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**AGENDA**  
**ROCKWALL CITY COUNCIL**  
**Monday, March 21, 2016**  
**4:00 p.m. Regular City Council Meeting**  
**City Hall, 385 S. Goliad, Rockwall, Texas 75087**

**I. CALL PUBLIC MEETING TO ORDER**

**II. WORK SESSION**

- p8** 1. **HOLD WORK SESSION TO DISCUSS AND CONSIDER STRATEGIC PLANS FOR THE POLICE DEPARTMENT AND PLANNING DEPARTMENT.**

**III. EXECUTIVE SESSION**

**THE CITY OF ROCKWALL CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION TO DISCUSS THE FOLLOWING MATTERS AS AUTHORIZED BY CHAPTER 551 OF THE TEXAS GOVERNMENT CODE:**

1. Discussion regarding right-of-way adjacent to FM3549 pursuant to Section 551.071 (Consultation with Attorney)
2. Discussion regarding process associated with City Manager performance evaluation pursuant to Section 551.074 (personnel matters)

**IV. ADJOURN EXECUTIVE SESSION**

**AGENDA**  
**ROCKWALL CITY COUNCIL**  
Monday, March 21, 2016  
6:00 p.m. Regular City Council Meeting  
City Hall, 385 S. Goliad, Rockwall, Texas 75087

V. RECONVENE PUBLIC MEETING

VI. TAKE ANY ACTION AS A RESULT OF EXECUTIVE SESSION

VII. INVOCATION AND PLEDGE OF ALLEGIANCE – COUNCILMEMBER TOWNSEND

VIII. PROCLAMATIONS / AWARDS

- p18** 1. State Senate Certificate - Volunteer Efforts to the Victims of December 2015

IX. OPEN FORUM

X. CONSENT AGENDA

- p20** 1. Consider approval of the minutes from the March 7, 2016 regular City Council meeting, and take any action necessary.

- p31** 2. Consider awarding a bid to Weldon's Lawn and Tree and authorizing the City Manager to execute a Contract for Grounds Maintenance Services in the amount of \$213,230 to be funded out of the General Fund, Parks and Harbor Operating Budgets, and take any action necessary.

- p35** 3. Consider approval of an **ordinance** declaring unopposed candidates for the offices of City Councilmember Place 2, Place 4 and Place 6 and cancelling the May 7, 2016 General Election, and take any action necessary. **(2nd reading)**

- p44** 4. Consider approval of an **ordinance** amending Ch. 18, Article III, Section 18-66 and 18-67 of the city's Code of Ordinances, authorizing the City Manager to appoint the Fire Marshal for the city, and take any action necessary. **(1st reading)**

- p48** 5. Consider approval of a resolution applying for and accepting grant funding from the Body Worn Camera Program grant program through the Criminal Justice Division of the Office of the Governor for the purchase of body worn cameras; establishing the duties and responsibilities of said grant requirements; designating the city manager as the authorized official for the grant application, and take any action necessary.

- 51** 6. Consider approval of the Southside Elevated Storage Tank Valve project to Flow-Line Construction, Inc. in the amount of \$162,900.00 to be funded by the 2015 Water and Sewer Bonds, and take any action necessary.

## XI. APPOINTMENTS

1. Appointment with the Planning and Zoning Chairman to discuss and answer any questions regarding cases on the agenda and related issues and take any action necessary.
- p57 2. Appointment with Patrick Tetrick, owner of Three Sheets and Southern Comforts at The Harbor, to discuss and consider requests associated with alcohol beverage sales including late hours, sales ratios (food-to-alcohol), 'to go' sales, as well as related sponsorship opportunities associated with the city's Concerts by the Lake series, and take any action necessary.
- p60 3. Appointment with Dallas Cothrum of Master Plan on behalf of Echo Park Automotive to request an amendment to the Unified Development Code (UDC) allowing used automotive dealerships in Light Industrial (LI) Districts, and take any action necessary.

## XII. PUBLIC HEARING ITEMS

- p64 1. **A2016-001 (6:00 PM)** – Hold a public hearing to discuss and consider a request by Pat Atkins on behalf of the owners Gwendolyn A. and Randall D. Reed for the approval of annexation of an 11.275-acre tract of land identified as Tracts 1-5 of the P. B. Harrison Survey, Abstract No. 97, Rockwall County, Texas, and take any action necessary (1st Public Hearing).
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## XIII. ACTION ITEMS

- p76 1. **MIS2016-007** - Discuss and consider a request by Wayne Mershawn of Mershawn Associates Architects and Construction on behalf of the owners Lou & Ruby Losanes for the approval of a special request to construct a four-plex residential dwelling unit that does not meet the minimum material requirements stipulated by Article V, District Development Standards, of the Unified Development Code on a 0.32-acre tract of land identified as Lot 33 & 34 of the Canup Addition, City of Rockwall, Rockwall County, Texas, zoned Single Family-7 (SF-7) District, situated within the Southside Residential Neighborhood Overlay (SRO) District, located at the southeast corner of the intersection of Emma Jane Street and Sam Houston Street, and take any action necessary.
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- p91** 3. Discuss and consider approval of a resolution establishing a Building Permit Waiver and Reduction Program for the purpose of providing an incentive to property owners within the City's Historic Districts, and take any action necessary.
- p102** 4. Discuss and consider approval of a resolution establishing a Small Neighborhood Matching Grants Program for the purpose of funding various beautification and improvement projects for residential properties within the City's Historic Districts, and take any action necessary.
- p110** 5. Discuss and consider a budget amendment in the downtown fund for pole banners, and take any action necessary.
- p112** 6. Discuss and consider the content of the plaque recognizing the completion of the downtown project, and take any action necessary.
- p114** 7. Discuss and consider prohibiting parking on residential streets in the city, and, take any action necessary.
- p116** 8. Discuss and consider a revised Franchise Agreement with Sail with Scott, LLC, and take any action necessary.
- p119** 9. Discuss and consider a Franchise Agreement with McJoyful Lights, LLC and take any action necessary.
- p121** 10. Discuss and consider a Franchise Agreement with Little Toot, LLC, and take any action necessary.

**XIV. EXECUTIVE SESSION**

**THE CITY OF ROCKWALL CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION TO DISCUSS THE FOLLOWING MATTERS AS AUTHORIZED BY CHAPTER 551 OF THE TEXAS GOVERNMENT CODE:**

- 1. Discussion regarding right-of-way adjacent to FM3549 pursuant to Section 551.071 (Consultation with Attorney)
- 2. Discussion regarding process associated with City Manager performance evaluation pursuant to Section 551.074 (personnel matters)

**XV. RECONVENE PUBLIC MEETING & TAKE ANY ACTION AS RESULT OF EXECUTIVE SESSION**

**XVI. ADJOURNMENT**

This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 771-7700 or FAX (972) 771-7727 for further information.

The City of Rockwall City Council reserves the right to adjourn into executive session at any time to discuss any of the matters listed on the agenda above, as authorized by Texas Government Code § 551.071 (Consultation with Attorney) § 551.072 (Deliberations about Real Property) § 551.074 (Personnel Matters) and § 551.086 (Economic Development)

I, Kristy Cole, City Secretary for the City of Rockwall, Texas, do hereby certify that this Agenda was posted at City Hall, in a place readily accessible to the general public at all times, on the 18th day of March, 2016 at 4:00 p.m. and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

\_\_\_\_\_  
Jacky Casey, Assistant City Secretary

\_\_\_\_\_  
Date Removed

## 2016 Rockwall Police Department Strategic Plan

The police department's strategic plan addresses areas that are consistent with our mission statement of providing a safe and secure place for the citizens of Rockwall to live, work and play. The department demands the highest levels of integrity, honesty, and trust in keeping with the traditions of our city. Strategies will focus on three main initiatives:

- 1) Safety and security through crime prevention and crime reduction
- 2) Traffic Issues
- 3) Public trust and transparency

### 1. Safety and Security Initiatives

Safety and Security through Crime Prevention and Crime Reduction:

- Reduce Burglary, Larceny, and Auto Theft by 10% by January 2017

Combat property crime using newly implemented deployment unit and the department's enhanced computer software targeting geographic areas within the City selected from Departmental historic crime data.

The initiative began January 2016.

Evaluation of measures: Quarterly

Additional resources required prior to October 1, 2016: None

- Maintain "uncommitted time" at a level not less than 60% to allow officers time to focus on self-initiated activities such as crime prevention, traffic issues, Park Walk and Talk initiative and direct patrol to reduce property crime.

Monitor percentage throughout the year, and if sustained trends toward reduction of uncommitted time below 60% (due to unpredictable organizational needs) consider requesting additional strategic resources in the next annual budget to maintain the desired level of service.

The initiative began September 2015.

Evaluation of measures: Quarterly

Additional resources needed prior to October 1, 2016: None

Ensure that police support staff and investigative units maintain an effective level of personnel to combat crime and meet the growing needs of the community.

The initiative is continuing.

Evaluation of measures: Annually

Additional resources needed prior to October 1, 2016: None

- To address auto thefts the department will institute a "bait" car program for use in targeted areas by July 2016.

The initiative will begin March 2016.

Evaluation of measures: Annually

Additional resources needed prior to October 1, 2016: Use of Seized Funds

- Continue to enhance public awareness and public education to reduce the chances of citizens becoming victims to property crime.

Implement a Property Identification Program (PIP) designed to prevent thefts and burglaries and help identify stolen property when theft or burglary occurs. The PIP is will make it easy for citizens to mark their valuables and record identifying information and provides supplies with bar code labels that attach to valuables.

The initiative will begin June 2016.

Evaluation of measures: Annually

Additional resources needed prior to October 1, 2016: None

## 2. Traffic Issues Initiative

- Identify “hotspots” and trends in motor vehicle accidents throughout the city using the department’s Records Management System (RMS) and Command Central software focusing on improved driver safety and reducing the number of accidents in the targeted hotspots.

Coordinate directed traffic enforcement and other methods of enforcement selecting custom-tailored tactics based on statistical data and conditions at each selected hotspot. Selected tactics may include traffic assignment to hotspots areas, deployment of the radar trailer, and others. Two officers from the patrol division will be assigned to the traffic unit to support this Departmental initiative.

In order to maintain safe roadways (especially with several current and future TXDOT construction projects underway) the Department will continue to work with other city departments and TXDOT on engineering and design issues.

These initiatives will begin October 2016.

Evaluation of measures: Quarterly

Additional resources needed prior to October 1, 2016: None

## 3. Public Trust and Transparency Initiatives

- Continue to provide an extraordinary level of customer service to maintain public trust and transparency within our community.

Individual video cameras will "improve transparency and accountability in order to protect those on “both sides of the lens." Together, body-worn and in-car video document the whole picture. By recording two different perspectives of the scene, a clearer version of the events that transpire can be used together for evidence and for other uses. Police body cameras serve as a tool that is advantageous to both citizens and police.

Expand the Park, Walk, and Talk initiative to include other divisions throughout the department to enhance public relations and networking throughout the community.

Implement the Rockwall Clergy and Police Program (RCAPP). This program will create a unique partnership between the department and the faith-based communities (all faiths and denominations) in our city to build relationships to include optional ride-along opportunities, to participate in evaluation of community issues, and for crisis interaction involving members of the community when needed.

Continue high attendance levels of police personnel at community, civic and city sponsored events.

These initiatives will begin March – August 2016

Evaluation of measures: Annually

Additional resources needed prior to October 1, 2016: None

## 2015 Free Patrol Time Computation Analysis

Light Green = Actual Historical Data Entry

Bright Green - Computed Periodically From Department Data

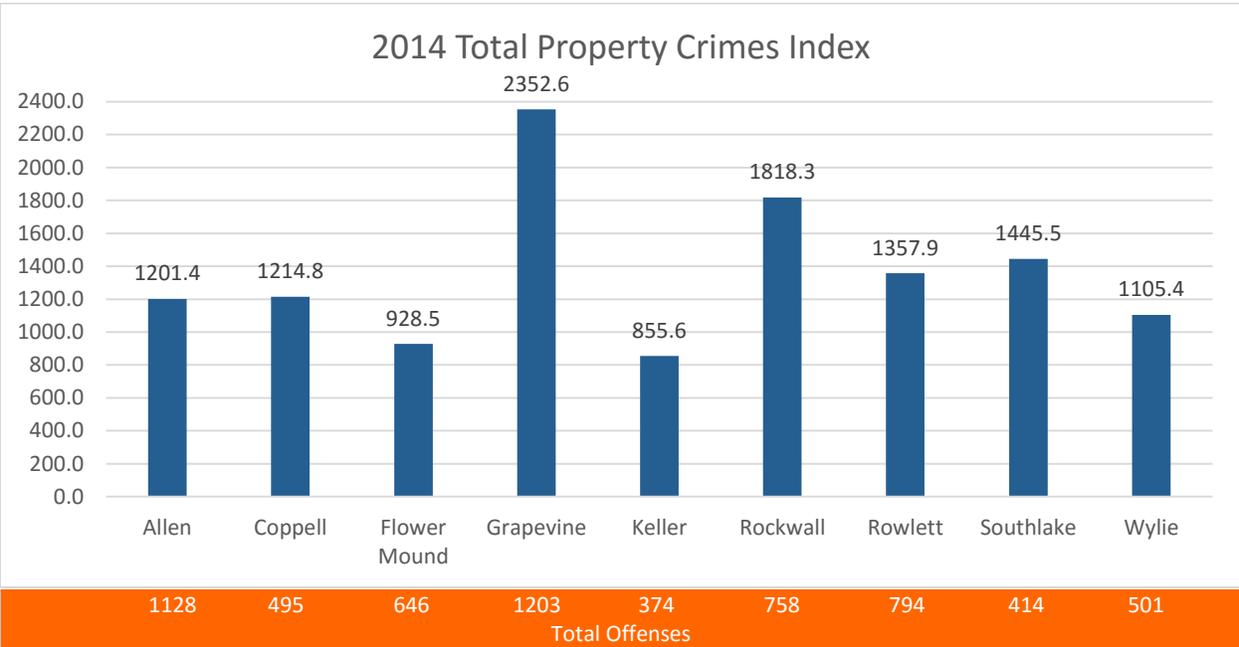
Yellow = Decision Entry

Tan = Model Computations

Rose = Final Model Outcome

### Department Total

1	Shift Length	10
2	Total Number of officers (call answerers) working in Patrol for Year.	38
3	Gross Hours Scheduled (80 hours per 2 week pay period, 26 periods)	2080
4	Average Voluntary Hours Off Taken (Vacation + Holidays + Comp)	273.34
5	Average Sick Hours Taken Per Year	50
6	Average Admin Hours per Year	27.5
7	Training Hours per Year	40
8	Administrative Time per Shift (Est. Hours of officer activity per Shift)	1.75
9	Total Hours Shift Administrative Time Per Officer per Year	295.6
10	<b>Total Hours Available per Officer</b>	1393.6
11	<b>Total Officer Hours Available for Period</b>	52955.2
12	Actual Citizen Generated Calls for Service on Shift for Year	18155
13	Average Time On Call for First Unit (% of 1 Hour)	50%
14	Percentage of Citizen CFS Requiring 2 Unit Dispatch (%)	50%
15	Average Time On Call for 2nd Unit (% of 1 Hour)	61%
16	Percentage of Citizen CFS Requiring 3 Unit Dispatch (%)	17%
17	Average Time On Call for 3rd Unit (% of 1 Hour)	93%
18	Total Time Required for all Citizen Generated Activity (Hours)	17485.1
19	Total Arrests On Shift in Year	1479
20	Jail Booking and Report Time (% of 1 Hr)	61%
21	Total Time for Jail Book-in (hours)	902.19
22	Total Offense Reports Written (.55 x total CFS)	3405
23	Report Writing Time (% of 1 Hr.)	50%
24	Total Report Writing Time (Hours)	1702.5
25	<b>Total Community Generated Workload (hours)</b>	20089.8
26	<b>Current Percent Uncommitted Time for Patrol</b>	62.1%



### Accidents





### 1. Strategic Goals and Departmental Initiatives.

The following is a summary of the City's 2017 Strategic Planning Goals and the corresponding Departmental Initiatives. To the right of each Departmental Initiative is the division responsible for the strategy and the date (calendar year) the initiative is anticipated to be achieved.

**1.1 Goal #1: Balance & Maintain Residential/Non-Residential Land Uses.** Currently, the City's ratio of residential to non-residential assessed value is 67%:33% with 25% of all vacant land already being designated for commercial uses. Considering this, there does not appear to be a need to increase the amount of commercial designation. Rather, the current ratio should be maintained.

**Initiative #1:** Amend the *Comprehensive Plan* to incorporate policies targeted at maintaining the current ratio of residential to non-residential assessed value (*Planning and Zoning Division*) [2017].

**Initiative #2:** Reevaluate the *Future Land Use Map* to ensure compliance to the targeted ratio and make any necessary corrections (*Planning and Zoning Division*) [2017].

**Initiative #3:** Implement *Scenario Planning* to project various development alternatives (*GIS & Planning and Zoning Division*) [2017].

**Initiative #4:** Develop a process to provide the City Council with information relating to land use ratios and assessed value ratios with every zoning case (*GIS & Planning and Zoning Divisions*) [2017-2018].

**Initiative #5:** Revise the Planning and Zoning Division's case memorandums to include information concerning changes to the City's targeted ratio of residential to non-residential assessed value (*Planning and Zoning Division*) [2016].

**Initiative #6:** Implement *20% Flexi-Time* to free up staff to focus on comprehensive and long-range planning, and special projects (*GIS & Planning and Zoning Divisions*) [2016].

**1.2 Goal #2: Maintain or Increase the Current Per Capita Sales Tax Revenue.** The City currently enjoys relatively high per capita sales tax revenue. An analysis of the City's sales tax indicates that the City's trade area extends far beyond its corporate limits. This means that moving forward the City should have a focused effort in attracting regional commercial centers/uses that are both diverse and unique to Rockwall in order to maintain the current per capita sales tax revenue.

**Initiative #1:** Implement *Scenario Planning* to create various commercial alternatives for strategically placed properties that can be provided to developers to convey the City's development goals (*GIS & Planning and Zoning Division*) [2017].

**Initiative #2:** Promote a business friendly atmosphere and maintain effective relationships with the development community by:

- ☑ Increasing transparency through the provision of a website that provides a comprehensive record of all planning documents (*GIS & Planning and Zoning Divisions*) [2018]; and,
- ☑ Work with the REDC and Chamber of Commerce to ensure a coordinated retail recruitment effort (*Planning and Zoning Divisions*) [2016-2018].

**Initiative #3:** Amend the *Comprehensive Plan* to layout the City's demographic data and perceived trade area (*Planning and Zoning Divisions*) [2017].

**Initiative #4:** Revise the City's zoning code to ensure regulations on non-commercial development are not a hindrance to attracting high quality regional development (*Planning and Zoning Divisions*) [2017-2018].

- ☑ Create a sub-committee of the City Council that can meet on an as needed basis to review code amendments to the Unified Development Code (*Planning and Zoning Divisions*) [2017].

**Initiative #5:** Make Rockwall a *Destination City* by creating marketing materials that highlight the City's assets [*i.e. Historic District, Harbor District, Downtown, IH-30 Commercial Corridor, etc.*] (*GIS*) [2016-2018].

**Initiative #6:** Create *IH-30 Commercial Corridor Plan* targeted at emphasizing strategic properties and development opportunities for this corridor (*GIS & Planning and Zoning Divisions*) [2017].

**Initiative #7:** Implement *20% Flexi-Time* to free up staff to focus on comprehensive and long-range planning, and special projects (*GIS & Planning and Zoning Divisions*) [2016].

**1.3 Goal #3: Develop a Long-Term Funding Plan for Infrastructure Investment/Reinvestment.** As the City's infrastructure ages it is necessary to not only address future needs for new infrastructure but also the replacement of our older infrastructure.



To do this the City will need to log all infrastructure assets and create a replacement plan that takes into account the long-term funding necessary to complete this task.

*Initiative #1:* Perform an assessment of all existing infrastructure (*GIS Division*) [2017-2018].

*Initiative #2:* Assist the Engineering Department in implementing new asset management software that can monitor the City's infrastructure (*GIS Division*) [2017].

*Initiative #3:* Establish a GIS staff member dedicated to supporting the Engineering Department by transitioning the role of the *Engineering Technician* and redefining the job responsibilities of the position (*Administrative*) [2017].

*Initiative #4:* Work with other City Departments to develop a five (5) year Capital Improvement Plan [2018].



# CITY OF ROCKWALL

## Planning and Zoning Department's 2017 Strategic Plan

### 2. Departmental Initiatives and Budget.

The *Strategic Goals* and *Departmental Initiatives* listed above are tied to various budget items below. Each of the *Strategic Goals* is for the 2016-2017 budget years (i.e. FY 2015 & FY 2016) and is projected for a period of five (5) years (i.e. 2020). In addition, each goal is identified as an *Operational*, *Strategic* or *Regulatory Strategy* and is tied to the *Strategic Goals* and *Departmental Initiatives* above (i.e. the # [1.X or 1.X.X] to the right of the strategy).

Budget Items	Type of Strategy	Timeline (FY)	Budget	Strategy
Update Comprehensive Plan (1.1.1, 1.1.2 & 1.2.3) 5-Year Comprehensive Review 1-Year Review Amend the Future Land Use Map	Regulatory	2015-2020  2017 2015-2020 2017	Non-Budget <sup>1</sup> Non-Budget Non-Budget	<ul style="list-style-type: none"> <li>The Comprehensive Plan should be reviewed yearly and updated every five (5) years.</li> <li>Develop guidelines for a public participation program that can be implemented with a Comprehensive Plan review.</li> <li>Research changes in the TLGC to ensure the Comprehensive Plan complies with all State requirements.</li> <li>Process updates to the Future Land Use Map with every zoning change and keep an updated copy on the interactive maps.</li> <li>Create a Comprehensive Plan Review Committee that can review yearly revisions -- Can be P&amp;Z and City Council Development Review Committee.</li> <li>Update the Comprehensive Plan to incorporate viable growth policies and objectives targeted at maintaining the desired 67%/33% residential/non-residential land use ratio.</li> <li>Update the Future Land Use Map to ensure compliance with the land use strategies required to maintain the residential/non-residential balance.</li> <li>Changes to the commercial development strategies for the City should be reflected in the Comprehensive Plan.</li> <li>The Comprehensive Plan should include a demographic profile of the City that addresses trade area and retail sales.</li> <li>The Future Land Use Map should be amended to ensure that the City's land use goals and objectives are properly conveyed.</li> </ul>
Review and Revise the Zoning Ordinance (1.2.4)	Regulatory	2015-2020	Non-Budget	<ul style="list-style-type: none"> <li>The zoning code was adopted in 2004 and is meant to be a "living document". As a result, it is necessary to bring forward staff initiated changes to the code to "clean up" the language and to better clarify the document for the public's use.</li> <li>Pursue creating a sub-committee of the City Council that can meet on an as needed basis to discuss code amendments and development within the City -- City Council Development Review Committee.</li> <li>Research changes in state legislation that could affect requirements within the document.</li> </ul>
Increase Customer Service and Transparency (1.2.2) Scan All Development Cases Scan All Previous Documents BlueBeam Plan Review Software	Operational	2015-2020  2016	Non-Budget  \$3,500	<ul style="list-style-type: none"> <li>Maintain a streamlined development review process that is flexible and timely.</li> <li>Identify creative solutions to help customers with larger projects achieve their goals.</li> <li>Work with REDC and the Chamber of Commerce to ensure a coordinated recruitment effort.</li> <li>Maintain a positive and productive relationship with the development community.</li> <li>Scan all development cases, zoning ordinances, and other documents and make them available on the City's website to assist external customers.</li> <li>BlueBeam plan review software will help staff resubmit comments to applicants in a digital format and should improve staff's response times.</li> </ul>
Scenario Planning (1.1.3 & 1.2.1) CommunityVIZ Training	Strategic Operational	2015-2020 2016	Various <sup>2</sup> \$600.00	<ul style="list-style-type: none"> <li>Scenario Planning is a planning process that considers multiple futures for small areas based on competing development scenarios.</li> </ul>



# CITY OF ROCKWALL

## Planning and Zoning Department's 2017 Strategic Plan

Budget Items	Type of Strategy	Timeline (FY)	Budget	Strategy
				<ul style="list-style-type: none"> <li>Utilize CommunityVIZ software to run development scenarios using current and projected development patterns.</li> </ul>
Economic/Land Use Model (1.1.4)	Strategic	2016-2017	Non-Budget	<ul style="list-style-type: none"> <li>City staff is in the process of creating a tool that can be utilized with zoning cases that aims to examine the economic impact of a proposed land use.</li> </ul>
Case Memorandums (1.1.5)	Operational	2016	Non-Budget	<ul style="list-style-type: none"> <li>Staff's case memorandums should be modified to indicate changes in land use with relation to future zoning cases.</li> </ul>
GIS Data, Mapping and Reports (1.1, 1.2 & 1.3)	Operational	2015-2020	Non-Budget	<ul style="list-style-type: none"> <li>Continue to develop and maintain the City's geographic data.</li> <li>Provide analysis and storage of data.</li> <li>Provide a variety of products in digital and hardcopy formats.</li> <li>Continue to support internal departments and external customers.</li> </ul>
Make Rockwall a Destination City (1.2.5)	Strategic	2015-2020	Various <sup>3</sup>	<ul style="list-style-type: none"> <li>Promote the various districts that make the City a unique place to visit (i.e. Harbor District, Downtown, IH-30 Corridor, Old Town Rockwall Historic District, etc.)</li> <li>Promote Rockwall as a Destination City by emphasizing the lake, heritage tourism, conference space, etc.</li> <li>Promote the City by creating marketing material to assist the REDC and the City in their efforts to attract new businesses and tourism to the area.</li> </ul>
Asset Management Software (1.3.2)	Operational	2016-2017	Budget <sup>4</sup>	<ul style="list-style-type: none"> <li>City staff has been looking at various Asset Management Software options and will be looking to request funding in the future budget year to purchase the software. This is necessary for compliance with the EPA's standards.</li> </ul>
Maintain GIS Layers, Data, Mapping and Reports (1.1, 1.2 & 1.3)	Operational	2015-2020	Non-Budget	<ul style="list-style-type: none"> <li>City staff is looking at utilizing City Works, which uses our existing GIS shapefiles to create the Asset Management System.</li> <li>The GIS Department will need to continue to develop and maintain the City's geographic data.</li> <li>Provide analysis and storage of data.</li> <li>Provide a variety of products in digital and hardcopy formats.</li> <li>Continue to support internal departments and external customers.</li> </ul>
Assessment of Existing Facilities (1.3.1)	Operational	2016-2020	Various <sup>4</sup>	<ul style="list-style-type: none"> <li>The Engineering Department will be performing a street assessment in the coming months. The information from this assessment needs to be updated in the streets layer in GIS.</li> </ul>
IH-30 Corridor Plan (1.2.6)	Strategic	2017	Non-Budget	<ul style="list-style-type: none"> <li>The development of an IH-30 Corridor Plan could assist staff when trying to convey the City's desired development outcome to developers.</li> </ul>

Notes:

<sup>1</sup>: The Comprehensive Plan may involve the allocation of money in the FY 2017 or FY 2018 Budgets.

