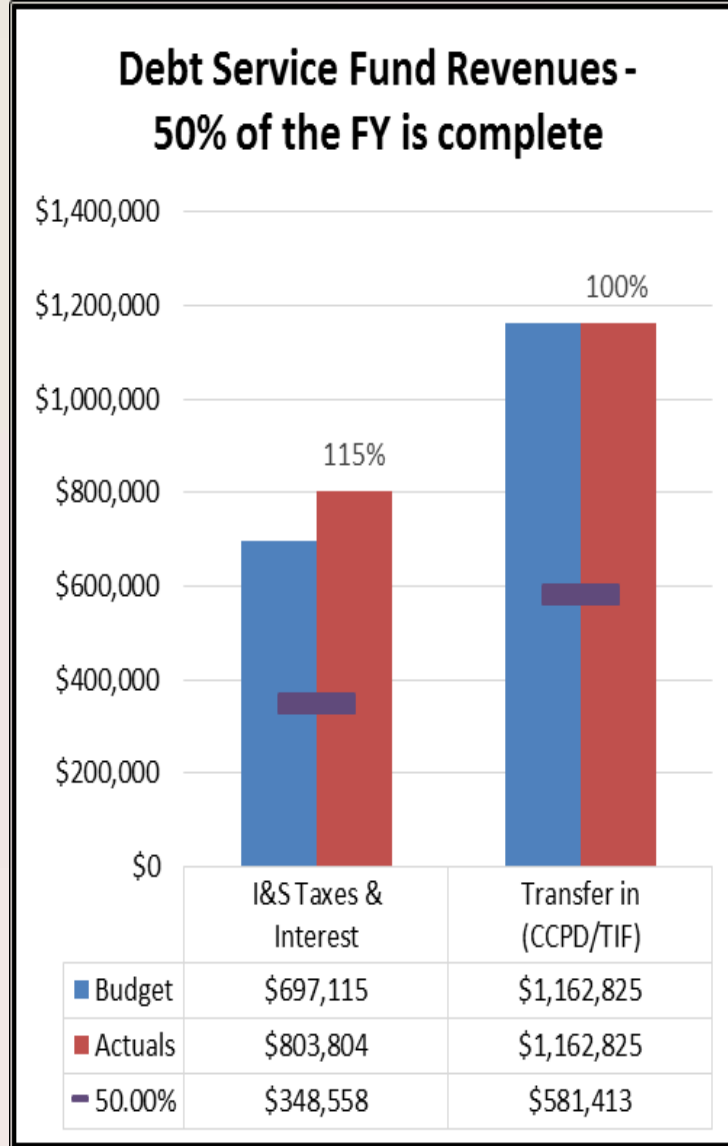
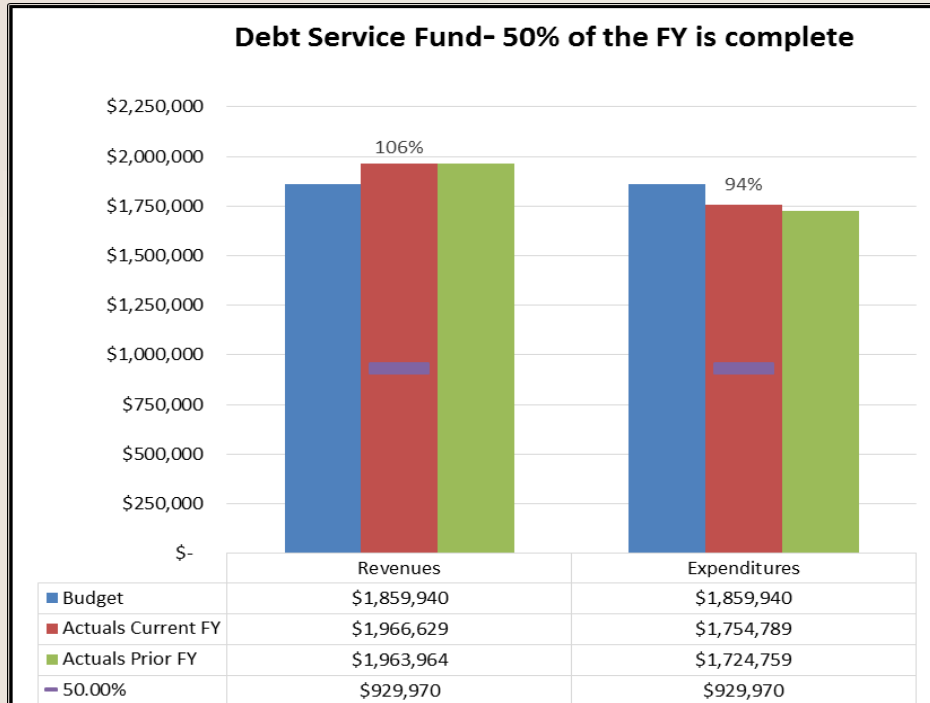


Debt Service Fund



Highlights:

- **Property Taxes:** On track with historical trend.
- **Lease-purchase payments:**
 - Fire engine payments made
 - Ambulance payment - due in June
- **Bond payments:**
 - Principal & first interest payment - made
 - Second interest payment – due in August



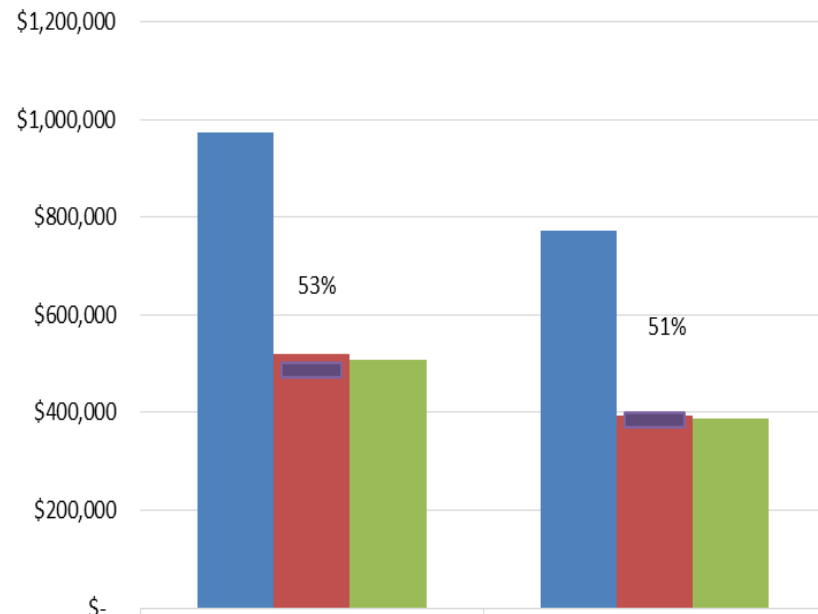
Drainage Fund



Highlights:

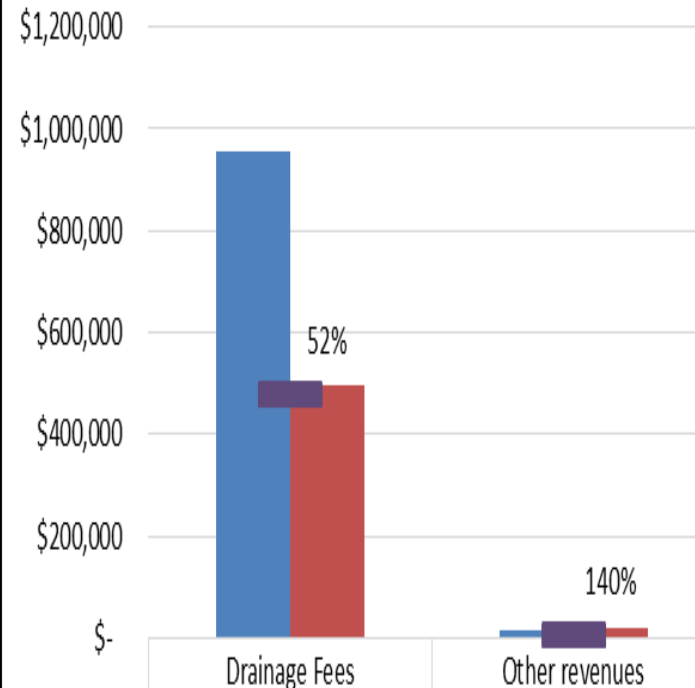
- **Drainage fee revenues:** Up 1.35%. At 52.03% of the budget.
- **Expenditures:** On track with budget

Drainage Fund - 50% of the FY is complete



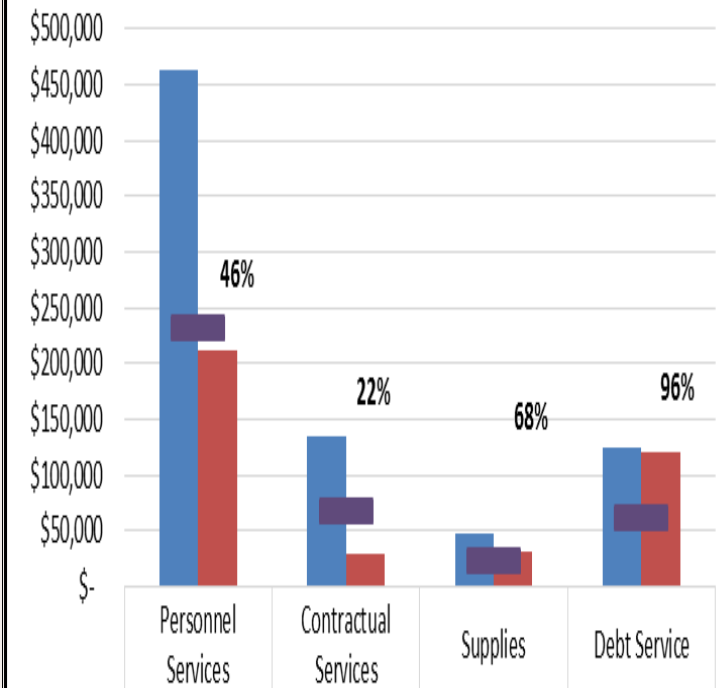
	Revenues	Expenditures
Budget	\$972,448	\$771,136
Actuals Current FY	\$519,789	\$394,117
Actuals Prior FY	\$508,600	\$388,054
50.00%	\$486,224	\$385,568

Drainage Fund Revenues- 50% of the FY is complete



	Drainage Fees	Other revenues
Budget	\$956,760	\$15,688
Actuals	\$497,790	\$21,999
50.00%	\$478,380	\$7,844

Drainage Fund Expenses - 50% of the FY is complete



	Personnel Services	Contractual Services	Supplies	Debt Service
Budget	\$462,669	\$134,840	\$47,957	\$125,670
Actuals	\$211,291	\$29,076	\$32,555	\$121,195
50.00%	\$231,335	\$67,420	\$23,979	\$62,835



City of Colleyville City Council Agenda Briefing

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

Agenda Number 6a

Agenda Date 4/16/2019

Number Ordinance O-19-2079

Type Ordinance

Department Community Development

Title

Consideration of amendments to the Land Development Code, specifically Chapter 2 - Definitions

Strategic Plan

4.3 Adopt best-practice planning and development processes

Explanation

Second Reading and Public Hearing

There were several definitions addressed at the April 2, 2019 City Council Meeting. Staff will present the updates and a final review.

First Reading and Public Hearing

The City Council had instructed staff to review and propose amendments to each chapter within the City's Land Development Code (LDC). The process for adopting amendments to the LDC include formal review and recommendation by the Planning and Zoning Commission followed by formal review and approval by the City Council.

The attached chapter is a continuation of the formal adoption process. Any remaining chapters will be brought forward over the next several months until the entire Land Development Code has been reviewed.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Ch. 02 Definitions - Redline v4 (04.08.19)
2. Chapter 2 - Exhibits
3. Ordinance - O-19-2079

Chapter 2

Definitions

Rev. 05XX/04XX/20102019

Section 2.1 Purpose of This Chapter

The purpose of this Chapter is to define words, terms and phrases contained within this Land Development Code.

Section 2.2 Authorization for Adoption of This Chapter

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

1. *Chapter 211 – Municipal Zoning Authority of the Texas Local Government Code*, which authorizes a municipality to divide a municipality into districts and, within each district, regulate the erection, construction, reconstruction, alteration, repair, or use of buildings, other structures, or land.
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 2.3 Variances and Appeals

Any person seeking approval of a development as required by this Land Development Code may request an interpretation of the definitions 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 2.4 General Construction of Language

In the interpretation of this Land Development Code, the provisions and rules of this section shall be observed and applied, except as otherwise noted or when the context clearly requires otherwise.

1. Words used or defined in one tense or form shall include other tenses and derivative forms.
2. Words in the singular number shall include the plural number, and words in the plural number shall include the singular number.
3. The masculine gender shall include the feminine, and the feminine gender shall include the masculine.
4. The word *person* includes individuals, firms, associations, organizations, partnerships, trusts, limited liability companies, corporations and any other similar entities.
5. The word *shall* is always mandatory. The word *should* is discretionary. The word *may* is permissive.

6. The word *used* or *occupied* includes the words *intended*, *designed*, or *arranged to be used* or *occupied*.
7. The word *lot* includes the words *plot*, *parcel* or *tract of land*.
8. The word *City* means the City of Colleyville, Texas.
9. The words *City Council* or *Council* mean the City Council of the City of Colleyville, Texas.
10. The words *Planning & Zoning Commission* or *Commission* mean the Planning & Zoning Commission of the City of Colleyville, Texas.
11. The word *Board* means the Zoning Board of Adjustment of the City of Colleyville, Texas.
12. In case of any differences of meaning or implication between the text of this Land Development Code and any caption, illustration or table, the text shall control.
13. For words not defined in this Chapter, the definitions contained in *The American Heritage Dictionary of the English Language*, latest edition, are hereby adopted.

Section 2.5 Definitions

Aa

Abutting, Adjacent, Adjoining. Contiguous or sharing a common border or boundary with other property. Abutting, adjacent and adjoining shall include property immediately across an alley but shall not include property across a street.

Accessory Building. A subordinate building enclosed on three or more sides, but not a carport, having a use customarily incident to and located on the same lot occupied by the principal building, or a use customarily incident to the main or principal use of the property. A building housing an accessory use is considered an integral part of the principal building when it has any part of a wall in common with the principal building, or is under an extension of the main roof and designed as an integral part of the main building.

Accessory Dwelling. A separate dwelling from the primary 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.

Accessory Structure. A subordinate building that is detached from the primary on-site building and is clearly secondary and incidental to the main use.

Administrative Official. A person assigned by the City Manager responsible for the administration of this L&DC or a particular portion of the Code.

Adult Day Care. An adult day care center is a non-residential (no overnight stay) facility that supports the health, nutritional, social, and daily living needs of adults in a professionally staffed, group setting.

Aggrieved Person. A person or group of people with an immediate, pecuniary and substantial interest in an action taken by the Administrative Official or Zoning Board of Adjustment under this Land Development Code, as opposed to a remote or indirect interest. A person is also aggrieved if the person suffers a denial of some personal or property right or imposition of a burden or obligation different from that suffered by the public in general.

All-Weather Surface. A durable, dust free surface constructed of cement concrete, asphalt, brick or other commonly accepted pavement which may be approved by the Administrative Official.

Alley. A public right-of-way that affords a secondary means of access to abutting property, typically used for secondary vehicular service access to the back or side of properties that abut on a street or highway.

Amendments. Changes made in the text of the Land Development Code or to the zoning map.

Animation. Any visible mechanical movement in any sign, or apparent movement achieved by electrical pulsation, video, or by other means, such as sequential light phasing.

Antenna Support Structure. Any tower, mast, pole, tripod, box frame, or other structure utilized for the purposes of transmission, retransmission and/or reception of radio, television, electromagnetic, or microwave signals.

Antenna. A metallic apparatus used for the sending or receiving of radio, television, electromagnetic, or microwave signals. An antenna includes microwave reflectors/antennas and satellite dishes.

Apartment. A room or suite of rooms in an apartment building arranged, designed or occupied as a dwelling unit residence by a single family, individual, or group of individuals living together as a single housekeeping unit. See Dwelling, Multi-Family.

Commented [BB1]: Keep definition?

Approving Body. The Planning and Zoning Commission, City Council or staff member authorized by this Land Development Code to approve a subdivision plat.

Assessment. The determination of the amount of the maximum impact fee per service unit which can be imposed on new development pursuant to this Land Development Code.

Assisted Living Facility. A ~~congregate residence~~ facility operated under a certificate of compliance document issued by the Texas Department of Aging and Disability Services, in which food, shelter, and person assistance or supervision are provided for a period of at least 14 days for four or more aged adults who do not require hospitalization or skilled or intermediate nursing care, for ten or more elderly (over 55 years of age) persons, regardless of legal relationship, who need limited assistance with daily living activities. A limited number of support services such as meals, laundry, housekeeping, transportation and social or recreational services may be provided or associated with the assisted living facility. Units may be attached or detached, single or double occupancy, and may include limited or full kitchen facilities. Full-time medical or nursing care is not typically provided by the facility, but may be privately arranged for by individual residents on a part-time or temporary basis, e.g. visiting nurses.

Automobile Dealership. A commercial business which conducts the retail sales of new or used automobiles.

Automobile Repair & Service Shop. Minor repair or replacement of parts, tires, tubes, and batteries; diagnostic services; minor motor services such as grease, oil, spark plug, and filter changing; tune-ups; emergency road service; replacement of starters, alternators, hoses, brake

parts; mufflers; automobile washing, steam cleaning, and polishing; performing state inspections and making minor repairs necessary to pass said inspection; servicing of air conditioning systems, and other similar minor services for motor vehicles except heavy load vehicles, or any other similar use. Major repair, rebuilding, or reconditioning of engines or transmissions for motor vehicles; wrecker service with vehicle storage; collision services including body, frame or fender straightening or repair; customizing; overall painting or paint shop; and other similar uses.

Automobile. A motor vehicle as defined by the Texas Motor Vehicle Laws published by the Texas Department of Public Safety.

Automotive and Motor Vehicle Sales. A commercial business which conducts the retail sales of new or used automobiles.

Awning. A roof-like structure, usually made of ~~canvas, that~~ canvas, which serves as a shelter, as over a storefront, window, door or deck. Also, an architectural projection that provides weather protection, identity, or decoration, and is supported by the building to which it is attached.

Bb

Sign, Banner. A temporary ~~on site~~ sign made of cloth, canvas or other light fabric.

Commented [EW2]: Added clarification for location

Basement or Cellar. A story wholly or partly underground and having more than one-half of its height, from floor to ceiling, below the level of the finished grade at the front of the building. A basement or cellar is not counted when measuring the height of a building.

Bed & Breakfast. A tourist lodging service within the rooms of a ~~single~~ single-family, owner-occupied principal residence located on a property served by a single utility meter and single water and wastewater service.

