City of Carrollton

1945 E. Jackson Road
Carrollton, TX 75006

REGULAR WORKSESSION & MEETING

Tuesday, December 3, 2019
5:45 PM

CITY HALL, 2nd Floor

City Council

Mayor Kevin Falconer
Mayor Pro Tem Young Sung
Deputy Mayor Pro Tem Frances Cruz
Councilmember John Sutter
Councilmember Glen Blanscet
Councilmember Steve Babick
Councilmember Pat Cochran
Councilmember Mike Hennefer
**PRE-MEETING / EXECUTIVE SESSION**

**5:45 P.M. – COUNCIL BRIEFING ROOM**

1. Receive information and discuss Agenda.

2. Council will convene in Executive Session pursuant to Texas Government Code:
   • Section 551.071 for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.

3. Council will reconvene in open session to consider action, if any, on matters discussed in the Executive Session.

**WORKSESSION**


5. Mayor and Council reports and information sharing.

**REGULAR MEETING 7:00 PM**

INVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT
6. Hearing of any citizen/visitor on items listed on the regular meeting agenda, which do not include a public hearing. Citizens wishing to address the Council regarding items not on the posted agenda will be called to speak during the Public Comment period.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

PRESENTATIONS

7. Present Certificates To Environmental Leadership Award Recipients.

8. Present 30-Year Service Award To Captain Greg Brown.

CONSENT AGENDA

(*All items marked with a single asterisk are part of a Consent Agenda and require no deliberation by the Council. Each Council member has the prerogative of removing an item from this agenda so that it may be considered separately. Contracts and agreements are available in the City Secretary’s Office.)

MINUTES


ORDINANCE


RESOLUTIONS
*11. Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With C.T. Brannon Corporation To Perform Architectural And Engineering Design Remediation At The Rosemeade Rainforest Aquatic Complex In An Amount Not To Exceed $90,000.00.

*12. Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With Pacheco Koch Consulting Engineers, Inc. For The Preparation Of Engineering Plans For Northland Estates, Ridge Crest And Millview Place Additions Street Reconstruction In An Amount Not To Exceed $778,083.50.

*13. Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With O’Brien Engineering, Inc. For The Design Of Screening Walls Along Webb Chapel Road, Hebron Parkway And Frankford Road In An Amount Not To Exceed $97,800.00.

**PUBLIC HEARING - INDIVIDUAL CONSIDERATION**

14. Hold A Public Hearing And Consider A Resolution To Adopt The Program Year 2018 Consolidated Annual Performance And Evaluation Report On The Use Of Community Development Block Grant Funds.

15. Hold A Public Hearing And Consider An Ordinance Amending The Zoning To Establish A Special Use Permit For Indoor Used Auto Sales On An Approximately 1.56-Acre Tract Zoned (LI) Light Industrial District And Located At 3227 Skylane Drive; Amending The Official Zoning Map Accordingly, Case No. PLSUP 2019-117 Skylane Motorcars.


17. Hold A Public Hearing And Consider An Ordinance Amending Various Development Regulations In The (TC) Trinity Mills Transit Center District Text And Related Sections Of The City Of Carrollton Comprehensive Zoning Ordinance To Amend, Add Or Delete Definitions; To Amend Use Categories; And To Improve The General Organization Of The Amended Sections. The Sections To Be Amended Are Article V “Use of Land and Structures”; Article XX “(TC) Transit Center District” And Article XXXIV “Definitions”. Case No PLZT2019-110 CZO Text Changes - Trinity Mills Transit Center.
PUBLIC FORUM

Hearing of any citizen/visitor on items not listed on the regular meeting agenda. Citizens wishing to address the Council regarding items on the posted agenda will be called to speak during the Council's consideration of such items.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

ADJOURNMENT

CERTIFICATE - I certify that the above agenda giving notice of meeting was posted on the bulletin board at the City Hall of Carrollton, Texas on the 27th day of November 2019 at 12:00pm.

Laurie Garber, City Secretary

This building is wheelchair accessible. For accommodations or sign interpretive services, please contact City Secretary’s Office at least 72 hours in advance at 972-466-3005. Opportunities and services are offered by the City of Carrollton without regard to race, color, age, national origin, religion, sex or disability.

Pursuant to Section 551.071 of the Texas Government Code, the City Council reserves the right to consult in a closed meeting with its attorney and to receive legal advice regarding any item listed on this agenda. Further, the Texas Open Meetings Act, codified in Chapter 551 of the Texas Government Code, does not require an agenda posting where there is a gathering of a quorum of the City Council at a regional, state or national convention or workshop, social function, convention, workshop, ceremonial event or press conference. The City Secretary’s Office may occasionally post agendas for social functions, conventions, workshops, ceremonial events or press conference; however, there is no legal requirement to do so and in the event a social function, convention, workshop, ceremonial event or press conference is not posted by the City Secretary’s Office, nothing shall preclude a quorum of the City Council from gathering as long as “deliberations” within the meaning of the Texas Open Meetings Act do not occur.

FIREARMS PROHIBITED at City Council meetings pursuant to Texas Penal Code Sections 46.035(c) and 30.05.
Discuss **Proposed Water And Wastewater Rates Effective January 1, 2020.**

**BACKGROUND:**
The City’s utility fund has the financial goal of generating sufficient revenue to pay all expenses and to maintain cash reserve balances equal or greater than the City’s adopted financial policy of 90 days of expenditures. Due to the seasonality of significant water sales occurring in the final (July-September) quarter of fiscal year, the City will often wait until after adoption of the budget to determine the amount of rate increase required. During fiscal year 2020 budget deliberations, city council was informed of the projected need for a 7.2% revenue increase effective January 1, 2020. Since that time, the City has recognized the final quarter of revenue for fiscal year 2019, and the new proposed increase is 4.6% effective January 1, 2020.

The Finance Committee met on October 30, 2019 to discuss the proposed rate increase and voted unanimously to support the staff recommendation of raising the base water charge by $1.00 and the base wastewater charge by twenty cents. Commercial customers with larger meters will also see proportional increases in their base charges to maintain parity with residential customers. In addition, wastewater rates per thousand gallons will increase $0.42 and a $0.05 increase in residential and a $.10 change in commercial/industrial to water volume rates. This recommendation achieves the necessary 4.6% overall revenue increase but depending on customer usage patterns, some customers will experience a greater than 4.6% increase while others will see a smaller increase.

The staff recommendation was presented to the full city council at the November 19, 2019 city council meeting and city council requested additional analysis of the number of customers at various customer levels, a listing of past rate increases and also expressed concerns regarding placing the majority of the increase on the minimum charge. Staff has now distributed to the city council the additional analysis requested as well as preparing two additional rate change scenarios for council consideration.
Alternative A as previously presented is the staff and finance committee recommendation. Alternative B keeps the residential meter charge/minimum unchanged and pushes all of the additional revenue needed to the volume rates. This will result in a $0.33 volume water rate increase and a $0.08 volume wastewater rate increase **above** the Alternative A recommendation. Alternative C cuts the increase to the meter/minimum charge to $0.60 and pushes the remaining required revenue increase to the volume rates resulting in a volume water increase of $0.20 and wastewater of $0.05 **above** the Alternative A rates.

A copy of the redline versions of the ordinance for Alternatives A, B and C are available with the related agenda item passing the proposed rate increase.

**FINANCIAL IMPLICATIONS:**
A rate increase is needed to maintain adequate fund balance reserves and to pay projected expenses. The annual cost of service study has been updated to reflect recent rate changes of benchmark cities and Carrollton’s proposed rate increase and Carrollton remains the third least expensive with Alternative A, but increases to fourth place with Alternatives B and C.

**STAFF RECOMMENDATION/ACTION DESIRED:**
The City Council will need to adopt a rate increase effective January 1, 2020. After the initial work session in November, staff is providing two additional options for consideration. City Council will need to select, from among the three alternatives presented, to adopt the rate increase.
CC MEETING: December 3, 2019

DATE: November 22, 2019

TO: Erin Rinehart, City Manager

FROM: Cory Heiple, Environmental Services Director

Present Certificates To Environmental Leadership Award Recipients.

BACKGROUND:
The presentation of the Environmental Leadership Awards provides an opportunity for the City to formally recognize regulated industries that strive for environmental excellence in their operations. This is the seventeenth year the Environmental Services Department has presented these awards during the City Council Meeting. Ten facilities are receiving the Environmental Leadership Award this year:

- BuzzBallz
- Halliburton Energy Services
- Image Industries
- International Paper - Belt Line
- Quality Powder Coating
- Quantum Global Technologies
- QuikTrip #930
- Texas Finishing Company
- TreeHouse Foods
- Wash Solutions

IMPACT ON COMMUNITY SUSTAINABILITY:
This recognition exemplifies the City’s commitment to promote environmental excellence and to improve the quality and vitality of the community.

STAFF RECOMMENDATION/ACTION DESIRED:
Staff requests that Mayor Falconer and Councilmember Sutter present certificates of recognition to the Environmental Leadership Award recipients.
CC MEETING: December 3, 2019

DATE: November 25, 2019

TO: Erin Rinehart, City Manager

FROM: Gregg Salmi, Fire Chief

Present 30-Year Service Award To Captain Greg Brown.

BACKGROUND:
This agenda item is to recognize Captain Greg Brown on his completion of 30 years of service with Carrollton Fire Rescue (CFR) and for his dedicated service to the citizens and visitors of Carrollton which began on November 3, 1989.

STAFF RECOMMENDATION/ACTION DESIRED:
Staff requests the Mayor present Greg Brown with his 30-year personalized CFR badge and the City’s 30-year gold service coin.
Consider Approval Of The November 19, 2019 Regular Meeting Minutes.
The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, November 19, 2019 at 5:45 pm with the following members present; Mayor Kevin Falconer, Mayor Pro Tem Young Sung, Deputy Mayor Pro Tem Frances Cruz, Councilmembers John Sutter, Glen Blanscet, Mike Hennefer, Pat Cochran and Steve Babick. Also present were City Manager Erin Rinehart, Assistant City Managers Marc Guy, Bob Scott and Chrystal Davis, City Attorney Meredith Ladd and Deputy City Secretary Jacqueline Williams.

5:45 P.M. – COUNCIL BRIEFING ROOM

*** PRE-MEETING / EXECUTIVE SESSION ***

Mayor Falconer convened the meeting at 5:49 pm.

1. Receive information and discuss Agenda.

Mayor Falconer recessed the Meeting at 7:16 pm to convene the Regular Meeting.

***WORKSESSION***

4. Discuss Proposed Water And Wastewater Rate Changes Effective January 1, 2020.

Assistant City Manager Bob Scott opened the discussion stating that the City’s Utility Fund is solely funded through user fees with a goal of breaking even while complying with adopted financial policies and keeping AAA Bond Rating. Costs charged by the regional suppliers; Dallas Water Utilities (DWU) and Trinity River Authority (TRA) are approximately 65% of all operating costs and generally increase every year while Carrollton only increases rates when needed. He stated that charges from both suppliers are increasing and becoming fixed over time.

- DWU water charges are now based upon a 78.1% fixed rate in 2019 versus 70.9% in 2015
- TRA debt service is projected to grow to 71.2% of total budget by 2023 – up from 63.9% in 2018
- TRA costs are rising far faster than DWU costs and now approximate 50% of supplier costs

Scott stated that with a significant amount of revenue occurring in the final quarter of the fiscal year, staff typically waits to finalize the rates until winter. The FY 2020 Budget projected a need for a 7.2% revenue increase effective January 1, 2020 but with the hottest, driest September on record, a strong fourth quarter reduced the needed revenue increase for FY 2020 to 4.6%. Based on the factors, Staff made the following recommendation:

- A 4.6% overall rate increase effective January 1, 2020
  - Comprised of 38% water and 62% wastewater
  - With more of the increase in the “minimum charge” portion of the rates
  - Minor increases are made to the volume portion of the water rates with a higher volume increase (10 cents) to commercial and industrial rates
  - A more significant increase (42 cents) to the wastewater volume rate for all customers

Scott provided a financial comparison for residential users as well as commercial and industrial users with the current rates compared to the proposed rates. He concluded by stating that Carrollton would continue to be very competitive with the neighboring cities.
An extensive discussion was held with regard to the proposed rates and the impact on the users meeting the minimum charge. Scott explained that staff and the Finance Committee were looking for a more reliable revenue source to address the increase in fixed costs. Should the minimum user rate be reduced, the amount would have to be increased quite a bit to the volume or commercial user. He underscored that the 4.2% increase equals $1.20 month and explained that should the City Council choose to increase the minimum at a lower amount, the staff would need to model the remaining rates and return with a recommendation.

Councilmember Sutter explained that the Finance Committee wrestled with the rates stating they were quite concerned about the fixed rate and the ability to collect the necessary revenue to cover those costs. Councilmember Babick agreed that the Finance Committee struggled with the proposed rates and wanted to make sure it didn’t become a burden on the City’s largest assets or those on fixed incomes. Scott explained that TRA is predicting debt issuance over the next five years and rate increases continue to be expected. Deputy Mayor Pro Tem Cruz stated that she respects what staff is doing by hedging the increase marginally now rather than requiring a large increase later. Scott stated there is no good answer when raising rates but the responsible thing to do is increase rates in a predictable and incremental way. Councilmember Hennefer explained that the Finance Committee did consider not raising the minimum and the variations in rates considered, and decided to make the increase for the minimum pretty low in terms of dollars. He stated the minimum increase is $1.20 with the next step up at $3.10 and he acknowledged that in terms of percentage, 4.2% sounds large.

Councilmember Blanscet asked for information on the amount the minimum bill has increased over the last several years on an annual basis and Scott stated staff could provide the data. He added that this is the first year staff has put an emphasis on increasing minimum charges. He stated that typically, increases have been spread over the volume rates. He added that the $1.20 increase represents approximately $400,000 per year that would result in a fairly large volume increase and it would need to be achieved within the first 10,000 gallon increment. Mayor Falconer stated he would like to know how many people are at the 2,000 gallon minimum. Councilmember Blanscet stated he wants to minimize the residential rate increase as much as possible. Councilmember Hennefer commented that the City has incurred an increase and all citizens being equal, he did not think it is right to give some a 0 increase and someone else a larger increase. Mayor Falconer summarized that the item would be pulled from the consent agenda and staff will provide data at the next meeting.

Mayor Falconer recessed the Worksession at 6:58 pm to convene the Regular Meeting.

***REGULAR MEETING 7:00 PM***

Mayor Falconer convened the Regular Meeting at 7:05 pm.

INVOCATION – Councilmember Glen Blanscet

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Young Sung

AGENDA PUBLIC COMMENT

7. Hearing of any citizen/visitor on items listed on the regular meeting agenda, which do not include a public hearing. Citizens wishing to address the Council regarding items not on posted agenda will be called to speak during the Public Comment period. Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony;
Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells, clapping, and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting.

Mayor Falconer noted there were no speakers.

CONSENT AGENDA
(*All items marked with a single asterisk are part of a Consent Agenda and require no deliberation by the Council. Each Council member has the prerogative of removing an item from this agenda so that it may be considered separately. Contracts and agreements are available in the City Secretary’s Office.)

Mayor Falconer announced that Item 11 would be removed for future consideration.

Councilmember Blanscet moved approval of Consent Agenda Items 8-10 and 12-16 and that Item 10 is as amended and Item 15 would include the name of Michael Hurtt; second by Councilmember Babick. The motion was approved with a unanimous 7-0 vote.

MINUTES

*8. Consider Approval Of The November 5, 2019 Regular Meeting Minutes.

CONTRACTS & AGREEMENTS

*9. Consider Authorizing The City Manager To Approve A Contract With Musco Lighting Through An Interlocal Agreement With Buyboard For The Oak Creek Tennis Center Lighting Project In An Amount Not To Exceed $501,821.00.

ORDINANCE

*10. Consider An Ordinance To Amend The Authorized Number Of Apparatus Operator And Sub-Apparatus Operator Civil Service Positions Within The Carrollton Fire Department.


*12. Consider An Ordinance To Abandon A 2.3889 Acre Parcel Of Land To MA Columbian, LLC.

RESOLUTIONS


*14. Consider A Resolution Adopting The Investment Policy As A Fulfillment Of The Public Funds Investment Act Chapters 2256.005 and 2256.025.

*15. Consider A Resolution Casting A Vote In The Dallas Central Appraisal District Board Of Directors Election.
*16.  Consider A Resolution Casting Votes For Roy Atwood For The Board Of Directors Of The Denton Central Appraisal District.

OPEN PUBLIC COMMENT

17.  Hearing of any citizen/visitor on items not listed on the regular meeting agenda. Citizens wishing to address the Council regarding items on the posted agenda will be called to speak during the Council's consideration of such items.

Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed between 2 and 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the Council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

Eight students of CFBISD Early College High School spoke regarding the Dallas County Promise Challenge and described a website (quickcampusconnections.com) they developed to aid students in deciding careers, college assistance and general assistance.

Nolan Adams voiced complaints about the way the City is using the CDBG funds and specifically talked about 1411 N Denton Drive.

Mayor Falconer adjourned the meeting at 7:26 pm and announced that Council would reconvene in Worksession and Executive Session.

***WORKSESSION***

Mayor Falconer reconvened the Worksession at 7:30 pm.

5.  Discuss Amendments To The Carrollton Code Of Ordinances, Title IX, Chapter 91, Article VI, Dangerous Dogs.

Environmental Services Director Cory Heiple began with a review of the current ordinances as it pertains to dangerous dogs. He reviewed the current process for a bite on a person and for a bite on a dog noting the difference that when it is a dog v dog situation, staff does not have the option to bring a case before a municipal judge. He reviewed the following statistics for FY 2019 and provided a location map:

<table>
<thead>
<tr>
<th>Attack totals:</th>
<th>Serious injury</th>
<th>Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog v person</td>
<td>187</td>
<td>Dog v person 5</td>
</tr>
<tr>
<td>Dog v dog</td>
<td>60</td>
<td>Dog v dog 1</td>
</tr>
</tbody>
</table>

Heiple stated that the proposed ordinance provides for:
- Updated definitions:
  - Dangerous dog: causes bite injury; person or animal
  - Vicious dog: serious bite injury or death; person or animal
- Created dog v dog impoundment process
- Better defined impoundment and appeal process
Heiple explained that the proposed revised process allows staff to remove the immediate threat to public safety, provides due process, is in line with Metroplex ordinance trends and is resident and responsible dog-owner friendly.

Councilmember Babick asked about provisions for a dog attack within the dogs enclosed area. Heiple stated that staff would not prosecute in that situation and noted that language to address that situation is included in the proposed ordinance; Sec 91.051A3. After review of said section, City Attorney Meredith Ladd suggested adding paragraph A4 to address the situation of a dog attacking an animal within its premises. Deputy Mayor Pro Tem Cruz felt the definition regarding a bite needed to be more clearly defined and take into situations where dogs playing might cause a scratch or puncture. Councilmember Cochran asked if a doctor or veterinarian would be required to report a dog bite and Heiple replied affirmatively. City Manager Erin Rinehart noted that diseases can be communicable so the process of quarantine is important to give time for the animal to be tested and if a bite is minor, it will still be given due process through the court. Heiple read Sec 91.052C3 and stated that staff would not present a minor bite for euthanasia to the court. Councilmember Cochran asked if a dog that has been categorized as dangerous is adoptable if the owner surrendered it and Heiple replied that it would not be adoptable and would then be euthanized. Councilmember Blanscet asked about appeal of a determination by the DCO that a dog is dangerous or vicious and Ladd replied that the due process is in Sec 91.052 but staff would work on the language to include the possibility of removing the dangerous or vicious determination. Deputy Mayor Pro Tem Cruz questioned removal of ‘secure humane conditions’ and Heiple replied that it could be added back in. Councilmember Sutter asked about two at-large dogs that ‘mix it up’ and Ladd replied that the dog that injures the other domestic animal, if both at-large, would not have the freedom from not being declared a dangerous dog; if you are the aggressor and you win, you lose. Deputy Mayor Pro Tem Cruz asked if stray means at-large; Ladd replied yes and elaborated that at-large typically means it’s outside of its normal enclosure; a dog that is not restrained and is roaming freely. Councilmember Babick asked about the instance where a dog was on a leash but pulled free and Heiple stated the circumstances would be considered during the investigation. He stated that clearly there are a lot of different scenarios that could occur, but ultimately the goal is to provide a tool and let the Animal Services staff use their professional discretion to determine whether it is a dangerous or vicious dog attack or some other scenario. Councilmember Babick referred to a recent news article about a similar situation and asked about the investigation. Ladd replied that in the situations in the article, there was no actual injury; only a perceived threat of injury. She added that the proposed ordinance requires the complainant to show some type of injury. Councilmember Blanscet asked if Carrollton maintains a public registry of dangerous dogs and where they are located and Heiple replied that staff maintains a record but he did not know if it could be searched publicly. Carl Shooter, Animal Services Manager, advised that Carrollton does not and added that they have had pretty good success with those that have been terrible cases where staff worked with the owners to have the animals released to Carrollton. He stated that after review of the 187 dog v person attacks, they probably would have taken maybe 3 to a hearing. He talked about a process where complaints are reviewed by a committee that includes one of the prosecutors and staff from other areas so it’s not just Animal Services reviewing the case, and he stated that upon approval of the ordinance, they anticipate creating a similar process for a dangerous or vicious dog. Heiple stated that the advantage to the method is that it allows them to impound the dog while they make the determination so it’s not able to get at-large again.

Mayor Falconer concluded the discussion noting that staff would take the feedback and return with adjustments.

6. Mayor and Council reports and information sharing.
2. Council convened in Executive Session at 8:19 pm pursuant to Texas Government Code:
   • Section 551.071 for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional Conduct regarding confidential communication with the City Council.
   • Section 551.072 to discuss certain matters regarding real property.
   • Section 551.076 to discuss security matters.

3. Council reconvened in Open Session at 8:56 pm to consider action, if any, on matters discussed in the Executive Session. No action taken.

ADJOURNMENT - Mayor Falconer adjourned the meeting at 8:56 pm.

ATTEST:

Jacqueline Williams, Deputy City Secretary                 Kevin W. Falconer, Mayor
Consider An **Ordinance Amending Chapter 31, The Comprehensive Fee Schedule, Effective January 1, 2020.**

**BACKGROUND:**
The City’s utility fund has the financial goal of generating sufficient revenue to pay all expenses and to maintain cash reserve balances equal or greater than the City’s adopted financial policy of 90 days of expenditures. Due to the seasonality of significant water sales occurring in the final (July-September) quarter of fiscal year, the City will often wait until after adoption of the budget to determine the amount of rate increase required. During fiscal year 2020 budget deliberations, city council was informed of the projected need for a 7.2% revenue increase effective January 1, 2020. Since that time, the City has recognized the final quarter of revenue for fiscal year 2019, and the new proposed increase is 4.6% effective January 1, 2020.

The Finance Committee met on October 30, 2019 to discuss the proposed rate increase and voted unanimously to support the staff recommendation of raising the base water charge by $1.00 and the base wastewater charge by twenty cents. Commercial customers with larger meters will also see proportional increases in their base charges to maintain parity with residential customers. In addition, wastewater rates per thousand gallons will increase $0.42 and a $0.05 increase in residential and a $0.10 change in commercial/industrial to water volume rates. This recommendation achieves the necessary 4.6% overall revenue increase but depending on customer usage patterns, some customers will experience a greater than 4.6% increase while others will see a smaller increase.

The staff recommendation was presented to the full city council at the November 19, 2019 city council meeting and city council requested additional analysis of the number of customers at various customer levels, a listing of past rate increases and also expressed concerns regarding placing the majority of the increase on the minimum charge. Staff has now distributed to the city council the additional analysis.
requested as well as preparing two additional rate change scenarios for council consideration. Alternative A as previously presented is the staff and finance committee recommendation. Alternative B keeps the residential meter charge/minimum unchanged and pushes all of the additional revenue to the needed volume rates. This will result in a $0.33 volume water rate increase and a $0.08 volume wastewater rate increase above the Alternative A recommendation. Alternative C cuts the increase to the meter/minimum charge to $0.60 and pushes the remaining required revenue increase to the volume rates resulting in a water increase of $0.20 and wastewater of $0.05 above the Alternative A rates.