<sup>2</sup>: The CommunityVIZ software used by staff has a yearly maintenance fee.

<sup>3</sup>: Yearly software licenses (e.g. Adobe Photoshop, Illustrator, Lightroom, etc.) and printing costs are all accounted for in the annual budget.

<sup>4</sup>: The Engineering Department will be requesting money for both Asset Management Software (i.e. City Works) and for an assessment of existing roadway facilities.

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IN THE NAME AND BY THE AUTHORITY OF  
THE SENATE OF THE STATE OF TEXAS

*Extending most sincere congratulations,  
I proudly present this certificate to*

**Mayor Jim Pruitt**  
and the city of Rockwall volunteers for their  
service to the disaster victims of December 2015



*In the testimony whereof, I have hereunto signed my  
name and caused the seal of the Senate to be affixed  
at Austin, Texas in the Senate Chamber on this  
the 16<sup>th</sup> day of March A.D., 2016.*

**BOB HALL**

*State Senator, District 2*

**SCOTT TURNER**

*Representative, District 36*

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**MINUTES**  
**ROCKWALL CITY COUNCIL**  
Monday, March 07, 2016  
4:00 p.m. Regular City Council Meeting  
City Hall - 385 S. Goliad, Rockwall, Texas 75087

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I. CALL PUBLIC MEETING TO ORDER

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The meeting was called to order by Mayor Pro Tem Lewis at 4:00 p.m. Present were Mayor Pro Tem Dennis Lewis and Council Members David White, Mike Townsend, John Hohenshelt and Kevin Fowler. Also present were City Manager Rick Crowley, Assistant City Managers Mary Smith and Brad Griggs and City Attorney Frank Garza. Mayor Jim Pruitt and Council Member Scott Milder were absent from this meeting.

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II. WORK SESSION

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1. Hold work session to discuss possible alternatives to the Structure Preservation Tax Incentive Program

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Planning Director, Ryan Miller, provided background information concerning the repeal of the *Structure Tax Preservation Program* and introduced the following alternatives: *Permit Fee Waiver and Reduction Program*, *Reduced Standards* for properties within the City's Historic Districts and a *Small Matching Grants Program*. Mr. Miller stated that if directed by the council, staff could prepare any of these programs and bring guidelines back for further council review; however, the *Reduced Standards* would likely not have a large impact on properties within the city's historic districts.

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Mayor Pro Tem Dennis Lewis asked for clarification regarding the *Small Matching Grants Program* and generally how the programs would be administered. Specifically, Mr. Lewis was interested in if council would need to allocate the required funding in the future fiscal year's budget. Mr. Miller stated that the money would need to be allocated in the future year's budget and could be for an amount as low as \$5,000.00. Mr. Miller went on to state how the money for the program could be allocated for Contributing (i.e. historically significant properties) and Non-Contributing Properties and that staff is currently in the process of revising the *Historical Assets Study* that was last completed in 1999. In addition, any program that the city council approves could be administered by city staff through the Historic Preservation Advisory Board (HPAB), as well as properties within the Old Town Rockwall (OTR) Historic District, Planned Development District 50 (PD-50), the Southside Neighborhood Residential Overlay (SRO) District, and/or the Downtown District. He stated that programs should include work that improves the exterior of these properties.

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Mr. Miller clarified that the programs could be structured so that an HPAB ruling could be appealed to council, if desired. Mr. Lewis stated that he was fine with the HPAB having final say on the programs approval. Direction was given to Mr. Miller to bring back guidelines for the *Permit Fee Waiver and Reduction Program* and *Small Matching Grants Program*. Council member Hohenshelt had questions regarding if the Council implemented all the programs could a property be eligible for multiple programs.

48 **Councilmember Kevin Fowler asked if providing reduced or waived building permit fees**  
49 **would have a noticeable impact on the budget, to which City Manager, Rick Crowley,**  
50 **stated that it would reduce revenues but not noticeably. No further action was taken.**

51

52 **III. EXECUTIVE SESSION**

53

54 **THE CITY OF ROCKWALL CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION TO DISCUSS**  
55 **THE FOLLOWING MATTERS AS AUTHORIZED BY CHAPTER 551 OF THE TEXAS GOVERNMENT**  
56 **CODE:**

57

58 1. Discussion regarding Economic Development incentives, procedures and  
59 possible projects pursuant to Section 551.087 (Economic Development)

60 2. Discussion regarding the lease of land in the vicinity of the downtown  
61 area pursuant to Section §551.072 (Real Property).

62 3. Discussion regarding potential land acquisition and right-of-way along  
63 Ridge Road pursuant to Section §551.072 (Real Property).

64 4. Discussion regarding formation of / appointment of city council  
65 subcommittee(s) pursuant to Section, §551.074 (Personnel Matters).

66 5. Discussion regarding (re)appointments to city regulatory boards,  
67 commissions, and committees - Planning & Zoning Commission -  
68 pursuant to Section 551.074 (personnel matters)

69 6. Discussion regarding process associated with City Manager performance  
70 evaluation pursuant to Section 551.074 (personnel matters)

71 **IV. ADJOURN EXECUTIVE SESSION**

72

73 **Executive Session was adjourned at 5:42 p.m.**

74

75 **V. RECONVENE PUBLIC MEETING (6:00 P.M.)**

76

77 **Mayor Pro Tem Lewis reconvened the public meeting at 6:00 p.m. All council members**  
78 **except Mayor Jim Pruitt and Councilmember Scott Milder were present.**

79

80 **VI. TAKE ANY ACTION AS A RESULT OF EXECUTIVE SESSION**

81

82 **Councilmember Mike Townsend made a motion to form a new city council subcommittee,**  
83 **consisting of Councilmembers Hohenshelt, Milder, and Townsend, to evaluate fire**  
84 **department community standards. Councilmember White seconded the motion, which**  
85 **passed by a vote of 5 in favor with 2 absent (Pruitt and Milder).**

86

87 **Councilmember Townsend made a motion to appoint Sandi Whitley to fill the current**  
88 **vacancy on the Planning & Zoning Commission. Councilmember White seconded the**  
89 **motion, which passed unanimously (2 absent – Pruitt and Milder). (Note: This is a**  
90 **partial-term appointment to finish out former member, Mike Jusko's, term, and it will**  
91 **expire in August of 2017).**

92

93 **VII. INVOCATION AND PLEDGE OF ALLEGIANCE – COUNCILMEMBER WHITE**

94

95 **Councilmember White delivered the invocation and led the Pledge of Allegiance.**

96  
97 **VIII. OPEN FORUM**

98  
99 **Brent E. Muecke**  
100 **5880 CR 4518**  
101 **LaRue, Texas**

102  
103 **Mr. Muecke came forth and provided comments to Council regarding the following**  
104 **concerns:**

105  
106 **No restrooms at community parks; poor drainage that leads to some houses being**  
107 **flooded (concerns related to storm drainage); improper signage for handicap parking at**  
108 **The Center; no person answering the police non-emergency number (would like a human**  
109 **answering); the desire to have a right turn only sign at City Place (on pole where you can**  
110 **see it); handicapped signs at all businesses and government buildings. The council**  
111 **listened to the concerns and took no formal action.**

112  
113 **There being no one else wishing to come forth and address the Council during Open**  
114 **Forum, Mayor Pro Tem Lewis then closed this portion of the meeting.**

115  
116 **IX. CONSENT AGENDA**

117  
118 **1. Consider approval of the minutes from the February 15, 2016 regular city**  
119 **council meeting, and take any action necessary.**

120 **2. Z2016-001 - Consider a request by Sherri Banuelos for the approval of an**  
121 **ordinance for a zoning change from an Agricultural (AG) District to a**  
122 **Single Family One (SF-1) District for a 1.03-acre tract of land identified as**  
123 **Tract 11-5 of the D. Harr Survey, Abstract No. 102, City of Rockwall,**  
124 **Rockwall County, Texas, zoned Agricultural (AG) District, addressed as**  
125 **735 Davis Drive, and take any action necessary [2nd Reading].**

126 **3. Z2016-002 - Consider a request by Bobby Dale and Bretta Price for the**  
127 **approval of an ordinance for a Specific Use Permit (SUP) for a guest**  
128 **quarters/secondary living unit and garage on a 5.5-acre tract of land**  
129 **identified as Tract 17-7 of the W. W. Ford Survey, Abstract No. 80, City of**  
130 **Rockwall, Rockwall County, Texas, zoned Single Family Estate 2.0 (SFE-**  
131 **2.0) District, addressed as 453 Cullins Road, and take any action**  
132 **necessary [2nd Reading].**

133 **4. Z2016-003 - Consider a request by Matt Moore of Claymoore**  
134 **Engineering, Inc. on behalf of U. V. Real Estate, LP for the approval of an**  
135 **ordinance for a Specific Use Permit (SUP) to allow for outside storage in**  
136 **conjunction with an Auto Body Shop on a 3.2039-acre tract of land**  
137 **described as Tract 7-01 of the J. Lockhart Survey, Abstract No. 134, City**  
138 **of Rockwall, Rockwall County, Texas, located at 1780 E IH-30, zoned**  
139 **Light Industrial (LI) District, situated within the IH-30 Overlay (IH-30 OV)**  
140 **District, and take any action necessary [2nd Reading].**

141 **5. SNC2016-001 - Consider approval of an ordinance renaming Cemetery**  
142 **Road to Glen Hill Way, and take any action necessary [2nd reading].**

- 143 6. **SNC2016-002** - Consider approval of an **ordinance** renaming a portion of  
144 FM-3097 to Horizon Road, and take any action necessary **[2nd reading]**.
- 145 7. Consider approval of an **ordinance** repealing Ch. 40 Taxation; Article III.  
146 Property Tax; Division 4. Exemption for Historically Significant Sites;  
147 Section 40-119 through Section 40-123 of the Code of Ordinances to  
148 discontinue the Structure Preservation Tax Incentive Program, and take  
149 any action necessary **[2nd reading]**.
- 150 8. Consider approval of an amendment to the engineering services contract  
151 with Hydrological Support Services, LLC to perform flood study reviews  
152 for developments within the City in an additional amount not to exceed  
153 \$35,865 (thus revising the contract amount to \$75,865) with funding  
154 provided from private development funds collected, and take any action  
155 necessary.
- 156 9. Consider approval of an amendment to the Facilities Agreement with  
157 Master Developer-SNB, LLC to increase to pipe size of 547 linear feet  
158 sanitary sewer line to ten-inches in diameter in The Preserve, Phase One  
159 development in the amount of \$2,500. from Sewer Operating Budget, and  
160 take any action necessary.
- 161 10. Consider awarding a Unit Price Bid to McMahan Contracting LP and  
162 authorizing the City Manager to execute a contract for Annual Pavement  
163 Repair Services in an amount not to exceed \$500,000 to be funded out of  
164 the General Fund Streets and Drainage Operating Budget, and take any  
165 action necessary.
- 166 11. Consider approval of a resolution and (re)submission of a grant  
167 application by the City Manager to the Criminal Justice Division of the  
168 Texas Governor's Office for third year funding associated with the  
169 Domestic Violence Investigator position, and take any action necessary.
- 170 12. Consider approval of the First Amendment to the Interlocal Cooperative  
171 Agreement between the City of Rockwall and Rockwall County to fund the  
172 IH30 Ramp Reversal project with the City's contribution to the project in  
173 the amount of \$2,018,737 with funding from 2012 Bond Election and take  
174 any action necessary.
- 175 13. Consider authorizing the City Manager to execute a Professional  
176 Engineering Services Contract with Atkins North America, Inc. to prepare  
177 engineering design plans and specifications for the relocation of  
178 approximately 2,800 feet of existing 16" water line on the west side of FM  
179 3549 before roadway construction begins in an amount not to exceed  
180 \$70,166 to be funded by the 2016 Water Bonds, and take any action  
181 necessary.
- 182 14. **P2016-008** - Consider a request by Sam Ellis on behalf of Amal Fernando  
183 of M. REA Properties 2, LLC for the approval of a replat for Lot 1, Block  
184 A, Children's Lighthouse Addition being a 3.483-acre tract of land  
185 currently identified as Lot 1 of the DeWoody Addition and Lot 1, Block D,  
186 North Lakeshore Valley, Rockwall, Rockwall County, Texas, zoned  
187 Agricultural (AG) District and Planned Development District (65) for  
188 General Retail (GR) District land uses, situated within the North SH-205

189 Overlay (N. SH-205 OV) District, addressed as 3009 & 3011 N. SH-205,  
190 and take any action necessary.

191  
192 **Councilmember White made a motion to approve the entire Consent Agenda (#s1, 2, 3, 4,**  
193 **5, 6, 7, 8, 9, 10, 11, 12, 13, and 14). Councilmember Townsend seconded the motion. The**  
194 **ordinances were read as follows:**

195  
196 **ORDINANCE NO. 16-19**

197  
198 **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKWALL,**  
199 **TEXAS, AMENDING THE UNIFIED DEVELOPMENT CODE [*ORDINANCE***  
200 ***NO. 04-38*] OF THE CITY OF ROCKWALL, AS HERETOFORE AMENDED**  
201 **SO AS TO FURTHER AMEND THE ZONING MAP TO ADOPT A CHANGE IN**  
202 **ZONING FROM AN AGRICULTURAL (AG) DISTRICT TO A SINGLE-FAMILY**  
203 **ONE (SF-1) DISTRICT FOR A 1.03-ACRE TRACT OF LAND IDENTIFIED AS**  
204 **TRACT 11-5 OF THE D. HARR SURVEY, ABSTRACT NO. 102, CITY OF**  
205 **ROCKWALL, ROCKWALL COUNTY, TEXAS AND MORE SPECIFICALLY**  
206 **DESCRIBED IN *EXHIBIT 'A'* OF THIS ORDINANCE; PROVIDING FOR**  
207 **SPECIAL CONDITIONS; PROVIDING FOR A PENALTY OF FINE NOT TO**  
208 **EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH**  
209 **OFFENSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR**  
210 **A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.**

211  
212 **ORDINANCE NO. 16-20**  
213 **SPECIFIC USE PERMIT NO. S-147**

214  
215 **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKWALL,**  
216 **TEXAS, AMENDING THE UNIFIED DEVELOPMENT CODE [*ORDINANCE***  
217 ***NO. 04-38*] OF THE CITY OF ROCKWALL, AS PREVIOUSLY AMENDED SO**  
218 **AS TO GRANT A SPECIFIC USE PERMIT (SUP) ALLOWING FOR A GUEST**  
219 **QUARTERS/SECONDARY LIVING UNIT AND GARAGE WITHIN A SINGLE-**  
220 **FAMILY ESTATE (SFE-2.0) DISTRICT, FOR A 5.50-ACRE TRACT OF LAND**  
221 **IDENTIFIED AS TRACT 17-7 OF THE W.W. FORD SURVEY, ABSTRACT**  
222 **NO. 80, CITY OF ROCKWALL, ROCKWALL COUNTY, TEXAS AND MORE**  
223 **SPECIFICALLY DESCRIBED IN *EXHIBIT 'A'* OF THIS ORDINANCE;**  
224 **PROVIDING FOR SPECIAL CONDITIONS; PROVIDING FOR A PENALTY**  
225 **OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS**  
226 **(\$2,000.00) FOR EACH OFFENSE; PROVIDING FOR A SEVERABILITY**  
227 **CLAUSE; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR AN**  
228 **EFFECTIVE DATE.**

229  
230 **ORDINANCE NO. 16-21**  
231 **SPECIFIC USE PERMIT NO. S-148**

232  
233 **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKWALL,**  
234 **TEXAS, AMENDING THE UNIFIED DEVELOPMENT CODE [*ORDINANCE***  
235 ***NO. 04-38*] OF THE CITY OF ROCKWALL, TEXAS, AS HERETOFORE**  
236 **AMENDED, SO AS TO FURTHER AMEND THE ZONING MAP TO ADOPT A**  
237 **SPECIFIC USE PERMIT (SUP) FOR OUTSIDE STORAGE ON A 3.2039-**  
238 **ACRE TRACT OF LAND ZONED LIGHT INDUSTRIAL (LI) DISTRICT,**  
239 **LOCATED WITHIN THE IH-30 (IH-30 OV) OVERLAY DISTRICT,**  
240 **ADDRESSED AS 1780 E. IH-30 AND DESCRIBED AS TRACT 7-01 OF J.**  
241 **LOCKHART SURVEY, ABSTRACT NO. 134, CITY OF ROCKWALL,**  
242 **ROCKWALL COUNTY, TEXAS; PROVIDING FOR SPECIAL CONDITIONS;**

243 PROVIDING FOR A PENALTY OR FINE NOT TO EXCEED THE SUM OF  
244 TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE;  
245 PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A  
246 REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

247  
248 **ORDINANCE NO. 16-17**

249  
250 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKWALL,  
251 TEXAS, CHANGING THE NAME OF CEMETERY ROAD TO GLEN HILL  
252 WAY, WHICH IS MORE SPECIFICALLY DEPICTED IN EXHIBIT 'A' OF THIS  
253 ORDINANCE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING  
254 FOR A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

255  
256 **ORDINANCE NO. 16-18**

257  
258 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKWALL,  
259 TEXAS, CHANGING THE NAME OF FM-3097 FROM TUBBS ROAD TO THE  
260 SOUTHERN CITY LIMITS, WHICH IS MORE SPECIFICALLY DEPICTED IN  
261 *EXHIBIT 'A'* OF THIS ORDINANCE; PROVIDING FOR A SEVERABILITY  
262 CLAUSE; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR AN  
263 EFFECTIVE DATE.

264  
265 **ORDINANCE NO. 16-23**

266  
267 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKWALL,  
268 TEXAS, REPEALING ORDINANCE NO. 03-28 (*PREVIOUSLY RESOLUTION*  
269 *NO. 02-10 AND ORDINANCE NO. 02-53*) AND AMENDING CHAPTER 40,  
270 *TAXATION*, ARTICLE III, *PROPERTY TAX*, DIVISION 4, *EXEMPTION FOR*  
271 *HISTORICALLY SIGNIFICANT SITES*, OF THE MUNICIPAL CODE OF  
272 ORDINANCES TO REMOVE SECTIONS 40-119 THROUGH 40-123;  
273 PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A  
274 REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.

275  
276 The motion passed unanimously of those present. (2 absent – Pruitt & Milder).

277  
278 **X. ACTION ITEMS**

- 279  
280 1. **Z2016-004** - Discuss and consider a request by Scott and Leslie Milder  
281 for the approval of an **ordinance** for a Specific Use Permit for a Banquet  
282 Facility on a 0.66-acre lot of land containing two (2) parcels of land  
283 identified as Block 23A (0.43-acres) and Block 24C (0.23-acres) of the  
284 Amick Addition, City of Rockwall, Rockwall County, Texas, zoned  
285 Planned Development District 50 (PD-50) for Residential-Office (RO)  
286 District uses, located within the North Goliad Corridor Overlay (NGC OV)  
287 District, addressed as 803 & 805 N. Goliad Street, and take any action  
288 necessary [**2nd Reading**].

289 **Councilmember White made a motion to approve the Z2016-004. Mayor Pro Tem Lewis**  
290 **seconded.**

291  
292 **Councilmember Hohenshelt asked if there was a time limit associated with any of the**  
293 **waivers that are currently being granted. Planning Director, Ryan Miller indicated that**  
294 **the waivers granted would be in perpetuity; however, the council could bring this matter**  
295 **back at any time for consideration and the applicant also had a component that tied a**

296 portion of the waivers to 802 N. Alamo Street in that, once changed from residential to  
297 commercial property, they would be required to pave the access drive. Miller clarified  
298 that this was the only waiver that had a timing element associated with it.  
299

300 Councilmember Hohenshelt stated he would like to grant 36 months of time associated  
301 with the granting of waivers, expressing he feels the business should be viable within  
302 that time frame and able come into compliance with the parking requirement. Mr.  
303 Hohenshelt went on to propose that the applicant come back before council in 36 months  
304 to revisit the specific use permit.  
305

306 Mr. Miller clarified that this ordinance will grant three variances – (1) to grant reduction in  
307 parking by two spaces to allow him to not have to use the cross access easement for  
308 parking; (2) to not have to pave the cross access easement until the adjacent property  
309 develops and (3) for the gravel parking itself.  
310

311 Councilmember Hohenshelt stated that the gravel parking lot was the only thing he  
312 thought needed to be complete within a 36 month timeframe. Within this time frame, the  
313 applicant would be required to either pave the 5 spots (currently allowed to be gravel  
314 through passage of this ordinance), or come back to the city council to seek an  
315 extension on this portion of the variance request for any period of time beyond the  
316 allowed 36 months.  
317

318 City Attorney Frank Garza clarified that council does not have to bring this back for first  
319 reading, and, if so desired, it can be adopted on second reading this evening.  
320

321 Councilmember White amended his motion to add the above stipulation of the 36 month  
322 gravel pavement requirement or bring the SUP back before council to be considered  
323 upon its expiration. Mayor Pro Tem Lewis seconded the amended motion. The ordinance  
324 was read as follows:  
325

326 **ORDINANCE NO. 16-22**  
327 **SPECIFIC USE PERMIT NO. S-149**  
328

329 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKWALL,  
330 TEXAS, AMENDING THE UNIFIED DEVELOPMENT CODE [*ORDINANCE*  
331 *NO. 04-38*] OF THE CITY OF ROCKWALL, TEXAS, AS HERETOFORE  
332 AMENDED, SO AS TO FURTHER AMEND THE ZONING MAP TO ADOPT A  
333 SPECIFIC USE PERMIT (SUP) FOR A *BANQUET FACILITY/EVENT VENUE*  
334 WITHIN PLANNED DEVELOPMENT DISTRICT 50 (PD-50) ON A 0.670-  
335 ACRE PARCEL OF LAND, ADDRESSED AS 803 N. GOLIAD STREET AND  
336 BEING IDENTIFIED AS LOT 1, BLOCK A, OUR HOUSE ADDITION, CITY OF  
337 ROCKWALL, ROCKWALL COUNTY, TEXAS; PROVIDING FOR SPECIAL  
338 CONDITIONS; PROVIDING FOR A PENALTY OR FINE NOT TO EXCEED  
339 THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH  
340 OFFENSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR  
341 A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE.  
342

343 The motion passed unanimously of those present with 2 absent (Pruitt and Milder).  
344  
345  
346

347 2. Discuss and consider approval of a variance request from ROCK-HOB,LP  
348 from the City's Standards of Design and Construction, Section 2.19 (Off-  
349 Street Parking) allowing the existing asphalt pavement to remain in place  
350 at 2004 South Goliad (Hobby Lobby), and take any action necessary.

351 **City Engineer, Tim Tumulty, indicated that the city recently received a complaint related**  
352 **to a crew doing an asphalt overlay job on the Hobby Lobby parking lot. As a result, staff**  
353 **intervened and stopped the crew from continuing work on the parking lot since the city's**  
354 **standards currently call for concrete, not asphalt. A representative from the owner of the**  
355 **parking lot subsequently contacted the city, requesting that they be allowed to continue**  
356 **with the asphalt overlay project, waiving the requirement that concrete be used.**  
357

358 **Councilmember White asked for clarification on the matter. Mr. Tumulty and Mr.**  
359 **Crowley, City Manager, shared that if an applicant would like to redo a parking lot,**  
360 **material would be determined at the time of the request. Mr. Tumulty generally indicated**  
361 **that, over time, the asphalt parking lots deteriorate more quickly and at a larger degree**  
362 **than do concrete surfaces.**  
363

364 **Hohenshelt asked if the applicant is required to pull a permit before doing this sort of**  
365 **work on a parking lot. Mr. Tumulty indicated that, yes, it is required that a permit be**  
366 **pulled prior to any work being done. Indication was given that the variance request has**  
367 **been submitted by the property owner / land lord of the property.**  
368

369 **Councilmember White made a motion to approve the variance for this property location,**  
370 **thus allowing for the asphalt work to continue. The motion failed for lack of a second.**  
371

372 **Mr. Garza indicated that our ordinance speaks for itself, and that this item was related to**  
373 **requesting a variance to our ordinance standards. So, if the city council takes no action**  
374 **this evening, staff would move forward with enforcing the city's ordinance, which will, in**  
375 **part, consist of staff asking the property owner to remove the asphalt that was recently**  
376 **laid and replace it and the rest of the parking lot with concrete.**  
377

378 3. Discuss and consider approval of an ordinance declaring unopposed  
379 candidates for the offices of City Councilmember Place 2, Place 4 and  
380 Place 6 and cancelling the May 7, 2016 General Election, and take any  
381 action necessary. (1st reading)

382 **Councilmember White made a motion to approve an ordinance declaring unopposed**  
383 **candidates and cancelling the May 7<sup>th</sup> General Election. Councilmember Townsend**  
384 **seconded the motion. The ordinance was read as follows:**  
385

386 **ORDINANCE NO. 16-**  
387

388 **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKWALL,**  
389 **TEXAS DECLARING UNOPPOSED CANDIDATES FOR THE OFFICES OF**  
390 **CITY COUNCILMEMBER PLACE 2, CITY COUNCILMEMBER PLACE 4,**  
391 **AND CITY COUNCILMEMBER PLACE 6, AS ELECTED; PROVIDING THAT**  
392 **THE MAY 7, 2016 GENERAL MUNICIPAL ELECTION SHALL NOT BE**  
393 **HELD; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN**  
394 **CONFLICT THEREWITH; PROVIDING A SAVINGS CLAUSE; PROVIDING A**  
395 **SEVERABILITY CLAUSE; FINDING AND DETERMINDING THAT THE**  
396 **MEETING AT WHICH THIS ORDINANCE WAS PASSED WAS OPEN TO**

397 THE PUBLIC AS REQUIRED BY LAW; PROVIDING FOR AN EFFECTIVE  
398 DATE.

399  
400 **The motion passed unanimously of council present with 2 absent (Pruitt and Milder).**  
401

- 402 4. Discuss and consider the content of the plaque recognizing the  
403 completion of the downtown project and take any action necessary

404 **Mr. Crowley provided brief comments related to this agenda item.**

405  
406 **Mayor Pro Tem Lewis made a motion to have the content of the plaque recognize the**  
407 **Council at the time the bond election was held as well as the current councilmembers.**

408  
409 **Councilmember White suggested also listing names of the mayors who were in office**  
410 **during the planning phase and beginning stages of construction, namely past Mayor**  
411 **Cecil and past Mayor Sweet.**

412  
413 **Mayor Pro Tem Lewis amended his motion to include the current council members,**  
414 **former mayors and former council members involved from the inception of the planning**  
415 **process and to name it the ‘downtown capital improvement project.’ This motion died for**  
416 **lack of a second.**

417  
418 **Councilmember Hohenshelt made a motion to name the project “historic downtown**  
419 **Rockwall Renovation.” Councilmember White seconded the motion, which passed**  
420 **unanimously of Council present (Pruitt and Milder absent).**

421  
422 **Councilmember White made a motion to approve the contents of the plaque, including**  
423 **names of the current council, construction manager, staff and two former mayors**  
424 **involved in the project (Cecil and Sweet); Councilmember Hohenshelt seconded the**  
425 **motion, which passed by a vote of 4 in favor, 1 against (Fowler) with 2 absent (Pruitt and**  
426 **Milder).**

- 427  
428 5. Discuss and consider appointments to the city's Airport Advisory Board,  
429 and take any action necessary.