Block. A tract of land or a lot or group of lots, bounded by streets, public parks, railroad rights of way, water courses or foreshores, unsubdivided land, or a city limit line, or by any combination of the above. In cases where platting is incomplete or disconnected, the administrative official shall determine the boundary of the block. An area enclosed by streets. A block is determined by the streets along its boundary which surround one or more lots. The streets used to determine a block shall be through streets, no cul-de-sac streets. A group of lots adjacent to a cul-de-sac shall not be counted as a block.

Breezeway. A covered passage one story in height and six (6) feet or more in width connecting a main structure and an accessory building. A breezeway shall be considered an accessory building.

Build. To erect, convert, enlarge, reconstruct, or alter a building or structure.

Building. A structure built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind.

Building Envelope. The maximum buildable area remaining on a lot after the front, side and rear yard setbacks are met.

Building Envelope, Commercial. —The portion of a lot or tract covered by the foundation or footprint of a commercial building, plus a five (5) foot buffer.

Building Envelope, Residential. —The portion of a lot or tract covered by the foundation or footprint of a single-family residential building, plus a ten (10) foot buffer.

~~**Buildable Area.** The portion of a residential lot which includes: all property between the front yard setback and the rear property line; and all the property which lies under a single driveway not greater than twenty (20) feet in width, extending from the front property line to the garage. Applicable only to tree preservation requirements in residential developments.~~

~~**Building.** A structure built for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind.~~

~~**Building Envelope.** The maximum buildable area remaining on a lot after the front, side and rear yard setbacks are met.~~

Building Line. A line which coincides with the perimeter of the building envelope, over which any part of a building is not allowed to extend unless otherwise permitted in this Land Development Code.

Building Line, Front. A line located a minimum horizontal distance from a front lot line and parallel thereto, over which any part of a building is not allowed extend unless otherwise permitted in this Land Development Code.

Building Line, Rear. A line located a minimum horizontal distance from a rear lot line, if any, and parallel thereto, over which any part of a building is not allowed to extend unless otherwise permitted in this Land Development Code.

Building Line, Side. A line located a minimum horizontal distance from a side lot line, if any, and parallel thereto, over which any part of a building is not allowed to extend unless otherwise permitted in this Land Development Code.

Building Official. The Building Inspector or Administrative Official of the City of Colleyville charged with responsibility for issuing permits and enforcing the zoning ordinance and building code.

Building Permit. Written permission issued by the City for the construction, repair, alteration or addition to a structure.

Cc

~~**Caliper, Tree.** **See Diameter.**~~ The stem diameter of young sapling trees meant for planting and measured at six (6) inches above the root collar.

Canopy. A canopy is a roof-like structure that shelters a use such as, but not restricted to, a gasoline pump island, and is supported by either one or more columns or by the building to which it is accessory and is open on two or more sides.

Capital Construction Cost of Service. Costs of constructing capital improvements or facility expansions, including and limited to the construction contract price, surveying and engineering fees, land acquisition costs (including land purchases, court awards and costs, attorney's fees, and expert witness fees), and the fees actually paid or contracted to be paid to an independent qualified engineer or financial consultant preparing or updating the capital improvements plan who is not an employee of the City.

Capital Improvements Advisory Committee (Advisory Committee). Advisory committee, appointed by the City Council, consisting of at least five members, not less than 40 percent of which

shall be representatives of the real estate, development, or building industries who are not employees of the City, and, if impact fees are to be applied within the extraterritorial jurisdiction of the City, including one member representing the extraterritorial jurisdiction; or consisting of the Planning and Zoning Commission, including one regular or ad hoc member who is not an employee of the City and which is representative of the real estate, development, or building industry, and, if impact fees are to be applied within the extraterritorial jurisdiction of the City, one representative of the extraterritorial jurisdiction area; which committee is appointed to regularly review and update the capital improvements program in accordance with the requirements of Chapter 395 of the Texas Local Government Code, and its successors.

Capital Improvements Program (CIP). Plan that identifies water, wastewater and roadway capital improvements or facility expansions pursuant to which impact fees may be assessed.

Carport. A structure or part thereof, but not an accessory building, either detached or attached to a principal building, and which is open on two or more sides, consisting of a roof and either walls or columns for the purpose of temporary parking of vehicles, boats or trailers.

Cellular Communication Tower, Monopole. A low-power radio transmitting structure, consisting of a single pole, which sends and receives radio signals from mobile telephones, linked to one central call-processing point.

Cemetery. Land used or intended to be used for the interment of human and pet remains, and dedicated for cemetery purposes including crematories, mausoleums and mortuaries, when operated in conjunction with and within the boundary of such cemetery.

Certificate of Occupancy. An official certificate issued by the City upon completion of construction, alteration or change in occupancy of a building. The certificate acknowledges conformance with the requirements of the Land Development Code and/or building codes.

Child Day Care Operation. A child-care facility that provides care, supervision, training, or education of an unrelated child or children under fourteen (14) years of age for less than twenty-four (24) hours a day that occurs in a place other than the child's own home. This definition includes child day-care provided to school-age children before and/or after the customary school day. This definition shall not include kindergartens, pre-kindergartens, and schools listed elsewhere in this Chapter. This definition also encompasses each of the following two separate categories of use:

- a. Day-Care Operation – Center Based. An operation providing care for children under 14 years of age, for less than 24 hours per day, and at a location other than the caregivers' or permit holder's home.
- b. Day-Care Operation – Home Based. An operation providing care for children under 14 years of age, for less than 24 hours per day, and at the caregiver's home. See also Family Home in this chapter.

City Engineer (Engineer). ~~City Engineer of the City of Colleyville.~~

City Manager. The chief professional city administrative officer of the City of Colleyville, Texas.

City Official. Any person, (elected or appointed), ~~or any board,~~ or committee authorized or constituted by City ordinance or state law to act in behalf of the municipality.

Civic, Social or Fraternal Organization. Any association, club, organization, unincorporated, not required to be licensed by the Texas Alcoholic Beverage Commission and organized for the purpose of social, civic, fraternal, or recreational purposes.

Clinic. A building or part of a building used solely for the purpose of consultation, diagnosis and treatment of patients by one or more legally qualified physicians, dentists, optometrists, chiropractors, chiropractors, or drugless practitioners, together with their qualified assistants.

Without limiting the generality of this definition, the building may include administrative offices, waiting rooms, treatment rooms, laboratories, pharmacies and dispensaries directly associated with the clinic, but shall not include accommodation for in-patient care, rooms for the abiding of patients, or operating rooms for major surgery.

Collector Street. A street which carries traffic from local streets to the system of major streets, including the principal entrance street or streets into a subdivision development, and streets designed primarily to provide traffic circulation within or between ~~one (1) or more~~ subdivisions.

~~**Commercial Building Footprint.** The portion of the lot which lies beneath the building pad. Applicable only to tree preservation requirements in commercial developments.~~

Commercial Use. An occupation, employment, or enterprise that is carried on for profit by the owner, lessee, or licensee for the purpose of engaging in the exchange, buying, or selling ~~of~~ services or products.

Common Area. Land within or related to a development, not individually owned or dedicated for public ~~use, that use, that use, which~~ is designed and intended for the common use of the residents and their guests of the development, ~~and Common areas~~ may include such complementary structures and improvements as are necessary and appropriate.

Common Ownership. Ownership by the same person, corporation, firm, entity, partnership, or association.

Community Center. A building dedicated to social or recreational activities, serving the City or a neighborhood and owned and operated by the City or by a non-profit organization dedicated to promoting the health, safety, morals or general welfare of the City.

Community Home for Disabled Persons. A community-based residential home operated by the Texas Department of Mental Health and Mental Retardation, a community center organized under Section 3.01 of the Texas Mental Health and Mental Retardation Act, a non-profit corporation, or an entity certified by the Texas Department of Human Services as a provider under the medical assistance program serving persons in intermediate care facilities for persons with mental retardation, which otherwise meet the requirements of the Community Homes for Disabled Persons Location Act, Article 1011n, Tex. Rev. Civ. Stat. Ann.

Such facilities provide to the disabled residents food and shelter, personal guidance, care, habilitation services or supervision. Not more than six disabled persons, regardless of their legal relationship to one another, and two supervisory personnel may reside in such facility at the same time. Such facilities shall meet all applicable licensing requirements of the State of Texas, shall not be located within one-half mile of a previously existing community home for disabled persons, and shall meet all applicable requirements of this and other pertinent ordinances of the City of Colleyville.

~~**Community Special Event.** An outdoor event of public interest, which is anticipated to attract less than 500 persons in attendance at any one time for a period of eight consecutive hours or more, such as a carnival, circus, and similar temporary events or special fund-raising events sponsored by a public entity, civic organization, or non-profit organization located within the City.~~

Comprehensive Plan. The official document and long-range plan, adopted by the City Council, which is intended to guide the growth and development of the City, which includes analysis, recommendations and proposals for the City regarding such topics as population, economy, housing, transportation, community facilities and land use.

Court. An open, unoccupied space bounded on two (32) or more sides by the walls of a building. An inner court is a court entirely surrounded by the exterior walls of a building. An outer court is a court having one side open to a street, alley, yard or other permanent space.

Credit. The amount of the reduction of an impact fee for fees, payments or charges for the same type of capital improvements for which the fee has been assessed. Applicable to impact fees.

Critical Root Zone. ~~The area of undisturbed natural soil around a tree defined by a concentric circle with a radius in feet equal to the number of inches of trunk diameter. The Critical Root Zone is used by plan reviewers to determine compliance with design standards and construction specifications, and is considered the minimum portion of a tree's extensive root system that must be protected during construction. Applicable to tree preservation.~~ The ground area around a tree that contains the minimum volume of roots needed to sustain a particular tree. It is defined as a circular area around the tree trunk with a radius in feet equal to the tree's DBH in inches (10-inch DBH tree equals a 10-foot radius circle) and extends 24 inches into the soil.

Cul-de-sac. A local street having one (1) outlet and terminated on the opposite end by an authorized vehicular turn-around.

Dd

Day Care Center. See Child Day Care Operation (Center Based).

~~**Day-Care Center.** A child care facility that provides care for more than twelve (12) children under fourteen (14) years of age for less than twenty-four (24) hours a day. This definition shall not include kindergartens, pre-kindergartens, and schools listed elsewhere in this Chapter.~~

Dedication. The act of conveying property to the public for use by the public for streets, parks, drainage, utility, or other public purposes.

Density. The ratio of the total number of dwelling units to the land area of the total site area, less any public or private right-of-way dedication. Commonly expressed as "dwelling units per acre."

Development. All improvements on a site, including buildings, other structures, parking and loading areas, landscaping, paved areas, and areas devoted to exterior display, storage, or activities. Development includes improved open areas such as plazas and walkways, but does not include natural geologic forms or unimproved land. Also, the construction or reconstruction of a building or road; the placement of a structure on land; the excavation, mining, dredging, grading, or filling of land; the removal of vegetation from land; or the deposit of refuse or waste on land. Development does not include: (a) lawn and yard care, including mowing, gardening, tree care, and maintenance of landscaped areas; (b) removal of trees or vegetation damaged by natural forces; (c) agricultural activity that is not prohibited by this Land Development Code; or (d) the repair, maintenance, or installation of a utility, drainage or street system that does not disturb land or increase impervious cover.

Development Review Committee. The committee designated by the City Manager that serves as an advisory committee to the Planning & Zoning Commission and has responsibility for providing comments and recommendations on subdivision plats, zoning change applications, site plan proposals and other development related requests. The Development Review Committee (DRC) may also submit comments and recommendations on the vacation of public rights-of-way and easements.

DBH (diameter at breast height). The diameter of the stem (trunk) of a tree measured at 4.5 feet above natural grade. If the tree is on a slope, it should be measured on the uphill side. If the tree is composed of several co-dominant stems originating from a common pith above ground, then each diameter should be recorded and then combined in the following way: Calculate the square of each stem DBH and add them together, then take the square root of that sum. This will be a theoretical DBH that has an equivalent stem cross section to the combination of each of the individual stems. If the pith of each co-dominant stem extends separately into the root system then they should be logged as separate trees. DBH measurement can be taken as the smallest measurement below 4.5 ft if there are low branches or other abnormalities.

Dilapidated or Deteriorated Condition. For the purposes of sign regulations, a situation where the structural support or frame members are visibly bent, broken, dented, deteriorated or torn to such an extent that a danger of injury to persons or property is created; or where the sign or the structure is not in compliance with a building or construction code adopted by the City.

Director of Public Services-Community Development. The chief executive responsible for administration of this Land Development Code, or his designee.

Dwelling. A building or portion thereof designed and used exclusively for residential occupancy, but not including motels, hotels, lodging houses or house trailers.

Diameter. The thickness of a tree trunk measured perpendicular to its axis at four and one-half feet (4½) above the surrounding grade, measured, if the tree is on a slope, from the high side of the slope and measured above or below unusual swells in the trunk. For replacement trees, diameter is measured at a point one foot (1) above the soil line of the tree. Applicable to tree preservation and landscape requirements.

To determine the diameter of a multi-trunk tree, add the diameter of the largest trunk to one half (½) the diameter of each additional trunk. A multi-trunk tree is distinguished from individual trees growing from common rootstock if there is a visible connection between the trunks above ground.

Diameter At Breast Height of an Existing Tree (DBH). That measurement of the size/diameter of a tree as determined by measuring at four and one-half feet above the soil level. For a multi-trunk tree, the diameter shall be the total diameter of the largest trunk plus one-half the diameter of each additional trunk.

DBH (diameter at breast height). The diameter of the stem (trunk) of a tree measured at 4.5 feet above natural grade. If the tree is on a slope, it should be measured on the uphill side. If the tree is composed of several co-dominant stems originating from a common pith above ground, then each diameter should be recorded and then combined in the following way: Calculate the square of each stem dbh and add them together, then take the square root of that sum. This will be a theoretical DBH that has an equivalent stem cross section to the combination of each of the individual stems. If the pith of each co-dominant stem extends separately into the root system then they should be logged as separate trees. DBH measurement can be taken as the smallest measurement below 4.5ft if there are low branches or other abnormalities.

Dripline. The ground area on which an imaginary vertical line which runs through the outermost portion of the crown of a tree extends to the ground.

Dwelling Unit. A room, suite or set of rooms occupied, or suitable for occupancy, as a family residence, and having sleeping, kitchen and bathroom facilities, together with appropriate appurtenances and designed for use and used as a permanent residence for one family.

Dwelling Unit Size. The living area of a dwelling unit, expressed in square feet, and typically being the heated and air conditioned areas exclusive of breezeways, basements, open and closed porches, common corridors, parking areas, parking garages and accessory buildings.

Dwelling, Attached. A dwelling unit which is joined to another dwelling unit sharing one or more common walls.

Dwelling, Duplex. A structure that contains two attached dwelling units that share a common wall and are designed exclusively for the use and occupancy of two families living independent of each other.

Dwelling, Manufactured Home (HUD-Code). A structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one or more sections, which, in traveling mode, is eight (8) body feet or more in width or forty (40) body feet or more in length, or when erected on site, is three hundred and twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems.

Dwelling, Mobile Home. A structure that was constructed before June 15, 1976, transportable in one or more sections, which, in the traveling mode, is eight (8) body feet or more in width or forty (40) body feet or more in length, or, when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling unit with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical system. Travel trailers, pick-up coaches, motor homes, camping trailers and recreational vehicles are not included in this definition.

Dwelling, Multi-Family. ~~A building or portion thereof arranged, intended or designated for occupancy by three or more families.~~ A residential building containing three (3) or more dwelling units that are designed for occupancy by three or more families, with the number of families not to exceed the number of dwelling units. The residential building contains dwelling units that are designed to be occupied by families living independently of one another. The term, ~~including~~, but is not limited to, apartment houses, townhouses, row houses, tenements, apartment hotels, flats, condominiums, fraternity and sorority houses and other group quarters.

Dwelling, Single Single-Family Detached. A structure containing one dwelling unit, other than a mobile home, which is entirely surrounded by open space on the same building lot and is designed for the use and occupancy by one family.

Dwelling, Townhome. One of a group of no less than three (3) nor more than twelve (12) attached dwelling units, separated by a fire-rated wall.

Dwelling Unit. A room, suite, or set of rooms occupied, or suitable for occupancy, as a family residence and having sleeping, kitchen, and bathroom facilities together with appropriate appurtenances designed for use and used as a permanent residence for one family.

Dwelling Unit Size. The living area of a dwelling unit, expressed in square feet, and typically being the heated and air conditioned areas exclusive of breezeways, basements, open and closed porches, common corridors, parking areas, parking garages and accessory buildings.

Dwelling. A building or portion thereof designed and used exclusively for residential occupancy, but not including motels, hotels, lodging houses or house trailers.

Ee

Easement. A right given by the owner of land to another party for specific limited use of that land without actual ownership of the land.

Emergency Access Easement. An area, other than a dedicated street or, place, or an alley, built to fire lane standards which is maintained free and clear of buildings, structures, and other obstructions for the purpose of providing free passage of service and emergency vehicles.

Engineer. A person ~~a person~~ who has been duly licensed by the Texas Board of Professional Engineers to engage in the practice of engineering in Texas. Engineer shall include *professional engineer, registered engineer, registered professional engineer, licensed professional engineer, or licensed engineer.*

Erect or Erection. To build, construct, attach, hang, place, suspend or affix a sign to or paint a sign on the exterior surface of a building or structure. The term includes the repair or alteration of a sign where the cost of repair is more than sixty- percent (60) of the cost of erecting a new sign of the same type at the same location. Applicable to sign regulations.

Existing Development. For water and wastewater impact fees, all development within the service area which has a water or wastewater tap on the City's water or sewer system, or on another centralized water or sewer system, as of the date of the adoption of this Chapter; and for roadways, all development within the service area for which a building permit has been issued and which has not expired.

Extraterritorial Jurisdiction. The unincorporated area that is contiguous to the corporate boundaries of the municipality as defined in Chapter 42 of the Texas Local Government Code.

Ff

Facility Expansion. The expansion of the capacity of an existing facility which serves the same function as an otherwise necessary new capital improvement in order that the existing facility may serve new development. Facility expansion does not include the repair, maintenance, modernization, or expansion of an existing facility to better serve existing development.

Facing or Surface. The surface of the sign upon, against, or through which the message is displayed or illustrated on the sign.

Family. One or more persons who are related by blood, marriage, or adoption living together and occupying a single housekeeping unit with single kitchen facilities. Also, a group of not more than five or fifteen (15) (54) unrelated persons, excluding servants, living together by joint agreement and occupying a single housekeeping unit with single kitchen facilities, on a non-profit cost sharing basis. For purposes of enforcement, no more than three (3) unrelated individuals may also room and/or board with a family composed wholly of related individuals.