A copy of the redline versions of the ordinance for Alternatives A, B and C are included. Before making the motion, Council will need to specify which of the three alternatives will be adopted.

FINANCIAL IMPLICATIONS:
A rate increase is needed to maintain adequate fund balance reserves and to pay projected expenses. The annual cost of service study has been updated to reflect recent rate changes of benchmark cities and Carrollton’s proposed rate increase and Carrollton remains the third least expensive with Alternative A, but increases to fourth place with Alternatives B and C.

STAFF RECOMMENDATION/ACTION DESIRED:
Staff recommends Council approve an Ordinance amending Chapter 31, the Comprehensive Fee Schedule, increasing the water and sewer rates effective January 1, 2020.
ORDINANCE NO. __________


BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

SECTION 1

Section 31.01 (N) of Chapter 31, Comprehensive Fee Schedule, of Title III, Administration, of the Carrollton Code of Ordinances is amended to read as follows:

Sec. 31.01. Establishment of fees for city services.

(N) Utility billing

(1) Water service

(a) Minimum monthly charges, including the first 2,000 gallons of use:

Single-family residential domestic and irrigation use: $13.34 14.34

Commercial (including apartments and portable meters), industrial and commercial irrigation use:

<table>
<thead>
<tr>
<th>Size</th>
<th>Minimum Monthly Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot;</td>
<td>$13.62</td>
</tr>
<tr>
<td>1&quot;</td>
<td>$20.97</td>
</tr>
<tr>
<td>1.5&quot;</td>
<td>$33.29</td>
</tr>
<tr>
<td>2&quot;</td>
<td>$48.04</td>
</tr>
<tr>
<td>3&quot;</td>
<td>$68.36</td>
</tr>
<tr>
<td>4&quot;</td>
<td>$131.59</td>
</tr>
<tr>
<td>6&quot;</td>
<td>$254.53</td>
</tr>
<tr>
<td>8&quot;</td>
<td>$402.06</td>
</tr>
<tr>
<td>10&quot;</td>
<td>$574.14</td>
</tr>
</tbody>
</table>

Fire line--regardless of size $74.16
(b) Single-family residential domestic use, over the 2,000 gallons included in the minimum charge:

For meter readings taken in the months of October through April:

All use over 2,000 gallons, per 1,000 gallons.............$3.34 $3.39

For meter readings taken in the months of May through September:

Next 8,000 gallons, per 1,000 gallons.....................$3.34 $3.39
Next 15,000 gallons, per 1,000 gallons...................$4.50 $4.55
All use over 25,000 gallons, per 1,000 gallons...$5.63 $5.68

(c) Irrigation use, over the 2,000 gallons included in the minimum charge:

Next 23,000 gallons, per 1,000 gallons......................$3.43 $3.48
Next 25,000 gallons, per 1,000 gallons......................$4.10 $4.15
Next 50,000 gallons per 1,000 gallons.......................$4.65 $4.70
Next 100,000 gallons per 1,000 gallons.....................$5.24 $5.29
All use over 200,000 gallons, per 1,000 gallons.........$5.85 $5.90

(d) Commercial use (including apartments and portable meters), over the 2,000 gallons included in the minimum charge:

All use over 2,000 gallons, per 1,000 gallons.............$2.31 $2.41

(e) Industrial use, over the 2,000 gallon included in the minimum charge:

All use over 2,000 gallons, per 1,000 gallons.............$2.03 $2.13

Industrial use rates for water service will apply to customers in the business of assembly or manufacturing of goods and for which water usage equals or exceeds 750,000 gallons per month for nine out of twelve months in a year.
(2) Sewer service.

(a) Residential use:

First 2,000 gallons, minimum \$15.35 \$15.55

All use over 2,000 gallons, per 1,000 gallons \$3.20 \$3.62

(b) Commercial (including apartments), industrial and irrigation minimum monthly charges, including the first 2,000 gallons of use:

5/8" meter \$15.35 \$15.55

1" meter \$22.22 \$22.52

1.5" meter \$33.62 \$34.07

2" meter \$47.28 \$47.91

3" meter \$83.78 \$84.89

4" meter \$124.78 \$126.81

6" meter \$238.71 \$241.88

8" meter \$375.45 \$380.44

10" meter \$534.97 \$542.07

(c) Commercial and industrial use:

All use over 2,000 gallons, per 1,000 gallons \$3.20 \$3.62

(d) Sewer billing provisions:

1. As it is generally not practical to meter sewage flows from individual service locations, the following provisions apply for billing sewage volume:

a. Dedicated fire line, irrigation service and portable meters customers do not have sewer use and accordingly will not be charged for sewer treatment.
b. Residential sewer use is calculated using the average water consumption for meter readings taken in the months of January, February and March as the estimated sewer volume per month (Winter average approach).

c. New residential service will be assumed to use 8,000 gallons per month until a winter average can be established. If water use for new service is below 8,000 gallons per month for the first three months of service, the customer may request that the average for the first three months of service be used to estimate sewer volume until a winter average is established.

d. Commercial and industrial customers sewer use will be deemed the same as water consumption unless customer can demonstrate that a significant portion of water consumption is not flowing into the sanitary sewer system and agrees to install a deduct meter.

(3) Service deposits:

Residential service accounts .................................................................$75.00

Apartments, per unit .............................................................................$75.00

Commercial accounts .................................................................The larger of $100.00 or one-sixth of the annual average bill at the service location.
Portable meters.............................................................................................................$1,500

An increased security deposit, in an amount of three times the average monthly bill at the location to be served, for any class of service, shall be required when there is a substantial risk of financial loss to the city. This condition shall be deemed to exist when twice in the past 12 months the customer’s service has been assessed an interruption day fee and/or a return payment item.

(4) Utility service fees:

Interruption day service fee on past due accounts .......................$25.00

Repair/replacement of portable meter and related fixtures
.......................................................................................................................... Materials plus labor

Notice of pending disconnect for any nonpayment .........................$25.00

Service connection fee .........................................................................................$15.00

Service connection expedited service, same day service ..............$75.00

Service connection expedited service, after hours connection ........$75.00

Service connection expedited service, next day service ..............$55.00

Portable fire hydrant meter billings when no monthly read submitted.................................................................$250.00

monthly fee plus water usage to be billed when read received

Pull and test meter at customer’s request

  Residential ...........................................................................................................$100, prepaid

Commerical.........................................................................................................$200, prepaid

If testing proves a defect with the meter, the prepaid fee will be credited to the customer’s bill with the next billing cycle

Multiple attempts for restoration of services, after the 2nd attempt, customer must be present at the service location............... $40 per attempt

After hours restoration of service. Fee to restore service when past due payment is collected...........................................................................................................$60.00
Availability of after hour services limited to:

Prior to 9:00 p.m. weekdays
12:00 p.m. to 5:00 p.m. weekends and holidays

SECTION 2

All Ordinances or parts of Ordinances inconsistent or in conflict with this Ordinance shall be and are hereby repealed.

SECTION 3

Save and except as amended by this Ordinance, all other Ordinances of the City of Carrollton, Texas shall remain in full force and effect.

SECTION 4

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Code of Ordinance, City of Carrollton, Texas.

SECTION 5

This ordinance shall take effect from and after January 1, 2020.

PASSED AND APPROVED THIS 3rd DAY OF DECEMBER 2019.

City Of Carrollton, Texas

____________________________
Kevin W. Falconer, Mayor

ATTEST:

____________________________
Laurie Garber, City Secretary

APPROVED AS TO FORM:       APPROVED AS TO CONTENT:

____________________________
Meredith Ladd, City Attorney   ______________________________
                                         Robert B. Scott, Assistant City Manager
**ORDINANCE NO. _________**


BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

**SECTION 1**

Section 31.01 (N) of Chapter 31, Comprehensive Fee Schedule, of Title III, Administration, of the Carrollton Code of Ordinances is amended to read as follows:

Sec. 31.01. Establishment of fees for city services.

(N) **Utility billing**

1. **Water service**

   (a) Minimum monthly charges, including the first 2,000 gallons of use:

<table>
<thead>
<tr>
<th>Diameter</th>
<th>Single-family residential domestic and irrigation use:</th>
<th>Commercial (including apartments and portable meters), industrial and commercial irrigation use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot; meter</td>
<td>$13.34</td>
<td>$14.62</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$20.97</td>
<td>$22.52</td>
</tr>
<tr>
<td>1.5&quot; meter</td>
<td>$33.29</td>
<td>$35.74</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$48.04</td>
<td>$51.58</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$87.36</td>
<td>$93.80</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$131.59</td>
<td>$141.30</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$254.53</td>
<td>$273.31</td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$402.06</td>
<td>$431.72</td>
</tr>
<tr>
<td>10&quot; meter</td>
<td>$574.14</td>
<td>$616.50</td>
</tr>
</tbody>
</table>

Fire line--regardless of size: $74.16
(b) Single-family residential domestic use, over the 2,000 gallons included in the minimum charge:

For meter readings taken in the months of October through April:

- All use over 2,000 gallons, per 1,000 gallons: $3.34 $3.72

For meter readings taken in the months of May through September:

- Next 8,000 gallons, per 1,000 gallons: $3.34 $3.72
- Next 15,000 gallons, per 1,000 gallons: $4.50 $4.55
- All use over 25,000 gallons, per 1,000 gallons: $5.63 $5.68

(c) Irrigation use, over the 2,000 gallons included in the minimum charge:

- Next 23,000 gallons, per 1,000 gallons: $3.43 $3.48
- Next 25,000 gallons, per 1,000 gallons: $4.10 $4.15
- Next 50,000 gallons per 1,000 gallons: $4.65 $4.70
- Next 100,000 gallons per 1,000 gallons: $5.24 $5.29
- All use over 200,000 gallons, per 1,000 gallons: $5.85 $5.90

(d) Commercial use (including apartments and portable meters), over the 2,000 gallons included in the minimum charge:

- All use over 2,000 gallons, per 1,000 gallons: $2.31 $2.41

(e) Industrial use, over the 2,000 gallon included in the minimum charge:

- All use over 2,000 gallons, per 1,000 gallons: $2.03 $2.13

Industrial use rates for water service will apply to customers in the business of assembly or manufacturing of goods and for which water usage equals or exceeds 750,000 gallons per month for nine out of twelve months in a year.
(2) Sewer service.

(a) Residential use:

First 2,000 gallons, minimum $15.35

All use over 2,000 gallons, per 1,000 gallons $3.20 $3.70

(b) Commercial (including apartments), industrial and irrigation minimum monthly charges, including the first 2,000 gallons of use:

5/8" meter $15.35 $15.55
1" meter $22.22 $22.52
1.5" meter $33.62 $34.07
2" meter $47.28 $47.91
3" meter $83.78 $84.89
4" meter $124.78 $126.81
6" meter $238.74 $241.88
8" meter $375.45 $380.44
10" meter $534.97 $542.07

(c) Commercial and industrial use:

All use over 2,000 gallons, per 1,000 gallons $3.20 $3.70

(d) Sewer billing provisions:

1. As it is generally not practical to meter sewage flows from individual service locations, the following provisions apply for billing sewage volume:

   a. Dedicated fire line, irrigation service and portable meters customers do not have sewer use and accordingly will not be charged for sewer treatment.
b. Residential sewer use is calculated using the average water consumption for meter readings taken in the months of January, February and March as the estimated sewer volume per month (Winter average approach).

c. New residential service will be assumed to use 8,000 gallons per month until a winter average can be established. If water use for new service is below 8,000 gallons per month for the first three months of service, the customer may request that the average for the first three months of service be used to estimate sewer volume until a winter average is established.

d. Commercial and industrial customers sewer use will be deemed the same as water consumption unless customer can demonstrate that a significant portion of water consumption is not flowing into the sanitary sewer system and agrees to install a deduct meter.

(3) Service deposits:

- Residential service accounts ..........................................................$75.00
- Apartments, per unit.................................................................$75.00
- Commercial accounts.............................................................The larger of $100.00 or one-sixth of the annual average bill at the service location.
Portable meters.............................................................................................................$1,500

An increased security deposit, in an amount of three times the average monthly bill at the location to be served, for any class of service, shall be required when there is a substantial risk of financial loss to the city. This condition shall be deemed to exist when twice in the past 12 months the customer’s service has been assessed an interruption day fee and/or a return payment item.

(4) Utility service fees:

   Interruption day service fee on past due accounts .........................$25.00

   Repair/replacement of portable meter and related fixtures
   ....................................................................................................................Materials plus labor

   Notice of pending disconnect for any nonpayment .......................$25.00

   Service connection fee .................................................................$15.00

   Service connection expedited service, same day service .............$75.00

   Service connection expedited service, after hours connection .........$75.00

   Service connection expedited service, next day service .......... $55.00

   Portable fire hydrant meter billings when no monthly read
   submitted..............................................................................................$250.00
   monthly fee plus water usage
   to be billed when read received

   Pull and test meter at customer’s request
       Residential ..........................................................................................$100, prepaid
       Commercial ..........................................................................................$200, prepaid
       If testing proves a defect with the meter, the prepaid fee will be
       credited to the customer’s bill with the next billing cycle

   Multiple attempts for restoration of services, after the 2nd attempt,
   customer must be present at the service location ........... $40 per attempt

   After hours restoration of service. Fee to restore service when past due
   payment is collected..................................................................................$60.00
Availability of after hour services limited to:

Prior to 9:00 p.m. weekdays
12:00 p.m. to 5:00 p.m. weekends and holidays

SECTION 2

All Ordinances or parts of Ordinances inconsistent or in conflict with this Ordinance shall be and are hereby repealed.

SECTION 3

Save and except as amended by this Ordinance, all other Ordinances of the City of Carrollton, Texas shall remain in full force and effect.

SECTION 4

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Code of Ordinance, City of Carrollton, Texas.

SECTION 5

This ordinance shall take effect from and after January 1, 2020.

PASSED AND APPROVED THIS 3rd DAY OF DECEMBER 2019.

City Of Carrollton, Texas

____________________________
Kevin W. Falconer, Mayor

ATTEST:

________________________________________
Laurie Garber, City Secretary

APPROVED AS TO FORM:  APPROVED AS TO CONTENT:

________________________________________  ______________________________
Meredith Ladd, City Attorney  Robert B. Scott, Assistant City Manager
ORDINANCE NO. _________


BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

SECTION 1

Section 31.01 (N) of Chapter 31, Comprehensive Fee Schedule, of Title III, Administration, of the Carrollton Code of Ordinances is amended to read as follows:

Sec. 31.01. Establishment of fees for city services.

(N) Utility billing

(1) Water service

(a) Minimum monthly charges, including the first 2,000 gallons of use:

Single-family residential domestic and irrigation use: $13.34 $13.84

Commercial (including apartments and portable meters), industrial and commercial irrigation use:

<table>
<thead>
<tr>
<th>Size</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot; meter</td>
<td>$13.62 $14.62</td>
</tr>
<tr>
<td>1&quot; meter</td>
<td>$20.97 $22.52</td>
</tr>
<tr>
<td>1.5&quot; meter</td>
<td>$33.29 $35.74</td>
</tr>
<tr>
<td>2&quot; meter</td>
<td>$48.04 $51.58</td>
</tr>
<tr>
<td>3&quot; meter</td>
<td>$87.36 $93.80</td>
</tr>
<tr>
<td>4&quot; meter</td>
<td>$131.59 $141.30</td>
</tr>
<tr>
<td>6&quot; meter</td>
<td>$254.53 $273.31</td>
</tr>
<tr>
<td>8&quot; meter</td>
<td>$402.06 $431.72</td>
</tr>
<tr>
<td>10&quot; meter</td>
<td>$574.14 $616.50</td>
</tr>
<tr>
<td>Fire line--regardless of size</td>
<td>$74.16</td>
</tr>
</tbody>
</table>
(b) Single-family residential domestic use, over the 2,000 gallons included in the minimum charge:

For meter readings taken in the months of October through April:

All use over 2,000 gallons, per 1,000 gallons…\$3.34 $3.59

For meter readings taken in the months of May through September:

Next 8,000 gallons, per 1,000 gallons..................\$3.34 $3.59

Next 15,000 gallons, per 1,000 gallons................\$4.50 $4.55

All use over 25,000 gallons, per 1,000 gallons…\$5.63 $5.68

(c) Irrigation use, over the 2,000 gallons included in the minimum charge:

Next 23,000 gallons, per 1,000 gallons....................\$3.43 $3.48

Next 25,000 gallons, per 1,000 gallons....................\$4.10 $4.15

Next 50,000 gallons per 1,000 gallons....................\$4.65 $4.70

Next 100,000 gallons per 1,000 gallons....................\$5.24 $5.29

All use over 200,000 gallons, per 1,000 gallons........\$5.85 $5.90

(d) Commercial use (including apartments and portable meters), over the 2,000 gallons included in the minimum charge:

All use over 2,000 gallons, per 1,000 gallons........\$2.31 $2.41

(e) Industrial use, over the 2,000 gallon included in the minimum charge:

All use over 2,000 gallons, per 1,000 gallons........\$2.03 $2.13

Industrial use rates for water service will apply to customers in the business of assembly or manufacturing of goods and for which water usage equals or exceeds 750,000 gallons per month for nine out of twelve months in a year.
(2) Sewer service.

(a) Residential use:

First 2,000 gallons, minimum.......................... $15.35 $15.45

All use over 2,000 gallons, per 1,000 gallons.....$3.20 $3.67

(b) Commercial (including apartments), industrial and irrigation minimum monthly charges, including the first 2,000 gallons of use:

5/8" meter......................................................... $15.35 $15.55

1" meter......................................................... $22.22 $22.52

1.5" meter......................................................... $33.62 $34.07

2" meter......................................................... $47.28 $47.91

3" meter......................................................... $83.78 $84.89

4" meter......................................................... $124.78 $126.81

6" meter......................................................... $238.71 $241.88

8" meter......................................................... $375.45 $380.44

10" meter......................................................... $534.97 $542.07

(c) Commercial and industrial use:

All use over 2,000 gallons, per 1,000 gallons.....$3.20 $3.67

(d) Sewer billing provisions:

1. As it is generally not practical to meter sewage flows from individual service locations, the following provisions apply for billing sewage volume:

   a. Dedicated fire line, irrigation service and portable meters customers do not have sewer use and accordingly will not be charged for sewer treatment.
b. Residential sewer use is calculated using the average water consumption for meter readings taken in the months of January, February and March as the estimated sewer volume per month (Winter average approach).

c. New residential service will be assumed to use 8,000 gallons per month until a winter average can be established. If water use for new service is below 8,000 gallons per month for the first three months of service, the customer may request that the average for the first three months of service be used to estimate sewer volume until a winter average is established.

d. Commercial and industrial customers sewer use will be deemed the same as water consumption unless customer can demonstrate that a significant portion of water consumption is not flowing into the sanitary sewer system and agrees to install a deduct meter.

(3) Service deposits:

Residential service accounts .................................................................$75.00

Apartments, per unit..............................................................................$75.00

Commercial accounts.................................................................The larger of $100.00 or one-sixth of the annual average bill at the service location.
Portable meters.................................................................$1,500

An increased security deposit, in an amount of three times the average monthly bill at the location to be served, for any class of service, shall be required when there is a substantial risk of financial loss to the city. This condition shall be deemed to exist when twice in the past 12 months the customer’s service has been assessed an interruption day fee and/or a return payment item.

(4) Utility service fees:

Interruption day service fee on past due accounts .......................$25.00

Repair/replacement of portable meter and related fixtures .......................................................... Materials plus labor

Notice of pending disconnect for any nonpayment .........................$25.00

Service connection fee .................................................................$15.00

Service connection expedited service, same day service ...............$75.00

Service connection expedited service, after hours connection .......$75.00

Service connection expedited service, next day service .............$55.00

Portable fire hydrant meter billings when no monthly read submitted .................................................$250.00 monthly fee plus water usage to be billed when read received

Pull and test meter at customer’s request

  Residential .................................................................................$100, prepaid
  Commercial ...............................................................................$200, prepaid

If testing proves a defect with the meter, the prepaid fee will be credited to the customer’s bill with the next billing cycle

Multiple attempts for restoration of services, after the 2nd attempt, customer must be present at the service location ............. $40 per attempt

After hours restoration of service. Fee to restore service when past due payment is collected .................................................................$60.00
Availability of after hour services limited to:

Prior to 9:00 p.m. weekdays
12:00 p.m. to 5:00 p.m. weekends and holidays

SECTION 2

All Ordinances or parts of Ordinances inconsistent or in conflict with this Ordinance shall be and are hereby repealed.

SECTION 3

Save and except as amended by this Ordinance, all other Ordinances of the City of Carrollton, Texas shall remain in full force and effect.

SECTION 4

The provisions of this Ordinance are severable in accordance with Section 10.07 of the Code of Ordinance, City of Carrollton, Texas.

SECTION 5

This ordinance shall take effect from and after January 1, 2020.

PASSED AND APPROVED THIS 3rd DAY OF DECEMBER 2019.