430 **Councilmember Townsend made a motion to appoint Tom Woodruff to fill the one**  
431 **vacancy on this board. Councilmember White seconded the motion, which passed by a**  
432 **vote of 5 in favor with 2 absent (Pruitt and Milder).**

433  
434 **XI. CITY MANAGER’S REPORT TO DISCUSS CURRENT CITY ACTIVITIES, UPCOMING MEETINGS,**  
435 **FUTURE LEGISLATIVE ACTIVITIES, AND OTHER RELATED MATTERS.**

- 436  
437 1. Departmental Reports  
438 Building Inspections Department Monthly Report - January 2016  
439 Fire Dept. Monthly Reports - January 2016  
440 Fire Dept. "16 in 16" Recruiting Report - Through Feb. 2016  
441 Fire Department Annual Report - 2015  
442 GIS Department Monthly Report - January 2016  
443 Harbor PD Monthly Report - January 2016  
444 Internal Operations Department Monthly Report - January 2016  
445 Police Department Monthly Report - January 2016  
446 Recreation Monthly Report - January 2016

447 Rockwall Animal Adoption Center Monthly Report - January 2016

448 2. City Manager's Report

449 Rick Crowley indicated all department reports were included in the council packet for  
450 review and stated he would be happy to answer any questions.  
451

452 The Council did not reconvene in Executive Session following the close of the public  
453 meeting agenda.  
454

455 **XII. EXECUTIVE SESSION**

456  
457 THE CITY OF ROCKWALL CITY COUNCIL WILL RECESS INTO EXECUTIVE SESSION TO DISCUSS  
458 THE FOLLOWING MATTERS AS AUTHORIZED BY CHAPTER 551 OF THE TEXAS GOVERNMENT  
459 CODE:  
460

- 461 1. Discussion regarding Economic Development incentives, procedures and  
462 possible projects pursuant to Section 551.087 (Economic Development)
- 463 2. Discussion regarding the lease of land in the vicinity of the downtown  
464 area pursuant to Section §551.072 (Real Property).
- 465 3. Discussion regarding potential land acquisition and right-of-way along  
466 Ridge Road pursuant to Section §551.072 (Real Property).
- 467 4. Discussion regarding formation of / appointment of city council  
468 subcommittee(s) pursuant to Section, §551.074 (Personnel Matters).
- 469 5. Discussion regarding (re)appointments to city regulatory boards,  
470 commissions, and committees - Planning & Zoning Commission -  
471 pursuant to Section 551.074 (personnel matters)
- 472 6. Discussion regarding process associated with City Manager performance  
473 evaluation pursuant to Section 551.074 (personnel matters)

474 **XIII. RECONVENE PUBLIC MEETING & TAKE ANY ACTION AS RESULT OF EXECUTIVE SESSION**

475  
476 The Council did not reconvene in Executive Session following the close of the public  
477 meeting agenda, so there was no possible action to be taken.  
478

479 **XIV. ADJOURNMENT**

480  
481 Mayor Pro Tem Lewis adjourned the meeting at 6:42 p.m.  
482

483 **PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS,**  
484 **THIS 21<sup>st</sup> day of March, 2016.**

485  
486  
487  
488  
489  
490  
491

**ATTEST:**

\_\_\_\_\_  
**Jim Pruitt, Mayor**

\_\_\_\_\_  
**Kristy Cole, City Secretary**

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## CITY OF ROCKWALL, TEXAS MEMORANDUM

---

**TO:** Richard Crowley, City Manager  
**FROM:** Lea Ann Ewing, Purchasing Agent  
**DATE:** March 17, 2016  
**SUBJECT:** Bid Award for Grounds Maintenance Services Contract

---

Approved in the General Fund Parks and Harbor Operating budgets is a total of \$213,250 for annual grounds maintenance services. These services include landscape maintenance of all trees, shrubs, ground cover, beds, mowing of turf, edging and debris pick up and disposal to be performed at all City owned facilities, thoroughfares and medians. This contract is competitively bid every four years should the City and the contractor agree to renew annually in the intervening years. The current contractor is Weldon's Lawn and Tree and their contract renewal option has expired.

Sealed competitive bids were solicited for this service for a contract execution date of April 1, 2016. Six (6) bids were received. Attached is the bid tabulation/evaluation worksheet. The apparent low bidder Gringo was deemed nonresponsive because they did not provide all of the necessary documentation required for this contract including a license for Herbicide spraying. The next low bidder was Weldon's Lawn and Tree. Weldon's bid is within budget.

For Council consideration is the annual Grounds Maintenance Services Contract bid award of \$213,250 to Weldon's Lawn and Tree and authorize the City Manager to execute a contract for this service.

Attachments:  
Bid Tabulation/Evaluation Worksheet  
Form 1295

Grounds Maintenance Services Bid Evaluation

Contractor:	Apparent Low to High Bidder						
	Gringo	Weldons	Picture Perf	Terracare	DD Com	N TX Lawn	
BASE BID:	\$199,430	\$213,250	\$ 218,001	\$271,564	\$281,960	\$314,537	
OPERATIONAL PLAN:							
Equipment to perform Contract requirements (including year, make and model).	Yes	Yes	No	Yes	Yes	Yes	
Number, name, title, necessary licenses, etc. of employees to perform Contract requirements.	No	Yes	Yes	Yes	Yes	Yes	
Proposed vendor production schedule (days, times, length at each location)	Yes	Yes	No	Yes	Yes	Yes	
Safety program detailing procedures, topics, and frequency of training	No	Yes	No	Yes	Yes	Yes	
Traffic control plan and defined equipment staging areas.	No	Yes	No	Yes	No	No	
Incliment weather make-up procedures.	No	Yes	No	Yes	Yes	Yes	
List of suppliers for green goods, hard goods, and chemical/fertilizers to be utilized.	No	Yes	No	Yes	No	Yes	
The bidder must provide a list of products to be utilized in the performance of the bid.	No	Yes	No	Yes	No	Yes	
EVALUATION CRITERIA:							
Cost as evidenced in Attachment "A" Pricing Worksheet and Service Locations	Yes	Yes	Yes	Yes	Yes	Yes	
Components of the Operational Plan as evidence in Attachment "B" Operational Plan	Yes	Yes	No	Yes	Yes	Yes	
Work History and References (provide 3 references for jobs this size and larger)	No	Yes	No	Yes	Yes	Yes	
Equipment and Vehicles as evidenced listed in Attachment "C"	Yes	Yes	No	Yes	Yes	Yes	
CONTRACTOR QUALIFICATIONS: (Reference Check)							
Have adequate financial resources, or the ability to obtain such resources as required;		Yes					
Is able to comply with the required or proposed delivery schedule;		Yes					
Have a satisfactory record of performance;		Yes					
Have a satisfactory record of integrity and ethics; and		Yes					
Be otherwise qualified and eligible to receive a bid/contract award.		Yes					
SUBMITTAL REQUIREMENTS:							
Insurance Proof of	Yes	Yes	Yes	Yes	No	Yes	
Addenda Acknowledgement	No	Yes	No	Yes	Yes	Yes	
Form 1295	Yes	Yes	Yes	Yes	Yes	Yes	
Form CIQ	Yes	Yes	Yes	Yes	Yes	Yes	
Licenses	No	Yes	Yes	Yes	Yes	Yes	

**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

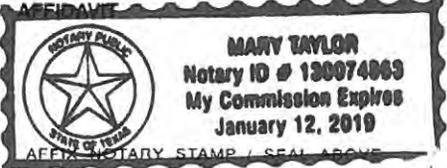
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.	<b>OFFICE USE ONLY</b>
1 Name of business entity filing form, and the city, state and country of the business entity's place of business. <p style="margin-left: 20px;"><u>Weldon's Lawn and Tree Rockwall, TX USA</u></p>	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed. <p style="margin-left: 20px;"><u>Rockwall, TX</u></p>	

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.  
2014-2 Grounds Maintenance Services

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
<u>Weldon's Lawn and Tree</u>	<u>Rockwall, TX USA</u>	<input checked="" type="checkbox"/>	

5 Check only if there is NO Interested Party.

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



James D. Weldon Jr.  
Signature of authorized agent of contracting business entity

Sworn to and subscribed before me, by the said James D. Weldon Jr., this the 18<sup>th</sup> day of February, 2016, to certify which, witness my hand and seal of office.

Mary Taylor  
Signature of officer administering oath

Mary Taylor  
Printed name of officer administering oath

FAI  
Title of officer administering oath

**ADD ADDITIONAL PAGES AS NECESSARY**

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CITY OF ROCKWALL, TEXAS

ORDINANCE NO. 16-24

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS DECLARING UNOPPOSED CANDIDATES FOR THE OFFICES OF CITY COUNCILMEMBER PLACE 2, CITY COUNCILMEMBER PLACE 4, AND CITY COUNCILMEMBER PLACE 6, AS ELECTED; PROVIDING THAT THE MAY 7, 2016 GENERAL MUNICIPAL ELECTION SHALL NOT BE HELD; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS ORDINANCE WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Rockwall, Texas adopted Resolution No. 16-01 on February 1, 2016, attached hereto as Exhibit 'A', ordering a general election to be held on May 7, 2016, for the purpose of electing three officials of the City, to wit: City Councilmember Place 2, City Councilmember Place 4, and City Councilmember Place 6; and

**WHEREAS**, pursuant to Sections 143.007 and 146.054, Texas Election Code, the deadline for filing applications for a place on the ballot and declaration of write-in candidacy for the City's general election have expired; and

**WHEREAS**, the City Secretary, in accordance with Section 2.052, Texas Election code, has certified in writing, attached hereto as Exhibit 'B', to the City Council that John Hohenshelt is unopposed for election to the office of Councilmember Place 2, Dennis Lewis is unopposed for election to the office of Councilmember Place 4, and Mike Townsend is unopposed for election to the office of Councilmember Place 6; and

**WHEREAS**, the City Council hereby finds and determines that the candidates whose names were to appear on the ballot in said election are unopposed, there are no declared write-in candidates, and no propositions to appear on the ballot for said election;

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

**Section 1.** The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

**Section 2.** In accordance with Section 2.053(a), Texas Election Code, the following unopposed candidates are hereby declared duly elected to the respective offices for a term of two years, and shall be issued a certificate of election following the date on which the general election for Councilmembers was to have been held:

John Hohenshelt, Place 2  
Dennis Lewis, Place 4  
Mike Townsend, Place 6

**Section 3.** Pursuant to Section 2.053(b), Texas Election code, the regular municipal election for Councilmember Place 2, Councilmember Place 4, and Councilmember Place 6 called and ordered by Resolution No. 16-01, for May 7, 2016, shall not be held and is hereby canceled.

**Section 4.** The City Secretary is hereby directed to cause a copy of this Ordinance to be posted on Election Day, same being May 7, 2016, at all posting places that would have been used in such election.

**Section 5.** Term of office for the unopposed Councilmembers shall commence on May 16, 2016 after the Oath of Office has been administered and executed.

**Section 6.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

**Section 7.** The Code of the City of Rockwall, Texas, as amended, shall remain in full force and effect, save and except as amended by this ordinance.

**Section 8.** Should any section, paragraph, sentence, clause, phrase or word of this ordinance be declared unconstitutional or invalid for any purpose by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby, and to this end the provisions of this ordinance are declared to be severable.

**Section 9.** It is hereby found and determined that the meeting at which this ordinance was passed was open to the public as required by Section 551.001 et seq., Texas Government Code, and that advance public notice of the time, place and purpose of said meeting was given.

**Section 10.** This Ordinance shall take effect immediately upon its second reading as required by the City Charter, Section 3.11.

**PRESENTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS THIS 21<sup>st</sup> DAY OF MARCH, 2016.**

\_\_\_\_\_  
**Jim Pruitt, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kristy Cole, City Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Frank Garza, City Attorney**

**1<sup>ST</sup> Reading: 03-07-2016**

**2<sup>nd</sup> Reading: 03-21-2016**

**EXHIBIT 'A'**

**Resolution No. 16-01**

**EXHIBIT 'B'**

**Certification of Unopposed Status**

CITY OF ROCKWALL, TEXAS

RESOLUTION NO. 16-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, CALLING A GENERAL ELECTION TO BE HELD JOINTLY WITH THE ROCKWALL INDEPENDENT SCHOOL DISTRICT AND ADMINISTERED BY THE ROCKWALL COUNTY ELECTIONS ADMINISTRATOR ON SATURDAY, MAY 7, 2016 FOR THE PURPOSE OF ELECTING THREE (3) COUNCIL MEMBERS, ONE (1) FOR PLACE 2, ONE (1) FOR PLACE 4, AND ONE (1) FOR PLACE 6, EACH FOR TWO (2) YEAR TERMS; DESIGNATING THE ENTIRE CITY AS ONE ELECTION PRECINCT; DESIGNATING THE POLLING PLACE; DESIGNATING FILING DEADLINES; ORDERING NOTICES OF ELECTION TO BE POSTED AND PUBLISHED AS PRESCRIBED BY LAW IN CONNECTION WITH SAID ELECTION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Section 41.001(a) of the Texas Election Code, as amended (the "Code") specifies that each general or special election in this state shall be held on the first Saturday in May in an even-numbered year and that a general election of a city may be held on such day; and

**WHEREAS**, the City Council of the City of Rockwall, Texas (hereinafter referred to as the "City"), in accordance with its City Charter, Section 5.01, has determined that the City shall conduct general municipal elections on the first Saturday in May 2016; and

**WHEREAS**, by this Resolution, it is the intention of the City Council to: (i) call for said election to be held on said date, (ii) designate the entire City as one election precinct, (iii) designate Utley Middle School as the polling place for the election and (iv) establish and set forth procedures for conducting said election.

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

**Section 1. Incorporation of Premises.** That all of the above premises are found to be true and correct and are incorporated into the body of this Resolution as if copied in their entirety.

**Section 2. Election Date, Purpose of Election, Officers and Terms of Office.** That a general election is hereby ordered to be held jointly with the Rockwall Independent School District in and throughout the City on Saturday, May 7, 2016, for the purpose of electing three (3) Council Members - one (1) for Place 2, one (1) for Place 4, and one (1) for Place 6 - each for two (2) year terms.

**Section 3. Eligibility for Candidacy.** That in accordance with Section 22.032 of the Texas Local Government Code and Section 5.02 of the City Charter of the City of Rockwall, no person shall be eligible for the office of Council Member, unless he/she is a registered voter who shall have resided within the corporate limits of the City, or recently annexed territory, for at

least twelve (12) months prior to the filing deadline, shall be twenty-one years old and not be in arrears in payment of taxes or other liabilities due the City. In accordance with Section 5.04 of the City Charter, a plurality vote is required to be elected and declared the winner.

**Section 4. Application for a Place on the Ballot.** That in accordance with Section 143.007 of the Code, any eligible and qualified person may have his/her name printed upon the official ballot as a candidate for the offices herein before set forth by filing his/her sworn application with the City Secretary not earlier than 8:00 a.m., January 20, 2016 and not later than 5:00 p.m., February 19, 2016. Each such application shall be on a form as prescribed by Section 141.031 of the Code. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the City Secretary as provided by Section 52.094 of the Code. Notice of the time and place for such drawing shall be given in accordance with the Code.

**Section 5. Election Precinct, Polling Place, and Election Hours.** That the entire City of Rockwall, Texas shall constitute one (1) election precinct for the election, and the polling place is hereby designated to be located at Utley Middle School, 1201 T.L. Townsend, Rockwall, TX 75087. In accordance with and pursuant to the requirements of the Code, said polling place shall be open from 7:00 a.m. until 7:00 p.m. on the date of the election.

**Section 6. Early Voting.** That early voting by personal appearance shall be conducted at the Rockwall County Library - 1215 E. Yellow Jacket Lane Rockwall, TX 75087 - on the following dates at the specified times with the exception of Saturday, Sunday and State holidays:

***Monday, April 25 through Saturday, April 30, 2016 - 8:00 a.m. until 5:00 p.m.***  
***Monday, May 2 and Tuesday, May 3, 2016 - 7:00 a.m. until 7:00 p.m.***

Applications for ballot by mail shall be requested from and mailed to the Rockwall County Election Administrator at 915 Whitmore Drive, Suite D Rockwall, TX 75087. The last day to receive an application by mail for a ballot to be voted by mail is no later than the close of business on April 26, 2016.

**Section 7. Method of Voting.** That Direct Record Electronic (DRE) voting machines and Optical Scan ballots shall be used for early voting by personal appearance and for Election Day voting. Optical scan ballots shall be used for early voting by mail. The City Secretary, acting as chief elections officer, shall ensure at least one (1) E. S. & S. Ivotronic "ADA" approved voting machine is provided at the polling place as required by Section 61.012, of the Texas Election Code.

**Section 8. Governing Law and Qualified Voters.** That the election shall be held in accordance with the constitution of the State of Texas and the Code, and all resident, qualified electors of the city, shall be eligible to vote at the election.

**Section 9. Publication and Posting of the Notice.** That notice of the election in English and Spanish shall be given by posting a notice of election on the City Hall bulletin board used for posting notices of the meetings of the City Council not less than twenty-one (21) days prior to the date upon which the election is to be held, and by publication of said notice at least once in a newspaper of general circulation in accordance with Section 2051.44 of the Texas Government Code, the date of said publication to be not less than ten (10) days and not more than thirty (30) days prior to the date set for the election.

**Section 10.** That the Rockwall Elections Administrator shall serve as the Administrator of the election. The Elections Administrator shall appoint a sufficient number of judges and clerks in accordance with Chapter 32 Texas Elections Code to assist in the proper conduct of the election.

**Section 11. Delivery of Returns: Preservation of Election Records.** That in accordance with the Code and the City's contract with the Rockwall County Elections Administrator, immediately after the closing of the poll on the day of the election, the election officers shall make and deliver the returns of the election in triplicate as follows: one copy shall be retained by the Presiding Election Judge and by the Presiding Election Judge of the Early Ballot Board, one copy shall be delivered to the Mayor of the City, and one copy of the returns, together with the ballot boxes and all election supplies, shall be delivered to the Rockwall County Elections Administrator. All election records and supplies shall be preserved in accordance with the Code.

**Section 12. Representatives.** That the following slate of officials and other designated persons are hereby authorized to be present to observe the election counting process:

- a. The Mayor and members of the City Council of the City of Rockwall;
- b. Candidates for the City Council of the City of Rockwall;
- c. The Rockwall City Secretary or her designated representative.

**Section 13. Canvassing of Returns.** That the City Council of the City shall convene between May 10, 2016 and May 18, 2016 to canvass the returns of the election in accordance with the Texas Election Code.

**Section 14. Necessary Action.** That the Mayor and the City Secretary of the City, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Code in carrying out and conducting the election, whether or not expressly authorized herein.

**Section 15. Severability.** That should any part, section, subsection, paragraph, sentence, clause or phrase contained in this resolution be held to be unconstitutional or of no force and effect, such holding shall not affect the validity of the remaining portion of this resolution, but in all respects said remaining portion shall be and remain in full force and effect.

**Section 16. Effective Date.** That this Resolution shall be in force and effect from and after its passage and it is accordingly so resolved.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, this 1<sup>st</sup> day of February, 2016.**

**ATTEST:**

  
\_\_\_\_\_  
**Kristy Cole, City Secretary**



  
\_\_\_\_\_  
**Jim Pruitt, Mayor**

## “Exhibit B”

### Certification of City Secretary

I, Kristy Cole, do hereby certify that I am the City Secretary of the City of Rockwall, Texas and the authority responsible for having the official ballot prepared for the general election of May 7, 2016. I further certify, pursuant to Section 2.052 of the Texas Election Code, that the candidates are unopposed for election to the offices to be on the ballot in the May 7, 2016, regular general municipal election, as follows:

**John Hohenshelt** is *unopposed* for election to the office of Councilmember, Place 2.

**Dennis Lewis** is *unopposed* for election to the office of Councilmember, Place 4.

**Mike Townsend** is *unopposed* for election to the office of Councilmember, Place 6.

I further certify that no candidate names are to be placed on lists of write-in candidates for the positions of City Councilmember Place 2, City Councilmember Place 4, or City Councilmember Place 6 to appear on the ballot in the May 7, 2016, general election, and that there are no propositions to appear on the ballot in said election.

**TO CERTIFY WHICH, I WITNESS MY HAND AND AFFIX THE SEAL OF THE CITY OF ROCKWALL, TEXAS, THIS 21<sup>st</sup> DAY OF MARCH, 2016.**

---

**Kristy Cole, City Secretary**

(Seal)

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

---

**TO:** Rick Crowley – City Manager  
**FROM:** Brad Griggs – Assistant City Manager  
**DATE:** March 17, 2016  
**SUBJECT:** Ordinance Amendment in Regards to Organization Change

---

As you were previously notified regarding the change in the reporting structure of the Fire Marshal position, an ordinance amendment has been prepared by the City Attorney to address the change in our Code of Ordinances. Staff will be available to answer any questions.

**CITY OF ROCKWALL**

**ORDINANCE NO. 16-\_\_\_\_**

**AN ORDINANCE OF THE CITY OF ROCKWALL, TEXAS, AMENDING CHAPTER 18, ARTICLE III, SECTION 18 BY AMENDING SECTION 18-66 AND 18-67 OF THE CODE OF ORDINANCES, AUTHORIZING THE CITY MANAGER TO APPOINT THE FIRE MARSHAL FOR THE CITY; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City of Rockwall (the "City"), a Home Rule City and by State law and City Charter is permitted to establish ordinances to protect the health, safety and general welfare of its residents; and

**WHEREAS**, the City established the office of Fire Marshal by ordinance in 1982 to be directly responsible to the chief of the fire department for the proper operation and supervision over all activities of the fire prevention department; and

**WHEREAS**, based on review and needs of the City, the City Council finds that the position of Fire Marshal shall be hired by the City Manager and report to the City Manager or designee;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, THAT;**

**SECTION 1. FINDINGS.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

**SECTION 2. AMENDMENT.** Chapter 18, Article III, Sections 18-66 and 18-67 are hereby amended to Chapter 18 and should read as follows:

**ARTICLE III. - FIRE MARSHAL**

**Sec. 18-66. - Appointment; removal.**

The fire marshal shall be appointed by the ~~fire chief~~ City Manager of the city. The fire marshal shall not be removed from office except for cause and after full opportunity to be heard on specific and relevant charges by and before the ~~appointing authority~~ City Manager.

**Sec. 18-67. - Duties and functions.**

The function of the fire marshal and fire prevention department shall be the implementation, administration and enforcement of the provisions of the fire code. The fire marshal shall carry out those duties as contained in the fire code, as adopted by section 18-32 including, but not limited to, and as directed by the ~~fire chief~~ City Manager or designee:

**SECTION 3.** The remainder Chapter 18, Article III "FIRE MARSHAL" composed of Sections 18-65 to 18-67 shall remain unchanged.

**SECTION 4. REPEALING ORDINANCES IN CONFLICT.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 5. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared void.

**SECTION 6. SAVINGS CLAUSE.** All ordinances or parts of ordinances, in conflict herewith are to the extent of such conflict hereby repealed. The balance of such ordinance is hereby saved from repeal.

**SECTION 7. EFFECTIVE DATE.** This Ordinance shall become effective upon second reading.

**PASSED AND APPROVED BY THE CITY COUNCIL OF ROCKWALL TEXAS, this the 4th day of April, 2016.**

---

**Jim Pruitt, Mayor**

**ATTEST:**

---

**Kristy A Cole, City Secretary**

**APPROVED AS TO FORM:**

---

**Frank J. Garza, City Attorney**

**1<sup>st</sup> Reading: 03/21/2016**

**2<sup>nd</sup> Reading: 04/04/2016**

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## CITY OF ROCKWALL, TEXAS MEMORANDUM

---

**TO:** Richard Crowley, City Manager  
**FROM:** Kirk H. Riggs, Chief of Police  
**DATE:** February 11, 2016  
**SUBJECT:** Body Worn Camera Program Grant Resolution

---

The Rockwall Police Department has been awarded grant funding through the Office of the Governor (OOG) for the purchase of body worn cameras for sworn frontline officers and the required infrastructure. The grant award is effective immediately and must be accepted no later than April 2016. This grant program requires a Council Resolution that authorizes the acceptance of the grant and designates the City Manager as the City's Authorized Official for the grant program. The Police Department has prepared and submitted all required grant application(s) and statistical information for this program.

If the grant award of \$28,800 is accepted, the city's matching contribution would be 25% (\$7,200) and would be used to support storage, accessories and maintenance of the cameras for the required three year grant cycle. The total cash paid by the city would be taken from seized funds.

The resolution is attached for your review and I will be available at the meeting to answer any questions that you may have. Approval of the Resolution is requested.

CITY OF ROCKWALL, TEXAS

RESOLUTION NO. 16-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, APPLYING FOR AND ACCEPTING GRANT FUNDING FROM THE BODY WORN CAMERA PROGRAM GRANT PROGRAM THROUGH THE CRIMINAL JUSTICE DIVISION OF THE OFFICE OF THE GOVERNOR FOR THE PURCHASE OF BODY WORN CAMERAS; ESTABLISHING THE DUTIES AND RESPONSIBILITIES OF SAID GRANT REQUIREMENTS; DESIGNATING THE CITY MANAGER AS THE AUTHORIZED OFFICIAL FOR THE GRANT APPLICATION; PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the City of Rockwall finds it in the best interest of the citizens of Rockwall, Texas that the Body Worn Camera Grant Program be operated for the citizens of Rockwall, Texas in 2016; and

**WHEREAS**, the City of Rockwall agrees to provide applicable matching funds for the said project as required by the Office of the Governor Body Worn Camera Program grant application; and

**WHEREAS**, the City of Rockwall agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Rockwall assures that the funds will be returned to the Office of the Governor in full; and

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

**SECTION 1.** The City of Rockwall approves submission of the grant application for the Body Worn Cameras Project to the Office of the Governor, Criminal Justice Division.