Family Home. A home that provides regular care in the caretaker's own residence for not more than six (6) children under fourteen (14) years of age, excluding children who are related to the caretaker, and that provides care after school hours for not more than six (6) additional elementary school children, but the total number of children, including children who are related to the caretaker,

Commented [JR3]: Ft. Worth and Southlake use 5 unrelated persons

does not exceed twelve (12) at any given time, and is duly registered by the State of Texas as required by Chapter 42 of the Human Resources Code. The term does not include a home that provides care exclusively for any number of children who are related to the caretaker. *Children who are related to the caretaker* includes the children, grandchildren, siblings, great-grandchildren, first cousins, nieces, or nephews of the caretaker, whether by affinity or consanguinity or as the result of a relationship created by court decree.

Fence. A barrier closing or bordering a field, yard, etc., usually made of posts, wire or wood, ~~and~~ used to prevent entrance, to confine, or to mark a boundary. An open fence is one in which the vertical surface is not less than seventy-five (75) percent open. A solid fence is one in which the vertical surface is ~~not~~ greater than thirty-two (32) percent ~~opaque~~, and may be considered as a screening element.

Fire Lane. An all-weather, hard-paved surface which an emergency or fire-fighting vehicle may pass without obstruction or interference.

Flag. A piece of cloth, usually rectangular, of distinctive color and/or design, ~~and~~ used as a symbol, a standard, a signal or an emblem.

Flag Lot. A lot which does not meet the minimum frontage requirements and is accessed by a narrow portion of land.

Flood Plain. The land adjacent to a river, stream, or watercourse or other area that is susceptible to being inundated by flood waters from any source.

Gg

Garage, Private. A detached accessory building or portion of a dwelling that is designed or used for the sheltering of a private motor vehicle and storage of household equipment incidental to the residential occupancy and which is fully enclosed and roofed. The term does not include carport.

Garage, Public. A building or place other than a private garage where motor vehicles are kept or stored for remuneration or repair.

Grade. ~~For buildings having walls facing one street only, the elevation of the sidewalk at the center of the wall adjoining the street. For buildings having walls facing more than one street, the average of the elevation of the sidewalk at the center of all walls adjoining the street. For buildings having no walls facing the street, the average level of the finished surface of the ground adjacent to the exterior wall of the building. Any wall approximately parallel to and not more than five (5) feet from a street line is to be considered as facing the street. Where no sidewalk has been constructed, the Building Official Administrative Official shall establish such sidewalk level or its equivalent for the purpose of establishing the grade. The average elevation of the highest and lowest elevation measured at the finished surface of the ground at any of the exterior corners of the building or structure.~~

Gross Floor Area. The total square feet of floor space within the outside dimensions of a building including each floor level, but excluding cellars, attics, carports or garages that are not designed for residential or business occupancy.

Gross Surface Area. The entire area within a single continuous perimeter forming a rectangle enclosing the extreme limits of each sign. In the event two or more signs share a single structure, each sign or panel may be considered separately for the square footage purposes, provided that each sign or panel has no relationship to the other, except that the combined footage of such signs may not exceed the total square footage allowed for the sign. Applicable to sign regulations.

Ground Cover. Low growing, dense spreading plants typically planted from containers.

Growth-Related Costs. Capital construction costs of service related to providing additional service units to new development, either from excess capacity in existing facilities, from facility expansions or from new capital facilities. Growth-related costs do not include (a) construction, acquisition, or expansion of public facilities or assets other than capital improvements or facility expansions identified in the capital improvements plan; (b) repair, operation, or maintenance of existing or new capital improvements or facility expansions; (c) upgrading, updating, expanding, or replacing existing capital improvements to serve existing development in order to meet stricter safety, efficiency, environmental, or regulatory standards; (d) upgrading, updating, expanding, or replacing existing capital improvements to provide better service to existing development, (e) administrative and operating costs of the City; and (f) principal payments and interest or other finance charges on bonds or other indebtedness, except for such payments for growth-related facilities contained in the capital improvements program.

Gymnastics School. A privately operated facility that provides special physical training in gymnastic arts, martial arts, dance, and other indoor sports to students enrolled for the purpose of learning such skills and which is not open to the general public for the purpose of providing entertainment or amusement for a fee, but which may be opened to the general public during competitive exhibitions in which students of the gymnastics school are registered.

Hh

Height of Buildings. The vertical distance of a building measured from the average established grade at the street line or from the average natural front yard ground level, whichever is higher, to (a) the highest point of the roof surface for a flat roof; (b) to the deck line of mansard roofs; or (c) to the mean height level between eaves and ridge for hip and gable roofs. The height of a building shall exclude chimneys, cooling towers, elevator bulkheads, penthouses, tanks, water towers, radio towers, ornamental cupolas, domes or spires, and parapet walls not exceeding ten (10) feet in height. If the street grade has not been officially established, the average front yard grade shall be used for a base level.

Height of Fence. For wood fences constructed with pickets in the vertical position, the fence height shall be the nominal lumber size (6' or 8') or actual steel vertical member plus allowances of 4 inches at the base for drainage or footings and 2 inches along the top for capping.

Signs, Height of Signs. The vertical distance measured from the surrounding grade to the top of the sign.

Home Occupation. An occupancy wholly within the primary dwelling unit provided: Any occupational use customarily conducted entirely within a dwelling, provided that such use is carried on solely by residents of the dwelling, is clearly incidental and secondary to the use of the dwelling for dwelling purposes, does not change the character of the dwelling, and shows no external evidence of such use.

- ~~No person other than members of the family residing on the premises shall be engaged in such occupation;~~
- ~~The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five (25) percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation;~~

Commented [EW4]: Attempt to provide defined margins for fencing so that it does not have to be in contact with the ground and allows for decorative cap along the top.

Commented [EW5]: Aligns definition under the Sign category

- ~~There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign installed in accordance with the applicable provisions;~~
- ~~No home occupation shall be conducted in any accessory building;~~
- ~~No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required yard;~~
- ~~No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses;~~
- ~~Home occupation uses shall not include beauty and barber shops, medical or chiropractic offices, or other uses of a similar nature and character;~~

Commented [EW6]: Provisions added to provide clarity of specific requirements

Hospital. A building, or portion thereof, used or designed for the housing or treatment of sick or injured patients where they are given medical or surgical treatment intended to restore them to health and an active life, and which is licensed by the State of Texas. This definition does not include rooms in any residential dwelling, hotel, or apartment hotel not ordinarily intended to be occupied by said persons.

Hotel or Motel. A building or group of buildings, of which the main function is to provide rooms for temporary lodging where entrance to each room is gained from a completely enclosed area and which structure ~~shall~~ may also contain a restaurant and conference rooms, and may also include various personal service shops.

Ii - Jj

~~**Sign, Illuminated Sign.** A sign which has characters, letters, figures, designs or outlines illuminated by electrical lights, luminous tubes or other means.~~

Commented [EW7]: Renamed to align definition under Sign category

~~**Sign, Illumination, Direct.** Lighting by means of an unshielded light source, including neon tubing, strobes, etc., which is effectively visible as part of the sign, where the light travels directly from the source to the viewers eye.~~

Commented [EW8]: Renamed to align definition under Sign category

~~**Sign, Illumination, Indirect.** Lighting by means of a light source, not itself visible, which is directed at a reflecting surface in such a way as to illuminate the sign, or a light source which is primarily designed to illuminate the entire building facade upon which a sign is displayed. Indirect illumination does not include lighting which is primarily used for purposes other than sign illumination, e.g., parking lot lights or lights inside a building which may silhouette a window sign but which are primarily installed to serve as inside illumination.~~

Commented [EW9]: Renamed to align under Sign category

~~**Sign, Illumination, Internal.** Lighting by means of a light source which is within a sign having a translucent background, silhouetting opaque letters or designs, or which is within letters or designs that are themselves made of a translucent material.~~

Commented [EW10]: Renamed to align under Sign category

Impact Fee. Charge or assessment to be imposed by the City upon new development to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to new development. The term includes amortized charges, lump-sum charges, capital recovery fees, contributions in aid of construction, and any other fee that functions as described by this definition. Impact fees do not include dedication of rights-of-way or easements, or construction or dedication of site-related water distribution or wastewater collection facilities, or streets, sidewalks, or curbs if the dedication or construction is required by other valid ordinances of the City and is necessitated by and attributable to the new development; or lot or

acreage fees placed in trust for the purpose of reimbursing developers for oversizing or constructing water or sewer mains or lines.

Impervious Coverage. The combined area occupied by all principal and accessory buildings, structures, and paved parking, patio, sidewalks and driveway areas.

Institution. Buildings, land or structures used by an organized body, religious group or society for a non-profit, non-commercial purpose. The term may include hospital, library, college, university, convent, monastery or similar use.

Irrigation System. A method of providing the proper amount of water for the particular type of plant material used.

Junk. Material including, but not limited to, scrap iron, scrap tin, scrap brass, scrap copper, scrap lead, scrap zinc and other metals and their alloys; bones, rags, used cloth, used rubber, used rope, used tin foil, used bottles, old cotton, or used machinery, used tools, used appliances, used fixtures, used utensils, used boxes or crates, used pipe or pipe fittings, used automobile or airplane parts, and other manufactured goods that are so worn, deteriorated or obsolete as to make them unusable in their existing condition.

Junk or Salvage Yard. A lot upon which waste or scrap materials are bought, sold, exchanged, stored, packed, disassembled, or handled, including but not limited to scrap iron and other metals, paper, rags, rubber tires and bottles. A junkyard includes an automobile wrecking yard and automobile parts yard.

Commented [JR11]: There is junk or salvage yard use and in defining junk it may be better served for this to be addressed as a code enforcement issue.

Kk

Kenel. A place where dogs, cats or other domesticated animals are housed, groomed, bred, boarded, trained, harbored, kept or sold for commercial purposes, including pet stores or municipal animal shelters.

Kindergarten. A school for children of preschool age, the work of which is purely preliminary to the work of the public and private school, and which could include a planned program of games, songs, social exercises and object lessons.

Kiosk. A nonresidential commercial accessory building which provides a retail function by serving walk-up or drive-up traffic rather than inside sales service or drive-in service.

LI

Land Planner. A person skilled in the art and science of arranging and designing the layout of land so as to create adequate and desirable building sites, a coordinated street system and space appropriate to the efficient removal of storm water and the provision of public services and utilities all consistent with the long range goals and the objectives of the city plan.

Land Use Assumptions. Description of the service area and projections of changes in land uses, densities, intensities, and population therein over at least a 10-year period, adopted by the City, as may be amended from time to time upon which the capital improvement plan is based.

Commented [JR12]: This definition may not be necessary because many different disciplines can also be land planners.

Landscaping. Any combination of trees, shrubs, flowers, grass or other horticultural elements, decorative stonework, paving, screening or other architectural elements, all of which are designed

to enhance the visual amenity of a property and/or to provide a screen to mitigate any objectionable aspects that may detrimentally affect adjacent land.

Large Commercial Building. A building containing one or more commercial businesses and having a building footprint of forty thousand (40,000) square feet, or more. (O-00-1249 / 11/08/00)

~~**Lawn Grasses.** Thin blade surface growing plants typically planted from seed, sprigs, plugs or sod.~~

Commented [JR13]: This definition may not be needed.

Legal Non-conforming Use, Building or Lot. A use, building, or lot existing legally at the time of the passage of this Land Development Code which does not by reason of design, use, or dimensions conform to the regulations of the district in which it is situated. A use, building, or lot established after the passage of this Land Development Code, which does not conform to regulations of the district in which it is situated, shall be considered an illegal nonconforming use, building or lot.

Light Sources. Neon lights, fluorescent lights, incandescent lights, and any reflecting surface, which, because of its construction and/or placement, becomes in effect a source of light emission.

Living Unit Equivalent (LUE). For water and wastewater, basis for establishing equivalency among and within various customer classes based upon the relationship of the continuous duty maximum flow rate in gallons per minute for a water meter of a given size and type compared to the continuous duty maximum flow rate in gallons per minute for a 3/4" diameter simple water meter, using American Water Works Association C700-C703 standards.

Loading Space, Off-Street. Space logically and conveniently located for bulk pickups and deliveries, scaled to delivery vehicles expected to be used, and accessible to such vehicles when required off-street parking spaces are filled.

~~**Sign, Logo.** A design or insignia of an organization, individual, company, product which is commonly used in advertising to identify that organization, individual, company or product.~~

Commented [EW14]: Renamed to align under Sign category

Lot. A parcel of land at least sufficient in size to meet the minimum zoning requirements for use, coverage, and area, and to provide such yards and other open spaces as are herein required, and having frontage on an approved public or private street. A lot may shall consist of a parcel of land designated as a lot on a plat filed in the County Plat Record.

Lot, Adjacent. Any lot, parcel or piece of land that shares with the lot under consideration a common lot line, alley or any point of tangency.

Lot, Corner. A lot abutting upon two or more streets. A corner lot shall front on that street on which it has its least dimension, unless otherwise specified by the Building Official.

Lot, Double Frontage. A lot, other than a corner lot, which adjoins two streets that are opposite each other and which are parallel or within forty-five degrees of being parallel to each other. On a double frontage lot, both street lines shall be deemed front lot lines, except as otherwise provided.

Lot, Interior. A lot other than a corner lot or double frontage lot with frontage on only one street.

Lot Area. The gross area of the lot, expressed in square feet or acres, which is bounded by its perimeter property lines.

Lot Coverage. The percentage of the total lot area occupied by the footprint of the buildings located on the lot.

Lot Depth. The mean horizontal distance between the front lot line and the rear lot line of a building lot measured perpendicular to the front lot line at the center of the lot or on a radial when the front line is curved.

Lot Line, Front. The boundary between a lot and the street on which it fronts.

Lot Line, Rear. The boundary line that is opposite and most distant from the front street line; except that in the case of uncertainty the Building Official shall determine the rear line.

Lot Line, Side. Any lot boundary line not a front or rear line thereof. A side line may be a common lot line, a line bordering on an alley or place or side street line.

Lot Line. The property boundary of a building lot.

Lot of Record. A lot which is part of a subdivision the plat of which has been recorded in the office of the County Clerk of Tarrant County, Texas. Also, a lot or parcel described by metes and bounds, the description of which has been so recorded prior to May 16, 1978.

Lot Width. The minimum distance between the side lot lines of a building lot measured at the front building line or chord length when the front of the lot is curved.

~~**Lot, Adjacent.** Any lot, parcel or piece of land that shares with the lot under consideration a common lot line, alley or any point of tangency.~~

~~**Lot, Corner.** A lot abutting upon two or more streets. A corner lot shall front on that street on which it has its least dimension, unless otherwise specified by the Building Official.~~

~~**Lot, Double Frontage.** A lot, other than a corner lot, which adjoins two streets that are opposite each other and which are parallel or within forty five degrees of being parallel to each other. On a double frontage lot, both street lines shall be deemed front lot lines, except as otherwise provided.~~

~~**Lot, Interior.** A lot other than a corner lot with frontage on only one street.~~

Mm

~~**Major Street.** A street designated on the adopted city plan as a thoroughfare, boulevard, freeway, highway, expressway, parkway or scenic route or any other traffic artery having regional continuity.~~

~~**Manufactured Home.** A structure...~~

Master Plan. See *Comprehensive Plan*.

Mausoleum. A building or other structure used as a place for the interment of the dead in sealed crypts or compartments.

~~**Mobile Home.** A structure that was constructed before June 15, 1976, transportable in one or more sections, which, in the traveling mode, is eight (8) body feet or more in width or forty (40) body feet or more in length, or, when erected on site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling unit with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical system. Travel trailers, pick-up coaches, motor homes,~~

~~camping trailers and recreational vehicles are not included in this definition. See *Dwelling, Mobile Home*.~~

Manufactured/Mobile Home Park. A unified development of manufactured/mobile home sites, plots or stands as arranged on a large tract under single ownership, meeting the area and setback requirements of this Land Development Code, and designed to accommodate manufactured/mobile homes for a permanent duration. A trailer park is a manufactured/mobile home park.

~~**Mortuary.** A facility in which dead bodies are prepared for burial or cremation or funeral services are conducted.~~

~~**Motorcycle.** A usually two-wheeled self-propelled vehicle having one or two saddles or seats, and which may have a sidecar attached. For purposes of this ordinance, motorbikes, motor scooters, mopeds, and similar vehicles are classified as motorcycles.~~

Nn

New Development. Subdivision of land; or the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure; or any use or extension of the use of land; any of which increases the number of service units. New development includes the sale of water taps resulting from the conversion of an individual well to the City's water utility and the sale of wastewater taps resulting from the conversion of an individual septic or other individual waste disposal system to the City's wastewater utility.

NITS. A unit of measurement of luminance, or the intensity of visible light, where one nit is equal to one candela per square meter.

Nonconforming Lot. A lot or tract of land which does not conform to the width, depth, or area requirements of this Land Development Code and which lawfully existed at the time the regulations with which it does not conform became effective.

Nonconforming Structure. A building, structure or portion thereof which does not conform to the height, area or yard regulations of this Land Development Code and which lawfully existed at the time the regulations with which it does not conform became effective.

Nonconforming Use. A building or structure or use of land lawfully occupied by a use at the time of the effective date of this Land Development Code or amendments thereto, which does not conform to the regulations of the district in which it is situated.

Non-Residential Zoning District. The zoning districts designated as AG, CPO, CN, CC-1, CC-2, CC-3, ML, or PUD-C, ~~or PUD-1~~ zoning district, the primary use of which is for non-residential purposes, as shown on the official zoning map of the City of Colleyville.

Non-Structural Trim. The retainer, battens, capping, nailing strips, latticing and platforms which are attached to the sign structure. Applicable to sign regulations.

Oo

Office. A facility for the regular transaction of business, wherein services are performed involving predominantly administrative, professional or clerical operations not specifically listed elsewhere in

this Land Development Code. Office activities include professional offices, financial institutions, employment agencies and medical offices.

Offset. The amount of the reduction of an impact fee designed to fairly reflect the value of system-related facilities, pursuant to rules herein established or administrative guidelines, provided and funded by a developer pursuant to the City's subdivision regulations or requirements.