City Of Carrollton, Texas

_______________________
Kevin W. Falconer, Mayor

ATTEST:

____________________________
Laurie Garber, City Secretary

APPROVED AS TO FORM:  APPROVED AS TO CONTENT:

____________________________   _________________________
Meredith Ladd, City Attorney   Robert B. Scott, Assistant City Manager
### RESIDENTIAL MUNICIPAL COST OF SERVICE COMPARISON - Alternative A

<table>
<thead>
<tr>
<th>FY Rank</th>
<th>Property Rank</th>
<th>City</th>
<th>Pop. (1)</th>
<th>Value (2)</th>
<th>Tax Rate</th>
<th>Homestead Exemption</th>
<th>City Sales Tax Rate</th>
<th>Annual Property Taxes (3)</th>
<th>Annual Water Charge (4)</th>
<th>Annual Sewer Charge (5)</th>
<th>Annual Drainage Charge (6)</th>
<th>Annual Sanitation Charge (7)</th>
<th>Total Annual Charge</th>
<th>COMBINED WATER &amp; SEWER SALES TAX</th>
<th>SALES TAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Lewisville</td>
<td>105,640</td>
<td>$270,000</td>
<td>$0.443301</td>
<td>0%</td>
<td>1.50%</td>
<td>$1,197</td>
<td>$669</td>
<td>$271</td>
<td>$48</td>
<td>$156</td>
<td>$2,341</td>
<td>$940</td>
<td>$0.0825</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Plano</td>
<td>284,070</td>
<td>$270,000</td>
<td>$0.448200</td>
<td>20%</td>
<td>1.00%</td>
<td>$968</td>
<td>$677</td>
<td>$791</td>
<td>37</td>
<td>446</td>
<td>$2,619</td>
<td>$1,468</td>
<td>$0.0825</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Carrollton - current</td>
<td>136,170</td>
<td>$270,000</td>
<td>$0.594970</td>
<td>20%</td>
<td>1.00%</td>
<td>$1,285</td>
<td>$615</td>
<td>$479</td>
<td>0</td>
<td>265</td>
<td>$2,644</td>
<td>$1,094</td>
<td>$0.0825</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Carrollton - proposed</td>
<td>136,170</td>
<td>$270,000</td>
<td>$0.589970</td>
<td>20%</td>
<td>1.00%</td>
<td>$1,274</td>
<td>$628</td>
<td>$534</td>
<td>0</td>
<td>265</td>
<td>$2,701</td>
<td>$1,162</td>
<td>$0.0825</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>Addison</td>
<td>15,790</td>
<td>$270,000</td>
<td>$0.489000</td>
<td>0%</td>
<td>2.00%</td>
<td>$1,320</td>
<td>$688</td>
<td>$432</td>
<td>36</td>
<td>317</td>
<td>$2,757</td>
<td>$1,208</td>
<td>$0.0800</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Irving</td>
<td>240,420</td>
<td>$270,000</td>
<td>$0.594100</td>
<td>20%</td>
<td>1.00%</td>
<td>$1,283</td>
<td>$689</td>
<td>$432</td>
<td>36</td>
<td>317</td>
<td>$2,757</td>
<td>$1,121</td>
<td>$0.0825</td>
</tr>
<tr>
<td>8</td>
<td>6</td>
<td>Arlington</td>
<td>386,180</td>
<td>$270,000</td>
<td>$0.624000</td>
<td>20%</td>
<td>1.75%</td>
<td>$1,348</td>
<td>$546</td>
<td>$662</td>
<td>81</td>
<td>179</td>
<td>$2,816</td>
<td>$1,208</td>
<td>$0.0825</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>Frisco</td>
<td>183,560</td>
<td>$270,000</td>
<td>$0.447500</td>
<td>8%</td>
<td>2.00%</td>
<td>$1,115</td>
<td>$705</td>
<td>$501</td>
<td>50</td>
<td>175</td>
<td>$2,386</td>
<td>$1,525</td>
<td>$0.0825</td>
</tr>
<tr>
<td>10</td>
<td>8</td>
<td>Allen</td>
<td>99,020</td>
<td>$270,000</td>
<td>$0.490000</td>
<td>0%</td>
<td>2.00%</td>
<td>$1,320</td>
<td>$688</td>
<td>$432</td>
<td>36</td>
<td>317</td>
<td>$2,757</td>
<td>$1,121</td>
<td>$0.0825</td>
</tr>
<tr>
<td>6</td>
<td>9</td>
<td>Farmers Branch</td>
<td>31,780</td>
<td>$270,000</td>
<td>$0.410000</td>
<td>0%</td>
<td>2.00%</td>
<td>$1,318</td>
<td>$689</td>
<td>$514</td>
<td>0</td>
<td>0</td>
<td>$2,913</td>
<td>$1,595</td>
<td>$0.0825</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>Coppell</td>
<td>41,290</td>
<td>$270,000</td>
<td>$0.584000</td>
<td>5%</td>
<td>2.00%</td>
<td>$1,498</td>
<td>$687</td>
<td>$511</td>
<td>12</td>
<td>212</td>
<td>$2,920</td>
<td>$1,198</td>
<td>$0.0825</td>
</tr>
<tr>
<td>11</td>
<td>11</td>
<td>McKinney</td>
<td>188,500</td>
<td>$270,000</td>
<td>$0.515600</td>
<td>0%</td>
<td>2.00%</td>
<td>$1,392</td>
<td>$881</td>
<td>$717</td>
<td>48</td>
<td>200</td>
<td>$3,238</td>
<td>$1,598</td>
<td>$0.0825</td>
</tr>
<tr>
<td>13</td>
<td>12</td>
<td>Fort Worth</td>
<td>948,860</td>
<td>$270,000</td>
<td>$0.747500</td>
<td>20%</td>
<td>1.50%</td>
<td>$1,615</td>
<td>$676</td>
<td>$698</td>
<td>65</td>
<td>227</td>
<td>$3,281</td>
<td>$1,374</td>
<td>$0.0825</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>Grand Prairie</td>
<td>191,720</td>
<td>$270,000</td>
<td>$0.699998</td>
<td>1%</td>
<td>2.00%</td>
<td>$1,791</td>
<td>$671</td>
<td>$688</td>
<td>54</td>
<td>207</td>
<td>$3,411</td>
<td>$1,359</td>
<td>$0.0825</td>
</tr>
<tr>
<td>14</td>
<td>14</td>
<td>Denton</td>
<td>113,383</td>
<td>$270,000</td>
<td>$0.594054</td>
<td>0.5%</td>
<td>1.50%</td>
<td>$1,596</td>
<td>$841</td>
<td>$591</td>
<td>65</td>
<td>294</td>
<td>$3,387</td>
<td>$1,432</td>
<td>$0.0825</td>
</tr>
<tr>
<td>15</td>
<td>15</td>
<td>The Colony</td>
<td>44,370</td>
<td>$270,000</td>
<td>$0.660000</td>
<td>0%</td>
<td>1.50%</td>
<td>$816</td>
<td>$771</td>
<td>$583</td>
<td>36</td>
<td>269</td>
<td>$3,441</td>
<td>$1,354</td>
<td>$0.0825</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>Dallas</td>
<td>1,301,970</td>
<td>$270,000</td>
<td>$0.776600</td>
<td>20%</td>
<td>1.00%</td>
<td>$1,677</td>
<td>$678</td>
<td>$701</td>
<td>102</td>
<td>327</td>
<td>$3,485</td>
<td>$1,379</td>
<td>$0.0825</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>Richardson</td>
<td>113,710</td>
<td>$270,000</td>
<td>$0.625160</td>
<td>0%</td>
<td>1.50%</td>
<td>$1,688</td>
<td>$1,032</td>
<td>$622</td>
<td>45</td>
<td>252</td>
<td>$3,639</td>
<td>$1,654</td>
<td>$0.0825</td>
</tr>
<tr>
<td>18</td>
<td>18</td>
<td>Garland</td>
<td>237,270</td>
<td>$270,000</td>
<td>$0.796000</td>
<td>8%</td>
<td>1.00%</td>
<td>$1,912</td>
<td>$1,172</td>
<td>$643</td>
<td>36</td>
<td>233</td>
<td>$3,996</td>
<td>$1,815</td>
<td>$0.0825</td>
</tr>
<tr>
<td>20</td>
<td>19</td>
<td>Castle Hills (8)</td>
<td>13,262</td>
<td>$270,000</td>
<td>$0.980000</td>
<td>10%</td>
<td>1.25%</td>
<td>$2,361</td>
<td>$896</td>
<td>$540</td>
<td>0</td>
<td>212</td>
<td>$4,029</td>
<td>$1,436</td>
<td>$0.0750</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>Mesquite</td>
<td>145,030</td>
<td>$270,000</td>
<td>$0.734000</td>
<td>0%</td>
<td>2.00%</td>
<td>$1,982</td>
<td>$1,100</td>
<td>$717</td>
<td>54</td>
<td>234</td>
<td>$4,078</td>
<td>$1,817</td>
<td>$0.0825</td>
</tr>
</tbody>
</table>

**AVERAGE:**
- $1,520 $782 $613 $47 $213 $3,175 $1,395

**MEDIAN:**
- $1,445 $689 $620 $47 $212 $3,079 $1,377

**Notes:**

(1) Ranking based on Total Annual Charge.

(2) Population estimates, obtained from the 2018 NCTCOG population estimates. Castle Hills from DCFWSD Website.

(3) Annual Property Taxes calculated based on residential homestead value of $270,000.

(4) Water & Sewer: Average residential consumption of 10,000 gallons from September to May and 20,000 gallons from June to August. Fort Worth purchases based on a per 100 cubic foot rate, using the consumption level that would yield 10,000 gallons and 20,000 gallons during the same periods listed above.

(5) Drainage fees for Dallas & Frisco are based upon lot size. Used 9,000 sq.ft. as the average lot size.

(6) Drainage fees for Denton & Plano are based on square footage of impervious surfaces. Used an average of 2,001 to 3,000 square feet of impervious surface for the purposes of calculation.

(7) Residential sanitation charge including sales tax.

(8) Castle Hills is covered by 8 different districts (Denton County Fresh Water Supply Districts 1A-1H) with different tax rates & homestead exemptions. Cost calculated based on district with highest population (1F).
## RESIDENTIAL MUNICIPAL COST OF SERVICE COMPARISON - Alternative B

<table>
<thead>
<tr>
<th>FY RANK</th>
<th>OVERALL RANK</th>
<th>CITY</th>
<th>POP. (1)</th>
<th>VALUE (2)</th>
<th>TAX RATE</th>
<th>HOMESTEAD EXEMPTION</th>
<th>CITY SALES TAX</th>
<th>ANNUAL PROPERTY TAXES (3)</th>
<th>ANNUAL WATER CHARGE (4)</th>
<th>ANNUAL SEWER CHARGE (4)</th>
<th>ANNUAL DRAINAGE CHARGE (5) (6)</th>
<th>ANNUAL SANITATION CHARGE (7)</th>
<th>TOTAL ANNUAL CHARGE</th>
<th>COMBINED WATER &amp; SEWER SALES TAX</th>
<th>SALES TAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Lewisville</td>
<td>105,640</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2 Plano</td>
<td>284,070</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3 Carrollton - current</td>
<td>136,170</td>
<td>$270,000</td>
<td>0.594970</td>
<td>20%</td>
<td>1.00%</td>
<td>1,285</td>
<td>615</td>
<td>647</td>
<td>0</td>
<td>265</td>
<td>2,710</td>
<td>1,094</td>
<td>0.0825</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4 Carrollton - proposed</td>
<td>136,170</td>
<td>$270,000</td>
<td>0.589970</td>
<td>20%</td>
<td>1.00%</td>
<td>1,274</td>
<td>652</td>
<td>539</td>
<td>0</td>
<td>265</td>
<td>2,710</td>
<td>1,191</td>
<td>0.0825</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5 Irving</td>
<td>240,420</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>6 Arlington</td>
<td>386,180</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>7 Frisco</td>
<td>183,560</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>8 Allen</td>
<td>99,020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>9 Farmers Branch</td>
<td>31,780</td>
<td>$270,000</td>
<td>0.610000</td>
<td>20%</td>
<td>1.00%</td>
<td>1,318</td>
<td>689</td>
<td>562</td>
<td>0</td>
<td>0</td>
<td>2,913</td>
<td>1,595</td>
<td>0.0825</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10 Coppell</td>
<td>41,290</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>11 McKinney</td>
<td>188,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12 Fort Worth</td>
<td>948,860</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>13 Denton</td>
<td>113,383</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>14 Grand Prairie</td>
<td>191,720</td>
<td>$270,000</td>
<td>0.669988</td>
<td>1%</td>
<td>2.00%</td>
<td>1,791</td>
<td>671</td>
<td>688</td>
<td>54</td>
<td>207</td>
<td>3,411</td>
<td>1,359</td>
<td>0.0825</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>15 The Colony</td>
<td>44,370</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>16 Dallas</td>
<td>1,301,970</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>17 Richardson</td>
<td>113,710</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>18 Garland</td>
<td>237,270</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>19 Castle Hills (8)</td>
<td>13,262</td>
<td>$270,000</td>
<td>0.769600</td>
<td>8%</td>
<td>1.00%</td>
<td>1,912</td>
<td>1,172</td>
<td>643</td>
<td>36</td>
<td>233</td>
<td>3,996</td>
<td>1,815</td>
<td>0.0825</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>20 Mesquite</td>
<td>145,030</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### AVERAGE:
- $1,520 $783 $613 $47 $213 $3,177 $1,397

### MEDIAN:
- $1,445 $689 $620 $47 $212 $3,079 $1,377

### Notes:
1. Ranking based on Total Annual Charge.
2. Population estimates, obtained from the 2018 NCTCOG population estimates. Castle Hills from DCFWSD Website.
3. Annual Property Taxes calculated based on residential homestead value of $270,000.
4. Water & Sewer = Average residential consumption of 10,000 gallons from September to May and 20,000 gallons from June to August. Fort Worth purchases based on a per 100 cubic foot rate, using the consumption level that would yield 10,000 gallons and 20,000 gallons during the same periods listed above.
5. Drainage fees for Dallas & Frisco are based upon lot size. Used 9,000 sq.ft. as the average lot size.
6. Drainage fees for Denton & Plano are based on square footage of impervious surfaces. Used an average of 2,001 to 3,000 square feet of impervious surface for the purposes of calculation.
7. Residential sanitation charge including sales tax.
8. Castle Hills is covered by 8 different districts (Denton County Fresh Water Supply Districts 1A-1H) with different tax rates & homestead exemptions. Cost calculated based on district with highest population (1F).
## Residential Municipal Cost of Service Comparison - Alternative C

<table>
<thead>
<tr>
<th>FY Rank</th>
<th>Overall Rank</th>
<th>City</th>
<th>Pop.</th>
<th>Value</th>
<th>Tax Rate</th>
<th>Homestead Exemption</th>
<th>City Sales Tax Rate</th>
<th>Annual Property Taxes</th>
<th>Annual Water Charge</th>
<th>Annual Drainage Charge</th>
<th>Annual Sanitation Charge</th>
<th>Total Annual Charge</th>
<th>Combined Water &amp; Sewer</th>
<th>Sales Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Lewisville</td>
<td>105,640</td>
<td>$270,000</td>
<td>$4,433,011</td>
<td>$1,197</td>
<td>669</td>
<td>$271</td>
<td>$48</td>
<td>$156</td>
<td>$2,341</td>
<td>$940</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Plano</td>
<td>284,070</td>
<td>$270,000</td>
<td>$448,620</td>
<td>$988</td>
<td>677</td>
<td>$791</td>
<td>37</td>
<td>146</td>
<td>2,619</td>
<td>1,468</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Carrollton - Current</td>
<td>136,170</td>
<td>$270,000</td>
<td>$594,970</td>
<td>$1,285</td>
<td>615</td>
<td>479</td>
<td>0</td>
<td>265</td>
<td>2,444</td>
<td>1,094</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Addison</td>
<td>15,790</td>
<td>$270,000</td>
<td>$583,500</td>
<td>$1,260</td>
<td>602</td>
<td>563</td>
<td>0</td>
<td>265</td>
<td>2,710</td>
<td>1,165</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Carrollton - Proposed</td>
<td>136,170</td>
<td>$270,000</td>
<td>$589,970</td>
<td>$1,274</td>
<td>646</td>
<td>538</td>
<td>0</td>
<td>265</td>
<td>2,723</td>
<td>1,184</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>Irving</td>
<td>240,420</td>
<td>$270,000</td>
<td>$594,100</td>
<td>$1,348</td>
<td>546</td>
<td>44</td>
<td>0</td>
<td>265</td>
<td>3,004</td>
<td>1,212</td>
<td>$0.0800</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>Frisco</td>
<td>183,590</td>
<td>$270,000</td>
<td>$449,600</td>
<td>$1,115</td>
<td>705</td>
<td>50</td>
<td>175</td>
<td>2,866</td>
<td>1,525</td>
<td>$0.0825</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>Allen</td>
<td>99,020</td>
<td>$270,000</td>
<td>$490,000</td>
<td>$1,320</td>
<td>688</td>
<td>618</td>
<td>42</td>
<td>203</td>
<td>2,871</td>
<td>1,306</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>Farmers Branch</td>
<td>31,780</td>
<td>$270,000</td>
<td>$610,000</td>
<td>$1,318</td>
<td>1,033</td>
<td>562</td>
<td>0</td>
<td>0</td>
<td>2,913</td>
<td>1,595</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Coppell</td>
<td>41,290</td>
<td>$270,000</td>
<td>$584,000</td>
<td>$1,498</td>
<td>687</td>
<td>511</td>
<td>12</td>
<td>212</td>
<td>2,920</td>
<td>1,198</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>11</td>
<td>McKinney</td>
<td>188,500</td>
<td>$270,000</td>
<td>$515,600</td>
<td>$1,392</td>
<td>881</td>
<td>717</td>
<td>48</td>
<td>200</td>
<td>3,238</td>
<td>1,598</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>Fort Worth</td>
<td>848,860</td>
<td>$270,000</td>
<td>$747,500</td>
<td>$1,615</td>
<td>676</td>
<td>698</td>
<td>65</td>
<td>137</td>
<td>3,281</td>
<td>1,347</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>13</td>
<td>Denton</td>
<td>113,383</td>
<td>$270,000</td>
<td>$594,054</td>
<td>$1,596</td>
<td>841</td>
<td>591</td>
<td>65</td>
<td>294</td>
<td>3,387</td>
<td>1,432</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>14</td>
<td>Grand Prairie</td>
<td>191,720</td>
<td>$270,000</td>
<td>$669,998</td>
<td>$1,791</td>
<td>671</td>
<td>688</td>
<td>54</td>
<td>207</td>
<td>3,411</td>
<td>1,359</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>15</td>
<td>The Colony</td>
<td>44,370</td>
<td>$270,000</td>
<td>$660,000</td>
<td>$1,762</td>
<td>771</td>
<td>583</td>
<td>36</td>
<td>269</td>
<td>3,441</td>
<td>1,354</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>16</td>
<td>Dallas</td>
<td>1,301,970</td>
<td>$270,000</td>
<td>$776,600</td>
<td>$1,677</td>
<td>678</td>
<td>701</td>
<td>102</td>
<td>327</td>
<td>3,485</td>
<td>1,379</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>17</td>
<td>Richardson</td>
<td>113,710</td>
<td>$270,000</td>
<td>$625,160</td>
<td>$1,688</td>
<td>1,032</td>
<td>622</td>
<td>45</td>
<td>252</td>
<td>3,639</td>
<td>1,654</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>18</td>
<td>Garland</td>
<td>237,270</td>
<td>$270,000</td>
<td>$796,900</td>
<td>$1,912</td>
<td>1,172</td>
<td>643</td>
<td>36</td>
<td>233</td>
<td>3,996</td>
<td>1,815</td>
<td>$0.0825</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>19</td>
<td>Castle Hills</td>
<td>13,262</td>
<td>$270,000</td>
<td>$980,000</td>
<td>$2,381</td>
<td>896</td>
<td>540</td>
<td>0</td>
<td>212</td>
<td>4,029</td>
<td>1,436</td>
<td>$0.0750</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>20</td>
<td>Mesquite</td>
<td>145,030</td>
<td>$270,000</td>
<td>$734,000</td>
<td>$1,982</td>
<td>1,100</td>
<td>717</td>
<td>54</td>
<td>234</td>
<td>4,087</td>
<td>1,817</td>
<td>$0.0825</td>
<td></td>
</tr>
</tbody>
</table>

**Average:**

<table>
<thead>
<tr>
<th>项</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
<th>值</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVERAGE</td>
<td>$1,520</td>
<td>$783</td>
<td>$613</td>
<td>$47</td>
<td>$213</td>
<td>$3,177</td>
<td>$1,396</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDIAN</td>
<td>$1,445</td>
<td>$689</td>
<td>$620</td>
<td>$47</td>
<td>$212</td>
<td>$3,079</td>
<td>$1,377</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

(1) Ranking based on Total Annual Charge.
(2) Population estimates, obtained from the 2018 NCTCOG population estimates. Castle Hills from DCFWSD Website.
(3) Annual Property Taxes calculated based on residential homestead value of $270,000.
(4) Water & Sewer = Average residential consumption of 10,000 gallons from September to May and 20,000 gallons from June to August. Fort Worth purchases based on a per 100 cubic foot rate, using the consumption level that would yield 10,000 gallons and 20,000 gallons during the same periods listed above.
(5) Drainage fees for Dallas & Frisco are based upon lot size. Used 9,000 sq.ft. as the average lot size.
(6) Drainage fees for Denton & Plano are based on square footage of impervious surfaces. Used an average of 2,001 to 3,000 square feet of impervious surface for the purposes of calculation.
(7) Residential sanitation charge including sales tax.
(8) Castle Hills is covered by 8 different districts (Denton County Fresh Water Supply Districts 1A-1H) with different tax rates & homestead exemptions. Cost calculated based on district with highest population (1F).
Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With C.T. Brannon Corporation To Perform Architectural And Engineering Design Remediation At The Rosemeade Rainforest Aquatic Complex In An Amount Not To Exceed $90,000.00.

BACKGROUND:
The 2018 bond election contained provisions for several major renovations at the Rosemeade Rainforest Aquatics Complex, including major conversions of the main and training pools, and replacement of the bathhouse and office building. A construction contract was awarded to Gold Medal Pools on September 4, 2018 in the amount of $4,570,736 and an initial contract duration of 230 days. One change order was executed, which brought the total contract amount to $4,633,386 and 235 days. All work should have been completed by May 17, 2019.

Gold Medal Pools failed to deliver the project by the contract date and by various other dates that they publicly stated to the City Council. With the project still remaining incomplete, the City terminated the contract with Gold Medal Pools on October 31, 2019.

Immediately upon termination, staff instructed the design team to perform a full project assessment as of the termination date to ascertain the extent of the incomplete and deficient project elements. The resulting report identified numerous deficiencies, most notably the probable need for reconstruction of the activity pool.

Staff has contacted Gold Medal’s surety company and they are in the process of ascertaining the amount of work needed to make the pool operational. It is unknown at this point when or if the surety will engage another contractor to complete this project. Staff feels that it is prudent as a contingency to enter into a contract with C.T. Brannon (the original designers of the aquatic project) to develop a new contract package and bid documents to complete this project. Additionally, Brannon has provided construction administration assistance on this project. The initial design contract with Brannon had funding for weekly construction visits based on a completion date of May 17, 2019. Staff subsequently entered into a new contract to extend those services to the end of August. Staff is including funding within this contract to pay for the work done in September, October and November.
and for Brannon to also function in this same role for the final completion of the project.

**FINANCIAL IMPLICATIONS:**
Brannon has submitted a proposal to the City to perform architectural and engineering design remediation services for the facility in an amount not to exceed $90,000.00.

**IMPACT ON COMMUNITY SUSTAINABILITY:**
This project will contribute to community sustainability by sustaining quality of life through enhanced entertainment value and improved aquatic safety features. The project will also improve financial sustainability through increased daily attendance, which assists with operating costs.

**STAFF RECOMMENDATION/ACTION DESIRED:**
Staff recommends City Council approve a resolution authorizing the City Manager to approve a professional services agreement with the C.T. Brannon Corporation for the evaluation, design, and plan preparation and construction management for the Rosemeade Rainforest Aquatics Complex renovations in an amount not to exceed $90,000.00.
RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A SERVICES CONTRACT WITH THE C.T. BRANNON CORPORATION FOR ENGINEERING SERVICES; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

SECTION 1:

The City Manager is authorized to negotiate and execute services contracts with The C.T. Brannon Corporation for engineering services in an amount not to exceed $90,000.

SECTION 2:

The City Manager, or designee, is authorized to take those steps reasonable and necessary to comply with the intent of this Resolution.

SECTION 3:

This Resolution shall take effect immediately from and after its passage.

PASSED and APPROVED on this 3rd day of December, 2019.

CITY OF CARROLLTON, TEXAS

By: ______________________________
Kevin W. Falconer, Mayor

ATTEST:

__________________________
Laurie Garber, City Secretary

Approved as to form: ______________________________

Approved as to content: ______________________________

__________________________
Meredith A. Ladd, City Attorney

__________________________
Cesar J. Molina, Jr., P.E.,
Director of Engineering
ROSEMEADE RAINFOREST AQUATICS COMPLEX
Attachment A: Location Map
CC MEETING: December 3, 2019

DATE: November 25, 2019

TO: Erin Rinehart, City Manager

FROM: Cesar J. Molina, Jr., Director of Engineering

Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With Pacheco Koch Consulting Engineers, Inc. For The Preparation Of Engineering Plans For Northland Estates, Ridge Crest And Millview Place Additions Street Reconstruction In An Amount Not To Exceed $778,083.50.

BACKGROUND:
This contract will provide the construction plans for the complete reconstruction of fourteen (14) streets in the Northland Estates, Ridge Crest and Millview Place subdivisions, including Northland, Evergreen, Green Meadow, Greenhill, McCoy Court, Crest, Crestview, Hawthorne, Canterbury, Valleycrest, Woodcrest, and Millview Place. Because the neighborhoods share sanitary and storm sewer facilities, staff has elected to utilize one of its approved engineering firms to perform the design work. The project includes replacing approximately 19,735 linear feet of existing street pavement and sidewalks, 12,610 linear feet of existing water lines, 12,565 linear feet of existing sanitary sewer lines, and storm sewer as needed.

Consultant selection was performed using a request for qualifications (RFQ) method whereby engineering firms submitted a two-part statement of qualifications, which was evaluated by a four person committee. The top eight firms were selected for projects during the next two years.

FINANCIAL IMPLICATIONS:
Pacheco Koch Consulting Engineers, Inc. has submitted a proposal to the City to perform the engineering design services for the project in an amount not to exceed $778,083.50. Funding will be available in the Streets Consolidated Fund with 2018 general obligation bond funds.

The construction of this design will be split into three (3) separately-bid projects. The total estimated construction cost is $10 million. This yields a design-to-construction percentage of 7.8 percent. The reconstruction of the Northland Estates, Ridge Crest and Millview Place additions is part of the 2018 Bond Election.
IMPACT ON COMMUNITY SUSTAINABILITY:
This project will support the City Council’s strategic objectives and vision of building a community that families and businesses want to call home by:

Sustaining quality of life - Improvements in the subdivision should improve the appearance of the neighborhood, which should encourage residents to provide better upkeep of properties in the neighborhood;

Sustaining day-to-day operations - The replacement of substandard street pavement and underground utilities should reduce the need for non-scheduled or emergency repairs.

