GARLAND

AGENDA

REGULAR MEETING OF THE CITY COUNCIL

City of Garland
Council Chambers, City Hall
William E. Dollar Municipal Building
200 North Fifth Street
Garland, Texas
July 18, 2023
7:00 p.m.

The City Council extends to each visitor a sincere welcome. We value your interest in your community and your participation in the meetings of this governing body. Regular meetings of the City Council are held the 1st and 3rd Tuesdays of each month, beginning at 7:00 p.m.; the City Council meets regularly in work sessions at 6:00 p.m. the Monday preceding each regular meeting.

Garland City Hall and Council Chambers is wheelchair accessible. Special parking is available on the east side of City Hall and on Austin & State Street west of City Hall. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services must contact the City Secretary's Office at (972) 205-2404 at least two working days prior to the meeting so that appropriate arrangements can be made. BRAILLE IS NOT AVAILABLE.

NOTICE: The City Council may recess from the open session and convene in a closed executive session if the discussion of any of the listed agenda items concerns one or more of the following matters:

(1) Pending/contemplated litigation, settlement offer(s), and matters concerning privileged and unprivileged client information deemed confidential by Rule 1.05 of the Texas Disciplinary Rules of Professional Conduct. Sec. 551.071, Tex. Gov't Code.

(2) The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Sec. 551.072, Tex. Gov't Code.

(3) A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person.

Sec. 551.073, Tex. Gov't Code.

(4) Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Sec. 551.074, Tex. Gov't Code.

(5) The deployment, or specific occasions for implementation of security personnel or devices. Sec. 551.076, Tex. Gov't Code.

(6) Discussions or deliberations regarding commercial or financial information that the City has received from a business prospect that the City seeks to have to locate, stay, or expand in or near the territory of the City and with which the City is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect of the sort described in this provision. Sec. 551.087, Tex. Gov't Code.

(7) Discussions, deliberations, votes, or other final action on matters related to the City's competitive activity, including information that would, if disclosed, give advantage to competitors or prospective competitors and is reasonably related to one or more of the following categories of information:

- generation unit specific and portfolio fixed and variable costs, including forecasts of those costs, capital improvement plans for generation units, and generation unit operating characteristics and outage scheduling;
- bidding and pricing information for purchased power, generation, and fuel, and Electric Reliability Council of Texas bids, prices, offers, and related services and strategies;
- effective fuel and purchased power agreements and fuel transportation arrangements and contracts;
- risk management information, contracts, and strategies, including fuel hedging and storage;
- plans, studies, proposals, and analyses for system improvements, additions, or sales, other than transmission and distribution system improvements inside the service area for which the public power utility is the sole certificated retail provider; and
- customer billing, contract, and usage information, electric power pricing information, system load characteristics, and electric power marketing analyses and strategies. Sec. 551.086; Tex. Gov't Code; Sec. 552.133, Tex. Gov't Code]



LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE

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MAYORAL PROCLAMATIONS, RECOGNITIONS AND ANNOUNCEMENTS

The Mayor may present proclamations and recognize attendees or award winners, and may make announcements regarding upcoming City events and matters of interest to citizens. There will be no Council deliberations or votes on these matters.

CONSENT AGENDA

All items under this section are recommended for approval by a single motion of Council, without discussion. Council has had the opportunity to review each of these items at a previous work session and approval of the consent agenda authorizes the City Manager to implement each item. The Mayor will announce the agenda and provide an opportunity for members of the audience and the City Council to request that an item be removed and considered separately.

1. Consider approval of the minutes of the July 11, 2023, Regular Meeting.

2. Consider approval of the following bids:

a. West Miller Road Water, Wastewater, Drainage and Paving Improvements — **Bid No. 0673-23**

The Fain Group, Inc.	**$ 5,073,767.50**
Optional Contingency	**$ 507,377.00**
Total:	**$ 5,581,144.50**

This request is for the construction of paving, drainage, water and wastewater improvements on West Miller Road from Hilltop Drive to Glenbrook Drive. This project consists of the demolition and disposal of existing concrete pavement and the construction of approximately 930 linear feet of 8-inch to 24-inch water line by open cut, 300 linear feet of 24-inch water line by bore, 4,170 linear feet of 6-inch to 8-inch wastewater line by open cut, 400 linear feet of 8-inch wastewater line by bore, 13,800 square yards of street, driveway, alley and sidewalk replacement, and 700 linear feet of 18-inch to 42-inch RCP storm sewer including all incidentals. An Optional Contingency is included for any additional work that may be required.

b. West Garland Library - Construction Services **Bid No. 0517-23**

J.C. Commercial, Inc. **$ 10,331,677**

This request is to procure general construction services to build the new West Garland Branch Library. The current library facility located at 3319 Edgewood Drive was built in 1975. It will be replaced with an 18,700-square-foot building at 3921 W. Walnut Street, adjacent to Hollabaugh Recreation Center. The new library will include designated areas for children, teens, and adults; study rooms; a multi-purpose room; technology and maker-space capabilities; a covered patio; and an outdoor plaza. The outdoor spaces provide shared programming opportunities with the adjacent recreation center. This project is part of the 2019 Bond Program and was approved in the 2023 CIP.

c. Holford Road Segment A Construction Services **Bid No. 0798-23**

DDM Construction Corporation	**$ 14,181,670**
DDM Construction Corporation	**$ 245,000**
Total:	**$ 14,426,670**

This request is to procure construction services for Holford Road - Segment A (between President George Bush Turnpike north to the City limits). The existing two lane road will be reconstructed to a 4-lane divided thoroughfare with the outer lanes being dedicated bike lanes. Also included is a 12-foot-wide shared use path on both sides of the roadway, from President George Bush Turnpike to Campbell Road, as well as drainage and water line improvements. This project is part of the 2019 Bond Program and approved in the 2023 CIP.

3. Public hearings were previously conducted for the following zoning cases. Council approved the requests and instructed staff to bring forth the following ordinances for consideration.

a. Z 23-15 Bohler Engineering TX, LLC (District 1)

Consider an ordinance amending the Garland Development Code of the City of Garland, Texas, by approving 1) an amendment to Planned Development (PD) District 13-02 to construct a Medical and Dental Clinic expansion to an existing Walmart Supercenter and 2) a Detail Plan for a Medical and Dental Clinic expansion to an existing Walmart Supercenter on an approximate 20.22-acre tract of land located at 5302 North Garland Avenue; providing for conditions, restrictions, and regulations; providing a penalty under the provisions of Sec. 10.05 of the Code of Ordinances of the City of Garland, Texas; providing a Notice of Conditions of Compliance Clause; providing a Savings Clause and a Severability Clause; and providing an effective date.

4. Annual Performance Update on the City of Garland Housing Agency's 2020-2024 Five-Year Plan Approval

Consider and take appropriate action to approve a resolution adopting the Garland Housing Agency's third year on the 2020-2024 five-year plan for submission to HUD.

5. Garland Housing Agency's Administrative Plan

Consider and take appropriate action to adopt and approve an Administrative Plan that identifies the policies the agency will follow to administer the Housing Choice Voucher Program Funds (better known as Section 8).

6. Neighborhood Vitality Matching Grant Spring 2023 Applications

Consider and take action to approve Castle Point HOA and Place HOA applications as submitted, and New World Crime Watch application with modification. At the July 10, 2023, Work Session, Council considered the Neighborhood Vitality Matching Grant Spring 2023 Applications.

ITEMS FOR INDIVIDUAL CONSIDERATION

Speaker Regulations:

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7. Hold public hearings on:

a. Consider a request by Dos Banderas for a "Major Waiver" to the Downtown Sign Standards to replace the existing awning and install a new storefront awning with signage. The site is located at 614 Main Street in District 2.

Consideration of the application of Dos Banderas, requesting approval of 1) a Major Waiver to Chapter 7, Table 7-7 of the Garland Development Code and 2) a Downtown Development Plan to allow the replacement of an existing awning and install a new storefront awning with signage on a property zoned Downtown (DT) District, Downtown Historic (DH) sub-district. This property is located at 614 Main Street. (File DD 23-02, District 2)

b. Consider a Zoning request by Spiars Engineering to demolish the existing building and construct 176 senior independent living dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane in District 5. ***(The applicant has withdrawn the application at this time. However, a new application will be submitted and reviewed again by the Plan Commission and City Council. New notifications will be sent out accordingly.)***

Consideration of the application of Spiars Engineering, requesting approval of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Elder Care – Independent Living Use. This property is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (File Z 23-05, District 5)

c. Consider a Detail Plan request by Spiars Engineering to demolish the existing building and construct 176 senior independent living dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane in District 5. ***(The applicant has withdrawn the application at this time. However, a new application will be submitted and reviewed again by the Plan Commission and City Council. New notifications will be sent out accordingly.)***

Consideration of the application of Spiars Engineering, requesting approval of a Detail Plan for an Elder Care – Independent Living Use. This property is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (File Z 23-05, District 5)

d. Consider a Detail Plan request by DDC, Inc. for twelve (12) single-family detached homes. The site is located at 2675 East Brand Road in District 1.

Consideration of the application of DDC, Inc., requesting approval of a Detail Plan for Single-Family Detached Homes on a property zoned Planned Development (PD) District 16-23 for Single-Family-10 (SF-10) Uses. This property is located at 2675 East Brand Road. (File Z 21-07, District 1)

e. Consider a Zoning request by Homeyer Engineering proposing twenty (20) townhouses and open space. The site is located at 1306 and 1314 Rowlett Road in District 3.

Consideration of the application of Homeyer Engineering, requesting approval of 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses and 2) an Alley Waiver. This property is located at 1306 & 1314 Rowlett Road. (File Z 21-41, District 3)

f. Consider a Detail Plan request by Homeyer Engineering proposing twenty (20) townhouses and open space. The site is located 1306 & 1314 Rowlett Road in District 3.

Consideration of the application of Homeyer Engineering, requesting approval of a Detail Plan for Single-Family Attached (SFA) development. This property is located at 1306 & 1314 Rowlett Road. (File Z 21-41, District 3)

g. Consider a Zoning request by Manhard Consulting requesting approval to construct 63 multi-family dwelling units. The existing church building will be used as an amenity for the multi-family development. The site is located at 1214 and 1302 West Miller Road in District 5.

Consideration of the application of Manhard Consulting, requesting approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses. This property is located at 1214 & 1302 West Miller Road. (File Z 23-12, District 5)

h. Consider a Detail Plan request by Manhard Consulting requesting approval to construct 63 multi-family dwelling units. The existing church building will be used as an amenity for the multi-family development. The site is located at 1214 and 1302 West Miller Road in District 5.

Consideration of the application of Manhard Consulting, requesting approval of a Detail Plan for Multi-Family Development. This property is located at 1214 & 1302 West Miller Road. (File Z 23-12, District 5)

i. Consider a Planned Development Amendment request by Petitt-ECD proposing to construct a new approximate 9,584 square-foot automotive service building at the existing Jupiter Chevrolet dealership. The site is located at 11511 & 11611 LBJ Freeway in District 5.

Consideration of the application of Petitt-ECD, requesting approval of an amendment to Planned Development (PD) District 03-54 for Heavy Commercial Uses. This property is located at 11511 & 11611 Lyndon B. Johnson Freeway. (File Z 23-18, District 5)

j. Consider a Detail Plan request by Petitt-ECD proposing to construct a new approximate 9,584 square-foot automotive service building at the existing Jupiter Chevrolet dealership. The site is located at 11511 & 11611 LBJ Freeway in District 5.

Consideration of the application of Petitt-ECD, requesting approval of a Detail Plan amendment for an Automotive Service Building. This property is located at 11511 & 11611 Lyndon B. Johnson Freeway. (File Z 23-18, District 5)

8. Consider appointments to Boards and Commissions.

Board members are selected for two-year terms by the City Council in August. Terms are usually staggered whereby at least half of the membership has board experience. Board members are appointed based on qualifications.

a. Mayor Scott LeMay

- Preston Bass - Garland Youth Council
- Micaela Reynolds - Garland Youth Council

b. Mayor Pro Tem Member Jeff Bass

- Kashina Daceus - Garland Youth Council
- Amsi Orozco - Garland Youth Council

c. Council Member Deborah Morris

- Lindsey Khuu - Garland Youth Council
- Tasi Loreene Tajalle - Garland Youth Council

d. Deputy Mayor Pro Tem Ed Moore

- Wesley Johnson - Board of Adjustments
- Robert Bruns - Environmental and Community Advisory Board
- Justina James - Community Multicultural Commission
- Rueben Lael Griffin - Cultural Arts Commission
- Jerry Carter - Parks & Recreation Board
- Stephanie Paris - Plan Commission
- Vickie Wohlander - Property Standards Board

- PC Mathew - Senior Citizens Advisory Board
- Calvin Nichols - Unified Building Standards Commission
- Aju Mathew - Tax Increment Finance #1 Downtown Board
- Michael Landers - Tax Increment Finance #2 Board
- David Perry - Tax Increment Finance #3 Board
- Amy Rosas - Garland Youth Council

e. Council Member BJ Williams

- Bryan Panameno - Garland Youth Council

f. Council Member Margaret Lucht

- Jaric Jones - Unified Building Standards Commission
- Stephen Hogue - Garland Youth Council
- Sarah Lockett - Garland Youth Council

g. Council Member Carissa Dutton

- Julia Jaison - Garland Youth Council
- Emily Santillan - Garland Youth Council

h. Council Member Dylan Hedrick

- Riley Duggan - Garland Youth Council
- Cindy Le - Garland Youth Council

i. Council Member Chris Ott

- Luca Acosta - Garland Youth Council
- Muna Baraso - Garland Youth Council

9. Citizen comments.

Persons wishing to address issues not on the agenda may have three minutes to address Council at this time. Council is prohibited from discussing any item not posted according to the Texas Open Meetings Act.

10. Adjourn.

All Regular Council meetings are broadcast live on CGTV, Time Warner Cable Channel 16, and Frontier FIOS TV 44. Meetings are rebroadcast at 9:00 a.m. and 7:00 p.m. on Wednesday-Sunday and at 7:30 p.m. on Thursday. Live streaming and on-demand videos of the meetings are also available online at www.garlandtx.gov. Copies of the meetings can be purchased through the City Secretary's Office – audio CD's are $1 each and DVD's are $3 each.

GARLAND

City Council Regular Session Agenda **1.**

Meeting Date: 07/18/2023

Item Title: Minutes July 11

Submitted For: Rene Dowl, City Secretary, City Secretary

Summary:

Consider approval of the minutes of the July 11, 2023, Regular Meeting.

Attachments

Minutes July 11

D R A F T

GARLAND

MINUTES

The City Council of the City of Garland convened in regular session at 7:00 p.m. on Tuesday, July 11, 2023, in the Council Chambers at the William E. Dollar Municipal Building, 200 North Fifth Street, Garland, Texas, with the following members present:

Present:	Mayor Scott LeMay
	Mayor Pro Tem Jeff Bass
	Deputy Mayor Pro Tem Ed Moore
	Council Member Deborah Morris
	Council Member B.J. Williams
	Council Member Margaret Lucht
	Council Member Carissa Dutton
	Council Member Dylan Hedrick
	Council Member Chris Ott
Staff Present:	Deputy City Manager Mitch Bates
	Assistant City Manager Crystal Owens
	Assistant City Manager Phillip Urrutia
	City Attorney Brian England
	City Secretary Eloyce René Dowl

LEGISLATIVE PRAYER AND PLEDGE OF ALLEGIANCE

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MAYORAL PROCLAMATIONS, RECOGNITIONS AND ANNOUNCEMENTS

The Mayor may present proclamations and recognize attendees or award winners, and may make announcements regarding upcoming City events and matters of interest to citizens. There will be no Council deliberations or votes on these matters.

Mayor LeMay recognized Scout Troop 1199, consisting of both male and female members.

Crystal Lazo, Adoption Specialist, Animal Services, presented the Pet of the Month.

CONSENT AGENDA

All items under this section are recommended for approval by a single motion of Council, without discussion. Council has had the opportunity to review each of these items at a previous work session and approval of the consent agenda authorizes the City Manager to implement each item. The Mayor will announce the agenda and provide an opportunity for members of the audience and the City Council to request that an item be removed and considered separately.

The motion was made by Council Member Lucht to approve the Consent Agenda as presented, seconded by Council Member Dutton. Motion carried:

Vote: 9 ayes, 0 nays

1. APPROVED **Consider approval of the minutes of the June 20, 2023, Regular Meeting.**

2. **Consider and take appropriate action regarding approval of the following bids:**

a. APPROVED **GP&L Overhead Transmission & Distribution Line Relocations for Naaman School Road** **Bid No. 1131-21**

JW Powerline, LLC. **$ 64,567.50**

This request is to approve a Change Order for overhead and underground reconstruction services along Naaman School Road at Highway 78 as part of the Naaman Road street widening project. This Change Order is needed for additional vacuum excavation services to locate hard to identify water and sewer lines and for additional traffic control on the underground portion of the project associated with the delayed start of the underground work due to easement acquisition.

b. APPROVED **Streambank Erosion Inventory 2023** **Bid No. 0955-23**

Walter P. Moore & Associates **$ 398,700.00**
Streambank Erosion Inventory 2023

This request is to obtain engineering services to perform streambank erosion inventory for the City of Garland. The scope of work includes the inspection of existing erosion mitigation structures for two (2) areas. The first area contains approximately 18 stream miles of Duck Creek and its tributaries. The second area consists of about 22 stream miles, including Spring Creek and Rowlett Creek tributaries. The study will produce erosion and erosion structure assessments, recommendations, priorities, and cost estimates that will be presented electronically in GIS and PDF.

c. APPROVED **GP&L Nevada Switch to Wigeon Whistle BESS 138kV Transmission Line** **Bid No. 0928-23**

Burns & McDonnell **$ 460,000.00**

This request is to obtain electrical design and field engineering services for the construction of the Wigeon Whistle BESS 138kV Transmission Line. The line will begin at the GP&L Nevada Station and terminate at the new Wigeon Whistle BESS station. Services also provide for the re-termination of the existing Nevada to Shelby 138kV Transmission Line into a new bay position approximately fifty feet from the existing bay. This is part of the approved Wigeon Whistle Transmission Cut-In CIP project.

d. APPROVED **GP&L Nevada Switch 138kV Terminal Addition** **Bid No. 0929-23**

Burns & McDonnell **$ 806,500.00**

This request is to obtain professional design engineering services to support the addition of a terminal at the existing GP&L 138kV switchyard in Collin County as well as field engineering services during the construction of a terminal addition at the GP&L Nevada Substation. This is part of the approved Nevada Switch Terminal CIP project.

e. APPROVED **GP&L/TMPA Rayburn Country Electric Cooperative Tap Station** **Bid No. 0930-23**

Burns & McDonnell **$ 383,000.00**

This request is to obtain professional design as well as civil, structural, and field engineering services to support the construction of the new Rayburn Country Electric Cooperative 138kV Tap Station in Collin County, Texas. This is part of the approved TMPA Rayburn Country 138kV POI CIP project and will be reimbursed by TMPA at 100%.

f. APPROVED **GP&L Energy Trading Risk Management Software System Enhancements** **Bid No. 0298-21**

Power Costs, Inc. **$ 209,000.00**

This request is to approve a Change Order to obtain system enhancements to the GP&L Energy Trading Risk Management Software System. These enhancements will improve process flows from the front office to the back office by using customized dashboards to aid in forecast and planning processes. The service agreement will renew annually as long as GP&L continues to use the software and funding is available.

g. APPROVED **Access Control Migration to Genetec Platform** **Bid No. 0958-23**

Entech Sales and Service **$ 744,659.50**

This request is for the migration of the existing badging system for the City access control platform from Andover Continuum to a Genetec platform. The current platform is obsolete, and replacement controllers are no longer available for purchase from the vendor. Additionally, migration to Genetec will allow added security features such as integrating the badge reading with the City's camera network. This request does not include access control systems for the Justice Center and Garland Power and Light which are maintained on separate platforms due to Federal compliance requirements.

h. APPROVED **GP&L Centerville to McCree 138kV Transmission Line Reconstruction Engineering Services** **Bid No. 0954-23**

Scarborough Engineering, Inc. **$ 886,674.00**

This request is to obtain engineering services to support the reconstruction of the GP&L Centerville to McCree 138kV Transmission Line. The reconstruction will accommodate new 2000A capacity and Optical Ground Wire (OPGW) requirements between the GP&L Centerville and McCree substations. This is part of the approved GP&L Centerville to McCree 138kV Transmission Line Upgrade CIP project.

i. APPROVED **GP&L Production Relay and Breaker Maintenance and Repairs** **Bid No. 1200-19**

Shermco Industries, Inc. **$ 109,963.74**

The request is to approve a Change Order for maintenance and electrical repair services on GP&L Production relays and medium voltage breakers. This Change Order will cover unanticipated field installation and programming of Olinger Unit 2 and Unit 3 generation protection relays that failed routine testing.

j. APPROVED

Lonnecker Drive Wastewater Main Replacement — **Bid No. 0787-23**

Flow-Line Construction, Inc.	**$ 1,598,226.00**
Optional Contingency	**$ 180,000.00**
Total:	**$ 1,778,226.00**

The request is to provide construction services to replace approximately 2,600 linear feet of 18-inch, 12-inch, and 8-inch wastewater main by open cut, including manholes and service laterals. The project also includes approximately 2,500 square yards of concrete paving for street, driveway, and curb as well as gutter replacements and 500 square yards of sodding. The wastewater mains are located within the right-of-way of Lonnecker Drive between West Miller Road and Wood Drive. An optional contingency is included for any additional work that may be required.

k. APPROVED

Northstar Plaza Water & Wastewater Mains Replacement — **Bid No. 0817-23**

Tri-Con Services, Inc.	**$ 571,290.00**
Optional Contingency	**$ 86,000.00**
Total:	**$ 657,290.00**

The request is to provide construction services to install approximately 1,007 linear feet of 8-inch PVC for water and 689 linear feet of 8-inch PVC for sanitary sewer utilities at the Northstar Plaza shopping center alley. The project includes 1,025 square yards of concrete paving for the driveway, alley, water, and sanitary sewer replacements. The 8-inch PVC water reconstruction also includes a cut-in tee connection at an existing 16-inch reinforced concrete cylinder pipe in North Garland Avenue. An optional contingency is included for any additional work that may be required.

l. APPROVED

Fleet Services Fuel Focus License, Maintenance, and Hardware Installation — **Bid No. 0961-23**

AssetWorks, LLC	**$ 440,356.00**

This request is for the purchase of the license, maintenance, and hardware installation of Fuel Focus fuel dispensing software at Fleet Services. The upgraded fuel dispensing software will allow for real-time monitoring of fuel transactions and provide more accurate meter readings used to track preventative maintenance of the equipment. The software will be integrated into the existing Fleet Services database, eliminating the need to maintain separate databases.

m. APPROVED **Downtown Holiday Décor** **Bid No. 0876-23**

C. Scenic LLC. **$ 310,000.00**

This request is for the design, fabrication, delivery, and first-year installation of custom holiday displays for the Downtown Square. The unique displays will be used each year for future holiday events.

n. APPROVED **Advertising Collateral Production** **Bid No. 0355-20**

Animare Agency LLC **$ 107,000.00**

This request is to approve a Change Order for the production of advertising collateral and other creative/content materials in support of the City's image management campaign.

3. Public hearings were previously conducted for the following zoning cases. Council approved the requests and instructed staff to bring forth the following ordinances for consideration.

a. APPROVED **Z 22-15, Masterplan (District 8)**

Ordinance No. 7442 amending the Garland Development Code of the City of Garland, Texas, by approving 1) a Change in Zoning from Two-Family (2F) District and Community Retail (CR) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses and 2) a Detail Plan for Multi-Family Development on a 1.459-acre area of land located at 110, 117 and 119 Garfield Street and 121 Grant Street; providing for conditions, restrictions, and regulations; providing a penalty under the provisions of Sec. 10.05 of the Code of Ordinances of the City of Garland, Texas; providing a Notice of Conditions Compliance Clause; providing a Savings Clause and a Severability Clause; and providing an effective date.

b. APPROVED **Z 22-70, Robert Nunez (Alchemi Design Group) (District 5)**

Ordinance No. 7443 amending the Garland Development Code of the City of Garland, Texas, by approving 1) a Change in Zoning from Planned Development (PD) District 69-31 to Community Retail (CR) District and 2) a Specific Use Provision for a Warehouse, Office/Showroom (Indoors Only) use on a 1.844-acre tract of land

located at 1910 Pendleton Drive; providing for conditions, restrictions, and regulations; providing a penalty under the provisions of Sec. 10.05 of the Code of Ordinances of the City of Garland, Texas; providing a Notice of Conditions of Compliance Clause; providing a Savings Clause and a Severability Clause; and providing an effective date.

c. APPROVED **Z 23-13, Smiths-Haven (District 3)**

Ordinance No. 7444 amending the Garland Development Code of the City of Garland, Texas, by approving a Change in Zoning from Agricultural (AG) District to Neighborhood Office (NO) District on a 1.44 acre tract of land located at 1521 & 1613 Rowlett Road; providing for conditions, restrictions, and regulations; providing a penalty under the provisions of Sec. 10.05 of the Code of Ordinances of the City of Garland, Texas; providing a Notice of Conditions of Compliance Clause; providing a Savings Clause and a Severability Clause; and providing an effective date.

4. APPROVED **T-Mobile Cellular Site Lease Extension**

Consider and take appropriate action on the T-Mobile South LLC owned and maintained cellular equipment mounted on the Lawler Road Water Tower located at 625 Lawler Road since July 14, 2000, to approve the Seventh Amended agreement, for which will commence on November 1, 2026, and will extend the lease until October 31, 2031. Council review the Lease Agreement at May 15, 2023, Work Session.

5. APPROVED **Ordinance Amending Section 33.51 of the Code of Ordinances - Designated Time Limit Parking Areas - Downtown**

Ordinance No. 7445 approving the amendment to Subsection (B) of Section 33.51 to expand the 3-hour parking limit throughout the Downtown Historic Sub-district from 7 a.m. to 5 p.m., and remove 1-hour parking limits from select street segments within the district.

6. APPROVED **Ordinance Amending Chapter 7 of the Garland Development Code to allow use of sidewalk space for commercial activity in the Downtown Historic Sub-district.**

Ordinance No. 7446 to approve and amend Section 7.33 of the Garland Development Code, to allow businesses located in the Downtown Historic Sub-district to apply for an annual license to operate within a portion of the public sidewalk abutting and within the span of the façade of the business.

7. APPROVED **Ordinance Amending Section 30.196 of the Code of Ordinances – Use of streets and sidewalks for advertising or soliciting a business**

Ordinance No. 7447 amending Subsection (C) of Section 30.196 to establish a defense to prosecution for eligible businesses in the Downtown Historic Sub-district possessing an active City license to

operate a sidewalk space.

8. APPROVED 2023-2024 CDBG, HOME, ESG and HOME-ARP Federal Grant Allocation and Action Plan Approval

Council approved the funding allocations for the one-year plan of action for the fiscal year 2023-2024 Community Development Block Grant, HOME Infill Grant, Emergency Solutions Grant, and the HOME-ARP grant programs.

9. APPROVED Neighborhood Vitality Matching Grant Project Summary Revision

Council approved a revision of the Neighborhood Vitality Matching Grant previously approved by City Council on January 4, 2023, which did not include an item eligible for reimbursement. The attached project summary has been revised to include all eligible costs.

ITEMS FOR INDIVIDUAL CONSIDERATION

Speaker Regulations:

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10. APPOINTMENTS: Consider the Appointment of a Mayor Pro Tem and Deputy Mayor Pro Tem

Council is requested to consider the election of a Mayor Pro Tem and if so desired a Deputy Mayor Pro-Tem.

Mayor Pro Tem Morris nominated Council Member Jeff Bass to be elected as Mayor Pro Tem. A vote was cast with the following result:

Vote: 9 ayes, 0 nays

Council Member Wiliams nominated Council Member Moore to be elected as Deputy Mayor Pro Tem. A vote was cast with the following result:

Vote: 9 ayes, 0 nays

11. APPOINTMENTS: Mayor Appointments

Mayor Scott LeMay will present for Council confirmation appointments to Council committees and outside boards.

The motion was made by Council Member Lucht to confirm Mayor LeMay's Council committee appointments, seconded by Council Member Williams. Motion carried:

Vote: 9 ayes, 0 nays

12. APPOINTMENTS: Texas Municipal Power Agency Appointment

Minute action approving the appointment of a City of Garland representative to the Texas Municipal Power Agency Board of Directors.

Council reappointed Tom Jefferies to the Board of Directors for the Texas Municipal Power Agency.

13. APPOINTMENTS: North Texas Municipal Water District Board Appointment

Minute action the appointment of a City of Garland representative to the North Texas Municipal Water District Board for a two-year term beginning June 20, 2023.

Council appointed Lori Barnett Dodson to the North Texas Municipal Water District Board.

14. Hold public hearings on:

a. POSTPONED Consider a Zoning request by Spiars Engineering to demolish the existing building and construct 176 senior independent living dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane in District 5. ***(The applicant requests postponement of this case to the July 18, 2023 Regular City Council Meeting.)***

Consideration of the application of Spiars Engineering, requesting approval of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Elder Care – Independent Living Use. This property is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (File Z 23-05, District 5)

The motion was made by Council Member Lucht to postpone this item until the July 18, 2023, Regular Session, seconded by Council Member Williams. Motion carried:

Vote: 9 ayes 0 nays

b. POSTPONED Consider a Detail Plan request by Spiars Engineering to demolish the existing building and construct 176 senior independent living dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane in District 5. (*The applicant requests postponement of this case to the July 18, 2023 Regular City Council Meeting.)*

Consideration of the application of Spiars Engineering, requesting approval of a Detail Plan for an Elder Care – Independent Living Use. This property is located at 413 and 505 West Centerville Road and 510

Candlewood Lane. (File Z 23-05, District 5)

c. APPROVED **Consider a Planned Development amendment request by Bohler Engineering TX, LLC. for a Medical and Dental Clinic expansion to an existing Walmart Supercenter. The site is located at 5302 North Garland Avenue in District 1.**

Consideration of the application of Bohler Engineering TX, LLC., requesting approval of an amendment to Planned Development (PD) District 13-02 for Retail Development to construct a Medical and Dental Clinic expansion to an existing Walmart Supercenter. This property is located at 5302 North Garland Avenue. (File Z 23-15, District 1)

The staff report was presented by William Guerin, Director of Planning. The speaker on this item was Mathias Haubert, applicant.

There was Council discussion.

The motion was made by Mayor Pro Tem Bass to approve the Planned Development amendment (Item 14c) and the Detail Plan (Item 14d), seconded by Council Member Williams. Motion carried:

Vote: 9 ayes, 0 ayes

d. APPROVED **Consider a Detail Plan request by Bohler Engineering TX, LLC for a Medical and Dental Clinic expansion to an existing Walmart Supercenter. The site is located at 5302 North Garland Avenue in District 1.**

Consideration of the application of Bohler Engineering TX, LLC., requesting approval of a Detail Plan for a Medical and Dental Clinic expansion to an existing Walmart Supercenter. This property is located at 5302 North Garland Avenue. (File Z 23-15, District 1)

e. DENIED **Consider a Specific Use Provision request by Shammy's Garland, LLC. for an Automated/Rollover Car Wash use. The site is located at 2641 Belt Line Road in District 7.**

Consideration of the application of Shammy's Garland, LLC., requesting approval of a Specific Use Provision for an Automated/Rollover Car Wash use on a property zoned Community Retail (CR) District. This property is located at 2641 Belt Line Road. (File Z 23-16, District 7)

The staff report was presented by William Guerin, Director of Planning. The speakers on this item were: Nathan Chandler, Tarek Makdouli, and Jon Young, applicants. Additional speakers were: Issam Abdelkarim, Isam Habboush and Herald Peek. Suheib Omran, Hasan Zuaiter, Nahla Hosny and Arbad Ismail did not speak, but registered a position against the request.

The motion to deny the Specific Use Provision (Item 14e) was made by Council Member Hedrick, seconded by Council Member Lucht.

Motion carried:

Vote: 8 ayes, 1 nay (Council Member Dutton)

f. DENIED **Consider a Plan request by Shammy's Garland, LLC. for an Automated/Rollover Car Wash use. The site is located at 2641 Belt Line Road in District 7.**

Consideration of the application of Shammy's Garland, LLC., requesting approval of a Plan for an Automated/Rollover Car Wash Use. This property is located at 2641 Belt Line Road. (File Z 23-16, District 7)

The motion to deny the Plan request (Item 14f) was made by Council Member Hedrick, seconded by Council Lucht. Motion carried:

Vote: 9 ayes, 0 nays

15. **Citizen comments:** There were no speakers on this item.

16. **Adjourn:** There being no further business to come before the City Council, Mayor LeMay adjourned the meeting at 8:14 p.m.

Submitted By:

_____

Scott LeMay, Mayor

_____

Eloyce René Dowl, City Secretary

GARLAND
PURCHASING REPORT

City Council Regular Session Agenda **2. a.**

Meeting Date: 07/18/2023

Item Title: West Miller Road Water, Wastewater, Drainage, and Paving Improvements

Submitted By: Michael Polocek, Engineering Director

Bid Number: 0673-23

Purchase Justification:

This request is for the construction of paving, drainage, water, and wastewater improvements on West Miller Road from Hilltop Drive to Glenbrook Drive. This project consists of the demolition and disposal of existing concrete pavement and the construction of approximately 930 linear feet of 8-inch to 24-inch water line by open cut, 300 linear feet of 24-inch water line by bore, 4,170 linear feet of 6-inch to 8-inch wastewater line by open cut, 400 linear feet of 8-inch wastewater line by bore, 13,800 square yards of street, driveway, alley and sidewalk replacement, and 700 linear feet of 18-inch to 42-inch RCP storm sewer including all incidentals. An optional contingency is included for any additional work that may be required.

Evaluation:

A request for bids was issued per Purchasing procedures. Six (6) bids were received with The Fain Group, Inc. submitting the Straight Low Bid.

Award Recommendation:

Vendor	*Item*	*Amount*
The Fain Group, Inc.	All	$5,073,767.50
Optional Contingency		507,377.00
	TOTAL:	**$5,581,144.50**

Basis for Award: Straight Low Bid

Purchase Requisition #: 49192

Fiscal Impact

Total Project/Account: $29,977,155

Expended/Encumbered to Date: $19,604,409

Balance:	$10,372,746
This Item:	$5,581,145
Proposed Balance:	$4,791,601
Account #:	261-4621-6051, 831-4693-7111, 692-1409-1423001-9011, 220-4049-3019200-9214, 230-4149-3215700-9305

Fund/Dept/Project – Description and Comments:

Operating Budget / Infrastructure Repair & Replacement Fund	$1,700,014
Operating Budget / Stormwater Management Fund	$85,000
Drainage CIP / Local Flooding Program	$219,675
Water CIP / Relocation of Mains Prior to Paving	$1,747,862
Wastewater CIP / Relocation of Mains Prior to Paving	$1,828,594
Total	**$5,581,145**

Attachments

Bid Recap
Location Map

Fiscal Reference:

Budget Type:	Operating Budget CIP
Fiscal Year:	2022-23
Document Location:	Operating - Pages 220 & 271; CIP - Pages 136, 231 & 251

Budget Director Approval:	Allyson Bell Steadman	Approval Date: 07/07/2023
Purchasing Director Approval:	Gary L. Holcomb	Approval Date: 07/06/2023

CITY OF GARLAND - BID RECAP SHEET
OPENED: 06/01/2023
REQ. NO 49192
BID NO. 0673-23
PAGE: 1 of 1
BUYER: L. Segura

ITEM	QTY	UNIT	DESCRIPTION	The Fain Group, Inc. UNIT PRICE	The Fain Group, Inc. TOTAL	DDM Construction Corp. UNIT PRICE	DDM Construction Corp. TOTAL	XIT Paving and Construction, Inc. UNIT PRICE	XIT Paving and Construction, Inc. TOTAL	Axis Contracting, Inc. UNIT PRICE	Axis Contracting, Inc. TOTAL	Tri-Con Services, Inc. UNIT PRICE	Tri-Con Services, Inc. TOTAL	SYB Construction Company, Inc. UNIT PRICE	SYB Construction Company, Inc. TOTAL
1	1	1	West Miller Road Water, Wastewater		$5,581,144.50		$5,939,066.20		$6,856,618.00		$7,701,652.00		$7,804,437.00		$8,738,373.00
			Drainage and Paving Improvements												
			(Includes Optional Contingency)												
			TOTAL GROSS PRICE		$5,581,144.50		$5,939,066.20		$6,856,618.00		$7,701,652.00		$7,804,437.00		$8,738,373.00
			CASH DISCOUNT												
			TOTAL NET PRICE		$5,581,144.50		$5,939,066.20		$6,856,618.00		$7,701,652.00		$7,804,437.00		$8,738,373.00
			F.O.B.	DELIVERED		DELIVERED		DELIVERED		DELIVERED		DELIVERED		DELIVERED	
			DELIVERY												

NEXT LOW: **$5,939,066.20**
LOW: **$5,581,144.50**
SAVINGS: **$357,921.70**

1330 # IonWave Notifications
230 # IonWave HUBS
0 # Direct Contact HUBS
2 # HUBS Responded

All bids submitted for the designated project are reflected on this bid tab sheet. However, the listing of a bid on this sheet should not be construed as a comment on the responsiveness of such bid or as any indication that the city accepts such bid as responsive. The City will notify the successful bidder upon award of the contract and, according to the law, all bids received will be available for inspection at that time.



GARLAND
ENGINEERING

MILLER RD
WATER & WASTEWATER IMPROVEMENTS

Scale: NTS
Date: 6/2/2020
Drawn: JW

File: NASH&MILLER.mxd

Sheet 1 of 1

N

Not to Scale

GARLAND
PURCHASING REPORT

City Council Regular Session Agenda **2. b.**

Meeting Date: 07/18/2023

Item Title: West Garland Branch Library - Construction Services

Submitted By: Laura Dunn, Capital Project Management Director

Bid Number: 0517-23

Purchase Justification:

This request is to procure general construction services to build the new West Garland Branch Library. The current library facility located at 3319 Edgewood Drive was built in 1975. It will be replaced with an 18,700-square-foot building at 3921 W. Walnut Street, adjacent to Hollabaugh Recreation Center. The new library will include designated areas for children, teens, and adults; study rooms; a multi-purpose room; technology and maker-space capabilities; a covered patio; and an outdoor plaza. The outdoor spaces provide shared programming opportunities with the adjacent recreation center. This project is part of the 2019 Bond Program and was approved in the 2023 CIP.

Evaluation:

A request for Competitive Sealed Proposals was issued per Purchasing procedures. Four (4) proposals were received and evaluated based on published criteria. J.C. Commercial, Inc. received the highest evaluated score, offering the Best Value for the City.

Award Recommendation:

Vendor	*Item*	*Amount*
J.C. Commercial, Inc.	All	$10,331,677.00
	TOTAL:	**$10,331,677.00**

Basis for Award: Best Value

Purchase Requisition #: 49581

Fiscal Impact

Total Project/Account: $5,885,000

Expended/Encumbered to Date: $1,371,346
Balance: $4,513,654
This Item: $10,331,677
Proposed Balance: $(5,818,023) *
Account #: 655-1429-1958819-9002 & 692-1429-1958800-9002
Fund/Dept/Project – Description and Comments:
Libraries CIP / West Garland Branch Library (shown in the 2023 CIP Document as Relocate/Expand Walnut Creek Branch Library)

*The Relocate/Expand West Garland Branch Library project will continue into 2024; 2019 GO Bond and Certificates of Obligation funding will be included in the 2024 Capital Improvement Program for the continuation of the project, as projected in the 2023 CIP.

Attachments

Bid Recap

Fiscal Reference:
Budget Type: CIP
Fiscal Year: 2023
Document Location: Page 141

Budget Director Approval: Allyson Bell Steadman Approval Date: 07/06/2023
Purchasing Director Approval: Gary L. Holcomb Approval Date: 07/06/2023

CITY OF GARLAND - BID RECAP SHEET
OPENED: 05/03/2023
REQ. NO TBD
BID NO 0517-23
PAGE: 1 of 1
BUYER: J. Wilson

ITEM	QTY	UNIT	DESCRIPTION	J.C. Commerical, Inc UNIT PRICE	J.C. Commerical, Inc TOTAL	Northridge Construction Group UNIT PRICE	Northridge Construction Group TOTAL	Construction Zone of DFW, LLC. UNIT PRICE	Construction Zone of DFW, LLC. TOTAL	Gilbert May, Inc. dba Phillips/May Corporation UNIT PRICE	Gilbert May, Inc. dba Phillips/May Corporation TOTAL
			Bid Price for Evaluation		$10,007,777.00		$11,052,000.00		$11,899,000.00		$12,519,333.00
			Evaluation Criteria:								
			Base Bid Amount	Maximum = 35	35.00		24.57		16.10	9.90	
			General Information	Maximum = 0	0.00		0.00		0.00	0.00	
			Experience and Reputation	Maximum = 10	7.25		7.67		8.33	8.00	
			Proposed Personnel	Maximum = 20	12.17		14.83		17.33	16.08	
			Project Approach	Maximum =15	9.92		11.33		13.58	12.83	
			Quality of Goods or Services	Maximum = 10	6.67		8.00		7.25	8.58	
			Client References	Maximum = 5	4.33		4.67		5.00	5.00	
			Safety Record	Maximum = 5	4.00		4.00		0.00	5.00	
			Total Score:	Maximum = 100	79.34		75.07		67.59	65.39	
			TOTAL GROSS PRICE		$10,007,777.00		$11,052,000.00		$11,899,000.00		$12,519,333.00
			CASH DISCOUNT								
			TOTAL NET PRICE		$10,007,777.00		$11,052,000.00		$11,899,000.00		$12,519,333.00
			F.O.B.		DELIVERED		DELIVERED		DELIVERED		DELIVERED
			DELIVERY								

NEXT LOW: **$11,052,000.00**
LOW: **$10,007,777.00**
SAVINGS: **$1,044,223.00**

904 # IonWave Notifications
138 # IonWave HUBS
0 # Direct Contact HUBS
0 # HUBS Responded

All bids submitted for the designated project are reflected on this bid tab sheet. However, the listing of a bid on this sheet should not be construed as a comment on the responsiveness of such bid or as any indication that the city accepts such bid as responsive. The City will notify the successful bidder upon award of the contract and, according to the law, all bids received will be available for inspection at that time.

GARLAND
PURCHASING REPORT

City Council Regular Session Agenda **2. c.**

Meeting Date: 07/18/2023
Item Title: Holford Road Segment A Construction Services
Submitted By: Laura Dunn, Capital Project Management Director
Bid Number: 0798-23

Purchase Justification:

This request is to procure construction services for Holford Road Segment A between President George Bush Turnpike north to the City limits. The existing 2-lane road will be reconstructed into a 4-lane divided thoroughfare with the outer lanes being dedicated bike lanes. The project also includes a 12-foot-wide shared-use path on both sides of the roadway from President George Bush Turnpike to Campbell Road as well as drainage and water line improvements. This project is part of the 2019 Bond Program and was approved in the 2023 CIP.

Evaluation:

A request for bids was issued in accordance with Purchasing procedures. Six (6) bids were received and evaluated with DDM Construction Corporation submitting the Straight Low Bid.

Award Recommendation:

Vendor	*Item*	*Amount*
DDM Construction Corporation	All	$14,181,670.00
Optional Contingency		245,000.00
	TOTAL:	**$14,426,670.00**

Basis for Award: Straight Low Bid
Purchase Requisition #: 49582

Fiscal Impact

Total Project/Account:	$8,850,201
Expended/Encumbered to Date:	$1,822,881
Balance:	$7,027,320

This Item:	$14,426,670
Proposed Balance:	$(7,399,350) *
Account #:	Various
Fund/Dept/Project – Description and Comments:	

Streets & Transportation CIP / Holford Road Segment A - PGBT to City Limits	651-1429-1431419-9011, 692-1429-1431400-9011, 650-1429-1431419-9011, 692-1429-1430500-9011	$12,962,428
Water CIP / Relocation of Mains Prior to Paving	220-4049-3019200-9214	$1,433,322
Wastewater CIP / Relocation of Mains Prior to Paving	230-4149-3215700-9305	$30,920
	TOTAL	**$14,426,670**

* The Holford Road Segment A project will continue into 2024; 2019 GO Bond and Certificates of Obligation funding will be included in the 2024 Capital Improvement Program for the continuation of the project, as projected in the 2023 CIP.

Attachments

Bid Recap

Fiscal Reference:	
Budget Type:	CIP
Fiscal Year:	2023
Document Location:	Page 108, 231, and 251

Budget Director Approval:	Allyson Bell Steadman	Approval Date: 07/07/2023
Purchasing Director Approval:	Gary L. Holcomb	Approval Date: 07/06/2023

CITY OF GARLAND - BID RECAP SHEET
OPENED: 06/22/2023
REQ. NO. PR 49582
BID NO. 0798-23
PAGE: 1 of
BUYER: J. Wilson

ITEM	QTY	UNIT	DESCRIPTION	DDM Construction Corp.		Texas Sterling Construction Company		McMahon Contracting LP		TISEO PAVING CO		The Fain Group , Inc.		Tri-Con Services, Inc.	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	EA	1	Holford Road Segment A Construction		$14,181,670.00		$14,354,453.39		$15,187,654.79		$15,195,432.65		$15,337,151.00		$15,790,000.00
			Services.												
			TOTAL GROSS PRICE		$14,181,670.00		$14,354,453.39		$15,187,654.79		$15,195,432.65		$15,337,151.00		$15,790,000.00
			CASH DISCOUNT												
			TOTAL NET PRICE		$14,181,670.00		$14,354,453.39		$15,187,654.79		$15,195,432.65		$15,337,151.00		$15,790,000.00
			F.O.B.		DELIVERED		DELIVERED		DELIVERED		DELIVERED		DELIVERED		DELIVERED
			DELIVERY												

NEXT LOW: **$14,354,453.39**
LOW: **$14,181,670.00**
SAVINGS: **$172,783.39**

843 # IonWave Notifications
146 # IonWave HUBS
4 # Direct Contact HUBS
1 # HUBS Responded

All bids submitted for the designated project are reflected on this bid tab sheet. However, the listing of a bid on this sheet should not be construed as a comment on the responsiveness of such bid or as any indication that the city accepts such bid as responsive. The City will notify the successful bidder upon award of the contract and, according to the law, all bids received will be available for inspection at that time.

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Regular Session Agenda **3. a.**

Meeting Date: 07/18/2023

Item Title: Z 23-15 Bohler Engineering TX, LLC (District 1)

Submitted By: Will Guerin, Planning Director

Summary of Request/Problem

Zoning Ordinance Z 23-15 Bohler Engineering TX, LLC

Recommendation/Action Requested and Justification

Consider adoption of the attached ordinance.

Attachments

Z 23-15 Ordinance
Z 23-15 Exhibit A
Z 23-15 Exhibit B
Z 23-15 Exhibits C-E

ZONING FILE NO. Z 23-15

ORDINANCE NO._____

AN ORDINANCE AMENDING THE GARLAND DEVELOPMENT CODE OF THE CITY OF GARLAND, TEXAS, BY 1) APPROVING AN AMENDMENT TO PLANNED DEVELOPMENT (PD) DISTRICT 13-02 AND 2) A DETAIL PLAN FOR A MEDICAL AND DENTAL OFFICE/CLINIC ON A 20.22-ACRE TRACT OF LAND LOCATED AT 5302 NORTH GARLAND AVENUE; PROVIDING FOR CONDITIONS, RESTRICTIONS, AND REGULATIONS; PROVIDING A PENALTY UNDER THE PROVISIONS OF SEC. 10.05 OF THE CODE OF ORDINANCES OF THE CITY OF GARLAND, TEXAS; PROVIDING A NOTICE OF CONDITIONS OF COMPLIANCE CLAUSE; PROVIDING A SAVINGS CLAUSE AND A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, at its regular meeting held on the 12th day of June, 2023, the Plan Commission did consider and make recommendations on a certain request for 1) an Amendment to Planned Development (PD) District 13-02 and 2) a Detail Plan for a Medical and Dental Office/Clinic by **Bohler Engineering TX, LLC**; and

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

Now, therefore, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARLAND, TEXAS, that:

Section 1

The Garland Development Code is hereby amended by approving 1) an Amendment to Planned Development (PD) District 13-02 and 2) a Detail Plan for a Medical and Dental Office/Clinic and being more particularly described in Exhibit A, attached hereto and made a part hereof.

Section 2

Development shall be in conformance with the conditions, restrictions, and regulations set forth in the Garland Development Code.

Section 3

That a violation of this Ordinance shall be a misdemeanor punishable in accordance with Section 10.05 of the Code of Ordinances, City of Garland, Texas.

Section 4

NOTICE OF CONDITIONS OF COMPLIANCE: Notwithstanding the provisions of any other ordinance of the City, the full, complete, and continuing compliance with all the conditions, restrictions, and regulations of this Ordinance is a condition to the issuance and continuation of any permit, approval, authorization or consent by the City, including without limitation the issuance or continuation of any certificate of occupancy for any building or structure located on any portion of the property described in Exhibit A. All promises, representations, obligations and undertakings made or assumed by the applicant to the City Council at any public presentation in connection with the granting of this Ordinance are hereby incorporated into and made a part of this Ordinance as if expressly set forth herein at length. No substantial deviation from any material portion of the conditions, restrictions, and regulations contained within this Ordinance are allowed except as may be provided by the City Council after a public hearing.

Section 5

That the Garland Development Code, as amended, shall be and remain in full force and effect save and except as amended by this Ordinance.

Section 6

That the terms and provisions of this Ordinance are severable and are governed by Sec. 10.06 of the Code of Ordinances of the City of Garland, Texas.

Section 7

That this Ordinance shall be and become effective immediately upon and after its passage and approval.

FILE NO. Z 23-15

PASSED AND APPROVED this_____ day of _____, 2023.

THE CITY OF GARLAND, TEXAS

By:

_____
Mayor

ATTEST:

_____
City Secretary

Published:

EXHIBIT A

LEGAL DESCRIPTION

Zoning File Z 23-15

Lot 2R, Block 1 of the TBCW Addition, an addition to the City of Garland, Dallas County, Texas, according to the map or plat thereof, recorded under Instrument Number 201300236141, Official Public Records, Dallas County, Texas.

PLANNED DEVELOPMENT CONDITIONS

ZONING FILE Z 23-15

5302 North Garland Avenue

I. Statement of Purpose: The purpose of this Planned Development (PD) is to allow and regulate a building expansion for a Medical and Dental Office/Clinic expansion on the subject property.

II. Statement of Effect: This Planned Development (PD) shall not affect any regulation found in the Garland Development Code, Ordinance No. 6773, as amended prior to adoption of this ordinance, except as specifically provided herein.

III. General Regulations: All regulations of the Planned Development (PD) District 13-02 and Community Retail (CR) District and Site Development Standards as set forth in Chapter 2 and 4 of the Garland Development Code, Ordinance 6773, are included by reference and shall apply, except as otherwise specified by this ordinance.

IV. Development Plans:

A. Detail Plan: Development is to be in conformance with the approved Detail Plan labeled Exhibit C to Exhibit E. In the event of conflict between the conditions and Detail Plan, the conditions listed below are to apply.

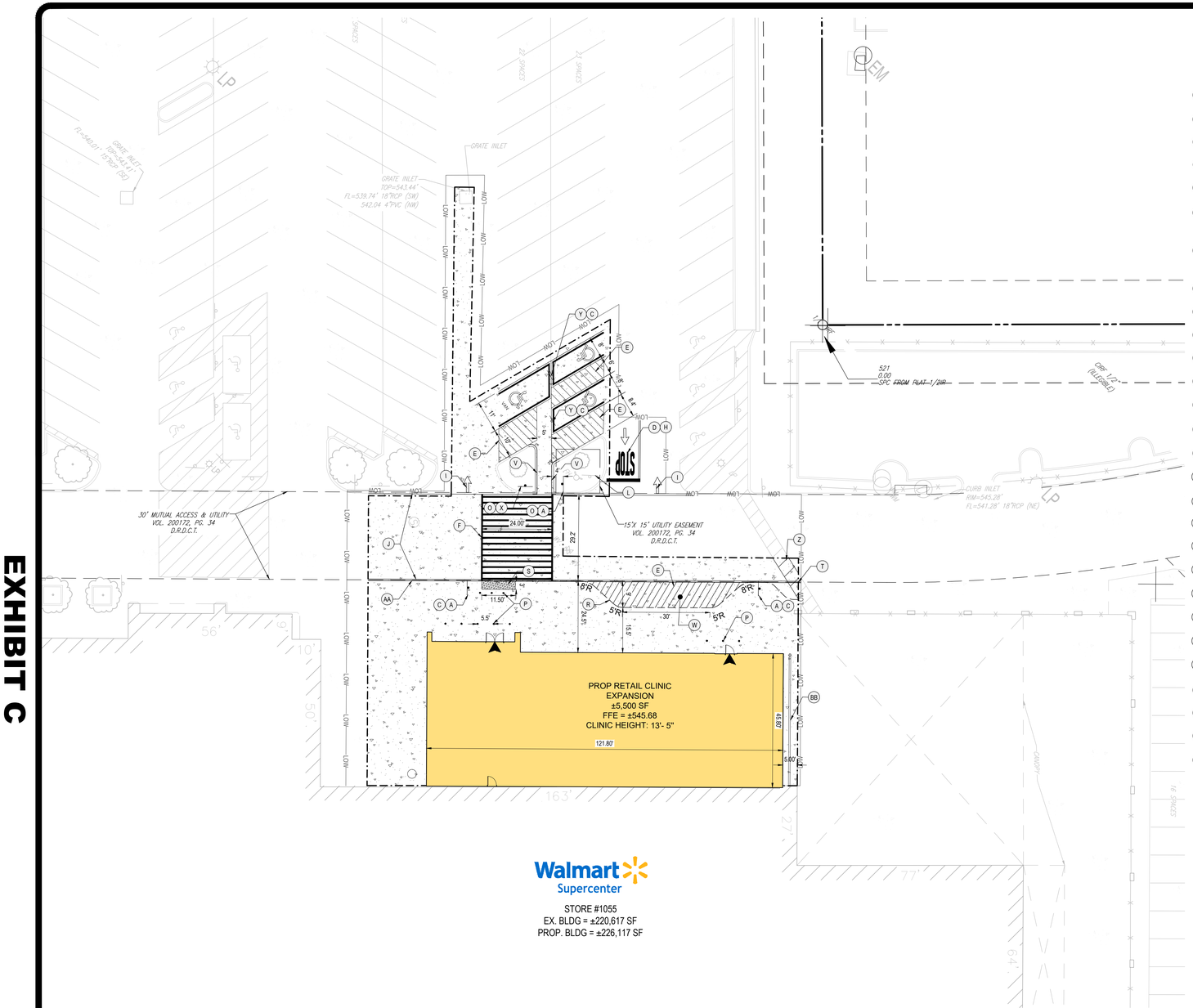
V. Detail Plan:

A. Site Layout: The site shall be in conformance to the site layout reflected on Exhibit C.

B. Screening and Landscaping: Screening and landscaping shall be in conformance to the layout reflected on Exhibit D.

C. Building Elevations: Building elevations shall be in conformance to the elevations as approved on Exhibit E.

EXHIBIT C



Walmart Supercenter

STORE #1055
EX. BLDG = ±220,617 SF
PROP. BLDG = ±226,117 SF

SITE LEGEND

REFERENCE DETAIL SHEET

- (A) NEW "STOP HERE FOR PEDESTRIANS" SIGN.
- (B) NEW 30"X30" STOP SIGN.
- (C) NEW SIGN MOUNTING AND BASE WITH BOLLARD.
- (D) NEW STOP TEXT AND STOP BAR.
- (E) NEW 4" WIDE PAINTED YELLOW STRIPES AT 45° @ 2'-0" O.C.
- (F) NEW CROSSWALK MARKINGS - 6" WIDE PAINTED WHITE STRIPING PARALLEL TO DIRECTION OF TRAFFIC AT 2'-0" O.C. AND (1)-8" WHITE STRIPE PERPENDICULAR ON BOTH ENDS UNLESS NOTED OTHERWISE. SEE SITE PLAN FOR DIMENSIONS. ENTIRE CROSSWALK SHALL BE RE-STRIPED.
- (G) LIMITS OF SEAL COAT. APPLY SEAL COAT OVER WHERE STRIPING AND PAVEMENT MARKINGS WERE REMOVED AND WHERE NEW STRIPING AND PAVEMENT MARKINGS WILL BE APPLIED. APPLY NEW STRIPING AND PAVEMENT MARKINGS OVER SEAL COAT.
- (H) NEW 4" WIDE PAINTED YELLOW STRIPES - 6' LONG WITH 18' GAPS.
- (I) NEW OPEN ARROW PAVEMENT MARKINGS.
- (J) 6" NEW FIRE LANE STRIPING.
- (K) NEW 4" WIDE DOUBLE SOLID YELLOW STRIPE.
- (L) EXISTING STOP SIGN TO REMAIN.
- (M) EXISTING STOP SIGN TO BE RAISED TO MATCH CURRENT DETAILS/GUIDELINES.
- (N) EXISTING BOLLARD AND SIGN POST TO BE REPAINTED.
- (O) NEW SIGN MOUNTING AND BASE WITH BREAK AWAY POST.
- (P) PROP BOLLARD (TYP) (MATCH PAINT/SLEEVE TO ARCH PLANS)
- (Q) PROP CONCRETE SIDEWALK
- (R) PROP FLUSH CURB
- (S) PROP ADA DETECTABLE WARNING STRIP
- (T) PROP SAWCUT LIMITS
- (U) PROP GARDEN CENTER WALL WITH IRON ROD FENCE
- (V) PROP TYPE "D" CURB
- (W) PROP DROP OFF LOCATION
- (X) PROP RELOCATION FOR PARKING ROW SIGN
- (Y) PROP ADA SIGN
- (Z) MATCH EXISTING CROSSWALK MARKING
- (AA) 6" NEW YELLOW LANE STRIPING
- (BB) PROP TRENCH DRAIN

LEGEND

PROP. SIGN	
PROP. BUILDING ENTRANCES	
PROP. STANDARD DUTY CONCRETE	

SITE ADDRESS (S):	5302 N GARLAND AVE, GARLAND, TX 75040	
SITE AREA	20.22 ACRES (880,783 SF)	
PROPERTY ID#:	265943000102R0000	
ENGINEER:	BOHLER ENGINEERING	
	2600 NETWORK BLVD, SUITE 310	
	FRISCO, TX 75034	
	EXISTING	PROPOSED
LAND USE	RETAIL/GROCERY	RETAIL/GROCERY
ZONING	PD - PLANNED DEVELOPMENT	PD - PLANNED DEVELOPMENT
ABUTTING ZONING	PD (EAST & WEST) CR - (NORTH) AG & PD (SOUTH)	PD (EAST & WEST) CR - (NORTH) AG & PD (SOUTH)
FUTURE LAND USE	COMMUNITY CENTERS	COMMUNITY CENTERS
ABUTTING FUTURE LAND USE	COMMUNITY CENTERS (SOUTH, EAST & WEST) INDUSTRY (NORTH)	COMMUNITY CENTERS (SOUTH, EAST & WEST) INDUSTRY (NORTH)
SETBACKS:	REQUIRED	PROPOSED
FRONT:	30'	369.7'
SIDE:	20'	229'
SIDE:	20'	102.2'
REAR:	15'	64.9'
	EXISTING	PROPOSED
BUILDING COVERAGE:	± 225,217 SF	± 230,717 SF
WITHIN LIMITS OF DISTURBANCE:		
IMPERVIOUS AREA:	± 16,067 SF	± 16,067 SF
PERVIOUS AREA:	± 490 SF	± 436 SF
FLOOR TO AREA RATIO (FAR):	0.25	0.26
BUILDING HEIGHT:	35'	25'
PARKING:	EXISTING	PROPOSED
TOTAL PROVIDED PARKING SPACES:	896 SPACES	894 SPACES
PARKING RATIO	3.98 / 1000	3.87 / 1000
MIN REQUIRED PARKING SPACES	901 SPACES	923 SPACES

SITE NOTES:

1. THE PROPOSED ACTIVITIES SHALL COMPLY WITH CITY OF GARLAND DEVELOPMENT REGULATIONS (LATEST EDITION) INCLUDING THE TREE AND LANDSCAPE CODE, STORM WATER MANAGEMENT REGULATIONS, AND FIRE CODES AT THE TIME OF PERMITTING.
2. SIDEWALKS TO BE PROVIDED AND BUILT IN ACCORDANCE WITH T.X.D.O.T. AND CITY OF GARLAND LAND DEVELOPMENT REGULATIONS (LATEST EDITION). ALL PROPOSED SIDEWALKS SHALL MEET ADA REQUIREMENTS.
3. ALL DIMENSIONS ARE SHOWN AT FACE OF CURB, UNLESS OTHERWISE NOTED. B/C INDICATES DIMENSION IS TO BACK OF CURB.
4. ALL RADII DIMENSIONS ARE 3' AT THE FACE OF CURB UNLESS OTHERWISE NOTED.
5. FREE STANDING SIGNAGE SHOWN ONLY FOR REPRESENTATIONAL PURPOSES, AND SHALL BE PERMITTED SEPARATELY.
6. A RIGHT-OF-WAY PERMIT WILL BE REQUIRED FOR ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY. SPECIFIC STIPULATIONS OR CONDITIONS WILL BE IMPOSED AT THE TIME OF PERMIT APPLICATION.
7. CONSTRUCTION PLAN APPROVAL DOES NOT EXEMPT THE CONTRACTOR FROM OBTAINING THE REQUIRED BUILDING, ELECTRICAL, PLUMBING, AND MECHANICAL PERMITS. THESE INCLUDE BUT ARE NOT LIMITED TO ANY STRUCTURE, SIGN, WALL, ENCLOSURE, OR SCREENING, ETC.
8. IN THE EVENT THE PROJECT IS TERMINATED PRIOR TO CONSTRUCTION COMPLETION, THE PROJECT SHALL BE BROUGHT TO GRADE, SEEDED, AND ALL DEBRIS AND MATERIALS SHALL BE HAULED OFF-SITE AND DUMPED AT A STATE OF TEXAS APPROVED FACILITY.
9. ANY DAMAGED SIDEWALK OR CURB WITHIN THE T.X.D.O.T. RIGHT-OF-WAY SHALL BE REMOVED AND REPLACED.
10. ALL DISTURBED AREAS WITHIN THE T.X.D.O.T. RIGHT-OF-WAY WILL BE SODDED.
11. STANDARD INDICES REFER TO THE LATEST VERSION OF T.X.D.O.T. "ROADWAY AND TRAFFIC DESIGN STANDARDS."
12. NO LANE CLOSURES ARE ALLOWED BETWEEN 5:00 A.M. AND 7:30 P.M. THE T.X.D.O.T. RESERVES THE RIGHT TO REQUIRE DIFFERENT HOURS OF LANE CLOSURE. ALL LANE CLOSURES MUST BE APPROVED BY THE DEPARTMENT AT LEAST TWO WEEKS PRIOR TO THE LANE CLOSURE IN ACCORDANCE WITH THE DISTRICT LANE CLOSURE POLICY.
13. ALL POTABLE WATER, RECLAIMED WATER, AND SANITARY SEWER CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE APPROVED CONSTRUCTION PLAN.
14. WATER AND WASTEWATER PERMITS MUST BE OBTAINED PRIOR TO BEGINNING CONSTRUCTION.
15. PROPER DOCUMENTATION FOR ALL PUBLIC UTILITY EASEMENTS SHALL BE PROVIDED TO THE PROPERTY MANAGEMENT DEPARTMENT PRIOR TO CERTIFICATE OF COMPLETION.
16. UTILITY RECORD DRAWINGS ARE REQUIRED PRIOR TO PLACING THIS WATER AND WASTEWATER FACILITIES INTO SERVICE. PLEASE SEE THE ADDITIONAL INFORMATION SECTION FOR INSTRUCTIONS.

RIGHT-OF-WAY NOTES:

1. A RIGHT-OF-WAY USE PERMIT WILL BE REQUIRED FOR ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY. SPECIFIC STIPULATIONS OR CONDITIONS WILL BE IMPOSED AT THE TIME OF PERMIT APPLICATION.
2. ALL AREAS WITHIN THE COUNTY OR T.X.D.O.T. RIGHT-OF-WAY DISTURBED THROUGH THE COURSE OF CONSTRUCTION WILL BE RE-GRADED AND SODDED.
3. IT SHALL BE THE DEVELOPER'S RESPONSIBILITY TO PROTECT ALL COUNTY OR T.X.D.O.T. OWNED AND/OR MAINTAINED INFRASTRUCTURE. ANY/ALL COSTS ASSOCIATED WITH ALTERATIONS, RELOCATIONS, OR REPAIRS MADE NECESSARY BY THIS DEVELOPMENT SHALL BE BORNE BY EITHER THE OWNER, DEVELOPER, AND/OR CONTRACTOR. SPLICES IN THE FIBER OPTIC CABLE, SIGNALIZATION OR ROADWAY LIGHTING CONDUCTORS, OR THE ADDITION OF ADDITIONAL PULL/JUNCTION BOXES WILL NOT BE PERMITTED. IN THE EVENT A CABLE IS CUT, DAMAGED, OR REQUIRES RELOCATION, THE CABLE(S) SHALL BE RESTORED BACK TO THE ORIGINAL CONFIGURATION. ORIGINAL CONFIGURATION IS DEFINED AS SYSTEM STATUS, LAYOUT, AND DESIGN PRIOR TO ANY WORK COMMENCING.
4. FOR UTILITIES TO BE RELOCATED BY THE UTILITY PROVIDER, CONTRACTOR SHALL COORDINATE DEMOLITION SCHEDULE WITH UTILITY PROVIDERS. DEMOLITION OF SIDEWALKS AND DRIVEWAYS SHALL OCCUR PRIOR TO UTILITY RELOCATIONS.

ADA ACCESSIBILITY NOTES:

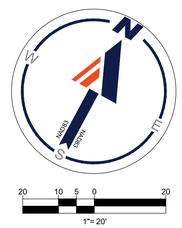
1. ALL HANDICAPPED PARKING SPACES AND ACCESS AISLES ADJACENT TO THE HANDICAP PARKING SPACES SHALL HAVE A MAXIMUM OF 2% SLOPE IN ALL DIRECTIONS (THIS INCLUDES RUNNING SLOPE AND CROSS SLOPE).
2. AN ACCESSIBLE ROUTE FROM THE PUBLIC STREET OR SIDEWALK TO ALL BUILDING ENTRANCES MUST BE PROVIDED. THIS ACCESSIBLE ROUTE SHALL BE A MINIMUM OF 60" WIDE. THE RUNNING SLOPE OF AN ACCESSIBLE ROUTE SHALL NOT EXCEED 5% AND THE CROSS SLOPE SHALL NOT EXCEED 2%.
3. SLOPES EXCEEDING 5% BUT LESS THAN 8% WILL REQUIRE A RAMP AND MUST CONFORM TO THE REQUIREMENTS FOR RAMP DESIGN (HANDRAILS, CURBS, LANDINGS). NO RAMP SHALL EXCEED AN 8% RUNNING SLOPE OR 2% CROSS SLOPE.
4. IN THE CASE THAT A NEW SIDEWALK WILL BE CONSTRUCTED IN THE ROW OF A SITE, THE RUNNING SLOPE OF THE SIDEWALK SHALL NOT EXCEED 5% AND THE CROSS SLOPE SHALL NOT EXCEED 2%. THIS STANDARD APPLIES TO CROSS WALKS IN THE DRIVEWAY AS WELL AND WILL REQUIRE SPECIAL ATTENTION DURING STAKING TO MAKE SURE THE 2% CROSS SLOPE IS MET IN THE CROSS WALK.
5. IT WILL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE THAT THE HANDICAP PARKING SPACES, ACCESSIBLE ROUTES, AND SIDEWALKS/CROSSWALKS ARE CONSTRUCTED TO MEET ADA REQUIREMENTS.
6. ANY REQUIREMENTS LISTED ABOVE THAT CAN NOT BE MET SHALL BE BROUGHT TO THE ENGINEER'S ATTENTION IMMEDIATELY. ANYTHING NOT BUILT TO THE ABOVE STANDARDS WILL REQUIRE REMOVAL AND REPLACEMENT OF THE NON COMPLIANT AREAS AT THE GENERAL CONTRACTORS COST.
7. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE IMPROVEMENTS SHOWN BY THESE PLANS.

FLOODPLAIN INFORMATION

ACCORDING TO COMMUNITY PANEL NO. 48113C0210L, DATED JULY 7, 2014 OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY, NATIONAL FLOOD INSURANCE PROGRAM MAP, A PORTION OF THIS PROPERTY IS WITHIN FLOOD ZONE "X", (AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN), WHICH IS NOT A SPECIAL FLOOD HAZARD AREA, THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR THE STRUCTURES THEREON WILL BE FREE FROM FLOODING OR FLOOD DAMAGE.

DIMENSION CONTROL PLAN NOTES:

1. SEE SHEET C-101 AND C-102 FOR GENERAL NOTES.
2. ALL DIMENSIONS ARE FROM FACE OF CURB, FACE OF WALL, OR FACE OF BUILDING, UNLESS NOTED OTHERWISE.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, (UNLESS OTHERWISE NOTED ON PLANS) INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
4. ARCHITECTURAL, STRUCTURAL, MECHANICAL/ELECTRICAL/PLUMBING, LANDSCAPE AND LIGHTING PLANS ARE TO BE PROVIDED BY OTHERS.
5. SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY A LAND SURVEYOR.
6. CONTRACTOR TO MATCH EXISTING PAVEMENT SECTION FOR PAVEMENT WITHIN SAWCUT LIMITS IN ROW.
7. CONTRACTOR TO COORDINATE WITH FRANCHISE UTILITY PROVIDERS FOR UTILITY CONNECTION POINTS.
8. BASED ON THE FEMA FIRM MAP PANEL NO. 48113C0210L, REVISED 07/07/2014. A PORTION OF THIS PROPERTY IS WITHIN FLOOD ZONE "X", (AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN), WHICH IS NOT A SPECIAL FLOOD HAZARD AREA AND A PORTION OF THIS PROPERTY IS WITHIN FLOOD ZONE "A", (AREAS DETERMINED TO BE IN THE 500-YEAR FLOODPLAIN, WITHOUT BASE FLOOD ELEVATIONS), WHICH IS A SPECIAL FLOOD HAZARD AREA, THIS FLOOD STATEMENT DOES NOT IMPLY THAT THE PROPERTY AND/OR THE STRUCTURE THEREON WILL BE FRE FROM FLOODING OR FLOOD DAMAGE. ON RARE OCCASIONS, GREATER FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. THIS STATEMENT SHALL NOT CREATE LIABILITY ON THE PART OF THE SURVEYOR.
9. THIS PLAN WAS PREPARED WITH "ALTA/NSPS LAND TITLE SURVEY" PREPARED BY BOHLER ENGINEERING, DATED 01/12/2023.



REVISIONS	BY

BOHLER
2600 NETWORK BLVD, SUITE 310
FRISCO, TEXAS 75034
Phone: (469) 458-7300
TBPE NO. 18065 / TBPLS NO. 10194413

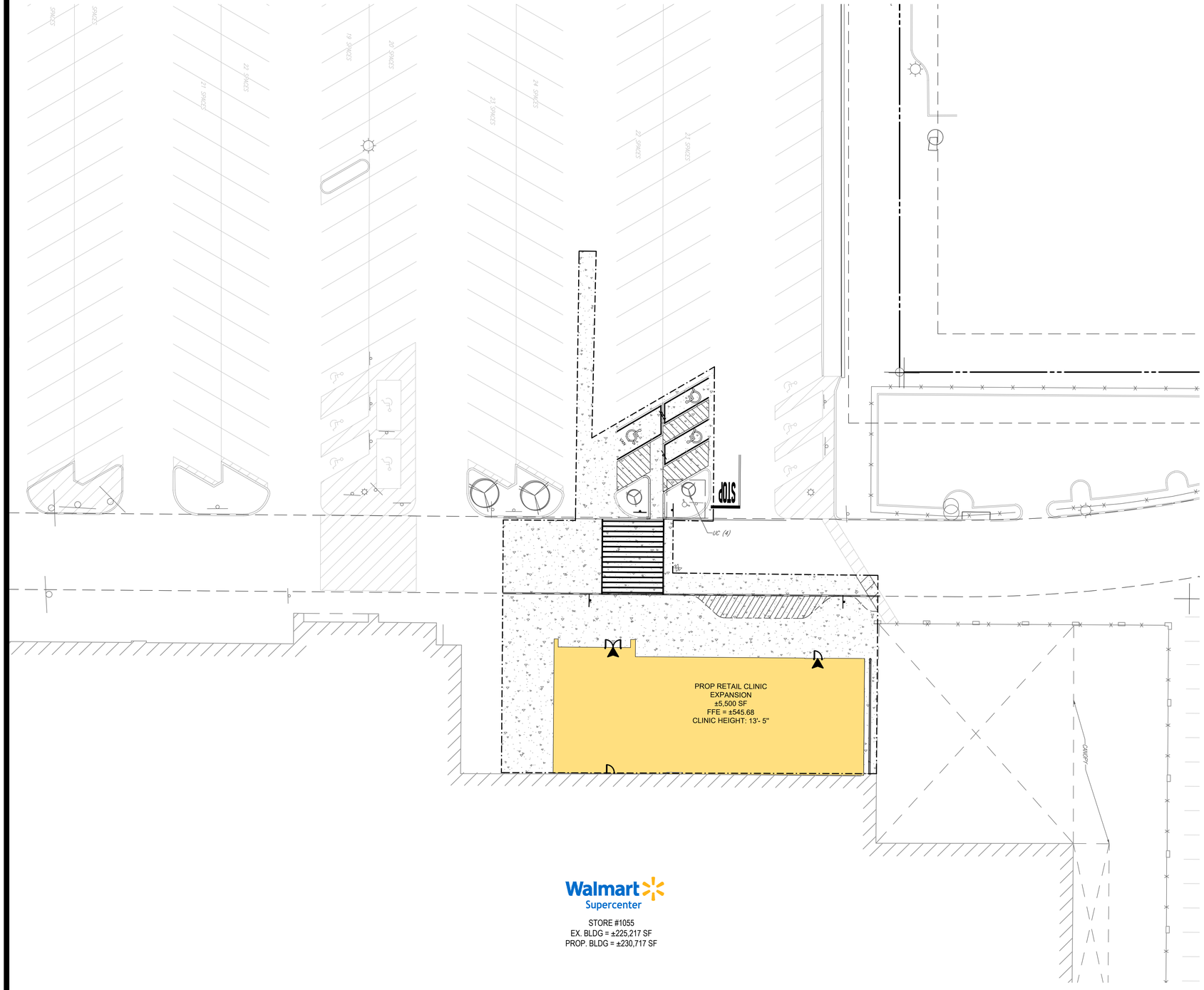
SUPERCENTER #1055
GARLAND, TX

WAL-MART STORES EAST, LP
5302 N GARLAND AVE
GARLAND, TX 75040

Walmart

DRAWN	AO
CHECKED	SM
DATE	2/23/2023
JOB No.	FLA220115
SHEET TITLE	**DETAILED SITE PLAN**
SHEET NUMBER	**C-302**

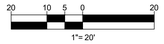
EXHIBIT D



Walmart
Supercenter

STORE #1055
EX. BLDG = ±225,217 SF
PROP. BLDG = ±230,717 SF





EXISTING LANDSCAPE SCHEDULE

SYM.	KEY	QTY.	BOTANICAL NAME	COMMON NAME	APPROVED PLAN SPECIFICATION
	UC	4	ULMUS CRASSIFOLIA	CEDAR ELM	3" CAL, 16-12 HT., B & B

REVISIONS	BY

BOHLER
2600 NETWORK BLVD, SUITE 310
FRISCO, TEXAS 75034
Phone: (469) 458-7300
TBPE NO. 18665 I TBPLS NO. 10194413

SUPERCENTER #1055
GARLAND, TX

WAL-MART STORES EAST, LP
5302 N GARLAND AVE
GARLAND, TX 75040

Walmart

DRAWN
AO

CHECKED
SM

DATE
2/23/2023

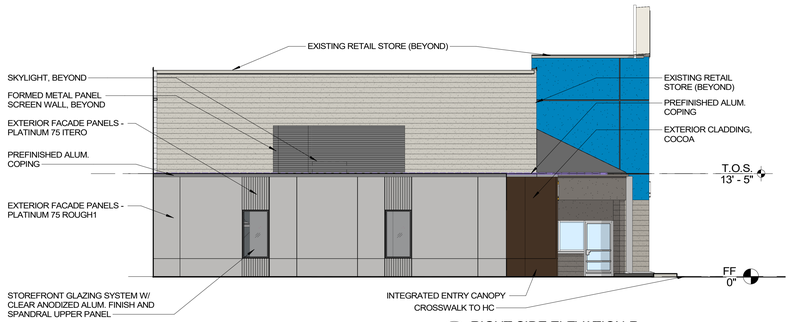
JOB No.
FLA220115

SHEET TITLE
LANDSCAPE PLAN

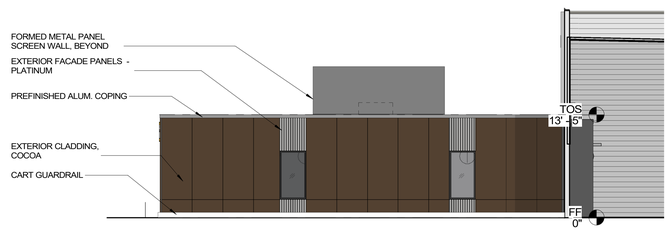
SHEET NUMBER
C-701

EXHIBIT E





C1 RIGHT SIDE ELEVATION-R
1/8" = 1'-0"



C2 LEFT SIDE ELEVATION
1/8" = 1'-0"



B1 FRONT - HAZEL MATTE
1/8" = 1'-0"



A1 MAIN ELEVATION - CONTEXT
1" = 20'-0"

GA/BLOX ARCH TEMPLATE

Retail

Client Address

GA PROJECT No: #####

GIATTINA AYCOCK ARCHITECTURE STUDIO INC.
2625 5th Avenue North, Building C
Bessemer, AL 35020
P: 205.933.9060
GASTUDIO.COM

STAMP:

ISSUE SCHEDULE:

_	/ /
_	/ /
_	/ /

REVISION SCHEDULE:

NUM.	DESCRIPTION	DATE

NOTES & LEGEND

CURRENT DRAWING SET:
SCHEMATIC DESIGN

ISSUE DATE: 11/20/2020
DRAWN BY: ga

SHEET:
ELEVATIONS - BUILDING HAZEL

A201

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Regular Session Agenda **4.**

Meeting Date: 07/18/2023

Item Title: Annual Performance Update on the City of Garland Housing Agency's 2020-2024 Five Year Plan Approval

Submitted By: Steve Fitch, Housing Agency Administrator

Summary of Request/Problem

As part of the Quality Housing and Work Responsibility Act of 1998, the City of Garland Housing Agency (GHA) is required by the U.S. Department of Housing and Urban Development (HUD) to submit an annual performance progress report on their Five-Year Plan. At the July 10, 2023, Work Session, Council considered adopting the accomplishments presented in the third year of the 2020-2024 Annual Performance Plan update for submission to HUD.

Recommendation/Action Requested and Justification

Approve a resolution adopting the Garland Housing Agency's third year on the 2020-2024 five-year plan for submission to HUD.

Attachments

Annual Plan Resolution
50077-ST-HCV-HP Certification
Garland Housing Agency Annual Plan

RESOLUTION NO. _____

A RESOLUTION ADDOPTING AND APPROVING THE GARLAND HOUSING AGENCY'S THIRD YEAR UPDATE ON THE 2020-2024 FIVE YEAR PLAN; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARLAND, TEXAS:

WHEREAS, an annual update on the 2020-2024 five-year plan is required by the Department of Housing and Urban Development (HUD) to examine the progress of the Garland Housing Agency in meeting the needs of those being served by housing assistance; and

WHEREAS, a Public Housing Agency that operates a Section 8 Housing Choice Voucher Program must adopt a Five-Year and Annual Plan every five years; and

WHEREAS, the Garland Housing Agency has prepared a third year update to the 2020-2024 five-year plan for adoption and approval of the City Council, and the City Council desires to adopt and approve the plan.

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

Section 1

That the Garland City Council hereby adopts and approves the City of Garland Housing Agency's third year update on the Five-Year Annual Plan, in the form and substance attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2

That this Resolution shall be and become effective immediately upon and after its adoption and approval.

PASSED AND APPROVED this the _____ day of _____, 2023.

THE CITY OF GARLAND, TEXAS

By: _____

Mayor

ATTEST:

_____

City Secretary

Certifications of Compliance with PHA Plan and Related Regulations *(Standard, Troubled, HCV-Only, and High Performer PHAs)*	**U.S. Department of Housing and Urban Development** Office of Public and Indian Housing **OMB No. 2577-0226** **Expires 3/31/2024**

PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the___ 5-Year and/or X Annual PHA Plan, hereinafter referred to as" the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 10/01/2023 *, in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
   (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
   (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
   (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
   - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
- Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
- The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
- The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).

9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act**,** the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

City of Garland Housing Agency — PHA Name

TX435 — PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2024

_____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Steven Fitch	Scott LeMay
Name of Executive Director	Name Board Chairman
Signature Date	Signature Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

PHA Plans for the
City of Garland Housing Agency
Annual Plan for FYB 2023

Steven Fitch, Executive Director

FYB October 1, 2023

FINAL DRAFT



Presented by:

The Nelrod Company

3301 West Fwy.
Fort Worth, Texas 76107
(817) 922-9000/FAX (817) 922-9100

Satellite Offices: Washington, D.C.; Houston, TX

E-Mail Address: info@nelrod.com

Web Site: www.nelrod.com

© 2020 The Nelrod Company, Fort Worth, Texas 76107

Streamlined Annual PHA Plan *(HCV Only PHAs)*	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

(1) ***High-Performer PHA*** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a higher performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.

(2) ***Small PHA*** – A PHA that is not designated as PHAS or SEMAP troubled or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.

(3) ***Housing Choice Voucher (HCV) Only PHA*** – A PHA that administers more the 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.

(4) ***Standard PHA*** – A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.

(5) ***Troubled PHA*** – A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent

(6) ***Qualified PHA*** – A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A	PHA Information.
A.1	**PHA Name:** City of Garland Housing Agency **PHA Code:** TX435 **PHA Plan for Fiscal Year Beginning:** (MM/YYYY): 10/2023 **PHA Inventory** (Based on Annual Contributions Contract (ACC) units at time of FY beginning above) **Number of Housing Choice Voucher (HCVs):** 1537 **Number of Mainstream Vouchers:** 25 **Total Combined Vouchers:** 1562 **PHA Submission Type:** ☒ Annual Submission ☐ Revised Annual Submission **Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. **The following are the specific locations where the public may obtain copies of the 2023 Annual PHA Plan:** ▪ Administrative Office – 210 Carver Drive, Suite 201B, Garland, TX 75040 ☐ **PHA Consortia:** (Check box if submitting a joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead HA:					

B	Plan Elements
B.1	**Revision of Existing PHA Plan Elements.** (a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission? Y N ☒ ☐ Statement of Housing Needs and Strategy for Addressing Housing Needs ☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. ☒ ☐ Financial Resources. ☒ ☐ Rent Determination. ☒ ☐ Operation and Management. ☐ ☒ Informal Review and Hearing Procedures. ☐ ☒ Homeownership Programs. ☒ ☐ Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. ☐ ☒ Substantial Deviation. ☐ ☒ Significant Amendment/Modification (b) If the PHA answered yes for any element, describe the revisions for each element(s): **Housing Needs and Strategy for Addressing Housing Needs** **Statement of Housing Needs:** **Waiting List for Section 8** ***Total: 4347*** ***Extremely Low Income: 1066-25%*** ***Over Income: 3281-75%*** ***Families with children: 2574-59%*** ***Elderly Families: 312-7%*** ***Families with Disabilities: 801-18%*** ***White: 290-7%*** ***Black/African American: 3511-81%*** ***American Indian/Alaska Native: 43-1%*** ***Asian: 35-1%*** ***Native Hawaiian/Other Pacific Islander: 2-0.046%*** ***Hispanic: 466-11%***

B.1

The waiting list has been closed for 24 months. The PHA does not expect to reopen the waiting list in PHA Plan year.

Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. Federal Grants (FY 2023 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	15,217,943.00	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
Mainstream Voucher Assistance	129,142.00	Section 8 Supportive Services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
5. Non-federal sources (list below)		
Total resources	**$15,347,085.00**	

Rent Determination

Payment Standards:

GHA applied for and received a waiver that allowed us to increase our payment standards above 110% threshold. The waiver allowed GHA to establish payment standards from 111% to 120% of the applicable FMR. The waiver became effective 07/01/2022 and continues until 12/31/2023.

B.1

Operation and Management

PHA Management Structure: ***(See attachment tx435b01)***

HUD Programs Under PHA Management:

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	N/A
Section 8 Vouchers	***1537***	***108***
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Other Federal Programs (list individually)		
Mainstream Vouchers	25	

Management and Maintenance Policies:

The PHA has adopted the following policies that contain the Agency's rules, standards, and policies that govern management, operation, and maintenance of the Section 8 assistance program.

Section 8 Management:

- Section 8 Administrative Plan
- ***FSS Action Plan – Updated***

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements

Family Self-Sufficiency Programs:

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants ***(As of: 04/07/2023)***
Public Housing	N/A	N/A
Section 8	N/A	***37***

GHA has updated the FSS Action Plan per HUD's new requirements. GHA has elected to not enroll any new participants and only service existing contract holders.

B.2

New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Project-Based Vouchers.

Y	N
☐	☒

(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations and describe how project-basing would be consistent with the PHA Plan. ***N/A***

B.3

Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #1:

- Apply for additional rental vouchers, if available

Progress Statement: ***No vouchers available.***

PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING

The PHA established the following objectives to strive in meeting goal #2:

- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions
- Provide replacement vouchers

Progress Statement: ***GHA issues new vouchers to maintain a satisfactory lease-up rate. GHA works to educate voucher holders in finding units that are both safe and sanitary. GHA has also partnered with new technology to ease the burden on participants and landlords when completing paperwork.***

PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES

The PHA established the following objectives to strive in meeting goal #3

- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords

B.3	**Progress Statement:** ***GHA continues to provide mobility counseling by using online technology. GHA has provided an increased awareness of its voucher program and as a result, landlord participation and retention has increased.*** **PHA GOAL #4: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS** The PHA established the following objectives to strive in meeting goal #4 ▪ Increase the number and percentage of employed persons in assisted families ▪ Provide or attract supportive services to improve assistance recipients' employability ▪ Provide and encourage budget classes **Progress Statement:** ***GHA currently has 37 active families on the FSS Program. GHA works with non-profits to provide budgeting, credit repair and Homeownership counseling classes.*** **PHA GOAL #5: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING** The PHA established the following objectives to strive in meeting goal #5 ▪ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, gender, religious or political beliefs or affiliations, creed, national or ethnic origin, age, family or familial status, disability, or sexual orientation ▪ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, gender, religious or political beliefs or affiliations, creed, national or ethnic origin, age, family or familial status, disability, or sexual orientation ▪ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required **Progress Statement:** ***GHA continues to work alongside fair housing to ensure compliance and proactively take steps to provide access to safe and affordable housing.***
B.4	**Capital Improvements.** ***Not Applicable***
B.5	**Most Recent Fiscal Year Audit.** (a)Were there any findings in the most recent FY Audit? Y N ☐ ☒ (b) If yes, please describe: ***N/A***

C.	**Other Document and/or Certification Requirements.**
C.1	**Resident Advisory Board (RAB) Comments.** (a) Did the RAB(s) provide comments to the PHA Plan? Y N ☒ ☐ (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. ***(See attachment tx435a01)***
C.2	**Certification by State or Local Officials.** Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	**Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations - Including PHA Plan Elements that Have Changed*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	**Challenged Elements.** If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y N ☐ ☒ If yes, include Challenged Elements.

D.	**Affirmatively Furthering Fair Housing (AFFH).**
D.1	**Affirmatively Furthering Fair Housing (AFFH).** Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item. ***N/A***

Attachment: tx435a01
City of Garland Housing Agency
Resident Advisory Board Consultation Process and Comments – FYB 2023

1. Resident notification of appointment to the Advisory Board

   Letters and questionnaire were uploaded via online participant portal, AssistanceCheck, on January 27, 2023. Resident Advisory Board members included any participants that had a recertification date in the month of May 2023. RAB participants were asked to return the questionnaire on/before February 15, 2023.

2. Resident Advisory Board Selection

   Selection made from participants on the Housing Choice Voucher Program

3. Meeting Organization

   Schedule date to meet with Resident Advisory Board for input to PHA Plan **February 15, 2023**

   Program participants with May 2023 Annual Recertifications were notified and the same program participants were used as the Resident Advisory Board.

   Responses were electronically collected and responded to via email or phone call.

4. Notification of Public Hearing

   Schedule date for Public Hearing and place ad **May 5, 2023**

   Hold Public Hearing meeting **June 20, 2023**

5. Documentation of resident recommendations and PHA's response to recommendations

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City of Garland Housing Agency
Resident Advisory Board Responses/Recommendations and PHA Comments
FYB 2023

Resident Advisory Board recommendation(s) and the description in which the PHA addressed the Resident Advisory Board recommendations for the Annual Plan is follows:

1. Resident Advisory Board recommended that Occupancy Standards be redefined to mean one (1) person per bedroom or at least the same gender sharing a bedroom. In addition, if income of a family member is used to determine rent calculation figures, then each income earner should be entitled to their own non-shared bedroom.

   PHA's Response: The Occupancy Standards were changed to two heartbeats (2) to a room regardless of age and gender due to Budget cuts in 2010-2014. This was done as a cost-effective measure to maintain a number of families on the Housing Choice Voucher program without having to terminate them from the Housing Choice Voucher Program.

   Maintaining two (2) family members per bedroom additionally allows the PHA to assist more families by spending less. This helps to reduce the amount of time that participants stay on the Waiting List.

   The PHA has told participants that they can find a larger unit using a smaller voucher as long as the unit falls within the participant's affordability. For example, a 2-bedroom voucher holder can search for and rent a 3-bedroom unit as long as doing so does not create a rent burden for the participant.

2. Resident Advisory Board recommended that the PHA reassess the payment standards due to the rising cost of rent and living expenses

   PHA's Response: The PHA applied for and received a Payment Standard waiver that allows the PHA to increase payment standard amount above 110% of the applicable FMR. The waiver allowed the PHA to establish payment standards from 111%-120% of the applicable FMR. This measure became effective July 1, 2022 and will be in place through December 2023. The purpose of the waiver is to combat rising rental unit inflationary costs and to relieve the burden on the voucher holder participants.

The resident meeting recommendations/comments were collected and responded to. The Housing Authority made effort to incorporate resident concerns into the Annual Plan.

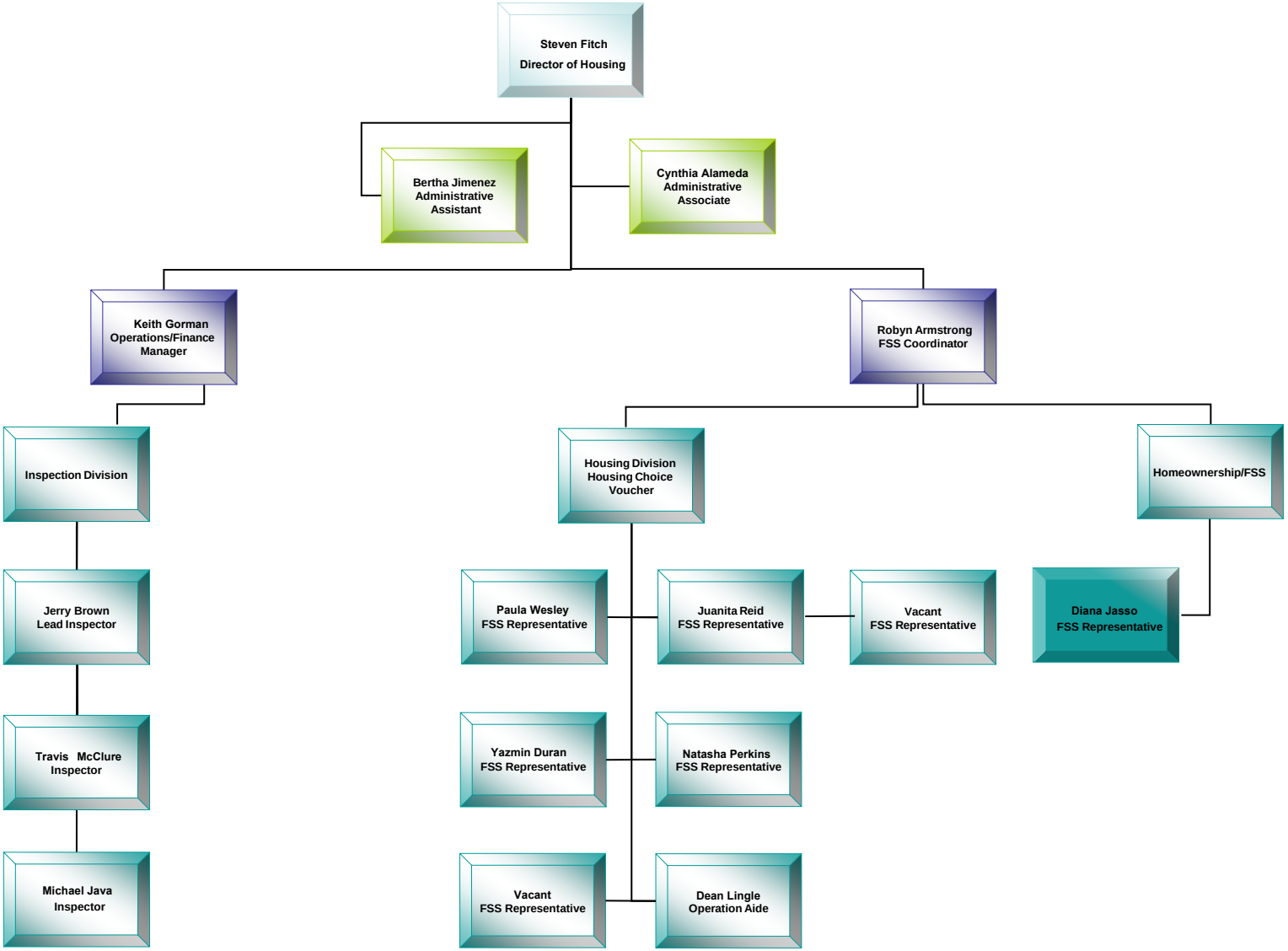
Signature, Resident Advisory Board Chairperson

4/12023

Date

Attachment: tx435b01
City of Garland Housing Agency
Organizational Chart

Garland Housing Agency
Organizational Chart
April 2023



revised: April 2023

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Regular Session Agenda **5.**

Meeting Date: 07/18/2023

Item Title: Garland Housing Agency's Administrative Plan

Submitted By: Steve Fitch, Housing Agency Administrator

Summary of Request/Problem

The U.S. Department of Housing and Urban Development (HUD) requires each Housing Agency to develop and adopt an Administrative Plan that identifies the policies the agency will follow to administer the Housing Choice Voucher Program Funds (better known as Section 8). At the July 10, 2023, Work Session, Council considered adopting the updated Administrative Plan.

Recommendation/Action Requested and Justification

Approve a resolution adopting the Garland Housing Agency's Administrative Plan for the Housing Choice Voucher Program.

Attachments

Admin Plan Resolution

50077-SL Certification

Garland Housing Agency Administrative Plan

RESOLUTION NO. _____

A RESOLUTION APPROVING THE CITY OF GARLAND HOUSING AGENCY ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARLAND, TEXAS:

WHEREAS, the City of Garland Housing Agency has been designated as the Public Housing Agency (PHA) and is authorized to operate the Section 8 Housing Choice Voucher Program within the City of Garland; and

WHEREAS, a PHA which operates the Section 8 Housing Choice Voucher Program must adopt an Administrative Plan which states local policies on matters for which the PHA has discretion; and

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

Section 1

That the Garland City Council hereby approves the City of Garland Housing Agency Administrative Plan for the Housing Choice Voucher Program, in the form and substance attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2

That this Resolution shall be and become effective immediately upon and after the adoption and approval.

PASSED AND APPROVED this the 18th day of July, 2023.

THE CITY OF GARLAND, TEXAS

By: _____
Mayor

ATTEST:

_____
City Secretary

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan
(All PHAs)

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

I, Steven Fitch (*Official's Name*), the Executive Director / Housing Administrator (*Official's Title*)

certify that the 5-Year PHA Plan for fiscal years 2024 and/or Annual PHA Plan for fiscal year 2023 of the City of Garland Housing Agency (*PHA Name*) is consistent with the

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Garland
Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§#903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

The Garland Housing Agency is committed to furthering fair housing and to providing safe, decent and affordable housing.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:	Title:
Scott LeMay	Board Chairperson / Mayor
Signature:	Date:

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Garland Housing Agency

Administrative Plan

GARLAND
HOUSING AGENCY

Adopted by City of Garland City Council

Resolution No.: **10547**

Date of Adoption: **June 07,2022**

Administered by:
Garland Housing Agency
210 Carver; Suite 201
Garland, TX 75040
(972) 205-3393

Steven Fitch, Director of Housing

CITY OF GARLAND HOUSING AGENCY

HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN

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CITY OF GARLAND HOUSING AGENCY
HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN

I. INTRODUCTION AND STATEMENT OF APPROACH AND OBJECTIVES TO ADMINISTER THE HOUSING CHOICE VOUCHER PROGRAM

BACKGROUND

The City of Garland's Housing Agency was established in 1976, and was empowered with the responsibility and authority to maintain the Public Housing Program for the City of Garland, Texas. The Housing Choice Voucher Program (HCV), better known as Section 8, was created by the Housing and Community Development Act of 1974 and amended by the Housing and Community Development Act of 1981 and the Quality Housing and Work Responsibility Act of 1998. In 1976, the Housing Choice Voucher Program was established by The Housing Authority of the City of Garland (hereinafter referred to as PHA or Housing Authority), when it received the first Annual Contributions Contract (ACC) under the Housing Choice Voucher Existing Housing Assistance Payments Program.

Administration of the Housing Choice Voucher Housing Program and the function and the responsibilities of the PHA staff shall be in compliance with the Personnel Policy of the PHA, the Equal Opportunity for Housing regulations, the Housing Choice Voucher Administrative Plan, and applicable Standard Operating Procedures. All Federal, State and local housing laws will be followed and the PHA will comply with the City of Garland's Consolidated Plan.

B. HOUSING AUTHORITY MISSION STATEMENT AND HOUSING CHOICE VOUCHER PROGRAM OBJECTIVES

1. The mission statement of the PHA is:

   The Housing Authority's mission is to serve the needs of low-income, very low-income and extremely low-income families in the PHA's jurisdiction and to (1) increase the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of life and economic viability.

   The Garland Housing Authority will also strive to improve the quality of life of its residents through self-sufficiency.

2. The following objectives of the Housing Choice Voucher Programs support the above mission statement:

   a. to provide decent, safe, and sanitary living conditions;
   b. to provide improved living conditions for very low-income families while maintaining their rent payments at an affordable level;

c. to promote personal, economic and social upward mobility to assist residents to make the transition from subsidized to non-subsidized housing; and
d. to provide an incentive to private property owners/landlords to rent to low-income families by offering timely assistance payments and excellent service.

C. LEGAL JURISDICTION

The area of operation of the PHA is geographically defined as the Garland, Texas city limits and units found with in Dallas County, Collin County, Rockwall County, areas in Denton County south and east of Lake Lewisville and Kaufman County west of Terrell and north of Highway 175.

D. PURPOSE OF THE ADMINISTRATIVE PLAN

The purpose of the Administrative Plan is to establish policies for items that are not covered under Federal Regulations for the Housing Choice Voucher Program and other programs administered by the agency

The Administrative Plan, hereinafter referred to as the Plan, covers both the admission and continued participation in the above mentioned program.

Changes in the Plan will be approved by the Garland City Council for the PHA and a copy provided to the U.S. Department of Housing and Urban Development (HUD).

PHA staff shall develop and revise as needed operating procedures, systems, forms and methods designed to ensure that the policies set forth in this Administrative Plan are administered correctly, fairly and uniformly by all program staff.

E. NON-DISCRIMINATION

The PHA affirmatively furthers Fair Housing and works to remove impediments to Fair Housing in the administration of the program by complying fully with all Federal, State and local nondiscrimination laws and administers programs in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing, and marketing the program to members of protected classes who are "least likely to apply."

The PHA shall not discriminate against applicants, participants, or landlords because of race, color, gender, religion, creed, national or ethnic origin, age, family or familial status, disability, or sexual orientation, in the performance of its obligations in any program under its jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended.

To further the commitment to full compliance with applicable Civil Rights laws, the PHA will provide information to Housing Choice Voucher participants with regard to housing discrimination. Information and Discrimination Complaint Forms will be made part of the briefing packet.

Posters and housing information with the Equal Opportunity Housing logo will be displayed in locations through the PHA office in such a manner as to be easily readable from a wheelchair.

The PHA's Housing Choice Voucher office space is accessible to persons with disabilities.

The PHA shall not discriminate against applicants, participants, or landlords because of race, color, gender, religious or political beliefs or affiliations, creed, national or ethnic origin, age, family or familial status, disability, or sexual orientation in the performance of its obligations in any program under its jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended.

F. SERVICE POLICY/ACCOMMODATIONS

It is the policy of the PHA to be service-directed in the administration of its housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services.

Policies and practices are designed to provide assurances that all persons with disabilities are provided reasonable accommodation so that they may fully access and utilize the housing program and related services. The availability of specific accommodations will be made known by including notices on forms and letters to all families, and all requests may be verified so that these needs can be properly accommodated. All mailings will be made available in an accessible format upon request, as a reasonable accommodation. Organizations which provide assistance for hearing-impaired and sight-impaired persons will be utilized.

Reasonable Accommodations for Persons with Disabilities

1. An applicant or participant with a disability may request information or accommodations by contacting the Garland Housing Agency at 210 Carver Street, Suite 201, Garland, Texas 75040 or by calling 972.205.3347.

2. A reasonable accommodation is a modification or change GHA can make to its offices, methods, or procedures to assist an otherwise eligible applicant or participant with a disability to take full advantage of and use GHA's programs.

3. An accommodation is not reasonable if it: causes an undue financial and administrative burden; or represents a fundamental alteration in the nature of the program.

4. Subject to the undue burdens and fundamental alterations tests, GHA will correct physical situations in its office or procedures that create a barrier to equal housing opportunity for all.

5. To permit persons with disabilities to take full advantage of the program, in accordance with Section 504 and the Fair Housing Amendments Act of 1988, GHA shall comply with all requirements and prohibitions in applicable law.

6. Facilities and programs used by applicants and participants shall be accessible to all persons with disabilities.

7. Documents and procedures used by applicants and participants will be accessible for those with disabilities.

G. TRANSLATION OF DOCUMENTS

In order to determine whether it is feasible to translate documents into other languages, or Braille for the blind, the PHA will consider the following facts:

1. number of applicants and residents who do not speak English and speak another language or need Braille for adequate understanding;

2. cost of translation into other languages per client who speaks another language or into Braille;

3. evaluation of the need for translation by the bilingual staff and by agencies that work with the non-English speaking clients;

4. the availability of organizations to translate documents, letters and forms for non-English speaking families;

5. availability of bilingual staff to explain untranslated documents to clients.

H. PRIVACY RIGHTS

Applicants and participants will be required to sign the Federal Privacy Act Statement in conjunction with HUD 50058 form which states under what conditions HUD will release resident and owner/landlord information at admission and every recertification thereafter. Applicants and participants will also be required to sign HUD 9886, Authorization for Release of Information.

The PHA policy regarding release of information is:

1. Information shall not be released without the signed client release with the individual request for information unless the blanket authorization is used.

2. However, the PHA will release information on amounts owed for claims paid and not reimbursed by the client.

3. The PHA must release the client's current address and the name of the current owner/landlord, the client's former address and the name of the owner/landlord of the former address if known to the Housing Choice Voucher holder's prospective owner/landlord, upon written request of the prospective owner/landlord.

4. The PHA will release information on amounts requested by court subpoena, a federal or state agency, or a law enforcement agency.

5. The PHA must limit use and disclosure of family information obtained through release and consent to purposes directly connected with the program administration.

I. RECORDS MANAGEMENT POLICY

1. Purpose
   The purpose of this policy is to direct the PHA's handling of all records and documents associated with the operation of the agency and the administration of its program.

2. General Policy
   In accordance with the Privacy Act of 1974, as revised, the PHA will maintain only such information on applicants/residents as is necessary and relevant to the performance of its mandated duties and will to the best of its ability protect the privacy of applicants/residents.

3. Legal Action
   In the event of current or pending litigation, legal counsel will be sought regarding applicable documents. If litigation is pending, all applicable documents and records, regardless of disposal dates will be retained until resolution of the legal matter.

4. Back Up of the Electronic Data
   Computer data will be backed-up on CDs or separate drive in order to avoid loss of important information due to equipment failure. If CDs are used, they willbe locked in fireproof storage. Financial information will be backed up every day that new data is entered. Other files, including tenant files will be backed up daily.

5. Special Security Measures for EIV Data
   Privacy Protection Policy
   a. HUD has provided specific guidelines for the protection of data retrieved from its online up front income verification system, entitled Enterprise Income Verification (EIV)
   b. EIV resident data will be used only to verify a resident's eligibility for participation in the Housing Choice Voucher Program and to determine the level of assistance for which resident is eligible.
   c. Data provided via EIV System will be protected to ensure that information is used only for official purposes and not disclosed in any way that would violate the privacy of the individuals represented in the system data.
   d. In compliance with HUD requirements the PHA will:
      1. Maintain and enforce security procedures
      2. Keep records and monitor security issues
      3. Communicate security information and requirements to appropriate staff, and coordinate and conduct security awareness training for staff
      4. Conduct quarterly review of User Ids

5. Report any evidence of unauthorized access or known security breaches

Security Safeguards

- Only authorized staff will have access to the EIV System via ID and Password
- All users of the EIV System will have a current signed USER AGREEMENT on file
- PHA will keep a record of all authorized users, including date access was granted and date access was revoked, if applicable
- Work area of persons authorized to research and download EIV and other privacy-sensitive information will be shielded from the public.
- Unauthorized staff persons will not have access to work station and computer of authorized persons
- PHA staff will not leave resident folders exposed on desktops or computer screens open with sensitive data unattended. Folders will be locked in files and computer screens cleared before staff person leaves his/her office for any reason.
- Staff will never take resident files home for any reason. If it is necessary to transport resident files between PHA offices, files will be transported in a locked box.
- Any EIV printout will be removed from the printer immediately so that nothing will be inadvertently left vulnerable to unauthorized access.
- EIV printout data will be kept in family file until verifications are complete and all discrepancies have been resolved. Applicable information will be documented in the family file and then all originals and copies of EIV printout will be housed in a secure area.
- At the close of business, resident files will be locked and file cabinet areas locked.
- Any combination locks used will be reset regularly.
- Security procedures will be reviewed with staff periodically to safeguard against laxity and breaches.

J. RULES AND REGULATIONS

All issues not addressed in this document related to residents and participants are governed by HUD Handbook 7420.7, the Code of Federal regulations, HUD Memos, Notices and Guidelines or other applicable law, and the Housing Choice Voucher Programs Standard Operations Procedures.

K. Programs Administered by Garland Housing Agency

The following is a list of Housing Choice Voucher Programs offered by the PHA:

Housing Choice Voucher Program
Housing Choice Voucher Homeownership Program
Family Self Sufficiency (FSS)

L. STAFFING POSITIONS

The following are the positions/titles of staff members who are responsible for the implementation of the Housing Choice Voucher Programs:

Housing Administrator	Operations/Finance Manager
Administrative Assistant (2)	Sr. Housing Inspector
FSS Coordinator	Housing Inspector (2)
FSS Representatives (8)	AARP Workers
Operation Aide	Temporary Employees

Others may be added without written or update to the administrative plan depending on their function.

M. CUSTOMER RELATIONS

The PHA considers all families and owners as its "customers". The goal of the PHA is to respond promptly to the needs of its customers. All contact with the customer and the general public will be handled in a professional and courteous manner. The PHA may require that complaints other than HQS violations be put in writing. Complaints that would otherwise not be resolved through the informal review or informal hearing processes will be referred to the appropriate staff person for resolution.

These complaints may include, but are not limited to:

1. treatment of customers by staff;

2. complaints or referrals from persons in the community in regard to customers;

3. disagreement with an action or inaction by the family or owner; and

4. treatment of staff by customers.

N. CONDUCT BUSINESS IN ACCORDANCE WITH CORE VALUES AND ETHICAL STANDARDS

In accordance with CFR24-982.161 Conflict of Interest, the PHA has established a written code of conduct.

1. Neither the PHA, nor any of its contractors or subcontractors, will enter into any contract or arrangement in connection with tenant-based programs in which the following class of persons has any interest, direct or indirect, during tenure or for one year thereafter.

    a. any present or former member or officer of the PHA (except a participant commissioner);

b. any employee of the PHA, any contractor or subcontractor, any agent of the PHA, who formulates policy or who influences decisions with respect to the programs;
c. any public official, member of a governing body, or state or local legislator, who exercises functions or responsibilities with respect to programs;
d. any member of the Congress of the United States;
e. any member of the classes described in paragraph 1 of this section must disclose their interest or prospective interest to the PHA and HUD.

2. The code of ethics prohibits solicitation or acceptance of gifts or gratuities, in excess of nominal value, by any officer or employee of the PHA, any contractor or subcontractor, or agent of the PHA.

The PHA shall adhere to the code of conduct and shall sanction and/or terminate any officer, employee, or agent for violations consistent with applicable state or local law.

The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.

3. An employee will follow the standards of conduct as listed below. As such, an employee shall not:

- accept or solicit, for personal gain any benefit that might reasonably tend to influence them to act improperly in the discharge of official duties;

- use their official positions improperly to secure unwarranted privileges or exemptions for themselves, relatives or others. This provision does not preclude officers or employees from action in any manner consistent with their official duties or from zealously providing public services to anyone who is entitled to them.

- participate in making or influencing any GHA governmental decision or action in which they know that they have any financial interest distinguishable from that of the public generally or from that of other employees generally.

- by their conduct give reasonable basis for the impression that any person can improperly influence, or unduly enjoy their favor in, the performance of their official duties, or that they are unduly affected by the kinship, rank position or influence of any person.

- use or disclose, other than the performance of their official duties or as may be required by law, confidential information gained in the course of or by reason of their positions. This provision applies to former officers and employees as well as to current ones.

- transact any business (other than ministerial acts) on behalf of the GHA with any business entity of which they or their relatives are officers, agents or members or on which they are their relatives have a financial interest.

- in the event such a circumstance arises, then they shall make known their interest, and in the case of an employee, disclose the matter to the appropriate administrative authority within city government so that reassignment or other suitable action may be taken to remove the employee from further involvement in the matter.

- personally provide services for compensation, directly or indirectly, to a person or organization who is requesting an approval, investigation, or determination from the body or department ofwhich the officer or employee is a member.

- accept other employment or engage in outside activities incompatible with the full and proper discharge of their duties and responsibilities within the city, or which might impair their independent judgment in the performance of their public duty.

- personally participate in a decision, approval, disapproval, recommendation, investigation, or rendering of advice in a proceeding, application, request for ruling or determination, contract, claim, or other matter under the jurisdiction of the city, if the employee or relative of the employee is negotiating or has an arrangement concerning prospective employment with a person or organization that has a financial interest in a matter in which the employee has been participating, the employee shall immediately notify the official responsible for appointment to his or her position of the nature of the negotiation or arrangement and, if the Housing Administrator or his/her designee determines that a conflict of interest exists, follow the instructions of the Housing Administrator with regard to further involvement in the matter, or

- receive any fee or compensation for their services as employees of the GHA from any source other than the GHA, except as may be otherwise provided by law. This shall not prohibit their performing that same or other services for a public or private organization that they perform for the GHA if there is no conflict with their GHA duties and responsibilities.

- knowingly perform or refuse to perform any act in order to deliberately thwart the execution of the GHA ordinances, rule or regulations or the achievement of official GHA programs.

- personally represent or appear in behalf of the private interest of another; or if the represented person's interest is adverse to that of the GHA; represent any person

(a) in any quasi-judicial proceeding involving the GHA;

or

(b) in any judicial proceeding to which the GHA is a party

4. Provided, nothing in the subsection above shall preclude:

(1) any employee from performing the duties of his or her employment;
(2) any employee from testifying as a witness under subpoena in a judicial or quasi-judicial proceeding.

5. Penalties

- the failure of any employee to comply with this article or the violation of one or more of the standards of conduct set forth in the Code of Ethics, which apply to him or her, shall constitute grounds for expulsion, reprimand removal from office or discharge.
- disciplinary action and appeals in the case of an employee of the GHA, shall be in conformance with the procedures established by the Housing Administrator's rules and regulations.

II. OUTREACH TO FAMILIES AND OWNERS/LANDLORDS

A. FAMILY OUTREACH

1. The Housing Choice Voucher Office continues to publicize and disseminate information, as needed, concerning the availability and nature of housing assistance. Upon execution of an Annual Contributions Contracts (ACC) for additional units, the Housing Choice Voucher office will make known to the public through publication in a newspaper of general circulation, minority media, and other suitable means the availability and nature of housing assistance for very low-income families, unless application-taking has been suspended according to HUD regulation.

2. To reach persons who cannot read the newspapers, the Housing Choice Voucher office will distribute fact sheets to the broadcast media. Personal contacts with the news media and with community service personnel as well as public service announcements will be handled by the Housing Administrator's office.

3. Upon receipt of new funding, the Housing Choice Voucher office will review its current waiting list and consider whether outreach is needed. If it is needed, the Housing Choice Voucher office will analyze outreach options to accommodate

the diversity and distribution of eligible families and the differences in their willingness to respond to and participate in the program.

B. OPENING/CLOSING THE WAITING LIST

1. The waiting list will be opened at certain times specified by the agency. Applications will only be accepted by utilizing an online application. Applicants can utilize personal computers, computers at local libraries. Computers will also be available during normal business hours for persons to apply, if they do not have access to a computer and staff assistance will be available.

2. Closing the Waiting List

   The closing date of the Waiting List may be announced at the same time as the opening is announced.

3. The opening/closing of the Waiting List shall be announced through public notices as follows:

   a. The notice shall be placed in a newspaper of general circulation,-the City of Garland's website (www.garlandtx.gov) and in plain view at the Garland Housing Agency's main administration office.
   b. Postings will be made at locations throughout the community and will be mailed to social service agencies.
   c. The notices shall contain all of the information needed to enable interested parties to complete the process.
   d. The notice must contain the Equal Opportunity Housing logo.

C. OWNER/LANDLORD OUTREACH

1. The Housing Choice Voucher office maintains good relations with existing owners/landlords and encourages new owners/landlords to participate and to make dwelling units available for leasing by eligible families in accordance with the Equal Opportunity Housing Plan.

2. The PHA will conduct periodic meetings with participating owners/landlords to improve owner/landlord relations and to recruit new owners/landlords.

3. The PHA will use a comprehensive marketing effort described in the next section to recruit owners/landlords in areas that offer expanded opportunities to our participants, as needed.

4. In order to assure that owner/landlord outreach efforts are recruiting owners/ landlords with units outside areas of low-income and minority concentration, the PHA evaluates new Request for Tenancy Approvals by determining if the address is in an area outside poverty/minority concentration.

D. PROMOTING GREATER HOUSING OPPORTUNITIES FOR FAMILIES OUTSIDE AREAS OF LOW-INCOME AND MINORITY CONCENTRATION

1. The following steps may be used to locate owners/landlords, as follows:

   a. Owners / Landlords in un-impacted areas will be identified and contacted.
   b. Regular meetings are held with investors and other owner/landlord groups to explain the program and recruit owners/landlords. A presentation is given with written materials.
   c. The rental stock in areas without concentration of very low-income and minority residents will be surveyed to identify vacant units. The owners/landlords and managers are contacted.
   d. Investors are recruited to purchase units in the identified areas and rent them to the Housing Choice Voucher applicants.
   e. Complex managers are recruited through meetings with manager associations and special training programs geared toward managers.
   f. All Housing Choice Voucher staff is required to adopt the customer service representative approach and implement the program accordingly.

2. Mass media is used as needed.

3. Printed materials for owners/landlords consist of:

   a. An owner/landlord manual that describes all of the procedures as well as tips to be successful with the Housing Choice Voucher program, and other materials as needed.

4. The following actions are to be taken to comply with SEMAP requirements:

   a. Families will be provided a website address (www.gosection8.com) to identify landlords that are willing to accept Housing Choice Voucher vouchers and a listing of available rental property may be provided Housing Choice Voucher participants. These listings show addresses, deposit information, etc. as provided by owners/ landlords.
   b. Applicants are made aware of the fact that they may choose any unit within the PHA's jurisdiction as long as the program requirements are met regarding the unit.
   c. Applicants are advised of portability provisions available in the Housing Choice Voucher Housing Choice Voucher Program.
   d. Housing Choice Voucher participants are provided a map which identifies areas of low-poverty and minority concentrations.

III. COMPLETION OF APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY, AND SELECTION OF FAMILIES

A. COMPLETION OF APPLICATION

1. Pre-Application Procedures

   a. A preliminary-application form (pre-application) is utilized. The information is to be filled out by the applicant on date specified for taking applications. To provide specific accommodation for persons with disabilities, the information may be completed by a family representative at the place where the applications are taken.
   b. The purpose of the pre-application is to permit the PHA to preliminarily assess family interest in the program and to determine placement on the waiting list. The pre-application will contain questions designed to obtain the following information:

      - Names and age of all members;
      - Sex and relationship of all members;
      - Street Address and phone numbers;
      - Mailing Address (if PO Box or other permanent address);
      - Amount(s) and source(s) of income received by household members;
      - Information regarding disabilities
      - Social Security Numbers;
      - Race/ethnicity;
      - Arrests/Convictions for Drug-Related or Violent Criminal Activity;
      - Program integrity questions regarding previous participation in HUD programs.

   c. Pre-applications do not require an interview. The information on the application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.
   d. Applicants must be 18 or older to apply unless they are an emancipated minor and can provide documentation.
   e. Applicants are required to inform the PHA, in writing or in person, of changes in address. Applicants are also required to respond to requests from the PHA to update information on their application and to determine their interest in assistance.
   f. Failure to provide information or to respond to mailings will result in the applicant's name being removed. Mail that is returned by the U.S. Postal Service will result in removal from the waiting list. Applicants who are removed from the waiting list are allowed to reapply for assistance when the waiting list is opened.

2. Notification of Applicant Status

   Applicants will receive a confirmation of their online application at the time of submission.

3. Completion of a Full Application

a. Families will be invited to come into the office to complete a full application at a scheduled interview. Appointments are scheduled by mail and generally provide the applicant with at least two (2) weeks written notice. The appointment letter also identifies the type of information that the applicant will be required to bring to the interview.

b. The family will complete the application on their own within two (2) weeks of the verification process and acceptance of required documents. All changes to the pre-application will be updated during the scheduled interview. The head of household, as well as all members of the household eighteen (18) years or older must sign all required HUD forms. Reasonable accommodations are made for persons with disabilities.

c. The applicant is required to attend the scheduled meeting. If the applicant fails to attend the scheduled appointment and does not contact the Housing Choice Voucher Department in writing or by telephone to reschedule the appointment, the application will be rejected.

d. The original waiting list applicant must be included on the full application unless the applicant is deceased and there is another household member listed on the original application that is 18 or older or an emancipated minor at the time the name is pulled from the waiting list and is willing to have their eligibility determined to receive a voucher.

d. Verification of Full Application Information

(1) Information provided by the applicant will be verified including information documenting family composition, income, assets, allowances and deductions, preference status (if needed), full-time student status, and other factors relating to eligibility, to determine applicant eligibility before the applicant is issued assistance. Eligibility will be determined based on information that is provided at time of application.

(2) Third-party verifications in writing (sent by mail directly to the PHA) are preferred. The PHA will retain the returned envelope in the tenant's file as proof of receipt of third-party documentation. Oral third-party verifications are acceptable if they are properly documented with details and a reason given as to why third-party written verification was not obtained.

(3) If third-party verification is impossible to obtain, documentation will be placed in the tenant's file explaining why another method was used and other documents may be provided by the family. Documents will be photocopied when not prohibited by law. When documents cannot be photocopied, staff certification forms, noting documents viewed will be used by recording the source of information, the information obtained, and signed and dated by the staff person who viewed the document.

4. Final Determination and Notification of Eligibility

a. After the verification process is completed, a final determination isneeded. Final determination of eligibility is based upon the same factors as preliminary or provisional eligibility, except that data at this point is verified through a third-party or documented best source available.
b. The household is not actually eligible for assistance until this final determination has been made.

5. Denial of Admissions

In addition to Section D of this chapter, denial of program assistance must be made for an applicant for any of the following grounds:

a. The family fails to supply any information that is determined necessary in the administration of the program;
b. The applicant provides information that is not true or complete;
c. The applicant or family member(s) has been evicted from federally-assisted housing in the last five (5) years;
d. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federally-assisted housing program. If any member has a history of drug-related criminal activity within the last five (5) years or a history of violent criminal activity within the last ten (10) years. Drug related criminal activity includes the possession, sale or deliver of an illegal control substance. Violent criminal activity is activity that has as one of its elements the use, attempted or threatened use of physical force against the person or property of another which may include all assaults with or without a deadly weapon, terrorist threats, rape, murder, sex offenders; Criminal background checks will be conducted annually for all participant families including those porting into the PHA program.
e. If the family currently owes rent or other amounts to the PHA or another PHA in connection with Housing Choice Voucher or Public Housing Assistance under the 1937 Act;
f. If the family has not reimbursed any PHA for amounts paid to an owner/ landlord under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
g. If the family breaches an agreement to pay amounts owed to a housing authority or amounts paid to an owner/landlord by a housing authority. The PHA, at its discretion, may offer a family the opportunity to enter an agreement to pay amounts owed to a PHA or amounts paid to an owner/ landlord by a PHA. The PHA will prescribe the terms of the agreement;
h. If the family has engaged in or threatened abusive or violent behavior toward PHA personnel; and
i. If an applicant is a Sex Offender and/or required to be registered in a "State life-time sexual offender" registry, they will be determined ineligible.

6. Right to an Informal Review

The Informal Review process can be reviewed in greater detail in "Section XX. Informal Hearing and Reviews".

a. Applicants who are denied Housing Choice Voucher assistance are entitled to an informal review.
b. Ineligible applicants will be promptly provided with a letter detailing their individual status, stating the reason for ineligibility, and offering them an opportunity for an informal review.
c. Applicants must submit their request for an informal review in writing to the PHA within ten (10) business days from the date of the determination.

7. Updating the Waiting List

a. The PHA will update the waiting list to ensure that it is current and accurate every two years or as needed. The PHA may update the waiting list more often at their discretion.
b. The PHA mails a letter to the applicant's last known address requesting information regarding their continued interest in maintaining a place on the waiting list.
c. If the applicant did not notify the PHA of a move as required, the PHA is not responsible for the applicant's failure to receive the update request.
d. The request letter will include a deadline date by which the applicant must submit their continued interest, by mail, email or in person. If the PHA fails to receive the updated applicant information by the deadline date, the applicant's name will be removed from the waiting list.
e. Notification of a change in address to the U.S. Post Office or sources other than the PHA is not considered compliance with the requirements to notify the PHA.
f. Applicants are given thirty (30) days to return the notice of continued interest. The PHA does not accept responsibility for mail delays.