~~**Off-Premise Sign.** A sign which is used or intended to be used to attract attention to activities, commodities, services or other endeavors not offered on the premises on which the sign is located.~~

~~**Offset.** The amount of the reduction of an impact fee designed to fairly reflect the value of system-related facilities, pursuant to rules herein established or administrative guidelines, provided and funded by a developer pursuant to the City's subdivision regulations or requirements.~~

~~**On-Premise Sign.** A sign which promotes or advertises activities, commodities, services or endeavors which are offered on the premises on which such sign is located.~~

~~**Open Space.** A space not occupied by a structure, open to the sky except for the ordinary projections of cornices, eaves or porches, and on the same lot with the building or structures. Property designated for recreational use, including a private park, play lot, plaza, or ornamental area intended for use or enjoyment by people. Open space does not include streets, alleys, utility easements, public parks, or required setbacks; an area that is open and unobstructed to the sky except for the ordinary projections of cornices and eaves.~~

~~**Outdoor Display of Merchandise.** Any display of merchandise outside of the structure on the property in which such merchandise is sold, stored, or maintained, whether said display is for the purposes of sale or advertisement. Any use of a premises whereon goods, materials, or merchandise is displayed temporarily for the purpose of sale.~~

~~**Outdoor Storage or Open Storage.** The storage of any equipment, machines, commodities, raw or semi-finished materials, and building materials, which are not within a fully enclosed building on a generally permanent basis.~~

Pp - Qq

Package Store. A retail establishment that sells "liquor", as defined by the Texas Alcoholic Beverage Commission, to the public for the purpose of off-premise consumption.

Park. Land dedicated to or purchased by the City for the purpose of providing public recreational and/or open areas. A facility or area for recreational, cultural or aesthetic uses owned or operated by a public agency and available to the general public.

Parking Space, Off-Street. An enclosed or unenclosed all-weather surfaced area of not less than one hundred eighty square feet not on a public street or alley, together with an all weather surfaced driveway connecting the area with a street or alley, permitting free ingress and egress without encroachment on the street or alley.

Pawn Shop. An establishment where articles are traded in exchange for money plus a right to redeem such articles within a given amount of time upon repayment of such money with interest. The establishment may also be involved in the retail sale of primarily used items, provided that the sale of such items complies with local, State and Federal regulations.

Pennant. A wind device, usually triangular in shape and attached to a single cord.

Perimeter Subdivision Fence. A fence and/or wall located along the perimeter of a subdivision.

Planned Development. Development of land which is under unified control and is planned and developed as a whole in a single development operation or programmed series of development, and is developed with special zoning standards that are unique to a particular site and which usually vary from those standards required for other zoning districts.

Planning and Zoning Commission. The advisory body appointed by the City Council which is authorized to develop a comprehensive plan, recommend changes in the Land Development Code, review and approve-recommend subdivision plats, and otherwise perform the duties authorized by the City Charter.

Plat. A plan of a subdivision of land creating building lots or tracts and showing all essential dimensions and other information essential to comply with the subdivision standards of the City of Colleyville. Reference to a plat in the ordinance means an official plat of record that has been approved by the City and filed in the plat records of Tarrant County.

Plat, Amending. A map, drawing, or chart prepared to show a minor change of an existing subdivision to a lot line or correction of an error such that the changes are not substantive, and no new lots are created.

Plat, Final. A map, drawing, or chart prepared according to the provisions of this Land Development Code, and containing all engineering and legal data, dedications, and certificates necessary to the recording of same in the maps and plats records of the county.

Plat, Minor. A subdivision of not more than four lots, which fronts on an existing street and does not require the creation of any new street or the extension of municipal facilities, which allows a short form process that eliminates the need for a preliminary plat.

Plat, Preliminary. A map, drawing, or chart showing the proposed arrangement of streets, lots, easements, and other public spaces in the subdivision.

Plat, Replat. A map, drawing, or chart showing a change or revision of an existing subdivision or lot. A Replat modifies previously platted property and may include an additional parcel of un-platted property.

Platted Property. Property that has been divided into lots and blocks, rights-of-way dedicated and shown on a map that has been filed in the plat records of Tarrant County.

Porch. An open, covered or enclosed gallery or room on the outside of a building.

Porte-cochère. A roof-like structure usually extending over a circular driveway at the entrance of a building, which provides an entrance and an exit for automotive vehicles. A porte-cochère is generally designed as an integral part of the principal structure, is not used for the storage of automotive vehicles, and differs from a carport.

Premises. Land together with any buildings or structures occupying all or any portion of the land.

Principal Building. The building or buildings on a lot which are occupied by the primary use.

~~**Private (HOA) Recreational Facilities** Buildings or structures in which members of a neighborhood association may gather for social, educational or cultural activities that are intended to serve the site occupants and guests thereof.~~

Private or Parochial School. An institution of learning having a curriculum equivalent to public schools, and which meets the same license and certification as required of public schools. A private or parochial school does not include specialty schools such as dance, music, beauty, mechanical, trade, swim or commercial schools.

Public Utility. Any corporation or authority franchised by the City of Colleyville or the State of Texas to provide water, sewer, solid waste collection, natural gas, electricity, telecommunication or similar services on a community-wide basis.

Rr

Recreational Facilities, Private (HOA). Buildings or structures in which members of a neighborhood association may gather for social, educational, or cultural activities that are intended to serve the site occupants and guests thereof.

Registered Public Surveyor. An individual registered as a professional land surveyor by the Texas Board of Professional Land Surveying.

Religious Institution. A facility or area for people to gather together for public worship, religious training, or other religious activities, including a church, temple, mosque, synagogue, convent, monastery or other structure, together with its accessory structures, including a parsonage, manse or rectory. This definition does not include home meetings or other religious activities conducted in a privately occupied residence.

Residential Districts. A zoning district designated as RE, R-40, R-30, R-20, R-~~I~~15, RD, RMF, ~~or~~ any PUD-R, or any residential zoning district, the primary purpose of which is residential in nature as shown on the official zoning district map of the City of Colleyville.

~~**Restaurant, Drive-Thru.** A business...~~

~~**Residential Setback Envelope.** The portion of a residential lot which lies between the front setback and rear setback of a residential lot. Applicable only to tree preservation plans and grading/drainage plans for residential subdivisions.~~

~~**Restaurant, Standard.** A business serving unpackaged food and beverages to customers seated primarily inside the building and including cafes, tea rooms, bistros and cafeterias. Restaurants do not include lounges, bars, taverns or night clubs.~~

Restaurant, Drive-In or Drive-Thru Service. A business whose principal business is the sale of foods, frozen desserts, or beverages to the customer in a ready-to-consume state for consumption either within the restaurant building or for carry-out with consumption off the premises.

Right-of-Way. A legally established area or strip of land, either public or private, on which an irrevocable right of passage has been recorded, and which is occupied or intended to be occupied by a street, utility service, water main, sanitary or storm sewer main, or other similar use.

Roadway Facility. Arterial or collector streets or roads that have been designated on an officially adopted roadway plan of the City, together with all necessary appurtenances. Roadway facilities do not include any roadways or associated improvements designated on the federal or Texas highway system. Roadway facility also excludes dedication of rights-of-way or easements or construction or dedication of on-site streets, sidewalks or curbs required by valid ordinances of the City and necessitated by and attributable to the new development.

Roadway Facility Expansion. Expansion of the capacity of any existing roadway improvement for the purpose of serving new development, not including the repair, maintenance, modernization or expansion of an existing roadway facility to serve existing development.

Roadway Improvements Plan. Portion of the CIP, as may be amended from time to time, which identifies the roadway facilities or roadway facility expansions and their associated growth-related costs which are necessitated by and which are attributable to new development, and for a period not to exceed ten (10) years, and which are to be financed in whole or in part through the imposition of roadway impact fees pursuant to this Chapter.

Ss

School. A public or private facility having an academic curriculum approved by the Texas Education Agency.

Screening Element. A solid ~~material fence or wall~~ constructed of brick, masonry, ~~or of a concrete, or metal frame, or wood, or base that supports a permanent type material,~~ the vertical surface of which is not more than ~~thirty-25 (3025)~~ percent open. Also, any dense evergreen hedge or plant material suitable for providing a visual barrier. Landscaped earth berms may, when appropriate in scale, be considered and used as a screening element in combination with a fence, wall, hedge or other dense planting material.

Second Hand Goods Shop. ~~The term shall include surplus stores, rummage shops and flea markets.~~

Self Storage Facilities (mini-warehouse). A building wherein household goods, vehicles, furniture and similar items are temporarily stored in separately occupied, secured storage areas or lockers which are generally accessible by means of individual loading doors.

Sign, Search Light. ~~An apparatus for projecting a beam or beams of light, in excess of 2,000,000 peak-candlepower or 250,000 lumen.~~

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. See Accessory Dwelling.~~

Service Area. For water and wastewater facilities, the area within the corporate boundaries of the City and within the extraterritorial jurisdiction as defined by the Municipal Annexation Act (Article 970a, Vernon's Texas Civil Statutes), and for roadway facilities, the area within the corporate boundaries of the City, to be served by the water, wastewater or roadway capital improvements or facilities expansions specified in the capital improvements program applicable to the service area.

Service Unit. Standardized measure of consumption, use, generation, or discharge attributable to an individual unit of development calculated in accordance with generally accepted engineering or planning standards for a particular category of capital improvements or facility expansions; for water and wastewater facilities, the service unit is a living unit equivalent, for roadway facilities, the service unit is the (vehicle) trip.

Setback, Building. See *Building Line*.

Commented [EW15]: Renamed to align under Sign category

Shrubs. Woody plants which grow vertically in a multi-branched pattern.

Sidewalk. Any portion of the right-of-way between the curb, or the lateral line of the roadway, and the adjacent property line, intended for the use of pedestrians.

Sign. Any device designed to inform or attract the attention of persons not on the premises on which the sign is located. A sign may include, but is not limited to, flag, banner, pennant, beacon, light, logo, insignia, name, number, identification, illuminated strip or accent, and outdoor display of merchandise.

~~**Sign Ground.** A sign that is erected on a vertical framework consisting of two or more uprights supported by the ground.~~

Sign, A-Frame. A freestanding sign constructed of two panels in the form of an A or inverted V, with a maximum angle between the panels of forty-five degrees.

Sign, Agricultural. A sign identifying the farm or ranch on which it is placed and advertising the produce, crops, animals or poultry that are raised, quartered or sold thereon.

~~**Sign, Amenity.** A sign advertising options, features, or conveniences offered by a business and installed in a temporary manner.~~

~~**Sign, Apartment.** A sign identifying an apartment building or complex of apartment buildings.~~

~~**Sign, Area.** A two-dimensional measurement of the sign perimeter by enclosing the extreme limits of the sign with a rectangle. For wall signs, the measurement shall include contrasting background colors or materials. For monument signs, sign area shall be measured by the overall height and width of the sign limits, including the base.~~

Sign, Awning. An awning displaying a business name or logo.

Sign, Balloons and Inflatable Advertising. A hollow sign expanded or enlarged by the use of air or gas.

Sign, Banner. A temporary on-site sign made of cloth, canvas or other light fabric.

Commented [EW16]: Added clarification for location

Sign, Canopy. A canopy displaying a business name or logo.

~~**Sign, Billboard.** A sign that promotes or advertises commodities or services, and the erection or maintenance of the sign is the primary use of the land upon which the sign is located. A billboard sign shall include, but is not limited to, those signs whose message space is available for lease, rent or hire, separate and apart from any commodity or service which is not limited to being offered solely on the premises on which such sign is located.~~

~~**Sign, Changing (Automatic).** A sign such as an electronically or electrically controlled public service time, temperature, and date sign, message center or reader board, where different copy changes are shown on the same lamp bank.~~

Sign, Construction Trade. A temporary, sign identifying the property owner, architect, contractor subcontractor, engineer, landscape architect, decorator or mortgagee engaged in the design, construction or improvement of the premises on which the sign is located.

Sign, Development. A temporary, on-site promotional sign pertaining to the development of land or construction of buildings on the site where the sign is erected. In residential districts, the intent of the sign shall be to promote a sub-division and not any particular builder.

Sign, Directory. A sign listing the occupants within a major multi-tenant shopping center, industrial site, retail district, office districts, and commercial sites located on the same premises and a directional indicator to the buildings in the development.

Sign, Electronic Message. A sign such as an electronically or electrically controlled public service time, temperature, and date sign, message center or reader board, where different copy changes are shown on the same lamp bank.

Sign, Fence. A sign which is affixed or attached to a fence, whether permanent or temporary.

Sign, Flashing. A sign which contains an intermittent or flashing light source, or which includes the illusion of intermittent or flashing light by means of animation, or any externally mounted light source.

Sign, Freeway Pole. A sign supported by a single, free-standing pole, and having no guys or braces.

Sign, Garage Sale. A sign to announce the sale of household possessions.

Sign, General Business. A sign which is used to identify a business, profession, service, product or activity conducted, sold or offered on the premises where the sign is located.

Sign, Ground. A sign that is erected on a vertical framework consisting of two or more uprights supported by the ground. See Stake Sign.

Sign, Ground (Temporary). A sign which has a display surface comprised of non-permanent letters which allows a change of copy by adding or removing letters and is temporarily fixed to a vertical framework consisting of two or more uprights and which is designed to be readily movable from site to site.

Sign, Home Occupation. A sign used to identify an allowable home occupation at a residence.

Signs, Height. The vertical distance measured from the surrounding grade to the top of the sign.

Sign, Identification. A sign that is used to identify shopping centers, industrial sites, retail districts, commercial subdivisions and commercial sites.

Sign, Illegal Non-conforming. A sign which was in violation of any of the ordinances of the City of Colleyville governing the erection or construction of such a sign at the time of its erection, and which has never been erected or displayed in conformance with all such ordinances, including this code, and which shall include signs which are pasted, nailed, painted or otherwise unlawfully displayed upon structures, utility poles, trees, fences or other structures.

Sign, Illuminated. A sign which has characters, letters, figures, designs or outlines illuminated by electrical lights, luminous tubes or other means.

Sign, Illumination – Direct. Lighting by means of an unshielded light source, including neon tubing, strobes, etc., which is effectively visible as part of the sign, where the light travels directly from the source to the viewers eye.

Sign, Illumination – Indirect. Lighting by means of a light source, not itself visible, which is directed at a reflecting surface in such a way as to illuminate the sign, or a light source which is primarily designed to illuminate the entire building facade upon which a sign is displayed. Indirect illumination does not include lighting which is primarily used for purposes other than sign illumination, e.g., parking lot lights or lights inside a building which may silhouette a window sign but which are primarily installed to serve as inside illumination.

Commented [EW17]: Aligns definition under the Sign category

Commented [EW18]: Renamed to align definition under Sign category

Commented [EW19]: Renamed to align definition under Sign category

Commented [EW20]: Renamed to align under Sign category

~~**Sign, Illumination—Internal.** Lighting by means of a light source which is within a sign having a translucent background, silhouetting opaque letters or designs, or which is within letters or designs that are themselves made of a translucent material.~~

Commented [EW21]: Renamed to align under Sign category

~~**Sign, Inflatable.** A hollow sign expanded or enlarged by the use of air or gas.~~

Sign, Institutional. A sign used to identify schools, churches, hospitals or similar public or quasi-public institutions.

~~**Sign, Legal Non-conforming.** A sign which was lawfully erected and maintained prior to the enactment of the Sign Code and any amendments thereto, and which does not conform to all of the applicable regulations and restrictions of the Sign Code.~~

~~**Sign, Logo.** A design or insignia of an organization, individual, company, product which is commonly used in advertising to identify that organization, individual, company or product.~~

Commented [EW22]: Renamed to align under Sign category

~~**Sign, Major Multi-Tenant Shopping Landmark.** A sign to identify a major shopping center and the name of a business, profession, service, product or activity conducted, sold or offered within the major shopping center.~~

~~**Sign, Major Shopping Center Entry-Wall and Plaques.** A sign located at the vehicular entrances to the center and used to identify a major shopping center and the name of a business, profession, service, product or activity conducted, sold or offered within the major shopping center.~~

~~**Sign, Marquee.** A permanent structure which is attached to and supported by a building and which projects outward from the building.~~

Sign, Model Home. A temporary sign identifying a new home, either furnished or unfurnished, as being the builder or contractors model open to the public for inspection.

~~**Sign, Monument.** A sign mounted on a solid base or pedestal with no visible space between the sign and the base or pedestal. The sign is not mounted on visible poles, struts, wires, or other visible structures. The sign base or pedestal may be constructed of any solid material. The sign shall be a minimum of 4 1/2 inches thick, and the base or pedestal shall be a minimum of 6 inches thick.~~

~~**Sign, Multi-Family.** A sign identifying the name of a multi-family residential development, such as an apartment building or complex of apartment buildings.~~

~~**Sign, Multi-Purpose.** An identification sign combined with a directory sign and/or a reader board sign.~~

Sign, Nameplates. A sign which identifies only the name of an individual, firm, or corporation, which is attached to a structure and may contain the suite number or other directory information concerning the location of the individual, firm or corporation within the building.

~~**Sign, Obsolete.** A sign that previously was a legal sign, or a legal, non-conforming sign but the commodity and/or service promoted or advertised by said sign is no longer offered in accordance with the content of the sign.~~

~~**Sign, Off-Premise.** A sign which is used or intended to be used to attract attention to activities, commodities, services or other endeavors not offered on the premises on which the sign is located.~~

~~**Sign, On-Premise.** A sign which promotes or advertises activities, commodities, services or endeavors which are offered on the premises on which such sign is located.~~

~~**Sign, Pole.** A sign supported by a single, free-standing pole, and having no guys or braces.~~

Sign, Political. A sign which promotes a political issue or a particular candidate for public office. Also, a sign of any political party, group, or idea; or a sign announcing the candidacy of any individual for any public office.

Sign, Portable. A sign that is not attached or affixed to the ground, a building or other fixed structure or object and which is designed to be readily movable from site to site. Portable signs include those signs installed on wheels, trailers, skids and similar mobile structures.

~~**Sign, Private Sale.** A temporary sign used to announce a sale on a private homeowner's property. The following include, but are not limited to estate sales, garage sales, porch sales, rummage sales, sample sales, and yard sales.~~

Sign, Projecting. A sign, except an awning, which projects from a building, and has one end attached to a building or other permanent structure.

~~**Sign, Pylon.** A sign supported by two or more free-standing poles, and having no guys or braces.~~

Sign, Reader Board. A sign comprised of non-permanent letters that allows a change of sign copy by adding or removing letters. A changeable reader board sign may include an electronic message area.

Sign, Real Estate. A temporary or permanent sign pertaining to the sale or rental of property, and advertising property only for use for which it is legally zoned.

Sign, Roof. A sign erected upon or above a roof or parapet of a building or structure.

Signs, ~~Seasonal/Special Sales~~Special Advertising. A sign which is temporary and is limited to a specific activity or in the celebration of holidays or other special events.

Sign, Stake. A sign that is erected on a vertical framework consisting of two or more uprights supported by the ground.

Sign, Subdivision Monument. A free-standing sign which is used to identify a single-family residential subdivision at its street entrance(s).

~~**Sign, Subdivision Directional.** A sign which is both temporary and directional in nature. Such signs may be placed during the weekends only, from 12:00 noon on Friday to 12:00 noon on Monday. Such signs may be located on or off premise. Text on such signs may only contain the name of the subdivision, which must be located within the City of Colleyville, Texas.~~

Sign, Subdivision Wall or Plaque. A permanently affixed sign attached to the entryway or perimeter wall of a subdivision to identify the subdivision by a name or logo

Sign, Temporary. A sign which includes, but is not limited to, a sign, banner, pennant, flag, ~~searchlight~~, inflatable, outside display of merchandise or similar device which is to be displayed for a limited period of time.