**Section 2.** The City of Rockwall designates the Rockwall City Manager, as the grantee's Authorized Official (AO) and empowers him to apply for, accept, reject, alter or terminate the grant on behalf of the City of Rockwall;

**Section 3.** That this Resolution shall be effective immediately after passage and approval, and it is so resolved.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, this 21<sup>st</sup> day of March, 2016.**

\_\_\_\_\_  
Jim Pruitt, Mayor

ATTEST:

\_\_\_\_\_  
Kristy Ashberry, City Secretary

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

---

**TO:** Rick Crowley, City Manager  
**FROM:** Timothy M. Tumulty, Director of Public Works/City Engineer  
**DATE:** March 17, 2016  
**SUBJECT:** Southside Elevated Storage Tank Valves

---

Staff has encountered troubles in isolating the 16-inch diameter water line from the Southside Elevated Storage Tank during two incidents occurring in the last few years. The 16-inch diameter water line along the IH 30 westbound frontage road in front of Walmart had a leak two years ago during the Christmas Holidays. In order to make the repair to the line without shutting down the elevated tank, line stops had to be installed on both sides of the leak. During Father's Day in 2015, another leak occurred on the 16-inch diameter in close proximity to the Southside Elevated Storage Tank. In that case, staff did not have any option but to shut the tank down for about 9 hours. Had the conditions been similar to the summer of June 2011 (drought conditions), providing water to that portion of the City would have been very difficult at best. When the Southside Elevated Storage Tank was constructed, the 16-inch diameter water line was an existing line adjacent to the elevated tank. Rather than cut in two in-line valves at the tank line connection (allows isolation in one or both directions on the existing water line), the proposed construction method tapped the existing 16-inch water line. Without the two in-line valves, the isolation area involves temporary water loss to some business, creates low-pressure in certain areas causing their fire sprinkler system alarms to sound and creates water hammer in our system (creates main breaks on the older pipe systems). To provide better control of our water distribution system, these two valves need to be inserted on the 16-inch water line at each side of the elevated tank line connection.

Staff hired Birkhoff, Hendricks, Carter, LLC to design engineering plans for the valve insertions. The project bids were opened on February 18, 2016. While five companies picked up the plans and specifications, only one company submitted a bid. The one contractor submitted a base bid in the amount of \$264,124 with an alternate bid of \$162,900. The difference between the two bids is the number of line stops inserted along in the 16-inch water line. The base bid essentially prohibited total shut down of the Southside Elevated Tank/16-inch water line during the valve insertions. The alternate bid allowed a minimum shut down of the elevated tank/16-inch water line. The Consultant has verified the contractor's references and provided a letter of support. Funding will be provided by the 2015 Water and Sewer Bonds.

Staff requests City Council consideration for the approval of the Southside Elevated Storage Tank Valve project to Flow-Line Construction, Inc. in the amount of \$162,900.00 and take any action necessary.

TMT:em

Attachments

Cc:

Mary Smith, Assistant City Manager  
Amy Williams, P.E., Assistant City Engineer  
Rick Sherer, Water/Wastewater Manager  
File

**BIRKHOFF, HENDRICKS & CARTER, L.L.P.**  
**PROFESSIONAL ENGINEERS**

11910 Greenville Ave., Suite 600

Dallas, Texas 75243

Fax (214) 461-8390

Phone (214) 361-7900

JOHN W. BIRKHOFF, P.E.  
GARY C. HENDRICKS, P.E.  
JOE R. CARTER, P.E.  
MATT HICKEY, P.E.  
ANDREW MATA, JR., P.E.  
JOSEPH T. GRAJEWSKI, III, P.E.  
DEREK B. CHANEY, P.E.

March 15, 2016

Mr. Tim Tumulty, P.E.  
Director of Public Works / City Engineer  
City of Rockwall  
385 S. Goliad  
Rockwall, TX 75087

Re: Southside Elevated Storage Tank Valves  
Bid Award Recommendation

Dear Mr. Tumulty:

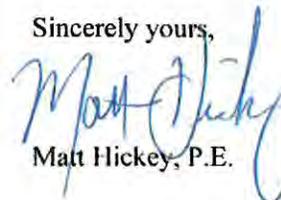
We have checked the bids received at 2:00 p.m., Thursday, February 18, 2016, for the Southside Elevated Storage Tank Valves project. One bid was received and we found no errors or irregularities with the bid.

Flow-Line Construction, Inc. of Dallas, Texas, submitted a Base Bid in the amount of \$264,124.00 for the four Line-Stop option and an Alternate Bid in the amount of \$162,900.00 for the two Line-Stop option. We have reviewed several of their references provided and find that Flow-Line has a record of satisfactorily completing utility projects.

Accordingly, based on the information we have available to us, we recommend the City accept the bid from Flow-Line Construction, Inc. and award them a contract for the alternate bid in the amount of \$162,900.00 for construction of the Southside Elevated Storage Tank Valves project.

We are available to discuss this project and our recommendation further at your convenience.

Sincerely yours,



Matt Hickey, P.E.

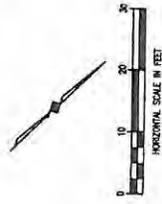
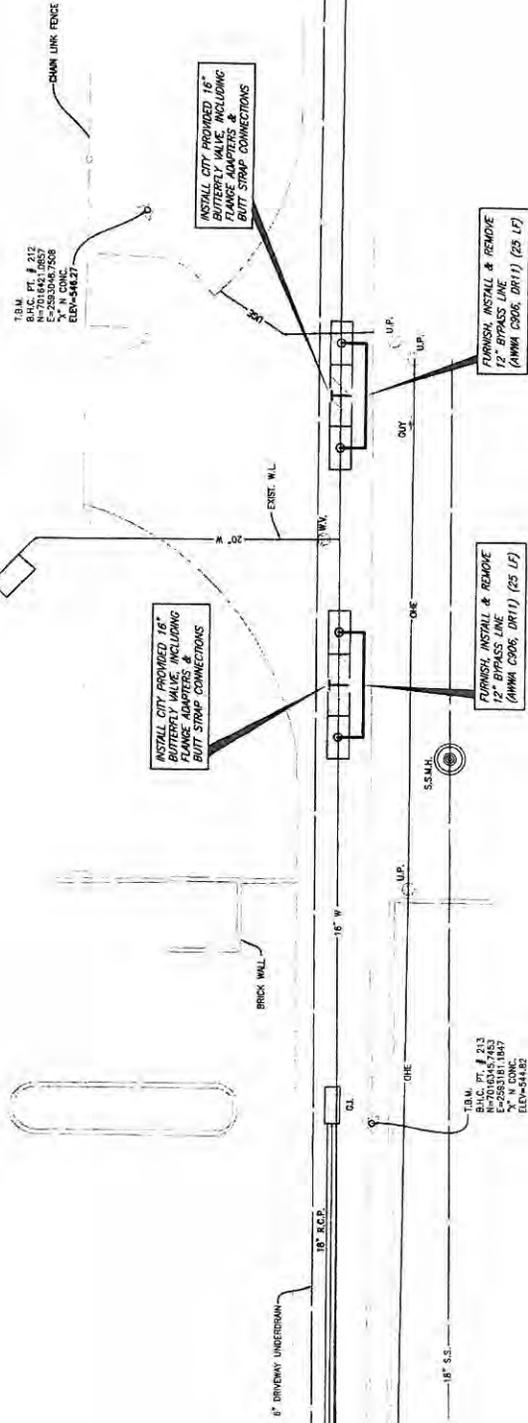
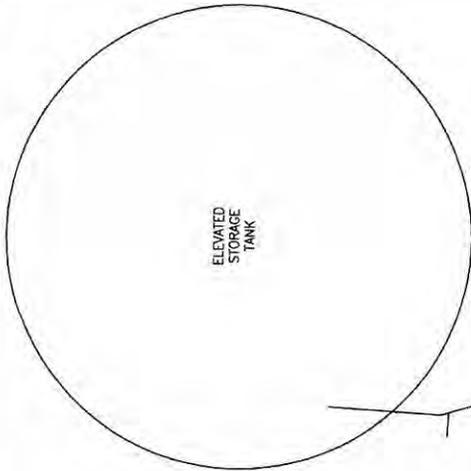
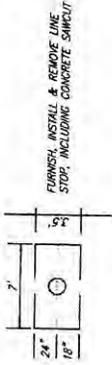
Enclosures

**NOTES:**

1. EXISTING 16" WATER LINE PIPE MATERIAL IS BELIEVED TO BE RCP.
2. CONSTRUCTION PLAN RECORD DRAWINGS FOR THE EXISTING 16" WATER LINE SHOW THE DEPTH TO TOP OF PIPE IS APPROXIMATELY 5'-FEET. CONTRACTOR SHALL FIELD VERIFY DEPTH PRIOR TO CONSTRUCTION.
3. CONTRACTOR SHALL PROVIDE THURST BLOCKING FOR EXPOSED PIPING AND TO SUPPORT LINE STOP EQUIPMENT CAPABLE OF RESISTING THRUST FOR A WORKING PRESSURE OF 80-PSI.
4. CONTRACTOR SHALL COORDINATE TIMING OF WORK OF SHUT DOWNS WITH THE CITY OF ROCKWALL.
5. CONTRACTOR SHALL CONCRETE SMCUT DRIVEWAY FOR EXCAVATION PITS (APPROX. 62 LE), PAY ITEM 1.
6. CONTRACTOR SHALL REMOVE & REPLACE CONCRETE DRIVEWAY (APPROX. 19'-57"). PAY ITEM 2. ANKMENT REPLACEMENT SHALL INCLUDE 8" FINISH COURSE GRAVEL, RECOMPACTING 8" SUBGRADE (50% STANDARD DENSITY), GEOTEXTILE, 4.5" CYCLO CONCRETE PER THE FINISH SECTION DETAIL FROM THE ELEVATED TANK RECORD DRAWINGS. THE CITY ALLOW 30% CONCRETE TO BE REPLACED WITH A FLY ASH RATIO OF 7.25. CONCRETE MIX DESIGN SHALL BE SUBMITTED FOR REVIEW AND APPROVAL.

GRANDY'S RESTAURANT  
726 1-30 FRONTAGE ROAD

**LEGEND**

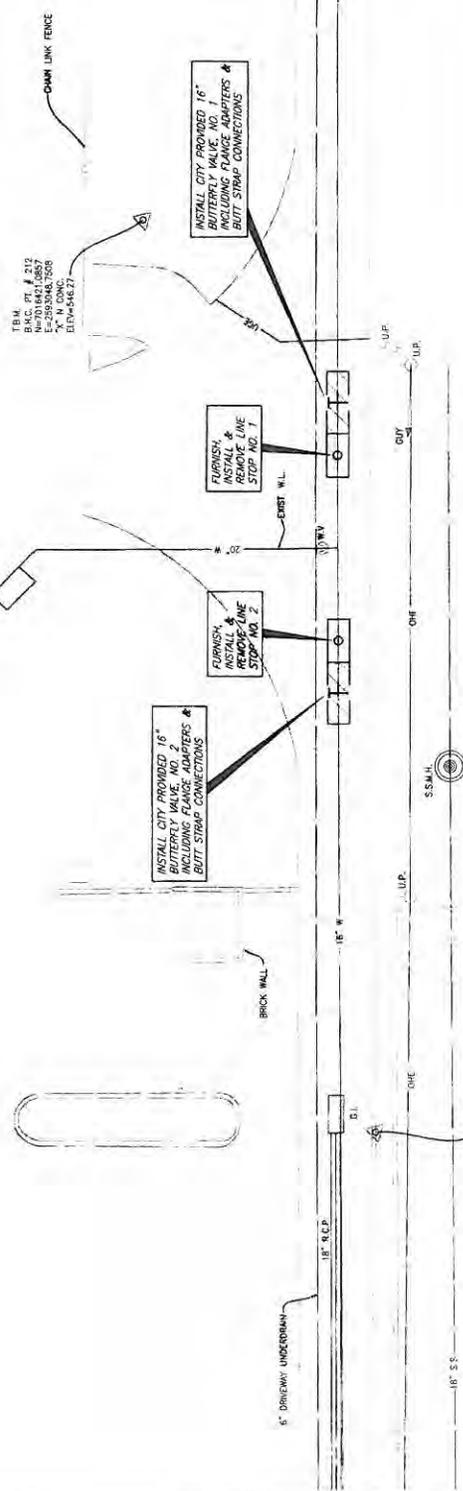
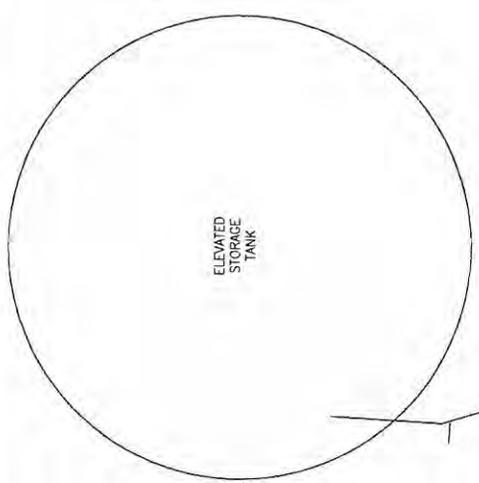
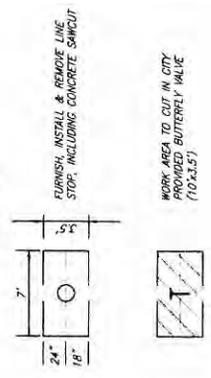


<p><b>CITY OF ROCKWALL, TEXAS</b> SOUTHSIDE ELEVATED STORAGE TANK VALVES PROPOSED IMPROVEMENTS - ALTERNATE 1 (WITH BYPASS)</p>		<p>BHC PROJECT NO. 2015-264 November, 2015</p>	<p>SHEET NO. 3</p>
<p>THESE DOCUMENTS ARE FOR INFORMATION ONLY AND ARE NOT INTENDED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES. DATE: November 2015</p>		<p>DATE: November 2015</p>	
<p><b>BIRKHOFF, HENDRICKS &amp; CARTER, L.L.P.</b> PROFESSIONAL ENGINEERS TBR# 11910 Greenville Ave., Suite 600 Dallas, Texas 75243 (214) 361-7000</p>		<p>DATE: November 2015</p>	
<p>These plans and specifications were prepared for construction of the work shown and are not intended for construction, bidding, or permit purposes. The drawing is intended to be accurate, but the contractor shall verify all dimensions and conditions in the field. The contractor shall be responsible for obtaining all permits and for obtaining all necessary approvals from the City of Rockwall.</p>		<p>DATE: November 2015</p>	
<p>REVISION: 11/7/15 - AIRBORNE/TSB/Project/rockwall/405-264 Southside EST Valve/Sheet/405-264 Proposed Improvements.dwg</p>			

- NOTES:**
- A. CUT PAVEMENT AND PREPARE FOR INSTALLATION OF LINE STOP 1
  - B. CITY SHUTDOWN 16-INCH WATER LINE & ELEVATED TANK (45 MIN. TO 1 HOUR MAX)
  - C. INSTALL LINE STOP 1
  - D. CITY REOPEN ELEVATED TANK & 16-INCH WATER LINE EAST OF LINE STOP 1
  - E. 16-INCH WATER LINE WEST OF LINE STOP 1 TO REMAIN CLOSED DURING VALVE 1 CUT IN
  - F. CUT IN AND INSTALL BUTTERFLY VALVE 1
  - G. DISINFECT AND PRESSURE TEST 16-INCH LINE WEST
  - H. REMOVE LINE STOP 1
  - I. CITY REOPEN 16-INCH WATER LINE WEST
  - J. CUT PAVEMENT AT PREPARE FOR INSTALLATION OF LINE STOP 2
  - K. CITY SHUT DOWN 16-INCH WATER LINE & ELEVATED TANK (45 MIN. TO 1 HOUR MAX)
  - L. INSTALL LINE STOP 2
  - M. CITY REOPEN ELEVATED TANK & 16-INCH WATER LINE WEST OF VALVE 1
  - N. 16-INCH WATER LINE EAST OF LINE STOP 2 TO REMAIN CLOSED DURING VALVE 2 CUT IN
  - O. CUT IN AND INSTALL BUTTERFLY VALVE 2
  - P. DISINFECT AND PRESSURE TEST LINE
  - Q. REMOVE LINE STOP 2
  - R. CITY REOPEN 16-INCH WATER LINE

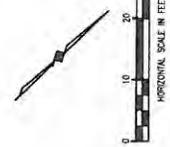
GRANDY'S RESTAURANT  
726 1-30 FRONTAGE ROAD

**LEGEND**



TBM  
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E=2953046.7926  
ELEV=544.82

TBM  
PT. # 212  
N=7016421.0857  
E=2953046.7926  
ELEV=548.27



<p><b>BIRKHOFF, HENDRICKS &amp; CARTER, L.L.P.</b> PROFESSIONAL ENGINEERS 11910 Greenhill Ave, Suite 600 Dallas, Texas 75243 (214) 361-7900</p>	<p>THESE DOCUMENTS ARE FOR INTERIM REVIEW AND ARE NOT INTENDED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES. TOMAS P. H. H. ROAD DATE: December 2015</p>	<p>BHC PROJECT NO 2015-294 December, 2015</p>	<p>SHEET NO <b>3</b></p>
	<p><b>CITY OF ROCKWALL, TEXAS</b> SOUTHSIDE ELEVATED STORAGE TANK VALVES PROPOSED IMPROVEMENTS - ALTERNATE 2 (NO BYPASS)</p>		

PILOT STUDY - 11/17/15  
PILOT BY: MICKY ON 12/27/2015

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## Cole, Kristy

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**From:** Dana Macalik <dana@rockwallchamber.org>  
**Sent:** Thursday, March 17, 2016 10:43 AM  
**To:** Cole, Kristy; Cole, Kristy  
**Cc:** Crowley, Rick  
**Subject:** Patrick Tetrick- Work Session / Council 3/21...

**Importance:** High

Kristy-

Per my voice mail and conversation with Rick, I would like to request to add Patrick Tetrick to the council's work session agenda.

He will be speaking on behalf as a Harbor business owner regarding changes or modifications considerations surrounding the Entertainment District at the Harbor. Specifically, Concert by the Lake's 2016 sponsorship opportunities regarding alcohol purchases, 'Sealed' container for off-premise consumption for Take-Out or To Go , Alcohol percentages (50/50), and Hours of Sale for Consumption , i.e. Thursday – Saturday.

Thank you.

**Dana K Macalik, IOM  
President**



Located at: 697 E I-30 | Rockwall, TX 75032  
Mail: 3021 Ridge Rd #63 | Rockwall, TX 75032  
Tel: 972.771.5733 | Fax: 972.772.3642 | Cell: 214.679.2401  
[www.rockwallchamber.org](http://www.rockwallchamber.org)

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Rick Crowley – City Manager  
**FROM:** Brad Griggs – Assistant City Manager  
**DATE:** March 17, 2016  
**SUBJECT:** Council Work Session Appointment with Patrick Tetrick

---

Mr. Patrick Tetrick has requested an opportunity to discuss the hours and sale of alcoholic beverages. Although we have not spoken with Mr. Tetrick directly concerning his desire to appear before Council, we received an email from Dana Macalik indicating the request. Mr. Tetrick is the owner of Three Sheets and Southern Comforts at the Harbor. From our understanding, Mr. Tetrick will be requesting the Council consider the following:

- Sale of beer and wine for off premise consumption: For TABC Type “BG” license holders, this is a permissible use. Since Mr. Tetrick’s licenses are Type “RM” licenses, the sale of beer and wine for off premise consumption is not permitted. A license holder may only carry one type of license (i.e he cannot hold both a BG and an RM simultaneously).
- 51%/49%: Mr. Tetrick indicated he would like the Council to consider relief from the requirement that 51% of the sales must be for food and the remaining 49% may be from the sale of alcohol. Since this was approved this way during the election, the City must hold an election to remove the food and beverage certificate requirement where alcohol sales take place.
- Mr. Tetrick would like to see the hours of alcohol sales be expanded to late night hours. Per TABC, this cannot be done for only certain nights nor can it be designated for a specific area. Alcohol sales for “late hours” are limited by City ordinance and the Council has the discretion to amend our ordinance to allow “late night hours.”

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# CITY OF ROCKWALL, TEXAS

## MEMORANDUM

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**TO:** Mayor and City Council

**CC:** Rick Crowley, *City Manager*  
Brad Griggs, *Assistant City Manager*

**FROM:** Ryan Miller, *Director of Planning and Zoning*

**DATE:** March 21, 2016

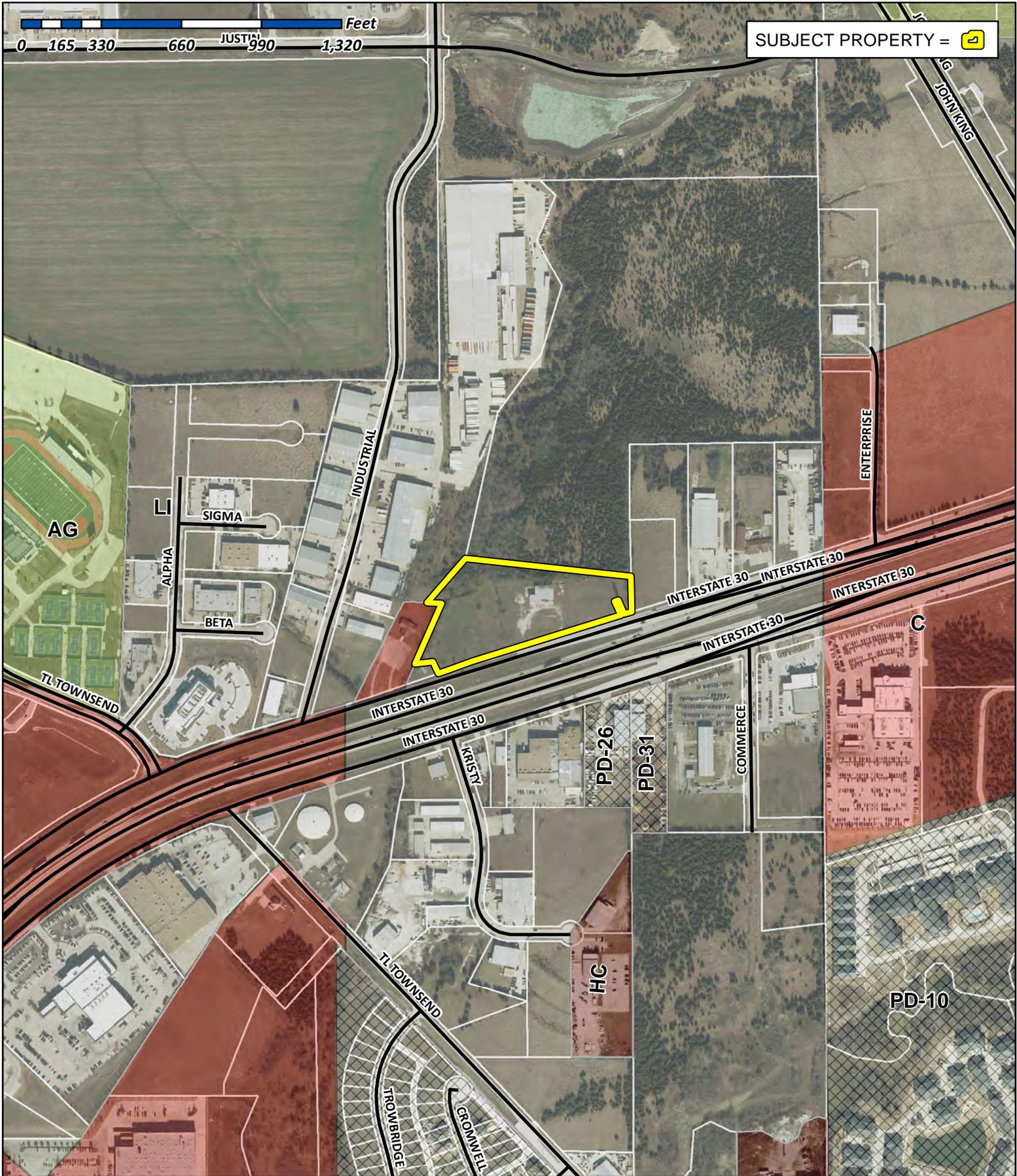
**SUBJECT:** Appointment with Dallas Cothrum of Master Plan, Inc.; *Echo Park*

---

Dallas Cothrum of Master Plan has scheduled an appointment with the City Council requesting that they consider amending the zoning code to allow a *Motor Vehicle Dealership, Used (Cars and Light Trucks)* to be allowed within a Light Industrial (LI) District. Currently, the *Permissible Use Charts* contained in Article IV, *Permissible Uses*, of the Unified Development Code, only permit a *Motor Vehicle Dealership, Used (Cars and Light Trucks)* as an ancillary use to new vehicle sales. Specifically, the applicant is working with Echo Park Automotive to establish a used automotive dealership within the City of Rockwall, and has identified a property along the north side of IH-30, east of Industrial Boulevard (*i.e. 1415 & 1501 E. IH-30 -- attached to this memorandum is a location map*) as a potential site. Staff should probably point out that a large portion of the remaining vacant land situated within the IH-30 corridor is zoned Light Industrial (LI) District, and that a *Motor Vehicle Dealership, New (Cars and Light Trucks)* requires a Specific Use Permit (SUP) in a Light Industrial (LI) District. Staff has attached a copy of the *Permissible Use Charts*, highlighting the affected uses, for Council's review.

Mr. Cothrum will be present at the City Council meeting with additional information regarding the request and will be available to answer any questions. Below staff has provided a link to the Echo Park Automotive website.

Link: <https://www.echopark.com/>



# City of Rockwall

Planning & Zoning Department  
 385 S. Goliad Street  
 Rockwall, Texas 75032  
 (P): (972) 771-7745  
 (W): www.rockwall.com

The City of Rockwall GIS maps are continually under development and therefore subject to change without notice. While we endeavor to provide timely and accurate information, we make no guarantees. The City of Rockwall makes no warranty, express or implied, including warranties of merchantability and fitness for a particular purpose. Use of the information is the sole responsibility of the user.





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# CITY OF ROCKWALL, TEXAS

## MEMORANDUM

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**TO:** Mayor and City Council

**CC:** Rick Crowley, *City Manager*  
Brad Griggs, *Assistant City Manager*

**FROM:** Ryan Miller, *Director of Planning and Zoning*

**DATE:** March 21, 2016

**SUBJECT:** A2016-001; *Reed Property Annexation*

---

On March 21, 2016 the City Council will be holding the first (6:00 PM) and second (6:30 PM) public hearings to consider the voluntary annexation of 11.275-acres of land situated east of the intersection of Featherstone Drive and John King Boulevard. The subject property is located within the City's Extraterritorial Jurisdiction (ETJ). Pat Atkins, on behalf of Randall and Gwendolyn Reed, is requesting the annexation for the purpose of adding additional area to the recently approved Planned Development District 79 (PD-79), which is also referred to as the Saddle Star Estates Subdivision.