B. LOCAL PREFERENCES

a. The Garland Housing Agency currently does not have local preferences

C. APPLICATION PROCESS

STEP 1: Applications will be accepted using an online application system during a time specified by the Housing Agency.

STEP 2: Enter data from the applications taken into the PHA software program: HAPPY

STEP 3: Sort the Waiting List in order of Date and Time – HAPPY does this.

STEP 4: Make up a file for each applicant. Put application in file.

STEP 5: Applicants will be able to check their waiting list status using the online application system.

D. TRANSFERRING APPLICANTS TO OCCUPANCY

STEP 1: FSS Supervisor and Operator/Finance Manager determine number of applicants to be removed from the Waiting List.

STEP 2: Update Waiting List and take into account any applications that have been added to the Waiting List since the last update.

STEP 3: According to date and time, remove the designated number of applicants from the active Waiting List by changing their status from "Waiting for Voucher" to "Ready for Occupancy".

STEP 4: Mail a letter to each applicant informing them that the PHA is now ready to determine their eligibility for a Voucher and the date of their scheduled appointment. Remind them to bring in the documents listed in the letter.

STEP 5: Accept documents on date of appointment. Documents will be put in applicant's file.

STEP 6: Determining Eligibility:

Mail or fax third-party verifications to agencies. Do criminal background checks for every family member 18 years of age and older and for every name they have had. Red flag files that show ANY drug activity in the past five (5) years, violent crimes in past ten (10) years, and any sexual crime ever. Drug related criminal activity includes the manufacturing, production, distribution of methamphetamines, possession, and sale of a control substance. Violent criminal activity includes all assaults with or without a deadly weapon, terrorist threats, rape, murder, sex offenders and sex offenders that are required to register with the State lifetime sex offender's registry program. Give information to the FSS Coordinator to determine if the applicant is eligible for admission into the program. Income eligibility is determined at the time of the pre-qualification.

STEP 7: Give files that appear to be eligible to the designated caseworker.

STEP 8: Mail orientation appointment letter to processed applicants.

STEP 9: FSS Representatives will conduct group orientation sessions and issue vouchers.

Step 10: Families will not be allowed to make changes to the family composition or report increases in income once the voucher has been issued. However; loss of income will be accepted after the voucher has been issued.

E. FAILURE TO BE HOUSED

STEP 1: Change applicant's status accordingly (i.e., Voucher expired, declined assistance, ineligible, TIF not returned, etc.) Make notes in the applicant's file and in the computer.

STEP 2: Mail a letter to the applicant informing them that their name has been removed from Waiting List and the reason(s) why. The applicant will be given the opportunity to request an informal review.

STEP 3: File a copy of the final letter in appropriate file and remove files to an inactive file drawer for at least one (1) year before sending it to storage.

F. ELIGIBILITY DETERMINATION

1. Family Designation

a. Family includes, but is not limited to the following, regardless of actual or perceived sexual orientation, gender identity or marital status: a single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or a group of persons residing together, and such group includes, but is not limited to: A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family); an elderly family, a near-elderly family, a disabled family, displaced family and the remaining member of a tenant family.

b. Two (2) or more persons who intend to share residency whose income and resources are available to meet the family's needs and who have a history as a family unit or show evidence of a stable family relationship for at least one year.

c. Evidence of a "stable family relationship" may include any of the following: birth certificates of children, joint tax returns, prior lease (held jointly), joint bank accounts, insurance policies and/or equivalent documentation.

d. A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members.

e. An elderly household whose head or spouse meets the following definitions (unless otherwise approved by HUD). The head, spouse or sole member must be:
   - 62 years of age or older; or
   - Disabled with a physical impairment which is expected to be of a long, continued and indefinite duration (at least the next 12 months), which substantially impedes but does not prohibit his/her ability to live

independently. (Alcohol and drug addiction is not considered part of the definition for disabled.); or
- Disabled within the meaning of Section 223 of the Social Security Act or Section 102(b) or 6001(7) of the Developmentally Disabled Act; or
- Two (2) or more elderly or disabled persons living together, or one or more elderly or disabled persons living with a live-in aide.

f. Single Persons

A person who lives alone or intends to live alone, and who does not qualify as an elderly family or displaced person or as the remaining member of a resident family.

g. Remaining Members

The remaining members of a participant family shall be considered a family. When the head of household departs the family, the adult responsible for the children will receive assistance until the head of household returns. (See also Section XVI. Family Break-up, Section D)

h. Head of Household

The head of household is an adult member of the household who is designated by the family as the head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. Emancipated minors who qualify under State laws will be recognized as a head of household.

i. Split Households Prior to Issuance of Assistance

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation and the new families both claim the same placement on the waiting list, and there is no court determination, the following will be considered:
- which family unit retains the children or any disabled or elderly members;
- recommendation of social services agencies or qualified professionals, such as children's protective service.

Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide the documentation, they will be denied placement on the waiting list. The Housing Administrator will make the final determination of which of the new family remains on the waiting list or receives the voucher.

j. Anticipated Family Composition

For initial application, members of the family not currently residing together, but who will be in the household under Housing Choice Voucher will be listed. The family is to provide documentation describing why the family members are not currently living together.

k. Joint Custody of Children

Children who are subject to a joint custody agreement, but live with one parent at least 50% of the time will be considered members of the household. "50% of the time" is defined as 186 days of the year, which do not have to run consecutively.

l. Live-in Aides (also referred to as Live-in Attendants)

A family may include a live-in aide who:

- is determined to be essential to the care and well-being of an elderly person, a near-elderly person, or a person with disability as defined by 24 CFR PART 8.3;
- is not obligated for the support of the family; and
- would not be living in the unit except to provide care for the person(s);
- whose income will not be counted for purposes of determining eligibility or rent; and
- who will not be considered as a remaining member of the resident family;
- relatives are not automatically excluded from being care attendants, but must meet the definition described above;
- a live-in attendant's family members will be allowed to reside in the assisted unit provided that doing so does not increase the subsidy cost of an additional bedroom, and the presence of the live-in attendant's family does not overcrowd the unit;
- a live-in aide will only reside in the unit with pre-approval. Written verification will be required from a reliable, knowledgeable medical professional. The provider of the verification must certify that a live-in aide is needed for the care of the family member in order to provide reasonable accommodation to make the program accessible to the family member with the disability. Verification must be updated annually;
- a live-in aide cannot be a spouse or boyfriend/girlfriend (since they would be living in the unit anyway);
- a live-in aide cannot have a job outside of the unit or another place to live since he/she is verified to be necessary to provide care on a live-in aide basis and is supposed to live in the unit;
- relatives are not automatically excluded from being care attendants, but must meet the definition described above;
- a live-in must pass a criminal background check and cannot owe another housing authority funds;
- a live-in aide is required to attend the annual recertification appointments with the Head of Household and the GHA must determine annually the eligibility of the household for a live-in aide;
- Although family members may be qualified to perform the services needed by the individual with disabilities, a live-in aide is not a family member, his/her income is not counted for eligibility or rent purposes and the live-in aide cannot receive the voucher as a "remaining member of a tenant/participant
- a live-in aide may not change their status to a family member when the head of household is no longer in the unit.

2. Income Eligibility

Family income must fall within the applicable Very Low-Income limits as published by the Department of Housing and Urban Development. Some families may qualify if they are Low-Income under these circumstances:

a. a low-income family that is "continuously assisted" under the 1937 Housing Act;
b. a low-income family physically displaced by rental rehabilitation activity under 24 CFR 511;
c. a low-income non-purchasing family residing in a HOPE I (HOPE for Public and Indian Housing Homeownership) or HOPE 2 (HOPE for Multifamily Units) Project;
d. a low-income non-purchasing family residing in a project subject to a homeownership program under 24 CFR 248.173;
e. a low-income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.

3. Restrictions on Assistance to Non-citizens or Eligible Immigration Status Requirements

a. Required Documentation

- Housing Choice Voucher programs are covered under Section 214 of the Housing and Community Development Act of 1980, which makes financial assistance contingent upon the submission of verifiable evidence of citizen or eligible non-citizen status.
- Families must submit evidence of citizenship or eligible non-citizen status. A family consisting of members with both eligible and ineligible status will be eligible for pro-rated assistance.
- Verification of evidence of eligible non-citizen status is necessary to determine whether or not the applicant/participating family is eligible for continuing assistance or admittance to the program. Families will be required to submit a declaration for all members who claim eligible status and/or provide a listing of those members who do not claim eligible status.
- Non-citizen students do not have eligible status, nor does their non-citizen spouse and/or minor children accompanying or joining the non-citizen student. A citizen spouse or minor children of a citizen spouse and non-citizen student are eligible for assistance, however;
- Eligible immigration status includes the following categories:
  - Citizens or national of the United States;
  - Non-citizens with status in one of the following categories:
    - A non-citizen admitted to the U.S. for permanent residence under Section 101(a) (20) of the Immigration and Nationality Act (INA); as an immigrant under Section 101(a) (15) or as a special agricultural worker under Section 120 or 210A of the INA;
    - A non-citizen who entered the U.S. before January 1, 1972, (or such later date as enacted by law), and who (1) has continuously maintained residence in the U.S. since then, (2) who is not ineligible for citizenship, and (3) who has been deemed to be lawfully admitted for permanent residence as a result of an

exercise of discretion by the Attorney General under Section 249 of the INA;
- A non-citizen admitted to the U.S. with refugee status under Section 207 of the INA, or with asylum status under Section 208 of the INA, or admitted before April 1, 1980 under Section 203(a)(7) of the INA;
- A non-citizen admitted to the U.S. with parole status under Section 212(d) (5);
- A non-citizen lawfully present in the U.S. as a result of the Attorney General's withholding deportation under Section 243(h) of the INA (threat to life or freedom); or
- A non-citizen admitted for temporary or permanent residence under Section 245A of the INA.

- Evidence of citizenship or eligible non-citizen status shall consist of the following documents or such other documents as deemed acceptable by HUD or the U.S. of Citizenship and Immigration Services (CIS) (formerly INS):
- For citizens: a signed Declaration of U.S. citizenship;
- For all other non-citizens:
  - A signed Declaration of eligible immigration status;
  - The CIS documents listed in Handbook 7465.7, Chapter 6, Section 6-4 (or any other documents determined by the CIS to be acceptable evidence and announced by notice in the Federal Register); and
  - A signed Verification Consent Form.
- Documents submitted by an applicant family to verify eligible immigration status will be first verified using the CIS Systematic Alien Verification for Entitlements (SAVE) system. If the SAVE system does not provide verification, a secondary manual search of CIS records will be instituted by the PHA. If both searches fail to verify eligibility, the family will be notified and will be given the option of requesting an appeal to the CIS and/or a PHA informal hearing.

b. Ineligible Immigration Status

- Families determined to be ineligible when the evidence of citizenship or eligible non-citizen status submitted by a head of household or spouse cannot be verified either by the PHA's preliminary inquiry or by the CIS secondary search will be notified in writing that the individual or family has been determined ineligible.
- Families determined ineligible due to lack of citizenship or non-eligible citizenship status may request an appeal to the CIS according to 24 CFR 5.514(e) and may request an informal hearing with the PHA. Applicant families may request an informal hearing as described in Section 9-2 (c) (2) of Handbook 7465.7 either upon the completion of the CIS appeal or in place of the CIS appeals.
- Assistance to an applicant will be delayed if the CIS appeal process has been concluded, but will not be denied until after the conclusion of the

PHA informal hearing process, if an informal hearing is requested by the applicant.

4. Restrictions on Full and Part time Students

a. A family whose household members contain a Head of Household, Co-head or Other Adult, who is not living with their parents, that is a fulltime or part-time student enrolled in an institution of higher education and is seeking to reside in a Housing Choice Voucher assisted unit cannot be determined eligible if the person is not considered independent from their parents. The term independent, when used to respect to a student, means any individual who is:
   - Over the age of 24 years old;
   - A veteran (the term veteran means a person who served in the active military, naval, or air service, and who is discharged or released there from under conditions other than dishonorable.);
   - Married;
   - Has a dependent child;
   - Is an orphan or ward of the court or was a ward of the court until the individual reached the age of 18;
   - Is a graduate or professional student;
   - Is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances

b. An institution of higher education is defined under Section 102 of the Higher Education Act of 1965 as an educational institution in any state that:
   - Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such certificate,
   - Legally authorized within such State to provide a program of education beyond secondary education;
   - Provides and educational program for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable for full credit toward such degree;
   - Is a public or other nonprofit institution; is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

Additional institutions include:
   - Any school that provides not less than a 1 year program of training to prepare students for gainful employment in a recognized occupation or
   - A public or nonprofit private educational institution in any state that admits as regular students persons who are beyond the age of

compulsory school attendance in the State in which the institution is located.

c. If a student is not considered independent, and is not otherwise income eligible or has parents who are not otherwise income eligible, they shall not receive a voucher. Both student's income and parent's income must be assessed for income eligibility and must be determined to be low- income in the area where the parent resides. Students will be asked to provide proof of parent or parent's income through but not limited to previous year's tax return, their Student Aid Report Status, child support records, pay check stubs, social security benefits, veteran's benefits, etc… The student will be asked to provide this documentation for both parents if they are currently married and/or residing together. In the cases where the parents are not married and separated, the student will be asked to provide the information from the parent who provides 51% of the student's support.

d. The PHA must include any financial assistance in excess of tuition excluding loans when determining income eligibility. Financial assistance may include but is not limited to any assistance that an individual receives:
   Under the Higher Education Act of 1965,
   From private sources
   From an institute of higher education

e. The student is required to provide enrollment documentation, transcripts and/or other documents that indicate the student is enrolled and/or attending school full-time. This documentation must be provided at each annual reexamination and/or interim examination to ensure the rent is calculated correctly.

G. DRUG ABUSE AND CRIMINAL ACTIVITY

1. Denial of Admissions

a. <u>Prohibiting Admission of Persons Evicted for Drug-Related Criminals Activity</u>

The Garland Housing Agency will deny housing assistance to applicants or participants if they have a history of violent criminal activity within the last ten (10) years and/or a history of drug-related criminal activity within the last five (5) years. Violent criminal activity includes all assaults with or without a deadly weapon, terrorist threats, rape, and murder. Drug related includes the manufacturing, production, of methamphetamine, possession, sale, or distribution of a control substance. Criminal background checks will be conducted at annual re-examination for every member of the household who is 18 years or older.

The PHA **must** prohibit admission to the program of an applicant for three (3) years from the date of eviction if a household member has been evicted

from federally-assisted housing for drug-related criminal activity. However, the PHA will admit the household if the PHA determines:

(1) that the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the PHA; or

(2) that the circumstances leading to eviction no longer exist. (For example, the criminal household member has died or is imprisoned.)

b. At all times a household shall be denied admission if any member of the household is a Sex offender and/or subject to a lifetime registration requirement under a State sex offender registration program. In the screening of applicants, the PHA must perform criminal history background checks necessary to determine whether or not any household member is subject to a lifetime sex offender registration requirement in the state where the housing is located and in other states where the household members are known to have resided.

c. Households shall be denied admission for having an arrest and/or conviction of a drug-related criminal activity within the last five (5) years, and/or an arrest and/or conviction of violent criminal activity within the last 10 years, other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the PHA (including a PHA employee or a PHA contractor, subcontractor or agent), or pattern of alcohol abuse. A "pattern" shall be at least three alcohol-related criminal offenses within the five (5) year period prior to application for assistance.

d. The following are standards to be applied as appropriate for drug-related criminal activity and other criminal activity concerning denial of admission:

(1) The PHA will "determine" the use of an illegal drug through an arrest and/or conviction of a drug-related charge.

(2) The PHA shall "determine" involvement in criminal activity through an arrest and/or conviction for a criminal activity.

(3) Any "household member" includes adults and minors who are on the lease or who are living in the household, but not reported to the PHA.

(4) "Currently engaging in illegal use of a drug" or other criminal activity shall be defined as a conviction within one year from the date the PHA discovers the conviction.

(5) "Reasonable cause shall be determined by a conviction on an illegal use of a drug charge or other criminal activity.

(6) There is no time period concerning the conviction of a drug-related charge for manufacturing, production, or distribution of methamphetamine on the premises of federally-assisted housing. Such household members being convicted of this offense will always be denied admission.

(7) The time period of ineligibility for admission for other drug-related convictions or other criminal activity convictions shall be five (5) years from the date of the conviction.

(8) If the PHA previously denied admissions for criminal activity, the PHA elects not to consider evidence that a household member was not engaged in criminal activity for a period of time. The household shall not be eligible for admission for five (5) or ten (10) years from the date of the conviction (depending on the criminal activity).

(9) Evidence of criminal activity shall be defined as the PHA has acquired/been presented with the preponderance of evidence that the family, including any family member, is engaging in drug-related criminal activity or violent criminal activity or other criminal activity or alcohol abuse, regardless of whether the family member has been arrested or convicted for such activity.

2. Use of Criminal Record

a. Denial. If a PHA proposes to deny admission for criminal activity as shown by a criminal record, the PHA must provide the subject of the record and the applicant with a copy of the criminal record. The PHA must give the family an opportunity to dispute the accuracy and relevance of that record, in the informal review process in accordance with Sec. 982. 554.
The Garland Housing Agency will deny housing assistance to applicants or participants who are adding additional adult family members, if they have a history of violent criminal activity within the last ten (10) years and/or a history of drug-related criminal activity within the last five (5) years. The PHA will conduct criminal background checks for every household member 18 years and older at the time of the annual reexamination.

Drug related criminal activity includes the manufacturing, production, and distribution of methamphetamine, possession or sale of a control substance.

Violent criminal activity includes all assaults with or without a deadly weapon, terrorist threats, rape, murder, sex offenders and sex offenders that are required to register with the State lifetime sex offender's registry program.

b. Cost of Obtaining Criminal Record. The PHA will not pass along to the tenant the costs of a criminal records check.

c. Permitted use and disclosure of criminal records/sex offender registration records received by the PHA will only be used for applicant screening and/or for lease enforcement and eviction. A PHA will disclose criminal convictions as follows:

(1) To officers or employees of the PHA, or to authorized representatives of the PHA who have a job-related need to have access to the information.

(2) If a PHA obtains criminal records from a State or local agency showing that a household member has been convicted of a crime/sex offense relevant to applicant screening or tenant lease enforcement or eviction, the PHA must notify the household of the proposed action based on the information obtained. The PHA must also provide the subject of the record and give the applicant or resident a copy ofsuch

information before a denial of admission, eviction or lease enforcement action on the basis of such information.

d. If, at any time during the program participation, the PHA has reasonable cause (e.g., newspaper articles, credible informants, police reports) to believe that a household member is engaged in drug-related or other criminal activity which would pose a threat to the health, safety, or right to peaceful enjoyment of the premises by other residents or PHA employees, the PHA will run a subsequent criminal check of that household member.

3. Consideration of Circumstances

In determining whether to deny or terminate assistance because of action or failure to act by members of the family:

a. The PHA will consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstance related to the disability of a family member, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.
b. In determining whether to deny admission or terminate assistance for illegal use of drugs or alcohol abuse by a household member who is no longer engaged in such behavior, the PHA will consider whether such household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program, or has otherwise been rehabilitated successfully (42 U. S. C. 13661). For this purpose, the PHA will require the applicant or tenant to submit evidence of the household member's current participation in, or successful completion of a supervised drug or alcohol rehabilitation program or evidence of otherwise having been rehabilitated successfully.
c. If the family includes a person with disabilities, the PHA decision concerning such action is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

4. Records Management

a. All criminal and information from a drug facility treatment center received will be maintained confidentially and not misused, or improperly disseminated.
b. Such information will be housed in a locked file with access restricted to individuals responsible for screening and determining eligibility and to the Housing Administrator.

5. Drug Treatment Facility Information

a. As needed during the informal review or hearing process the PHA will seek information from a drug treatment facility to verify that an applicant or participant is participating in or has completed a drug rehabilitation program, or to verify drug-free status.

b. In such cases the PHA will utilize a written consent form required by 24 CFR 960.205.
c. The PHA is not obligated to request information from drug treatment facilities and is not liable for damages for failure to request or receive the information.

6. Components of Screening Process

A criminal history report will be requested from the law enforcement agency for adult members according to the following procedure:

a. For all applicable household members, the PHA will submit to a law enforcement agency the name, and date of birth.
b. Based on the identifiers submitted, the law enforcement agency will provide this PHA with any criminal history conviction record information and outstanding warrants that are found on the law enforcement agency Computerized Criminal History database and the appropriate Crime Information Center.
c. The law enforcement agency may also search the National Crime Information Center (NCIC) for criminal information. If a record exists, the law enforcement agency will notify this PHA that such information was found, and will provide the PHA with a copy of the information.
d. In no case will the applicant be charged for the cost of the criminal history checks.

7. Ineligibility Determination

a. Families determined to be ineligible due to the definition of family, income, or drug-related criminal or violent criminal activity, or a pattern of alcohol abuse, will be notified in writing that they do not qualify for the program. Families will be notified of the right to have an Informal Review.
b. The Informal Review will be conducted according to regulatory requirements and as outlined further in this Administrative Plan.
c. If the applicant or household members who refuse to supply required information and/or refuses to sign HUD form 9886 to obtain other income information, the family will be determined to be ineligible. The informal review process will apply to an applicant family who has been denied assistance on these grounds.

H. SELECTION FROM WAITING LIST

1. Basic Selection Policy

a. Applicants shall be selected in order of date and time of the initial application with consideration given to the regulations governing income targeting as well as any adopted local preference. Applicants with local preferences that

applied prior to July 1, 2004 will continue to be pulled from the waiting list in accordance with the local preferences.

b. Applicants whose income is greater than thirty percent (30%) of the area's median income may be passed on the waiting list pursuant to the income targeting requirements detailed below.

c. Applicants who applied earlier than applicants who are eligible for local preferences may be passed on the waiting list.

d. PHA's may not select applicants from the waiting list in an order different from the selection procedures "for the purpose of selecting higher income families" for the program.

2. Families that are not selected from the Waiting List:

a. Families that are participating in a project-based program and have been identified by HUD that the housing assistance should be continued under the Preservation Multi-family Program rules and regulations;

b. Families issued an enhanced voucher and qualified for the tenant-based Housing Choice Voucher Program;

All families under the programs above will be required to provide the same documents to determine their eligibility.

3. Income Targeting Pursuant to the Quality Housing and Work Responsibility Act

a. Seventy-five percent (75%) of all new admissions shall be families whose income is below thirty percent (30%) of the area median income. A "new admission" shall be defined as an applicant being offered assistance.

I. MONITORING OF SELECTION AND LEASING

In compliance with SEMAP requirements, a statistical report is prepared each month to insure that PHA has complied with current regulations affecting the waiting list and selection as it relates to income requirements, single elderly and non-elderly families, and the local preference selection of families.

J. SPECIAL PURPOSE FUNDING ADMISSIONS

HUD may provide funding to serve a targeted population. When HUD targets funding of assistance for a special populace the PHA may accept an application and place the applicant on the waiting list even though the waiting list may be closed. Since HUD specifies the special population, there is no limit to the number of admissions except for the limit as defined by HUD in establishing the special population.

IV. VERIFICATION OF INCOME AND DETERMINATION OF TOTAL TENANT PAYMENT

The PHA will not devise or implement income or rent determination, verification, or other related policies or procedures in a way that discriminates against persons on the basis of race, color, national origin, sex, religion, familial status, and perceived or actual disability.

A. GENERAL POLICIES CONCERNING VERIFICATION

1. The PHA verifies family income, family composition, status of full-time students, value of assets, factors allowing a preference, and other factors relating to eligibility determinations before an applicant is issued assistance.

2. The PHA will use several methods to verify income and income deductions. Up-front and third-party (independent) verifications will be obtained by the PHA either electronically or sent by mail to the appropriate agency. To qualify as third-party verification the document(s) must never touch the applicant's or tenant's hands. If third-party written verification is not possible, the PHA will use third-party oral verification. The PHA staff will fill out an Oral Verification Form which contains the name of the agency contacted, the full name and title of the contact person, the date of the conversation and detailed documentation of the conversation, including the reason for the contact. If third-party verification is not possible, the Review of Documents method of verification will be used. And if that method is not possible, the PHA will use the Notarized Statement by Applicants method as well as stating in the file the reason why third-party documentation was not obtained. The EIV (Enterprise Income Verification) System will be used as a tool to meet the objective of assuring that the "right benefits go to the right persons." The EIV system is a federal system that provides quick, easy access to resident income information. The system will streamline and simplify the income verification process at the time of recertification, by providing independent source that systematically and uniformly maintains income information. Data contained in the EIV system include resident income information from the Social Security Administration, Department of Health and Human Services, new hire information, employment wages per quarter, deceased participants and unemployment compensation benefits. The system will enable the housing agency to identify cases of unreported or under reported resident income, identify potential cases of current residents who are receiving HUD subsidy under multiple rental housing assistance programs and whether an applicant is already receiving rental housing assistance form another subsidized source. A current, signed and dated HUD9887/9887A must be on file for the head, spouse, co-head and any family member who is 18 years of age or older or has turned 18 since the last recertification, prior to EIV data is accessed for a tenant. Information collected from EIV will be used for official purposes and not disclosed in any way that would violate the privacy of the individuals represented in the system data. The EIV information will be safeguarded by allowing only authorized staff to access the system, all users must have a current user agreement on file, a record of all users will be maintained, unauthorized staff persons and participants will not have access to computer of authorized persons, staff will not

leave resident folders exposed on desk tops, computer screens open with sensitive data unattended, documents will be locked in files and passwords required to access computer stations, all documents will be immediately removed from printer, fax machines, copier, and/or scanners, and at the close of business, resident files will be locked and security procedures will be reviewed with staff periodically to safeguard against laxity and breaches.

3. Photocopies will be accepted with a written documentation as to why third-party verification was not obtained.

B. INCOME ALLOWANCES

Income includes all monetary amounts that are received on behalf of the family. All income that is not specifically excluded in the HUD regulations is counted. Monetary is defined as it relates to any money received on behalf of the family.

Annual Income is used to determine whether the family is within the Income Limits. It is the anticipated amounts, "monetary or not," that go to, or "on behalf of," the family (including temporarily absent head or spouse), and are received from a source outside the family within the twelve (12) months after certification.

Adjusted Income is the Annual Income minus any HUD allowable expenses and deductions.

Both Annual and Adjusted Income are used to calculate the amount of the subsidy for Vouchers. In calculating Annual and Adjusted Income, the PHA must estimate the income of every member of the household, including those who are temporarily absent. Income of persons who are permanently absent from the household will not be counted. Income is defined by HUD regulations and is further interpreted in HUD Notices, Memos and Addenda. Those rules must be followed. However, there are policy decisions that are needed in order to assure consistent interpretation of the HUD rules.

C. HUD ALLOWABLE DEDUCTIONS

HUD has five (5) allowable deductions from annual income:

1. Dependent Allowance: $480 each for family members (other than the head or spouse) who are minors (including children who are adopted), and for family members who are eighteen (18) and older who are full-time students or who are disabled (foster children are not included in this deduction).

2. Elderly/Disabled Allowance: $400 per family for families whose head or spouse is 62 or over or disabled.

3. Allowable Medical Expenses: Deducted for all family members of an eligible elderly/disabled family.

4. Allowable Disability Assistance Expenses: Deducted for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

5. Child-Care Expenses: Deducted for the care of children under thirteen (13) years of age when child-Care is necessary to allow an adult member to work, attend school, or actively seek employment.

   Child-care deductions are allowed only for the care of children under the age of thirteen (13), including foster children. Child-care deductions will not be allowed unless there is no adult household member available and capable of caring for the child. Those adult members who would be considered unable to care for the child include a disabled or older person (as verified by a doctor's written statement) or a documented child abuser.

   The following standards are the criteria for allowing child-care expenses as a deduction:

   a. Child-care to work: The maximum child-care allowed would be based on the amount earned by the person enabled to work. The "person enabled to work" is the adult member of the household who earns the least amount of income from employment. The child-care deduction will not exceed the amount of income earned by the person enabled to work.
   b. Child-care for school: The PHA will compare the number of hours the family member is attending school and base the reasonableness standard on the number of hours that the family member is attending school (with the addition of one hour travel time to and from school) versus the number of hours claimed for child-care. The number of hours for which the child-care deduction is allowed shall not exceed the school and travel time.
   c. Child-care to seek employment: The deduction for child-care to seek employment must not exceed the Annual Adjusted Income of the family member seeking employment. The deduction does not include transportation costs, or other expenses incurred, and is limited to one year per individual.

      To claim the deduction, verification from the child-care provider must include the name, address, and phone number of the company or individual child-care provider, the names of the children being cared for, the number of hours for which child-care is provided, the rate of pay, and the typical yearly amount paid (taking into account school and vacation periods).

      Verification from the job seeker must include documentation from an employment service agency and/or written verifications of interviews from potential employers.

D. MINIMUM RENT

The minimum rent for Housing Choice Voucher participants is $50.00. All Voucher families will contribute the highest of thirty percent (30%) of monthly adjusted income or ten percent (10%) of monthly gross income, or the minimum rent toward the rent plus any rent above the applicable Payment Standard.

1. The minimum rent requirement will be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:

    a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
    b. The family income has decreased due to changed circumstances such as separation, divorce, abandonment;
    c. One or more family members have lost employment;
    d. The family would be evicted as a result of imposing the minimum rent requirement;
    e. There has been a death in the family; or
    f. There are other hardship situations determined by the PHA on a case by case basis, i.e. alimony, child support, etc.

    Financial hardship exemption only applies to payment of minimum rent - not to rent based on the formula for determining the Total Tenant Payment (TTP).

2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:

    a. If the hardship is determined to be temporary, Rent will be suspended, during the ninety (90) day period beginning on the day the request ismade. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.
    b. In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a repayment agreement.
    c. The family will not be evicted for non-payment of rent during this ninety (90)-day period.
    d. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.

3. Hardship determinations are subject to the PHA’s Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

E. RENT BURDEN

1. Initial Rent Burden

The Rent Burden is the family's payment to the owner/landlord plus utility allowance. This total figure should be equal to or less than forty percent (40%) of the family's monthly adjusted income.

New admissions to the Housing Choice Voucher Program and continuing program participants who move will not be allowed to pay more than forty percent (40%) of adjusted income for rent. If the rent burden of the selected unit is over forty percent (40%), the family will be advised to seek a lower priced unit. The continuing program participant may opt to remain in the current unit or seek a lower priced unit.

2. Family Moves

If a family requests to move out of the current unit to another unit and is eligible for continued assistance, the family will be issued a Housing Choice Voucher and will be subject to the new rent calculation and to the forty percent (40%) rent burden restriction.

F. ZERO INCOME FAMILIES

Families reporting no family income will be asked at application and recertification how the family pays for necessary living expenses. If it is determined that the family is receiving regular monetary or non-monetary contributions and/or gifts from non-household members, the value of these gifts will be annualized to estimate income.

If it is determined that the family receives no income from gifts, contributions, or any other source, the family will be required to complete, sign, and date a statement of non-employment/no income affidavit, no income questionnaire and a thirty (30) day recertification each month thereafter. Such families will be required to maintain all receipts for any expenses (e.g., food and clothing, utility bills) for thirty (30) days. This amount, excluding any food stamps or the PHA Utility Allowance payments, will be annualized to determine annual income. Zero income families will be reevaluated every 30 days to determine if there are any new sources of income. All families may be required to attend a mandatory meeting each month to provide their monthly expenditures and complete the zero income form. If the family misses two or more meetings, it will be grounds for termination. The reevaluation may include an inquiry in to the UIV (Upfront Income Verification) system

1. If a family reports that they do not have an income, the adult members will be required to sign a non-employment/no income affidavit, no income questionnaire and a thirty (30) day recertification each month thereafter.

2. Family members 18-25 years of age that are attending school full or part-time will not be required to report income status every thirty (30) days.

3 The spouse will not be required to report their income status every thirty (30) days, if the head of household decides that they will provide the only income for the family. A notarized statement will be required from the head of household.

G. AVERAGING INCOME

There are two ways to calculate income when the income cannot reasonably be anticipated for a full year:

1. Annualize current income (and subsequently conduct an interim reexamination if income changes); or

2. Average known sources of variable income to estimate an annual income (no interim adjustment is required if income remains as predicted).

Both processes will be used depending on how the income was verified by the source.

Income from the previous year will be analyzed to determine the amount of anticipated income when future income cannot be clearly verified. If, by averaging, a reasonable estimate can be made, that estimate will be used to anticipate annual income over the next twelve (12) months, instead of changing the HAP every month as the income fluctuates.

H. INCOME CHANGES

1. Welfare Program Requirements

The PHA will not reduce a family's income and rent if the family's welfare benefits were reduced due to:

a. fraud by a family member; or
b. family's failure to abide by program requirements to work or participate in the Family Self-Sufficiency Program or Welfare-to-Work program, if applicable.

The family will be offered an opportunity for an informal hearing. The PHA will determine through third-party written verification why the benefits were reduced or suspended before adjusting the income and rent. If welfare benefits expired and program requirements were met, the family income will be reduced to determine rent.

2. Total Tenant Payment Exceeds Gross Rent

Families whose Total Tenant Payment exceeds the Gross Rent of the occupied unit may remain on the PHA's Housing Choice Voucher program for six (6) months from the effective date of the zero assistance. This will not be considered a break in continued assistance. The family may remain in the same unit and pay rent for six (6) months before being removed from the program. If the family's income decreases or the unit rent increases within the six (6)-month period, the family will be reinstated into the program without applying to the waiting list.

I. INCOME INCLUSIONS

1. Regular Contributions and Gifts

Regular contributions and gifts received from persons outside the household are counted as income for Tenant Rent calculation purposes. This includes rent and utility payments paid on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts.

Under certain circumstances (i.e., for zero income families), the PHA will interview the tenant and review his or her current bills and receipts to determine the amounts paid for known household expenses and the sources of regular income, including in-kind contributions. The total amount of receipts and bills and the frequency of payments will be used to determine the anticipated income.

Third-party verification of income from regular contributions and gifts will be obtained whenever possible. Third party verification of income from regular contributions and gifts will be mailed to the contributor on the same date of the interview. Ten (10) business days will be allowed for the return of the verification; if not received the file will be documented. Oral verification will be attempted and if no response the tenant will be asked to sign and complete a Declaration of Regular Contributions.

2. Alimony and Child Support

Alimony and child support payments are counted as income for Tenant Rent calculation purposes. Third-party verification of income from these sources is obtained by contacting the former spouse and/or the Child Support Recovery Unit. If the verification is not received within a reasonable amount of time, the PHA will allow the family to submit at least the last three (3) months of child support check stubs and/or complete a self-declaration statement.

3. Lump Sum Payments

Lump-sum payments caused by delays in processing periodic payments (e.g., unemployment, TANF, or child support) except Social Security and Supplemental Security Income benefits whether due to disputes or processing problems are counted as income in the following manner:

a. If the lump sum amount is reported within thirty (30) days of the date it was received, the lump sum amount will not be taken into account prior to the next recertification. If, at the next annual recertification, the lump sum amount has been converted to an asset (i.e., placed in a savings account or invested), it will be treated like any other asset.
b. If the lump sum is not reported within thirty (30) days, the increased income will be handled retroactively by adding the income to the annual income that was in effect whenthe payment was received, as long as the date is not prior to program participation. The Total Tenant Payment will be recalculated and compared to the previous Total Tenant Payment. The family has the choice of paying this "retroactive" rent to the PHA in a lump sum or entering into a repayment agreement with the PHA. The family officially owes this money to the PHA whether or not the family chooses to continue its participation in the Housing Choice Voucher program.

   Social Security and Supplemental Security Income benefits that are received in a lump sum or prospective monthly amounts are excluded from annual income. The lump sum payment would be treated as an asset.

4. Assets Valued Under $5000

   Income from assets owned by any family member (including minors) and valued at or under $5,000 is counted as income. (An example is checking and savings accounts.) In determining income from assets, the PHA will use a six month average (if the six month average cannot be verified, the PHA will use the current balance), of the account and multiply it by the yearly interest rate.

5. Assets Valued Over $5,000

   Income from assets owned by any family member (including minors) and valued over $5,000 is counted as income. In determining income from assets, the PHA will use the greater of the actual net income from the asset or the imputed income using the HUD passbook rate.

   a. The actual anticipated income is based on the annual interest rate multiplied by the current checking or savings account balance.

6. Assets Disposed of for Less than Fair Market Value

   The PHA counts as income all assets disposed of for an amount less than fair market value during the two (2) years preceding initial certification or recertification. The PHA will count the difference between the market value and the actual payment received to calculate assets.

7. Contributions to Retirement Funds

While an individual is employed, only the amount the family can withdraw without retiring or terminating employment is included as an asset. After retirement or termination of employment, any amount the employee elects to receive as a lump sum is counted as an asset.

8. Armed Forces Pay

All regular pay, special pay and allowances of member of the Armed Forces will be included in income (EXCEPTION: Special hazardous duty pay for a family member exposed to hostile fire is excluded.)

J. INCOME EXCLUSIONS

1. Lump Sum Payments

Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and Workers' Compensation), capital gains, and settlement for personal or property losses are not included as income.

2. Grants and Scholarships

Only the amount of student financial assistance, including scholarships, educational entitlements, grants, work-study programs, and financial aid packages used for tuition may be excluded. Student loans are excluded even if part of the loan is being used for general living expenses. Loans are never considered income because they must be repaid.

3. Earned Income of Full-Time Student

Income exceeding $480 that is earned by a full-time student (other than the head of household or spouse) is excluded from income. The exemption only applies to earnings in excess of $480 because the family already receives a $480 dependent allowance.

4. Contributions to Retirement Funds

Contributions to company retirement/pension funds are handled in the following manner:

a. While an individual is employed, only the amount the family can withdraw without retiring or terminating employment is included as income.
b. After retirement or termination of employment, any amount the employee elects to receive as a lump sum is included as income.

5. Resident Service Stipends

Resident Service Stipends received for performing a service for the owner of a housing development, and not exceeding $200 per month, is excluded from annual income. If the owner/landlord pays the resident more than $200 per month, the entire amount received is included as income.

6. Job Training Programs

Incremental increases in earnings and benefits received from a qualifying state or local training program (including training programs not affiliated with a local government) and training of a family member as resident management staff are included.

To qualify for this exclusion, the employment training program must have clearly defined goals and objectives. The incremental increase in earnings is excluded only during the time the family member participates in the training program.

7. Earned Income Tax Credit Refund

Any earned income tax credit refund will not be counted as income, regardless of whether it is being received as part of the regular pay or in a single sum as part of an income tax refund.

8. Adoption Assistance Payments

Payments exceeding $480 for the care of adopted children are excluded.

9. Adult Foster Care Payments

Payments received for the care of foster adults (generally individuals with disabilities, unrelated to the tenant family, who are unable to live alone) are excluded.

10. Home Care Payments

Amounts paid by any source to families that have developmentally disabled children or adult family members living at home are excluded.

11. Military Pay

Special hazardous duty-pay for the family member exposed to hostile fire is excluded.

12. Property Tax Refunds and Rebates

State and/or local property tax refunds paid to the family are excluded.

13. Agent Orange Settlement Fund

Payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the Agent Orange product liability litigation will not be counted as income. The requirement will apply only to veterans of the Vietnam War.

14. Maine Indian Claims Settlement Fund

Effective July 23, 1990, payments received under the Maine Indian Claims Settlement Act of 1980 will not be counted as income. This requirement applies to payments received by any member of the household who received payments under this claim.

15. Holocaust Reparation Payments

Any reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era will not be included in income.

16. Older Americans Act Programs

Payments received from programs funded under Title V of the Older Americans Act of 1965 will not be counted as income. The Community Service Employment Program (CSEP) administered under Title V distributes grants to qualifying organizations to fund part-time employment to persons who are at least fifty-five (55) years of age and have limited income, e.g., Green Thumb and Senior Aide Programs.

17. Disabled Income Exclusions

Disabled families (i.e. the disabled person who has been previously unemployed and goes to work) are identified and determined whether or not they have experienced an increase in employment, or has new employment and have been previously unemployed for 12 months or longer, or have been enrolled in a self-sufficiency program or a job training program, or have received TANF six (6) months prior to receiving new employment, will have an earned income disallowance for the incremental increase in income for a period of twenty-four (24) months. This is how this disallowance works:

a. 100% of the incremental increase income is disallowed for the first twelve (12) months; does not have to be consecutive months.
b. 50% of the incremental increase income is disallowed for the next twelve (12) months; does not have to be consecutive months.

Earned income disallowance can be excluded for a maximum of 48 consecutive months.

18. Other Exclusions

a. Food Stamps;
b. Payments to volunteers under the Domestic Volunteer Act of 1973 (VISTA);
c. Temporary, nonrecurring or sporadic income (including gifts).

K. PRORATED ASSISTANCE FOR "MIXED" FAMILIES

1. Applicability

Prorated assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families that were a participant on June 19, 1995 and do not qualify for continued assistance must be offered prorated assistance. Mixed family applicants are entitled to prorated assistance. Families that become mixed after June 19, 1995 by addition of an ineligible member are entitled to prorated assistance.

2. Prorated Assistance Calculation

Prorated assistance is calculated by determining the amount of assistance payable if all family members were eligible and multiplying by the percent of the family members who actually are eligible. Total Tenant Payment is the gross rent minus the prorated assistance.

L. ABSENCE FROM THE UNIT

In calculating Annual and Adjusted Income, the PHA must estimate the income of every member of the household, including those who are temporarily absent. Income of persons who are permanently absent from the household will not be counted. Families must report in writing to the PHA any absence from the household of more than sixty (60) consecutive days and shall report their absence to the owner/landlord, consistent with the lease provisions. Any absence longer than sixty consecutive days must be approved in writing by the PHA Housing Administrator. Any changes in family composition must be reported in writing to the PHA within 15 business days. Families will be counseled at briefing sessions and recertification on the effect family composition may have in determining Voucher size and Total Tenant Payment as well as the PHA's policies for dealing with such changes. At times, situations may arise that result in the temporary or permanent absence of a family member or members from the household. Such situations will be handled in the following manner:

1. Absence of children for foster care. In instances in which the children have been removed from the home by a social service agency, the agency will be contacted to determine the approximate length of time the children are expected to be away from the home.

a. If the agency indicates that the children are expected to be returned to the home at some point, the children will remain a part of the family composition and will be counted toward the family's subsidy standard.
b. If the children are not expected to ever be returned to the home, the children will be removed from the family composition and the family's subsidy standard will be reduced accordingly.
c. If the agency indicates that it is unknown whether the children will be returned to the home, the children will remain a part of the family composition.

Oral conversations with the social service agency must be thoroughly documented in the family file, including the date of contact, name and title of contact person, name of agency, and telephone number and the details of the conversation.

2. Absence of single parent; use of caretaker adult. When a single parent leaves the household for 60 days or more as a result of imprisonment, hospitalization, military service, etc., and another adult moves into the home to care for the children, the rental assistance will not be terminated. The family composition will be modified to include the name of the caretaker as head of household. The caretaker's income will not be included in the family income. The single parent's name shall be temporarily removed and the file documented to explain the circumstances. When the parent returns to the unit, the caretaker may leave or remain in the household. If the caretaker remains, his/her income will be included in the calculation of family income.

3. Absence of head of household or spouse due to military service or school. If the head of household or spouse is absent from the home to serve in the military or attend school, the income will be included in the calculation of family income. However, income received as a result of special hazardous duty pay when exposed to hostile fire will not be included.

4. Absence of other family member due to military service or school. If a family member other than the head of household or spouse is absent from the home to serve in the military or attend school, the family has the option of considering the person permanently absent (income not counted, not on lease, and not counted for Voucher size) or temporarily absent (income counted, on lease, counted for Voucher size). Income received as a result of imminent danger pay when exposed to hostile fire will not be included.

5. Absence due to hospitalization of sole family member. When the family consists of only one member and that person leaves the home to go into a hospital or nursing home for a period of more than six (6) months, the assistance will be terminated. If a medical source documents that the person is expected to return to the unit in 180 days or less, the person shall continue to receive assistance. If the person is not back in the unit within 180 days, assistance will be terminated.

6. Absence of All Household Members for Medical Reasons. If all members of the household are absent for 180 consecutive days, but have not moved from the unit, assistance will be terminated. In order to determine if the family is absent from the unit, the PHA will write letters to the family at the unit, telephone the family at the unit, interview the owner/landlord and neighbors, and/or verify if utilities are in service. In cases in which the family has moved from the unit, assistance will be terminated in accordance with the procedures.

7. Adult Visitors. An adult may visit a unit for no more than fourteen (14) consecutive days per year. Adults exceeding this limit must be approved by the PHA before being considered a family member and added to the lease.

8. Child Visitors. Children under the age of eighteen (18) may visit a unit for a maximum of ninety (90) consecutive days per year without being considered part of the family, provided the family has the written permission of the owner/ landlord.

9. Joint Custody of Children. Children who are subject to a joint custody agreement but live in the unit at least fifty-one percent (51%) of the time will be considered members of the assisted household. "51% of the time" is defined as 186 days of the year, which do not have to run consecutively. If the family includes a child who is temporarily absent from the home due to foster care, the standards in paragraph number 8 above will be used.

M. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS

The utility allowance is intended to cover the cost of utilities not included in the rent. The allowance is based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. Allowances are not based on the family's actual energy consumption. Changes in the allowance will be effective at a time specified by the housing agency.

The PHA's Utility Allowance Schedule is set up according to bedroom size and building type. The family will be given the HUD Form 52667 with the adopted utility allowances for the area in which the subsidy is issued. The utility allowance schedule will include the allowances for all services for each type unit by bedroom size *or voucher size, whichever is the lesser*. When searching for a suitable unit, the family will be able to select the appropriate allowance and calculate the total utility allowance according to the unit selected and the utilities the family will be responsible for paying.

1. Utility Reimbursement Payments

Where families provide their own range and refrigerator, the PHA will provide an allowance for the range and refrigerator. Allowances for water, sewer and trash services are averaged the same as other utilities. Where the Utility

Allowance exceeds the family's Total Tenant Payment, the PHA will provide a Utility Reimbursement Payment for the family each month. The check will be made out directly to the utility company of the tenant's choice.

In addition, all utilities must be listed in the voucher holder's name or spouse of the voucher holder if they reside in the unit. The family must provide a copy of the utility bill within 30 days of moving into the new unit or changing utility companies. Furthermore, the housing agency will only pay on utilities from the date that the utility receipt/paperwork is provided to the housing agency. This must be a billing statement or letter from the utility company.

Families will be required to provide copies of utility bills at each annual reexamination.

2. Utility Allowance Survey

The PHA will review the utility allowance schedule annually. Ifthe review finds a utility rate has changed by ten percent (10%) or more since the last revision of the utility allowance schedule, the schedule will be revised to reflect the new rate. Revised utility allowances will be applied in a participant family's rent calculation at their next reexamination.

N. VERIFICATION PROCEDURES

1. Computer Matching and Record Keeping

Where allowed by HUD and/or other State or local agencies, computer matching will be done. The PHA will utilize the HUD established computer-based Enterprise Income Verification (EIV) tool for obtaining social security benefits, Supplemental Security Income, benefit history and tenant income discrepancy reports from the Social Security Administration. When computer matching results in a discrepancy with information in the PHA records, the PHA field staff will follow up with the family and use all verification sources to resolve this discrepancy. If the family has unreported or under reported income, the PHA will follow the appropriate procedures as addressed in the Administrative Plan. When the family furnishes the PHA with a letter or notice from HUD concerning the amount or verification of income, the PHA will verify the accuracy of income information contained in the notice and will, as appropriate, change the amount of total tenant payment, family rent to owner and housing assistance payment, or terminate assistance.

During briefing sessions, the PHA will inform applicants and participants of the availability of these records, and remind them that they must report all sources of income and all statements must be true and accurate.

2. Methods of Verification

In the order presented, the PHA will attempt to obtain:

a. Up-front or Third-party Verification: Up-front or third-party verification is considered to be the most effective means of verifying information provided for the family. Verification request letters will include a signed copy of the Authorization for the Release of Information permitting the source to release the requested information. The request for third-party verifications will be mailed by the PHA directly to the third-party source and will ask that the verification be returned to the PHA by mail. The PHA will retain the return envelope in the family's file.
The PHA will accept some such computer forms, faxes and e-mails directly from the provider as documentation of third-party written verification. Entities known to use computer-generated forms may include, but not limited to:

Social Security Administration;
Veterans Administration;
Department of Family and Children Services;
Department of Labor;
Child Support Recovery Unit.

In the event that third-party written verification is not possible due to the unwillingness by the source to respond or in the event that the information is not returned within a reasonable amount of time, staff will be required to note the tenant's file with the reason why and to proceed with the third-party oral verification as the primary source.

b. Oral verification will be made through a phone call or meeting with the source. When third-party oral verification is used, staff will be required to fill out an Oral Verification Form and retain it in the tenant's file, noting the name of the agency contacted, the full name and title of the person they spoke to, the date of the conversation, and the complete facts from the conversation including the reason for the contact. The staff member shall sign the form. The staff member should continue to follow-up to obtain written verification.

c. Applicant Certification/Self-Declaration(s)
When third-party verification, or computer generated forms supplied by the tenant, cannot be obtained, applicants will be required to submit a signed declaration statement, and the family file will be documented giving the reason why third party verification was not used. Signed statements are only to be used as a last resort, when the other forms of verification are impossible to obtain. A family cannot self-certify a disability.

3. Release of Information

At the application and annual recertification stages, families will be asked to sign the Authorization for the Release of Information (HUD Form 9886) and the PHA

Authorization to Release Information form. All family members age eighteen (18) or older will be provided with a copy of the forms for their review and signature. Each form will contain the appropriate family member's signature as proof of:

a. his or her consent to the "third-party" for release of specified information; and
b. evidence of his or her understanding of the type and nature of information being sought.

The HUD release form is only to be used to request information from current or previous employers, financial institutions, or the State Department of Labor. All other requests for verification information (including, but not limited to TANF, child support, alimony, pensions, child-care expenses, medical expenses, handicapped assistance expenses, full-time student status, etc.) must be accompanied by a copy of the signed PHA's release form. A family's refusal to cooperate with the HUD prescribed verification system will result in the termination of the household's application or the family's continued assistance and will result in ineligibility status. Applicants, participants, or family members may revoke their consent for the PHA to access financial records; however, it will result in denial or termination of assistance or admission to the program

4. Social Security and Supplemental Security Income Verification

Initially the PHA will verify the applicant's reported income from Social Security and/or SSI by mailing the written verification to the Social Security Administration. The mailed written verification is used initially due to the HUD's EIV system not being able to match a record for the applicant.

At each participant's recertification, the reported income for Social Security or SSI is verified through HUD's EIV system. If the information is not available in EIV, the PHA may accept written documentation provided by the participant from the Social Security Administration if dated with the last sixty (60) days. Photocopies of social security checks or bank statements are not acceptable forms of verification of SS/SSI benefits because the dollar amount listed may not be the gross benefit amount.

5. Additional Items to be Verified

The following items will be verified:

a. Decrease in Child Support, Alimony or Regular Contributions and Gifts;
b. U.S. Citizenship or Eligible Immigrant Status;
c. All income not specifically excluded by the regulations;
d. Current Assets, including those assets disposed of for less than Fair Market Value in the preceding two (2) years;
e. Full-Time Student Status (as defined by the institution for personscarrying the equivalent of what the school considers being full time for "day" students) – includes High School students who are eighteen (18) or over;

f. Total Anticipated Reoccurring Medical Expenses for families whose head or spouse is sixty-two (62) years of age or older or disabled according to HUD definition;
g. Child-Care Expenses where it allows an adult family member to be gainfully employed, seek employment or to further his or her education;
h. Disability Assistance Expenses to include only those costs associated with attendant care or auxiliary apparatus that allows an adult family member to be gainfully employed;
i. Request for Larger Unit than Applicable under the PHA's subsidy standards (only where family can demonstrate that a larger unit is needed for "medical purposes" or other extenuating circumstances); and
j. Zero Income Status of a household will be verified initially and every 30 days up to sixty (60) days. The PHA may request a UIV report on these families to determine if there are any monies being received by the families that should be included as income for rent determination purposes.

6. Minimum Income

There is no minimum income requirement, but the staff should use good interviewing skills to determine whether there is income that is not being reported. Families are not required to apply for welfare, but it may be suggested to them.

7. Verification of Income

Specific information must be obtained from up-front or third-party sources to verify the information provided by the family. The following verification information will be considered acceptable by the PHA in the order listed:

a. <u>Employment Income</u>
Any verification form must request the employer to specify the:
(1) Amount and frequency of pay;
(2) Dates of employment;
(3) Effective date of the last pay increase; and
(4) Probability and effective date of any increase during the next twelve (12) months.
Acceptable forms of verification include:
- Employment verification form completed by the employer and/or tenant supplied four (4) consecutive pay stubs;
- Signed self-declaration statements, affidavits or income tax returns signed by the applicant describing self-employment and amount of income or income from tips and other gratuities;
- Tax form from the previous year earnings.

Applicants and program participants will be requested to sign a release authorizing the PHA to seek information from the Internal Revenue Service for further verification of income, if there is doubt regarding the amount and/or sources of income.
b. <u>Pensions, Disability Income, Unemployment Compensation</u>

(1) Benefit verification form completed by agency providing the benefits;
(2) Award or benefit notification letters prepared and signed by the authorizing agency.

c. Social Security, Supplementary Security Income (SSI)
(1) Benefit information supplied by family;
(2) Annual Benefit and Discrepancy Report from Social Security Administration.

d. Temporary Assistance for Needy Families (TANF)
The Department of Family and Children Services computer generated statements as to type and amount of assistance the family is now receiving, and any changes in assistance expected during the next twelve (12) months.

e. Alimony or Child Support Payments
(1) Third-party verification from the Child Support Recovery Unit. The last three (3) months of child support check stubs will be annualized to determine the anticipated income for the coming year.
(2) Signed Verification of Child Support/Alimony/Regular Contributions and Gift Form from the person paying the support.
(3) Applicant's Child Support/Alimony/Regular Contributions and Gift Self-Declaration Form.
If payments are irregular:
(a) Statement from Child Support Recovery Unit;
(b) Applicant's Child Support/Alimony/Regular Contributions and Gift Self-Declaration Form.

f. Net Income from a Business
The following documents show previous income. The PHA must consult with applicants and use this data to estimate income for the next twelve (12) months.
(1) IRS Tax Return, Form 1040, including any:
(a) Schedule C (Small Business);
(b) Schedule E (Rental Property Income);
(c) Schedule F (Farm Income).
(2) An accountant's calculation of depreciation expense, computed using straight-line depreciation rules. (Required when accelerated depreciation was used on the tax return or financial statement.)
(3) Financial statement(s).
(4) Loan Application listing income derived from the business during the previous twelve (12) months.
(5) Documents such as manifests, appointment books, cash books, bank statements, and receipts will be used as a guide for the prior six (6) months (or lesser period if not in business for 6 months) to project income for the next twelve (12) months. The family will be advised to maintain these documents in the future if they are not available.
(6) Applicant's signed self-declaration statement or affidavit as to net income, including tips, realized from the business during previous years.

g. Child-Care Business
If an applicant/participant is operating a licensed child-care business, income will be verified as with any other business. However, if the child-

care business is a "cash and carry" operation (which may or may not be licensed) verification of income received may be more difficult. The PHA will require that the applicant/participant complete and sign a self-declaration statement including the names of clients, phone numbers, number of hours child-care is provided, method of payment (check/cash), and the signatures of the clients certifying to amounts paid for child-care. If the family has filed a tax return, the family will be required to provide it.

h. Recurring Gifts

(1) Verification of Child Support/Alimony/Regular Contributions and Gifts Form signed by the contributor.

(2) Child Support/Alimony/Regular Contributions and Gifts Self-Declaration Form signed by the applicant/participant.

i. Up-Front Verification

Garland Housing will obtain electronic verification of certain benefits, earned income and unemployment. Verification obtained in this manner is referred to as upfront income verification tools. When this type of verification is available, the PHA will use it first for obtaining income information during and/or after mandatory reexaminations. Examples are:

Computer matching agreements with federal, state or local government agencies or a private agency (e.g. The Work Number)

- Use of HUD's EIV (formerly UIV System)

Child Support (Attorney General online child support information)

IRS Letter 1722

GHA will use the following EIV tools to verify earned income-wages, salaries, Social Security, Unemployment Benefits and other State Benefits (TANF) if and when it becomes available. EIV Information will be printed from the HUD website on all family members to verify a resident's eligibility for participation and to determine the anticipated annual income and/ or discrepancies in the family's reported income.

1. Income discrepancies- The PHA will identify substantial differences in cases where UIV income data differs from tenant-provided and/or other verified income information. HUD defines substantial difference as one that is $200 or more per month. The family(s) reported income will be matched up with the EIV tools, the written third (3rd) party verification and the tenant self-declaration of reported income the family income/rent calculation will increase and the family will be placed on a repayment agreement and/ or terminated (if the amount owed is $5000 or more) from the program and turned over to HUD's Office of Inspector's General (OIG) for prosecution of the family.

2. If UIV Income is not Substantially Different than Tenant-Provided Income Information. UIV may alleviate the need for 3rd party verifications when there is not substantial difference between UIV and tenant-reported income. In cases where the UIV income data is **not** substantially different than Tenant-reported income, the PHA will follow guidelines below:

   - If UIV income data is less than current tenant-provided documentation, the PHA will use tenant provided documents to calculate anticipated annual income

- If UIV income data is more than current tenant-provided documentation, the PHA will use UIV income data to calculate anticipated annual income unless the tenant provides the PHA with documentation of a change in circumstances (i.e. change in employment with current employer, reduction in hours, etc.) Upon receipt of acceptable tenant-provided documentation of a change in circumstances, the PHA will use tenant provided documents to calculate anticipated annual income.
- If the family agrees to the discrepancy, the family will be placed on a repayment agreement (if less than $5,000) and/or terminatedfrom the program (if amount owed is $5,000 or more). If the amount owed is $5,000 or more the family will be turned over to the OIG's office for investigation and prosecution.

3. If UIV Income Data is Substantially Different than Tenant-Provided Income Information

   In cases where UIV income data is substantially different than tenant-reported income and the tenant disagrees with the discrepancy:

   - The PHA will request written 3rd party verification from the discrepant income source, in accordance with 24CFR 5.236(3)(i)
   - The PHA should review historical income data, when the PHA cannot readily anticipate income, such as in cases of seasonal employment, unstable working hours, and suspected fraud.
   - The PHA must analyze all data (UIV data, third party verifications and documents/information provided by the family) and attempt to resolve the income discrepancy.
   - The PHA will use the most current verified income data (an historical Income data if appropriate) to calculate anticipated annual income.
   - The family will be placed on a repayment agreement (if amount owed is less than $5000) and/or terminated (if amount owed is $5000 or more) from the program
   - Verified unreported income and/or under reported income, the current rent will be recalculated and the family will be required to pay an increased rent after thirty(30) days reasonable notice and/or placed on a repayment agreement and/or terminated from the program.

4. Monitoring the EIV Deceased Tenants Report

   - The deceased tenant list in the EIV system will be viewed on a monthly basis during the Annual Recertification by the FSS Representative to obtain any participant and/or family member that has been reported deceased. The staff will take the appropriate action in removing the deceased person from the family composition which could cause a reduction in the bedroom size, payment standard, and the Agency housing cost or ending the participation of the family.

- The GHA will also rely on landlords, no responses from letters sent to participants during the annual recertification for reporting deceased tenants or between the recertification periods. The FSS representative will view the deceased tenant list in the EIV and document the file that the necessary changes to the family composition has been completed.
- The FSS Supervisor will monitor the list monthly to ensure that the staff is removing deceased household members from the Housing Choice Voucher Program and making the appropriate action in order to reduce the housing cost.

8. Verification of Asset Income

a. Family Assets Now Held

To determine the current cash value (i.e., the net amount that would be received if the asset were converted to cash) of non-liquid assets, the PHA will use the following types of information:

(1) Verification forms, letters, or documents from financial institutions, brokers, etc.
(2) Passbooks, checking account statements, certificates of deposit, bonds, or financial statements from a financial institution or broker.
(3) Market appraisals prepared by stockbrokers (for securities) or real estate agents (for real estate) received directly from the agent.
(4) Real estate tax statements, if tax authority uses approximate market value.
(5) Copies of closing documents from the closing attorney or real estate agent indicating the sales price, distribution of the sale proceeds and the net amount to the Housing Choice Voucher applicant/participant.
(6) Appraisals of personal property held as an investment.
(7) Applicant's signed self-declaration statements or signed affidavits describing assets or cash held at the applicant's home or in safe deposit boxes.
(8) Net income from a business.

b. Assets disposed of for less than Fair Market Value (FMV) during Two Years Preceding Effective Date of Certification or Recertification

(1) For all certifications and recertifications, the PHA will obtain the family's certification as to whether any member has disposed of assets for less than fair market value during the two (2) years preceding the effective date of the certification or recertification.
(2) If the family certifies that they did dispose of assets for less than fair market value, the family will provide certification of: (a) all assets disposed of for less than FMV; (b) the date(s) on which the assets were disposed of; (c) the amount the family received; and (d) the market value at the time of disposition.

c. Savings Account Interest Income and Dividends

(1) Account statements, passbooks, certificates of deposit, etc., if they provide sufficient information and are prepared or signed by the financial institution.

(2) Broker's quarterly statements showing the value of stocks or bonds and the earnings credited the applicant.
(3) IRS Form 1099 from the financial institution, adjusted by the PHA to project earnings for the next twelve (12) months.

d. Interest Income from Sale of Real Property Pursuant to a Purchase Money Mortgage, Installment Sales Contract, or Similar Arrangement
(1) A letter from the accountant, attorney, real estate broker, buyer, or a financial institution stating interest due for next twelve (12) months. (A copy of the check paid by the buyer to the applicant is not sufficient since appropriate breakdown of interest and principal is not included.)
(2) Amortization schedule showing interest for the twelve (12) months following the effective date of the certification or recertification.

e. Rental Income from Property Owned by Applicant
These amounts must be adjusted by the PHA to indicate anticipated income for the next twelve (12) months.
(1) IRS Form 1040 with Schedule E (Rental Income);
(2) Copies of latest rent checks, leases, or utility bills;
(3) Documentation of applicant's income and expenses in renting the property (tax statements, insurance premiums, receipts forreasonable maintenance and utilities, bank statements or amortization schedules showing monthly interest expense).
(4) Lessee's written statement identifying monthly payments due the applicant and applicant's affidavit as to net income realized.

9. Verification of Allowable Deductions from Income

a. Full-Time Student Status
(1) Written verification from the registrar's office or appropriate school official.
(2) School records indicating enrollment for a sufficient number of credits to be classified as a full-time student by the school.

b. Child-Care Expenses
(1) Written verification from the child-care provider specifying the child-care provider's name, address, and phone number, the names of the children cared for, the frequency (number of times the child-care occurs), the rate of pay, and the typical yearly amount paid, including school and vacation periods.
(2) Applicant's certification as to whether any of those payments have been or will be paid or reimbursed by outside sources.

c. Medical Expenses
The term "incurred" shall mean expenses "actually paid for."
(1) Applicant's certification as to whether any of those payments have been or will be reimbursed by outside sources.

(2) Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, etc., of:

(a) the estimated medical costs to be incurred by the applicant and/or regular payments due on medical bills; and
(b) the extent to which those expenses will be reimbursed by insurance or a government agency.

(3) The insurance company's or employer's written confirmation of health insurance premiums to be paid by the applicant.

(4) Social Security Administration's written confirmation of Medicare premiums to be paid by the applicant over the next twelve (12) months.

(5) For attendant care:
(a) Doctor's certification that the assistance of an attendant is medically necessary as well as the hours that care is required.
(b) Attendant's written confirmation of hours of care provided; amounts and frequency of payments received from the family or agency (or copies of canceled checks showing payment).
(c) Applicant's certification as to whether any of those payments have been or will be reimbursed by outside sources.

Supporting Documents
The following items may be used to support certified statements or third-party verifications only. Documents received directly from the family are not acceptable forms of verification. These documents will be placed on the Correspondence side of the family file.
(d) Receipts, canceled checks, or pay stubs that indicate health insurance premium costs, etc., that verify medical costs and insurance expenses also likely to be incurred in the next twelve (12) months.
(e) Copies of payment agreements with medical facilities or canceled checks verifying payments made on outstanding medical bills that will continue over all or part of the next twelve (12) months.
(f) Receipts or other records of medical expenses incurred during the past twelve (12) months that can be used to anticipate future medical expenses. This approach will be used to estimate "general medical expenses" such as non-prescription drugs and regular visits to doctors or dentists, but not for one-time, non-recurring expenses from the previous year.
(g) Medical insurance deductible amounts will be used as a medical expense if the total medical expenses exceed this deductible amount.

d. Medical Need for Larger Unit
A reliable medical source (such as doctor, nurse, or other health care provider) must certify that such arrangements are medically necessary.

e. Assistance to Disabled Attendant Care:

- Attendant's written certification as to: amount received from the applicant/participant or agency; frequency of receipt of amounts paid; hours of care provided; and/or copies of canceled checks applicant/participant used to make those payments;
- Certifications required in paragraph 3(b) below and/or copies of canceled checks applicant/participant used to make those payments.

Auxiliary Apparatus:
- Receipts for purchase of, or evidence of monthly payments for, auxiliary apparatus;
- In cases where the disabled person is employed, a statement from the employer that the auxiliary apparatus is necessary for employment.

In All Cases:
(1) Written certification from a doctor or a rehabilitation agency that the disabled person requires the services of an attendant or the use of auxiliary apparatus to permit the disabled person to be employed or to function sufficiently independently to enable another family member to be employed;
(2) Family's written certification as to whether they receive reimbursement for any of the expenses in paragraphs 1 and 2 above and the amount of any reimbursement received.

10. Verifying Non-Financial Factors

In order to prevent program abuse and determine eligibility for allowances and deductions, the PHA will require applicants and participants to furnish acceptable verification of legal identity, marital status, familial relationships, change in family composition, disability status, and citizen status.

a. Legal Identity

The documents listed below will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required:

(1) Certificate of Birth;
(2) Naturalization Papers;
(3) Valid Driver's License;
(4) U.S. Passport;
(5) State Identification Card;
(6) Baptismal Records;
(7) U. S. Military Papers;
(8) Life Insurance Policy;
(9) School Records;

Acceptable verification of legal identity for children includes one or more of the following:
– Certificate of Birth;

- Adoption Papers;
- Custody Agreement;
- Health and Human Services Identification Card;
- School Records;
- Court Order.

b. Marital Status

A marriage certificate is the only acceptable verification of marital status. To verify divorce status, a copy of all parts of the final divorce decree is required. Verification of a legal separation is a copy of court-ordered maintenance or other court records.

Applicants and/or participants who claim to be related by marriage will be required to furnish proof in the form of legal certificate of marriage. When there are multiple marriages, the last current marriage license must be provided.

c. Familial Relationships

Certification will normally be considered sufficient verification of family composition. In cases where reasonable doubt exists regarding specific family members, the family will be required to provide copies of the documents listed in this section. Applicants and/or participants who claim to be related by blood should be required to submit proof in the form of a personal identification which is acceptable to the PHA, such as marriage License, Driver's License, work ID, etc.

d. Stable Family Relationship (timeframe: at least 1 full year)

(1) Joint bank accounts, purchases or loans;
(2) Prior or current lease or rental agreements showing cohabitation;
(3) Credit report showing residence and joint financial activity;
(4) Life insurance policy.

e. Guardianship

(1) Court-ordered assignment;
(2) Verification from social services agency;
(3) School records.

It is possible to have what appear to be two families in the same household (such as mother and father and daughter with her own children). However, because they have applied as one family, they are considered to be one family.

f. Permanent Absence of Adult Member

If the family reports permanently absent an adult member who was formerly a member of the household, the PHA will consider any of the following as verification:

(1) Husband or wife institutes divorce action or requests legal separation;
(2) Order of protection/restraining order obtained by one family member against another;

(3) Proof of another home address, such as utility bills, lease, or rent receipts;
(4) Statement from the landlord or manager that the family member is no longer living at that location; or
(5) If the family member is incarcerated, a document from the court or prison providing information on the term of incarceration.

g. Disability

Verification form signed by a physician indicating that the person meets HUD's criteria, letters regarding qualification for SSI payments, or proof of residence in an institution or documentation showing hospitalization for a disability.

h. Citizen/Eligible Immigration Status

To be eligible for assistance, individuals must be U.S. Citizens or eligible immigrants. Individuals who are neither may elect not to contend their status. Eligible immigrants must fall into one of the categories specified by the regulations and must have their status verified by U.S. Citizenship and Immigration Services (CIS). Each family member must declare his or her status only once.

Assistance cannot be delayed, denied, or terminated while verification of status is pending except that assistance to applicants will be delayed while the PHA hearing is pending.

(1) Citizens or Nationals of the United States are required to sign a declaration under penalty of perjury.
(2) Eligible Immigrants, who were Participants and sixty-two (62) or over on June 19, 1995, are required to sign a declaration of eligible immigration status and provide proof of age.
(3) Non-citizens with eligible immigration status must sign a declaration of status and verification consent form and provide their original immigration documents which are copied front and back and returned to the family. The PHA verifies that status through the CIS SAVE system. If this primary verification fails to verify status, the PHA must request secondary verification through the CIS within ten (10) days.
(4) Ineligible family members who do not claim to be citizens or eligible immigrants must be listed on a statement of ineligible family members signed by the family member or, if the family member is a minor, the person who is responsible for the minor.

i. Failure to Provide

Applicant or participant family members who fail to sign required declarations and consent forms or provide documents, as required, will be listed as ineligible members. If the entire family fails to provide and sign as required, the family will be denied or terminated for failure to provide required information.

j. Time of Verification

For applicants, verification of U.S. citizenship/eligible immigrant status occurs at the same time as verification of other factors of eligibility for final eligibility determination. For participants, verification will be completed at the first regular recertification after June 19, 1995. For family members added after other members have been verified, the verification occurs at the first recertification after the new members move in. Once verification has been completed for any covered program, it need not be repeated except that, in the case of port-in families, if the initial PHA does not supply the documents, the PHA must conduct the determination.

k. Extension of Time to Provide Documents

Extensions must be given for persons who declare their eligible immigration status but need time to obtain the required documents. The length of the extension shall be based on individual circumstances. The PHA will generally allow thirty (30) days to provide the document or receipt issued by the CIS for issuance of replacement documents.

l. Acceptable Documents of Eligible Immigration Status

The regulations stipulate that only the following documents are acceptable unless changes are published in the Federal Register:

(1) Resident Alien Card (I-551);
(2) Alien Registration Receipt Card (I-551);
(3) Arrival-Departure Record (I-94);
(4) Temporary Resident Card (I-688B);
(5) Employment Authorization Card (I-688B);
(6) Receipt issued by the CIS for issuance of replacement of any of the above documents that shows the individual's entitlement has been verified.

A birth certificate is not acceptable verification of status. All documents in connection with U.S. citizenship/eligible immigrant status must be kept a minimum of five (5) years.

V. BRIEFING OF FAMILIES AND ISSUANCE OF HOUSING CHOICE VOUCHERS

A. BRIEFING NOTICES

Notices of the briefing session are sent to eligible candidates at least fourteen (14) days in advance of the briefing session. If the applicant fails to appear, he/she will be rescheduled for the next briefing session. If the applicant fails to appear a second time, the application will be withdrawn. The applicant family can reapply when the PHA is accepting applications.

B. CONTENTS OF THE BRIEFING

1. The briefing must include information on the following subjects:

a. A description of how the program works;
b. Family and owner/landlord responsibilities;
c. Where the family may lease a unit, including renting a dwelling unit inside or outside the PHA's jurisdiction;
d. An explanation of how portability works:
The PHA will not discourage the family from choosing to live anywhere in the PHA's jurisdiction, or outside the PHA's jurisdiction under portability procedures.
e. An explanation of the advantages of moving to areas outside of poverty or minority concentration.

2. In briefing a family that includes any disabled person, the PHA must take appropriate steps to ensure effective communication in accordance with 24 CFR 8.6.

C. CONTENTS OF BRIEFING PACKET

When a family is selected to participate in the program, the PHA must give the family a packet that includes information on the following subjects:

1. The initial time to locate a unit and PHA policy on any extensions or suspensions of the term. If the PHA allows extensions, the packet must explain how the family can request an extension;

2. How the PHA determines the housing assistance payment for a family including prorated assistance for mixed families who have one or more ineligible family members according to the restrictions on assistance to non-citizen rule;

3. For the voucher program, information on the payment standard and the PHA utility allowance schedule;

4. How the PHA determines the maximum rent for an assisted unit;

5. What the family should consider in deciding whether to lease a unit including

- The condition of a unit
- Whether the rent is reasonable
- The cost of any resident-paid utilities and whether the unit is energy-efficient and
- The location of the unit, including proximity to public transportation, centers of employment, schools and shopping.

6. Where the family may lease a unit. For a family that qualifies to lease a unit outside the PHA's jurisdiction under portability procedures, the information packet must include:

- an explanation of how portability works

7. The HUD-required "lease addendum". The lease addendum is the language that must be included in the lease;

8. The Request for Tenancy Approval form and an explanation of how to request PHA approval to lease a unit;

9. A statement of the PHA policy on providing information about a family to prospective owners/landlords;

10. PHA subsidy standards, including when the PHA will consider granting exceptions to the standards;

11. The HUD brochure on how to select a unit;

12. The HUD lead-based paint (LBP) brochure;

13. Information on Federal, state and local equal opportunity laws, and a copy of the housing discrimination complaint form;

14. A list of owners/landlords or other parties known to the PHA who may be willing to lease a unit to the family, information on www.gosection8.com, or help the family find a unit;

15. Notice that if the family includes a disabled person, the family may request a current listing of accessible units known to the PHA that will be available;

16. Family obligations under the program;

17. The grounds on which the PHA will terminate assistance for a participant family because of family action or failure to act;

18. PHA informal hearing procedures. This information must describe when the PHA is required to give a participant family the opportunity for an informal hearing, and how to request a hearing;

19. HQS Checklist;

20. Procedures for notifying the PHA and/or HUD of program abuses such as side payments, extra charges, violations of tenant rights, and owner failure to repair;

21. Requirements for reporting changes between certifications.

D. EXTENSIONS AND SUSPENSIONS

1. The initial period to locate a unit expires at the end of sixty (60) days from the date of issuance, unless the family has submitted a Request for Tenancy Approval. In order to have the time extended for a period not to exceed an

additional sixty (60) days, the family must request the extension in writing. The Housing Administrator will review requests for extensions. The family must provide documentation regarding circumstances which prohibited them from searching for a unit. The FSS Coordinator will notify the family in writing ofthe approval of the extension or that the voucher has expired.

2. The PHA staff will review with the family the efforts it has made to find a suitable dwelling unit and the problems it has encountered. The staff shall offer advice or assistance which may be helpful in assisting the family locate appropriate and affordable housing. If the PHA determines there is a reasonable possibility that the family cannot locate suitable housing, the PHA will grant an extension for an additional amount of time. In no event shall the time be extended beyond the maximum time limit allowed by Federal regulations.

3. The PHA will grant a family a suspension of the term if the family has submitted a Request for Tenancy Approval during the term of the voucher. The RTA must be returned to the office in person by no later than 5:00 p.m. of the voucher expiration date. If the voucher expires on a weekend or holiday observed by the PHA, the voucher will expire at 5:00 pm on the next business day.

E. OCCUPANCY STANDARDS (pursuant to Federal Register, December 22, 1998)

The PHA's occupancy standards are listed below:

Housing Choice Voucher Size	Min. No. of Persons in Household	Max. No. of Persons in Household	Unit Size	Maximum Occupancy Assuming a Living Room is used as a Living/Sleeping Area
0-BR	1	1	0-BR	1
1-BR	1	2	1-BR	4
2-BR	2	4	2-BR	6
3-BR	4	6	3-BR	8
4-BR	6	8	4-BR	10
5-BR	8	10	5-BR	12
6-BR	10	12	6-BR	14

1. Eligible families will be issued vouchers based on the PHA's subsidy standards. Units shall be occupied by families of the appropriate size (revised 2/10/2010)

2. Generally, two people are expected to share each bedroom, except that vouchers will be assigned based on the smallest size voucher. The following principals govern the size of the voucher that a family bill be issued:

(a) Two (2) people to a room will be required to share a room regardless of the sex or age. The PHA may approve an exception to the rule for a person with disabilities that requires a live in attendant by allowing an additional bedroom to provide for reasonable accommodations. The need for an additional bedroom must be verified by a medical professional, the family composition and circumstances must justify the exception and the PHA must approve an additional bedroom.

(b) Although an unborn child will be counted as a family member in determining voucher size the family will receive the smaller size bedroom. A single expectant mother with no other family members will be assigned to a 1-bedroom.

(c) In determining unit size, GHA will count a child who is temporarily away from the home because the child has been placed in foster care, kinship care, or is away at school.

3. Two persons per bedroom will be used as the standard for the smallest vouchers a family will be assigned. The PHA must make the case that such occupancy levels will not have the effect of discriminating on the basis of familial status.

4. If a person with disability requires a live-in-aide and the live-in-aide has a family of two or more the bedroom size will be determined by using the smallest size bedroom. Overcrowded conditions will also be taken into consideration when determining the smallest size unit for a family.

   The PHA may approve an additional bedroom for medical equipment to provide for reasonable accommodations. The PHA will only approve one (1) additional bedroom to be utilized for medical equipment. The medical equipment must be verified by a medical professional and warrants an additional bedroom.

5. Under the voucher program, the family may select a smaller unit, provided the unit has at least one living/sleeping room for every two people. Their payment standard will be based on the smallest voucher size. The family may also choose to select a larger unit, although their payment standard will be based on the unit size described above.

VI. HOUSING QUALITY STANDARDS AND INSPECTIONS

A. APPLICABLE QUALITY STANDARDS

Any housing unit contracted with the PHA will meet the minimum Housing Quality Standards (HQS) as set forth in 24 CFR 982.401. Local housing codes adopted by PHA must meet or exceed HQS requirements.

B. INITIAL HQS INSPECTION

1. The Initial Inspection will be conducted to:

   a. Determine if the unit and property meet the HQS defined in this Plan.

b. Document the current condition of the unit to assist in future evaluations whether the condition of the unit exceeds normal wear and tear.
c. Document the information to be used for determination of rent-reasonableness.

2. If the unit fails the initial Housing Quality Standards inspection, the family and owner/landlord will be advised to notify the PHA once repairs are completed.

3. The owner/landlord will be given up to fourteen (14) days to correct the items noted as Fail, at the Inspector's discretion, depending on the amount and complexity of work to be done.

4. The owner/landlord will be allowed up to two (2) re-inspections for repair work to be completed, within the allotted time frame.

5. If the time period given by the Inspector to correct the repairs has elapsed, or the maximum number of failed re-inspections has occurred, the family may select another unit.

6. For PHA's with more than 1250 budgeted units, and inspection must be conducted within a reasonable time after the family submits a request for lease approval. If possible, the inspection should be made within fifteen (15) days from the date the unit is available for inspection.

7. The owner and/or landlord will be responsible for ensuring the utilities are on at the time of inspection.

C. ANNUAL/*BIENNIAL* HQS INSPECTIONS

1. Annual inspections shall be conducted at least biennially. Biennial inspections may be applied to units that have consistently passed in years prior. Units eligible for biennial inspections are determined after the annual inspection is completed at the discretion of the inspector with approval from the Housing Administrator.

2. HQS deficiencies which cause a unit to fail must be corrected by the owner/ landlord unless it fails for which the resident is responsible.

3. The landlord and/or family must allow the PHA to inspect the unit at reasonable times with reasonable notice.

4. Reasonable hours to conduct an inspection are between 7:00 a.m. and 6:00 p.m.

5. The landlord and/or family shall be notified in writing at least 10 calendar days prior to the inspection for annual inspections.

6. If the landlord and/or family miss two (2) inspection appointments, the PHA will consider the family to have violated a Family Obligation and their assistance will be terminated in accordance with the termination procedures in this Plan.

7. Time Standards for Repairs

   a. Life-threatening HQS fail items must be corrected by the owner/landlord or resident, if responsible, within twenty-four (24) hours of received written or verbal notification.
   b. For non-emergency items, repairs must be made within thirty (30) calendar days. However, the inspector will have the discretion of requiring certain non-life threatening repairs to be made sooner. Such discretion will be applied to all cases.
   c. Extensions will be granted in lieu of abatement in the following cases:
      - There is an unavoidable delay in completing repairs due to difficulties in obtaining parts or contracting for services;
      - The repairs must be delayed due to climate conditions;
      - The extension will be made for a period of time not to exceed thirty (30) days. At the end of that time, if the work is not completed, the HAP will be abated or the contract terminated.

   e. On all non-life threatening repair items, the HQS inspector, at their discretion, can accept verification of the repair through means other than on-site visits. Proof of repairs must be through verifiable means (i.e. picture of repair or completed repair invoice). Arrangements must be made with the inspector by the landlord or tenant prior to the due date of the repairs. Failed items remotely approved may need to be verified on the next inspection.

D. SPECIAL/COMPLAINT INSPECTIONS

1. If at any time the family or owner/landlord notifies the PHA that the unit does not meet Housing Quality Standards, an inspection will be conducted. For non-emergency items, the family is required to provide written notice to the owner/landlord and allow them a reasonable timeframe for the repairs to be complete.

2. The PHA may also conduct a special inspection based on information from third-parties such as neighbors or public officials.

3. The PHA may inspect only the items which were reported, but if the Inspector notices additional deficiencies that would cause the unit to fail HQS, the responsible party will be required to make the necessary repairs.

4. The inspector will provide the owner/landlord a notice with a copy of the inspection report identifying the HQS violations.

5. If the anniversary date is within 90 days of a special inspection, the special inspection may be categorized as "Annual" and all annual procedures will be followed.

E. QUALITY CONTROL INSPECTIONS

1. Quality Control inspections will be performed by a supervisor or other qualified staff member using the same minimum sample size as is now required for other supervisory quality control reviews pursuant to the SEMAP regulations. The purpose of Quality Control inspections is to ascertain that each Inspector is conducting accurate and complete inspections, and to ensure that there is consistency among Inspectors in application of the HQS.

2. The results of the inspection are reviewed with the Inspector.

3. Housing Quality Standards Control Inspections Reports are compared with Annual Inspection Reports recently completed by inspection staff. Discrepancies between the two (2) inspection reports are evaluated. Discrepancies categorized as Inspector error are catalogued and reviewed with the Inspector. The review is to be instructional and informational, not punitive.

F. LIFE-THREATENING HQS DEFICIENCIES

1. Items of an emergency nature must be corrected by the owner/landlord or resident, whoever is responsible, within twenty-four (24) hours of written or verbal notice by the Inspector. Life-threatening deficiencies are at the discretion of the inspector, but include any items that can cause harm or possible harm to the occupants. Examples include, but are not limited to, loss of environmental controls necessary for heating or cooling during extreme temperatures.

2. If the emergency repair item(s) are not corrected in the time period required by the PHA and the owner/landlord is responsible, the housing assistance payment will be abated and the HAP contract will be terminated.

3. If the emergency repair item(s) are not corrected in the period required and it is an HQS breach which is a family obligation, assistance to the family will be terminated.

G. CONSEQUENCES IF OWNER/LANDLORD IS RESPONSIBLE (NON-EMERGENCY ITEMS)

1. When it has been determined that a unit on the program fails to meet Housing Quality Standards, and the owner/landlord is responsible for completing the necessary repair(s) in the time period specified by the PHA, the assistance payment to the owner/landlord will be abated.

a. A Notice of Abatement will be sent to the owner/landlord, and the abatement will be effective from the day after the date of the failed inspection. The notice is generally for sixty (60), depending on the nature of the repair(s) needed. Abatement withholdings will be based on the daily HAP amount at the time when the abatement period began.
b. The PHA will make every effort to inspect abated units within five (5) to seven (7) days of the owner's/ landlord's notification that the work has been completed.
c. If the owner/landlord makes repairs during the abatement period, payment will resume on the day the unit passes inspection.
d. The PHA will advise owners/landlords and resident of when the re-inspection will take place and request owner/landlord/resident to be present.
f. No retroactive payments will be made to the owner/landlord for the period of time the rent was abated and the unit did not comply with HQS.

2. Termination of Contract

a. If the owner/landlord is responsible for repairs, and fails to correct all the deficiencies cited prior to the repair deadline or extension, the contract will be terminated.

H. DETERMINATION OF RESPONSIBILITY

1. Certain HQS deficiencies are considered the responsibility of the family:

a. Resident-paid utilities not in service;
b. Damaged or tampered utility meters;
c. Failure to provide or maintain family-supplied appliances;
d. Damage to the unit or premises caused by a household member or guest beyond "normal wear and tear" is defined as items which would be charged against the resident's security deposit under state law or court practice.
e Smoke detector maintenance after initial move-in, unless specified in the lease.
f. Failure to allow entry into the unit for inspection. This includes tenant No-Shows.

2. The owner/landlord is responsible for all other HQS violations.

3. The owner/landlord is responsible for vermin infestation unless it can be determined that such infestation is caused by the family's living habits. If such infestation is serious and repeated, it will be considered a lease violation and the owner/landlord may evict for serious or repeated violation of the lease. The PHA will terminate the family's assistance on that basis.

4. The Inspector will make a determination of owner/landlord or family responsibility during the inspection.

5. If the family is responsible but the owner/landlord carries out repairs, the owner/ landlord will be encouraged to bill the family for the cost of the repairs and the family's file will be noted.

I. CONSEQUENCES IF FAMILY IS RESPONSIBLE

1. If non-emergency violations of HQS are determined to be the responsibility of the family, the family shall make any repair(s) or corrections within thirty (30) days. If the repair(s) or correction(s) are not made in this time period, the PHA will terminate assistance to the family. Extensions in these cases must be approved by the Housing Administrator. The owner's/landlord's rent will not be abated for items that are the family's responsibility.

2. If the resident is responsible and corrections are not made, the HAP Contract will terminate when assistance is terminated.

J. ZERO TOLERANCE POLICY

The PHA has a Zero Tolerance Policy.

1. <u>For participants whose original contracts were signed prior to October 1, 1995</u>: If after a move-out inspection is performed, damage to the unit which exceeds the dollar value of one month's contract rent is found, the tenant will have six (6) months to pay the damage claim. During that time the tenant will not be issued another Voucher until the damages are paid in full. If, the damage claim is not repaid in six (6) months, the tenant's assistance will be terminated.

2. <u>For participants whose contracts were signed after October 1, 1995 (not covered by damage claims)</u>: If after a move-out inspection is performed, damage to the unit is found which exceeds the dollar value of one month's contract rent, the tenant will no longer be eligible for continued housing assistance. The owner/landlord must provide the GHA with a written invoice of the damages and estimated cost within fourteen (14) days of the failed move out notice. If the tenant and landlord have agreed to make restitution on the damages that is approved by the PHA the tenant may move with continued assistance.

Tenants, who lose their assistance because of damage to an assisted unit, will be able to reapply for housing assistance after being off the program for 1 full year. This means that they will receive no rental assistance from the Garland Housing Agency until such time as they are able to submit an application, verify all information and be found eligible again. The Voucher that was removed through this policy will be promptly reissued to the next family on the waiting list.

VII. REQUEST FOR TENANCY APPROVAL, RENT REASONABLENESS, DISAPPROVAL OF OWNERS/LANDLORDS, EXECUTION OF LEASE AND HAP CONTRACT, AND RENT INCREASE

A. REQUEST FOR TENANCY APPROVAL

1. The original Request for Tenancy Approval (RTA) must be submitted by the family during the term of the assistance/period of Housing Choice Voucher.

2. The Request for Tenancy Approval must be signed by both the owner/landlord and the family holder before it can be accepted by the PHA.

3. The family is not permitted to submit more than one Request for Tenancy Approval at a time.

4. The Request for Tenancy Approval will be reviewed to determine whether or not it isapprovable.

5. Proof of ownership and/or receipt of payment will be required at the initial RTA submission and at any changes of ownership.

B. RENT REASONABLENESS DETERMINATION AND DOCUMENTATION

1. The PHA will not approve a lease until it is determined that the initial rent to the owner/landlord is a reasonable rent. The PHA must also determine the reasonable rent before any increase in the rent to the owner is approved, and at the HAP contract anniversary if there is a five percent (5%) decrease in the published FMR in effect sixty (60) days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary.

2. The PHA will also determine rent reasonableness when the owner/landlord requests an increase in the rent for a voucher unit.

3. The following items will be used for rent reasonableness documentation:

   - Size (number of bedrooms/square footage);
   - Location;
   - Quality;
   - Amenities (bathrooms, dishwasher, air conditioning, etc.);
   - Housing Services;
   - Age of unit;
   - Unit Type;
   - Utilities;
   - Maintenance.

5. The following basic methodology will be used to certify that the requested rent is reasonable in relation to rents being charged for unassisted units:

   a. PHA collects the required data concerning the unit to be assisted from the Request for Tenancy Approval and during the inspection.
   b. Data from comparable units may be collected from the following sources:
      - Multiple Listing Service;
      - Newspapers and owner/landlord interviews;
      - Other methods as needed;
      - Owner/agent questionnaires;
      - On-site visits.
   c. Data concerning at least three (3) comparables and the assisted unit will be recorded on a Rent Reasonableness Determination (RRD) form. This form will be attached to the inspection records.
   d. The data on the RRD form is analyzed and an approvable rent is determined and recorded on the RRD with the date and name of the staff person.
   e. The analysis will utilize the standard deviation method using rents adjusted for all of the comparable items.
   f. Rent rolls may be requested from owner/agents if needed to determine that rents charged for unassisted units in a complex are favorably comparable to the assisted unit.

6. The PHA may also utilize computer based resources to determine rent reasonableness (i.e. www.gosection8.com).

7. The PHA must re-determine rent reasonableness if directed by HUD. The PHA may elect to re-determine rent reasonableness at any other time. At all times during the assisted tenancy, the rent to owner/landlord will not exceed the reasonable rent as most recently determined or re-determined by the PHA.

8. The owner/landlord will be advised that by accepting each monthly housing assistance payment he/she will be certifying that:

   a. the rent to owner/landlord is not more than rent charged by the owner/ landlord for comparable unassisted units in the premises;
   b. the assisted family is currently occupying the unit; and
   c. the assisted family is not in violation of lease obligations***;*** and
   d. the owner/landlord is in compliance with the terms of the Housing Choice Voucher HAP contract.

C. DISAPPROVAL OF OWNERS/LANDLORDS

The PHA will disapprove an owner/landlord for one or more of the following reasons:

1. The PHA must not approve a unit if it has been informed (by HUD or otherwise) that the owner/landlord is debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24;

2. The owner/landlord has violated obligations under a Housing Assistance Payments contract under Housing Choice Voucher of the 1937 Act (42 U.S.C. 1437f);

3. The owner/landlord has committed fraud, bribery or any other corrupt, criminal or violent criminal activity in connection with any Federal housing program;

4. The owner/landlord has engaged in drug-trafficking;

5. The owner/landlord has a history or practice of non-compliance with the HQS for units leased under the resident-based programs, or with applicable housing standards for units leased with project-based Housing Choice Voucher assistance or leased under any other Federal housing program. This is defined as an owner's/landlord's inability or refusal to comply with HQS resulting in three (3) or more abatements on any property owned by the owner/landlord, within a five (5) year period. Furthermore, Garland Housing Agency will not contract for any new move-ins with this owner/landlord for twenty-four (24) months from the date of the last abatement.

6. The owner/landlord refused, or has a history of refusing, to take action against residents (including household members or guests) who constitute:

   a. a threat to the health or safety of, or right to peaceful enjoyment of the premises by other residents or employees of the PHA, an owner/landlord, or other manager of the housing;
   b. threat to the health or safety of, or right to peaceful enjoyment of the residences by persons residing in the immediate vicinity of the premises;
   c. a threat by being involved in drug-related or violent criminal activity.

7. When directed by HUD, the PHA must not approve a unit if:

   a. The Federal government has instituted an administrative or judicial action against the owner/landlord for violation of the Fair Housing Act or other Federal equal opportunity requirements, and such actions are pending; or
   b. A court or administrative agency has determined that the owner/landlord violated the Fair Housing Act or other Federal equal opportunity requirements; or
   c. If the owner/landlord is the parent, child, grandparent, grandchild, sister or brother of the family, unless the PHA determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities. Stepchildren are eligible as they are not included in section 982.306 (d).
   d. This restriction does not apply to continued tenant based assistance in the same unit.

The provision governing PHA disapproval of the owner/landlord does not apply when a family enters into a new tenancy in the same assisted unit. (See 24 CFR Sec. 982.306)

D. EXECUTION OF THE LEASE AND CONTRACT

1. The PHA will recommend the use of a standard lease.

2. If the owner/landlord does not use the standard lease, the owner/landlord and resident must execute the HUD mandated Lease Addendum after the owner's/ landlord's lease is approved by PHA.

3. The effective date of the lease and HAP Contract shall be on the same date or after the unit passes the HQS inspection.

4. The lease and contract should be executed within thirty (30) days of the effective date.

5. The lease must be consistent with state and local laws.

6. The lease must be generally applied to all residents.

7. Defines "resident's legal capacity" as having legal capacity under state and local law and that "the resident is bound by the terms of the lease and will enforce the lease against the owner".

8. At a minimum, the lease must include:

   a. the residents' and owner's/landlord's name;
   b. the term of the lease (and any conditions of renewal);
   c. the monthly rent to owner/landlord;
   d. specifications regarding which utilities and appliances are furnished by the owner/landlord and which by the resident;
   e. clarifies conditions under which execution of a new HAP contract and PHA approval of the lease would be required:
      - change in owner/landlord or resident provided utilities or appliances;
      - changes in the term of the lease;
      - family move to a new unit in the same building or complex.

9. Change in rent does not necessitate a new contract.

E. RENT INCREASES

1. The owner/landlord must request a rent increase in writing at least sixty (60) days in advance of anniversary date of the contract. The PHA will review each increase to determine whether or not the request is justified.

2. The adjustment in the rent will be:

   - the rent reasonableness determination.

3. Owners/landlords may request and HUD may approve a special rent increase pursuant to the HAP Contract.

F. MANUFACTURED HOMEOWNERS LEASING PAD

The subsidy amount for expenses associated with pad leasing for mobile homeowners have been increased from thirty percent (30%) of the two-bedroom FMR to forty percent (40%).

G. LATE CHARGES

The Garland Housing Agency Housing Administrator will determine whether or not late charges will be paid. If a decision is made to pay a late charge it must be paid according to state and local law. Any other request will be given consideration but will not be paid if determined unreasonable, by the PHA.

VIII. PAYMENT STANDARDS

A. Each year, the PHA will establish Payment Standards between 90-110% of the current Fair Market Rent. HUD approval will be obtained if subsidy amount is below or above established FMR. If below FMR, HUD will not approve if more than forty percent (40%) of the PHA's participants are paying a family share above thirty percent (30%) of adjusted monthly income.

B. When the Payment Standard is adjusted, staff will make the appropriate changes during the family's annual reexamination.

C. Factors that the PHA will review on an annual basis, within sixty (60) days of the publication of the Fair Market Rents schedule, include the following:

1. participant rent burdens (percent of Tenant Rent to adjusted household income);

2. participant rent burden relative to the quality of units selected by participant families;

3. participant rent burden relative to availability by bedroom size;

4. actual contract rents for specific bedroom sizes;

5. actual rent increases for participating households;

6. the applicable annual adjustment factor(s) which may be an indication of the prospective average percent of rent increases;

7. the average time period for finding eligible housing;

8. rent reasonableness data;

9. the local vacancy rate; and

10. prior approved rent exceptions will apply.

D. If the payment standard is decreased, affected families are protected from having their family share increased as a result of the first twenty-four (24) months of the HAP contract. The regulations stipulate that during the time, the family's payment standard is:

1. The initial payment standard used for the family while under the contract (minus any amount by which the initial rent to owner exceeds current rent to owner); or

2. The payment standard determined at the family's most recent regular reexamination.

E. MAXIMUM INITIAL RENT BURDEN

1. Families receiving initial assistance or moving after October 1, 1999; will not pay more than forty percent (40%) of Annual Income;

2. This does not apply if family stays in unit; and

3. Is applicable with each move.

F. PROCEDURES FOR EVALUATION

During the annual evaluation process, the PHA will use the above data to determine what impact an increase in the payment standard will have on the number of families who can be assisted.

IX. OWNER/LANDLORD RESPONSIBILITY FOR SCREENING RESIDENTS

A. OWNER/LANDLORD SCREENING

1. Listing a family on the PHA waiting list, or selecting a family for participation in the program, is not a representation by the PHA to the owner/landlord about the family's expected behavior, or the family's suitability for tenancy. At or before PHA approval to lease a unit, the PHA must inform the owner/landlord that the PHA has not screened the family's behavior or suitability for tenancy and that such screening is the owner's/landlord's own responsibility.

2. Owners/landlords are permitted and encouraged to screen families on the basis of their tenancy histories. An owner/landlord may consider a family's background with respect to such factors as:

a. payment of rent and utility bills;
b. caring for a unit and premises;
c. respecting the rights of others to the peaceful enjoyment of their housing;
d. drug-related criminal activity or other criminal activity that is a threat to the life, safety or property of others; and
e. compliance with other essential conditions of tenancy.

B. PHA INFORMATION ABOUT RESIDENT

1. If requested in writing, the PHA must give the owner/landlord:

a. The family's current address (as shown in the PHA records); and
b. The name and address (if known to the PHA) of the owner/landlord at the family's current and prior address.
c. Information in the PHA possession about the family, including information about the tenancy history of family members, or about drug-trafficking by family members

2. When a family wants to lease a dwelling unit, the PHA will offer the owner/ landlord other information in the PHA possession, about the family, including information about the tenancy history of family member, or about drug-trafficking by family members. If the PHA provides additional information to item 1. above, it will have clear, written procedures describing what information will be released and how it will be provided. Only information that is either public record or first-hand knowledge by the PHA will be provided. The PHA's legal counsel will approve the written procedures.

3. The PHA must give the family a statement of the PHA's policy on providing information to owners/landlords. The statement must be included in the information packet that is given to a family selected to participate in the program.

4. The PHA will limit use and disclosure of family information obtained through release and consent procedures solely for program administration purposes.

X. PAYMENTS TO OWNERS/LANDLORDS

A. CONTROLS AND ACCOUNTABILITY

1. All payments are computed according to HUD approved formulas and schedules.

2. New contracts are dated on or after the unit have been approved.

3. Computations are reviewed before being submitted to the Finance department for payment.

4. A payment register is maintained to monitor timeliness and accuracy.

5. The owner/landlord will not charge extra for items customarily included in rents in the locality or provided at no additional cost to the unsubsidized residents on the premises.

6. The GHA will not pay HAP for units not under contract. Tenants that move in early prior to the contract being signed by the landlord and GHA will be responsible for paying the rent until the contract has been approved. The housing administrator can waive these under certain circumstances.

7. GHA will pay HAP payments for the month in which a person dies and no further months will be paid. In addition, if a family has given notice to move and they vacate the unit prior to the end of the month, the monthly HAP will be prorated and if a family moves into a unit after the 1st of the month, the HAP payment will be prorated for the month.

B. BASIC PROCEDURES

1. Annual rent increases are effective the first of the month.

2. Request for payments are submitted by no later than the 3rd week of each month to insure that payments can be reviewed for accuracy and so that payments are made in a timely manner to the owners/landlords.

3. All Housing Assistant Payment (HAP) will be made by direct deposits to the landlord.

C. HAP LATE PAYMENTS TO OWNERS/LANDLORDS (24 CFR Sec. 982.451)

HAP contract provides for penalties against the PHA. To assess such fees, the policy and practice must meet the following criteria:

1. The penalties follow the generally accepted practice and law in the local housing market;

2. The owner/landlord charges both assisted and non-assisted residents;

3. The owner/landlord charges the resident for late rent payments;

4. PHA will not be penalized for circumstances that are beyond their control; this may include but is not limited to: owner/landlord change in address, owner/landlord change in bank information, availability of housing funds, delay due to mail or postal inefficiency and if notified by the City of Garland that tax information for payment purposes is not consistent with IRS records.

5. The HAP payment is considered received once it has been mailed by the PHA;

6. The first HAP payment of a contract is not considered for a late payment.

XI. ANNUAL AND INTERIM PARTICIPANT RE-CERTIFICATION

A. ANNUAL PARTICIPANT RE-CERTIFICATION

1. Reexamination of family income and composition will be conducted at least annually for families in the Housing Choice Voucher Program. The family will be requested to provide information on income, assets, allowances and deductions, and family composition at least annually.

2. Families will be obligated to supply any information that the PHA or HUD determines is necessary for use in regularly scheduled reexaminations or an interim reexamination.

3. The PHA will conduct a criminal background check for each member of the household who is eighteen years of age or older. The PHA will end assistance for any family with a history of violent crime within the last 10 years or drug activity within the last five except when protected under the Violence Against Women Act.

4. Families must submit consent forms for obtaining wage and claim information from Federal, State, or local agency to furnish or release to the PHA such information determined necessary.

5. The PHA will obtain and document in the family's file the third-party verification received or document why it is not available.

6. The annual re-certification date shall be the first of the month in which the lease was executed.

7. When families move to another dwelling unit, an annual re-certification will be scheduled.

8. Income limits will not be used as a test for continued eligibility at re-certification except when the Head of Household or Co-head has been previously determined to be a non-independent student.

9. Reexamination Notice to the Family

    a. The PHA will maintain a re-examination tracking system and at least ninety (90) days in advance of the scheduled annual reexamination effective date, the head of household will be notified by mail that she/he is required to attend an reexamination interview on a specified date (or rescheduled in advance if the scheduled date is unacceptable).
    b. The notice will inform the family about what documents the family must bring to the re-certification interview.

c. If requested as an accommodation by a person with a disability, the PHA will provide the notice in an accessible format.
d. A home-visit or telephone interview may be conducted for elderly or disabled clients.
e. If requested by an elderly or disabled client, a family representative or social service representative may assist with the process.
f. All family members eighteen (18) years of age or older must attend the annual reexamination appointment.

10. Verification of Information Provided

a. The PHA will use the highest level of verification methods for wages and salaries. Starting with the Upfront Income Verification (UIV), computer matching a state wage information collection agency (SWICA) to obtain wage information electronically, by mail or fax or in person. Also agreements with private vendor agencies, such as "The Work Number" or "Choice Point: and HUD systems will be used to obtain wage and salary information. When the highest level of verification methods cannot be obtained, the PHA will document the file and use the written third-party verifications whenever possible. If third-party verifications are not returned by the given deadline, oral verification method will be used by contacting the independent source by telephone. Other documents provided by the resident may be used for verification.
b. The PHA will follow the verification procedures and guidelines described in this Plan. Verifications for reexaminations must be less than one hundred twenty (120) days old.
c. For families with zero income reexamination is scheduled no less than every thirty (30) days. The family is required to provide proof of assistance by methods of contribution letter, receipts or completing an expense form at the agency's request.

B. CHANGES TO TENANT RENT

1. When the family income information is analyzed, and all other annual re-certification requirements have been met, the Tenant Rent will be recalculated.

2. The PHA will notify both the owner/landlord and resident in writing of the new rent shares.

3. If there is a tenant rent increase from employment to another employment, Social Security, or VA Benefit increase, the family will be required to report changes at the annual recertification period. The new rent change will go into effect following a full thirty (30) day notice prior to the first of the month**.** (If there has been misrepresentation by the tenant, or if the tenant caused a delay in the reexamination processing, an increase in rent will be made retroactively).

4. If less than thirty (30) days are remaining before the anniversary date, the tenant rent increase will be effective on the first of the month following the thirty (30)-days' notice.

5. If there is a rent increase from contributions, TANF, and unemployment, self-employment, child support, zero income to employment, or Social Security, VA benefits, pension or any other substantial income the new change will be effective on the first of the next following month prior to the reported change.

6. If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the reexamination processing, there will be a retroactive increase in rent to the anniversary date or at the discretion of the PHA, the tenant may be placed on a repayment agreement, terminated from the program if the amount exceeds $5000 and/or face possible prosecution by the Office of the Inspector General of HUD.

7. If there is a rent decrease, it will be effective on the scheduled effective re-examination date (unless the family has caused a delay in re-examination processing).

8. Retroactive rent is charged when the participant has failed to provide information within the required time period.

9. Rent will be prorated when a mixed family is not eligible for continued assistance or deferral of termination; chooses not to defer termination; or is at the end of the deferral period. The total housing subsidy is calculated in the usual manner for either assistance program, using income for all family members. Proration is calculated by multiplying the total subsidy by a fraction which shows the number of eligible family members as the top number and is divided by the number of total family members as the bottom number.

C. FAILURE TO RESPOND TO ANNUAL RE-CERTIFICATION NOTICE

1. The written notification must state which family members are required to attend the interview. The family may call to request another appointment date up to one (1) day prior to the interview.

2. If the family fails to appear for the re-certification interview, and has not rescheduled or made prior arrangements with the PHA, the PHA will reschedule a second appointment.

3. If the family fails to appear for the second appointment, and has not rescheduled or made prior arrangements, the PHA will send the family notice of termination and offer them an informal hearing.

4. Exceptions to these policies may be made if the family is able to document an emergency situation that prevented them from canceling or attending the

appointment or if requested as a reasonable accommodation for a person with a disability.

5. Participants will be mailed notices of a maximum of two (2) scheduled reexamination appointments. Extenuating circumstances may be considered at the discretion of the PHA. The second appointment notice must be mailed within 10 days, allowing the participant ten (10) business days for the next scheduled appointment.

D. INTERIM REEXAMINATIONS

Garland Housing Agency (GHA) will conduct interim reexamination of the family income, family composition and other eligibility factors to adjust the Total Tenant Payment for the following reasons:

Increases

1. Families are required to report all increases and assets within fifteen (15) business days of the date the change takes effect. In order for the change to be processed, program participants must provide all of the necessary/information or documentation necessary to verify the change.

2. GHA will only conduct interim reexaminations when families have an increase in income of $200 or more per month. When the increase in gross income is less than $2400 for the year, GHA will wait till the next annual reexamination to verify and re-determine any change in rent.

3. Families participating in the Family Self-Sufficiency (FSS) Program will have an interim reexamination for any increase in earned income. When the increase in unearned income for an FSS family is less than $2,400 for the year, GHA will wait until the next annual reexamination to verify and re-determine any change in rent.

Decreases

1. GHA will review all changes which should be considered when determining the rent adjustment. GHA will not lower the rent for payments due to a temporary loss of income of less than one month (30 days) or less duration. In circumstances in which the family reports multiple changes to income reported within a short period of time, before verifications can be obtained; the interim change shall reflect the last job reported. (For example, 3 different jobs report for the same member, within a 4 week period, the interim change will reflect the last job reported to GHA.

Temporary or Sporadic Employment

1. For a Family member who worked temporary or sporadic employment for the past 12 months, GHA will anticipate the next 12 months of earnings using the past income to reflect the future income.

Optional Reporting

The family may request an interimreexamination any time the family has experienced a change in circumstances since the last determination **[24 CFR 982,516(b)(21)].** The PHA must process the request if the family reports **a** change that will result in a reduced family income **[HCV GB p.12-9]**

If the family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced **[24 CFR 5.6151].**

If the family reports a change that was not required to report and th**at** would result in an increase in the family share of rent, the PHA will note the information in the tenant file, but will not conduct and interim reexamination.

If the family reports a change that was not required and that would result in a decrease the Garland Housing Agency will conduct an interim reexamination.

Families that report (0) zero income will be required to complete a no income affidavit and zero income questionnaire. GHA will monitor the family's zero income status every 30 days. The family is required to report income by the end of 60 days or sooner. If the family does not have income by the end of 60 days, GHA will require the family to fill out an expense worksheet and estimate monthly expenses on bills paid, cost of food, gasoline expenses, car payments, contributions from other family members or friends etc. The estimated expenses will be used has income for the family until which time they report other income they are currently receiving.

The family must notify GHA of changes in writing by filling out the Change of Income/Family Composition Form and the attached forms. Changes and verifications of the change must be reported within fifteen (15) business days of the date the change takes effect. Generally the family will not be required to attend an interview for an interim reexamination. However, the family may be required to attend an office appointment, if GHA determines that an interview is warranted.

Effective Dates

If the family share of the rent is to increase:

The increase will be effective on the first (1st) day of the month, 30 days after the change was reported.

If the family fails to report a change within the required timeframe, or fails to provide all required information within the required time frames, the family will be placed on

a 30 day repayment plan and will required to repay the overpaid subsidy in full. If, the repayment of the overpaid subsidy is not paid in full the family will be terminated.

If the family share of rent is to decrease:

The decreases will be effective on the first day of the month following the date the change was reported and all required documentation was submitted. In cases where the change cannot be verified until after the date the change would have been become effective, the change will be made retroactively.

E. PUBLIC ASSISTANCE BENEFIT CHANGES

1. If the welfare or public assistance benefits of a covered family are reduced because of an act of non-compliance with program requirements or fraud by a member of the family under the law or program, the amount required to be paid by the covered family as a monthly contribution toward the rent will not be decreased as a result of that benefit reduction during the period of reduction, as a result of any decrease in the income of the family (to the extent that the decrease in income is a result of the benefits reduction). The reduction of benefits due to non-compliance with program requirements or fraud must be verified by written notification from the welfare agency.

2. A family's loss of welfare benefits due to the expiration of the lifetime limit will not be considered as failure to comply and the rent will be lowered.

F. REQUIREMENTS TO ADD TO FAMILY COMPOSITION

The PHA is required to amend the lease when there are additions or deletions to the family composition. The following requirements pertain to family additions:

1. Minors

   a. The PHA will require birth verification, social security numbers and/or proof of guardianship (if applicable) for minors. Failure to provide social security number will result in termination of assistance for failure to comply with program requirements.
   b. Legal guardianship will be required when the participant is caring for minor children of a relative or friend. Documentation may include verification from the Department of Public Health and Social Services that the participant is the guardian of said minor child.

2. Persons eighteen (18) years of age or older:

   a. When the participant requests an adult person (defined as someone 18 years of age or older) be added to the family composition, the following will be required:

(1) Photo identification, social security number, verification of income and other eligibility related requirements. The individual will be required to sign HUD form 9886 (Release of Information);
(2) Background screening will be conducted for criminal activity prior to authorizing approval to add an adult person to family composition and the PHA will determine, after receipt, of the report the acceptability of this adult member in the same manner other applicants are screened for appropriate behavior.
(3) If the individual is found to have no criminal history background check record, the PHA will add the adult member to the family composition.
(4) If the individual is found to have a criminal history background record, the PHA may deny the admission and addition to the lease.
(5) The PHA will consider any violent criminal or drug-related criminal activity as grounds to deny admission, unless the individual can prove rehabilitation.
(6) Because the adult member who wished to be added has no formal relationship with the PHA, she/he will not be afforded a review of the reasons for denial.

b. The participant may request an informal hearing as outlined in the Administrative Plan.

XII. TERMINATION OF ASSISTANCE

A. BASIC POLICY

The PHA will terminate assistance for a family because of the family's action or failure to act. The PHA will provide families with a written description of the family obligations under the program, grounds under which the PHA can terminate assistance, and the informal hearing procedures.

B. REASONS FOR TERMINATIONS

1. A family must not engage in drug-related criminal activity, violent criminal activity, or other criminal activity, including criminal activity by any family member.

2. A family must not engage in the abuse of alcohol to the extent that the abuse interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Drug-Related Criminal Activity means: the illegal use or possession for personal use, manufacture, sale or distribution or the possession with intent to manufacture, sell or distribute a controlled substance (as defined in the Controlled Substance Act.).

3. The PHA will not terminate assistance for such use or possession by a family member, if the family member can demonstrate that he/she:

   a. has an addiction to a controlled substance, has a record of such impairment, or is regarded as having such an impairment; and
   b. is recovering or has recovered from such an addiction and does not currently use or possess controlled substances. In this instance, the PHA shall require the family to submit evidence of participation in, or successful completion of a treatment program as a condition of continued assistance for the family or to allow the affected family member to reside in the assisted units.

4. Violent criminal activity includes any criminal activity that has as one of its elements the use, attempted use or threatened use of physical force against the person or property of another.

5. Abuse of alcohol includes behavior or a pattern of behavior of any Housing Choice Voucher program participant and any family member and/or guest that as a result of the abuse of alcohol interferes with the health, safety, or right of peaceful enjoyment of the premises by other residents.

6. As a measure to determine whether the person has violated this family obligation, one of the following situations must be present:
   a. There has been a criminal offense, arrest, or conviction for engaging in drug-related criminal activity within the last five (5) years and/or a history for violent criminal activity, including criminal activity by any family member within the last ten (10) years,
   b. There must have been an arrest within the prior twelve (12) months for engaging in drug-related criminal activity or violent criminal activity (as defined above) including criminal activity by any family member, which did or did not result in a conviction,
   c. The family has been evicted from federally-assisted housing in the last five (5) years (see 24 CFR Sec. 982.552) for engaging in drug-related criminal activity or violent criminal activity (as defined above) including criminal activity by any family member;
   d. Drug-related or criminal activity in, on or near the premises by any tenant, household member, or guest, and any such activity engaged in on the premises by any other person in the tenant's control.
   e. The PHA has acquired/been presented with the preponderance of evidence that the family, including any family member, is engaging in drug-related criminal activity or violent criminal activity or other criminal activity or alcohol abuse, regardless of whether the family member has been arrested or convicted for such activity.
   f. If the PHA poses to terminate assistance for criminal activity as shown by a criminal record, the PHA must provide the subject of the record and the participant with a copy of the criminal record. The PHA must give the family an opportunity to dispute the accuracy and relevance of that record, in accordance with Sec. 982.554.

      The Garland Housing Agency will not add a family member to the lease, if

the family members has a history of violent criminal activity within the last ten (10) years or a history of drug related criminal activity within the last five (5) years.

7. Families who are guilty of program abuse or fraud in any Federal Housing Assistance program. (This presupposes that the program abuse or fraud is substantiated and that a Repayment Agreement was not entered into.)

8. Families who have violated one of their family obligations.

   The family (including family members) must not:

   a. Commit any serious or repeated violations of the lease. Unpaid rent is a serious violation of the lease and if the head of the household is evicted or moves for non-payment of rent, the family will be terminated from the program.
   b. Allow an unauthorized occupant without acquiring written approval from the landlord and PHA.
   c. Any unapproved person(s) visiting with the tenant longer than specified in rental agreement or ten (10) days (whichever comes first) must contact the PHA to add said person(s) to the lease. Any family with unapproved person(s) visiting must have written approval from the Landlord and a copy of that approval must be provided to the PHA if visitor(s) are allowed an extension to visit longer than the time period indicated in the lease. Refusal to adhere to this policy is grounds for immediate housing termination.

9. Families whose Total Tenant Payment is sufficient to pay the full gross rent and where 180 days has elapsed since the PHA's last HAP payment was made.

10. Families whose appropriate household members do not provide their Social Security information and documentation within the time required and specified by the PHA.

11. Families who fail to comply with HUD requirements for assistance to non-citizens.

12. Income limits are solely used to determine eligibility for initial applicants. Income limits are not a consideration for termination of assistance once the family is under lease and contract and already "on the program."

    However, the following examples will be reasons for termination of assistance:

    - if the family did not report an interim change in family composition or income, etc., which they were required to report, the PHA would determine how much the family owed the PHA, due to the unreported or untimely reported information.

- if the PHA entered into a Repayment Agreement with the family, • if the family stops paying on their Repayment Agreement, the family will be under the termination of assistance procedures above.

14. If a participant signs an agreement with an owner/landlord to pay for the owner/ landlord to repair resident-caused HQS fail items, and the participant fails to repay the owner/landlord pursuant to said agreement, assistance will be terminated.

15. If a household member is fleeing to avoid prosecution, or custody or confinement after prosecution for a crime that is a felony under the law of the place from which the individual flees, (in the case of the State of New Jersey is a high misdemeanor).

16. If a family member has violated or is violating a condition of probation orparole imposed under Federal or State law.

17. If any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

18. Families that are terminated for violation of Family Obligation will be required to remain off the program for one (1) year before reapplying.

C. INSUFFICIENT FUNDING

The PHA may terminate HAP contracts if the PHA determines, in accordance with HUD requirements, that funding under the consolidated ACC is insufficient to support continued assistance for families in the program. The PHA will determine whether there is sufficient funding to pay for currently assisted families. If the PHA determines there is a shortage of funding, prior to terminating any HAP contracts, the PHA will determine if any other actions can be taken to reduce program costs. If after implementing all reasonable cost cutting measures there is not enough funding available to provide continued assistance for current participants, the PHA will terminate HAP contracts as the last resort. The local HUD Field office will be informed and the PHA will terminate the minimum number needed in order to reduce HAP costs to a level within the PHA's annual budget authority. The order of termination will be evaluated at the time of termination to affect the least number of families.

D. VIOLENCE AGAINST WOMEN ACT and Justice Department Reauthorization Act 2005 (VAWA)

1. Criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance if the tenant or an immediate member of the tenant's family is the victim or

threatened victim of abuse. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence and will not be "good cause" for termination of the assistance of a victim of such violence.

2. The PHA responding to an incident or incidents of actual or threatened domestic violence, dating violence, or stalking that may affect a tenant's participation in the housing program to request in writing that an individual complete, sign and submit, within 14 business days of the request, a HUD-approved certification form. On the form, the individual certifies that he/she is a victim of domestic violence, dating violence, or stalking, and that the incident of incidences in question are bona fide incidences of such actual or threatened abuse. On the certification form, the individual shall provide the name of the perpetrator.

3. In addition to the certification form, a tenant may be required to provide the PHA: a Federal, State, tribal, territorial, or local police record or court record; documentation signed and attested to by an employee, agent, or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under the penalty of perjury (28 U. S. C. 1746) to the professional's beliefs that the incident or incidents in question are bona fide incidents of abuse.

4. The PHA will require the participant to come into the office to pick up the certification form and will work to make sure that the delivery of the form to the PHA will not put the participant at risk.

5. If the individual does not provide the form HUD-50066 by the 14th business day or any extension of that date provided by the PHA, protections afforded to the victim of domestic violence, dating violence, or stalking by sections 606 or 607 will apply. The PHA will therefore be free to terminate assistance, in the circumstances authorized by otherwise applicable law and lease provisions, without regard to the amendments made by Sections 606 and 607.

6. PHA's must notify participants of their rights under VAWA, which includes the existence of the HUD form to declare they are victim or domestic violence. All information provided to the PHA relating to the incident(s) of domestic violence, including that an individual is a victim of domestic violence, dating violence, or stalking, must be retained in confidence by the PHA or owner, and will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is (i) requested or consented by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance, or(ii) otherwise required by applicable law.

7. To request an emergency move the tenant shall notify the HA office and submit a written request The PHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency move should include either:

    a. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the PHA's program; or

b. (2A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

8. Portability- A participant will not be denied portability to a unit located in another jurisdiction so long as the tenant has complied with all other requirements of the Housing Choice Voucher program and has moved from the unit in order to protect the health or safety of an individual member of the household who is or has been the victim of domestic violence, dating violence, sexual assault or stalking and who reasonably believes that the head of household or other family be member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit

E. ZERO HOUSING ASSISTANCE

1. If the Total Tenant Payment is equal to the Contract Rent or the Payment Standard, then the owner/landlord will no longer receive an assistance check from the PHA. The family will be notified that the zero housing assistance is available for six (6) months. At that time, if there have been no changes which reflect the ability for the PHA to provide monetary assistance on the contract, the contract and the family's assistance will be terminated.

2. This determination does not preclude the family from asking to terminate assistance immediately, nor does it impact any rights under the lease.

3. Families whose assistance is terminated under this instance will have to reapply for assistance when PHA is accepting applications.

F. COMPUTER MATCHING (24 CFR 5.211)

The PHA along with the Department of Housing and Urban Development will conduct a computer matching initiative in order to provide an independent source for verifying resident income. The matched information regarding income, earnings, wages, or unemployment compensation will be disclosed to the assisted family. The family must take appropriate action. Appropriate action may include, but not necessarily be limited to review of information with the client and changing the family's rent as needed. If a documented case of fraud is verified, the PHA will take action to recover excess housing assistance received by the resident due to unreported income.

XIII. UTILITY ALLOWANCES

A. The Utility Allowance Schedule is used to determine how much credit the assisted family will be given for estimated utility cost. If the family pays for some or all utilities, the Housing Choice Voucher office will provide the family with a utility allowance. The allowances are based on actual rates and average consumption.

B. The utility allowance is given as a reduction in the resident's portion of rent to be paid to the owner/landlord. The Total Tenant Payment is reduced by the utility rate since the last revision.

C. The PHA's Housing Choice Voucher office will review the Utility Allowance annually and adjust if there is a ten percent (10%) or more change in the utility rate since the last revision.

D. Approved utility allowance schedule(s) are provided to families at the briefing sessions when the family receives initial or continued assistance.

E. The PHA will use the utility allowance for the actual voucher or unit size whichever is smaller and will consider a special higher utility allowance as reasonable for a disabled person.

F. Allowances will be established for families who supply the range and refrigerator.

G. A single utility allowance will be used by the Garland Housing Agency. This utility allowance will be based on rates provided by Garland Power & Light, and will be the lesser of the rate for a single family unit vs. a multi-family unit.

XIV. PORTABILITY

A. OUTGOING HOUSING CHOICE VOUCHERS

1. Housing Choice Voucher Waiting List Applicants who are or were residents of the PHA's jurisdiction at the time of their original application may elect to exercise their option to use the portability features of their housing assistance. The area of operation of the PHA is geographically defined as the Garland, Texas city limits and units found with in Dallas County, Collin County, Rockwall County, areas in Denton County south and east of Lake Lewisville and Kaufman County west of Terrell and north of Highway 175.

2. Housing Choice Voucher waiting list applicants, who reside in areas outside of its jurisdiction (defined above) at the time of their original application, must utilize their assistance within the jurisdiction for at least twelve (12) months before being able to relocate to another jurisdiction.

3. Family Self-Sufficiency (FSS) program participant(s) must reside in the jurisdiction for at least twelve (12) months.

4. Participants will not port-out if they are in violation of family obligations or if they owe a balance due to the PHA relative to the Housing Choice Voucher or Public Housing programs.

5. A portable family transferring between programs must be income-eligible for the area where the family leases an assisted unit. This requirement applies if the family is transferring from the initial PHA program to the receiving PHA Housing Choice Voucher Program.

6. If a portable family was already a participant in the initial PHA Voucher program, income eligibility is not re-determined unless the family transfers between the programs.

7. The PHA follows the portability requirements of 24 CFR 982.553-555 and any subsequent regulations, notices, memos or directives from HUD regarding the administration of portability under Housing Choice Voucher.

B. RECEIVING PHA (see 24 CFR 982.355)

1. The receiving PHA is required to provide assistance to porting families unless the family has breached its obligations.

2. The receiving PHA will conduct a criminal background check per policy for all income portable families. Ineligible families will be referred back to their initial housing authority.

3. The PHA will require that that family is in good standings with the initial PHA and that all screening processes has taken place before allowing the family to lease up in the receiving PHA's jurisdiction.