Sign, Temporary Construction Entrance. A temporary sign identifying the entrance of a commercial business when the driveway that provides access to the business or the street immediately abutting the business is under construction.

Sign, Traffic Directional. A sign to guide vehicular traffic into or out of an institutional use or commercial business by identifying a public entrance and exist for vehicular traffic.

Sign, Vehicle Mounted. A sign displayed upon a trailer, van, truck, automobile, bus, railroad car, tractor, semi-trailer or other vehicle, whether or not such vehicle is in operable condition.

Sign, Wall. A sign erected flat against an exterior wall, supported by the wall, and having the sign face parallel to and not more than twelve inches from the wall surface. Neon tubing attached directly to a wall surface shall be considered a wall sign.

Sign, Weekend Builder / Real Estate Open House. A sign which is both temporary and directional in nature to inform the general public of available residential properties in Colleyville.

Sign, Window. A sign, banner, poster, or display located on the internal and/or external surface of the window of any establishment which advertises services, products or sales available within said establishment or which announces the opening of said establishment.

Sign Area. A two-dimensional measurement of the sign perimeter by enclosing the extreme limits of the sign with a rectangle. For wall signs, the measurement shall include contrasting background colors or materials. For monument signs, sign area shall be measured by the overall height and width of the sign limits, including the base.

Sign Height. The vertical distance measured from the surrounding grade to the top of the sign.

Sign Illumination. A sign which has characters, letters, figures, designs or outlines illuminated by electrical lights, luminous tubes or other means.

Sign Illumination – Direct. Lighting by means of an unshielded light source, including neon tubing, strobes, etc., which is effectively visible as part of the sign, where the light travels directly from the source to the viewers eye.

Sign Illumination – Indirect. Lighting by means of a light source, not itself visible, which is directed at a reflecting surface in such a way as to illuminate the sign, or a light source which is primarily designed to illuminate the entire building facade upon which a sign is displayed. Indirect illumination does not include lighting which is primarily used for purposes other than sign illumination, e.g., parking lot lights or lights inside a building which may silhouette a window sign but which are primarily installed to serve as inside illumination.

Sign Illumination – Internal. Lighting by means of a light source which is within a sign having a translucent background, silhouetting opaque letters or designs, or which is within letters or designs that are themselves made of a translucent material.

Site Plan. A scaled and detailed drawing clearly describing a project and showing sufficient information to determine the nature of the proposed development and providing adequate information to determine compliance with applicable codes and ordinances.

Site-related Facility. Improvement or facility which is for the primary use or benefit of a new development and/or which is for the primary purpose of safe and adequate provision of water, wastewater or roadway facilities to serve the new development, and which is not included in the capital improvements plan, and for which the developer or property owner is solely responsible under subdivision and other applicable regulations.

Spa or Hot Tub. A pool type facility that incorporates water jets or an aeration system for hydro massage and includes such industry terminology as whirlpool or hot tub.

Special Exception. A use that would not be generally appropriate or without restriction throughout the zoning district but which, if controlled as to number, area, location, intensity or relation to the neighborhood, would or could be compatible therein and promote the public health, safety, welfare,

morals, order, comfort, convenience, appearance, prosperity or general welfare. Such uses may be permitted in such zoning district as special exceptions by the Zoning Board of Adjustment.

Special Use Permit. A permit authorized by the City Council for the use of land or structure. All Special Use Permits are subject to the conditions and standards specified in each amending ordinance as enacted by the City Council.

Spot Zoning. A small parcel of land singled out for special treatment or privileges not in harmony with the other use classifications in the area and without any apparent circumstances that call for different treatment.

Story. That part of a building included between the surface of one floor and the surface of the floor next above, or if there is no floor above, that part of the building which is above the surface of the highest floor thereof. A top story attic is considered a ~~half-story~~ half-story when the main line of the eaves is not higher than the middle of the interior height of the attic. The first story is the highest story having its interior floor surface not more than four (4) feet above the curb level established or mean street grade or average ground level.

~~**Street.** A thoroughfare or public driveway, other than an alley, which has been dedicated or deeded to the public for general use and affords a principal means of vehicular or other access to property abutting thereon. The entire width between property lines when any part thereof is open to the use of the public, as a matter of right, for the purposed of vehicular traffic. This definition shall include public as well as private streets. An alley is not considered to be a street, and is separately defined herein.~~

~~**Street, Private.** A street that has no publicly dedicated right-of-way.~~

Street Line. A dividing line between a lot, tract or parcel and a contiguous street.

~~**Street, Private.** A street that has no publicly dedicated right-of-way.~~

Structural Alterations. Any change in the supporting members of a building, such as bearing walls, columns, beams or girders, or any substantial changes in the roofs or exterior walls, excepting such repair or replacement as may be required for the safety of the building, but not including, openings in bearing walls as permitted by the city building code.

Structure. Anything constructed or erected, the use of which requires a location on the ground, or attached to something having a location on the ground, including but without limiting the generality of this definition, buildings, signs, fences, flagpoles, radio towers and light poles

Subdivision. The division of any lot, tract, or parcel of land into two (2) or more lots or sites for the purpose of sale or of building development, whether immediate or future. The term includes re-subdivision ~~but does not include the division of land for agricultural purposes in parcels or tracts of five (5) acres or more and not involving any new street, alley, or easement of access.~~ When appropriate to context, the term subdivision shall relate to the process of subdividing or to the land subdivided.

Swimming Pool. Any constructed or prefabricated pool that is twenty-four or more inches in depth and used for swimming or bathing.

System-related Facility. A capital improvement or facility expansion which is designated in the Capital Improvements Plan and which is not a site related facility. A system-related facility may include a capital improvement that is located offsite, within or on the perimeter of the development site.

Tt - Uu

Tap Purchase. The filing with the City of a written application for a water or wastewater tap and the acceptance of applicable fees by the City. The term "tap purchase" shall not be applicable to a meter purchased for and exclusively dedicated to fire protection.

Telecommunication Tower. A structure ~~of greater than thirty-five feet in height~~ built solely for supporting airwave transmission and/or receiving equipment.

Temporary Construction Office. A structure for shelter used in connection with a development or building project for housing or the site of temporary administrative and supervisory functions and for sheltering employees and equipment.

Tent. A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects. (O-02-1330 – 02/26/02)

Travel Trailer. A mobile vehicle built on a chassis and designed and used as a temporary place of dwelling and of such size and design as to be subject to licensing for towing on the highway by passenger motor vehicle or other prime mover and not requiring special permit for moving on the highway, as contrasted to a mobile home.

~~Tree. (Protected Tree).~~ ~~A woody perennial plant which has attained a DBH of six (6) inches or more and has an overall height of at least fifteen (15) feet-. Mesquite (*Prosopis glandulosa*), Hackberry/Sugarberry (*Celtis laevigata*), Chinese Tallow (*Triadica sebifera*), Hercules' Club (*Zanthoxylum clava-herculis*), Honeylocust (*Gleditsia triacanthos*), Osage Orange (*Maclura pomifera*), and Callery Pear (*Pyrus calleryana*) are excluded from this category as identified in Chapter 5 of the Land Development Code.~~

~~Tree (Heritage).~~ ~~Any existing tree listed as an approved replacement tree in Chapter 5 and whose diameter is at least 50% of the diameter of its representative species on the Big Tree Registry, as published by the Texas Forest Service.~~

~~Tree (Protected).~~ ~~A self-supporting woody perennial plant which has attained a trunk diameter of six (6) inches or more when measured at a point four and one half (4½) feet above the surrounding grade and normally having an overall height of at least fifteen (15) feet at maturity, usually with a single elongated main stem with few or no branches on its lower part. Tree species that do not meet this definition include: Mesquite, Hackberry and Chinese Tallow.~~

Trip. The single operation of a single vehicle which has as its origin or destination a point within the service area. The operation of a vehicle that travels from an origin outside the service area to a destination outside the service area without leaving the public right of way is not counted as a trip.

Use by Right. A land use allowed by the Table of Permitted Uses in one of the various zoning districts without any special conditions or requiring additional action by the City Council.

Use. The purpose or activity for which the land, or building thereon, is designed, arranged, or intended, or for which it is occupied or maintained, as described in the Table of Permitted Uses.

Vv - Xx

Vacation. To cancel or rescind, an act, which has the effect of voiding a subdivision plat as recorded in the Tarrant County Plat Records.

Variance. An adjustment in the application of a specific zoning regulation to a particular parcel of property which, because of special conditions or circumstances peculiar to the particular parcel, is necessary to prevent the property from being deprived of rights and privileges enjoyed by other parcels in the same vicinity and zoning district.

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.

Veterinarian Clinic. A facility for the prevention, treatment, minor surgery, cure or alleviation of disease and/or injury in animals, specifically domestic animals, where animals remain overnight inside the clinic for recovery only, and no overnight boarding of animals is conducted.

Waiver. An action by the City that provides relief from the Land Development Code to the degree determined by the City in the action, as provided for within the Code. A waiver is not considered a variance.

Warehouse. A structure primarily used for the storage of merchandise or commodities.

Wastewater Facility. Improvement for providing wastewater service, including, but not limited to, land or easements, treatment facilities, lift stations, or interceptor mains. Wastewater facility excludes wastewater lines or mains which are constructed by developers, the costs of which are reimbursed from charges paid by subsequent users of the facilities and which are maintained in dedicated trusts. Wastewater facilities also exclude dedication of rights-of-way or easements or construction or dedication of onsite wastewater collection facilities required by valid ordinances of the City and necessitated by and attributable to the new development.

Wastewater Facility Expansion. Expansion of the capacity of any existing wastewater improvement for the purpose of serving new development, not including the repair, maintenance, modernization or expansion of an existing wastewater facility to serve existing development.

Wastewater Improvements Plan. Portion of the CIP, as may be amended from time to time, which identifies the wastewater facilities or wastewater facility expansions and their associated growth-related costs which are necessitated by and which are attributable to new development, and for a period not to exceed ten (10) years, and which are to be financed in whole or in part through the imposition of wastewater impact fees pursuant to this Chapter.

Water Facility. Improvement for providing water service, including, but not limited to, land or easements, water supply facilities, treatment facilities, pumping facilities, storage facilities, or transmission mains. Water facility excludes water lines or mains that are constructed by developers, the costs of which are reimbursed from charges paid by subsequent users of the facilities and which are maintained in dedicated trusts. Water facilities also exclude dedication of rights-of-way or easements or construction or dedication of on-site water distribution facilities required by valid ordinances of the City and necessitated by and attributable to the new development.

Water Facility Expansion. Expansion of the capacity of any existing water improvement for the purpose of serving new development, not including the repair, maintenance, modernization or expansion of an existing water facility to serve existing development.

Water Improvements Plan. Portion of the CIP, as may be amended from time to time, which identifies the water facilities or water facility expansions and their associated growth-related costs which are necessitated by and which are attributable to new development, and for a period not to

exceed ten (10) years, and which are to be financed in whole or in part through the imposition of water impact fees pursuant to this Chapter.

Yy - Zz

Yard. An open space on the same building lot with a building, unoccupied and unobstructed from the ground upward, except for fences or walls.

Yard, Front. The area extending across the entire width of the lot between the front lot line and the front building line. The depth of front yards shall be measured ~~at right angles to a straight line joining the foremost points of the side lot lines in such a manner that the yard established is a strip of land with the minimum width required by district regulations with its inner edge parallel with the front lot line.~~ The foremost point of the side lot line, in the case of rounded property corners at street intersections, shall be assumed to be the point at which the side and front lot lines would have met without such rounding.

Yard, Rear. The area extending across the entire width of the lot and situated between the rear lot line and the rear building line. The depth of a rear yard shall be measured in such a manner that the yard established is a strip of land with the minimum width required by district regulations with its inner edge parallel with the rear lot line.

Yard, Side. The area lying between the side lot line and the side yard building line, and extending from the front yard to the rear yard. The width of a side yard shall be measured in such a manner that the yard established is a strip of land with the minimum width required by district regulations with its inner edge parallel with the side lot line.

~~**Yard, Street.** The lot area which lies between the street right of way and the actual front wall line of the building and as imaginatively extended from the outward corners of the building, parallel to the street to the side lot lines. Steps and unenclosed porches shall be excluded, but such wall line shall include any irregular building indentations. On corner lots, the street yard shall consist of all lot area between both streets and their corresponding actual front building wall lines, as such lines are imaginatively extended in the manner described above. When there are multiple buildings on a lot, the street yard shall consist of all the area between the street right of way and any imaginary line beginning at one side of the lot, running parallel to the street, connecting to the foremost corner of the building wall fronting the street and nearest such side lot line, then following and connecting the foremost walls of all buildings fronting the street, and then extending parallel to the street side lot line. If a building has a rounded front, the front building wall corners shall be the points closest to the side boundaries. Isolated buildings (e.g. fast food restaurants in a shopping center, photo processing drop-offs, bank drive through, etc.) shall not be considered in delineating street yards. On land used only for off-street parking purposes, the street yard shall consist of the entire lot.~~

~~**Yard.** An open space on the same building lot with a building, unoccupied and unobstructed from the ground upward, except for fences or walls.~~

Zoning District Map. The official certified map or maps upon which the boundaries of the various zoning districts are drawn, and which is an integral part of the Land Development Code.

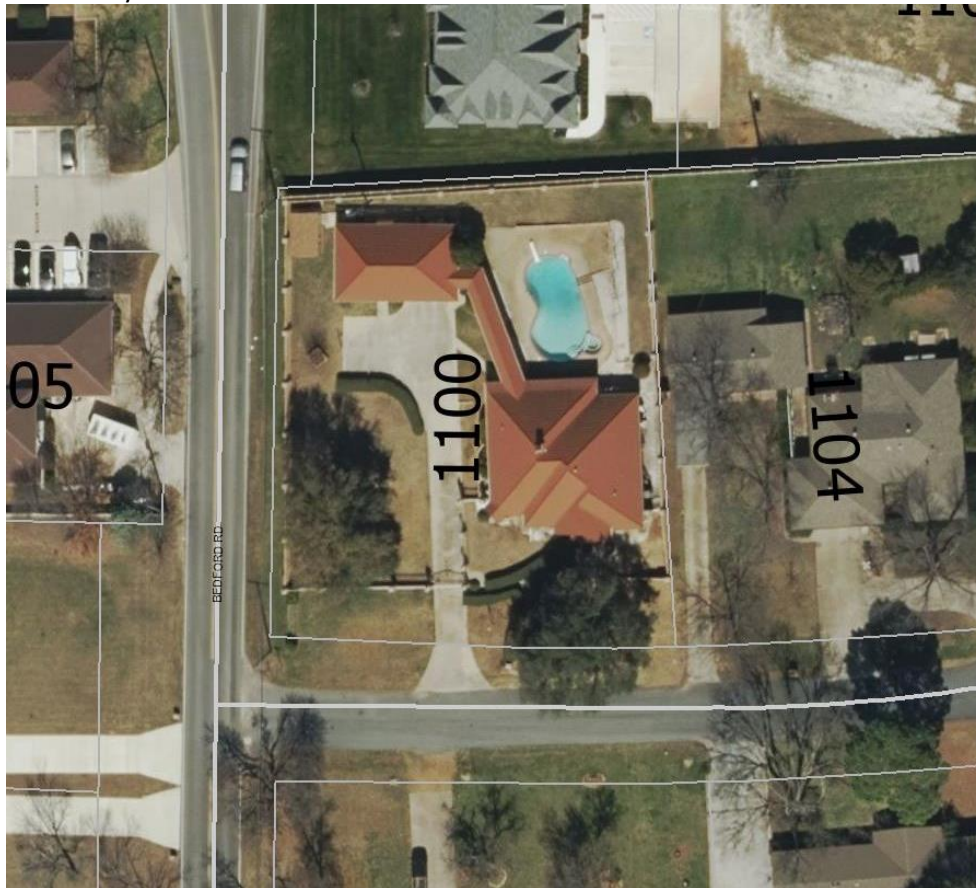
Zoning District. Contiguous areas containing one or more parcels of land having the same zoning classification. Also, a section of the City for which the regulations governing the area, height and use of buildings and land are uniform.

Zoning. Control on the use and development of land, whether improved or not, by the City for the supposed benefit of citizens in the community and the public welfare. Control is accomplished through zoning restrictions and development standards.