Staff has followed the procedures for annexations as set forth in Chapter 43, *Municipal Annexations*, of the Texas Local Government Code relative to notifying affected property owners and publishing notices in the newspaper and on the City's website. Attached to this memorandum is a location map and service plan for the proposed annexation. In addition, this document has been made available to the public at City Hall and on the City's website.

No action on this matter is required by the City Council on March 21, 2016. The first reading of the annexation ordinance is scheduled for April 18, 2016 and the second (*and final*) reading of the ordinance is scheduled for May 2, 2016.

1-28-16

RYAN C. MILLER AICP

DIRECTOR OF PLANNING /CITY OF ROCKWALL

385 S. GOLIAD STREET

ROCKWALL, TEXAS 75087

RE: 11.121 ACRES / HAYS LN.-JOHN KING BLVD.

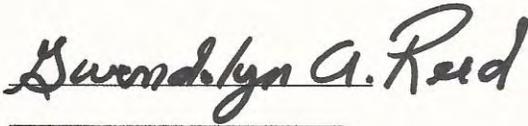
ROCKWALL E.T.J. , ROCKWALL COUNTY , TEXAS

DEAR MR. MILLER ,

WE ARE THE SAID OWNERS OF THE 11.121 ACRE TRACT IN ROCKWALL COUNTY.

WE HEREBY AUTHORIZE PAT ATKINS DIRECTOR OF SADDLE STAR LAND DEVELOPMENT L.L.C., TO PURSUE ANNEXATION , ZONING, AND SUBSEQUENT PLATTING ON SAID 11.121 ACRE TRACT IN ROCKWALL COUNTY , TEXAS.

SINCERELY

A handwritten signature in black ink that reads "Gendolyn A. Reed". The signature is written in a cursive style and is positioned above a horizontal line.

GENDOLYN A. REED

RANDALL D. REED

1-28-16

RYAN C. MILLER AICP

DIRECTOR OF PLANNING /CITY OF ROCKWALL

385 S. GOLIAD STREET

ROCKWALL, TEXAS 75087

RE: 11.121 ACRES / HAYS LN.-JOHN KING BLVD.

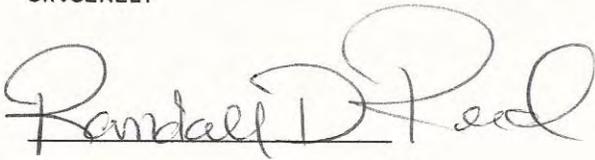
ROCKWALL E.T.J. , ROCKWALL COUNTY , TEXAS

DEAR MR. MILLER ,

WE ARE THE SAID OWNERS OF THE 11.121 ACRE TRACT IN ROCKWALL COUNTY.

WE HEREBY AUTHORIZE PAT ATKINS DIRECTOR OF SADDLE STAR LAND DEVELOPMENT L.L.C., TO PURSUE ANNEXATION , ZONING, AND SUBSEQUENT PLATTING ON SAID 11.121 ACRE TRACT IN ROCKWALL COUNTY , TEXAS.

SINCERELY

A handwritten signature in cursive script that reads "Randall D. Reed". The signature is written in black ink and is positioned above a horizontal line.

GENDOLYN A. REED

RANDALL D. REED

*BEGINNING* at the northwest corner of a certain tract said point being on the east right-of-way line of John King Boulevard (*an existing 160-foot right-of-way*);

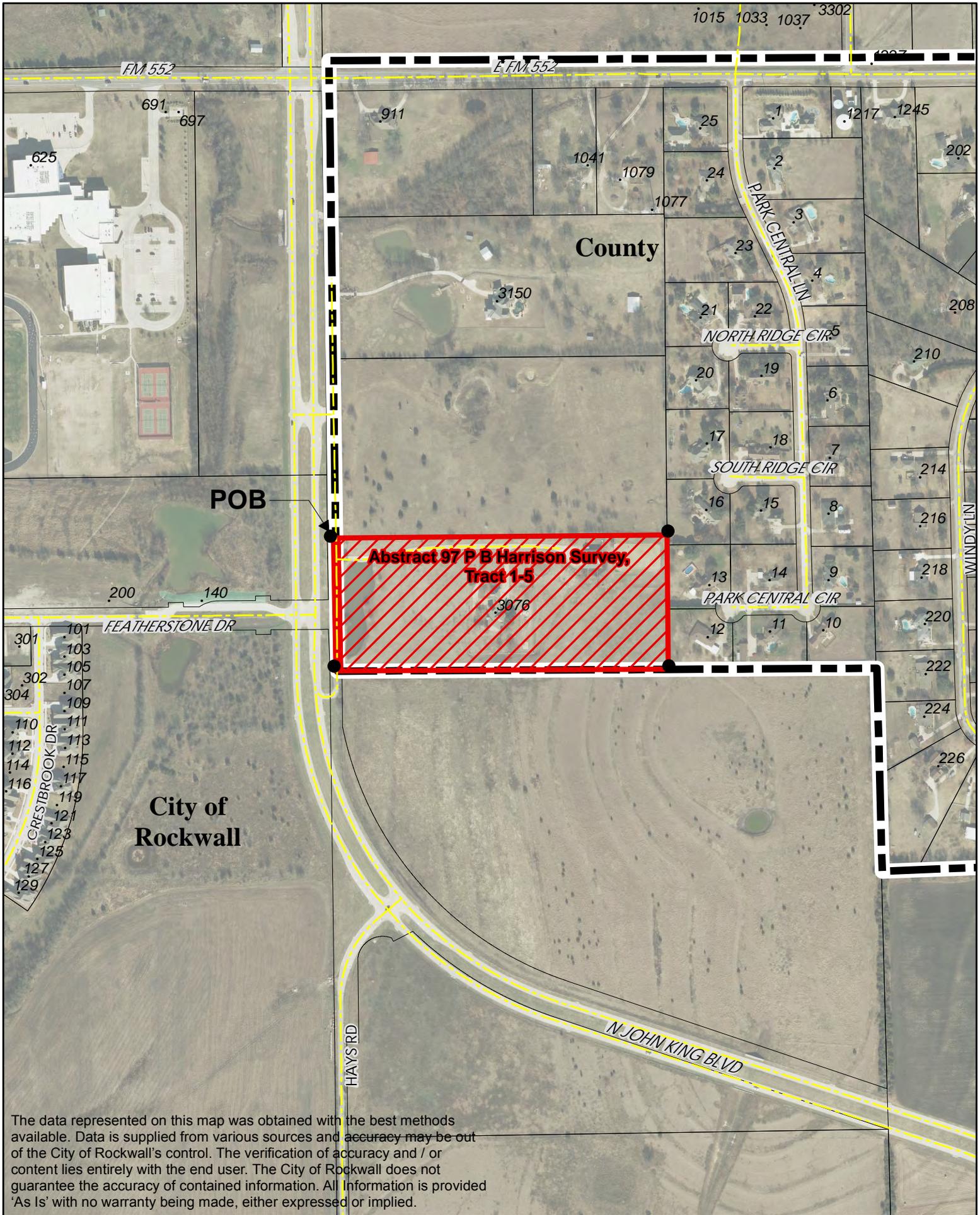
*THENCE*, N 90d00'00" E, departing the east right-of-way line of said John King Boulevard, a distance of 1,128.25-feet, to a point for corner;

*THENCE* S 00d00'00" E, a distance of 435.33-feet, to a point for corner;

*THENCE* N 90d00'00" W, a distance of 1,128.25-feet, to a point for corner, said point being on the east right-of-way line of said John King Boulevard;

*THENCE*, N 00d00'00" E, along the east right-of-way line of said John King Boulevard, a distance of 435.33-feet, to the *POINT OF BEGINNING* containing 491,158.033 square feet, 11.275-acres, more or less.

*Said description is intended to adjoin existing city limits of the City of Rockwall and incorporate all of Tracts 1-5 of the P. B. Harrison Survey, Abstract No. 97, Rockwall County, Texas.*



The data represented on this map was obtained with the best methods available. Data is supplied from various sources and accuracy may be out of the City of Rockwall's control. The verification of accuracy and / or content lies entirely with the end user. The City of Rockwall does not guarantee the accuracy of contained information. All information is provided 'As Is' with no warranty being made, either expressed or implied.

# SERVICE PLAN FOR ANNEXED AREA

Annexation Case No. A2016-001

City and County of Rockwall, Texas

Acreage Annexed: 11.275-acres

Survey Abstract and County: Tracts 1-5 of the P. B. Harrison Survey, Abstract No. 97, Rockwall County, Texas

Date of Adoption of Annexation the Ordinance: May 2, 2016

Municipal services to the acreage described above shall be furnished by or on behalf of the City of Rockwall, Texas, at the following levels and in accordance with the following schedule:

(A) *Police Services*

- (1) Patrolling, responses to calls, and other routine police services, within the limits of existing personnel and equipment, will be provided within 60 days of the effective date of annexation.
- (2) As development and construction commence within this area, sufficient police personnel and equipment will be provided to continue to furnish this area the level of police services consistent with police services available in other parts of the City with land uses and population densities similar to those projected in the annexed area.

(B) *Fire Services*

- (1) Fire protection by the present personnel and the present equipment of the fire Department, within the limitations of available water and distances from existing fire stations, will be provided to this area within 60 days of the effective date of annexation.
- (2) As development and construction commences within this area, sufficient fire personnel and equipment will be provided to continue to furnish this area the level of fire services consistent with fire service available in other parts of the City with land uses and population densities similar to those projected in the annexed area.

(C) *Health and Code Compliance Services*

- (1) Enforcement of the City's health ordinances and regulations including, but not limited to, weed and brush ordinances, junked and abandoned vehicle ordinances, food handlers ordinances and animal control ordinances, shall be provided within this area on the effective date of the annexation ordinance. These ordinances and regulations will be enforced through the use of existing personnel. *Complaints of ordinance or regulation violations within this area will be responded and investigated by existing personnel beginning with the effective date of the annexation ordinance.*
- (2) The City's building, plumbing, electrical, gas heating, air conditioning and all other construction codes will be enforced within this area beginning with the effective date of the annexation ordinance. Existing personnel will be used to provide these services.
- (3) The City's zoning, subdivision, and other ordinances shall be enforced in this area beginning on the effective date of the annexation ordinance.

- (4) All inspection services furnished by the City of Rockwall, but not mentioned above, will be provided to this area beginning on the effective date of the annexation ordinance. Any property owner or his/her assigns who in good faith has a new building or structure, as defined in the Comprehensive Zoning Ordinance, under construction on the effective date of annexation shall be exempted from these inspections for that building or structure under construction for a period of one year from the effective date of annexation. For the purpose of this ordinance "under construction" shall mean any work that requires a building permit from the City of Rockwall.
- (5) As development and construction commence within this area, sufficient personnel will be provided to continue to furnish this area the same level of Health and Code compliance services as are furnished throughout the City.

*(D) Planning and Zoning Services*

- (1) The planning and zoning jurisdiction of the City will extend to this area on the effective date of the annexation ordinance. City planning will thereafter encompass this property, and it shall be entitled to consideration for zoning in accordance with the City's Comprehensive Plan, Zoning Ordinance, Landscape Ordinance and Code of Ordinances.

*(E) Recreation and Leisure Services*

- (1) Residents of this property may utilize all existing recreational and leisure services facilities and sites throughout the City beginning with the effective date of the annexation ordinance.
- (2) Existing parks, playgrounds, swimming pools and other recreation and leisure facilities within this property shall, upon dedication to and acceptance by the City, be maintained and operated by the City of Rockwall.

*(F) Solid Waste Collection*

- (1) Solid waste collection shall be provided to the property owner in accordance with existing City policies as to frequency and charges, beginning on the effective date of annexation except for properties that are served by a privately owned solid waste management service provider. Such properties will be allowed to continue private service for a period of two years from the effective date of annexation at which time the property will be required to begin service with a franchised solid waste contractor within the City of Rockwall.

*(G) Streets*

- (1) The City of Rockwall's existing policies with regard to street maintenance, applicable throughout the entire City, shall apply to this property beginning immediately as of the effective date of the annexation ordinance.
- (2) As development, improvements or construction of streets to the City standards commence within this property, the policies of the City of Rockwall with regard to impact fees and participation in the cost thereof, acceptance upon completion, and maintenance after completion, shall apply.
- (3) The same level of maintenance shall be provided to streets within this property that have been accepted by the City of Rockwall as is provided to like City streets throughout the City.

*(H) Water Services*

- (1) Connection to existing City water mains for water services for domestic, commercial and industrial use within this property will be provided in accordance with existing City policies. Upon connection to existing mains, water will be provided at rates established by City ordinance for such services throughout the City.
- (2) Water mains of the City will be extended in accordance with provisions of the Code of Ordinances and other applicable ordinances and regulations. City participation in the costs of these extensions shall be in accordance with applicable City ordinances and regulations and will be provided as otherwise available in other parts of the City with topography, land uses, population densities similar to those reasonably contemplated or projected in the annexed area.
- (3) Water mains which are within the annexed area and are owned and operated by the City shall be maintained beginning with the effective date of the annexation ordinance or upon acquisition by the City.
- (4) Private water lines within this property shall be maintained by their owners, in accordance with existing policies applicable throughout the City.

*(I) Sanitary Sewer Services*

- (1) Connections to existing City sanitary sewer mains for sanitary sewage service in this area will be provided in accordance with the existing City policies. Upon connection, sanitary sewage service will be provided at rates established by City ordinances for such services throughout the City.
- (2) Sanitary sewer mains and/or lift stations which are within the annexed area and are connected to City mains shall be maintained by the City of Rockwall beginning with the effective date of the annexation ordinance or upon acquisition by the City.
- (3) Sanitary sewer mains of the City will be extended in accordance with the provisions of the Code of Ordinances and engineering standards and other applicable ordinances and regulations. City participation in the costs of these extensions shall be in accordance with applicable City ordinances and regulations and will be provided as otherwise available in other parts of the City with topography, land uses, and population densities similar to those reasonably contemplated or projected in the area.
- (4) Previously granted exceptions to the requirements of connections to the city's sanitary sewer treatment system shall be continued until such alternate systems are determined to no longer function to meet the sanitary sewer needs of the subdivision granted the exception.

*(J) Public Utilities*

- (1) Other public utilities will be provided by the City's franchisee or a provider holding a certificate of convenience issued by the state to serve that area.

*(K) Miscellaneous*

- (1) General municipal administration services of the City shall be available to the annexed area beginning with the effective date of the annexation ordinance.

## Annexation Schedule

CASE NO.: A2016-001

1	<input type="checkbox"/>	Monday, February 15, 2016	Annexation presented to City Council for approval to proceed.
2	<input type="checkbox"/>	Friday, February 19, 2016	Staff to prepare preliminary Service Plan.
3	<input type="checkbox"/>	N/A	Notice of 1st & 2nd Public Hearing mailed to property owners (30 days prior to 1st & 2nd Public Hearing).
4	<input type="checkbox"/>	Thursday, February 25, 2016	Notice sent to paper for publication (1st & 2nd Public Hearing).
5	<input type="checkbox"/>	Thursday, March 03, 2016	Notification appears in newspaper for 1st & 2nd Public Hearing ( $x < 20$ and $x > 10$ days before Public Hearing). <u>Obtain required affidavit of publication from paper.</u>
6	<input type="checkbox"/>	Thursday, March 03, 2016	Notification posted on internet 1st & 2nd Public Hearing ( $x < 20$ and $x > 10$ days before Public Hearing).
7	<input type="checkbox"/>	Monday, March 21, 2016	FIRST PUBLIC HEARING/SECOND PUBLIC HEARING ( $x < 40$ and $x > 20$ days before 1st Reading).
8	<input type="checkbox"/>	Monday, April 18, 2016	City Council approves annexation ordinance (1st Reading).
9	<input type="checkbox"/>	Monday, May 02, 2016	City Council final approval (2nd Reading).
10	<input type="checkbox"/>	Sunday, July 17, 2016	<u>Annexation must be completed before the date to the left.</u> Annexation proceedings must be completed within 90 days of 1st Reading of ordinance.

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Mayor and City Council

**FROM:** Rick Crowley – City Manager  
Brad Griggs – Assistant City Manager

**DATE:** March 18, 2016

**SUBJECT:** A2016-001; *Reed Property Annexation*

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Please refer to previous agenda item for related correspondence.

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# CITY OF ROCKWALL, TEXAS

## MEMORANDUM

---

**TO:** Mayor and City Council

**CC:** Rick Crowley, *City Manger*  
Brad Griggs, *Assistant City Manager*

**FROM:** Ryan Miller, *Director of Planning and Zoning*

**DATE:** March 21, 2016

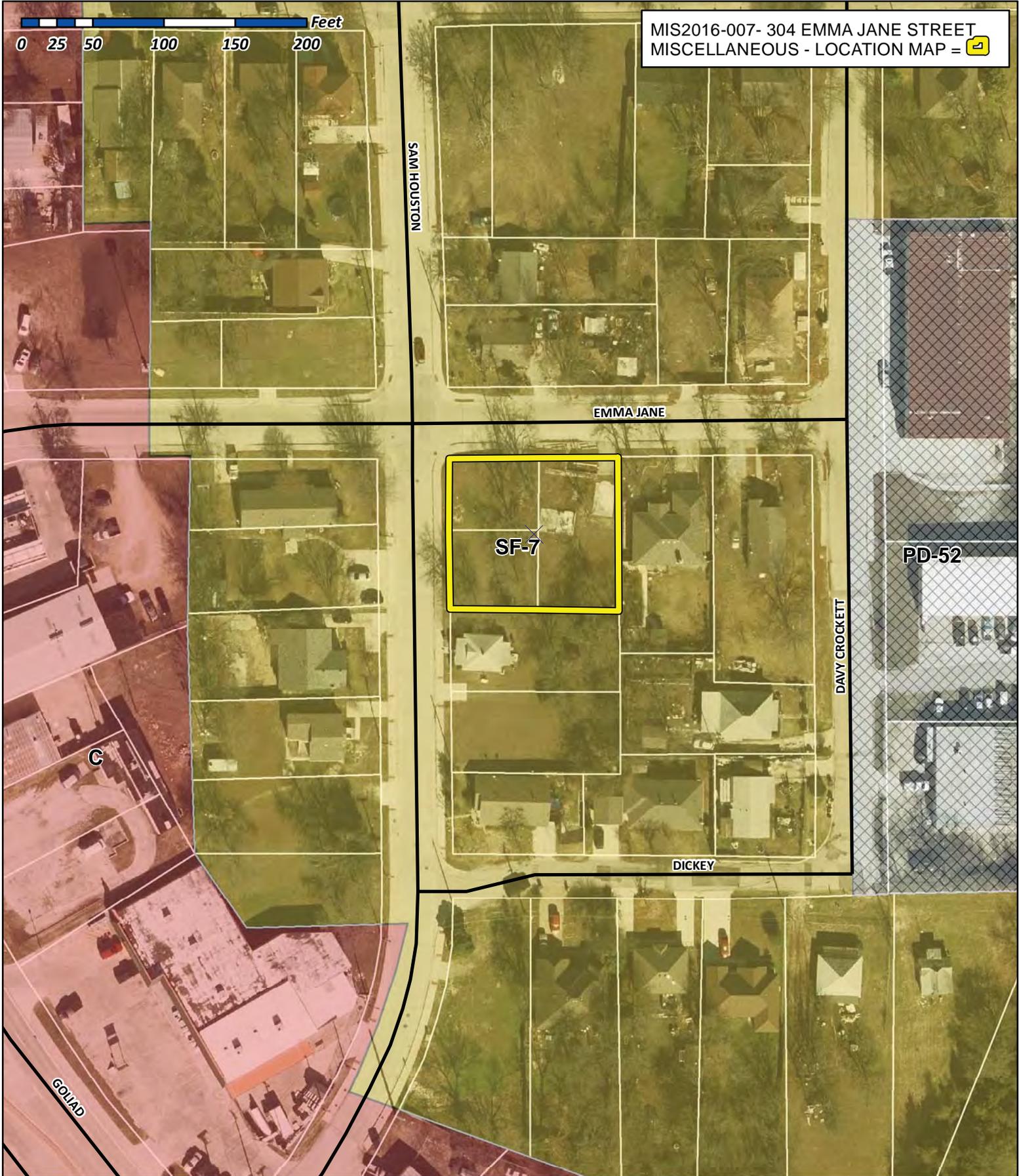
**SUBJECT:** MIS2016-007; *Special Request for 304 Emma Jane Street*

---

The applicant, Wayne Mershaw of Mershawn Associates Architects and Construction, is requesting a special request on behalf of the owners, Lou & Ruby Losanes, for the approval of a special request to construct a four-plex residential dwelling unit. The subject property at 304 Emma Jane Street is zoned Single Family 7 (SF-7) District and is located within the Southside Neighborhood Residential Overlay (SRO) District. Typically, the Single Family 7 (SF-7) District does not permit a four-plex residential dwelling unit; however, the Southside Neighborhood Residential Overlay (SRO) District allows the City Council to consider "...special requests in furtherance of neighborhood preservation and enhancement within the established neighborhood preservation overlay district. Such requests may include, but not necessarily be limited to, neighborhood signage plans, use of building materials not otherwise allowed, authorization of specific land uses not otherwise allowed, or other requests submitted for consideration." Furthermore, the ordinance goes on to state that "(u)pon receipt of such special requests, the City Council shall review same and forward its recommendation to the Planning and Zoning Commission for consideration. Upon recommendations from the Planning and Zoning Commission, the City Council may approve requests by amendment of the ordinance designating the neighborhood district. Any such amendment shall preempt any other underlying zoning restrictions in this [*the*] Unified Development Code. Such special requests may be denied by the City Council by passage of a motion to deny."

In addition to the special request, the applicant is also requesting an exception to the masonry requirements to allow the primary structure to be clad in 100% Hardboard lap siding. According to Section 3.1, *General Residential District Standards*, of Article V, *District Development Standards*, of the Unified Development Code the minimum masonry (*i.e. brick, stone -- natural, cast or cultured -- glass block, tile and/or CMU*) requirement for exterior walls on structures that are 120 square feet or greater is 80%; with a maximum of 50% of this masonry requirement being permitted to be Hardy Plank®, stucco or a similar cementaceous material. Additionally, the code states that, "(e)xceptions to these requirements ... may be permitted on a case-by-case basis by the [*city*] council upon submission and approval of elevation drawings of the subject structure, and materials samples." The applicant has submitted building elevations and a site plan showing the proposed four-plex.

Staff should point out that the City Council has reviewed similar requests in the past (*i.e. Case No. MIS2014-017*) and due to the nature of these requests (*i.e. dealing with land uses not otherwise allowed by the underlying zoning district*), the Council has directed staff to advertise and hold public hearings in the same manner as zoning cases. Should the City Council direct staff to handle this case in this manner, staff would advertise the case under the current development cycle and bring the case to the Planning and Zoning Commission on April 12, 2016 for recommendation. Under this cycle, the case would return to the City Council on April 18, 2016.



# City of Rockwall

Planning & Zoning Department  
 385 S. Goliad Street  
 Rockwall, Texas 75032  
 (P): (972) 771-7745  
 (W): www.rockwall.com

The City of Rockwall GIS maps are continually under development and therefore subject to change without notice. While we endeavor to provide timely and accurate information, we make no guarantees. The City of Rockwall makes no warranty, express or implied, including warranties of merchantability and fitness for a particular purpose. Use of the information is the sole responsibility of the user.





City of Rockwall  
March 9, 2016  
Planning and Zoning Department  
David Gonzales

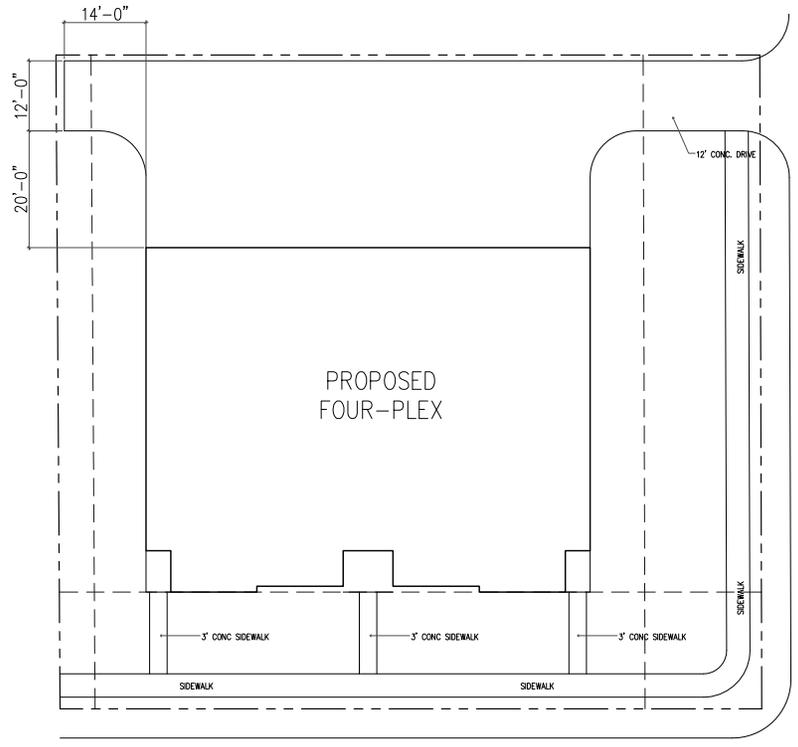
We are requesting consideration of special request for furtherance of neighborhood preservation. The property of concern is 304 Emma Jane Street, being lots 33 and 34 at the northwest corner of Emma Jane Street and Houston Street. Our request is to develop a four plex project as indicated in the attached preliminary plans. We appreciate your consideration of this project.

Respectfully,

Wayne Mershawn (agent)  
2313 Ridge Road  
Rockwall, TX 75087  
972-722-9302  
[mershawnarch@gmail.com](mailto:mershawnarch@gmail.com)

Louis Losanes (owner)  
1180 Crestcove Drive  
Rockwall, TX 75087  
972-816-9663

CONTRACTOR TO VERIFY PLANS AND TO VISIT SITE AND NOTIFY MERSHAWN ARCHITECTS OF ANY DISCREPANCIES BEFORE CONSTRUCTION.