STAFF RECOMMENDATION/ACTION DESIRED:
Staff recommends that City Council approve a resolution authorizing the City Manager to enter into an engineering design services contract with Pacheco Koch Consulting Engineers, Inc. for the preparation of engineering plans for the Northland Estates, Ridge Crest and Millview Place additions street reconstruction project in an amount not to exceed $778,083.50.
RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A
SERVICES CONTRACT WITH PACHECO KOCH CONSULTING ENGINEERS, INC.
FOR ENGINEERING SERVICES; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON,
TEXAS, THAT:

SECTION 1:

The City Manager is authorized to negotiate and execute services contracts with Pacheco
Koch Consulting Engineers, Inc. for engineering services in an amount not to exceed $778,083.50.

SECTION 2:

The City Manager, or designee, is authorized to take those steps reasonable and necessary
to comply with the intent of this Resolution.

SECTION 3:

This Resolution shall take effect immediately from and after its passage.

PASSED and APPROVED on this 3rd day of December, 2019.

CITY OF CARROLLTON, TEXAS

By: ______________________________
Kevin W. Falconer, Mayor

ATTEST:

__________________________
Laurie Garber, City Secretary

Approved as to form: 

__________________________
Meredith A. Ladd, City Attorney

Approved as to content:

__________________________
Cesar J. Molina, Jr., P.E.,
Director of Engineering
Attachment A: Location Map
Agenda Memo
File Number: 4586

Agenda Date: 12/3/2019
Version: 1
Status: Consent Agenda

In Control: City Council
File Type: Resolution

Agenda Number: *13.

CC MEETING: December 3, 2019

DATE: November 25, 2019

TO: Erin Rinehart, City Manager

FROM: Cesar J. Molina, Jr., P.E., Director of Engineering

Consider A Resolution Authorizing The City Manager To Negotiate And Execute A Professional Services Contract With O’Brien Engineering, Inc. For The Design Of Screening Walls Along Webb Chapel Road, Hebron Parkway And Frankford Road In An Amount Not To Exceed $97,800.00.

BACKGROUND:
In March 2019, the City Council approved construction of a new screening wall on Webb Chapel Road from Towerwood to Gateway and set aside funds to design a screening wall on Hebron Parkway between First Street and Marsh Ridge as part of the City’s screening wall in-fill program.

With the adoption of the FY 2019-2020 budget, the City Council set aside additional funds to build the screening wall on Hebron Pkwy and build two more screening walls on Frankford Road between Scott Mill Road and the BNSF railroad tracks (east city limits) on the north and south sides of Frankford Road.

To expedite all four projects, staff is recommending executing a new contract with O’Brien Engineering, Inc. for topographic surveys, geotechnical investigations, design, and bid document preparations at each location. O’Brien Engineering is currently under contract with the City to provide staff augmentation support and has performed very well.

FINANCIAL IMPLICATIONS:
O’Brien Engineering has submitted a proposal to the City to perform professional engineering design services for the walls in an amount not to exceed $97,800.00. The total project budget for all four locations is $1,070,000. The Eddy Mann wall beautification pilot project, phase 2, at Kelly Boulevard and the Morningside neighborhood, will be incorporated into the Webb Chapel Road wall construction project.
IMPACT ON COMMUNITY SUSTAINABILITY:  
This project will contribute to community sustainability by improving the quality of life through enhanced aesthetics along the City’s thoroughfares and at major community entryways.

STAFF RECOMMENDATION/ACTION DESIRED:  
Staff recommends City Council approval of a resolution authorizing the City Manager to approve a professional services contract with O’Brien Engineering for topographic surveys, geotechnical investigations, design, and bid document preparations for the screening wall in-fill program in an amount not to exceed $97,800.00.
RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A SERVICES CONTRACT WITH O’BRIEN ENGINEERING, INC. FOR ENGINEERING SERVICES; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:

SECTION 1:

The City Manager is authorized to negotiate and execute services contracts with O’Brien Engineering, Inc for engineering services in an amount not to exceed $97,800.

SECTION 2:

The City Manager, or designee, is authorized to take those steps reasonable and necessary to comply with the intent of this Resolution.

SECTION 3:

This Resolution shall take effect immediately from and after its passage.

PASSED and APPROVED on this 3rd day of December, 2019.

CITY OF CARROLLTON, TEXAS

By: ______________________________
Kevin W. Falconer, Mayor

ATTEST:

__________________________
Laurie Garber, City Secretary

Approved as to form: ______________________________
Approved as to content: ______________________________

__________________________
Meredith A. Ladd, City Attorney

Cesar J. Molina, Jr., P.E.,
Director of Engineering
Hold A Public Hearing And Consider A Resolution To Adopt The Program Year 2018 Consolidated Annual Performance And Evaluation Report On The Use Of Community Development Block Grant Funds.

BACKGROUND:
This item is to receive public comment and to consider a resolution adopting the City’s Program Year 2018 Consolidated Annual Performance and Evaluation Report (CAPER). Federal regulations require the City to submit an annual performance and evaluation report on the use of Community Development Block Grant (CDBG) funds within 90 days of the close of the program year.

On October 1, 2018, the City of Carrollton was allocated $798,280 in CDBG funds from the U.S. Department of Housing and Urban Development (HUD). In accordance with federal law, these funds have been programmed for activities that benefit persons of low and moderate income in Carrollton. For Program Year 2018, the funds were expended for the following programs:

- $428,579 for Crosby Recreation Center Toddler Playground and Woodcrest Estates NOTICE project;
- $65,935 for 22 Minor Home Repair Program projects;
- $55,577 for the salary of the Enhanced Code Enforcement Officer;

Staff has developed the required draft report and it has been available for citizen review for over 30 days in the Community Development office at City Hall. On November 14, 2019, the Neighborhood Advisory Commission reviewed the draft CAPER and held a public hearing to receive input on the report and amendments. No public comments were received prior to or during the public hearing. The Commission voted unanimously to submit the revised draft report to City Council for review and adoption. Staff anticipates transmitting the final report to HUD in advance of the December 30, 2019 deadline.
FINANCIAL IMPLICATIONS:
The drafting and adoption of the CAPER is required for continued participation in the CDBG Program. To date, the program has utilized nearly $15 million in new resources for reinvestment in the oldest areas of Carrollton. Furthermore, over $800,000 in additional community development resources from HUD are anticipated in the 2019 program year.

IMPACT ON COMMUNITY SUSTAINABILITY:
Annually, the Carrollton CDBG Program secures, allocates, and administers approximately $725,000 in new community development resources for use in the oldest areas of the city. Long-term community sustainability is supported through this program and results in significant financial reinvestment in the physical infrastructure of aging neighborhoods, most notably through the NOTICE program.

STAFF RECOMMENDATION/ACTION DESIRED:
Staff recommends that City Council conduct a public hearing and adopt the Program Year 2018 Consolidated Annual Performance and Evaluation Report.
City of Carrollton
PY2018 Consolidated Annual Performance Evaluation Report
(CAPER)
December 3, 2019
CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)
This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The following Consolidated Annual Performance and Evaluation Report (CAPER) represents the fifth and final year completed under the Carrollton's 2014-2018 Consolidated Plan. This report represents October 1, 2018 through September 30, 2019. The objective of Carrollton's CDBG Program is to support activities which meet at least one of the primary national Community Development Block Grant (CDBG) objectives, i.e. development of viable urban communities by providing a suitable living environment, decent housing and expansion of economic opportunities for persons of low and moderate income. Based on the needs analysis in 2014, the following strategy areas were identified and are reaffirmed in this annual report.

- **Improve Neighborhood Infrastructure**: Use CDBG funds to leverage infrastructure improvements.
- **Enhance Code Enforcement**: Use CDBG funds to pay for one salaried code enforcement officer to work in the CDBG Target area.
- **Provide Neighborhood Matching Grants**: Use general funds to create a more proactive municipal contribution in order to preserve and enhance neighborhoods throughout the city.
- **Preserve Existing Housing Stock**: Use CDBG and general funds to provide interior and exterior home repairs for income-qualifying homeowners.
- **Assist Social Service Providers**: Use general funds for the enhancement of services to meet the needs of low-to-moderate income citizens.
- **Promote Economic Development**: Use general funds for the improvement of aging retail spaces.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)
Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.
<table>
<thead>
<tr>
<th>Goal</th>
<th>Category</th>
<th>Source / Amoun t</th>
<th>Indicator</th>
<th>Unit of Measure</th>
<th>Expected – Strategic Plan</th>
<th>Actual – Strategic Plan</th>
<th>Percent Complete</th>
<th>Expected – Program Year</th>
<th>Actual – Program Year</th>
<th>Percent Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1. Improve Neighborhood Infrastructure</td>
<td>Non-Housing Community Development</td>
<td>CDBG: $428,579</td>
<td>Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit</td>
<td>Households Assisted</td>
<td>500</td>
<td>415</td>
<td>83.00%</td>
<td>39</td>
<td>71</td>
<td>182.05%</td>
</tr>
<tr>
<td>Goal 2. Enhance Code Enforcement</td>
<td>Non-Housing Community Development</td>
<td>CDBG: $0.00</td>
<td>Rental units rehabilitated</td>
<td>Household Housing Unit</td>
<td>0</td>
<td>2619</td>
<td>750</td>
<td>1280</td>
<td>170.67%</td>
<td></td>
</tr>
<tr>
<td>Goal 2. Enhance Code Enforcement</td>
<td>Non-Housing Community Development</td>
<td>CDBG: $55,577</td>
<td>Housing Code Enforcement/Foreclosed Property Care</td>
<td>Household Housing Unit</td>
<td>7500</td>
<td>8283</td>
<td>110.44%</td>
<td>6300</td>
<td>2200</td>
<td>34.92%</td>
</tr>
<tr>
<td>Goal 3. Provide Neighborhood Matching Grants</td>
<td>Non-Housing Community Development</td>
<td>CDBG: $0</td>
<td>Other</td>
<td>Other</td>
<td>25</td>
<td>17</td>
<td>68.00%</td>
<td>5</td>
<td>2</td>
<td>40.00%</td>
</tr>
<tr>
<td>Goal 4. Preserve Existing Housing Stock</td>
<td>Affordable Housing Non-Housing Community Development</td>
<td>CDBG: $428,579</td>
<td>Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit</td>
<td>Households Assisted</td>
<td>5</td>
<td>6</td>
<td>120.00%</td>
<td>1</td>
<td>2</td>
<td>200.00%</td>
</tr>
<tr>
<td>Goal 4. Preserve Existing Housing Stock</td>
<td>Affordable Housing Non-Housing Community Development</td>
<td>CDBG: $65,935</td>
<td>Homeowner Housing Rehabilitated</td>
<td>Household Housing Unit</td>
<td>100</td>
<td>91</td>
<td>91.00%</td>
<td>18</td>
<td>22</td>
<td>122.22%</td>
</tr>
<tr>
<td>Goal 5. Assist Service Providers</td>
<td>Homeless Non-Homeless Special Needs Non-Housing Community Development</td>
<td>CDBG: $0</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit</td>
<td>Persons Assisted</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Goal 5. Assist Service Providers</td>
<td>Homeless Non-Homeless Special Needs Non-Housing Community Development</td>
<td>CDBG: $19,673</td>
<td>Public service activities for Low/Moderate Income Housing Benefit</td>
<td>Households Assisted</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of Carrollton is an entitlement community under U.S. Department of Housing and Urban Developments (HUD) CDBG Program. During the 2018 Program Year a total of $569,760 in CDBG funding was used in the following projects:

- $353,574.77 for dedicated physical improvements to the infrastructure within the Woodcrest Estates Neighborhood as part of the NOTICE program.
- $75,000.00 for Crosby Recreation Center Tot Playground Redevelopment.
- $65,935.56 for City’s Housing Rehabilitation Program, which includes the Minor Home Repair Grant, Emergency Repair Grant, and People Helping People projects
- $55,576.77 for Enhanced Code Enforcement in the CDBG target area.
- $19,672.98 for development of the 2019-2023 Consolidated Plan for the City of Carrollton.

The City of Carrollton also allocated general funds for PY2018 to meet goals and objectives. This includes:

- $1,500,000 for infrastructure improvements in the Belaire Heights Neighborhood.
- $423,055 to enhance local social service agencies' activities for Carrollton’s vulnerable populations.
- $192,975 in salary and benefits for three staff positions implementing CDBG and Neighborhood Partnership activities.
- $60,000 for beautification programs through the Neighborhood Enhancement Matching Grant Program.
- $45,000 for Neighborhood Empowerment Zone minor home repair projects.
Improve Neighborhood Infrastructure

- NOTICE project for Woodcrest Estates neighborhood using both CDBG and city general funding for infrastructure repairs of streets, sidewalks, water, and sewer lines. Project was funded in PY2017 and completed in PY2018. CDBG funding of $353,574 was drawn upon during PY2018.
- Crosby Recreation Center Tot Playground Redevelopment was an improvement made at the Crosby Recreation Center to provide a play area for children of low- to moderate-income families in the CDBG target area. CDBG funding of $75,000 was drawn upon in PY2018.

Enhanced Code Enforcement

In PY2018 the CDBG code enforcement officer performed approximately 2,200 apartment inspections in the CDBG target area. The CDBG code enforcement officer brought approximately 1,280 substandard apartments into compliance during this time. CDBG funding of $55,576.77 was drawn during PY2018.
CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

<table>
<thead>
<tr>
<th></th>
<th>CDBG</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>19</td>
</tr>
<tr>
<td>Black or African American</td>
<td>2</td>
</tr>
<tr>
<td>Asian</td>
<td>1</td>
</tr>
<tr>
<td>American Indian or American Native</td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
</tr>
<tr>
<td>Hispanic</td>
<td>10</td>
</tr>
<tr>
<td>Not Hispanic</td>
<td>12</td>
</tr>
</tbody>
</table>

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Housing rehabilitation projects accounted for 12% of the total CDBG funding drawn upon in PY2018. The table above accounts for the distribution by race of housing activities. In PY2018, twenty-two (22) homes were rehabilitated using CDBG funds. Hispanic recipients accounted for 45% of the clients, Black 9%, Asian 4.5%, and White (non-Hispanic) 41%.

Neighborhoods receiving improvements in Carrollton are ranked according to infrastructure needs and low income status. In PY2018, 64% of CDBG funds drawn were allocated for a neighborhood project in Woodcrest Estates. This project was started in PY2017 and completed in PY2018. This project is located in a minority, primarily Hispanic, concentrated area. In 2013 the Hispanic ethnic group accounted for 31% of Carrollton’s population, and the Hispanic property rate was twice as high as other ethnic and racial groups in Carrollton.

The calculation is based on the following definition: A minority concentrated area is any neighborhood or Census Tract in which: 1) The percentage of households in a particular racial or ethnic minority group is at least 20 percentage points higher than the percentage of that minority group for housing market areas; 2) The total percentage of minority persons is at least 20 percentage points higher than the total percentage of all minorities in the housing market areas as a whole; or 3) If a metropolitan areas is the region where it is likely that renters and purchasers would be drawn for a particular housing project. Generally the housing market area is the county.

The total number and demographic characteristics of individuals served by the social service agencies that received general funds from the City of Carrollton in PY2018 (Fiscal Year 2019) is as follows: Of the 11,353 individuals served by Carrollton social service agencies, 449 or 4% were Asian, 2,289 or 20% were White (non-Hispanic), 2,823 or 25% were Black or African American, 4,971 or 44% were Hispanic,
449 or 1% were American Native or Alaskan, 695 or 6% were other or unknown. In the American Communities Survey for 2013 Carrollton's ethnic and racial breakdown was roughly 14% Asian, 67% White, 9% Black, and 31% Hispanic.
CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Source</th>
<th>Resources Made Available</th>
<th>Amount Expended During Program Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>public - federal</td>
<td>798,280</td>
<td>569,760</td>
</tr>
</tbody>
</table>

Table 3 - Resources Made Available

Narrative

The 2014-2018 Consolidated Plan for the City of Carrollton identified the preservation of existing housing stock as a priority. There are currently three housing rehabilitation programs in within the City of Carrollton Housing Rehabilitation CDBG Program. They are the Minor Home Repair Program, Emergency Repair Program, and the People Helping People Program. These programs are not limited to a specific geographic area, but are for low- to moderate- income homeowners that live anywhere within the city limits of Carrollton. A total of $79,000 was dedicated to housing rehabilitation projects for low-to moderate- income homeowners.

Identify the geographic distribution and location of investments

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Planned Percentage of Allocation</th>
<th>Actual Percentage of Allocation</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2018 NOTICE Priority Neighborhoods</td>
<td>90</td>
<td>92</td>
<td>Two infrastructure projects, 4 MHRP projects and Code Enforcement confined to target area</td>
</tr>
</tbody>
</table>

Table 4 – Identify the geographic distribution and location of investments

Narrative

The city completed 2 CDBG infrastructure projects for PY2018. They were for Woodcrest Estates for the infrastructure repair of streets, sidewalks, water and sewer lines, and for development of a toddler playground at the Crosby Recreation Center, both projects were in the CDBG Target Area. Four of the twenty-two Minor Home Repair Projects for low income qualified individuals also took place in the CDBG Target Area. The CDBG funded code officer performed multi-family inspections confined within the CDBG Target Area to the apartment complexes located within the area.
Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

N.O.T.I.C.E. Woodcrest Estates. Since beginning the N.O.T.I.C.E. program in 2001, the City of Carrollton has been able to complete needed infrastructure improvements by breaking up large projects into smaller, more manageable endeavors. Because Carrollton has pursued funding on a year-to-year basis, we have secured CDBG funding and leveraged general funds on each project. This has allowed Carrollton to focus and complete more projects than just using general funds. The Woodcrest Estates neighborhood project was completed in PY2018 and it will have addressed infrastructure repairs for 71 single family homes. The total cost for the project was $1,897,941 of which $1,331,663 was provided in general funds and accounted for 70.16% of the total project cost.

Assist Service Providers: Since 1998 the City’s Community Development Program has worked to develop partnerships throughout the community. In PY2018 the City of Carrollton continued to support social service agencies by providing $423,055 in general funds to five different social service providers that serve primarily low to moderate income residents in Carrollton. This funding in all cases amounts to less than 30 percent of the entire budget of any social service provider, yet was used to leverage and add to many existing programs. These programs are discussed in more detail in section CR-25 of this report. They help create necessary social safety nets for Carrollton’s vulnerable populations and prevent overuse of other public services staff like police, school districts, courts, and emergency personnel.

Community Development Staffing: Implementation and monitoring of CDBG funds for the city is performed by the Community Development staff. The Community Development staff is funded by general funds which amounted to $192,975 for PY2018.
CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction’s progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

<table>
<thead>
<tr>
<th></th>
<th>One-Year Goal</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Homeless households to be provided affordable housing units</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Non-Homeless households to be provided affordable housing units</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Special-Needs households to be provided affordable housing units</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 4 – Number of Households

<table>
<thead>
<tr>
<th></th>
<th>One-Year Goal</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of households supported through Rental Assistance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of households supported through The Production of New Units</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of households supported through Rehab of Existing Units</td>
<td>18</td>
<td>22</td>
</tr>
<tr>
<td>Number of households supported through Acquisition of Existing Units</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
<td>22</td>
</tr>
</tbody>
</table>

Table 5 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Carrollton has no direct city created program to provide homeless or non-homeless affordable housing units.

The City of Carrollton has a one-year goal to rehab 18 existing housing units. In PY2018, twenty-two (22) CDBG funded rehabilitation housing projects were completed. The City also completed an additional four (4) home rehabilitation projects in the Neighborhood Empowerment Zones with general funds.
Discuss how these outcomes will impact future annual action plans.

The City of Carrollton will proceed with current measures and no changes are expected to be made.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

<table>
<thead>
<tr>
<th>Number of Households Served</th>
<th>CDBG Actual</th>
<th>HOME Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely Low-income</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Low-income</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Moderate-income</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>22</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 6 – Number of Households Served

Narrative Information

The Minor Home Repair Grant, the Emergency Repair Program, and People Helping People Programs provide low to moderate income homeowners with assistance for interior and exterior repairs on their homes. Funding available for all rehabilitation projects in these three programs amounted to $79,000 for PY2018. Total funding drawn during PY2018 was $65,935.56.

One hundred percent of all CDBG funding for the housing rehabilitation program was dedicated to persons of low to moderate income and was for needed repairs affecting the health, safety and long-term sustainability of the homes and the surrounding neighborhood. Twenty-two (22) homes were completed in PY2018. Of these homes eight (36%) were occupied by extremely low income homeowner, thirteen (59%) were from low income families. Elderly homeowners accounted for six (27%) of the projects in PY2018 and female head of household accounted for twelve (54.5%) of the projects completed.
Evaluating the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

For the strategies addressing the homeless and non-homeless with special needs populations included in the 2014-2018 Consolidated Plan, the City continues to allocate a portion of its general fund towards grants and donations to Carrollton service providers which target low to moderate income residents. The City also provides information, referral, and technical assistance along with financial support to local agencies serving the homeless and non-homeless citizens with special needs. Currently the city has not funded any homeless programs with CDBG resources. The city provided general funds to area social service agencies in PY2018 in the amount of $423,055 for the assistance in anti-poverty initiatives, homelessness prevention, and special needs populations.

The total population of individuals served in PY2018 through the City's social service agencies strategy programs documented 37.2% were categorized as extremely low income. To be categorized as extremely low income, for example, a family of four would have to earn less than $24,950 a year.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Carrollton does not receive Emergency Shelter Grant (ESG) funding.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

As noted earlier, in addition, the City Council made available $423,055 in general fund resources to agencies which are actively engaged in the provision of social services in Carrollton.

In exchange for the funding, the agencies and organizations work closely with the City in providing social services to all citizens in need. The close partnership the City has with each agency has grown with each year of collaboration. The staff who are employed as part of the CDBG grant administration and planning activity provide technical, referral, and capacity building assistance for the agencies on an ongoing basis.

In PY2018, the City helped accomplish the following goals through its local non-profit partners in an
attempt to reduce the overall number of persons living in poverty in Carrollton:

- Funded food pantries in both Dallas and Denton counties in Carrollton.
- Improved access to preventative care, basic health care and medical services for low to moderate income families thus reducing costs for medical services and expensive trips to the emergency room.
- Improved the linkage between job training programs and local job creation efforts to attract jobs that pay above minimum wages and provide people with the ability to service a home mortgage.
- Promoted financial counseling and classes on budgeting and money management. In PY2018, the City continued to promote area training and educational opportunities in this area.
- Promoted linkages between housing, employment, and educational systems and/or facilities.
- Promoted programs and training that help families-in-need to become more self-sufficient.
- Funded after-school programs for low income students providing tutoring and college preparation for junior high school and high school students coming from families where the majority of parents never finished high school.
- Funded domestic violence and leadership training for adults and children.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City’s position on this issue will continue to be one of supporting and assisting agencies that are working to address this challenge in a coordinated and proactive manner.

The above mentioned services are provided to the homeless population, population at risk of becoming homeless, and those transitioning from homelessness. The City of Carrollton also supplements the work of the various City funded social service agencies to end chronic homelessness by promoting the preservation and maintenance of existing housing through its Minor Home Repair Program, People Helping People, and Emergency Repair Program.
CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

This section is not applicable, as the City of Carrollton does not have a public housing authority. Also, the City does not receive or administer funds for assisted housing. Data on the number of individuals with Section 8 housing in Carrollton was not available.

Dallas County Housing Authority
The waiting list for Section 8 housing in Dallas County currently exceeds 5,000 families

Denton County Housing Authority
Denton County maintains 1,526 Section 8 housing vouchers for the county. The Section 8 waiting list is closed with an approximate five-year waiting period for those currently pending on the Section 8 list.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City of Carrollton does not offer a first time home buyers program.

Actions taken to provide assistance to troubled PHAs

The City of Carrollton does not operate a public housing authority. The majority of the city straddles two counties – Dallas County and Denton County. Both of those PHA’s are operated by the county government.
CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Carrollton continues to maintain a strong emphasis on safe and affordable housing for all residents. The City of Carrollton Environmental Services Department has two inspection programs geared toward maintaining rental property: one for single-family rental property and the other for multi-family rental property.