4. Portability admissions are counted against the initial PHA's income targeting requirement (75% of extremely low-income admissions) - unless the receiving PHA absorbs the family (24 CFR 982.201).

XV. MOVES WITH CONTINUED TENANT-BASED ASSISTANCE

A. ELIGIBILITY TO MOVE

1. The assisted lease for the old unit has terminated. This includes a termination because:

   a. The PHA has terminated the HAP contract for the owner's/landlord's breach; or
   b. The lease has terminated by mutual agreement of the owner/landlord and the resident; or
   c. The lease expired and either the owner/landlord or resident decided not to renew.
   d. If the family has damages that exceed the first month's rent, the family will not be allowed to move to another unit unless the damages are paid in full.
   e. The family will be allowed to move if they are not being evicted or terminated for violation of Family Obligation, or the owner/landlord has given the resident a notice to vacate, or has commenced an action to evict the resident, or has obtained a court judgment or other process allowing the owner/landlord to evict the resident.
   f. The family has a source of household income.

2. The resident has given proper notice of lease termination after the first year.
3. Families with no income will not be allowed to relocate unless the unit does not meet HQS and/or the landlord has agreed to release the family from their lease and they have not violated any family obligations.

B. HOW MANY MOVES

1. A participant family can move one time with continued assistance under the program, either inside the jurisdiction or under the portability procedures during any one-year period. (See 24 CFR Sec. 982.314)

2. The family will not move during the initial term of the lease. (See 24 CFR Sec. 982.314)
The family may or may not be required to move if the family is over housed or under housed and the unit cost is not within the Payment Standard of the certified voucher size for the family.

3. The PHA will deny a request to move for the following reasons:

   a. the participant intentionally causes the unit to fail housing quality standards;
   b. the participant owes an amount to the PHA or another PHA in connection with Housing Choice Voucher a balance due;
   c. the participant has violated any family obligation;
   d. the PHA may, at its discretion, suspend moves if such suspension is as a result of budgetary cuts;
   e. the participant is currently reporting zero income.

4. Failure to provide at least thirty (30) days written notice of intent to move may result in termination of assistance.

5. Agreement to Remain in Occupancy

   a. If the family does not locate a new dwelling they will be required to submit an "Agreement to Remain in Occupancy".
   b. The assisted tenancy will be extended for any period of time mutually agreed upon by the owner/landlord and resident.
   c. In an absence of the Agreement to Remain in Occupancy HAP payments and the HAP contract will terminate at the end of the thirty (30)-day Notice to Move issued by the resident.

C. NOTICE OF FAMILY MOVE

1. The Owner is permitted to require the family to give at least a thirty (30) day termination notice. (See 24 CFR Sec. 982.309)

2. The family must give proper notice and the notice must be signed and dated by the owner/landlord and a copy provided to Garland Housing Agency.

3. If the family wants to move to a new unit that is located outside the initial PHA jurisdiction, the notice to the PHA must specify the area where the family wants to move.

XVI. FAMILY BREAK-UP

A. PHA DISCRETION

1. The PHA has discretion to determine which members of an assisted family continue to receive assistance in the program if the family breaks up.

2. The decision to determine who continues to receive the assistance will be made by the Housing Administrator.

B. CRITERIA

The factors to be considered in making this decision will include:

1. whether the assistance should remain with family members remaining in the original assisted unit;

2. the interest of minor children or of ill, elderly or disabled family members;

3. whether family members are forced to leave the unit as a result of actual or threatened physical violence against family members by a spouse or other member of the household; or

4. other factors specified by the PHA.

C. COURT ORDERS

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement or judicial decree, the PHA is bound by the court's determination of which family members continue to receive assistance in the program.

D. REMAINING MEMBER OF TENANT FAMILY

1. The Housing Choice Voucher office will assist an individual left in an assisted housing unit who may or may not otherwise qualify for assistance under their own circumstances.

2. A single adult (whether elderly or non-elderly, displaced or non-disabled, children in residence/household or no children present) will become the head of household.

3. A live-in aide will not be considered a remaining member of the resident family by definition.

4. A minor child(ren) will not be allowed to retain status of remaining family member(s) unless:

- The court has awarded emancipated minor status to the minor; or
- An income eligible court appointed or legal guardian moves into the unit with the minor child(ren).

5. If both parents must leave the household and the Department of Social Services and/or the Juvenile Court has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the Housing Choice Voucher office will treat that adult as a visitor for sixty (60) days.

   a. After that period, the Housing Choice Voucher office will determine whether court awarded custody or legal guardianship has been granted to the caretaker.
   b. If so, the assistance will be transferred to the caretaker.

XVII. ABSENCE FROM UNIT

A. TIME LIMITS

1. The family may be absent from the unit for brief periods. Generally, the family may not be absent from the unit for a period of more than sixty (60) consecutive calendar days.

2. Generally, the housing assistance payments terminate if the family is absent for longer than sixty (60) days. The term of the HAP contract and assisted lease also terminate.

3. The Housing Administrator will approve an absence of up to 180 consecutive calendar days for extraordinary reasons (e.g. military call to duty/Reserves, medical, etc.).

4. Absence means that no member of the family is residing in the unit.

5. The owner/landlord must reimburse the PHA for any housing assistance payments for the period after termination.

B. VERIFICATIONS

1. The family must supply any information or certification requested to verify that the family is residing in the unit.

2. The family must promptly notify the PHA of absence from the unit, including any information requested on the purpose of family absences.

3. The PHA will adopt appropriate techniques to verify family occupancy or absence, including letters to the family at the unit, phone calls, visits or questions to the landlord or neighbors.

XVIII. ADMISSION OF LIVE-IN AIDE OR FOSTER CHILDREN

A. LIVE-IN AIDE

1. The PHA will permit the live-in aide to reside with a disabled family as long as the live-in aide meets the criteria for the definition of Live-In Aide (see the Definitions section of this Plan).

2. In the case where a live-in aide is arrested at or near the premises of the Housing Choice Voucher participant for drug-related or violent criminal activity, the PHA shall advise the Housing Choice Voucher participant that the live-in aide cannot be housed with the participant.

3. The PHA will not be required to wait until conviction of the live-in aide, but will use the criteria of preponderance of the evidence.

4. None of the above mentioned procedures precludes the Housing Choice Voucher owner/landlord from taking action to initiate an eviction for good cause.

B. FOSTER CHILDREN

1. Foster children will be allowed as additions to the household if the anticipated length of stay is at least six (6) months.

2. Documentation from the Department of Public Health and Social Services agency responsible for placement must be provided prior to the placement of the child(ren), except in cases of emergency.

3. If the participating family requires a larger size unit, it will be issued as soon as possible.

XIX. PROGRAM INTEGRITY

A. INVESTIGATION OF SUSPECTED ABUSE AND FRAUD

The PHA will initiate an investigation of a participating family in the event of one or more of the following circumstances:

1. Referrals, Complaints or Tips. The PHA will follow up on referrals from other agencies, companies or persons which are received by mail, by telephone or in person, which allege that a family is in non-compliance with, or otherwise, violating the lease or any other program rules. Such follow-up will be made providing that the referral contains at least one item of information that is independently verifiable. A copy of the allegation will be retained in the participant's file. Anonymous complaints will be retained in files, and may be used to initiate investigations.

2. Internal File Review. A follow-up will be made if PHA staff discovers (as a function of a certification or re-certification, an interim re-determination, or a quality control review), information or facts which conflict with previous file

data, the PHA's knowledge of the family, or is discrepant with statements made by the family.

3. Verification or Documentation. A follow-up will be made if the PHA receives independent verification or documentation which conflicts with representations in the family's file (such as public record information, or credit bureau report, or reports from other agencies).

B. STEPS TO DETECT PROGRAM ABUSE AND FRAUD

1. Quality Control File Reviews. On a random basis an appropriate number of participant files will be reviewed for accuracy and completeness. Such reviews will be completed by a knowledgeable staff member who was not directly involved in the processing of that applicant/participant file. Such reviews shall include, but are not limited to:

   a. assurance that verification of all income and deductions is present;
   b. changes in reported Social Security Numbers or dates of birth are noted;
   c. file documents are authentic;
   d. ratio between reported income and expenditures is accurately computed;
   e. review of signatures is consistent with previously signed file documents.

2. The PHA staff (to include inspection personnel) will maintain high awareness of circumstances which may indicate program abuse or fraud, such as unauthorized persons residing in the household and indications of unreported income. The observations will be documented in the family's file.

3. Credit Bureau inquiries may be made (with proper authorization by the participant) in the following circumstances:

   a. If at the time of the final eligibility determination the informationprovided by the applicant conflicts with information obtained through outside sources or third-party verifications.
   b. When an allegation is received by the PHA wherein unreported income sources are disclosed.
   c. When participant’s expenditures exceed his/her reported income, and no plausible explanation is given.

C. HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD

The PHA will review allegations which contain one or more independently verifiable facts.

1. An internal file review will be conducted to determine:

a. If the subject of the allegation is a Housing Choice Voucher participant and, if so, to determine whether or not the information reported has been previously disclosed by the family.
b. It will then be determined if the PHA is the most appropriate authority to do a follow-up (more so than police or social service). Any file documentation of past behavior, as well as corroborating complaints, will be evaluated.

2. If at the conclusion of the preliminary file review, there is/are fact(s) contained in the allegation which conflict with file data, and the fact(s) are independently verifiable, the staff will initiate an investigation to determine if the allegation is true or false.

D. INVESTIGATIONS OF ALLEGATIONS OF ABUSE AND FRAUD

If the PHA determines that an allegation or referral warrants follow-up, the staff person who is responsible for the file will conduct the investigation. The steps taken will depend upon the nature of the allegation and may include the items listed below. Inall cases, the PHA will secure the written authorization from the resident for the release of information.

1. Credit Bureau Inquiries (CBI). In cases involving previously unreported income sources, a CBI may be made to determine if there is financial activity that conflicts with the reported income of the family.

2. Verification of Credit. In cases where the financial activity conflicts with file data, a Verification of Credit form may be mailed to the creditor in order to determine the unreported income source.

3. Employers and Ex-Employers. Employers or ex-employers may be contacted to verify wages which may have been previously undisclosed or misreported.

4. Neighbors/Witnesses. Neighbors and/or other witnesses may be interviewed if it is believed that they have direct or indirect knowledge of facts pertaining to the PHA(s) review.

5. Other Agencies. Investigators, case workers or representatives of other benefit agencies may be contacted.

6. Public Records. If relevant, the PHA will review public records kept in any jurisdictional courthouse. Examples of public records which may be checked are: real estate, marriage, and divorce, uniform commercial code financing statements, voter registration, judgments, court or police records, state wage records, utility records and postal records.

7. Interviews with Head of Household or Other Family Members. The PHA will discuss the allegation (or details thereof) with the head of household or family member by scheduling an appointment at the PHA office.

A high standard of courtesy and professionalism will be maintained by the PHA staff person who conducts such interviews. Under no circumstances will inflammatory language, accusations, or any unprofessional conduct or language be tolerated by the management. If possible, an additional staff person will attend such interviews.

E. EVIDENCE AND STATEMENTS OBTAINED BY THE PHA

Documents and other evidence obtained by the PHA during the course of an investigation will be kept in the participant's file, or in a separate "work file."

F. EVALUATION OF THE FINDINGS

If it is determined that a program violation has occurred, the PHA will review the facts to determine:

1. the type of violation (procedural, non-compliance, fraud);

2. whether the violation was intentional or unintentional;

3. what amount of money (if any) is owed by the participant;

4. if the family is eligible for continued participation.

G. ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED

Once a program violation has been documented, the PHA will propose the most appropriate remedy based upon the type and severity of the violation.

1. Procedural Non-Compliance. This category applies when the participant "fails to" observe a procedure or requirement of the PHA, but does not misrepresent a material fact, and there is no retroactive payments owed by the family.

   a. Examples of Non-Compliance Violations are:
      - failure to appear at a pre-scheduled appointment
      - failure to return verification in the time period specified by the PHA.

   b. Warning Notice to the Family. In such cases, a notice will be sent to the family which contains the following:
      - a description of the non-compliance and the procedure, policy or obligation which was violated;
      - the date by which the violation must be corrected, or the procedure complied with;
      - the action which will be taken by the PHA if the procedure or obligation is not complied with by the date specified by the PHA;
      - the consequences of repeated (similar) violations.

2. Procedural Non-Compliance - Retroactive Payments. When the family owes money to the PHA for failure to report changes in income or assets, the PHA will issue a Notification of Overpayment. This notice will contain the following:

a a description of the violation and the date(s);
b. any amounts owed to the PHA;
c a ten (10) business day's response period;
d. the right to disagree and to request an informal hearing with instructions for the request of such hearing.

- Participant Fails to Comply with PHA's Notice. If the participant fails to comply with PHA's notice, and a material provision of the lease has been violated, the PHA will initiate termination of tenancy.
- Participant Complies with PHA's Notice. When a participant complies with the PHA's notice, the staff person responsible will meet with him/ her to discuss and explain the program provision which was violated. The staff person will complete a participant counseling report, give one copy to the family and retain a copy in the participant's file.

H. FALSIFICATION, MISSTATEMENTS, OMMISSIONS, MISREPRESENTATION

When a participant falsifies, misstates, omits, or otherwise, misrepresents a material fact which results (or would have resulted) in an underpayment of participant's share, the PHA will evaluate whether or not the participant had knowledge that his/her actions were wrong, and the participant willfully violated the lease or the law.

1. Knowledge that the action or inaction was wrong. This will be evaluated by determining if the participant was made aware of program requirements and prohibitions. The participant's signature on various certifications, briefing certificate, Personal Declaration and Things You Should Know are adequate to establish knowledge of wrong-doing.

2. The participant willfully violated the law. Any of the following circumstances will be considered adequate to demonstrate willful intent:

- an admission by the participant of the misrepresentation;
- the act was done repeatedly;
- if a false name or Social Security Number was used;
- if there were admissions to others of the illegal action or omission;
- the participant omitted material facts which were known to him/her (e.g., employment of self or other household members);
- the participant falsified, forged or altered documents;
- the participant uttered and certified to statements at a rent (re)determination, which were later independently verified to be false.

I. THE PARTICIPANT CONFERENCE FOR SERIOUS VIOLATIONS AND MISREPRESENTATIONS

When the PHA has established that material misrepresentation(s) has occurred, a Participant Conference will be scheduled with the family representative and the PHA staff person who is most knowledgeable about the circumstances of the case.

This conference will take place prior to any proposed action by the PHA. The purpose of such conference is to review the information and evidence obtained by the PHA with the participant, and to provide the participant an opportunity to explain any documented findings which conflict with representations in the participant's file. Any documents or mitigating circumstances presented by the participant will be taken into consideration by the PHA. The participant will be given five (5) business days to furnish any mitigating evidence.

A secondary purpose of the Participant Conference is to assist the PHA in determining the course of action most appropriate for the case. Prior to the final determination of the proposed actions, the PHA will consider:

- the duration of the violation and number of false statements;
- the participant's ability to understand the rules;
- the participant's willingness to cooperate and to accept responsibility for his/her actions regarding the amount of money involved;
- the participant(s) past history;
- whether or not criminal intent has been established.

J. DISPOSITION OF CASES INVOLVING MISREPRESENTATION

In all cases of misrepresentation involving efforts to recover monies owed, the PHA will pursue, depending upon its evaluation of the criteria stated above, one or more of the following actions:

1. Criminal Prosecution: If the PHA has established criminal intent, and the case meets the criteria for prosecution, the PHA will refer the case to the local State or District Attorney, notify HUD's Regional Inspector General for Investigations (RIGI), and terminate rental assistance.

2. Administrative Remedies: The PHA will terminate assistance and demand payment of restitution in-full.

3. Continue Assistance: Contingent upon full lump-sum restitution or minimal term repayment plan and warning that repeat offenses will result in immediate eviction.

K. NOTIFICATION TO PARTICIPANT OF PROPOSED ACTION

1. The PHA will notify the resident, by certified mail, of the proposed action no later than three (3) business days after the Participant Conference.

2. All notices will advise the family of their right to an informal hearing.

XX. INFORMAL HEARINGS AND REVIEWS

A. DEFINITIONS

1. "INFORMAL REVIEW". A review of the PHA's decision on an applicant's application for participation in the Housing Choice Voucher Housing Choice Voucher Program in accordance with the procedures outlined below.

2. "INFORMAL HEARING". A hearing regarding a decision affecting a participating family in the Housing Choice Voucher Housing Choice Voucher Program in accordance with the procedures outlined below.

3. "INFORMAL REVIEW OFFICER". A person designated to informally review a decision concerning an application for participation and give his/her decision.

4. "INFORMAL HEARING OFFICER". A person designated to conduct an informal hearing concerning a participant and gives his/her decision.

B. PROCEDURES FOR INFORMAL REVIEW

1. The PHA shall give an applicant written notice of a decision denying assistance or a decision denying listing on the waiting list within ten (10) business days from the date of the decision.

2. The notice shall contain a brief statement of the reason(s) for the decision, that the applicant may submit a signed written request for an informal review of the decision if he/she disagrees with the decision, and that the request must be made within ten (10) business days from the date of the notice, and that the applicant should keep proof of making the request.

3. The PHA may or may not conduct an informal review if the applicant fails to submit his/her request within the time stipulated. If the request is not submitted timely, it shall mean that the applicant waived his/her right to request an informal review.

4. Reasonable accommodations shall be made for applicants who are disabled.

5. The PHA shall conduct an informal review, provided the applicant submits a proper request for an informal review within the time allowed.

6. Informal Review Officer

   a. The PHA shall designate any person or persons as the review officer(s). The power to designate any person or persons as review officer or review officers shall rest with the PHA.

   b. The person or persons designated as the review officers shall not be the person who made or approved the decision under review or a subordinate of such person.

7. The Informal Review

   a. The proceedings of the review shall be informal and confined to factors relating to program eligibility and a determination of whether the decision denying assistance to the applicant is justified or not.
   b. The PHA shall notify the applicant of the date, time and place of conducting the informal review at least a week prior to the date of the review. *Informal reviews may be done over the telephone at the discretion of the PHA.*
   c. The applicant shall have the right to present his objections either orally or in writing.
   d. A representative of the Housing Choice Voucher Department may be present.

8. The Decision

   a. The review officer or officers shall decide whether the decision denying assistance to the applicant was justified and according to the Federal regulations and rules of the PHA. This final decision shall be given within seven (7) business days from the date of the review.
   b. The PHA shall promptly notify the applicant in writing of the final decision, and a brief statement of the reasons for the final decision.

9. Informal Reviews are not required for established policies and procedures and determinations such as:

   a. Discretionary administrative determinations;
   b. General policy issues or class grievances;
   c. A determination of the family unit size under the subsidy standards;
   d. Refusal to extend or suspend a Voucher;
   e. Disapproval of a lease;
   f. Determination that a unit is not in compliance with HQS;
   g. Determination that a unit is not in accordance with HQS due to family size or composition.

C. PROCEDURES FOR INFORMAL HEARING

1. The PHA must provide participants with the opportunity for an Informal Hearing for decisions related to any of the following determinations:

   a. Termination of assistance;
   b. Determination of the family's annual or adjusted income and the calculation of the housing assistance payment;
   c. Family unit size determination under the subsidy standards;
   d. Determination to terminate assistance for any reason;
   e. Notice of Determination to pay an owner/landlord claim for damages, unpaid rent or vacancy loss.

2. Informal Hearings are not required for established policies and procedures such as:

   a. Discretionary administrative determinations;
   b. General policy issues or class grievances;
   c. Establishment of the schedule of utility allowances;
   d. Determination not to approve an extension or suspension of a voucher term;
   e. Determination not to approve a unit or lease;
   f. Determination that an assisted unit is not in compliance with HQS (the PHA must provide a hearing for family breach of HQS because that is a family obligation determination);
   g. Determination that the unit is not in accordance with HQS because of the family size;
   h. Determination to exercise or not exercise any right or remedy against the owner/landlord under a HAP contract.

3. Notice to Participant

   a. When decisions are made, the PHA shall give the participant prompt written notice of the decision made.
   b. The written notice shall contain a brief statement of the reasons for the decision, and a statement that if the participant does not agree with the decision, she/he may request an informal hearing on the decision within ten (10) business days from receipt of the notice.
   c. The PHA may or may not conduct an informal hearing if the participant does not request an informal hearing within the time fixed herein to do so. If the request is not submitted timely, it shall mean that the participant waived his/her right to request an informal hearing.

4. The Hearing Officer

   a. The PHA will designate any person or persons as hearing officer or hearing officers to conduct the informal hearing. The power to designate a hearing officer shall rest solely with the PHA.
   b. The hearing officer can be any person other than a person who made or approved the decision under review, or a subordinate of such person.

5. Rights of the Participant

   a. The participant can either appear in person at the hearing, or can be represented by a lawyer or other representative at his/her own expense.
   b. The participant shall have the right to present evidence, both oral and documentary, without regard to admissibility under the rules of evidence applicable to judicial proceedings.
   c. The client shall have the right to arrange for an interpreter to attend the hearing, at the client's expense.

6. Rights of the PHA

   a. The PHA can be represented by a lawyer, or any other representative inthe informal hearing.
   b. The PHA can introduce evidence, both oral and documentary, without regard to admissibility under the rules of evidence applicable to judicial proceedings.
   c. The PHA shall have the right to question any witness examined in the informal hearing and to make final submissions.

7. The Informal Hearing

   a. The hearing officer will regulate the conduct of the hearing in accordance with hearing procedures commonly accepted and followed.
   b. If the participant who requested the informal hearing fails to appear at the hearing on the date fixed for hearing without any request for an adjournment on strong grounds, the matter will be decided, or dismissed forthwith with no right for its restoration. The hearing officer may or may not allow an application for adjournment.
   c. The participant will begin his/her case by introducing documents it relies on and by taking oral testimony of witnesses in support of his/her contention.
   d. The PHA will then begin its defense by introducing documents it relies on and by taking oral statements from witnesses, if necessary, in justification of its decision.
   e. The participant and the PHA will then close their cases and make final submissions, if they choose to, prior to the decision.

8. The Decision

   a. The hearing officer will consider the evidence introduced by the parties and give such evidence due weight.
   b. Factual determinations relating to the individual circumstances of the participant shall be based on the evidence presented at the hearing.
   c. The decision shall be in writing and based on the facts established, HUD regulations, PHA policy, and the applicable law.
   d. The decision shall clearly state the reason on which the decision is arrived.
   e. A copy of the decision shall be furnished promptly to the participant.

D. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS"

1. Assistance to the family will not be delayed, denied or terminated onthe basis of immigration status at any time prior to the receipt of the decisions on the BCIS appeal.

2. Assistance to a family will not be terminated or denied while the PHA hearing is pending but assistance to an applicant will be delayed pending the PHA hearing.

3. CIS Determination

   a. If a family member claims to be an eligible immigrant and the CIS SAVE system and manual search do not verify the claim, the PHA notifies the applicant or participant within ten (10) days of their right to appeal to the CIS within thirty (30) days or to request an informal hearing with the PHA either in lieu of or subsequent to the CIS appeal.
   b. If the family appeals to the CIS, they must give the PHA a copy of the appeal and proof of mailing or the PHA will proceed to deny or terminate. The time period to request an appeal will be extended by the PHA for good cause.
   c. The request for a PHA hearing must be made within fourteen (14) days of receipt of the notice offering the hearing or, if an appeal was made to the CIS, within fourteen (14) days of receipt of that notice.

4. After receipt of a request for an informal review/hearing, the review/hearing is conducted as described in section D. of this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family member(s) the PHA will:

   a. Deny the applicant family;
   b. Defer termination if the family is a participant and qualifies for deferral;
   c. Terminate the participant if the family does not qualify for deferral.

5. If there are eligible members in the family, the PHA will offer to prorate assistance or give the family the option to remove the ineligible member(s).

6. All other complaints related to eligible citizen/immigrant status:

   a. If any family member fails to provide documentation of certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.
   b. Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.
   c. Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible

immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of tenant rent and Total Tenant Payment.

d. Families denied or terminated for fraud in connection with the non-citizen rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

E. MITIGATING CIRCUMSTANCES FOR APPLICANTS/PARTICIPANTS WITH DISABILITIES

1. When applicants are denied placement on the waiting list, or the PHA is terminating assistance, the family will be informed that presence of a disability will be considered as a mitigating circumstance during the informal review process.

2. Examples of mitigating circumstances are:

a. A person with a cognitive disorder may not have understood the requirement to report increases in income;
b. A person may not understand the need to make regular repayments on a repayment agreement;
c. Minor criminal records for public drunkenness may be due to medication; prior incarcerations for being disorderly may be emotional disorder.

XXI. OPERATING RESERVE EXPENDITURES STATEMENT

Operating Reserves: This amount is credited with earned income administrative fees that exceed expenditures for program administration.

A. REQUIRED USE FOR PROGRAM ADMINISTRATION

1. The operating reserve must first be used to pay Housing Choice Voucher administrative costs that exceed earned administrative fees or a fiscal year.

2. Projected administrative fees and the Operating Reserve must cover all projected costs of program administration through the remaining ACC terms.

B. PERMITTED USE FOR OTHER HOUSING PURPOSES

Operating reserve funds may be expended for other housing purposes consistent with the State and local law. If the PHA anticipates that ongoing fees will not be sufficient for ongoing administrative cost through its ACC terms, an appropriate amount must be retained in the Operating Reserve for projected administrative cost.

C. BOARD OF COMMISSIONERS APPROVAL FOR OPERATING RESERVE EXPENDITURES

1. The Board of Commissioners has established a limit of $5,000 of the total administrative reserve that may be charged to the account for ~~non~~-Housing Choice Voucher expenditures without board approval.

2. For Operating Reserve expenditures that exceed the Board threshold, the PHA Board, as part of its approval, must make an affirmative determination that the expenditures are necessary and reasonable for the other purposes consistent with state and local law.

XXII. REPAYMENT AGREEMENTS

A. ESTABLISHING THE AGREEMENT

1. The Garland Housing Agency will enter into a repayment agreement for any amount owed. Tenants that are found to owe funds to the Garland Housing Agency will have thirty (30) days from the date of the acknowledgment to pay the balance in full otherwise they will be terminated from the program. This policy applies to anyone that owes money after March 10, 2010.

B. ENFORCING REPAYMENT AGREEMENTS

1. The Housing Choice Voucher office will set up monthly payments on the Repayment Agreements. (**This only applies to families that signed repayment agreements prior to March 10, 2010.**)

2. If the participant is two (2) or more months behind the agreed upon monthly payments (consecutive or non-consecutive), the participant's assistance may be terminated unless other arrangements have been agreed upon.

3. If the resident enters into a Repayment Agreement after the execution of the HAP Contract and does not pay, the Housing Choice Voucher office will require the family to bring their Repayment Agreement current prior to issuance of a Voucher to move to another unit.

4. If the resident refuses to enter into a Repayment Agreement because of a claim paid for unpaid rent, damages, or vacancy loss, the Housing Choice Voucher office will continue paying HAP in their current unit, but the Housing Choice Voucher office will refuse to issue a Voucher to move until the family repays the amount owed in-full.

5. The Housing Choice Voucher office must notify the family of the amount of its liability and inform them of the consequences if they do not pay.

C. INELIGIBILITY FOR REPAYMENT AGREEMENTS

1. If the Housing Choice Voucher office determines that the family committed willful and intentional fraud, the Housing Choice Voucher office may require the family to repay the entire amount in-full or have their assistance terminated.

2. The Housing Choice Voucher office may allow no more than two (2) Repayment Agreements with an aggregate total of $5,000 in Repayment Agreements

D. PROSECUTION OF NON-PAYMENT, UNREPORTED INCOME GREATER THAN $5000

1. If the family owes more than $5,000 in repayment agreements, the family will be terminated from the program and referred for prosecution. Families that fail to comply with their repayment agreements may also be referred for prosecution.

E. OWNER/LANDLORD FRAUD AND PROGRAM ABUSE

1. When the Housing Choice Voucher office determines that the owner/landlord has retained Housing Assistance Payments the owner/landlord was not entitled to, the Housing Choice Voucher office may reclaim the Housing Assistance Payment amount from future Housing Assistance Payments owed the owner/landlord, no matter what Housing Choice Voucher Program is involved.

2. If the future Housing Assistance Payments owed is insufficient to reclaim the amount owed, the addition amount(s) may be referred to collection.

3. The Housing Choice Voucher office will use Chapter *8* of Housing Choice Voucher Program Guidebook as a guide in dealing with owner/landlord fraud and program abuse, which may include barring the owner/landlord from participating in the Housing Choice Voucher Rental Assistance Program.

4. If an owner/landlord refuses to reimburse or repay the Garland Housing Agency for overpayments of housing assistance payments, they may be referred to the Office of the Inspector General with HUD for possible prosecution.

XXIII. MINOR CHANGES TO THE ADMINISTRATION PLAN

The Garland Housing Agency may make minor changes to this administrative plan that will not directly impact families without the immediate approval of the City Council. These changes may be implemented due to changes in federal, state or local regulations, budget constraints, lease-up improvements, audit recommendations and/or cost savings measures.

XXIV. HOMEOWNERSHIP VOUCHER PROGRAM

The Garland Housing Agency shall administer the homeownership voucher program in accordance to HUD regulations, as listed in 24 CFR sections 982.625 through 982.643. Local requirements and policies are further explained in the Garland Housing Agency's Housing Choice Voucher Homeownership Voucher Program procedures manual.
(See attached Exhibit A entitled "Garland Housing Agency Housing Choice Voucher Home Ownership Program" procedural manual for further detail.)

XXV. FAMILY SELF-SUFFICIENCY ACTION PLAN

The Garland Housing Agency shall administer the Family Self-Sufficiency Program (FSS) in accordance with HUD regulations as listed in 24 CFR Part 984. Local requirements and guidance are further explained in Exhibit B entitled "Family Self-Sufficiency Action Plan."

GLOSSARY

Acronyms Used in Subsidized Housing

AAF	Annual Adjustment Factor. A factor published by HUD in the Federal Register which is used to compute annual rent adjustments.
ACC	Annual Contributions Contract.
BR	Bedroom
CDBG	Community Development Block Grant
CFR	Code of Federal Regulations. Commonly referred to as "the regulations". The CFR is the compilation of Federal rules which are first published in the Federal Register and define and implement statute.
CPI	Consumer Price Index. CPI is published monthly by the Department of Labor as an inflation indicator.
CR	Contract Rent
EBL	Elevated Blood-Lead Level
EIV	Enterprise Income Verification
FDIC	Federal Deposit Insurance Corporation
FHA	Federal Housing Administration
FICA	Federal Insurance Contributions Act - Social Security taxes
FMR	Fair Market Rent
FSS	Family Self-Sufficiency
FY	Fiscal Year
FYE	Fiscal Year End
GAO	Government Accounting Office
GR	Gross Rent
HA	Housing Agency
HAP	Housing Assistance Payment

HAP Plan	Housing Assistance Plan
HCDA	Housing and Community Development Act
HCVP	Housing Choice Voucher Program
HQS	Housing Quality Standards
HUD	The Department of Housing And Urban Development
HURRA	Housing and Urban/Rural Recovery Act of 1983
HV	Housing Voucher
IG	Inspector General
IPA	Independent Public Accountant
IRA	Individual Retirement Accountant
MSA	Metropolitan Statistical Area established by the U.S. Census Bureau
PHA	Public Housing Authority
PMSA.	A Primary Metropolitan Statistical Area established by the U.S. Census Bureau
PS	Payment Standard
QHWRA	Quality Housing and Work Responsibility Act
QC	Quality Control
RTA	Request for Tenancy Approval
RFP	Request for Proposal
RRP	Rental Rehabilitation Program
SEMAP	Housing Choice Voucher Management Assessment Program
SRO	Single Room Occupancy
SSMA	Standard Statistical Metropolitan Area. Has been replaced by MSA, Metropolitan Statistical Area
TR	Tenant Rent

TTP	Total Tenant Payment
UA	Utility Allowance
UARP	Utility Allowance Reimbursement Payment
URP	Utility Reimbursement Payment
VAWA	Violence Against Women Act and Justice Department Reauthorization Act 2005

DEFINITIONS

Housing Choice Voucher Program

Absorption
In portability, the point at which the receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under the receiving PHA consolidated ACC.

Accessible

1. When used with respect to the design, construction, or alteration of a facility or a portion of a facility other than an individual dwelling unit, means that the facility or portion of the facility when designed, constructed or altered, can be approached, entered, and used by individuals with physical disabilities. The phrase "accessible to and usable by" is synonymous with accessible.
2. When used with respect to the design, construction, or alteration of an individual dwelling unit, means that the unit is located on an accessible route, and when designed, constructed, altered or adapted, can be approached, entered, and used by individuals with physical disabilities.

   A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR, Part 8, Housing Choice Voucher.32, is "accessible" within the meaning of this paragraph 2.

   When a unit in an existing facility which is being made accessible as a result of alterations is intended for use by a specific qualified individual with disabilities (e.g., a current occupant of such unit or of another unit under the control of the same recipient, or an applicant on a waiting list), the unit will be deemed accessible if it meets the requirements of applicable standards that address the particular disability or impairment of such person.

Accessible Route
A continuous unobstructed path connecting accessible elements and spaces in a building or facility that complies with the space and reach requirements of applicable standards prescribed by 24 CFR, Part 8, and Housing Choice Voucher.32.

An accessible route that serves only accessible units occupied by persons with hearing or vision impairments need not comply with those requirements intended to effect accessibility for persons with mobility impairments.

Adaptability
The ability of certain elements of a dwelling unit, such as kitchen counters, sinks, and grab bars, to be added to, raised, lowered, or otherwise altered, to accommodate the needs of persons with or without disabilities, or to accommodate the needs of persons with different types or degrees of disability.

For example, in a unit adaptable for a hearing-impaired person, the wiring for visible emergency alarms may be installed, but the alarms need not be installed until such time as the unit is made ready for occupancy by a hearing-impaired person.

Adjusted Income means Annual Income less the following allowances, determined in accordance with HUD instructions:

1. $480 for each Dependent;
2. $400 for any Elderly Family;
3. For any family that is not an Elderly Family or disabled family, but has a member other than the head of household or spouse, Disabled Assistance Expenses in excess of three percent (3%) of Annual Income, but this allowance will not exceed the employment income received by Family members who are 18 years of age or older, as a result of the assistance to the Disabled Person;
4. For any Elderly or Disabled Family;
    a. That has no disability assistance expenses, an allowance for Medical Expenses, equal to the amount by which the Medical Expenses exceed three percent (3%) of Annual Income;
    b. That has Disability Assistance Expenses greater than or equal to three percent (3%) of Annual Income, an allowance for Disability Assistance expenses computed in accordance with paragraph 3, above, plus an allowance for medical expenses, that is equal to the Family's Medical Expenses;
    c. That has Disability Assistance Expenses that are less than three percent (3%) of Annual Income, an allowance for combined Disability Assistance Expenses and Medical Expenses, that is equal to the amount by which the sum of these expenses exceeds three percent (3%) of Annual Income, and
5. Child Care Expenses.

Admission

The effective date of the first HAP contract for a family (first day of initial lease term) in a resident-based program. This is the point when the family becomes a participant in the program.

Annual Contributions Contract (ACC)

A contract under the Housing Act of 1937, as amended, between HUD and the PHA, containing the terms and conditions under which the Department assists the PHA in providing decent, safe, and sanitary housing for low-income families.

The ACC must be in a form prescribed by HUD, under which HUD agrees to provide assistance in the development, modernization, and/or operation of a low-income housing development under the Act, and the PHA agrees to develop, modernize, and operate the development in compliance with all provisions of the ACC and the Act, and all HUD regulations and implementing requirements and procedures.

A written agreement between HUD and a PHA to provide annual contributions to the PHA to cover housing assistance payments and other expenses pursuant to the Act.

Annual Income

1. Annual Income means all amounts, monetary or not, which:
    a. Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
    b. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
    c. Which are not specifically excluded in this section.

d. Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

2. Annual Income includes, but is not limited to:

a. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

b. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession will be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;

c. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be used as deductions in determining the net income. An allowance for depreciation is permitted only as authorized in the paragraph immediately above this paragraph. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the Family. Where the Family has Net Family Assets in excess of $5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets, or a percentage of the value of such Assets, based on the current passbook savings rate, as determined by HUD;

d. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided under Annual Income exclusions);

e. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see the paragraph on lump sum additions to family assets, below).

f. Welfare Assistance. If the Welfare Assistance payment includes an amount specifically designated for shelter and utilities, and such amount is subject to adjustment by the Welfare Assistance agency in accordance with the actual cost of shelter and utilities, the amount of Welfare Assistance income to be included as income shall consist of:

(1) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus

(2) The maximum amount that the Welfare Assistance Agency could in fact allow the family for shelter and utilities. If the family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

g. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.

h. All regular pay, special pay and allowances of a member of the Armed Forces (but see paragraph below, on special pay to an Armed Forces person exposed to hostile fire).

3. Annual Income does not include the following (**Exclusions**):

a. Income from the employment of children (including foster children) under the age of 18 years;
b. Payment received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);
c. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and Workers' Compensation), capital gains and settlement for personal or property losses (but see the paragraph on payments in lieu of earnings, above).
d. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
e. Income of a Live-In Aide, as defined in the regulations, who is a person who resides with an Elderly, Disabled Person or Persons and who:
   (1) Is determined to be essential to the care and well-being of the Person(s);
   (2) Is not obligated for the support of the Person(s); and
   (3) Would not be living in the unit except to provide the necessary supportive services.
f. The full amount of student financial assistance paid directly to the student or to the educational institution;
g. The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire;
h. Amounts received under training programs funded by HUD;
i. Amounts received by a person with a disability, that are disregarded for a limited time, for purposes of Supplemental Security Income eligibility and benefits, because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS); or
j. Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.), and which are made solely to allow participation in a specific program;
k. *A resident service stipend.* A resident service stipend is a modest amount (not to exceed $200 per month) received by a public housing resident for performing a service for the PHA, on a part-time basis, that enhances the quality of life in public housing. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No Resident will receive more than one such stipend during the same period of time;
l. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
m. Temporary, nonrecurring or sporadic income (including gifts);

n. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
o. Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse);
p. Adoption assistance payments in excess of $480 per adopted child;
q. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment, or in prospective monthly amounts;
r. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
s. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
t. Amounts specifically excluded by any other Federal statue from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937, including the following:
    (1) The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977. [7 United States Code (USC) § 2017 (b)];
    (2) Payment to volunteers under the Domestic Volunteer Service Act of 1973. [42 USC § 5044(g), § 5058];
    (3) Payments received under the Alaska Native Claims Settlement Act. [43 USC § 1626(c)];
    (4) Income derived from certain sub-marginal land of the United States, which is held in trust for certain Indian tribes. [25 USC § 459(e)];
    (5) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program. [42 USC § 8624(f)];
    (6) Payments received under programs funded in whole or in part under the Job Training Partnerships Act. [29 USC § 1552(b)];
    (7) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians. [Public Law (P.L.) 94-540, 90 Stat. 2503-2504];
    (8) The first $2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims [25 USC § 1407-1408), or from funds held in trust for an Indian tribe by the Secretary of the Interior. [25 USC § 117b, 1407];
    (9) Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs [20 USC § 1087uu]. Since Pell Grants are funded under Title IV, PHA's should exclude the FULL value of any Pell Grant. These changes are effective 10-1-92;
    (10) Payments received from programs funded under Title V of the Older Americans Act of 1965. [42 USC § 3056(f)];
    (11) Payments received on and after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the "In Re Agent Orange product" liability litigation. [M.D.L. No. 381 (E.D.N.Y.];
    (12) Payments received under the Maine Indian Claims Settlement Act of 1980. [P.L. 96-420, 94 Stat. 1785];
    (13) The value of any child care provided or arranged (or any amount received as payment for such are or reimbursement for costs incurred for such care) under the

Child Care and Development Block Grant Act of 1990 [42 USC § 9858q]. This change was effective November 4, 1992;

(14) Earned Income Tax Credit (EITC) refund payments received after January 1, 1991. [USC § 32(j)];

(15) Deferred Periodic Payments of Social Security and Supplemental Security Income (SSI) received after October 28, 1992. This lump sum payment may represent the accumulation of periodic payments from a preceding period. Collections activity on deferred periodic payments regardless of when they were received. See Notice PIH 93-11 issued March 16, 1993;

(16) Holocaust reparations received after April 23, 1993. [42 USC § 1437a, § 1437d, § 1437n and § 3535(d)].

4. If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period will be annualized, subject to a redetermination at the end of the shorter period.

Applicable Surface
All intact and non-intact interior and exterior painted surfaces of a residential structure (with reference to lead-based paint poisoning prevention).

Applicant
Applicant (or applicant family). A family that has applied for admission to a program, but is not yet a participant in the program.

Assisted Lease
A written agreement between an owner/landlord and a Family for the leasing of a dwelling unit by the owner/landlord to the Family under a Housing Assistance Contract between the owner/landlord and the PHA.

In the case of cooperative of mutual housing, "lease" means the occupancy agreement or other written agreement establishing the conditions for occupancy of the unit.

Auxiliary Aids
Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities receiving Federal financial assistance.

For example, auxiliary aids for persons with impaired vision may include readers, Braille materials, audio recordings, and other similar services and devices.

Auxiliary aids for persons with impaired hearing may include telephone handset amplifiers, telephones compatible with hearing aids, telecommunication devices for dear persons (TDD's), interpreters, note takers, written materials, and other similar services and devices.

Bureau of Citizenship and Immigration Services (BCIS)
Formerly the U.S. Immigration and Naturalization Service (INS).

Child
A member of the family, other than the family head or spouse, who is under 18 years of age.

For continued assistance under Restrictions on Assistance to Non-citizen only: Biological or adopted children only. Stepchildren (not related to either the head of the household or the spouse) and guardianship of minors (either formal or informal) are excluded.

Child Care Expenses

Amounts anticipated being paid by the Family for the care of children under thirteen (13) years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to be gainfully employed, or to further his or her education, and only to the extent such amounts are not reimbursed.

The amount deducted shall reflect reasonable charges for child care, and in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income.

Reasonable child care expenses, as defined by the PHA, shall not exceed the actual costs incurred.

Citizen

A citizen (by birth or naturalization) or national of the United States.

Codes

Includes building codes, housing codes, health and safety codes, sanitation codes and any law, ordinance or governmental regulation concerning fitness for habitation, or the construction, maintenance, operation, occupancy or use of a dwelling unit.

Common Space

Space available for use by assisted families and other occupants of the unit.

Consolidated ACC

Consolidated annual contributions contract. See § 982.151.

Contiguous MSA

In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial PHA is located.

Continued Assistance Family

This is a mixed family who meets all the following requirements:

1. The family was receiving assistance under a Section 214 covered program on June 19, 1995; and
2. whose head of the household or spouse has eligible immigration status according to the requirements of the restrictions on assistance to non-citizen; and
3. the family does not include any person (who does not have eligible immigration status) other than:
   - The head of the household;
   - Any spouse of the head of the household;
   - Any parents of the head of the household;
   - Any parents of the spouse;
   - Any children of the head of the household or spouse.

   This does not define "family" for purposes of eligibility at the PHA (see "Family" in this Definition section.)

A family entitled to continued assistance before November 29, 1996 is entitled to continued assistance as described in the above paragraph. A family entitled to continued assistance after November 29, 1996 shall receive prorated assistance as described in section 5.520.

Continuously Assisted
An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

Contract Rent
The total amount of rent specified in the Housing Assistance Payments (HAP) Contract as payable to the owner/landlord by the Family, and by HUD or the PHA on the Family's behalf.

The monthly rent which an owner/landlord is entitled to receive for the leasing of a Manufactured Home Space to an Assisted Family, including any separate fees or charges. This rent includes the maintenance and management services described in the definition of Manufactured Home Space, but excludes ongoing utility charges. Separate fees or charges for services or facilities not included in the definition of Manufactured Home Space shall be included in the Contract Rent only if their payment is required as a condition of the leasing of the Manufactured Home Space. In the case of a cooperative Manufactured Home park, "Contract Rent" means the charges under the occupancy agreements between the members and the cooperative.

Contract of Participation
A contract in a form approved by HUD, entered into between a participating family and a PHA operating an FSS program that sets forth the terms and conditions governing participation in the FSS program. The contract of participation includes all individual training and services plans entered into between the PHA and all members of the family who elect to participate in the FSS program, and which plans are attached to the contract of participation as exhibits.

Controlled Substance
Any drug or other substance, or immediate precursor included in the definition in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

Dating Violence:
Violence committed by a person:
(A) who is has been in a social relationship of a romantic or intimate nature with the victim; and
(B) where the existence of such relationship shall be determined on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship

Decent, Safe and Sanitary Housing
Housing is decent, safe and sanitary if the requirements of 982.401 are met (Housing Quality Standards).

Defective Paint Surface
Paint on applicable surfaces that are cracking, scaling, chipping, peeling or loose (with reference to lead-based paint poisoning prevention).

Dependent
A member of the Family household (except foster children and foster adults) other than the Family head or spouse, who is under 18 years of age or is a person with a disability, or is a full-time student.

Deposit
Means an amount of currency, or an instrument delivered to the owner/landlord by the resident as a pledge to abide by terms or conditions of the rental agreement.

Dilapidated Housing
See the definitions of Substandard Housing.
Disability Assistance Expenses
Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

Disabled Person or Family
A person or family whose head, spouse, or sole member is a person with disabilities; or two (2) or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. A person who is under a disability, as defined in Section 233 of the Social Security Act (42 U.S.C. 423), or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)).

Section 223 of the Social Security Act defines disability as:
1. Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death, or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
2. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in the Social Security Act), inability by reason of such blindness to engage in substantial gainful activity in which he/she has previously engaged with some regularity and over a period of time.

People who have been diagnosed with alcoholism or drug abuse are not part of the definition of "disabled".

Discriminatory Housing Practice
An act that is unlawful under Housing Choice Voucher04, 805, 806, or 818 of the Fair Housing Act.

Displaced Person or Family
A person or family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
(See also the definition of Involuntary Displacement. See 24 CFR, Part Subpart A, Section 5.420.)

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim share a child in common, by a person who is cohabitated with or has cohabited with the victim as spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Domicile
The legal residence of the household head or spouse as determined in accordance with State and local law.

Drug Abuse and Other Criminal Activity Definitions
- Adult (Drug-Related and criminal Activity - a person who is 18 years of age or older, or has been convicted of a crime as an adult under any federal, state or tribal law.
- Covered Person - a tenant, any member of the tenant's household, a guest or another person under the tenant's control.
- Currently Engaging in Illegal Use of a Drug - with respect to behavior such as illegal use of a drug, other drug-related criminal activity, or other criminal activity, currently engaging in, means that the individual has engaged in the behavior recently enough to justify a reasonable belief that the individual's behavior is current.
- Drug - a controlled substance as defined in Section 102 of the Controlled Substance Act.
- Drug Abuse Treatment Facility - An entity: (a) that holds itself out as providing, and provides, diagnosis, treatment, or referral for treatment with respect to illegal drug use; and (b) that is either an identified unit within a general care facility, or an entity other than a general medical care facility.

Drug-Trafficking
The illegal manufacture, sale or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Dwelling
Any building, structure or portion thereof which is occupied as, or designed or intended for occupancy as, a residence by one or more families, and any vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure or portion thereof.

Dwelling Unit
A single unit of residence for a family of one or more persons. Examples of dwelling units include: a single family home; an apartment unit within an apartment building; and in other types of dwellings in which sleeping accommodations are provided, but toileting or cooking facilities are shared by occupants of more than one room or portion of the dwelling, rooms in which people sleep. Examples of the latter include dormitory rooms and sleeping accommodations in shelters intended for occupancy as a residence for homeless persons.

Earned Income
Earned income means income or earnings included in annual income from wages; tips, salaries, other employee compensation, and self-employment (see 24 CFR 5.609). Earned income does not include any pension or annuity, transfer payments, any cash or in-kind benefits, or funds deposited

in or accrued interest on the FSS escrow account established by a PHA on behalf of a participating family.

Effective Date of Contract
Effective date of contract of participation means the first day of the month following the month in which the FSS family and the PHA entered into the contract of participation.

Elderly Person
A person who is at least 62 years of age. Allowance for medical expenses will be allowed for persons who are elderly but not disabled.

Elderly Household
A household whose head and/or spouse is considered elderly by definition. Allowance for medical expenses will be allowed for all persons who reside in the household.

Elevated Blood Lead Level
Excessive absorption of lead, that is, a confirmed concentration of lead in whole blood of 25 ug/dl (micrograms of lead per deciliter of whole blood) or greater.

Employer Identification Number
The taxpayer identifying number of an individual, trust, estate, partnership, association, company, or corporation that is assigned pursuant to Section 6011(b) of the Internal Revenue Code of 1986, or corresponding provisions of prior law, or pursuant to Section 6109 of the Code. The Employer Identification Number has nine digits separated by a hyphen, as follows: 00-0000000.

Enrollment
Enrollment means the date that the FSS family entered into the contract of participation with the PHA.

Entrance
Any access point to a building or portion of a building used by residents for the purpose of entering.

Eviction
Means any action initiated by the owner/landlord to regain possession of a dwelling unit and use of the premises.

Evidence of Citizenship of Eligible Immigration Status
The documents which must be submitted to evidence citizenship or eligible immigration status.

Exterior
All areas of the premises outside of an individual dwelling unit.

Extremely Low-Income Families
Families with incomes below thirty percent (30%) of the area median and households of various races and ethnic groups--within the Quality Housing Work Responsibility Act (QHWRA).

Facility

All or any portion of buildings, structures, equipment, roads, walks, parking lots, rolling stock or other real or personal property or interest in the property.

Fair Housing Act
Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3600-3620).

Fair Market Rent
The rent, including utilities (except telephone), and all maintenance, management, and other services, which would be required to be paid in order to obtain privately owned, existing, decent, safe, and affordable rental housing of modest (non luxury) nature with suitable amenities in the market area.

Fair Market Rents are used by PHA's in the Housing Voucher Program to develop the payment standard used to determine the appropriate amounts of housing assistance to be paid on behalf of participating families.

The rent which would be required to be paid in order to obtain a privately owned, decent, safe and affordable Manufactured Home Space of a modest nature. This rent includes maintenance and management services described in the definition of Manufactured Home Space for single-wide and double-wide Manufactured Home Spaces. Rents for double-wide spaces will be permitted for Assisted Families of five (5) or more persons so long as the Manufactured Home meets the minimum occupancy standards for families. Fair Market Rents will be established by HUD and will be published in the Federal Register.

Familial Status
One or more individuals (who have not attained the age of 18 years) being domiciled with:
1. A parent or another person having legal custody of such individual or individuals; or
2. The designee of such parent or other person having such custody, with the written permission of such parent or other person.

The projections afforded against discrimination on the basis of familial status apply to any person who is pregnant, or is in the process of securing legal custody of any individual who has not attained the age of the eighteen (18) years.

"Family" includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

1. A single person, who may be an elderly person, disabled person, displaced person, near-elderly person, or any other single person; or
2. A group of persons residing together, and such group includes but is not limited to:
   (i). A family with or without children (a child who is temporarily away from the home because of the placement in foster care is considered a member of the family);
   (ii). An elderly family;
   (iii). A near-elderly family;
   (iv). A disabled family;
   (v). A displaced family; and
   (vi). The remaining member of a tenant family.

Family Income
Means Monthly Income as defined in HUD regulations, i.e., using Annual Income divided by 12.

Family Self-Sufficiency
Family Self-Sufficiency program or FSS program means the program established by a PHA within its jurisdiction to promote self-sufficiency among participating families, including the provision of supportive services to these families, as authorized by Section 23 of the U.S. Housing Act of 1937.

Family Share
In the voucher program, the portion of the rent to owner paid by the family. It is calculated by subtracting the amount of the housing assistance payment to the owner from the rent to owner. Same as Tenant Rent.
Family Unit Size
The appropriate number of bedrooms for a family. Family unit size is determined by the PHA under the PHA subsidy standards.

Former Federal Preferences (24 CFR Sec. 982.207)
The PHA may implement the following former federal preferences as Local Preferences:
1. working families (head or spouse);
2. families for person with a disability;
3 victims of domestic violence;
4. single persons who are elderly, displaced, homeless or a person with disabilities; and
5. provide the same benefit to families whose head **and** spouse, is either 62 or older or a person with disabilities (if the PHA adopts local preference for working families).

FSS Account
FSS account means the FSS escrow account authorized by Section 23 of the U.S. Housing Act of 1937, and as provided by § 984.305 of this part.

FSS Credit
FSS credit means the amount credited by the PHA to the participating family's FSS account.

FSS Family
FSS family or participating family means a family that receives assistance under the rental voucher programs, and that elects to participate in the FSS program, and whose designated head of the family has signed the contract of participation.

FSS Related Service Program
Means any program, publicly or privately sponsored, that offers the kinds of supportive services described in the definition of “supportive services" set forth in 24 CFR § 984.

FSS Slots
FSS slots refer to the total number of rental vouchers that comprise the minimum size of a PHA's Housing Choice Voucher FSS program.

First Occupancy
A building that has never before been used for any purpose.

FMR
Fair Market Rent. Defined in 24 CFR 982.4.

Full-Time Student
A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

Good Faith
Means honesty in fact, in the conduct of the transaction concerned, as evidenced by all surrounding circumstances.
Gross Rent
The total monthly cost of housing an eligible Family, which is the sum of the Contract Rent and any Utility Allowance. In the case of rental of only a manufactured home space, Gross Rent also includes the Family's monthly payment to amortize the purchase price of the manufacturedhome.

Ground Floor
A floor of a building with a building entrance on an accessible route. A building may have more than one ground floor.

Guest
A person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

HA
A housing authority--both a public housing agency and an Indian housing authority.

Handicap/Disability
With respect to a person, a physical or mental impairment which substantially limits one or more of such person's major life activities; a record of having such an impairment, or being regarded as having such an impairment.

This term does not include current, illegal use of or addiction to a controlled substance (as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

For the purpose of 24 CFR Part 100, Discriminatory Conduct under the Fair Housing Act, an individual shall not be considered to have a disability solely because that individual is a transvestite (a person, especially a male, who dresses in the clothing of the opposite sex for psychological reasons).

Handicapped/Disabled Assistance Expenses
Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a Disabled Family member, and that are necessary to enable a Family member (including the Disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

Handicapped/Disabled Person (included under "Disabled")
A person having a physical or mental impairment that:
1. Is expected to be of long-continued and indefinite duration;
2. Substantially impedes the person's ability to live independently; and
3. Is of such a nature that such ability could be improved by more suitable housing conditions.

Has a Record of Such an Impairment
As used in the definition of Disability, means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

Head of Household
The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

Home-visit (telephone interview)
When applicants/participants are unable to physically come into the PHA's office due age or medical condition, a home-visit (telephone interview) can be done to gather the needed to either complete an application for housing or for annual re-certification. Verifications needing signatures can be either mailed to the individual or other arrangements can be made at PHA's discretion.

Housing Agency (PHA)
Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage in, or to assist in the development or operation of low-income housing. For the purposes of 24 CFR, Part 942, Resident Participation and Management in Public Housing, the term Public Housing Agency does not include Indian Housing Authorities. As used in 24 CFR, Part 965, Subpart E, Resident Allowance for Utilities, PHA includes an Indian Housing Authority.

Housing Assistance Payment
The monthly assistance payment by a PHA. The total assistance payment consists of:
1. A payment to the owner/landlord for rent to owner/landlord under the family's lease.
2. An additional payment to the family if the total assistance payment exceeds the rent to owner/landlord. In the certificate program, the additional payment is called a "utility reimbursement".

Housing Assistance Payments Contract
A written contract between the PHA and an owner/landlord in the form prescribed by HUD headquarters, for the purpose of providing housing assistance payments to the owner/landlord on behalf of an Eligible Family.

Housing Quality Standards
The HUD minimum quality standards for housing assisted under the resident-based programs.

Housing Choice Voucher Program
The statutory merger of the Housing Choice Voucher tenant-based certificate and voucher programs into the new Housing Choice Voucher program and makes other amendments to other provisions of the interim rule published on May 14, 1999.

Housing Voucher Contract

A written contract between a PHA and an owner/landlord, in the form prescribed by HUD for the Housing Voucher Program, in which the PHA agrees to make housing assistance payments to the owner/landlord on behalf of an Eligible Family.

Housing Voucher Holder
A family that has an unexpired housing voucher.

HUD
The Department of Housing and Urban Development or its designated officer or employee.

HUD Local Office
Any HUD Office that has been delegated authority under the U.S. Housing Act of 1937 to perform functions pertaining to the area in which the PHA is located.

Income Limits
HUD establishes Very Low-Income and Low-Income limits that are used to determine if assisted housing program applicants qualify for admission to HUD-assisted programs. These income limits are based on HUD estimates for area median family income (using Metropolitan Statistical Areas or Primary Metropolitan Statistical Areas as defined by the Office of Management and Budget (OMB), and the Bureau of the Census definition of family) with specific statutorily permissible adjustments. If the income limits based on this approach would be less than if based on the relevant State non-metropolitan median family income level, income limits are based on the State non-metropolitan family income level.

Immediate Family Member:
A spouse, parent, brother or sister, or child of the person, or an individual to whom that person stands in loco parentis (in place of a parent); or any other person living in the household of that person and related to that person by blood or marriage.

Independent Group Residence
1. A dwelling unit for the exclusive residential use of two to twelve elderly or disabled individuals (excluding live-in Resident Assistant(s) if any), who are not capable of living independently, and who require a planned program of continual supportive services.
2. Individuals residing in an Independent Group Residence and receiving Housing Choice Voucher assistance shall not require continual medical or nursing care, and shall be ambulatory or not require continual medical or nursing care, and shall be ambulatory or not confined to a bed continuously, and must be capable of taking appropriate actions for their own safety under emergency conditions.

Independent Student
A full time or part time student at an Institute of Higher Education who is one or more of the following: over the age of 24, a veteran, married, has a dependent child, is an orphan or ward of the court or was a ward of the court until the individual reached the age of 18, is a graduate of professional student, or is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances

Individual Lease Shared Housing

The type of Shared Housing in which the PHA enters into a separate HAP Contract for each assisted family residing in a Shared Housing unit.

Individual Training Services Plan
Means a written plan that is prepared for the head of the FSS family, and each adult member of the FSS family who elects to participate in the FSS program, by the PHA in consultation with the family member, and which sets forth:

1. The supportive services to be provided to the family member;
2. The activities to be completed by that family member; and
3. The agreed upon completion dates for the services and activities. Each individual training and services plan must be signed by the PHA and the participating family member, and is attached to, and incorporated as part of the contract of participation. An individual training and services plan must be prepared for the head of the FSS family.

Individual With Disability
A person having a physical or mental impairment that (a) is expected to be of long-continued and indefinite duration, (b) substantially impedes the person's ability to live independently, and (c) is of such a nature that such ability could be improved by more suitable housing conditions.

Institute of Higher Education
An institution of higher education is defined under Section 102 of the Higher Education Act of 1965 as an educational institution in any state that: Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such certificate, Legally authorized within such State to provide a program a program of education beyond secondary education; Provides and educational program for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable for full credit toward such degree; Is a public or other nonprofit institution; is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time. Additional institutions include: Any school that provides not less than a 1 year program of training to prepare students for gainful employment in a recognized occupation or public or nonprofit private educational institution in any state that admits as regular students' persons who are beyond the age of compulsory school attendance in the State in which the institution is located.

Initial Contract Rent
The contract rent at the beginning of the initial lease term.

Initial PHA
In portability, the term refers to both:

1. A PHA that originally selected a family that subsequently decides to move out of the jurisdiction of the selecting PHA.
2. A PHA that absorbed a family that subsequently decides to move out of the jurisdiction of the absorbing PHA.

Initial Lease Term

The initial term of the assisted lease. The initial lease term is at least one year. At the PHA's discretion, lease term may be shorter than 1 year.

INS
The U.S. Immigration and Naturalization Service. Now renamed U.S. Citizenship and Immigration Services (CIS).

Interior
The spaces, parts, components or elements of an individual dwelling unit.

Interim Reexaminations
Some Housing Authorities also call these "special" reexaminations. The family must comply with regulations requiring them to report changes in income and family composition. The PHA requires the reporting of the changes within 10 days of the effective change (or other date as established by the PHA). The Housing Authority must determine if there is to be an adjustment to the Total Tenant Payment, Tenant Rent, and/or Housing Assistance Payment.

Is Regarded as Having an Impairment
As used in the definition of Disability, means:
1. Has a physical or mental impairment that does not substantially limit one or more major life activities, but that is treated by another person as constituting such a limitation;
2. Has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of others toward such impairment; or
3. Has none of the impairments defined under the definition of "physical or mental impairment," below, but is treated by another person as having such an impairment.

Jurisdiction
The area in which the PHA has authority under State and local law to administer the program.

Lead-Based Paint
A paint surface, whether or not defective, identified as having a lead content greater than or equal to one microgram of lead per square centimeter (one centimeter is slightly more than three-eighths of an inch).

Lease
1. A written agreement between an owner/landlord and a resident for the leasing of a dwelling unit to the resident. The lease established the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP Contract between the owner/ landlord and the PHA.
2. In cooperative housing, a written agreement between a cooperative and a member of the cooperative. The agreement established the conditions for occupancy of the member's cooperative dwelling unit by the member's family with housing assistance payments to the cooperative under a HAP contract between the cooperative and the PHA.

Lease Addendum
In the lease between the resident and the owner/landlord, the lease language required by HUD.

Live-In Aide

A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

1. Is determined by the PHA to be essential to the care and well-being of the person or persons;
2. Is not obligated for support of the person or persons; and
3. Would not be living in the unit except to provide necessary supportive services. (See the definition of Annual Income for treatment of a Live-In Aid's income.)

Local Preference

1. A preference used by the PHA to select among applicant families.
2. PHA cannot deny or otherwise penalize a family solely because the family resides in public housing.

Low-Income Family

A family who's Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low-income family.

Major Life Activities

As used in the definition of Disability, means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Manufactured Home

A structure, with or without a permanent foundation, which is built on a permanent chassis, is designed for use as a principle place of residence, and meets the HUD Housing Quality Standards set forth in 24 CFR, Part 8, Sections 882.109 and 887.473.

Manufactured Home Space

The space, leased by an owner/landlord to an Assisted Family, on which the Manufactured Home owned and occupied by the family, is located. The space shall include all maintenance and management services necessary for decent, safe and sanitary housing, such as maintenance of utility lines, garbage and trash collection, and maintenance of roads, walkways and other common areas and facilities.

Marriage

Marriage certified by a formal marriage license, or an informal marriage, as may be specified in State or local laws or regulations.

Medical Expenses

Those medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. (Medical expenses are allowable only for Elderly or Disabled Families.)

Minor

A person who is under the age of legal competence, unless otherwise determined by State Law.

Mixed Family

A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

Monthly Adjusted Income
One-twelfth of Adjusted Income.

Monthly Income
One-twelfth of Annual Income.

National
A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession, including Puerto Rico, the U.S. Virgin Islands, Guam, Canal Zone, etc.

Net Family Assets
1. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home-ownership programs.
2. The value of necessary items of personal property, such as furniture and automobiles, shall be excluded.
3. In cases where a trust fund has been established and the trust is not revocable by, or under the control of any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.
4. In determining Net Family Assets, the Authority shall include the value of any assets disposed of by an applicant or resident for less than fair market value, including a disposition in trust, but not in a foreclosure or bankruptcy sale, during the two (2) years preceding the date of application for the program, or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or resident received important consideration not measurable in dollar terms.

Non-citizen
A person who is neither a citizen nor a national of the United States.

Normal Wear and Tear
Means deterioration which occurs, based upon the use for which the rental unit is intended, without negligence, carelessness, accident, abuse or intentional damage of the premises, equipment or chattels of the owner/landlord by the resident, members of the resident's household, or by his/her invitees or guests. However, uncleanliness does not constitute normal wear and tear.

Owner/Landlord
Any person or entity, including a cooperative, having the legal right to lease or sublease a unit to a participant.

Participant
A family that has been admitted to the PHA program, and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (first day of initial lease term).

Payment Standard
In the voucher program, an amount used by the PHA to calculate the housing assistance payment for a family. Each payment standard amount is based on the fair market rent. The PHA adopts a payment standard for each bedroom size and for each fair market rent area in the PHA jurisdiction. The payment standard for a family is maximum monthly subsidy payment.

Person
Includes one or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint-stock companies, trusts, and unincorporated organizations, and trustees, trustees in cases under Title 11 of the United States Code, receivers, and fiduciaries.

PHA Jurisdiction
The area in which the PHA is not legally barred from entering into Housing Assistance Contracts.

Physical or Mental Impairment
As used in the definition of Disability, includes:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; muscular-skeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; Genitourinary; hemic and lymphatic; skin; and endocrine; or
2. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

   The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus infection, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism.

Portability
Renting a dwelling unit with Housing Choice Voucher resident-based assistance outside the jurisdiction of the initial PHA.

Preference Over Single Persons
An applicant that is a one- or two-persons elderly, disabled or displaced family must be given a preference over an applicant that is a single person who is not an elderly, displaced person, or a person with disabilities.

Premises
The building or complex in which the dwelling units is located, including common areas and grounds.

Public Housing Agency (PHA)
Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage in, or to assist in the development or operation of low-income housing.

Public Use Areas
Interior or exterior rooms or spaces of a building that are made available to the general public. Public use may be provided at a building that is privately or publicly owned.

Qualified Individual With Disabilities
1. With respect to employment, an individual with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question; and
2. With respect to any non-employment program or activity which requires a person to perform services or to achieve a level of accomplishment, an Individual With Disabilities who meetsthe essential eligibility requirements and who can achieve the purpose of the program or activity without modifications in the program or activity that the recipient can demonstrate would result in a fundamental alteration in its nature; or
3. With respect to any other non-employment program or activity, an Individual With Disabilities who meets the essential eligibility requirements for participation in, or receipt ofbenefits from, that program or activity.

Essential eligibility requirements include stated eligibility requirements, such as income, as well as other explicit or implicit requirements inherent in the nature of the program or activity, such as requirements that an occupant of multifamily housing be capable of meeting the recipient's selection criteria, and be capable of complying with all obligations of occupancy with or without supportive services provided by persons other than the recipient.

Reasonable Accommodation
Means making alterations or adaptation to provide access to otherwise qualified individuals with disabilities, in the use of the program and facilities, without causing undue hardship or substantially altering the program or activity.

Reasonable Rent
A rent to owner/landlord that is not more than either:
1. Rent charged for comparable units in the private unassisted market; or
2. Rent charged by the owner/landlord for a comparable assisted or unassisted unit in the building or premises.

Residency Preference 24 CFR Sec. 982.207
Eliminates the explicit requirement that PHA's seek HUD approval before establishing a residency preference (although the Housing Choice Voucher Administrative plan is a supporting document to the annual PHA Plan). PHA's may adopt a residency preference if the preference does not delay or deny admission to the program based on race, color ethnic origin, gender, religion, disability or age. Residency area must not be smaller than a county or municipality.

Receiving PHA
In portability, a PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a voucher, and provides program assistance to the family.

Regular Reexaminations
The PHA must reexamine the income and composition of all families at least once every twelve (12) months. The family is required to submit any certification, release, information or documentation that the Housing Authority or HUD has determined necessary.

The PHA will adjust the Total Tenant Payment and Housing Assistance Payment to reflect the changes in income and family composition.

Related Lease Shared Housing
The type of Shared Housing in which the PHA enters into a single HAP Contract for two assisted Families residing in a Shared Housing unit.

Rent to Owner/landlord
The monthly rent payable to the owner/landlord under the lease. Rent to owner/landlord includes payment for any services, maintenance and utilities to be provided by the owner/landlord in accordance with the lease.

Rental Voucher
A document issued by a PHA to a family selected for admission to the voucher program. The voucher describes the program, and the procedures for PHA approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

Resident
Means a person entitled, under a rental agreement, to occupy a dwelling unit in peaceful possession, to the exclusion of others, and includes the owner/landlord of a mobile home renting premises, other than a lot or parcel in a mobile home park, for use as a site for the location of the mobile home.

Responsible Entity
The person or entity responsible for administering the restrictions on providing assistance to Non-citizens with ineligible immigration status:

1. For the Housing Choice Voucher Rental Housing Voucher and the Housing Choice Voucher Moderate Rehabilitation programs, the housing authority (PHA) administering the program under an ACC with HUD;
2. For all other Housing Choice Voucher programs, the owner/landlord.

Section 214
Section 214 of the Housing and Community Development Act of 1980, as amended (42 U.S.C. 1436a). Section 214 restricts HUD from making financial assistance available for non-citizen unless they meet one of the categories of eligible immigration status specified in Section 214. See also paragraph 1-2, Authority.

Section 214 Covered Programs
Programs to which the restrictions imposed by Section 214 apply are programs that make available financial assistance pursuant to the United States Housing Act of 1937 (42 U.S.C. 1437-1440), Section 235 or Section 236 of the National Housing Act (12 U.S.C. 1715z-1) and Section 101 of the Housing and Urban Development Act of 1065 (12 U.S.C. 1701s).

Section 504
Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, as it applies to programs or activities receiving Federal financial assistance.

Setup Charges
Charges payable by an Assisted Family for assembling, skirting and anchoring the mobile home unit.

Sex-Offender
HUD determines a sex-offender to be someone who is required to be registered in a "State life-time sexual offender" registry.

Single Family Residence
Means a structure maintained and used as a single dwelling unit. Notwithstanding that a dwelling unit shares one or more walls with another dwelling unit, it is a single family residence if it has direct access to a street or thoroughfare and shares neither heating facilities, hot water equipment, nor any other essential facility or service with any other dwelling unit.

Single Person
A person who lives alone, or intends to live alone, and who does not qualify as an Elderly Family, a Displaced Person, or the Remaining Member of a Resident Family.

Single Room Occupancy Housing
A unit which contains no sanitary facilities or food preparation facilities, or which contains one but not both types of facilities (as those facilities are defined in 24 CFR 882.109(a) and (b) and which is suitable for occupancy by a single eligible individual capable of independent living. The unit is located within a multifamily structure consisting of more than 12 units.

Social Security Number
The number that is assigned to a person by the Social Security Administration of the Department of Health and Human Services, and that identifies the record of the person's earnings that are reported to the Administration.

The Social Security Number has nine digits separated by hyphens, as follows: 000-00-0000. It does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary under the Social Security System.

Special Admission
Admission of an applicant that is not on the PHA waiting list or without considering the applicant's waiting list position.

Special Reexaminations
See Interim Reexaminations.

Spouse
Means the husband or wife of the head of the household.

Spouse refers to the marriage partner, either a husband or wife, who is someone you need to divorce in order to dissolve the relationship. It includes the partner in a common law marriage. It

does not cover boyfriends, girlfriends, significant others, or "co-head." "Co-head" is a term recognized by some HUD programs, but not be public and Indian housing programs. This definition applies to Restrictions on Assistance to Non-citizen.

Stalking
To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.

State
Any of the several States of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, the territories and possessions of the United States, the Trust Territory of the Pacific Islands, and Indian tribes.

Statement of Family Responsibility
An agreement, in the form prescribed by HUD, between the PHA and a Family to be assisted under the Program, stating the obligations and responsibilities of the two parties.

Subsidy Standards
Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions (see definition of "family unit size").

Suspension
Stopping the clock on the term of a family's voucher for such period as determined by the PHA, from the time when the family submits a request for PHA approval to lease a unit, until the time when the PHA approves or denies the request.

Temporary Deferral
Temporary deferral of termination of assistance is granted, the deferral period shall be for an initial period not to exceed six (6) months. The initial period may be renewed for additional periods of six (6) months, but the aggregate deferral period for deferrals provided after November 29, 1996 shall not exceed a period of eighteen (18) months. The aggregate deferral period for deferrals granted prior to November 29, 1996 shall not exceed three (3) years. These time periods do not apply to a family that includes a refugee under section 207 of the Immigration and Nationality Act or an individual seeking asylum under section 208 of that Act.

Tenant
The person or persons (other than a live-in aide) who executed the lease as lessee of the dwelling unit.

Tenant-Based
Rental assistance that is not attached to the structure.

Tenant Rent
In the voucher program, the portion of the rent to the owner paid by the family. It is calculated by subtracting the amount of the housing assistance payment to the owner from the rent to owner.

Term
Means the period of occupancy specified in the rental agreement.

Total Tenant Payment
Total Tenant Payment for families whose initial lease is effective on or after August 1, 1982. Total tenant payment is the amount calculated under section 3(a) (1) of the 1937 Act (42 U.S.C. 1437a (a) (1)). Total Tenant Payment shall be the highest of the following, rounded to the nearest dollar:

1. 30 percent of Monthly Adjusted Income;
2. 10 percent of Monthly Income; or
3. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under paragraph (C) of section 3(a)(1) of the 1937 Act (42 U.S.C. 1437a(a)(1)(C)) shall be the amount resulting from one application of the percentage.
4. A minimum amount of twenty-five dollars ($25.00).

Utility Allowance
If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Contract Rent, but is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by the PHA or HUD under applicable sections of HUD regulations of the monthly costs of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances, consistent with the requirements of a safe, sanitary, and healthful living environment.

Utility Allowance Reimbursement Payment
See Utility Reimbursement

Utility Hook Up Charges
Costs payable by an Assisted Family for connecting its Manufactured Home to utilities such as water, gas, electrical and sewer lines.

Utility Reimbursement Payment
In the voucher program, the portion of the housing assistance payment that exceeds the amount of rent to the owner. May also be referred to as Utility Allowance Reimbursement Payment.

Very Low-Income Family

1. A low-income family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.
2. HUD may establish income limits higher or lower than 50 percent of the median income for the area, on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

Veteran

1. Means any person honorably discharged from the Armed Forces of the United States, who serviced in World War I, between April 6, 1917, and November 11, 1918, both dates

inclusive; or in World War II, on or after December 7, 1941, until final cessation of all hostilities; or in the Korean Conflict; Lebanon Crisis; Berlin Crisis; the Congo; the Dominican Republic, and Vietnam.

2. "Veteran" does not include a person enlisted and accepted for active training only for a period of six (6) months or less.

Violent Criminal Activity
Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher (rental voucher)
A document issued by a PHA to a family selected for admission to the voucher program. The voucher describes the program, and the procedures for PHA approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

Waiting List Admission
An admission from the PHA waiting list.

Welfare Assistance
Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

Welfare-to-Work
Families assisted by a PHA with Voucher funding awarded to the PHA under the HUD welfare-to-work voucher program.

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GARLAND
HOUSING AGENCY

Housing Choice Voucher Home Ownership Program

administered by:
Garland Housing Agency
210 Carver; Suite 201
Garland, TX 75040
(972) 205-3393

Steven Fitch, Director of Housing

Exhibit A

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The City of Garland Housing Agency

Mission Statement

The Garland Housing Agency objectives include providing, safe, decent and sanitary living conditions and to provide improved living conditions for very low income families. The Garland Housing Agency promotes its objectives through helping tenants maintain rent payments at an affordable level and by providing qualified tenants with an option for home ownership. In addition, the Garland Housing Agency aims to promote personal, economic and social upward mobility to assist residents to make the transition from subsidized to non-subsidized housing and to provide an incentive to private property owners/landlords to rent to low income families by offering timely assistance payments and excellent service.

Homeownership Voucher Program

The Garland Housing Agency (GHA) will administer the Homeownership Program to help low income families to purchase decent, safe and sanitary housing. The program provides homeownership opportunities to first time home buyers through a Homeownership Housing Choice Voucher program. The Homeownership Voucher program shall be funded through the Housing Choice Voucher Program funding allocations from the U.S. Department of Housing and Urban Development (HUD) and other applicable federal, state and local grants.

Policy clarifications or general questions should be addressed to the Garland Housing Agency at the following address or telephone number:

Garland Housing Agency
210 Carver, Suite 201
Garland, TX 75040
Phone Number: (972) 205-3393

Initial Requirements

Before commencing homeownership assistance for a family, the Garland Housing Agency must determine that all of the following initial requirements are satisfactorily met:

1. The family has received Housing Choice Voucher Rental Voucher assistance for a time period of one (1) year and is currently in "good standing" with the GHA (no repeated lease violations, debt repayment agreements, etc.).

2. The family is income eligible under the Housing Choice Voucher Assistance Program (HCV) and qualified to receive homeownership assistance. The family's income may not exceed the income limits established and amended by HUD.

3. The dwelling/unit must be inspected and meet/pass the Housing Quality Standards (HQS) inspection protocol.

4. The family has satisfactorily completed the GHA program of required pre-assistance homeownership counseling.

5. The GHA will require homeowner compliance with all environmental requirements of local and regional authorities regarding flood and other hazard insurances.

6. The family will be deemed ineligible to participate in the Homeownership program in the event the family owes any debt or portion of a debt to the GHA or any other housing agency/authority.

7. *Additional GHA requirements*. Unless otherwise provided in this part, the GHA may limit homeownership assistance to families for purposes defined by the GHA and may require additional requirements for commencement of homeownership assistance for a family.

Eligibility Requirements for Families

The Garland Housing Agency may not provide assistance for a family unless it determines that the family satisfies all of the following initial requirements at commencement of the homeownership assistance for the family:

1. The family has been admitted to the Housing Choice Voucher Homeownership Program. Participation in the Homeownership Program is voluntary.

2. The family must be a first time home buyer or no member of the family has owned a home or interest in a home for at least five (5) years.

    a. The restriction on prior ownership does not apply to a single parent or displaced homemaker who owned a home with a spouse while married.

    b. Families who already own shares in a cooperative.

    c. Family with a member with disabilities for whom the homeownership option is a reasonable accommodation.

3. One or more adult members of the family who will own the home, must meet the Garland Housing Agency's minimum income requirements of at least $20,000 per year of gross annual income. However, if a participant does satisfy the minimum initial requirement for gross annual income, as described by HUD of not less than the federal minimum hourly wage multiplied by 2000 hours, they will be allowed eligible to participate if they can show proof that they have been approved for a qualified mortgage.

    a. Except in the case of an elderly or disabled family, the GHA shall not count any welfare assistance received by the family in determining annual income under this section.

    b. The disregard of the welfare assistance income only affects the determination of minimum annual income used to determine if a family initially qualifies for commencement of homeownership assistance in accordance with this section, but does not affect the following:

        i. Determination of income eligibility for admission to the voucher program.

ii. Calculation of the amount of the family's total tenant payment (TTP)
iii. Calculation of the amount of homeownership assistance payments on behalf of the family. (in the case of an elderly or disabled family, the GHA will count welfare assistance in determining annual income.)

4. *One or more adult members of the family must satisfy the employment requirement of continuous employment of one (1) year prior to the commencement of the homeownership assistance.* This employment must be full time employment of at least 30 hours per week. There is an exception to this employment requirement for the elderly and the disabled. The GHA shall grant an exemption from the employment requirement if the GHA determines that an exemption is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

5. The Housing Administrator of the GHA may also consider whether and to what extent an employment disruption is considered permissible in satisfying the employment requirement. The Housing Administrator may also consider successive employment during the three year period and self-employment in a business.

6. The family has not defaulted on a previous mortgage securing debt to purchase a home under the homeownership program.

7. No family member has a present interest in a residence for the purchase of any home.

8. The family also satisfies all the initial requirements established by the GHA.

In addition to assisting low-income families to achieve the "American Dream" of owning their own home, the secondary purpose and intent of the program is to assist families in becoming self-sufficient and economically independent. Accordingly, it is expected that families will maintain a continuous employment cycle throughout the entire period of subsidy. Forbearance, during a brief period of hardship (i.e. sixty days or less during loss of employment or a major illness) will be considered, however, multiple occurrences within short timeframes (one year or less) could be considered cause for denial of forbearance.
If forbearance is denied, the homeowner will have rights of appeal under this policy. If denial is supported, the homeowner options would be to sell the home or convert the assistance to rental.

Determination of Eligible Units

The Garland Housing Agency will determine that the unit is eligible to be occupied by meeting and satisfying all of the following requirements:

1. The unit was either under construction, already existing, or eligible for construction at the time the GHA determined that the family was eligible for homeownership assistance to purchase the unit.

2. The unit is either a one unit property, or a single dwelling unit in a cooperative or condominium.

3. The unit has been inspected by a GHA inspector (and by an independent inspector designated by the family if required by the lending institution)

    a. The family must pay for an inspection by an independent inspector they have selected.

    b. The independent inspection must cover major building systems and components and the inspector must send a report to the GHA and the family. The inspection must be in compliance with the applicable city's code of ordinances and the Garland Housing Agency's inspection protocol.

    c. The GHA must review the inspection report and decide with family whether to require any pre-purchase repairs. The GHA can disapprove a unit based upon the information in the independent inspection report

4. The unit satisfies/meets the requirements of the Housing Quality Standards inspection.

5. The GHA may not approve the unit and commence with homeownership assistance if the GHA has been informed by HUD or otherwise that the seller of the home is debarred, suspended or subject to a limited denial of participation under HUD programs.

6. The family must allow the GHA to inspect the unit at a reasonable time and after reasonable notice.

a. The unit will be subject to an annual HQS inspection conducted by the GHA inspection department.

b. The family must maintain the property in a decent, safe and sanitary manner.

c. The family must correct any deficiencies cited by the GHA within the time limit specified in the notice.

Requirements for Family Search and Purchase

The Garland Housing Agency establishes a maximum time of *120* days, from the issuance of the homeownership voucher, for a family to meet all requirements of the Homeownership Program and purchase the home.

1. The family is required to find their own unit and may contract with a real estate agent or realtor (who must communicate with the GHA on potential purchases and progress of the family). The real estate agent or realtor must be licensed with the state's real estate commission.

2. The GHA may require periodic family reports to be submitted on the family's progress in finding and purchasing a home.

3. During the search time, the family's Housing Choice Voucher Rental Housing Assistance Payment (HAP) shall continue pursuant to the GHA's Housing Choice Voucher Housing Choice Voucher Administration Plan.

4. If the family's time expires, the GHA may exercise the option to extend the timeframe if substantial progress has been made and sales closing can be accomplished within thirty days.

5. If the family is unable to purchase a home for any reason within the maximum time limit established, the family will continue to receive rental based assistance as pursuant to the GHA Section Housing Choice Voucher rental program. A family may reapply for the Homeownership Voucher one year after the family's voucher expired.

6. Before commencement of homeownership assistance, a member or members

of the family must provide the following:

a. The family must give the GHA a copy of the contract of sale

b. Contents of the contract of sale are specified

c. The contract of sale contains a certification from the seller that the seller has not been debarred, suspended, or subject to limited denial of participation under HUD programs.

7. Families must secure their own financing and the terms of the financingmust be approved prior to closing by the GHA.

a. The GHA shall determine the affordability of the family's proposed financing utilizing generally accepted underwriting guidelines.

b. If a mortgage is not FHA insured, GHA will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/FHA, Ginnie Mae, Fannie Mae, USDA Rural Housing Services, The Federal Home Loan Bank, or other private lending institution.

c. The GHA may disapprove assistance based on any financing or debts to secure the home that may have an adverse effect on the family's homeownership rights in the future.

d. <u>The family must escrow insurance and taxes. Mortgages with balloon payments, interest only, or variable interest rates will not be approved under GHA's program. The buyer may not enter into a seller financing or lease-purchase agreement under this program. GHA will not approve cosigners.</u>

Homeownership Counseling

Pre-Assistance Counseling - All families participating in the homeownership program must attend and satisfactorily complete the mandatory pre-assistance homeownership and counseling program required by the GHA. The GHA will provide the family with a check off sheet listing all requirements and provide necessary referrals. Families will be required to complete a GHA minimumof eight hours of pre-counseling assistance and complete any additional counseling requirements requested by the lender. The pre-counseling assistance program will cover the following topics:

1. Home maintenance (includes the care of the grounds).
2. Budgeting and money management.
3. Credit Counseling.
4. Negotiating the purchase price of a home.
5. How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available and the pros and cons of different types of financing.
6. How to find a home, including information about homeownership opportunities, schools, and transportation in the GHA jurisdiction.
7. An advantage of purchasing a home in an area that does not have a high concentration of low income families and how to locate home in such areas.
8. Information of fair housing.
9. Pre-assistance Counseling must be completed within 6 months before receiving a voucher and must be through a HUD certified counseling agency

Post-Assistance Counseling - One or more adult's members of the family who have an ownership interest in the home, may be required to attend/participate in on-going post purchasing homeownership counseling as part of the family obligations requirements of the GHA. All post-closing classes and educational strategies approved for this program will be tailored to participants' needs and disabilities.

If the family is not using a HUD approved counseling agency to provide the counseling for the families participating in the homeownership program, the GHA will ensure that the counseling program is consistent with the homeownership counseling provided under HUD's Housing Counseling program.

Contract of Sale

Before commencement of homeownership assistance, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must provide the Garland Housing Agency with a contact of sale. The contract of sale must contain the following information:

a. Specify the price and other terms of sale by the seller.

b. Provide that the purchaser will arrange for pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser.

c. Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser.

d. Provide that the purchaser is not obligated to pay for any necessary repairs.

e. Provide that the purchaser is not obligated to purchase should voucher assistance fail to be approved.

f. Contain a certification that the seller has not been debarred, suspended or subject to limited participation under part 24 of the Code of Federal Regulations.

1. The Garland Housing Agency will provide the lender with notice of the amount of the housing assistance payment prior to the close of escrow and will pay GHA's contribution to the family's homeowner expense directly to the family. The family will submit the entire mortgage payment to the lender unless the lender requires direct payment of the GHA's contribution. The lending institution will maintain an escrow balance for all costs outside of principal and interest.

2. The HAP (housing assistance payment) cannot be used to cover the homeownership premium (the portion of the payment used to accumulate a down payment or reduce the purchase price).

3. The Garland Housing Agency will not participate in any programs that are

"Lease to Own" or similar in nature. All home sale programs must be reviewed and approved by Garland Housing Agency staff before the participant will be allowed to purchase the home.

Continued Assistance Requirements & Family Obligations

Home Ownership assistance may only be provided while the family is residing in the home. If the family moves out of the home, the GHA will not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the GHA the homeownership assistance for the month when the family moves out.

The family must comply with the following obligations:

1. Pre assistance counseling during the search and purchasing process.
2. Annual ongoing counseling during annual income status review. During the annual income status review, if the GHA determines that the family requires additional counseling, the GHA may require the family to attend and complete ongoing homeownership and housing counseling.
3. Compliance with mortgage. The family must comply with the terms of any mortgage securing debt incurred to purchase the home (or any refinancing of said debt).
4. The family is prohibited against selling the home receiving assistance without notifying and receiving prior written approval from the GHA.
5. Prohibition against conveyance or transfer of home: So long as the family is receiving homeownership assistance, use and occupancy of the home is subject to part 24 Code of Federal Regulations, Sec. 982.551(h) and (i).
6. Family must immediately report any change in family composition or income of family due to death, loss of job, or any other circumstance that will affect the family's ability to maintain the home.
7. Upon death of a family member who holds, in part or in whole, title to the home or ownership of the cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law of the decedent's executor or legal representative, so long as the home is solely occupied by the remaining family members in accordance with part 24 Code of Federal Regulations, Sec. 982.551(h).
8. The family must supply required information to the GHA in accordance with the Housing Choice Voucher program requirements stipulated in part 24 Code

of Federal Regulations, Sec. 982.551(b).

9. In addition to other required information, the family must supply any information as required by the GHA or HUD concerning:

    a. Any mortgage or other debt incurred to purchase the home, and any refinancing of such debt (including information needed to determine whether the family has defaulted on the debt, and the nature of any such default), and information on any satisfaction or payment of the mortgage debt.
    b. Any sale or other transfer of any interest in the home.
    c. The family's homeownership expenses.
    d. Notice of move out. The family must notify the GHA before the family moves out of the home.
    e. Notice of mortgage defaults. The family must notify the GHA if the family defaults on a mortgage securing any debt incurred to purchase the home.
    f. Prohibition on ownership interest on second residence. During the time the family receives homeownership assistance under this subpart, no family member may have any ownership interest in any other residential property.
    g. The family must certify that they will comply and abide with obligations of a participant family receiving assistance under the Housing Choice Voucher and Homeownership programs requirements.

10. The family must allow GHA to inspect at reasonable time and after reasonable notice. The family must continue to pass minimum HUD HQS standards and make necessary repairs within the time frame designated by GHA.
11. The family must at annual reexamination, document that the family is current on mortgage, insurance, escrow accounts, and utility payments.
12. The family must maintain a minimum reserve equal to one year of the maintenance and major repair allowance. Families will need to provide documentation of repairs if account balance is less than the GHA required minimum.
13. The head of household or spouse must remain continuously employed (no less than 30 hours per week) while participating in the homeownership program. Part-time employment by both parties, totaling over 30 hours per week, does not constitute full-time employment by either party. GHA will consider mitigating circumstances where certain lapses in employment prohibit the family from meeting its continuous employment obligation. These include receipt of Unemployment Insurance Benefits due to layoff, absences defined under the Family Medical Leave Act; receipt of

Workman's Compensation benefits. GHA will allow a week a weekfor week substation whenever any of these benefits are received.

A participant who is employed but is on leave from work due to maternity leave, FMLA, or is receiving Workman's Compensation, is exempt from the full-time employment requirement during the period of approved leave from work. A participant must return to full-time employment within 30 days after the exhaustion of applicable benefits. Willful failure to return to full-time employment (30 hours per week), after 30 days, will generate a warning for family obligations. Failure to correct within 60 days will result in a Notice of Termination.

The participant who willfully leaves employment must return to full-time employment within 60 days. Failure to return to full time employment (30 hours per week) within 30 days will generate a warning for family obligations. Failure to correct within 60 days will result in a Notice of Termination. GHA will consider mitigating circumstances and proof of job search before sending Notice of Termination.

Move with Continued Tenant-Based Assistance

1. A family may move with continued tenant based assistance or homeownership assistance as long as they have fulfilled all of their homebuyer obligations, including prior notification to the GHA.

2. If the Family defaults on an FHA insured mortgage, the GHA may permit the family to move with continued Housing Choice Voucher rental assistance if the family designates that it has:

    a. Conveyed the title to the home to HUD or its designee, as required by HUD; and

    b. Moved from the home within the time period established or approved by HUD.

3. If the Family defaults on a non - FHA insured mortgage, the GHA may permit the family to move with continued Housing Choice Voucher rental assistance if the family designates that it has:

    a. Conveyed the title to the home to the lender, to GHA or to its designee, as may be permitted or required by the lender; and

b. Moved from the home within the time period established and approved by the lender and/or the GHA.

4. The GHA will not begin tenant based assistance for occupancy of a new unit as long as any member of the family has any title or interest in the prior home.

5. The GHA prohibits more than one move by the family during any one year period. If the family receives down payment assistance through a grant program by the City of Garland, they may not be allowed to move for a period specified by the grant program. Otherwise, the family must comply by any additional requirements imposed by the lender.

6. The GHA may deny permission for the family to move based on unfulfilled obligations, affordability, and any other issues that violate the homeownership program requirements.

7. The Family may move with continued homeownership assistance and must again meet eligibility requirements but is not required to take homeowner counseling again unless the GHA determines additional counseling is needed.

8. The GHA may also deny permission to move to a new unit with continued voucher assistance as follows:

    a. Lack of funding to provide continued assistance. The GHA may deny permission to move with continued rental or homeownership assistance if the GHA determines it does not have sufficient funding to provide continued assistance.

    b. Termination or denial of assistance under part 24 of the Code of Federal Regulations, Sec 982.638. At any time, the GHA may deny permission to move with continued rental or homeownership assistance with Sec 982.638

9, If a family requests to return to rental assistance, GHA may provide the family with a rental voucher, provided there is no mortgage loan default and the family has met all obligations under the HCV Program. The family must sell the home before GHA provides rental assistance. GHA will not provide rental vouchers to families that have met their maximum term of homeownership assistance.

Payment of the HAP to the Family and the Total Family Contribution

1. Since Housing Choice Voucher funding is subject to annual appropriations, the Garland Housing Agency cannot guarantee that assistance will be available for the term of the loan. GHA pays the monthly homeownership assistance payment on behalf of the family that is equal to the lower of :

   a. the payment standard minus the total tenant payment; or

   b. the family's monthly homeownership expenses minus the total tenant payment.

2. The GHA will make the assistance payment to the family. The family will be required to ensure that payment for the full mortgage (consisting on the HAP payment and the TFC) is forwarded to the lending institution.

3. Homeownership expenses are considered to be the amount paid by the family for the principle, interest, taxes and insurance (PITI) and if needed the mortgage insurance premium. Homeownership allowances are considered to be the GHA's utility allowance standard. In addition, a repair/reserve amount and any homeowner association dues will be considered the homeowner's responsibility to maintain. The repair/reserve amount schedule will be as follows:
   Maintenance Allowance $25.00/month
   Major Repair Allowance- $25.00/month

4. Payment standard for family.
   (1) The payment standard for a family upon closing is the lower of:
      (i) The payment standard for the family unit size; or
      (ii) The payment standard for the size of the home.

   (2) The payment standard for a family at the time of annual recertification is the greater of:
      (i) The payment standard (as determined in accordance with paragraphs (4)(1) and (4)(2) of this section) at the commencement of homeownership assistance for occupancy of the home; or
      (ii) The payment standard (as determined in accordance with paragraphs (4)(1) and (4)(2) of this section) at the most recent regular reexamination of family income and composition since the

commencement of homeownership assistance for occupancy of the home.

5. Except in the case of elderly or disabled families, family members shall not receive homeownership assistance for more than fifteen (15) years, if the initial term of the mortgage loan is 20 years or longer or ten (10) years in all other cases. These limitations do not apply to families that qualify as elderly or disabled.

6. The total family contribution is the portion of homeownership expense that the family must pay. It is generally 30% of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance) will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance.

   The Garland Housing Agency will use the same payment standard schedule, payment standard amounts and subsidy standards pursuant to part 24 of the Code of Federal Regulations for the homeownership program as for the rental voucher program.

Portability

1. A family may qualify to move outside the GHA jurisdiction with continued assistance under the voucher program if the receiving Housing Authority is administering a Homeownership program and accepting new families.

2. A family shall be eligible for portability after 12 continuous months under the tenant based program.

3. The family must attend the briefing and counseling sessions required by the receiving PHA and the receiving PHA will determine whether the unit condition and financing is acceptable.

4. The family will port before the commencement of any home ownership activities.

5. The receiving PHA must promptly notify the initial PHA if the family purchases a home or is unable to purchase within the maximum time established by the PHA.

Denial and/or Termination of Assistance

The Garland Housing Agency shall terminate homeownership assistance for the family and shall deny voucher rental assistance for the family in accordance with the following:

1. Denial or termination of assistance under the basic voucher program as described in the Tenant Based Voucher Administration plan.

2. Failure to comply with family obligations.

3. Mortgage default: The GHA shall terminate voucher assistance for any member of the family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage securing debt incurred to purchase the home, or any refinancing of the debt.

4. The family conveys or transfers the home to any entity or person other than an adult member of the assisted family while receiving homeownership assistance.

5. Homeownership assistance will be terminated the month following the move out of the family.

6. A family may receive homeownership assistance for no longer than ten (10) years from the close of escrow unless the initial mortgage incurred to finance purchase of the home is twenty (20) years or longer, in which case the assistance time period will be fifteen (15) years.

    a. Families that qualify as elderly at the commencement of the homeownership assistance are not subject to a maximum term limitation.

    b. Families that are disabled or become disabled are not subject to the maximum term limitation.
    c. <u>If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the family will continue to be eligible for the homeownership assistance, subject to eligibility requirements of the Housing Choice Voucher program. The term of assistance will change to a maximum of 15-years for mortgages with a</u>

20 year or longer term and a maximum ten year term in all other cases. This term will be calculated from the date of issuance of the first housing assistance payment on the initial mortgage loan. If the family ceases to qualify as a disabled or elderly family and the 15 or 10 year term has expired then the family will receive 6 months of monthly HAP payments and then the homeownership assistance will terminate.

d. The time limit applies to any member of the household who has an ownership interest in the unit during any time that homeownership payments are made, or is a spouse of any member of the household who has an ownership interest.

A participant in the Housing Choice Voucher Homeownership program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan for the Garland Housing Agency Housing Choice Voucher Housing Choice Voucher program.

Recapture Provisions

The GHA will not recapture voucher homeownership assistance on the sale or refinancing of a home purchased under its Housing Choice Voucher Homeownership program. However, program participants may be subject to IRS recapture provisions, and those of any other lenders the GHA may partner with. It is required that the owner notifies the GHA of any sale or refinancing plans.

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GARLAND

HOUSING AGENCY

Family Self-Sufficiency Action Plan

administered by:
Garland Housing Agency
210 Carver; Suite. 201
Garland, TX 75040
(972) 205-3393

Steven Fitch, Director of Housing

Exhibit B

The Garland Housing Agency Family Self-Sufficiency (FSS) Program assists qualifying families enrolled in the Housing Choice Voucher Program with attaining economic independence and reducing the dependency of low income families on welfare assistance on HCV Housing Choice Voucher.

The FSS Program empowers families to become self-sufficient through the removal of barriers and by increased access to education, employment opportunities, and referrals to supportive services for barrier removal and home ownership preparation by:

• Partnering with social service providers, workforce programs and other private/non-profit organizations to ensure that contracted families have better access to available services.

• Through unique partnerships with the private sector, the FSS Program also incorporates wealth building curriculums and individualized homeownership counseling to prepare families for independence through homeownership.

Demographics

The Garland Housing Agency administers approximately 1500 vouchers. The FSS program originally began with 75 mandatory slots~~. GHA expects to replace participants as slots become available and will service no more than 100 families at a time.~~ *The Garland Housing Agency has elected to end their voluntary FSS program. Our agency will not be selecting new families for participation on the program. Over time, Garland Housing Agency hopes to serve the existing families on the FSS Program. The number of spaces available in the program at any given time, however, will be limited to current participants and decreased as current participants leave the program.*

The following demographics were based on active participants in the Housing Choice Voucher program:

White	*12%*
Black/ African American	*81%*
Asian	*5%*
American Indian/Alaska Native	*0%*
Hispanic	7%
Non-Hispanic	93%
Female Head of Households	87%
Male Head of Households	13%

The following demographics were based on active participants in the FSS Program:

White	4%
Black/ African American	96%
Asian	0%
American Indian/Alaska Native	0%
Hispanic	1%
Non-Hispanic	99%
Female Head of Households	99%
Male Head of Households	1%

GHA does not work with any outside Family Self-Sufficiency programs providing case management.

Family Selection Procedures

~~GHA will employ motivational screening as the selection method for filling theFSS program slots.~~ *The Garland Housing Agency has elected to end their voluntary FSS program. Our agency will not be selecting new families for participation on the program.* Participation in the FSS program is voluntary and volunteers will be accepted without regard to race, color, religion, sex, age, handicap, familial status or national origin. The assisted family must be interested in homeownership or becoming self-sufficient in order to enroll in the FSS program. Reasonable accommodations will be made for individuals with mobility, manual, sensory, speech impairments and/or mental or developmental disabilities.

The FSS program staff has the primary responsibility to make sure that participants are not discriminated against in the selection process. For families or individuals whose potential enrollment is in question, the FSS coordinators will review the file in the staff review meeting to ensure that non-selection is not based on discriminatory factors before the final decision is made. Applicants will be notified in writing of the reason(s) they were not selected for participation and will have the opportunity to appeal the decision. At all times, Garland Housing Agency will select families for participation in the FSS program in accordance with FSS Regulations and HUD guidelines.

Selection Process

At the time of application to the FSS Program, participants will be required to meet the following criteria prior to signing the FSS Contract of Participation. Failure to meet one or more of these criteria will eliminate applicant from program enrollment.

1. An applicant must be a current participant in the GHA HCV Program, receiving a housing subsidy and in good standing (not delinquent in housing debt repayment agreement or owes money to another PHA). This includes families that utilized portability from other agencies.
2. If a family wishes to join the FSS Program and is a current port, the Initial PHA must agree to establish the FSS Escrow account or send the monthly Escrow payment with HAP payments.
3. Attend an FSS Program Orientation.
4. FSS participants will be selected on a first-come, first-served basis in accordance with the date the family expresses an interest in the program, submits and completes the application process.
5. The head of household must develop and agree to follow an Individual Training and Services Plan with the goal of obtaining full time regular employment. Other adult family members eligible for housing assistance (eighteen years of age or older) may also choose to complete an Individual Training and Services Plan. *The head of the FSS family is designated by the participating family. The designation or any changes by the household to the Head of FSS Family must be submitted to the Garland Housing Agency in writing.*
6. If the family is participating in supportive service plans of other agencies, the family must agree to submit a copy of the plan(s) to the FSS Coordinator for review and inclusion in the FSS Individual Training and Services Plan.
7. The family must agree to abide by all requirements of the HCV program, the Individual Training and Service Plan, the terms of their lease, HQS, all policies and regulations established by HUD, GHA, and if the participant is receiving public assistance (i.e., TANF, etc.)., the participant must be in compliance with and abide by state welfare requirements.
8. ~~Previous FSS participants may reapply for the program if they did not successfully complete their Individual Training Plan after a one year waiting period~~*. No member of previously enrolled FSS families will be allowed to re-enroll in Garland Housing Agency's FSS program.*

Incentives to Participants

GHA will reward participant success in achieving program objectives and goals by providing incentives and achievement rewards when available and the FSS Escrow Account.

FSS Escrow Account

The National Affordable Housing Act of 1990 provided the financial incentivefor families to free themselves of government assistance. Under this authorization, GHA will maintain a single depository account for all
FSS families. These funds will be invested in one or more of the HUD approved investments.
The Tenant Total Payment (TTP) amount at the contract execution date willbe used as the basis for determining the escrow amount once the family's earned income increases.
Re-calculations of the escrow amount are based on any changes in the family's earned income. If the FSS family fails to report or is untimely in reporting changes to income, GHA will not credit the family's escrow account and the housing subsidy will be placed in jeopardy.
GHA will provide an annual report/Escrow Account Statement to the family showing the amount in the FSS Escrow Account including any interest amounts earned during the prior 12 month period.

Disbursement of the Escrow Funds

GHA has elected not to participate in *or allow* early *or interim* disbursements of FSS Escrow funds.

The amount in the FSS Escrow Account, in excess of any amount owed toGHA by the FSS Family, shall be paid to the head of the FSS Family when the Contract of Participation has been completed.

In order to receive escrow funds upon completion of the FSS program a certification must be submitted by the head of the family that no member ofthe FSS Family household is a recipient of welfare assistance.

Forfeiting Escrow Funds

Should it become necessary, the FSS Escrow Account Funds will be forfeitedby the family if one or more of the following occurs:

- The Contract of Participation is terminated for reasons that are not consistent with the Contract of Participation.
- The Contract of Participation including any extension thereof is completed by the family but the FSS family is still receiving welfareassistance.
- Voluntary withdrawal from the program by the FSS family.

Forfeited escrow funds remaining from terminated participants will be collected in a general fund and may be disbursed evenly among participants in good standing on a regular basis.

Outreach Efforts

The Garland Housing Agency will not conduct widespread outreach to encourage enrollment in the FSS program as we will only service existing contracts. ~~GHA will inform HCV participant of the FSS Program by the following means:~~

~~The FSS Program will primarily target the following populations for FSS participation:~~

- ~~the hardest-to-serve housing participants (those reporting zeroincome);~~
- ~~families interested in becoming self-sufficient~~
- ~~assisted families interested in homeownership~~

Assurance of Inclusion of Minority and Non-minority
GHA will take actions to assure that both minority and non-minority groupsare informed about the FSS Program ~~as described below.~~

~~**Outreach and Recruitment Strategies**~~
~~GHA FSS Program utilizes a variety of outreach strategies as outlined belowin informing HCV participants of the benefits and services available through the FSS Program.~~

1. ~~FSS recruitment presentations are made routinely at the scheduled New HCV Admissions Orientations.~~
2. ~~Mail outs to families for FSS Orientations to occur at least annually.~~

Activities and Supportive Services

FSS participants will be assisted in identifying and accessing community services and resources designed to help them remove barriers to achieve self-sufficiency as noted below:

- basic education providers
- post-secondary education providers
- ~~job search activities~~
- homebuyers program coordination
- other workshop activities
- supportive services activities

Job Search Activities
The FSS participant with guidance from the FSS Coordinator will establishlong-term employability goals that will lead to economic self-sufficiency. FSS participants who are unemployed or under employed, must actively seek and maintain full-time unsubsidized employment throughout their enrollment in the FSS program.

~~GHA will assist in job search activities by:~~

- ~~Conducting workshops relating to job search activities~~
- ~~Maintaining a list of job openings and career fairs~~

Unemployed or under employed participants may be assisted and/or referred to:

- The Texas Workforce Commission to officially register their employment status, apply for Unemployment Insurance benefits and apply for job search assistance.
- Local workforce development programs which provide intensive jobs search assistance, job search workshops and further referral to workforce development programs such as training, work experience and on-the-job training activities.

Participation in such activities must be reported to the FSS Program Coordinator.

~~Other Workshop Activities Provided By GHA~~

~~Workshops designed to increase participant's job search and employability skills will be provided by GHA. FSS participants will be referred to specific workshops based upon their needs as identified in the assessment process.~~

~~Additional Workshops may include the following topics:~~

- ~~Career Preparation~~
- ~~Financial Aid -- Show Me the Money~~
- ~~Helpful Housekeeping~~
- ~~Job Search: Where Do I Begin~~
- ~~Parenting and Life Skills~~
- ~~Job Hunting Tips~~
- ~~How to Manage Stress~~
- ~~Manage Your Stress Better with a Budget~~

~~Participants unable to attend the GHA workshops due to work schedules or other scheduling conflicts; may attend other service provider trainings.~~
~~Documentation for completion of workshop activities must be submitted to the FSS Coordinator.~~

Supportive Services

GHA will refer FSS participants to area service providers for assistance with supportive service needs. Referrals will be based upon an individual needs assessment, the Individual Training and Services Plan, and/or at the request of the FSS participants.

Referrals may include but not limited the following resources:

- Texas 211
- YWCA
- Urban League of Greater Dallas
- Texas Workforce Commission
- Child Care Management System
- Texas Department of Assistive and Rehabilitative Services
- Friendship House
- Our Ladies of Charity
- ~~Dress for Success~~

Method for Identification of Family Support Needs

GHA will use a variety of methods for Case Management Services

1. Upon signing of an FSS Contract of Participation, the Head of Household will complete a needs assessment questionnaire.
2. The Individual Training and Services Plan is used to establish and document long-term employment and interim goals, support services needs and appropriate referrals needed to assist the family to achieve self-sufficiency.
3. The FSS Coordinator will conduct periodic progress reports through the mail, email or phone interviews.
4. The Individual Training and Services Plan will be updated, at a minimum on an annual basis. At that time the participant's progress will be reviewed and the plan will be modified as needed.
5. GHA defines full time regular employment as 35 hours or more per week. As a reasonable accommodation for disabled family, the work hour requirement may be reduced upon request. The work hour requirement will be determined by the family's medical provider, vocational counselor or other qualified entity and should be submitted to the housing agency in writing.

Program Coordinating Committee (PCC)

The primary function of the PCC is to assist GHA in securing commitments of public and private resources for the participants in the FSS Program and may include advice and guidance with complex situations or circumstances and further development of the program.

There is no minimum or maximum number of individuals needed to complete the PCC. The committee shall always contain at least one member of GHA and one HCV participant. Other members of the PCC board will be of public and private sectors that assist in planning activities for FSS participants to assist in meeting their goals. Example of members may include but is not limited to representatives of the following agencies:

- Area nonprofits
- Parkland Hospital System
- City Government Employees
- Texas Workforce Commission
- Banks
- Community College Representatives
- Employers

Participants of the PCC Board will be asked to make at least a one year commitment. An agency may elect whom they wish to send as a representative and does not have to be the same individual for each meeting.

The PCC Board will meet at least quarterly.

Program Termination

The Contract of Participation may be terminated before the expiration of the contract term, and any extension thereof by:

1. Termination of HCV (Housing Choice Voucher) assistance.
2. Failure to comply with Housing Choice Voucher Program contract requirements because the family moved outside the jurisdiction of GHA.
3. Mutual Consent of the Parties.
4. Failure of the family to meet its obligations under the Contract of Participation without Good Cause.
5. The family's voluntary withdrawal from the FSS Program.
6. An act occurs which an FSS participants becomes unable to work or otherwise unable to fulfill the terms of the contact due to illness
7. Failure to comply with any other HUD or GHA rules and regulations.
8. Failure to comply with established FSS guidelines.
9. If the participant dies, and the remaining adult family member on the lease chooses not to continue participating in the program and the contractobligations have not been met.
10. Such other act as is deemed inconsistent with the purpose of the FSS Program or operation of law.

Families will be notified in writing of their termination in the FSS program.

Families' contracts that are terminated due to failure complete their ITSP, find and maintain full time employment, or become free of welfare assistancefor one year as defined in the Contract of Participation may request up to a two year extension if good cause exist. Examples of good cause include:

- Loss of job due to no fault of the individual
- Death of family member
- Illness interfering with ability to work

Extensions must be asked for in writing.

If the participant fails to meet their obligations under the Contract of Participation, the Individual Training and Services Plan and related documentation may result in termination from the FSS Program. Non-compliance includes:

(i) Missing scheduled meetings, failure to return phone calls, and/or maintain contact after written notification of non-compliance
(ii) Failure to work on activities and/or goals set forth in the Individual Training and Services Plan, including employment activities
(iii) Failure to complete activities and/or goals within the specified time frames

Participants who fail to meet their obligations, as determined by an FSS coordinator, will be given the opportunity to attend a required meeting with the FSS Coordinator or assigned Garland Housing Agency representative to review the situation. At this meeting, a review of the Contract of Participation, Individual Training and Services Plan and all related documentation will be conducted, and amendments will be made as necessary (within HUD guidelines) to allow for changes in circumstances. Failure to contact the FSS Coordinator to schedule this meeting within fourteen (14) days of a written request by the FSS program to set up this a meeting or failure by the FSS Head of Household to attend this meeting without some type of correspondence to clarify the issue(s), may lead to termination from the program.

The FSS Coordinator will also attempt to contact the participant via phone, text, in person and/or email prior to the review meeting. Participants who remain out of compliance after this meeting will be subject to termination from the FSS program.

If the initial meeting does not resolve the problem, or if the meeting is not requested by the family within the required period, notification of termination will be made to the family by letter stating:

1. *The specific facts and reasons for termination;*
2. *A statement informing the family of their right to request an informal hearing and the date by which this request must be received (see Grievance Procedures);*
3. *A statement informing the family that termination from the FSS program for the reasons stated therein will not result in termination of the family's housing assistance. Failure to request a hearing in writing by the deadline will result in closure of the family's FSS file and all rights to a hearing will be waived. All escrow money held on the family's behalf will be forfeited in accordance with HUD regulations.*

Housing assistance will not be terminated based on non-compliance with the FSS program. The current amount of escrow in the family's escrow account will be included in the letter

Termination with Escrow Disbursement

In most cases, families whose FSS contracts are terminated will not be entitled to disbursement of their accrued FSS escrowed funds. However, the CoP will be terminated with FSS disbursement when one of the following situations occurs:

FSS family's advancement towards self-sufficiency are unavailable.
(ii) The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, unless the Garland Housing Agency and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family.
(iii) An FSS family in good standing moves outside the jurisdiction of the PHA (in accordance with portability requirements at 24 CFR §982.353) for good cause, as determined by the PHA, and continuation of the CoP after the move, or completion of the CoP prior to the move, is not possible.

Grievance Procedures

All requests for an informal hearing must be received by Garland Housing Agency Coordinator within ten (10) business days of the date of the FSS termination letter. If a hearing is requested by the FSS family, notification to the family regarding the date, time, and location of the informal hearing will be made by mail, email or participant portal.

Persons included in the informal hearing shall include, but not be limited to:
- *The FSS head of household;*
- *The FSS Coordinator; and*
- *Garland Housing Agency staff members, other than FSS program staff, serving as the Hearing Officer*

All participants have the right to obtain legal representation and provide their witnesses.

The family may request to reschedule a hearing for good cause, or if it is needed as reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family. Requests to reschedule a hearing must be made in writing within (5) days prior to the hearing date.

If the family does not appear at the scheduled time and was unable to reschedule the hearing in advance due to the nature of the emergency, the family must contact the Garland Housing Agency within 24 hours of the scheduled hearing date, excluding weekends and holidays. The Garland Housing Agency will then reschedule the hearing. The Hearing Officer will issue a written decision to the family within five (5) business days after the hearing. The decision made by the Hearing Officer will be final. The Garland Housing Agency reserves the right to overturn the Hearing Officer's decision only in the event that the decision is contrary to the organization's written policies.

ASSURANCE OF NON-INTERFERENCE

Housing Choice Voucher families will be informed that the Family Self-Sufficiency program is a voluntary program. A decision not to participate in FSS will not affect the family's admission or right to occupancy with its lease.Families may complete their FSS contract and receive escrow while continuing to receive housing assistance under the voucher program.

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GARLAND

HOUSING AGENCY

Mainstream

Voucher Program

administered by:
Garland Housing Agency
210 Carver; Suite. 201
Garland, TX 75040
(972) 205-3393

Steven Fitch, Director of Housing

Exhibit C

Exhibit C
MAINSTREAM HOUSING VOUCHER PROGRAM

INTRODUCTION
On November 15, 2019, Garland Housing Agency (GHA) was awarded funding from the HUD Mainstream Voucher Program FY2019 Notice of Funding Availability (NOFA) (FR-6300-N-43). This initial funding will support thirty (25) Mainstream Vouchers. This appendix describes GHA policies related to the Mainstream Voucher Program.

PURPOSE AND SCOPE
The Mainstream Housing Opportunities for Persons with Disabilities (Mainstream) Program is a targeted voucher program for families with disabilities to allow such persons to rent affordable private housing. The Mainstream program is designed to assist housing authorities in providing Section 8 vouchers to a segment of the population recognized by HUD's housing research as one of the worst-case housing needs of any group in the United States (i.e. very-low income households with adults with disabilities). Additionally, the Mainstream program will assist persons with disabilities who often face difficulties in locating suitable and accessible housing in the private market.

NOFA FR-6300-N-43 provided extra points to PHA's that targeted funds to assist non-elderly persons with disabilities who are:

- Transitioning out of institutional or segregated settings,
- At serious risk of institutionalization,
- Experiencing homelessness, or
- At risk of becoming homelessness

The NOFA encouraged PHA's to formalize partnerships with and leverage resources from State Medicaid agencies and various Health and Human Services partner agencies or organizations.

PREFERENCES FOR MAINSTREAM VOUCHERS:
Mainstream Voucher Program NOFA (FR-6300-N-43) allows PHA's to set Admission Preferences based on local need.

The Garland Housing Agency has adopted a preference that provides Mainstream Voucher funding to non- elderly disabled persons that previously experienced homelessness and are currently clients in a permanent supportive housing or rapid rehousing project. Applicants within this preference will be selected by date and time of application.

A qualified professional must verify the applicant's disability status and the applicant status as a household that previously experienced homelessness and are currently clients in a permanent supportive housing or rapid rehousing project.

DEFINITIONS

Eligible household: A household composed of one or more non-elderly person(s) with disabilities and is transitioning out of an institution or other segregated setting or at serious risk of institutionalization (i.e., detention center, prison/jail inpatient mental health unit, or other congregate care setting), which may include additional household members who are not non-elderly persons with disabilities. The eligible household member DOES NOT need to be the head of household. A household where the sole member is an emancipated minor is not eligible.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities. The term "disabled family" may include two or more persons with disabilities living together, and one or more persons with disabilities living with one or more live-in aides. A disabled family may include a person with disabilities who is elderly.

Non-elderly person with disabilities: (for purposes of determining eligibility): A person 18 years of age and less than 62 years of age and who:

- Has a disability, as defined in 42 U.S.C 423;
- Is determined pursuant to HUD regulations, to have a physical, mental or emotional impairment that: (A) Is expected to be long-continues and indefinite duration, (B) Substantially impedes his or her ability to live independently, and (C) Is such a nature that the ability to live independently could be improved by more suitable housing.

Permanent Supportive Housing: Permanent housing in which voluntary supportive services are provided to assist homeless persons with a disability to live independently.

Section 8 Search Assistance: Assistance to increase access by program participants to housing units in a variety of neighborhoods (including areas with low poverty concentrations) and to locate and obtain units suited to their needs.

Targeted Funding: HUD may award a PHA Funding for a specialized category of families on the waiting list. The PHA must use this funding only to assist the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category.

All definitions in the main body of the Section 8 Administrative Plan apply to the Mainstream Program.

ELIGIBILITY
Only a disabled family may receive a rental voucher under the Mainstream program. Applicants with disabilities will be selected from the GHA waiting list according to date and time of application. Mainstream Vouchers serve households that include a non-elderly person with disabilities. A non-elderly disabled person is between the ages of 18 years old and 62 years old.

RENTAL VOUCHER ASSISTANCE
This program will be administered in accordance with HUD regulations covering the regular Section 8 program

MAINSTREAM ADMISSIONS AND OCCUPANCY REQUIREMENTS
With the exception of waiting list management and turnover, all other aspects of the Mainstream program will be handled according to the regulations and GHA Administrative policies governing the regular Section 8 program.

If there is ever an insufficient pool of disabled families on the waiting list, GHA will conduct outreach to encourage eligible persons to apply for this special allocation of rental vouchers. Outreach may include contacting independent living centers, advocacy organizations for persons with disabilities, and medical, mental health, and social service providers for referrals of persons receiving such services who would benefit from Section 8 assistance.

Qualified households will be added to and selected from the Section 8 Housing Choice Voucher (HCV) waitlist.

WAITING LIST MANAGEMENT
When funding was received initially, the GHA waiting list was searched for all eligible applicants and their date and time of application. After households are identified from the current wait list, if additional Mainstream Voucher slots are available, GHA will announce (via public notice) a LIMITED Section 8 HCV wait list opening for Mainstream Vouchers ONLY, explaining that the vouchers are for non-elderly persons with disabilities that previously experienced homelessness and are currently clients in a permanent supportive housing or rapid rehousing project. Applications will be accepted, reviewed for eligibility, and added to the waiting list by Mainstream Voucher preference designation and date and time of application. The LIMITED S8 HCV waiting list (for Mainstream Voucher only) will initially remain open indefinitely, but GHA reserves the right to limit to the number of applicants that may qualify for a local preference.

Currently, disabled families (including disabled single person households) are placed on the waiting list. At that time, a designation is made in the appropriate field in the utilized HAPPY Software System waiting list screen, designating the family as disabled. As a Mainstream slot becomes available, the program administrator will run a listing of all families who are designated disabled that previously experienced homelessness and are currently clients in a permanent supportive housing or rapid rehousing project. The system is configured so that this listing will run all those that qualify by date and time of application. By maintaining all applicants who are families with disabilities in this manner, GHA enables them to be housed in proper order for whichever program, regular Section 8 Housing Choice Voucher or Mainstream, first becomes available.

TURNOVER

When a rental voucher under the Mainstream program becomes available for reissue (e.g. the family initially selected for the program drops out of the program, is unsuccessful in the search for a unit, or is terminated from the program), the rental assistance may be used only for another individual or family eligible for assistance under the Mainstream program for five years from the date the rental assistance is placed under an ACC.

OUTREACH

GHA may choose to employ a variety of strategies to ensure households and owners are aware of the availability of housing assistance, such as newspaper stories and/or the purchase of advertising space. GHA will follow the activities outlined in the Equal Opportunity Housing Plan (EOHP) to ensure outreach to and selection of eligible households are performed without regard to race, religion, color, sex, age, disability, familial status, national origin, gender identity, sexual orientation or marital status.

Additionally, GHA will work closely with partnering agencies, Metro Dallas Homeless Alliance (MDHA), to identify and notify extremely low income and very low income households, minorities, persons with disabilities, and others who may be least likely to apply, of the availability of housing assistance. It is GHA's position that organizations that represent minorities and individuals with a disability are the most effective means for distributing information about the GHA program to their clientele.

GHA has close working relationships with local agencies and individuals involved in rental housing. GHA staff monitors the rental market by utilizing a comprehensive rent comparability on-line library in its office. The on-line library is updated at least annually through contact with local property owners, rental agencies, etc. Additionally, GHA inspectors are able to monitor the rental market in the course of carrying out unit inspections. When GHA becomes aware of vacant units that appear applicable to the Mainstream program, staff may contact the owner and present the program to the owner. If the owner is interested in participating, staff will record the names, addresses, and phone numbers or available units for future contact.

GHA maintains bulletin boards with information about available rental units. Current participating owners are encouraged to notify GHA of any vacancies by utilizing GHA's on-line available units listing library. Voucher holders are encouraged to utilize the on-line listings library of owners in the area that are familiar with the programs and may have vacancies in their units. Voucher holders are also informed that the list is not all inclusive and are encouraged to search classified ads in the newspapers, to look for "for rent" signs in their community, and to contact rental management companies that may not be on the list.

GHA may invite property owners to participate in the program through newspaper ads, minority media, landlord briefings, and other suitable means. GHA strives to develop and maintain positive "working relationships" with private landlords and real estate brokers' groups, and civic and local organizations with an interest in housing matters. By doing so, GHA encourages participation in the Section 8 program among owners of a wide range of housing, including housing outside areas with concentrations of low-income or minorities.

Households entering the program are encouraged, when possible, to contact the office with requests for assistance or to discuss problems with a staff member. GHA posts informational materials (including Fair Housing posters) where they are visible from a wheelchair.

Problems beyond GHA's resources, such as transportation and other assistance for households with a member with a disability are referred to appropriate social service agencies upon request.

GHA is committed to ensuring that all potentially eligible persons who express an interest in a rental assistance program are given an equal opportunity to apply for assistance. In addition, GHA is committed to receiving and processing applications in such a way that all applicants are treated fairly and consistently. GHA will make every effort to assure accessibility for all individuals.

If GHA cannot make accommodations for a person with a disabling condition to visit the office, GHA will ensure access to its programs by taking the paperwork, briefing information, or other materials to the individual. In addition, GHA utilizes on-line applications/programs that ensure accessibility to all individuals.

GHA gives households with a disabled member 60 days initially to secure an appropriate rental unit. This time period is permitted without requiring the participant to request an extension every thirty days. If the first 60 days pass without a lease up occurring, GHA may grant a 30-day extension requesting additional time, if warranted.

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Regular Session Agenda **6.**

Meeting Date: 07/18/2023

Item Title: Neighborhood Vitality Matching Grant Spring 2023 Applications

Submitted By: Scott Bollinger, Neighborhood Resource Manager

Summary of Request/Problem

City Council recommended the Spring 2023 Neighborhood Vitality Matching Grant applications to be placed on the Consent Agenda at the July 10, 2023 Work Session: Castle Point HOA and Place HOA applications as submitted, and New World Crime Watch application approved with modification.

Recommendation/Action Requested and Justification

Staff requests approval of these three applications, as directed by City Council.

Attachments

2023 Spring NVMG Projects

GARLAND

NEIGHBORHOOD VITALITY MATCHING GRANT

PROJECT SUMMARY FOR APPLICATION

Neighborhood Association: Castle Point HOA
Project Name: Common Area Enhancements: Playground & Plaque
Project Location: Rough Creek Dr. & Montage Dr.