**EMMA JANE STREET**

**HOUSTON STREET**

PROPOSED  
FOUR-PLEX

**GENERAL NOTES:**

1. THESE DRAWINGS ARE DIAGRAMMATIC IN NATURE AND ARE NOT INTENDED TO INDICATE EACH AND EVERY DETAIL OF CONSTRUCTION
  2. IT IS THE CONTRACTOR'S RESPONSIBILITY TO REVIEW THE DOCUMENTS. ANY DISCREPANCIES NOTED BY THE CONTRACTOR SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT
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restaurants  
residential  
institutional  
architects



medical  
commercial  
churches  
mershawn  
2313 ROOSE ROAD #103  
ROCKWALL, TEXAS 75087

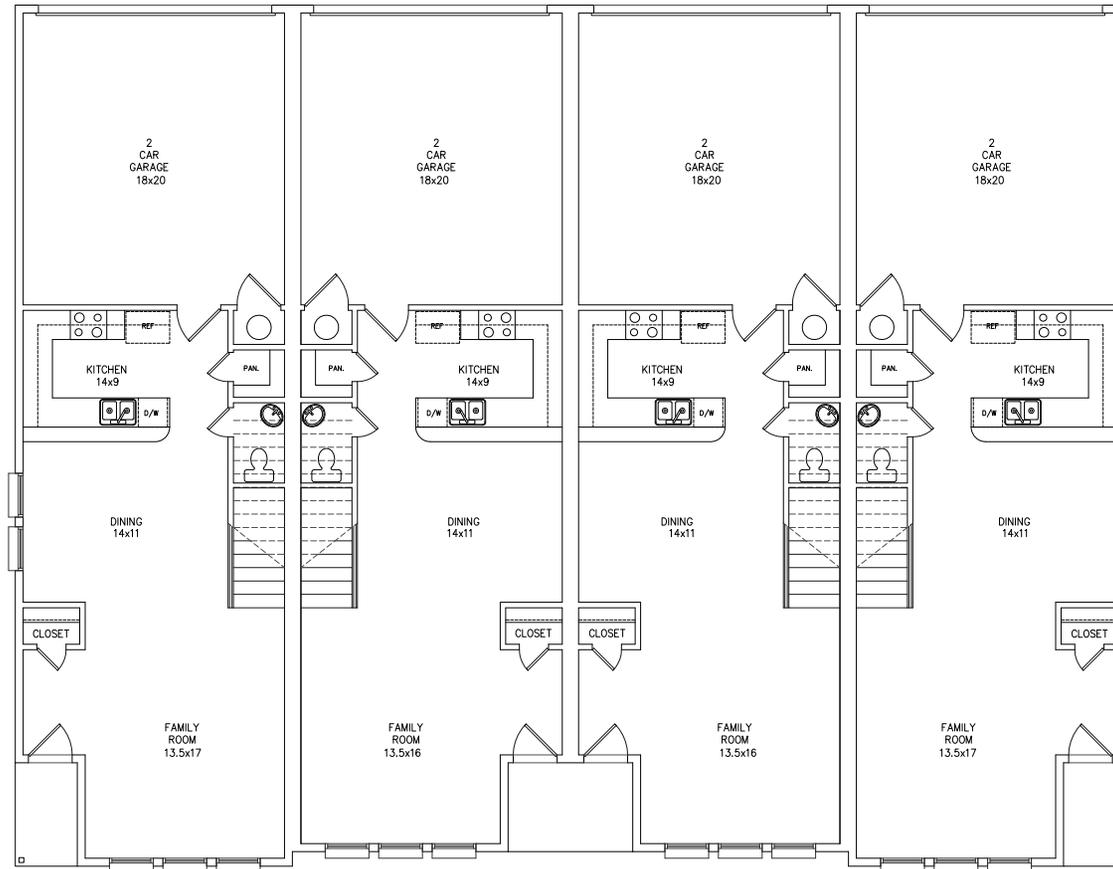
No.	Date	Revision	By

**FOUR-PLEX  
ROCKWALL, TX  
SITE PLAN**

Scale:	1"=10'-0"
Date:	02/03/2015
Project No.:	160106
Designed:	CS
Drawn:	CS
Checked:	DM

SHEET  
**A1**  
OF  
**6**

CONTRACTOR TO VERIFY PLANS AND TO VISIT SITE AND NOTIFY MERSHAWN ARCHITECTS OF ANY DISCREPANCIES BEFORE CONSTRUCTION.



SQUARE FOOTAGE (3B)		SQUARE FOOTAGE (2B)	
FIRST FLOOR	698	FIRST FLOOR	683
SECOND FLOOR	1040	SECOND FLOOR	831
GARAGES/SHOP	349	GARAGES/SHOP	349
PORCH	30	PORCH	30
<b>TOTAL</b>	<b>2117</b>	<b>TOTAL</b>	<b>1893</b>

**GENERAL NOTES:**

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RESIDENTIAL RESTAURANTS  
INSTITUTIONAL  
**MERSHAWN ARCHITECTS**  
MEDICAL COMMERCIAL CHURCHES  
2313 ROCHE ROAD #103  
ROCKWALL, TEXAS 75087  
PHONE: 972-722-9025  
FAX: 972-749-2081

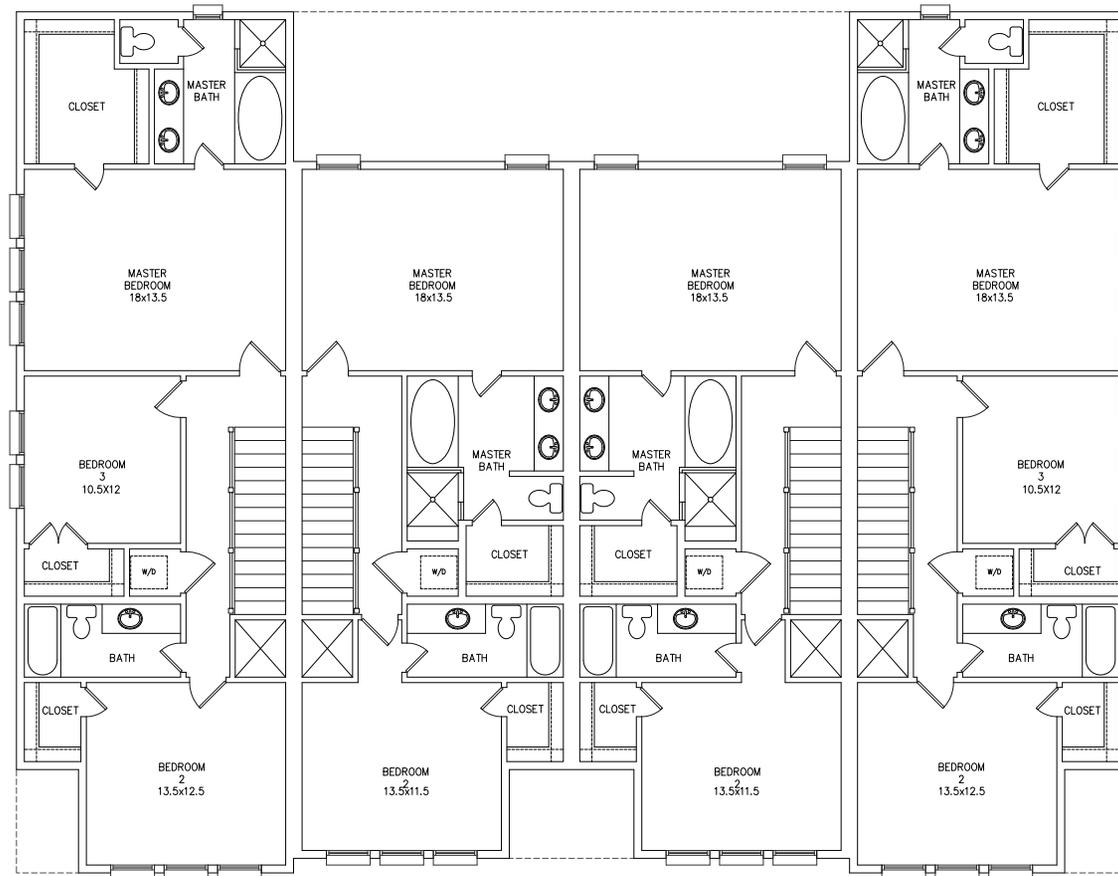
No.	Date	Revision	By

**FOUR-PLEX  
ROCKWALL, TX  
FLOOR PLAN**

Scale:	1/4"=1'-0"
Date:	02/03/2015
Project No.:	160106
Designed:	CS
Drawn:	CS
Checked:	DM

SHEET  
**A2**  
OF  
**6**

CONTRACTOR TO VERIFY PLANS AND TO VISIT SITE AND NOTIFY MERSHAWN ARCHITECTS OF ANY DISCREPANCIES BEFORE CONSTRUCTION.



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**MERSHAWN ARCHITECTS**  
MEDICAL COMMERCIAL CHURCHES  
2015 ROSS ROAD #103  
ROCKWALL, TEXAS 75087  
PHONE: 972-722-9025  
FAX: 972-749-3081

No.	Date	Revision	By

**FOUR-PLEX  
ROCKWALL, TX  
FLOOR PLAN**

Scale:	1/4"=1'-0"
Date:	02/03/2015
Project No.:	160106
Designed:	CS
Drawn:	CS
Checked:	DM

SHEET  
**A3** OF  
**6**

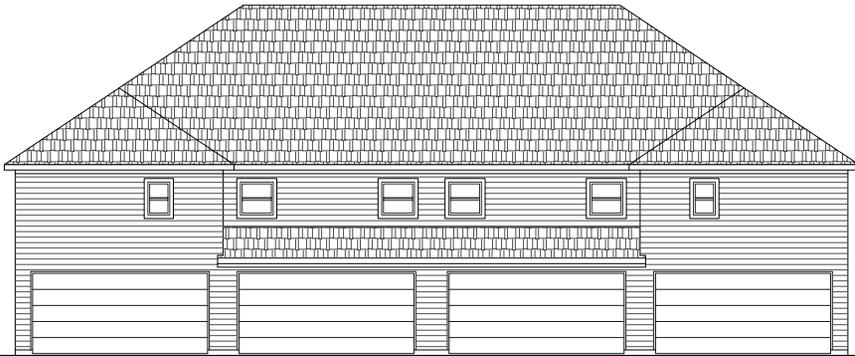
CONTRACTOR TO VERIFY PLANS AND TO VISIT SITE AND NOTIFY MERSHAWN ARCHITECTS OF ANY DISCREPANCIES BEFORE CONSTRUCTION.



**FRONT ELEVATION**



**RIGHT ELEVATION**



**REAR ELEVATION**



**LEFT ELEVATION**

**GENERAL NOTES:**

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RESIDENTIAL RESTAURANTS  
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MEDICAL COMMERCIAL CHURCHES  
2333 RIDGE ROAD #103  
ROCKWALL, TEXAS 75087  
PHONE: 972-729-9028  
FAX: 972-749-2081

No.	Date	By

**FOUR-PLEX  
ROCKWALL, TX  
ELEVATIONS**

Scale:	3/16"=1'-0"
Date:	02/03/2015
Project No.:	160106
Designee:	CS
Drawn:	CS
Checked:	DM
SHEET	OF
<b>A4</b>	<b>6</b>

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Rick Crowley – City Manager

**FROM:** Brad Griggs – Assistant City Manager

**DATE:** March 17, 2016

**SUBJECT:** Park Board Recommendation regarding the Naming of Public Park Land

---

The Park Board received a request to consider formally naming the park land around Raymond Cameron Lake and Phelps Lake. In accordance with the Park and Facility Naming Policy, the Park Board formed a subcommittee to review potential names submitted by the group that made the initial request and considered other names as well.

The subcommittee met on multiple occasions. The subcommittee made a recommendation to the Park Board which was voted on unanimously and approved to recommend to the City Council to name area west of SH 205 as the “Trails of Squabble Creek” and the area east of SH 205 as the Lakes of Squabble Creek”. An exhibit is attached for your review.

In accordance with the “Parks, Recreation and Municipal Facilities Naming Policy”, the recommendation is forwarded to the City Council for consideration. Although not specifically stated, the Council may elect to refer the item to the City Council subcommittee responsible for naming of City facilities for a recommendation to the full Council or may elect to approve or disapprove the recommendation. If the recommendation is disapproved, the item will be remanded back to the Park Board for additional consideration. A copy of the policy is attached for your review.

-  Trails
-  Lakes of Squabble Creek
-  Trails of Squabble Creek

**Trails of Squabble Creek**

**Travis Rhodes Trail**

*Phelps Lake*

*Raymond Cameron Lake*

**Lakes of Squabble Creek**

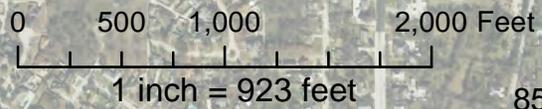
205

1141

66



**City of Rockwall**  
Geographic Information Systems  
385 S Goliad St.  
Rockwall, TX 75087  
P. 972-771-7745 F. 972-771-7748  
www.rockwall.com/gis



## **Park, Recreation, and Municipal Facilities Naming Policy**

Purpose: To establish procedures and guidelines for the naming of park sites and recreation facilities.

### **Procedure for naming park lands and facilities**

- A. The Park Board shall act as a committee that will be responsible for recommending a name for park land and recreation facilities.
- B. The Park Board shall be responsible for research, study, and recommendation of a proposed name to the City Council. Recommendations, including rationale for the recommendations shall be submitted to the City Council in writing.
- C. The Park Board may solicit and use public input during the formation of such recommendations.
- D. The Park Board may form a Subcommittee to make recommendations to the full Park Board if desired.
- E. The Subcommittee shall not contact any individual(s) whose names are under consideration. It shall also keep strictly confidential all information it has received or discussed, and any recommendation(s) it makes until such decision is taken to the entire Park Board for discussion and action.
- F. The City Council shall approve by resolution or disapprove the name recommended by the Park Board.
  - 1. If the recommendation(s) is disapproved by the City Council, then the matter may be referred back to the Park Board for further action.
- G. Park lands and facilities shall be named at the earliest possible and most appropriate date.
- H. The Park Board may be notified of the need to name a park or facility by the City Council, City Manager, or Director of Parks and Recreation.
- I. The Park Board must approve the recommendation by a simple majority of the members present.

### **Guidelines for naming park land and facilities.**

- A. Park names shall be easy to recall, unique and lasting.

- B. Park lands shall be named:
1. By outstanding and/or predominate physical characteristics of the land, such as:
    - a. streams, rivers, lakes, and creeks
    - b. Landmark significance
    - c. Historical significance
    - d. Street or subdivision name identity
  2. In honor of a living or deceased community leader
  3. In honor of a living or deceased national or state leader
  4. Based on the activity, event, or function of the park
  5. Special consideration should be given to recognizing and honoring those persons who have made significant contributions to their neighborhood and / or the community. This may be done not only through official naming of parks and facilities, but through dedications.
- C. Sections of a park or facility, such as recreational buildings, swimming pools, sports fields, and play structures, etc., may be given a name which is different from that of the overall park or facility. The procedure for naming such a section shall be the same as for naming an entire park or facility.
- D. When appropriate, parks or facilities may be renamed. The procedure for doing so shall be the same as for originally naming a park or facility.
- E. Once a name has been established, the Director of Parks and Recreation will be responsible for the installation of appropriate signage and markers.

### **Municipal Facility Naming Policy**

Purpose: To establish procedures and guidelines for the naming of city facilities.

#### **Procedure for naming city facilities**

- A. A City Council Subcommittee will be formed and be responsible for recommending a name for city facilities to the entire City Council for consideration.
- B. The Subcommittee shall be responsible for research, study, and recommendation of a proposed name to the City Council. Recommendations, including rationale for the recommendations shall be submitted to the entire City Council in writing.
- C. The Subcommittee may solicit and use public input during the formation of such recommendations.

- D. The Subcommittee may also solicit and use input from City Staff during the formation of such recommendations.
- E. The City Council shall approve by resolution or disapprove the name recommended by the Subcommittee.
  - 1. If the recommendation(s) is disapproved by the City Council, then the matter may be referred back to the Subcommittee for further action.
- F. City facilities shall be named at the earliest possible and most appropriate date.
- G. The Subcommittee must approve the recommendation by a simple majority.

**Guidelines for naming city facilities.**

- A. Facilities such as a City Hall, Municipal Court, Police Station, Fire Station, Municipal Service Center, etc. shall include the name for the function that they serve to the public in order to prevent confusion and misrepresentation of the facility's mission (such as Ralph Hall Municipal Airport or Benny Gracy Memorial Fire Station).
- B. The Subcommittee may recommend that the facility may be dedicated in honor of an individual in lieu of naming.
- C. City facility names shall be familiar to the majority of citizens, easy to recall, and unique and lasting.
- D. Facilities may not be named for members of the City's staff, boards and commissions, city council, or any other official or employee (elected or otherwise) concerned with the functions and/or control of the City of Rockwall, for so long as such relationship exists.
- E. Nothing herein shall be construed to require the City Council to name every facility.
- F. City facilities shall be named:
  - 1. In honor of a living or deceased community leader
  - 2. In honor of a living or deceased national or state leader
  - 3. Based on the activity, event, or function of the facility
  - 4. With consideration of landmark or historical significance

5. Special consideration should be given to recognizing and honoring those persons who have made significant contributions to their neighborhood and / or the community.
  
- G. Individual rooms, such as a conference rooms, etc., may be given a name which is different from that of the overall facility. The procedure for naming such a room shall be the same as for naming an entire facility.
  
- H. When appropriate, facilities may be renamed. The procedure for doing so shall be the same as for originally naming a facility.
  
- I. The Subcommittee shall not contact any individuals whose names are under consideration. It shall also keep strictly confidential all information it has received or discussed, and any recommendation(s) it makes until such decision is taken to the entire City Council for discussion and action.
  
- J. Once a name has been established, the Facilities Management Department will be responsible for the installation of appropriate signage and markers.

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# CITY OF ROCKWALL, TEXAS

## MEMORANDUM

---

**TO:** Mayor and City Council

**CC:** Rick Crowley, *City Manager*  
Brad Griggs, *Assistant City Manager*

**FROM:** Ryan Miller, *Director of Planning and Zoning*

**DATE:** March 21, 2016

**SUBJECT:** Building Permit Waiver and Reduction Program for Special Districts

---

At the last work session on March 7, 2016, the City Council directed staff to prepare a resolution establishing a *Building Permit Waiver and Reduction Program*. The purpose of this program is to incentivize development/redevelopment within the City's historic districts by allowing the Historic Preservation Advisory Board (HPAB) to reduce or waive building permit fees for certain projects on eligible properties. The program is available for all commercial properties within the Old Town Rockwall (OTR) Historic District, Planned Development District 50 (PD-50), the Southside Residential Neighborhood Overlay (SRO) District, and the Downtown (DT) District and residential properties within the Old Town Rockwall (OTR) Historic District or the Southside Residential Neighborhood Overlay (SRO) District. The following are the proposed guidelines for the program:

*Building Permit Waiver and Reduction Program:*

- (1) *Purpose.* The City Council has established the *Building Permit Waiver and Reduction Program* for eligible for properties located within the City's Historic Districts for the purpose of motivating development and redevelopment within these districts. The program will be administered by the City's Historic Preservation Advisory Board (HPAB) under the direction of the Planning and Zoning Department of the City of Rockwall.
- (2) *Eligibility.* The *Building Permit Waiver and Reduction Program* is eligible for the following properties:
  - (a) *Commercial Property*
    - i) Commercial properties located within the Old Town Rockwall (OTR) Historic District, Planned Development District 50 (PD-50), the Southside Residential Neighborhood Overlay (SRO) District, and the Downtown (DT) District are eligible for a 50% reduction in building permit fees for projects that include a substantial rehabilitation involving a minimum investment of \$50,000.00 that involves work that 1) changes the use of the property (*i.e. residential to commercial*) or 2) includes an addition, alteration or change that necessitates accessibility requirements to be met. New development projects shall not be eligible for fee reductions or waivers.
    - ii) *Landmarked Properties* shall be eligible for a full waiver of building permit fees for projects that include a substantial rehabilitation involving a minimum investment of \$25,000.00 that involves work that 1) changes the use of the property (*i.e. residential to commercial*) or 2) includes an addition, alteration or change that necessitates accessibility requirements to be met.

iii) To be eligible for the program, a project must include exterior improvements. Interior work may be included in the overall permitting cost; however, exterior improvements of a substantial nature are required.

(b) *Residential Property*

- i) Residential properties located within the Old Town Rockwall (OTR) Historic District or the Southside Residential Neighborhood Overlay (SRO) District are eligible for a 50% reduction or a full waiver of building permit fees for projects involving a minimum investment of \$5,000.00 that are associated with the rehabilitation or restoration of a property. New development projects shall not be eligible for fee reductions or waivers.
- ii) Properties classified as *Non-Contributing* shall be eligible for a 50% reduction of the require building permit fees.
- iii) Properties classified as *Contributing* (i.e. *High, Medium or Low Contributing*) shall be eligible for a full waiver of building permit fees.
- iv) To be eligible for the program, a project must include exterior improvements. Interior work may be included in the overall permitting cost; however, exterior improvements of a substantial nature are required.

(3) *Application.* All applications shall be submitted to City staff in accordance with the Historic Preservation Advisory Board's (HPAB's) submittal deadlines prior to or concurrently with the submittal of a building permit. Once a building permit has been issued for a project, that project is no longer eligible for the program. The HPAB may review the application concurrently with a building permit submittal; however, no building permit can be issued while a program application is in process. The HPAB has the ability to approve, deny or modify a request at their discretion. A complete application for the program will consist of 1) the application form, 2) a list of all improvements associated with the project, and 3) any additional information deemed necessary for the HPAB to make a determination. It shall be the Planning and Zoning Department's policy not to accept incomplete applications.

Attached to this memorandum in *Exhibit 'A'* is a copy of the current commercial and residential building permit fee schedule and in *Exhibit 'B'* is an example of how fees would be calculated for projects approved under this program. In addition, staff has attached a copy of a revised Historic Preservation Advisory Board (HPAB) application packet reflecting the addition of the proposed program. Staff has also drafted a resolution that if approved would enact the program. If City Council approves the attached resolution at the meeting on March 21, 2016, the program would go into effect on March 22, 2016.

Since the Historic Preservation Advisory Board (HPAB) will be the regulating board, staff brought the proposed program to the HPAB for a recommendation on March 17, 2016. After reviewing the program, the HPAB approved a motion recommending approval of the program to the City Council by a vote 6-0, with Chairman Rowe absent.

*Exhibit 'A'*  
*Building Permit Fee Schedule*

Exhibit "A"

**City of Rockwall**  
Schedule of Permit, Health and Misc. Fees

Resolution No. 14-18

<u>Building Permits</u>	<u>Fee Amount</u>
<b>1. Residential</b>	
a. Accessory Building	* Table 1A
b. Single Family Residence - New	* Table 1A
c. Single Family Residence - Remodel	* Table 1A Includes additions, patio covers, decks, etc.
<b>2. Commercial</b>	
a. Commercial – New	* Table 1A
b. Commercial – Remodel	* Table 1A
c. Certificate of Occupancy	\$ 75.00
d. Temporary Certificate of Occupancy	\$ 300.00
<b>3. Board of Adjustments</b>	\$ 200.00
<b>4. Sign Board of Review / City Council Sign Variances/Sign Plans</b>	\$ 200.00
<b>5. Construction Advisory &amp; Appeals Board</b>	\$ 200.00
<b>6. Concrete</b>	* Table 1A
<b>7. Demolition of Structures</b>	\$ 50.00
<b>8. Electrical</b>	* Table 1A
<b>9. Fence</b>	\$ 35.00
Screening Wall	\$ 75.00
<b>10. Inspection Fees</b>	
a. After Hours Inspection	\$ 50.00 per hr. (minimum 2 hrs.)
b. Re-inspection	\$ 50.00
<b>11. Irrigation</b>	\$ 35.00
<b>12. Mechanical</b>	* Table 1A
<b>13. Moving of Structures</b>	Refer To Chapter 10, Article XIV of the Code of Ordinances
<b>14. Permit Bag Replacement</b>	\$ 20.00
<b>15. Pools/Hot Tub/Spa</b>	
a. Pool – above ground	\$ 75.00
b. Pool – in ground	\$150.00
c. Hot Tub/Spa	\$100.00
<b>16. Plumbing</b>	* Table 1A
<b>17. Roofing</b>	\$ 35.00
<b>18. Sign</b>	\$75.00
<b>19. Temporary Construction/Sales Trailer</b>	\$100.00

*Exhibit 'A'*  
**Building Permit Fee Schedule**

Exhibit "A"

**Building Permit Fees**

Table 1A

Total Valuation	Fee
\$1.00 to \$500.00	* \$35.00
\$501.00 to \$2,000.00	* \$35.00 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2000.00
\$2,001.00 to \$25,000.00	\$80.75 for the first \$2000.00 plus \$14.00 for each additional \$1000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$402.75 for the first \$25,000.00 plus \$10.10 for each additional \$1000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$655.25 for the first \$50,000.00 plus \$7.00 for each additional \$1000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1005.25 for the first \$100,000.00 plus \$5.60 for each additional \$1000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3245.25 for the first \$500,000.00 plus \$4.75 for each additional \$1000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5620.25 for the first \$1,000,000.00 plus \$3.65 for each additional \$1000.00, or fraction thereof
<i>* Per Local Amendments</i>	
For use of outside consultants for plan review or inspections	Actual costs

***Contractor Registrations Expire when State License Expires***

Back Flow	\$100.00
Electrical Contractor (must be Master Electrician)	\$100.00
Fence	\$100.00
General Contractor	\$100.00
Irrigation	\$100.00
Mechanical Contractor	\$100.00
Demo Contractor	\$100.00
Sign Contractor	\$100.00

*Exhibit 'B'*  
*Permit Fee Waiver Program*

*Commercial Building Permits: Approved by the Proposed Program*

<i>Job Value</i>	<i>Permit Fee</i>	<i>Permit @ 50% Waiver</i>	<i>Landmark Property</i>
\$50,000.00	\$652.75	\$326.38	<i>Waived</i>
\$100,000.00	\$1,160.25	\$580.13	<i>Waived</i>
\$750,000.00	\$4,432.75	\$2,216.38	<i>Waived</i>

*Residential Permits: Approved by the Proposed Program*

<i>Job Value</i>	<i>Permit Fee</i>	<i>Permit @ 50% Waiver</i>	<i>Contributing Property</i>
\$5,000.00	\$122.75	\$61.38	<i>Waived</i>
\$25,000.00	\$402.75	\$201.38	<i>Waived</i>
\$75,000.00	\$830.25	\$415.13	<i>Waived</i>



# HISTORIC PRESERVATION ADVISORY BOARD APPLICATION PACKET

City of Rockwall  
Planning and Zoning Department  
385 S. Goliad Street  
Rockwall, Texas 75087

## HISTORIC PRESERVATION ADVISORY BOARD (HPAB)

The Historic Preservation Advisory Board (HPAB) is a seven (7) member board generally consisting of one (1) design professional (e.g. architect, planner, etc.), one (1) member of the Rockwall County Historical Foundation, one (1) general contractor, one (1) property owner with property in the Historic Overlay (HO) District, and three (3) citizens interested in historic preservation that is purposed with providing professional recommendations to the City Council and Planning & Zoning Commission with regards to site plans, building alternatives, and building plans proposed within the Historic Overlay (HO) District, or where applicable. Additionally, the board is responsible for providing recommendations concerning the status of properties within the Historic Overlay (HO) District, or where requested. These designations include: *Landmarked, High Contributing, Medium Contributing, Low Contributing and Non-Contributing.*

For more information concerning the Historic Preservation Advisory Board (HPAB) or to find out how you can sign up to join this board please visit [www.rockwall.com/HistoricPreservation.asp](http://www.rockwall.com/HistoricPreservation.asp) or contact a staff member at (972) 771-7745.