The Single-Family Rental Registration and Inspection Ordinance adopted by the City Council ensures tenants and landlords of single-family residential rental properties are involved in maintaining the homes in a safe and sanitary condition. The Single-Family Rental Inspection Program is effective in ensuring a sustainable community and that safe housing is available in all of the neighborhoods in Carrollton. The ultimate goals are to improve the overall condition of rental properties, to reduce health and safety risks, and to prevent blight which affects surrounding homes, thus enhancing property values within the affected neighborhoods. This ordinance requires all property owners and companies who lease single-family homes or duplexes in Carrollton to register those properties with the City and to have them inspected by the City. A review of code enforcement cases found single-family rental properties are approximately 15 percent of single-family homes in Carrollton but they account for a disproportionately high percentage of neighborhood code violations. This diverts staff time from other code enforcement duties and has a negative effect on the surrounding homes.

The Multi-Family Inspection Program stabilizes, maintains, and enhances the apartment communities in Carrollton. The program operates in partnership with the residents and management staff of those apartment communities to achieve this goal through the enforcement of Title 9, Chapter 96 of the Carrollton Code of Ordinances and the Comprehensive Zoning Ordinance. The Multi-Family Inspection Program operates by performing annual inspections of apartment communities, responding to complaints about potential violations of the Carrollton Code of Ordinances and the Comprehensive Zoning Ordinance, and meeting with apartment management on a regular basis to apprise them of various City Codes and regulations.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

In 2013 the City of Carrollton launched an initiative to further address the issues of the aging housing stock. City Council approved the creation of five Neighborhood Empowerment Zones in neighborhoods at the greatest risk of distress due to housing conditions, age, and condition of infrastructure. The boundaries of the Neighborhood Empowerment Zones were determined to coincide with the NOTICE Neighborhoods program already in effect.
One of the current incentives for residents and owners within the Neighborhood Empowerment Zones is the waiving of construction fees, including building permit fees, impact fees, platting fees, and project permit fees (fences, electrical, plumbing, etc.), within the zones, for both commercial and residential properties to encourage repair, rehabilitation, and redevelopment.

Two programs operating in conjunction with the Neighborhood Empowerment Zones:

- **Neighborhood Empowerment Zone Minor Home Repair:** Income qualifying homeowners living in one of the five Neighborhood Empowerment Zones can receive up to $7,500 for exterior improvements, including items that are not on the house itself, such as fences, sewers, and retaining walls. In PY2018 Carrollton successfully completed four projects to assist low to moderate income homeowners for sewer line and drainage repairs, housing repairs, and fence repairs.

- **Single-Family Rehabilitation Incentive:** Any homeowner living in a Neighborhood Empowerment Zone in a home that is at least 5 years old qualifies for reimbursement of 25% of exterior rehabilitation expenses. The homeowner must invest a minimum of $1,000. In PY2018 Carrollton residents successfully completed twenty-nine renovation projects.

These concepts offer another level of support to property owners and neighborhoods in concert with the infrastructure reinvestment and targeted code enforcement efforts that are already part of each NOTICE initiative.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

During PY2018, the City of Carrollton has continued to demonstrate its commitment to the eradication of lead-based paint hazards in the community.

For residents receiving assistance under the City’s Minor Home Repair, Emergency Repair Program, and People Helping People Programs the City follows federal regulations, where a lead-based paint hazard is involved. To determine if a lead-based paint hazard is present, houses built before 1978 are tested for the presence of lead by a certified technician. In the event lead-based paint is present, the City hires technicians certified in safe work practices for the removal of lead-based paint.

All CDBG-funded projects meet all applicable regulations related to lead-based paint. Residences built before 1978 utilizing the Minor Home Repair Program are tested for lead-based paint to comply with HUD requirements. In the event that lead-based paint is detected, HUD guidelines are followed, including the distribution of lead-based paint information.
## Estimated Housing Units at Risk For Lead-Based Paint in Carrollton

### Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

During PY2018, the City of Carrollton provided funding to five social service agencies to address local objectives and strategies identified in the 2014-2018 Consolidated Plan. These activities were funded from the General Fund in an amount of $423,055.

The City Council considers the award of social service contracts annually. The City of Carrollton is proud of its continued partnership with the identified agencies/organizations. A brief outline of the specific services and activities offered by each of the agencies is included in Appendix 1.

In PY2018 these agencies cumulatively served 11,353 individuals in Carrollton. Of these individuals, 1,138 (10%) were elderly, 604 (5.3%) were disabled and 2,023 (43.9%) were identified as female head of household. The agencies identified and served 4,971 (43.8%) Hispanics, 2,823 (24.9%) African-Americans, and 449 (3.9%) Asians within the Carrollton community. These 3 demographic groups accounted for 72.6% of the individuals served by the city-funded social service agencies. The numbers and types of specific services provided over the last year have not been presented in this document due to the overwhelming number of social services provided by these agencies.

### Actions taken to develop institutional structure. 91.220(k); 91.320(j)

#### Neighborhood Reinvestment - NOTICE General Funds

The City’s NOTICE program uses general funds for one project a year in Carrollton’s low- and moderate-income neighborhoods to provide safe streets, sidewalks, alleys and utility lines, similar to CDBG funded NOTICE projects. This program has been a vital change agent in the communities and it positively impacts the quality of life of the citizens. In general, the NOTICE program targets financial resources for the design and implementation projects in one neighborhood at a time until the entire public infrastructure in that area has been repaired or reconstructed. In addition, the City conducts targeted and strengthened code enforcement efforts in the same neighborhood to foster a greater sense of neighborhood pride and an overall healthier community. The City also follows up with improvements to public parks and/or other neighborhood facilities.

### Table: Estimated Housing Units at Risk

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Housing Units</th>
<th>Estimated % at Risk</th>
<th>Estimated Number of Housing Units at Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1939 and earlier</td>
<td>157</td>
<td>90%</td>
<td>141</td>
</tr>
<tr>
<td>1940 - 1959</td>
<td>1,427</td>
<td>80%</td>
<td>1,142</td>
</tr>
<tr>
<td>1960 - 1979</td>
<td>12,797</td>
<td>62%</td>
<td>7,934</td>
</tr>
<tr>
<td>Total Housing</td>
<td>14,381</td>
<td>64%</td>
<td>9,217</td>
</tr>
</tbody>
</table>
**Neighborhood Matching Grants**

In order to establish a more proactive municipal presence in neighborhoods across the city during PY2018 the City reinforced its commitment to provide matching grants to neighborhood groups to upgrade and restore public property. The City allocated $60,000 of general funds for Neighborhood Enhancement Matching Grants (NEMGP) in PY2018. The residents of Carrollton have increasingly embraced neighborhood revitalization initiatives throughout the community.

The City received and approved one application for a NEMGP beautification grants in PY2018.

The City awarded two (2) Sign Topper grants in PY2018.

**Actions taken to enhance coordination between public and private housing and social service agencies.** 91.220(k); 91.320(j)

This section is not applicable as Carrollton does not have a public housing authority.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice.** 91.520(a)

In PY2014 the City of Carrollton completed the Analysis of Impediments to Fair Housing and continued review of implementation of relevant aspects in PY2018. Carrollton is currently starting the process for developing a new AI for the coming 5-year period.
CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Carrollton’s Community Development Program continuously monitors programs and projects to ensure compliance with all applicable laws and regulations. Staff focuses on environmental, financial, labor relations, and programmatic areas.

The environmental standards and procedures developed and implemented include the completion of compliance checklists for all activities and the City’s annual Environmental Review Record (ERR). Staff maintains a copy of the ERR available for year-round public review during regular business hours in the Community Services Office at City Hall, 1945 E Jackson Road, Carrollton Texas.

Community Development Program staff and the City’s accounting staff administer financial monitoring for all projects, programs, and activities. The City’s Treasury Division works closely with Community Development Program staff to ensure that all drawdowns are made after all ledgers and records have been reconciled and approved. The City’s Purchasing Department assists with procurement and the general bidding process to ensure compliance with all applicable state and federal regulations. The financial operations and expenditures of the City are audited on an annual basis by an independent accounting firm.

The Community Development staff administers monitors and reviews labor standards on all capital improvement projects. Contractors are provided with training prior to the start of each project. All applicable Davis-Bacon and Related Acts (DBRA) are explained to the contractor. All contractor payments are contingent upon payment of proper wages to employees and the City’s receipt of appropriate payroll records. Contractors are reviewed to ensure they have a SAMS and DUN number and have not been disbarred from receiving federal funds.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The first public hearing was scheduled for November 14, 2019 before the Neighborhood Advisory Commission (NAC), the second public hearing was scheduled for December 3, 2019 before the City Council. Notices were public in the Dallas Morning News, the newspaper of record prior to each hearing. These hearings summarized the report, noting that it has been available for review either in person at City Hall or through the City’s website. Citizen comments were welcomed at the hearings or in writing and instructions were provided on how to comment.
**NAC Public Hearing - 11/14/2019.** The Neighborhood Advisory Commission (NAC) held the first public hearing on November 14, 2019 to receive comments on the CAPER. There were no comments received relating to the CAPER from the public. NAC commissioners inquired about the following:

Commissioner Anderson inquired about Goal 3 on the table located on page 3. He asked why no CDBG funds were listed for the projects completed. Staff informed the commissioner Goal 3 is a category to track city funded grant projects, NEMGP and Sign Toppers, and is used to indicate local funding being leveraged to improved neighborhoods in the city.

Commissioner Anderson pointed out 2 typographical errors. Staff took the information and made appropriate changes.

Commissioner Anderson inquired about the Analysis of Impediments listed in the CAPER. Staff informed the commissioner a new Analysis of Impediments is currently being developed to work in conjunction with the 2019-2023 Consolidated Plan.

Vice-Chair Foster inquired into the amount of social service funding given to Metrocrest Services this past year. Staff informed Vice-Chair Foster the actual amount given to Metrocrest Services was not available as part of the packet but was awarded approximately $350,000 in general funds from the city.

Commissioner Harmon asked for staff to provide an overview of the CDBG program by staff so new commissioners had basic knowledge of the program. Staff discussed the time line the city has been accepting CDBG funding from the U.S. Department of Housing and Urban Development and the types of projects the funding has been used for in the city.

The NAC voted 9-0 to accept the draft PY2018 CAPER and send it before the City Council for a second public hearing on December 3, 2019.

**City Council Public Hearing - 12/3/2019.** The City Council held a second public hearing on December 3, 2019 to receive comments on the PY2018 CAPER.

Public Notices. The presented notices in Attachment 2 were featured on the City's website and were published in the Dallas Morning News on November 3, 2019, November 10, 2019, November 17, 2019, and November 24, 2019.
CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

No changes

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

City of Carrollton is not a BEDI grantee.
Attachment 1

Carrollton Social Service Agencies

ATTACHMENT

Social service agencies funded through General Funds

Appendix 1 – Social Service Agencies and Services Offered

Bea’s Kids
P.O. Box 110165, Carrollton, TX 75011-0065
Phone: (972) 342-8175
Email: beaskidstutoring.com
Website: www.beaskids.org

Bea’s Kids is a non-profit 501(c)(3) organization that has been serving underprivileged children and parents since 1990. Services include educational, cultural, recreational and sports programs and activities. The program also provides food, clothing and medical/dental care. Bea’s Kids leads a crusade against hunger, illiteracy, domestic strife, parental neglect, drugs, violence, gangs, school dropouts and poverty.

CASA of Denton County, Inc
614 N. Bell Avenue, Denton, TX 76209
Phone: (940) 243-2272
Email: gstuder@casadenton.org
Website: www.casadenton.org

CASA of Denton County, Inc. serves children (ages 0-18) who have been removed from their homes by Child Protective Services due to abuse or neglect. Their service area is Denton County and includes children from the portion of Carrollton within Denton County. CASA provides independent, objective guidance in court regarding the children’s best interests and is a constant provider of support during that experience.

Metrocrest Services
13801 Hutton Drive, Ste.150, Farmers Branch, TX 75234
Phone: (972) 446-2100
Email: teubanks@metrocrestsocialservices.org
Website: www.metrocrestsodicalservices.org

Metrocrest Services provides referral services, short-term emergency assistance for rent, utilities, food, clothing, medical and other financial needs in a time of family crisis. Other services include job assistance, food bank, and thrift store. Metrocrest Services collaborates and partners with local governments, businesses, and non-profits for mobilization and maximization of resources.
WOVEN Health Clinic
1 Medical Parkway, Plaza One, Ste. 149, Farmers Branch, TX 75234
Phone: (972) 755-4656
Email: lrigby@wovenhealth.org
Website: www.wovenhealth.org

WOVEN provides low cost primary care and a limited number of specialty services to uninsured low income residents between the ages of 16 and 65. The focus of the clinic is providing patients a medical home which will help them improve and maintain their health by regular visits with a physician, educational services, and access to resources from the clinic.
**Attachment 2**

**Legal Notice Dallas Morning News**

---

**NOTICE OF HEARING ON OCTOBER 1, 2018 THE CITY OF CARROLLTON**

**NOTICE OF HEARING**

On October 1, 2018 the City of Carrollton received $296,280 of Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development (HUD). In accordance with federal regulations these funds were used for the principal benefit of persons of low to moderate income in Carrollton.

The City of Carrollton is currently in the process of preparing a Final Consolidated Annual Performance and Evaluation Report (CAPER) for the 2018 Program Year. This document reviews and reports on the accomplishments of the Carrollton CDBG program for the period spanning October 1, 2018 through September 30, 2019. A draft copy of the report is available for public review at City Hall, 1945 E. Jackson Road, Carrollton Texas in the Community Development offices located within the Environmental Services Department.

The Neighborhood Advisory Commission (NAC) will hold the first public hearing on Thursday, November 14, 2019 to receive comments on the Consolidated Annual Performance and Evaluation Report (CAPER) for the 2018 Program Year. The public hearing will be held at 6:30 p.m. in the City Council Briefing Room, located on the 2nd floor of City Hall, 1945 E. Jackson Road, Carrollton Texas.

In addition, the City will hold a second public hearing to receive comments on the Consolidated Annual Performance and Evaluation Report (CAPER) for the 2018 Program Year on Tuesday, December 3, 2019. The public hearing will be held at 5:45 p.m. in the City Hall Council Chambers on the 2nd floor of City Hall, 1945 E. Jackson Road, Carrollton Texas.

If you are unable to attend either hearing, you may submit written comments, concerns, and/or ideas to the following address:

City of Carrollton  
C/O Brian Passwaters  
Community Services Manager  
1945 E. Jackson Road  
Carrollton, Texas 75006  
PHONE: (972) 466-5727 FAX: (972) 466-2175  
EMAIL: brian.passwaters@cityofcarrollton.com

Appeared in: The Dallas Morning News on 11/03/2019; 11/10/2019; 11/17/2019 and 11/24/2019
RESOLUTION NO. __________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, ADOPTING THE PROGRAM YEAR 2018 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT; AND PROVIDING AN EFFECTIVE DATE;

WHEREAS, the City of Carrollton received $798,280 in Community Development Block Grant Funds from the United States Department of Housing and Urban Development in Program Year (PY) 2018; and has prepared a Consolidated Annual Performance and Evaluation Report (CAPER); and

WHEREAS, the Neighborhood Advisory Commission reviewed the draft PY2018 CAPER; and

WHEREAS, on November 14, 2019, the Neighborhood Advisory Commission held a public hearing on the draft PY2018 CAPER and, after all persons were given an opportunity to present verbal and written testimony, did consider and make a recommendation to adopt the PY2018 CAPER; and

WHEREAS, the City Council, after having made the draft PY2018 CAPER available for public review in accordance with federal law, conducted a public hearing on December 3, 2019, and thereby provided all persons with an opportunity to present verbal and written testimony, for a period in excess of thirty (30) days; and

WHEREAS, the City Council has concluded the adoption of the PY2018 CAPER is in the best interest of the City and is for the purpose of continued participation in the program and in securing additional community resources for the benefit of low- and moderate-income citizens;

WHEREAS, the City Council has been presented and reviewed the PY2018 CAPER and is attached hereto as Exhibit “A”, which is incorporated herein for all purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT;

SECTION 1.

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and are hereby approved, ratified, and incorporated into the body of this Resolution as if copied in their entirety.
SECTION 2.

The PY2018 CAPER which is attached hereto and incorporated herein for all purposes documents the performance and accomplishments for the Community Development Block Grant as related to the adopted 2014-2018 Consolidated Plan is hereby adopted by the City Council.

SECTION 3.

This report will constitute the PY2018 CAPER for the City of Carrollton, Texas for all matters related to program planning, accomplishments, and performance relative to the Community Development Block Grant program and other programs administered by the United States Department of Housing and Urban Development.

SECTION 4.

The City Manager is authorized to sign the required program certifications and to take all other action necessary to effectuate the intents and purposes of this Resolution.

SECTION 5.

This Resolution shall take effect upon passage.

DULY PASSED AND APPROVED by the City Council of the City of Carrollton, Texas this 3rd day of December, 2019.

____________________________________
Kevin W. Falconer, Mayor

ATTEST:

_________________________________
Laurie Garber, City Secretary

APPROVED AS TO FORM

APPROVED AS TO CONTENT

__________________________________
Meredith A. Ladd, City Attorney

Cory Heiple, Environmental Services Director
CC MEETING: December 3, 2019

DATE: November 25, 2019

TO: Erin Rinehart, City Manager

FROM: Loren Shapiro, AICP, Planning Manager

Hold A Public Hearing And Consider An Ordinance Amending The Zoning To Establish A Special Use Permit For Indoor Used Auto Sales On An Approximately 1.56-Acre Tract Zoned (LI) Light Industrial District And Located At 3227 Skylane Drive; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2019-117 Skylane Motorcars.

BACKGROUND:
This is a request to approve a special use permit (SUP) to allow for indoor used auto sales.

FINANCIAL IMPLICATIONS:
There are no financial implications on the current or future operating budgets regarding this request.

STAFF RECOMMENDATION/ACTION DESIRED:
On November 7, 2019, the Planning and Zoning Commission unanimously recommended APPROVAL of this request with stipulations. No public comments were received. The attached ordinance reflects the action of the Commission.

Staff recommends approval and adoption of the ordinance.
RESULTS SHEET

Date: 12/03/19
Case No./Name: PLSUP 2019-117 Skylane Motorcars

A. STIPULATIONS AND RECOMMENDATIONS

Staff recommends APPROVAL with the following stipulations:

1. Storage of cars shall be indoors only and will be limited to 30 at a time.
2. Four 3” caliper Vitex (ornamental trees) must be planted before a Certificate of Occupancy can be issued.
3. The landscaping needs to be irrigated.
4. Overnight, outside storage of any vehicles shall be prohibited and noted on plans.
5. No outside display shall be allowed.

B. P&Z ACTION from P&Z meeting: 11/07/19:
Result: APPROVED /Vote: (9-0)

C. CC PUBLIC HEARING / ORDINANCE ACTION from CC meeting: 12/03/19:
Result: /Vote:
SPECIAL USE PERMIT

Case Coordinator: Molly J. Coryell

GENERAL PROJECT INFORMATION

SITE ZONING: (LI) for the Light Industrial District

<table>
<thead>
<tr>
<th>SURROUNDING ZONING</th>
<th>SURROUNDING LAND USES</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH (LI) for the Light Industrial District</td>
<td>Warehouse</td>
</tr>
<tr>
<td>SOUTH (LI) for the Light Industrial District</td>
<td>Auto-Related Uses</td>
</tr>
<tr>
<td>EAST (LI) for the Light Industrial District</td>
<td>Auto-Related Uses</td>
</tr>
<tr>
<td>WEST (LI) for the Light Industrial District</td>
<td>Auto-Related Uses</td>
</tr>
</tbody>
</table>

REQUEST: Established a Special Use Permit for an indoor used auto sales space with a showroom, office, and maintenance area

PROPOSED USE: Indoor used car sales

ACRES/LOTS: 1.517-acres/1 lot

LOCATION: On the north side of Skylane, approximately 500 feet west of Midway Road

HISTORY: The property was originally platted in 1978.

COMPREHENSIVE PLAN: Industrial

TRANSPORTATION PLAN: Skylane Drive is a local street, Midway Road is an (A6D) 6-Lane Divided Arterial.

OWNER: Global Unique Logistics Corp.

APPLICANT: Roger Lee
**STAFF ANALYSIS**

**REQUEST**

The applicant is requesting a Special Use Permit (SUP) which will allow Indoor Used Auto Sales which will include space for light maintenance.

**ELEMENTS TO CONSIDER**

1. Article V of the City of Carrollton’s Comprehensive Zoning Ordinance requires an SUP for Used Auto Sales.
2. All business operations will remain indoors. Outdoor display for the sale of vehicles shall be prohibited.

   *Stipulations number 4, under the result sheet, is not necessary as outdoor display is prohibited.*

3. Skylane Drive and other adjacent streets along the west side of Midway Drive contain many auto-related uses including other used auto sale dealers, repair, and maintenance of automobiles.
4. The landscaping will be updated prior to the issuance of a Certificate of Occupancy.

**PURPOSE OF THE SPECIAL USE PERMIT**

The purpose of a Special Use Permit is to authorize and regulate uses which may be beneficial in a specific instance to the general welfare of the community, yet ensure that such uses are not detrimental to surrounding property, and are consistent with the slated purpose of the zoning district in which such uses are located regarding conditions of operation, location, arrangement and construction.

**CONCLUSION**

Staff believes the SUP should not be detrimental to the surrounding properties and is compatible with the existing land uses in the area. Therefore, staff support the applicant’s request for the SUP to allow Indoor Auto Sales.
LOCATION MAP

PLSUP 2019-117 SkyLane Motorcars
Case No. SUP 2019-117.
SkyLane Motorcars
3227 Skylane Dr
Carrollton, TX
A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, November 7, 2019 at 7:00 p.m. in the Council Chambers at City Hall.

Commission Members Present:
Chad Averett, Chair
Larry Kiser, Vice Chair
Margot Diamond
Randall Chrisman
Mel Chadwick
Sunil Sundaran
John Denholm
Kathryn Taylor
Tony Romo II

Commission Members Absent:

John Powell, Alternate

Staff Members Present:
Loren Shapiro, Planning Manager
Rob Guarnieri, Planning Review Manager
Susan Keller, 1st Asst. City Attorney
Lydia Tormos, Admin Support Specialist

Guests Present:
Council Liaison Steve Babick

(Note: * = designation of a motion)


Shapiro explained that the request is for a Special Use Permit to allow auto sales indoors at a property located on Skylane Drive. He explained that staff has requested revised landscape plans be provided to staff prior to the City Council meeting. Staff recommended approval with stipulations.

Chair Averett opened the public hearing; there being no speakers, he opened the floor for discussion or a motion.

* Denholm moved to close the public hearing approve with stipulations Case No. PL SUP 2019-117 Skylane Motorcars; second by Kiser and the motion was approved with a unanimous 9-0 vote.
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AMENDING ITS COMPREHENSIVE ZONING ORDINANCE BY ESTABLISHING SPECIAL USE PERMIT NUMBER 457 TO PROVIDE FOR USED AUTO SALES UPON PROPERTY LOCATED AT 3227 SKYLANE DRIVE; AMENDING THE OFFICIAL ZONING MAP; AND PROVIDING PENALTY, SEVERABILITY, REPEALER AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

WHEREAS, at a public hearing held on the Seventh day of November, 2019, the Planning & Zoning Commission considered and made recommendation on a certain request for a Special Use Permit (Case No. PL SUP 2019-117);

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the City of Carrollton, as amended; and

WHEREAS, the City Council conducted a public hearing on the Third day of December 2019, at which all persons were given an opportunity to present testimony; and

WHEREAS, the City Council has determined the following amendment to the zoning laws to allow the requested use is not detrimental to the surrounding property, and is consistent with the purpose of the zoning district in which the above described property is located; and

WHEREAS, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals and general welfare:

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

Section 1.

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified and incorporated into the body of this Ordinance as if copied in their entirety.
Section 2.

Special Use Permit Number 457 is hereby established for a certain tract located at 3227 Skylane Drive and being more specifically described on Exhibit A and generally depicted on Exhibit B, providing for the following:

I. Permitted Use

Used Auto Sales

II. Special Development Standards

Development shall be in accordance with the Conceptual Site Plan and Conceptual Landscape Plan attached as Exhibits C and D respectively, with the following special conditions, restrictions, and regulations:

1. Storage of cars shall be indoors only and will be limited to a maximum thirty (30) vehicles.
2. Four (4) 3” caliper Vitex (ornamental trees) must be planted before a Certificate of Occupancy can be issued.
3. The landscaping must be irrigated.
4. No outside display shall be allowed.