Total Project Cost:	**$37,248**
Requesting Amount:	**$29,798**
Neighborhood Match	**$7,450**
Match Percentage:	**20%**

Project Summary:

- Install common area enhancements including:
    1. Playground (may need to re-locate 1-2 trees within same common area or remove dead trees)
    2. Benches (2)
    3. Memorial Plaque (attached to one of the benches)

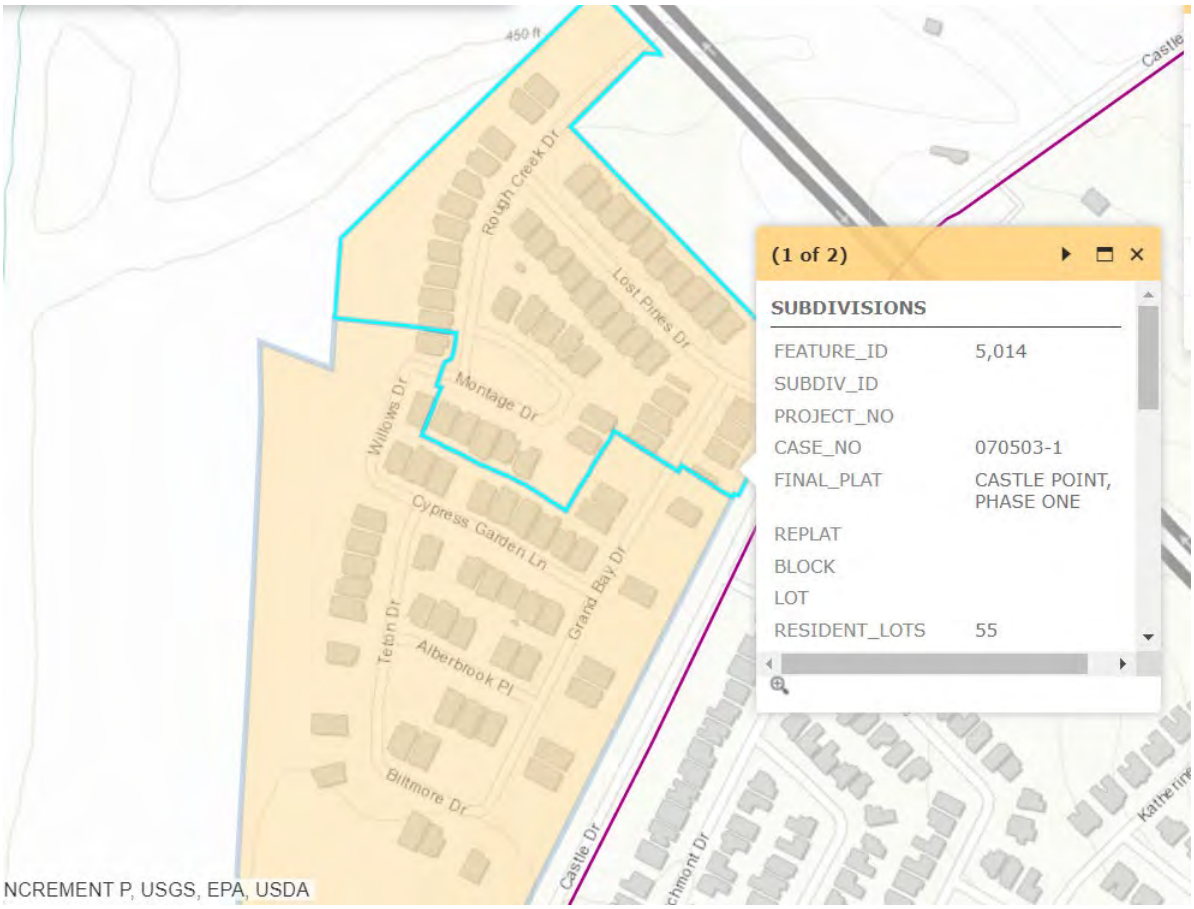
Stated Goals:

"We would like to enhance our amenities for our residents with children by adding a playground for children in the HOA common area park."

Stated Maintenance:

"Our current landscaping company would be responsible for the grounds upkeep, by placing new mulch or gravel as needed and their care would cover the same space just not grass where the playground is located. Replacement plan for future could be a planned budget line in our HOA assessments for residents to pay gradually into a replacement fund for the 15-20 year mark."

Maps:


450 ft
Rough Creek Dr
Lost Pines Dr
Montage Dr
Willows Dr
Cypress Garden Ln
Grand Bay Dr
Teton Dr
Alberbrook Pl
Biltmore Dr
Castle Dr
(1 of 2)
SUBDIVISIONS
FEATURE_ID 5,014
SUBDIV_ID
PROJECT_NO
CASE_NO 070503-1
FINAL_PLAT CASTLE POINT, PHASE ONE
REPLAT
BLOCK
LOT
RESIDENT_LOTS 55
NCREMENT P, USGS, EPA, USDA

Exact location in park TBD with vendors and HOA





Staff Letter of Intent Comments on Proposal:

Neighborhood Vitality:

- If there are no existing easements/restrictions prohibiting the installation of a playground, playgrounds are eligible through the Matching Grant Program. However, the

neighborhood must sign an easement allowing public use of the facilities, in addition to including the playground and other added amenities to the neighborhood's insurance coverage.
- Benches are eligible through the matching grant program, as long no other existing easement/restriction prohibits its installation.
- Line-item estimates for eligible projects, along with other supporting documents will be required for the application.

Engineering Dept.:

- According to Castle Point Phase One plat, there is a 10-11.5 ft. wide Pedestrian & Utility Easement (P.U.E.) paralleling the street ROW around this HOA lot (Lot 43, Block 3).
- Do not install playground equipment or ground mounted bench / plaque within the P.U.E.
- Any private improvement encroachment into existing P.U.E. would require a Real Property Improvement Authorization to be executed with the Engineering Dept.
- See record drawing #070503-2 for location of private irrigation lines in this vicinity that may need to be relocated (Irrigation Plan, Sheet I4). The contractor shall contact EngineeringRecords@garlandtx.gov to obtain record drawings prior to construction.

Building Inspections:

- No permits required for any of this work

Planning Dept.:

- Relocation of trees: based on the information provided, the trees will be relocated within the same HOA lot where they are currently located. Relocated trees will need to be irrigated with an automatic system. If the area of the HOA lot where trees will be relocated to is not equipped with an irritation system, an irrigation system will need to be provided; an irrigation permit application may be required through Building Inspection.
- Removal of dead trees: Applicant will need to reach out to Development Planning regarding the removal of dead trees.

Office of Neighborhood Vitality
800 Main Street, 2nd Floor
P.O. Box 469002, Garland, TX 75046
Neighborhoods@GarlandTx.gov
972-205-2445

NEIGHBORHOOD VITALITY MATCHING GRANT
Application

Thank you for your interest in the Neighborhood Vitality Matching Grant! Submission deadlines are September 23 and March 23. Should either of these dates fall on a holiday or weekend, the following business day will apply. Applications may be submitted to the Office of Neighborhood Vitality (ONV) in person, by mail or by email (must be in PDF format).

Please read each question thoroughly. Refer to the Neighborhood Vitality Matching Grant Guidelines for details. Do not bind or staple the application and supporting documents. Contact the Office of Neighborhood Vitality if you have any questions.

NEIGHBORHOOD ASSOCIATION / HOA INFORMATION

Neighborhood Association Name: _____

Mailing Address of Association: _____

What type of Neighborhood Association? ❑ Voluntary ❑ Mandatory / HOA ❑ Crime Watch

Registered with the Office of Neighborhood Vitality? ❑ Yes ❑ No ❑ I Don't Know

Length of Association Existence: ❑ More than 1 Year ❑ Less than 1 Year

Main Contact for this application:

Name: _____ Title: _____
Email: _____ Phone: _____

Management Company (if applicable)

Name: _____ Agent: _____
Email: _____ Phone: _____

Neighborhood Boundaries (Please also attach a map)

North: _____ East: _____
South: _____ West: _____

Briefly describe your neighborhood's current goals:

_____
_____
_____
_____

PROJECT INFORMATION

Please attach maps, plans and photographs to the application.

Project Name: _____

Project Address/Location: _____

Describe your neighborhood project in detail. Include project type, project elements, and project scope. (Include additional attachments if necessary).

_____
_____
_____
_____
_____
_____
_____

How will this project positively impact your neighborhood and community? Describe the benefits that the proposed project will create both to your neighborhood and to the City of Garland. How will the project enhance neighborhood identity and/or create a stronger sense of community?

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Maintenance:

What is the average life expectancy of your proposed project after completion? _____

What is your maintenance/replacement plan for the project? (Include attachment of maintenance plan if necessary)

_____
_____
_____
_____

Community Involvement:

How did your neighborhood determine to complete a neighborhood project? Describe the process used to obtain community input and distribution of information to residents in your community.

_____
_____
_____
_____

PROJECT BUDGET

The Neighborhood Vitality Matching Grant requires the applying association to provide a portion of the project (see guidelines for details). Please attach a detailed line-item budget for the project in addition to the specified total cost, total match, and requesting funds. Please also attach corresponding project estimates from reputable service providers. Contact the Office of Neighborhood Vitality for clarification or assistance if needed.

Total Project Cost: $_____

City Portion of Cost: $_____

Neighborhood Portion of Cost: $_____

Required Neighborhood Percentage of Cost: _____ (*refer to guidelines for required percentage)

If applicable to count towards Neighborhood Match, please attach details of each contribution.

Donated Professional Services: $_____

Donated Equipment and Materials: $_____

Sweat Equity ($12 per hour) X _____ Hours = $_____

LETTER OF INTENT CONSIDERATION

Did your neighborhood submit a Letter of Intent ❑ Yes ❑ No

If your neighborhood submitted a Letter of Intent, please list City of Garland feedback:

_____
_____
_____
_____
_____
_____
_____

If your neighborhood submitted a Letter of Intent, please explain how City of Garland feedback was incorporated into your neighborhood's project plan:

_____
_____
_____
_____
_____
_____
_____

FINAL CHECKLIST

- ❑ Reviewed Grant Guidelines
- ❑ Neighborhood is Registered with the ONV
- ❑ Detailed Project Plan included
- ❑ Itemized Bids and Project Budget Sheet are attached
- ❑ Detailed Maintenance Plan is included
- ❑ Supporting Documents are attached:
  - Map(s)
  - Project Plan(s)
  - Photographs of Project Area
  - Signed Maintenance Agreements (if applicable)
  - Detailed Description of In-Kind Donations, Labor or Materials.

CERTIFICATION

I hereby certify that I am authorized to submit it on behalf of the organization. The statements herein are true, complete and accurate to the best of my knowledge.

Name (Printed): _____ Date: _____

Signature: _____ Title: _____

You may submit applications to the Office of Neighborhood Vitality in person, by mail, or email (PDF file):

Office of Neighborhood Vitality
800 Main Street, 2nd Floor
P.O. Box 469002, Garland, TX 75046
Neighborhoods@GarlandTx.gov
972-205-2445

Map:

Exact location in park TBD with vendors and HOA



Castle Point HOA Playground Option #1:

KBS Playground Services
4133 Shores Court
Fort Worth, TX 76137
Phone: (810) 210-6426 Email: kbs-ays@outlook.com

Quotation

Date	Quotation #	Valid Until
1/25/2023	200642	02/25/2023

Bill To:	Job Location:
Castle Point c/o Goodwin & Company 2425 N Central Expwy, Ste 101 Richardson, TX 75080	Castle Point 3145 Rough creek Dr Garland, TX 75040

Description	Amount
Repairs Include: Supply and install PS3-70445 HKKP&P Structure Supply and install (2) HKP&P 6ft Benches Supply and install weed barrier fabric Supply and install (40) border panels Childforms 4ft Supply and install Engineered Wood Fiber (60 cu yds)	28,635.00
Removal and disposal of trees to clear play area	1,250.00
Freight for parts	3,600.00
Optional: Supply and install ADA entrance ramp - add $1,295	

50% DOWN PAYMENT REQUIRED TO ORDER PARTS
(Once parts are ordered this is non-refundable)

Subtotal	$33,485.00
Sales Tax (8.25%)	$2,762.51
Total	$36,247.51

Comments or Special Instructions:
Customer is responsible for calling DIGTESS to have underground utilities marked.
Any damage to unmarked utilities or sprinker lines will be the property owners responsibility and expense to repair.
If speciality equipment is required, additional charges may apply.
If work permits are required, the costs will be added to the invoice.

If you have any questions or concerns about this quote, please contact: Kevin Stilwell at (810) 347-9323.
To accept this quote, please sign and date below and email a copy to kbs-ays@outlook.com.

Signature: _____ Date: _____



Total Vendor price $36,247.51

2 Park Area Signs for parking, 1 plaque for dedication of park $300.00

Insurance Increase due to park $700.00

Total Price $37,247.51

20% HOA Payment for City Grant $7450.00

NEIGHBORHOOD VITALITY MATCHING GRANT

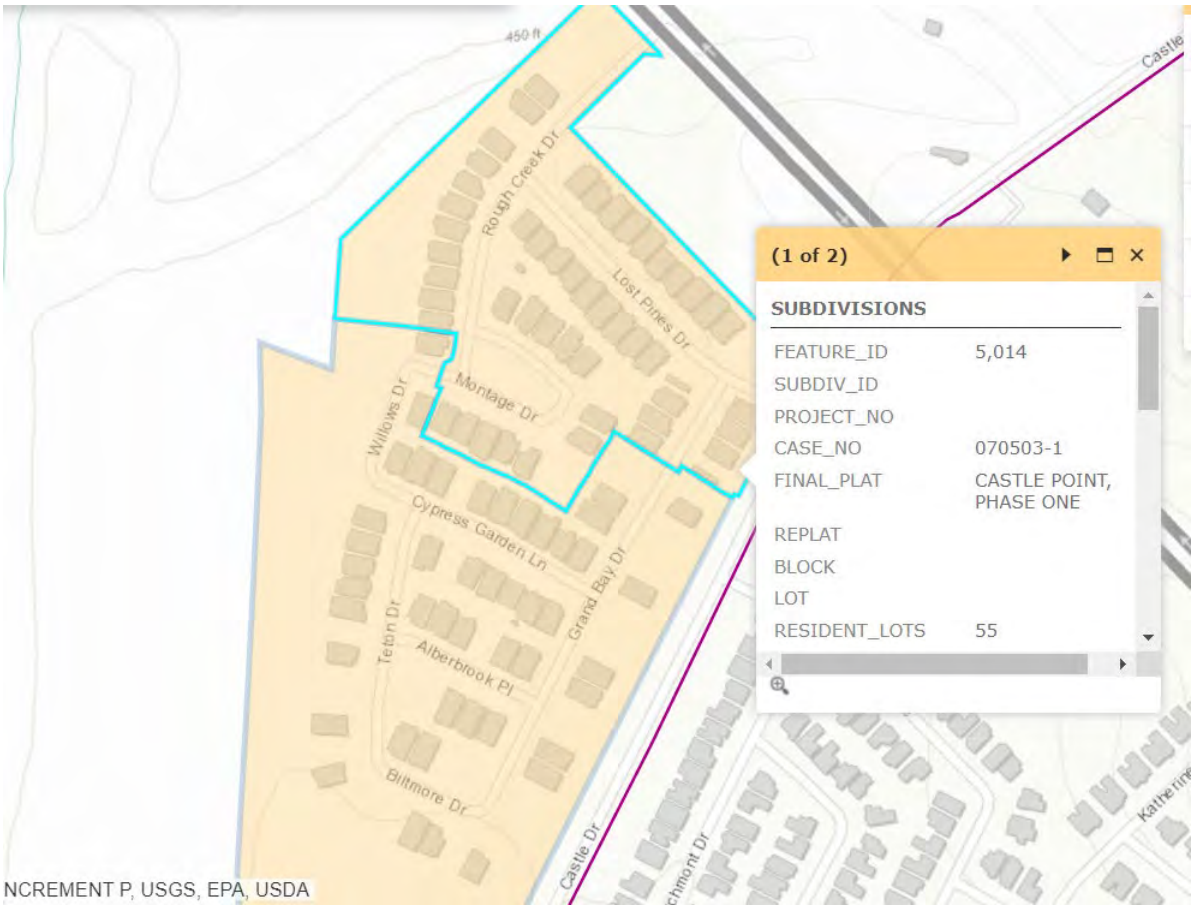
PROJECT SUMMARY FOR LETTERS OF INTENT

Neighborhood Association: Castle Point HOA
Project Name: Common Area Enhancements: Playground & Plaque
Project Location: Rough Creek Dr. & Montage Dr.

Project Summary:

- Install common area enhancements including:
    1. Playground (may need to re-locate 1-2 trees within same common area)
    2. Benches (2)
    3. Memorial Plaque (attached to one of the benches)

Maps:



Exact location in park TBD with vendors and HOA





Staff Comments on Proposal:

Neighborhood Vitality:

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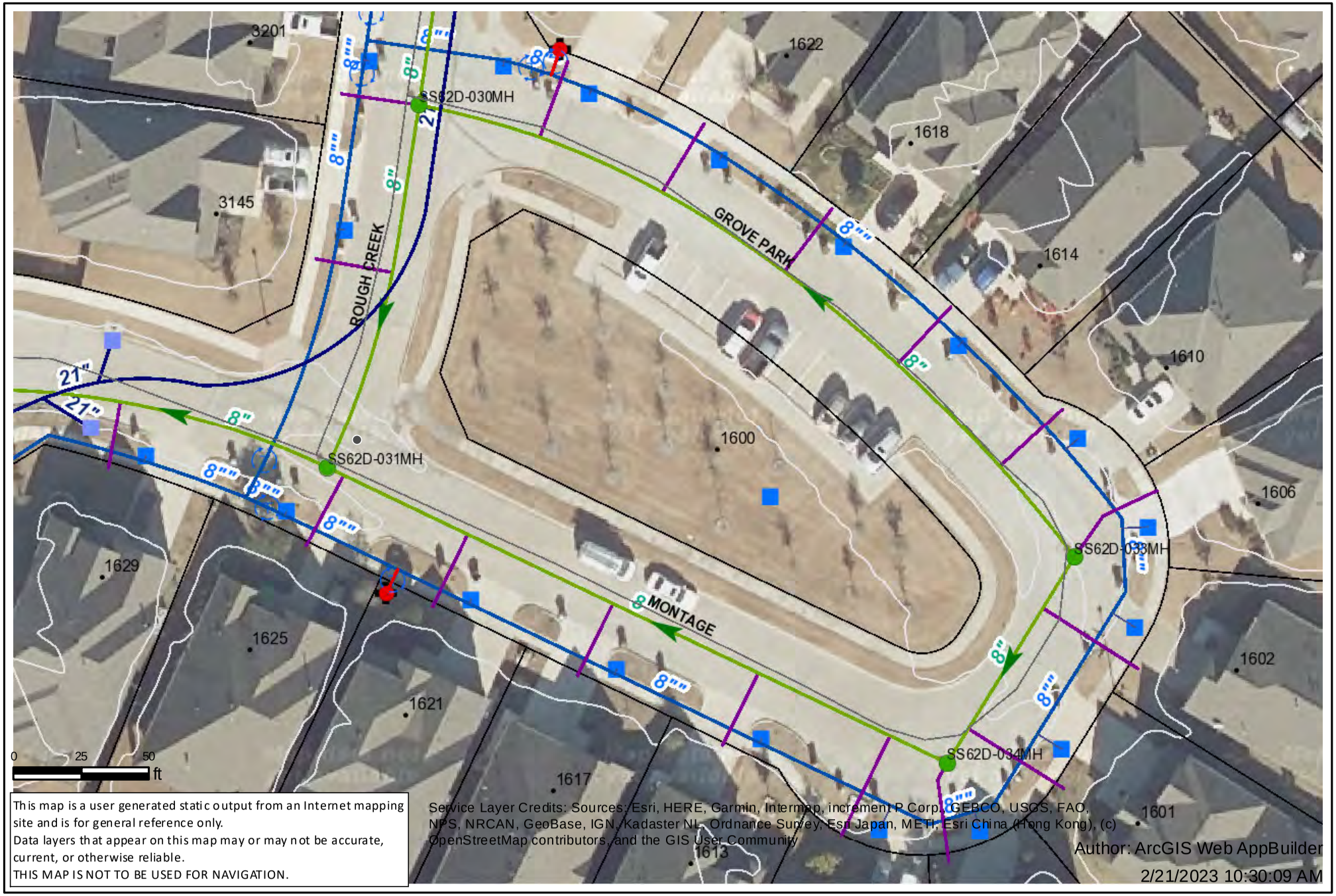
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Planning Dept.:

- Relocation of trees: based on the information provided, the trees will be relocated within the same HOA lot where they are currently located. Relocated trees will need to be irrigated with an automatic system. If the area of the HOA lot where trees will be relocated to is not equipped with an irritation system, an irrigation system will need to be provided; an irrigation permit application may be required through Building Inspection.
- Removal of dead trees: Applicant will need to reach out to Development Planning regarding the removal of dead trees.

COG GIS Map


N
3201
1622
SS62D-030MH
1618
3145
GROVE PARK
ROUGH CREEK
1614
1610
1600
SS62D-031MH
1606
SS62D-033MH
1629
MONTAGE
1625
1602
1621
SS62D-034MH
1617
1601
1613
0
25
50
ft
This map is a user generated static output from an Internet mapping site and is for general reference only.
Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION.
Service Layer Credits: Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community
Author: ArcGIS Web AppBuilder
2/21/2023 10:30:09 AM

GARLAND

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NEIGHBORHOOD VITALITY MATCHING GRANT
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Please read each question thoroughly. Refer to the Neighborhood Vitality Matching Grant Guidelines for details. Do not bind or staple the application and supporting documents. Contact the Office of Neighborhood Vitality if you have any questions.

NEIGHBORHOOD ASSOCIATION / HOA INFORMATION

Neighborhood Association Name: Castle Point HOA

Mailing Address of Association: 2425 N Central Expwy ste 500, Richardson, TX 75080

What type of Neighborhood Association? ☐ Voluntary ☑ Mandatory / HOA ☐ Crime Watch

Registered with the Office of Neighborhood Vitality? ☑ Yes ☐ No ☐ I Don't Know

Length of Association Existence: ☑ More than 1 Year ☐ Less than 1 Year

Main Contact for this application:

Name: Don Yaxley
Email: dwy330@yahoo.com
Title: Don Bellamy
Phone: 972-345-3900

Management Company (if applicable)

Name: Goodwin & Company
Email: rachel.laurance@goodwintx.com
Agent: Rachel Laurence
Phone: 972-941-3243

Neighborhood Boundaries (Please also attach a map)

North: Firewheel Parkway
South: Biltmore Dr
East: Castle Dr
West: Rowlett Creek Preserve

Briefly describe your neighborhood's current goals:

We would like to enhance our amenities for our residents with children by adding a playground for children in the HOA common area park.

PROJECT INFORMATION

Please attach maps, plans and photographs to the application.

Project Name: Castle Point Playground

Project Address/Location: Park area near the intersection of Montage Dr and Rough Creek Drive, G

Describe your neighborhood project in detail. Include project type, project elements, and project scope. (Include additional attachments if necessary).

This would be a residential use playground with some swings and slides in our designated community park area. The elements would be the playground equipment, the installation and routine maintenance. The scope would be to collect bids on equipment, and installation. Our current landscape company would maintain the area going forward as a playground, versus the current grass.

How will this project positively impact your neighborhood and community? Describe the benefits that the proposed project will create both to your neighborhood and to the City of Garland. How will the project enhance neighborhood identity and/or create a stronger sense of community?

This subdivision has 132 single family homes built in 2016-2017, with many families with children. Currently the community has no amenities for those families and children to enjoy in our park common area. There is only a grass lot at the location now. The HOA thinks this playground could bring a sense of unity and enjoyment to the kids and families and bring people together year round in our common area space. Many residents have moved into the subdivision as second owners of these homes and are often disapointed there is nowwhere for their children to play and have fun in the community.

We also plan to include and install a dedication plaque for our resident student soccer star Brooklyn "Mighty" Moran who was taken away last fall by a drunk driver.

Maintenance:

What is the average life expectancy of your proposed project after completion? 10-15 years

What is your maintenance/replacement plan for the project? (Include attachment of maintenance plan if necessary)

Our current landscaping company would be responsible for the grounds upkeep, by placing new mulch or gravel as needed and their care would cover the same space just not grass where the playground is located. Replacement plan for future could be a planned budget line in our HOA assessments for residents to pay gradually into a replacement fund for the 15-20 year mark.

Community Involvement:

How did your neighborhood determine to complete a neighborhood project? Describe the process used to obtain community input and distribution of information to residents in your community.

Our community Facebook Page has been a routine outlet for people to express their concern with the lack of amenities in the community, and the original community planners who did not address this when the development was being built.
Distribution of details related to this project can be communicated through our resident portal

PROJECT BUDGET

The Neighborhood Vitality Matching Grant requires the applying association to provide a portion of the project (see guidelines for details). Please attach a detailed line-item budget for the project in addition to the specified total cost, total match, and requesting funds. Please also attach corresponding project estimates from reputable service providers. Contact the Office of Neighborhood Vitality for clarification or assistance if needed.

Total Project Cost: $ 37,247.51

City Portion of Cost: $ 29,797.51

Neighborhood Portion of Cost: $ 7450.00

Required Neighborhood Percentage of Cost: 20% (*refer to guidelines for required percentage)

If applicable to count towards Neighborhood Match, please attach details of each contribution.

Donated Professional Services: $ 0

Donated Equipment and Materials: $ 0

Sweat Equity ($12 per hour) X 20 Hours = $ 240.00

LETTER OF INTENT CONSIDERATION

Did your neighborhood submit a Letter of Intent ☑ Yes ☐ No

If your neighborhood submitted a Letter of Intent, please list City of Garland feedback:

Neighborhood Vitality:
If there are no existing easements/restrictions prohibiting the installation of a playground, playgrounds are eligible through the Matching Grant Program. However, the neighborhood must sign an easement allowing public use of the facilities, in addition to including the playground and other added amenities to the neighborhood' s insurance coverage.
Benches are eligible through the matching grant program, as long no other existing easement/restriction prohibits its installation.
Line-item estimates for eligible projects, along with other supporting documents will be

If your neighborhood submitted a Letter of Intent, please explain how City of Garland feedback was incorporated into your neighborhood's project plan:

We will sign a letter of easement allowing public use of the facilities, and add the playground amenities to our HOA insurance policy.
Benches will be installed with no restrictions to the easement or PUE as outlined.
Enineering record wil be requested by vendor to ensure no irrigation lines in the area will be impacted, or will be moved.
No permits are needed.
If any trees need to be moved, they will be moved within the park to another location already irrigated; we have a couple dead trees we will replace during this project from winter freezes. We

FINAL CHECKLIST

- ☑ Reviewed Grant Guidelines
- ☑ Neighborhood is Registered with the ONV
- ☑ Detailed Project Plan included
- ☑ Itemized Bids and Project Budget Sheet are attached
- ☑ Detailed Maintenance Plan is included
- ☑ Supporting Documents are attached:
  - Map(s)
  - Project Plan(s)
  - Photographs of Project Area
  - Signed Maintenance Agreements (if applicable)
  - Detailed Description of In-Kind Donations, Labor or Materials.

CERTIFICATION

I hereby certify that I am authorized to submit it on behalf of the organization. The statements herein are true, complete and accurate to the best of my knowledge.

Name (Printed): Don Yaxley III Date: 3/20/2023

Signature:  Title: HOA Treasurer

You may submit applications to the Office of Neighborhood Vitality in person, by mail, or email (PDF file):

Office of Neighborhood Vitality
800 Main Street, 2nd Floor
P.O. Box 469002, Garland, TX 75046
Neighborhoods@GarlandTx.gov
972-205-2445

NEIGHBORHOOD VITALITY MATCHING GRANT

PROJECT SUMMARY FOR APPLICATION

Neighborhood Association: Golden Gate Park
Project Name: Screening Wall Enhancement
Project Location: 1901 Rowlett Rd.

Total Project Cost:	**$12,610**
Requesting Amount:	**$11,957**
Neighborhood Match	**$653**
Match Percentage:	**25% of $2,610**

Project Summary:

1. Repaint entire neighborhood boundary wall along Rowlett Rd.

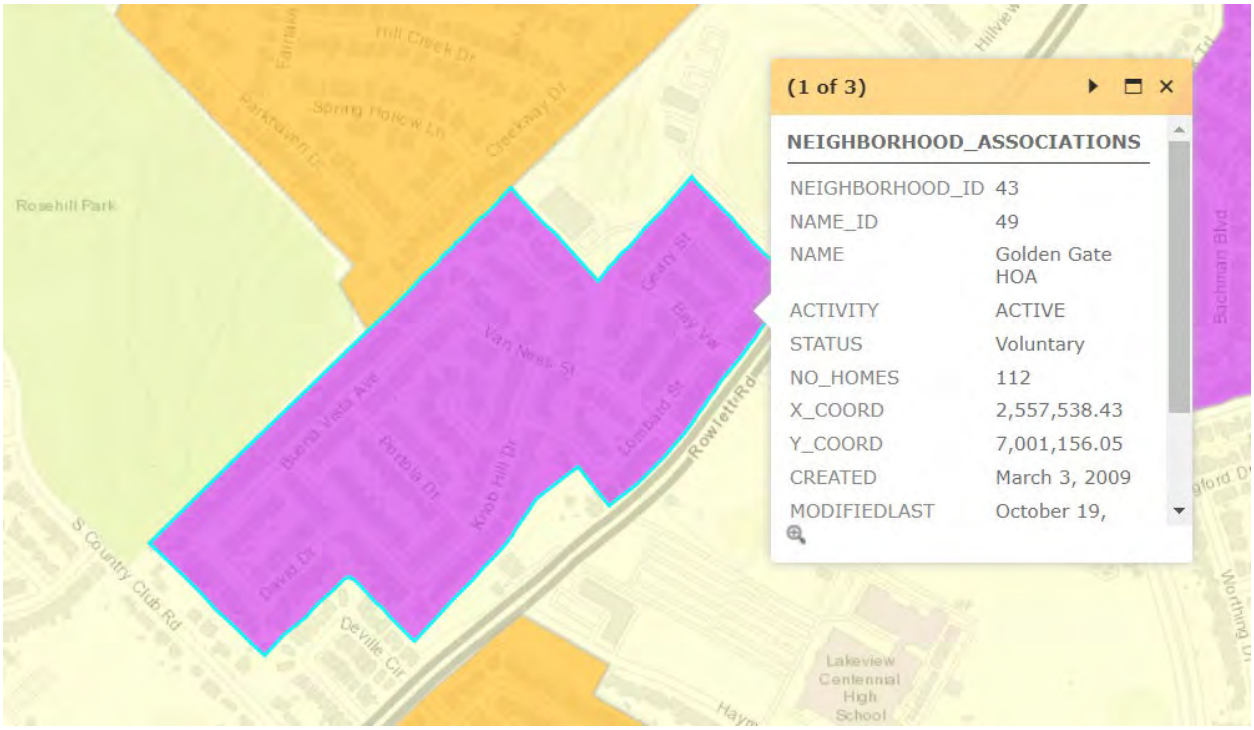
Stated Goals:

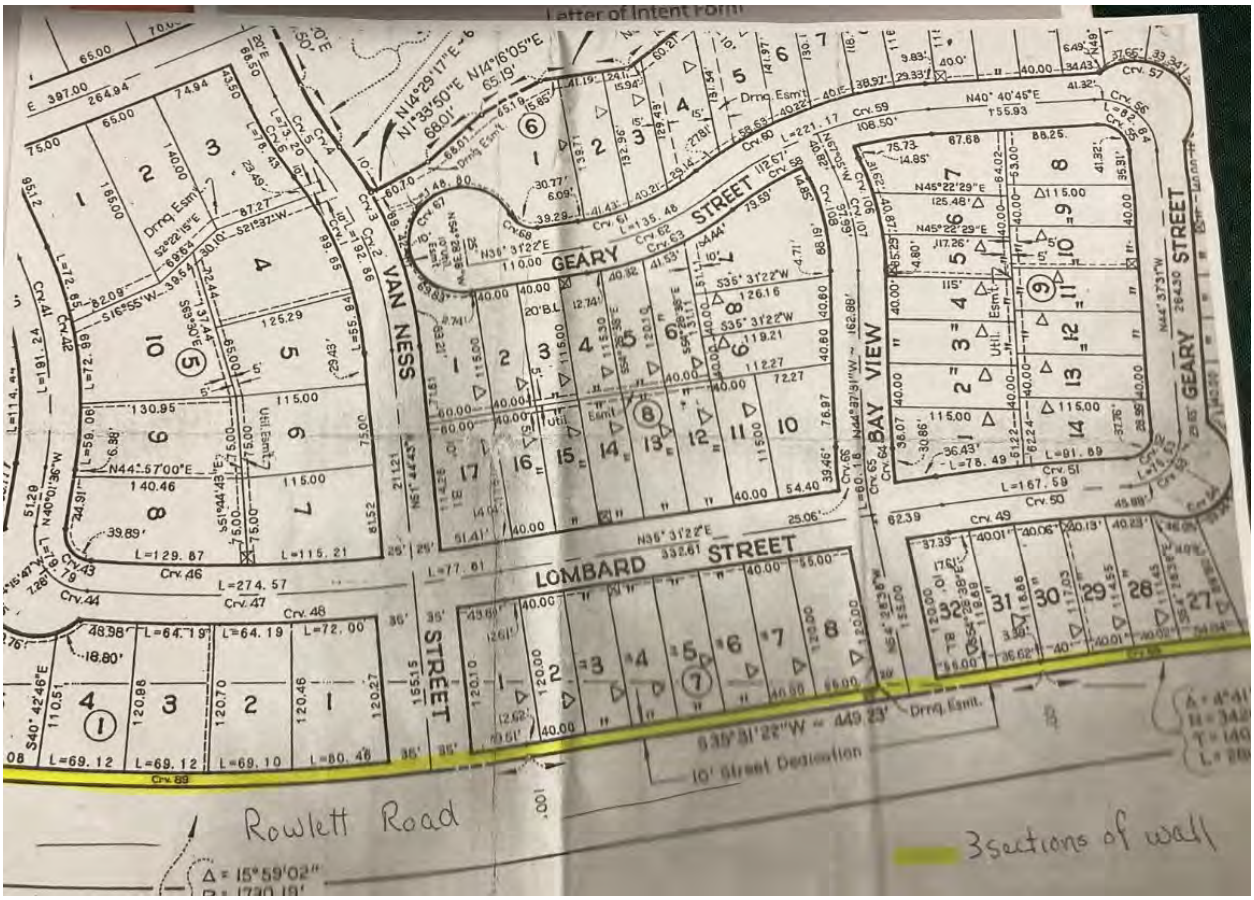
"To power wash and repaint the screening walls (3)"

Stated Maintenance:

"No maintenance required."

Maps:


(1 of 3)
NEIGHBORHOOD_ASSOCIATIONS
NEIGHBORHOOD_ID 43
NAME_ID 49
NAME Golden Gate HOA
ACTIVITY ACTIVE
STATUS Voluntary
NO_HOMES 112
X_COORD 2,557,538.43
Y_COORD 7,001,156.05
CREATED March 3, 2009
MODIFIEDLAST October 19,
Rosehill Park
Hill Creek Dr
Spring Hollow Ln
Creekway Dr
Parkhaven Dr
Van Ness St
Geary St
Bay View
Buena Vista Ave
Portola Dr
Knob Hill Dr
Lombard St
Rowlett Rd
David Dr
Deville Cir
S Country Club Rd
Lakeview Centennial High School
Bachman Blvd


Letter of intent from
GEARY STREET
VAN NESS STREET
BAY VIEW STREET
LOMBARD STREET
Rowlett Road
3 sections of wall
10' Street Dedication
Drng Esmt.

Staff Letter of Intent Comments on Proposal:

Neighborhood Vitality:

- Matching Grant applicants are eligible to receive up to $100,000 within a five-year time frame. If approved, completion of this project would mark the beginning of this neighborhood's five-year cycle.
- Re-painting of the screening wall could be seen as a maintenance type project. This will be determined by the Community Services Committee and Garland City Council.
- Is the neighborhood association responsible for the maintenance of the screening wall or the abutting property owners?
- Is the wall structurally sound, or will it require future repairs/maintenance?

Building Inspection:

- No permit required.

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800 Main Street, 2nd Floor
P.O. Box 469002, Garland, TX 75046
Neighborhoods@GarlandTx.gov
972-205-2445

NEIGHBORHOOD VITALITY MATCHING GRANT
Application

Thank you for your interest in the Neighborhood Vitality Matching Grant! Submission deadlines are September 23 and March 23. Should either of these dates fall on a holiday or weekend, the following business day will apply. Applications may be submitted to the Office of Neighborhood Vitality (ONV) in person, by mail or by email (must be in PDF format).

Please read each question thoroughly. Refer to the Neighborhood Vitality Matching Grant Guidelines for details. Do not bind or staple the application and supporting documents. Contact the Office of Neighborhood Vitality if you have any questions.

NEIGHBORHOOD ASSOCIATION / HOA INFORMATION

Neighborhood Association Name: Golden Gate Park

Mailing Address of Association: 1513 Buena Vista Ave 75043

What type of Neighborhood Association? [X] Voluntary [ ] Mandatory / HOA [ ] Crime Watch

Registered with the Office of Neighborhood Vitality? [X] Yes [ ] No [✔] I Don't Know

Length of Association Existence: [X] More than 1 Year [ ] Less than 1 Year

Main Contact for this application:

Name: Mike Moody
Email: mmoody1008@Verizon.net
Title: President
Phone: 972-240-4170

Management Company (if applicable)

Name:
Email:
Agent:
Phone:

Neighborhood Boundaries (Please also attach a map)

North: Buena Vista Ave
South: Lombard St.
East: Geary St.
West: David Dr.

MAR 20 '23 PM 2:04

Briefly describe your neighborhood's current goals:

To Power wash and Repaint the Screening Walls (3)

PROJECT INFORMATION

Please attach maps, plans and photographs to the application.

Project Name: Repaint Screening Walls

Project Address/Location: 1901 Rowlett Rd. Garland 75043

Describe your neighborhood project in detail. Include project type, project elements, and project scope. (Include additional attachments if necessary).

Power Wash and Repaint 3 Screening walls -
1. From Hella Temple to Bayview.
2 From Bayview to Van Ness
3. From Van Ness to end at West Boundary.

How will this project positively impact your neighborhood and community? Describe the benefits that the proposed project will create both to your neighborhood and to the City of Garland. How will the project enhance neighborhood identity and/or create a stronger sense of community?

The walls have not been Painted since 2008.
First Impression of the walls and our neighborhood To Potential Buyers would benefit those selling as well as buying.
Neighbors now donate money for landscape and grass upkeep to keep it looking good and painting the walls would enhance that.

Maintenance:

What is the average life expectancy of your proposed project after completion? 20 years

What is your maintenance/replacement plan for the project? (Include attachment of maintenance plan if necessary)

No maintenance required.

Community Involvement:

How did your neighborhood determine to complete a neighborhood project? Describe the process used to obtain community input and distribution of information to residents in your community.

Many neighbors have voiced concern about the appearance of the screening walls - making our neighborhood look rundown.

PROJECT BUDGET

The Neighborhood Vitality Matching Grant requires the applying association to provide a portion of the project (see guidelines for details). Please attach a detailed line-item budget for the project in addition to the specified total cost, total match, and requesting funds. Please also attach corresponding project estimates from reputable service providers. Contact the Office of Neighborhood Vitality for clarification or assistance if needed.

Total Project Cost: $ 12,610.00

City Portion of Cost: $ 10,000.00

Neighborhood Portion of Cost: $ $652.50

Required Neighborhood Percentage of Cost: 25% (*refer to guidelines for required percentage)

If applicable to count towards Neighborhood Match, please attach details of each contribution.

Donated Professional Services: $ 0

Donated Equipment and Materials: $ 0

Sweat Equity ($12 per hour) X [ ] Hours = $ 0

LETTER OF INTENT CONSIDERATION

Did your neighborhood submit a Letter of Intent [X] Yes [ ] No

If your neighborhood submitted a Letter of Intent, please list City of Garland feedback:

Attached

If your neighborhood submitted a Letter of Intent, please explain how City of Garland feedback was incorporated into your neighborhood's project plan:

The neighborhood association has always taken care of the Rowlett Road facing side of the wall. In 2008 a Vitality Grant was obtained to Build 4 wing walls which are still enhancing our subdivision

FINAL CHECKLIST

- [x] Reviewed Grant Guidelines
- [x] Neighborhood is Registered with the ONV
- [x] Detailed Project Plan included
- [ ] Itemized Bids and Project Budget Sheet are attached
- [x] Detailed Maintenance Plan is included
- [x] Supporting Documents are attached:
  - Map(s)
  - Project Plan(s)
  - Photographs of Project Area
  - Signed Maintenance Agreements (if applicable)
  - Detailed Description of In-Kind Donations, Labor or Materials.

CERTIFICATION

I hereby certify that I am authorized to submit it on behalf of the organization. The statements herein are true, complete and accurate to the best of my knowledge.

Name (Printed): Michael Moody Date: 2-28-23

Signature: Michael D. Moody Title: President

You may submit applications to the Office of Neighborhood Vitality in person, by mail, or email (PDF file):

Office of Neighborhood Vitality
800 Main Street, 2nd Floor
P.O. Box 469002, Garland, TX 75046
Neighborhoods@GarlandTx.gov
972-205-2445

Estimate

Estimate no.: 0492

Estimate date: 03/19/2023

From

EGT Outdoor Solutions

Hector Hernandez
hector@egtoutdoors.com
972-626-3484
Garland , Tx. 75043

Bill to

Mike Moody

Mmoody1008@verizon.net
+1 (214) 912-3930
1513 Buena Vista Ave Garland, TX 75040 United States

DESCRIPTION	RATE, USD	QTY	AMOUNT, USD
6'.5" Brick Sound Wall Power Wash Power wash with all loose paint & debris build up throughout out exterior of wall 1,050L.F.x 6'.5" (Rowlett Rd.) only .	0.40	6825.0	2 730.00
Paint Brick Sound Wall Spray two (2) coats on exterior wall (Rowlett Rd.) side only , color to be determined upon subdivisions preference.	0.90	6825.0	6 142.50
Seal Wall Cracks To seal exposed cracks that are between 1/4"-3/4" through the 1,050 Linear Feet of brick wall (Rowlett Rd. Side Only)	325.00	1.0	325.00
Prime Brick Wall Spray two (2) coats of Primer on Exterior Wall prior to paint application.	0.50	6825.0	3 412.50

Payment Instruction

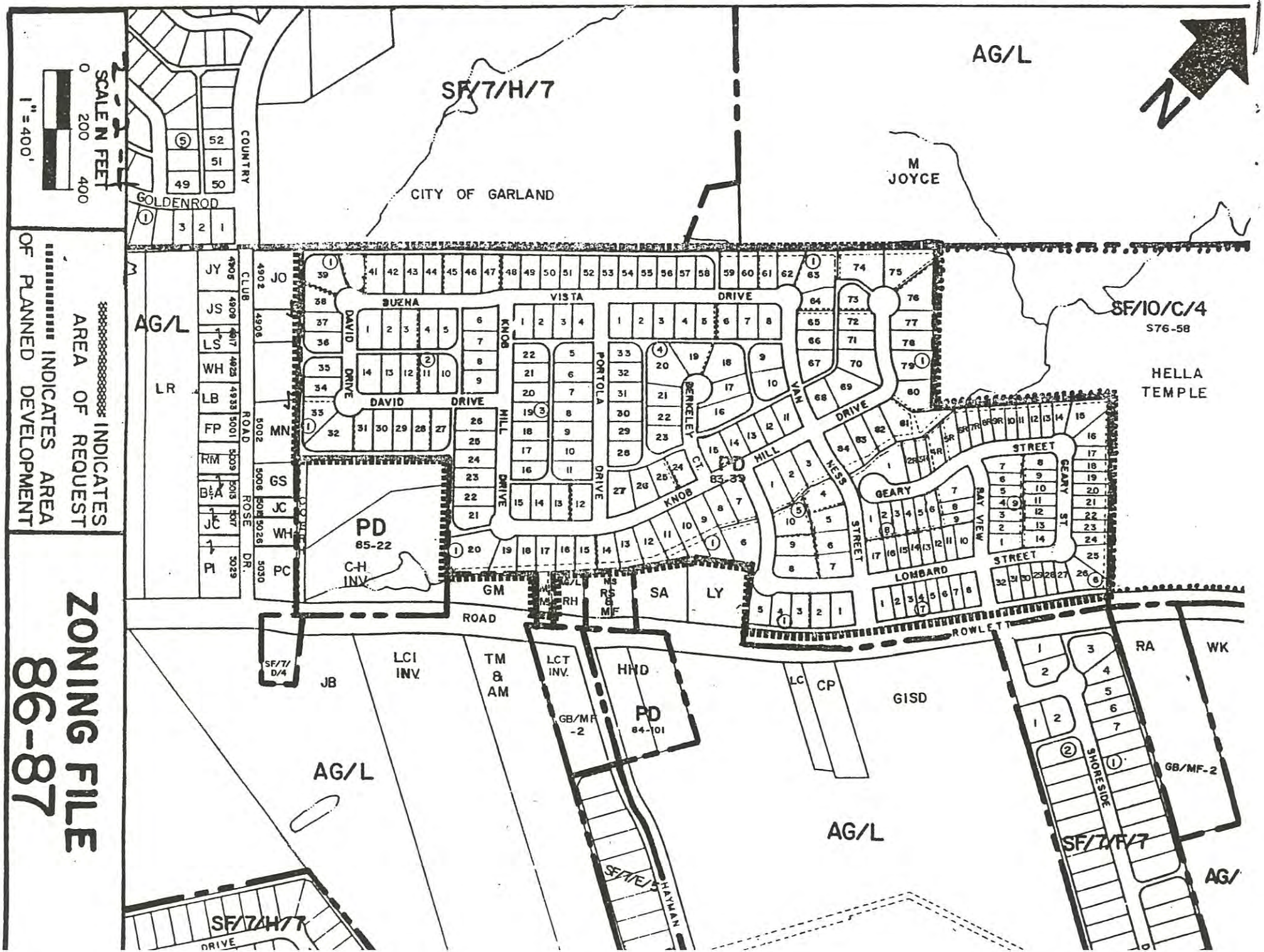
Paypal email:
"N/A"

Bank Transfer:
"N/A"

Cash Payment :

Subtotal:	**$12 610.00**
(8.25%):	$0.00
Total:	**$12 610.00**

Golden Gate Park



GARLAND

NEIGHBORHOOD VITALITY MATCHING GRANT

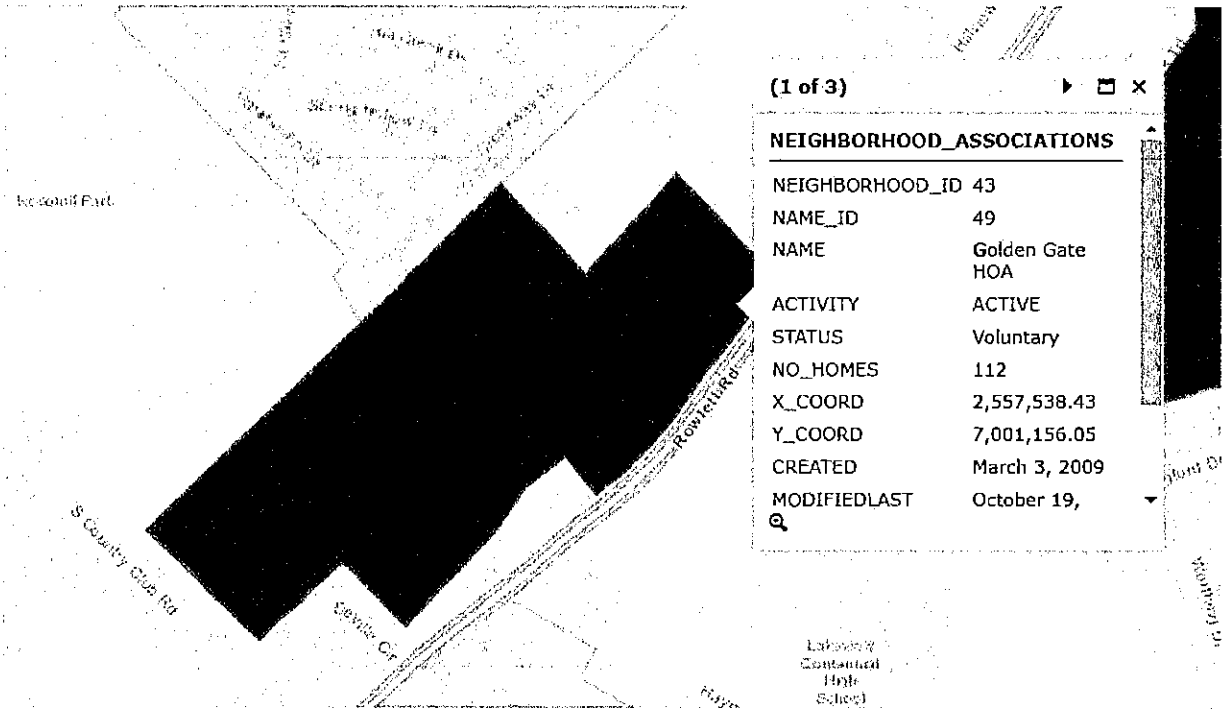
PROJECT SUMMARY FOR LETTERS OF INTENT

Neighborhood Association: Golden Gate Park
Project Name: Screening Wall Enhancement
Project Location: 1901 Rowlett Rd.

Project Summary:

1. Repaint entire neighborhood boundary wall along Rowlett Rd.

Maps:



NEIGHBORHOOD VITALITY MATCHING GRANT

PROJECT SUMMARY FOR APPLICATION

Neighborhood Association: New World Neighborhood Association
Project Name: Dorfman Park Enhancement & Basketball Court Enhancements
Project Location: 701 Spring Lake Dr, 1117 Ravencroft Dr, 1130 Sleepy Hollow Dr,

Total Project Cost:	**$10,000**
Requesting Amount:	**$10,000**
Neighborhood Match	**$0**
Match Percentage:	**0%**

Project Summary:

1. Install one (1) bench in Dorfman Park, and two (2) trees behind existing benches.
2. Replace basketball nets and restripe courts and surface at White & Grissam Parks.

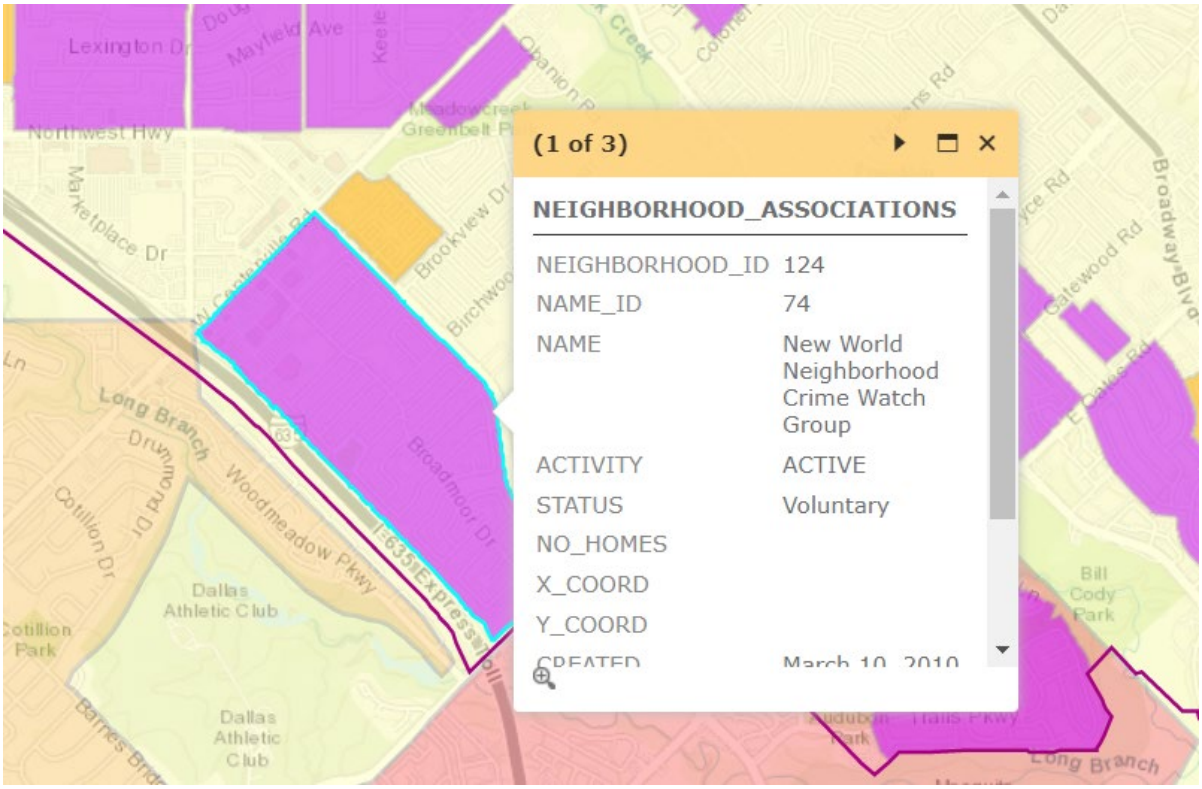
Stated Goals:

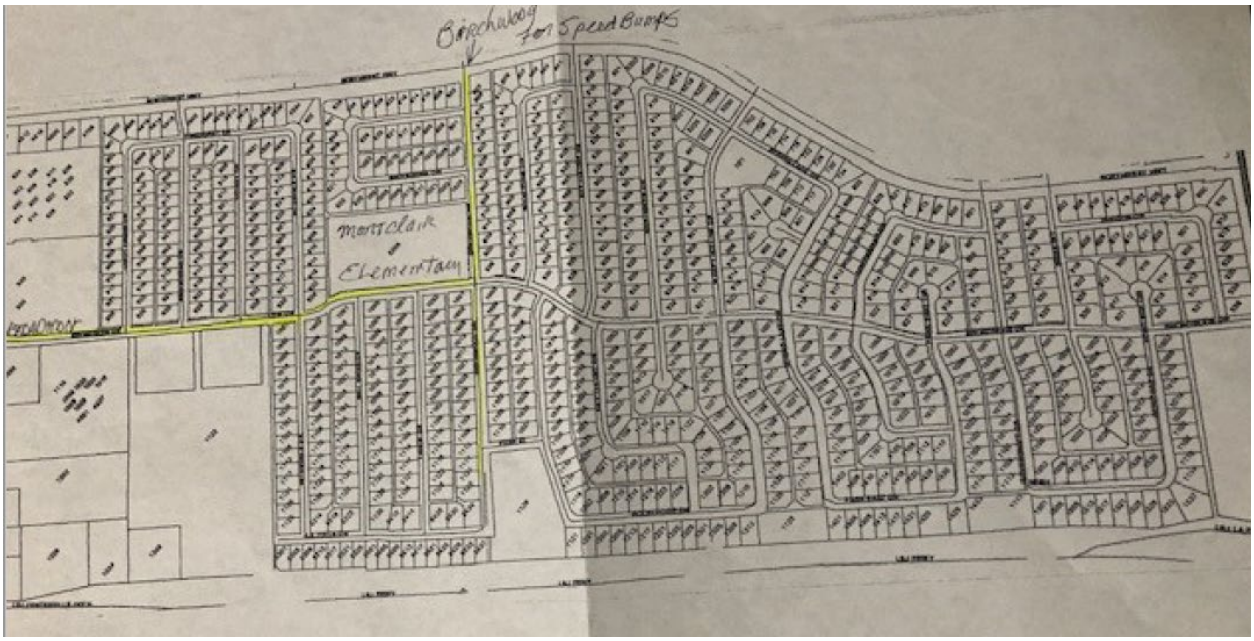
"Our current goals are to improve/update parks, White and Grissam. Meet and greet our neighbors to hear what is important to them. This can be accomplished thorugh block meetings and attending Crime Watch Meetings. Safety on our streets is a very important topic. Would like to consider low profile speek bumps to slow stop sign runners and speeding. Interaction with our local law enforcement is very much needed to gather information to increase school security"

Stated Maintenance:

"Just general maintenance"

Maps:


(1 of 3)
NEIGHBORHOOD_ASSOCIATIONS
NEIGHBORHOOD_ID 124
NAME_ID 74
NAME New World Neighborhood Crime Watch Group
ACTIVITY ACTIVE
STATUS Voluntary
NO_HOMES
X_COORD
Y_COORD
CREATED March 10, 2010
Lexington Dr
Mayfield Ave
Keele
Northwest Hwy
Marketplace Dr
Brookview Dr
Birchwood
Long Branch Dr
Drumond Dr
Cotillion Dr
Woodmeadow Pkwy
I-635 Expressway
Broadmoor Dr
Dallas Athletic Club
Cotillion Park
Barnes Bridge
Gatewood Rd
Broadway Blvd
Bill Cody Park
Audubon Park
Hall Pkwy
Long Branch


Birchwood for 5 speed Bumps
Merrvdale
Elementary


New Bench Location


Potential Tree Location



Staff Letters of Intent Comments on Proposal:

Neighborhood Vitality:

- Matching Grant applicants are eligible to receive up to $100,000 within a five-year time frame. The completion of their Fall 2018 Matching Grant Project in December of 2019 began their five-year cycle.
- For their current five-year cycle, New World has applied for the following projects:
    - Fall 2018: Phase I of Dorfman Park Enhancements ($8,930)
        - Including a continuous trail along Sleepy Hollow Dr and Spring Lake Dr.
    - Fall 2019: Phase II of Dorfman Park Enhancements ($17,000)
        - Continuing the trail around Dorfman park to create a looped path around the park, including wheelchair accessibility.
        - City Council recommended that if there are additional funds left from completion of the trail to add picnic tables and benches with remaining funds.
- New World Neighborhood Association is able to apply for up to $74,070 in matching funds until December, 2024.
- Parks Department must approve the addition of any amenities to their parks. They may also have additional requirements or stipulations as to the type/location of amenities added to their parks.

- Benches are eligible project through the Matching Grant Program.
- Trees may or may not be seen as live plant material, which is ineligible through the Matching Grant Program. This will be determined by the Community Services Committee and Garland City Council.
- Under the current guidelines, speed humps are ineligible through the Matching Grant Program.
- Any traffic calming measures must adhere to City of Garland Transportation regulations/guidelines.

Engineering Dept.:

- Dorfman Park is a City of Garland Parks Department property. Any improvements within the Park must be reviewed and approved by the Parks Dept. If the new improvements will be privately owned and maintained, then a License Agreement would need to be executed with the Engineering Dept. See Technical Standards Manual Appendix 3D for assistance.
- Traffic calming improvements will be handled by the Transportation Dept. If the new improvements will be maintained by the City, then a License Agreement would need not be needed.

Building Inspection:

- No permits required for this work from BI.

Parks Dept.:

- Proposed bench to match model and size, currently installed at Dorfman Playground.
- Kaypark Contour Bench with back #6CB4RP-CDR (6' length)
- Proposed bench to be located along existing concrete sidewalk within park interior. Coordinate with Garland Parks on final location.
- Proposed bench to be surface mounted.
- New 5" x 9'L x 3'W concrete paving to be installed under bench; this accounts for 6' bench and 3' wheelchair space.
- Please coordinate with Garland Parks on proposed tree species, irrigation.
- Feel free to contact Mark Ellender at 972-205-2897, should you have any questions.

Transportation Dept.:

- Street hump request go through the Transportation Department and there are criteria that has to be met for them to be installed.

GARLAND

Office of Neighborhood Vitality
800 Main Street, 2nd Floor
P.O. Box 469002, Garland, TX 75046
Neighborhoods@GarlandTx.gov
972-205-2445

NEIGHBORHOOD VITALITY MATCHING GRANT
Application

Thank you for your interest in the Neighborhood Vitality Matching Grant! Submission deadlines are September 23 and March 23. Should either of these dates fall on a holiday or weekend, the following business day will apply. Applications may be submitted to the Office of Neighborhood Vitality (ONV) in person, by mail or by email (must be in PDF format).

Please read each question thoroughly. Refer to the Neighborhood Vitality Matching Grant Guidelines for details. Do not bind or staple the application and supporting documents. Contact the Office of Neighborhood Vitality if you have any questions.

NEIGHBORHOOD ASSOCIATION / HOA INFORMATION

Neighborhood Association Name: New World Crime Watch

Mailing Address of Association: 1013 Tahoe Dr , Garland,Texas 75043

What type of Neighborhood Association? ☑ Voluntary ☐ Mandatory / HOA ☑ Crime Watch

Registered with the Office of Neighborhood Vitality? ☑ Yes ☐ No ☐ I Don't Know

Length of Association Existence: ☑ More than 1 Year ☐ Less than 1 Year

Main Contact for this application:

Name: Ray Johnson
Title: President
Email: crazyray56@tx.rr.com
Phone: 972 816 3354

Management Company (if applicable)

Name: N/A
Agent:
Email:
Phone:

Neighborhood Boundaries (Please also attach a map)

North: Northwest Highway
East: La Prada
South: I 635
West: Centerville Rd.

MAR 20 '23 AM 9:3(

Briefly describe your neighborhood's current goals:

Our current goals are to improve/ update parks, White and Grissam. Meet and greet our neighbors to hear what is important to them. This can be accomplished through block meetings and attending Crime Watch Meetings. Safety on our streets is a very important topic. Would like to consider low profile speed bumps to slow stop sign runners and speeding. interaction with our local law inforement is very much needed. gather informatiion to increase school security

PROJECT INFORMATION

Please attach maps, plans and photographs to the application.

Project Name: Neighborhood projects and neighbor relationships

Project Address/Location: Dorfman Park, white and Grissam park as well as neighborhood.

Describe your neighborhood project in detail. Include project type, project elements, and project scope. (Include additional attachments if necessary).

.

. Add additonal bench and trees at Dorfman. Replace or basketball nets and restripe court and surface at White and Grissam parks.

How will this project positively impact your neighborhood and community? Describe the benefits that the proposed project will create both to your neighborhood and to the City of Garland. How will the project enhance neighborhood identity and/or create a stronger sense of community?

Create a sense of belonging and involvment . Let's build a great relationship with the city. Through meetings with residence and city department leaders we get a feeling of what seems important to them to create a safe neighborhood.

Maintenance:

What is the average life expectancy of your proposed project after completion? 20 years +

What is your maintenance/replacement plan for the project? (Include attachment of maintenance plan if necessary)

Just general maintenance

Community Involvement:

How did your neighborhood determine to complete a neighborhood project? Describe the process used to obtain community input and distribution of information to residents in your community.

Through grants . communication through Block parties and email.

PROJECT BUDGET

The Neighborhood Vitality Matching Grant requires the applying association to provide a portion of the project (see guidelines for details). Please attach a detailed line-item budget for the project in addition to the specified total cost, total match, and requesting funds. Please also attach corresponding project estimates from reputable service providers. Contact the Office of Neighborhood Vitality for clarification or assistance if needed.

Total Project Cost: $ 10,000

City Portion of Cost: $ 9,000

Neighborhood Portion of Cost: $ 1,000

Required Neighborhood Percentage of Cost: 10% (*refer to guidelines for required percentage)

If applicable to count towards Neighborhood Match, please attach details of each contribution.

Donated Professional Services: $ 0

Donated Equipment and Materials: $ 0

Sweat Equity ($12 per hour) X [ ] Hours = $ 0

LETTER OF INTENT CONSIDERATION

Did your neighborhood submit a Letter of Intent ☑ Yes ☐ No

If your neighborhood submitted a Letter of Intent, please list City of Garland feedback:

See attachment from vitality dept.

If your neighborhood submitted a Letter of Intent, please explain how City of Garland feedback was incorporated into your neighborhood's project plan:

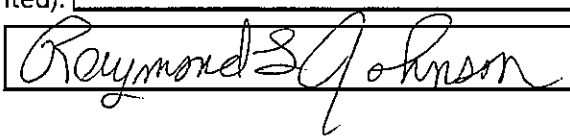
FINAL CHECKLIST

- ☑ Reviewed Grant Guidelines
- ☑ Neighborhood is Registered with the ONV
- ☑ Detailed Project Plan included
- ☑ Itemized Bids and Project Budget Sheet are attached
- ☐ Detailed Maintenance Plan is included
- ☑ Supporting Documents are attached:
  - Map(s)
  - Project Plan(s)
  - Photographs of Project Area
  - Signed Maintenance Agreements (if applicable)
  - Detailed Description of In-Kind Donations, Labor or Materials.

CERTIFICATION

I hereby certify that I am authorized to submit it on behalf of the organization. The statements herein are true, complete and accurate to the best of my knowledge.

Name (Printed): Raymond L Johnson Date: 02-28-2023

Signature:  Title: President

You may submit applications to the Office of Neighborhood Vitality in person, by mail, or email (PDF file):

Office of Neighborhood Vitality
800 Main Street, 2nd Floor
P.O. Box 469002, Garland, TX 75046
Neighborhoods@GarlandTx.gov
972-205-2445

Good afternoon Mr. Johnson,

I left you a voicemail earlier today regarding the ONV Matching Grant Program at Dorfman Playground.
You and I are definitely on the same page, as I too would like to see a bit more seating and shade at this playground.

To assist in the application process, I have coordinated with the playground's contractor to obtain a preliminary price for the additional bench station.
The pricing and bench information is as follows:

$1,400.00 – 1 Kaypark Contour Bench with Back (model# 6CB4RP-CDR_6' Length)
$ 600.00 – 5" Concrete (5" thickness x 9'L x 3'W) Please note, a 3' wide portion of paving is needed along one short-side of the bench, to serve as a companion space for wheelchairs.
$ 1,000.00 – Mobilization / Bench Install
$3,000.00 – Total

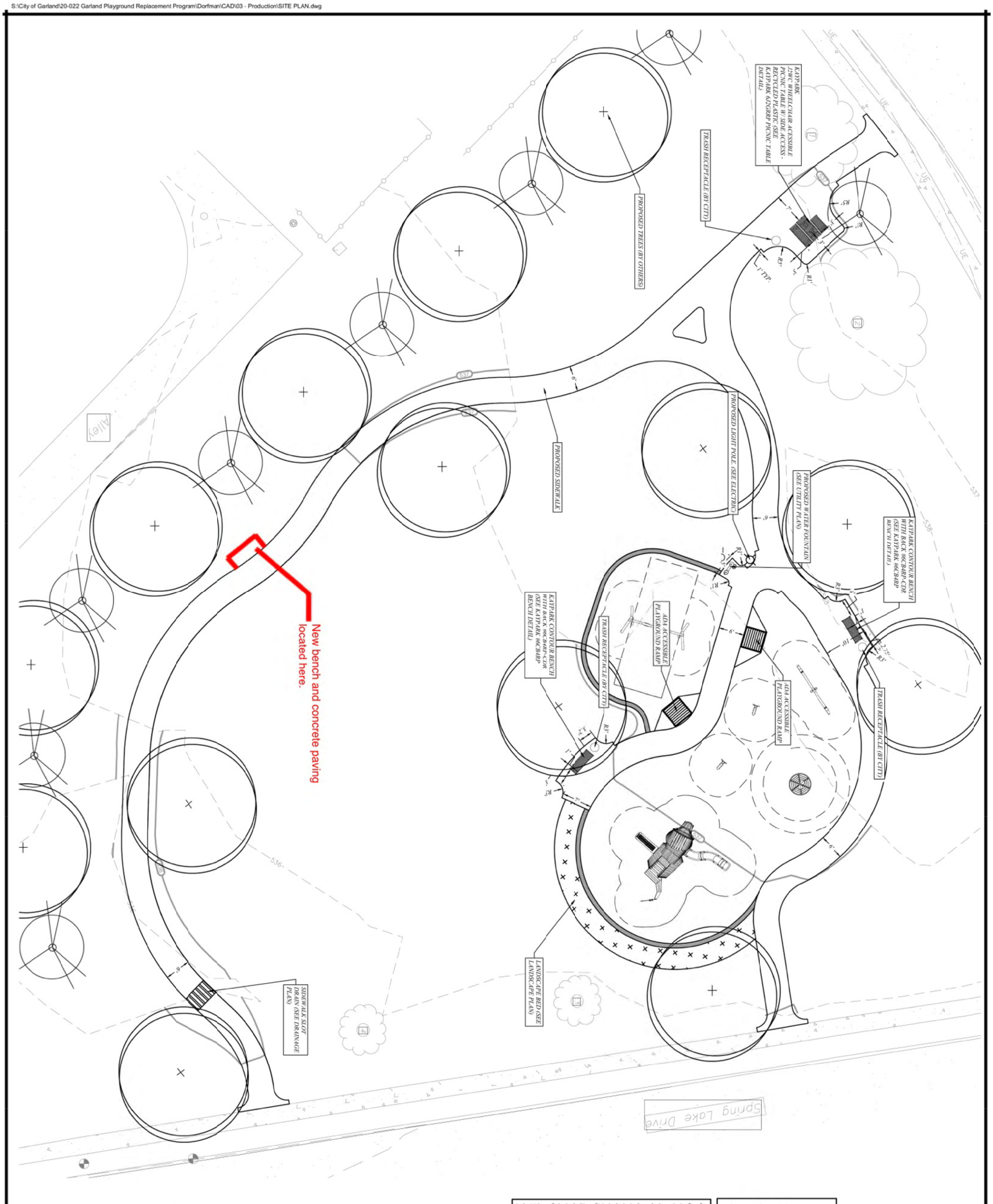
I've attached a site plan to this email, which indicates a potential location for the new bench. The location is along the existing interior loop trail, near an existing light pole and directed towards the open lawn area.
I think this would be a nice spot, for someone to sit and watch the kiddos run-around. I'm of course open to suggestions, so we can always discuss other potential locations that you have in mind.

Installing trees behind the existing bench is a great idea, and I welcome this addition.
A few tree species that I would recommend are: Chinquapin Oak, Cedar Elm, or perhaps Monterrey Oak.

If you need any additional information, please feel free to contact me directly on my cell or office phone.
Thank you and have a great weekend!

Mark Ellender, PLA
PRCAD – Design & Development
D: 972-205-2897
C: 337-884-4105
www.garlandparks.com

S:\City of Garland\20-022 Garland Playground Replacement Program\Dorfman\CAD\03 - Production\SITE PLAN.dwg



LEGEND

- EXISTING CONCRETE PAVEMENT
- PROPOSED CONCRETE PAVEMENT
- PROPOSED CONCRETE PLAYGROUND BORDER
- PROPOSED LANDSCAPE BED

NOTES

CONTRACTOR TO VERIFY COLORS WITH DESIGN FIRM AND CITY STAFF PRIOR TO INSTALLATION.

ALL PLAYGROUND AND PLAY EQUIPMENT SHALL MEET TAS & ADA REQUIREMENTS

SAFETY SURFACING FOR PLAYGROUND MUST MEET APPROPRIATE FALL HEIGHT REQUIREMENTS (REFER TO ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION).

VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE/ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING.

LOCATION OF PROPOSED LIGHT POLES TO BE STAKED AND APPROVED BY CITY AND CONSULTANT PRIOR TO INSTALLATION.

GRAPHIC SCALE 0 10 20 FEET

N

RELEASED FOR CONSTRUCTION
CITY OF GARLAND
PARKS DEPARTMENT
MARCH 1, 2021

Know what's below. Call before you dig.

SITE PLAN

DORFMAN PARK

CITY OF GARLAND, TEXAS

MHS
PLANNING & DESIGN, LLC
212 West Ninth Street Tyler, Texas 75701
903-597-6606 TBPE No. 14571

WILLIAM H. SPENCER 107759 LICENSED PROFESSIONAL ENGINEER STATE OF TEXAS 11-18-20

REVISIONS

DRAWN:	AOF
CHECKED:	WHS
DATE:	11/19/2020
SCALE:	AS SHOWN
JOB NO.:	20-022

C57

GARLAND

NEIGHBORHOOD VITALITY MATCHING GRANT

PROJECT SUMMARY FOR APPLICATION

Neighborhood Association: Place One HOA
Project Name: Playground Enhancement
Project Location: 4702 Place One Dr.

Total Project Cost:	**$24,385**
Requesting Amount:	**$20,727**
Neighborhood Match	**$3,658**
Match Percentage:	**15%**

Project Summary:

1. Install two (2) additional playground equipment to existing playground in common area.

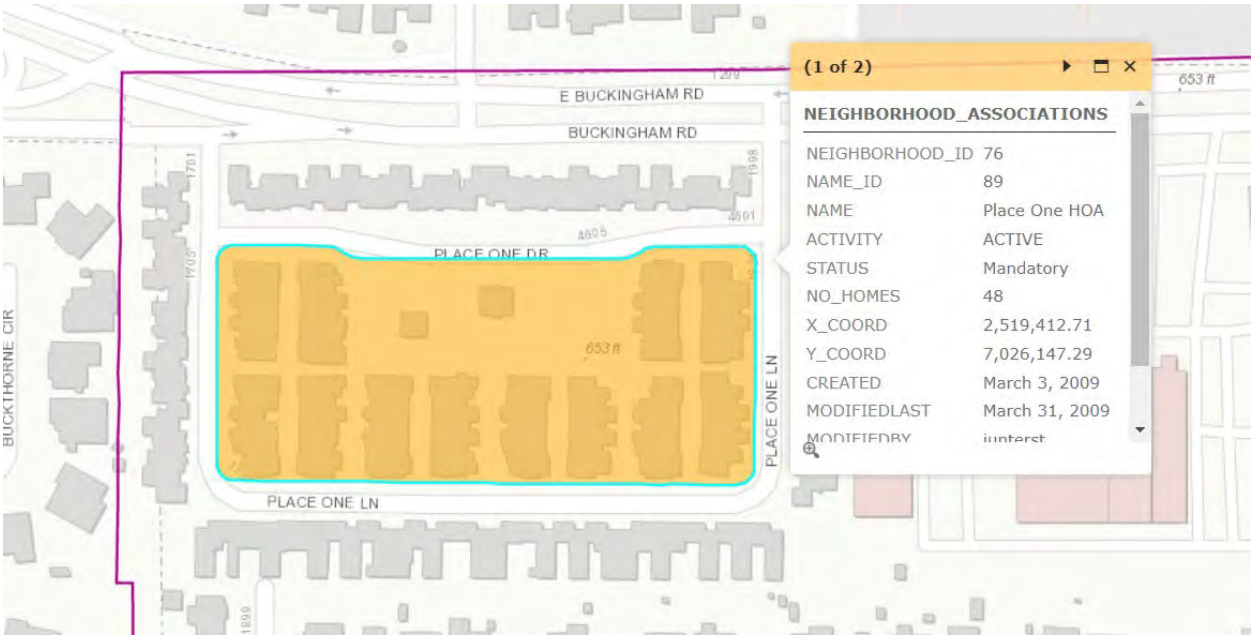
Stated Goals:

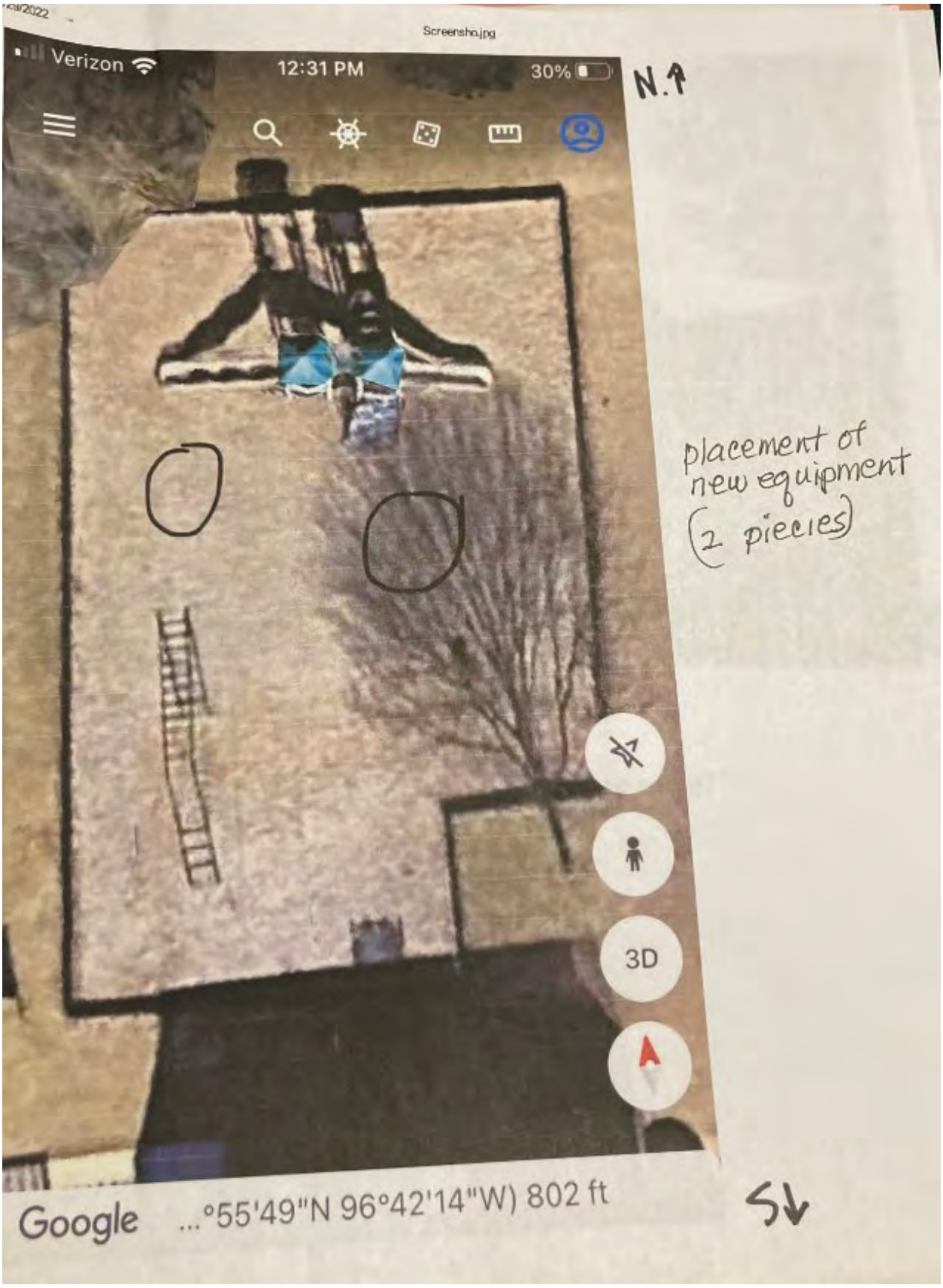
"Place One's current goal is to complete our playground. The playground has additional space to install two new pieces of equipment for the children to play on. We are also requesting funds to add a "Corn Hole" game on the Common Area, just south of the playground. With the addition of the new equipment and the game, we would add more activity, more participation for all ages, and more gatherings and socializing among our families and neighbors.

Stated Maintenance:

"We have had our existing playground since 2014. Place One has maintained our playground by making sure all equipment is in good working order and all safety measures are in place. We paint, clean, and add kiddie mulch, as needed to keep it a safe, attractive, and functional playground."

Maps:


(1 of 2)
NEIGHBORHOOD_ASSOCIATIONS
NEIGHBORHOOD_ID 76
NAME_ID 89
NAME Place One HOA
ACTIVITY ACTIVE
STATUS Mandatory
NO_HOMES 48
X_COORD 2,519,412.71
Y_COORD 7,026,147.29
CREATED March 3, 2009
MODIFIEDLAST March 31, 2009
E BUCKINGHAM RD
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PLACE ONE DR
PLACE ONE LN
BUCKTHORNE CIR
653 ft


Screenshot.jpg
Verizon
12:31 PM
30%
N.↑
placement of new equipment (2 pieces)
3D
Google
...°55'49"N 96°42'14"W) 802 ft
S↓



placement



Staff Letter of Intent Comments on Proposal:

Neighborhood Vitality:

- Matching Grant applicants are eligible to receive up to $100,000 within a five-year time frame. If approved, completion of this project would mark the beginning of this neighborhood's five-year cycle.
- For the Spring 2014 Matching Grant Cycle, Place One applied for matching funds to install the playground seen above.
- Installation of additional playground equipment is eligible through the Matching Grant Program. However, the applicant must note, they may need to sign an easement allowing for public access to the playground if this was not done for the previous grant. Additionally, any new playground equipment must be added to the HOA's insurance coverage plan.

GARLAND

Office of Neighborhood Vitality
800 Main Street, 2nd Floor
P.O. Box 469002, Garland, TX 75046
Neighborhoods@GarlandTx.gov
972-205-2445

NEIGHBORHOOD VITALITY MATCHING GRANT

Letter of Intent Form

The Letter of Intent assists residents with identifying obstacles or potential issues with their Neighborhood Vitality Matching Grant (NVMG) application. It is required for all voluntary associations and for mandatory associations with projects of $25,000 or more. Letters of Intent are due two months before full NVMG applications, corresponding to July 23 and January 23 to be considered for the spring and fall cycles, respectively. Forms may be submitted to the Office of Neighborhood Vitality (ONV) in person, by mail or by email (must be in PDF format). For any questions or concerns please contact the ONV.

Neighborhood Association Name: Place One Homeowners Association of Garland, Inc.

Registered with the Office of Neighborhood Vitality? [X] Yes [ ] No [ ] I Don't Know

Main Contact for this application:

Name: Kay McCabe **Title:** Director/Board Member

Email: kayak6247@gmail.com **Phone:** 682-978-9149

Project Location: (Address, street intersection or general location) (*Please include a map of the area, being as specific as possible on placement of project components.)

4702 Place One Drive, Garland, TX 75042 - Near the intersection of Buckingham Rd. & Plano Rd.

Project Purpose, Objectives and Scope:

Briefly describe your NVMG project. Explain why you are planning the project (purpose), what you expect to accomplish (objectives), and the limitations of the project (scope).

In 2014, we received a grant from the NEIGHBORHOOD VITALITY GRANT PROGRAM to build a playground. At that time, due to budget constraints, we only added minimal playground equipment. We have maintained the area as needed and it is the core of the children's place to play, socialize, be safe, and occupied. Parents and kids meet at the park daily for their outdoor activities, parties, picnics, and gatherings. We have the space to add two (2) additional pieces of playground equipment for our kids that will appeal to all ages. We would like to give the children additional playground equipment to enjoy, enhance, and beautify our neighborhood community.

GARLAND

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800 Main Street, 2nd Floor
P.O. Box 469002, Garland, TX 75046
Neighborhoods@GarlandTx.gov
972-205-2445

NEIGHBORHOOD VITALITY MATCHING GRANT
Application

Thank you for your interest in the Neighborhood Vitality Matching Grant! Submission deadlines are September 23 and March 23. Should either of these dates fall on a holiday or weekend, the following business day will apply. Applications may be submitted to the Office of Neighborhood Vitality (ONV) in person, by mail or by email (must be in PDF format).

Please read each question thoroughly. Refer to the Neighborhood Vitality Matching Grant Guidelines for details. Do not bind or staple the application and supporting documents. Contact the Office of Neighborhood Vitality if you have any questions.

NEIGHBORHOOD ASSOCIATION / HOA INFORMATION

Neighborhood Association Name: Place One Homeowners Association of Garland, Inc.

Mailing Address of Association: 4702 Place One Drive, Garland, TX 75042

What type of Neighborhood Association? ☐ Voluntary ☑ Mandatory / HOA ☐ Crime Watch

Registered with the Office of Neighborhood Vitality? ☑ Yes ☐ No ☐ I Don't Know

Length of Association Existence: ☑ More than 1 Year ☐ Less than 1 Year

Main Contact for this application:

Name: Kay McCabe
Title: Director / Board Member
Email: kayak6247@gmail.com
Phone: 682-978-9149

Management Company (if applicable)

Name:
Agent:
Email:
Phone:

Neighborhood Boundaries (Please also attach a map)

North: Buckingham Rd.
East: Firestone Auto Care
South: Forest Ridge Addition
West: Alley / Dallas City Limits

Briefly describe your neighborhood's current goals:

Place One's current goal is to complete our playground. The playground has additional space to install two new pieces of equipment for the children to play on. We are also requesting funds to add a "Corn Hole" game on the Common Area, just south of the playground. With the addition of the new equipment and the game, we would add more activity, more participation for all ages, and more gatherings and socializing among our families and neighbors.

PROJECT INFORMATION

Please attach maps, plans and photographs to the application.

Project Name: Place One Playground Enhancement

Project Address/Location: 4702 Place One Drive, Garland, TX 75042

Describe your neighborhood project in detail. Include project type, project elements, and project scope. (Include additional attachments if necessary).

Our neighborhood project is called "Place One Playground Enhancement". The project is to purchase, ship, and install two (2) additional pieces of playground equipment. Piece #1 is a HORSE RIDER SPRING and piece #2 is a SEE-SAW SPRING RIDER. We are also requesting the game "CORN HOLE BAG THROW". All installments would meet all required specification and safety guidelines. Please see attachments.

How will this project positively impact your neighborhood and community? Describe the benefits that the proposed project will create both to your neighborhood and to the City of Garland. How will the project enhance neighborhood identity and/or create a stronger sense of community?

This project will make our existing playground complete. It will allow more children and different age groups to participate. The playground with its existing benches and table are the main gathering place on our property. With the additional playground equipment and "Corn Hole" game, it will be enjoyed by all age groups, from toddlers to grandparents. The playground will attract more families which will make for a stronger community and in turn creates a more safe and unified Garland community.

Maintenance:

What is the average life expectancy of your proposed project after completion? 10 years

What is your maintenance/replacement plan for the project? (Include attachment of maintenance plan if necessary)

We have had our existing playground since 2014. Place One has maintained our playground by making sure all equipment is in good working order and all safety measures are in place. We paint, clean, and add kiddie mulch, as needed to keep it a safe, attractive, and functional playground.

Community Involvement:

How did your neighborhood determine to complete a neighborhood project? Describe the process used to obtain community input and distribution of information to residents in your community.

Because our playground already exists, I walk the property and talk to many residents. I asked them about adding equipment and a game to the playground, and if they thought that would improve activity and more involvement among families and the community. Unanimously, everyone agreed that they would love to have more activities. Families would be outdoors socializing, exercising, having fun, and that it would be a great asset to our neighborhood.

PROJECT BUDGET

The Neighborhood Vitality Matching Grant requires the applying association to provide a portion of the project (see guidelines for details). Please attach a detailed line-item budget for the project in addition to the specified total cost, total match, and requesting funds. Please also attach corresponding project estimates from reputable service providers. Contact the Office of Neighborhood Vitality for clarification or assistance if needed.

Total Project Cost: $ 22,385.37

City Portion of Cost: $ 19,027.56

Neighborhood Portion of Cost: $ 3,357.81

Required Neighborhood Percentage of Cost: 15% (*refer to guidelines for required percentage)

If applicable to count towards Neighborhood Match, please attach details of each contribution.

Donated Professional Services: $

Donated Equipment and Materials: $

Sweat Equity ($12 per hour) X ____ Hours = $

LETTER OF INTENT CONSIDERATION

Did your neighborhood submit a Letter of Intent ☑ Yes ☐ No

If your neighborhood submitted a Letter of Intent, please list City of Garland feedback:

Place One did submit a Letter of Intent and the feedback we got from the City of Garland was:

1) that we need to sign an easement form allowing for public access to the playground.

2) that we make sure we add the new playground equipment to our HOA's insurance plan.

If your neighborhood submitted a Letter of Intent, please explain how City of Garland feedback was incorporated into your neighborhood's project plan:

1) The City of Garland feedback was incorporated into our playground project the following ways: We were unaware of the "easement signing, allowing for public access to our playground". Since the easement form was developed in 2017, it would not have been required in our previous grant in 2014. We will make sure that we complete the signing for our additional playground project.

2) The new playground equipment will be added to our existing insurance policy.

FINAL CHECKLIST

- ☑ Reviewed Grant Guidelines
- ☑ Neighborhood is Registered with the ONV
- ☑ Detailed Project Plan included
- ☑ Itemized Bids and Project Budget Sheet are attached
- ☑ Detailed Maintenance Plan is included
- ☑ Supporting Documents are attached:
  - Map(s)
  - Project Plan(s)
  - Photographs of Project Area
  - Signed Maintenance Agreements (if applicable)
  - Detailed Description of In-Kind Donations, Labor or Materials.

CERTIFICATION

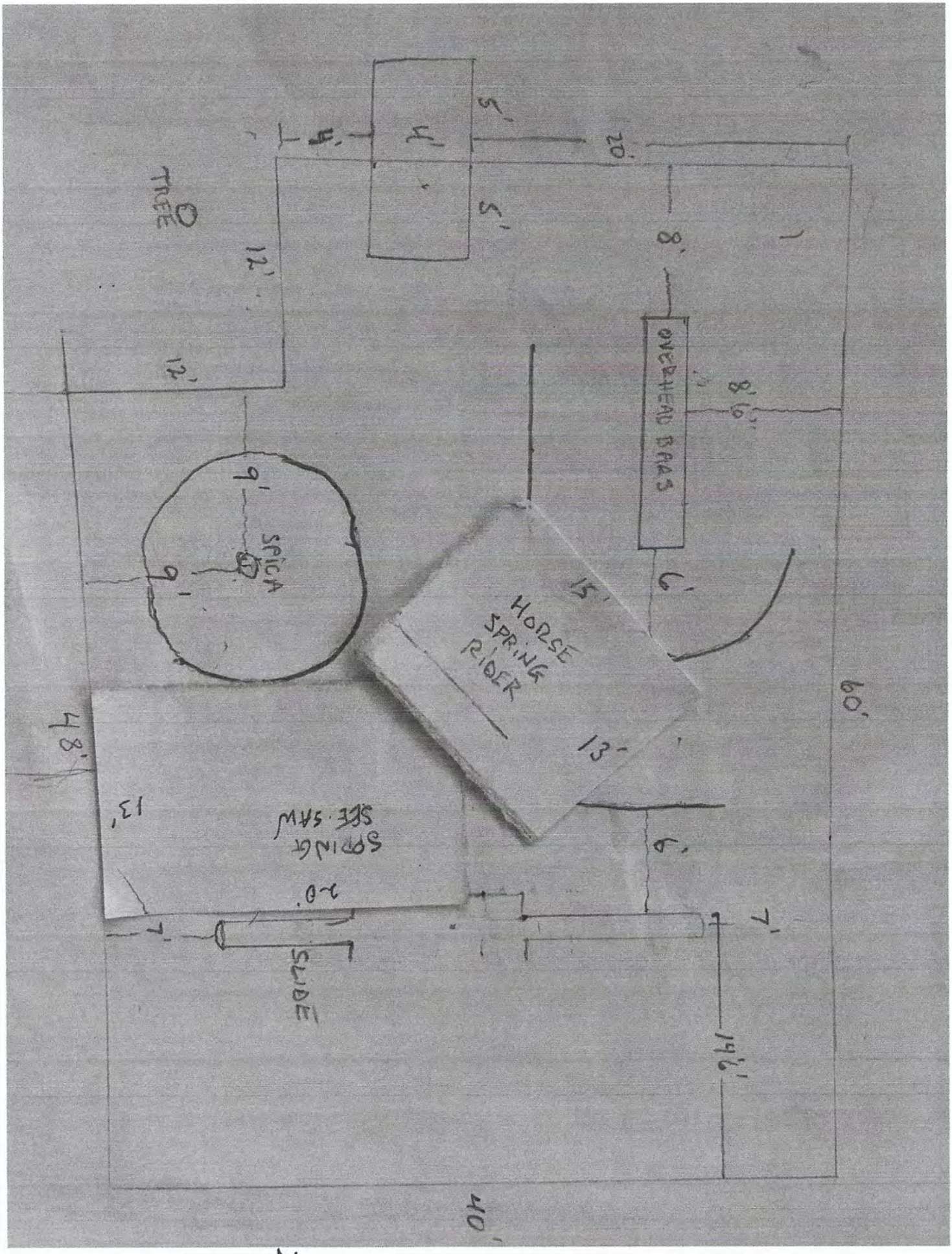
I hereby certify that I am authorized to submit it on behalf of the organization. The statements herein are true, complete and accurate to the best of my knowledge.

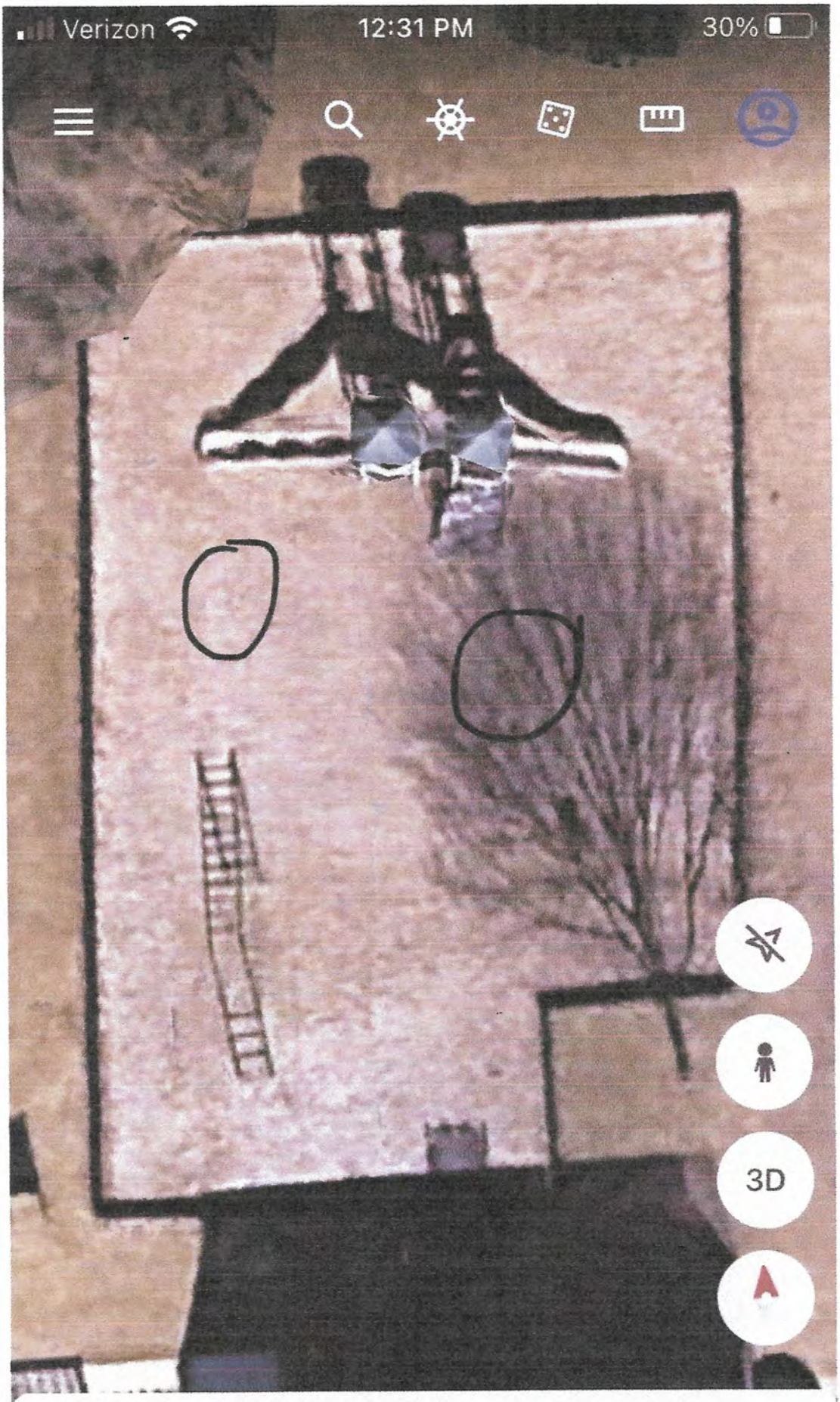
Name (Printed): KAY MCCABE Date: 3/17/2023

Signature: Kay McCabe Title: DIRECTOR/ BOARD

You may submit applications to the Office of Neighborhood Vitality in person, by mail, or email (PDF file):

Office of Neighborhood Vitality
800 Main Street, 2nd Floor
P.O. Box 469002, Garland, TX 75046
Neighborhoods@GarlandTx.gov
972-205-2445


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12'
5'
4'
5'
4'
20'
8'
OVERHEAD BARS
8'6"
6'
9'
SPICA
9'
15'
HORSE
SPRING
RIDER
13'
60'
48'
13'
SPRING
SAW
20'
7'
SLIDE
6'
7'
14½'
40'



N.1

S1


N



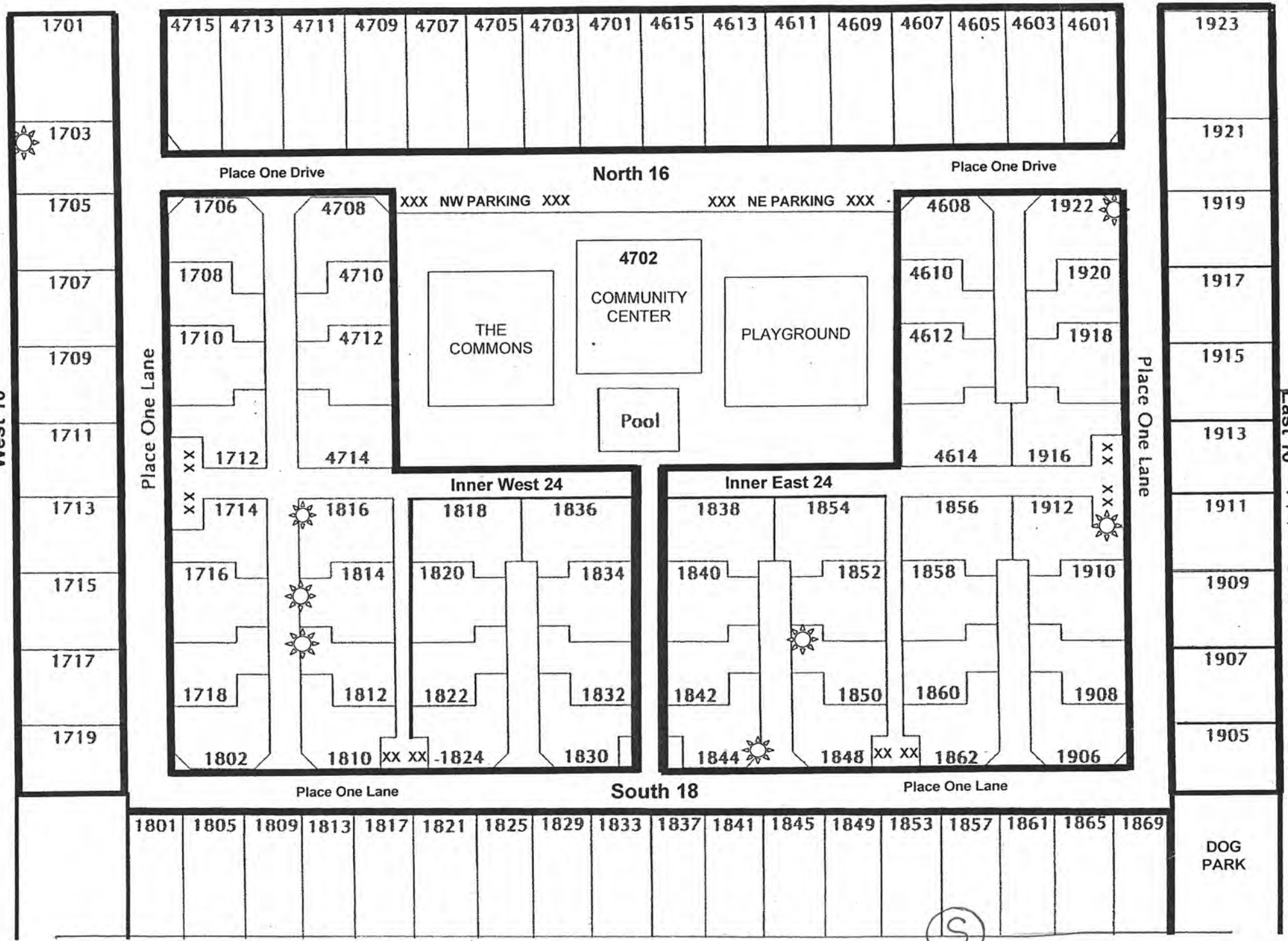
N



Place One Townhomes

= SECURITY LIGHTS

Buckingham Road (N) Buckingham Road



Estimate

1219 K Ave.
Plano, TX 75074
Ph: 972-509-9500

Date: 3/7/2023
Estimate #: 21805
Sales Rep: DDT

Name / Address:

Place One HOA
4702 Place One Lane
Garland, TX 75042

Location / Site:

Place One HOA
4702 Place One Lane
Garland, TX 75042

Proposal for Landscaping:

Legacy Landscaping will provide all materials, machinery and manpower necessary to complete the below specifications professionally and in accordance with acceptable horticulture practices. Proposal valid for 21 days only; prices could vary slightly. PLEASE NOTE: by approving this estimate you acknowledge that all invoices are due upon a NET 30 basis and all late payments will be subjet to a 3% late fee.

Description	Size	Qty	Price	Total
Play ground equipment				
---Install new Play ground equipment to safety specification per the size of toy etc. add kiddy mulch to the playground area--				
Playground equipment installation - Removal of Rock climb piece on slide to make room for See-saw	Crew Hrs.	16	265.00	4,240.00T
Concrete	80lb. bag	10	20.00	200.00T
Play ground equipment - Horse spring rider	N/A	1	1,450.00	1,450.00T
Play ground equipment - See-Saw	N/A	1	1,884.00	1,884.00T
Wear pad for the spinner toy	N/A	1	997.50	997.50T
Natural Grey - All concrete Corn-Hole bag toss game set. Consists of two permanent boards. 55" long X 31" Wide. - Does not include bags.	2 piece	1	1,957.50	1,957.50T
Enclosure Bubble panel, hardware, clamps	N/A	1	978.75	978.75T
Kiddy Mulch for Play ground	Cu. Yd.	1	5,183.75	5,183.75T
Freight for toys	Per	1	4,578.87	4,578.87T
Delivery Fees	Per	1	585.00	585.00T
Disposal Fee	N/A	1	225.00	225.00T
Fuel Surcharge	N/A	1	105.00	105.00

Sub-Total $22,385.37

Tax (8.25%) $1,838.13

LIMITED WARRANTY:
We will not be responsible for repair of any underground wires, pipes, or systems of any kind that are not clearly marked by the owner prior to work. All container grown trees supplied and planted by Legacy are warranted for 12 months from date of planting. Plant material not provided by Legacy Landscaping will not be warranted. The replacement of multi trunk trees will only be considered if fifty percent or more of the original trunks are completely dead. All shrubs supplied and planted by Legacy Landscaping are guaranteed to be in healthy condition at time of planting. Shrubs are warranted for 120 days from planted date. The following plants are not warranted: grass, groundcovers, perennials and annuals. No replacement will be authorized or made without an inspection by Legacy Landscaping. All warranties will be null and void if any of the following is determined: failure to water properly, drought, freezing, insect damage or abuse.

Total $24,223.50

Accepted by Customer: _____ Date: _____

GARLAND
PLANNING REPORT

City Council Regular Session Agenda **7. a.**

Meeting Date: 07/18/2023
Item Title: DD 23-02 Dos Banderas (District 2)
Submitted By: Will Guerin, Planning Director

REQUEST
Approval of 1) a Major Waiver to Chapter 7, Table 7-7 of the Garland Development Code and 2) a Downtown Development Plan to allow the replacement of an existing awning and install a new storefront awning with signage on a property zoned Downtown (DT) District, Downtown Historic (DH) sub-district.

LOCATION
614 Main Street

OWNER
A&S Properties, Inc.

PLAN COMMISSION RECOMMENDATION
On June 26, 2023 the Plan Commission, by a vote of eight (8) to zero (0), recommended approval of 1) a Major Waiver to Chapter 7, Table 7-7 of the Garland Development Code and 2) a Downtown Development Plan to allow the replacement of an existing awning and install a new storefront awning with signage on a property zoned Downtown (DT) District, Downtown Historic (DH) sub-district.

STAFF RECOMMENDATION
Approval of 1) a Major Waiver to Chapter 7, Table 7-7 of the Garland Development Code and 2) a Downtown Development Plan to allow the replacement of an existing awning and install a new storefront awning with signage on a property zoned Downtown (DT) District, Downtown Historic (DH) sub-district.

BACKGROUND

The building on the subject property is occupied by a restaurant [Dos Banderas]. The applicant requests to replace the existing awning and install a new metal storefront awning with signage. Due to the application's deviation from particular GDC Downtown Signage standards found in Chapter 7, Table 7-7 regarding awning signage, a Major Waiver is required through the public hearing process in order for sign permits to be issued.

SITE DATA

The subject site contains approximately 0.15 acres. The site has approximately 55 lineal feet of frontage along Main Street. Its rear frontage is along an existing alley.

USE OF PROPERTY UNDER CURRENT ZONING

The property is zoned within the Downtown Historic (DH) Sub-district of the overall Downtown (DT) District. The Downtown Historic (DH) Sub-district allows a variety of mixed uses. The current use of the property [restaurant] is allowed by right. The public hearing Major Waiver process is triggered due to the type of awning signage request.

CONSIDERATIONS

1. *Awning Sign*

   The following table summarizes the request:

Development Standard	**Required**	**Proposed**
Awning Sign	Per the GDC, signs on awnings shall be printed, painted or applied directly on the surface of the awning and include only the name, logo, and type of service of the business. Letters shall be a maximum of eight inches high.	The proposed sign will be mounted on top of the new metal awning and the lettering will be more than eight (8) inches in vertical height. The sign will be approximately 41.70 square feet in size and will be illuminated. The sign is intended to serve as the primary building signage.

2. The applicant states, "This sign placement and new awning replaces the currently worn, faded, and disallowed yellow hand painted bubble canopy, adding an elevated aesthetic appearance to our historic building. This approach furthers the city's revitalization of the Downtown District and enhances the approach to the restaurant entrance as well as is part of the facade plan to reveal historical transom windows supporting highlights of history in and around the downtown square."

3. The intent of the Downtown (DT) District is to create a pedestrian-oriented area in context with the current Downtown. The Downtown (DT) District combines minimum and maximum specifications and standards for site layout, building design, and streetscape. One of the flexibility mechanisms in the Downtown (DT) District is the option of Major Waivers, which allow relief from the standards of the District.

   Section 7.30(C) of the GDC states that Major Waivers are material and substantial

changes to the design standards in the DT District, or changes which may initially appear to be in conflict with the goals and intent of this district, including possible standards changes to land uses in the Downtown sub-districts. Major Waivers may be approved by the City Council, following a recommendation by the Planning Director and the Plan Commission. In order to approve a Major Waiver, the City Council findings are listed as follows:

- Meets the general intent of this district; and
- Will result in an improved project which will be an attractive contribution to the Downtown District.

COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Community Centers for the subject property. Community centers are areas with compact development, primarily non-residential, serving a collection of neighborhoods. This type of development consists of a mix of uses, including retail, services, office use, multi-family residential, and entertainment. Community centers may be developed at the intersections of major arterial streets and along major arterials, highways, and turnpike corridors. This type of area is served by numerous roads and transit routes, providing a variety of connections to adjacent residential neighborhoods, retail centers, and employment centers.

In addition, the Garland Cultural Arts Master Plan Strategy 5.1 [Foster Relationships with the Business Sector] encourages creative signage. Further, it states, “Following the exception made for Downtown Garland, develop a signage variance that allows for creative signage that provides an opportunity for private businesses to contribute to the visual vibrancy of the City.”

COMPATIBILITY OF REQUEST WITH SURROUNDING ZONING AND LAND USES

The surrounding properties are located in the Downtown (DT) District, particularly in the Downtown Historic (DH) Sub-District to the east, west, north and south; and the Downtown Square (DS) Sub-District to the northeast across Main Street. These properties are developed with an array of land uses including retail, restaurants, personal services, and office uses. Further to the east is the Downtown Square plaza, currently undergoing reconstruction. Other existing business signage in this area includes awning/canopy signage, wall signs, and projecting signs of various styles.

Attachments

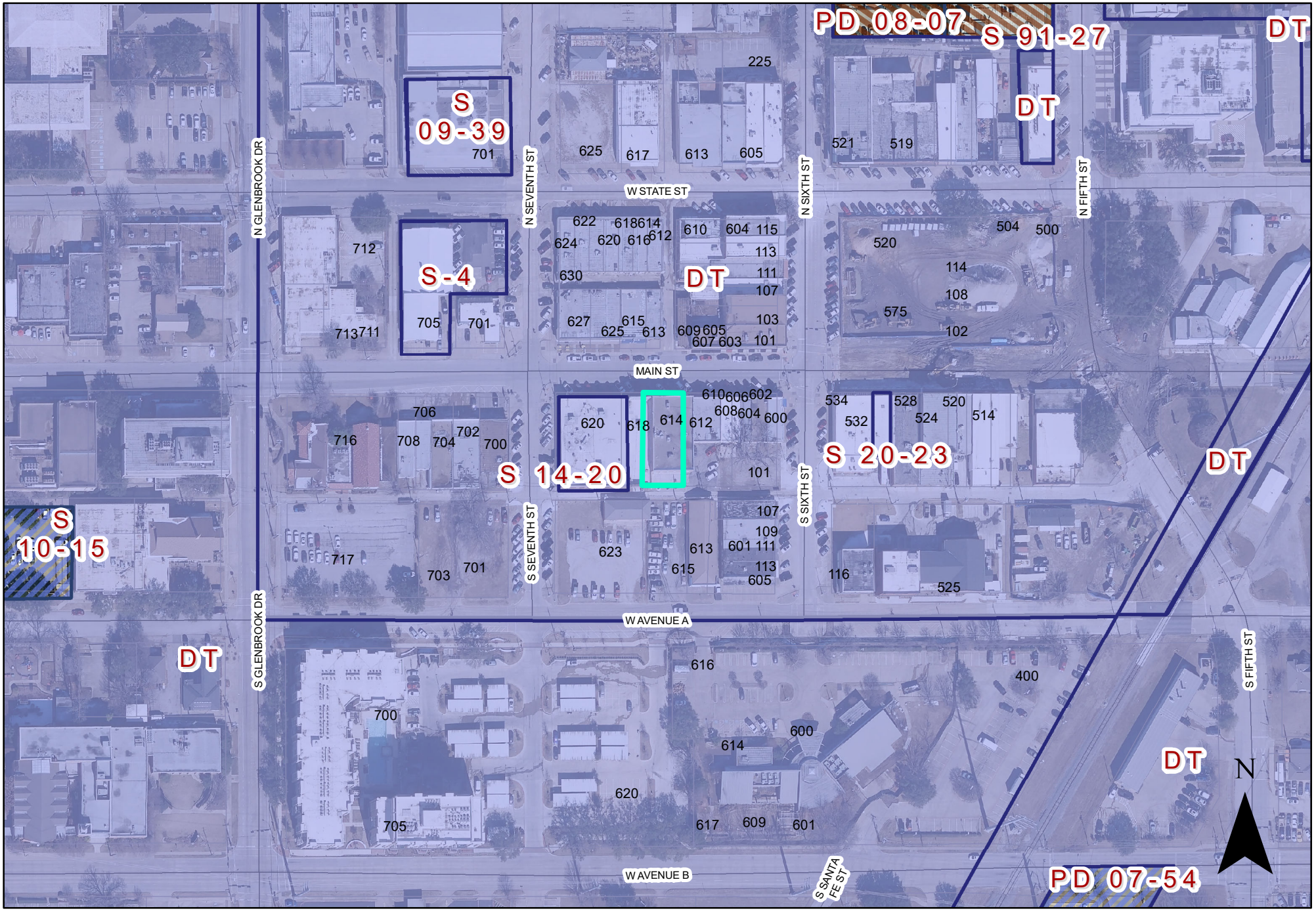
DD 23-02 Location Map

DD 23-02 Exhibits

DD 23-02 R&M

DD 23-02 Responses

DD 23-02 Staff Presentation



0 110 220 Feet

1 inch = 170 feet

ZONING MAP DD 23-02

INDICATES AREA OF REQUEST

614 Main Street

North Elevation - Proposed Signage A
Additional Calculations



Dos Banderas

Dos
Banderas

614 Main St
Garland, TX 75040

Account Rep:

Matt Archer
972-494-1319

matt@dosbanderastexmex.com

All electrical scope to be completed in a U.L. approved method and shall meet current N.E.C. standards

UL LISTED nec

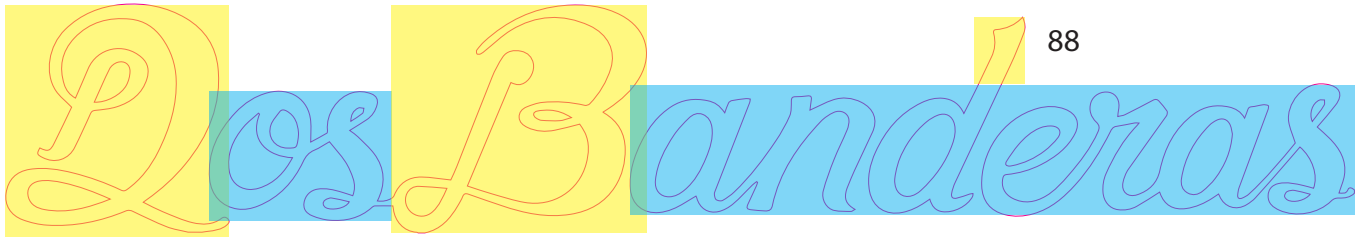
* All electrical components shall be U.L. Listed.
* Sign shall be grounded per N.E.C. Article 250.
* Insulated conductors as per N.E.C. Code 310.8. type to be used - metallic insulated sealtite.
*Disconnect switch as per N.E.C. Code 600.6.

***This is an artist's rendition of how the design approximately represents the finished product. Colors and placement may vary due to** size and complexity. It is the customers responsiblity to proofread for accurate verbiage and spelling, and approve the proof prior to Signsmiths of Texas proceeding with manufacturing. Any changes after approval are subject to additional charges for design and manufacturing.

SIGN SMITHS

North Elevation - Proposed Signage A
Additional Calculations

18.5’ wide



1332 630 1517 2439

6006

41.70 sq ft

Dos Banderas

Dos
Banderas

614 Main St
Garland, TX 75040

Account Rep:

Matt Archer
972-494-1319

matt@dosbanderastexmex.com

All electrical scope to be completed in a U.L. approved method and shall meet current N.E.C. standards

UL LISTED nec

* All electrical components shall be U.L. Listed.
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***This is an artist’s rendition of how the design approximately represents the finished product. Colors and placement may vary due to** size and complexity. It is the customers responsiblity to proofread for accurate verbiage and spelling, and approve the proof prior to Signsmiths of Texas proceeding with manufacturing. Any changes after approval are subject to additional charges for design and manufacturing.

SIGN SMITHS

REPORT & MINUTES

P.C. Meeting, June 26, 2023

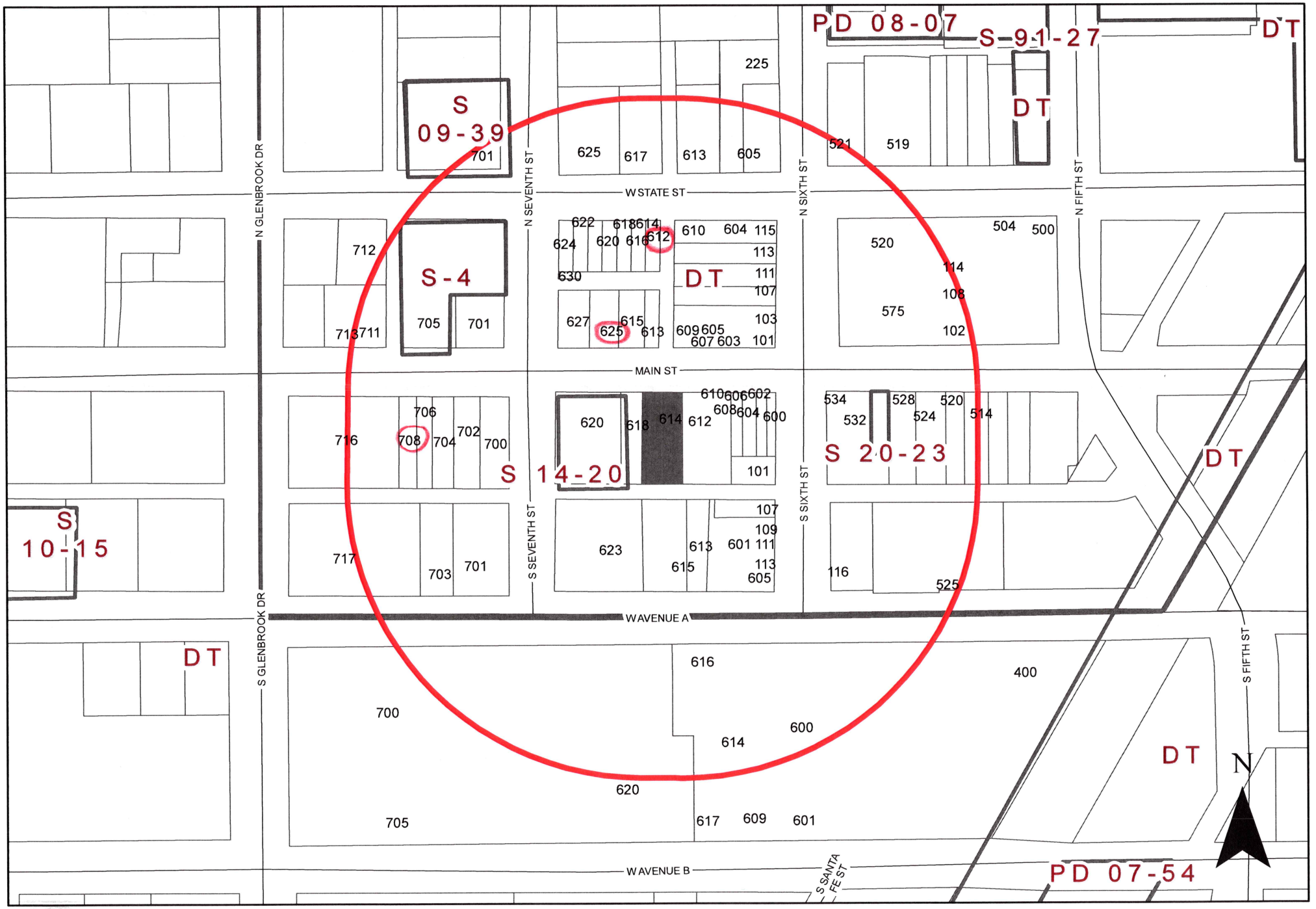
5a. APPROVED Consideration of the application of **Dos Banderas,** requesting approval of a 1) a Major Waiver to Chapter 7, Table 7-7 of the Garland Development Code and 2) a Downtown Development Plan to allow the replacement of an existing awning and install a new storefront awning with signage on a property zoned Downtown (DT) District, Downtown Historic (DH) sub-district. This property is located at 614 Main Street. (District 2) (File DD 23-02)

The applicant, Matt Archer, 400 S. 11th, Garland, TX 75040, remained available for questions.

Commissioner Rose asked the applicant what their timing would be upon approval to begin construction.

The applicant explained that this request is part of a revitalization grant process and there is a requirement to begin the project within six months but that all materials have been ordered except the signs. Upon approval by the City Council, the production of the sign would begin.

Motion was made by Commissioner Williams to close the public hearing and **approve** the application as presented. Seconded by Commissioner Jenkins. **Motion carried**: **8** Ayes, **0** Nays.



614 Main Street

Comment Form
Case DD 23-02

DD 23-02 Dos Banderas. The applicant requests a "Major Waiver" to the Downtown Sign Standards to replace the existing awning and install a new storefront awning with signage. The site is located at 614 Main Street. (District 2)

DD 23-02 Dos Banderas. El solicitante solicita una "Major Waiver" a los Estándares de letreros del centro para reemplazar el toldo existente e instalar un nuevo toldo de escaparate con letreros. El sitio está ubicado en 614 Main Street. (Distrito 2)

DD 23-02 Dos Banderas. Người nộp đơn yêu cầu "Major Waiver" đối với Tiêu chuẩn Biển hiệu Khu thương mại để thay thế mái hiên hiện tại và lắp đặt mái hiên mới ở mặt tiền cửa hàng với biển báo. Địa điểm tọa lạc tại 614 Main Street. (Quận 2)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☑ For / A Favor / Đúng

☐ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

Lauren Starr Tenant

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

625 Main Street

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX 75040

City, State / Estado de la Ciudad / Thành bang

75040

Zip Code / Código postal / Mã B u Chính

Lauren Starr 6/16/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form
Case DD 23-02

DD 23-02 Dos Banderas. The applicant requests a "Major Waiver" to the Downtown Sign Standards to replace the existing awning and install a new storefront awning with signage. The site is located at 614 Main Street. (District 2)

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TOM de NOLF / MANAGER/ OWNER

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

708 MAIN ST.

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND TX

City, State / Estado de la Ciudad / Thành bang

75040

Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

Date / Fecha / Ngày

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JUN 23 '23 PM 2:06

Comment Form
Case DD 23-02

DD 23-02 Dos Banderas. The applicant requests a "Major Waiver" to the Downtown Sign Standards to replace the existing awning and install a new storefront awning with signage. The site is located at 614 Main Street. (District 2)

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☒ For / A Favor / Đúng

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Jolene Smith Owner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

1612 W. State St

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX

City, State / Estado de la Ciudad / Thành bang

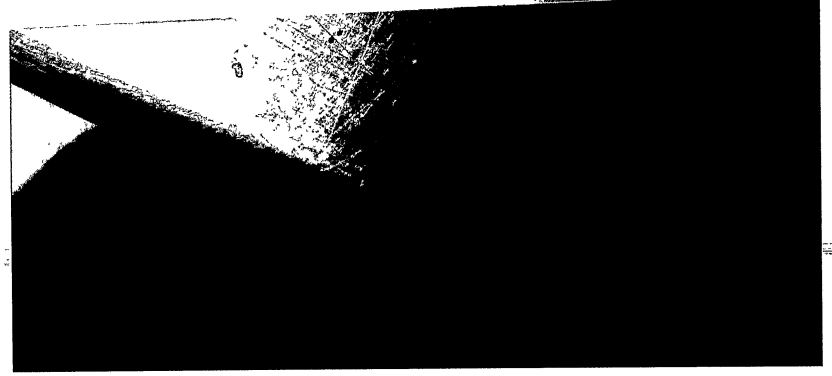
75040

Zip Code / Código postal / Mã B u Chính

Jolene M. Smith 6/26/23

Signature / Firma / Chữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)



GARLAND
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The applicant requests a “Major Waiver” to the Downtown Sign Standards to replace an existing awning and install a new storefront awning with signage.

City Council Meeting

July 18, 2023

DD 23-02

GARLAND
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CASE INFORMATION

Location: 614 Main Street

Applicant: Dos Banderas

Owner: A&S Properties, Inc.