## MEETING CALENDAR FOR 2016

The Historic Preservation Advisory Board (HPAB) generally meets the third (3<sup>rd</sup>) Thursday of each month in the Council Chambers on the second (2<sup>nd</sup>) floor of City Hall (385 S. Goliad Street, Rockwall, TX 75087) at 6:00 pm. Below are the application deadline and meeting dates for the HPAB and the corresponding Planning and Zoning Commission and City Council dates. It should be noted that only cases being appealed to the City Council or that require approval of the Planning and Zoning Commission will be required to attend the Planning and Zoning Commission and City Council meetings.

Application Deadline	HPAB Meeting <sup>(1)</sup>	Planning and Zoning Commission Meeting <sup>(1)</sup>	City Council Meeting <sup>(1) &amp; (3)</sup>
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February 1, 2016	February 18, 2016	February 23, 2016	March 7, 2016
March 4, 2016	March 17, 2016	March 29, 2016	April 4, 2016
April 4, 2016	April 21, 2016	April 26, 2016	May 2, 2016
May 2, 2016	May 19, 2016	May 31, 2016	June 6, 2016
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July 4, 2016	July 21, 2016	July 26, 2016	August 1, 2016
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September 1, 2016	September 15, 2016	September 27, 2016	October 3, 2016
October 3, 2016	October 20, 2016	October 25, 2016	November 7, 2016 <sup>(2)</sup>
November 4, 2016	November 17, 2016	November 29, 2016	December 5, 2016 <sup>(2)</sup>
December 2, 2016	December 15, 2016	December 27, 2016	<i>January 3, 2015 (Tuesday)</i>
January 3, 2017	January 19, 2017	January 31, 2017	February 6, 2017

### NOTES:

- <sup>1</sup>: Meetings held at 6:00 PM in the City Council Chambers.
- <sup>2</sup>: May be cancelled due to Holidays.
- <sup>3</sup>: Zoning and Specific Use Permits will require a second reading of the ordinance prior to final approval/adoption. Please see the Development Application Schedule to see second reading dates.



# HISTORIC PRESERVATION ADVISORY BOARD APPLICATION PACKET

City of Rockwall  
Planning and Zoning Department  
385 S. Goliad Street  
Rockwall, Texas 75087

**NOTE:** There is NO APPLICATION FEE, monetary or otherwise, associated with submitting a request to the Historic Preservation Advisory Board.

## CERTIFICATE OF APPROPRIATENESS (COA)

A Certificate of Appropriateness (COA) is a document awarded by the Historic Preservation Advisory Board (HPAB) certifying that the proposed actions of a property owner meet the intent of the ordinances and guidelines stipulated by the Unified Development Code (UDC) and approved by the City Council for historic properties. Individuals owning property that is partially or wholly located within a historic district may be required to obtain a COA if the property (1) has been designated as a contributing property or (2) is within 200 feet of a contributing property.

The Board shall take action on a COA request within 60 days from receipt of a completed application and supporting documentation. Should the board not take action within a 60 day period the COA shall be automatically referred to City Council for action.

### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Site Plan, Survey or Plot Plan: Showing the layout and proposed changes of the property.
- Photographs: Digital or analog photos will be accepted by staff.
- Building Elevations: showing all the proposed changes to existing buildings on site.
- Material List: which shows all proposed material (sample boards are encouraged).

## REQUEST FOR LOCAL LANDMARK EVALUATION & DESIGNATION

The City Council, upon recommendation by the HPAB and Planning & Zoning Commission, may designate a property as a local landmark through the approval of a zoning ordinance providing the request meets the criteria listed below. When a property has been designated as a local landmark, the site shall bear a medallion on the primary structure identifying it as a historic property.

Upon designation of a property as a local landmark, the designation should be recorded in the tax records of the city, and added to the city's official zoning maps. Staff will provide additional information concerning the designation and the historic medallion award.

**NOTE:** Properties that are listed as a Recorded Texas Historical Landmark (RTHL), State Archeological Landmark (SAL) or listed on the National Register of Historic Places (NR) shall be designated as recognized local landmarks.

### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Site Plan, Survey or Plot Plan: Showing the layout of the property.
- Photographs: Digital or analog photos will be accepted by staff.

## BUILDING PERMIT WAIVER AND REDUCTION PROGRAM

The Building Permit Waiver and Reduction Program grants the HPAB the authority to approve a reduction or a waiver to required building permit fees for properties within the Old Town Rockwall (OTR) Historic District, Planned Development District 50 (PD-50), the Southside Residential Neighborhood Overlay (SRO) District, and the Downtown (DT) District. An eligible property is defined as a commercial property located in the OTR, PD-50, SRO, or DT District or a residential property in the OTR or the SRO that involves a project with minimum investment of \$5,000.00 and includes exterior improvements. *Landmarked* and *Contributing* properties shall be eligible for a full waiver of building permit fees. All other *Non-Contributing* properties shall be eligible for a reduction up to 50% of the required building permit fee.

### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Scope of Work: Description or construction documents outlining the work being proposed.
- Supporting Information: Any additional information necessary for the HPAB to make a determination of the request.

## SMALL MATCHING GRANTS PROGRAM

The Small Matching Grants Program grants the HPAB the authority to approve small matching grants up to \$1,000.00 to properties within the Old Town Rockwall (OTR) Historic District and Southside Residential Neighborhood Overlay (SRO) District. Properties considered to be *Contributing* or *Landmarked* properties shall be eligible for grants up to \$1,000.00, and *Non-Contributing* properties shall be eligible for grants up to \$500.00. Projects eligible for this program shall only include those projects proposing improvements to the exterior of a property that will be visible from the street. Examples of these projects include but are not limited to landscaping, painting, replacement of windows, replacement of sidewalks and/or driveways, and etcetera. The program shall be active until all grant money has been allocated for the current fiscal years' budget.

### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Scope of Work: Description or construction documents outlining the work being proposed.
- Supporting Information: Any additional information necessary for the HPAB to make a determination of the request.



# HISTORIC PRESERVATION ADVISORY BOARD APPLICATION

City of Rockwall  
Planning and Zoning Department  
385 S. Goliad Street  
Rockwall, Texas 75087

**STAFF USE ONLY**

CASE NUMBER: \_\_\_\_\_

*NOTE: THE APPLICATION IS NOT CONSIDERED ACCEPTED BY THE CITY UNTIL THE PLANNING DIRECTOR HAS SIGNED BELOW.*

DIRECTOR OF PLANNING: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

**APPLICATION:**

- Certificate of Appropriateness (COA)
- Local Landmark Evaluation & Designation
- Building Permit Waiver & Reduction Program
- Small Matching Grant Application

**SPECIAL DISTRICTS [SELECT APPLICABLE]:**

- Old Town Rockwall Historic (OTR) District
- Planned Development District 50 (PD-50)
- Southside Residential Neighborhood Overlay (SRO) District
- Downtown (DT) District

**CONTRIBUTING STATUS [SELECT APPLICABLE]:**

- Landmarked Property
- High Contributing Property
- Medium Contributing Property
- Low Contributing Property
- Non-Contributing Property

**CURRENT LAND USE OF THE SUBJECT PROPERTY:**

- Residential
- Commercial

**PROPERTY INFORMATION [PLEASE PRINT]**

Address \_\_\_\_\_

Subdivision \_\_\_\_\_

Lot \_\_\_\_\_

Block \_\_\_\_\_

**OWNER/APPLICANT/AGENT INFORMATION [PLEASE PRINT/CHECK THE PRIMARY CONTACT/ORIGINAL SIGNATURES ARE REQUIRED]**

Is the owner of the property the primary contact?  Yes  No

Applicant(s) is/are:  Owner  Tenant  Non-Profit  Resident

Check this box if Owner and Applicant are the same.

Other, Specify: \_\_\_\_\_

Owner(s) Name \_\_\_\_\_

Applicant(s) Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

E-Mail \_\_\_\_\_

**SCOPE OF WORK/REASON FOR EVALUATION REQUEST [PLEASE PRINT]**

Construction Type [Check One] :  Exterior Alteration  New Construction  Addition  Demolition  
 Relocations  Other, Specify: \_\_\_\_\_

Estimated Cost of Construction/Demolition of the Project (if Applicable): \$ \_\_\_\_\_

**PROJECT DESCRIPTION.** In the space provided below, describe in detail the work that will be performed on site. For *Local Landmark Evaluation & Designation* requests indicate any additional information you may have concerning the property, history, significance, present conditions, status, current or past use(s), etc. Staff recommends that photographs of the interior and exterior of the property are submitted with this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER & APPLICANT AFFIDAVIT [ORIGINAL SIGNATURES REQUIRED]**

I acknowledge that I have read this application and that all information contained herein is true and correct to the best of my knowledge. Furthermore, I understand that it is necessary for me or a representative to be present at a public hearing for this case to be approved.

Owner's Signature \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

CITY OF ROCKWALL

RESOLUTION NO. 16-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, ESTABLISHING A *BUILDING PERMIT WAIVER AND REDUCTION PROGRAM* TO PROMOTE AND INCENTIVIZE DEVELOPMENT/REDEVELOPMENT OF COMMERCIAL AND RESIDENTIAL PROPERTIES WITHIN THE CITY'S HISTORIC DISTRICTS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on September 15, 2004 the City Council approved *Resolution No. 14-18* establishing the current *Schedule of Permit, Heath and Miscellaneous Fees*, which contains the building permit fees for residential and commercial development;

**WHEREAS**, the City of Rockwall's Municipal Code of Ordinances authorizes the City Council to establish fees and a fee schedule for permits relating to and in regulation of building and construction activities within the corporate limits of the City of Rockwall, Texas;

**WHEREAS**, the City Council hereby establishes the *Building Permit Waiver and Reduction Program* for the purpose of incentivizing development and redevelopment within the City's Historic Districts by reducing the building permit fees associated with commercial and residential development;

**WHEREAS**, the City Council hereby finds and determines that it is in the public's interest and general welfare to establish the *Building Permit Waiver and Reduction Program*.

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

**SECTION 1. Purpose.** The City Council has established the *Building Permit Waiver and Reduction Program* for eligible for properties located within the City's Historic Districts for the purpose of motivating development and redevelopment within these districts. The program will be administered by the City's Historic Preservation Advisory Board (HPAB) under the direction of the Planning and Zoning Department of the City of Rockwall.

**SECTION 2. Eligibility.** The *Building Permit Waiver and Reduction Program* is eligible for the following properties:

(a) *Commercial Property*

- i) Commercial properties located within the Old Town Rockwall (OTR) Historic District, Planned Development District 50 (PD-50), the Southside Residential Neighborhood Overlay (SRO) District, and the Downtown (DT) District are eligible for a 50% reduction in building permit fees for projects that include a substantial rehabilitation involving a minimum investment of \$50,000.00 that involves work that 1) changes the use of the property (*i.e. residential to commercial*) or 2) includes an addition, alteration or change that necessitates accessibility requirements to be met. New development projects shall not be eligible for fee reductions or waivers.
- ii) *Landmarked Properties* shall be eligible for a full waiver of building permit fees for projects that include a substantial rehabilitation involving a minimum investment of \$25,000.00 that involves work that 1) changes the use of the property (*i.e. residential to commercial*) or 2) includes an addition, alteration or change that necessitates accessibility requirements to be met.

- iii) To be eligible for the program, a project must include exterior improvements. Interior work may be included in the overall permitting cost; however, exterior improvements of a substantial nature are required.

(b) *Residential Property*

- i) Residential properties located within the Old Town Rockwall (OTR) Historic District or the Southside Residential Neighborhood Overlay (SRO) District are eligible for a 50% reduction or a full waiver of building permit fees for projects involving a minimum investment of \$5,000.00 that are associated with the rehabilitation or restoration of a property. New development projects shall not be eligible for fee reductions or waivers.
- ii) Properties classified as *Non-Contributing* shall be eligible for a 50% reduction of the require building permit fees.
- iii) Properties classified as *Contributing* (i.e. *High, Medium or Low Contributing*) shall be eligible for a full waiver of building permit fees.
- iv) To be eligible for the program, a project must include exterior improvements. Interior work may be included in the overall permitting cost; however, exterior improvements of a substantial nature are required.

**SECTION 3. Application.** All applications shall be submitted to City staff in accordance with the Historic Preservation Advisory Board's (HPAB's) submittal deadlines prior to or concurrently with the submittal of a building permit. Once a building permit has been issued for a project, that project is no longer eligible for the program. The HPAB may review the application concurrently with a building permit submittal; however, no building permit can be issued while a program application is in process. The HPAB has the ability to approve, deny or modify a request at their discretion. A complete application for the program will consist of 1) the application form, 2) a list of all improvements associated with the project, and 3) any additional information deemed necessary for the HPAB to make a determination. It shall be the Planning and Zoning Department's policy not to accept incomplete applications.

**SECTION 4. Effective Date.** This resolution shall take effect immediately from and after its adoption and it is so resolved.

**BE IT FURTHER RESOLVED** that nothing contained in this *Resolution* shall be deemed to waive any fees otherwise required by any local, state or federal law including, but not limited to, the fees for zoning entitlements, and/or any fees collected by the City on behalf of any other public agency, entity or department. Nor shall this resolution waive compliance with any other applicable provisions of the City of Rockwall's building or zoning codes.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, ON THIS THE 21<sup>ST</sup> DAY OF MARCH, 2016.**

**APPROVED:**

\_\_\_\_\_  
Jim Pruitt, *Mayor*

**ATTEST:**

\_\_\_\_\_  
Kristy Cole, *City Secretary*

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# CITY OF ROCKWALL, TEXAS

## MEMORANDUM

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**TO:** Mayor and City Council

**CC:** Rick Crowley, *City Manager*  
Brad Griggs, *Assistant City Manager*

**FROM:** Ryan Miller, *Director of Planning and Zoning*

**DATE:** March 21, 2016

**SUBJECT:** Small Neighborhood Matching Grants Program

---

At the last work session on March 7, 2016, the City Council directed staff to prepare a resolution establishing a *Small Neighborhood Matching Grants Program*. The purpose of this program is to offer small matching grants for projects that improve the exterior of properties within the Old Town Rockwall (OTR) Historic District and the Southside Residential Neighborhood Overlay (SRO) District. At the work session staff indicated to the City Council that this program could be implemented for as little as \$5,000.00, which would allow the Historic Preservation Advisory Board (HPAB) to approve a minimum of five (5) projects in the next calendar year. Staff has prepared the guidelines for the proposed program, which are as follows:

### *Small Neighborhood Matching Grants*

- (1) *Purpose.* The City Council has established the *Small Matching Grants Program* for eligible for properties located within the City's Historic Districts for the purpose of encouraging small improvement and beautification projects. The program will be administered by the City's Historic Preservation Advisory Board (HPAB) under the direction of the Planning and Zoning Department of the City of Rockwall.
- (2) *Eligibility.* The *Small Neighborhood Matching Grants Program* is eligible for the following properties:
  - (a) *Residential Property*
    - i) Residential properties located within the Old Town Rockwall (OTR) Historic District or the Southside Residential Neighborhood Overlay (SRO) District are eligible for the program. The programs shall provide matching funds up to 50% of the total project cost.
    - ii) Properties classified as *Non-Contributing* shall be eligible for a total grant amount up to \$500.00.
    - iii) Properties classified as *Contributing (i.e. High, Medium or Low Contributing)* or as a *Landmarked Property* shall be eligible for a grant amount up to \$1,000.00.
    - iv) Regardless of a properties status no matching grant shall be approved for an amount of less than \$100.00 (*i.e. a project minimum of \$200.00*).
    - v) Only projects proposing improvements to the exterior of a property that will be visible from the street shall be eligible for the program. Examples of these projects include but are not limited to landscaping, painting, replacement of windows, replacement of sidewalks and/or driveways, and etcetera.

- (3) *Application.* All applications shall be submitted to City staff in accordance with the Historic Preservation Advisory Board's (HPAB's) submittal deadlines prior to the commencement of the proposed project. Once a project has commenced, that project or the portion of project that has commenced shall no longer be eligible for grant monies. The HPAB has the ability to approve, deny or modify a request at their discretion. A complete application for the program will consist of 1) the application form, 2) a list of all improvements associated with the project, and 3) any additional information deemed necessary for the HPAB to make a determination. It shall be the Planning and Zoning Department's policy not to accept incomplete applications.
- (4) *Certification and Verification Process.* Applications for the *Small Neighborhood Matching Grants* pursuant to *Section 3* of this resolution shall be filed with the Planning and Zoning Department. Upon receipt of a completed application, City staff shall process the request, verify that the improvements have not commenced, and prepare a memorandum to the Historic Preservation Advisory Board (HPAB) outlining the request. Within 60 days of the receipt of an application, the HPAB shall take action to approve, deny or modify a request based on the requirements of this resolution. Upon action by the HPAB work may commence on the proposed project.

Once a proposed project has been completed, the applicant shall be required to submit a sworn statement of completion acknowledging that the project has been completed in accordance with the application submitted and approved by the HPAB. In addition, the applicant will be required to submit all receipts for the cost of the project. Within 15 days of the receipt of the sworn statement of completion, City staff shall verify that the improvements have been completed as required by the HPAB and document the improvements for the City's records. If the improvements have been completed as approved, staff will issue a check request in the applicant's name to the Finance Department for half the amount depicted on the receipts up to the full amount approved by the HPAB.

- (5) *Program Duration.* The *Small Neighborhood Matching Grants Program* shall commence on the first day of the fiscal budgeting year and continue on an annual basis until all funds have been allocated.

Attached to this memorandum staff has attached a copy of a revised Historic Preservation Advisory Board (HPAB) application packet reflecting the addition of the proposed program. Staff has also drafted a resolution that if approved would enact the program. It should be noted that this program cannot officially be enacted without the City Council allocating funding in the next fiscal budget cycle.

Since the Historic Preservation Advisory Board (HPAB) will be the regulating board, staff brought the proposed program to the HPAB for a recommendation on March 17, 2016. After reviewing the program, the HPAB approved a motion recommending approval of the program to the City Council by a vote 6-0, with Chairman Rowe absent.

- (6) *Appropriations.* The program is subjected to the annual appropriations process.



# HISTORIC PRESERVATION ADVISORY BOARD

## APPLICATION PACKET

City of Rockwall  
 Planning and Zoning Department  
 385 S. Goliad Street  
 Rockwall, Texas 75087

### HISTORIC PRESERVATION ADVISORY BOARD (HPAB)

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For more information concerning the Historic Preservation Advisory Board (HPAB) or to find out how you can sign up to join this board please visit [www.rockwall.com/HistoricPreservation.asp](http://www.rockwall.com/HistoricPreservation.asp) or contact a staff member at (972) 771-7745.

### MEETING CALENDAR FOR 2016

The Historic Preservation Advisory Board (HPAB) generally meets the third (3<sup>rd</sup>) Thursday of each month in the Council Chambers on the second (2<sup>nd</sup>) floor of City Hall (385 S. Goliad Street, Rockwall, TX 75087) at 6:00 pm. Below are the application deadline and meeting dates for the HPAB and the corresponding Planning and Zoning Commission and City Council dates. It should be noted that only cases being appealed to the City Council or that require approval of the Planning and Zoning Commission will be required to attend the Planning and Zoning Commission and City Council meetings.

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January 3, 2017	January 19, 2017	January 31, 2017	February 6, 2017

**NOTES:**

- <sup>1</sup>: Meetings held at 6:00 PM in the City Council Chambers.
- <sup>2</sup>: May be cancelled due to Holidays.
- <sup>3</sup>: Zoning and Specific Use Permits will require a second reading of the ordinance prior to final approval/adoption. Please see the Development Application Schedule to see second reading dates.



# HISTORIC PRESERVATION ADVISORY BOARD APPLICATION PACKET

City of Rockwall  
Planning and Zoning Department  
385 S. Goliad Street  
Rockwall, Texas 75087

**NOTE:** There is NO APPLICATION FEE, monetary or otherwise, associated with submitting a request to the Historic Preservation Advisory Board.

## CERTIFICATE OF APPROPRIATENESS (COA)

A Certificate of Appropriateness (COA) is a document awarded by the Historic Preservation Advisory Board (HPAB) certifying that the proposed actions of a property owner meet the intent of the ordinances and guidelines stipulated by the Unified Development Code (UDC) and approved by the City Council for historic properties. Individuals owning property that is partially or wholly located within a historic district may be required to obtain a COA if the property (1) has been designated as a contributing property or (2) is within 200 feet of a contributing property.

The Board shall take action on a COA request within 60 days from receipt of a completed application and supporting documentation. Should the board not take action within a 60 day period the COA shall be automatically referred to City Council for action.

### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Site Plan, Survey or Plot Plan: Showing the layout and proposed changes of the property.
- Photographs: Digital or analog photos will be accepted by staff.
- Building Elevations: showing all the proposed changes to existing buildings on site.
- Material List: which shows all proposed material (sample boards are encouraged).

## REQUEST FOR LOCAL LANDMARK EVALUATION & DESIGNATION

The City Council, upon recommendation by the HPAB and Planning & Zoning Commission, may designate a property as a local landmark through the approval of a zoning ordinance providing the request meets the criteria listed below. When a property has been designated as a local landmark, the site shall bear a medallion on the primary structure identifying it as a historic property.

Upon designation of a property as a local landmark, the designation should be recorded in the tax records of the city, and added to the city's official zoning maps. Staff will provide additional information concerning the designation and the historic medallion award.

**NOTE:** Properties that are listed as a Recorded Texas Historical Landmark (RTHL), State Archeological Landmark (SAL) or listed on the National Register of Historic Places (NR) shall be designated as recognized local landmarks.

### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Site Plan, Survey or Plot Plan: Showing the layout of the property.
- Photographs: Digital or analog photos will be accepted by staff.

## BUILDING PERMIT WAIVER AND REDUCTION PROGRAM

The Building Permit Waiver and Reduction Program grants the HPAB the authority to approve a reduction or a waiver to required building permit fees for properties within the Old Town Rockwall (OTR) Historic District, Planned Development District 50 (PD-50), the Southside Residential Neighborhood Overlay (SRO) District, and the Downtown (DT) District. An eligible property is defined as a commercial property located in the OTR, PD-50, SRO, or DT District or a residential property in the OTR or the SRO that involves a project with minimum investment of \$5,000.00 and includes exterior improvements. *Landmarked* and *Contributing* properties shall be eligible for a full waiver of building permit fees. All other *Non-Contributing* properties shall be eligible for a reduction up to 50% of the required building permit fee.

### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Scope of Work: Description or construction documents outlining the work being proposed.
- Supporting Information: Any additional information necessary for the HPAB to make a determination of the request.

## SMALL MATCHING GRANTS PROGRAM

The Small Matching Grants Program grants the HPAB the authority to approve small matching grants up to \$1,000.00 to properties within the Old Town Rockwall (OTR) Historic District and Southside Residential Neighborhood Overlay (SRO) District. Properties considered to be *Contributing* or *Landmarked* properties shall be eligible for grants up to \$1,000.00, and *Non-Contributing* properties shall be eligible for grants up to \$500.00. Projects eligible for this program shall only include those projects proposing improvements to the exterior of a property that will be visible from the street. Examples of these projects include but are not limited to landscaping, painting, replacement of windows, replacement of sidewalks and/or driveways, and etcetera. The program shall be active until all grant money has been allocated for the current fiscal years' budget.

### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Scope of Work: Description or construction documents outlining the work being proposed.
- Supporting Information: Any additional information necessary for the HPAB to make a determination of the request.



# HISTORIC PRESERVATION ADVISORY BOARD APPLICATION

City of Rockwall  
Planning and Zoning Department  
385 S. Goliad Street  
Rockwall, Texas 75087

**STAFF USE ONLY**

CASE NUMBER: \_\_\_\_\_

**NOTE: THE APPLICATION IS NOT CONSIDERED ACCEPTED BY THE CITY UNTIL THE PLANNING DIRECTOR HAS SIGNED BELOW.**

DIRECTOR OF PLANNING: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

**APPLICATION:**

- Certificate of Appropriateness (COA)
- Local Landmark Evaluation & Designation
- Building Permit Waiver & Reduction Program
- Small Matching Grant Application

**SPECIAL DISTRICTS [SELECT APPLICABLE]:**

- Old Town Rockwall Historic (OTR) District
- Planned Development District 50 (PD-50)
- Southside Residential Neighborhood Overlay (SRO) District
- Downtown (DT) District

**CONTRIBUTING STATUS [SELECT APPLICABLE]:**

- Landmarked Property
- High Contributing Property
- Medium Contributing Property
- Low Contributing Property
- Non-Contributing Property

**CURRENT LAND USE OF THE SUBJECT PROPERTY:**

- Residential
- Commercial

**PROPERTY INFORMATION [PLEASE PRINT]**

Address \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

**OWNER/APPLICANT/AGENT INFORMATION [PLEASE PRINT/CHECK THE PRIMARY CONTACT/ORIGINAL SIGNATURES ARE REQUIRED]**

Is the owner of the property the primary contact?  Yes  No

Applicant(s) is/are:  Owner  Tenant  Non-Profit  Resident

Check this box if Owner and Applicant are the same.

Other, Specify: \_\_\_\_\_

Owner(s) Name \_\_\_\_\_

Applicant(s) Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

E-Mail \_\_\_\_\_

**SCOPE OF WORK/REASON FOR EVALUATION REQUEST [PLEASE PRINT]**

Construction Type [Check One] :  Exterior Alteration  New Construction  Addition  Demolition  
 Relocations  Other, Specify: \_\_\_\_\_

Estimated Cost of Construction/Demolition of the Project (if Applicable): \$ \_\_\_\_\_

**PROJECT DESCRIPTION.** In the space provided below, describe in detail the work that will be performed on site. For *Local Landmark Evaluation & Designation* requests indicate any additional information you may have concerning the property, history, significance, present conditions, status, current or past use(s), etc. Staff recommends that photographs of the interior and exterior of the property are submitted with this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER & APPLICANT AFFIDAVIT [ORIGINAL SIGNATURES REQUIRED]**

I acknowledge that I have read this application and that all information contained herein is true and correct to the best of my knowledge. Furthermore, I understand that it is necessary for me or a representative to be present at a public hearing for this case to be approved.