Section 3.

The Comprehensive Zoning Ordinance and the Official Map are hereby amended to reflect the action taken herein.

Section 4.

Any person violating a provision of this ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 5.

The provisions of this ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

Section 6.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance and the Official Zoning Map, as amended, shall remain in full force and effect.
Section 7.

This ordinance shall become and be effective on and after its adoption and publication.

PASSED AND APPROVED this the Third day of December 2019.

CITY OF CARROLLTON

By: _____________________________________________
Kevin W. Falconer, Mayor

ATTEST:

______________________________
Laurie Garber
City Secretary

APPROVED AS TO FORM:  
APPROVED AS TO CONTENT:

______________________________  
______________________________
Susan Keller     Molly J. Coryell
Assistant City Attorney  Planner
EXHIBIT A
LEGAL DESCRIPTION

BELTWOOD NORTH PHASE 4

BLOCK B, LOT 1.2

ACS 1.517
EXHIBIT B
LOCATION MAP

PLSUP 2019-117 SkyLane Motorcars
EXHIBIT C
CONCEPTUAL SITE PLAN

Case No. SUP 2019-117.

Scale 1" = 30'

LEGEND

CONCRETE PAVEMENT
ASPHALT PAVEMENT
CURB
MOWED ZONE
CAPPED IRON CURB
SIDEWALK
CENTRE MEDIAN
DIFFRACTOR
YIELD MARKER
PARALLEL PARKING
PARALLEL STREET
FIRE AREA
REVIEW

SURVEYING ASSOCIATES
1618 SOUTH BUCKLEY AVE.
DALLAS, TEXAS 75217
PHONE (214) 940-8673
FAX (214) 940-2854
Email: info@surveying.com
EXHIBIT D
CONCEPTUAL LANDSCAPE PLAN

SkyLane Motorcars
3227 Skylane Dr
Carrollton, TX
CC MEETING: December 3, 2019

DATE: November 25, 2019

TO: Erin Rinehart, City Manager

FROM: Loren Shapiro, AICP, Planning Manager

Hold A **Public Hearing And Consider An Ordinance Amending The Zoning To Establish A Special Use Permit For Warehouse/Distribution On An Approximately 3.42 Acre Tract Zoned (FWY) Freeway District And Located At 1545 Crescent Drive; Amending The Official Zoning Map Accordingly. Case No. PLSUP 2019-132 Warehouse At Crescent.**

**BACKGROUND:**
This is a request to approve a special use permit (SUP) to construct a warehouse/distribution facility.

On December 12, 2018, the City Council adopted an ordinance amending the Comprehensive Zoning Ordinance requiring a special use permit for warehouse/distribution uses in the (FWY) Freeway District, effective January 1, 2019.

**FINANCIAL IMPLICATIONS:**
There are no financial implications on the current or future operating budgets regarding this request.

**STAFF RECOMMENDATION/ACTION DESIRED:**
On November 7, 2019, the Planning & Zoning Commission recommended **APPROVAL.** One public comment card was received. The attached ordinance reflects the action of the Commission.

Staff recommends approval with revised stipulations provided in the result sheet, and adoption of the ordinance with the revised stipulations.
RESULTS SHEET

Date: 12/03/19
Case No./Name:  PLSUP 2019-132 Warehouse at Crescent

A. STIPULATIONS AND RECOMMENDATIONS

Staff recommends APPROVAL with the following stipulations:

1. Development shall be in accordance with the Conceptual Site Plan, Landscape Plan and Building Elevations attached, provided however that:
   a. The development shall provide appropriate truck court / loading area.
   b. The allowable area shall comply with the 2018 International Building Code.

B. P&Z ACTION from P&Z meeting: 11/07/19:
   Result: APPROVED with stipulations /Vote: 9-0

C. CC PUBLIC HEARING / ORDINANCE ACTION from CC meeting: 12/03/19:
   Result: /Vote:
SPECIAL USE PERMIT

Case Coordinator: Michael McCauley

GENERAL PROJECT INFORMATION

SITE ZONING: (FWY) Freeway District.

<table>
<thead>
<tr>
<th>SURROUNDING ZONING</th>
<th>SURROUNDING LAND USES</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH (FWY) Freeway District</td>
<td>Warehouse, Distribution and Storage</td>
</tr>
<tr>
<td>SOUTH (FWY) Freeway District</td>
<td>Warehouse Distribution and Storage</td>
</tr>
<tr>
<td>EAST (FWY) Freeway District</td>
<td>Commercial and Industrial Multi-Tenant Facility</td>
</tr>
<tr>
<td>WEST (LI) Light Industrial District</td>
<td>Undeveloped (Proposed Warehouse Distribution and Storage Facility)</td>
</tr>
</tbody>
</table>

REQUEST: A Special Use Permit to construct a warehouse/distribution facility

PROPOSED USE: Warehouse/distribution

ACRES/LOTS: Approximately 3.42 acres / 1 undeveloped lot

LOCATION: 1545 Crescent Drive (southwest corner of Capital Parkway and Crescent Drive)

HISTORY: No known history on this lot

COMPREHENSIVE PLAN: Commercial (High Intensity)

TRANSPORTATION PLAN: Capital Parkway is designated as an (A4D) 4-Lane Divided Arterial and Crescent Drive is designated as a Local roadway.

OWNER: Wesley Jeanes

REPRESENTED BY: Todd Marchesani / Frontier Equity
STAFF ANALYSIS

PROPOSAL

The applicant is requesting approval of a Special Use Permit (SUP) to construct a warehouse/distribution facility in the (FWY) Freeway District.

ELEMENTS TO CONSIDER

1. The developer is planning to construct 2 warehouse facilities next to one another; one is located at the southeast corner of Capital Parkway and Capital Drive (LI zoned and allowed by right) and one located at the southwest corner of Capital Parkway and Crescent Drive (FWY zoned and requires a SUP). This SUP application is just for the property located at the southwest corner of Capital Parkway and Crescent Drive (1545 Crescent Drive) and its review is not contingent on the warehouse proposal for the southeast corner of Capital Parkway and Capital Drive.

2. The property is located approximately 700 feet west from IH-35E and is surrounded by existing warehousing and multi-tenant buildings.

3. Other than noted in staff’s recommended stipulations, the development proposal meets the remaining standards set forth in the city’s Comprehensive Zoning Ordinance under Article XVI (FWY) Freeway District Regulations.

4. The truck court and dock doors will be located along the west side (back) of the building and be concealed from view from Crescent Drive and IH-35E.

   The truck court and dock doors shall be consistent with the conceptual site plan. The truck court and dock doors areas are consistent with the Comprehensive Zoning Ordinance. Therefore, stipulations 1a and 1b are no longer necessary.

5. The front elevation provides some similar features shown on other buildings in the vicinity, but with a slightly more modern design.

6. The purpose of a SUP is to authorize and regulate uses which may be beneficial in a specific instance to the general welfare of the community, yet ensure that such uses are not detrimental to surrounding property, and are consistent with the stated purpose of the zoning district in which such uses are associated regarding conditions of operation, location, arrangement and construction.

CONCLUSION

Because the proposed use is comparable to many of the neighboring uses in the area, staff believes the use and development design should not be detrimental to surrounding properties.
1402 Capital Drive
69,385 sf

1545 Crescent Drive
70,260 sf

Conceptual Site Plan

Project Data

Gross Site area: 6.94 Acres
302,150 SF

- 1402 Capital Dr
  3.52 Acres
  Building 1
  Dock Doors: 16
  Car Parking: 54 Spaces
  Building Coverage: 45.3%

- 1545 Crescent Dr
  3.42 Acres
  Building 2
  Dock Doors: 15
  Car Parking: 41 Spaces
  Building Coverage: 47.2%

Total Building SF: 139,645 SF
Total Building Coverage: 46.2%
Impervious Coverage: 84.5%

Vicinity Map

City File No. PLSUP 2019-132

10.23.2019 City Comments Resubmittal
A meeting of the City of Carrollton Planning & Zoning Commission was held on Thursday, November 7, 2019 at 7:00 p.m. in the Council Chambers at City Hall.

**Commission Members Present:**
Chad Averett, Chair
Larry Kiser, Vice Chair
Margot Diamond
Randall Chrisman
Mel Chadwick
Sunil Sundaran
John Denholm
Kathryn Taylor
Tony Romo II

John Powell, Alternate

**Staff Members Present:**
Loren Shapiro, Planning Manager
Rob Guarnieri, Planning Review Manager
Susan Keller, 1st Asst. City Attorney
Lydia Tormos, Admin Support Specialist

Michael McCauley, Senior Planner
Herb Cavanaugh, Fire Department
Tom Hammons, Transportation Div Mgr

**Guests Present:**
Council Liaison Steve Babick

(Note: * = designation of a motion)


Senior Planner Michael McCauley advised that the applicant has requested a Special Use Permit in order to construct a warehouse distribution facility. He stated that the applicant plans to develop two facilities; one on the southeast corner of Capital Parkway and Capital Drive with the base zoning of Light Industrial; the second one on the southwest corner of Capital Parkway and Crescent Drive with the base zoning of Freeway. He stated the property is about 700 feet west of N. IH-35E; the truck doors and dock are located behind the building as required and away from the view of Crescent Drive and N. IH-35E. The front elevations provide some similar features to the buildings in the vicinity that surround the site but provide a slightly more modern design with a little more scoring on the façade as well as more glass and metal awnings. He stated that because the proposed use is compatible with the neighboring uses in the surrounding area, staff believes the use and the development design should not be detrimental to the surrounding properties. Staff recommended approval with the amended stipulations provided during the briefing session.
Denholm noted that the truck court would be against the property line as well as the driveway on the property line and asked if there would be an access easement to keep the space open. McCauley replied that it would be required as part of the replat request and referred to the stipulations.

Sundaran asked for confirmation that the truck bays would be behind the building and not visible from the freeway and McCauley replied affirmatively.

Chair Averett opened the public hearing; there being no speakers, he opened the floor for discussion or a motion.

* Chadwick moved to close the public hearing and approve Case No. PL SUP 2019-132 Warehouse At Crescent with the revised staff stipulations; second by Kiser. Chair Averett stated he was in favor of the request because the location is clearly an already established industrial area noting it was a good distance from the freeway and visibility would not be an issue. The motion was approved with a unanimous 9-0 vote.
PUBLIC COMMENTS

Name: James Hoogermaal
Address: 1533 Crescent LLC
City, ST, ZIP: MAIDEN, NC 28660

For your opinion of opposition or support on the proposed change to be considered by the Planning & Zoning Commission or City Council, you must completely fill out this form, sign and date it and return it before end of business day one day prior to the public hearing.

I hereby register my: [X] Support  [ ] Oppose

To Case No./Name: PLSUP 2019-132 Warehouse at Crescent

Comments: I/WE STRONGLY SUPPORT AN SUP FOR A WAREHOUSE DISTRIBUTION FACILITY!
THIS IS THE PERFECT USE FOR THAT LAND AREA OF CARROLLTON!!

Nature: [Signature]
Date: 10/30/19
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARROLLTON, TEXAS AMENDING ITS COMPREHENSIVE ZONING ORDINANCE BY ESTABLISHING SPECIAL USE PERMIT NUMBER 456 TO PROVIDE FOR WAREHOUSE/DISTRIBUTION UPON PROPERTY LOCATED AT 1545 CRESCENT DRIVE; AMENDING THE OFFICIAL ZONING MAP; AND PROVIDING PENALTY, SEVERABILITY, REPEALER AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

WHEREAS, at a public hearing held on the Seventh day of November 2019, the Planning & Zoning Commission considered and made recommendation on a certain request for a Special Use Permit (Case No. PLSUP 2019-132); and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the City of Carrollton, as amended; and

WHEREAS, the City Council conducted a public hearing on the Third day of December 2019, at which all persons were given an opportunity to present testimony; and

WHEREAS, the City Council has determined the following amendment to the zoning laws to allow the requested use is not detrimental to the surrounding property, and is consistent with the purpose of the zoning district in which the above described property is located; and

WHEREAS, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals and general welfare:

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

Section 1.

All of the above premises are found to be true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified and incorporated into the body of this Ordinance as if copied in their entirety.
Section 2.

Special Use Permit Number 456 is hereby established for a certain approximately 3.42-acre tract located at 1545 Crescent Drive and being more specifically described on Exhibit A and generally depicted on Exhibit B, providing for the following:

I. Permitted Use

Warehouse/Distribution

II. Special Development Standards

Development shall be in accordance with the Conceptual Site Plan, Landscape Plan and Building Elevations attached, as Exhibits C, D and E respectively.

Section 3.

The Comprehensive Zoning Ordinance and the Official Map are hereby amended to reflect the action taken herein.

Section 4.

Any person violating a provision of this ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 5.

The provisions of this ordinance are severable in accordance with Section 10.07 of the Carrollton City Code.

Section 6.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance and the Official Zoning Map, as amended, shall remain in full force and effect.
Section 7.

This ordinance shall become and be effective on and after its adoption and publication.

PASSED AND APPROVED this the Third day of December 2019.

CITY OF CARROLLTON

By: _____________________________
Kevin W. Falconer, Mayor

ATTEST:

______________________________
Laurie Garber
City Secretary

APPROVED AS TO FORM: APPROVED AS TO CONTENT:

______________________________
Susan Keller  Michael McCauley
Assistant City Attorney Senior Planner
EXHIBIT A
LEGAL DESCRIPTION

LOT 1, BLOCK 1
CAPITAL CENTER, PHASE 1
3.4194 ACRES
EXHIBIT B
GENERAL DEPICTION
EXHIBIT C
CONCEPTUAL SITE PLAN
EXHIBIT D
CONCEPTUAL LANDSCAPE PLAN

SUBJECT PROPERTY
EXHIBIT E
CONCEPTUAL BUILDING ELEVATIONS (1 of 3)
EXHIBIT E
CONCEPTUAL BUILDING ELEVATIONS (2 of 3)
Hold A **Public Hearing And Consider An Ordinance Amending Various Development Regulations In The (TC) Trinity Mills Transit Center District Text And Related Sections Of The City Of Carrollton Comprehensive Zoning Ordinance To Amend, Add or Delete Definitions; To Amend Use Categories; And To Improve The General Organization Of The Amended Sections. The Sections To Be Amended Are Article V “Use of Land and Structures”; Article XX “(TC) Transit Center District” And Article XXXIV “Definitions”. Case No PLZT2019-110 CZO Text Changes - Trinity Mills Transit Center.

**BACKGROUND:**
This is a city-initiated case to consider amending the Comprehensive Zoning Ordinance text for the Trinity Mills Transit Center District. The proposed amendments are to provide adjustments to Special Development Plan procedures for properties with master development plans and make minor regulation amendments.

The zoning text amendments will require special use permit approval for surface parking, in Article V “Use of Land and Structures” to match Article XX “Trinity Mills Transit Center District”, which already has the SUP requirement; modify development regulations in the Trinity Mills Transit Center District (Article XX); and add a definition to Article XXIV “Definitions”.

**FINANCIAL IMPLICATIONS:**
There are no financial implications on the current or future operating budgets regarding this request.

**STAFF RECOMMENDATION/ACTION DESIRED:**
On November 7, 2019 Planning and Zoning Commission recommended **APPROVAL** of amendments to the Comprehensive Zoning Ordinance for the Trinity Mills Transit Center District. The
Commission’s motion requested that staff review and add atriums with development standards when forwarded to City Council. No public comments were received or heard at the public hearing. The ordinance reflects the recommendations of the Commission, but without added language related to atriums.

Staff recommends approval and adoption of the proposed ordinance.
RESULT SHEET

Date: 12/03/2019
Case No./Name: PLZT 2019-110 CZO TMTC Amendments

A. STIPULATIONS AND RECOMMENDATIONS

Staff recommends approval of the following CZO amendments to Article XX. Transit Center District, Part 2 Trinity Mills Transit Center District Regulations. New added text shown underlined, removed text are struck through.

1. Article V. Use of Land and Structures.

<table>
<thead>
<tr>
<th>Use Code</th>
<th>Type of Use</th>
<th>Trinity Mills TC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A - Accessory Use  
● - Permitted Use  
S - Special Use Permit  
[ ] - Prohibited Use  
* - Refer to Article XXXIV. for definition

ACCESSORY USES

<table>
<thead>
<tr>
<th>Use Code</th>
<th>Type of Use</th>
<th>Trinity Mills TC</th>
</tr>
</thead>
<tbody>
<tr>
<td>C010</td>
<td>Garage, Private (Residential) *</td>
<td>A</td>
</tr>
<tr>
<td>C023</td>
<td>Parking, Surface, Accessory *</td>
<td>S</td>
</tr>
</tbody>
</table>

PRIMARY USES

17. VEHICULAR PARKING AND STORAGE

<table>
<thead>
<tr>
<th>Use Code</th>
<th>Type of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1703</td>
<td>Parking Garage Structure (For overflow or nonrequired parking as a principal use or located on a separate lot from the main use.)</td>
</tr>
<tr>
<td>C1704</td>
<td>Parking, Surface (For overflow or nonrequired parking as a principal use or located on a separate lot from the main use.)</td>
</tr>
</tbody>
</table>
2. Article XX. Transit Center District Regulations – Part 2 (TMTC) Trinity Mills Transit Center Regulations.

Section B. Definitions.

5. **FLEX/COMMERCIAL READY.** Ground Floor residential uses that may be utilized as future non-residential uses, as regulated in Article V. Use of Land and Structures. On street parking spaces will be utilized to meet this parking requirement. These units are typically located at street level and are subject to the development standards for ground-floor retail or commercial establishments.

3. Section C. General District Standards.

**ZONING & REGULATING MAP:**

Zoning & Regulating Maps, The transit center regulations will establish:

a. Major street types within the district
b. **Character Streets**
c. Form-based and development standards
d. Required at-grade construction
e. Public open space and plazas; and
f. Regional hike and bike corridors

**FUNCTION, LAND USE AND BUILDING TYPE:**

Primarily major employment facilities such as high-density office buildings, shall be allowed throughout the district. Multifamily residential, shopping, dining, personal and business services, and entertainment shall be allowed, in support of the employment centers and public transit to encourage a live, work, and entertainment environment.

For a specific list of permitted uses, see Article V. Use of Land and Structures.

a. **The Use Matrix**, in Article V. Use of Land and Structures, allows select uses by right in the Trinity Mills Transit Center (TMTC) District with an approved Special Development Plan (SDP).

b. **A Special Development Plan (SDP) shall be required for newly constructed buildings or for proposed exterior remodeling.**

c. **A Special Development Plan (SDP) shall not be required for a use allowed by right in the TMTC District under the following conditions:**
   i. An allowed use proposed to occupy space in an existing building with an approved Special Development Plan (SDP), without additional exterior remodeling.
   ii. An allowed use proposed to occupy space in a building existing prior to January 1, 2020 if there is no additional exterior remodeling.

d. **The following uses shall be specifically prohibited in any (TC) Transit Center District:** Any use of property that does not meet the required minimum lot size; front, side or rear yard dimensions; lot depth or width; or which exceeds the maximum height, building coverage
or any other standard as herein required, except as provided by Article XXVIII. of this ordinance.

e. Storage of equipment, material or vehicles, including abandoned vehicles, which are not necessary to the uses permitted in this district.

STREETSCAPE AND LANDSCAPE:

a. Streetscape standards are established in the City’s General Design Standards for both residential and non-residential ground-level frontages.

b. Non-Residential ground floor frontages shall not be required to provide additional landscaping beyond that required in the City General Design Standards.

c. Additionally, residential ground floor frontages shall be required to landscape a minimum of six feet between the edge of sidewalk and the primary building façade, excluding access sidewalks, stairs, stoops, porches and patios. This area may be landscaped with ground cover, low shrubs, ornamental trees and street trees. In addition, street tree wells may also be landscaped. Landscaping for this area is limited to ground cover and low shrubs.

d. Streetscape and landscape standards may be established with an approved Special Development Plan (SDP) or developer agreement between the City and developer. Streetscape and landscaping shall be compatible with adjacent properties providing consistency, character, and identity in the Trinity Mills District.
**SUB-DISTRICT STANDARDS:**

**SUB-DISTRICT STANDARDS** *(Ord. 3321, 09/01/09)*

<table>
<thead>
<tr>
<th>STANDARD</th>
<th>Trinity Mills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Height</strong></td>
<td>Min: 6 stories</td>
</tr>
<tr>
<td></td>
<td>Max: Unlimited</td>
</tr>
<tr>
<td><strong>Build-to Lines</strong></td>
<td>Zero feet from the ROW (6 feet from the ROW if abutting IH-35E and/or Trinity Mills Road)</td>
</tr>
<tr>
<td><strong>Side and Rear Setback Lines</strong></td>
<td>In accordance with the applicable requirements of the building codes of the City of Carrollton</td>
</tr>
</tbody>
</table>

a. A license agreement is required for any encroachment into the right-of-way, unless specified in a binding agreement between the City and developer.

4. Section D. Buildings

**BLOCK FACE:**

It is intended that building walls should be continuous along block faces to create a strong edge to the street and contribute to creating an attractive and active pedestrian environment. Contributing to that goal however, is to allow some limited variation and opportunities for such things as outside dining, pocket parks and special building entry features.

a. Block faces shall contain continuous building frontage with the exception of a mid-block access to parking which is no greater than 24 30 feet in width for vehicular access with additional width dedicated to pedestrian access is permitted and **A minimum 16 15 feet in height shall be provided for garages requiring emergency vehicle access.**
b. Facades shall be built parallel to the street frontage, except at street intersections, where a façade containing a primary building entrance may be curved or angled toward the intersection.

BUILDING FORM:

a. The maximum leasable retail area allowed shall be 30,000 square feet. Buildings which exceed these standards shall require approval of a Specific Use Permit.

b. A building which is located on axis with a terminating street or at the intersection of streets shall be considered a Landmark Building. The building shall be designed with landmark features which take advantage of that location, such as an accentuated entry and a unique building articulation which is off-set from the front wall planes and goes above the main building eave or parapet line.

c. Drive-through windows are prohibited. (Ord. 3321, 09/01/09)

d. Buildings fronting Commercial Character Streets as shown in Section J of this Article shall have their first floor designed to accommodate retail uses. Said design shall include placing entry doors at grade (with no elevated stoop), having clear glass windows comprising no less than 60 percent of the ground floor façade and having an interior ceiling “clear” floor to floor heights no less than 12 feet for residential and live/work uses and 14 feet for non-residential uses.

RESIDENTIAL AT GRADE:

a. All buildings which are constructed for residential units at grade shall include a primary front door entrance into the building or unit which may be accessed from the sidewalk.

b. The entry shall be located a minimum of two feet above the sidewalk elevation.

c. Units must also include windows which provide residents a view of the street and sidewalk area.

NON-RESIDENTIAL AT GRADE:

a. The ground floor entry must be located at the approximate elevation of the adjacent sidewalk.

b. Retail uses adjacent to the sidewalk at grade shall:

i. Be constructed to meet fire code separation from any other uses constructed above, and shall have a minimum clear floor to floor height of 16-14 feet between finished floor and the bottom of the structure above. Mezzanines within the retail space shall be allowed per building code. Residential or live/work uses shall have a minimum 12 feet height clearance.

ii. Have a canopy which extends at least six feet over the sidewalk for at least 75 percent of the frontage.

5. Section E. Parking.

Automobile Parking:

c) Surface parking lots shall be considered a temporary use and allowed only upon approval of a Special Use Permit with a minimum five year initial term, with periodic reviews as
established by the Special Use Permit for continued appropriateness thereafter.

1. An approved Special Development Plan (SDP) is required demonstrating surface parking is temporary and will be replaced with a permanent parking structure.

2. Appropriate screening from public areas, which may include a screening wall and additional landscaping, may be required. *(Ord. 3321, 09/01/09)*

3. **Surface parking underneath elevated right-of-way shall require a Special Use Permit.** A license agreement shall be required from the agency controlling and maintaining the right-of-way.