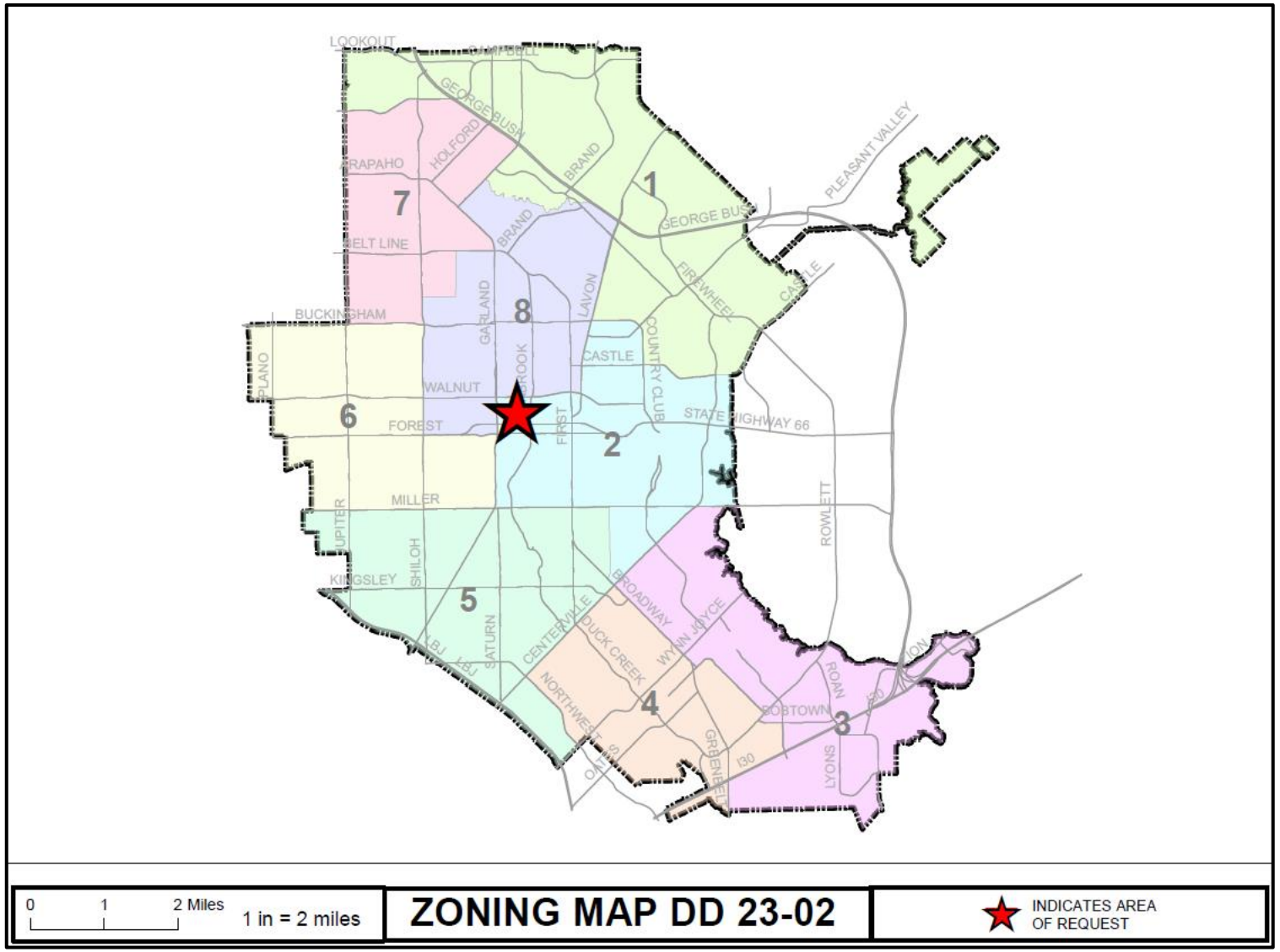
Acreage: 0.15 acres

Zoning: Downtown (DT) District
Downtown Historic (DH) Sub-district

DD 23-02

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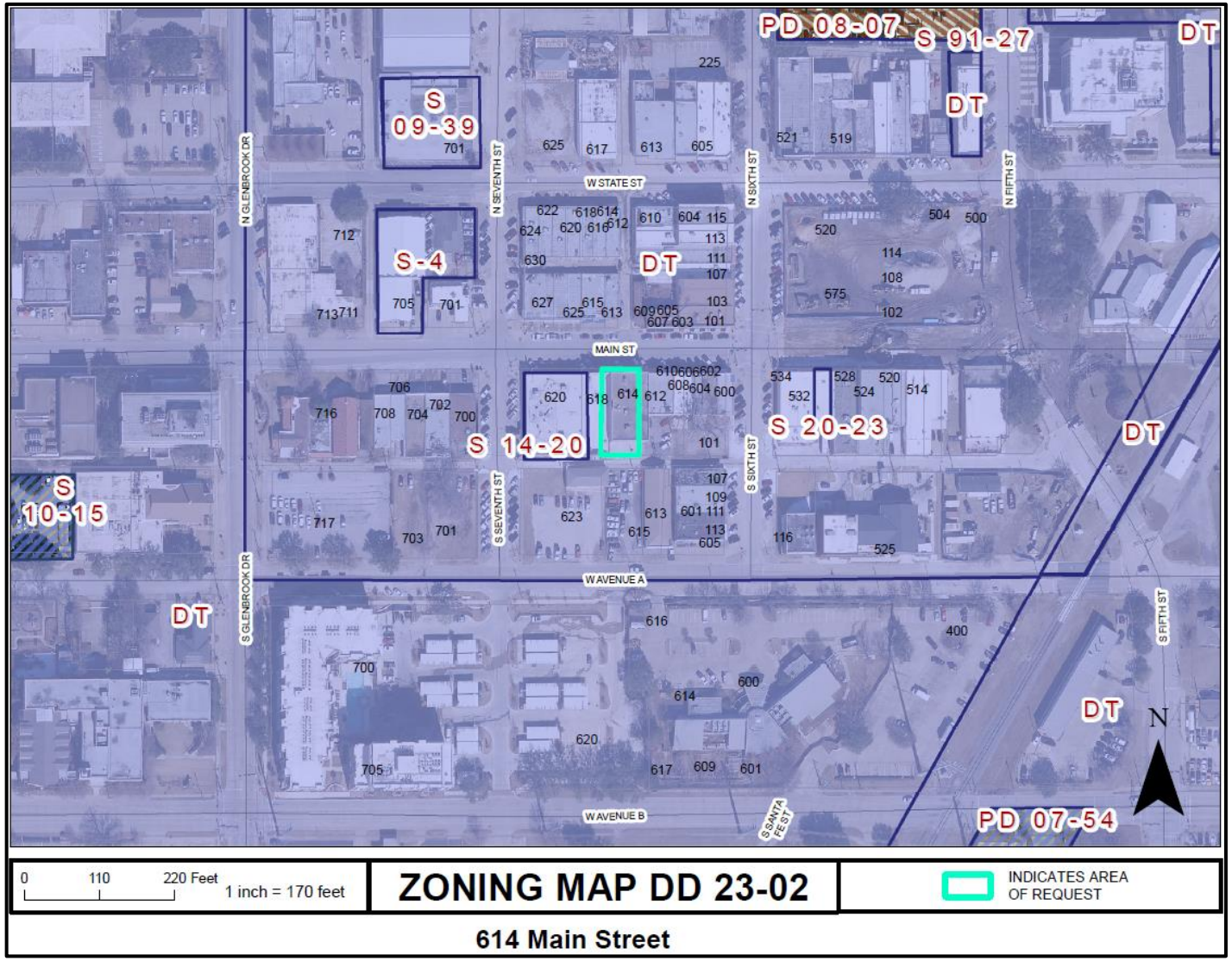
CITYWIDE LOCATION MAP



DD 23-02

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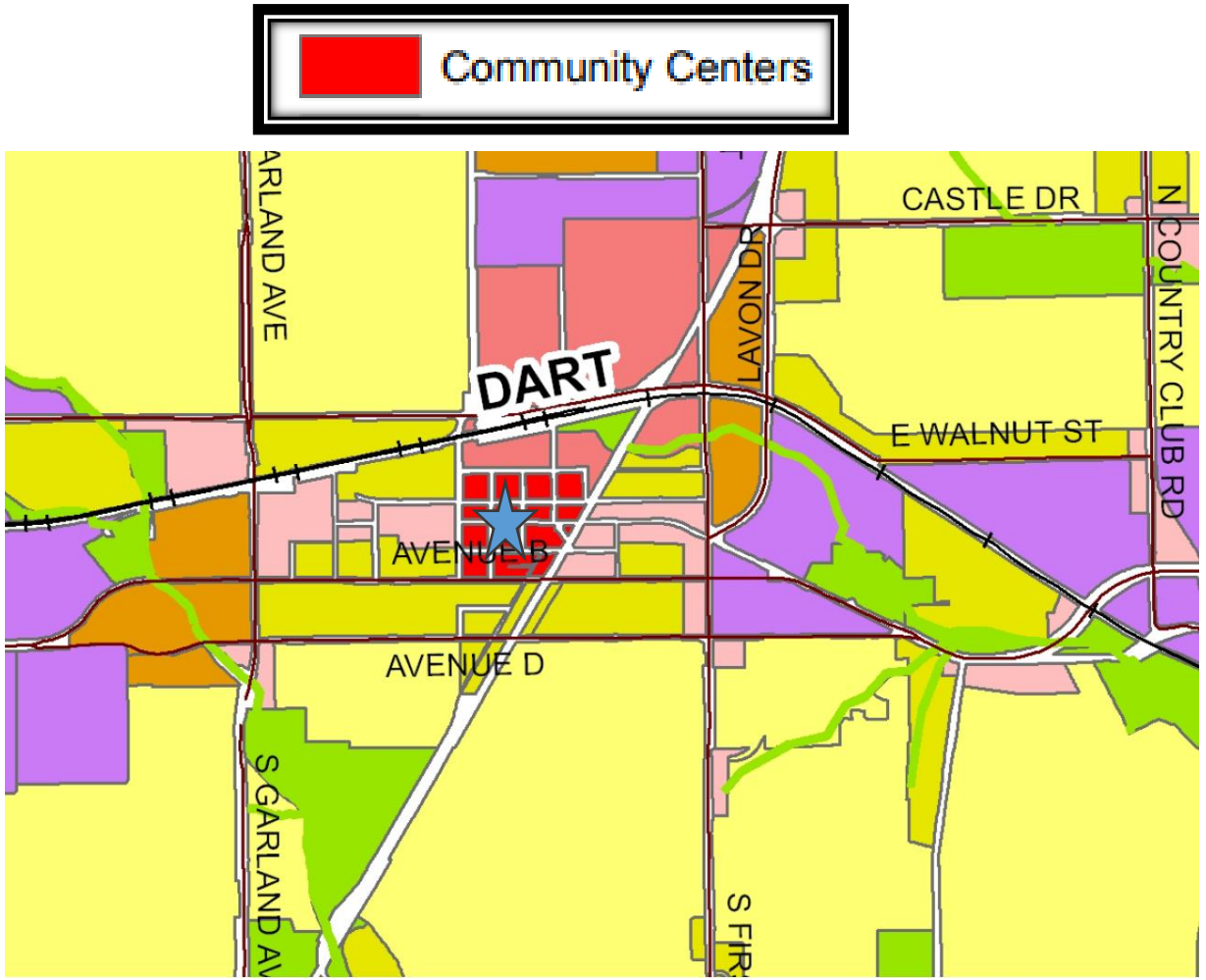
LOCATION MAP



DD 23-02

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COMPREHENSIVE PLAN



DD 23-02

GARLAND
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COMPREHENSIVE PLAN

In addition, the Garland Cultural Arts Master Plan Strategy 5.1 [Foster Relationships with the Business Sector] encourages creative signage. Further, it states, “Following the exception made for Downtown Garland, develop a signage variance that allows for creative signage that provides an opportunity for private businesses to contribute to the visual vibrancy of the City.”



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PHOTOS



Looking at the subject property from Main Street



Looking north of the subject property



West of the subject property



East of subject property (Downtown Square construction)

DD 23-02

GARLAND
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Development Standard	Required	Proposed
Awning Sign	Per the GDC, signs on awnings shall be printed, painted or applied directly on the surface of the awning and include only the name, logo, and type of service of the business. Letters shall be a maximum of eight inches high.	The proposed sign will be mounted on top of the new metal awning and the lettering will be more than eight (8) inches in vertical height. The sign will be approximately 41.70 square feet in size and will be illuminated. The sign is intended to serve as the primary building signage.

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EXISTING



GARLAND
TEXAS MADE HERE

PROPOSED



GARLAND
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STAFF RECOMMENDATION

Approval of 1) a Major Waiver to Chapter 7, Table 7-7 of the Garland Development Code and 2) a Downtown Development Plan to allow the replacement of an existing awning and install a new storefront awning with signage on a property zoned Downtown (DT) District, Downtown Historic (DH) sub-district.

DD 23-02

GARLAND
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PLAN COMMISSION RECOMMENDATION

On June 26, 2023 the Plan Commission, by a vote of eight (8) to zero (0), recommended approval of 1) a Major Waiver to Chapter 7, Table 7-7 of the Garland Development Code and 2) a Downtown Development Plan to allow the replacement of an existing awning and install a new storefront awning with signage on a property zoned Downtown (DT) District, Downtown Historic (DH) sub-district.

DD 23-02

GARLAND
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Major Waivers may be approved by the City Council, following a recommendation by the Planning Director and the Plan Commission. In order to approve a Major Waiver, the City Council findings are listed as follows:

- Meets the general intent of this district; and
- Will result in an improved project which will be an attractive contribution to the Downtown District.

GARLAND

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GARLAND
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COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Community Centers for the subject property. Community centers are areas with compact development, primarily non-residential, serving a collection of neighborhoods. This type of development consists of a mix of uses, including retail, services, office use, multi-family residential, and entertainment. Community centers may be developed at the intersections of major arterial streets and along major arterials, highways, and turnpike corridors. This type of area is served by numerous roads and transit routes, providing a variety of connections to adjacent residential neighborhoods, retail centers, and employment centers.

DD 23-02

GARLAND
PLANNING REPORT

City Council Regular Session Agenda **7. b.**

Meeting Date: 07/18/2023
Item Title: Z 23-05 Spiars Engineering - Zoning (District 5)
Submitted By: Nabiha Ahmed, Lead Development Planner

REQUEST

Approval of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Elder Care - Independent Living Use

Approval of a Detail Plan for Elder Care-Independent Living Use.

LOCATION

413 and 505 West Centerville Road and 510 Candlewood Lane

OWNER

TR Scott Capital

PLAN COMMISSION RECOMMENDATION

On May 22, 2023, the Plan Commission, by a vote of five (5) to one (1), recommended denial of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses.

The Plan Commission, by a vote of five (5) to one (1), also recommended denial of a Detail Plan for Multi-Family development.

The applicant has since revised the request to address concerns raised at the Plan Commission meeting, including the following:

- The proposal is now age-restricted to senior residents (55+).
- Number of dwelling units has decreased from 177 to 176 units.
- Certain building heights have been lowered to 2 or 3 stories.
- The proposed masonry screening wall has been increased from six (6) feet to eight (8) feet in height.
- Carports have been added along the northern property boundary to help with screening.
- A dumpster has been relocated away from the adjacent residences.
- An amenity building and swimming pool have been added in the northeastern portion of the property in-lieu-of a parking lot.

STAFF RECOMMENDATION

Approval of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Elder-Care Independent Living Use

Approval of a Detail Plan for Elder-Care Independent Living Use.

BACKGROUND

The property is currently developed with a retirement home (Silver Leaves Retirement Home) building which is no longer in operation.

The applicant initially submitted a Detail Plan application for a 177-unit multi-family development. It was presented to Plan Commission on May 22, 2023 and the recommendation was denial. Since the Plan Commission meeting, the applicant updated the application to make the development age-restricted to 55+, and to allow 176 senior independent living units.

SITE DATA

The overall site consists of approximately 4.361 acres with approximately 405.70 lineal feet of frontage along West Centerville Road and 84.63 lineal feet of frontage along Candlewood Lane. The site plan (Exhibit C) shows two (2) access points from West Centerville Road.

USE OF PROPERTY UNDER CURRENT ZONING

The Community Office (CO) District is intended to create an appropriate setting for medium and higher intensity office and professional uses. The district may be used as a transition district between low intensity office/retail uses and more intense uses. It is also generally appropriate along major transportation corridors. However, the Community Office (CO) District is generally not appropriate in proximity to low-density residential districts. Examples of allowed uses in a Community Office (CO) District are: professional offices, campus-style corporate office, research, and assembly operations that may be large in scale but that are conducted wholly within a building(s) with very limited or no outside storage.

The Neighborhood Office (NO) District is intended to create an appropriate setting for low intensity office and professional uses. The district may be used as a transition district between residential uses and more intense uses. With appropriate buffers and landscaping, this district may be located contiguous to residential districts. Allowed uses should be compatible with adjacent residential areas by limiting heights to one story, and may not include uses that create excessive amounts of traffic, noise, trash, or late-night business operations.

CONSIDERATIONS

1. Development and Site Plan

   The site plan (Exhibit C) reflects two (2) buildings for Elder Care - Independent Living Use. The eastern building will be three (3) and four (4) stories and the western building will be two (2) and three (3) stories. A total of 176 dwelling units are proposed for this development.

   The GDC defines an Elder Care – Independent Living Use as “ a facility in which five or more elderly (over 55 years of age) persons, regardless of legal relationship, live a

mostly ambulatory lifestyle but who may need limited assistance with daily living activities."

2. Parking

   The GDC requires one (1) parking space per dwelling unit and the site plan (Exhibit C) complies with the required number of parking spaces. However, the GDC has a special covered parking standard for Elder-Care Independent Living. A minimum of fifty (50%) percent of the parking spaces must be covered and the applicant proposes thirty-one (31%) percent of the parking spaces to be covered.

3. Building Height

   The applicant proposes the base zoning to be Multi-Family-2 (MF-2) District. The GDC allows a maximum height of fifty (50) feet in the Multi-Family-2 (MF-2) District. The building elevations (Exhibit E) reflects the maximum height to be fifty-nine (59) feet. Building 1 is a combination of 3 and 4 stories. The northern portion mainly facing the residential side will remain 3 stories (approximately 42 feet in height) and the portion facing West Centerville Road will be 4 stories (approximately 58 feet in height).

   Building 2 is a combination of two and three stories. The western portion of the building is two (2) stories (approximately 30 feet) and the remaining portion of the building is three (3) stories (approximately 44 feet).

4. Building Setbacks

   The GDC states that buildings exceeding thirty feet in height, and that abut a residential district, must be set back from the residential district line a minimum of 1.25 times the height of the highest point on the building above grade.

   Per the calculation, the 3-story portion of Building 2 should be fifty-five (55) feet from the property line. The site plan (Exhibit C) shows the 3-story portion of Building 2 to be forty-nine (49) feet from the property line.

   In addition, the GDC does not allow any carports or amenity building to be located within a building setback. The site plan (Exhibit C) reflects the carports along the northern property lines to be located within the building setback in order to provide additional screening. The amenity building to the north is also within the building setback.

   The site plan (Exhibit C) meets all other setback requirements.

5. Amenities

   The GDC requires indoor common or recreational areas to be provided at a ratio of at least one hundred square feet of gross floor area per dwelling unit. Per the calculation, a total of 17,600 square feet of indoor common or leisure area is required. The site plan (Exhibit C) reflects a 2,943 square-foot amenity building and 15,000 square-foot of outdoor amenities.

   The amenities may be refined as the project moves forward. The applicant is working with a consultant to design the most appropriate amenities for this development.

6. Dwelling unit/mix

The submittal materials indicate compliance with the required unit size and mix. More specifically:

Minimum dwelling unit size.

Required one-bedroom: 475 square feet
Proposed: 719 square feet
Number of units: 140 units

Required two-bedroom: 725 square feet
Proposed: 1,208 square feet
Number of units: 36 units

7. Screening and Landscaping

The GDC requires forty (40%) percent of the site to be landscaped. The landscape plan (Exhibit D) shows twenty-four (24%) of the site to be landscaped.

A masonry wall or an ornamental fence with masonry columns is required along the entire perimeter of the property. The applicant proposes an eight (8)-foot masonry wall along the northern and western perimeter of the property, where it is adjacent to the residential district. Large canopy trees are required every twenty-five (25) linear feet. The applicant proposes a combination of high-level and low-level screening shrubs in lieu of the large canopy trees due to the unique nature of the site. Large canopy trees provided to meet the parking lot landscape island requirement are located near the masonry wall.

The landscape plan (Exhibit D) also reflects a six (6)-foot wood fence with masonry columns above a retaining wall along the eastern and southwestern perimeter lines, adjacent to the dental office. A row of evergreen screening shrubs are required and the applicant is not proposing any.

The applicant is not proposing any screening along West Centerville Road.

8. Building Design

The building design complies with the architectural elements and articulation requirements of the GDC.

9. Transportation

A Traffic Impact Analysis was not required with this development. The Transportation Department reviewed the proposal and it meets technical requirements.

An emergency access-only gate with a Knox padlock is provided at the Shadwell Drive access point per the Fire Department.

There is a DART bus stop in front of the subject property, along West Centerville Road.

10. Signage

    No deviations were requested regarding signage.

11. The applicant requests several deviations from the GDC. The table below indicated the deviation as proposed.

Development Standards	Required	Proposed	Applicant's Justification
Density	32 dwelling units per acre	41 dwelling units per acre	The unique site layout warrants this approach, and the applicant believes the proposed unit mix is conducive of the intent of the future land use plan for this property.
Building Height	50 feet	The applicant proposes a maximum height of 59 feet, including the roof pitch.	Given the project aligns with that of an urban-style multifamily development, the slight increase in height is to be expected. Additional measures have been taken to ensure the building height do not negatively impact adjacent single-family properties including screening, plantings, etc. The Community Office (CO) District does not have a building height maximum; therefore, a fifty-nine (59)-foot building, subject to a fifty-foot (50') setback, would currently be permitted by right.
Building Setback	Buildings over 30 feet in height requires a setback of 1.25 times the height of the building. Carports and Amenity Building are not allowed to be located within the building setback.	The 3-story portion of Building 2 should be fifty-five (55) feet from the property line. The site plan (Exhibit C) shows the 3-story portion of Building 2 to be forty-nine (49) feet from the property line. Both structures are located within building setback.	Given the project aligns with that of an urban-style development, the slight increase in height is to be expected. Additional measures have been taken to ensure the building stories/height do not negatively impact adjacent single-family properties including reduced building height along adjacencies, perimeter screening, plantings, visibility reductions for tenants on upper floors, etc. These structures act as a buffer

			and provide additional screening.
Amenities	A total of 17,600 square feet of indoor common or leisure area is required.	2,943 square-foot amenity building and 15,000 square-foot of outdoor amenities	Due to the unique orientation of the site and the desire to limit building stories/height and mitigate impact on residential adjacencies, the applicant located the amenities outside of the main buildings. An amenity building/indoor pool is provided at the northeast corner of the subject property, with sidewalk circulation through the site to encourage residents to enjoy the several outdoor amenity spaces provided.
Covered Parking	50% of the parking spaces should be covered	31% proposed	With recent updates to the GDC, Multifamily base zoning no longer requires covered parking in any capacity (the special standards for “senior independent living” require covered parking to be provided). Covered parking structures are placed intentionally along the northern property line along the residential adjacencies to act as additional screening at the request of the adjacent residents.
Landscaping	40% of the gross platted area should be landscaped.	24%	The applicant optimized the site layout and amenity areas to provide as much landscape area as possible, and they are providing more landscape area than what currently exists with the former assisted living development. They have also intentionally designed these landscape areas to increase value (walking areas, BBQ grills, picnic tables, pet waste stations, etc). Plantings have been provided throughout to match the intent of

			landscape requirements.
Screening	Perimeter screening is required along the entire property. Either a six (6) foot masonry wall or a six (6) foot ornamental metal fence with masonry columns with large canopy trees and evergreen shrubs.	The applicant proposes an eight (8) foot masonry wall with high and low level screening shrubs along the northern and western perimeter lines. No canopy trees are provided. A six (6)-foot wood fence with masonry columns is proposed along the southwestern and eastern perimeter lines without any evergreen shrubs. No perimeter screening is proposed along West Centerville Road.	The site layout has been adjusted as much as possible, but given the unique nature of the site, leaves only enough room along the perimeter for the required masonry screening wall along with plantings smaller in size than the required large canopy trees. Various planting options have been added to try and meet the intent of this requirement, with a focus on providing adjacent single-family properties with adequate screening from the development.

COMPREHENSIVE PLAN

The Envision Garland Plan designates the subject property as Compact Neighborhoods, Compact neighborhoods provide areas for moderate increases in residential density, including single-family attached and single-family detached housing. It expands housing options through infill and redevelopment, while continuing walkable development patterns.

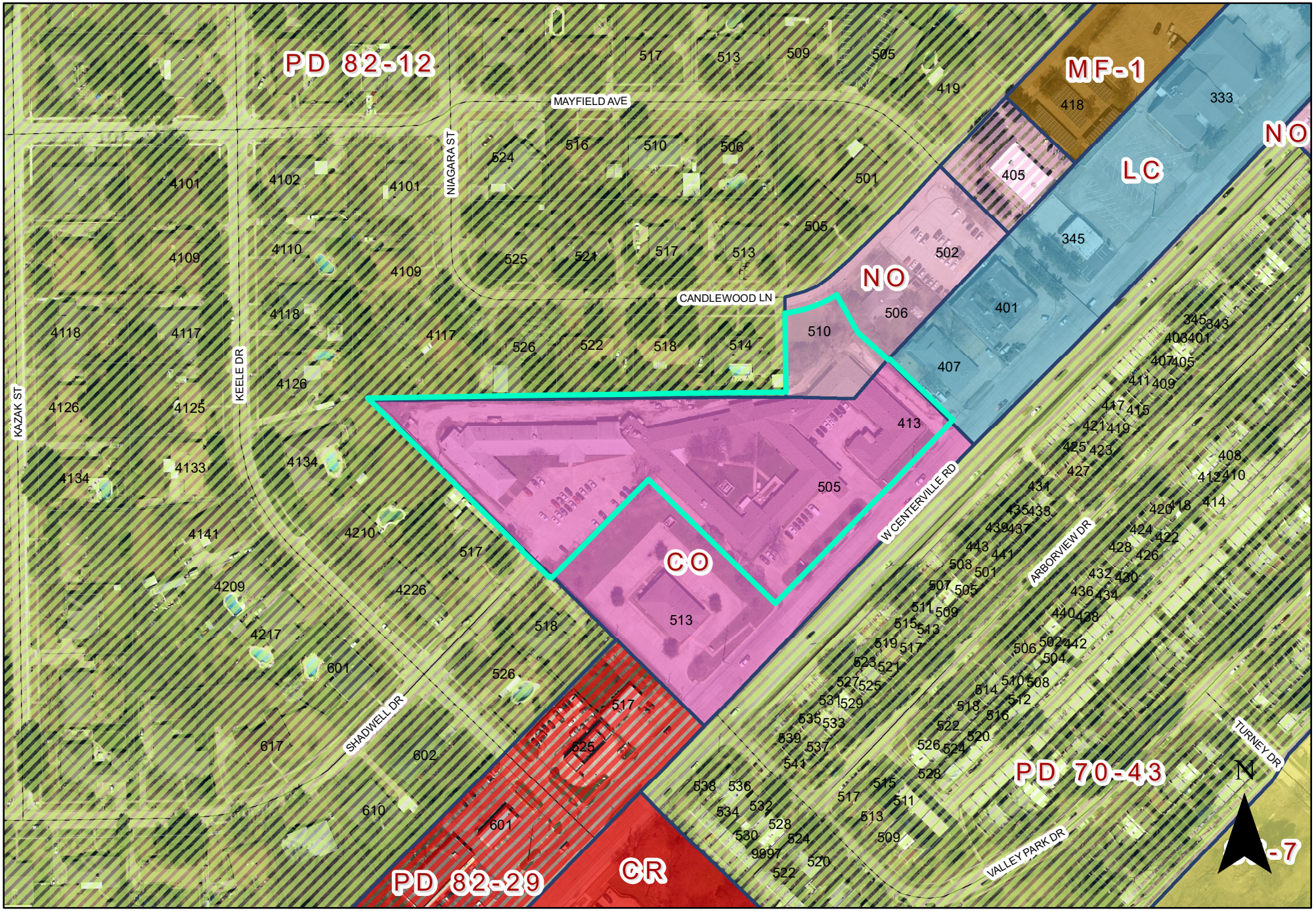
This proposal is a redevelopment and provides additional senior housing to the area.

COMPATIBILITY OF REQUEST WITH SURROUNDING ZONING AND LAND USES

The properties to the north are zoned Planned Development (PD) District 82-12 for Single-Family-10 (SF-10) Uses; these properties are developed with single-family homes. The properties to the east are zoned Neighborhood Office (NO) District and Light Commercial (LC) District; these properties are developed with a learning center and a medical clinic. The properties to the south, across Centerville Road, are zoned Planned Development (PD) District 70-43; these properties are developed with residential townhomes. The properties to the west are zoned Planned Development (PD) District 82-12 and Planned Development (PD) District 82-29; these properties are developed with a dental office, a general office, and automobile repair uses.

Attachments

Z 23-05 Location Map
Z 23-05 PD Conditions
Z 23-05 R&M Zoning
Z 23-05 Responses
Z 23-05 Staff Presentation



0 130 260 Feet

1 inch = 198 feet

ZONING MAP Z 23-05

INDICATES AREA OF REQUEST

505 West Centerville Road

PLANNED DEVELOPMENT CONDITIONS

ZONING FILE Z 23-05

413 and 505 West Centerville Road and 510 Candlewood Lane

I. Statement of Purpose: The purpose of this Planned Development is to approve an Elder Care-Independent Living Use.

II. Statement of Effect: This Planned Development shall not affect any regulation found in the Garland Development Code, Ordinance No. 6773, as amended prior to adoption of this ordinance, except as specifically provided herein.

III. General Regulations: All regulations of the Multi-Family-2 (MF-2) District as set forth in Chapter 2 of the Garland Development Code are included by reference and shall apply, except as otherwise specified by this ordinance.

IV. Development Plans:

Detail Plan: Development shall be in general conformance with the Detail Plan labeled Exhibit C through Exhibit E. In the event there is conflict between the approved Detail Plan and the Specific Regulations below, the Specific Regulations shall apply.

V. Specific Conditions:

A. Permitted Use: The only permitted land use on the subject property is Elder Care – Independent Living Use. The minimum resident age shall be fifty-five (55) years of age.

B. Site Plan: The site layout, building placement, parking, walking paths, and other development proposed shall be in general conformance with the approved Site Plan labeled Exhibit C.

C. Building Height: The maximum height shall be fifty-nine (59) feet. However, the northern portion of Building 1 shall be a maximum of three (3) stories and the western portion of Building 2 shall be two (2)

stories as reflected in Exhibit E.

D. Density: The maximum density shall be forty-one (41) dwelling units per acre.

E. Covered Parking: A minimum of thirty-one (31%) percent of the parking spaces shall be covered.

F. Dwelling Units: A total of 176 dwelling units shall be permitted.

G. Amenities: Amenities shall be provided as shown on the Exhibits C and D. However, the amenities may be further refined.

H. Landscape Plan: Screening and landscaping shall be in general conformance with the landscape plan labeled Exhibit D. A minimum of twenty-four (24%) of the site shall be landscaped.

1. Landscaping must be regularly maintained in a healthy, growing condition and in compliance with this PD Ordinance, the Garland Development Code, the Code of Ordinances of the City of Garland, and the landscaping plan attached hereto at all times. The property owner is responsible for regular weeding, mowing of grass, irrigation, fertilizing, pruning, or other maintenance of all plantings as needed. All exposed ground surfaces on or within the premises shall be properly improved, covered with screening or other approved solid material, or protected with a vegetative growth that prevents soil erosion and ameliorates objectionable dust conditions.

2. Any plant or vegetation that dies must be replaced with another approved plant variety that complies with the approved landscape plan within sixty (60) days after receipt of written notification from the City. In the event the property owner fails to remedy a violation of any landscaping maintenance regulation within sixty (60) days after receipt of written notification from the City, the City may, in addition to any other remedy available by law, withhold future

city permits, licenses and/or certificates requested by the property owner for the premises to which such violation applies.

3. Screening and paving must be regularly maintained in compliance with this PD Ordinance, the Garland Development Code, and the Code of Ordinances of the City of Garland at all times. The property owner is responsible for regular maintenance of all screening and paving as needed. In the event the property owner fails to remedy a violation of any screening or paving maintenance regulation within sixty (60) days after receipt of written notification from the City, the City may, in addition to any other remedy available by law, withhold future city permits, licenses and/or certificates requested by the property owner for the premises to which such violation applies.

I. Elevations: Building Elevations shall be in general conformance with the elevations labeled Exhibit E.

EXHIBIT B

REPORT & MINUTES

P.C. Meeting, May 22, 2023

4f. DENIED Consideration of the application of **Spiars Engineering,** requesting approval of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses. This property is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5) (File Z 23-05 – Zoning)

Representing the applicant, Scott Theeringer, 3500 Maple Avenue, Dallas, Texas, and Mark Ewing, 104 Forest Lane, McKinney, Texas 75069, provided an overview of the request, and remained available for questions.

There was discussion between the Plan Commission and Mr. Theeringer regarding the timeline of the development, possible traffic study for the area, site lines and landscape plans for the property, deviations for the building of the car ports and access to the subject property.

Mr. Theeringer informed the Commission that the plan would be to begin immediately with the development and that the Transportation Department did not deem a traffic study necessary for the development. In regards to the landscape plan, mature trees would be purchased for the development. The only access to the property would be from Centerville Road.

Staff clarified that any deviation approvals could be achieved through the approval of the Planned Development.

Residents speaking in opposition:
Cara Roberts, 421 Valley Park Dr., Garland, Texas
Maureen Valdivia Reyes, 513 Candlewood Ln., Garland, Texas
Kathy Johnson, 514 Candelwood Ln., Garland, Texas
Lester D. Emery, 517 Candlewood Ln., Garland, Texas
Margaret Anderson, 526 Candlewood Ln., Garland, Texas
Sam Pierre-Auguste, 518 Shadewell Dr., Garland, Texas
Travis B. Hicks, 502 Sequoia Dr., Garland, Texas
David McNeely, 3918 Keele Dr., Garland, Texas
Donna McNeely, 3918 Keele Dr., Garland, Texas
Patricia Harris, 4002 Keele, Dr., Garland, Texas
Maxine Priebe, 506 Candlewood Ln., Garland, Texas
Sandra Capizzi, 4202 Kazak, Garland, Texas

Amy Ware, 514 Cashmere Dr., Garland, Texas
Monika Sherlund, 433 Valley Park Dr., Garland, Texas
Teri Aeschbacher, 4001 Keele Dr., Garland, Texas
Skep Corcoran, 4126 Keele Dr., Garland, Texas
Kelly York, 701 Bardfield Ave., Garland, Texas
Syed Rehman, 4117 Niagara St., Garland, Texas
Joshua O'Connell, 601 Shadwell Dr., Garland, Texas
David Schuler, 4210 Kazak St., Garland, Texas
Maria Martinez, 4210 Keele Dr., Garland, Texas
Jovani Hernandez, 4118 Keele Dr., Garland, Texas
Harold Hinsley, 4002 Kazak St., Garland, Texas
Mariel Stafford, 4117 Keele Dr., Garland, Texas
Bobbi Johnston, 3917 Keele Dr., Garland, Texas
Cynthia Cleveland, 4205 Augusta, Garland, Texas

Residents not speaking but in opposition:
Terri Bradshaw, 518 Candlewood Ln., Garland, Texas
Kim Lee, 433 Valley Park Dr., Garland, Texas
Mitchell Crafton, 510 Mayfield Avenue, Garland, Texas
Abeling Fitzpatrick, 510 Mayfield Avenue, Garland, Texas
Gloria Corcoran, 4126 Keele Dr., Garland, Texas
Nancy Karen Shaw, 4134 Keele Dr., Garland, Texas
George Brockmann, 4010 Keele Dr., Garland, Texas
Ronald Merkledove, 3810 Keele Dr., Garland, Texas
Martha A. Washington, 609 Bardfield Ave., Garland, Texas
Margaret Doering, 317 Bardfield Ave., Garland, Texas
Luis V. Rodriguez, 405 Cashmere Dr., Garland, Texas
Oralia Mendez, 4225 Keystone, Garland, Texas
Donna Nichols, 517 Shadwell, Garland, Texas
Angus David, 4125 Keele Dr., Garland, Texas
Jackie Kay David, 4125 Keele Dr., Garland, Texas
Lila Clay, 3917 Kazak, Garland, Texas
Virginia M. Davis, 3902 Keele Dr., Garland, Texas
James W. Davis, 3902 Keele Dr., Garland, Texas

Residents speaking in favor:
Joseph McDermott, 1717 Hilltop Dr., Garland, Texas

The civil engineer representing the applicant, Mark Ewing, provided additional information regarding the development in response to the citizens comments. In regards to the emergency access that was mentioned, Mr. Ewing clarified that at no time would residents have access to this exit, it would strictly be for the use of emergency personnel. The composition of the units would be 1 to 2 bedroom units max and 1 bedroom efficiency. Water pressure studies have been

made and the developer is willing to make any adjustments to compensate for any low water pressure.

Scott Theeringer addressed the landscaping concerns and explained that a professional property management company would be hired to address those issues. In regards to concerns over the residents of the development, Mr. Theeringer explained that the development would be market rate. Mr. Theeringer clarified that the developer would be willing to participate in a traffic study to address any concerns regarding traffic as a result of the development.

Commissioner Rose asked Mr. Theeringer if the developer would be willing to work with the City and pay for a traffic light at the entrance to the development. Mr. Theeringer explained that they would be willing to consider anything that would help the area and keep everyone safe.

Motion was made by Commissioner Aubin to close the public hearing. Seconded by Commissioner Rose. **Motion carried**: **6** Ayes, **0** Nays.

Commissioner Aubin provided clarification on the permitted uses for the property.

Commissioner Rose asked for clarification from the attorney as to whether the Commission could postpone the consideration of the applicant.

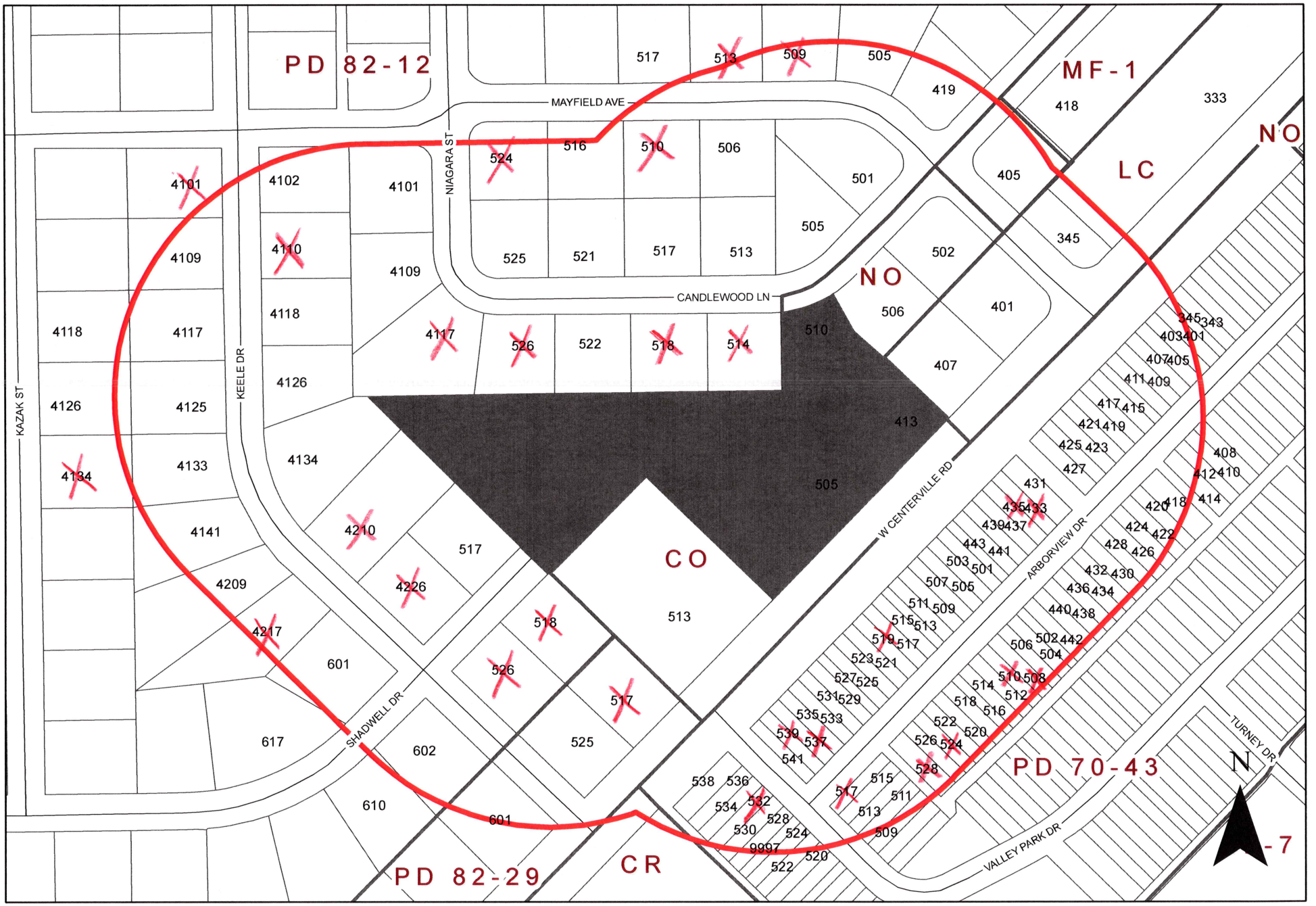
Commissioner Dalton addressed the concerns for traffic around the development. Commissioner Dalton also expressed that he would be in favor of a 3-story apartment complex over the proposed 4-story.

Commissioner Cornelius expressed her concerns around the increased traffic around the development.

Chair Roberts provided some suggestions that Council may want to consider including a traffic study of Centerville Road and requiring car ports for the development. Chair Roberts also expressed his content with the emergency access that was restricted to the residents. Chair Roberts also expressed his concerns over the 4-story development and lack of landscaping throughout the property.

Motion was made by Commissioner Aubin to **approve** the application with the provision for an 8-foot solid masonry fence and for car ports to be allowed. Motion failed for lack of a second.

Motion was made by Commissioner Rose to **deny** the application. Seconded by Commissioner Williams. **Motion carried**: **5** Ayes, **1** Nay by Commissioner Aubin.



505 West Centerville Road

Comment Form
Case Z 23-05

Outside the Notification Area

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

Z 23-05 Spiars Engineering. El solicitante propone demoler el edificio existente y construir un apartamento en un complejo multifamiliar con 177 unidades de vivienda. El sitio está ubicado en 413 y 505 West Centerville Road y 510 Candlewood Lane. (Distrito 5)

Z 23-05 Spiars Engineering. Người nộp đơn đề xuất phá bỏ tòa nhà hiện tại và xây dựng một căn hộ thuộc khu phức hợp nhiều gia đình với 177 căn hộ. Địa điểm tọa lạc tại 413 và 505 West Centerville Road và 510 Candlewood Lane. (Quận 5)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

JOHN ANDERSON IWTF, LLC Series 2 Director

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

339 Arborview

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX

City, State / Estado de la Ciudad / Thành bang

75035

Zip Code / Código postal / Mã B u Chính

[signature] 5/14/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form
Case Z 23-05

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EARTHA WANG LMTQ, LLC Series 6 Director

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

528 Arborview Garland TX 75043

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX

City, State / Estado de la Ciudad / Thành bang

75035

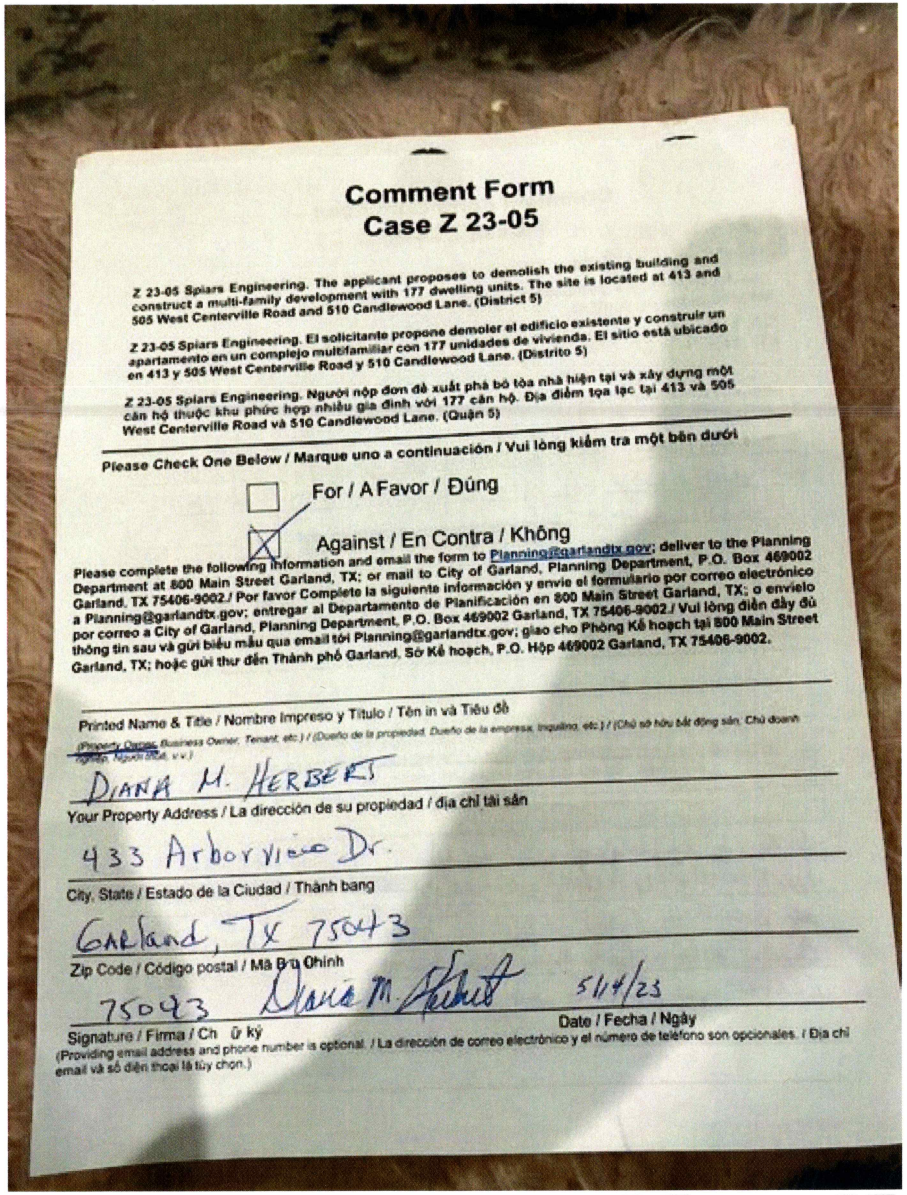
Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

5/14/23

Date / Fecha / Ngày

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Comment Form
Case Z 23-05

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Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

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DIANA M. HERBERT

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

433 Arborview Dr.

City, State / Estado de la Ciudad / Thành bang

Garland, TX 75043

Zip Code / Código postal / Mã Bưu Chính

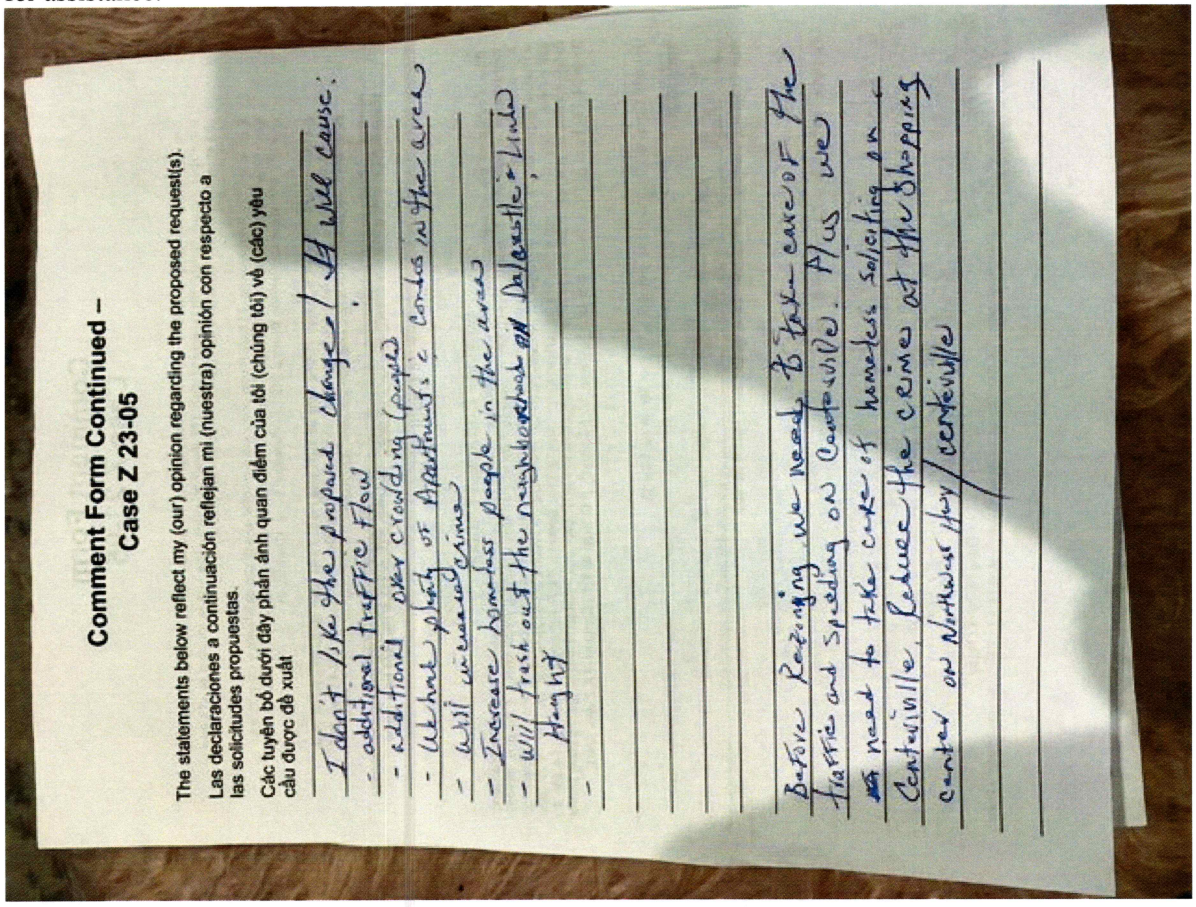
75043 Diana M. Herbert 5/14/23

Signature / Firma / Chữ ký Date / Fecha / Ngày

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From: Diana Herbert
To: Planning Group
Subject: [EXTERNAL] Case Z 23-05
Date: Sunday, May 14, 2023 9:02:08 PM

Sent from my iPhone
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Comment Form Continued –
Case Z 23-05

The statements below reflect my (our) opinion regarding the proposed request(s).
Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.
Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

I don't like the proposed change / It will cause:
- additional traffic flow
- additional other crowding (people)
- (the hate) likely of Apartments & Condos in the area
- (the) increased crime
- Increase homeless people in the area
- will trash out the neighborhood and Palmetto Lands
Heights
-

Before Rezoning we need to take care of the traffic and Speeding on Canterville. Plus we need to take care of homeless soliciting on Centerville, Reduce the crimes at the Shopping center on Northwest Hwy / centerville

Comment Form
Case Z 23-05

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☑ Against / En Contra / Không

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MARGARET ANDERSON PROPERTY OWNER LESLIE T ANDERSON

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

526 Candlewood LN

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND TX

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Margaret Anderson Leslie Anderson 5/15/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

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Julia (Jinglan) Zhang for UC Bridge Ltd. Co. / Manager

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

435 Arborview Dr.

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX 75043

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

5/15/2023

Date / Fecha / Ngày

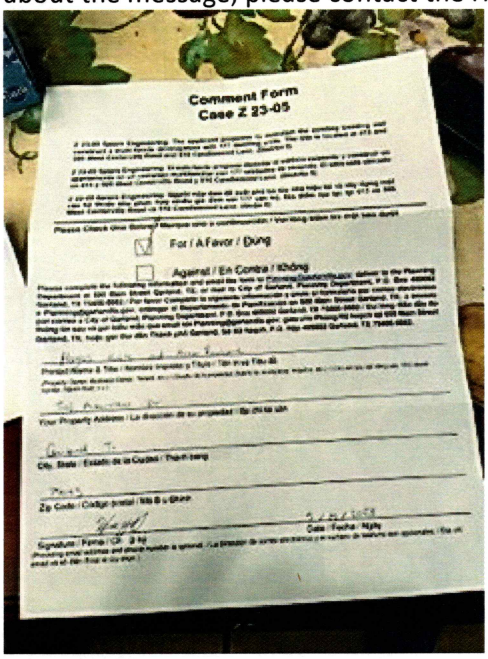
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Morales, Elisa

From: Abel Hagos <hagosabel.ah@gmail.com>
Sent: Sunday, May 14, 2023 3:09 PM
To: Planning Group
Subject: [EXTERNAL] Case Z 23-05

Outside the Notification Area

Attached is our ballot for this case
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Comment Form
Case Z 23-05

For / A Favor / Đúng

Against / En Contra / Không

Comment Form
Case Z 23-05

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

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Tcharykow Investments, Property Owner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

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510 Arborview Drive

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, Texas

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

C. Read 972-974-1677 5/15/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form Continued – Case Z 23-05

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517 Arborview Drive

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Zip Code / Código postal / Mã B u Chính

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524 Arborview Drive

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Garland, Texas

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343 Valley Park Drive

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, Texas

City, State / Estado de la Ciudad / Thành bang

75043

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372 Valley Park Drive

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, Texas

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

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407 Valley Park Drive

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Garland, Texas

City, State / Estado de la Ciudad / Thành bang

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Zip Code / Código postal / Mã B u Chính

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Morales, Elisa

From: Ahmed, Nabiha
Sent: Tuesday, May 16, 2023 4:31 PM
To: Morales, Elisa
Subject: FW: [EXTERNAL] Zoning Case No. Z 23-05

FYI, please add to the Z 23-05 file. Thanks.

From: Ron Aeschbacher <raeschbacher@tx.rr.com>
Sent: Tuesday, May 16, 2023 10:06 AM
To: Ahmed, Nabiha <NAhmed@garlandtx.gov>
Subject: [EXTERNAL] Zoning Case No. Z 23-05

Outside the Notification Area

We would encourage you to please vote "NO" for this proposed project. There are NO 4-story buildings along Centerville Road. What an eyesore this will be if this project is allowed to happen. This project will increase traffic on Centerville Road (which already has a lot of traffic). It will decrease the property values for the homes in this area. Would you want this project in your neighborhood? We are not Dallas. We are Garland. This project does not fit in this area. If you have any questions, please feel free to contact us at the number below. We are counting on you all to do the right thing for the residents of the City of Garland.

P.S. The townhomes across Centerville Road from this proposed site are an eyesore. Many of the roof structures look like they are ready to collapse. Is there anything that can be done to correct these issues?

Ron and Teri Aeschbacher
4001 Keele Drive
Garland, TX 75041
214-693-6747

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Perla Cecilia Martinez

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

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524 Mayfield Ave

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland Tx 75041

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã Bưu Chính

Perla C Martinez 5/15/2023

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Comment Form Continued – Case Z 23-05

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Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

To whom it may concern,

I'm against the multy-family development. Im a single mother with two boys ages 11 and 13. I moved to this area in 2021 because one of the main thing I like is the quiet neighborhood it makes me and my boy feel Save. I feel confortable if my kids walk to my sister that live 1 block from my house, and with them playing in front of the house. We are very familiar with the neighbors.

By opening a multy-family close to my house this give me a lot of insecurity, because this mean a lot traffic of people and vehicles which make the neighborhood not safe, In a multy-family is a lot of people coming in and out of leases and most of the multy-family don't do background check for there tenants.

Thank you for taking the time to read my opinion.

Sent from Yahoo Mail on Android

Comment Form
Case Z 23-05

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

Z 23-05 Spiars Engineering. El solicitante propone demoler el edificio existente y construir un apartamento en un complejo multifamiliar con 177 unidades de vivienda. El sitio está ubicado en 413 y 505 West Centerville Road y 510 Candlewood Lane. (Distrito 5)

Z 23-05 Spiars Engineering. Người nộp đơn đề xuất phá bỏ tòa nhà hiện tại và xây dựng một căn hộ thuộc khu phức hợp nhiều gia đình với 177 căn hộ. Địa điểm tọa lạc tại 413 và 505 West Centerville Road và 510 Candlewood Lane. (Quận 5)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

Rolando Carranza

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

4210 Keele dr.

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

5/20/2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Case Z-23-05

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Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

To whom it may concern,
I'm against the construction of a multi-family, because my house will be literally next to them my house back yard will be next ~~the~~ to the multi-family, this is very concerning to me because this make my back yard with no privacy at all I will not feel safe with my kids enjoying the pool in their back yard with having people from the 2nd or 3rd floor of the multi-family looking at them. This is a very quiet neighborhood one of the reasons I decided to buy my house here, if this construction of appartments happen this means lot of traffic in the neighborhood with a lot of people coming in and out of houses. this makes me really cornsent ~~of~~ this nice neighborhood will be affected, and my house will be affected as well in all areas Safty, privacy, and value.

Thank you.

[redacted]

Comment Form
Case Z 23-05

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☑ Against / En Contra / Không

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Tommy E. Spain

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

537 Arborview DR., Garland, TX 75043

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

X Tommy E. Spain 5-13-23

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

MAY 18 '23 PM 3:15

Comment Form
Case Z 23-05

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Thomas Brice Pearce

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

4110 Keele Dr

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã Bưu Chính

Signature / Firma / Chữ ký

5/17/23

Date / Fecha / Ngày

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Comment Form Continued – Case Z 23-05

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The proposed complex will create massive issues for traffic flow & parking, even after the construction phase is completed.

There is already a large amount of multi-unit housing across the road on W Centerville Ave, and more further down Candlewood.

While this is certainly a benefit to the developer, it does not appear to benefit the City of Garland, as it will lead to higher rates of car accidents on W Centerville, at the Keele and Mayfield intersections, and could potentially result in additional traffic lights being needed.

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OLIVIA D. JOHNSON OWNER

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

539 ARBORVIEW

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND TX 75043

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

OJohnson

Signature / Firma / Ch ữ ký

5/15/23

Date / Fecha / Ngày

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MAY 22 '23 AM11:39

Comment Form
Case Z 23-05

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Robert P. Goodrich

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

4134 KAZAK

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TEXAS

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Robert P. Goodrich — 15 MAY 2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

MAY 22 '23 AM11:39

Comment Form Continued – Case Z 23-05

The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

From Robert and Carolyn Goodrich
we and our family have been living here in Garland for 48 years. we have noted that South Garland has been loaded with Multi-Family Units. It is our view that the City of Garland should note that South Garland is overloaded with Multi-Family Units.
we would propose that the city of Garland would rather than load more family units. that it begin rather preserving ~~equal~~ single family units. neighborhood can be improved for people to enjoy. we suggest that the property be condemned and configured into a park area for all to enjoy. Garland has a great tax base and it can become a wonderful city for people to enjoy. Rather than continuing to overload itself with multi-family units.
Best regards Robert & Carolyn Goodrich
Cell phone 214-502-3335 home ph 972-278-3335

Comment Form
Case Z 23-05

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Adrian Ochoa

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

509 Mayfield Ave.

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

Date / Fecha / Ngày

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MAY 22 '23 AM11:39

Comment Form Continued – Case Z 23-05

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

The proposed Zoning change IS NOT ideal for the multi-family (177 dwelling units) to be built. We are against this proposition. This would affect the privacy of the backyards of the homes (#'s 4117, 526, 522, 518, 514, 517, 4210, 4134, including the dental practice, daycare, and 506). The amount of vehicles passing by would increase. There would need to be more patrol by law enforcement due to the increase of people this dwelling would bring. If my backyard were behind this dwelling i would definitely be upset with my privacy being invaded, especially having kids. As mentioned above, we DO NOT AGREE and are AGAINST this proposition.

Comment Form
Case Z 23-05

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PATSY A ZIMMERMAN / OWNER

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

513 MAYFIELD AVE

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND / TX

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Patsy Zimmerman 5/22/23

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / email và số điện thoại là tùy chọn.)

MAY 22 '23 PM12:55

Comment Form Continued –
Case Z 23-05

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aciones a continuación reflejan mi (nuestra) opinión con respecto a
des propuestas.

bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu
đề xuất

I've lived in this neighborhood since 1990. The homes consist of single family units only. This project would add multi-family development high rise in the middle of our neighborhood. It would bring crime, drugs and unwanted traffic congestion which is already a problem on Centerville. Many homes that backup to the construction site would no longer have privacy in their own backyards since 100's of windows would face them. This would lower our property value and no one would want to buy a home in our area.

I'm praying the City of Garland plan commission will make the right choice for our community. We would not oppose another single family homes to be built on this site. I've seen it built on many plots of small acreage.

Thank you,
Pat Zimmerman

Comment Form
Case Z 23-05

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

Abelina Fitzpatrick

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

510 Mayfield Ave

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX 75041

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Abelina J. Fitzpatrick

Signature / Firma / Ch ữ ký

5/18/2023

Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form Continued –
Case Z 23-05

The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

the traffic onto Centerville is already very difficult to navigate out of the neighborhood. Additional traffic from the 3 proposed projects will significantly increase traffic which raises safety concerns.

Sidewalks are not available all the way between the additional units. Increased foot traffic raises safety concerns for both pedestrians and motorists.

Morales, Elisa

From: Ahmed, Nabiha
Sent: Monday, May 22, 2023 3:07 PM
To: Morales, Elisa
Subject: FW: [EXTERNAL] Rezoning Request - Z 23-05

FYI

Outside the Notification Area

From: Syed Rehman <syedrehman@netscape.net>
Sent: Monday, May 22, 2023 2:59 PM
To: Ahmed, Nabiha <NAhmed@garlandtx.gov>; Council5 <council5@garlandtx.gov>; Mayor <mayor@garlandtx.gov>
Subject: [EXTERNAL] Rezoning Request - Z 23-05

Hello Nabiha-

I am writing today to voice my a strong objection to this rezoning change. The variances that the developer has already asked for will destroy lines of sight and drastically reduce safety and property values in our neighborhood.

The details that the developer has provided are scant and keep changing in their favor. My property (at 4117 Niagara Street) already has runoff water from three adjacent lots coming into ours. By putting up all this concrete next to my property, all of the rain water from this development will run into my lot.

1. Has there been a soil erosion study performed to ascertain the impact of this development?
2. Has a rain water flow study been performed to verify that this property will not dump all their water into our neighborhood?
3. Has a traffic pattern study been performed so the impact of this (and the other 200+ unit additions off Centerville) is known?

If my home is affected by poor oversight on the city's part, I will ask the city, your department, and the mayor to directly pay for any water remediation to my home.

Please do not approve this rezoning request.

Syed Rehman
4117 Niagara Street
214-403-4646

Morales, Elisa

From: Guerin, Will
Sent: Monday, May 22, 2023 4:20 PM
To: Morales, Elisa
Subject: FW: [EXTERNAL] 505 W. Centerville June 20th Council Meeting

From: Goodwin, Robert <RGoodwin@garlandtx.gov>
Sent: Monday, May 22, 2023 3:18 PM
To: Guerin, Will <WGuerin@garlandtx.gov>
Cc: Potter, Carma <CPotter@garlandtx.gov>; Bookman, MaKayla <MBookman@garlandtx.gov>
Subject: FW: [EXTERNAL] 505 W. Centerville June 20th Council Meeting

Will,
Constituent email to Mayor LeMay.
They are likely on Planning's opposition list, but forwarding for good measure.
Thanks,
Bob

From: Mayor <mayor@garlandtx.gov>
Sent: Monday, May 22, 2023 11:25 AM
To: LeMay, Mayor Scott <SLemay@garlandtx.gov>
Cc: Rex, Judson <JRex@garlandtx.gov>; Goodwin, Robert <RGoodwin@garlandtx.gov>
Subject: FW: [EXTERNAL] 505 W. Centerville June 20th Council Meeting

FYI.

From: Gayle Owens <gayle.owens@icloud.com>
Sent: Friday, May 19, 2023 7:27 PM
To: Mayor <mayor@garlandtx.gov>
Subject: [EXTERNAL] 505 W. Centerville June 20th Council Meeting

Outside the Notification Area

Mayor LeMay,
I would like to bring to your attention a proposed development project on West Centerville Road that will be on the June 20th City Council agenda.
The developer wants to build **two** four-story urban-style apartment buildings on 4.3 acres of land consisting of 177 units/290 parking spaces. This proposed MF is located adjacent to a PD 82-12 single-family zoning district. If approved as currently proposed, it would impose on the privacy of those living in the single-family district and more. (File No. Z 23-05/District 5)
The developer's proposal to the Planning Commission has requested six variances from established Garland Development Code for MF housing – 1) increased units per acre, 2) increased height of the buildings, 3) increased number of efficiency units, 4) exempt dumpster placement within the building setback requirement, 5) decreased gross platted area for landscaping, and 6) amended screening with a 6-foot masonry wall to not include large canopy trees every 25 feet for privacy.
In addition, a Traffic Impact Analysis was not conducted. Centerville Road from LBJ to Firewheel Parkway is a major artery in South Garland. With new construction of townhomes at Hwy 66/Centerville, Kingsley/Centerville and the

proposed development at 505 W. Centerville, traffic issues will increase. I strongly urge the city to complete a Traffic Impact Analysis before making any decisions about File No. Z 23-05/District 5.
As a resident in the single-family zone adjacent to the proposed development, I understand it needs to be developed. However, as currently proposed the population density on 4.3 acres is too high. The traffic on Centerville Road needs to be assessed. Asking for six variances from the Garland Development Code for MF housing to make the project fit the acreage is too many.
Thank you for your time, attention and consideration to this matter.

Gayle Owens
4018 Keele Drive
Garland, Texas 75041
214-729-1861
Sent from iCloud

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Comment Form
Case Z 23-05

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☑ Against / En Contra / Không

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Beatrice T Gallaher, Property Owner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

4101 Keele Dr

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland Texas

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Beatrice T Gallaher — May 13, 2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

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MAY 23 '23 AM 11:44

Comment Form Continued –
Case Z 23-05

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

Not appropriate for apartments to be in middle of houses. Will increase traffic through streets. If multi-level, will invade house ~~privacy~~ privacy.

Morales, Elisa

From: Guerin, Will
Sent: Tuesday, May 23, 2023 12:41 PM
To: Morales, Elisa
Subject: FW: 505 Centerville Case # Z3-05

From: Council1 <council1@garlandtx.gov>
Sent: Tuesday, May 23, 2023 12:39 PM
To: Guerin, Will <WGuerin@garlandtx.gov>
Subject: FW: 505 Centerville Case # Z3-05

Will,

I'm not sure if this was forwarded to you. Please see below.

Carma
Carma Potter, MPA, TRMC
Council Assistant, City Administration
City of Garland
200 N. 5th Street
4th Floor
Garland, TX 75040
cpotter@garlandtx.gov
P: 972-205-2292

GARLAND

From: Kathy Johnson <kmjohnson110@hotmail.com>
Sent: Monday, May 22, 2023 3:15 PM
To: Council5 <council5@garlandtx.gov>; Council6 <Council6@garlandtx.gov>; Council4 <council4@garlandtx.gov>; Council1 <council1@garlandtx.gov>; Council7 <council7@garlandtx.gov>; Council8 <council8@garlandtx.gov>; Council3 <council3@garlandtx.gov>; Council2 <council2@garlandtx.gov>
Subject: [EXTERNAL] 505 Centerville Case # Z3-05

My husband and I are very concerned regarding the proposed rezoning of the closed nursing home on Centerville.

We feel that a multi-family consisting of townhomes or condos would be more advantageous to not only the city but the surrounding neighborhoods and business of Garland. The people would have an invested interest in the property and when someone has an invested interest they seem to be more responsive in keeping up the area over time. If you drive through Las Mariposas and down Ferguson and look at the rental properties what once looked nice is no longer the case.

If there were townhomes or condos they would have a tax base for the city, have a form of HOA with guidelines to follow and possibly be two stories rather than 4. There are no 4 story buildings in this area of town. These apartments will stand out like an eyesore.

With the addition of multiple multi-family projects being proposed along Centerville from 66 to 635 we will have a massive amount of increased traffic. We feel there should be a formal traffic study done by the city to include all proposed sites as being considered as one rather than individually. Centerville acts as a main conduit for people traveling from Firewheel to 635. With that being said, we already sit through several lights to gain access to 635 just from Keele and Centerville.

Both my husband I have lived in Garland since the mid 70's, raised three children and want continue to enjoy our neighborhood.
We know we need to have change. At one time, we did have great business such as Black Eyed Pea, Judge Roy Beans, Michaels, Hancocks, Container Store, Target and Kroger– just to name a few. Unfortunately, for whatever reason, Garland wasn't able to retain them.

Centerville, with all the tire stores, taco stands and dental offices we are beginning to mimic Garland Road.

We greatly appreciate your consideration of our possible proposals and look forward to meeting with you at the upcoming Zoning Meeting tonight and the upcoming Council Meeting next month.

Sincerely,

Kathy and Tom Johnson
514 Candlewood Lane
Garland, Texas 75041
214-621-4711

Sent from Mail for Windows

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Morales, Elisa

From: Guerin, Will
Sent: Tuesday, May 23, 2023 2:10 PM
To: Morales, Elisa
Subject: FW: [EXTERNAL] 505 Centerville Rd. Zoning Case Z 73205

Outside the Notification Area

Another response.

From: Council8 <council8@garlandtx.gov>
Sent: Tuesday, May 23, 2023 12:44 PM
To: Guerin, Will <WGuerin@garlandtx.gov>
Subject: FW: [EXTERNAL] 505 Centerville Rd. Zoning Case Z 73205

Here's another one. You may have received this one as well.

Carma

From: Terri Bradshaw <tlb7362@yahoo.com>
Sent: Monday, May 22, 2023 3:32 PM
To: Council1 <council1@garlandtx.gov>; Council2 <council2@garlandtx.gov>; Council3 <council3@garlandtx.gov>; Council4 <council4@garlandtx.gov>; Council5 <council5@garlandtx.gov>; Council6 <Council6@garlandtx.gov>; Council7 <council7@garlandtx.gov>; Council8 <council8@garlandtx.gov>
Subject: [EXTERNAL] 505 Centerville Rd. Zoning Case Z 73205

Dear Council Member,

I agree that tearing down the old Silver Leafs Nursing Home is overdue because of the crime it attracts; however, a four-story apartment complex is not in the best interest of the homeowners in the neighborhood. It isn't easy to imagine someone choosing to spend $1,500 to $2,500 a month on rent when other choices are in areas more fitting for a luxury apartment complex. I'm concerned that the apartments won't fill and the owner will be forced to sell to someone else. If the time comes that the complex is

Building 2-story townhomes in that space is an option that would benefit the city and the neighborhood. People who invest in purchasing a home might be more inclined to take care of their property. Of course, something needs to be built in that space, but if the city would consider townhomes, it would be nice to know the comparison of the two types of structures.

Thank you for taking the time to read this email.

Regards,

Terri Bradshaw

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Comment Form
Case Z 23-05 Outside the Notification Area

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

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MIRIEA E NATALIA JOLOSEN

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

324 VALLEY PARK DR

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Natalia Jolosen 5/23/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form Continued –
Case Z 23-05

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

INCREASE TRAFFIC GREATLY

LOWER HOUSE Value

Comment Form
Case Z 23-05

Outside the Notification Area

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MIRCEA VOLOSEN - OWNER

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

329 ARBORVIEW DR

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TX 75043

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

5/23/2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

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- this will increase the trafic greatly and lower my property value

Comment Form
Case Z 23-05

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MIRIEA & NATALIA VOLOSEN

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

4311 VALLEY PARK DR

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Natalia Volosen 5/23/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form Continued –
Case Z 23-05

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

WILL INCREASE TRAFFIC GREATLY

LOWER HOUSE VALUE

Comment Form
Case Z 23-05 Outside the Notification Area

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

Z 23-05 Spiars Engineering. El solicitante propone demoler el edificio existente y construir un apartamento en un complejo multifamiliar con 177 unidades de vivienda. El sitio está ubicado en 413 y 505 West Centerville Road y 510 Candlewood Lane. (Distrito 5)

Z 23-05 Spiars Engineering. Người nộp đơn đề xuất phá bỏ tòa nhà hiện tại và xây dựng một căn hộ thuộc khu phức hợp nhiều gia đình với 177 căn hộ. Địa điểm tọa lạc tại 413 và 505 West Centerville Road và 510 Candlewood Lane. (Quận 5)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

MIRCEA VOLOSEN & NATALIA VOLOSEN

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

510 VALLEY PARK DR

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Natalia Volosen 5/23/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form Continued –
Case Z 23-05

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

- will INCREASE THE TRAFFIC GREATLY
- will lower house value

Comment Form
Case Z 23-05

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

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519 ARBOR VIEW DR

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Natalia Volosen 5/23/2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

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Comment Form Continued –
Case Z 23-05

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

INCREASE TRAFFIC GREATLY

LOWER MY HOUSE VALUE

Comment Form
Case Z 23-05

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

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Azucena Alvarez

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

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508 Arborview Dr

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

[signature]

Signature / Firma / Ch ữ ký

05/25/2023

Date / Fecha / Ngày

Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ mail và số điện thoại là tùy chọn.)

Comment Form Continued –
Case Z 23-05

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No estoy de acuerdo, ya que se incrementaría más preocupación de vandalismo y creo que mi propiedad se desbalorarìa.

I do not agree since it would increase my concern of vandalism and I think my property would depreciate.

TO: RENE DOWL - CITY SECRETARY

FROM: SAM PIERRE-AUGUSTE

CITY OF GARLAND
RECEIVED
MAY 16 RECD
ERP
1:25P
CITY SECRETARY

Petition Statistics For Zoning Change - Z 23-05:
Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

Date: 5/15/2023

Street	No. of Addresses/Homes	Participants	For	Against	Comments
Shadwell Dr	16	13	0	13	1 Vacant , 1 Group Hm.
Keele Dr	30	27	1	26	2 Vacant homes
Kazak St	34	25	0	25	
KeyStone Dr	36	20	0	20	
Bardfield Ave	28	16	0	16	Church occupy 2 lots.
Cashmere St	20	15	1	14	Church occupy 2 lots.
Candlewood Ln	20	11	0	11	
Niagara St	11	8	0	8	
Sequoia Dr	14	7	0	7	
Mayfield Ave.	11	3	0	3	
Totals	220	145	2	143	
Percent		65.91%	1.38%	98.62%	
Note: Former Mayor of Galand (Bob Day) lives in our neighborhood, his household is against this project.					

Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

Address	Name	For	Against	Email Address
3801 Keele DR	David Barnett		✓	dbarnflash@y
3802 Keele DR	Marita + B.E. Gross		✓	begrossJr.com
3809 Keele DR	Ruben Capuchino		✓	Ruben capuchino@ic
3810 Keele DR	Nancy Mortlydoss		✓	armerktedove@yaho
3901 Keele DR	R. de la Rosa		✓	469-358-3760
3902 Keele DR	James W. Davis		✓	214-695-6117
3909 Keele DR	[illegible] Garcia		✓	dan74gar@hotmail.c
3910 Keele DR	Vera Hudson		✓	JLg_roofing@yahoo.com
3917 Keele DR	Bonnie Johnston		✓	bonniesjohnston@gmail.com
3918 Keele DR	Donna McNeely David McNeely		✓	davidamcneely@yahoo.com
4001 Keele DR	Patricia Harris		✓	4002 Keele, Garland tharris98@hotmail.c
4002 Keele DR	Jeanne L Krause		✓	
4009 Keele DR	[illegible]		✓	214-779-9723
4010 Keele DR	George Brockmann		✓	georgebrockmann@sbcglobal.net
4017 Keele DR	Frances Fuqua		✓	214-693-6747
4018 Keele DR	Gayle Owens		✓	gayle.owens@icloud.com
4101 Keele DR	VACANT			
4102 Keele DR	Rosalia R Boomer		✓	2148039319
4109 Keele DR	VACANT			
4110 Keele DR	Brice Pearce	✓		9854031977
4117 Keele DR	Mariela ~~Huber~~		✓	214-609-9495
4118 Keele DR	Claudia Rosa Sixto Navas		✓	469 855 0421
4125 Keele DR	Kay + Angus David		✓	972-278-4240
4126 Keele DR	DENNIS + GLORIA CORCORAN		✓	214 850-3153
4133 Keele DR	Corinne Hudson McEwen		✓	972-271-4344
4134 Keele DR	Nancy Karen Shaw		✓	972-218-4867 972-906-1422
4141 Keele DR	Alex Castillo		✓	469) 363-9925

Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

4209 Keele DR	Name	For	Against	Email Address
4210 Keele DR				
4217 Keele DR				
4226 Keele DR				
4018 Keele Dr.	Edie Owens		✓	EDowens925@aol.com
4001 Keele	Ron Aeschbacher		✓	214-693-0576
4226 Keele Dr	Aurelia de Ela Mora		✓	bigmex@yahoo.com

Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

Address	Name	For	Against	Email Address or Phone
3801 Kazak St.	Adam Corona		✓	adamco-[illegible] 214-549-1934
3802 Kazak St.	Charlea Byrne		✓	9722783491
3809 Kazak St.	[illegible] (Peter Holm)		✓	pgiholm@yahoo.com
3810 Kazak St.	[illegible]		✓	
3901 Kazak St.				2148027936
3902 Kazak St.	[illegible]		✓	JARTRAW@AOL.COM
3909 Kazak St.				
3910 Kazak St.				
3917 Kazak St.	[illegible]		✓	lilAClay@Aol.com
3918 Kazak St.	Carlos A Dueca		✓	2149248795
4001 Kaazak St.	SUSAN E. BRENNEMAN		✓	214-683-5112
4002 Kazak St.	Martha Hinsley (Harold)		✓	469.744.6444
4009 Kazak St.				
4010 Kazak St.	Leticia Sustaita		✓	RSUSTAITA@DallasNet.com
4017 Kazak St.	VACANT			
4018 Kazak St.				
4101 Kazak St.	JAY BAILEY		✓	972.900.0447
4102 Kazak St.				
4109 Kazak St.	Belinda Cross		✓	972-989-0945
4110 Kazak St.	JUSHAR & BINA PATEL		✓	469-556-3413
4117 Kazak St.				
4118 Kazak St.				
4125 Kazak St.	VICTOR RAMOS		✓	214 916 0972
4126 Kazak St.				
4133 Kazak St.	Arel. Quevedo		✓	2149949672
4134 Kazak St.	Robert F Hoodrich		✓	972-278-3335
4201 Kazak St.	Dottie Baty		✓	214 288 8431

Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

		FOR	AGAINST	
4202 Kazak St.	Sandra Capizzi		✓	Capizzi@tx.rr.com
4209 Kazak St.	Jeff Pittel		✓	972 972 975 27
4210 Kazak St.	David & Diana Schuler		✓	972-271-3591
4217 Kazak St.	Lacy Kitten Lacy Kitten		✓	972-571-7001
4218 Kazak St.	Teresa Escobedo		✓	941-730-8001
4225 Kazak St.	Belinda Bellomy		✓	214-597-5957
4226 Kazak St.	Jason Pali		✓	214-862-5340

ADDRESS	NAME	FOR	AGAINST	PHONE / EMAIL
3713 KATZAK ST	PAT Roffino		✓	PTRO NETMAIL.NET
3713 KATZAK ST	Claire Pyles		✓	972 754 3932

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address/Phone
617 Shadwell DR	John O Burns		✓	job1947@hotmail.co
709 Shadwell DR	Grove Home			
517 Shadwell DR	Anna Nichols		✓	annanichols@ebby.com
601 Shadwell DR	Joshua O'Connell		✓	JoshOconnell9@yah
526 Shadwell DR	Jeff Nibbelink		✓	Veronicaf1973@yaho
518 Shadwell DR	Sam Pierre-Auguste		✓	214-876-7087
818 Shadwell DR	VACANT			
810 Shadwell DR				
802 Shadwell DR	Andrea M Robbins		X	robbinsamr222@gmail
718 Shadwell DR	Jeremy Wheatley		✓	214-952-6217
710 Shadwell DR	Michael Dorsey		✓	469-734-5350
702 Shadwell DR	Emma J. Holmes		✓	469-585-7267
618 Shadwell DR	Ana Cadenga		✓	214.478.7798
610 Shadwell DR	Veronica Enriquez		✓	enriquez.veronica@gmail.c 4695098053
602 Shadwell DR	Chan Thang		✓	2144860783
~~714~~ Shadwell				
513 W. Centerville Rd	Michael A. Mussog DDS		✓	drmikemussog@gmail.c

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email or Phone
401 Cashmere DR	John Mezger		X	972-742-3083
402 Cashmere DR	Harold Gordon		X	214-288-0375
405 Cashmere DR	Luis V. Rodriguez		X	Viviano.texas@gmail.com
406 Cashmere DR	Jorge Flores		X	214 562 0145
409 Cashmere DR	Randall Brown		X	randyhx116@gmail.com
410 Cashmere DR	Maribel Hernandez	X	X	[illegible]
413 Cashmere DR	[illegible]		X	[illegible]
414 Cashmere DR	CHURCH			
418 Cashmere DR	CHURCH			
422 Cashmere DR	[illegible]		X	801-674-4167
501 Cashmere DR	Mr. & Mrs. Jeff Canada		X	214-405-4147
502 Cashmere DR	D. [illegible]		X	(214)923-3898
505 Cashmere DR	Jennifer [illegible]		X	archer1271@gmail.com
506 Cashmere DR				
513 Cashmere DR	[illegible]		X	214-476-8320
514 Cashmere DR	Amy Nance		X	972-768-3286
520 Cashmere DR				
521 Cashmere DR	Reta Day		X	972-271-0461
523 Cashmere DR	Jonathan Glenn		X	214-600-1711
524 Cashmere DR	Latifah Raoof		X	214-883-2230

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address
3909 Niagara ST	Carol Kimbrough		X	john.kimbrough@verizon
3809 Niagara ST				
4009 Niagara ST	Denise Lopez		X	denise.elopez@yahoo.co
4101 Niagara ST	Calvin Stubblefield		X	
4001 Niagara ST	Carrie Clarke		X	carrieclarke1@yahoo
3901 Niagara ST	Vacant			
3801 Niagara ST	Alden Pitman		X	Alden P.tman
4109 Niagara ST	Brian Turley		P	bdturley3@gmail.c
4017 Niagara ST	Jerry Mora		X	JerryJanie@aol.com
3913 Niagara ST				
4117 Niagara St	SYED REHMAN & MANDA ADAMS		X	syedrehman@netscape.ne

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address
509 Mayfield AVE				
516 Mayfield AVE				
524 Mayfield AVE	Perla Martinez		✓	perlamb27@yahoo.com
517 Mayfield AVE	David Keller		✓	kellerd@gmail.com
513 Mayfield AVE				
505 Mayfield AVE	* CHURCH			
510 Mayfield AVE	Abelina Fitzpatrick		✓	abbyfitzpatrick25@
405 Mayfield AVE				
523 Mayfield AVE				
506 Mayfield AVE				
521 Mayfield AVE				

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address
3702 Sequoia DR				
524 Sequoia DR				
520 Sequoia DR	ERNEST GRAHAM		✓	EGRAHAM39@YAHOO.C
516 Sequoia DR No Sign				
506 Sequoia DR	T Lobb Tamra Lobb		✓	marqueskeithlobb@
502 Sequoia DR	TRAVIS Hicks MARY		✓	TBHMEH@VERIZON.NET
410 Sequoia DR	Arturo Legal		✓	ArturoLegal@g.m
406 Sequoia DR	Ronny & Linda Baker		✓	RL63Jami@Gmail
402 Sequoia DR				
405 Sequoia DR				
505 Sequoia DR				
513 Sequoia DR	Durgha & Brian Sotak		X	durgs@hotmail.com
519 Sequoia DR				
523 Sequoia DR	Robert Delzell		X	endwrench@gmail.com

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address
302 Candlewood LN NO ADDRESS	Margaret Arella		✓	mla3500@yahoo.com
526 Candlewood LN				
522 Candlewood LN	[illegible]		✓	mannytrejo@ymail.com
518 Candlewood LN	Terri Bradshaw		✓	tlb73l2@yahoo.com
514 Candlewood LN	Kathy & Tom Johnson		✓	kmjohnson no@hotma
506 Candlewood LN	Marvin L Preiss		✓	N/A
501 Candlewood LN	Victoria Arenas		✓	victoriaarenas@sbc
505 Candlewood LN	Greta & Timothy Tovar		✓	greta.mitchell1@gma
513 Candlewood LN	Gerardo Valdivia		✓	Nani04217@gmail
517 Candlewood LN	Lester D. Ernest		✓	MONABud@YAhoo.
521 Candlewood LN				
525 Candlewood LN				
305 Candlewood LN				
307 Candlewood LN				
309 Candlewood LN				
407 Candlewood LN				
409 Candlewood LN				
417 Candlewood LN				
419 Candlewood LN				
415 Candlewood LN	Laura Romanowski		✓	lauradhall@Verizon.N
419 Candlewood LN	Brandee Webb		✓	brandee@thefoundrychurc

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address/Phone
209 Bardfield AVE	CHURCH - NEW INTL.			
211 Bardfield AVE				
301 Bardfield AVE	WOULD NOT SIGN			
306 Bardfield AVE	HOWARD SMITH			
309 Bardfield AVE	Mavis Dyllen Sr		✓	469-348-1838
317 Bardfield AVE	Margaret Doring		✓	214-356-2836
401 Bardfield AVE				
409 Bardfield AVE				
501 Bardfield AVE	Salvador J. Villarreal		✓	SalvTexas@GMAIL
502 Bardfield AVE	[illegible]		✓	BILL.BOSSON@AOL
505 Bardfield AVE	Jay Tompkins		✓	plan@ottersan.net
506 Bardfield AVE ~~NO ANSWER~~				
509 Bardfield AVE				
510 Bardfield AVE	Victor Murillo		✓	~~dan~~pookie214@yahoo.c
513 Bardfield AVE				
514 Bardfield AVE	ELOY CANEON		✓	ELOYC843@AOL.c
517 Bardfield AVE	Lucas Miller		✓	lucasgeorge114@gmail.com
518 Bardfield AVE	Rachel Cox		✓	rnovelen@yahoo.com
521 Bardfield AVE	KEN GILBERT		✓	KEN@KEN[illegible]
522 Bardfield AVE	Steve Hemic		✓	[illegible]
603 Bardfield AVE	Kristen Wilemon		✓	Kkperry1@tx.rr.com
605 Bardfield AVE	Kristen Wilemon		✓	Kkperry1@tx.rr.com
609 Bardfield AVE				
613 Bardfield AVE	Martha Davis		✓	milton.dawn6@[illegible]
701 Bardfield AVE	Kelly York		✓	Kelly@yorkhts.com
709 Bardfield AVE	Shon Walk		✓	shon.walk@yah
901 Bardfield AVE				
909 Bardfield AVE				

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address/Phone
3802 Keystone ST	See last page			
3810 Keystone ST				
3902 Keystone ST	See last page			
3910 Keystone ST	See last page			
3918 Keystone ST				
4002 Keystone ST Rental Home				
4010 Keystone ST	See last page			
4018 Keystone ST				
3801 Keystone ST				
3809 Keystone ST				
3901 Keystone ST				
3909 Keystone ST	Robin Moffett		✓	robinmoffett18@gmail.com
3917 Keystone ST				
4001 Keystone ST				
4009 Keystone ST	Tara S. Shinck		✓	shinckala4@gmail.com
4017 Keystone ST Vacant not sign				
4102 Keystone ST	See last page			
4110 Keystone ST	see last page			
4118 Keystone ST				
4126 Keystone ST	see last page			
4134 Keystone ST	See last page 2 signatures husband/wife			
4202 Keystone ST				
4210 Keystone ST	See last page			
4218 Keystone ST	B Maxwell		✓	972-375-[illegible]
4226 Keystone ST			✓	leonardo[illegible]
4101 Keystone ST				
4109 Keystone ST				

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address/Phone
4117 Keystone ST				
4125 Keystone ST	Carlos Cortez		X	carlosgreen85@gmail.com
4133 Keystone ST				
4201 Keystone ST				
4209 Keystone ST	See next page			
4217 Keystone ST	see next page			
4225 Keystone ST	[illegible]		X	oralia.mendez@ymail.com
4301 Keystone ST	[illegible]		X	[illegible]
4309 Keystone ST				
4317 Keystone ST				

Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

Address	Name	For	Against	Email Address or Phone
Gregory St 402	Jhonesia Ruiz		X	
4217 Keystone	Salvador Vieira		X	(2) 586-1655
4210 Keystone	John Michell		X	469.878.4168
4134 Keystone	Zain Soper		X	903-267-4277
4134 Keystone	Jamie Bendure		X	972-370-4989
4102 Keystone			X	
4010 Keystone	Maria Rodriguez		X	2145367217
3910 Keystone			X	21 516 0238
3902 Keystone	Luis Sparkman		X	972-840-1612
3802 Keystone	JOHN TORRES		X	9293265877
4209 Keystone	Sheryll Pu 41		X	214 288.02
4126 Keystone	Roddy Fox		X	214-729-4744
4110 Keystone	Frank Ogbam		X	972-271-2080

Zoning Response Case Comments

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	July 11, 2023	Nabiha Ahmed

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5) THIS CASE WAS POSTPONED TO JULY 11 CITY COUNCIL

Michael Pilla

6/16/2023
8:23:38 PM

Against

532 Valley Park Drive
Garland
Texas
United States
75043

pilla@ieee.org

469-601-2810

Infrastructure already insufficient; let alone with the proposed increase.

Michael Pilla

6/16/2023
8:23:36 PM

Against

532 Valley Park Drive
Garland
Texas
United States
75043

pilla@ieee.org

469-601-2810

Infrastructure already insufficient; let alone with the proposed increase.

Javier and Kristina Padilla

6/1/2023
4:11:48 PM

Against

802 Branch Drive
Garland
Texas
United States
75041

Outside the Notification Area

Christopher Griner

Against

5/26/2023
11:28:29 PM

833 Wildgrove DR
Garland
Texas
United States
75041

Outside the Notification Area

This apartment complex would destroy this neighborhood.

Christopher Griner

Against

5/26/2023
11:28:28 PM

833 Wildgrove DR
Garland
Texas
United States
75041

Outside the Notification Area

This apartment complex would destroy this neighborhood.

Mike Bradshaw

Against

5/22/2023
7:38:28 PM

518 CANDLEWOOD LN
GARLAND
TX
United States
75041

texag75@aol.com
903-539-9738

I'm against building 4-story apartments because over time apartments are neglected. It would be better regarding our property values to build 2 story townhomes.

Jerre Ouart

Against

5/22/2023
7:33:30 PM

518 Candlewood LN
Garland
Texas
United States
75041

viper524@yahoo.com
972-524-1233

I am against building a 4-story apartment complex. It doesn't seem like the appropriate place for luxury apartments and I think it will have a more

negative impact on our property value.

Terri Bradshaw — **Against**

5/22/2023
7:28:18 PM

518 CANDLEWOOD LN
GARLAND
TX
United States
75041

tlb7362@yahoo.com
2148029190

I am against building 4 story apartments. I don't think it is in the best interest of our neighborhood. Two story town homes would be a better choice because people who own their property have a tendency to take better care of it.

Syed M. Rehman — **Against**

5/22/2023
7:25:16 PM

4117 Niagara St
Garland
Texas
United States
75041

syedrehman@netscape.net
2144034646

This is a horrendous idea for all of Garland. Please decline.

Terri Bradshaw — **Against**

5/22/2023
7:23:55 PM

518 CANDLEWOOD LN
GARLAND
TX
United States
75041

tlb7362@yahoo.com
2148029190

I am against building a 4 story apartment complex. Two story town homes would be a better option for the preservation of our neighborhood. Someone who purchases property is more likely to take care of it. Additionally, I can't see why anyone would pay $1500 to $2500 to live between two tire shops? It worries me that the future of the complex will not be positive.

Kathleen Johnson — **Against**

5/22/2023
7:22:38 PM

514 Candlewood Ln
Garland
Texas
United States
75041

kmjohnson110@hotmail.com
2146214711

ondos or townhomes. Two stories. The people would take an interest in their property if they are invested in it. By looking at previous history - Las Mariposas rentals and the apartments on Ferguson. They seem to take a drastic downturn after a few years. The city would have a solid tax base and this would be a win win for everyone concerned. I further believe a traffic study should be performed on Centerville to include all new proposed multi family projects rather than each one by themselves. Currently, Centerville is the main street connection from the Firewheel area to 635. We sit through several lights currently trying to get onto 635 and can only imagine what the future may hold.

Kathleen Johnson
5/22/2023
7:22:38 PM

Against

514 Candlewood Ln
Garland
Texas
United States
75041

kmjohnson110@hotmail.com
2146214711

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Thomas Johnson
5/22/2023
7:20:47 PM

Against

514 Candlewood Ln
Garland
Texas
United States
75041

tjjohnson13@hotmail.com
2149180814

ondos or townhomes. Two stories. The people would take an interest in their property if they are invested in it. By looking at previous history - Las Mariposas rentals and the apartments on Ferguson. They seem to take a drastic downturn after a few years. The city would have a solid tax base and this would be a win win for everyone concerned. I further believe a traffic study should be performed on Centerville to include all new proposed multi family projects rather than each one by themselves. Currently, Centerville is the main street connection from the Firewheel area to 635. We sit through several lights currently trying to get onto 635 and can only imagine what the future may hold.

Jason Gunter

Against

5/18/2023
11:05:27 PM

505 Cashmere Dr.

Garland

Texas

United States

75041

desius@gmail.com

4694043589

Centerville traffic is already burdened and this will have a large negative effect on homeowner privacy for blocks around. This will lower home values in the area while only profiting developers. Garland residents will not benefit from this.

Jay Tompkins

Against

5/18/2023
9:33:28 PM

505 Bardfield Ave

Garland

Texas

United States

75041

Aurelio & Elda Mora

Against

5/18/2023
9:10:50 PM

4226 Keele Drive

Garland

Texas

United States

75041

Zoning Response Case Comments

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

Jason Gunter

5/18/2023
11:05:27 PM

Against

505 Cashmere Dr.

Garland
Texas
United States
75041

desius@gmail.com

4694043589

Outside the Notification Area

Centerville traffic is already burdened and this will have a large negative effect on homeowner privacy for blocks around. This will lower home values in the area while only profiting developers. Garland residents will not benefit from this.

Jay Tompkins

5/18/2023
9:33:28 PM

Against

505 Bardfield Ave

Garland
Texas
United States
75041

Outside the Notification Area

Aurelio & Elda Mora

5/18/2023
9:10:50 PM

Against

4226 Keele Drive

Garland
Texas
United States
75041

Against

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

Jeff & Veronica Muhlenkamp — **Against**

5/18/2023 8:03:02 PM

526 Shadwell Dr
Garland
TX
United States
75041

veronicaf1973@yahoo.com

9722710104

Jeff & Veronica Muhlenkamp — **For**

5/18/2023 8:01:20 PM

526 Shadwell Dr
Garland
TX
United States
75041

veronicaf1973@yahoo.com

9722710104

Against

Sam & Rose Pierre-Auguste — **Against**

5/18/2023 7:09:10 AM

518 Shadwell Dr
Garland
Texas
United States
75041

spierreauguste@qnetis.com

214-876-7087

A 4 story apartment building increase the population density in this housing community where it will not be desireable to live in this community anymore. Also, there will be 3 stories of appartment dwellers that will be looking down into many or our back yards.

David Mcneely — **Against**

5/18/2023 3:09:37 AM

3918 keele
Garland
TX
United States
75041

davidamcneely@yahoo.com

4694224284

Outside the Notification Area

Our yards, fences, and property will nolonger allow us privacy with these apt. towering over our houses. Traffic would cause even more accidents, fights, and road rage at Centerville and Southbound 635. Adding additional lanes is one thing. But having a huge building and eye sore takes away from what makes our neighborhood great and it would be a huge invasion of our privacy. Ask yourself this. If this was going to be built right behind your own homes and everyones could watch you and your families, sons, wives, sons, and daughters, every day and every night, would you be okay with that?

Jerry morris **Against**

5/17/2023
11:27:19 PM

4017 niagara
Garland
Texas
United States
75041

Jerryjanie@aol.com
214 683-9536

Mitchell **Against**

5/17/2023
8:48:44 PM

510 Mayfield Ave
Garland
Texas
United States
75041

mcrafton3@gmail.com
469-939-1284

Against due to increased street traffic, noise pollution and potential rise in crime with a 177 unit apartment complex.

Abby **Against**

5/17/2023
8:40:14 PM

510 Mayfield Ave
Garland
TX
United States
75041

abbyfitzpatrick25@gmail.com
2032740554

Traffic is already terrible on Centerville Road. It is very dangerous to try to turn north onto Centerville off of Mayfield Ave. We need more restaurants and grocery stores not a 177 unit apartment building.

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

Mosiah S Amand
5/17/2023
7:37:22 PM

AGAINST

517 Shadwell Dr
Garland
Texas
United States
75041

mosiahamand@gmail.co,
2142880538

TOO MANY UNITS, TRAFFIC IS ALREADY TOO BAD!

Morris Moss

5/17/2023
7:36:00 PM

AGAINST

517 Shadwell Dr
Garland
TX
United States
75041

7749donna@gmail.com
9728968996

Donna Elaine Nichols
5/17/2023
7:35:08 PM

AGAINST

517 Shadwell Dr
Garland
TX
United States
75041

7749donna@gmail.com
9728968996

Does not fit well in this neighborhood....a Medical office complex would be better!

Bucky

5/16/2023
11:07:51 PM

Against

4217 keele dr
Garland
Texas
United States
75041

Buckyketner@yahoo.com
2149728330

I live a street over from this , and our neighborhood is very nice and neat ,

Zoning Response Case Comments

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

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Bucky — **Against**

5/16/2023
11:07:51 PM

4217 keele dr
Garland
Texas
United States
75041

Buckyketner@yahoo.com
2149728330

I live a street over from this , and our neighborhood is very nice and neat , this will allow people to walk through and wonder our neighborhood, and this will depreciate the houses in the area .Low income is also an issue , we have enough Apts in the area already .

Bucky — **Against**

5/16/2023
11:06:43 PM

4217 keele dr
Garland
Texas
United States
75041

Buckyketner@yahoo.com
2149728330

I live a street over from this , and our neighborhood is very nice and neat , this will allow people to walk through and wonder our neighborhood, and this will depreciate the houses in the area .Low income is also an issue , we have enough Apts in the area already .

Oralia Mendez — **Against**

5/16/2023
10:11:22 PM

4225 Keystone St.
Garland
TX
United States
75041

oralia.mendez@ymail.com
2149570491

Outside the Notification Area

This will significantly increase traffic on Centerville, will increase crime in our neighborhood and will decrease our home value.

Andrea Moseley **Against**

5/16/2023
6:36:52 PM

4217 Keele Drive
Garland
Texas
United States
75041

andreamoseley@verizon.net
2142286315

This will be a major traffic disruption for my neighborhood and will only add to the traffic problems that already exist on Centerville. We do not need any more apartments in this area!

Teri L Aeschbacher **Against**

5/16/2023
2:41:31 PM

4001 Keele Dr
Garland
TX
United States
75041

raeschbacher@tx.rr.com
2146936747

Outside the Notification Area

There are NO 4-story buildings along Centerville Road. What an eyesore this will be. It will increase traffic (which is already very heavy on Centerville Road). This will lower property values of the homes in this area. This is NOT a good project for this property. PLEASE VOTE "NO."

Ron Aeschbacher **Against**

5/16/2023
2:38:41 PM

4001 Keele Drive
Garland
TX
United States
75041

raeschbacher@tx.rr.com
214-693-0576

Outside the Notification Area

Totally against this project. Will lower property values surrounding this proposed site. Will increase traffic. There are NO 4-story buildings along Centerville Road. Will be an eyesore.

Rolando **Ford**

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

5/15/2023
11:08:51 PM

4210 keele dr
Garland
Texas
United States
75041

rolandocarranza456@yahoo.com
2145249219

We don't want this project on the back of my house

Rolando **Ford**

5/15/2023
11:08:41 PM

4210 keele dr
Garland
Texas
United States
75041

rolandocarranza456@yahoo.com
2145249219

We don't want this project on the back of my house

Rolando **Ford**

5/15/2023
11:08:41 PM

4210 keele dr
Garland
Texas
United States
75041

rolandocarranza456@yahoo.com
2145249219

We don't want this project on the back of my house

Curtis **Against**

5/15/2023
3:00:17 AM

Green
Garland
Texas
United States
75043

curtisgreen30tx.rr.com
4699640572

Outside the Notification Area

This development would only increase the traffic problems on Centerville Rd, and related problems if these are to be for low income persons.

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

randall brown **Against**

5/15/2023
1:44:54 AM

409 Cashmere Dr
Garland
TX
United States
75041

randytx11@gmail.com
9722716377

Outside the Notification Area

The large amount of traffic that this large of a development would generate can not be supported with the current roads and will adversely affect the neighborhood.

---

randall brown **Against**

5/15/2023
1:44:53 AM

409 Cashmere Dr
Garland
TX
United States
75041

randytx11@gmail.com
9722716377

Outside the Notification Area

The large amount of traffic that this large of a development would generate can not be supported with the current roads and will adversely affect the neighborhood.

Jody Pearce **Against**

5/13/2023
4:11:55 PM

4110 Keele Dr
Garland
Texas
United States
75041

dupreyj88@gmail.com
6074258714

This will lower property values and create parking issues in our neighborhood as there is already limited street parking in the neighborhood.

Brice Pearce **Against**

5/13/2023
2:25:18 PM

4110 Keele Dr
Garland
Texas
United States

tbricepearce@gmail.com
5854031577

75041

This would cause major issues with parking and traffic flow.

Gayle **Against**

5/12/2023
4:39:59 PM

Owens
Garland
Texas
United States
75041

gayle.owens@icloud.com
2147291861

Outside the Notification Area

177 units on approximately 4 acres creates a population density problem. There are already more than 115 townhomes across the street. South Garland needs an upscale development - not a 4-story apartment building adding to the numerous tire/auto stores and discount dollar stores along West Centerville Road.

Gayle **Against**

5/12/2023
4:39:59 PM

Owens
Garland
Texas
United States
75041

gayle.owens@icloud.com
2147291861

Outside the Notification Area

177 units on approximately 4 acres creates a population density problem. There are already more than 115 townhomes across the street. South Garland needs an upscale development - not a 4-story apartment building adding to the numerous tire/auto stores and discount dollar stores along West Centerville Road.

GARLAND
TEXAS MADE HERE

The applicant proposes to demolish the existing building and construct 176 Senior Independent Living dwelling units.

City Council Meeting

July 11, 2023

Z 23-05

GARLAND
TEXAS MADE HERE

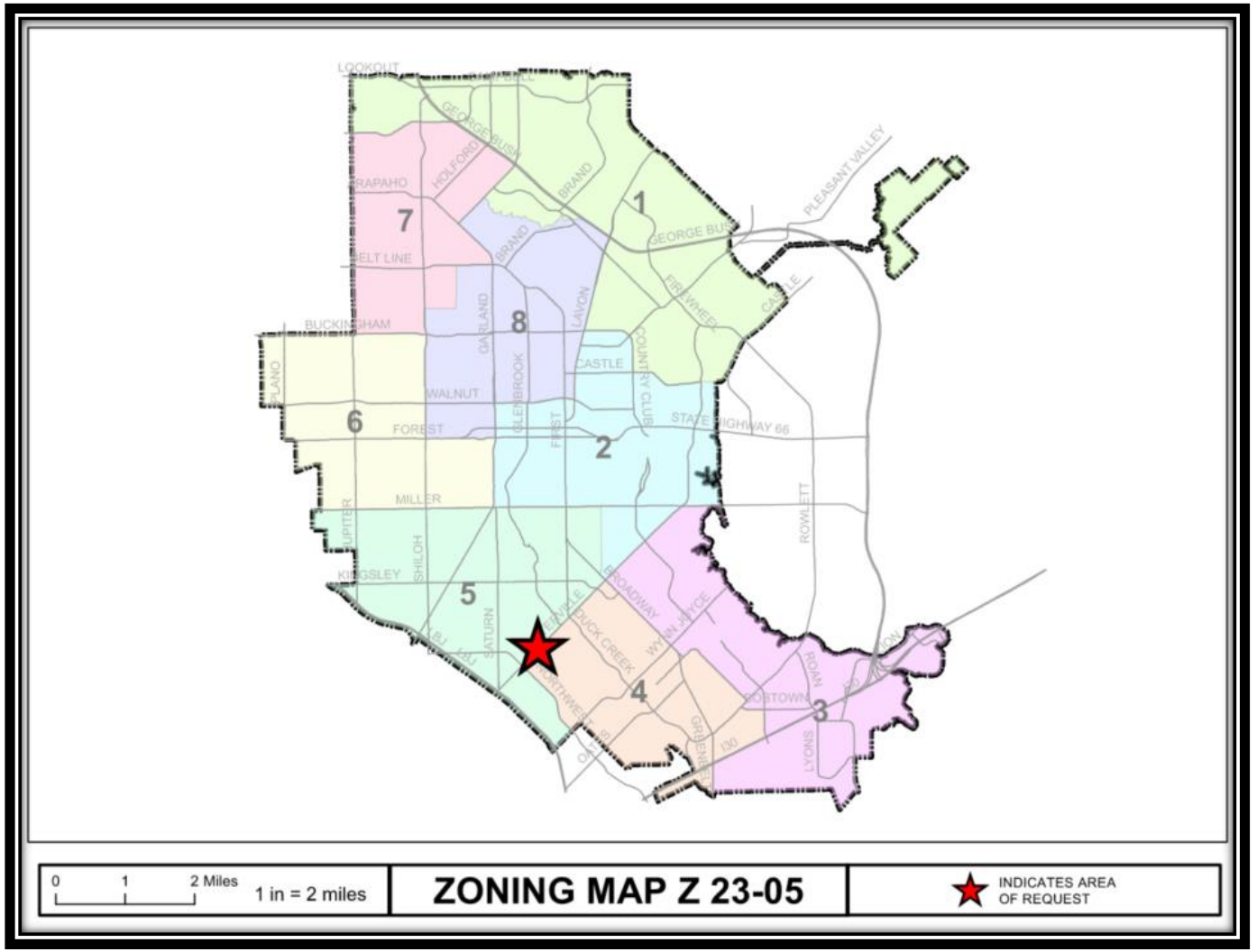
CASE INFORMATION

Location:	413 and 505 West Centerville Road and 510 Candlewood Lane
Applicant:	Spiars Engineering
Owner:	TR Scott Capital
Acreage:	4.361 acres
Zoning:	Community Office (CO) District and Neighborhood Office (NO) District

Z 23-05

GARLAND
TEXAS MADE HERE

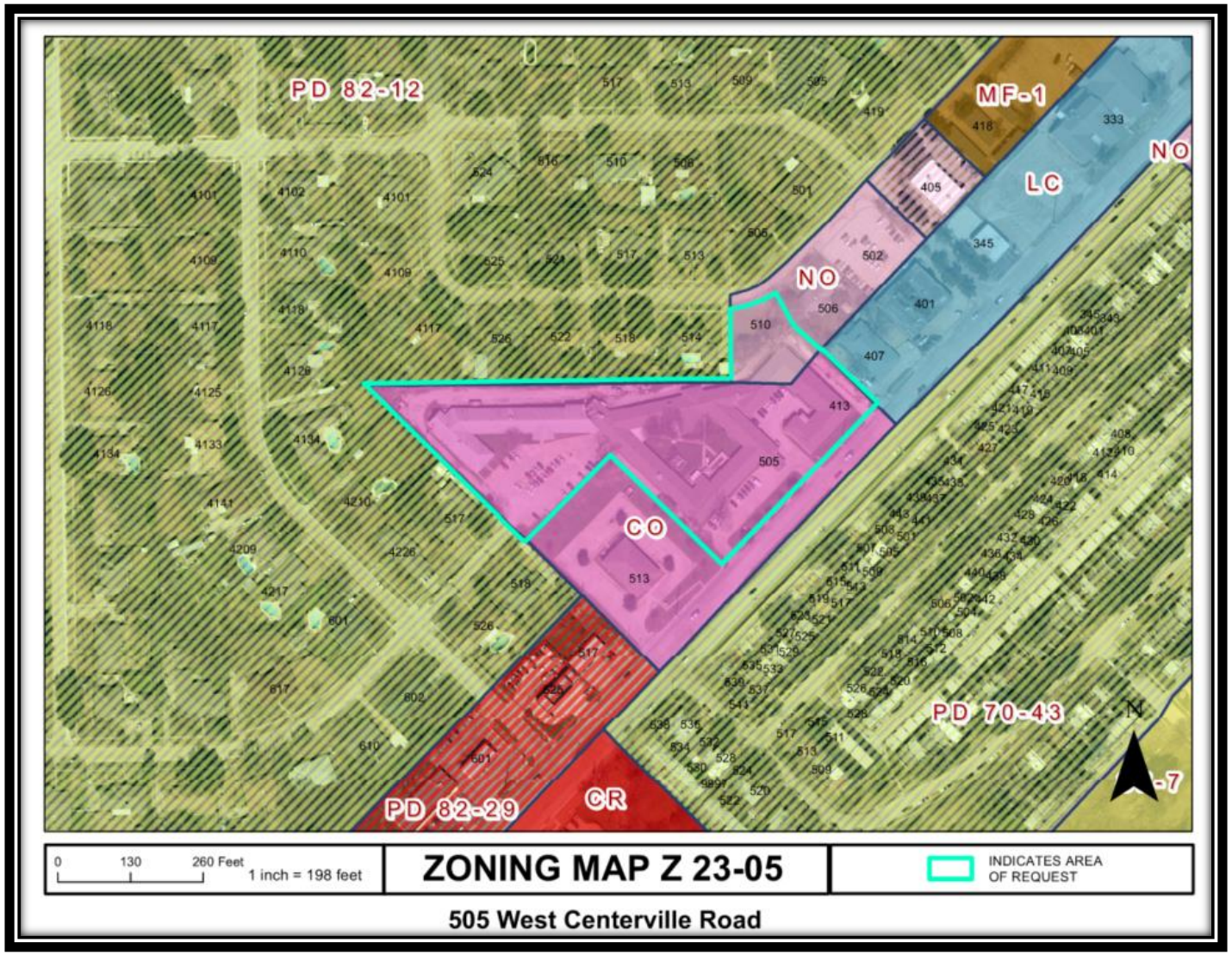
CITYWIDE LOCATION MAP



Z 23-05

GARLAND
TEXAS MADE HERE

LOCATION MAP

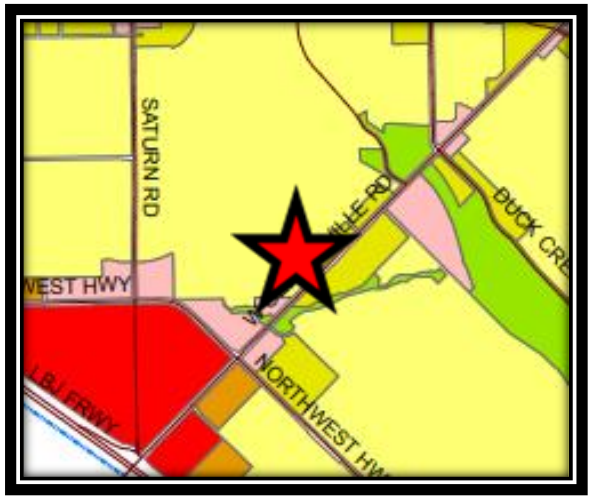


Z 23-05

GARLAND
TEXAS MADE HERE

COMPREHENSIVE PLAN

Compact Neighborhoods



Z 22-05

GARLAND
TEXAS MADE HERE

COMPREHENSIVE PLAN

The Envision Garland Plan designates the subject property as Compact Neighborhoods, Compact neighborhoods provide areas for moderate increases in residential density, including single-family attached and single-family detached housing. It expands housing options through infill and redevelopment, while continuing walkable development patterns.

This proposal is a redevelopment and provides additional senior housing to the area.

GARLAND
TEXAS MADE HERE

PHOTOS



View of the subject property



Looking south of the subject property



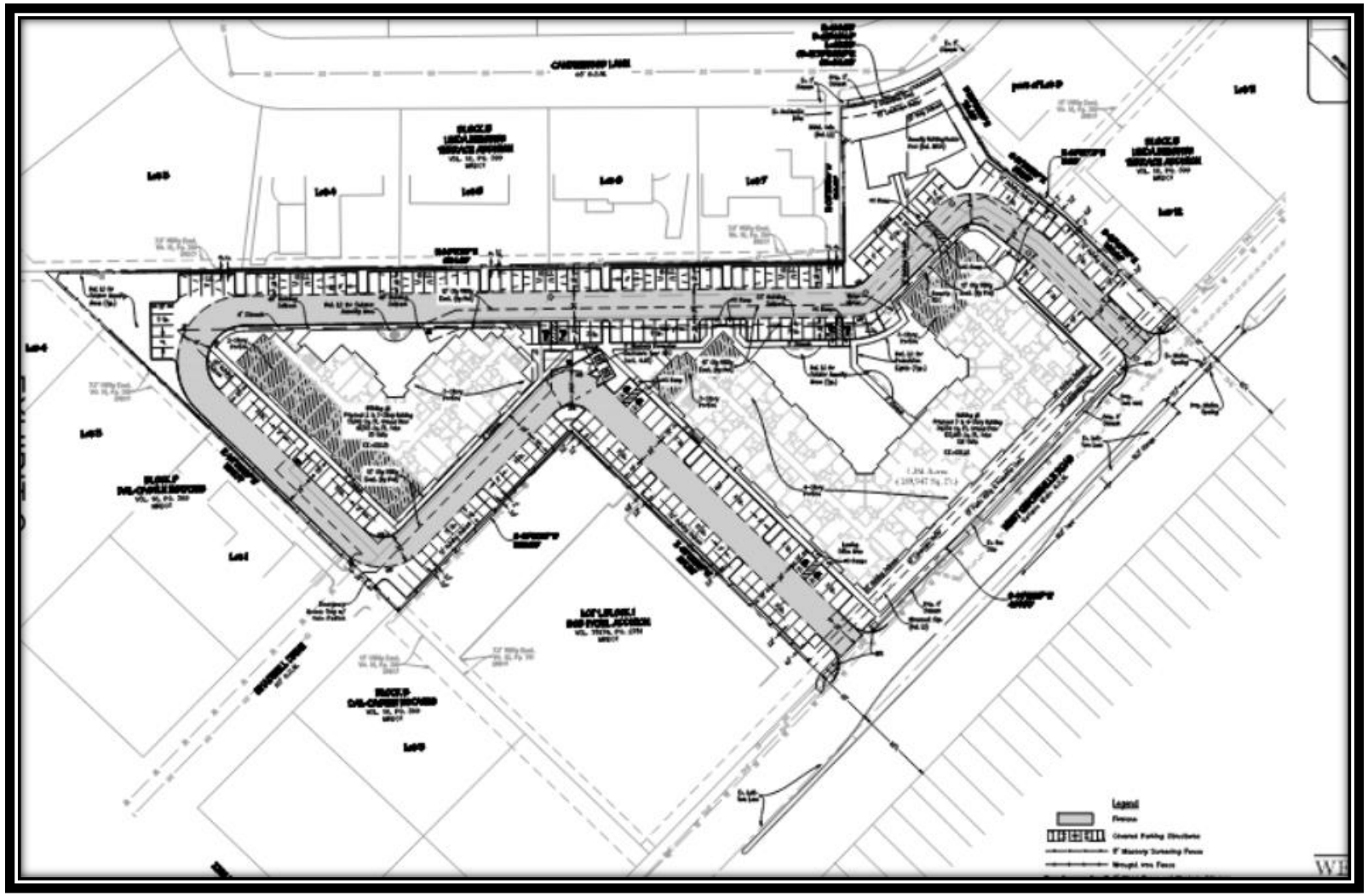
Looking west of the subject property



Looking north of the subject property

GARLAND
TEXAS MADE HERE

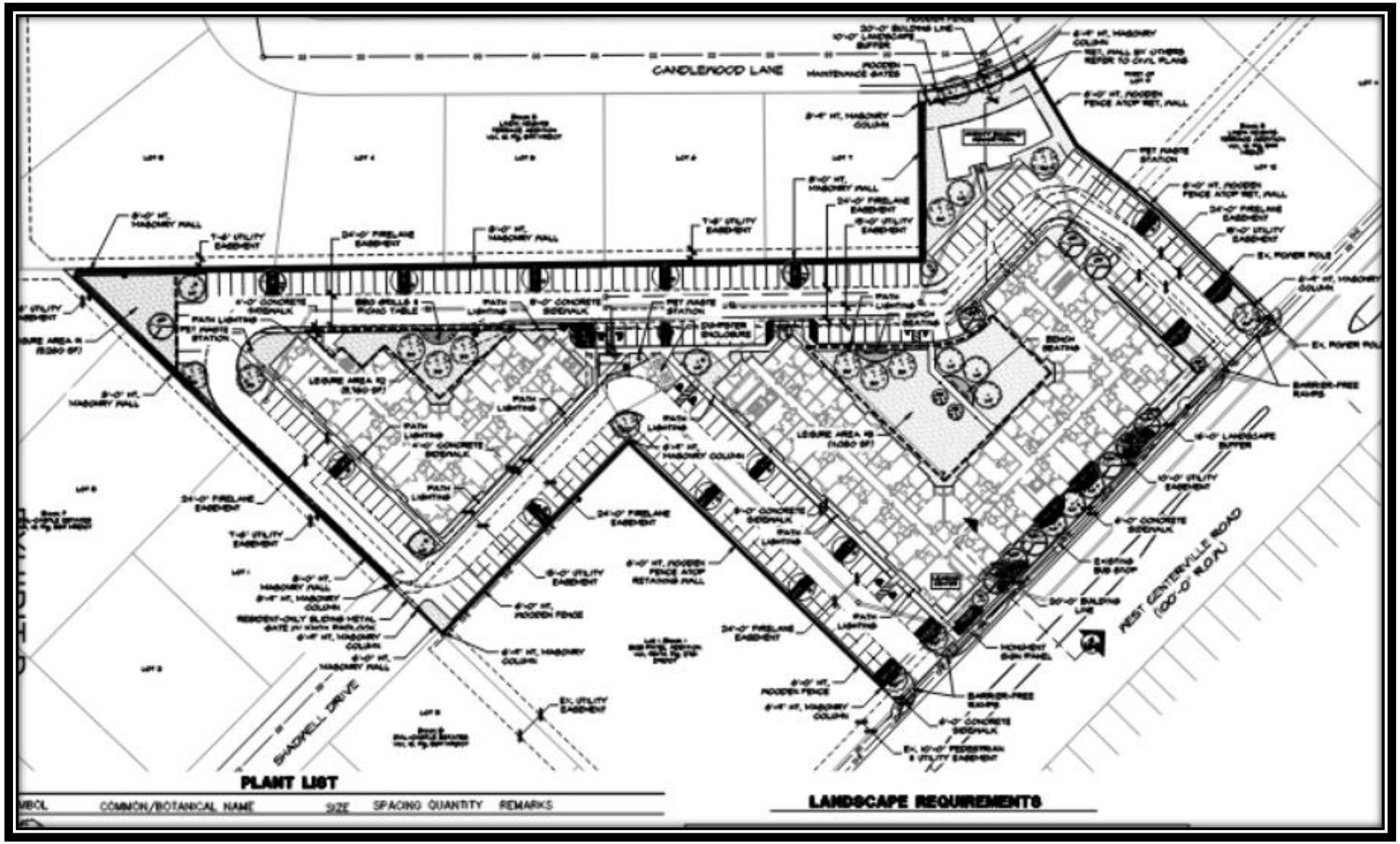
SITE PLAN



Z 23-05

GARLAND
TEXAS MADE HERE

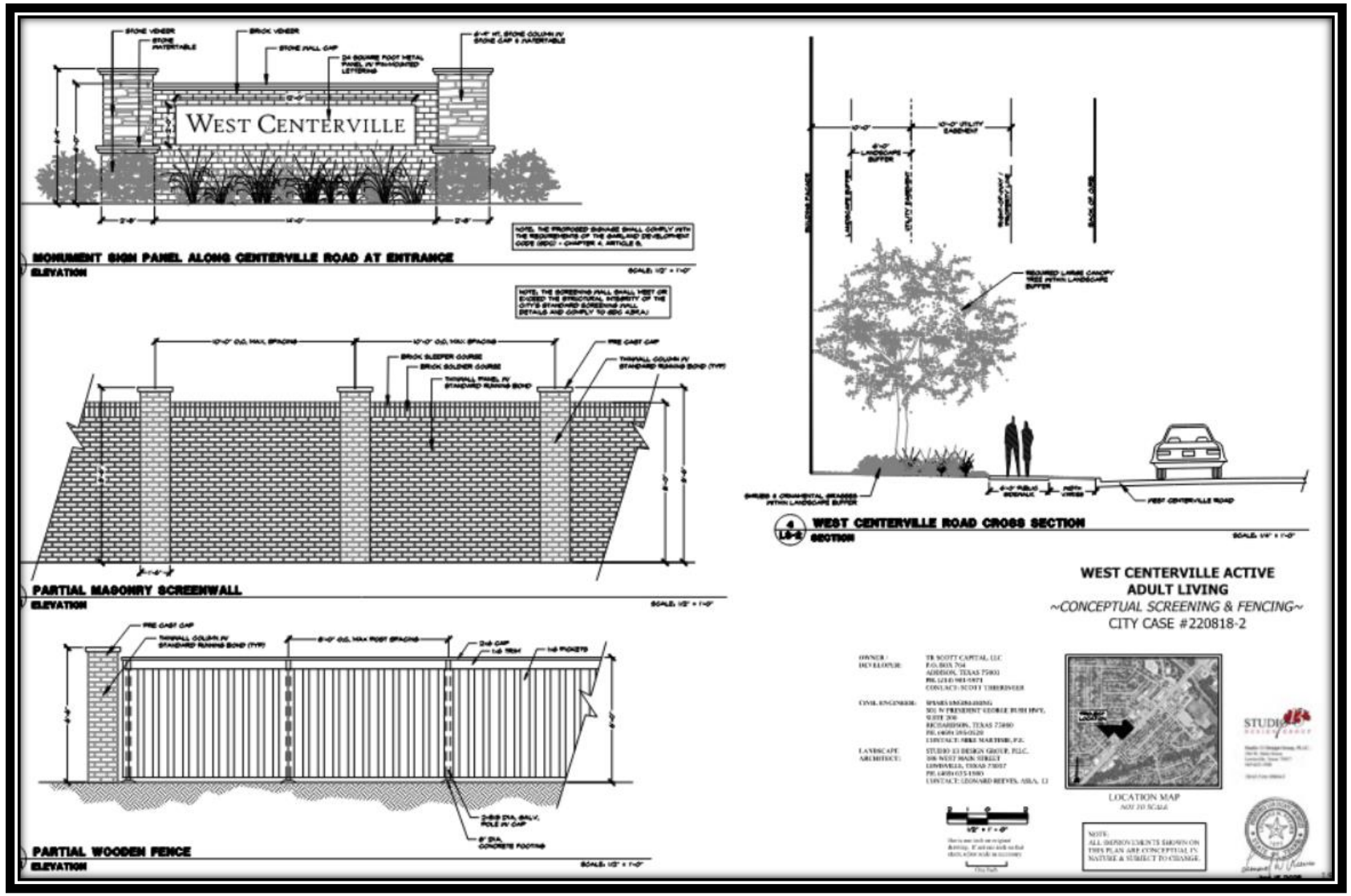
LANDSCAPE PLAN



Z 23-05

GARLAND
TEXAS MADE HERE

LANDSCAPE PLAN



Z 23-05

GARLAND
TEXAS MADE HERE

BUILDING ELEVATIONS



Z 23-05

GARLAND
TEXAS MADE HERE

BUILDING ELEVATIONS



Z 23-05

GARLAND
TEXAS MADE HERE

BUILDING ELEVATIONS



Z 23-05

GARLAND
TEXAS MADE HERE

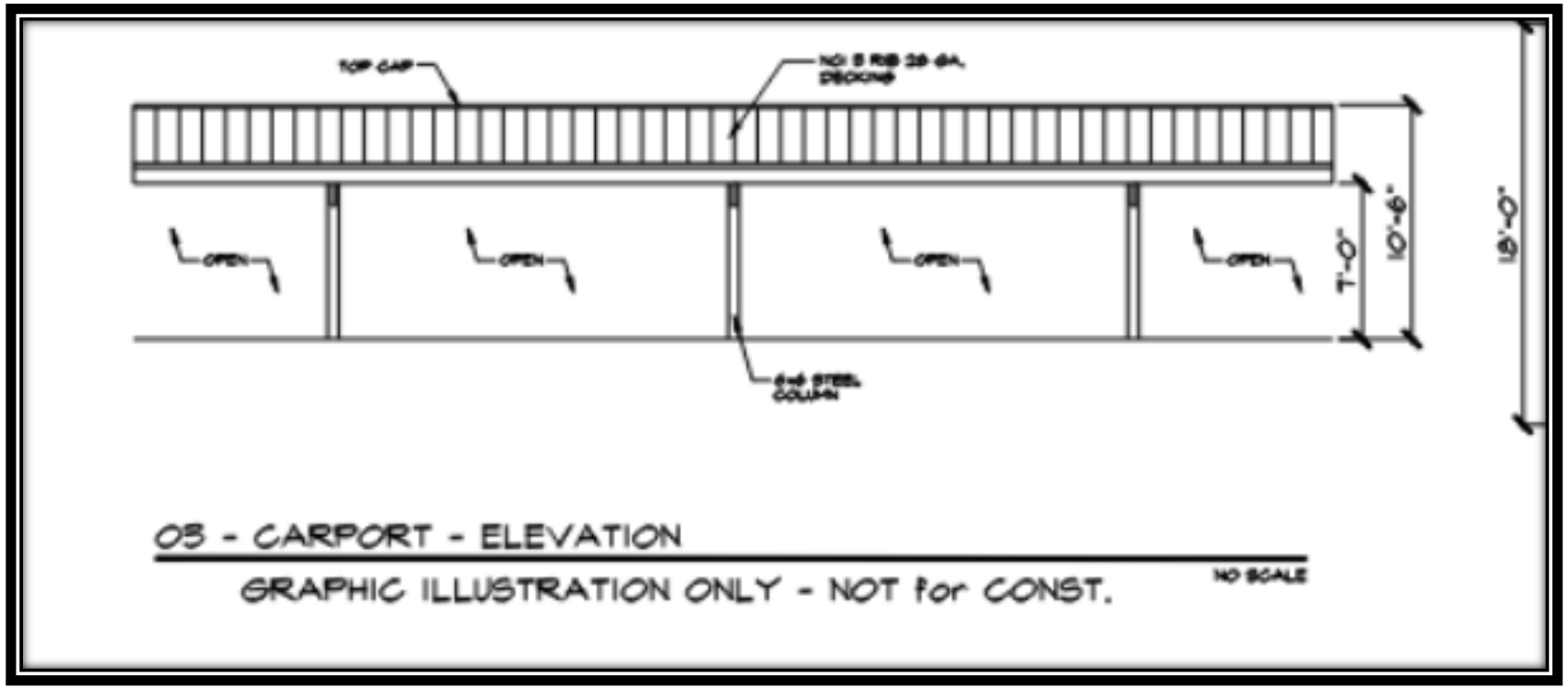
BUILDING ELEVATIONS



Z 23-05

GARLAND
TEXAS MADE HERE

BUILDING ELEVATIONS



Z 23-05

GARLAND
TEXAS MADE HERE

DEVIATIONS

Development Standards	Required	Proposed	Applicant's Justification
Density	32 dwelling units per acre	41 dwelling units per acre	The unique site layout warrants this approach, and the applicant believes the proposed unit mix is conducive of the intent of the future land use plan for this property.
Building Height	50 feet	The applicant proposes a maximum height of 59 feet, including the roof pitch.	Given the project aligns with that of an urban-style multifamily development, the slight increase in height is to be expected. Additional measures have been taken to ensure the building height do not negatively impact adjacent single-family properties including screening, plantings, etc. The Community Office (CO) District does not have a building height maximum; therefore, a fifty-nine (59)-foot building, subject to a fifty-foot (50') setback, would currently be permitted by right.