Owner's Signature \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

CITY OF ROCKWALL

RESOLUTION NO. 16-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, ESTABLISHING A *SMALL NEIGHBORHOOD MATCHING GRANTS PROGRAM* TO FUND VARIOUS BEAUTIFICATION AND IMPROVEMENT PROJECTS FOR RESIDENTIAL PROPERTIES WITHIN THE CITY'S HISTORIC DISTRICTS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council desires to encourage neighborhood pride, enhancement and beautification within the City's Historic Districts by encouraging reinvestment from individual property owners;

**WHEREAS**, the City Council hereby establishes the *Small Neighborhood Matching Grants Program* for the purpose of incentivizing small improvement and beautification projects by providing matching funding up to \$1,000.00 for residential properties within the City's Historic Districts and subject to appropriations;

**WHEREAS**, the City Council hereby finds and determines that it is in the public's interest and general welfare to establish the *Small Neighborhood Matching Grants Program*.

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

**SECTION 1. Purpose.** The City Council has established the *Small Matching Grants Program* for eligible for properties located within the City's Historic Districts for the purpose of encouraging small improvement and beautification projects. The program will be administered by the City's Historic Preservation Advisory Board (HPAB) under the direction of the Planning and Zoning Department of the City of Rockwall.

**SECTION 2. Eligibility.** The *Small Neighborhood Matching Grants Program* is eligible for the following properties:

(a) *Residential Property*

- i) Residential properties located within the Old Town Rockwall (OTR) Historic District or the Southside Residential Neighborhood Overlay (SRO) District are eligible for the program. The programs shall provide matching funds up to 50% of the total project cost.
- ii) Properties classified as *Non-Contributing* shall be eligible for a total grant amount up to \$500.00.
- iii) Properties classified as *Contributing* (i.e. *High, Medium or Low Contributing*) or as a *Landmarked Property* shall be eligible for a grant amount up to \$1,000.00.
- iv) Regardless of a properties status no matching grant shall be approved for an amount of less than \$100.00 (i.e. a project minimum of \$200.00).
- v) Only projects proposing improvements to the exterior of a property that will be visible from the street shall be eligible for the program. Examples of these projects include but are not limited to landscaping, painting, replacement of windows, replacement of sidewalks and/or driveways, and etcetera.

**SECTION 3. Application.** All applications shall be submitted to City staff in accordance with the Historic Preservation Advisory Board's (HPAB's) submittal deadlines prior to the commencement of the proposed project. Once a project has commenced, that project or the portion of project that

has commenced shall no longer be eligible for grant monies. The HPAB has the ability to approve, deny or modify a request at their discretion. A complete application for the program will consist of 1) the application form, 2) a list of all improvements associated with the project, and 3) any additional information deemed necessary for the HPAB to make a determination. It shall be the Planning and Zoning Department's policy not to accept incomplete applications.

**SECTION 4. Certification and Verification Process.** Applications for the *Small Neighborhood Matching Grants* pursuant to *Section 3* of this resolution shall be filed with the Planning and Zoning Department. Upon receipt of a completed application, City staff shall process the request, verify that the improvements have not commenced, and prepare a memorandum to the Historic Preservation Advisory Board (HPAB) outlining the request. Within 60 days of the receipt of an application, the HPAB shall take action to approve, deny or modify a request based on the requirements of this resolution. Upon action by the HPAB work may commence on the proposed project.

Once a proposed project has been completed, the applicant shall be required to submit a sworn statement of completion acknowledging that the project has been completed in accordance with the application submitted and approved by the HPAB. In addition, the applicant will be required to submit all receipts for the cost of the project. Within 15 days of the receipt of the sworn statement of completion, City staff shall verify that the improvements have been completed as required by the HPAB and document the improvements for the City's records. If the improvements have been completed as approved, staff will issue a check request in the applicant's name to the Finance Department for half the amount depicted on the receipts up to the full amount approved by the HPAB.

**SECTION 4. Program Duration.** The *Small Neighborhood Matching Grants* program shall commence on the first day of the fiscal budgeting year and continue on an annual basis until all funds have been allocated.

**SECTION 5. Effective Date.** This resolution shall take effect immediately from and after its adoption and it is so resolved.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ROCKWALL, TEXAS, ON THIS THE 21<sup>ST</sup> DAY OF MARCH, 2016.**

**APPROVED:**

\_\_\_\_\_  
Jim Pruitt, *Mayor*

**ATTEST:**

\_\_\_\_\_  
Kristy Cole, *City Secretary*

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO: Mayor & Council**

**FROM: Brad Griggs, Assistant City Manager**

**DATE: March 18, 2016**

**SUBJECT: Downtown Antique Light Pole Banners**

---

Antique lights have been installed throughout the downtown area. Each light pole includes hardware for either double or single banner attachments.

The Main Street Advisory Board has recommended the following banner designs for your review. There are (3) different designs to be installed in (3) different areas of the downtown district. *(The exhibits will be provided at the meeting on Monday.)*

- The first banner features the Farmers Market logo and would be placed on all four sides of the Historic Courthouse, where the event is held each Saturday.
- The second banner features the amenities of the downtown district and would be used throughout the district.
- The third banner features the San Jacinto Plaza Music Series and would be placed in San Jacinto Plaza.

Banners were not budgeted; therefore an amendment to the budget authorizing \$5,000.00 from the Downtown Fund is requested. The total cost of the banners is estimated at \$7,000.00. Friends of Downtown Rockwall have agreed to partner with the City of Rockwall to pay for the additional \$2,000.00.

Three additional sets of banners will be requested in the 2016/2017 budget. The additional banners will be displayed in the spring, fall and holiday seasons. In lieu of the City paying for the additional banners, a partner or partners are being sought to assist with these costs.

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Rick Crowley – City Manager  
**FROM:** Brad Griggs – Assistant City Manager  
**DATE:** March 18, 2016  
**SUBJECT:** Downtown Project Plaque

---

Mayor Pro Tem Dennis Lewis has requested this item be placed back on the agenda for further consideration.

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Mayor and Council  
**FROM:** Rick Crowley, City Manager  
**DATE:** March 18, 2016  
**SUBJECT:** Agenda Item Re: Parking on Residential Streets

---

Councilmember White has asked that this item be placed on the agenda. While the matter might apply more globally, the Shores HOA limitations on street parking are related to the agenda item.

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Rick Crowley – City Manager  
**FROM:** Brad Griggs – Assistant City Manager  
**DATE:** March 18, 2016  
**SUBJECT:** Sail with Scott Franchise Agreement

---

Scott Self has operated Sail with Scott, LLC for the past several years providing charters on Lake Ray Hubbard. Since “Sail with Scott” picked up and dropped passengers at the Harbor, the City of Rockwall entered into a concession or franchise agreement for the use of the docks and grounds. The original agreement was for the operation of one boat, Sea Wolf, a forty foot wood catamaran and eventually grew to three boats with the potential to add a fourth boat. Sail with Scott is downsizing and will be operating only Sea Wolf this year as he has sold his other two boats in the fleet.

Scott has requested a revised franchise agreement to reflect the operations of only one boat (Sea Wolf) and because he has sold his second boat to an operator that will be conducting a similar business on Lake Ray Hubbard with the boat he purchased from Sail with Scott named “Harbor Lights”.

The proposed franchise agreement has only one significant change and that is what is proposed as the franchise payment paid to the City of Rockwall by Sail with Scott. As currently written, Sail with Scott pays the City of Rockwall 4.75% of the gross revenue of the business. Those funds are deposited in the Recreation Development Fund. Since the Harbor is within the takeline area which is leased to the City of Rockwall by the City of Dallas, the franchise agreements and other operations within the takeline are subject to the terms set forth in the Interlocal Agreement between the City of Dallas and the City of Rockwall.

According to the Interlocal Agreement, the City of Rockwall may enter into concession or franchise agreements with operators such as Sail with Scott at the City of Rockwall’s discretion. Once revenues reach \$100,000 annually for each franchise, the City of Dallas is entitled to a portion of the revenue from the operation. The revenue is collected by the City of Rockwall and is forwarded to the City of Dallas when revenue exceeds \$100,000. Currently, the City of Dallas receives 1.5% of the franchisee’s revenues between \$100,000 and \$199,999 and 2.5% of gross revenues of \$200,000 and above.

Since the franchise agreement with Sail with Scott does not have an escalation clause, the City of Rockwall forwarded 31% of the franchise fee for all revenue between \$100,000 and \$200,000 and 52% of the franchise fee received for the gross revenue above \$200,000. With the franchise agreement being modified, we would like to propose that the agreement be amended to reflect an increase in the amount of the franchise fee that will be paid to the City of Rockwall to cover the payment required by the City of Dallas. The franchise fee would be adjusted to the following:

- 4.75% of gross revenue up to \$99,999
- 6.25% of gross revenue between \$100,000 and \$199,999
- 7.25% of gross revenue for all revenue above \$200,000.

Due to marketing materials and the 2016 business plan being already set, it is recommended that we begin the graduated franchise fee structure with the 2017 season. The 2016 franchise fee would remain at 4.75%. Staff will be available to answer any questions and Scott Self will be in attendance.

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Rick Crowley – City Manager  
**FROM:** Brad Griggs – Assistant City Manager  
**DATE:** March 18, 2016  
**SUBJECT:** Franchise Agreement with McJoyful Lights, LLC

---

McJoyful Lights, LLC has purchased the Harbor Lights boat from Sail with Scott and desires to operate a similar business on Lake Ray Hubbard. In order for the business to pick up and drop off passengers at the Harbor, a franchise agreement would be in order. The proposed franchise agreement is very similar to the agreements previously executed between the City of Rockwall and Sail with Scott with a few exceptions.

In previous franchise agreements, the franchise fee of 4.75% of gross revenue was consistent throughout the terms of the agreement. Within the last three or four years, the City of Dallas has been collecting a portion of our franchise fee as discussed in the previous agenda item in accordance with the terms of the Interlocal Agreement. It is proposed that the City of Rockwall have a graduated franchise fee that guarantees the City of Rockwall will receive the entire 4.75% franchise fee and the City of Dallas fee be paid through a graduated fee structure. It is proposed that this graduated fee structure begin in January of 2017 since marketing materials and the adopted business plan of the franchise is based on the 4.75% franchise fee.

Contingent on Council approval, the City Attorney will prepare a franchise agreement with McJoyful Lights, LLC to operate a charter boat service to be executed by the City Manager. The franchise fee would be 4.75% in 2016 and as follows beginning in January of 2017:

- 4.75% of gross revenue up to \$99,000
- 6.25% of revenue between \$100,000 and \$199,999
- 7.25% of revenue above \$200,000

A representative from McJoyful Lights, LLC is expected to be present to answer any questions at the meeting.

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City of Rockwall  
*The New Horizon*

## MEMORANDUM

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**TO:** Rick Crowley – City Manager  
**FROM:** Brad Griggs – Assistant City Manager  
**DATE:** March 18, 2016  
**SUBJECT:** Franchise Agreement with Little Toot, LLC

---

Little Toot, LLC desires to enter into a franchise agreement with the City of Rockwall to operate a charter boat service on Lake Ray Hubbard. The boat would pick up and drop off passengers at the Harbor. Little Toot, LLC is a separate corporation but owned by the owners of McJoyful Lights, LLC and Big D Cats which operates on Lake Lewisville. A sample of the marketing materials from Big D Cats has been added to the packet. The vessel will be a 23' x 60' twin hull with two inboard engines.

Similar to the previous two agenda items, the terms and conditions of the agreement would be prepared by the City Attorney and executed by the City Manager, contingent on City Council approval. It is proposed to use the graduated fee structure as proposed in the agreement with Sail with Scott and McJoyful Lights, LLC. The franchise fee would be 4.75% in 2016 and as follows beginning in January of 2017:

- 4.75% of gross revenue up to \$99,000
- 6.25% of revenue between \$100,000 and \$199,999
- 7.25% of revenue above \$200,000

A representative from Little Toot, LLC is expected to be at the meeting to answer any questions.

# BIGDCATS

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*Fun, Memorable and Unique Experiences on the Water!*



**CORPORATE  
EVENTS**

**WEDDINGS**

**PRIVATE  
PARTIES**

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# CORPORATE EVENTS

Private meeting space with **no distractions.**

Private restaurant with **beautiful views.**

Team building venue with **fun activities.**



*"We book a cruise with Big D Cats annually because they always go above and beyond to make sure our event is top notch! Once again, Captain Mike and Crew were outstanding hosts and very accommodating to our group's needs. We had 75+ people aboard and everyone truly enjoyed themselves. Thank you again for another great experience!"*

- Collin County Association of Realtors





# TEAM BUILDING

Enjoyable for all participants.

Client networking results and lasting memories.

Celebrate your team successes with fun and excitement.

Uniqueness equals better attendance and employee satisfaction.

Venue, catering, alcohol, transportation all booked with one phone call, one contract.



*"Captain Mike, I want to thank you on behalf of everyone in attendance last night, I have heard nothing but wonderful things all morning long on a fantastic night had by all! We couldn't have asked for a better night and to say this was a successful event doesn't even scratch the surface! Thank you again for all of your help and for giving our team a memorable celebration!"*

-Crystal Rodarte

*"Everyone had an absolute blast and it is the buzz of the office today. By far the best event we have had."*

-Palo Alto Networks

# PRIVATE PARTIES

- Birthdays
- Anniversaries
- Graduations
- Family Reunions
- Alumni Events
- Charity Events
- Sweet Sixteen
- Bar/Bat Mitzvah
- Quinceañeras





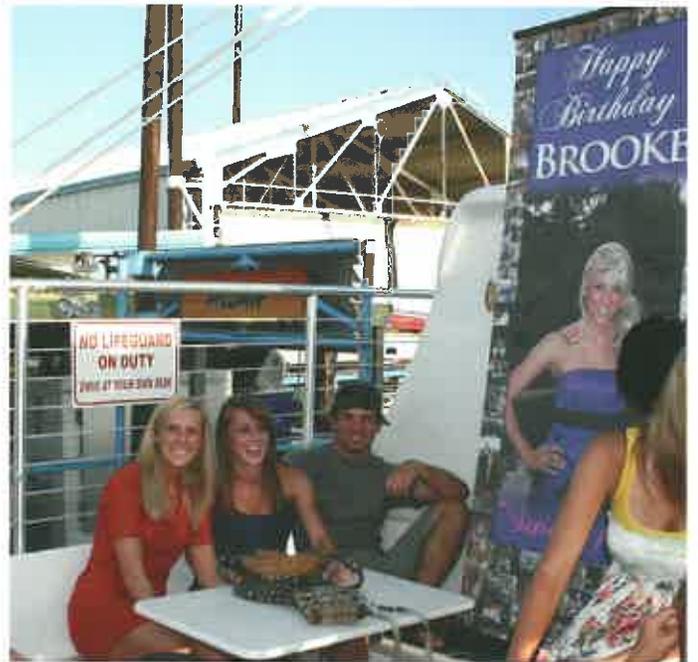
*"Our event at Big D Cats was amazing! I just can't say enough about team at Big D Cats. Everyone from the staff, the crew, and the catering workers are delightful to work with! The playful demeanor of the crew and the friendliness of the captain made this an event to remember! The actual ship is roomy and intimate for a perfect getaway! Every person on the boat left with a huge smile on their face and feeling relaxed and rejuvenated! We look forward to our next event with Big D Cats!"*

-Maria Green

*"I wanted to personally thank you for the great afternoon we had on your boat! I have received nothing but positive feedback about the whole outing and we are definitely looking to do another event very soon."*

-Brian Woods







*"Thank you so much for making Kimbal's Surprise 60th Birthday Party a big hit. Your staff is amazing in that they catered to our every need and seemed to know what the need was before a request was made. The weather was perfect and watching the sunset was breathtaking. Captain Mike – you are an incredible captain and so in tune with all that was going on. Thank you, thank you for making this a very memorable event."*

- Lorraine Markwardt



WEDDINGS  
RECEPTIONS  
REHEARSAL  
DINNERS



*"I would like to give a BIG THANKS to Captain Mike and his wonderful crew! Our special day finally came and Captain Mike and his crew worked so hard to make it happen as smoothly as possible. Our friends say it was the wedding of the year! We will definitely be on the Chamonix II again!"*

-Tanya Cao

*"We all would like to thank you for everything. Our wedding was really beautiful. You, your wife and staff have been really helpful and nice, as well as helped make our day a special one. Again we want to thank you so much and we plan to use your services in the future as well as referring your services. Thank all of you!"*

-Sharae Shuler





*"Thanks so much! It was fantastic! Our wedding and reception was everything that we hoped it would be and even more! Everyone kept telling us it was the best reception they had ever been to!"*

- Karen Leach



**Affordable outdoor venue** on the water

**Flexibility**-bring your own services, food, DJ, photographer, wedding officiant.

**Fun relaxed venue** for everyone to enjoy.

**Sailing and dancing under the stars** is magical.

**Unforgettable experience, unforgettable memories.**

**Assistance with vendors and planning.**

## BIRTHDAYS ANNIVERSARIES

Celebrate milestone birthdays and anniversaries in a relaxed atmosphere with great music, great food and great friends! Guests can't wait to attend and are guaranteed to have a good time.

*"I just rented the Chamonix II for a 4 hour cruise and let me just say that I have NEVER experienced better customer/friendly service. Gina in the office, Captain Mike, Captain Chris and the entire staff and crew are the friendliest ever and amazingly helpful. The cruise was WONDERFUL... with the golf, grill, flat screens, etc., you can't go wrong. I felt like the crew was my family and not just the crew of the boat. I'll be sailing again soon!" -Marlon Brown*



## FAMILY REUNIONS CLASS REUNIONS

We love large reunions and hosting your guests from all over the country and world! Visit with your extended family and friends while relaxing in style on your yacht.

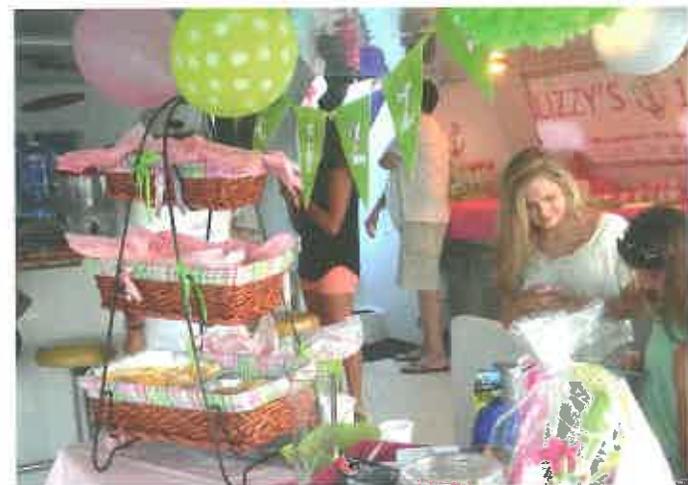
Choose a luxury yacht for your next class reunion. You can have it all: dance floor, bar, great music and relaxation all in one!



## SWEET SIXTEEN, BAR OR BAT MITZVAH, QUINCEAÑERAS

An extraordinary and unique venue for the celebration of your child's big step towards adulthood.

Big Screen TV's for watching your "growing up" videos, playing golf, dancing and swimming are some of the fun activities the Chamonix II offers.





# HOLIDAY PARTIES

Join the captain and crew of Chamonix II and celebrate year end and the beginning of the Christmas and holiday season. We can keep up to 50 guests warm with our heaters on the yacht. Let's sail in sweater weather!



# SAIL THE BRITISH VIRGIN ISLANDS ON A LUXURY YACHT. YOUR TRIP OF A LIFETIME!

Step aboard a luxury sailing catamaran. Your private suite awaits you! Relax in the large salon. Visit private beaches on the islands, snorkel in coves that only private yachts can access, experience local nightlife. Unplug. Leave civilization behind. Guaranteed to return totally refreshed with a new perspective on life. Visit our website at [bigdcats.com/exoticvacations](http://bigdcats.com/exoticvacations)



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**PHONE**

**214-705-3772**

**SOCIAL MEDIA**



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Google Maps- 1481 E. Hillpark Rd., Lewisville, Texas 75056



at&t



PEPSICO

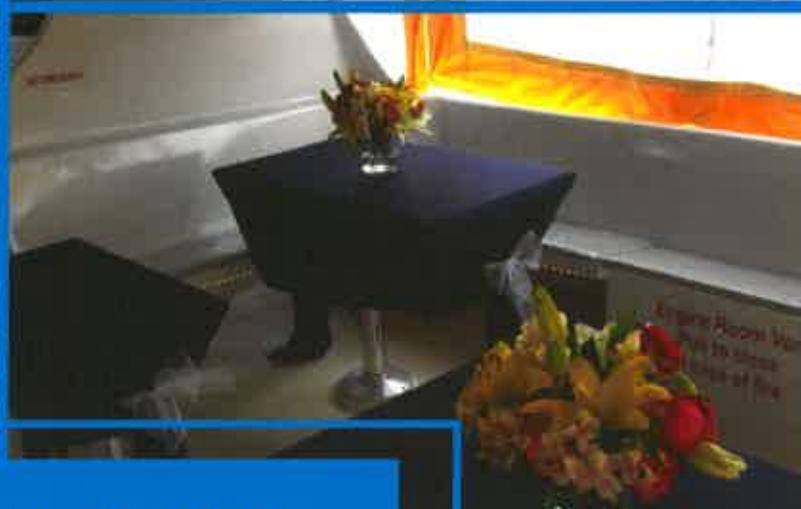
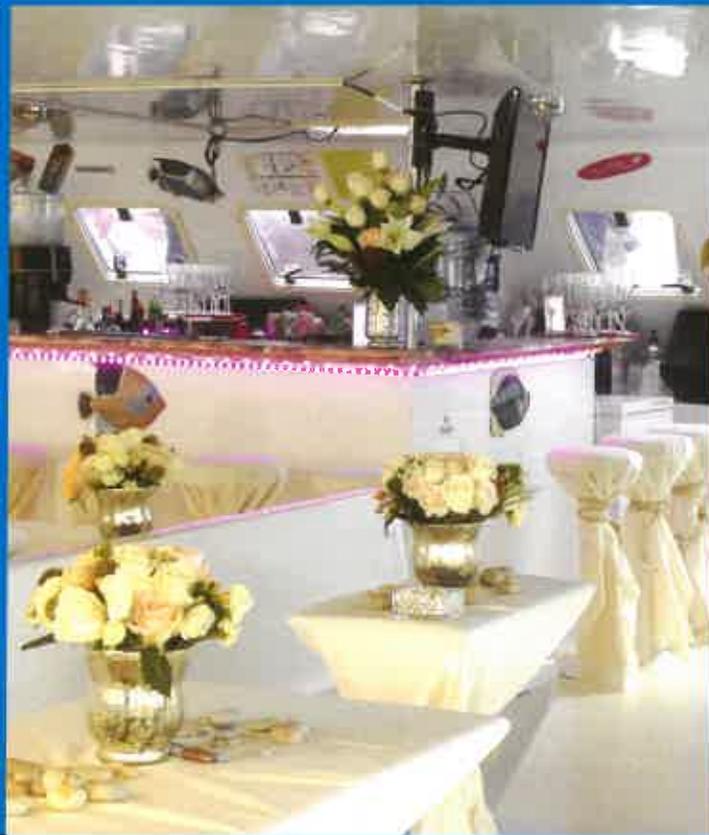


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SIEMENS

# Weddings



## Experience the Excellence...

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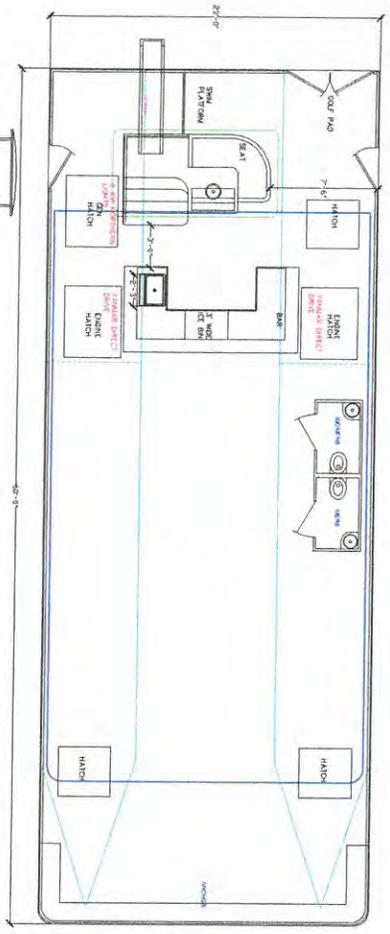
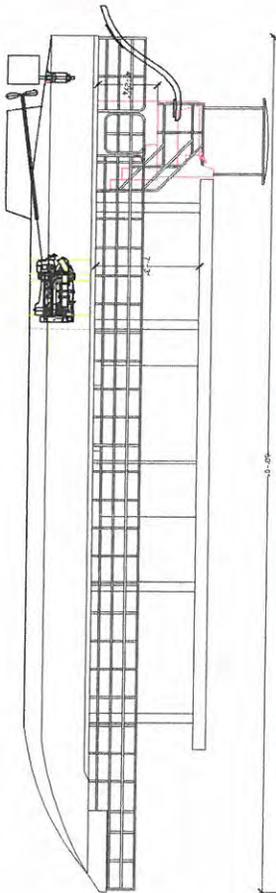
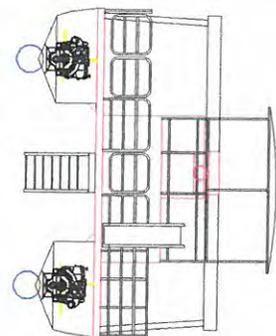
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**BIGDCATS**  
CATAMARANS

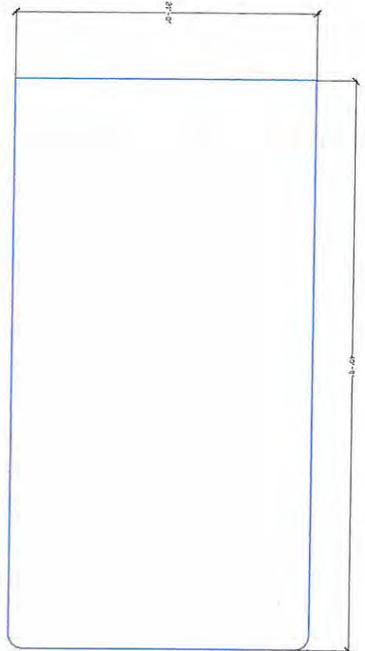
[bigdcats.com](http://bigdcats.com)

Fun, Memorable and Unique Experiences on the Water!





23x60 PARTY BARGE CAT



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