Automobile Parking Requirements:

a. **Base Parking Requirements** *(Ord. 3321, 09/01/09)*

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Minimum Spaces Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>1.25 spaces per dwelling unit</td>
</tr>
<tr>
<td>Restaurants</td>
<td>1 space per 250 sq ft of floor area</td>
</tr>
<tr>
<td>Retail</td>
<td>1 space per 350 sq ft of building area</td>
</tr>
<tr>
<td>Living Work Space</td>
<td>1 space per 1,000 sq ft</td>
</tr>
<tr>
<td>Office</td>
<td>1 space per 500 sq ft of floor area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Minimum Spaces Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>1 space per dwelling unit</td>
</tr>
<tr>
<td>Restaurants</td>
<td>1 space per 250 sq. ft. of floor area</td>
</tr>
<tr>
<td>Outdoor Dining Areas</td>
<td>1 space per 400 sq. ft. of outdoor dining area</td>
</tr>
<tr>
<td></td>
<td>greater than 250 square feet</td>
</tr>
<tr>
<td>Retail</td>
<td>1 space per 350 sq ft of floor area</td>
</tr>
<tr>
<td>Live Work Space</td>
<td>1 space per 1,000 sq. ft of floor area</td>
</tr>
<tr>
<td>Office</td>
<td>1 space per 500 sq. ft of floor area</td>
</tr>
</tbody>
</table>

Bicycle Parking:

b. **Bicycle Parking Standards**

   i. **Location**

      a) Required bicycle parking must be located within 50-75 feet of an entrance to the building. With permission of the City Manager or designee, bicycle parking may be located in the public right-of-way. *(Excludes bike storage indoors or garages).*

      b) Bicycle parking may be provided within a building, but the location must be easily accessible to bicycles.

   ii. **Covered Spaces**
If covered spaces for motor vehicles are provided on-site, then 50% of the bicycle parking shall also be covered, unless otherwise approved by the City Manager or designee.

iii. Signs

If the bicycle parking is not visible from the street, then a sign must be posted indicating the location of the bicycle parking facilities.

iv. Rack types and required areas

Bicycle racks and the area required for parking and maneuvering must meet the City General Design Standards or be approved by the City Manager or designee (see below). Bicycle lockers may also be allowed as part of meeting the Bicycle parking requirement but must be approved as to type and location.

d. Standards for Bicycle Rack Types and Dimensions

   ii. Parking Space Dimensions

   a) Bicycle parking spaces must be at least six feet long and two feet wide, and in covered situations, the overhead clearance must be at least seven feet.

   a) An aisle for bicycle maneuvering must be provided and maintained beside or between each row of bicycle parking. This aisle must be at least five feet wide.

   b) Each required bicycle parking space must be accessible without moving another bicycle.

   c) Areas set aside for bicycle parking must be clearly marked and reserved for bicycle parking only.


2. STANDARDS:

   a. For Streetscape and Lighting specifications, see the City-approved City General Design Standards for the appropriate Transit Center Sub-District.

   b. Lighting standards may be established with an approved Special Development Plan (SDP) or via an developer’s agreement between the City and developer. Lighting shall be compatible with adjacent properties providing consistency, character, and identity in the Trinity Mills District.

   c. Lighting elements shall be incandescent, metal Halide, halogen, or LED only. No HID or fluorescent lights (except fluorescent bulbs that screw into standard socket fixtures) may be used on the exterior of buildings.

   d. All lighting shall be focused downward or narrowly focused on its intended target such as signing. No lighting source from a commercial activity shall be visible by a residential unit.

   e. Mechanical and electrical equipment, transformers, meters, and garbage containers shall be located and screened so that they are not visible from the street or other public area.
On-street bicycle parking shall be located within the band created by street trees and pedestrian street lights, however, they must be placed in a manner that avoids conflicts with pedestrian and vehicular paths.

7. Section H. Administration.

1. SPECIAL DEVELOPMENT PLAN APPROVAL:

All development requested in the (TMTC) Trinity Mills Transit Center District Center requires Special Development Plans (SDP).

a. Special Development Plans (SDP) are intended to allow applicants development flexibility to address specific market opportunities and/or contexts. An application for a Special Development Plan shall be considered by the City Council after the Planning and Zoning Commission has made a recommendation, *except for properties with an approved master development agreement*. City Council shall review and approve Special Development Plans (SDPs) for each phase or portion of phase as development occurs.

b. City Council shall be the only entity required to approve Special Development Plans (SDPs) for projects with master plans and a Master Development Agreement. City Council shall review and approve Special Development Plans (SDPs) for each phase or portion of phase as development occurs. Said Special Development Plans (SDPs) shall follow the Master Site Plan associated with the Master Development Agreement or other agreements.

c. City Council may grant modifications to the Trinity Mills Transit Center District standards for proposals created to support economic development, sustainable tax base, job creation, and/or a destination by establishing adjacency predictability of private development that supports and leverages investment in and around the Greenline DART Station.

d. The City Manager or designee shall review, make recommendations on any SDPs, and shall forward all SDP applications to the Planning and Zoning Commission or City Council, as applicable and required under this section. In evaluating an SDP, City Council shall consider the extent to which the application meets any of the following:

   i. Provides a “Master Plan” approach by consolidating multiple properties to create a predictable, market responsive development for the area; or
   
   ii. Fits the vision of the *Trinity Mills* Transit Center Districts.

e. Special Development Plans must include the following information:

   i. Site plan
   
   ii. Parking plan
   
   iii. Grading plan
   
   iv. Landscape, *Plan* and Streetscape, and *Street Lighting Plan*
   
   v. Color building elevations and sections
   
   vi. Building function/proposed use
   
   vii. Specific development standards or other agreements
   
   viii. Related parking or traffic study, when required by the City Manager or designee
f. Sign modifications shall be in accordance with the Sign Ordinance.

g. The City may impose conditions on granting any modifications to Standards in order to minimize any potential negative impact on the district, neighboring properties or public streets or open space. This may include screening, a time limit or other requirement.

8. Section I. Miscellaneous Requirements

1. UTILITIES:

All utilities located within 200 feet of the front property line which will serve any lot or parcel within the (TMTC) Trinity Mills Transit Center District shall be installed underground, except for any transmission or feeder lines, either existing or proposed, located within the (TMTC) Trinity Mills Transit Center District, provided that such transmission or feeder lines shall be located within a designated paved easement or alley way provided by the property owner.

Any above ground cabinets, pedestals or above ground transmission lines visible from streets shall be screened by landscaping, decorative walls, or with an art theme in character with the Trinity Mills Transit Center.

Nothing set forth herein shall prohibit or restrict any utility company from recovering the difference between the cost of overhead facilities and underground facilities. Each utility whose facilities are subject to the provisions of this Article shall develop policies and cost reimbursement procedures with respect to the installation and extension of underground service.

10. **Article XXXIV. Definitions.**

**LIVE/WORK UNIT:** As defined by the adopted building code of the City of Carrollton and provided the use is allowed in Article V. Use of Land and Structures.

**B. P&Z RECOMMENDATION** from P&Z meeting: 10/03/2019
Result: **CONTINUED** to the November 7, 2019 meeting/Vote: 8-0 (Kiser absent)

**C. P&Z RECOMMENDATION** from P&Z meeting: 11/07/2019
Result: **APPROVED with an additional stipulation**/ Vote: 9-0

1. Atriums shall be allowed and standards established in the Trinity Mills Transit Center.

**D. CC RECOMMENDATION** from CC meeting: 12/03/2019
Result: /Vote:
SUMMARY OF COMPREHENSIVE ZONING ORDINANCE AMENDMENTS

The zoning ordinance needed updates, clarifications, and corrections for preparation for near-term development and redevelopment in the Trinity Mills Transit Center District. The amendments focus on Article XX. Transit Center District, Part 2 Trinity Mills Transit Center. The following pages provide a summary of recommended changes to the Comprehensive Zoning Ordinance to Articles V. Use of Land and Structures, XX. Transit Center District, and XXXIV. Definitions. Underlined text indicates added text and strike throughs are for removal of regulations.

A. Article V. Use of Land and Structures

An update needed is to revise Article V. Use of Land and Structures (Land Use Matrix) to be consistent with Article XX. Transit Center District, Part 2 Trinity Mills Transit Center District. The current regulations, in Article XX. Transit Center District, Part 2, require a Special Use Permit (SUP) for surface parking. However, Article V. Use of Land and Structures requires a Special Development Plan instead.

Typically, surface parking is prohibited in the Trinity Mills Transit Center. However, surface parking would be allowed for a temporary period when future phases of a master planned development would replace the surface parking with structured spaces. This change would make the two sections of the CZO match.

<table>
<thead>
<tr>
<th>Use Code</th>
<th>Type of Use</th>
<th>Trinity Mills TC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Accessory Use</td>
<td></td>
</tr>
<tr>
<td>●</td>
<td>Permitted Use</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Special Use Permit</td>
<td></td>
</tr>
<tr>
<td>[ ]</td>
<td>Prohibited Use</td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>Refer to Article XXXIV. for definition</td>
<td></td>
</tr>
</tbody>
</table>

**ACCESSORY USES**

<table>
<thead>
<tr>
<th>Use Code</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>C010</td>
<td>Garage, Private (Residential) *</td>
<td>A</td>
</tr>
<tr>
<td>C023</td>
<td>Parking, Surface, Accessory *</td>
<td>SDP S</td>
</tr>
</tbody>
</table>
The use matrix contained in Article V. Use of Land and Structures, above, shows the proposed change to require surface parking through a SUP process, instead of through a Special Development Plan.

B. Article XX. Transit Center District, Part 2 Trinity Mills Transit Center Regulations

1. Added a definition for Flex/Commercial Ready. These uses are "flex" space constructed to convert from a residential unit to a non-residential unit.

SECTION B. DEFINITIONS.

5. FLEX/COMMERCIAL READY. Ground Floor residential uses that may be utilized as future non-residential uses, as regulated in Article V. Use of Land and Structures. On street parking spaces will be utilized to meet this parking requirement. These units are typically located at street level and are subject to the development standards for ground-floor retail or commercial establishments.

2. Add Character Streets to the list of regulating maps.

SECTION C. GENERAL DISTRICT STANDARDS.

1. ZONING & REGULATING MAP:

Zoning & Regulating Maps, The transit center regulations will establish:

a. Major street types within the district
b. Character Streets
c. Form-based and development standards
d. Required at-grade construction
   Public open space and plazas;
   and
f. Regional hike and bike corridors
3. *The proposed amendments clarifies Special Development Plans (SDPs) are allowed uses and provisions to when a plan is required related to existing buildings.*

**FUNCTION, LAND USE AND BUILDING TYPE:**

Primarily major employment facilities such as high-density office buildings, shall be allowed throughout the district. Multifamily residential, shopping, dining, personal and business services, and entertainment shall be allowed, in support of the employment centers and public transit to encourage a live, work, and entertainment environment.

For a specific list of permitted uses, see Article V. Use of Land and Structures.

- **a.** The Use Matrix, in Article V. Use of Land and Structures, allows select uses by right in the Trinity Mills Transit Center (TMTC) District with an approved Special Development Plan (SDP).
- **b.** A Special Development Plan (SDP) shall be required for newly constructed buildings or for proposed exterior remodeling.
- **c.** A Special Development Plan (SDP) shall not be required for a use allowed by right in the TMTC District under the following conditions:
  i. An allowed use proposed to occupy space in an existing building with an approved Special Development Plan (SDP), without additional exterior remodeling.
  ii. An allowed use proposed to occupy space in a building existing prior to January 1, 2020 if there is no additional exterior remodeling.
- **d.** The following uses shall be specifically prohibited in any (TC) Transit Center District: Any use of property that does not meet the required minimum lot size; front, side or rear yard dimensions; lot depth or width; or which exceeds the maximum height, building coverage or any other standard as herein required, except as provided by Article XXVIII. of this ordinance.
- **e.** Storage of equipment, material or vehicles, including abandoned vehicles, which are not necessary to the uses permitted in this district.

4. *Proposed text amendments clarifies Special Development Plans with a master plan and master development agreement may establish streetscape and landscape standards.*

**STREETS CAP AND LANDSCAPE:**

- **a.** Streetscape standards are established in the City’s General Design Standards for both residential and non-residential ground-level frontages.
- **b.** Non-Residential ground floor frontages shall not be required to provide additional landscaping beyond that required in the City General Design Standards.
- **c.** Additionally, residential ground floor frontages shall be required to landscape a minimum of six feet between the edge of sidewalk and the primary building façade, excluding access sidewalks, stairs, stoops, porches and patios. This area may be landscaped with ground cover, low shrubs, ornamental trees and street trees. In addition, street tree wells may also be landscaped. Landscaping for this area is limited to ground cover and low shrubs.
- **d.** Streetscape and landscape standards may be established with an approved Special Development Plan (SDP) or developer’s agreement between the City and developer. Streetscape and landscaping shall be compatible with adjacent properties providing consistency, character, and
identity in the Trinity Mills District.

5. The minimum building height, side, and rear setbacks would remain the same. However, there are no scenarios or options in the CZO to allow a Special Development Plan to propose an encroachment up to the right-of-way line or over city utilities (such as for awnings or extended balconies). Therefore, staff is recommending adding language to allow some encroachment with a license agreement between the development and the City.

**SUB-DISTRICT STANDARDS:**

**SUB-DISTRICT STANDARDS (Ord. 3321, 09/01/09)**

<table>
<thead>
<tr>
<th>STANDARD</th>
<th>Trinity Mills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building Height</strong></td>
<td>Min: 6 stories Max: Unlimited</td>
</tr>
<tr>
<td><strong>Build-to Lines</strong></td>
<td>3-Zero feet from the ROW (6 feet from the ROW if abutting IH-35E and/or Trinity Mills Road)</td>
</tr>
<tr>
<td><strong>Side and Rear Setback Lines</strong></td>
<td>In accordance with the applicable requirements of the building codes of the City of Carrollton</td>
</tr>
</tbody>
</table>

a. A license agreement is required for any encroachment into the right-of-way, unless specified in a binding agreement between the City and developer.
6. Allow flexibility to allow slightly wider openings midblock into parking garages and slightly less height from driveway surface to ceiling.

Section D. Buildings

BLOCK FACE:

It is intended that building walls should be continuous along block faces to create a strong edge to the street and contribute to creating an attractive and active pedestrian environment. Contributing to that goal however, is to allow some limited variation and opportunities for such things as outside dining, pocket parks and special building entry features.

c. Block faces shall contain continuous building frontage with the exception of a mid-block access to parking which is no greater than 24 30 feet in width for vehicular access with additional width dedicated to pedestrian access. A minimum 16 15 feet in height shall be provided for garages requiring emergency vehicle access.

d. Facades shall be built parallel to the street frontage, except at street intersections, where a façade containing a primary building entrance may be curved or angled toward the intersection.

7. Building Form.

a. Allow leasable retail space 30,000 square feet or greater without a Special Use Permit. Many urban developments across the United States have retail space greater than 30,000 square feet for grocers or department stores.

b. Provide minimum floor to floor heights of no less than 12 feet for residential and live/work uses.

c. Clarify front door entrances may be into residential buildings or residential units.

d. Remove the requirement for stoops at individual unit entrances, as townhomes are prohibited in the Trinity Mills Transit Center or will be very limited in number.

e. Adjust the minimum floor to floor height at first floor for non-residential buildings. A minimum 14-feet height, a reduction of 2 feet, would be maintained for non-residential tenant uses. A 12-feet height would be established for residential and live/work.

BUILDING FORM:

b. The maximum leasable retail area allowed shall be 30,000 square feet. Buildings which exceed these standards shall require approval of a Specific Use Permit.

a. A building which is located on axis with a terminating street or at the intersection of streets shall be considered a Landmark Building. The building shall be designed with landmark features which take advantage of that location, such as an accentuated entry and a unique building articulation which is off-set from the front wall planes and goes above the main building eave or parapet line.

b. Drive-through windows are prohibited. (Ord. 3321, 09/01/09)

c. Buildings fronting Commercial Character Streets as shown in Section J of this Article shall have their first floor designed to accommodate retail uses. Said design shall include placing entry doors at grade (with no elevated stoop), having clear glass windows comprising no less than 60 percent of the ground floor façade and having a interior ceiling “clear” floor to floor
heights no less than 12 feet for residential and live/work uses and 14 feet for non-residential uses.

**RESIDENTIAL AT GRADE:**

a. All buildings which are constructed for residential units at grade shall include a primary front door entrance into the building or unit which may be accessed from the sidewalk.

b. The entry shall be located a minimum of two feet above the sidewalk elevation.

c. Units must also include windows which provide residents a view of the street and sidewalk area.

**NON-RESIDENTIAL AT GRADE:**

a. The ground floor entry must be located at the approximate elevation of the adjacent sidewalk.

b. Retail uses adjacent to the sidewalk at grade shall:
   
i. Be constructed to meet fire code separation from any other uses constructed above, and shall have a minimum clear floor to floor height of 14 feet between finished floor and the bottom of the structure above. Mezzanines within the retail space shall be allowed per building code. Residential or live/work uses shall have a minimum 12 feet height clearance.
   
ii. Have a canopy which extends at least six feet over the sidewalk for at least 75 percent of the frontage.

8. Surface parking lots require a Special Use Permit, as such parking areas are meant to be temporary. Since it is anticipated development in the Trinity Mills Transit Center will have larger phased master plans, a limit possibly exceeding five years may be necessary. Nevertheless, the City Council has the ability to revoke Special Use Permits at any time should parking be replaced by structured facilities or other buildings. The proposed amendments also require surface parking underneath bridges require a SUP.

Section E. Parking.

1. Automobile Parking:
   
c) Surface parking lots shall be considered a temporary use and allowed only upon approval of a Special Use Permit with a minimum five year initial term, with periodic reviews as established by the Special Use Permit for continued appropriateness thereafter.

   1. An approved Special Development Plan (SDP) is required demonstrating surface parking is temporary and will be replaced with a permanent parking structure.
   
   2. Appropriate screening from public areas, which may include a screening wall and additional landscaping, may be required. *(Ord. 3321, 09/01/09)*
   
   3. Surface parking underneath elevated right-of-way shall require a Special Use Permit. A license agreement shall be required from the agency controlling and maintaining the right-of-way.
9. Reduce parking for residential dwelling units from 1.25 spaces per unit to 1:1. Adjusted parking requirements to consider standards for outdoor dining. There is not a need to require parking for small outdoor dining areas (under 250 square feet or less may be on sidewalks) since the impacts are minimal.

Automobile Parking Requirements:

a. Base Parking Requirements *(Ord. 3321, 09/01/09)*

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Minimum Spaces Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>1.25 spaces per dwelling unit</td>
</tr>
<tr>
<td>Restaurants</td>
<td>1 space per 250 sq. ft. of floor area</td>
</tr>
<tr>
<td>Retail</td>
<td>1 space per 350 sq. ft. of building area</td>
</tr>
<tr>
<td>Living Work Space</td>
<td>1 space per 1,000 sq. ft</td>
</tr>
<tr>
<td>Office</td>
<td>1 space per 500 sq. ft. of floor area</td>
</tr>
</tbody>
</table>

---

Land Use          | Minimum Spaces Required                                      |
-------------------|--------------------------------------------------------------|
Residential        | 1 space per dwelling unit                                    |
Restaurants        | 1 space per 250 sq. ft. of floor area                         |
Outdoor Dining Areas| 1 space per 400 sq. ft. of outdoor dining area greater than 250 square feet |
Retail             | 1 space per 350 sq. ft. of floor area                         |
Live Work Space    | 1 space per 1,000 sq. ft. of floor area                       |
Office             | 1 space per 500 sq. ft. of floor area                         |

a) Bicycle parking provided in storage indoors or in garages can be excluded from the distance requirements entering buildings.

b) Most motor vehicle parking will be covered. Therefore, the percentage of bicycle parking spaces covered should be reduced from 50 percent to 25 percent.

c) Requiring exact bicycle spaces are too specific and do not consider other options.

Bicycle Parking:

c. Bicycle Parking Standards

i. Location

a) Required bicycle parking must be located within 50 75 feet of an entrance to the building. With permission of the City Manager or designee, bicycle parking may be located in the public right-of-way. Excludes bike storage indoors or garages.

b) Bicycle parking may be provided within a building, but the location must be easily accessible to bicycles.

ii. Covered Spaces

If covered spaces for motor vehicles are provided on-site, then 50 25 percent of the bicycle parking shall also be covered, unless otherwise approved by the City Manager or designee.

iii. Signs

If the bicycle parking is not visible from the street, then a sign must be posted indicating the location of the bicycle parking facilities.

iv. Rack types and required areas

Bicycle racks and the area required for parking and maneuvering must meet the City General Design Standards or be approved by the City Manager or designee (see below). Bicycle lockers may also be allowed as part of meeting the Bicycle parking requirement but must be approved as to type and location.

d. Standards for Bicycle Rack Types and Dimensions

iii. Parking Space Dimensions

a) Bicycle parking spaces must be at least six feet long and two feet wide, and in covered situations, the overhead clearance must be at least seven feet.

a) An aisle for bicycle maneuvering must be provided and maintained beside or between each row of bicycle parking. This aisle must be at least five feet wide.

b) Each required bicycle parking space must be accessible without moving another bicycle.

c) Areas set aside for bicycle parking must be clearly marked and reserved for bicycle parking only.
11. Removed the word "Sub" from the sentence, as there are no more sub-districts in the Trinity Mills District. Indicate lighting standards may be established by an approved SDP or an incentive agreement. Lighting should remain consistent throughout the Trinity Mills Transit District.

Section F. Streetscape, Lighting, Mechanical, and Fences.

3. **STANDARDS:**
   
a. For Streetscape and Lighting specifications, see the City-approved *City General Design Standards* for the appropriate Transit Center Sub-District.

b. Lighting standards may be established with an approved Special Development Plan (SDP) or via a developer’s agreement between the City and developer. Lighting shall be compatible with adjacent properties providing consistency, character, and identity in the Trinity Mills District.

c. Lighting elements shall be incandescent, metal Halide, halogen, or LED only. No HID or fluorescent lights (except fluorescent bulbs that screw into standard socket fixtures) may be used on the exterior of buildings.

d. All lighting shall be focused downward or narrowly focused on its intended target such as signing. No lighting source from a commercial activity shall be visible by a residential unit.

e. Mechanical and electrical equipment, transformers, meters, and garbage containers shall be located and screened so that they are not visible from the street or other public area.

f. On-street bicycle parking shall be located within the band created by street trees and pedestrian street lights, however, they must be placed in a manner that avoids conflicts with pedestrian and vehicular paths.

12. *The current process for Special Development Plans is through the Planning and Zoning Commission and City Council. The new process provides allowances for Special Development Plans with a master development agreement to be processed through only City Council, as development agreements contain incentive agreements and a master plan on City or DART properties. Additionally, the City Council approves the agreements with master plans.*

The current Trinity Mills Transit Center District (TMTC) requires all new or redeveloped properties in the district to submit a Special Development Plan (SDP) for review and approval through the Planning and Zoning Commission and City Council. In some instances, however, the City Council has approved master development agreements on properties created for potential catalyst projects on City-owned property benefiting surrounding areas and economic development opportunities to meet the vision of developing a high intensity employment and business center, hotels, commercial, mixed-use, and multifamily in the Trinity Mills Transit Center District. There is not a need to process projects on properties with such master agreements through a full-blown SDP since the incentive agreements contain most land development standards and elements for those properties. Instead, in instances where there is a master development agreement, SDPs should be processed through City Council only ensuring plans are consistent with the agreement and master plan, approved by Council.

*The SDP procedures are shown on the next page comparing the current process with the proposed.*
Section H. Administration.