GARLAND
TEXAS MADE HERE

DEVIATIONS

Building Setback	Buildings over 30 feet in height requires a setback of 1.25 times the height of the building. Carports and Amenity Building are not allowed to be located within the building setback.	The 3-story portion of Building 2 should be fifty-five (55) feet from the property line. The site plan (Exhibit C) shows the 3-story portion of Building 2 to be forty-nine (49) feet from the property line. Both structures are located within the building setback.	Given the project aligns with that of an urban-style development, the slight increase in height is to be expected. Additional measures have been taken to ensure the building stories/height do not negatively impact adjacent single-family properties including reduced building height along adjacencies, perimeter screening, plantings, visibility reductions for tenants on upper floors, etc. These structures act as a buffer and provide additional screening.
Amenities	A total of 17,600 square feet of indoor common or leisure area is required.	2,943 square-foot amenity building and 15,000 square-foot of outdoor amenities	Due to the unique orientation of the site and the desire to limit building stories/height and mitigate impact on residential adjacencies, the applicant located the amenities outside of the main buildings. An amenity building/indoor pool is provided at the northeast corner of the subject property, with sidewalk circulation through the site to encourage residents to enjoy the several outdoor amenity spaces provided

GARLAND
TEXAS MADE HERE

DEVIATIONS

Covered Parking	50% of the parking spaces should be covered	31% proposed	With recent updates to the GDC, multifamily base zoning no longer requires covered parking in any capacity (the special standards for "senior independent living" are what require covered parking be provided). Covered parking structures are placed intentionally along the northern property line along the residential adjacencies to act as additional screening at the request of the adjacent residents.
Landscaping	40% of the gross platted area should be landscaped.	24%	The applicant optimized the site layout and amenity areas to provide as much landscape area as possible, and they are providing more landscape area than what currently exists with the old assisted living development. They have also intentionally designed these landscape areas to increase value (walking areas, BBQ grills, picnic tables, pet waste stations, etc). Plantings have been provided throughout to match the intent of landscape requirements.

GARLAND
TEXAS MADE HERE

DEVIATIONS

Screening	Perimeter screening is required along the entire property. Either a six (6) foot masonry wall or a six (6) foot ornamental metal fence with masonry columns with large canopy trees and evergreen shrubs.	The applicant proposes an eight (8) foot masonry wall with high and low level screening shrubs along the northern and western perimeter lines. No canopy trees are provided. A six (6)-foot wood fence with masonry columns is proposed along the southwestern and eastern perimeter lines without any evergreen shrubs. No perimeter screening is proposed along West Centerville Road.	The site layout has been adjusted as much as possible, but given the unique nature of the site, leaves only enough room along the perimeter for the required masonry screening wall along with plantings smaller in size than the required large canopy trees. Various planting options have been added to try and meet the intent of this requirement, with a focus on providing adjacent single-family properties with adequate screening from the development.

GARLAND
TEXAS MADE HERE

PLAN COMMISSION RECOMMENDATION

On May 22, 2023, the Plan Commission, by a vote of five (5) to one (1), recommended denial of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses.

The Plan Commission, by a vote of five (5) to one (1), also recommended denial of a Detail Plan for Multi-Family development.

The applicant has since revised the request to address concerns raised at the Plan Commission meeting, including the following:

- The proposal is now age-restricted to senior residents (55+).
- Number of dwelling units has decreased from 177 to 176 units.
- Certain building heights have been lowered to 2 or 3 stories.
- The proposed masonry screening wall has been increased from six (6) feet to eight (8) feet in height.
- Carports have been added along the northern property boundary to help with screening.
- A dumpster has been relocated away from the adjacent residences.
- An amenity building and swimming pool have been added in the northeastern portion of the property in-lieu-of a parking lot.

GARLAND
TEXAS MADE HERE

STAFF RECOMMENDATION

- Approval of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Elder-Care Independent Living Use

Approval of a Detail Plan for Elder-Care Independent Living Use.

GARLAND
PLANNING REPORT

City Council Regular Session Agenda **7. c.**

Meeting Date: 07/18/2023
Item Title: Z 23-05 Spiars Engineering - Detail Plan (District 5)
Submitted By: Nabiha Ahmed, Lead Development Planner

REQUEST

Approval of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Elder Care - Independent Living Use

Approval of a Detail Plan for Elder Care-Independent Living Use.

LOCATION

413 and 505 West Centerville Road and 510 Candlewood Lane

OWNER

TR Scott Capital

PLAN COMMISSION RECOMMENDATION

On May 22, 2023, the Plan Commission, by a vote of five (5) to one (1), recommended denial of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses.

The Plan Commission, by a vote of five (5) to one (1), also recommended denial of a Detail Plan for Multi-Family development.

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- Carports have been added along the northern property boundary to help with screening.
- A dumpster has been relocated away from the adjacent residences.
- An amenity building and swimming pool have been added in the northeastern portion of the property in-lieu-of a parking lot.

STAFF RECOMMENDATION

Approval of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Elder-Care Independent Living Use

Approval of a Detail Plan for Elder-Care Independent Living Use.

BACKGROUND

The property is currently developed with a retirement home (Silver Leaves Retirement Home) building which is no longer in operation.

The applicant initially submitted a Detail Plan application for a 177-unit multi-family development. It was presented to Plan Commission on May 22, 2023 and the recommendation was denial. Since the Plan Commission meeting, the applicant updated the application to make the development age-restricted to 55+, and to allow 176 Elder-Care Independent Living units.

SITE DATA

The overall site consists of approximately 4.361 acres with approximately 405.70 lineal feet of frontage along West Centerville Road and 84.63 lineal feet of frontage along Candlewood Lane. The site plan (Exhibit C) shows two (2) access points from West Centerville Road.

USE OF PROPERTY UNDER CURRENT ZONING

The Community Office (CO) District is intended to create an appropriate setting for medium and higher intensity office and professional uses. The district may be used as a transition district between low intensity office/retail uses and more intense uses. It is also generally appropriate along major transportation corridors. However, the Community Office (CO) District is generally not appropriate in proximity to low-density residential districts. Examples of allowed uses in a Community Office (CO) District are: professional offices, campus-style corporate office, research, and assembly operations that may be large in scale but that are conducted wholly within a building(s) with very limited or no outside storage.

The Neighborhood Office (NO) District is intended to create an appropriate setting for low intensity office and professional uses. The district may be used as a transition district between residential uses and more intense uses. With appropriate buffers and landscaping, this district may be located contiguous to residential districts. Allowed uses should be compatible with adjacent residential areas by limiting heights to one story, and may not include uses that create excessive amounts of traffic, noise, trash, or late-night business operations.

CONSIDERATIONS

1. Development and Site Plan

   The site plan (Exhibit C) reflects two (2) buildings for Elder Care - Independent Living Use. The eastern building will be three (3) and four (4) stories and the western building will be two (2) and three (3) stories. A total of 176 dwelling units are proposed for this development.

   The GDC defines an Elder Care – Independent Living Use as “ a facility in which five or more elderly (over 55 years of age) persons, regardless of legal relationship, live a

mostly ambulatory lifestyle but who may need limited assistance with daily living activities."

2. Parking

   The GDC requires one (1) parking space per dwelling unit and the site plan (Exhibit C) complies with the required number of parking spaces. However, the GDC has a special covered parking standard for Elder-Care Independent Living. A minimum of fifty (50%) percent of the parking spaces must be covered and the applicant proposes thirty-one (31%) percent of the parking spaces to be covered.

3. Building Height

   The applicant proposes the base zoning to be Multi-Family-2 (MF-2) District. The GDC allows a maximum height of fifty (50) feet in the Multi-Family-2 (MF-2) District. The building elevations (Exhibit E) reflects the maximum height to be fifty-nine (59) feet. Building 1 is a combination of 3 and 4 stories. The northern portion mainly facing the residential side will remain 3 stories (approximately 42 feet in height) and the portion facing West Centerville Road will be 4 stories (approximately 58 feet in height).

   Building 2 is a combination of two and three stories. The western portion of the building is two (2) stories (approximately 30 feet) and the remaining portion of the building is three (3) stories (approximately 44 feet).

4. Building Setbacks

   The GDC states that buildings exceeding thirty feet in height, and that abut a residential district, must be set back from the residential district line a minimum of 1.25 times the height of the highest point on the building above grade.

   Per the calculation, the 3-story portion of Building 2 should be fifty-five (55) feet from the property line. The site plan (Exhibit C) shows the 3-story portion of Building 2 to be forty-nine (49) feet from the property line.

   In addition, the GDC does not allow any carports or amenity building to be located within a building setback. The site plan (Exhibit C) reflects the carports along the northern property lines to be located within the building setback in order to provide additional screening. The amenity building to the north is also within the building setback.

   The site plan (Exhibit C) meets all other setback requirements.

5. Amenities

   The GDC requires indoor common or recreational areas to be provided at a ratio of at least one hundred square feet of gross floor area per dwelling unit. Per the calculation, a total of 17,600 square feet of indoor common or leisure area is required. The site plan (Exhibit C) reflects a 2,943 square-foot amenity building and 15,000 square-foot of outdoor amenities.

   The amenities may be refined as the project moves forward. The applicant is working with a consultant to design the most appropriate amenities for this development.

6. Dwelling unit/mix

The submittal materials indicate compliance with the required unit size and mix. More specifically:

Minimum dwelling unit size.

Required one-bedroom: 475 square feet
Proposed: 719 square feet
Number of units: 140 units

Required two-bedroom: 725 square feet
Proposed: 1,208 square feet
Number of units: 36 units

7. Screening and Landscaping

The GDC requires forty (40%) percent of the site to be landscaped. The landscape plan (Exhibit D) shows twenty-four (24%) of the site to be landscaped.

A masonry wall or an ornamental fence with masonry columns is required along the entire perimeter of the property. The applicant proposes an eight (8)-foot masonry wall along the northern and western perimeter of the property, where it is adjacent to the residential district. Large canopy trees are required every twenty-five (25) linear feet. The applicant proposes a combination of high-level and low-level screening shrubs in lieu of the large canopy trees due to the unique nature of the site. Large canopy trees provided to meet the parking lot landscape island requirement are located near the masonry wall.

The landscape plan (Exhibit D) also reflects a six (6)-foot wood fence with masonry columns above a retaining wall along the eastern and southwestern perimeter lines, adjacent to the dental office. A row of evergreen screening shrubs are required and the applicant is not proposing any.

The applicant is not proposing any screening along West Centerville Road.

8. Building Design

The building design complies with the architectural elements and articulation requirements of the GDC.

9. Transportation

A Traffic Impact Analysis was not required with this development. The Transportation Department reviewed the proposal and it meets technical requirements.

An emergency access-only gate with a Knox padlock is provided at the Shadwell Drive access point per the Fire Department.

There is a DART bus stop in front of the subject property, along West Centerville Road.

10. Signage

    No deviations were requested regarding signage.

11. The applicant requests several deviations from the GDC. The table below indicated the deviation as proposed.

Development Standards	Required	Proposed	Applicant's Justification
Density	32 dwelling units per acre	41 dwelling units per acre	The unique site layout warrants this approach, and the applicant believes the proposed unit mix is conducive of the intent of the future land use plan for this property.
Building Height	50 feet	The applicant proposes a maximum height of 59 feet, including the roof pitch.	Given the project aligns with that of an urban-style multifamily development, the slight increase in height is to be expected. Additional measures have been taken to ensure the building height do not negatively impact adjacent single-family properties including screening, plantings, etc. The Community Office (CO) District does not have a building height maximum; therefore, a fifty-nine (59)-foot building, subject to a fifty-foot (50') setback, would currently be permitted by right.
Building Setback	Buildings over 30 feet in height requires a setback of 1.25 times the height of the building. Carports and Amenity Building are not allowed to be located within the building setback.	The 3-story portion of Building 2 should be fifty-five (55) feet from the property line. The site plan (Exhibit C) shows the 3-story portion of Building 2 to be forty-nine (49) feet from the property line. Both structures are located within building setback.	Given the project aligns with that of an urban-style development, the slight increase in height is to be expected. Additional measures have been taken to ensure the building stories/height do not negatively impact adjacent single-family properties including reduced building height along adjacencies, perimeter screening, plantings, visibility reductions for tenants on upper floors, etc. These structures act as a buffer

			and provide additional screening.
Amenities	A total of 17,600 square feet of indoor common or leisure area is required.	2,943 square-foot amenity building and 15,000 square-foot of outdoor amenities	Due to the unique orientation of the site and the desire to limit building stories/height and mitigate impact on residential adjacencies, the applicant located the amenities outside of the main buildings. An amenity building/indoor pool is provided at the northeast corner of the subject property, with sidewalk circulation through the site to encourage residents to enjoy the several outdoor amenity spaces provided.
Covered Parking	50% of the parking spaces should be covered	31% proposed	With recent updates to the GDC, Multifamily base zoning no longer requires covered parking in any capacity (the special standards for “senior independent living” require covered parking to be provided). Covered parking structures are placed intentionally along the northern property line along the residential adjacencies to act as additional screening at the request of the adjacent residents.
Landscaping	40% of the gross platted area should be landscaped.	24%	The applicant optimized the site layout and amenity areas to provide as much landscape area as possible, and they are providing more landscape area than what currently exists with the former assisted living development. They have also intentionally designed these landscape areas to increase value (walking areas, BBQ grills, picnic tables, pet waste stations, etc). Plantings have been provided throughout to match the intent of

			landscape requirements.
Screening	Perimeter screening is required along the entire property. Either a six (6) foot masonry wall or a six (6) foot ornamental metal fence with masonry columns with large canopy trees and evergreen shrubs.	The applicant proposes an eight (8) foot masonry wall with high and low level screening shrubs along the northern and western perimeter lines. No canopy trees are provided. A six (6)-foot wood fence with masonry columns is proposed along the southwestern and eastern perimeter lines without any evergreen shrubs. No perimeter screening is proposed along West Centerville Road.	The site layout has been adjusted as much as possible, but given the unique nature of the site, leaves only enough room along the perimeter for the required masonry screening wall along with plantings smaller in size than the required large canopy trees. Various planting options have been added to try and meet the intent of this requirement, with a focus on providing adjacent single-family properties with adequate screening from the development.

COMPREHENSIVE PLAN

The Envision Garland Plan designates the subject property as Compact Neighborhoods, Compact neighborhoods provide areas for moderate increases in residential density, including single-family attached and single-family detached housing. It expands housing options through infill and redevelopment, while continuing walkable development patterns.

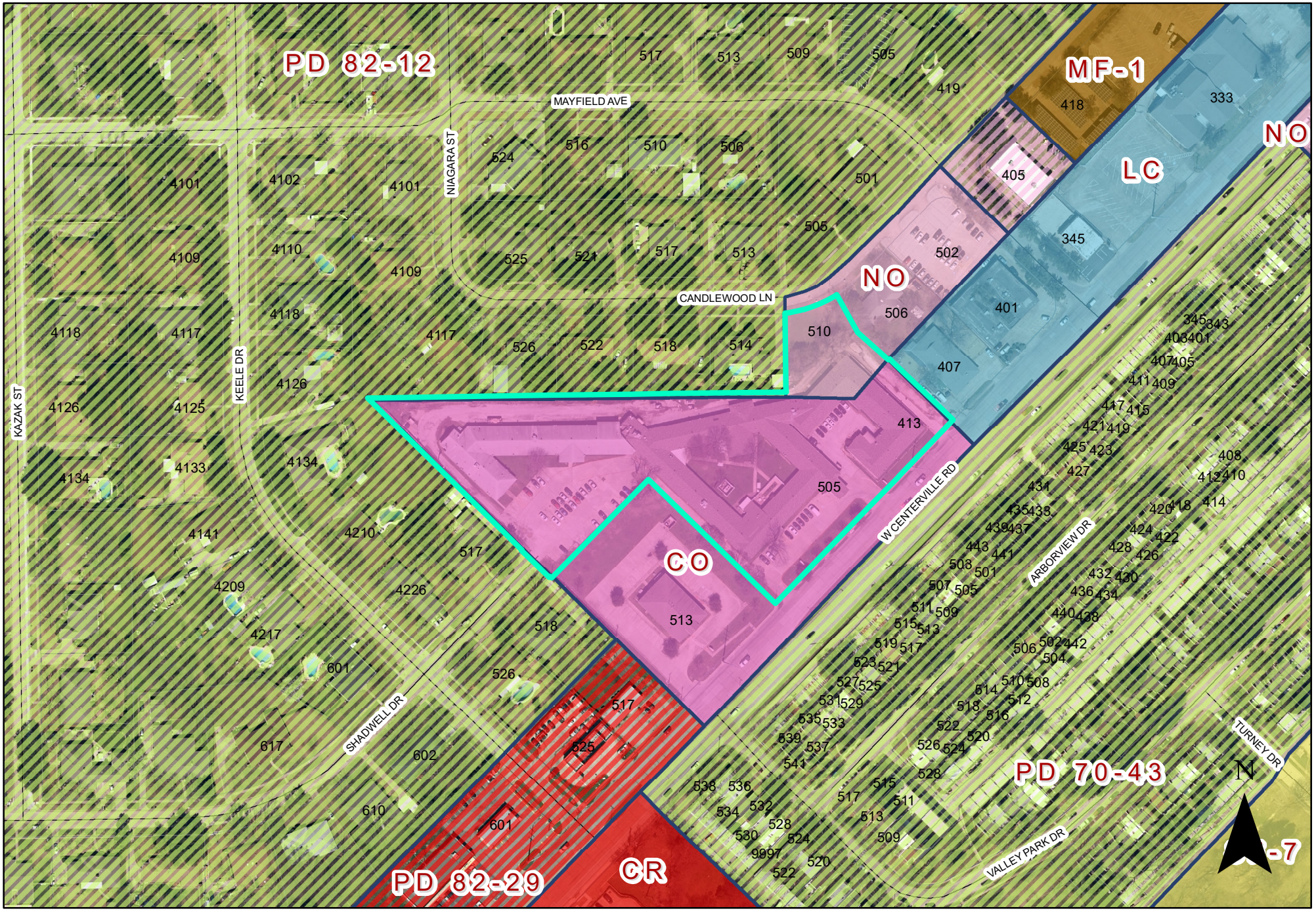
This proposal is a redevelopment and provides additional senior housing to the area.

COMPATIBILITY OF REQUEST WITH SURROUNDING ZONING AND LAND USES

The properties to the north are zoned Planned Development (PD) District 82-12 for Single-Family-10 (SF-10) Uses; these properties are developed with single-family homes. The properties to the east are zoned Neighborhood Office (NO) District and Light Commercial (LC) District; these properties are developed with a learning center and a medical clinic. The properties to the south, across Centerville Road, are zoned Planned Development (PD) District 70-43; these properties are developed with residential townhomes. The properties to the west are zoned Planned Development (PD) District 82-12 and Planned Development (PD) District 82-29; these properties are developed with a dental office, a general office, and automobile repair uses.

Attachments

Z 23-05 Location Map
Z 23-05 Exhibits
Z 23-05 R&M Detail Plan
Z 23-05 Responses
Z 23-05 Staff Presentation



0 130 260 Feet

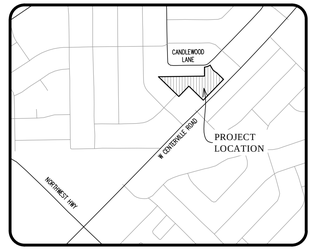
1 inch = 198 feet

ZONING MAP Z 23-05

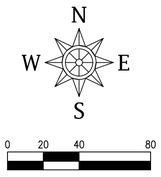
INDICATES AREA OF REQUEST

505 West Centerville Road

EXHIBIT C



LOCATION MAP
1"=1000'



0 20 40 80

1 inch = 40 ft.

CANDLEWOOD LANE
60' R.O.W.

BLOCK 5
LINDA HEIGHTS
TERRACE ADDITION
VOL. 16, PG. 399
MRDCT

Lot 3 | Lot 4 | Lot 5 | Lot 6 | Lot 7 | part of Lot 9 | Lot 10 | Lot 11 | Lot 12

R=189.33'
D=25°49'44"
L=85.35'
CB=N 70°54'25" E
CD=84.63'

N 89°11'25" E
644.49'

N 00°29'35" W
124.67'

S 30°29'35" E
75.49'

S 51°53'53" E
66.76'

N 44°12'25" E
3.56'

S 45°47'35" E
140.00'

Ex. 5' Sidewalk
Prop. 5' Sidewalk
2' Pedestrian Esmt
10' Landscape Buffer
20' Bldg Setback
Ex. Residential Drive
Maint. Gate (Ref. LS)
Amenity Building/Indoor Pool (Ref. ARCH)
15' Utility Esmt. Vol. 16, Pg. 399 DRDCT
7.5' Utility Esmt. Vol. 16, Pg. 399 DRDCT
HC Ramp
5' Sidewalk
6' Sidewalk
Water Meter
Remote FDC
15' City Utility Esmt. (By Plat)
Ref. LS for Outdoor Amenity Areas (Typ.)
Ref. LS for Pedestrian Lights (Typ.)
49' Building Setback
53' Building Setback
4' Sidewalk
5 Sp.
2 Sp.
3 Sp.
7 Sp.
8 Sp.
8' Masonry Dumpster Enclosure (per CDC Sect. 4.45)
2-Story Portion
3-Story Portion
4-Story Portion
Building #2
Proposed 2 & 3-Story Building
17,662 Sq. Ft. Ground Floor
47,013 Sq. Ft. Total
50 Units
F.F.=535.50
Building #1
Proposed 3 & 4-Story Building
34,334 Sq. Ft. Ground Floor
133,450 Sq. Ft. Total
126 Units
F.F.=531.25
4.361 Acres
(189,947 Sq. Ft.)
Leasing Office Area
HC Ramps
Ex. Bus Stop
Prop. 6' Sidewalk
Monument Sign (Ref. LS)
Prop. Curb Inlet
Prop. Median Opening
Ex. Median Opening
Ex. Left-Turn Lane
82.5' Storage
BFR
10' Public Utility & Pedestrian Esmt.
16' Landscape Buffer
WEST CENTERVILLE ROAD
Variable Width R.O.W.
99.5' Taper
N 46°02'35" W
396.71'
S 44°12'25" W
200.50'
N 46°02'35" W
291.82'
S 44°12'25" W
405.70'
Emergency Access Only w/ Knox Padlock
15' Utility Esmt. Vol. 16, Pg. 399 DRDCT
7.5' Utility Esmt. Vol. 92, Pg. 791 DRDCT
BLOCK F
DAL-CASTLE ESTATES
VOL. 16, PG. 369
MRDCT
LOT 1, BLOCK 1
BOB PATEL ADDITION
VOL. 78174, PG. 2781
MRDCT
BLOCK B
DAL-CASTLE ESTATES
VOL. 16, PG. 369
MRDCT
SHADWELL DRIVE
60' R.O.W.
KEELE DRIVE
60' R.O.W.

SITE DATA	Lot 1		
Ex. Zoning	Community Office (CO)/Neighborhood Office (NO)		
Prop. Zoning	Planned Development (PD/MF-2)		
Proposed Use	Senior Independent Living		
Lot Area	4.361 Ac. (189,947 Sq. Ft.)		
Prop. Building Setbacks			
Front (W Centerville)	20'		
Rear (Candlewood)	20'		
Side (E)	12'		
Side (SW)	12'		
Side (NW - Bldg 2, 2-Story)*	40'	(Ref. Bldg Elevations, Bldg 2 SW Face)	
Rear (N - Bldg 1, 3-Story)*	53'	(Ref. Bldg Elevations, Bldg 1 NE Face)	
Rear (N - Bldg 2, 3-Story)*	49'	(Ref. Bldg Elevations, Bldg 2 NW Face)	
	Building Setbacks adjacent to SF = 1.25 x Building Height along property line		
Prop. Landscape Setbacks			
Front (W Centerville)	15'		
Rear (Candlewood)	10'		
Building Types	**No. Units**	**Avg. Area (Sq. Ft.)**	**Min. Area (Sq. Ft.)**
Club/Leasing	-	1188	-
Amenity/Indoor Pool	-	2943	-
1 Bedroom Standard Units	140	759	719
2 Bedroom Standard Units	36	1221	1208
Total:	**176**	**854**	**-**
Lot Coverage	28.9%	based upon Gross Sq. Ft. (1st Floor)	
Floor Area Ratio	0.966	based upon Gross Sq. Ft. (All Floors)	
Max. Prop. Building Height	58' (4-Story)		
Density	40.4	Units/Ac.	
Pool Surface Area	800 Min.	Sq. Ft.	
Common Areas	**Area/Unit**	**Total Area (Sq. Ft.)**	
Required Common Area	100 Sq. Ft.	17600	
Provided Common Area	-	21043	
Parking Required:	**Spaces/Unit**	**Spaces**	
1 Bedroom Units = 140	1.00	140	
2 Bedroom Units = 36	1.00	36	
Leasing Office (1:300)	-	4	
Total:	**-**	**180**	
Required Covered (50%)	-	88	
Parking Provided	**Spaces**		
Standard Uncovered	149		
Covered Parking	55	(31% of Required Unit Parking)	
Total:	**204**		
Existing Landscape Area	44,450 Sq. Ft. (23% of Lot Area)		
Proposed Landscape Area	45,400 Sq. Ft. (24% of Lot Area)		

Legend

- Firelane
- Covered Parking Structures
- 8' Masonry Screening Fence
- Wrought Iron Fence
- 6' Wood Fence w/ Masonry Columns
- Retaining Wall
- Ex. Power Pole
- Prop. Fire Hydrant
- Prop. Drainage Catch Basin
- Prop. Sanitary Sewer Manhole

PD SITE PLAN
CITY CASE #220818-2

WEST CENTERVILLE ACTIVE ADULT LIVING

505 WEST CENTERVILLE ROAD
IN THE CITY OF GARLAND, DALLAS COUNTY, TEXAS
JOHN W. KEEN SURVEY, ABSTRACT NO. 742
189,947 Sq. Ft./4.361 Acres

ENGINEER/APPLICANT
Spiars Engineering, Inc.
501 W PGBT, Suite 200
Plano, TX 75075
Telephone: (972) 422-0077
TBPE No. F-2121
Contact: Mike Martinie

OWNER/DEVELOPER
TR Scott Capital
PO Box 764
Addison, TX 75001
Telephone: (214) 901-5971
Contact: Scott Theeringer

Sheet 1 of 1 Scale: 1"=40' Jun-23 SEI Job No. 22-169

SPIARS
ENGINEERING & SURVEYING
765 Custer Road, Suite 100 • Plano, TX 75075 • 972.422.0077
TBPE No F-2121 • TBLPS No. F-10043100 • www.spiarseng.com

Plotted by: cfrancis Plot Date: 6/22/2023 10:41 AM
Drawing: G:\2022 Jobs\22-169 west centerville multifamily\CAD\Site Plan.dwg Saved By: Cfrancis Save Time: 6/22/2023 10:41:02 AM

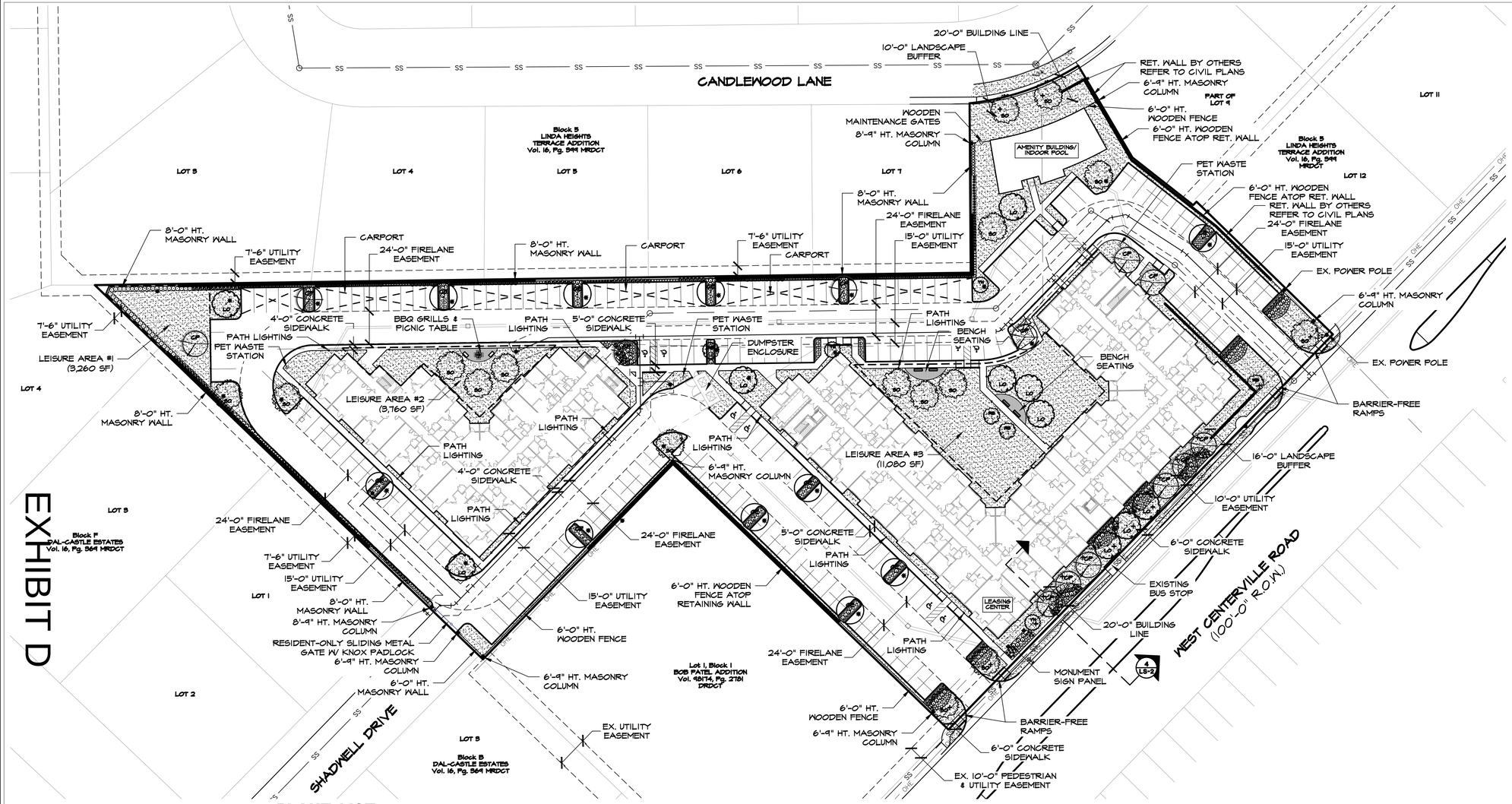


EXHIBIT D

TREE SYMBOL LEGEND

+ REQUIRED LANDSCAPE BUFFER TREE
PLANTED AT A RATIO OF 1 TREES / 30 LF
(3 ORNAMENTAL TREES MAY BE SUBSTITUTED FOR 1 REQUIRED CANOPY TREE)

* REQUIRED PARKING AREA TREE TO BE PLANTED AT A RATIO OF 1 TREE / 10 PARKING SPACES
*MUST HAVE 1 CANOPY TREE AT TERMINUS OF EACH PARKING ROW
*MUST HAVE 1 CANOPY TREE WITHIN 65' OF EVERY PARKING SPACE

NOTE:
- ALL OPEN SPACES WILL COMPLY WITH APPLICABLE CITY OF GARLAND REQUIREMENTS AND ORDINANCES.
- ALL LANDSCAPE AREAS WILL BE IRRIGATED BY AN UNDERGROUND AUTOMATIC IRRIGATION SYSTEM.
- EXACT LOCATION OF PEDESTRIAN PATH LIGHTING TO BE DETERMINED AT A LATER DATE.
- SCREENING ALONG WEST CENTERVILLE ROAD WILL COMPLY WITH THE CITY OF GARLAND ORDINANCE AND REQUIREMENTS
- TREE, SHRUB AND ORNAMENTAL GRASS SPECIES SHALL BE SELECTED FROM CITY OF GARLAND APPROVED PLANT LIST.
- NO LANDSCAPING SUCH AS TREES, HEDGES, ABOVE AND UNDERGROUND STRUCTURES SHALL BE LOCATED WITHIN EXISTING OR PROPOSED UTILITY EASEMENTS AND RIGHT OF WAY WITHOUT APPROVED CITY'S REAL PROPERTY IMPROVEMENT AUTHORIZATION FORM OR CITY'S LICENSE AGREEMENT.
- ALL AMENITIES WILL REQUIRE SEPARATE PERMITTING THROUGH THE BUILDING DEPARTMENT

PLANT LIST

SYMBOL	COMMON/BOTANICAL NAME	SIZE	SPACING	QUANTITY	REMARKS
SO	SHUMARD OAK / QUERCUS SHUMARDII	3" CALIPER	AS SHOWN	16	MINIMUM 7' HEIGHT ABOVE GRADE AT TIME OF PLANTING
CE	CEDAR ELM / ULMUS CRASSIFOLIA	3" CALIPER	AS SHOWN	10	MINIMUM 7' HEIGHT ABOVE GRADE AT TIME OF PLANTING
LO	LIVE OAK / QUERCUS VIRGINIANA	3" CALIPER	AS SHOWN	10	MINIMUM 7' HEIGHT ABOVE GRADE AT TIME OF PLANTING
CP	CHINESE PISTACHE / PISTACIA CHINENSIS	3" CALIPER	AS SHOWN	13	MINIMUM 7' HEIGHT ABOVE GRADE AT TIME OF PLANTING
YH	YAUPON HOLLY / ILEX VOMITORIA	2" CALIPER	AS SHOWN	3	MINIMUM 5' HEIGHT ABOVE GRADE AT TIME OF PLANTING
RB	TEXAS REDBUD / CERCIS CANADENSIS VAR. 'TEXENSIS'	2" CALIPER	AS SHOWN	4	MINIMUM 5' HEIGHT ABOVE GRADE AT TIME OF PLANTING
	BURFORD HOLLY / ILEX CORNUTA 'BURFORDII'	7 GALLON	AS SHOWN	60	2' HEIGHT AT TIME OF PLANTING
	'SNOW WHITE' INDIAN HAWTHORNE / RHAPHIOLEPSIS INDICA 'SNOW WHITE'	3 GALLON	AS SHOWN	214	12" HEIGHT AT TIME OF PLANTING
	'FIREPOWER' NANDINA / NANDINA DOMESTICA 'FIREPOWER'	3 GALLON	AS SHOWN	135	12" HEIGHT AT TIME OF PLANTING
	'MORNING LIGHT' MISCANTHUS / MISCANTHUS SINENSIS 'GRACILLIMUS'	3 GALLON	AS SHOWN	182	12" HEIGHT AT TIME OF PLANTING
	GULF MUHLY GRASS / MUHLENBERGIA CAPILLARIS	3 GALLON	AS SHOWN	346	12" HEIGHT AT TIME OF PLANTING
	LIRIOPE / LIRIOPE MUSCARI	1 GALLON	AS SHOWN	332	6" HEIGHT AT TIME OF PLANTING
	4" DEPTH DECOMPOSED GRANITE	4" DEPTH	CUBIC YARDS	8	4" DEPTH W/ BINDER & FILTER FABRIC
	COMMON BERMUDA GRASS SOLID SOD	SOLID SOD	SQUARE FEET	38,680	MINIMUM 100% COVERAGE

LANDSCAPE REQUIREMENTS

TOTAL LANDSCAPE AREA		
REQUIREMENT	**TOTAL**	**PROVIDED**
MIN. 40% OF GROSS PLATTED AREA	75,979 SF (189,947 X 40%)	45,400 SF (24% OF GROSS PLATTED AREA)

LS BUFFER (CENTERVILLE ROAD)		
REQUIREMENT	**TOTAL**	**PROVIDED**
15' LANDSCAPE BUFFER	15' WIDTH	15' LANDSCAPE BUFFER
1 CANOPY TREE / 30 LINEAR FEET	12 TREES (385LF / 30LF)	12 CANOPY TREES
7 SHRUBS OR ORN. GRASSES / 30 LINEAR FEET	84 SHRUBS (385LF / 30LF X 7)	197 SHRUBS OR ORN. GRASSES
MAX. 75% TURF WITHIN LS BUFFER	4,028 SF MAX (5,370SF X 75%)	3,352 SF TURF (62% OF LS BUFFER)

PARKING LOT		
REQUIREMENT	**TOTAL**	**PROVIDED**
LIVING LS MATERIAL MUST COVER MIN. 5% OF PARKING AREA	1,894 SF MIN (37,872 X 5%)	2,124 SF
1 CANOPY TREE / 10 PARKING SPACES	21 TREES (205 SPACES / 10)	21 CANOPY TREES
1 CANOPY TREE AT TERMINUS OF EACH PARKING ROW	AS SHOWN ON PLANS	PROVIDED ACCORDINGLY
1 CANOPY TREE WITHIN 65' OF EVERY PARKING SPACE	AS SHOWN ON PLANS	PROVIDED ACCORDINGLY

WEST CENTERVILLE ACTIVE ADULT LIVING

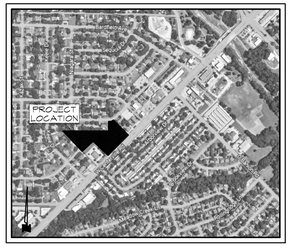
~CONCEPTUAL LANDSCAPE PLAN~

CITY CASE #220818-2

OWNER / DEVELOPER: TR SCOTT CAPITAL, LLC
P.O. BOX 764
ADDISON, TEXAS 75001
PH. (214) 901-5971
CONTACT: SCOTT THEERINGER

CIVIL ENGINEER: SPIARS ENGINEERING
501 W PRESIDENT GEORGE BUSH HWY, SUITE 200
RICHARDSON, TEXAS 75080
PH. (469) 395-0528
CONTACT: MIKE MARTINIE, P.E.

LANDSCAPE ARCHITECT: STUDIO 13 DESIGN GROUP, PLLC.
386 WEST MAIN STREET
LEWISVILLE, TEXAS 75057
PH. (469) 635-1900
CONTACT: LEONARD REEVES, ASLA, LI



LOCATION MAP
NOT TO SCALE

NORTH

40 20 0 40
1" = 40' - 0"

Bar is one inch on original drawing. If not one inch on this sheet, adjust scale as necessary.

One Inch

NOTE:
ALL IMPROVEMENTS SHOWN ON THIS PLAN ARE CONCEPTUAL IN NATURE & SUBJECT TO CHANGE.

STUDIO 13 DESIGN GROUP

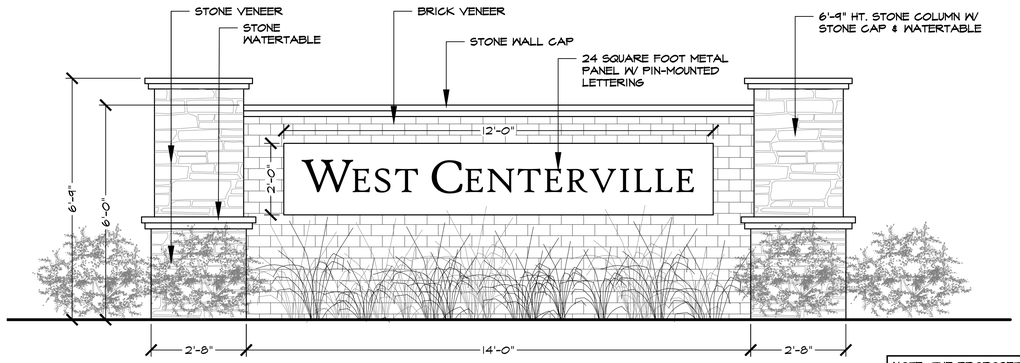
Studio 13 Design Group, PLLC.
386 W. Main Street
Lewisville, Texas 75057
469-635-1900

TBAE Firm #BR643

LEONARD W. REEVES 1977 REGISTERED LANDSCAPE ARCHITECT STATE OF TEXAS

June 19, 2023

Plotted by: Station14 Plot Date: 6/23/2023 11:04 AM
Drawing: W:\Shared With Me\shared\Projects\TRS001 - West Centerville Apartments\DWG\TRS001-HS.dwg Saved By: Station14 Save Time: 6/23/2023 11:02 AM



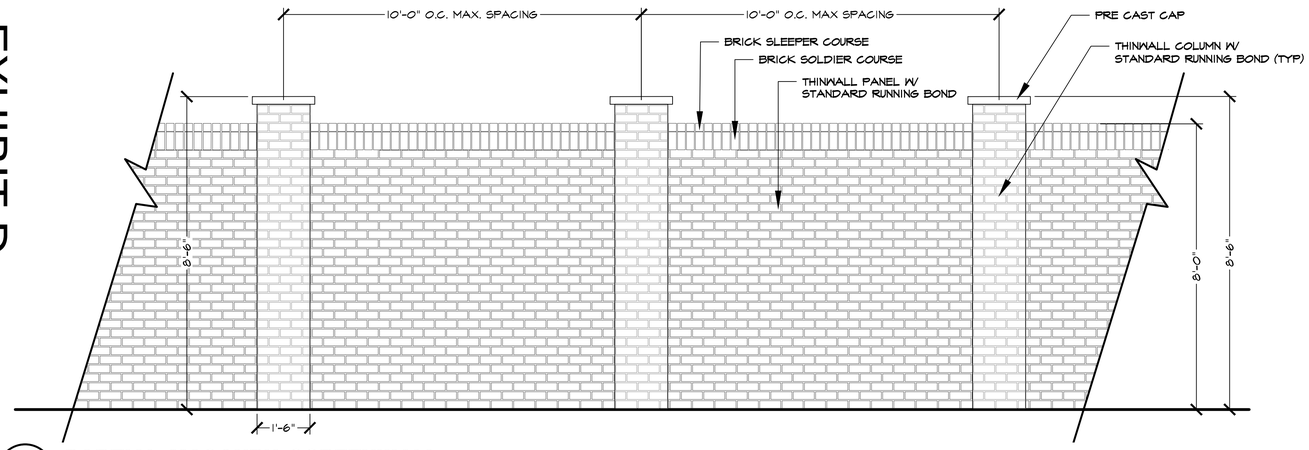
NOTE: THE PROPOSED SIGNAGE SHALL COMPLY WITH THE REQUIREMENTS OF THE GARLAND DEVELOPMENT CODE (GDC) - CHAPTER 4, ARTICLE 5.

1 / LS-2 MONUMENT SIGN PANEL ALONG CENTERVILLE ROAD AT ENTRANCE
ELEVATION

SCALE: 1/2" = 1'-0"

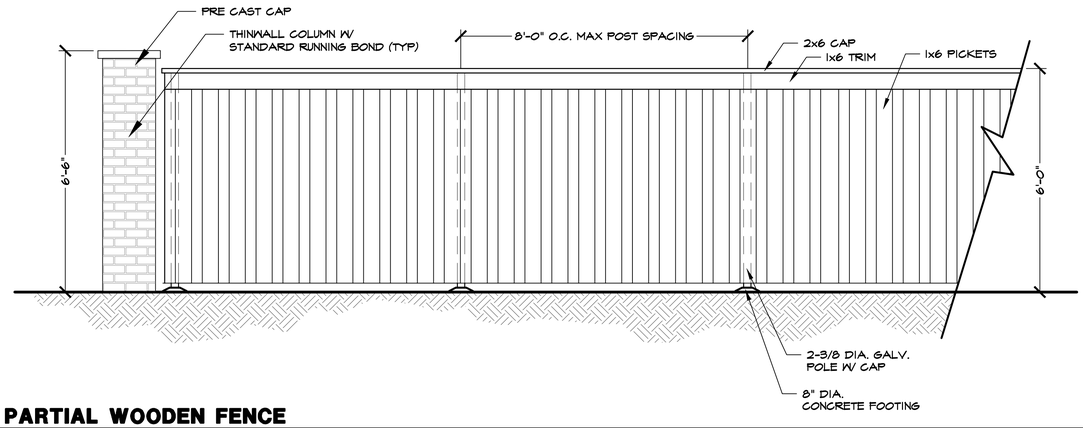
EXHIBIT D

NOTE: THE SCREENING WALL SHALL MEET OR EXCEED THE STRUCTURAL INTEGRITY OF THE CITY'S STANDARD SCREENING WALL DETAILS AND COMPLY TO GDC 4.39.A.1



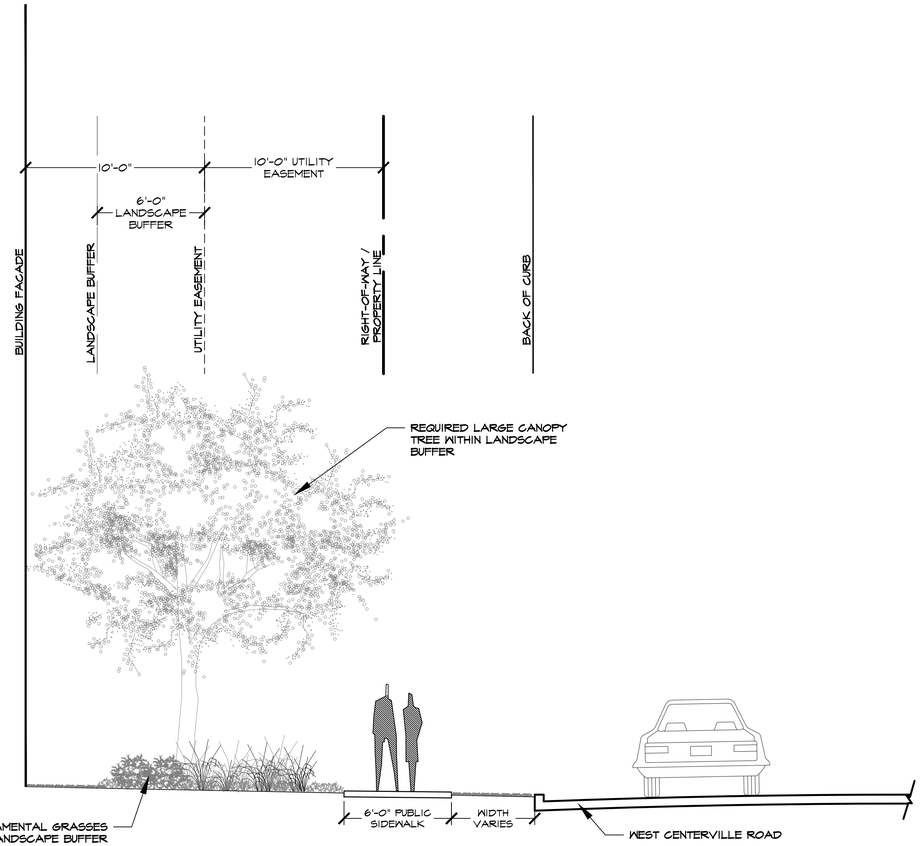
2 / LS-2 PARTIAL MASONRY SCREENWALL
ELEVATION

SCALE: 1/2" = 1'-0"



3 / LS-2 PARTIAL WOODEN FENCE
ELEVATION

SCALE: 1/2" = 1'-0"



4 / LS-2 WEST CENTERVILLE ROAD CROSS SECTION
SECTION

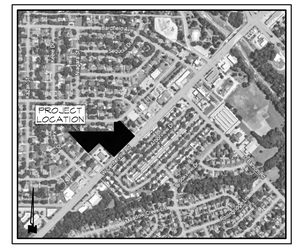
SCALE: 1/4" = 1'-0"

WEST CENTERVILLE ACTIVE ADULT LIVING

~CONCEPTUAL SCREENING & FENCING~

CITY CASE #220818-2

OWNER / DEVELOPER:	**TR SCOTT CAPITAL, LLC** **P.O. BOX 764** **ADDISON, TEXAS 75001** **PH. (214) 901-5971** **CONTACT: SCOTT THEERINGER**
CIVIL ENGINEER:	**SPIARS ENGINEERING** **501 W PRESIDENT GEORGE BUSH HWY, SUITE 200** **RICHARDSON, TEXAS 75080** **PH. (469) 395-0528** **CONTACT: MIKE MARTINIE, P.E.**
LANDSCAPE ARCHITECT:	**STUDIO 13 DESIGN GROUP, PLLC.** **386 WEST MAIN STREET** **LEWISVILLE, TEXAS 75057** **PH. (469) 635-1900** **CONTACT: LEONARD REEVES, ASLA, LI**



LOCATION MAP
NOT TO SCALE

2 1 0 2
1/2" = 1' - 0"

Bar is one inch on original drawing. If not one inch on this sheet, adjust scale as necessary.

One Inch

NOTE:
ALL IMPROVEMENTS SHOWN ON THIS PLAN ARE CONCEPTUAL IN NATURE & SUBJECT TO CHANGE.

STUDIO 13 DESIGN GROUP
Studio 13 Design Group, PLLC.
386 W. Main Street
Lewisville, Texas 75057
469-635-1900
TBAE Firm #BR643

REGISTERED LANDSCAPE ARCHITECT LEONARD W. REEVES 1977 STATE OF TEXAS

June 19, 2023

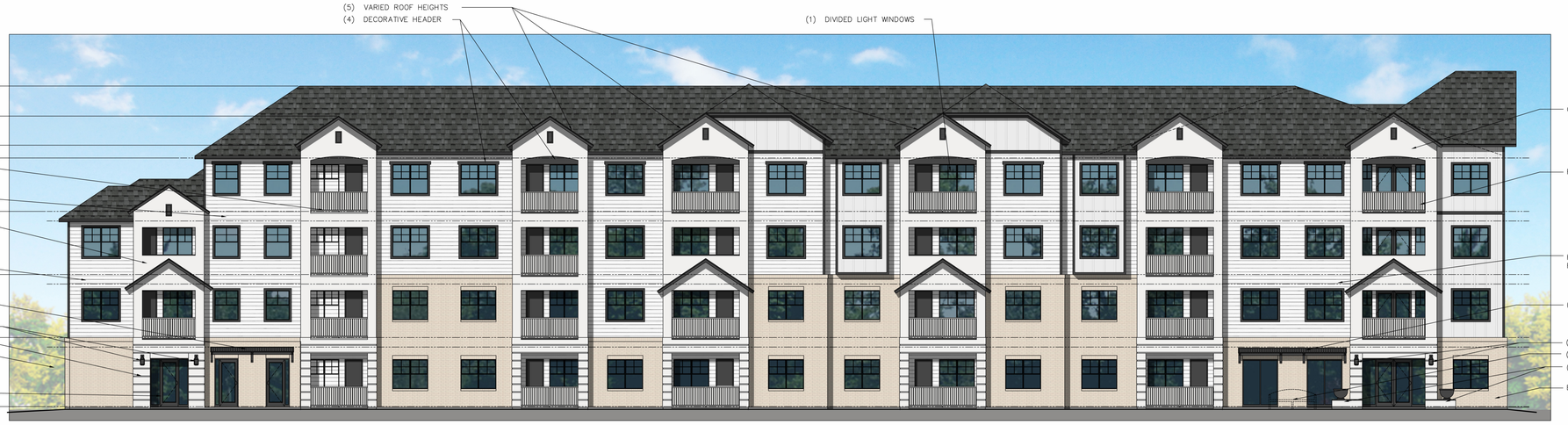
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Drawing: W:\Shared With Me\shared\Projects\TRS001 - West Centerville Apartments\DWG\TRS001-HS.dwg Saved By: Station14 Save Time: 6/23/2023 11:04 AM

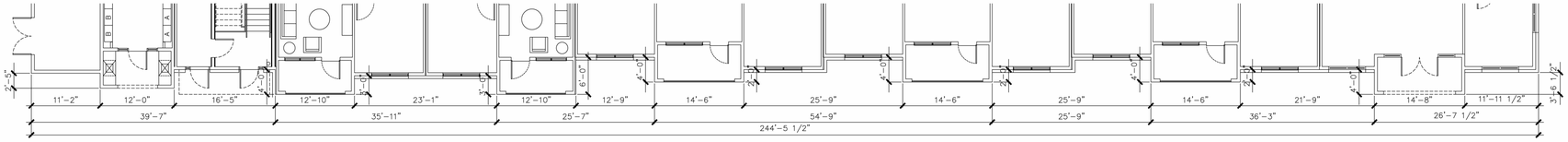
NOTE:
COLOR OF SIDING, COLOR OF STUCCO, AND TRIM TO MATCH EXISTING PHASE 1

ARCHITECTURAL ELEMENTS
1. DIVIDED LIGHT WINDOWS
2. ALCOVES
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS / LINTELS
5. VARIED ROOF HEIGHTS
6. ORNAMENTAL FACADE TRIMS
7. COVERED AWNINGS
8. DISTINCTIVE LIGHTING FEATURE
9. BENCHES (REFER TO CIVIL DRAWINGS)
10. PLANTER

01 – BUILDING ARTICULATION – SOUTH EAST ELEVATION		BUILDING 1	
A. HORIZONTAL ARTICULATION FOOTPRINT	STATUS	B. VERTICAL ARTICULATION FOOTPRINT	STATUS
BUILDING FACADE LENGTH 262.25 FT. X 20% = 52.45 FT. MIN. PERPENDICULAR OFFSET OF 2 FEET	OK	BUILDING FACADE LENGTH 220.20 FT. X 20% = 56.06 FT. MIN. VERTICAL ELEVATION CHANGE (FLAT ROOF)	N/A
BUILDING FACADE LENGTH 262.25 FT. X 30% = 78.68 FT. MIN. PERPENDICULAR OFFSET OF 4 FEET	2'-6" OFFSET	MINIMUM 3 FOOT VERTICAL ELEVATION CHANGE EVERY 50 FEET VERTICAL ELEVATION CHANGE (FLAT ROOFS)	N/A
MINIMUM 2 FOOT PERPENDICULAR BUILDING OFFSET EVERY 30 FEET	OK	AVERAGE NON-ARTICULATED BUILDING HEIGHT (ROOF EAVE) AVERAGE NON-ARTICULATED BUILDING HEIGHT (MAIN RIDGE)	42'-2" 54'-6"

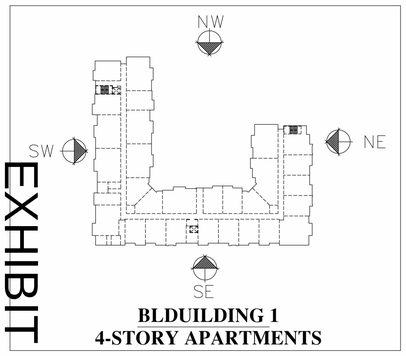
02 – BUILDING ARTICULATION – SOUTH WEST ELEVATION		BUILDING 1	
A. HORIZONTAL ARTICULATION FOOTPRINT	STATUS	B. VERTICAL ARTICULATION FOOTPRINT	STATUS
BUILDING FACADE LENGTH 244.46 FT. X 20% = 48.92 FT. MIN. PERPENDICULAR OFFSET OF 2 FEET	OK	BUILDING FACADE LENGTH 250.41 FT. X 20% = 50.02 FT. MIN. VERTICAL ELEVATION CHANGE	OK
BUILDING FACADE LENGTH 244.46 FT. X 30% = 73.34 FT. MIN. PERPENDICULAR OFFSET OF 4 FEET	OK	MINIMUM 3 FOOT VERTICAL ELEVATION CHANGE EVERY 50 FEET VERTICAL ELEVATION CHANGE (FLAT ROOFS)	OK
MINIMUM 2 FOOT PERPENDICULAR BUILDING OFFSET EVERY 30 FEET	OK	AVERAGE NON-ARTICULATED BUILDING HEIGHT (ROOF EAVE) AVERAGE NON-ARTICULATED BUILDING HEIGHT (MAIN RIDGE)	42'-2" 54'-6"





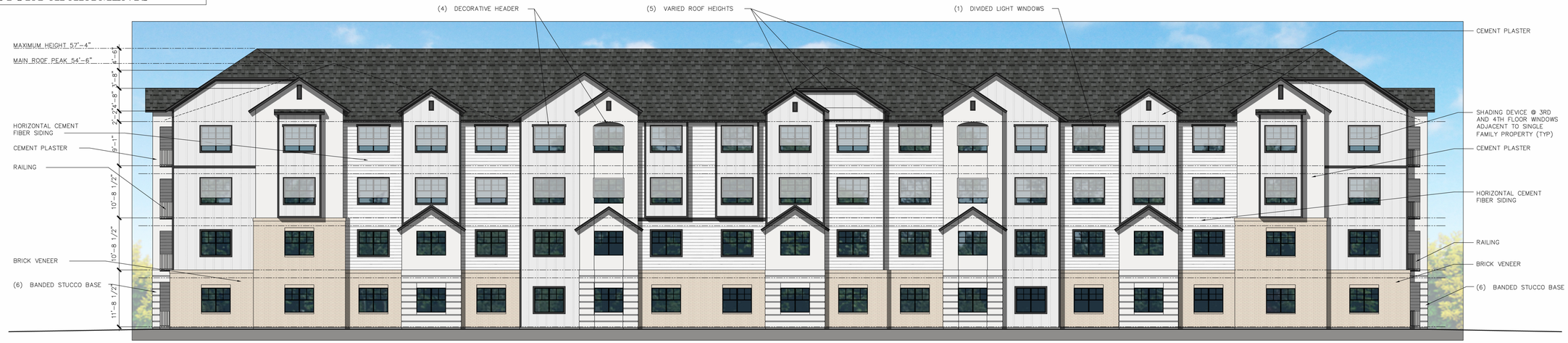
02 BUILDING 1 – SOUTH-WEST ELEVATION

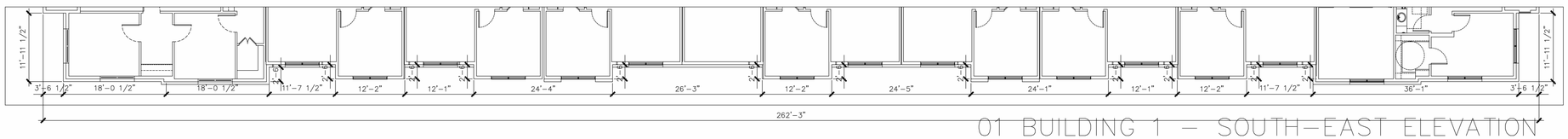
(FRONT ENTRY VIEW) SCALE: 3/32" = 1'-0"



BLDUILDING 1
4-STORY APARTMENTS

EXHIBIT E





01 BUILDING 1 – SOUTH-EAST ELEVATION

(CENTERVILLE VIEW) SCALE: 3/32" = 1'-0"

CASE NO: 220818-2

DATE:

W. CENTERVILLE ACTIVE ADULT LIVING
176-UNIT ACTIVE ADULT LIVING COMMUNITY
505 W. CENTERVILLE ROAD
GARLAND TX 75041

CASE NUMBER 220818-2

IKEMIRE ARCHITECTS LLC
ARCHITECTURE ▫ PLANNING ▫ INTERIORS
16660 DALLAS PKWY. SUITE 2900 DALLAS, TX 972-248-2486 FAX 972-248-1557

BUILDING TYPE 1 ELEVATIONS
A04.01
JOB # 222063

NOTE:
COLOR OF SIDING, COLOR OF STUCCO, AND TRIM TO MATCH EXISTING PHASE 1

ARCHITECTURAL ELEMENTS
1. DIVIDED LIGHT WINDOWS
2. ALCOVES
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS / LINTELS
5. VARIED ROOF HEIGHTS
6. ORNAMENTAL FACADE TRIMS
7. COVERED AWNINGS
8. DISTINCTIVE LIGHTING FEATURE
9. BENCHES (REFER TO CIVIL DRAWINGS)
10. PLANTER

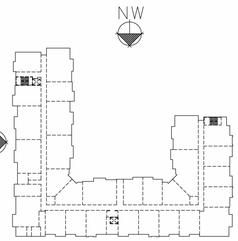
01 – BUILDING ARTICULATION – NORTH WEST ELEVATION		BUILDING 1	
A. HORIZONTAL ARTICULATION FOOTPRINT	STATUS	B. VERTICAL ARTICULATION FOOTPRINT	STATUS
BUILDING FACADE LENGTH 261.87 FT. X 20% = 52.37 FT. MIN. PERPENDICULAR OFFSET OF 2 FEET	OK	BUILDING FACADE LENGTH 261.87 FT. X 20% = 52.37 FT. MIN. VERTICAL ELEVATION CHANGE (FLAT ROOF)	OK
BUILDING FACADE LENGTH 261.87 FT. X 30% = 78.3 FT. MIN. PERPENDICULAR OFFSET OF 4 FEET	OK	MINIMUM 3 FOOT VERTICAL ELEVATION CHANGE EVERY 50 FEET VERTICAL ELEVATION CHANGE (FLAT ROOFS)	OK
MINIMUM 2 FOOT PERPENDICULAR BUILDING OFFSET EVERY 30 FEET	OK	AVERAGE NON-ARTICULATED BUILDING HEIGHT (ROOF EAVE) AVERAGE NON-ARTICULATED BUILDING HEIGHT (MAIN RIDGE)	42'-2" 54'-6"

02 – BUILDING ARTICULATION – NORTH EAST ELEVATION		BUILDING 1	
A. HORIZONTAL ARTICULATION FOOTPRINT	STATUS	B. VERTICAL ARTICULATION FOOTPRINT	STATUS
BUILDING FACADE LENGTH 244.46 FT. X 20% = 48.92 FT. MIN. PERPENDICULAR OFFSET OF 2 FEET	OK	BUILDING FACADE LENGTH 225.5 FT. X 20% = 45.10 FT. MIN. VERTICAL ELEVATION CHANGE	OK
BUILDING FACADE LENGTH 244.60 FT. X 30% = 73.34 FT. MIN. PERPENDICULAR OFFSET OF 4 FEET	OK	MINIMUM 3 FOOT VERTICAL ELEVATION CHANGE EVERY 50 FEET VERTICAL ELEVATION CHANGE (FLAT ROOFS)	OK
MINIMUM 2 FOOT PERPENDICULAR BUILDING OFFSET EVERY 30 FEET	OK	AVERAGE NON-ARTICULATED BUILDING HEIGHT (ROOF EAVE) AVERAGE NON-ARTICULATED BUILDING HEIGHT (MAIN RIDGE)	43'-2" 54'-6"



02 BUILDING 1 – NORTH-EAST ELEVATION
(REAR VIEW) SCALE: 3/32" = 1'-0"

EXHIBIT E



BLDUILDING 1
4-STORY APARTMENTS



01 BUILDING 1 – NORTH-WEST ELEVATION
(POOL AREA VIEW) SCALE: 3/32" = 1'-0"

CASE NO: 220818-2

DATE:

W. CENTERVILLE ACTIVE ADULT LIVING
176-UNIT ACTIVE ADULT LIVING COMMUNITY
505 W. CENTERVILLE ROAD
GARLAND TX 75041

CASE NUMBER 220818-2

IKEMIRE ARCHITECTS LLC
ARCHITECTURE ▫ PLANNING ▫ INTERIORS
16660 DALLAS PKWY. SUITE 2900 DALLAS, TX 972-248-2486 FAX 972-248-1557

BUILDING TYPE 1 ELEVATIONS
A04.02
JOB # 222063

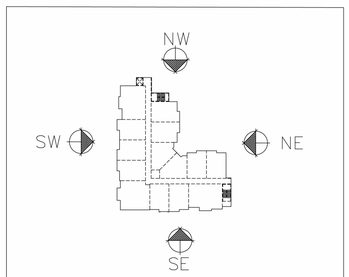
EXHIBIT E

NOTE:
COLOR OF SIDING, COLOR OF STUCCO, AND TRIM TO MATCH EXISTING PHASE 1

ARCHITECTURAL ELEMENTS
1. DIVIDED LIGHT WINDOWS
2. ALCOVES
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS / LINTELS
5. VARIED ROOF HEIGHTS
6. ORNAMENTAL FACADE TRIMS
7. COVERED AWNINGS
8. DISTINCTIVE LIGHTING FEATURE
9. BENCHES (REFER TO CIVIL DRAWINGS)
10. PLANTER

02 – BUILDING ARTICULATION – SOUTH EAST ELEVATION		BUILDING 2	
A. HORIZONTAL ARTICULATION FOOTPRINT	STATUS	B. VERTICAL ARTICULATION FOOTPRINT	STATUS
BUILDING FACADE LENGTH 180.66 FT. X 20% = 36.13 FT. MIN. PERPENDICULAR OFFSET OF 2 FEET	OK	BUILDING FACADE LENGTH 180.66 FT. X 20% = 36.13 FT. MIN. VERTICAL ELEVATION CHANGE (FLAT ROOF)	OK
BUILDING FACADE LENGTH 180.66 FT. X 30% = 54.20 FT. MIN. PERPENDICULAR OFFSET OF 4 FEET	3'–0"	MINIMUM 3 FOOT VERTICAL ELEVATION CHANGE EVERY 50 FEET VERTICAL ELEVATION CHANGE (FLAT ROOFS)	OK
MINIMUM 2 FOOT PERPENDICULAR BUILDING OFFSET EVERY 30 FEET	OK	AVERAGE NON–ARTICULATED BUILDING HEIGHT (ROOF EAVE) AVERAGE NON–ARTICULATED BUILDING HEIGHT (MAIN RIDGE)	31'–8" 43'–4"

01 – BUILDING ARTICULATION – SOUTH WEST ELEVATION		BUILDING 2	
A. HORIZONTAL ARTICULATION FOOTPRINT	STATUS	B. VERTICAL ARTICULATION FOOTPRINT	STATUS
BUILDING FACADE LENGTH 166.75 FT. X 20% = 33.35 FT. MIN. PERPENDICULAR OFFSET OF 2 FEET	OK	BUILDING FACADE LENGTH 134.83 FT. X 20% = 33.35 FT. MIN. VERTICAL ELEVATION CHANGE	OK
BUILDING FACADE LENGTH 166.75 FT. X 30% = 50.02 FT. MIN. PERPENDICULAR OFFSET OF 4 FEET	3'–0"	MINIMUM 3 FOOT VERTICAL ELEVATION CHANGE EVERY 50 FEET VERTICAL ELEVATION CHANGE (FLAT ROOFS)	OK
MINIMUM 2 FOOT PERPENDICULAR BUILDING OFFSET EVERY 30 FEET	OK	AVERAGE NON–ARTICULATED BUILDING HEIGHT (ROOF EAVE) AVERAGE NON–ARTICULATED BUILDING HEIGHT (MAIN RIDGE)	31'–8" 43'–4"

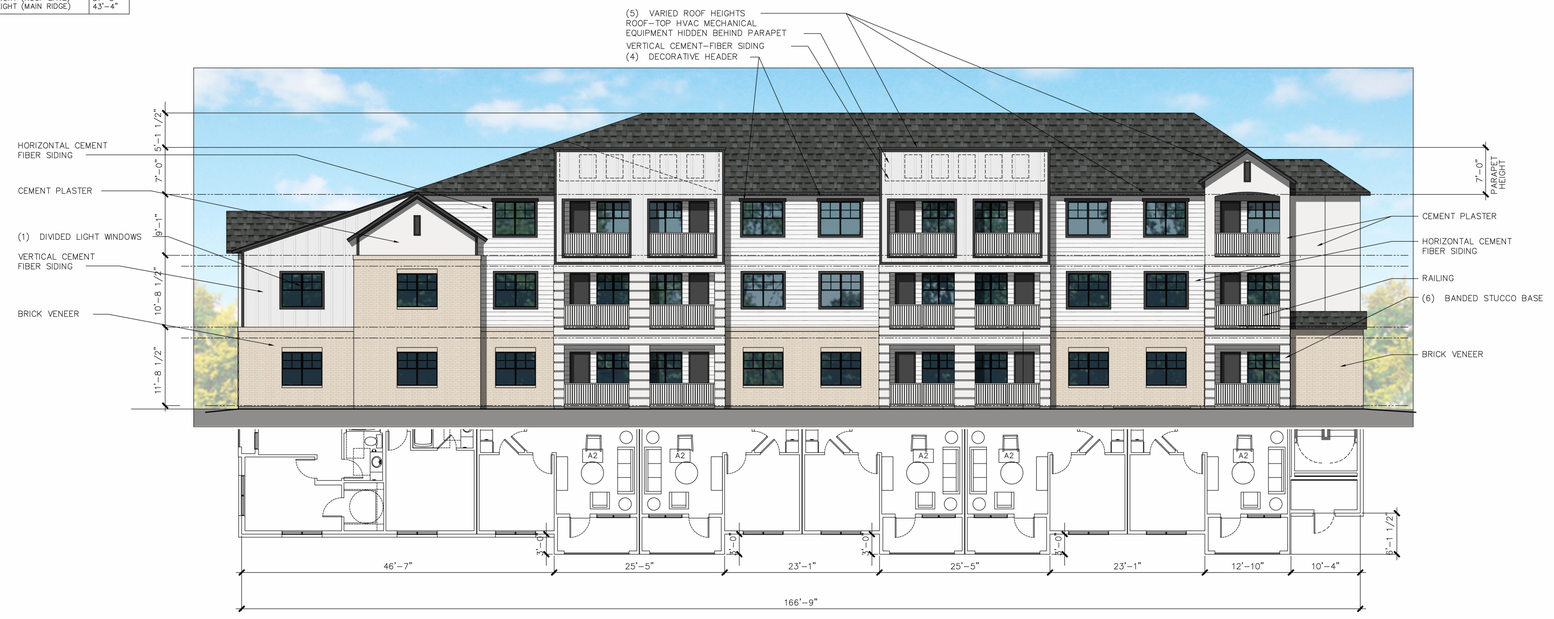


BLDUILDING 2
4-STORY APARTMENTS



02 BUILDING 2 – SOUTH–WEST ELEVATION

SCALE: 3/32" = 1'–0"



01 BUILDING 2 – SOUTH–EAST ELEVATION

(CENTERVILLE VIEW) SCALE: 3/32" = 1'–0"

CASE NO: 220818-2

DATE:

W. CENTERVILLE ACTIVE ADULT LIVING
176–UNIT ACTIVE ADULT LIVING COMMUNITY
505 W. CENTERVILLE ROAD\
GARLAND TX 75041

CASE NUMBER 220818-2

IKEMIRE ARCHITECTS LLC
ARCHITECTURE ▫ PLANNING ▫ INTERIORS
16660 DALLAS PKWY. SUITE 2900 DALLAS, TX 972–248–2486 FAX 972–248–1557

BUILDING TYPE 2 ELEVATIONS
A04.03
JOB # 222063

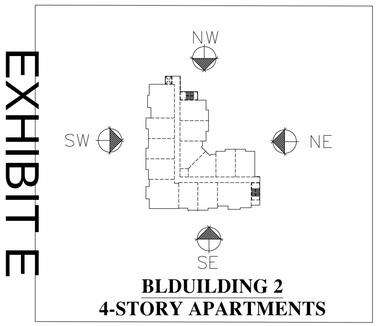
NOTE:
COLOR OF SIDING, COLOR OF STUCCO, AND TRIM TO MATCH EXISTING PHASE 1

ARCHITECTURAL ELEMENTS
1. DIVIDED LIGHT WINDOWS
2. ALCOVES
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS / LINTELS
5. VARIED ROOF HEIGHTS
6. ORNAMENTAL FACADE TRIMS
7. COVERED AWNINGS
8. DISTINCTIVE LIGHTING FEATURE
9. BENCHES (REFER TO CIVIL DRAWINGS)
10. PLANTER

01 – BUILDING ARTICULATION – NORTH EAST ELEVATION		BUILDING 2	
A. HORIZONTAL ARTICULATION FOOTPRINT	STATUS	B. VERTICAL ARTICULATION FOOTPRINT	STATUS
BUILDING FACADE LENGTH 166.75 FT. X 20% = 33.35 FT. MIN. PERPENDICULAR OFFSET OF 2 FEET	OK	BUILDING FACADE LENGTH 166.75 FT. X 20% = 33.35 FT. MIN. VERTICAL ELEVATION CHANGE	OK
BUILDING FACADE LENGTH 166.75 FT. X 30% =50.03 FT. MIN. PERPENDICULAR OFFSET OF 4 FEET	OK	MINIMUM 3 FOOT VERTICAL ELEVATION CHANGE EVERY 50 FEET VERTICAL ELEVATION CHANGE (FLAT ROOFS)	OK
MINIMUM 2 FOOT PERPENDICULAR BUILDING OFFSET EVERY 30 FEET	OK	AVERAGE NON-ARTICULATED BUILDING HEIGHT (ROOF EAVE) AVERAGE NON-ARTICULATED BUILDING HEIGHT (MAIN RIDGE)	31'-10" 43'-8"

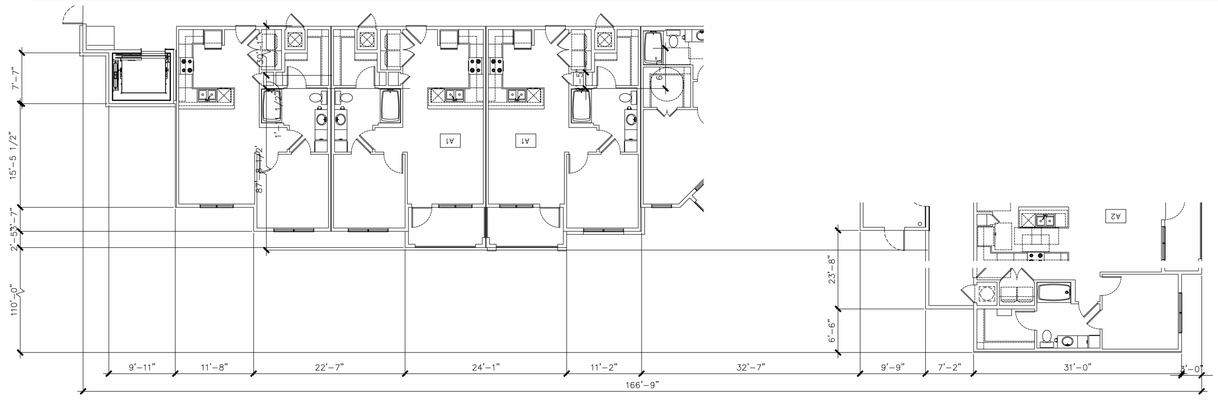
02 – BUILDING ARTICULATION – NORTH WEST ELEVATION		BUILDING 2	
A. HORIZONTAL ARTICULATION FOOTPRINT	STATUS	B. VERTICAL ARTICULATION FOOTPRINT	STATUS
BUILDING FACADE LENGTH 183.66 FT. X 20% = 36.73 FT. MIN. PERPENDICULAR OFFSET OF 2 FEET	OK	BUILDING FACADE LENGTH 183.66 FT. X 20% = 31.87 FT. MIN. VERTICAL ELEVATION CHANGE (FLAT ROOF)	OK
BUILDING FACADE LENGTH 183.66 FT. X 30% = 55.10 FT. MIN. PERPENDICULAR OFFSET OF 4 FEET	OK	MINIMUM 3 FOOT VERTICAL ELEVATION CHANGE EVERY 50 FEET VERTICAL ELEVATION CHANGE (FLAT ROOFS)	OK
MINIMUM 2 FOOT PERPENDICULAR BUILDING OFFSET EVERY 30 FEET	OK	AVERAGE NON-ARTICULATED BUILDING HEIGHT (ROOF EAVE) AVERAGE NON-ARTICULATED BUILDING HEIGHT (MAIN RIDGE)	31'-10" 43'-8"

EXHIBIT E



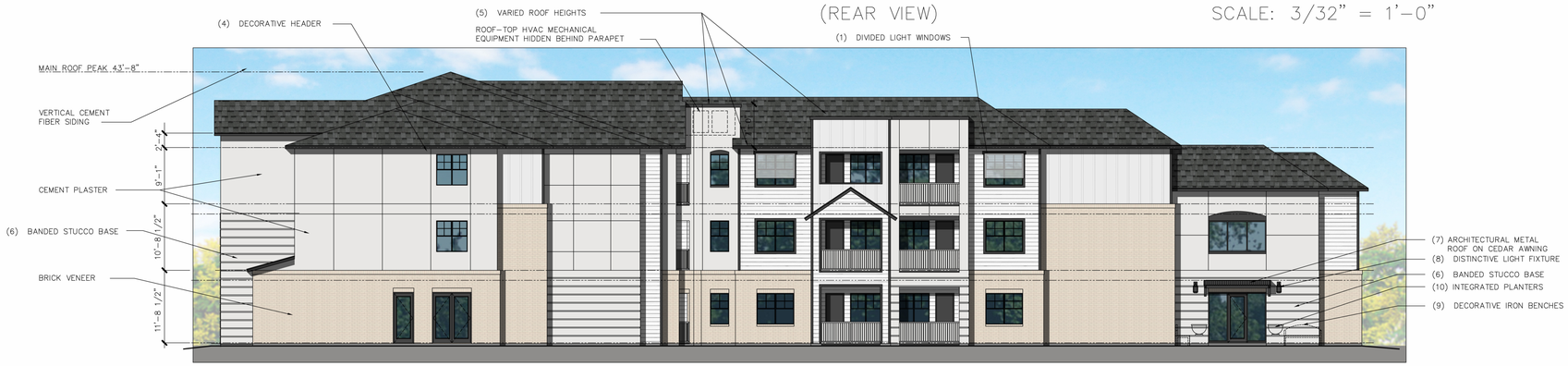
BLDUILDING 2
4-STORY APARTMENTS





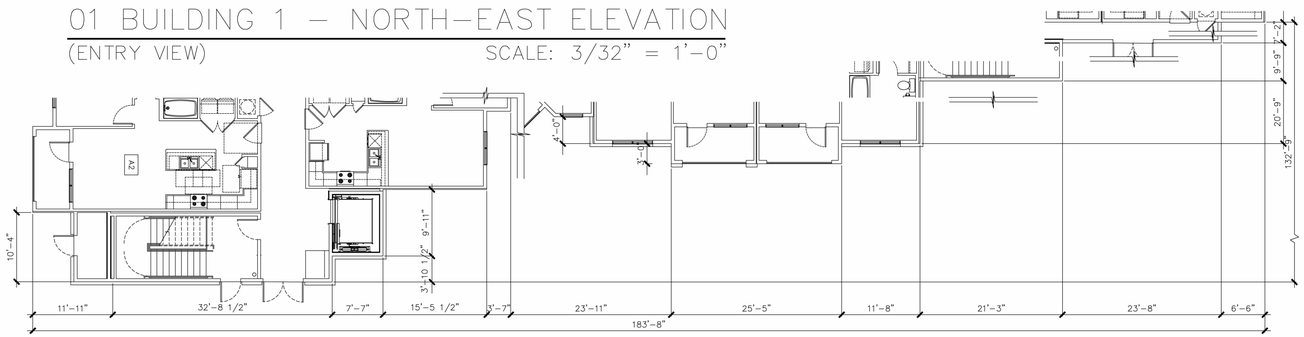
02 BUILDING 1 – NORTH-WEST ELEVATION

(REAR VIEW) SCALE: 3/32" = 1'-0"



01 BUILDING 1 – NORTH-EAST ELEVATION

(ENTRY VIEW) SCALE: 3/32" = 1'-0"



CASE NO: 220818-2

DATE:

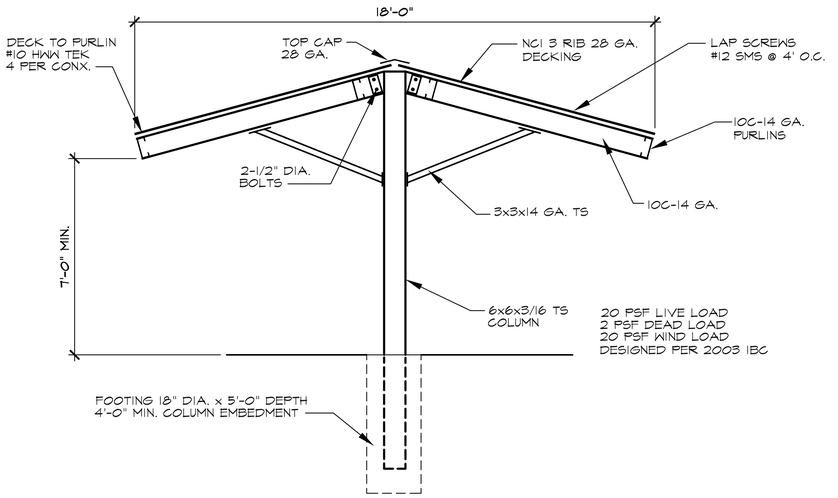
W. CENTERVILLE ACTIVE ADULT LIVING
176-UNIT ACTIVE ADULT LIVING COMMUNITY
505 W. CENTERVILLE ROAD\
GARLAND TX 75041

CASE NUMBER 220818-2

IKEMIRE ARCHITECTS LLC
ARCHITECTURE ▫ PLANNING ▫ INTERIORS
16660 DALLAS PKWY. SUITE 2900 DALLAS, TX 972-248-2486 FAX 972-248-1557

BUILDING TYPE 2 ELEVATIONS
A04.04
JOB # 222063

EXHIBIT E



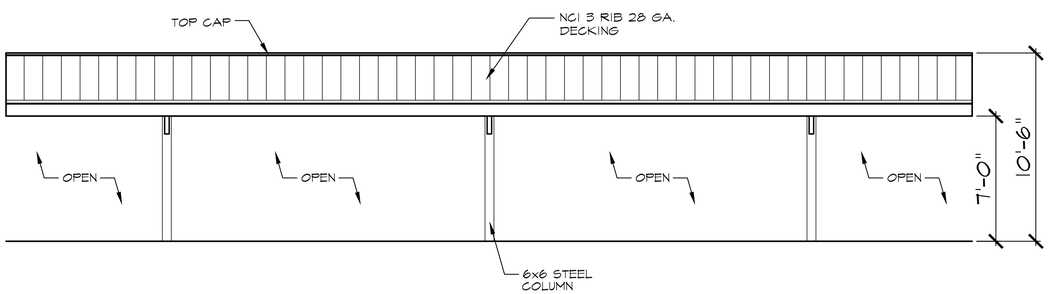
02 - CARPORT - SECTION

GRAPHIC ILLUSTRATION ONLY - NOT for CONST.

NO SCALE

GENERAL NOTE:

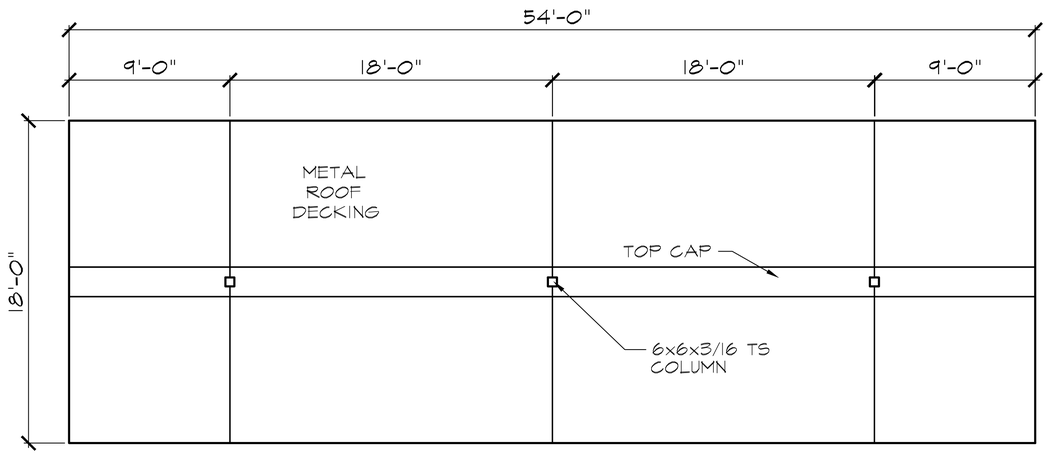
COMPLETE SHOP DRAWINGS REQUIRED for PERMITTING
SIGNED and SEALED BY STRUCTURAL ENGINEER



03 - CARPORT - ELEVATION

GRAPHIC ILLUSTRATION ONLY - NOT for CONST.

NO SCALE



01 - CARPORT - "ROOF" PLAN DETAIL

GRAPHIC ILLUSTRATION ONLY - NOT for CONST.

NO SCALE

CASE NO: 220818-2

DATE:

W. CENTERVILLE ACTIVE ADULT LIVING

176-UNIT ACTIVE ADULT LIVING COMMUNITY
505 W. CENTERVILLE ROAD\
GARLAND TX 75041

CASE NUMBER 220818-2

IKEMIRE ARCHITECTS LLC
ARCHITECTURE ▫ PLANNING ▫ INTERIORS
16660 DALLAS PKWY. SUITE 2900 DALLAS, TX 972-248-2486 FAX 972-248-1557

A2.3

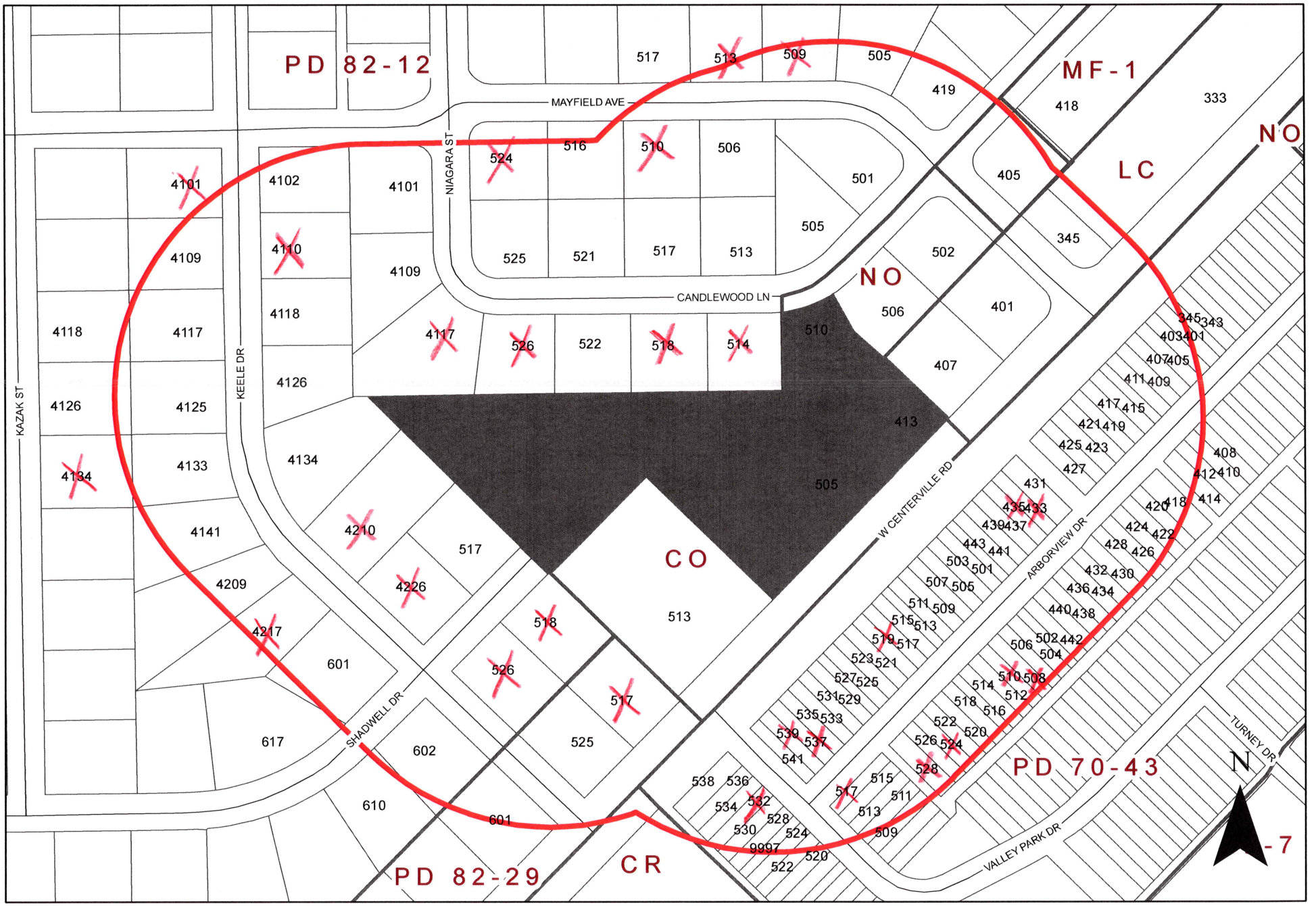
JOB # 222063

REPORT & MINUTES

P.C. Meeting, May 22, 2023

4g. DENIED Consideration of the application of **Spiars Engineering,** requesting approval of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses. This property is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5) (File Z 23-05 – Detail Plan)

Motion was made by Commissioner Rose to **deny** the application. Seconded by Commissioner Williams. **Motion carried**: **5** Ayes, **1** Nay by Commissioner Aubin.



505 West Centerville Road

Comment Form
Case Z 23-05

Outside the Notification Area

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

Z 23-05 Spiars Engineering. El solicitante propone demoler el edificio existente y construir un apartamento en un complejo multifamiliar con 177 unidades de vivienda. El sitio está ubicado en 413 y 505 West Centerville Road y 510 Candlewood Lane. (Distrito 5)

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

JOHN ANDERSON IWTF, LLC Series 2 Director

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

339 Arborview

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX

City, State / Estado de la Ciudad / Thành bang

75035

Zip Code / Código postal / Mã B u Chính

[signature] 5/14/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form
Case Z 23-05

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EARTHA WANG LMTQ, LLC Series 6 Director

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

528 Arborview Garland TX 75043

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX

City, State / Estado de la Ciudad / Thành bang

75035

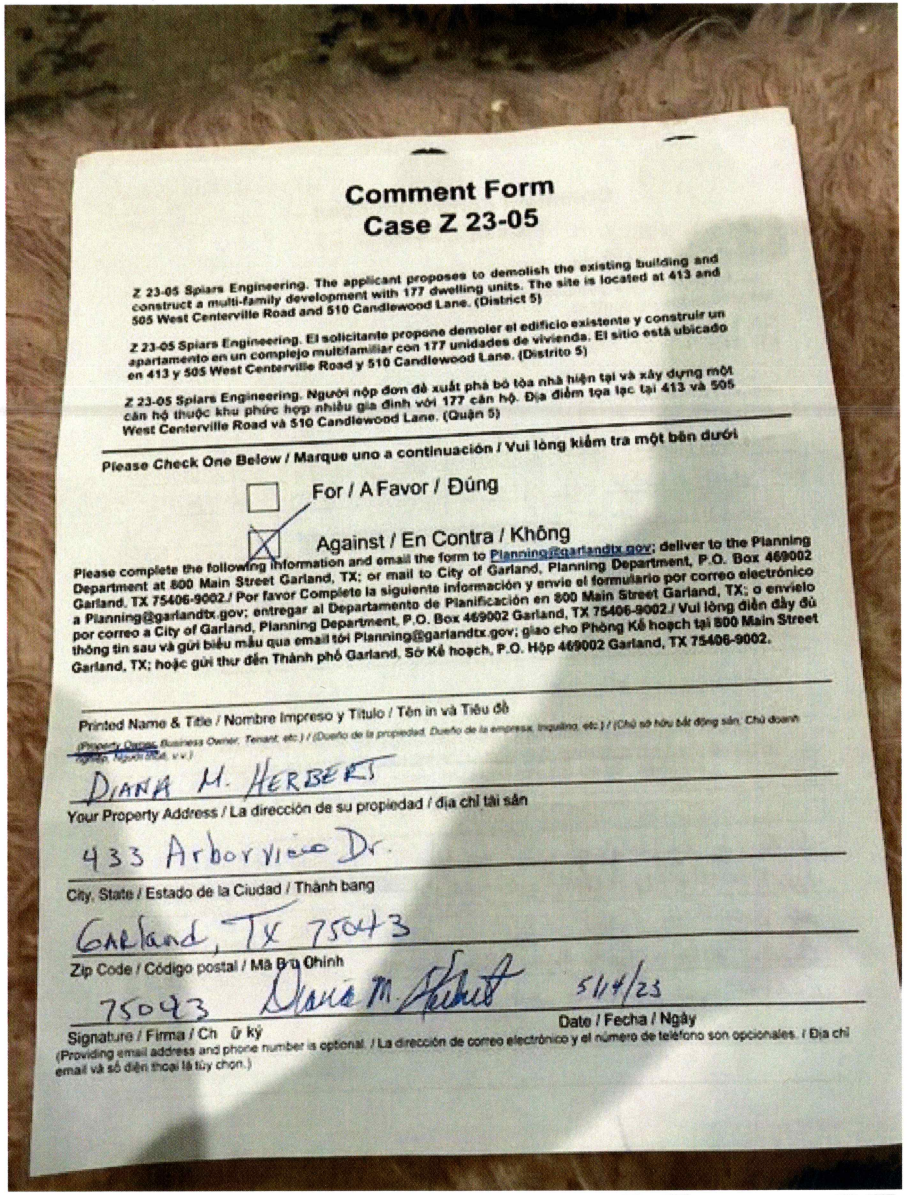
Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

5/14/23

Date / Fecha / Ngày

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Comment Form
Case Z 23-05

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DIANA M. HERBERT

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

433 Arborview Dr.

City, State / Estado de la Ciudad / Thành bang

Garland, TX 75043

Zip Code / Código postal / Mã Bưu Chính

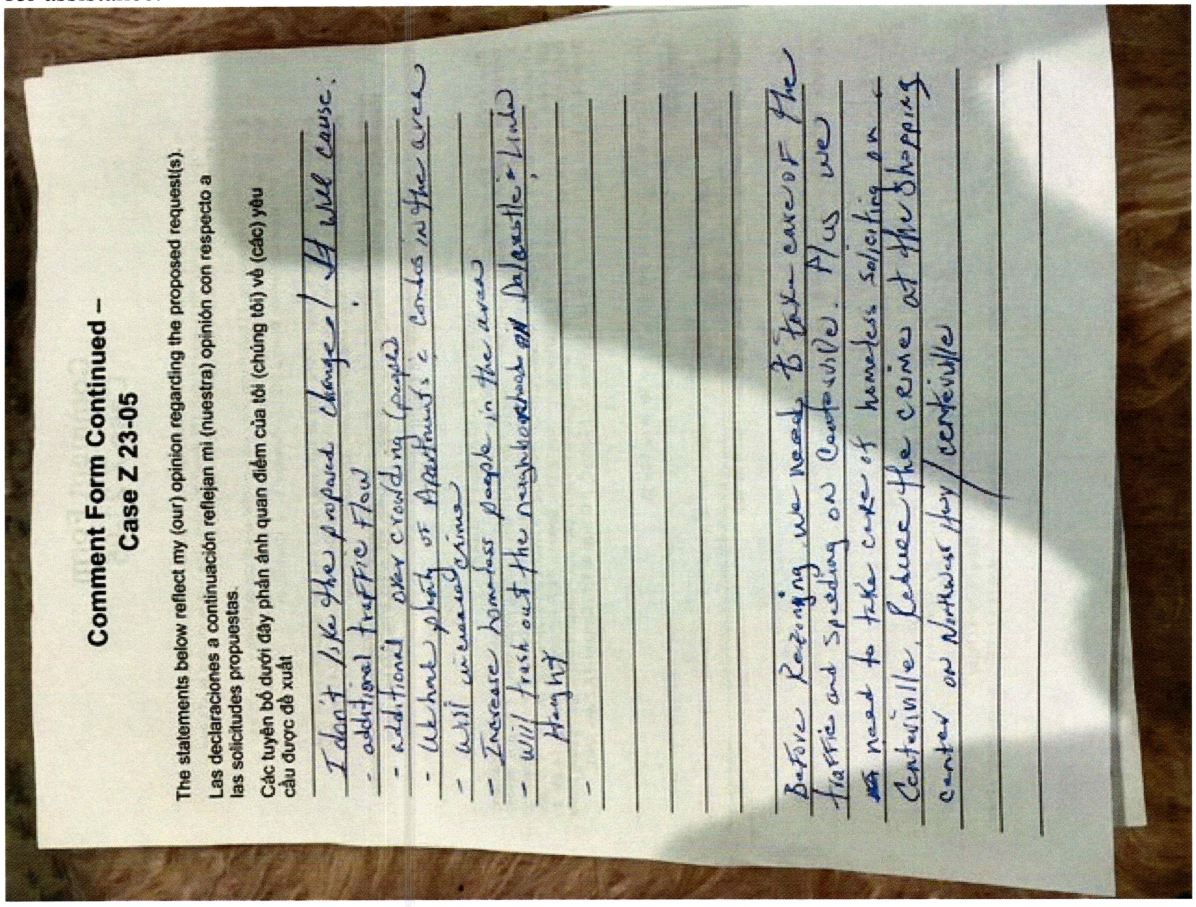
75043 Diana M. Herbert 5/14/23

Signature / Firma / Chữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

From: Diana Herbert
To: Planning Group
Subject: [EXTERNAL] Case Z 23-05
Date: Sunday, May 14, 2023 9:02:08 PM

Sent from my iPhone
CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying the sender. Never enter USERNAME, PASSWORD or SENSITIVE INFORMATION on linked pages from this email. If you are unsure about the message, please contact the Help Desk at x7240 for assistance.



Comment Form Continued –
Case Z 23-05

The statements below reflect my (our) opinion regarding the proposed request(s).
Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.
Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

I don't like the proposed change / It will cause:
- additional traffic flow
- additional other crowding (people)
- (the hate) likely of Apartments & Condos in the area
- (the) increased crime
- Increase homeless people in the area
- will trash out the neighborhood and Palmetto Lands
Heights
-

Before Rezoning we need to take care of the traffic and Speeding on Canterville. Plus we need to take care of homeless soliciting on Centerville, Reduce the crimes at the Shopping center on Northwest Hwy / centerville

Comment Form
Case Z 23-05

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MARGARET ANDERSON PROPERTY OWNER LESLIE T ANDERSON

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

526 Candlewood LN

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND TX

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Margaret Anderson Leslie Anderson 5/15/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

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Julia (Jinglan) Zhang for UC Bridge Ltd. Co. / Manager

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

435 Arborview Dr.

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX 75043

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

5/15/2023

Date / Fecha / Ngày

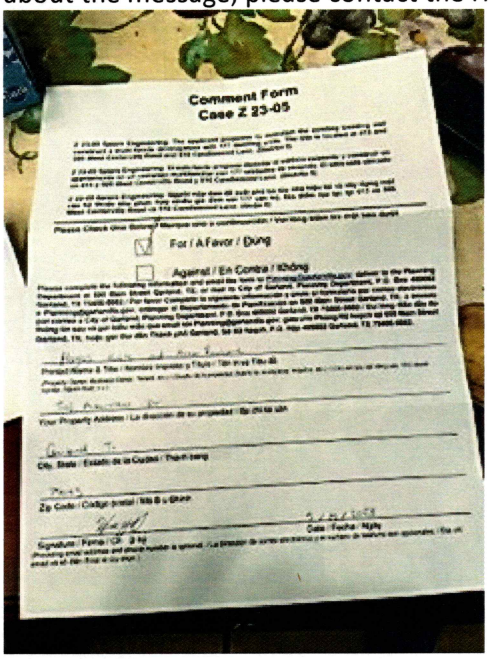
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Morales, Elisa

From: Abel Hagos <hagosabel.ah@gmail.com>
Sent: Sunday, May 14, 2023 3:09 PM
To: Planning Group
Subject: [EXTERNAL] Case Z 23-05

Outside the Notification Area

Attached is our ballot for this case
CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying the sender. Never enter USERNAME, PASSWORD or SENSITIVE INFORMATION on linked pages from this email. If you are unsure about the message, please contact the Help Desk at x7240 for assistance.


Comment Form
Case Z 23-05

For / A Favor / Đúng

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Tcharykow Investments, Property Owner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

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510 Arborview Drive

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, Texas

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

C. Read 972-974-1677 5/15/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

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Comment Form Continued – Case Z 23-05

The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

We are against the above proposed matter (Case Z 23-05) regarding the 177 unit multi-family development. This development would adversely affect the neighborhood by increasing traffic congestion in already congested areas, increasing local crime rates, additional noise concerns for residents, and diminishing property values for homeowners. This development would negatively impact the overall quality and character of the neighborhood.

We and our neighbors greatly appreciate the Garland Plan Commission's consideration in this important zoning matter affecting our community.

Comment Form
Case Z 23-05

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Tcharykow Investments, Property Owner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

517 Arborview Drive

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, Texas

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

[signature] 972-974-1677 5/15/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form Continued – Case Z 23-05

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

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Comment Form
Case Z 23-05

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

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Z 23-05 Spiars Engineering. Người nộp đơn đề xuất phá bỏ tòa nhà hiện tại và xây dựng một căn hộ thuộc khu phức hợp nhiều gia đình với 177 căn hộ. Địa điểm tọa lạc tại 413 và 505 West Centerville Road và 510 Candlewood Lane. (Quận 5)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

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524 Arborview Drive

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Garland, Texas

City, State / Estado de la Ciudad / Thành bang

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Zip Code / Código postal / Mã B u Chính

[signature] 972-974-1077 5/15/2023

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Case Z 23-05

Outside the Notification Area

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343 Valley Park Drive

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, Texas

City, State / Estado de la Ciudad / Thành bang

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372 Valley Park Drive

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, Texas

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

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407 Valley Park Drive

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, Texas

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

[signature] 972-974-1677 5/15/2023

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Morales, Elisa

From: Ahmed, Nabiha
Sent: Tuesday, May 16, 2023 4:31 PM
To: Morales, Elisa
Subject: FW: [EXTERNAL] Zoning Case No. Z 23-05

FYI, please add to the Z 23-05 file. Thanks.

From: Ron Aeschbacher <raeschbacher@tx.rr.com>
Sent: Tuesday, May 16, 2023 10:06 AM
To: Ahmed, Nabiha <NAhmed@garlandtx.gov>
Subject: [EXTERNAL] Zoning Case No. Z 23-05

Outside the Notification Area

We would encourage you to please vote "NO" for this proposed project. There are NO 4-story buildings along Centerville Road. What an eyesore this will be if this project is allowed to happen. This project will increase traffic on Centerville Road (which already has a lot of traffic). It will decrease the property values for the homes in this area. Would you want this project in your neighborhood? We are not Dallas. We are Garland. This project does not fit in this area. If you have any questions, please feel free to contact us at the number below. We are counting on you all to do the right thing for the residents of the City of Garland.

P.S. The townhomes across Centerville Road from this proposed site are an eyesore. Many of the roof structures look like they are ready to collapse. Is there anything that can be done to correct these issues?

Ron and Teri Aeschbacher
4001 Keele Drive
Garland, TX 75041
214-693-6747

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Comment Form
Case Z 23-05

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Perla Cecilia Martinez

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

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524 Mayfield Ave

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland Tx 75041

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã Bưu Chính

Perla C Martinez 5/15/2023

Signature / Firma / Chữ ký — Date / Fecha / Ngày

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To whom it may concern,

I'm against the multy-family development. Im a single mother with two boys ages 11 and 13. I moved to this area in 2021 because one of the main thing I like is the quiet neighborhood it makes me and my boy feel Save. I feel confortable if my kids walk to my sister that live 1 block from my house, and with them playing in front of the house. We are very familiar with the neighbors.

By opening a multy-family close to my house this give me a lot of insecurity, because this mean a lot traffic of people and vehicles which make the neighborhood not safe, In a multy-family is a lot of people coming in and out of leases and most of the multy-family don't do background check for there tenants.

Thank you for taking the time to read my opinion.

Sent from Yahoo Mail on Android

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Rolando Carranza

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4210 Keele dr.

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Garland TX

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To whom it may concern,
I'm against the construction of a multi-family, because my house will be literally next to them my house back yard will be next ~~the~~ to the multi-family, this is very concerning to me because this make my back yard with no privacy at all I will not feel safe with my kids enjoying the pool in their back yard with having people from the 2nd or 3rd floor of the multi-family looking at them. This is a very quiet neighborhood one of the reasons I decided to buy my house here, if this construction of appartments happen this means lot of traffic in the neighborhood with a lot of people coming in and out of houses. this makes me really cornsent ~~of~~ this nice neighborhood will be affected, and my house will be affected as well in all areas Safty, privacy, and value.

Thank you.

[redacted]

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☑ Against / En Contra / Không

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Tommy E. Spain

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

537 Arborview DR., Garland, TX 75043

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

X Tommy E. Spain 5-13-23

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

MAY 18 '23 PM 3:15

Comment Form
Case Z 23-05

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Thomas Brice Pearce

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

4110 Keele Dr

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã Bưu Chính

Signature / Firma / Chữ ký

5/17/23

Date / Fecha / Ngày

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Comment Form Continued – Case Z 23-05

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

The proposed complex will create massive issues for traffic flow & parking, even after the construction phase is completed.

There is already a large amount of multi-unit housing across the road on W Centerville Ave, and more further down Candlewood.

While this is certainly a benefit to the developer, it does not appear to benefit the City of Garland, as it will lead to higher rates of car accidents on W Centerville, at the Keele and Mayfield intersections, and could potentially result in additional traffic lights being needed.

Comment Form
Case Z 23-05

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OLIVIA D. JOHNSON OWNER

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

539 ARBORVIEW

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND TX 75043

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

OJohnson

Signature / Firma / Ch ữ ký

5/15/23

Date / Fecha / Ngày

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MAY 22 '23 AM11:39

Comment Form
Case Z 23-05

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Robert P. Goodrich

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

4134 KAZAK

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TEXAS

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Robert P. Goodrich — 15 MAY 2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

MAY 22 '23 AM11:39

Comment Form Continued – Case Z 23-05

The statements below reflect my (our) opinion regarding the proposed request(s).

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

From Robert and Carolyn Goodrich
we and our family have been living here in Garland for 48 years. we have noted that South Garland has been loaded with Multi-Family Units. It is our view that the City of Garland should note that South Garland is overloaded with Multi-Family Units.
we would propose that the city of Garland would rather than load more family units. that it begin rather preserving ~~equal~~ single family units. neighborhood can be improved for people to enjoy. we suggest that the property be condemned and configured into a park area for all to enjoy. Garland has a great tax base and it can become a wonderful city for people to enjoy. Rather than continuing to overload itself with multi-family units.
Best regards Robert & Carolyn Goodrich
Cell phone 214-502-3335 home ph 972-278-3335

Comment Form
Case Z 23-05

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Adrian Ochoa

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

509 Mayfield Ave.

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

Date / Fecha / Ngày

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MAY 22 '23 AM11:39

Comment Form Continued – Case Z 23-05

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

The proposed Zoning change IS NOT ideal for the multi-family (177 dwelling units) to be built. We are against this proposition. This would affect the privacy of the backyards of the homes (#'s 4117, 526, 522, 518, 514, 517, 4210, 4134, including the dental practice, daycare, and 506). The amount of vehicles passing by would increase. There would need to be more patrol by law enforcement due to the increase of people this dwelling would bring. If my backyard were behind this dwelling i would definitely be upset with my privacy being invaded, especially having kids. As mentioned above, we DO NOT AGREE and are AGAINST this proposition.

Comment Form
Case Z 23-05

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PATSY A ZIMMERMAN / OWNER

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

513 MAYFIELD AVE

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND / TX

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Patsy Zimmerman 5/22/23

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / email và số điện thoại là tùy chọn.)

MAY 22 '23 PM12:55

Comment Form Continued –
Case Z 23-05

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aciones a continuación reflejan mi (nuestra) opinión con respecto a
des propuestas.

bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu
đề xuất

I've lived in this neighborhood since 1990. The homes consist of single family units only. This project would add multi-family development high rise in the middle of our neighborhood. It would bring crime, drugs and unwanted traffic congestion which is already a problem on Centerville. Many homes that backup to the construction site would no longer have privacy in their own backyards since 100's of windows would face them. This would lower our property value and no one would want to buy a home in our area.

I'm praying the City of Garland plan commission will make the right choice for our community. We would not oppose another single family homes to be built on this site. I've seen it built on many plots of small acreage.

Thank you,
Pat Zimmerman

Comment Form
Case Z 23-05

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Abelina Fitzpatrick

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

510 Mayfield Ave

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX 75041

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Abelina J. Fitzpatrick

Signature / Firma / Ch ữ ký

5/18/2023

Date / Fecha / Ngày

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Comment Form Continued –
Case Z 23-05

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Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

the traffic onto Centerville is already very difficult to navigate out of the neighborhood. Additional traffic from the 3 proposed projects will significantly increase traffic which raises safety concerns.

Sidewalks are not available all the way between the additional units. Increased foot traffic raises safety concerns for both pedestrians and motorists.

Morales, Elisa

From: Ahmed, Nabiha
Sent: Monday, May 22, 2023 3:07 PM
To: Morales, Elisa
Subject: FW: [EXTERNAL] Rezoning Request - Z 23-05

FYI

Outside the Notification Area

From: Syed Rehman <syedrehman@netscape.net>
Sent: Monday, May 22, 2023 2:59 PM
To: Ahmed, Nabiha <NAhmed@garlandtx.gov>; Council5 <council5@garlandtx.gov>; Mayor <mayor@garlandtx.gov>
Subject: [EXTERNAL] Rezoning Request - Z 23-05

Hello Nabiha-

I am writing today to voice my a strong objection to this rezoning change. The variances that the developer has already asked for will destroy lines of sight and drastically reduce safety and property values in our neighborhood.

The details that the developer has provided are scant and keep changing in their favor. My property (at 4117 Niagara Street) already has runoff water from three adjacent lots coming into ours. By putting up all this concrete next to my property, all of the rain water from this development will run into my lot.

1. Has there been a soil erosion study performed to ascertain the impact of this development?
2. Has a rain water flow study been performed to verify that this property will not dump all their water into our neighborhood?
3. Has a traffic pattern study been performed so the impact of this (and the other 200+ unit additions off Centerville) is known?

If my home is affected by poor oversight on the city's part, I will ask the city, your department, and the mayor to directly pay for any water remediation to my home.

Please do not approve this rezoning request.

Syed Rehman
4117 Niagara Street
214-403-4646

Morales, Elisa

From: Guerin, Will
Sent: Monday, May 22, 2023 4:20 PM
To: Morales, Elisa
Subject: FW: [EXTERNAL] 505 W. Centerville June 20th Council Meeting

From: Goodwin, Robert <RGoodwin@garlandtx.gov>
Sent: Monday, May 22, 2023 3:18 PM
To: Guerin, Will <WGuerin@garlandtx.gov>
Cc: Potter, Carma <CPotter@garlandtx.gov>; Bookman, MaKayla <MBookman@garlandtx.gov>
Subject: FW: [EXTERNAL] 505 W. Centerville June 20th Council Meeting

Will,
Constituent email to Mayor LeMay.
They are likely on Planning's opposition list, but forwarding for good measure.
Thanks,
Bob

From: Mayor <mayor@garlandtx.gov>
Sent: Monday, May 22, 2023 11:25 AM
To: LeMay, Mayor Scott <SLemay@garlandtx.gov>
Cc: Rex, Judson <JRex@garlandtx.gov>; Goodwin, Robert <RGoodwin@garlandtx.gov>
Subject: FW: [EXTERNAL] 505 W. Centerville June 20th Council Meeting

FYI.

From: Gayle Owens <gayle.owens@icloud.com>
Sent: Friday, May 19, 2023 7:27 PM
To: Mayor <mayor@garlandtx.gov>
Subject: [EXTERNAL] 505 W. Centerville June 20th Council Meeting

Outside the Notification Area

Mayor LeMay,
I would like to bring to your attention a proposed development project on West Centerville Road that will be on the June 20th City Council agenda.
The developer wants to build **two** four-story urban-style apartment buildings on 4.3 acres of land consisting of 177 units/290 parking spaces. This proposed MF is located adjacent to a PD 82-12 single-family zoning district. If approved as currently proposed, it would impose on the privacy of those living in the single-family district and more. (File No. Z 23-05/District 5)
The developer's proposal to the Planning Commission has requested six variances from established Garland Development Code for MF housing – 1) increased units per acre, 2) increased height of the buildings, 3) increased number of efficiency units, 4) exempt dumpster placement within the building setback requirement, 5) decreased gross platted area for landscaping, and 6) amended screening with a 6-foot masonry wall to not include large canopy trees every 25 feet for privacy.
In addition, a Traffic Impact Analysis was not conducted. Centerville Road from LBJ to Firewheel Parkway is a major artery in South Garland. With new construction of townhomes at Hwy 66/Centerville, Kingsley/Centerville and the

proposed development at 505 W. Centerville, traffic issues will increase. I strongly urge the city to complete a Traffic Impact Analysis before making any decisions about File No. Z 23-05/District 5.
As a resident in the single-family zone adjacent to the proposed development, I understand it needs to be developed. However, as currently proposed the population density on 4.3 acres is too high. The traffic on Centerville Road needs to be assessed. Asking for six variances from the Garland Development Code for MF housing to make the project fit the acreage is too many.
Thank you for your time, attention and consideration to this matter.

Gayle Owens
4018 Keele Drive
Garland, Texas 75041
214-729-1861
Sent from iCloud

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Comment Form
Case Z 23-05

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

Z 23-05 Spiars Engineering. El solicitante propone demoler el edificio existente y construir un apartamento en un complejo multifamiliar con 177 unidades de vivienda. El sitio está ubicado en 413 y 505 West Centerville Road y 510 Candlewood Lane. (Distrito 5)

Z 23-05 Spiars Engineering. Người nộp đơn đề xuất phá bỏ tòa nhà hiện tại và xây dựng một căn hộ thuộc khu phức hợp nhiều gia đình với 177 căn hộ. Địa điểm tọa lạc tại 413 và 505 West Centerville Road và 510 Candlewood Lane. (Quận 5)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☑ Against / En Contra / Không

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Beatrice T Gallaher, Property Owner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

4101 Keele Dr

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland Texas

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Beatrice T Gallaher — May 13, 2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

MAY 23 '23 AM 11:44

Comment Form Continued –
Case Z 23-05

The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

Not appropriate for apartments to be in middle of houses. Will increase traffic through streets. If multi-level, will invade house ~~privacy~~ privacy.

Morales, Elisa

From: Guerin, Will
Sent: Tuesday, May 23, 2023 12:41 PM
To: Morales, Elisa
Subject: FW: 505 Centerville Case # Z3-05

From: Council1 <council1@garlandtx.gov>
Sent: Tuesday, May 23, 2023 12:39 PM
To: Guerin, Will <WGuerin@garlandtx.gov>
Subject: FW: 505 Centerville Case # Z3-05

Will,

I'm not sure if this was forwarded to you. Please see below.

Carma
Carma Potter, MPA, TRMC
Council Assistant, City Administration
City of Garland
200 N. 5th Street
4th Floor
Garland, TX 75040
cpotter@garlandtx.gov
P: 972-205-2292

GARLAND

From: Kathy Johnson <kmjohnson110@hotmail.com>
Sent: Monday, May 22, 2023 3:15 PM
To: Council5 <council5@garlandtx.gov>; Council6 <Council6@garlandtx.gov>; Council4 <council4@garlandtx.gov>; Council1 <council1@garlandtx.gov>; Council7 <council7@garlandtx.gov>; Council8 <council8@garlandtx.gov>; Council3 <council3@garlandtx.gov>; Council2 <council2@garlandtx.gov>
Subject: [EXTERNAL] 505 Centerville Case # Z3-05

My husband and I are very concerned regarding the proposed rezoning of the closed nursing home on Centerville.

We feel that a multi-family consisting of townhomes or condos would be more advantageous to not only the city but the surrounding neighborhoods and business of Garland. The people would have an invested interest in the property and when someone has an invested interest they seem to be more responsive in keeping up the area over time. If you drive through Las Mariposas and down Ferguson and look at the rental properties what once looked nice is no longer the case.

If there were townhomes or condos they would have a tax base for the city, have a form of HOA with guidelines to follow and possibly be two stories rather than 4. There are no 4 story buildings in this area of town. These apartments will stand out like an eyesore.

With the addition of multiple multi-family projects being proposed along Centerville from 66 to 635 we will have a massive amount of increased traffic. We feel there should be a formal traffic study done by the city to include all proposed sites as being considered as one rather than individually. Centerville acts as a main conduit for people traveling from Firewheel to 635. With that being said, we already sit through several lights to gain access to 635 just from Keele and Centerville.

Both my husband I have lived in Garland since the mid 70's, raised three children and want continue to enjoy our neighborhood.
We know we need to have change. At one time, we did have great business such as Black Eyed Pea, Judge Roy Beans, Michaels, Hancocks, Container Store, Target and Kroger– just to name a few. Unfortunately, for whatever reason, Garland wasn't able to retain them.

Centerville, with all the tire stores, taco stands and dental offices we are beginning to mimic Garland Road.

We greatly appreciate your consideration of our possible proposals and look forward to meeting with you at the upcoming Zoning Meeting tonight and the upcoming Council Meeting next month.

Sincerely,

Kathy and Tom Johnson
514 Candlewood Lane
Garland, Texas 75041
214-621-4711

Sent from Mail for Windows

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Morales, Elisa

From: Guerin, Will
Sent: Tuesday, May 23, 2023 2:10 PM
To: Morales, Elisa
Subject: FW: [EXTERNAL] 505 Centerville Rd. Zoning Case Z 73205

Outside the Notification Area

Another response.

From: Council8 <council8@garlandtx.gov>
Sent: Tuesday, May 23, 2023 12:44 PM
To: Guerin, Will <WGuerin@garlandtx.gov>
Subject: FW: [EXTERNAL] 505 Centerville Rd. Zoning Case Z 73205

Here's another one. You may have received this one as well.

Carma

From: Terri Bradshaw <tlb7362@yahoo.com>
Sent: Monday, May 22, 2023 3:32 PM
To: Council1 <council1@garlandtx.gov>; Council2 <council2@garlandtx.gov>; Council3 <council3@garlandtx.gov>; Council4 <council4@garlandtx.gov>; Council5 <council5@garlandtx.gov>; Council6 <Council6@garlandtx.gov>; Council7 <council7@garlandtx.gov>; Council8 <council8@garlandtx.gov>
Subject: [EXTERNAL] 505 Centerville Rd. Zoning Case Z 73205

Dear Council Member,

I agree that tearing down the old Silver Leafs Nursing Home is overdue because of the crime it attracts; however, a four-story apartment complex is not in the best interest of the homeowners in the neighborhood. It isn't easy to imagine someone choosing to spend $1,500 to $2,500 a month on rent when other choices are in areas more fitting for a luxury apartment complex. I'm concerned that the apartments won't fill and the owner will be forced to sell to someone else. If the time comes that the complex is

Building 2-story townhomes in that space is an option that would benefit the city and the neighborhood. People who invest in purchasing a home might be more inclined to take care of their property. Of course, something needs to be built in that space, but if the city would consider townhomes, it would be nice to know the comparison of the two types of structures.

Thank you for taking the time to read this email.