Section 2.6 Amendments to This Chapter

Ord. Number	Date	Subject
O-00-1249	11/08/00	Added Large Commercial Building definition
O-02-1330	02/26/02	Tents
O-09-1734	11/4/09	Amended Tree related definitions as part of Chapter 5 amendments
O-10-1750	05/04/10	Addition of Definition of Package Store
O-19-xxxx	Xx/xx/2019	Several Amendments as part of an overall LDC review

Breezeway:



Corner Lot:

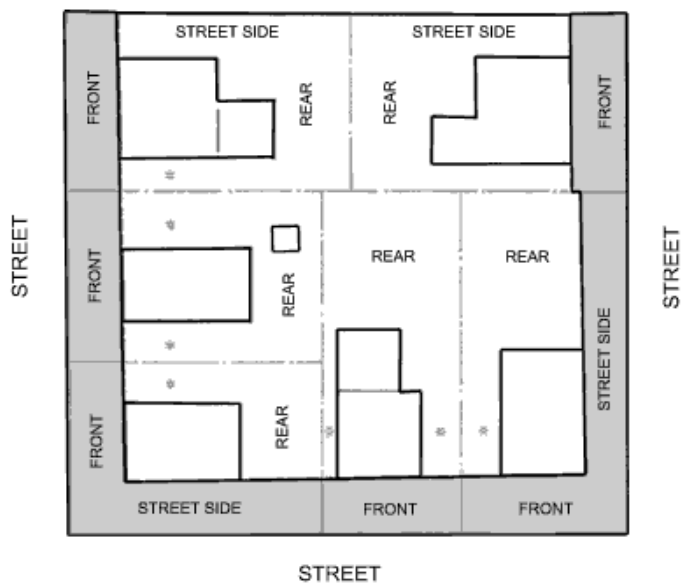
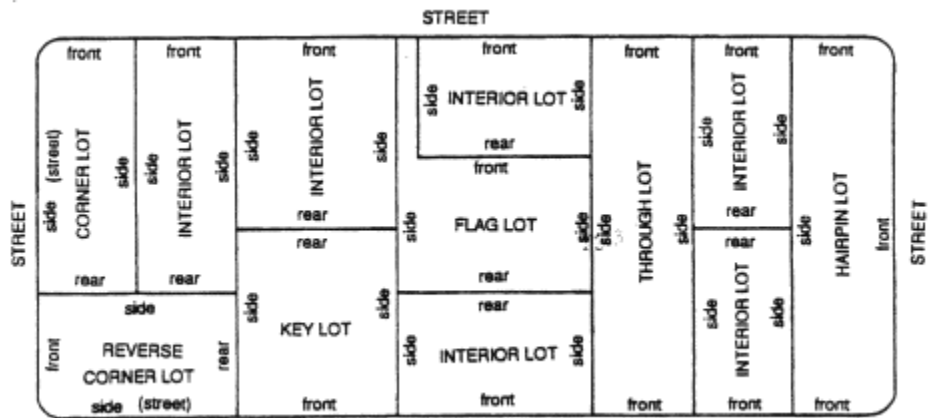
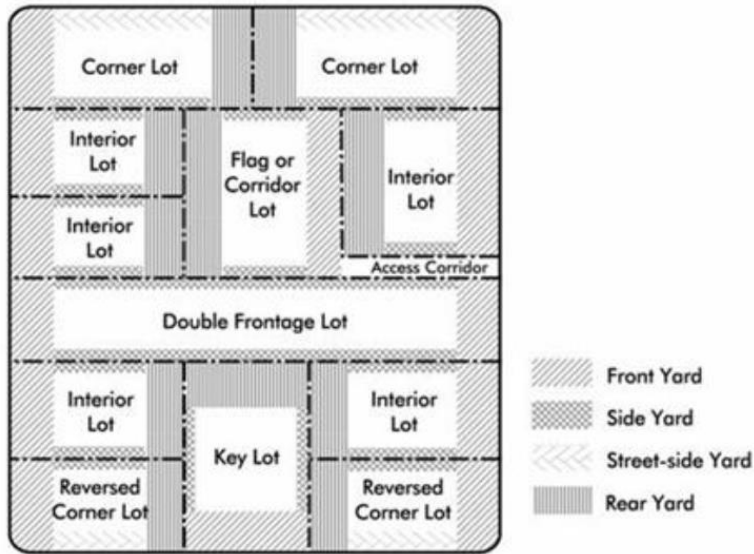
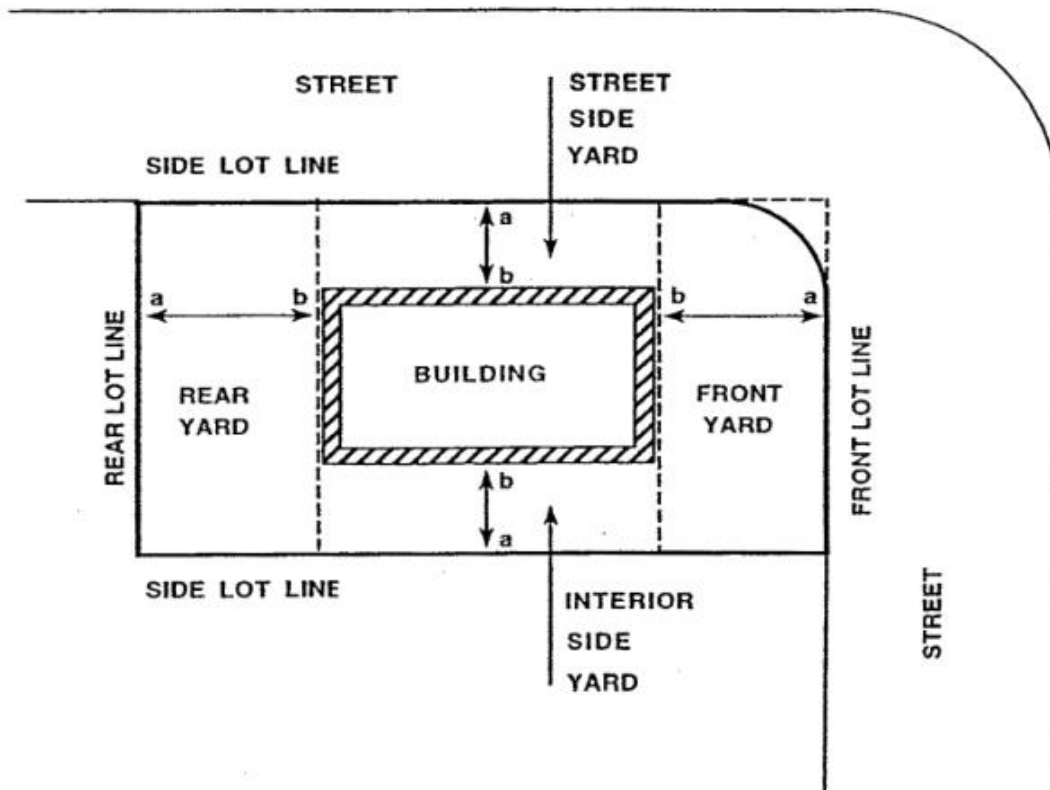


FIGURE 9-4

**CORNER LOT
CURVED LOT LINE
YARD DEFINITIONS**



DISTANCE ab REPRESENTS THE DEPTH OF THE REQUIRED YARD MEASURED AS LEAST HORIZONTAL DIMENSION BETWEEN LOT LINE AND NEAREST PART OF MAIN BUILDING. DISTANCE ab MUST BE THE MINIMUM DISTANCE SPECIFIED

THE BOUNDARY WITH THE SMALLEST FRONTAGE ON THE STREET SHALL BE DESIGNATED AS THE FRONT YARD. THE YARD OPPOSITE TO THE FRONT YARD SHALL BE DESIGNATED AS THE REAR YARD. THE YARD ALONG THE OTHER STREET SHALL BE DESIGNATED AS THE SIDE STREET YARD. THE SIDE OPPOSITE SHALL BE DESIGNATED AS THE SIDE YARD.

ORDINANCE O-19-2079

AMENDING CHAPTER 2 – DEFINITIONS OF THE LAND DEVELOPMENT CODE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INJUNCTIVE RELIEF; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE

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

WHEREAS, the City of Colleyville desires to amend Chapter 2 – Definitions of the Land Development Code as part of a comprehensive review of the Land Development Code; and

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

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

- Sec. 1. THAT *Chapter 2 – Definitions* of the Land Development Code are hereby amended to read as depicted in the attached Exhibit "A".
- Sec. 2. THAT any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the City of Colleyville, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense.
- Sec. 3. THAT if any section, paragraph, subdivision, clause, phrase or provision of this ordinance shall be judged invalid or unconstitutional, the same shall not affect the validity of this ordinance as a whole or any portion thereof other than that portion so decided to be invalid or unconstitutional.
- Sec. 4. THAT in addition to and accumulative of all other penalties, the City shall have the right to seek injunctive relief for any and all violations of this ordinance.

Sec. 5. THAT this ordinance shall take effect immediately from and after its passage.

Sec. 6. THAT all other provisions of the Land Development Code shall remain in full force and effect, except as amended herein.

AND IT IS SO ORDERED.

The first reading and public hearing being conducted on the 2nd day of April 2019.

The second reading and public hearing being conducted on the 16th day of April 2019.

PASSED AND APPROVED BY A VOTE OF _ AYES, _ NAYS, AND _ ABSTENTIONS ON THIS THE 16TH DAY OF APRIL 2019.

Mayor Richard Newton	_____	Mayor Pro Tem Bobby Lindamood	_____
Place 1, Tammy Nakamura	_____	Place 5, Chuck Kelley	_____
Place 3, Kathy Wheat	_____	Place 6, Callie Rigney	_____
Place 4, George Dodson	_____		

ATTEST:

CITY OF COLLEYVILLE

Christine Loven, TRMC
City Secretary

Richard Newton
Mayor

APPROVED AS TO FORM:

Whitt L. Wyatt
City Attorney

Exhibit "A"

{Chapter 2}



City of Colleyville City Council Agenda Briefing

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

Agenda Number 7a

Agenda Date 4/16/2019

Number Resolution R-19-4373

Type Ordinance

Department Community Development

Title

Request for a variance to certain provisions of Section 3.26, Fences, Free Standing Walls, and Screening Materials on Lot 5, Block 2, of the Sunrise Terrace, located at 1117 Jo Carol Lane, Case VC18-007

Strategic Plan

4.1 Protect Colleyville's semi-rural residential character

Explanation

Reading and Public Hearing

Tariq Jalil, the applicant, has submitted a request for a major variance to allow for the construction of a 6 foot wrought iron fence to encroach into the 30 foot required front yard setback and for the fence to be located on the property line at 1117 Jo Carol Lane.

Existing Conditions/Background: The subject property is a platted lot of the Sunrise Terrace Addition and zoned R-20 Single Family Residential District. The subject property is located at the southwest corner of Jo Carol Lane and Garry Lynne Drive. The subject property is currently being developed with a new single-family residential home.

Requested Variance: The applicant is requesting a major variance to allow for the construction of a 6 foot wrought iron fence to encroach into the 30 foot front yard setback and be located on the front property line.

Ordinance – Section 3.26 Fences, Free Standing Walls, and Screening Materials requires a fence to not encroach into the required front yard setback. For this property, the front setback is 30 foot.

E. Fence and Free Standing Wall Setback Requirements

1. Front Yards: No fence or free standing wall greater than thirty (30) inches in height and no greater than twenty-five (25) percent opaque construction shall extend into the required yard on which the primary surface faces.

Chapter 1 (General Provisions) of the Land Development Code authorizes the City Council to grant a major variance to the setback standards set forth in Chapter 1 (Land

Use):

“Major Variances: Permit such variance of the front yard, side yard, rear yard, lot width, lot depth, coverage, minimum sidewalk or setback standards, or visibility obstruction regulations where the literal enforcement of the provisions of this ordinance would result in an unnecessary hardship, and where such variance is necessary to permit a specific parcel of land which differs from other parcels of land in the same district by being of such restricted area, shape or slope that it cannot be developed in a manner commensurate with the development permitted upon other parcels of land in the same district. A modification of the standards established by this ordinance shall not be granted to relieve a self-created or personal hardship, nor for financial reason only, nor shall such modification be granted to permit any person a privilege in developing a parcel of land not permitted by this ordinance to other parcels of land in the district. A deviation greater than ten percent (10%) of a regulation shall be considered a major variance request.”

Analysis – The subject property is requesting to locate a 6 foot wrought iron fence along the front property line and encroaching into the required front yard setback, which is not allowed per the Land Development Code. The applicants are requesting a major variance to allow for this to occur. The primary justification provided by the applicant is for safety of their home and property. Staff has identified an alternative location for the fence that would provide security for the property.

Should the major variance request be denied, the applicant will be required to comply with all of the regulations for placement of the fence with regard to the required front yard setback.

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

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

Staff Recommendation: Staff recommends denial of the request. The applicant has not presented a hardship on the subject property as defined in the Land Development Code. The subject property does not “differ from other parcels of land in the same district”.

Financial Impact

There is no financial impact to the City of Colleyville for this item.

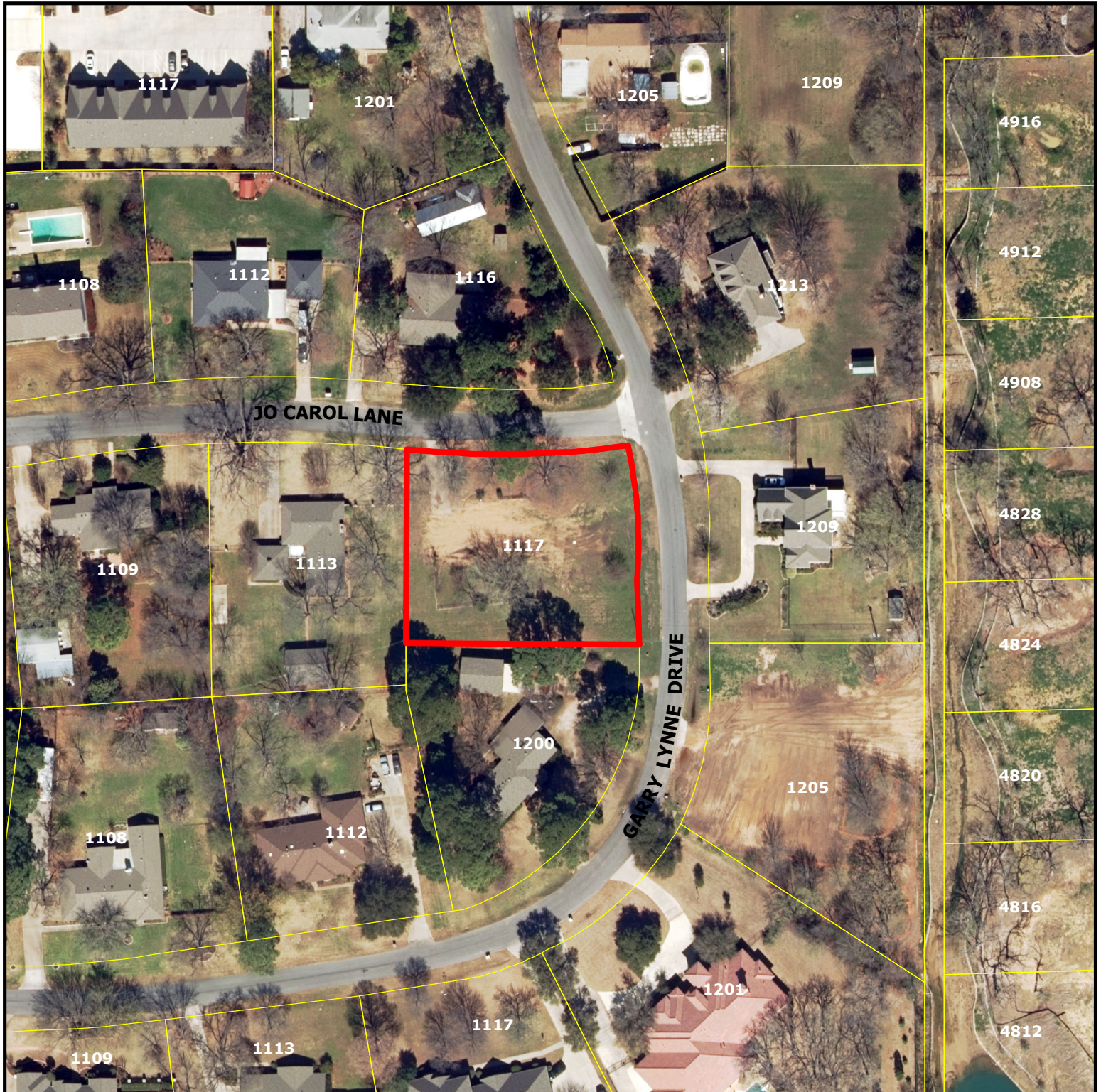
Recommendation

Denial

Attachments

1. Aerial Map
2. Zoning Map
3. Future Land Use Map
4. Statement of Planning Objectives
5. Site Plan
6. Notification Map
7. Notification List
8. Property Owner Notification Letter
9. Letter of support
10. Resolution R-19-4373

Aerial Map



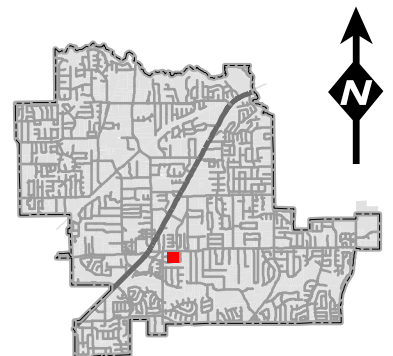
VC18-007
1117 Jo Carol Lane

DISCLAIMER:

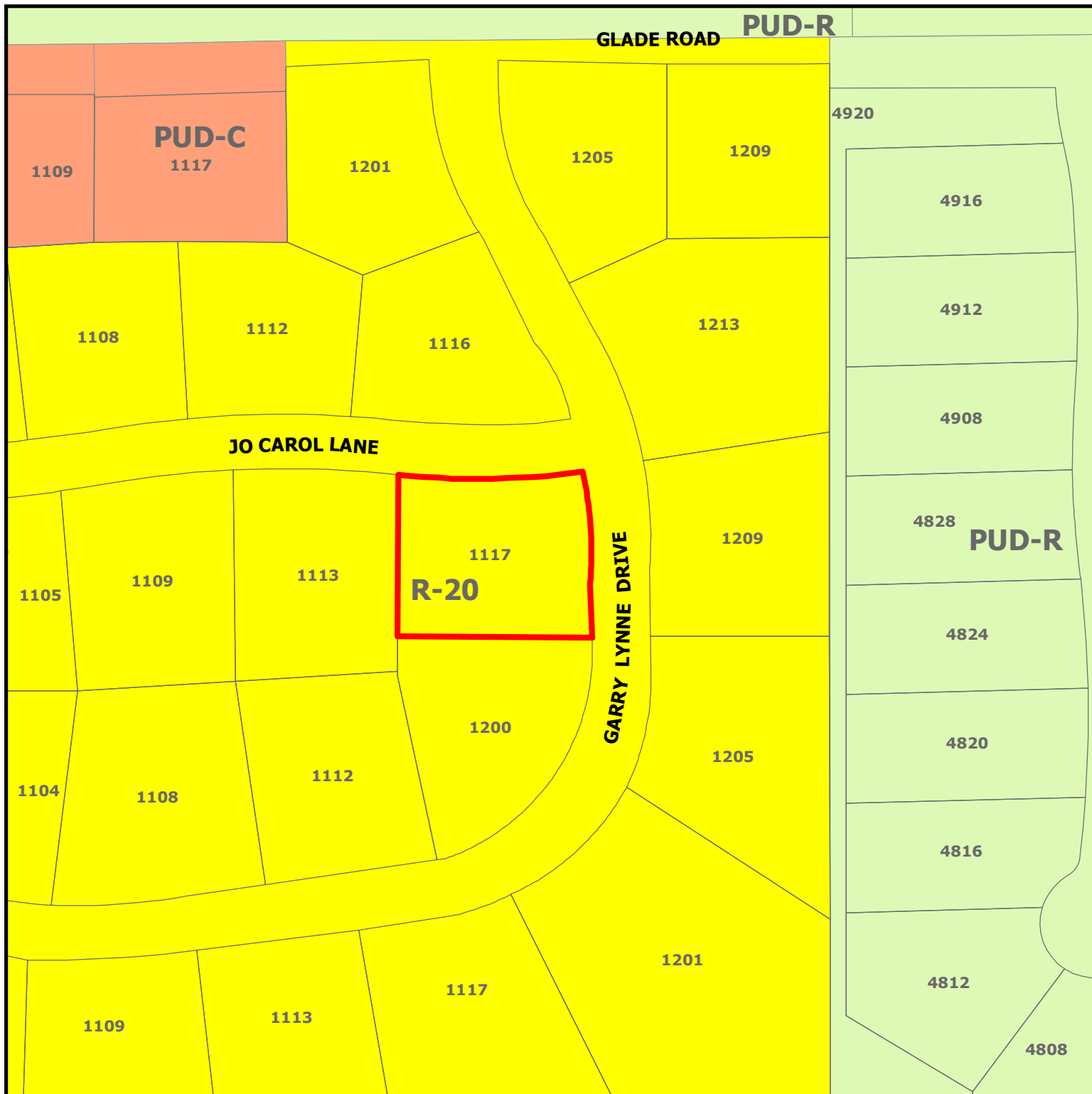
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Subject Property