2. SPECIAL DEVELOPMENT PLAN APPROVAL:

All development requested in the (TMTC) Trinity Mills Transit Center District Center requires Special Development Plans (SDPs).

a. Special Development Plans (SDP) are intended to allow applicants development flexibility to address specific market opportunities and/or contexts. An application for a Special Development Plan shall be considered by the City Council after the Planning and Zoning Commission has made a recommendation, except for properties with an approved master development agreement. City Council shall review and approve Special Development Plans (SPDs) for each phase or portion of phase as development occurs.

b. City Council shall be the only entity required to approve Special Development Plans (SDPs) for projects with master plans and a Master Development Agreement. City Council shall review and approve Special Development Plans (SDPs) for each phase or portion of phase as development occurs. Said Special Development Plans (SDPs) shall follow the Master Site Plan associated with the Master Development Agreement or other agreements.

c. City Council may grant modifications to the Trinity Mills Transit Center District standards for proposals created to support economic development, sustainable tax base, job creation, and/or a destination by establishing adjacency predictability of private development that supports and leverages investment in and around the Greenline DART Station.

d. The City Manager or designee shall review, make recommendations on any SDPs, and shall forward all SDP applications to the Planning and Zoning Commission or City Council, as applicable and required under this section. In evaluating an SDP, City Council shall consider the extent to which the application meets any of the following:
i. Provides a “Master Plan” approach by consolidating multiple properties to create a predictable, market responsive development for the area; or

ii. Fits the vision of the Trinity Mills Transit Center Districts.

d. Special Development Plans must include the following information:
   
i. Site plan
   
ii. Parking plan
   
iii. Grading plan
   
iv. Landscape, Plan and Streetscape, and Street Lighting Plan
   
v. Color building elevations and sections
   
vi. Building function/proposed use
   
vii. Specific development standards or other agreements
   
viii. Related parking or traffic study, when required by the City Manager or designee

e. Sign modifications shall be in accordance with the Sign Ordinance.

f. The City may impose conditions on granting any modifications to Standards in order to minimize any potential negative impact on the district, neighboring properties or public streets or open space. This may include screening, a time limit or other requirement.

13. Allow landscaping, decorative walls, art, or screening for utility cabinets and infrastructure to lessen public visibility.

Section I. Miscellaneous Requirements

2. UTILITIES:

   All utilities located within 200 feet of the front property line which will serve any lot or parcel within the (TMTC) Trinity Mills Transit Center District shall be installed underground, except for any transmission or feeder lines, either existing or proposed, located within the (TMTC) Trinity Mills Transit Center District, provided that such transmission or feeder lines shall be located within a designated paved easement or alley way provided by the property owner.

   Any above ground cabinets, pedestals or above ground transmission lines visible from streets shall be screened by landscaping, decorative walls, or with an art theme in character with the Trinity Mills Transit Center.

   Nothing set forth herein shall prohibit or restrict any utility company from recovering the difference between the cost of overhead facilities and underground facilities. Each utility whose facilities are subject to the provisions of this Article shall develop policies and cost reimbursement procedures with respect to the installation and extension of underground service.
14. Revise the Character Street Map to match the master development plan for Trinity Mills Urban Village. The future east-west character street slope southwestward to the DART station, based on the Trinity Mills Urban Village Master Plan.

Section J. Zoning Regulating Maps
15. Amend Article XXXIV. Definitions and add the term Live-Work Unit. Live-Work is defined in the Building Code as:

LIVE/WORK UNIT: As defined by the adopted building code of the City of Carrollton and provided the use is allowed in Article V. Use of Land and Structures.

**Planning and Zoning Commission Recommendation**

The Commission unanimously approved the text amendments with an added stipulation to add atriums with development standards to the Trinity Mills Transit Center District Standards. The Comprehensive Zoning Ordinance regulates land and building form, not architectural elements inside of a building. An atrium is an architectural element inside of a building that is already allowed. Therefore, staff believes providing regulations for atriums through zoning, in the Trinity Mills Transit Center, is not appropriate.
AN ORDINANCE OF THE CITY OF CARROLLTON AMENDING ORDINANCE NUMBER 1470, OTHERWISE KNOWN AS THE COMPREHENSIVE ZONING ORDINANCE (CZO), BY AMENDING VARIOUS ARTICLES TO AMEND, ADD OR DELETE DEFINITIONS, TO UPDATE PROVISIONS, TO CLARIFY PROVISIONS, TO CONFORM WITH CHANGES IN OTHER ARTICLES, AND TO ADJUST AND IMPROVE THE GENERAL ORGANIZATION OF THE CZO; AMENDING ARTICLE V. USE OF LAND AND STRUCTURES TO REVISE THE LAND USE MATRIX REGARDING SURFACE PARKING AND PARKING GARAGES; AMENDING ARTICLE XX. (TC) TRANSIT CENTER DISTRICT REGULATIONS PART 2 (TMTC) TRINITY MILLS TRANSIT CENTER DISTRICT TO: ADD A DEFINITION FOR FLEX/COMMERCIAL READY; ADD CHARACTER STREETS TO THE GENERAL DISTRICT STANDARDS REGARDING THE ZONING & REGULATING MAPS; REVISE THE DEVELOPMENT APPROVAL REQUIREMENTS AND STANDARDS, AND ESTABLISH PROHIBITIONS SPECIFIC TO THE TMTC DISTRICT; REVISE STREETSCAPE AND LANDSCAPE DEVELOPMENT APPROVAL REQUIREMENTS AND STANDARDS; AMEND BUILD-TO LINE, SETBACK, AND ENCROACHMENT REQUIREMENTS; AMEND PROVISIONS FOR MID-BLOCK ACCESS FOR PARKING; REMOVE REQUIREMENTS ON MAXIMUM LEASABLE RETAIL AREAS; REMOVE ELEVATED ENTRY REQUIREMENT; AMEND MINIMUM FIRST FLOOR BUILDING HEIGHTS FOR RESIDENTIAL, LIVE/WORK, AND NON-RESIDENTIAL USES; MODIFY REGULATIONS REGARDING SURFACE PARKING; AMEND MINIMUM PARKING SPACES REQUIRED FOR RESIDENTIAL USES AND ESTABLISH PARKING STANDARDS FOR OUTDOOR DINING AREAS; AMEND BICYCLE PARKING STANDARDS; ADD PROVISIONS REGARDING STREETSCAPE AND LIGHTING STANDARDS RELATED TO AGREEMENTS BETWEEN THE CITY AND DEVELOPER; AMEND SPECIAL DEVELOPMENT PLAN PROCEDURES AND REGULATIONS; ADD PROVISIONS FOR SCREENING ABOVE GROUND UTILITIES; REPLACE THE ZONING AND REGULATING MAPS; AMENDING ARTICLE XXXIV DEFINITIONS BY ADDING A DEFINITION FOR “LIVE/WORK UNIT; PROVIDING PENALTY, SAVINGS, SEVERABILITY AND REPEALING CLAUSES; AND PROVIDING AN EFFECTIVE DATE ON AND AFTER ITS ADOPTION AND PUBLICATION.

WHEREAS, at its regular meeting held on the Seventh day of November 2019, the Planning & Zoning Commission considered and made recommendations on changes to the Comprehensive Zoning Ordinance, Chapter 153 of the Code of Ordinances, of the City of Carrollton;

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the City of Carrollton, as amended;

WHEREAS, the City Council, after determining all legal requirements of notice and hearing have been met, has further determined the following amendment to the zoning laws would provide for and would be in the best interest of the health, safety, morals, and general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARROLLTON, TEXAS, THAT:
Section 1.

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2.

Article V. Use of Land and Structures, Section C. Use Matrix is hereby amended for the Trinity Mills (TC) Transit Center only for the “Accessory Uses” “Garage, Private (Residential)” and “Parking, Surface, Accessory” and “Primary Uses” for Vehicular Parking and Storage for “Parking Garage Structure (For overflow or non-required parking as a principal use or located on a separate lot from the main use)” and “Parking, Surface (For overflow or nonrequired parking as a principal use or located on a separate lot from the main use)” in accordance with table illustration provided below:

<table>
<thead>
<tr>
<th>Use Code</th>
<th>Type of Use</th>
<th>Trinity Mills TC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A - Accessory Use</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● - Permitted Use</td>
<td></td>
</tr>
<tr>
<td></td>
<td>S - Special Use Permit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[ ] - Prohibited Use</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* - Refer to Article XXXIV. for definition</td>
<td></td>
</tr>
</tbody>
</table>

**ACCESSORY USES**

<table>
<thead>
<tr>
<th>Use Code</th>
<th>Type of Use</th>
<th>Trinity Mills TC</th>
</tr>
</thead>
<tbody>
<tr>
<td>C010</td>
<td>Garage, Private (Residential) *</td>
<td>A</td>
</tr>
<tr>
<td>C023</td>
<td>Parking, Surface, Accessory *</td>
<td>S</td>
</tr>
</tbody>
</table>

**PRIMARY USES**

17. VEHICULAR PARKING AND STORAGE

<table>
<thead>
<tr>
<th>Use Code</th>
<th>Type of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1703</td>
<td>Parking Garage Structure (For overflow or nonrequired parking as a principal use or located on a separate lot from the main use.)</td>
</tr>
<tr>
<td>C1704</td>
<td>Parking, Surface (For overflow or nonrequired parking as a principal use or located on a separate lot from the main use.)</td>
</tr>
</tbody>
</table>
Section 3.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section B. Definitions is amended to add a definition for “Flex/Commercial Ready” to read as follows:

“FLEX/COMMERCIAL READY. Ground Floor residential uses that may be utilized as future non-residential uses, as regulated in Article V. Use of Land and Structures. On street parking spaces will be utilized to meet this parking requirement. These units are typically located at street level and are subject to the development standards for ground-floor retail or commercial establishments.”

Section 4.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section C. General District Standards, Subsection 1. Zoning and Regulating Map is hereby amended to add “Character Streets”, and to read as follows:

“Zoning & Regulating Maps, the transit center regulations will establish:

a. Major street types within the district
b. Character Streets
c. Form-based and development standards
d. Required at-grade construction
e. Public open space and plazas; and
f. Regional hike and bike corridors”

Section 5.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section C. General District Standards, Subsection 2. Function, Land Use, and Building Type is hereby amended to add regulations and to read as follows:

“a. A specific list of permitted uses is provided in Article V. Use of Land and Structures.
b. The Use Matrix in Article V., Use of Land and Structures, allows select uses by right in the Trinity Mills Transit Center (TMTC) District with an approved Special Development Plan (SDP).
c. A Special Development Plan (SDP) shall be required for newly constructed buildings or for proposed exterior remodeling.
d. A Special Development Plan (SDP) shall not be required for a use allowed by right in the TMTC District under the following conditions:
i. An allowed use proposed to occupy space in an existing building with an approved Special Development Plan (SDP), without additional exterior remodeling.

ii. An allowed use proposed to occupy space in a building existing prior to January 1, 2020 if there is no additional exterior remodeling.”

e. The following shall be specifically prohibited in any (TC) Transit Center District except as provided by Article XXVIII. of this ordinance:

i. Any building or use of the property that does not meet the required minimum lot size; front, side or rear yard dimensions; lot depth or width;

ii. Any building or use of the property that exceeds the maximum height, building coverage or any other standard as herein required;

iii. Storage of equipment, material or vehicles, including abandoned vehicles, which are not necessary to the uses permitted in this district.”

Section 6.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section C. General District Standards, Subsection 3. Streetscape and Landscape is hereby amended to add regulations in subsection d and to read as follows:

“a. Streetscape standards are established in the City’s General Design Standards for both residential and non-residential ground-level frontages.

b. Non-Residential ground floor frontages shall not be required to provide additional landscaping beyond that required in the City General Design Standards.

c. Additionally, residential ground floor frontages shall be required to landscape a minimum of six feet between the edge of sidewalk and the primary building façade, excluding access sidewalks, stairs, stoops, porches and patios. This area may be landscaped with ground cover, low shrubs, ornamental trees and street trees. In addition, street tree wells may also be landscaped. Landscaping for this area is limited to ground cover and low shrubs.

d. Streetscape and landscape standards may be established with an approved Special Development Plan (SDP) or developer agreement between the City and developer. Streetscape and landscaping shall be compatible with adjacent properties providing consistency, character, and identity in the Trinity Mills District.”

Section 7.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section C. General District Standards, Subsection 4. Subdistrict Standards is hereby amended to revise building line, set back, and encroachment provisions, and to read as follows:
“4. DISTRICT STANDARDS:

DISTRIBUTION STANDARDS

<table>
<thead>
<tr>
<th>STANDARD</th>
<th>Trinity Mills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Height</td>
<td>Min: 6 stories  Max: Unlimited</td>
</tr>
<tr>
<td>Build-to Lines*</td>
<td>Zero feet from the ROW (6 feet from the ROW if abutting IH-35E and/or Trinity Mills Road)</td>
</tr>
<tr>
<td>Side and Rear Setback Lines (not abutting any ROW)*</td>
<td>In accordance with the applicable requirements of the building codes of the City of Carrollton</td>
</tr>
</tbody>
</table>

*A license agreement is required for any encroachment into the right-of-way, except when such encroachment is provided for in a separate agreement between the City and developer or owner."

Section 8.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section D. Buildings, Subsection 2. Block Face is hereby amended to modify provision regarding mid-block access to parking, and to read as follows:

“Building walls should be continuous along block faces to create a strong edge to the street and contribute to creating an attractive and active pedestrian environment. Limited variation and opportunities for such things as outside dining, pocket parks and special building entry features may be allowed.

a. Block faces shall contain continuous building frontage with the exception of a mid-block access to parking which is no greater than 30 feet in width for vehicular
access with additional width dedicated to pedestrian access. A minimum 15 feet in height shall be provided for garages requiring emergency vehicle access.

b. Facades shall be built parallel to the street frontage, except at street intersections, where a façade containing a primary building entrance may be curved or angled toward the intersection.”

Section 9.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section D. Buildings, Subsection 3. Building Form is hereby amended to remove requirements on maximum leasable retail area and to read as follows:

“a. A building which is located on axis with a terminating street or at the intersection of streets shall be considered a Landmark Building. The building shall be designed with landmark features which take advantage of that location, such as an accentuated entry and a unique building articulation which is off set from the front wall planes and goes above the main building eave or parapet line.

b. Drive-through windows are prohibited.

c. Buildings fronting Commercial Character Streets as shown in Section J of this Article shall have their first floor designed to accommodate retail uses. Said design shall include placing entry doors at grade (with no elevated stoop), having clear glass windows comprising no less than 60 percent of the ground floor façade and having a “clear” floor to floor height no less than 12 feet for residential and live/work uses and 14 feet for non-residential uses.”

Section 10.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section D. Buildings, Subsection 6. Residential at Grade is hereby amended to remove the elevated entry requirement and to read as follows:

“a. All buildings which are constructed for residential units at grade shall include a primary front door entrance into the building or unit which may be accessed from the sidewalk.

b. Units must also include windows which provide residents a view of the street and sidewalk area.”

Section 11.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section D. Buildings, Subsection 7. Non-Residential at Grade is hereby amended to modify fire code requirement, add height requirement for live/work uses, and to read as follows:
“a. The ground floor entry must be located at the approximate elevation of the adjacent sidewalk.

b. Retail uses adjacent to the sidewalk at grade shall:

i. Have a minimum clear floor to floor height of 14 feet between finished floor and the bottom of the structure above. Mezzanines within the retail space shall be allowed per building code. Residential or live/work uses shall have a minimum 12 feet height clearance.

ii. Have a canopy which extends at least six feet over the sidewalk for at least 75 percent of the frontage.”

Section 12.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section E. Parking, Subsection 1. Automobile Parking, b. Parking Provisions and Requirements, i. General Provisions, subsection c) is hereby amended to remove the maximum five-year requirement for review of the Special Use Permit, to add requirements for parking under a right of way, and to read as follows:

“c) Surface parking lots shall be considered a temporary use and allowed only upon approval of a Special Use Permit, with periodic reviews as established by the Special Use Permit for continued appropriateness thereafter.

1. An approved Special Development Plan (SDP) is required demonstrating surface parking is temporary and will be replaced with a permanent parking structure.

2. Appropriate screening from public areas, which may include a screening wall and additional landscaping, may be required.

3. Parking underneath elevated right-of-way shall require a Special Use Permit. There must be an existing agreement between the developer or owner of the property and the agency controlling and maintaining the right-of-way.”
Section 13.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section E. Parking, Subsection 2. Automobile Parking Requirements is hereby amended to add and modify base parking requirements, and to read as follows:

“a. Base Parking Requirements

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Minimum Spaces Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>1 space per dwelling unit</td>
</tr>
<tr>
<td>Restaurants</td>
<td>1 space per 250 sq. ft. of floor area</td>
</tr>
<tr>
<td>Outdoor Dining Areas</td>
<td>1 space per 400 sq. ft. of outdoor dining area</td>
</tr>
<tr>
<td></td>
<td>greater than 250 square feet</td>
</tr>
<tr>
<td>Retail</td>
<td>1 space per 350 sq. ft. of floor area</td>
</tr>
<tr>
<td>Live Work Space</td>
<td>1 space per 1,000 sq. ft. of floor area</td>
</tr>
<tr>
<td>Office</td>
<td>1 space per 500 sq. ft. of floor area</td>
</tr>
</tbody>
</table>

Section 14.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section E. Parking, Subsection 4. Bicycle Parking, Subsections c and d. are hereby amended to delete Subsection d, modify bicycle parking standards, and to read as follows:

“c Bicycle Parking Standards

i. Location

a) Required bicycle parking must be located within 75 feet of an entrance to the building. With permission of the City Manager or designee, bicycle parking may be located in the public right-of-way. Excludes bike storage indoors or garages.

b) Bicycle parking may be provided within a building, but the location must be easily accessible to bicycles.

ii. Covered Spaces

If covered spaces for motor vehicles are provided on-site, then 25 percent of the bicycle parking shall also be covered, unless otherwise approved by the City Manager or designee.

iii. Signs

If the bicycle parking is not visible from the street, then a sign must be posted indicating the location of the bicycle parking facilities.
iv. Rack Type

a) Bicycle racks types and standards shall meet the City General Design Standards or be approved by the City Manager or designee. Bicycle lockers may also be allowed as part of meeting the Bicycle parking requirement, but must be approved as to type and location.

b) Bicycle racks must hold bicycles securely, and support the frame so that so that the bicycle cannot be pushed or fall to one side in a manner that will damage the wheels or components.

c) Bicycle racks must accommodate locking the frame and the front wheel to the rack with a standard high-security U-shaped shackle lock, if the bicyclist does not remove either wheel from the bicycle.

d) Bicycle racks must be securely anchored.

v. Parking Space Dimensions

a) An aisle for bicycle maneuvering must be provided and maintained beside or between each row of bicycle parking. This aisle must be at least five feet wide.

b) Each required bicycle parking space must be accessible without moving another bicycle.

c) Areas set aside for bicycle parking must be clearly marked and reserved for bicycle parking only.”

Section 15.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section F. Streetscape, Lighting, Mechanical, and fences, Subsection 2. Standards is hereby amended to add a provision regarding Special Development Plan approval, and to read as follows:

“a. For Streetscape and Lighting specifications, see the City-approved City General Design Standards for the appropriate Transit Center District.

b. Streetscape and Lighting standards may be established with an approved Special Development Plan (SDP) or via a developer’s agreement between the City and developer. Lighting shall be compatible with adjacent properties providing consistency, character, and identity in the Trinity Mills District.

c. Lighting elements shall be incandescent, metal Halide, halogen, or LED only. No HID or fluorescent lights (except fluorescent bulbs that screw into standard socket fixtures) may be used on the exterior of buildings.

d. All lighting shall be focused downward or narrowly focused on its intended target such as signing. No lighting source from a commercial activity shall be visible by a residential unit.

e. Mechanical and electrical equipment, transformers, meters, and garbage containers shall be located and screened so that they are not visible from the street or other public area.
f. On-street bicycle parking shall be located within the band created by street trees and pedestrian streetlights; however, they must be placed in a manner that avoids conflicts with pedestrian and vehicular paths.”

Section 16.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section H. Administration, Subsection 2. Special Development Plan Approval is hereby amended to modify requirements and procedures of Special Development Plans, and to read as follows:

“a. All development, including for each phase or portion of a phase, requested in the (TMTC) Trinity Mills Transit Center District requires Special Development Plans (SDP).

b. Special Development Plans (SDP) are intended to allow applicants development flexibility to address specific market opportunities and/or contexts. An application for a Special Development Plan shall be considered by the City Council after the Planning and Zoning Commission has made a recommendation, except for properties with an approved master development agreement with the City.

c. City Council shall be the only entity required to approve Special Development Plans (SDPs) for projects with an approved master development agreement with the city. City Council approval is required for all Special Development Plans (SDPs) and for each phase or portion of phase as development occurs. Special Development Plans (SDPs) shall follow the master site plan associated with the master development agreement.

d. City Council may grant modifications to the Trinity Mills Transit Center District standards for proposals created to support economic development, sustainable tax base, job creation, and/or a destination by establishing adjacency predictability of private development that supports and leverages investment in and around the Greenline DART Station.

e. The City Manager or designee shall review, make recommendations on any SDPs, and shall forward all SDP applications to the Planning and Zoning Commission or City Council, as applicable and required under this section. In evaluating an SDP, City Council shall consider the extent to which the application meets any of the following:

   i. Provides a “Master Plan” approach by consolidating multiple properties to create a predictable, market responsive development for the area; or

   ii. Fits the vision of the Trinity Mills Transit Center District.

f. Special Development Plans must include the following information:

   i. Site plan

   ii. Parking plan

   iii. Grading plan

   iv. Landscape, Streetscape, and Street Lighting Plan
v. Color building elevations and sections
vi. Building function/proposed use
vii. Specific development standards or other agreements
viii. Related parking or traffic study, when required by the City Manager or designee
g. Sign modifications shall be in accordance with the Sign Ordinance.
h. The City may impose conditions on granting any modifications to standards in order to minimize any potential negative impact on the district, neighboring properties or public streets or open space. This may include screening, a time limit or other requirement.”

Section 17.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section I. Miscellaneous Requirements, Subsection 2. Utilities is hereby amended to add standards for above ground utilities and to read as follows:

“All utilities located within 200 feet of the front property line which will serve any lot or parcel within the (TMTC) Trinity Mills Transit Center District shall be installed underground, except for any transmission or feeder lines, either existing or proposed, located within the (TMTC) Trinity Mills Transit Center District, provided that such transmission or feeder lines shall be located within a designated paved easement or alley way provided by the property owner.

Any above ground cabinets, pedestals or above ground transmission lines visible from streets shall be screened by landscaping, decorative walls, or with an art theme in character with the Trinity Mills Transit Center.

Nothing set forth herein shall prohibit or restrict any utility company from recovering the difference between the cost of overhead facilities and underground facilities. Each utility whose facilities are subject to the provisions of this Article shall develop policies and cost reimbursement procedures with respect to the installation and extension of underground service.”

Section 18.

Article XX. Transit Center District Regulations, Part 2 (TMTC) Trinity Mills Transit Center District Regulations, Section J. Zoning and Regulating Maps is hereby amended to replace the existing maps with the following:
Section 19.

Article XXXIV. Definitions, Subsection B. Terms and Definitions is hereby amended to add a definition for Live/Work Unit to read as follows:

“LIVE/WORK UNIT: As defined by the adopted building code of the City of Carrollton and provided the use is allowed in Article V. Use of Land and Structures.”

Section 20

The Comprehensive Zoning Ordinance, Chapter 153 of the Code of Ordinances, is hereby amended to reflect the action taken herein.

Section 21.

Any person, firm or corporation violating a provision of this ordinance, upon conviction, is guilty of an offense punishable as provided in Section 10.99 of the Carrollton City Code.

Section 22.

Ordinance Number 1470, otherwise known as the Comprehensive Zoning Ordinance, Chapter 153 of the Code of Ordinances, and the Official Zoning Map, as amended, shall remain in full force and effect.

Section 23.

The provisions of this ordinance are severable in accordance with Section 10.07 of the Carrollton Code of Ordinances.

Section 24.

To the extent of any prior ordinance of the City of Carrollton (or any provision, clause, phrase, sentence or paragraph contained therein) is in direct conflict with this ordinance, said conflicting ordinance, provision, clause, phrase, sentence or paragraph is hereby repealed.
Section 25.

This ordinance, after its adoption and publication, shall become and be effective January 1, 2020 and henceforth.

PASSED AND APPROVED this the Third day of December 2019.

CITY OF CARROLLTON

By: ____________________________
    Kevin W. Falconer, Mayor

ATTEST:

______________________________
Laurie Garber
City Secretary

APPROVED AS TO FORM:          APPROVED AS TO CONTENT:

______________________________        ______________________________
Susan Keller, AICP
Assistant City Attorney             Loren Shapiro, AICP
Planning Manager