Regards,

Terri Bradshaw

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Comment Form
Case Z 23-05 Outside the Notification Area

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

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MIRIEA E NATALIA JOLOSEN

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

324 VALLEY PARK DR

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Natalia Jolosen 5/23/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form Continued –
Case Z 23-05

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Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

INCREASE TRAFFIC GREATLY

LOWER HOUSE Value

Comment Form
Case Z 23-05

Outside the Notification Area

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MIRCEA VOLOSEN - OWNER

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

329 ARBORVIEW DR

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TX 75043

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

5/23/2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

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- this will increase the trafic greatly and lower my property value

Comment Form
Case Z 23-05

Outside the Notification Area

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☐ For / A Favor / Đúng

☒ Against / En Contra / Không

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MIRIEA & NATALIA VOLOSEN

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

4311 VALLEY PARK DR

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Natalia Volosen 5/23/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

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Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

WILL INCREASE TRAFFIC GREATLY

LOWER HOUSE VALUE

Comment Form
Case Z 23-05 Outside the Notification Area

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MIRCEA VOLOSEN & NATALIA VOLOSEN

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

510 VALLEY PARK DR

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Natalia Volosen 5/23/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

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- will INCREASE THE TRAFFIC GREATLY
- will lower house value

Comment Form
Case Z 23-05

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☐ For / A Favor / Đúng

☒ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

MIRCEA & NATALIA VOLOSEN

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

519 ARBOR VIEW DR

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Natalia Volosen 5/23/2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form Continued –
Case Z 23-05

The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

INCREASE TRAFFIC GREATLY

LOWER MY HOUSE VALUE

Comment Form
Case Z 23-05

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

Z 23-05 Spiars Engineering. El solicitante propone demoler el edificio existente y construir un apartamento en un complejo multifamiliar con 177 unidades de vivienda. El sitio está ubicado en 413 y 505 West Centerville Road y 510 Candlewood Lane. (Distrito 5)

Z 23-05 Spiars Engineering. Người nộp đơn đề xuất phá bỏ tòa nhà hiện tại và xây dựng một căn hộ thuộc khu phức hợp nhiều gia đình với 177 căn hộ. Địa điểm tọa lạc tại 413 và 505 West Centerville Road và 510 Candlewood Lane. (Quận 5)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

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Azucena Alvarez

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

508 Arborview Dr

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

[signature]

Signature / Firma / Ch ữ ký

05/25/2023

Date / Fecha / Ngày

Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ mail và số điện thoại là tùy chọn.)

Comment Form Continued –
Case Z 23-05

The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

No estoy de acuerdo, ya que se incrementaría más preocupación de vandalismo y creo que mi propiedad se desbalorarìa.

I do not agree since it would increase my concern of vandalism and I think my property would depreciate.

TO: RENE DOWL - CITY SECRETARY

FROM: SAM PIERRE-AUGUSTE

CITY OF GARLAND
RECEIVED
MAY 16 RECD
ERP
1:25P
CITY SECRETARY

Petition Statistics For Zoning Change - Z 23-05:
Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

Date: 5/15/2023

Street	No. of Addresses/Homes	Participants	For	Against	Comments
Shadwell Dr	16	13	0	13	1 Vacant , 1 Group Hm.
Keele Dr	30	27	1	26	2 Vacant homes
Kazak St	34	25	0	25	
KeyStone Dr	36	20	0	20	
Bardfield Ave	28	16	0	16	Church occupy 2 lots.
Cashmere St	20	15	1	14	Church occupy 2 lots.
Candlewood Ln	20	11	0	11	
Niagara St	11	8	0	8	
Sequoia Dr	14	7	0	7	
Mayfield Ave.	11	3	0	3	
Totals	220	145	2	143	
Percent		65.91%	1.38%	98.62%	
Note: Former Mayor of Galand (Bob Day) lives in our neighborhood, his household is against this project.					

Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

Address	Name	For	Against	Email Address
3801 Keele DR	David Barnett		✓	dbarnflash@y
3802 Keele DR	Marita + B.E. Gross		✓	begrossJr.com
3809 Keele DR	Ruben Capuchino		✓	Ruben capuchino@ic
3810 Keele DR	Nancy Mortlydoss		✓	armerktedove@yaho
3901 Keele DR	R. de la Rosa		✓	469-358-3760
3902 Keele DR	James W. Davis		✓	214-695-6117
3909 Keele DR	[illegible] Garcia		✓	dan74gar@hotmail.c
3910 Keele DR	Vera Hudson		✓	JLg_roofing@yahoo.com
3917 Keele DR	Bonnie Johnston		✓	bonniesjohnston@gmail.com
3918 Keele DR	Donna McNeely David McNeely		✓	davidamcneely@yahoo.com
4001 Keele DR	Patricia Harris		✓	4002 Keele, Garland tharris98@hotmail.c
4002 Keele DR	Jeanne L Krause		✓	
4009 Keele DR	[illegible]		✓	214-779-9723
4010 Keele DR	George Brockmann		✓	georgebrockmann@sbcglobal.net
4017 Keele DR	Frances Fuqua		✓	214-693-6747
4018 Keele DR	Gayle Owens		✓	gayle.owens@icloud.com
4101 Keele DR	VACANT			
4102 Keele DR	Rosalia R Boomer		✓	2148039319
4109 Keele DR	VACANT			
4110 Keele DR	Brice Pearce	✓		9854031977
4117 Keele DR	Mariela ~~Huber~~		✓	214-609-9495
4118 Keele DR	Claudia Rosa Sixto Navas		✓	469 855 0421
4125 Keele DR	Kay + Angus David		✓	972-278-4240
4126 Keele DR	DENNIS + GLORIA CORCORAN		✓	214 850-3153
4133 Keele DR	Corinne Hudson McEwen		✓	972-271-4344
4134 Keele DR	Nancy Karen Shaw		✓	972-218-4867 972-906-1422
4141 Keele DR	Alex Castillo		✓	469) 363-9925

Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

4209 Keele DR	Name	For	Against	Email Address
4210 Keele DR				
4217 Keele DR				
4226 Keele DR				
4018 Keele Dr.	Edie Owens		✓	EDowens925@aol.com
4001 Keele	Ron Aeschbacher		✓	214-693-0576
4226 Keele Dr	Aurelia de la Mora		✓	bigmex@yahoo.com

Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

Address	Name	For	Against	Email Address or Phone
3801 Kazak St.	Adam Corona		✓	adamco-[illegible] 214-549-1934
3802 Kazak St.	Charlea Byrne		✓	9722783491
3809 Kazak St.	[illegible] (Peter Holm)		✓	pgiholm@yahoo.com
3810 Kazak St.	[illegible]		✓	
3901 Kazak St.				2148027936
3902 Kazak St.	[illegible]		✓	JARTRAW@AOL.COM
3909 Kazak St.				
3910 Kazak St.				
3917 Kazak St.	[illegible]		✓	lilAClay@Aol.com
3918 Kazak St.	Carlos A Dueca		✓	2149248795
4001 Kaazak St.	SUSAN E. BRENNEMAN		✓	214-683-5112
4002 Kazak St.	Martha Hinsley (Harold)		✓	469.744.6444
4009 Kazak St.				
4010 Kazak St.	Leticia Sustaita		✓	RSUSTAITA@DallasNet.com
4017 Kazak St.	VACANT			
4018 Kazak St.				
4101 Kazak St.	JAY BAILEY		✓	972.900.0447
4102 Kazak St.				
4109 Kazak St.	Belinda Cross		✓	972-989-0945
4110 Kazak St.	JUSHAR & BINA PATEL		✓	469-556-3413
4117 Kazak St.				
4118 Kazak St.				
4125 Kazak St.	VICTOR RAMOS		✓	214 916 0972
4126 Kazak St.				
4133 Kazak St.	Arel. Quevedo		✓	2149949672
4134 Kazak St.	Robert F Hoodrich		✓	972-278-3335
4201 Kazak St.	Dottie Baty		✓	214 288 8431

Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

		FOR	AGAINST	
4202 Kazak St.	Sandra Capizzi		✓	Capizzi@tx.rr.com
4209 Kazak St.	Jeff Pittel		✓	972 972 975 27
4210 Kazak St.	David & Diana Schuler		✓	972-271-3591
4217 Kazak St.	Lacy Kitten Lacy Kitten		✓	972-571-7001
4218 Kazak St.	Teresa Escobedo		✓	941-730-8001
4225 Kazak St.	Belinda Bellomy		✓	214-597-5957
4226 Kazak St.	Jason Pali		✓	214-862-5340

ADDRESS	NAME	FOR	AGAINST	PHONE / EMAIL
3713 KATZAK ST	PAT Roffino		✓	PTRO NETMAIL.NET
3713 KATZAK ST	Claire Pyles		✓	972 754 3932

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address/Phone
617 Shadwell DR	John O Burns		✓	job1947@hotmail.co
709 Shadwell DR	Grove Home			
517 Shadwell DR	Anna Nichols		✓	annanichols@ebby.com
601 Shadwell DR	Joshua O'Connell		✓	JoshOconnell9@yah
526 Shadwell DR	Jeff Nibbelink		✓	Veronicaf1973@yaho
518 Shadwell DR	Sam Pierre-Auguste		✓	214-876-7087
818 Shadwell DR	VACANT			
810 Shadwell DR				
802 Shadwell DR	Andrea M Robbins		X	robbinsamr222@gmail
718 Shadwell DR	Jeremy Wheatley		✓	214-952-6217
710 Shadwell DR	Michael Dorsey		✓	469-734-5350
702 Shadwell DR	Emma J. Holmes		✓	469-585-7267
618 Shadwell DR	Ana Cadenga		✓	214.478.7798
610 Shadwell DR	Veronica Enriquez		✓	enriquez.veronica@gmail.c 4695098053
602 Shadwell DR	Chan Thang		✓	2144860783
~~714~~ Shadwell				
513 W. Centerville Rd	Michael A. Mussog DDS		✓	drmikemussog@gmail.c

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email or Phone
401 Cashmere DR	John Mezger		X	972-742-3083
402 Cashmere DR	Harold Gordon		X	214-288-0375
405 Cashmere DR	Luis V. Rodriguez		X	Viviano.texas@gmail.com
406 Cashmere DR	Jorge Flores		X	214 562 0145
409 Cashmere DR	Randall Brown		X	randyhx116@gmail.com
410 Cashmere DR	Maribel Hernandez	X	X	[illegible]
413 Cashmere DR	[illegible]		X	[illegible]
414 Cashmere DR	CHURCH			
418 Cashmere DR	CHURCH			
422 Cashmere DR	[illegible]		X	801-674-4167
501 Cashmere DR	Mr. & Mrs. Jeff Canada		X	214-405-4147
502 Cashmere DR	D. [illegible]		X	(214)923-3898
505 Cashmere DR	Jennifer [illegible]		X	archer1271@gmail.com
506 Cashmere DR				
513 Cashmere DR	[illegible]		X	214-476-8320
514 Cashmere DR	Amy Nance		X	972-768-3286
520 Cashmere DR				
521 Cashmere DR	Reta Day		X	972-271-0461
523 Cashmere DR	Jonathan Glenn		X	214-600-1711
524 Cashmere DR	Latifah Raoof		X	214-883-2230

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address
3909 Niagara ST	Carol Kimbrough		X	john.kimbrough@verizon
3809 Niagara ST				
4009 Niagara ST	Denise Lopez		X	denise.elopez@yahoo.co
4101 Niagara ST	Calvin Stubblefield		X	
4001 Niagara ST	Carrie Clarke		X	carrieclarke1@yahoo
3901 Niagara ST	Vacant			
3801 Niagara ST	Alden Pitman		X	Alden P.tman
4109 Niagara ST	Brian Turley		P	bdturley3@gmail.c
4017 Niagara ST	Jerry Mora		X	JerryJanie@aol.com
3913 Niagara ST				
4117 Niagara St	SYED REHMAN & MANDA ADAMS		X	syedrehman@netscape.ne

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address
509 Mayfield AVE				
516 Mayfield AVE				
524 Mayfield AVE	Perla Martinez		✓	perlamb27@yahoo.com
517 Mayfield AVE	David Keller		✓	kellerd@gmail.com
513 Mayfield AVE				
505 Mayfield AVE	* CHURCH			
510 Mayfield AVE	Abelina Fitzpatrick		✓	abbyfitzpatrick25@
405 Mayfield AVE				
523 Mayfield AVE				
506 Mayfield AVE				
521 Mayfield AVE				

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address
3702 Sequoia DR				
524 Sequoia DR				
520 Sequoia DR	ERNEST GRAHAM		✓	EGRAHAM39@YAHOO.C
516 Sequoia DR No Sign				
506 Sequoia DR	T Lobb Tamra Lobb		✓	marqueskeithlobb@
502 Sequoia DR	TRAVIS Hicks MARY		✓	TBHMEH@VERIZON.NET
410 Sequoia DR	Arturo Legal		✓	ArturoLegal@g.m
406 Sequoia DR	Ronny & Linda Baker		✓	RL63Jami@Gmail
402 Sequoia DR				
405 Sequoia DR				
505 Sequoia DR				
513 Sequoia DR	Durgha & Brian Sotak		X	durgs@hotmail.com
519 Sequoia DR				
523 Sequoia DR	Robert Delzell		X	endwrench@gmail.com

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address
302 Candlewood LN NO ADDRESS	Margaret Arella		✓	mla3500@yahoo.com
526 Candlewood LN				
522 Candlewood LN	[illegible]		✓	mannytrejo@ymail.com
518 Candlewood LN	Terri Bradshaw		✓	tlb73l2@yahoo.com
514 Candlewood LN	Kathy & Tom Johnson		✓	kmjohnson no@hotma
506 Candlewood LN	Marvin L Preiss		✓	N/A
501 Candlewood LN	Victoria Arenas		✓	victoriaarenas@sbc
505 Candlewood LN	Greta & Timothy Tovar		✓	greta.mitchell1@gma
513 Candlewood LN	Gerardo Valdivia		✓	Nani04217@gmail
517 Candlewood LN	Lester D. Ernest		✓	MONABud@YAhoo.
521 Candlewood LN				
525 Candlewood LN				
305 Candlewood LN				
307 Candlewood LN				
309 Candlewood LN				
407 Candlewood LN				
409 Candlewood LN				
417 Candlewood LN				
419 Candlewood LN				
415 Candlewood LN	Laura Romanowski		✓	lauradhall@Verizon.N
419 Candlewood LN	Brandee Webb		✓	brandee@thefoundrychurc

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address/Phone
209 Bardfield AVE	CHURCH - NEW INTL.			
211 Bardfield AVE				
301 Bardfield AVE	WOULD NOT SIGN			
306 Bardfield AVE	HOWARD SMITH			
309 Bardfield AVE	Mavis Dyllen Sr		✓	469-348-1838
317 Bardfield AVE	Margaret Doring		✓	214-356-2836
401 Bardfield AVE				
409 Bardfield AVE				
501 Bardfield AVE	Salvador J. Villarreal		✓	SalvTexas@GMAIL
502 Bardfield AVE	[illegible]		✓	BILL.BOSSON@AOL
505 Bardfield AVE	Jay Tompkins		✓	plan@ottersan.net
506 Bardfield AVE ~~NO ANSWER~~				
509 Bardfield AVE				
510 Bardfield AVE	Victor Murillo		✓	~~dan~~pookie214@yahoo.c
513 Bardfield AVE				
514 Bardfield AVE	ELOY CANEON		✓	ELOYC843@AOL.c
517 Bardfield AVE	Lucas Miller		✓	lucasgeorge114@gmail.com
518 Bardfield AVE	Rachel Cox		✓	rnovelen@yahoo.com
521 Bardfield AVE	KEN GILBERT		✓	KEN@KEN[illegible]
522 Bardfield AVE	Steve Hemic		✓	[illegible]
603 Bardfield AVE	Kristen Wilemon		✓	Kkperry1@tx.rr.com
605 Bardfield AVE	Kristen Wilemon		✓	Kkperry1@tx.rr.com
609 Bardfield AVE				
613 Bardfield AVE	Martha Davis		✓	milton.dawn6@[illegible]
701 Bardfield AVE	Kelly York		✓	Kelly@yorkhts.com
709 Bardfield AVE	Shon Walk		✓	shon.walk@yah
901 Bardfield AVE				
909 Bardfield AVE				

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address/Phone
3802 Keystone ST	See last page			
3810 Keystone ST				
3902 Keystone ST	See last page			
3910 Keystone ST	See last page			
3918 Keystone ST				
4002 Keystone ST Rental Home				
4010 Keystone ST	See last page			
4018 Keystone ST				
3801 Keystone ST				
3809 Keystone ST				
3901 Keystone ST				
3909 Keystone ST	Robin Moffett		✓	robinmoffett18@gmail.com
3917 Keystone ST				
4001 Keystone ST				
4009 Keystone ST	Tara S. Shinck		✓	shinckala4@gmail.com
4017 Keystone ST Vacant not sign				
4102 Keystone ST	See last page			
4110 Keystone ST	see last page			
4118 Keystone ST				
4126 Keystone ST	see last page			
4134 Keystone ST	See last page 2 signatures husband/wife			
4202 Keystone ST				
4210 Keystone ST	See last page			
4218 Keystone ST	B Maxwell		✓	972-375-[illegible]
4226 Keystone ST			✓	leonardo[illegible]
4101 Keystone ST				
4109 Keystone ST				

"Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx."

Address	Name	For	Against	Email Address/Phone
4117 Keystone ST				
4125 Keystone ST	Carlos Cortez		X	carlosgreen85@gmail.com
4133 Keystone ST				
4201 Keystone ST				
4209 Keystone ST	See next page			
4217 Keystone ST	see next page			
4225 Keystone ST	[illegible]		X	oralia.mendez@ymail.com
4301 Keystone ST	[illegible]		X	[illegible]
4309 Keystone ST				
4317 Keystone ST				

Proposed Plans to build four (4) story apartment building at 505 W. Centerville Rd. Garland, Tx.

Address	Name	For	Against	Email Address or Phone
Gregory St 402	Jhonesia Ruiz		X	
4217 Keystone	Salvador Vieira		X	(2) 586-1655
4210 Keystone	John Michell		X	469.878.4168
4134 Keystone	Zain Soper		X	903-267-4277
4134 Keystone	Jamie Bendure		X	972-370-4989
4102 Keystone			X	
4010 Keystone	Maria Rodriguez		X	2145367217
3910 Keystone			X	21 516 0238
3902 Keystone	Luis Sparkman		X	972-840-1612
3802 Keystone	JOHN TORRES		X	9293265877
4209 Keystone	Sheryll Pu 41		X	214 288.02
4126 Keystone	Roddy Fox		X	214-729-4744
4110 Keystone	Frank Ogbam		X	972-271-2080

Zoning Response Case Comments

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	July 11, 2023	Nabiha Ahmed

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5) THIS CASE WAS POSTPONED TO JULY 11 CITY COUNCIL

Michael Pilla

6/16/2023
8:23:38 PM

Against

532 Valley Park Drive
Garland
Texas
United States
75043

pilla@ieee.org

469-601-2810

Infrastructure already insufficient; let alone with the proposed increase.

Michael Pilla

6/16/2023
8:23:36 PM

Against

532 Valley Park Drive
Garland
Texas
United States
75043

pilla@ieee.org

469-601-2810

Infrastructure already insufficient; let alone with the proposed increase.

Javier and Kristina Padilla

6/1/2023
4:11:48 PM

Against

802 Branch Drive
Garland
Texas
United States
75041

Outside the Notification Area

Christopher Griner

Against

5/26/2023
11:28:29 PM

833 Wildgrove DR
Garland
Texas
United States
75041

Outside the Notification Area

This apartment complex would destroy this neighborhood.

Christopher Griner

Against

5/26/2023
11:28:28 PM

833 Wildgrove DR
Garland
Texas
United States
75041

Outside the Notification Area

This apartment complex would destroy this neighborhood.

Mike Bradshaw

Against

5/22/2023
7:38:28 PM

518 CANDLEWOOD LN
GARLAND
TX
United States
75041

texag75@aol.com
903-539-9738

I'm against building 4-story apartments because over time apartments are neglected. It would be better regarding our property values to build 2 story townhomes.

Jerre Ouart

Against

5/22/2023
7:33:30 PM

518 Candlewood LN
Garland
Texas
United States
75041

viper524@yahoo.com
972-524-1233

I am against building a 4-story apartment complex. It doesn't seem like the appropriate place for luxury apartments and I think it will have a more

negative impact on our property value.

Terri Bradshaw — **Against**

5/22/2023
7:28:18 PM

518 CANDLEWOOD LN
GARLAND
TX
United States
75041

tlb7362@yahoo.com
2148029190

I am against building 4 story apartments. I don't think it is in the best interest of our neighborhood. Two story town homes would be a better choice because people who own their property have a tendency to take better care of it.

Syed M. Rehman — **Against**

5/22/2023
7:25:16 PM

4117 Niagara St
Garland
Texas
United States
75041

syedrehman@netscape.net
2144034646

This is a horrendous idea for all of Garland. Please decline.

Terri Bradshaw — **Against**

5/22/2023
7:23:55 PM

518 CANDLEWOOD LN
GARLAND
TX
United States
75041

tlb7362@yahoo.com
2148029190

I am against building a 4 story apartment complex. Two story town homes would be a better option for the preservation of our neighborhood. Someone who purchases property is more likely to take care of it. Additionally, I can't see why anyone would pay $1500 to $2500 to live between two tire shops? It worries me that the future of the complex will not be positive.

Kathleen Johnson — **Against**

5/22/2023
7:22:38 PM

514 Candlewood Ln
Garland
Texas
United States
75041

kmjohnson110@hotmail.com
2146214711

ondos or townhomes. Two stories. The people would take an interest in their property if they are invested in it. By looking at previous history - Las Mariposas rentals and the apartments on Ferguson. They seem to take a drastic downturn after a few years. The city would have a solid tax base and this would be a win win for everyone concerned. I further believe a traffic study should be performed on Centerville to include all new proposed multi family projects rather than each one by themselves. Currently, Centerville is the main street connection from the Firewheel area to 635. We sit through several lights currently trying to get onto 635 and can only imagine what the future may hold.

Kathleen Johnson
5/22/2023
7:22:38 PM

Against

514 Candlewood Ln
Garland
Texas
United States
75041

kmjohnson110@hotmail.com
2146214711

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Thomas Johnson
5/22/2023
7:20:47 PM

Against

514 Candlewood Ln
Garland
Texas
United States
75041

tjjohnson13@hotmail.com
2149180814

ondos or townhomes. Two stories. The people would take an interest in their property if they are invested in it. By looking at previous history - Las Mariposas rentals and the apartments on Ferguson. They seem to take a drastic downturn after a few years. The city would have a solid tax base and this would be a win win for everyone concerned. I further believe a traffic study should be performed on Centerville to include all new proposed multi family projects rather than each one by themselves. Currently, Centerville is the main street connection from the Firewheel area to 635. We sit through several lights currently trying to get onto 635 and can only imagine what the future may hold.

Jason Gunter

Against

5/18/2023
11:05:27 PM

505 Cashmere Dr.

Garland

Texas

United States

75041

desius@gmail.com

4694043589

Centerville traffic is already burdened and this will have a large negative effect on homeowner privacy for blocks around. This will lower home values in the area while only profiting developers. Garland residents will not benefit from this.

Jay Tompkins

Against

5/18/2023
9:33:28 PM

505 Bardfield Ave

Garland

Texas

United States

75041

Aurelio & Elda Mora

Against

5/18/2023
9:10:50 PM

4226 Keele Drive

Garland

Texas

United States

75041

Zoning Response Case Comments

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

Jason Gunter

5/18/2023
11:05:27 PM

Against

505 Cashmere Dr.

Garland
Texas
United States
75041

desius@gmail.com

4694043589

Outside the Notification Area

Centerville traffic is already burdened and this will have a large negative effect on homeowner privacy for blocks around. This will lower home values in the area while only profiting developers. Garland residents will not benefit from this.

Jay Tompkins

5/18/2023
9:33:28 PM

Against

505 Bardfield Ave

Garland
Texas
United States
75041

Outside the Notification Area

Aurelio & Elda Mora

5/18/2023
9:10:50 PM

Against

4226 Keele Drive

Garland
Texas
United States
75041

Against

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

Jeff & Veronica Muhlenkamp — **Against**

5/18/2023 8:03:02 PM

526 Shadwell Dr
Garland
TX
United States
75041

veronicaf1973@yahoo.com

9722710104

Jeff & Veronica Muhlenkamp — **For**

5/18/2023 8:01:20 PM

526 Shadwell Dr
Garland
TX
United States
75041

veronicaf1973@yahoo.com

9722710104

Against

Sam & Rose Pierre-Auguste — **Against**

5/18/2023 7:09:10 AM

518 Shadwell Dr
Garland
Texas
United States
75041

spierreauguste@qnetis.com

214-876-7087

A 4 story apartment building increase the population density in this housing community where it will not be desireable to live in this community anymore. Also, there will be 3 stories of appartment dwellers that will be looking down into many or our back yards.

David Mcneely — **Against**

5/18/2023 3:09:37 AM

3918 keele
Garland
TX
United States
75041

davidamcneely@yahoo.com

4694224284

Outside the Notification Area

Our yards, fences, and property will nolonger allow us privacy with these apt. towering over our houses. Traffic would cause even more accidents, fights, and road rage at Centerville and Southbound 635. Adding additional lanes is one thing. But having a huge building and eye sore takes away from what makes our neighborhood great and it would be a huge invasion of our privacy. Ask yourself this. If this was going to be built right behind your own homes and everyones could watch you and your families, sons, wives, sons, and daughters, every day and every night, would you be okay with that?

Jerry morris **Against**

5/17/2023
11:27:19 PM

4017 niagara
Garland
Texas
United States
75041

Jerryjanie@aol.com
214 683-9536

Mitchell **Against**

5/17/2023
8:48:44 PM

510 Mayfield Ave
Garland
Texas
United States
75041

mcrafton3@gmail.com
469-939-1284

Against due to increased street traffic, noise pollution and potential rise in crime with a 177 unit apartment complex.

Abby **Against**

5/17/2023
8:40:14 PM

510 Mayfield Ave
Garland
TX
United States
75041

abbyfitzpatrick25@gmail.com
2032740554

Traffic is already terrible on Centerville Road. It is very dangerous to try to turn north onto Centerville off of Mayfield Ave. We need more restaurants and grocery stores not a 177 unit apartment building.

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

Mosiah S Amand
5/17/2023
7:37:22 PM

AGAINST

517 Shadwell Dr
Garland
Texas
United States
75041

mosiahamand@gmail.co,
2142880538

TOO MANY UNITS, TRAFFIC IS ALREADY TOO BAD!

Morris Moss

5/17/2023
7:36:00 PM

AGAINST

517 Shadwell Dr
Garland
TX
United States
75041

7749donna@gmail.com
9728968996

Donna Elaine Nichols
5/17/2023
7:35:08 PM

AGAINST

517 Shadwell Dr
Garland
TX
United States
75041

7749donna@gmail.com
9728968996

Does not fit well in this neighborhood....a Medical office complex would be better!

Bucky

5/16/2023
11:07:51 PM

Against

4217 keele dr
Garland
Texas
United States
75041

Buckyketner@yahoo.com
2149728330

I live a street over from this , and our neighborhood is very nice and neat ,

Zoning Response Case Comments

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

Z 23-05 Spiars Engineering. The applicant proposes to demolish the existing building and construct a multi-family development with 177 dwelling units. The site is located at 413 and 505 West Centerville Road and 510 Candlewood Lane. (District 5)

Bucky — **Against**

5/16/2023
11:07:51 PM

4217 keele dr
Garland
Texas
United States
75041

Buckyketner@yahoo.com
2149728330

I live a street over from this , and our neighborhood is very nice and neat , this will allow people to walk through and wonder our neighborhood, and this will depreciate the houses in the area .Low income is also an issue , we have enough Apts in the area already .

Bucky — **Against**

5/16/2023
11:06:43 PM

4217 keele dr
Garland
Texas
United States
75041

Buckyketner@yahoo.com
2149728330

I live a street over from this , and our neighborhood is very nice and neat , this will allow people to walk through and wonder our neighborhood, and this will depreciate the houses in the area .Low income is also an issue , we have enough Apts in the area already .

Oralia Mendez — **Against**

5/16/2023
10:11:22 PM

4225 Keystone St.
Garland
TX
United States
75041

oralia.mendez@ymail.com
2149570491

Outside the Notification Area

This will significantly increase traffic on Centerville, will increase crime in our neighborhood and will decrease our home value.

Andrea Moseley **Against**

5/16/2023
6:36:52 PM

4217 Keele Drive
Garland
Texas
United States
75041

andreamoseley@verizon.net
2142286315

This will be a major traffic disruption for my neighborhood and will only add to the traffic problems that already exist on Centerville. We do not need any more apartments in this area!

Teri L Aeschbacher **Against**

5/16/2023
2:41:31 PM

4001 Keele Dr
Garland
TX
United States
75041

raeschbacher@tx.rr.com
2146936747

Outside the Notification Area

There are NO 4-story buildings along Centerville Road. What an eyesore this will be. It will increase traffic (which is already very heavy on Centerville Road). This will lower property values of the homes in this area. This is NOT a good project for this property. PLEASE VOTE "NO."

Ron Aeschbacher **Against**

5/16/2023
2:38:41 PM

4001 Keele Drive
Garland
TX
United States
75041

raeschbacher@tx.rr.com
214-693-0576

Outside the Notification Area

Totally against this project. Will lower property values surrounding this proposed site. Will increase traffic. There are NO 4-story buildings along Centerville Road. Will be an eyesore.

Rolando **Ford**

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

5/15/2023
11:08:51 PM

4210 keele dr
Garland
Texas
United States
75041

rolandocarranza456@yahoo.com
2145249219

We don't want this project on the back of my house

Rolando **Ford**

5/15/2023
11:08:41 PM

4210 keele dr
Garland
Texas
United States
75041

rolandocarranza456@yahoo.com
2145249219

We don't want this project on the back of my house

Rolando **Ford**

5/15/2023
11:08:41 PM

4210 keele dr
Garland
Texas
United States
75041

rolandocarranza456@yahoo.com
2145249219

We don't want this project on the back of my house

Curtis **Against**

5/15/2023
3:00:17 AM

Green
Garland
Texas
United States
75043

curtisgreen30tx.rr.com
4699640572

Outside the Notification Area

This development would only increase the traffic problems on Centerville Rd, and related problems if these are to be for low income persons.

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 23-05	May 22, 2023	June 20, 2023	Nabiha Ahmed

randall brown **Against**

5/15/2023
1:44:54 AM

409 Cashmere Dr
Garland
TX
United States
75041

randytx11@gmail.com
9722716377

Outside the Notification Area

The large amount of traffic that this large of a development would generate can not be supported with the current roads and will adversely affect the neighborhood.

---

randall brown **Against**

5/15/2023
1:44:53 AM

409 Cashmere Dr
Garland
TX
United States
75041

randytx11@gmail.com
9722716377

Outside the Notification Area

The large amount of traffic that this large of a development would generate can not be supported with the current roads and will adversely affect the neighborhood.

Jody Pearce **Against**

5/13/2023
4:11:55 PM

4110 Keele Dr
Garland
Texas
United States
75041

dupreyj88@gmail.com
6074258714

This will lower property values and create parking issues in our neighborhood as there is already limited street parking in the neighborhood.

Brice Pearce **Against**

5/13/2023
2:25:18 PM

4110 Keele Dr
Garland
Texas
United States

tbricepearce@gmail.com
5854031577

75041

This would cause major issues with parking and traffic flow.

Gayle **Against**

5/12/2023
4:39:59 PM

Owens
Garland
Texas
United States
75041

gayle.owens@icloud.com
2147291861

Outside the Notification Area

177 units on approximately 4 acres creates a population density problem. There are already more than 115 townhomes across the street. South Garland needs an upscale development - not a 4-story apartment building adding to the numerous tire/auto stores and discount dollar stores along West Centerville Road.

Gayle **Against**

5/12/2023
4:39:59 PM

Owens
Garland
Texas
United States
75041

gayle.owens@icloud.com
2147291861

Outside the Notification Area

177 units on approximately 4 acres creates a population density problem. There are already more than 115 townhomes across the street. South Garland needs an upscale development - not a 4-story apartment building adding to the numerous tire/auto stores and discount dollar stores along West Centerville Road.

GARLAND
TEXAS MADE HERE

The applicant proposes to demolish the existing building and construct 176 Senior Independent Living dwelling units.

City Council Meeting

July 11, 2023

Z 23-05

GARLAND
TEXAS MADE HERE

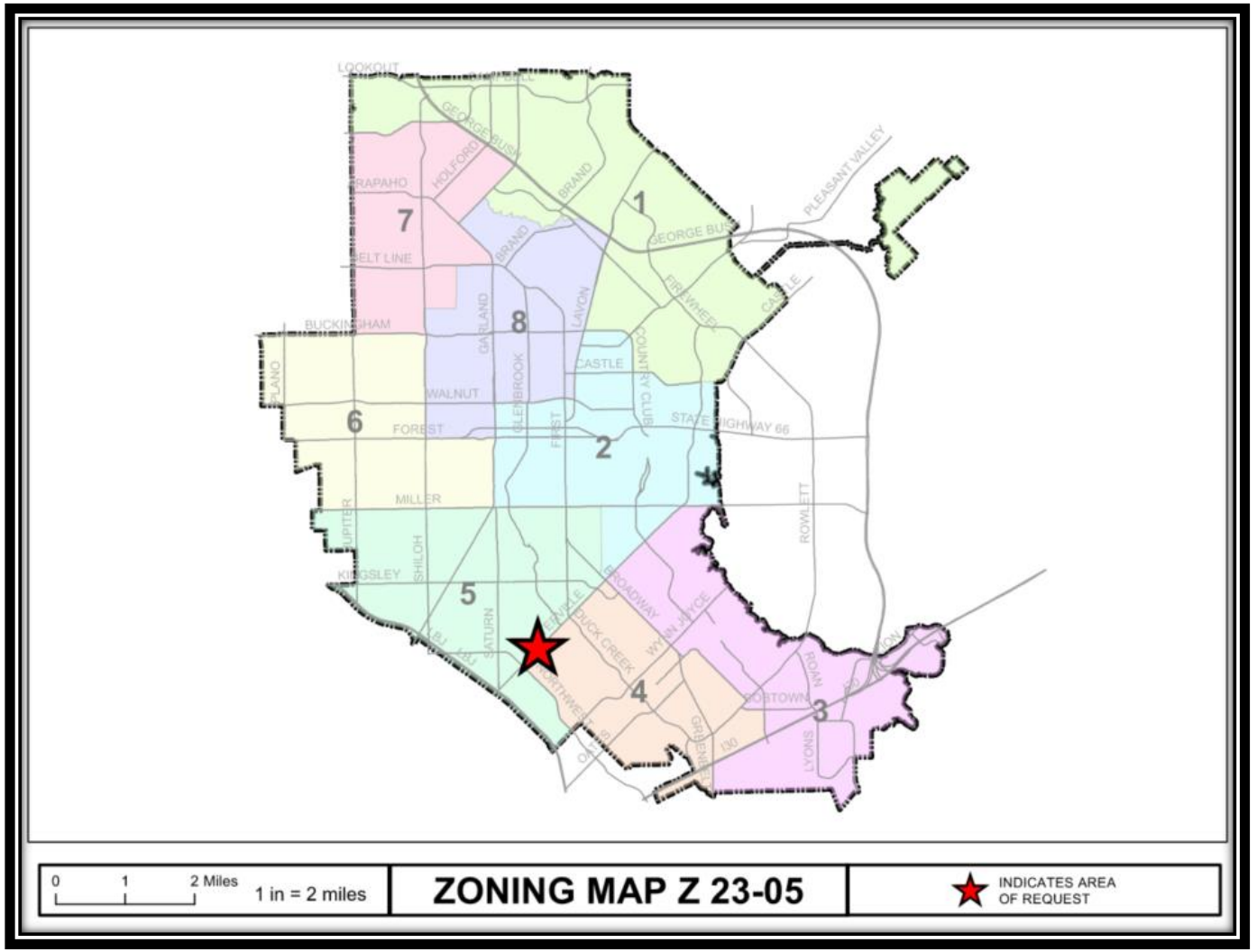
CASE INFORMATION

Location:	413 and 505 West Centerville Road and 510 Candlewood Lane
Applicant:	Spiars Engineering
Owner:	TR Scott Capital
Acreage:	4.361 acres
Zoning:	Community Office (CO) District and Neighborhood Office (NO) District

Z 23-05

GARLAND
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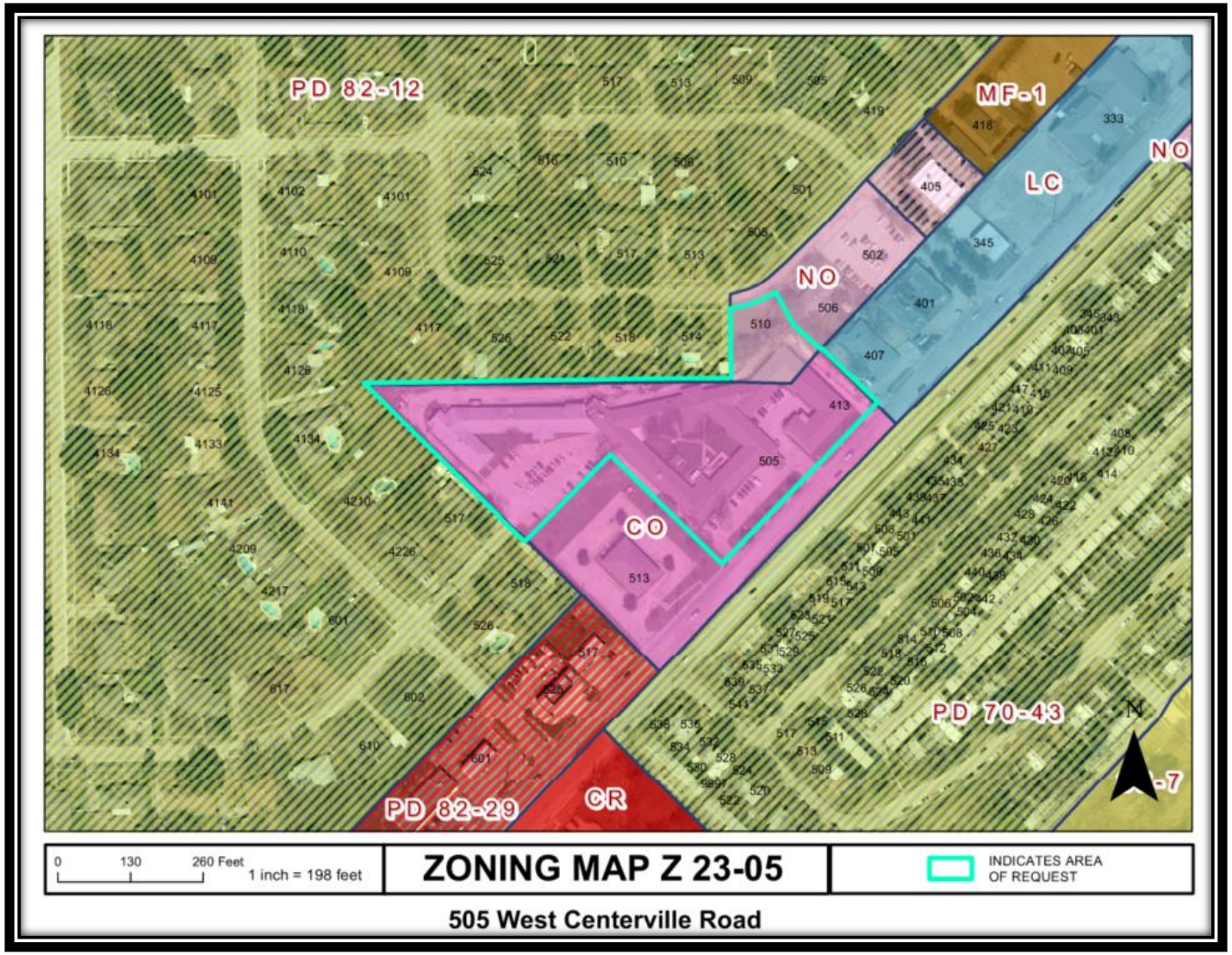
CITYWIDE LOCATION MAP



Z 23-05

GARLAND
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LOCATION MAP

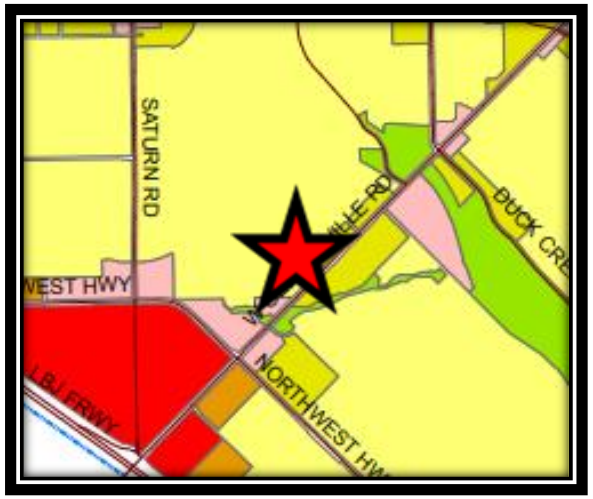


Z 23-05

GARLAND
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COMPREHENSIVE PLAN

Compact Neighborhoods



Z 22-05

GARLAND
TEXAS MADE HERE

COMPREHENSIVE PLAN

The Envision Garland Plan designates the subject property as Compact Neighborhoods, Compact neighborhoods provide areas for moderate increases in residential density, including single-family attached and single-family detached housing. It expands housing options through infill and redevelopment, while continuing walkable development patterns.

This proposal is a redevelopment and provides additional senior housing to the area.

GARLAND
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PHOTOS



View of the subject property



Looking south of the subject property



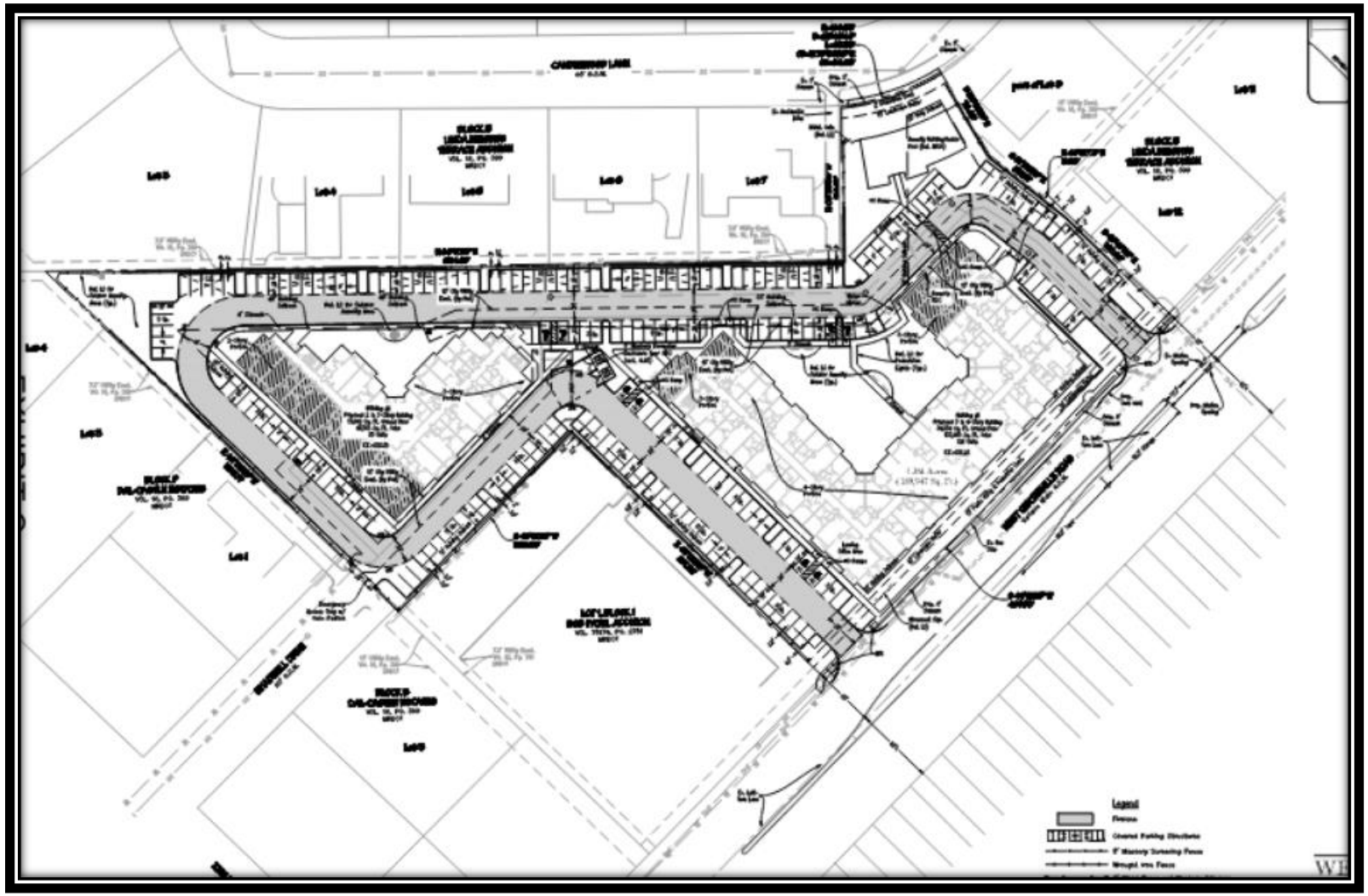
Looking west of the subject property



Looking north of the subject property

GARLAND
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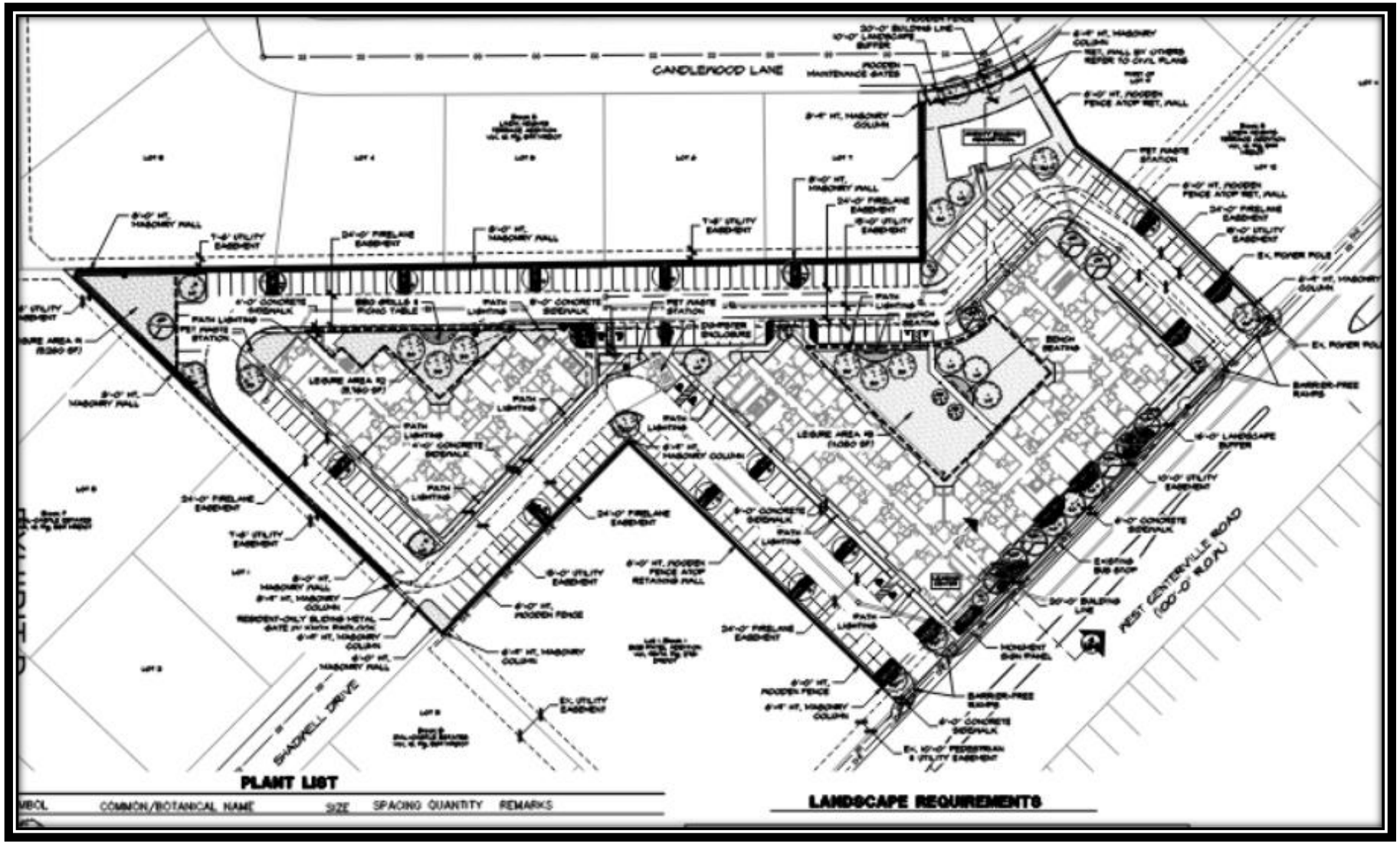
SITE PLAN



Z 23-05

GARLAND
TEXAS MADE HERE

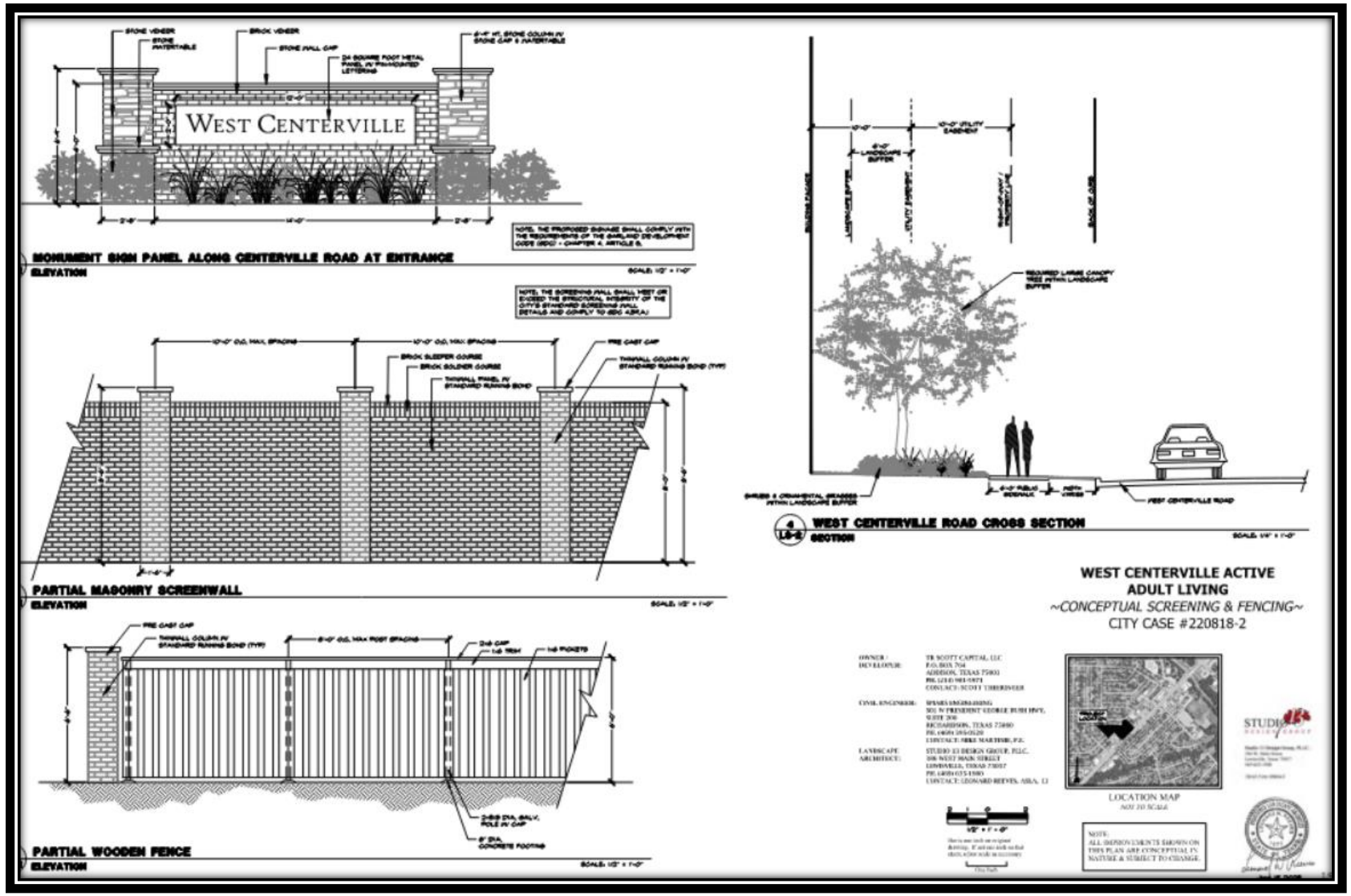
LANDSCAPE PLAN



Z 23-05

GARLAND
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LANDSCAPE PLAN



Z 23-05

GARLAND
TEXAS MADE HERE

BUILDING ELEVATIONS



Z 23-05

GARLAND
TEXAS MADE HERE

BUILDING ELEVATIONS



Z 23-05

GARLAND
TEXAS MADE HERE

BUILDING ELEVATIONS



Z 23-05

GARLAND
TEXAS MADE HERE

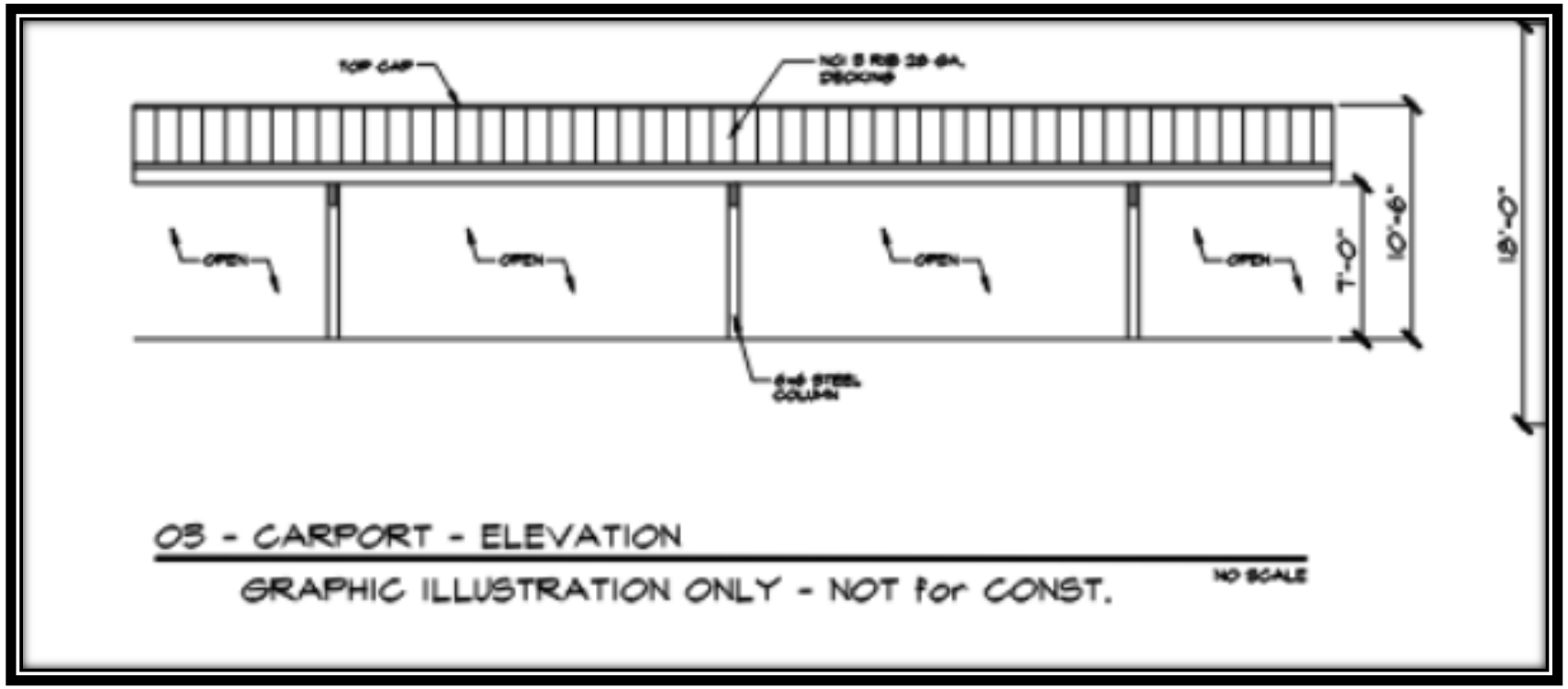
BUILDING ELEVATIONS



Z 23-05

GARLAND
TEXAS MADE HERE

BUILDING ELEVATIONS



Z 23-05

GARLAND
TEXAS MADE HERE

DEVIATIONS

Development Standards	Required	Proposed	Applicant's Justification
Density	32 dwelling units per acre	41 dwelling units per acre	The unique site layout warrants this approach, and the applicant believes the proposed unit mix is conducive of the intent of the future land use plan for this property.
Building Height	50 feet	The applicant proposes a maximum height of 59 feet, including the roof pitch.	Given the project aligns with that of an urban-style multifamily development, the slight increase in height is to be expected. Additional measures have been taken to ensure the building height do not negatively impact adjacent single-family properties including screening, plantings, etc. The Community Office (CO) District does not have a building height maximum; therefore, a fifty-nine (59)-foot building, subject to a fifty-foot (50') setback, would currently be permitted by right.

GARLAND
TEXAS MADE HERE

DEVIATIONS

Building Setback	Buildings over 30 feet in height requires a setback of 1.25 times the height of the building. Carports and Amenity Building are not allowed to be located within the building setback.	The 3-story portion of Building 2 should be fifty-five (55) feet from the property line. The site plan (Exhibit C) shows the 3-story portion of Building 2 to be forty-nine (49) feet from the property line. Both structures are located within the building setback.	Given the project aligns with that of an urban-style development, the slight increase in height is to be expected. Additional measures have been taken to ensure the building stories/height do not negatively impact adjacent single-family properties including reduced building height along adjacencies, perimeter screening, plantings, visibility reductions for tenants on upper floors, etc. These structures act as a buffer and provide additional screening.
Amenities	A total of 17,600 square feet of indoor common or leisure area is required.	2,943 square-foot amenity building and 15,000 square-foot of outdoor amenities	Due to the unique orientation of the site and the desire to limit building stories/height and mitigate impact on residential adjacencies, the applicant located the amenities outside of the main buildings. An amenity building/indoor pool is provided at the northeast corner of the subject property, with sidewalk circulation through the site to encourage residents to enjoy the several outdoor amenity spaces provided

GARLAND
TEXAS MADE HERE

DEVIATIONS

Covered Parking	50% of the parking spaces should be covered	31% proposed	With recent updates to the GDC, multifamily base zoning no longer requires covered parking in any capacity (the special standards for "senior independent living" are what require covered parking be provided). Covered parking structures are placed intentionally along the northern property line along the residential adjacencies to act as additional screening at the request of the adjacent residents.
Landscaping	40% of the gross platted area should be landscaped.	24%	The applicant optimized the site layout and amenity areas to provide as much landscape area as possible, and they are providing more landscape area than what currently exists with the old assisted living development. They have also intentionally designed these landscape areas to increase value (walking areas, BBQ grills, picnic tables, pet waste stations, etc). Plantings have been provided throughout to match the intent of landscape requirements.

GARLAND
TEXAS MADE HERE

DEVIATIONS

Screening	Perimeter screening is required along the entire property. Either a six (6) foot masonry wall or a six (6) foot ornamental metal fence with masonry columns with large canopy trees and evergreen shrubs.	The applicant proposes an eight (8) foot masonry wall with high and low level screening shrubs along the northern and western perimeter lines. No canopy trees are provided. A six (6)-foot wood fence with masonry columns is proposed along the southwestern and eastern perimeter lines without any evergreen shrubs. No perimeter screening is proposed along West Centerville Road.	The site layout has been adjusted as much as possible, but given the unique nature of the site, leaves only enough room along the perimeter for the required masonry screening wall along with plantings smaller in size than the required large canopy trees. Various planting options have been added to try and meet the intent of this requirement, with a focus on providing adjacent single-family properties with adequate screening from the development.

GARLAND
TEXAS MADE HERE

PLAN COMMISSION RECOMMENDATION

On May 22, 2023, the Plan Commission, by a vote of five (5) to one (1), recommended denial of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses.

The Plan Commission, by a vote of five (5) to one (1), also recommended denial of a Detail Plan for Multi-Family development.

The applicant has since revised the request to address concerns raised at the Plan Commission meeting, including the following:

- The proposal is now age-restricted to senior residents (55+).
- Number of dwelling units has decreased from 177 to 176 units.
- Certain building heights have been lowered to 2 or 3 stories.
- The proposed masonry screening wall has been increased from six (6) feet to eight (8) feet in height.
- Carports have been added along the northern property boundary to help with screening.
- A dumpster has been relocated away from the adjacent residences.
- An amenity building and swimming pool have been added in the northeastern portion of the property in-lieu-of a parking lot.

GARLAND
TEXAS MADE HERE

STAFF RECOMMENDATION

- Approval of a Change in Zoning from Community Office (CO) District and Neighborhood Office (NO) District to a Planned Development (PD) District for Elder-Care Independent Living Use

Approval of a Detail Plan for Elder-Care Independent Living Use.

GARLAND
PLANNING REPORT

City Council Regular Session Agenda **7. d.**

Meeting Date: 07/18/2023
Item Title: Z 21-07 DDC, Inc. - Detail Plan (District 1)
Submitted By: Nabiha Ahmed, Lead Development Planner

REQUEST
Approval of a Detail Plan for Single-Family Detached Homes on a property zoned Planned Development (PD) District 16-23 for Single-Family-10 (SF-10) Uses.

LOCATION
2675 East Brand Road

OWNER
Preserve at Hern, LLC.

PLAN COMMISSION RECOMMENDATION
On June 26, 2023 the Plan Commission, by a vote of eight (8) to zero (0), recommended approval of a Detail Plan for Single-Family Detached Homes on a property zoned Planned Development (PD) District 16-23 for Single-Family-10 (SF-10) Uses.

STAFF RECOMMENDATION
Approval of a Detail Plan for Single-Family Detached Homes on a property zoned Planned Development (PD) District 16-23 for Single-Family-10 (SF-10) Uses.

BACKGROUND
In 2016, the City Council approved a Planned Development (PD) District and Concept Plan for a maximum of twelve (12) single-family detached homes. A Detail Plan was required prior to development of the property. The applicant has brought forward a Detail Plan for twelve (12) single-family homes.

SITE DATA
The overall subject property contains approximately 28.62 acres and the developable area is 5.8 acres. The site has approximately 1.076 linear feet of frontage along East Brand Road with two (2) access points.

USE OF PROPERTY UNDER CURRENT ZONING

The subject property is currently zoned Planned Development (PD) District 16-23 for Single-Family -10 (SF-10) Uses. A Concept Plan was approved for twelve (12) single-family detached lots with a minimum lot size of 10,000 square feet for each lot size.

The Single-Family Residential districts are intended to provide for development of primarily low-density detached, single-family residences on a variety of lot sizes, churches, schools, and public parks in logical, livable, and sustainable neighborhoods.

CONSIDERATIONS

1. Site Plan

   The applicant proposes a Detail Plan for twelve (12) single-family detached lots on an undeveloped property. The overall property is 28.62 acres; however, the applicant intends to develop on 5.8 acres. The remaining portion of the property is mainly floodplain and easements.

2. No deviations have been requested on the lot development standards. The site plan (Exhibit C) complies with the standards in the Single-Family-10 (SF-10) District

3. Screening and Landscaping

   The landscape plan (Exhibit D) complies with the applicable screening and landscaping standards per the GDC.

4. Parking

   The site plan (Exhibit C) complies with the required enclosed garages spaces per the GDC.

5. Garage

   The GDC requires the face of a garage door to be at least twenty (20) feet from the street or alley right-of-way line that the garage door faces (twenty-four feet if facing an interior lot/property line), and must have at least one of the following designs, as depicted in Illustrations 4-9 through 4-13:

   - Rear entry;
   - “J” drives, for front entry properties;
   - “Swing” drives, for side entry properties; or
   - Offset front entry with the garage door set back at least five feet behind the front building face.

   The site plan (Exhibit C) reflects front-entry garages with an offset.

6. Building Design

   The building elevations complies with the articulation and architectural elements requirements per the GDC.

7. Signage

   The applicant has not requested any deviation on signage; it will comply with the

standards in the GDC.

8. Alley Waiver

   The Plan Commission approved an Alley Waiver for this development. The homes will have front-entry garages.

COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Traditional Neighborhoods.

Traditional neighborhoods are currently found throughout Garland and provide areas for low to moderate density single-family detached residential housing. Traditional neighborhoods also accommodate convenience retail (goods and services), office space, and public services.

The Traditional neighborhood development type is primarily characterized as low density, single-family detached (between one and six dwelling units per acre). The proposed net density is 2.06 dwelling unit per acre. The proposed use is compatible to the Comprehensive Plan.

COMPATIBILITY OF REQUEST WITH SURROUNDING ZONING AND LAND USES

The property to the north is the City of Richardson. The properties to the east, across East Brand Road, are zoned Planned Development (PD) District 99-59 for single-family detached homes. The property immediately to the south is zoned Agricultural (AG) District; it is currently unimproved. The property to the west is zoned Planned Development (PD) District 98-61 for single-family homes and portion of the vacant land is in the City of Richardson.

Attachments

Z 21-07 Location Map

Z 21-07 PD Conditions

Z 21-07 Exhibits

Z 21-07 R&M - Detail Plan

Z 21-07 Responses

Z 21-07 Staff Presentation



0 270 540 Feet
1 inch = 406 feet

ZONING MAP Z 21-07

INDICATES AREA OF REQUEST

2675 East Brand Road

PLANNED DEVELOPMENT CONDITIONS

ZONING FILE Z 21-07

2675 East Brand Road

I. Statement of Purpose: The purpose of this Planned Development is to approve a Detail Plan for twelve (12) single-family detached lots.

II. Statement of Effect: This Planned Development shall not affect any regulation found in the Garland Development Code, Ordinance No. 6773, and Single-Family-10 (SF-10) District, as amended prior to adoption of this ordinance, except as specifically provided herein.

III. General Regulations: All regulations of the Single-Family—10 (SF-10) District as set forth in Chapter 2 of the Garland Development Code included by reference and shall apply, except as otherwise specified by this ordinance.

IV. Development Plans:

Detail Plan: Development shall conform to the Site Plan and Landscape Plan set forth in Exhibit C and Exhibit D; however, in the event of conflict between the Detail Plan and the written conditions contained in this ordinance, the written conditions shall control.

V. Specific Conditions:

A. Permitted Uses: Only Dwelling, Single-Family Detached units are permitted.

B. Maximum Number of Lots: A total of twelve (12) single-family detached units shall be permitted.

C. Minimum Lot Area: The minimum lot area shall be 10,000 square feet as reflected in Exhibit C.

D. Minimum Dwelling Size: The minimum dwelling size shall be 3,000 square feet.

E. Alleys: Alleys shall not be required for this development.

F. Screening and Landscaping: Screening and landscaping shall be in conformance with the Landscape Plan set

forth in Exhibit D.

G. Open Space and Amenities: Open Space and Amenities shall be provided as shown in Exhibit D.

H. Signage: All signs shall meet the Garland Development Code requirements.

I. Elevations: Building Elevations shall be in general conformance with the requirements in the GDC.

J. Homeowners Association: A Homeowners Association shall be incorporated, and each lot/homeowner shall be a mandatory member. The bylaws and/or declaration of this association shall establish a system of payment of dues; a system of enforcement of its rules and regulations; shall establish a clear and distinct definition of the responsibility of each member; shall obligate the association, through assessment of homeowners, to maintain all open space areas; and other provisions as deemed appropriate to secure a sound and stable association.

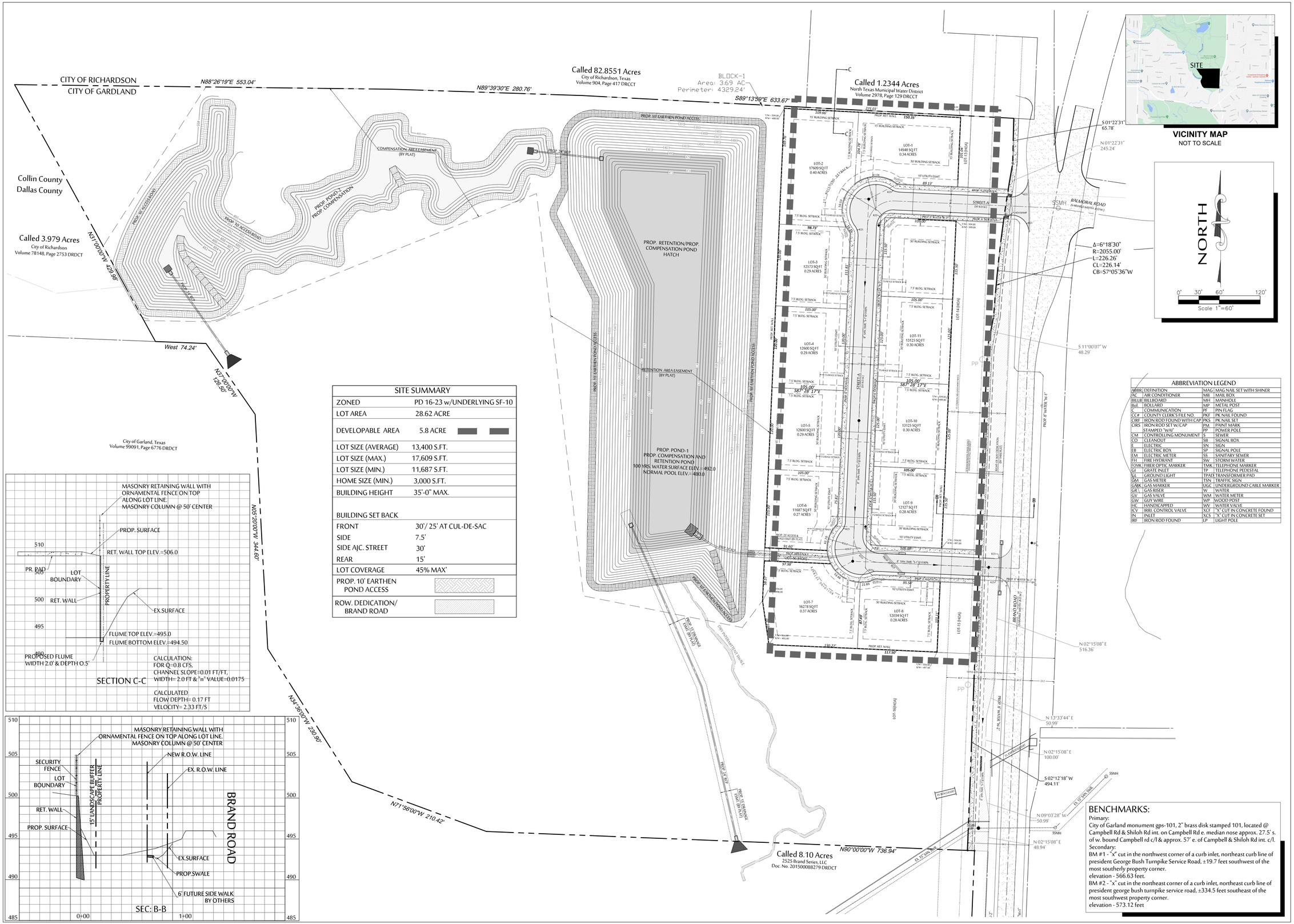
K. Maintenance of Open/Common Space and Landscaped Areas, Entry Features, Access Easements, and Amenities in HOA Lots: Pursuant to the declaration for the Homeowner's Association, the Homeowners Association shall be obligated to repair and maintain all common areas of the community (including open/common space, landscaped areas, entry features, access easements, and amenities in HOA lots) and the bylaws and/or declaration for the association shall authorize the association to pay for the cost thereof through the assessment of homeowners within the community.

L. Required Assessments and Reserves: The declaration for the Homeowner's Association shall provide that each homeowner owning a real property interest in a residential lot within the community land shall be obligated to pay assessments to the Homeowners Association to pay for the operation and common expenses of the association, including, without limitation, the repair and maintenance of association common areas, including repairing, maintaining or replacing the association screening walls and perimeter fences. If the Homeowners Association fails to perform the above-described maintenance due to lack

of funds, the Homeowners Association shall assess members on a pro rata basis for the cost of performing such maintenance and shall thereafter promptly and diligently perform the maintenance required. To help ensure that funds will be available to perform such maintenance, the Homeowners Association shall establish and maintain a reserve fund for the periodic maintenance, repair and replacement of association improvements, which shall include adequate reserves for the expected future costs to repair, maintain and replace association screening walls and perimeter fences.

M. City's Right to Enforce: The declaration for the Homeowner's Association shall contain a provision stating that if the Homeowner's Association fails to maintain an association screening wall or perimeter fence in good repair, then the City may send written notice to the Homeowner's Association demanding the proper repair and maintenance of such screening wall or perimeter fence. If the Homeowner's Association has not repaired or replaced such screening wall or perimeter fence within 120 days after the date of the City's written notice to the Homeowner's Association, the City shall have the right, but not the obligation, to exercise all access easements and other rights of the Homeowners Association to repair and/or replace, as necessary, such screening wall or perimeter fence and to charge all reasonable costs incurred therefor to the Homeowners Association. The Homeowner's Association shall promptly pay such costs to the City upon completion of the repairs and/or replacement upon written demand by the City. If the reserves required by these conditions and the declaration are not sufficient to fully reimburse the City, the Homeowner's Association shall assess its members for the funds necessary to fully reimburse the City and to re-establish its required reserves. Such provision in the declaration for the Homeowner's Association shall further state that such provision may not be amended or modified without the prior written consent of the City.

EXHIBIT C



VICINITY MAP
NOT TO SCALE

SITE SUMMARY	
ZONED	PD 16-23 w/UNDERLYING SF-10
LOT AREA	28.62 ACRE
DEVELOPABLE AREA	5.8 ACRE
LOT SIZE (AVERAGE)	13,400 S.FT.
LOT SIZE (MAX.)	17,609 S.FT.
LOT SIZE (MIN.)	11,687 S.FT.
HOME SIZE (MIN.)	3,000 S.FT.
BUILDING HEIGHT	35'-0" MAX.
BUILDING SET BACK	
FRONT	30'/ 25' AT CUL-DE-SAC
SIDE	7.5'
SIDE AJC. STREET	30'
REAR	15'
LOT COVERAGE	45% MAX'
PROP. 10' EARTHEN POND ACCESS	
ROW. DEDICATION/ BRAND ROAD	

ABBREVIATION LEGEND			
ABBR	DEFINITION	MAG	MAG NAIL SET WITH SHINER
AC	AIR CONDITIONER	MB	MAIL BOX
BILLB	BILLBOARD	MH	MANHOLE
Bol.	BOLLARD	MP	METAL POST
C	COMMUNICATION	PF	PIN FLAG
CC#	COUNTY CLERK'S FILE NO.	PKF	PK NAIL FOUND
CIRF	IRON ROD FOUND WITH CAP	PKS	PK NAIL SET
CIRS	IRON ROD SET W/CAP STAMPED "WAI"	PM	PAINT MARK
		PP	POWER POLE
CM	CONTROLLING MONUMENT	S	SEWER
CO	CLEANOUT	SB	SIGNAL BOX
E	ELECTRIC	SN	SIGN
EB	ELECTRIC BOX	SP	SIGNAL POLE
EM	ELECTRIC METER	SS	SANITARY SEWER
FH	FIRE HYDRANT	SW	STORM WATER
FOMK	FIBER OPTIC MARKER	TMK	TELEPHONE MARKER
GI	GRATE INLET	TP	TELEPHONE PEDESTAL
GL	GROUND LIGHT	TPAD	TRANSFORMER PAD
GM	GAS METER	TSN	TRAFFIC SIGN
GMK	GAS MARKER	UGC	UNDERGROUND CABLE MARKER
GR	GAS RISER	W	WATER
GV	GAS VALVE	WM	WATER METER
GW	GUY WIRE	WP	WOOD POST
HC	HANDICAPPED	WV	WATER VALVE
ICV	IRRI. CONTROL VALVE	XCF	"X" CUT IN CONCRETE FOUND
IN	INLET	XCS	"X" CUT IN CONCRETE SET
IRF	IRON ROD FOUND	LP	LIGHT POLE

BENCHMARKS:

Primary:
City of Garland monument gps-101, 2" brass disk stamped 101, located @ Campbell Rd & Shiloh Rd int. on Campbell Rd e. median nose approx. 27.5' s. of w. bound Campbell rd c/l & approx. 57' e. of Campbell & Shiloh Rd int. c/l.
Secondary:
BM #1 - "x" cut in the northwest corner of a curb inlet, northeast curb line of president George Bush Turnpike Service Road, ±19.7 feet southwest of the most southerly property corner.
elevation - 566.63 feet.
BM #2 - "x" cut in the northeast corner of a curb inlet, northeast curb line of president george bush turnpike service road, ±334.5 feet southeast of the most southwest property corner.
elevation - 573.12 feet

ddc DESIGN DEVELOPMENT CONSULTANTS, INC.
CIVIL, MUNICIPAL & LAND DEVELOPMENT CONSULTANT
REGISTERED FIRM F-14310
400 CHISHOLM PLACE, SUITE 410, PLANO, TX. 75075.
SITE OFFICE:4440 Lafite Ln.Colleyville, TX. 76034.
Tel: 214-868-2030
Email: david.dfwcs@gmail.com

NO.	DATE	SUBMITTAL TYPE
7		
6	05/31/23	CITY 5TH SUBMITTAL
5	04/26/23	CITY 4TH SUBMITTAL
4	12/13/22	CITY 3RD SUBMITTAL
3	10/12/22	CITY 2ND SUBMITTAL
2	02/19/22	CITY 1ST SUBMITTAL
1	12/10/20	CITY SUBMITTAL

SITE PLAN

HEARN PLACE SUBDIVISION
LOT 1-12, BLOCK-EB, BRAND ROAD
28.62 ACRES IN THE FERRIS SURVEY, ABSTRACT NO. 97531
CITY OF GARDLAND, DALLAS COUNTY, TEXAS.

05/31/23
S.I.ABED

THESE CONSTRUCTION PLANS WERE PREPARED UNDER THE RESPONSIBLE SUPERVISION OF S.I. ABED, REGISTERED PROFESSIONAL ENGINEER NO. 97531. THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY S.I. ABED, P.E. 97531

STATE OF TEXAS * S.I. ABED * 97531 * REGISTERED PROFESSIONAL ENGINEER

SCALE:	1" = 70'
DRAWN: S.A.	CHECKED BY: S.I.ABED
PROJECT #	020021.00
SHEET NO:	C-02-B

PROJECT CASE NO. 210112-2

EXHIBIT D

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CITY OF RICHARDSON
CITY OF GARDLAND

N88°26'19"E 553.04'

N89°39'30"E 280.76'

S89°13'39"E 633.67'

Called 82.8551 Acres
City of Richardson, Texas
Volume 904, Page 417 DRCCT

Called 1.2344 Acres
North Texas Municipal Water District
Volume 2978, Page 129 DRCCT

BLOCK-1
Area: 3.69 AC
Perimeter: 4329.24'

Collin County
Dallas
County

Called 3.979 Acres
City of Richardson
Volume 78148, Page 2753 DRDCT

N37°00'00"W 429.98'

West 74.24'

N37°00'00"W 126.50'

N05°20'07"W 344.60'

N34°36'00"W 230.90'

City of Garland, Texas
Volume 99091, Page 6776 DRDCT

ROWLETT CREEK

PROP. 10' CONCRETE TRAIL

PROP. POND-2
PROP. COMPENSATION

PROP. 24" RCP

COMPENSATION AREA EASEMENT (BY PLAT)

SEC: 92040 (BFE: 503.08 CORRECTED EFFECTIVE)

SEC: 91787 (BFE: 502.75 CORRECTED EFFECSEC: 91787 (BFE: 502.76 POST PROJECT)

SEC: 91170 (BFE: 502.32 CORRECTED EFFECTIVE)

SEC: 90945 (BFE: 501.84 CORRECTED EFFECTIVE)

PROP. RETENTION/PROP. COMPENSATION POND HATCH

PROP. 10' EARTHEN POND ACCESS

RETENTION AREA EASEMENT (BY PLAT)

PROP. POND-1
PROP. COMPENSATION AND RETENTION POND
100 YRS. WATER SURFACE ELEV.= 492.0
NORMAL POOL ELEV.= 480.0

100 YRS FULLY DEVELOPED FLOODPLAIN LIMIT

30' YRS FULLY DEVELOPED FLOODPLAIN LIMIT

PREVIOUS 100 YRS FLOODWAY LIMIT

PROP. RET. WALL

PROP. 15' DRAINAGE ESMT. (BY PLAT)

PROP. 24" RCP

PROP. INT. ACCESS & DRAINAGE ESMT.(BY PLAT)

MASONRY RETAINING WALL WITH ORNAMENTAL FENCE ON TOP. MASONRY COLUMNS 50' ON CENTER.

LOT-2 17609 SQ FT 0.40 ACRES

LOT-3 12573 SQ FT

LOT-4 12600 SQ FT 0.29 ACRES

LOT-5 12600 SQ FT 0.29 ACRES

LOT-6 11687 SQ FT 0.27 ACRES

LOT-7

LOT-10 13125 SQ FT 0.30 ACRES

LOT-11 13125 SQ FT 0.30 ACRES

LOT-12 12128 SQ FT 0.28 ACRES

LOT-13 (HOA) 14948 SQ FT 0.34 ACRES

LOT-14 (HOA)

LOT-15 (HOA)

LOT-16(HOA)

STREET-A (50' R.O.W.)

BRAMLEY ROAD (Variable Width R.O.W.)

Proposed Dedicated R.O.W.

MATCH LINE A

MATCH LINE B

BEFORE YOU DIG Texas 811

CAUTION!!!
UNDERGROUND UTILITIES ARE LOCATED IN THIS AREA. 48 HOURS PRIOR TO ANY CONSTRUCTION ACTIVITIES, CONTACT LINE LOCATES FOR FRANCHISE UTILITY INFO.
CALL BEFORE YOU DIG:
TEXAS EXCAVATION SAFETY SYSTEM (TESS)
1-800-344-8377
TEXAS ONE CALL SYSTEMS
1-800-245-4545
LONE STAR NOTIFICATION CENTER
1-800-669-8344 EXT. 5

BEFORE YOU DIG...

SCALE: 1" = 50'-0"

LANDSCAPE PLAN, SHEET L-2

LANDSCAPE PLAN, SHEET L-3

SHEET LEGEND

Date JUN 13, 2023
Drawn By GAC
Checked By GAC
Revisions

FAIN • CUPPETT
LANDSCAPE ARCHITECTS, LLC
PARKS AND NATURE SPACES PLANNING • LANDSCAPE ARCHITECTURE • IRRIGATION DESIGN
1921 MAPLEWOOD DRIVE
WEATHERFORD, TEXAS 76087
682-215-9151

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GREGORY A. CUPPETT
REGISTERED LANDSCAPE ARCHITECT
STATE OF TEXAS
2345
06/13/23

PRESERVE OF HEARN PLACE
2675 EAST BRAND ROAD
GARLAND, TEXAS

Sheet No.
L-1

EXHIBIT D

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Called 82.8551 Acres
City of Richardson, Texas
Volume 904, Page 417 DRCCT

BLOCK-1
Area: 3.69 AC
Perimeter: 4329.24'

Called 1.2344 Acres
North Texas Municipal Water District
Volume 2978, Page 129 DRCCT

S89°13'59"E 633.67'

100 YRS FULLY DEVELOPED FLOODPLAIN LIMIT

PROP. 10' EARTHEN POND ACCESS

PROP 24" RCP

PROP. RETENTION/PROP. COMPENSATION POND HATCH

PROP. RET. WALL

109.66'

275.01'

150.35'

15' BUILDING SETBACK

7.5' BUILDING SETBACK

5'GARAGE SETBACK

30' BUILDING SETBACK

MASONRY RETAINING WALL WITH ORNAMENTAL FENCE ON TOP. MASONRY COLUMNS 50' ON CENTER.

LOT-2
17609 SQ FT
0.40 ACRES

14948 SQ FT
0.34 ACRES

104.78'

101.94'

67.08

10' UTILITY ESMT.

89.13'

15'x15' C.C.

R25'

R30'

70.33

25' BUILDING SETBACK

7.5' BLDG. SETBACK

98.73'

STREET-A
(50' R.O.W.)

27' (B-B)

ADA RAMP

105.00'

LOT-3
12573 SQ FT
0.29 ACRES

111.81'

115.50'

LOT-12
12128 SQ FT
0.28 ACRES

120.00'

LOT-4
12600 SQ FT
0.29 ACRES

LOT-11
13125 SQ FT
0.30 ACRES

LOT-5
12600 SQ FT
0.29 ACRES

LOT-10
13125 SQ FT
0.30 ACRES

S87° 28' 17"E

8" SAN. SWR. "S-1" @ 0.60%

T/W = 504.00
B/W = 502.00

T/W = 504.00
B/W = 500.00

T/W = 504.00
B/W = 498.80

(3) QUE VIR 3" Cal.
(3) ILE NEL 8 to 10
(2) MAG LIT 3" Cal.
(6) QUE VIR 3" Cal.
(12) ILE NEL 8 to 10
(6) MAG LIT 3" Cal.
(2) QUE SHU 3" Cal.

PROP. 10' EARTHEN POND ACCESS

RETENTION AREA EASEMENT (BY PLAT)

PROP. POND-1
PROP. COMPENSATION AND RETENTION POND
100 YRS. WATER SURFACE ELEV.= 492.0
NORMAL POOL ELEV.= 480.0

70' TEXAS MUNICIPAL POWER AGENCY VOLUME 84100, PAGE 3000 DEED

RIGHT-OF-WAY DEDICATION (BY THIS PLAT)

PROP. 8" WATER "W-1"

(HOA MAINTAINED)

32.0'

38.0'

MATCHLINE, SHEET L-3

MATCH LINE A

SCALE: 1" = 30'-0"

PLANTING NOTES:

1. PLANT SIZE, TYPE, AND CONDITION SUBJECT TO APPROVAL OF OWNER'S REPRESENTATIVE.
2. ALL PLANT MATERIAL TO BE NURSERY GROWN STOCK.
3. CONTRACTOR RESPONSIBLE FOR MAINTENANCE OF ALL PLANT MATERIAL UNTIL PROJECT ACCEPTANCE.
4. ALL CONTAINER GROWN PLANTS TO HAVE FULL, VIGOROUS ROOT SYSTEM, COMPLETELY ENCOMPASSING CONTAINER.
5. ALL PLANTS WELL ROUNDED AND FULLY BRANCHED. ALL TREES WITH SPREAD 2/3 OF HEIGHT.
6. CONTRACTOR TO PROVIDE OWNER WITH PREFERRED MAINTENANCE SCHEDULE OF ALL PLANTS AND LAWNS.
7. MAINTAIN/PROTECT VISIBILITY TRIANGLE WITH PLANT MATERIAL PER CITY STANDARDS AT ALL ENTRANCES TO SITE.
8. PREP ENTIRE WIDTH OF ALL DEFINED PLANTING BEDS WITH MIX AS OUTLINED IN SPECS. WHERE SHRUBS ARE LOCATED ALONG CURB, SET SHRUBS BACK FROM CURB 3 FT.
9. SEE DETAIL SHEET FOLLOWING FOR PLANTING DETAILS.
10. CONTRACTOR RESPONSIBLE FOR LOCATION OF ALL UTILITIES, INCLUDING BUT NOT LIMITED TO TELEPHONE, TELECABLE, ELECTRIC, GAS, WATER AND SEWER. ANY DAMAGE TO UTILITIES TO BE REPAIRED BY CONTRACTOR AT NO COST TO OWNER.
11. IF EXISTING TREES ARE SHOWN TO REMAIN, CONTRACTOR SHALL PRUNE AS DIRECTED BY OWNER'S REPRESENTATIVE. WORK TO INCLUDE REMOVAL OF ALL SUCKER GROWTH; DEAD AND DISEASED BRANCHES AND LIMBS; VINES, BRIARS AND OTHER INVASIVE GROWTH; AND ALL INTERFERING BRANCHES. MAKE ALL CUTS FLUSH TO REMAINING LIMB. RETAIN NATURAL SHAPE OF PLANT. ALL WORK SUBJECT TO APPROVAL OF OWNER'S REPRESENTATIVE.
12. QUANTITIES ARE PROVIDED AS A COURTESY AND NOT INTENDED FOR BID PURPOSES. CONTRACTOR TO VERIFY PRIOR TO PRICING.
13. INSTALL EDGING BETWEEN LAWN AND PLANTING BEDS. REFER TO SPECIFICATIONS. FILE ALL CORNERS SMOOTH.
14. INSTALL CURLEX BLANKET (OR EQUAL) PER MANUFACTURES INSTRUCTIONS ON ALL GROUNDCOVER/SHRUB BEDS WITH A SLOPE OF 4:1 OR GREATER.
15. AT TIME OF PLAN PREPARATION, SEASONAL PLANT AVAILABILITY CANNOT BE DETERMINED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SECURE AND RESERVE ALL B&B PLANTS WHEN AVAILABLE IN CASE ACTUAL INSTALLATION OCCURS DURING THE OFF-SEASON. PURCHASE AND HOLD B&B PLANTS FOR LATE SEASON INSTALLATION.
16. PRIOR TO PLANTING, CONTRACTOR SHALL STAKE TREE LOCATIONS FOR APPROVAL BY OWNER.

BEFORE YOU DIG Texas 811

CAUTION!!!
UNDERGROUND UTILITIES ARE LOCATED IN THIS AREA. 48 HOURS PRIOR TO ANY CONSTRUCTION ACTIVITIES, CONTACT LINE LOCATES FOR FRANCHISE UTILITY INFO. CALL BEFORE YOU DIG.
TEXAS EXCAVATION SAFETY SYSTEM (TESS) 1-800-344-8377
TEXAS ONE CALL SYSTEMS 1-800-245-4545
LONE STAR NOTIFICATION CENTER 1-800-669-8344 EXT. 5

BEFORE YOU DIG...

Date JUN 13, 2023
Drawn By GAC
Checked By GAC
Revisions

FAIN • CUPPETT LANDSCAPE ARCHITECTS, LLC
PARKS AND OPEN SPACE PLANNING • LANDSCAPE ARCHITECTURE • IRRIGATION DESIGN
1921 MAPLEWOOD DRIVE WEATHERFORD, TEXAS 76087 682-215-9151

REGISTERED LANDSCAPE ARCHITECT GREG A. CUPPETT STATE OF TEXAS 2496 04/13/23

THIS ELECTRONIC DRAWING FILE IS RELEASED UNDER THE AUTHORITY OF GREG CUPPETT, LANDSCAPE ARCHITECT FOR THE EXCLUSIVE USE OF THE PARTY NAMED IN THE CONTRACT FOR WHICH IT WAS PREPARED. THE INFORMATION CONTAINED IN THIS ELECTRONIC DRAWING FILE IS NOT A SUBSTITUTE FOR A PAPER DRAWING. PURSUANT TO RULE § 3.70(F) OF THE RULES AND REGULATIONS OF THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS, THE RECIPIENT OF THIS ELECTRONIC DRAWING FILE SHALL ASSUME ALL RESPONSIBILITY FOR ANY MODIFICATION TO OR USE OF THIS DRAWING FILE THAT IS INCONSISTENT WITH THE TERMS OF THE CONTRACT FOR WHICH IT WAS PREPARED. BY USING THIS ELECTRONIC DRAWING FILE, THE RECIPIENT AGREES TO INDEMNIFY AND HOLD HARMLESS GREG CUPPETT AND THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS. NO PERSON MAY MAKE MODIFICATIONS TO THIS ELECTRONIC DRAWING FILE WITHOUT THE LANDSCAPE ARCHITECT'S EXPRESS WRITTEN PERMISSION.

PRESERVE OF HEARN PLACE
2675 EAST BRAND ROAD
GARLAND, TEXAS

Sheet No.
L-2

LANDSCAPE PLAN

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EXHIBIT D

MATCHLINE, SHEET L-2

MATCH LINE A

COMPENSATION AND RETENTION POND
100 YRS. WATER SURFACE ELEV.= 492.0
NORMAL POOL ELEV.= 480.0

100 YRS FULLY DEVELOPED FLOODPLAIN LIMIT

PREVIOUS 100 YRS FLOODWAY LIMIT

LOT-6
11687 SQ FT
0.27 ACRES

LOT-7
16278 SQ FT
0.37 ACRES

LOT-8
12034 SQ FT
0.28 ACRES

LOT-5
12127 SQ FT
0.28 ACRES

LOT-15 (HOA)

LOT-16(HOA)

7.5' BLDG. SETBACK
30' BUILDING SETBACK
5'GARAGE SETBACK
10' UTILITY ESMT.

PROP. 20' ACCESS & DRAINAGE ESMT.(BY PLAT)

PROP. SIDEWALK

PROP. 24" RCP

PROP. 10' EARTHEN POND ACCESS

PROP. 15' DRAINAGE ESMT. (BY PLAT)

PROP. 21" RCP

PROP. 8" WATER "W"

PROP. RET. WALL

MASONRY RETAINING WALL WITH ORNAMENTAL FENCE ON TOP. MASONRY COLUMNS 50' ON CENTER.

8" SAN. SWR. "S-1"@ 0.90%

EX. 15" SAN. SWR.

EX. 6'X9' BOX CULVERT

BRAND ROAD
(VARIABLE WIDTH R.O.W.)

Proposed R.O.W. Dedicated

70' TEXAS MUNICIPAL POWER AGENCY 2900

RIGHT-OF-WAY (BY THIS PLAT)

Called 8.10 Acres
2525 Brand Series, LLC
Doc. No. 201500088279 DRDCT

N90°00'00"W 736.94'

N 3°33'44" E 50.99'
N 02°15'08" E 100.00'
S 02°12'18" W 494.11'
N 09°03'28" W 50.99'
N 02°15'08" E 48.94'

(2) MAG LIT 3" Cal.
(3) ILE NEL 8 to 10'
(2) QUE SHU 3" Cal.
(4) QUE SHU 3" Cal.
(9) ILE NEL 8 to 10'
(6) MAG LIT 3" Cal.
(3) QUE VIR 3" Cal.

SSMH

BEFORE YOU DIG... TEXAS 811

CAUTION!!!
UNDERGROUND UTILITIES ARE LOCATED IN THIS AREA. 48 HOURS PRIOR TO ANY CONSTRUCTION ACTIVITIES, CONTACT LINE LOCATES FOR FRANCHISE UTILITY INFO.
CALL BEFORE YOU DIG:
TEXAS EXCAVATION SAFETY SYSTEM (TESS)
1-800-344-8377
TEXAS ONE CALL SYSTEMS
1-800-245-4545
LONE STAR NOTIFICATION CENTER
1-800-669-8344 EXT. 5

BEFORE YOU DIG...

0 30 60 90
SCALE: 1" = 30'-0"

LANDSCAPE PLAN

Date JUN 13, 2023
Drawn By GAC
Checked By GAC
Revisions

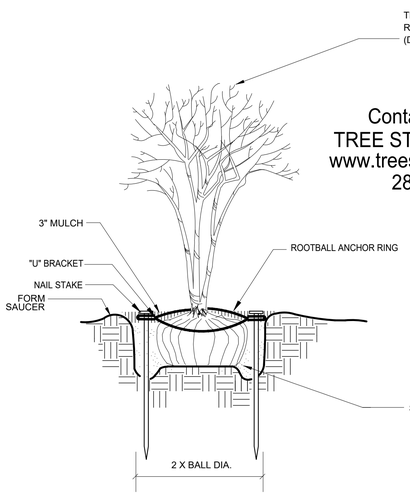
FAIN • CUPPETT
LANDSCAPE ARCHITECTS, LLC
LANDSCAPE ARCHITECTURE | PLANNING | IRRIGATION DESIGN
1921 MAPLEWOOD DRIVE
WEATHERFORD, TEXAS 76087
682-215-9151

REGISTERED LANDSCAPE ARCHITECT GREG A. CUPPETT 2576 STATE OF TEXAS

THIS ELECTRONIC DRAWING FILE IS RELEASED UNDER THE AUTHORITY OF GREG CUPPETT, LANDSCAPE ARCHITECT REGISTERED IN THE STATE OF TEXAS. THIS FILE IS INTENDED FOR USE BY THE PARTY TO WHOM IT IS ISSUED AND MAY BE USED AS A BACKGROUND DRAWING. PURSUANT TO RULE § 3.10(f) OF THE RULES AND REGULATIONS OF THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS, THE LANDSCAPE ARCHITECT NAMED HEREIN DOES NOT ASSUME ALL RESPONSIBILITY FOR ANY MODIFICATION TO OR USE OF THIS DRAWING FILE THAT IS INCONSISTENT WITH THE ORIGINAL PURPOSE OF THE PROJECT AS INTENDED BY THE LANDSCAPE ARCHITECT. PURSUANT TO RULE § 3.10(f) OF THE RULES AND REGULATIONS OF THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS, NO PERSON MAY MAKE MODIFICATIONS TO THIS ELECTRONIC DRAWING FILE WITHOUT THE LANDSCAPE ARCHITECT'S EXPRESS WRITTEN PERMISSION.

PRESERVE OF HEARN PLACE
2675 EAST BRAND ROAD
GARLAND, TEXAS

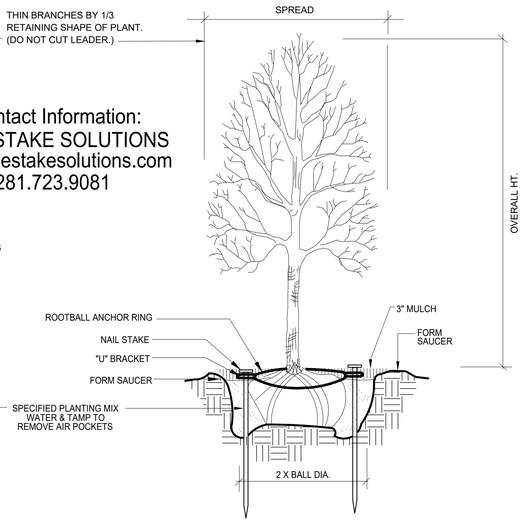
Sheet No.
L-3



Contact Information:
TREE STAKE SOLUTIONS
www.treestakesolutions.com
281.723.9081

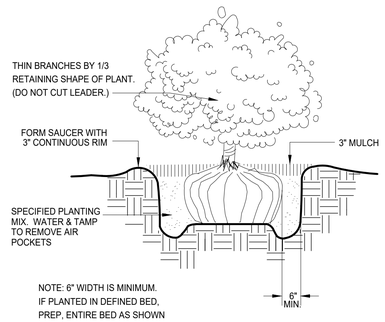
STAKING FOR MULTI-TRUNK TREES & TREES 2" CAL. & UNDER

SCALE: NOT TO SCALE



TREE PLANTING OVER 2" CALIPER

SCALE: NOT TO SCALE



NOTE: 6" WIDTH IS MINIMUM.
IF PLANTED IN DEFINED BED,
PREP. ENTIRE BED AS SHOWN
ON DRAWINGS.

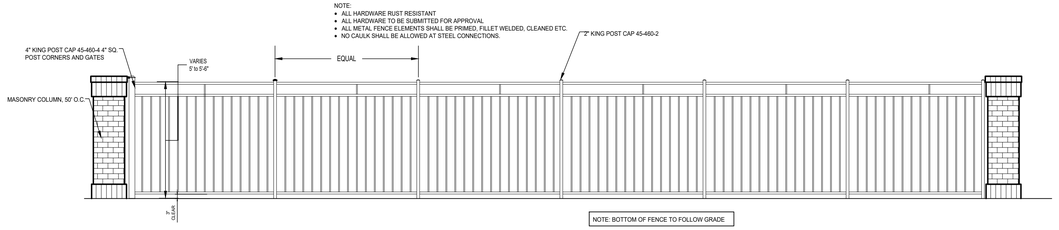
SHRUB PLANTING

SCALE: NOT TO SCALE

CITY OF GARLAND RESIDENTIAL LANDSCAPE REQUIREMENTS		
RESIDENTIAL DEVELOPMENT LANDSCAPING	TWO LARGE CANOPY TREES ARE REQUIRED ON ALL SINGLE FAMILY DETACHED AND AND AT LEAST ONE OF WHICH MUST BE LOCATED WITHIN THE FRONT YARD	
	REQUIRED	PROVIDED
	2 TREES PER LOT	2 TREES PER LOT
PERIMETER SCREENING BETWEEN RESIDENTIAL DEVELOPMENT AND THOROUGHFARES	A MASONRY WALL IS REQUIRED IN ACCORDANCE WITH SECTION 4.39 (A) (1) WITH TREES 50' O.C. MAX. THE TREES AND SCREENING WALL MUST BE WITHIN A MINIMUM 8' WIDE BUFFER STRIP DEDICATED TO THE HOMEOWNERS ASSOCIATION FOR MAINTENANCE	
	REQUIRED	PROVIDED
	SCREENING MASONRY WALL + TREES 50' O.C.	SCREENING MASONRY WALL + TREES 50' O.C.

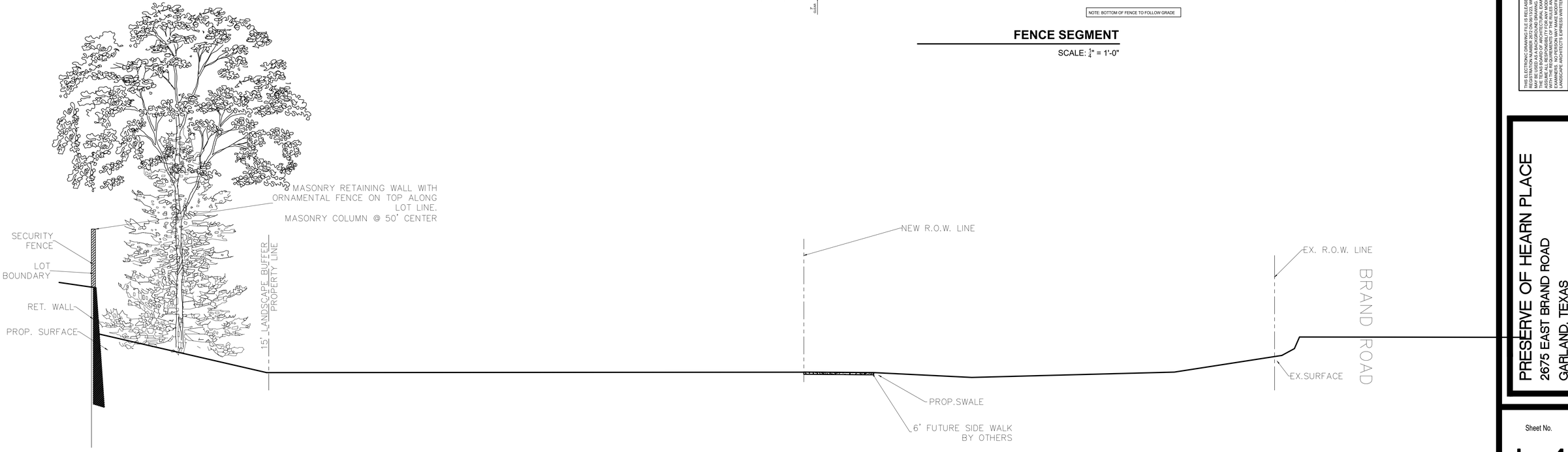
PLANT SCHEDULE

TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	HEIGHT	SPACING	REMARKS
	MAG LIT	16	Magnolia grandiflora 'Little Gem'	Little Gem Dwarf Southern Magnolia	3" Cal.	8'	As Shown	Single Straight Trunk
	QUE SHU	8	Quercus shumardii	Shumard Oak	3" Cal.	12` Height Min	50` O.C.	Single Straight Trunk
	QUE VIR	12	Quercus virginiana	Southern Live Oak	3" Cal.	12` Height Min	50` O.C.	Single Straight Trunk
SHRUBS	**CODE**	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**SIZE**	**HEIGHT**	**SPACING**	**REMARKS**
	ILE NEL	27	Ilex x 'Nellie R. Stevens'	Nellie R. Stevens Holly	8` to 10`	8` Min Ht	As shown	
GROUND COVERS	**CODE**	**QTY**	**BOTANICAL NAME**	**COMMON NAME**	**SIZE**	**HEIGHT**	**SPACING**	**SPACING** **REMARKS**
	CYN DAC	92,902 sf	Cynodon dactylon	Bermuda Grass	Solid Sod			



FENCE SEGMENT

SCALE: $\frac{1}{4}$" = 1'-0"



R.O.W. SECTION

SCALE: $\frac{1}{4}$" = 1'-0"

NOTES AND DETAILS

Date JUN 13, 2023
Drawn By GAC
Checked By GAC
Revisions

FAIN • CUPPETT
LANDSCAPE ARCHITECTS, LLC
1921 MAPLEWOOD DRIVE
WEATHERFORD, TEXAS 76087 682-215-9151
FAIN CUPPETT
PARKS AND OPEN SPACE PLANNING • LANDSCAPE ARCHITECTURE • IRRIGATION DESIGN

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PRESERVE OF HEARN PLACE
2675 EAST BRAND ROAD
GARLAND, TEXAS

Sheet No.
L-4

EXHIBIT D
© FAIN CUPPETT LANDSCAPE ARCHITECTS, LLC, 2017. ALL RIGHTS RESERVED. THE LANDSCAPE ARCHITECTURE DESIGN, DETAIL AND IRRIGATION DRAWINGS FOR THIS PROJECT AND/OR OVERALL PROJECT ARE THE PROPERTY OF FAIN CUPPETT LANDSCAPE ARCHITECTS, LLC. THEIR USE FOR REPRODUCTION, CONSTRUCTION, OR DISTRIBUTION IS PROHIBITED UNLESS AUTHORIZED IN WRITING BY FAIN CUPPETT LANDSCAPE ARCHITECTS, LLC.

REPORT & MINUTES

P.C. Meeting, June 26, 2023

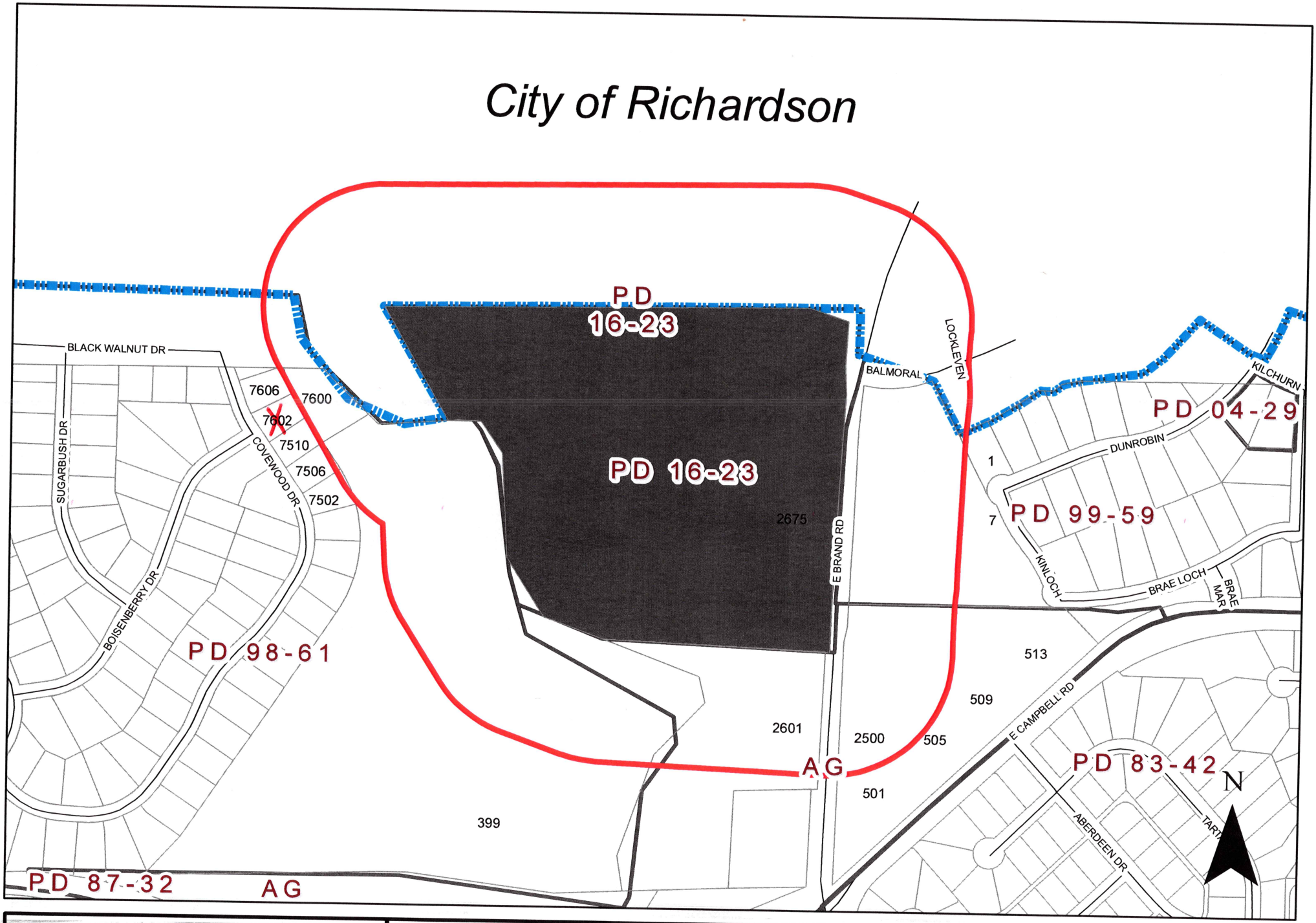
4a. APPROVED Consideration of the application of **DDC, Inc., & Mohammad Naeem,** requesting approval of a Detail Plan for Single-Family Detached Homes on a property zoned Planned Development (PD) District 16-23 for Single-Family-10 (SF-10) Uses. This property is located at 2675 East Brand Road. (District 1) (File Z 21-07 – Detail Plan)

The applicant, S.I. Abed, 4440 Lafite Ln., Colleyville, TX, and owner, Faroouk Azim, 2005 Rock Dove Ct., Westlake, TX., provided an overview of the request, and remained available for questions.

Commissioner Rose asked for a timeline of when the construction would begin if and when the development is approved.

The applicant explained that upon approval, construction would begin soon after.

Motion was made by Commissioner Jenkins to **approve** the application as presented. Seconded by Commissioner Paris. **Motion carried**: **8** Ayes, **0** Nays.


City of Richardson
PD 16-23
PD 16-23
BLACK WALNUT DR
SUGARBUSH DR
COVEWOOD DR
BOISENBERRY DR
7606
7600
7602
7510
7506
7502
PD 98-61
PD 87-32
AG
AG
2675
E BRAND RD
LOCKLEVEN
BALMORAL
KILCHURN
PD 04-29
DUNROBIN
1
7
PD 99-59
KINLOCH
BRAE LOCH
BRAE MAR
513
509
505
E CAMPBELL RD
PD 83-42
ABERDEEN DR
TARTAN
2601
2500
501
399
N
0
270
540 Feet
1 inch = 406 feet
ZONING MAP Z 21-07
INDICATES AREA OF REQUEST
INDICATES NOTIFICATION AREA
2675 East Brand Road

Comment Form
Case Z 21-07

Z 21-07 DDC, Inc. & Mohammad Naeem. The applicant proposes a Detail Plan for twelve (12) single-family detached homes with a minimum lot size of 10,000 square feet per lot. Zoning approval was issued in 2016 for a maximum of 12 lots, minimum of 10,000 square feet; however, the applicant is required to bring forward a Detail Plan. The site is located at 2675 East Brand Road. (District 1)

Z 21-07 DDC, Inc. & Mohammad Naeem. El solicitante propone un Plan detallado para doce (12) viviendas unifamiliares separadas con un tamaño de lote mínimo de 10,000 pies cuadrados por lote. La aprobación de zonificación se emitió en 2016 para un máximo de 12 lotes, mínimo de 10,000 pies cuadrados; sin embargo, el solicitante debe presentar un plan detallado. El sitio está ubicado en 2675 East Brand Road. (Distrito 1)

Z 21-07 DDC, Inc. & Mohammad Naeem. Người nộp đơn đề xuất Kế hoạch chi tiết cho mười hai (12) ngôi nhà biệt lập dành cho một gia đình với diện tích lô đất tối thiểu là 10.000 feet vuông mỗi lô. Phê duyệt quy hoạch trước đó đã được ban hành vào năm 2016 cho tối đa 12 lô với diện tích tối thiểu 10.000 bộ vuông; tuy nhiên, người nộp đơn được yêu cầu đưa ra một Kế hoạch chi tiết. Địa điểm tọa lạc tại 2675 East Brand Road. (Quận 1)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

SAM Peppiatt - Property Owner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

7602 Covewood Drive

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, Tx

City, State / Estado de la Ciudad / Thành bang

75044

Zip Code / Código postal / Mã Bưu Chính

Sam Peppiatt 6-25-2023

Signature / Firma / Chữ Ký — Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

From: Karla Montiel <karlamontiel9@gmail.com>
Sent: Sunday, June 25, 2023 8:21 PM
To: Nguyen <nguyen2205@aol.com>
Cc: Bass, Councilman Jeff <JBass@garlandtx.gov>; Planning Group <Planning@garlandtx.gov>; Sydna Gordon <dgsg64@outlook.com>; n.barcenas@sbbmanagement.com; tkeithlack@gmail.com
Subject: Re: City of Garland Case Z 21-07

Dear City of Garland Plan Commission and Councilman Jeff Bass

Hereby, we respectfully echo Aileen's communication establishing our opposite position to the Case Z 21-07 and requiring your kind support to get more information.

Your support is appreciated in advance

Thank You

Rafaela Montiel Hernández
5 Dunrobin, Garland, TX 75044

Outside the Notification Area

On Sun, Jun 25, 2023 at 12:50 PM Nguyen <nguyen2205@aol.com> wrote:

Dear City of Garland Plan Commission and Councilman Jeff Bass,

I received the Notice of Public Hearing of Garland Plan Commission a few days ago. I checked and found that none of my next door neighbors received this Notice.

Please note in the attached Comment that we would like to OPPOSE the Case Z 21-07 because it did not provide enough information for us to make an informative decision. Other than mentioning that the plan is to build 12 single homes of 10,000 sqft lot each, we were offered no other details such as the minimum size of the homes which is very important to us. The Vietnamese translation of the Notice also mentioned that it is for 12 houses for "One family-Một gia đình". That caused us to envision a Compound of 12 small houses like 1,500-2000 sqft homes will be built at that location, which definitely will negatively impact not just the value of our house but also those of all the houses in the neighborhood. We worked hard to build our home and would like to preserve its value. I am sure that our neighbors would like the same thing and would have the same opinion with us.

As mentioned above, I checked with our neighbors and seemed like no one but just us received this notice which is odd. With important matters like this case, we thought that not just us but all the neighbors in HOB and the Greens should have received the notice as this matter will impact all of us. Sinding the notice only to my address doesn't seem to be fairy to my neighbors in the same Garland community.

For such reasons, we respectfully OPPOSE the this plan and will wait for further details of the plan before we can support it.

Thank you for your consideration, and best regards,

Aileen Nguyen and family
1 Dunrobin
Garland, TX 75044

From: Aileen Nguyen
To: Guerin, Will
Cc: Planning Group; Bass, Councilman Jeff
Subject: Re: City of Garland Case Z 21-07
Date: Monday, June 26, 2023 6:14:28 PM

Dear Mr Guerin,

Our family reviewed the additional information that you provided and think it answered our concerns. Therefore, we hereby withdraw our opposition to the plan .

Thanks, and best regards,

Aileen Nguyen

> On Jun 26, 2023, at 8:02 AM, Guerin, Will <WGuerin@garlandtx.gov> wrote:
>
> Hi Aileen:
>
> Thanks so much for reaching out. Only residents/property owners within 400 feet of the subject property receive zoning notification letters, which is why some of your neighbors did not receive the notice. The 12 proposed homes are indeed each standard single-family detached homes. They will each have a minimum house/dwelling unit size of 3,000 square feet, and the lot sizes must be a minimum 10,000 square feet in size, and they range up to 17,000+ square feet.
>
> Attached is the site plan. You can find the Plan Commission agenda packet with the full report and full exhibits at this link here in case you'd like to review further.
>
> It should be noted that they meet the zoning requirements, but per the approved Planned Development that it was zoned under, a Detail Plan (detailed site plan) is required through the Plan Commission and City Council.
>
> Thank you,
> Will
>
> ---
>
> **From:** Nguyen <nguyen2205@aol.com>
> **Sent:** Sunday, June 25, 2023 12:51 PM
> **To:** Planning Group <Planning@garlandtx.gov>; Bass, Councilman Jeff <JBass@garlandtx.gov>
> **Cc:** karlamontiel9@gmail.com; tkeithlack@gmail.com; n.barcenas@sbbmanagement.com; Sydna Gordon <dgsg64@outlook.com>
> **Subject:** Re: City of Garland Case Z 21-07

Dear City of Garland Plan Commission and Councilman Jeff Bass,

I received the Notice of Public Hearing of Garland Plan Commission a few days ago. I checked and found that none of my next door neighbors received this Notice.

Please note in the attached Comment that we would like to OPPOSE the Case Z 21-07 because it did not provide enough information for us to make an informative decision. Other than mentioning that the plan is to build 12 single homes of 10,000 sqft lot each, we were offered no other details such as the minimum size of the homes which is very important to us. The Vietnamese translation of the Notice also mentioned that it is for 12 houses for “One family-Một gia đình”. That caused us to envision a Compound of 12 small houses like 1,500-2000 sqft homes will be built at that location, which definitely will negatively impact not just the value of our house but also those of all the houses in the neighborhood. We worked hard to build our home and would like to preserve its value. I am sure that our neighbors would like the same thing and would have the same opinion with us.

As mentioned above, I checked with our neighbors and seemed like no one but just us received this notice which is odd. With important matters like this case, we thought that not just us but all the neighbors in HOB and the Greens should have received the notice as this matter will impact all of us. Sinding the notice only to my address doesn't seem to be fairy to my neighbors in the same Garland community.

For such reasons, we respectfully OPPOSE the this plan and will wait for further details of the plan before we can support it.

Thank you for your consideration, and best regards,

Aileen Nguyen and family
1 Dunrobin
Garland, TX 75044

On Saturday, June 24, 2023 at 11:07:48 AM CDT, Aileen Nguyen <nguyen2205@aol.com> wrote:

Aileen Nguyen

CAUTION: This email is from an external source. DO NOT click links or open attachments without verifying the sender. Never enter **USERNAME, PASSWORD**

or SENSITIVE INFORMATION on linked pages from this email. If you are unsure about the message, please contact the **Help Desk at x7240** for assistance.

<02-B-020021_SITE-PLAN-06-13-23.pdf>

GARLAND
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The applicant requests a Detail Plan for twelve (12) single-family detached homes.