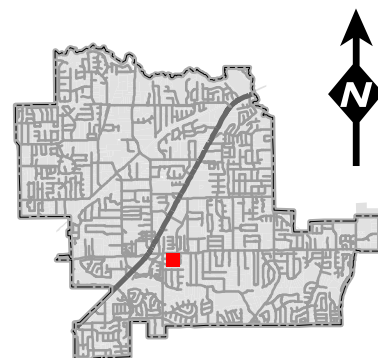
Zoning Map



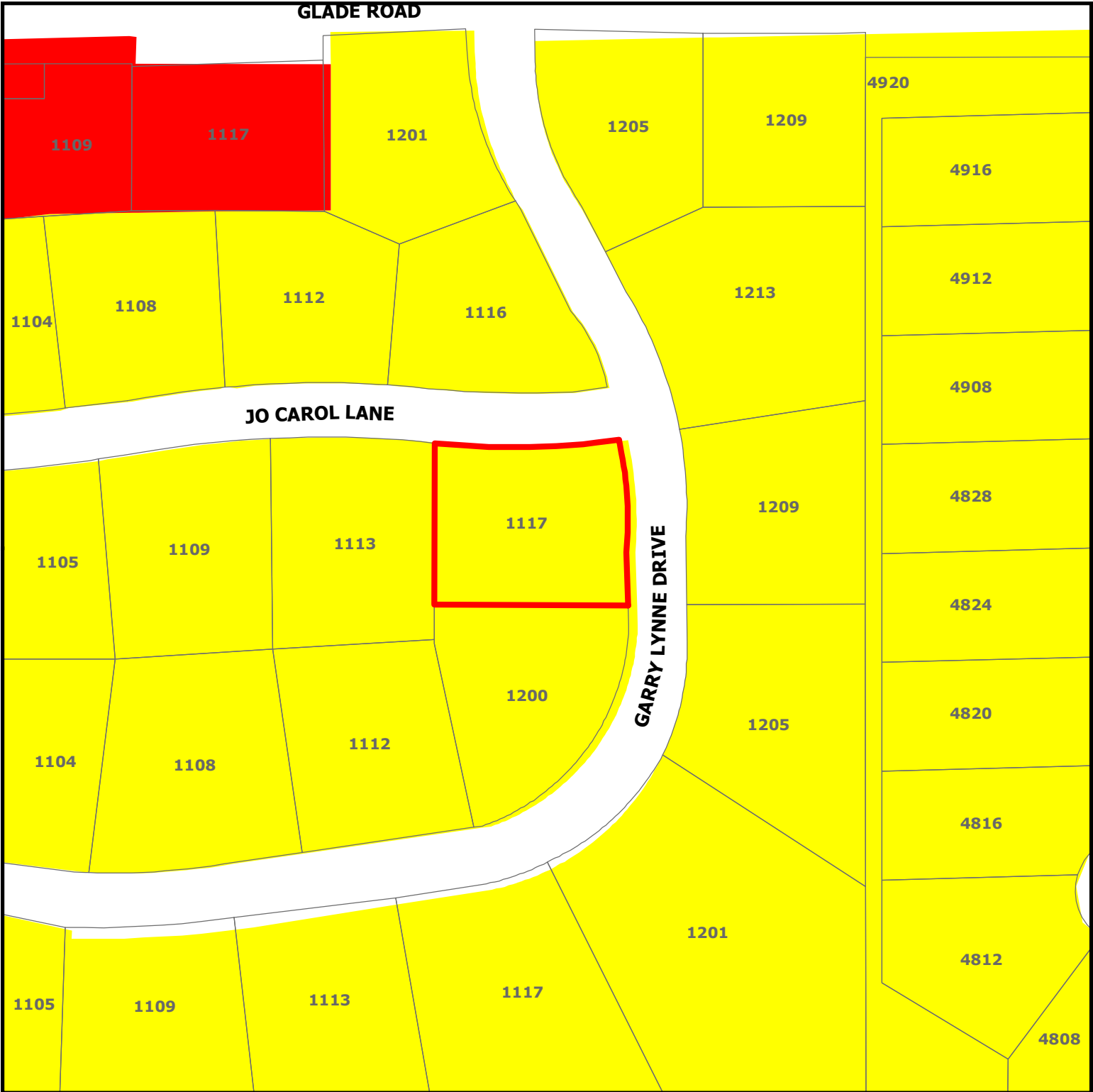
VC18-007
1117 Jo Carol Lane

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 Subject Property



Future Land Use Map

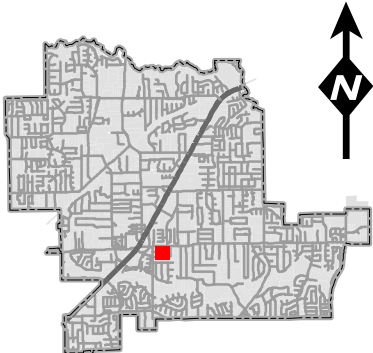


VC18-007

1117 Jo Carol Lane

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-  Subject Property
-  Residential
-  Commercial



Statement of Planning Objectives

1117 Jo Carol Lane

To whom it may concern,

I am writing this letter to request the construction of an 6-foot metal fence around the front yard of my residential land. We would like to seek the approval from the city of Colleyville for the construction of the fence strictly for safety purposes. In my current house, my family and I were burglarized at gun point in the middle of the night. The trauma from that experience is the reason that we are requesting the fence around our new residence in Colleyville. We would greatly appreciate your cooperation. [REDACTED]

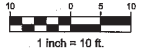
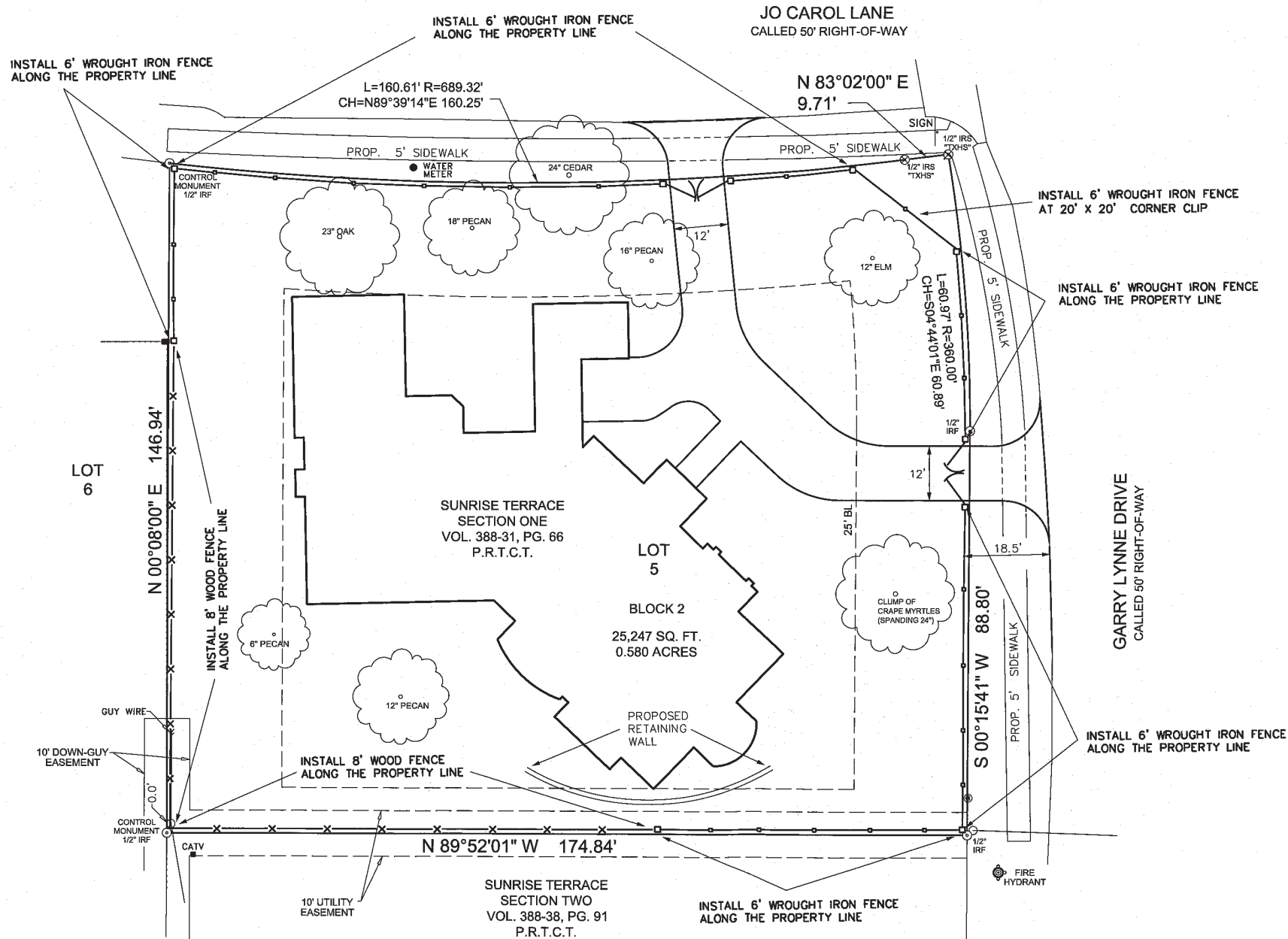
Please do not hesitate to contact me.

Thank you,


Talat Mahmood

214-662-6613

Site Plan



MORI'S
ENGINEERING, INC.
ENGINEERING AND LAND SURVEYING
F-7701
1812 MacGregor Drive
Piano, Texas 75093
TEL: 972-816-2826
moriakhavan@yahoo.com
CONTACT: MORI AKHAVAN, P.E.

1117 JO CAROL LANE
COLLEYVILLE, TEXAS

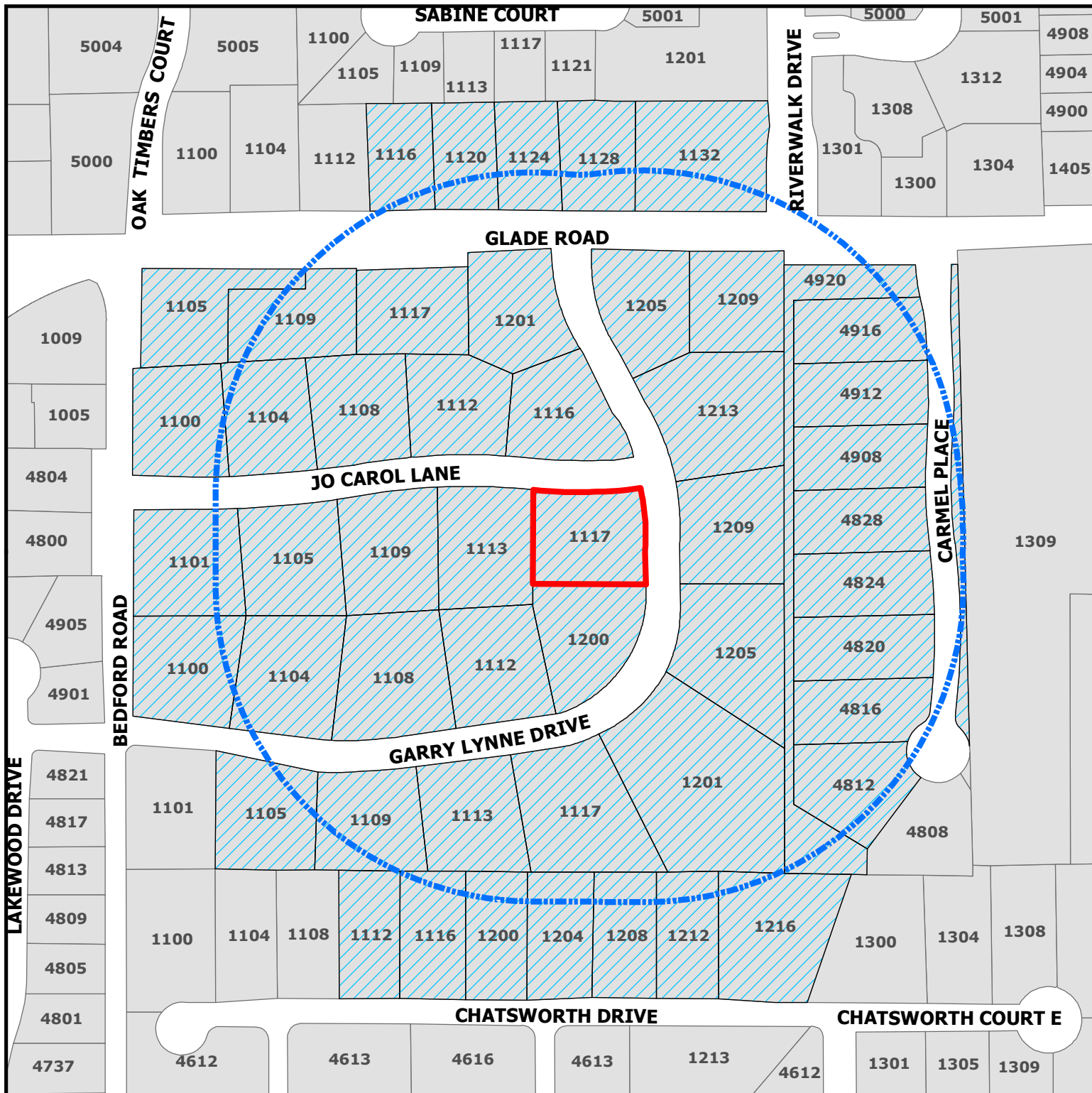


SEAL APPEARING ON THIS
DRAWING IS AUTHORIZED BY
DRI AKHAVAN, P.E. NO.
174 ON NOV. 18, 2018

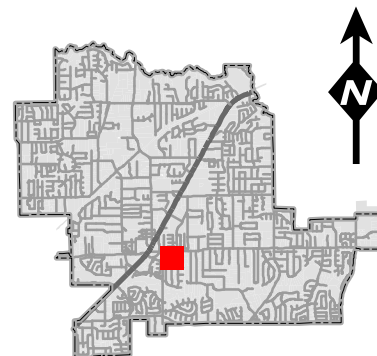
**VARIANCE
EXHIBIT**

TEST NUMBER:

Notification Map



VC18-007
1117 Jo Carol Lane



DISCLAIMER:

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

- Subject Property
- 500ft Buffer
- Properties within 500ft

Notification List

Owner Name	Owner Address	Owner City	Owner Zip	Situs Address
A&H FT WORTH INVESTMENTS LLC	2500 MEANDERING CT	COLLEYVILLE, TX	76034	1105 GLADE RD
ADVENIAT REGNUM TUUM, LLC.	1105 GLADE RD STE 100	COLLEYVILLE, TX	76034	1109 GLADE RD
BELL, DAVID	1116 CHATSWORTH DR	COLLEYVILLE, TX	76034	1116 CHATSWORTH DR
CADG CARMEL PLACE LLC	1800 VALLEY VIEW LN STE 300	FARMERS BRNCH, TX	75234	4800 CARMEL PL
CALAIS INVESTMENTS I LTD	1201 N CARROLL AVE	SOUTHLAKE, TX	76092	4916 CARMEL PL
CALAIS INVESTMENTS I LTD	1201 N CARROLL AVE	SOUTHLAKE, TX	76092	4908 CARMEL PL
CALAIS INVESTMENTS I LTD	1201 N CARROLL AVE	SOUTHLAKE, TX	76092	4816 CARMEL PL
CALAIS INVESTMENTS I LTD	1201 N CARROLL AVE	SOUTHLAKE, TX	76092	4828 CARMEL PL
CALAIS INVESTMENTS I LTD	1201 N CARROLL AVE	SOUTHLAKE, TX	76092	4824 CARMEL PL
CANNON, CAREY W	1104 GARRY LYNNE DR	COLLEYVILLE, TX	76034	1104 GARRY LYNNE DR
COLLEYVILLE, CITY OF	100 MAIN ST	COLLEYVILLE, TX	76034	1209 GLADE RD
DIORENZO, ANTHONY	1112 CHATSWORTH DR	COLLEYVILLE, TX	76034	1112 CHATSWORTH DR
ECKERT TRUST	5225 FONTAINE ST	SAN DIEGO, CA	92120	1116 GLADE RD
EDGEELL, GARLAND W	1112 GARRY LYNNE DR	COLLEYVILLE, TX	76034	1112 GARRY LYNNE DR
EDGEELL, KEITH A	1116 JO CAROL ST	COLLEYVILLE, TX	76034	1116 JO CAROL LN
FOWLER, BARBARA	1113 JO CAROL ST	COLLEYVILLE, TX	76034	1113 JO CAROL LN
FRANKLIN, BRENT	2800 HIGHLAND PARK CT	COLLEYVILLE, TX	76034	4912 CARMEL PL
FREEMAN, BECKY A	1112 JO CAROL ST	COLLEYVILLE, TX	76034	1112 JO CAROL LN
GLADE RIVER II LLC	11511 ROSSER RD	DALLAS, TX	75229	1128 GLADE RD
GLADE RIVER IV LP	11511 ROSSER RD	DALLAS, TX	75229	1120 GLADE RD
GLADE RIVER LLC	11511 ROSSER RD	DALLAS, TX	75229	1124 GLADE RD
GRAY, DOUGLAS M	1201 GARRY LYNNE DR	COLLEYVILLE, TX	76034	1201 GARRY LYNNE DR
GRISSO, TERANCE R	3505 MEADOWLARK LN	COLLEYVILLE, TX	76034	1205 GLADE RD
GUNNIP, JOHN R	1200 CHATSWORTH DR	COLLEYVILLE, TX	76034	1200 CHATSWORTH DR
HAVEN HOMES INC	201 ROCHELLE CT	COLLEYVILLE, TX	76034	4820 CARMEL PL
HENDRICKSON, HOLLEY	1804 GLENBROOK CT	BEDFORD, TX	76021	1108 GARRY LYNNE DR
HOLLAND, AXEL	1100 JO CAROL ST	COLLEYVILLE, TX	76034	1100 JO CAROL LN
JENKINS, DOROTHY MARIE	1200 GARRY LYNNE DR	COLLEYVILLE, TX	76034	1200 GARRY LYNNE DR
KING FISHER LTD	1132 GLADE RD	COLLEYVILLE, TX	76034	1132 GLADE RD
LEVI, DWIGHT CARL	1105 GARRY LYNNE DR	COLLEYVILLE, TX	76034	1105 GARRY LYNNE DR
LORENZEN, MIKE	1105 JO CAROL ST	COLLEYVILLE, TX	76034	1105 JO CAROL LN
MAHMOOD, TALAT	12928 CONIFER LN	EULESS, TX	76040	1101 JO CAROL LN
MAHMOOD, TALAT	12928 CONIFER LN	EULESS, TX	76040	1117 JO CAROL LN
MAUNEY, KEITH	1216 CHATSWORTH DR	COLLEYVILLE, TX	76034	1216 CHATSWORTH DR
NEAL, JANIS CAROL TR	1117 GARRY LYNNE DR	COLLEYVILLE, TX	76034	1117 GARRY LYNNE DR
PATEL, SNEHA	4512 BILL SIMMONS RD	COLLEYVILLE, TX	76034	1100 GARRY LYNNE DR
PETERSON, BARBARA LISA	1104 JO CAROL ST	COLLEYVILLE, TX	76034	1104 JO CAROL LN
PREMIER OFFICE EQUITIES	1117 GLADE RD STE 140	COLLEYVILLE, TX	76034	1117 GLADE RD
QAMAR, ASIA	2428 MACLAY AVE	BRONX, NY	10461	1205 GARRY LYNNE DR
RICE, MOLLY	1109 JO CAROL ST	COLLEYVILLE, TX	76034	1109 JO CAROL LN
RIKA, SENNEAR	1201 GLADE RD	COLLEYVILLE, TX	76034	1201 GLADE RD
RODGERS, CONRAD B	1213 GARRY LYNNE DR	COLLEYVILLE, TX	76034	1213 GARRY LYNNE DR
SCHULTHEIS, TERI L	1109 GARRY LYNNE DR	COLLEYVILLE, TX	76034	1109 GARRY LYNNE DR
SSB TRADING INC	1701 ROYAL LN #1202	DALLAS, TX	75229	4812 CARMEL PL
SWINDELL, MITCHELL	1212 CHATSWORTH DR	COLLEYVILLE, TX	76034	1212 CHATSWORTH DR
TAYLOR, TEVON	11261 FINCHER RD	ARGYLE, TX	76226	1113 GARRY LYNNE DR
TRACHIER, STEVE	1108 JO CAROL ST	COLLEYVILLE, TX	76034	1108 JO CAROL LN
VALENTINE, NICHOLAS	1208 CHATSWORTH DR	COLLEYVILLE, TX	76034	1208 CHATSWORTH DR
WALSH, ALICIA	1204 CHATSWORTH DR	COLLEYVILLE, TX	76034	1204 CHATSWORTH DR
WHITTEN, HAROLD	1209 GARRY LYNNE DR	COLLEYVILLE, TX	76034	1209 GARRY LYNNE DR
				4920 CARMEL PL
BRIDGES AT RIVERWALK ADDITION	P.O. BOX 1183	COLLEYVILLE, TX	76034	COURTESY NOTICE
LAKES OF SOMERSET, THE	1104 CHATSWORTH COURT WEST	COLLEYVILLE, TX	76034	COURTESY NOTICE
LAKEWOOD ESTATES	213 MILL CROSSING WEST	COLLEYVILLE, TX	76034	COURTESY NOTICE
RIVERWALK AT COLLEYVILLE	P.O. BOX 1031	COLLEYVILLE, TX	76034	COURTESY NOTICE
GRAPEVINE COLLEYVILLE ISD	3051 IRA E WOODS AVE	GRAPEVINE, TX	76051	STATE REQUIRED
TARIQ, JALIL	4612 LAS BRISAS DRIVE	IRVING, TX	75038	APPLICANT

Public hearing notices were mailed out on March 29, 2019



NOTICE OF PUBLIC HEARING

«Owner Name»

«Owner Address»

«Owner City»«Owner Zip»

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

**City Council Meeting: Tuesday, April 16, 2019 at 7:30 p.m.
3rd floor of City Hall, 100 Main Street, Colleyville, Texas**

Request: Request for a variance to certain provisions of Section 3.26, Fences, Free Standing Walls, and Screening Materials on Lot 5, Block 2, of the Sunrise Terrace Addition, located at 1117 Jo Carol Lane. The request is allow for the construction of a 6 foot Wrought Iron fence to encroach into the 30 foot front yard setback and on the property line.

Zoning Case: VC18-007

Applicant: Tariq Jalil

Owner: Talat Mahmood

Location: 1117 Jo Carol Lane

Property Description: Lot 5, Block 2, of the Sunrise Terrace Addition

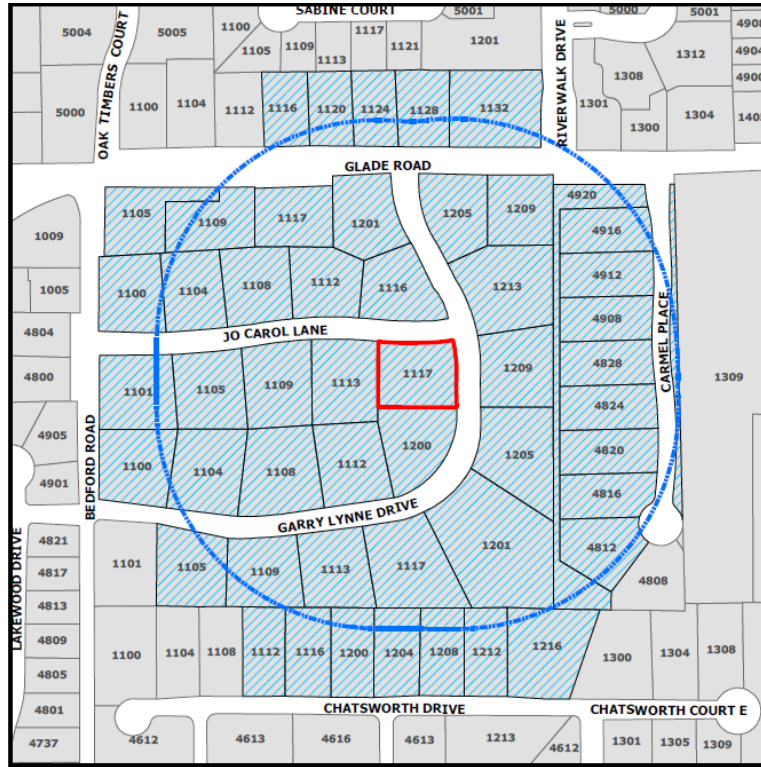
Present Zoning: R-20 Single Family Residentila

This notice has been sent to all owners of real property within 500 feet of the request as such ownership appears on the last approved City tax roll. Action by the City Council serves as a final action on the request.

All interested persons are encouraged to attend the public hearing and express their opinions on the variance 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**

NOTICE OF PUBLIC HEARING



The application is on file for public examination in the Community Development Department at 100 Main Street, Colleyville, Texas. A brief project description can be found online on the Active Development Case map:

<https://www.colleyville.com/government/departments-a-l/community-development/active-development-cases>.

For additional information, please contact the Community Development Department at 817.503.1056. Please reference the zoning case number when requesting information.

Ben Bryner
Community Development Director
bbryner@colleyville.com

Letter of Support

From: asia qamar
Sent: Thursday, April 11, 2019 9:29 PM
To: Ben Bryner <BBryner@colleyville.com>
Subject: Ben Bryner

Hi,
My name is Asia Qamar. I got the letter about the fence that Talat Mahmood want to put in. I read the paper and I have no issue about this matter. I also think it's safe for the community too. I am okay with them putting in the fence. If you any other concern, please feel free to contact me at any time.

Best regards,
Asia Qamar

RESOLUTION R-19-4373

**A RESOLUTION APPROVING A REQUEST FOR A MAJOR VARIANCE
TO ALLOW FOR THE CONSTRUCTION OF A FENCE TO ENCROACH
INTO THE REQUIRED FRONT YARD SETBACK LOCATED AT
1117 JO CAROL LANE**

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

Sec. 1. THAT the variance to allow for the construction of a fence to encroach into the required front yard setback located at 1117 Jo Carol Lane (the "Property"), as depicted in Exhibit "A" hereto, is hereby approved, subject to the following conditions:

1.

Sec. 2. THAT this Resolution shall become effective immediately upon passage; provided that, the variance for the Property shall become effective immediately upon the conditions stated herein being fully satisfied.

AND IT IS SO RESOLVED.

PASSED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON
THIS THE 16TH DAY OF APRIL 2019.

Mayor Richard Newton _____
Place 1, Tammy Nakamura _____
Place 3, Kathy Wheat _____
Place 4, George Dodson _____

Mayor Pro Tem Bobby Lindamood _____
Place 5, Chuck Kelley _____
Place 6, Callie Rigney _____

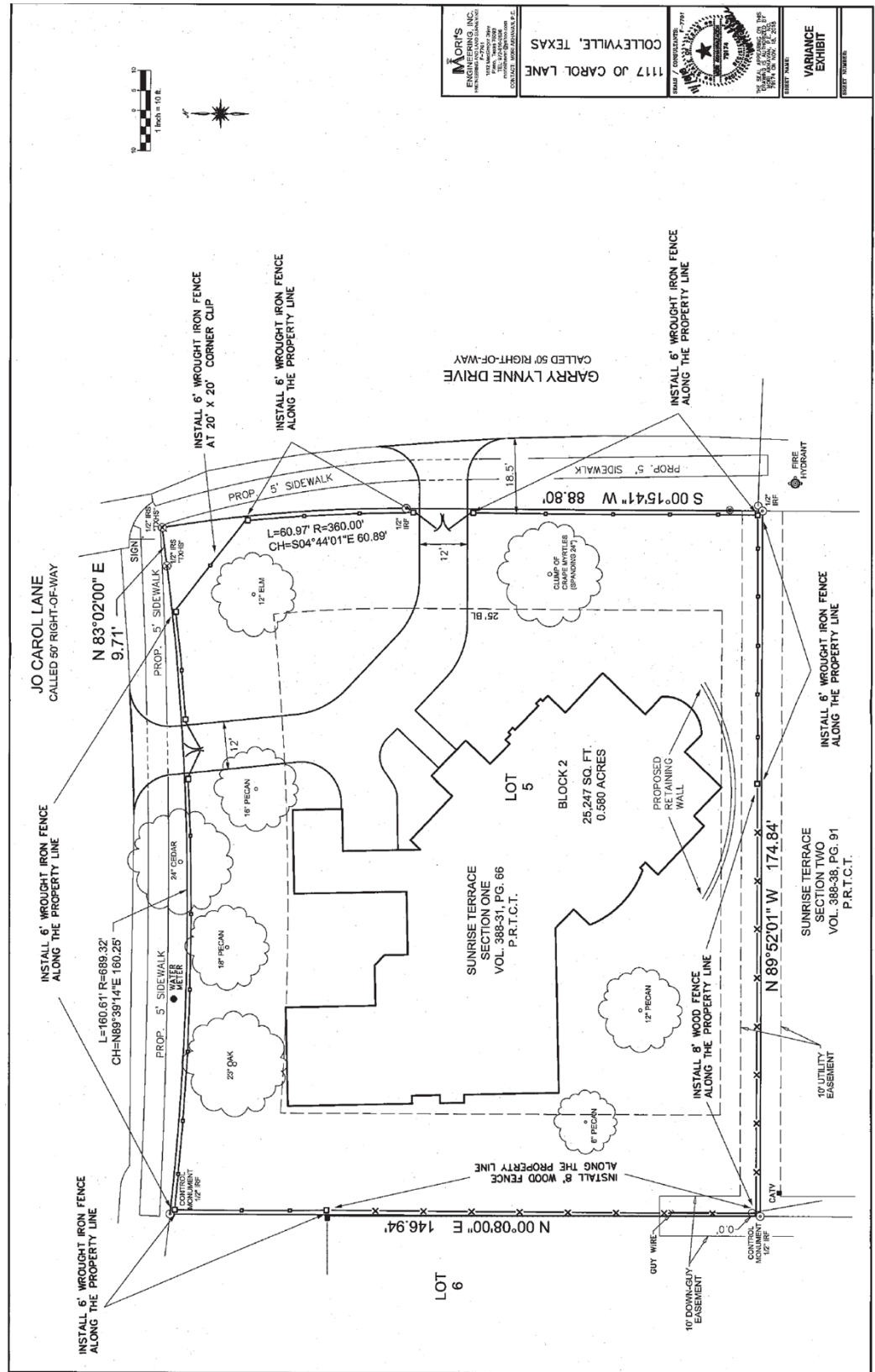
ATTEST:

CITY OF COLLEYVILLE

Christine Loven, TRMC
City Secretary

Richard Newton
Mayor

MORIS ENGINEERING, INC. 1421 N. UNIVERSITY BLVD. SUITE 100 FORT WORTH, TEXAS 76107 TEL: 817/335-3000 FAX: 817/335-3001 E-MAIL: MORIS@MORISENGR.COM WWW.MORISENGR.COM	1117 JO CAROL LANE COLLETVILLE, TEXAS	REBAR / CONCRETE / 7291 THE STATE OF TEXAS DEPARTMENT OF TRANSPORTATION 1001 N. GILBERT ST. # 203 ARLING, TEXAS 76010	SHEET NAME VARIANCE EXHIBIT	SHEET NUMBER
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City of Colleyville City Council Agenda Briefing

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

Agenda Number 9

Agenda Date 4/16/2019

Number

Type Report

Department City Secretary

Title

Colleyville Library Board Minutes - February 11, 2019

Attachments

1. Colleyville Library Board Minutes - February 11, 2019



City of Colleyville

Colleyville Library Board MINUTES

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

Monday, February 11, 2019
6:00 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Chair Molly Skinner called the meeting of the Colleyville Library Board to order at 6:03 p.m.

Present Board members: Chair Molly Skinner, Kay Newton, Gary McPherson, Pat Jones, Billie Tuttle, Lourdes McWithey; City Staff: Library Director Mary Rodne, Library Community Events Coordinator Kristi Isbell

Absent Board members: Cecilia Sublette, Merry Graves, Mike Sexton

2. APPROVAL OF MINUTES

October 8, 2018

A motion was made by Kay Newton and seconded by Pat Jones to approve the October 8, 2018 minutes. The motion was approved unanimously.

3. REGULAR AGENDA ITEMS

3a Update on the Library Spatial Reconfiguration Project

Director Mary Rodne explained that, aside from a few minor adjustments, all construction and furniture placement was complete. Rodne stated the disposal of surplus shelving and furniture would be according to City policy. Rodne stated that with the completion of the Project, the Friends have shelving space to resume their ongoing used book sale.

3b Update on the Library Open House

Rodne stated the Library Open House was tentatively scheduled for Saturday, March 30, from 1:00 – 3:30 p.m. Rodne explained that the Friends and the Foundation had each contributed \$500.00 to offset the costs of refreshments, children's activities, or other entertainment. Rodne added that the event would feature a brief program acknowledging the individuals and organizations that contributed to the Library Spatial Reconfiguration Project as well as support of the Library during 15 years of serving the community.

3c Overview of the 2019 Summer Reading Program

Rodne described the 2019 Summer Reading Program (SRP) as being space-themed and provided examples of slogans being considered. Discussion ensued regarding possible space-themed events, which could be included in the SRP, and features of the Prize Room. Rodne added that the Kick-Off Party would be on Friday, May 31, 6:00 - 8:00 p.m. and the Finale would be on Friday, July 26, 6:30 - 8:30 p.m.

3d Discussion of Items for Future Agendas

The next regularly scheduled meeting was tentatively set for Monday, April 8, 2019.

4. REPORTS**4a Librarian's Report****A. Monthly Statistics:**

Director Rodne provided an overview of the statistics for the months of October 2018 through January 2019.

B. Donations:

Rodne stated that the Library received \$41,300.00 from October 2018 through January 2019. In October 2018, the Library received \$20,000.00 from the Colleyville Public Library Foundation and \$20,000.00 from the Friends of the Colleyville Public Library to support the Library Reconfiguration Project for the first floor. In December 2018, the Library received \$200.00 for digital materials. In January 2019, the Library received \$100.00 from David and Pam Brandt for the purchase of adult non-fiction materials and \$1000.00 from the Colleyville Lions Club for the purchase of adult large print materials.

C. Programs:

Rodne provided details regarding the 2019 Winter Reading Program, *Bleep, Blop, Read*, including the types of reading and attendance incentives for the children. Rodne stated that the Story Time programs had been well received and there were very few openings in any of the sessions. Rodne added that the STEAM (Science - Technology - Engineering - Art - Math) program had been enhanced with the addition of programmable materials that introduce coding concepts. Rodne provided examples of items created in the most recent Family Art class. Rodne, also, showed samples of the STEAM kits that would be available for circulation and explained that funding for the kits was provided from a Colleyville Woman's Club grant. Rodne answered general questions about circulation policies related to the new STEAM kits.

4b Friends of the Colleyville Public Library Report

Kay Newton reported on behalf of the Friends and provided information on the Used Book Sale scheduled for Saturday, May 4, 2019, in conjunction with the Colleyville Garden Club's Plant Sale. Newton stated that the Christmas tree decorated by the

Friends, for the City's Community Decorated Christmas Tree display, won an award. Newton added that the Friends received a \$1,000.00 donation in December 2018 and another similar donation was expected soon.

4c Colleyville Public Library Foundation Report

Pat Jones reported that the Library Foundation had received a \$10,000.00 donation from the Glaser Family Foundation in support of the Library's Summer Reading Program. Jones added that the donation, and the Glaser Family's 15 years of support, would be recognized by City Council at the March 5, 2019 meeting.

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

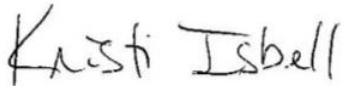
There were no citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

A motion was made by Kay Newton and seconded by Billie Tuttle to adjourn the meeting of the Colleyville Library Board at 6:40 p.m. The motion was approved unanimously.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 8th DAY OF April, 2019.

Minutes taken and prepared by:



*Kristi Isbell
Library Community Events Coordinator*

RESOLUTION R-19-4374

**A RESOLUTION APPROVING CITY COUNCIL ACTION
UNDER BUSINESS AT THE REGULAR CITY COUNCIL MEETING OF
APRIL 16, 2019**

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:

a. THAT

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF _ AYES, _ NAYS ON THIS THE 16TH DAY OF APRIL 2019.

Mayor Richard Newton	_____	Mayor Pro Tem Bobby Lindamood	_____
Place 1, Tammy Nakamura	_____	Place 3, Kathy Wheat	_____
Place 4, George Dodson	_____	Place 5, Chuck Kelley	_____
Place 6, Callie Rigney	_____		

ATTEST:

CITY OF COLLEYVILLE

Christine Loven, TRMC
City Secretary

Richard Newton
Mayor