City Council Meeting

July 18, 2023

Z 21-07

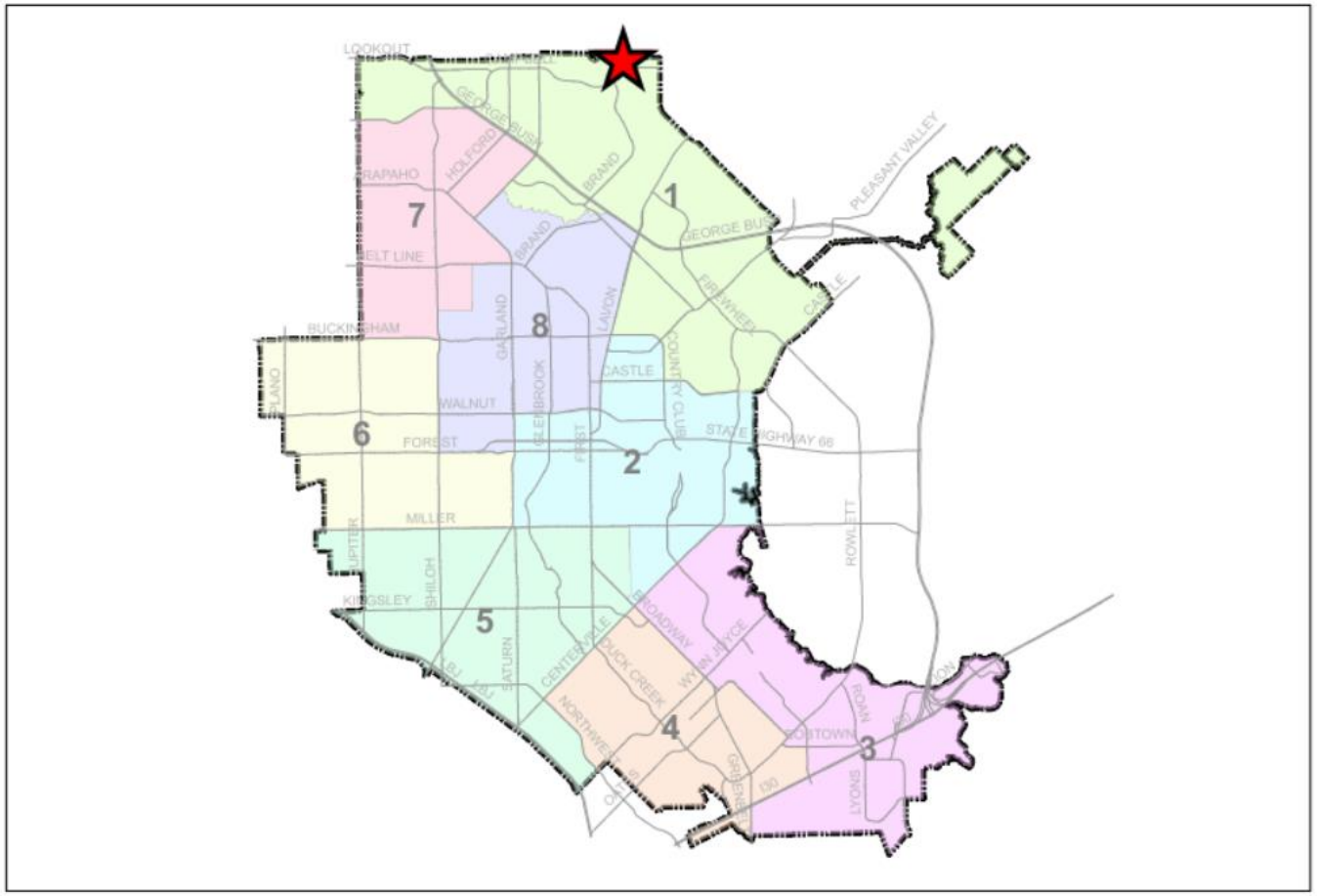
GARLAND
TEXAS MADE HERE

CASE INFORMATION

Location:	2675 East Brand Road
Applicant:	DDC, Inc.
Owner:	Preserve at Hern, LLC.
Acreage:	28.62 acres
Zoning: (SF-10)	Planned Development (PD) District 16-23 for Single-Family-10 Uses

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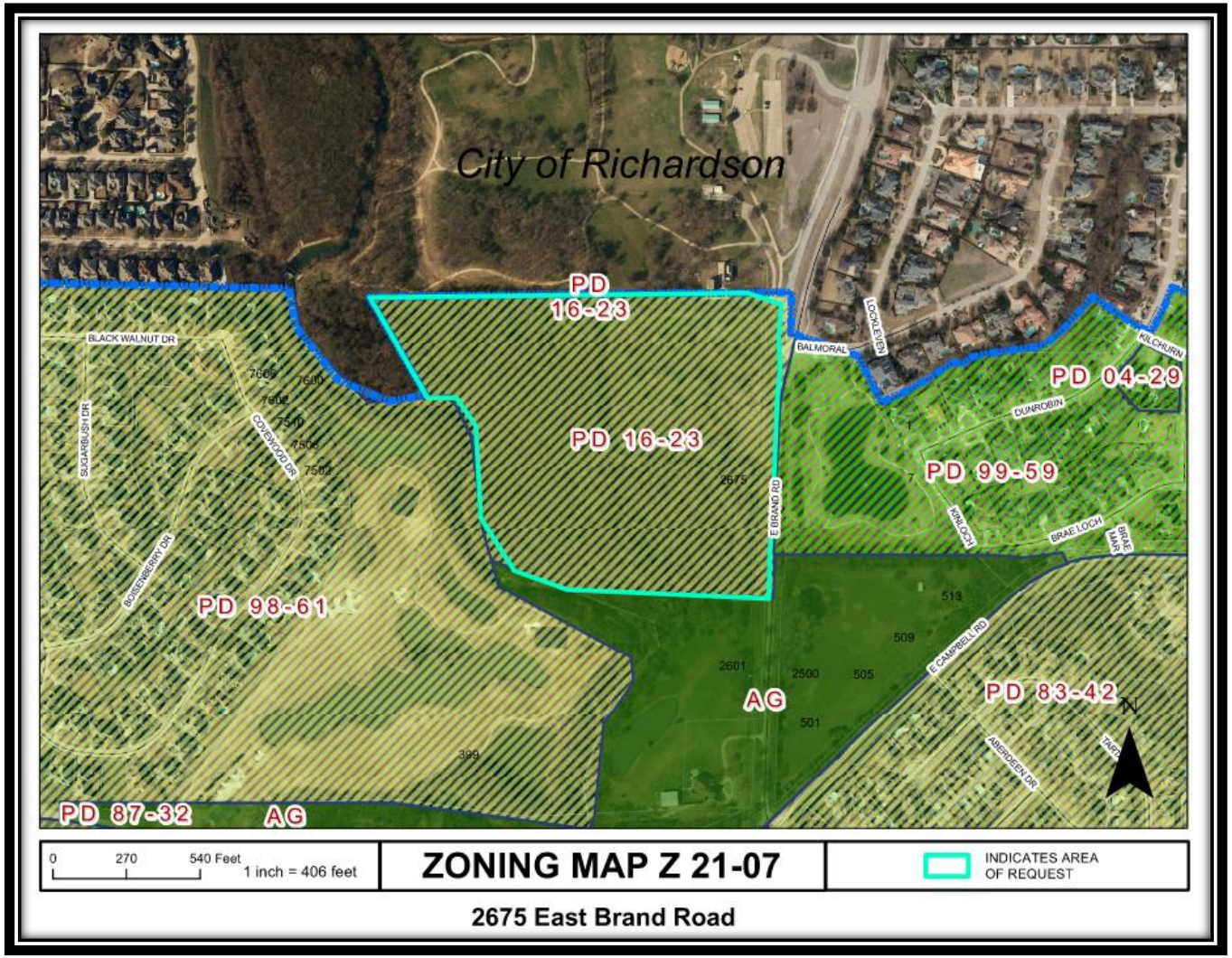
CITYWIDE LOCATION MAP



Z 21-07

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LOCATION MAP

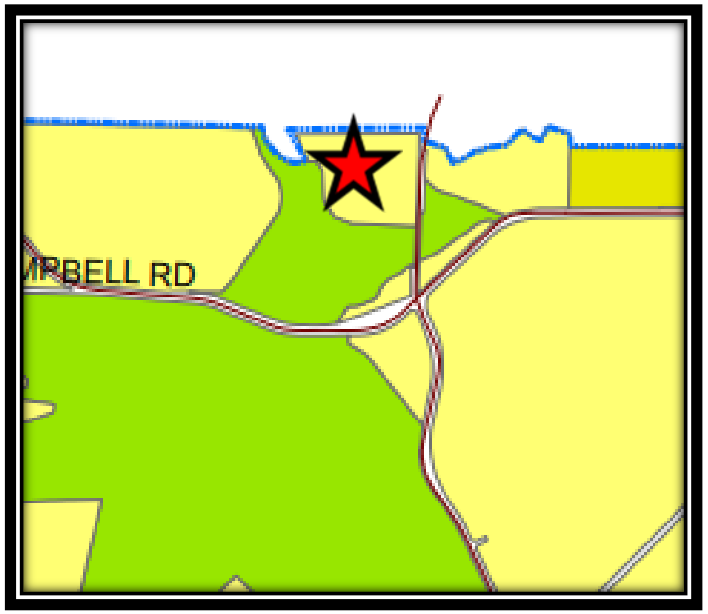


Z 21-07

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COMPREHENSIVE PLAN





Z 21-07

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COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Traditional Neighborhoods.

Traditional neighborhoods are currently found throughout Garland and provide areas for low to moderate density single-family detached residential housing. Traditional neighborhoods also accommodate convenience retail (goods and services), office space, and public services.

The Traditional neighborhood development type is primarily characterized as low density, single-family detached (between one and six dwelling units per acre). The proposed net density is 2.06 dwelling unit per acre. The proposed use is compatible to the Comprehensive Plan.

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PHOTOS



View of the subject property from East Brand Road



Looking east of the subject property from East Brand Road

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PHOTOS



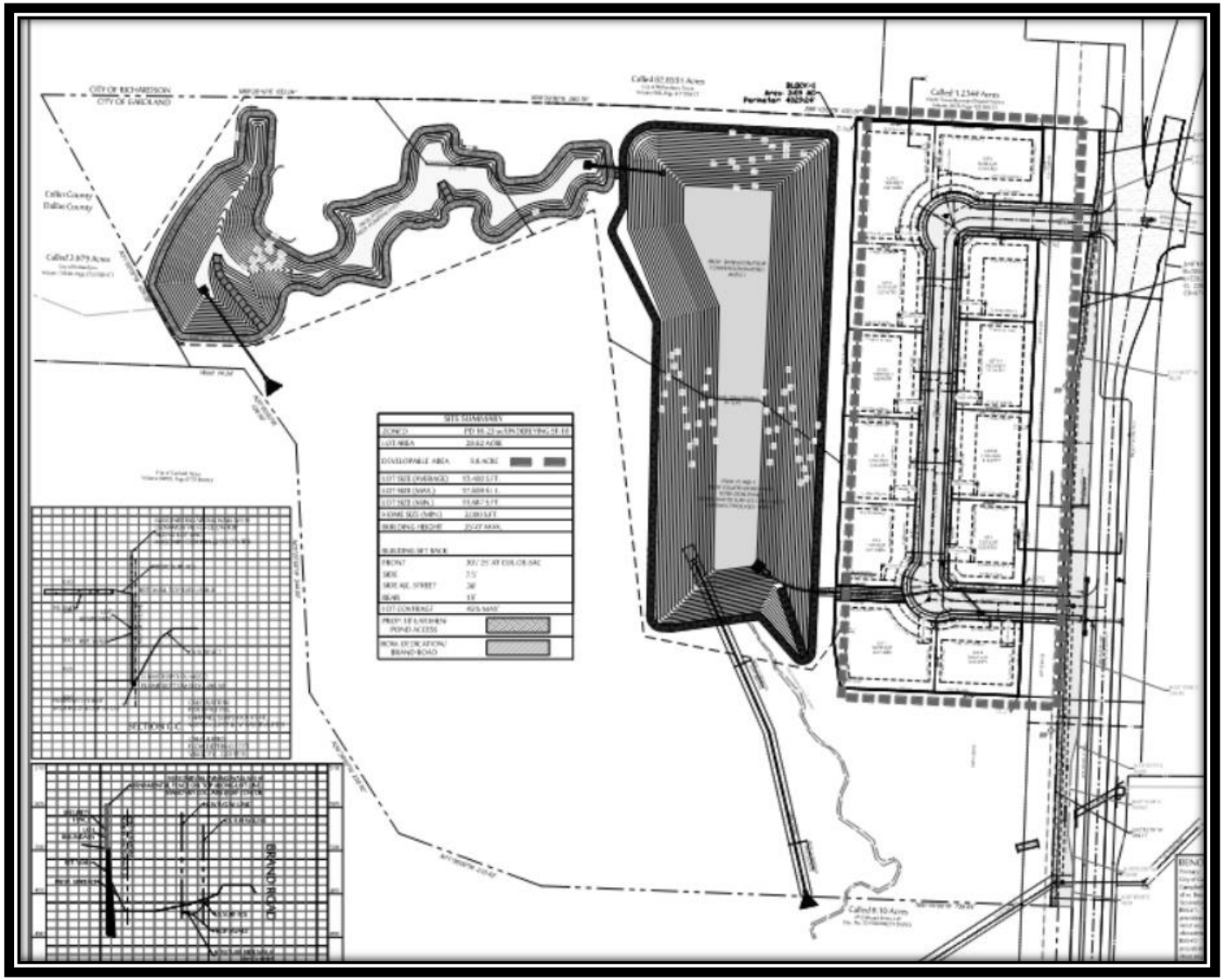
Looking south of the subject property



Looking north of the subject property

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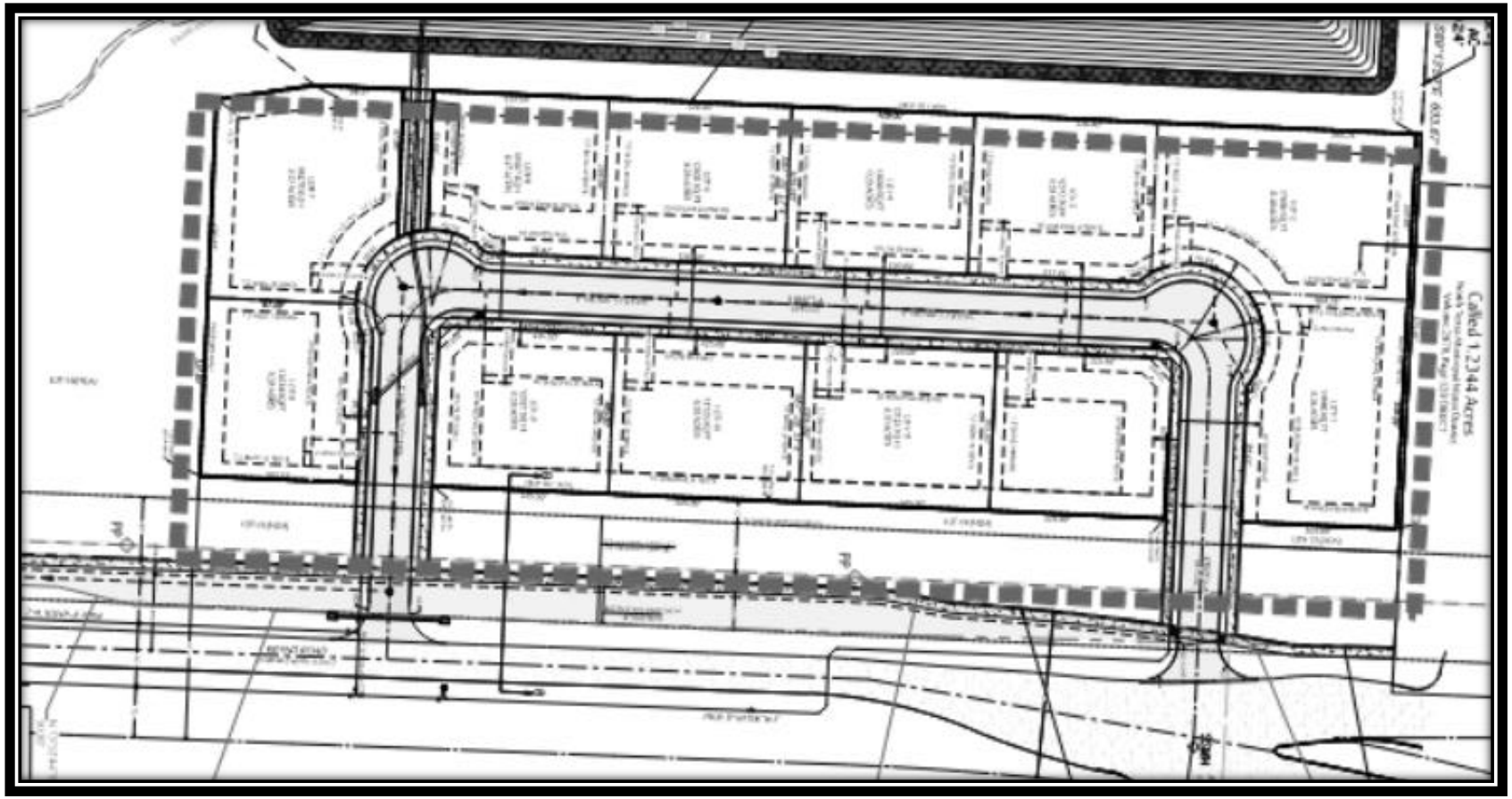
SITE PLAN



Z 21-07

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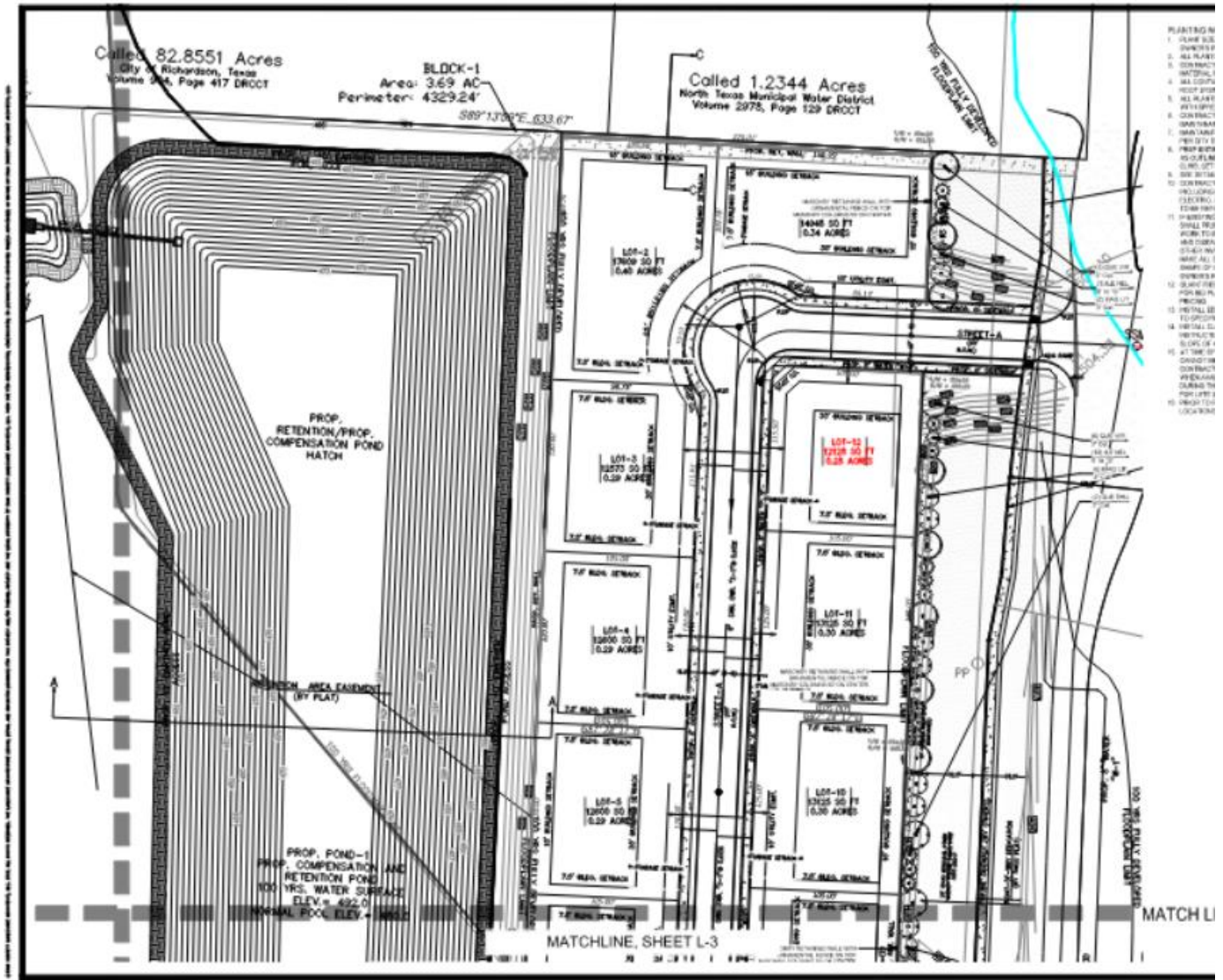
SITE PLAN



Z 21-07

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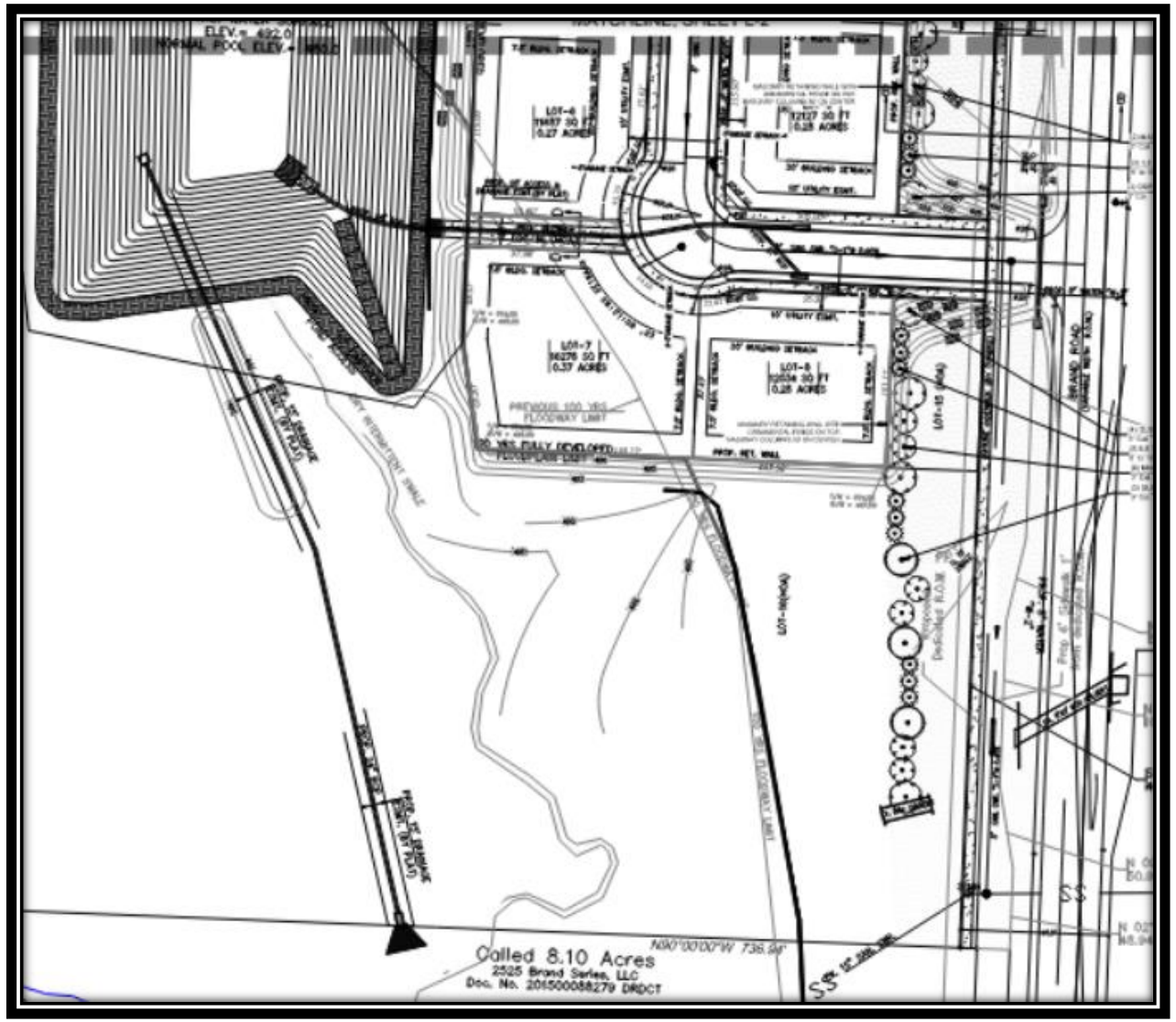
LANDSCAPE PLAN



Z 21-07

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LANDSCAPE PLAN



Z 21-07

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TEXAS MADE HERE

SAMPLE ELEVATION



Z 21-07

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STAFF RECOMMENDATION

Approval of a Detail Plan for Single-Family Detached Homes on a property zoned Planned Development (PD) District 16-23 for Single-Family-10 (SF-10) Uses.

GARLAND
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PLAN COMMISSION RECOMMENDATION

On June 26, 2023 the Plan Commission, by a vote of eight (8) to zero (0), recommended approval of a Detail Plan for Single-Family Detached Homes on a property zoned Planned Development (PD) District 16-23 for Single-Family-10 (SF-10) Uses.

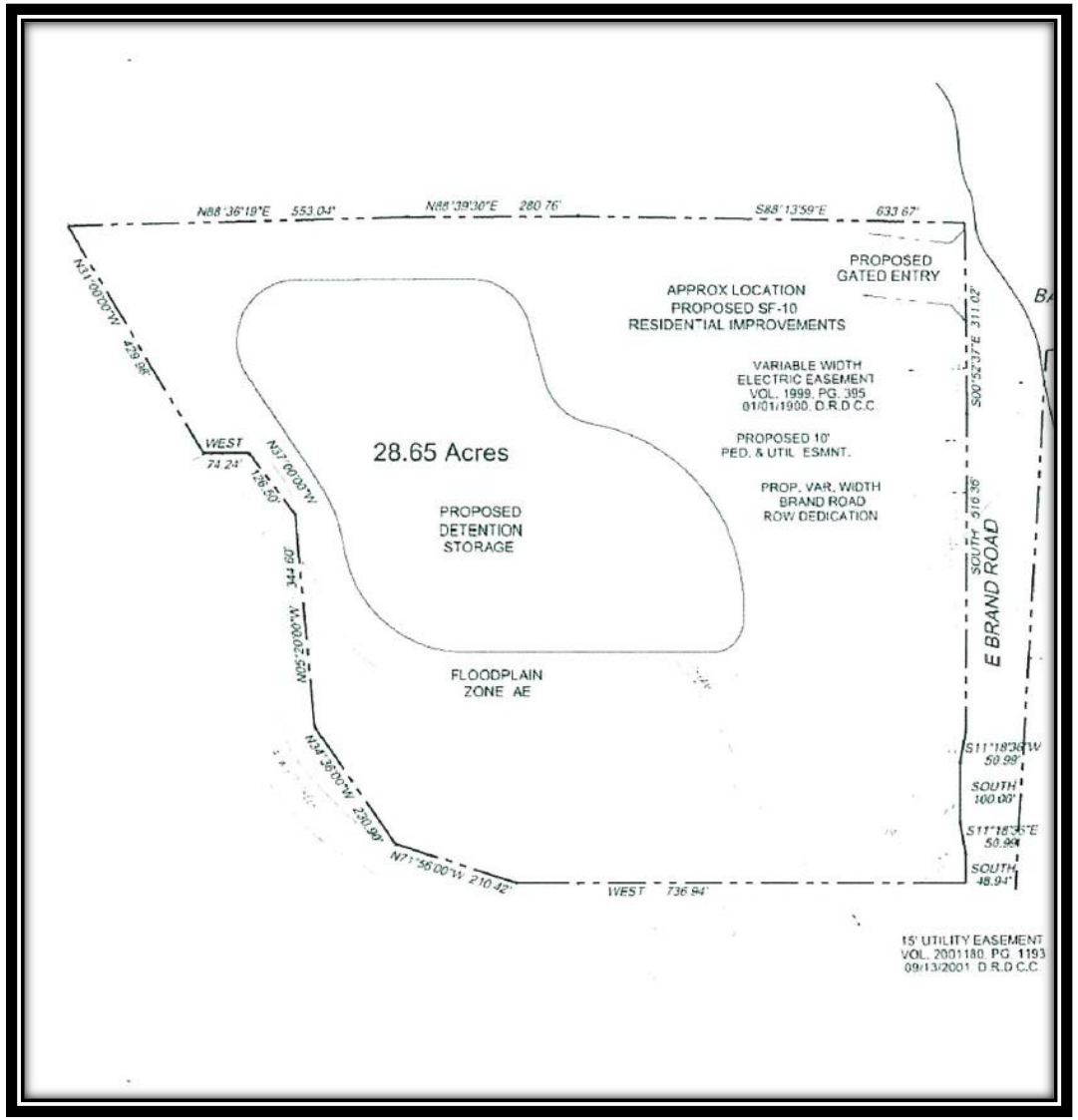
GARLAND

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Z 21-07

GARLAND
TEXAS MADE HERE

CONCEPT PLAN



Z 21-07

GARLAND
PLANNING REPORT

City Council Regular Session Agenda **7. e.**

Meeting Date: 07/18/2023

Item Title: Z 21-41 Homeyer Engineering - Zoning (District 3)

Submitted By: Nabiha Ahmed, Lead Development Planner

REQUEST

Approval of 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses and 2) an Alley Waiver.

Approval of a Detail Plan for Single-Family Attached (SFA) development.

LOCATION

1306 and 1314 Rowlett Road

OWNER

Rowlett Homes and Investments, LLC.

PLAN COMMISSION RECOMMENDATION

On June 26, 2023 the Plan Commission had a motion to approve and voted four (4) to four (4) on 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses; 2) an Alley Waiver for eight (8) townhouse lots; and 3) a Detail Plan for Single-Family Attached (SFA) development. Because of the lack of majority vote, the recommendation is, in effect, denial.

STAFF RECOMMENDATION

Approval of 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses and 2) an Alley Waiver.

Approval of a Detail Plan for Single-Family Attached (SFA) development.

BACKGROUND

The applicant proposes to construct twenty (20) townhouses and four (4) HOA open space lots. The subject property is developed with two (2) single-family homes, which will be demolished.

The applicant initially submitted a straight zoning request for townhouses. It was presented to Plan Commission on September 15, 2021 and the recommendation was denial. The applicant has withdrawn that application and submitted a Detail Plan for townhouses.

It should be noted that the initial straight-zoning proposal was intended for twenty-seven (27) townhouse lots. However, the lot count reduced to twenty (20) after incorporating necessary infrastructure.

SITE DATA

The subject property contains approximately 1.72 acres and has approximately 281 linear feet of frontage along Rowlett Road and 278 linear feet of frontage along South Country Club Road.

USE OF PROPERTY UNDER CURRENT ZONING

The subject property is currently zoned Single-Family-7 (SF-7) District and Agricultural (AG) District.

The Single-Family Residential districts are intended to provide for development of primarily low-density detached, single-family residences on a variety of lot sizes, churches, schools, and public parks in logical, livable, and sustainable neighborhoods.

The Agricultural (AG) District is intended for vacant land which is not yet ready for development, land which is used for agricultural or open space purposes, land which due to its topography or location within a floodplain or other undevelopable area is not anticipated to be developed for more intense use, and land which has been newly annexed into the City of Garland. Land that has been newly annexed into the City is initially zoned Agricultural until it is zoned another more permanent zoning classification in the future. Single-family uses on large lots are appropriate in this district.

CONSIDERATIONS

1. Detail Plan

   The applicant proposes a Detail Plan for a development of twenty (20) townhouses and four (4) HOA lots. This proposed development will consist of twelve (12) rear-loaded lots and eight (8) front-loaded lots. In addition, the applicant is proposing 11.6 units per acre, therefore meeting the SFA GDC requirement.

2. The applicant requests to deviate from some of the required SFA District development standards. The table below indicates the deviations proposed. It should be noted that the proposal will meet the minimum dwelling size requirement (1,400 sf) per the GDC.

Development Standards	Required	Proposed (Minimum)	Applicant's Justification
Lot Area	Minimum 2,000 SF	Minimum 1,650 SF	The minimum lot area is being reduced due to the proposed right-of-way dedication along Rowlett Road.
Lot Depth	Minimum 90 feet	Minimum 60 feet	The reduced lot depth is necessary due to the right-of-way dedication.
Screening	This proposed development requires either a masonry wall or an ornamental fence with masonry columns and landscaping along Rowlett Road and South Country Club Road.	The applicant proposes a five (5)-foot ornamental fence with masonry columns along with large canopy trees and screening shrubs along Rowlett Road and South Country Club Road. However, the fence and landscaping is located within the private lots but will be maintained by the HOA.	The deviation is needed to maintain the proposed lot depth.
Alleys	Alleys are required	Alley not provided for 8 lots	The applicant is proposing a combination of front-loaded and rear-loaded lots.

3. Screening and Landscaping

Per the GDC, a screening wall or fencing is required along a thoroughfare Type “D” or greater. Rowlett Road and South Country Club Road are both considered to be greater than Type “D”; therefore, a five (5)-foot ornamental fence with masonry columns and applicable vegetation is proposed along South Country Club Road and Rowlett Road. The GDC requires the fence and vegetation to be within a five (5)-foot landscape buffer. However, the fencing and the landscaping is located within the private townhouse lots. The applicant contends the fence and landscaping along Rowlett Road and South Country Club Road will be maintained by the HOA.
The landscape plan meets all other landscaping and screening requirements per the GDC.

4. Amenities

   Common open space area is included with the proposed development in accordance with the GDC. Amenities are not required for this development due to there being fewer than twenty-five (25) townhouses. However, the applicant proposes several picnic tables within the common areas.

5. Parking

   The site plan (Exhibit C) complies with the required enclosed garages spaces and guest parking per the GDC.

6. Garage

   The GDC requires the face of a garage door to be at least twenty (20) feet from the street or alley right-of-way line that the garage door faces (twenty-four feet if facing an interior lot/property line), and must have at least one of the following designs, as depicted in Illustrations 4-9 through 4-13:

- Rear entry;
- “J” drives, for front entry properties;
- “Swing” drives, for side entry properties; or
- Offset front entry with the garage door set back at least five feet behind the front building face.The site plan (Exhibit C) reflects front-entry garages with an offset.

   The site plan (Exhibit C) reflects front-entry garages with an offset.

7. Building Design

   The building elevations complies with the building height, articulation and architectural elements requirements per the GDC.

8. Signage

   The applicant has not requested any deviation on signage; it will comply with the standards in the GDC.

9. Alley Waiver

   The applicant seeks a partial Alley Waiver for eight (8) lots from the Plan Commission for this development. Section 3.80 of the GDC requires every lot in a residential subdivision with two or more lots to be served by an alley at the rear, or, if a corner lot, at the rear or one side. Alleys are utilized to facilitate drainage for the subdivision development, provide an area for the placement of utilities, and to provide rear access to a single-family lot. As reflected on the Detail Plan, alleys are not proposed for this development, as all lots would have front vehicular access only and utilities and drainage would be provided through easements. The Engineering Department has reviewed the plans and has indicated the layout is conducive to providing adequate drainage while meeting the City’s requirements.

COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Traditional Neighborhoods.

Traditional neighborhoods are currently found throughout Garland and provide areas for low to moderate density single-family detached residential housing. Traditional neighborhoods also accommodate convenience retail (goods and services), office space, and public services.

The Traditional neighborhood development type is primarily characterized as low density, single-family detached (between one and six dwelling units per acre).

Densities in the area vary. The neighborhood immediately to the east and south is approximately 3.8 units per acre. The patio home/zero lot line neighborhood to the north is approximately 6.8 units per acre. The multi-family complex further to the west is approximately 12 units per acre. The applicant proposes a maximum density of 11.6 dwelling units per acre.

COMPATIBILITY OF REQUEST WITH SURROUNDING ZONING AND LAND USES

The surrounding properties are primarily developed with residential uses. The properties to the north, across Rowlett Road, are zoned Planned Development (PD) District 85-22 for Patio Homes, and Agricultural (AG) District; these are residential homes. The properties to the east and south are zoned Planned Development (PD) District 99-31 for single-family use; these properties are residential homes. Further to the south along South Country Club Road is a church. The properties to the west, across South Country Club Road, are zoned Single-Family-7 (SF-7) District; these properties are residential homes as well. Further to the west along Rowlett Road are Agricultural (AG) District zoned properties developed with single-family homes and mobile homes, as well as an apartment complex zoned Multi-Family (MF-1) District.

It should be noted that the proposed site plan provides open space lots along the southeastern boundary, and a proposed street and sidewalk, which provide buffering from the existing neighborhood. Along the northeastern boundary of the proposed development are townhouse backyards; however, there is an existing alley providing additional buffering for the existing single-family homes to the northeast. Lots “X1” and “X2” are open space amenity areas. The applicant intends to preserve as many existing trees as possible along the property boundaries.

Attachments

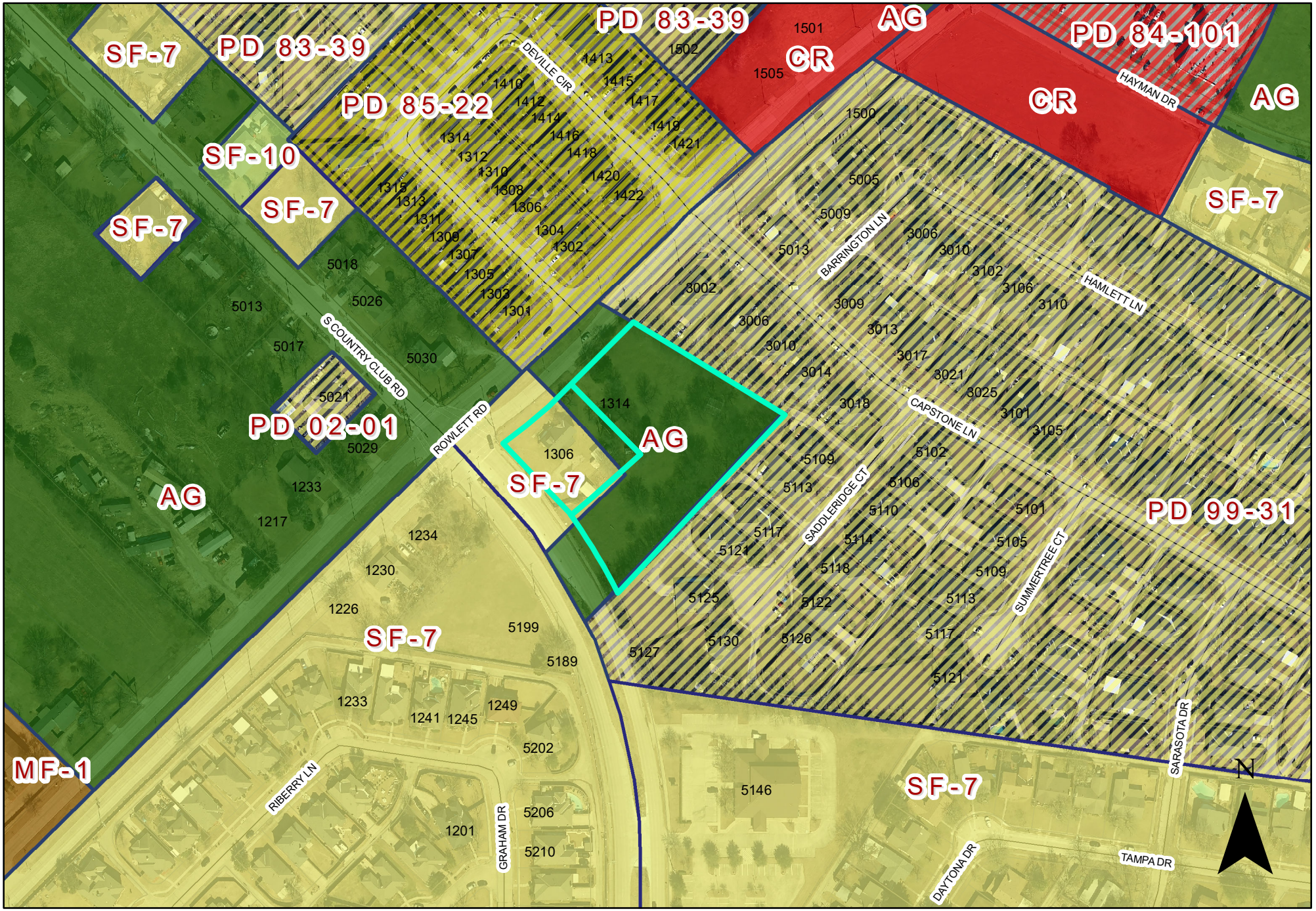
Z 21-41 Location Map

Z 21-41 PD Conditions

Z 21-41 R&M - Zoning

Z 21-41 Responses

Z 21-41 Staff Presentation



0 130 260 Feet

1 inch = 203 feet

ZONING MAP Z 21-41

INDICATES AREA OF REQUEST

1306 & 1314 Rowlett Road

PLANNED DEVELOPMENT CONDITIONS

ZONING FILE Z 21-41

1306 and 1314 Rowlett Road

I. Statement of Purpose: The purpose of this Planned Development is to approve a Detail Plan for twenty (20) Single-Family Attached (Townhouse) and four (4) HOA lots.

II. Statement of Effect: This Planned Development shall not affect any regulation found in the Garland Development Code, Ordinance No. 6773, and Single-Family-Attached (SFA) District, as amended prior to adoption of this ordinance, except as specifically provided herein.

III. General Regulations: All regulations of the Single-Family-Attached(SFA) District as set forth in Chapter 2 of the Garland Development Code included by reference and shall apply, except as otherwise specified by this ordinance.

IV. Development Plans:

Detail Plan: Development shall conform to the Site Plan and Landscape Plan set forth in Exhibit C, Exhibit D, and Exhibit E; however, in the event of conflict between the Detail Plan and the written conditions contained in this ordinance, the written conditions shall control.

V. Specific Conditions:

A. Permitted Uses: Only Dwelling, Single-Family-Attached (SFA) units are permitted.

B. Maximum Number of Lots: A total of twenty (20) single-family attached units shall be permitted.

C. Minimum Lot Area: The minimum lot area shall be 1,650 square feet and as reflected in Exhibit C.

D. Minimum Lot Depth: The minimum lot depth shall be sixty (60) feet and the lot depth is measured between the lot lines.

E. Minimum Dwelling Size: The minimum dwelling size shall be 1,400 square feet.

EXHIBIT B

F. Alleys: Alleys shall not be required for eight (8) single-family attached lots as reflected in Exhibit C.

G. Screening and Landscaping: Screening and landscaping shall be in conformance with the Landscape Plan set forth in Exhibit D.

H. Open Space and Amenities: Open Space and Amenities shall be provided as shown in Exhibit D.

I. Signage: All signs shall meet the Garland Development Code requirements.

J. Elevations: Building Elevations shall be in general conformance with the elevations labeled Exhibit E.

K. Homeowners Association: A Homeowners Association shall be incorporated, and each lot/homeowner shall be a mandatory member. The bylaws and/or declaration of this association shall establish a system of payment of dues; a system of enforcement of its rules and regulations; shall establish a clear and distinct definition of the responsibility of each member; shall obligate the association, through assessment of homeowners, to maintain all open space areas; and other provisions as deemed appropriate to secure a sound and stable association.

L. Maintenance of Open/Common Space and Landscaped Areas, Entry Features, Access Easements, and Amenities in HOA Lots: Pursuant to the declaration for the Homeowner's Association, the Homeowners Association shall be obligated to repair and maintain all common areas of the community (including open/common space, landscaped areas, entry features, access easements, and amenities in HOA lots) and the bylaws and/or declaration for the association shall authorize the association to pay for the cost thereof through the assessment of homeowners within the community.

The landscaping and fencing along Rowlett Road and South Country Club Road located within private townhouse lots shall be maintained by the Homeowner's Association.

EXHIBIT B

M. Required Assessments and Reserves: The declaration for the Homeowner's Association shall provide that each homeowner owning a real property interest in a residential lot within the community land shall be obligated to pay assessments to the Homeowners Association to pay for the operation and common expenses of the association, including, without limitation, the repair and maintenance of association common areas, including repairing, maintaining or replacing the association screening walls and perimeter fences. If the Homeowners Association fails to perform the above-described maintenance due to lack of funds, the Homeowners Association shall assess members on a pro rata basis for the cost of performing such maintenance and shall thereafter promptly and diligently perform the maintenance required. To help ensure that funds will be available to perform such maintenance, the Homeowners Association shall establish and maintain a reserve fund for the periodic maintenance, repair and replacement of association improvements, which shall include adequate reserves for the expected future costs to repair, maintain and replace association screening walls and perimeter fences.

N. City's Right to Enforce: The declaration for the Homeowner's Association shall contain a provision stating that if the Homeowner's Association fails to maintain an association screening wall or perimeter fence in good repair, then the City may send written notice to the Homeowner's Association demanding the proper repair and maintenance of such screening wall or perimeter fence. If the Homeowner's Association has not repaired or replaced such screening wall or perimeter fence within 120 days after the date of the City's written notice to the Homeowner's Association, the City shall have the right, but not the obligation, to exercise all access easements and other rights of the Homeowners Association to repair and/or replace, as necessary, such screening wall or perimeter fence and to charge all reasonable costs incurred therefor to the Homeowners Association. The Homeowner's Association shall promptly pay such costs to the City upon completion of the repairs and/or replacement upon written demand by the City. If the reserves required by these conditions and the declaration are not sufficient to fully reimburse the City, the

Homeowner's Association shall assess its members for the funds necessary to fully reimburse the City and to re-establish its required reserves. Such provision in the declaration for the Homeowner's Association shall further state that such provision may not be amended or modified without the prior written consent of the City.

EXHIBIT B

REPORT & MINUTES

P.C. Meeting, June 26, 2023

4b. DENIED Consideration of the application of **Homeyer Engineering,** requesting approval of 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses and 2) an Alley Waiver. This property is located at 1306 & 1314 Rowlett Road. (District 3) (File Z 21-41 – Zoning)

The architect, Greg Guerin, P.O. Box 53, Forney, TX, 75126, provided an overview of the request, and remained available for questions.

Commissioner Paris asked if a Traffic Impact Analysis was done and if so, what feedback, if any, was provided from the Transportation Department.

The architect explained that the proposed development went through a thorough review by the Engineering Department regarding their 20 residences and 2 driveways that the Fire Department requested be incorporated into the development.

Motion was made by Commissioner Paris to close the public hearing and **approve** the application as presented. Seconded by Commissioner Jenkins.

Chair Roberts commented that he previously voted against this use at that location and would again be voting against the proposed development due to an already good mix of residences in the area and the potential for many of the trees on the property being removed as a result of the development.

Motion failed for lack of a majority vote.

Commissioner Paris opened up the floor for discussion.

Commissioner Dalton shared that he does not feel like this location is the right place for a group of townhomes.

Representing the applicant, Jason Eddington, 9500 FM 740, Forney, TX, addressed some of the concerns the Commission expressed in regards to the applicant being open to replanting some of the trees that will be removed during construction.

Commissioner Rose referenced a case at the previous Plan Commission meeting where the Commission's vote also resulted in a 4-4 vote and requested that the recommendation be forwarded as such to the City Council and leave it up to the City Council to make a final decision on the development.

Chair Roberts stated that due to no changes in the votes, the development would be forwarded to Council as a 4-4 vote which technically means it is a denial on behalf of the Plan Commission.

The Plan Commission took a recess at 7:22 p.m. to address some of the technical audio issues.

The Plan Commission returned from recess at 7:29 p.m.



ZONING MAP Z 21-41

1306 & 1314 Rowlett Road

Comment Form
Case Z 21-41

Z 21-41 Homeyer Engineering. The applicant proposes twenty (20) townhouses and open space. A previous request for straight-zoning for townhouses was withdrawn; however, the applicant has submitted a Detail Plan for a townhouse development. The site is located at 1306 and 1314 Rowlett Road. (District 3)

Z 21-41 Homeyer Engineering. El solicitante propone veinte (20) casas adosadas y espacios abiertos. Se retiró una solicitud anterior de zonificación directa para casas adosadas; sin embargo, el solicitante ha presentado un plan detallado para el desarrollo de una casa adosada. El sitio está ubicado en 1306 y 1314 Rowlett Road. (Distrito 3)

Z 21-41 Homeyer Engineering. Người nộp đơn đề xuất hai mươi (20) căn nhà phố và không gian mở. Yêu cầu trước đây về phân vùng thẳng cho nhà phố đã bị thu hồi; tuy nhiên, người nộp đơn đã nộp Kế hoạch chi tiết cho việc phát triển nhà phố. Địa điểm tọa lạc tại 1306 và 1314 Rowlett Road. (Quận 3)

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Jimmy Hooker

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

5121 Saddleridge Ct.

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Garland, TX.

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

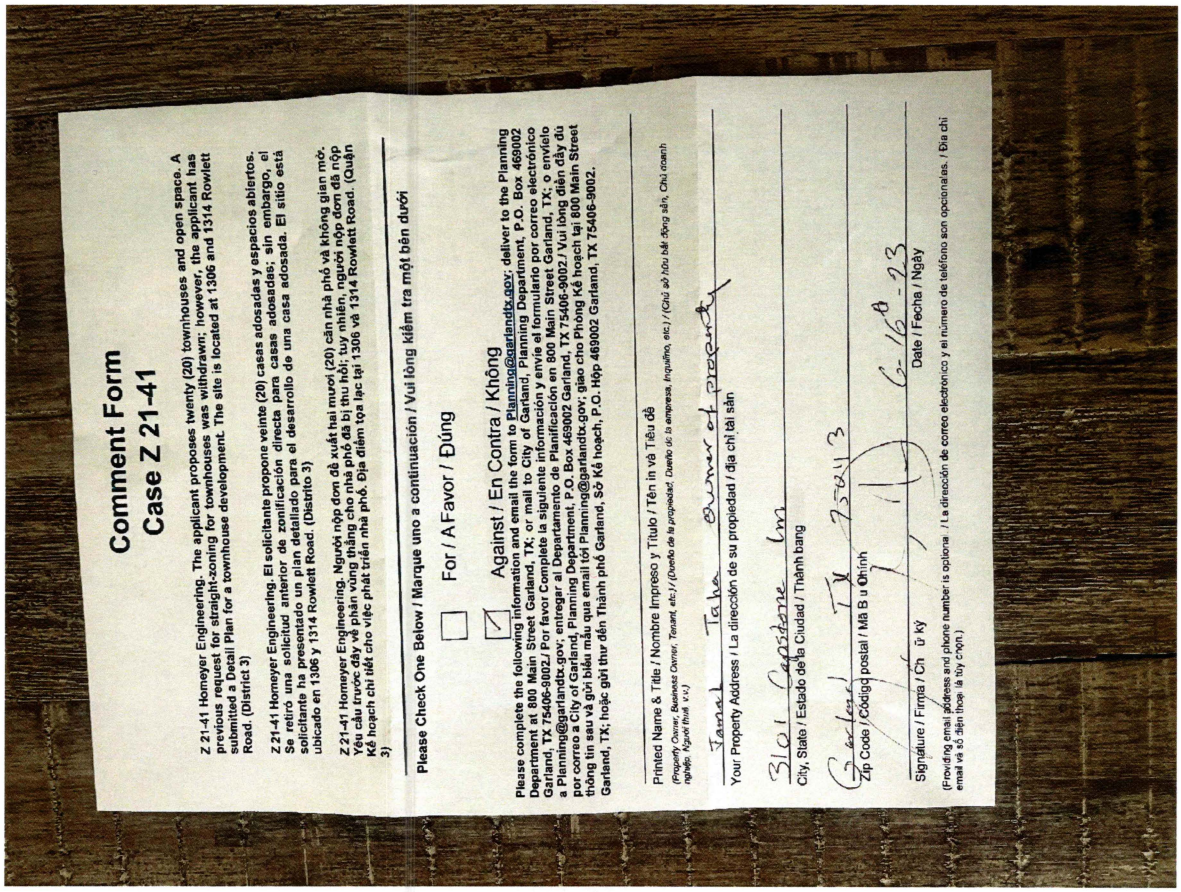
6/26/2023

Date / Fecha / Ngày

Signature / Firma / Ch ữ ký

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From: jamal taha
To: Planning Group
Subject: Comment for case Z21-41
Date: Friday, June 16, 2023 4:14:19 PM



Comment Form
Case Z 21-41

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Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề
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Jamal Taha, owner of property

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Garland TX 75043

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Signature / Firma / Chữ ký

6-16-23

Date / Fecha / Ngày

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Comment Form
Case Z 21-41

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Shirley Alaniz homeowner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

1230 Rowlett Road

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Garland, Texas

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Shirley Alaniz 6/21/23

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form Continued –
Case Z 21-41

The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

There is already too much traffic on this corner and site of many accidents.

TOTally AGainst !!

Comment Form
Case Z 21-41

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☐ For / A Favor / Đúng

☒ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

CHARLES ORIAKU (Property Owner)

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

5121 Summertree Ct. Garland TX 75043

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Charles Oriaku 06/16/2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

Z 21-41

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

Fekadu Atlabachew

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

5110 Saddleridge ct

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX.

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Fekadu Atlabachew 06/18/23

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

JUN 27 '23 AM10:31

Comment Form
Case Z 21-41

Z 21-41 Homeyer Engineering. The applicant proposes twenty (20) townhouses and open space. A previous request for straight-zoning for townhouses was withdrawn; however, the applicant has submitted a Detail Plan for a townhouse development. The site is located at 1306 and 1314 Rowlett Road. (District 3)

Z 21-41 Homeyer Engineering. El solicitante propone veinte (20) casas adosadas y espacios abiertos. Se retiró una solicitud anterior de zonificación directa para casas adosadas; sin embargo, el solicitante ha presentado un plan detallado para el desarrollo de una casa adosada. El sitio está ubicado en 1306 y 1314 Rowlett Road. (Distrito 3)

Z 21-41 Homeyer Engineering. Người nộp đơn đề xuất hai mươi (20) căn nhà phố và không gian mở. Yêu cầu trước đây về phân vùng thẳng cho nhà phố đã bị thu hồi; tuy nhiên, người nộp đơn đã nộp Kế hoạch chi tiết cho việc phát triển nhà phố. Địa điểm tọa lạc tại 1306 và 1314 Rowlett Road. (Quận 3)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

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ROY & NAOMI ESCOBAR

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

5114 SADDLERIDGE CT

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Roy Escobar Naomi Escobar 6/22/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

JUN 27 '23 AM10:32

Comment Form Continued –
Case Z 21-41

The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

I am deeply concerned about how the proposed 20 townhomes will disrupt the pleasant quiet residential neighborhoods surrounding this area. The area is suitable for 2-3 single family residences in keeping with established neighborhoods.

The development will increase the traffic and contribute to "concrete open space." There are mature trees in and around the proposed development area which support the small wildlife (rabbits and beautiful birds) currently living in and among the trees.

Please deny the development of the townhomes. South Garland already is saturated with low income apartments and this development will only continue the trend.

Comment Form
Case Z 21-41

Z 21-41 Homeyer Engineering. The applicant proposes twenty (20) townhouses and open space. A previous request for straight-zoning for townhouses was withdrawn; however, the applicant has submitted a Detail Plan for a townhouse development. The site is located at 1306 and 1314 Rowlett Road. (District 3)

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☒ Against / En Contra / Không

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KIM NHUNG THI TRAN

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

5102 Saddleridge, ct

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland , TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

23/06/2023

Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

JUN 29 '23 AM 11:35

Zoning Response Case Comments

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 21-41	June 26,2023	July 18, 2023	Nabiha Ahmed

Z 21-41 Homeyer Engineering. The applicant proposes twenty (20) townhouses and open space. A previous request for straight-zoning for townhouses was withdrawn; however, the applicant has submitted a Detail Plan for a townhouse development. The site is located at 1306 and 1314 Rowlett Road. (District 3)

John Horacek **Against**

6/28/2023
11:31:39 PM

5125 Saddleridge CT
Garland
Texas
United States
75043

John Horacek **Against**

6/28/2023
11:31:30 PM

5125 Saddleridge CT
Garland
Texas
United States
75043

John Horacek **Against**

6/28/2023
11:31:27 PM

5125 Saddleridge CT
Garland
Texas
United States
75043

Jimmy Hooker **Against**

6/27/2023
12:26:35 AM

5121 Saddleridge Ct
Garland
Texas
United States
75043

da2xog@aol.com

4694430158

My lot sits directly in the neighborhood behind this proposed site and we already are overconsumed with traffic and congestion, this IS NOT the place for this type of development

---

H Alan Nicholson

against

6/26/2023
9:11:40 PM

5210 Graham Dr
Garland
TX
United States
75043

nicksan3@cs.com

19729892220

Jimmy Hooker

Against

6/26/2023
5:16:34 PM

5121 Saddleridge Ct
Garland
Texas
United States
75043

jimmy.hooker@wnco.com

4694430158

This is not something that we want or need in this area

Lana Benson

Against

6/22/2023
4:12:15 PM

1234 Rowlett Rd.
Garland
Texas
United States
75043

lanajbenson@aol.com

214-549-7051

Zoning Response Case Comments

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 21-41	June 26,2023	July 18, 2023	Nabiha Ahmed

Z 21-41 Homeyer Engineering. The applicant proposes twenty (20) townhouses and open space. A previous request for straight-zoning for townhouses was withdrawn; however, the applicant has submitted a Detail Plan for a townhouse development. The site is located at 1306 and 1314 Rowlett Road. (District 3)

Cheryl Reynolds
6/20/2023
11:11:33 PM

Against

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Against

Cheryl Reynolds
6/20/2023
11:11:19 PM

Against

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Against

Cheryl Reynolds
6/20/2023
11:11:04 PM

Against

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Against

Cheryl Reynolds

Against

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 21-41	June 26,2023	July 18, 2023	Nabiha Ahmed

6/20/2023
11:10:53 PM

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Cheryl Reynolds

Against

6/20/2023
11:10:51 PM

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Tammy Leos

Against

6/19/2023
2:36:28 PM

5206 Graham dr
Garland
Texas
United States
75043

rubenandtammy@verizon.net
2143356892

Tammy Leos

Against

6/19/2023
2:36:24 PM

5206 Graham dr
Garland
Texas
United States
75043

rubenandtammy@verizon.net
2143356892

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 21-41	June 26,2023	July 18, 2023	Nabiha Ahmed

Tammy Leos **Against**

6/19/2023
2:36:21 PM

5206 Graham dr

Garland
Texas
United States
75043

rubenandtammy@verizon.net

2143356892

Z 21-41 Homeyer Engineering. The applicant proposes twenty (20) townhouses and open space. A previous request for straight-zoning for townhouses was withdrawn; however, the applicant has submitted a Detail Plan for a townhouse development. The site is located at 1306 and 1314 Rowlett Road. (District 3)

Cheryl Reynolds **Against**

6/20/2023
11:11:33 PM

1225 Mayapple Dr.

Garland
Texas
United States
75043

Against

Jcan2@tx.rr.com

9725671928

Outside the Notification Area

Cheryl Reynolds **Against**

6/20/2023
11:11:19 PM

1225 Mayapple Dr.

Garland
Texas
United States
75043

Against

Jcan2@tx.rr.com

9725671928

Outside the Notification Area

Cheryl Reynolds **Against**

6/20/2023
11:11:04 PM

1225 Mayapple Dr.

Garland

Outside the Notification A

Jcan2@tx.rr.com

9725671928

Texas
United States
75043

Against

Cheryl Reynolds
6/20/2023 11:10:53 PM

Against

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Cheryl Reynolds
6/20/2023 11:10:51 PM

Against

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Tammy Leos

6/19/2023 2:36:28 PM

Against

5206 Graham dr
Garland
Texas
United States
75043

rubenandtammy@verizon.net
2143356892

Tammy Leos

6/19/2023 2:36:24 PM

Against

5206 Graham dr

rubenandtammy@verizon.net

	Garland Texas United States 75043	2143356892

Tammy Leos	**Against**	
6/19/2023 2:36:21 PM	5206 Graham dr Garland Texas United States 75043	rubenandtammy@verizon.net 2143356892

GARLAND
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The applicant proposes twenty (20) townhouses and open spaces.

City Council Meeting

July 18, 2023

Z 21-41

GARLAND
TEXAS MADE HERE

CASE INFORMATION

Location: 1306 and 1314 Rowlett Road

Applicant: Homeyer Engineering

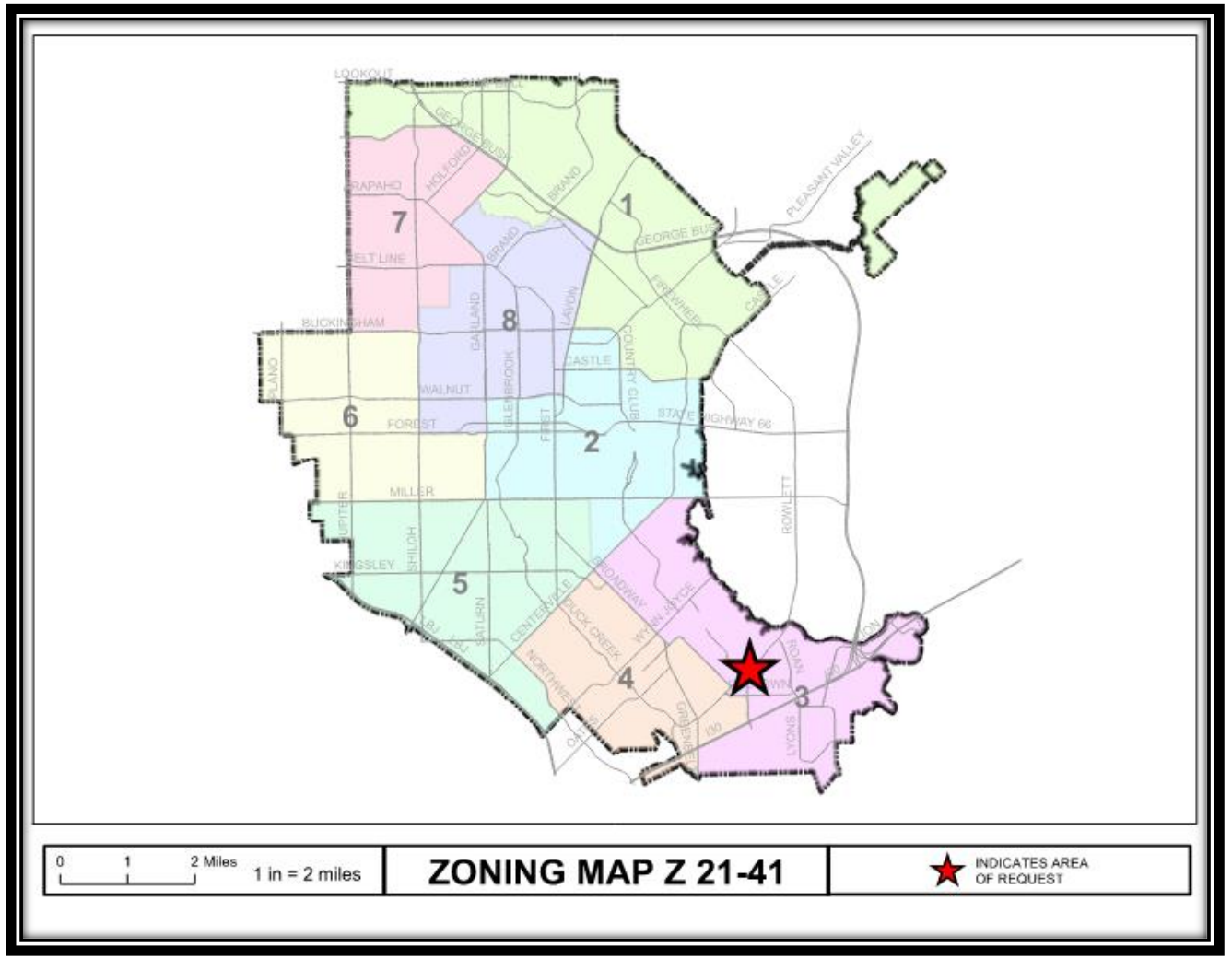
Owner: Rowlett Homes and Investments, LLC.

Acreage: 1.72 acres

Zoning: Single-Family-7 (SF-7) District and Agricultural (AG) District

GARLAND
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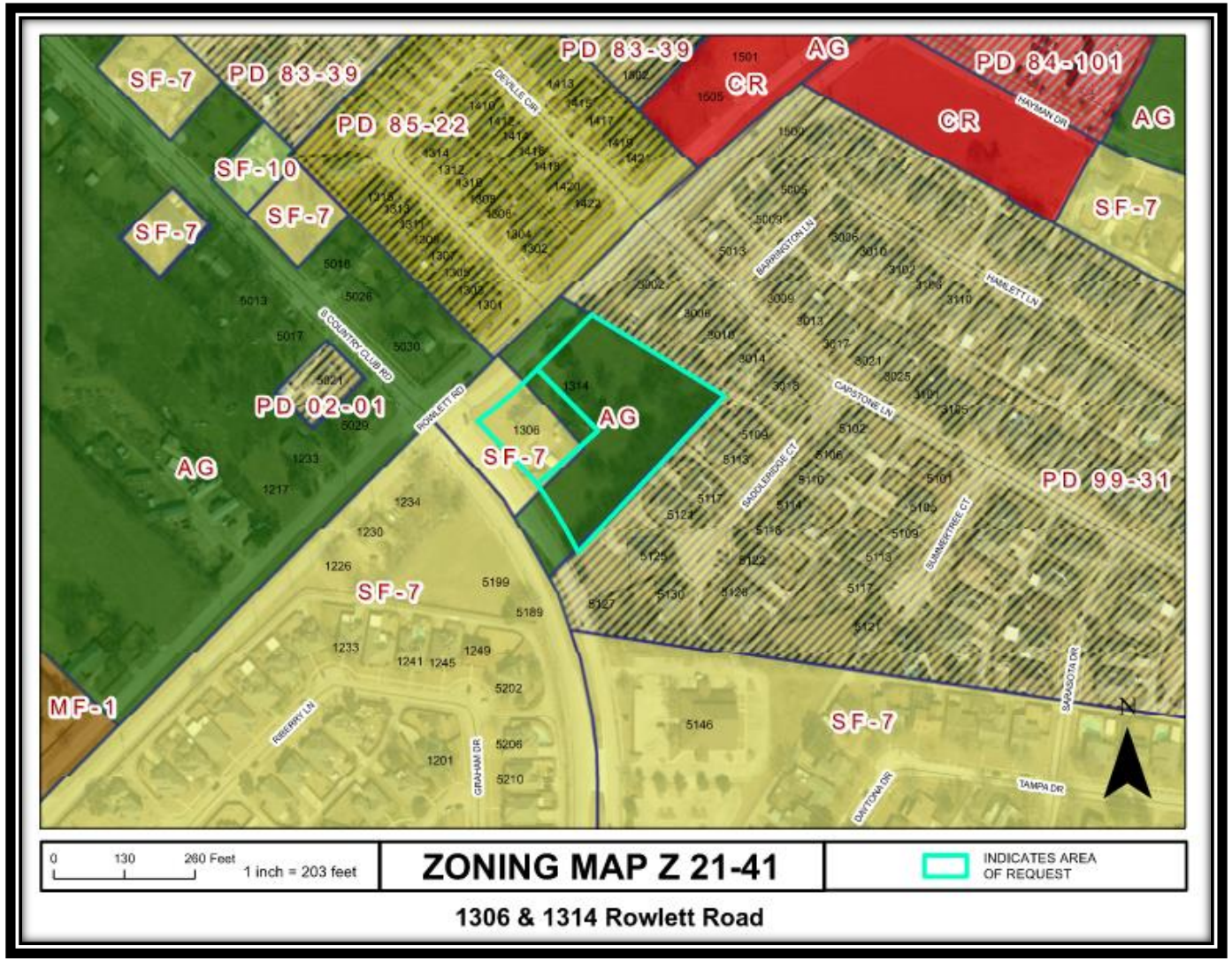
CITYWIDE LOCATION MAP



Z 21-41

GARLAND
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LOCATION MAP

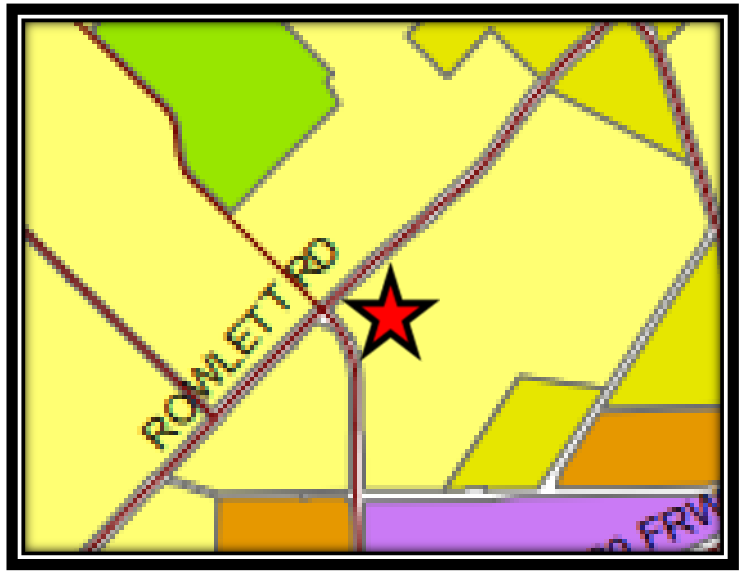


Z 21-41

GARLAND
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COMPREHENSIVE PLAN





Z 21-41

GARLAND
TEXAS MADE HERE

COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Traditional Neighborhoods.

Traditional neighborhoods are currently found throughout Garland and provide areas for low to moderate density single-family detached residential housing. Traditional neighborhoods also accommodate convenience retail (goods and services), office space, and public services.

The Traditional neighborhood development type is primarily characterized as low density, single-family detached (between one and six dwelling units per acre).

Densities in the area vary. The neighborhood immediately to the east and south is approximately 3.8 units per acre. The patio home/zero lot line neighborhood to the north is approximately 6.8 units per acre. The multi-family complex further to the west is approximately 12 units per acre. The applicant proposes a maximum density of 11.6 dwelling units per acre.

Z 21-41

GARLAND
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COMPATIBILITY

The surrounding properties are primarily developed with residential uses. The properties to the north, across Rowlett Road, are zoned Planned Development (PD) District 85-22 for Patio Homes, and Agricultural (AG) District; these are residential homes. The properties to the east and south are zoned Planned Development (PD) District 99-31 for single-family use; these properties are residential homes. Further to the south along South Country Club Road is a church. The properties to the west, across South Country Club Road, are zoned Single-Family-7 (SF-7) District; these properties are residential homes as well. Further to the west along Rowlett Road are Agricultural (AG) District zoned properties developed with single-family homes and mobile homes, as well as an apartment complex zoned Multi-Family (MF-1) District.

It should be noted that the proposed site plan provides open space lots along the southeastern boundary, and a proposed street and sidewalk, which provide buffering from the existing neighborhood. Along the northeastern boundary of the proposed development are townhouse backyards; however, there is an existing alley providing additional buffering for the existing single-family homes to the northeast. Lots “X1” and “X2” are open space amenity areas. The applicant intends to preserve as many existing trees as possible along the property boundaries.

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PHOTOS



View of the subject property from Rowlett Road



Looking west of the subject property

GARLAND
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PHOTOS



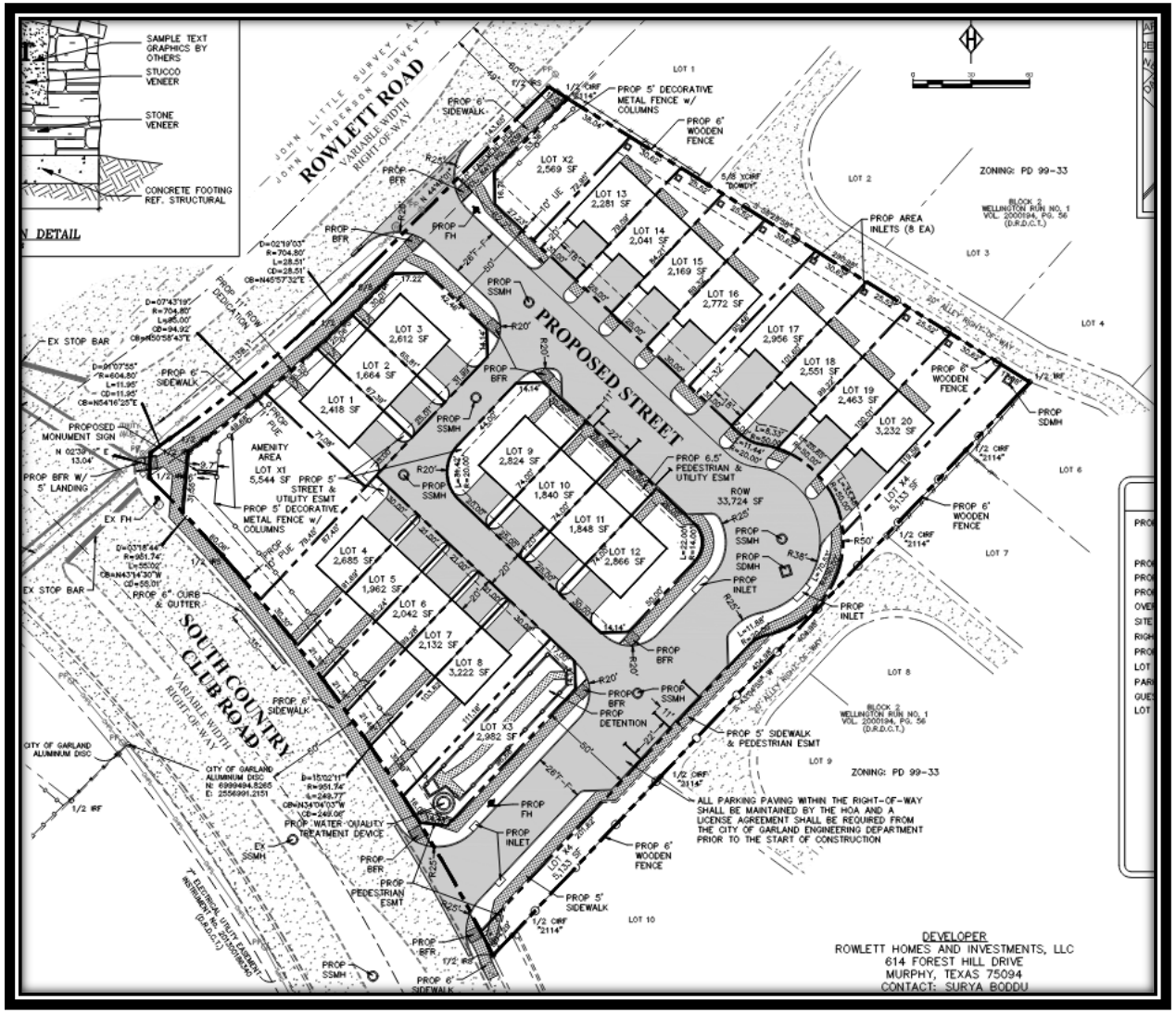
Looking south of the subject property



Looking north of the subject property

GARLAND
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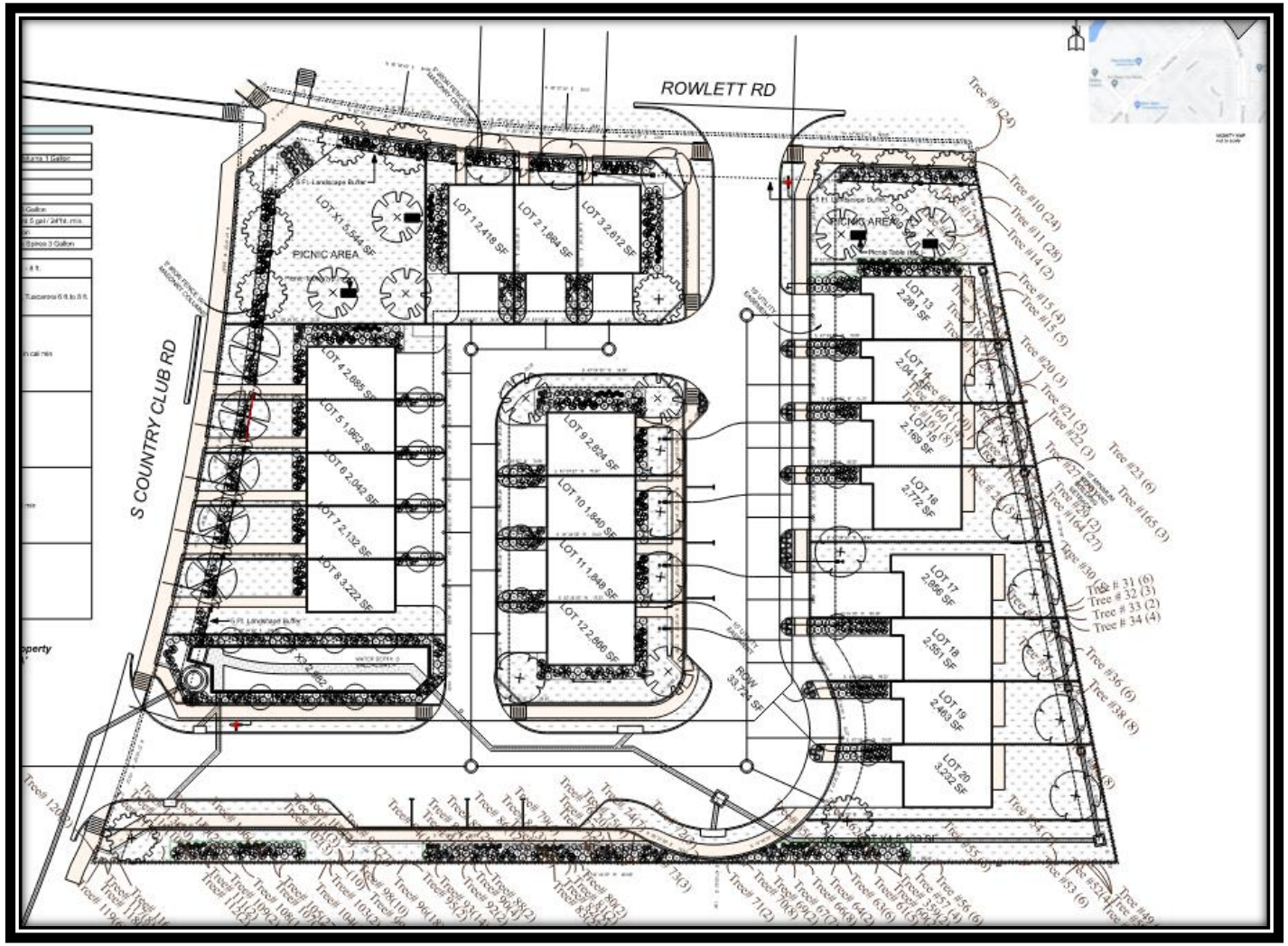
SITE PLAN



Z 21-41

GARLAND
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LANDSCAPE PLAN



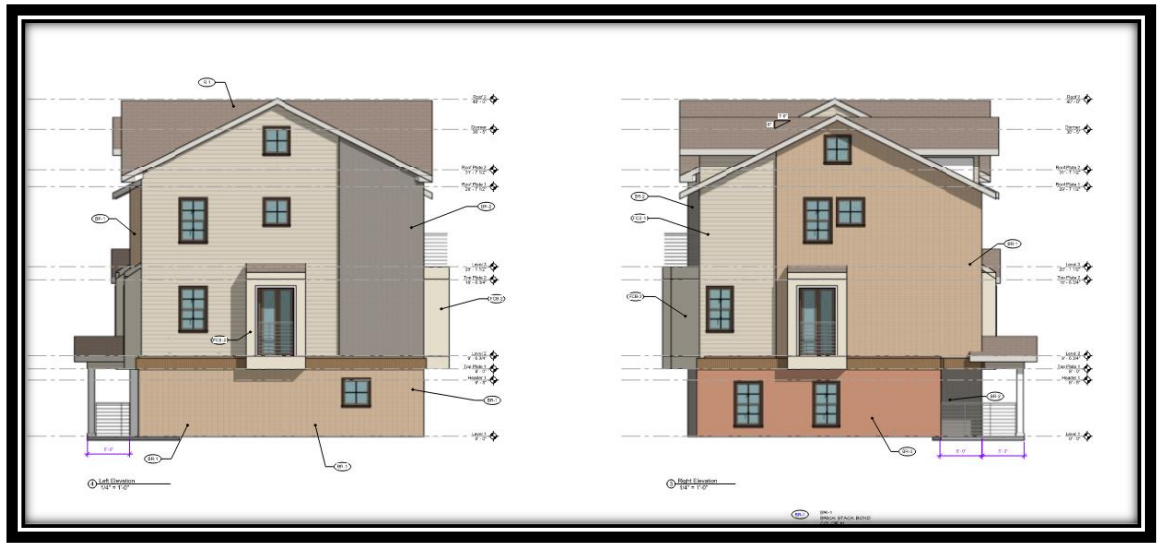
Z 21-41

GARLAND
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BUILDING ELEVATIONS







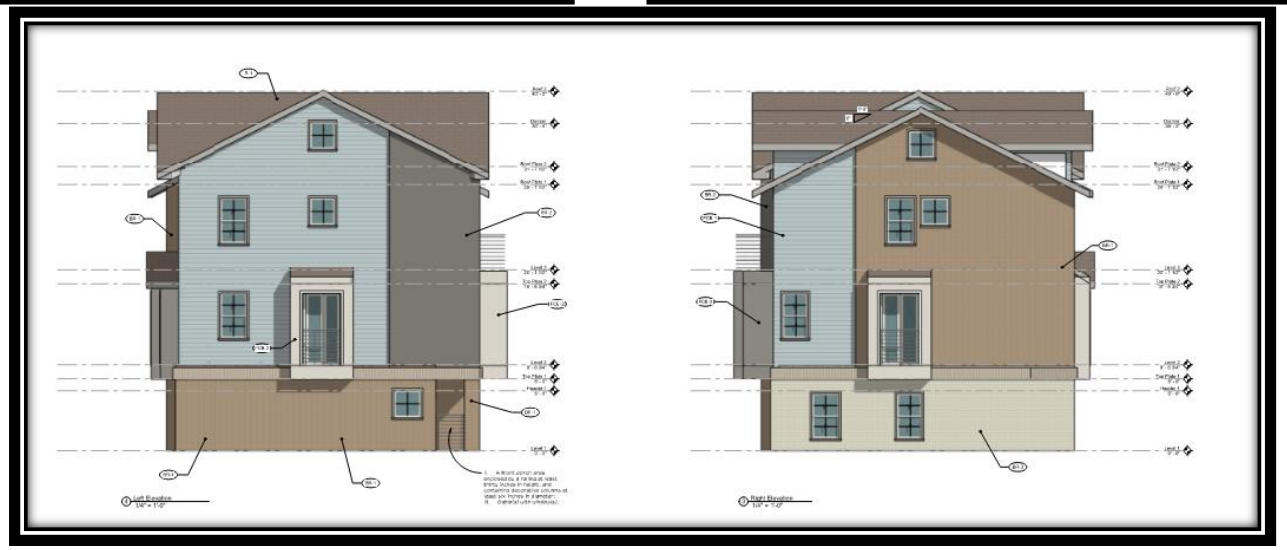
Z 21-41

GARLAND
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BUILDING ELEVATIONS (REAR-LOADED)







Z 21-41

GARLAND
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DEVIATIONS TABLE

Development Standards	Required	Proposed (Minimum)	Applicant's Justification
Lot Area	Minimum 2,000 SF	Minimum 1,650 SF	The minimum lot area is being reduced due to the proposed right-of-way dedication along Rowlett Road.
Lot Depth	Minimum 90 feet	Minimum 60 feet	The reduced lot depth is necessary due to the right-of-way dedication.
Screening	This proposed development requires either a masonry wall or an ornamental fence with masonry columns and landscaping along Rowlett Road and South Country Club Road.	The applicant proposes a five (5)-foot ornamental fence with masonry columns along with large canopy trees and screening shrubs along Rowlett Road and South Country Club Road. However, the fence and landscaping is located within the private lots but will be maintained by the HOA.	The deviations is needed to maintain the proposed lot depth.
Alleys	Alleys are required	Alleys not provided for 8 lots	The applicant is proposing a combination of front-loaded and rear-loaded lots.

GARLAND
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STAFF RECOMMENDATION

- Approval of 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses and 2) an Alley Waiver.

- Approval of a Detail Plan for Single-Family Attached (SFA) development.

GARLAND
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PLAN COMMISSION RECOMMENDATION

On June 26, 2023 the Plan Commission had a motion to approve and voted four (4) to four (4) on 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses; 2) an Alley Waiver for eight (8) townhouse lots; and 3) a Detail Plan for Single-Family Attached (SFA) development. Because of the lack of majority vote, the recommendation is, in effect, denial.

GARLAND
PLANNING REPORT

City Council Regular Session Agenda **7. f.**

Meeting Date: 07/18/2023

Item Title: Z 21-41 Homeyer Engineering - Detail Plan (District 3)

Submitted By: Nabiha Ahmed, Lead Development Planner

REQUEST

Approval of 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses and 2) an Alley Waiver.

Approval of a Detail Plan for Single-Family Attached (SFA) development.

LOCATION

1306 and 1314 Rowlett Road

OWNER

Rowlett Homes and Investments, LLC.

PLAN COMMISSION RECOMMENDATION

On June 26, 2023 the Plan Commission had a motion to approve and voted four (4) to four (4) on 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses; 2) an Alley Waiver for eight (8) townhouse lots; and 3) a Detail Plan for Single-Family Attached (SFA) development. Because of the lack of majority vote, the recommendation is, in effect, denial.

STAFF RECOMMENDATION

Approval of 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses and 2) an Alley Waiver.

Approval of a Detail Plan for Single-Family Attached (SFA) development.

BACKGROUND

The applicant proposes to construct twenty (20) townhouses and four (4) HOA open space lots. The subject property is developed with two (2) single-family homes, which will be demolished.

The applicant initially submitted a straight zoning request for townhouses. It was presented to Plan Commission on September 15, 2021 and the recommendation was denial. The applicant has withdrawn that application and submitted a Detail Plan for townhouses.

It should be noted that the initial straight-zoning proposal was intended for twenty-seven (27) townhouse lots. However, the lot count reduced to twenty (20) after incorporating necessary infrastructure.

SITE DATA

The subject property contains approximately 1.72 acres and has approximately 281 linear feet of frontage along Rowlett Road and 278 linear feet of frontage along South Country Club Road.

USE OF PROPERTY UNDER CURRENT ZONING

The subject property is currently zoned Single-Family-7 (SF-7) District and Agricultural (AG) District.

The Single-Family Residential districts are intended to provide for development of primarily low-density detached, single-family residences on a variety of lot sizes, churches, schools, and public parks in logical, livable, and sustainable neighborhoods.

The Agricultural (AG) District is intended for vacant land which is not yet ready for development, land which is used for agricultural or open space purposes, land which due to its topography or location within a floodplain or other undevelopable area is not anticipated to be developed for more intense use, and land which has been newly annexed into the City of Garland. Land that has been newly annexed into the City is initially zoned Agricultural until it is zoned another more permanent zoning classification in the future. Single-family uses on large lots are appropriate in this district.

CONSIDERATIONS

1. Detail Plan

   The applicant proposes a Detail Plan for a development of twenty (20) townhouses and four (4) HOA lots. This proposed development will consist of twelve (12) rear-loaded lots and eight (8) front-loaded lots. In addition, the applicant is proposing 11.6 units per acre, therefore meeting the SFA GDC requirement.

2. The applicant requests to deviate from some of the required SFA District development standards. The table below indicates the deviations proposed. It should be noted that the proposal will meet the minimum dwelling size requirement (1,400 sf) per the GDC.

Development Standards	Required	Proposed (Minimum)	Applicant's Justification
Lot Area	Minimum 2,000 SF	Minimum 1,650 SF	The minimum lot area is being reduced due to the proposed right-of-way dedication along Rowlett Road.
Lot Depth	Minimum 90 feet	Minimum 60 feet	The reduced lot depth is necessary due to the right-of-way dedication.
Screening	This proposed development requires either a masonry wall or an ornamental fence with masonry columns and landscaping along Rowlett Road and South Country Club Road.	The applicant proposes a five (5)-foot ornamental fence with masonry columns along with large canopy trees and screening shrubs along Rowlett Road and South Country Club Road. However, the fence and landscaping is located within the private lots but will be maintained by the HOA.	The deviation is needed to maintain the proposed lot depth.
Alleys	Alleys are required	Alley not provided for 8 lots	The applicant is proposing a combination of front-loaded and rear-loaded lots.

3. Screening and Landscaping

Per the GDC, a screening wall or fencing is required along a thoroughfare Type “D” or greater. Rowlett Road and South Country Club Road are both considered to be greater than Type “D”; therefore, a five (5)-foot ornamental fence with masonry columns and applicable vegetation is proposed along South Country Club Road and Rowlett Road. The GDC requires the fence and vegetation to be within a five (5)-foot landscape buffer. However, the fencing and the landscaping is located within the private townhouse lots. The applicant contends the fence and landscaping along Rowlett Road and South Country Club Road will be maintained by the HOA.
The landscape plan meets all other landscaping and screening requirements per the GDC.

4. Amenities

   Common open space area is included with the proposed development in accordance with the GDC. Amenities are not required for this development due to there being fewer than twenty-five (25) townhouses. However, the applicant proposes several picnic tables within the common areas.

5. Parking

   The site plan (Exhibit C) complies with the required enclosed garages spaces and guest parking per the GDC.

6. Garage

   The GDC requires the face of a garage door to be at least twenty (20) feet from the street or alley right-of-way line that the garage door faces (twenty-four feet if facing an interior lot/property line), and must have at least one of the following designs, as depicted in Illustrations 4-9 through 4-13:

- Rear entry;
- “J” drives, for front entry properties;
- “Swing” drives, for side entry properties; or
- Offset front entry with the garage door set back at least five feet behind the front building face.The site plan (Exhibit C) reflects front-entry garages with an offset.

   The site plan (Exhibit C) reflects front-entry garages with an offset.

7. Building Design

   The building elevations complies with the building height, articulation and architectural elements requirements per the GDC.

8. Signage

   The applicant has not requested any deviation on signage; it will comply with the standards in the GDC.

9. Alley Waiver

   The applicant seeks a partial Alley Waiver for eight (8) lots from the Plan Commission for this development. Section 3.80 of the GDC requires every lot in a residential subdivision with two or more lots to be served by an alley at the rear, or, if a corner lot, at the rear or one side. Alleys are utilized to facilitate drainage for the subdivision development, provide an area for the placement of utilities, and to provide rear access to a single-family lot. As reflected on the Detail Plan, alleys are not proposed for this development, as all lots would have front vehicular access only and utilities and drainage would be provided through easements. The Engineering Department has reviewed the plans and has indicated the layout is conducive to providing adequate drainage while meeting the City’s requirements.

COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Traditional Neighborhoods.

Traditional neighborhoods are currently found throughout Garland and provide areas for low to moderate density single-family detached residential housing. Traditional neighborhoods also accommodate convenience retail (goods and services), office space, and public services.

The Traditional neighborhood development type is primarily characterized as low density, single-family detached (between one and six dwelling units per acre).

Densities in the area vary. The neighborhood immediately to the east and south is approximately 3.8 units per acre. The patio home/zero lot line neighborhood to the north is approximately 6.8 units per acre. The multi-family complex further to the west is approximately 12 units per acre. The applicant proposes a maximum density of 11.6 dwelling units per acre.

COMPATIBILITY OF REQUEST WITH SURROUNDING ZONING AND LAND USES

The surrounding properties are primarily developed with residential uses. The properties to the north, across Rowlett Road, are zoned Planned Development (PD) District 85-22 for Patio Homes, and Agricultural (AG) District; these are residential homes. The properties to the east and south are zoned Planned Development (PD) District 99-31 for single-family use; these properties are residential homes. Further to the south along South Country Club Road is a church. The properties to the west, across South Country Club Road, are zoned Single-Family-7 (SF-7) District; these properties are residential homes as well. Further to the west along Rowlett Road are Agricultural (AG) District zoned properties developed with single-family homes and mobile homes, as well as an apartment complex zoned Multi-Family (MF-1) District.

It should be noted that the proposed site plan provides open space lots along the southeastern boundary, and a proposed street and sidewalk, which provide buffering from the existing neighborhood. Along the northeastern boundary of the proposed development are townhouse backyards; however, there is an existing alley providing additional buffering for the existing single-family homes to the northeast. Lots “X1” and “X2” are open space amenity areas. The applicant intends to preserve as many existing trees as possible along the property boundaries.

Attachments

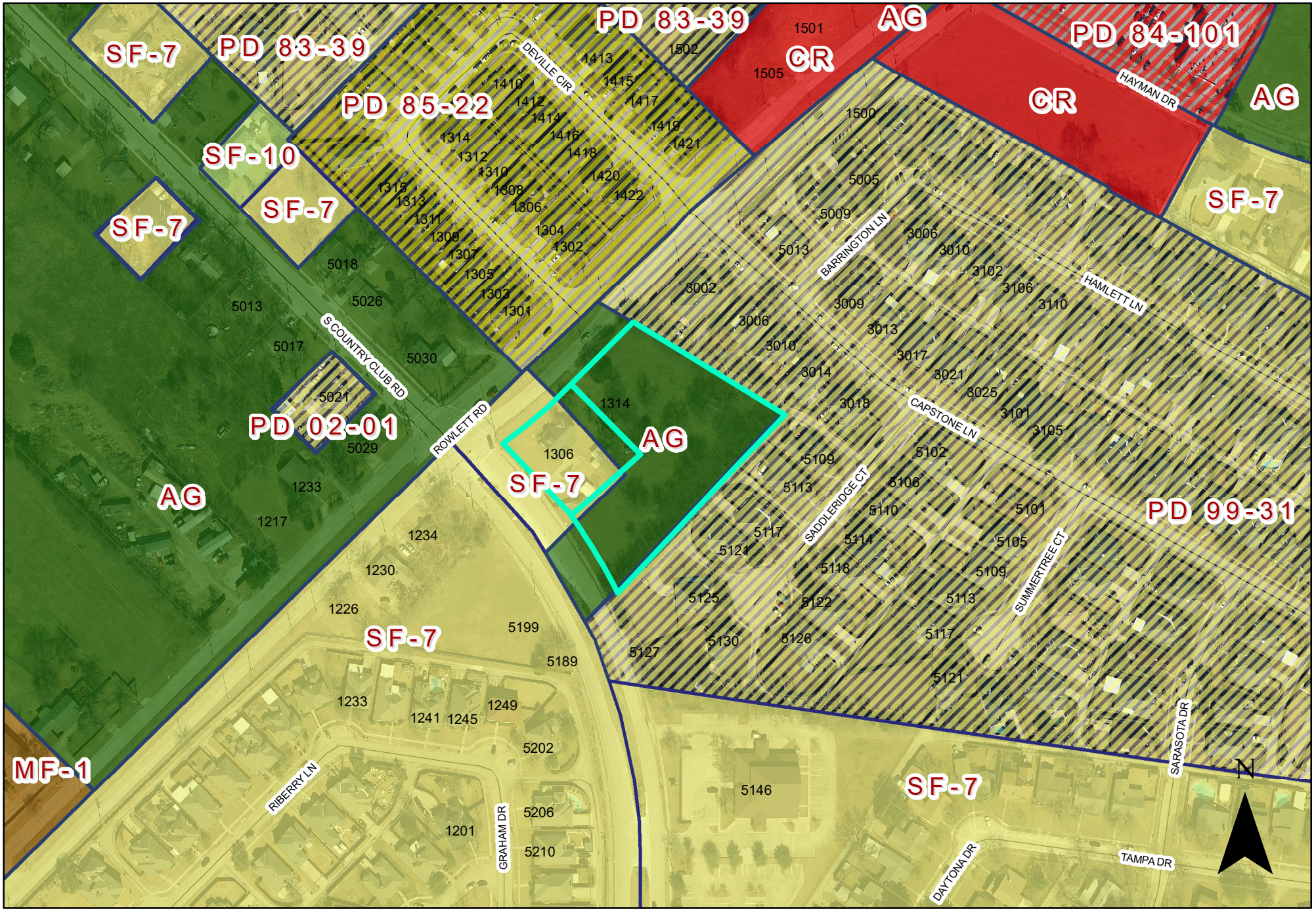
Z 21-41 Location Map

Z 21-41 Exhibits

Z 21-41 R&M - Detail Plan

Z 21-41 Responses

Z 21-41 Staff Presentation



0 130 260 Feet

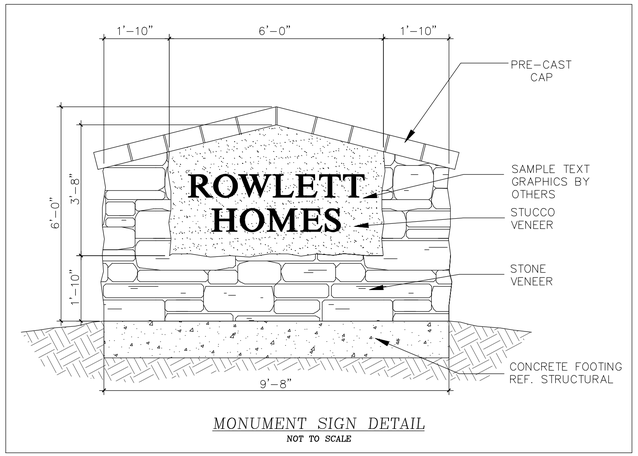
1 inch = 203 feet

ZONING MAP Z 21-41

INDICATES AREA OF REQUEST

1306 & 1314 Rowlett Road

EXHIBIT C



MONUMENT SIGN DETAIL
NOT TO SCALE

Vicinity Map 1"=1000'

Know what's below. Call before you dig.

SITE INFORMATION

PROPOSED TOWNHOMES: 20 UNITS
- FRONT LOADED LOTS: 8
- REAR LOADED LOTS: 12

PROPOSED HOA LOTS: 4
PROPOSED BUILDING HEIGHT: 2 STORIES (33'-5")
PROPOSED TOWNHOME AREA: 1,800 SF EACH
OVERALL SITE AREA: 98,543 SF (2.26 ACRES)
SITE AREA: 74,987 SF (1.72 ACRES)
RIGHT-OF-WAY DEDICATION AREA: 23,556 SF (0.54 ACRES)
PROPOSED LANDSCAPE AREA: 19,049 SF (25.4%)
LOT DENSITY: 8.84 LOTS/ACRE
PARKING PROVIDED: 4 SPACES PER UNIT (2 INTERIOR/2 EXTERIOR)
GUEST PARKING PROVIDED: 8 SPACES
LOT INFORMATION:
- INTERIOR LOT WIDTH: 20 FEET
- END CAP LOT WIDTH: 30 FEET
- MINIMUM LOT DEPTH: 60 FT
- MINIMUM LOT AREA: 1,650 SF
- MAXIMUM LOT COVERAGE: 75%
- FRONT YARD SETBACK: 10 FT
- SETBACK FOR GARAGE: 20 FT
- INTERIOR REAR YARD SETBACK: 5 FT
- REAR YARD SETBACK ADJACENT TO STREET: 10 FT
- INTERIOR SIDE YARD SETBACK: 5 FT
- SIDE YARD SETBACK ADJACENT TO STREET: 10 FT

LEGEND

I.R.F.	IRON ROD FOUND
I.R.S.	IRON ROD SET
"X"	CUT X IN CONCRETE
F.C.P.	FENCE CORNER POST
///	ASPHALT
T	TELEPHONE MANHOLE
	POWER POLE
	LIGHT POLE
	WATER VALVE
SSMH	SANITARY SEWER MANHOLE
	FIRE HYDRANT
WM	WATER METER

ALL PARKING PAVING WITHIN THE RIGHT-OF-WAY SHALL BE MAINTAINED BY THE HOA AND A LICENSE AGREEMENT SHALL BE REQUIRED FROM THE CITY OF GARLAND ENGINEERING DEPARTMENT PRIOR TO THE START OF CONSTRUCTION

DEVELOPER
ROWLETT HOMES AND INVESTMENTS, LLC
614 FOREST HILL DRIVE
MURPHY, TEXAS 75094
CONTACT: SURYA BODDU
PHONE: 214-505-0269

ENGINEER
HOMEYER ENGINEERING, INC
P.O. BOX 294527
LEWISVILLE, TEXAS 75029
CONTACT: STEVEN R. HOMEYER, PE
PHONE: 972-906-9985

ARCHITECT
EAST STAR DESIGN
P.O. BOX 53
FORNEY, TEXAS 75126
CONTACT: GREG GUERIN
PHONE: 972-200-7340

PRELIMINARY PLANS

THIS DOCUMENT IS FOR INTERIM REVIEW AND IS NOT INTENDED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.
STEVEN R. HOMEYER, PE # 86942
DATE: 06/05/2023

CASE NUMBER 210401-2

HOMEYER ENGINEERING, INC.
TBPELS FIRM REGISTRATION NO. F-8440
P.O. BOX 294527 • LEWISVILLE • TEXAS • 75029
972-906-9985 PHONE • 972-906-9987 FAX
WWW.HEI.US.COM

GARLAND TOWNHOMES
1306 & 1314 ROWLETT ROAD
2.26 ACRES
CITY OF GARLAND
DALLAS COUNTY, TEXAS

PRELIMINARY SITE PLAN

DRAWN: SRH
DATE: 07/20/2021
HEI #: 21-0604

SHEET NO: C1

K:\civil dwgs\hei-21-0604_garland_townhomes\submittals\zoning\exhibits_submittals\21-0604_c01_site_plan.dwg Monday, June 05, 2023 10:48 PM

EXHIBIT D

Landscape

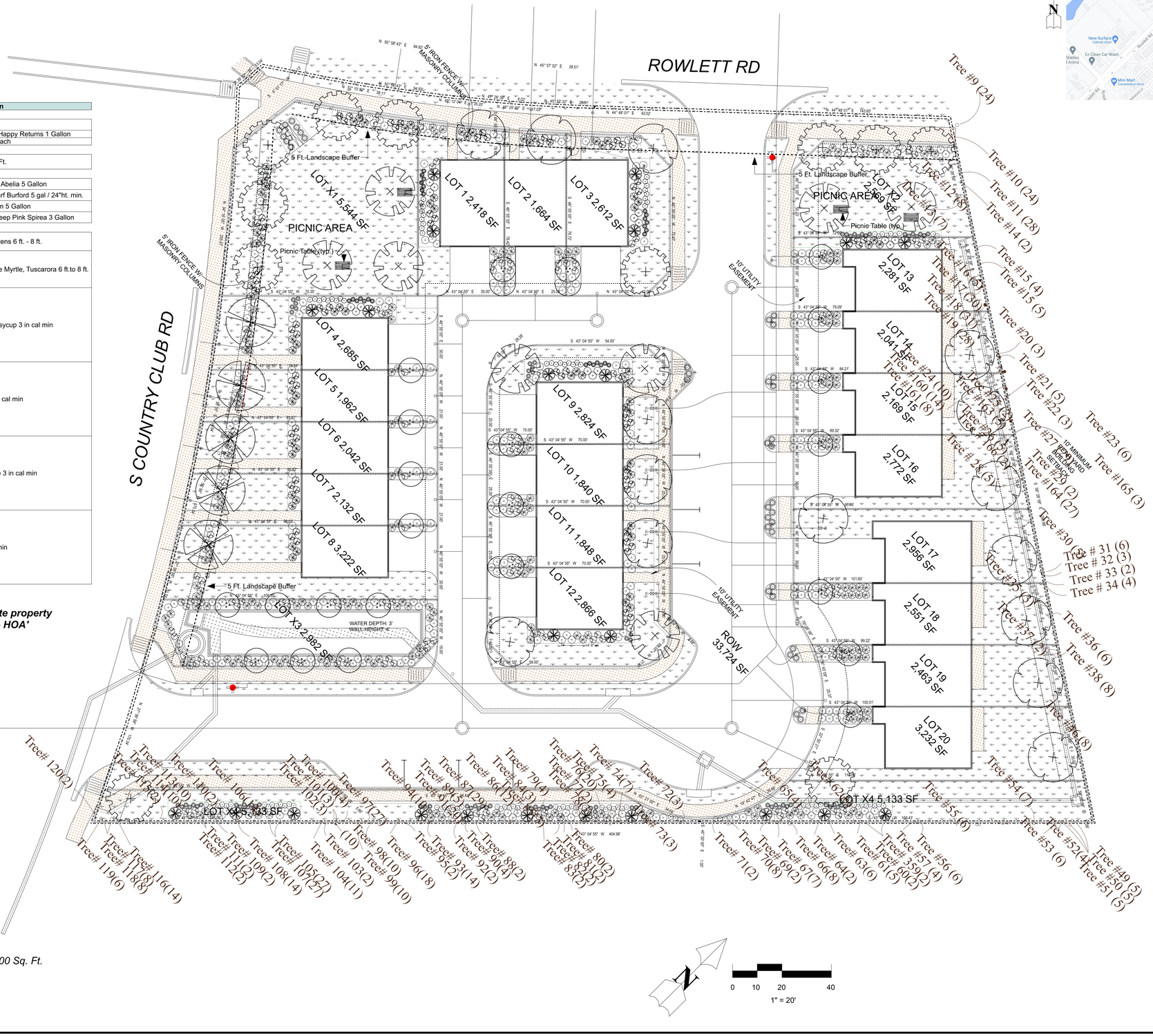
Quantity	Symbol	Description
Annuals-Perennials		
28		Dietes vegeta / Iris, African Each
137		Hemerocallis 'Happy Returns' / Daylily, Happy Returns 1 Gallon
147		Perovskia atriplicifolia / Russian Sage Each
Ground Cover-Vines		
34409		Cynodon dactylon / Bermudagrass Sq. Ft.
Shrubs Under 4 Feet		
272		Abelia x 'Kaleidoscope' / 'Kaleidoscope' Abelia 5 Gallon
4		Ilex cornuta 'Burfordii Nana' / Holly, Dwarf Burford 5 gal / 24"ht. min.
315		Ilex vomitoria nana / Holly, Dwarf Yaupon 5 Gallon
268		Spirea x bumalda 'Anthony Waterer' / Deep Pink Spirea 3 Gallon
Trees		
23		Ilex x 'Nellie Stevens' / Holly, Nellie Stevens 6 ft. - 8 ft.
23		Lagerstroemia indica 'Tuscarora' / Crape Myrtle, Tuscarora 6 ft.to 8 ft.
8		Quercus macrocarpa / Oak, Bur or Mossycup 3 in cal min
11		Quercus shumardii / Oak, Shumard 3 in cal min
5		Quercus virginiana / Oak, Southern Live 3 in cal min
15		Ulmus crassifolia / Elm, Cedar 3 in cal min

All common landscape areas on private property will be maintained by 'Rowlett Homes- HOA'

Landscape Buffer - 1 Tree per 50 Ft. Min.
Rowlett Rd - 288 Ft.
Trees Required - 6
Trees Provided - 8

S Country Club Rd - 305 Ft.
Trees Required - 7
Trees Provided - 9

Common Area - 16921 Sq. Ft. - 1 tree per 2500 Sq. Ft.
Trees Required - 7 Trees
Trees Provided - 7 Trees



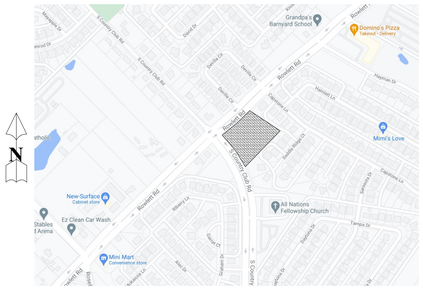

N
Grandpa's Barnyard School
Domino's Pizza
Mimi's Love
New Gurface
Ez Clean Car Wash
Stables Arena
All Nations Fellowship Church
Mini Mart
Rowlett Rd
Rowlett Creek Dr
Hickman Dr
Tampa Dr
Tampa Ln
Tampa Cir
Tampa Ct
Rowlett Ln
Rowlett Cir
Rowlett Ct
Rowlett Pl
Rowlett Trl
Rowlett Way
Rowlett Blvd
Rowlett Rd
Rowlett Creek Dr
Rowlett Creek Rd

EXHIBIT E



1 Front Elevation
1/4" = 1'-0"

BR-1
BR-1
BRICK STACK BOND
COLOR #1

BR-2
BR-2
BRICK STACK BOND
COLOR #2

BR-3
BR-2
BRICK RUNNING BOND
COLOR #3

FCB-1
FCB-1
FIBER CEMENT BOARD
6" LAP SIDING
JAMES HARDIE OR EQ.

FCB-2
FCB-2
FIBER CEMENT BOARD
VERTICAL SIDING
JAMES HARDIE OR EQ.

FCB-3
FCB-2
FIBER CEMENT BOARD
4" LAP SIDING
JAMES HARDIE OR EQ.

P-1
P-1
PAINT
TRIM COLOR

R-1
R-1
ROOFING
COMPOSITION SHINGLE
ARCHITECTURAL
GAF TIMBERLINE HDZ
HIGH DEFINITION SHINGLES

Material Legend
1/4" = 1'-0"

Owner:
Rowlett Homes & Investment, LLC
Surya Boddu
214-505-0269
GarlandRHI@gmail.com

Engineer:

Architect:
EAST STAR DESIGN
P.O. BOX 53
FORNEY, TX 75126 USA
(972) 200-7340
www.EastStarDesign.com
Architect@EastStarDesign.com
TX Firm Reg. # BR 1785

Townhomes (Alley)
1306 & 1314 Rowlett Rd Garland, TX

Front Elevation

Revisions:

No.	Description	Date

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TX License # 22011

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Checked by: -

A14

Scale 1/4" = 1'-0"

EXHIBIT E



1 Rear Alley Elevation
1/4" = 1'-0"

GDC Section 4.04 Residential Design

MINIMU OF (3) ARCHITECTURAL ELEMENTS

i. Multiple pane windows featuring either divided light or simulated divided light;
ii. A front porch area enclosed by a railing at least thirty inches in height, and containing decorative columns at least six inches in diameter;
iii. Gable(s) with window(s);
iv. Dormer(s);
v. Bay windows with a minimum projection of twenty-four inches;
vi. Minimum 8:12 roof pitch;
vii. Split garage doors with a separate door for each vehicle bay; or
viii. Front covered porch with at least forty square feet of usable space, and a minimum depth of five feet.

(d) Walls & Windows. Windows and doors must comprise at least twenty-five percent of the wall area of the front building face of a dwelling.
(e) Roof Design.
i. A roof pitch of at least 6:12 is required for each dwelling unit.
ii. Each dwelling unit must be constructed with a roof overhang of not less than eighteen inches, as measured from the finished exterior building facade to the soffit.

BR-1
BR-1
BRICK STACK BOND
COLOR #1

BR-2
BR-2
BRICK STACK BOND
COLOR #2

BR-3
BR-2
BRICK RUNNING BOND
COLOR #3

FCB-1
FCB-1
FIBER CEMENT BOARD
6" LAP SIDING
JAMES HARDIE OR EQ.

FCB-2
FCB-2
FIBER CEMENT BOARD
VERTICAL SIDING
JAMES HARDIE OR EQ.

FCB-3
FCB-2
FIBER CEMENT BOARD
4" LAP SIDING
JAMES HARDIE OR EQ.

P-1
P-1
PAINT
TRIM COLOR

R-1
R-1
ROOFING
COMPOSITION SHINGLE
ARCHITECTURAL
GAF TIMBERLINE HDZ
HIGH DEFINITION SHINGLES

Material Legend
1/4" = 1'-0"

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Townhomes (Alley)
1306 & 1314 Rowlett Rd Garland, TX

Rear Alley Elevation

Revisions:

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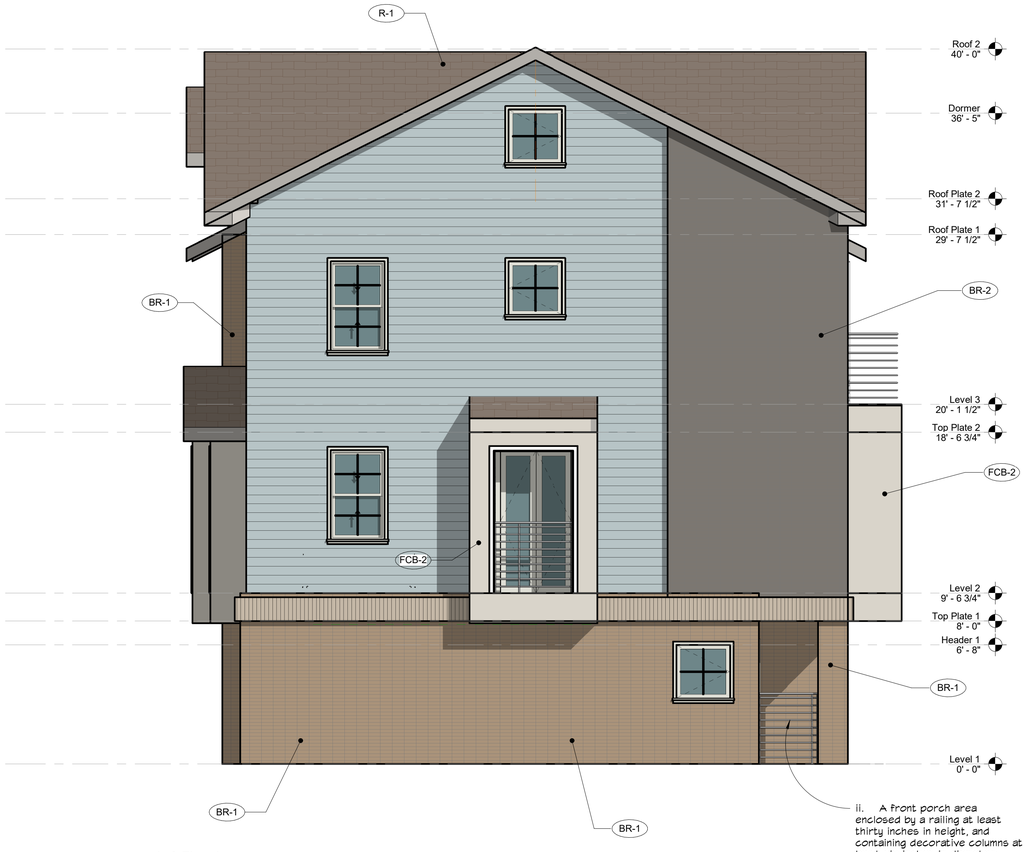
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A15

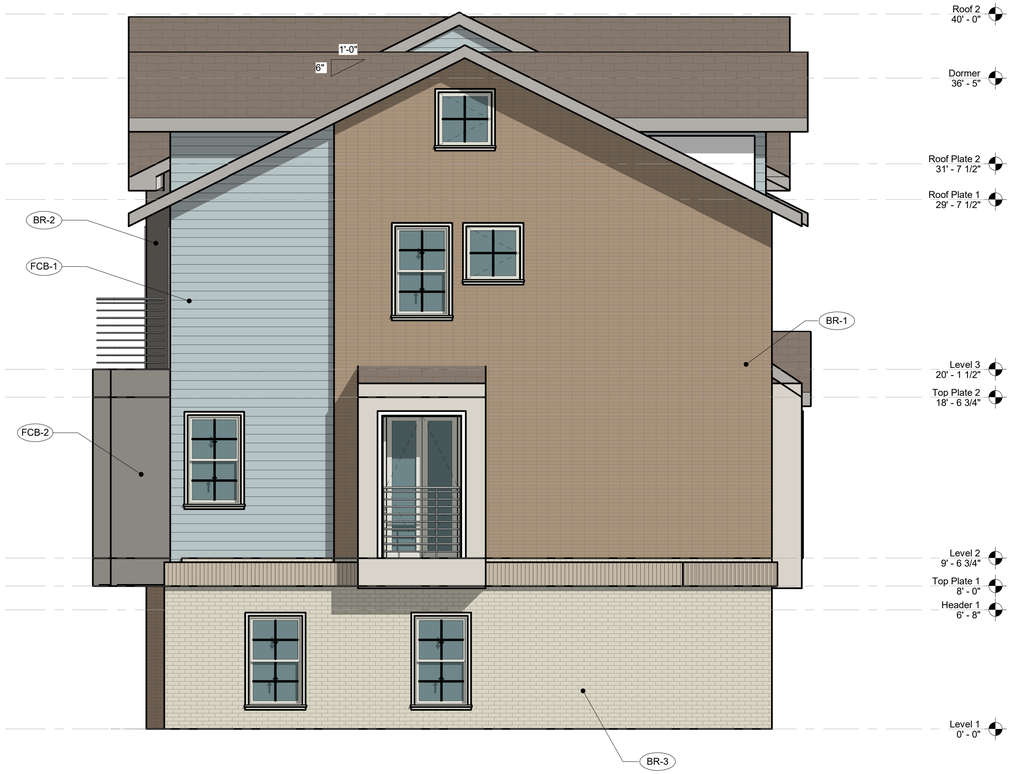
Scale 1/4" = 1'-0"

EXHIBIT E



4 Left Elevation
1/4" = 1'-0"

ii. A front porch area enclosed by a railing at least thirty inches in height, and containing decorative columns at least six inches in diameter;
iii. Gable(s) with window(s);



3 Right Elevation
1/4" = 1'-0"

BR-1
BR-1
BRICK STACK BOND
COLOR #1

BR-2
BR-2
BRICK STACK BOND
COLOR #2

BR-3
BR-2
BRICK RUNNING BOND
COLOR #3

FCB-1
FCB-1
FIBER CEMENT BOARD
6" LAP SIDING
JAMES HARDIE OR EQ.

FCB-2
FCB-2
FIBER CEMENT BOARD
VERTICAL SIDING
JAMES HARDIE OR EQ.

FCB-3
FCB-2
FIBER CEMENT BOARD
4" LAP SIDING
JAMES HARDIE OR EQ.

P-1
P-1
PAINT
TRIM COLOR

R-1
R-1
ROOFING
COMPOSITION SHINGLE
ARCHITECTURAL
GAF TIMBERLINE HDZ
HIGH DEFINITION SHINGLES

Material Legend
1/4" = 1'-0"

Owner:
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Townhomes (Alley)
1306 & 1314 Rowlett Rd Garland, TX

Side Elevations

Revisions:

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A16

Scale 1/4" = 1'-0"

EXHIBIT E



1 Front Elevation
1/4" = 1'-0"

GDC Section 4.84 Residential Design

MINIMU OF (3) ARCHITECTURAL ELEMENTS

i. Multiple pane windows featuring either divided light or simulated divided light;
ii. A front porch area enclosed by a railing at least thirty inches in height, and containing decorative columns at least six inches in diameter;
iii. Gable(s) with window(s);
iv. Dormer(s);
v. Bay windows with a minimum projection of twenty-four inches;
vi. Minimum 8:12 roof pitch;
vii. Split garage doors with a separate door for each vehicle bay; or
viii. Front covered porch with at least forty square feet of usable space, and a minimum depth of five feet.

(d) Walls & Windows. Windows and doors must comprise at least twenty-five percent of the wall area of the front building face of a dwelling.
(e) Roof Design.
i. A roof pitch of at least 6:12 is required for each dwelling unit.
ii. Each dwelling unit must be constructed with a roof overhang of not less than eighteen inches, as measured from the finished exterior building facade to the soffit.

BR-1 BR-1
BRICK STACK BOND
COLOR #1

BR-2 BR-2
BRICK STACK BOND
COLOR #2

BR-3 BR-2
BRICK RUNNING BOND
COLOR #3

FCB-1 FCB-1
FIBER CEMENT BOARD
6" LAP SIDING
JAMES HARDIE OR EQ.

FCB-2 FCB-2
FIBER CEMENT BOARD
VERTICAL SIDING
JAMES HARDIE OR EQ.

FCB-3 FCB-2
FIBER CEMENT BOARD
4" LAP SIDING
JAMES HARDIE OR EQ.

P-1 P-1
PAINT
TRIM COLOR

R-1 R-1
ROOFING
COMPOSITION SHINGLE
ARCHITECTURAL
GAF TIMBERLINE HDZ
HIGH DEFINITION SHINGLES

Material Legend
1/4" = 1'-0"

Owner:
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Townhomes
1306 & 1314 Rowlett Rd Garland, TX

Front Elevation

Revisions:

No.	Description	Date

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A14

Scale 1/4" = 1'-0"

EXHIBIT E



1 Rear Elevation
1/4" = 1'-0"

BR-1 BR-1
BRICK STACK BOND
COLOR #1

BR-2 BR-2
BRICK STACK BOND
COLOR #2

BR-3 BR-2
BRICK RUNNING BOND
COLOR #3

FCB-1 FCB-1
FIBER CEMENT BOARD
6" LAP SIDING
JAMES HARDIE OR EQ.

FCB-2 FCB-2
FIBER CEMENT BOARD
VERTICAL SIDING
JAMES HARDIE OR EQ.

FCB-3 FCB-2
FIBER CEMENT BOARD
4" LAP SIDING
JAMES HARDIE OR EQ.

P-1 P-1
PAINT
TRIM COLOR

R-1 R-1
ROOFING
COMPOSITION SHINGLE
ARCHITECTURAL
GAF TIMBERLINE HDZ
HIGH DEFINITION SHINGLES

Material Legend
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TX Firm Reg. # BR 1785

Townhomes
1306 & 1314 Rowlett Rd Garland, TX

Rear Elevation

Revisions:

No.	Description	Date

Seal:
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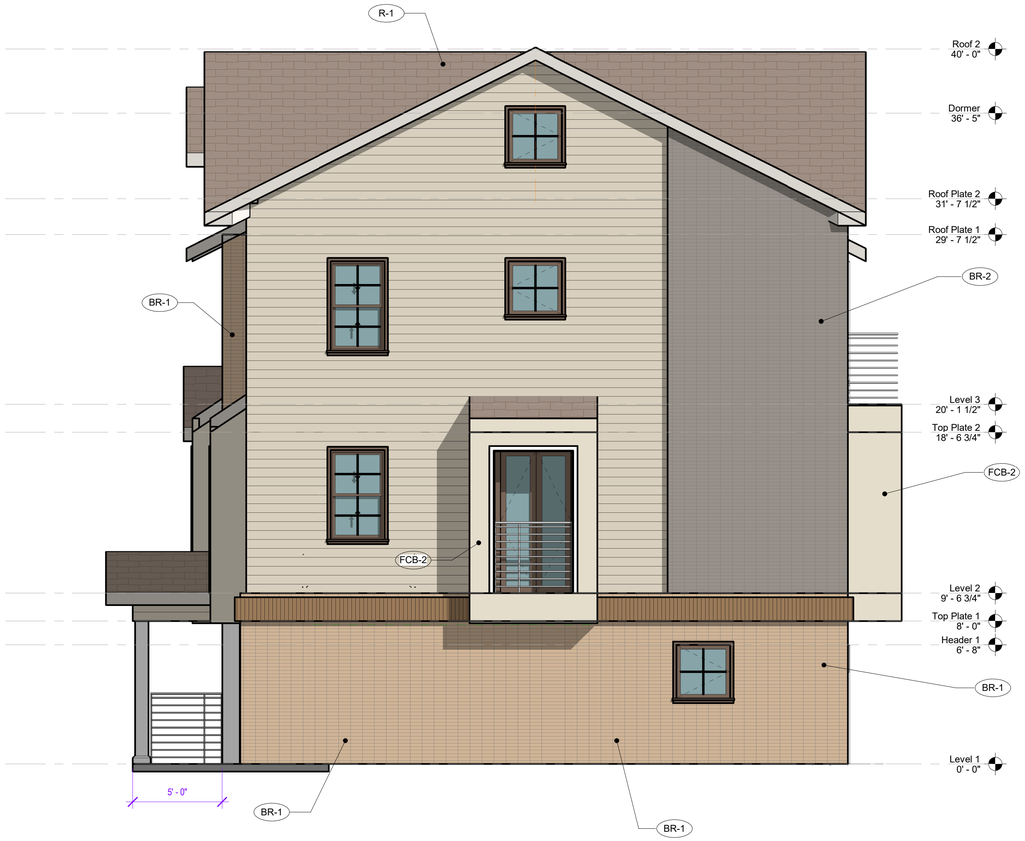
Greg Guerin Architect
TX License # 22011

Project number: 21024
Date: 4/24/2023 9:18:06 PM
Drawn by: GG
Checked by: -

A15

Scale 1/4" = 1'-0"

EXHIBIT E



4 Left Elevation
1/4" = 1'-0"



3 Right Elevation
1/4" = 1'-0"

BR-1 BR-1
BRICK STACK BOND
COLOR #1

BR-2 BR-2
BRICK STACK BOND
COLOR #2

BR-3 BR-2
BRICK RUNNING BOND
COLOR #3

FCB-1 FCB-1
FIBER CEMENT BOARD
6" LAP SIDING
JAMES HARDIE OR EQ.

FCB-2 FCB-2
FIBER CEMENT BOARD
VERTICAL SIDING
JAMES HARDIE OR EQ.

FCB-3 FCB-2
FIBER CEMENT BOARD
4" LAP SIDING
JAMES HARDIE OR EQ.

P-1 P-1
PAINT
TRIM COLOR

R-1 R-1
ROOFING
COMPOSITION SHINGLE
ARCHITECTURAL
GAF TIMBERLINE HDZ
HIGH DEFINITION SHINGLES

Material Legend
1/4" = 1'-0"

Owner:
Rowlett Homes & Investment, LLC
Surya Boddu
214-505-0269
GarlandRHI@gmail.com

Engineer:

Architect:
EAST STAR DESIGN
P.O. BOX 53
FORNEY, TX 75126 USA
(972) 200-7340
www.EastStarDesign.com
Architect@EastStarDesign.com
TX Firm Reg. # BR 1785

Townhomes
1306 & 1314 Rowlett Rd Garland, TX

Side Elevations

Revisions:

No.	Description	Date

Seal:
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Greg Guerin Architect
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Project number: 21024
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Checked by: -

A16

Scale 1/4" = 1'-0"

REPORT & MINUTES

P.C. Meeting, June 26, 2023

4c. DENIED Consideration of the application of **Homeyer Engineering,** requesting approval of a Detail Plan for Single-Family Attached (SFA) development. This property is located at 1306 & 1314 Rowlett Road. (District 3) (File Z 21-41 – Detail Plan)

Chair Roberts stated that due to no changes in the votes, the development would be forwarded to Council as a 4-4 vote which technically means it is a denial on behalf of the Plan Commission.



ZONING MAP Z 21-41

1306 & 1314 Rowlett Road

Comment Form
Case Z 21-41

Z 21-41 Homeyer Engineering. The applicant proposes twenty (20) townhouses and open space. A previous request for straight-zoning for townhouses was withdrawn; however, the applicant has submitted a Detail Plan for a townhouse development. The site is located at 1306 and 1314 Rowlett Road. (District 3)

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☐ For / A Favor / Đúng

☐ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

Jimmy Hooker

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

5121 Saddleridge Ct.

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX.

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

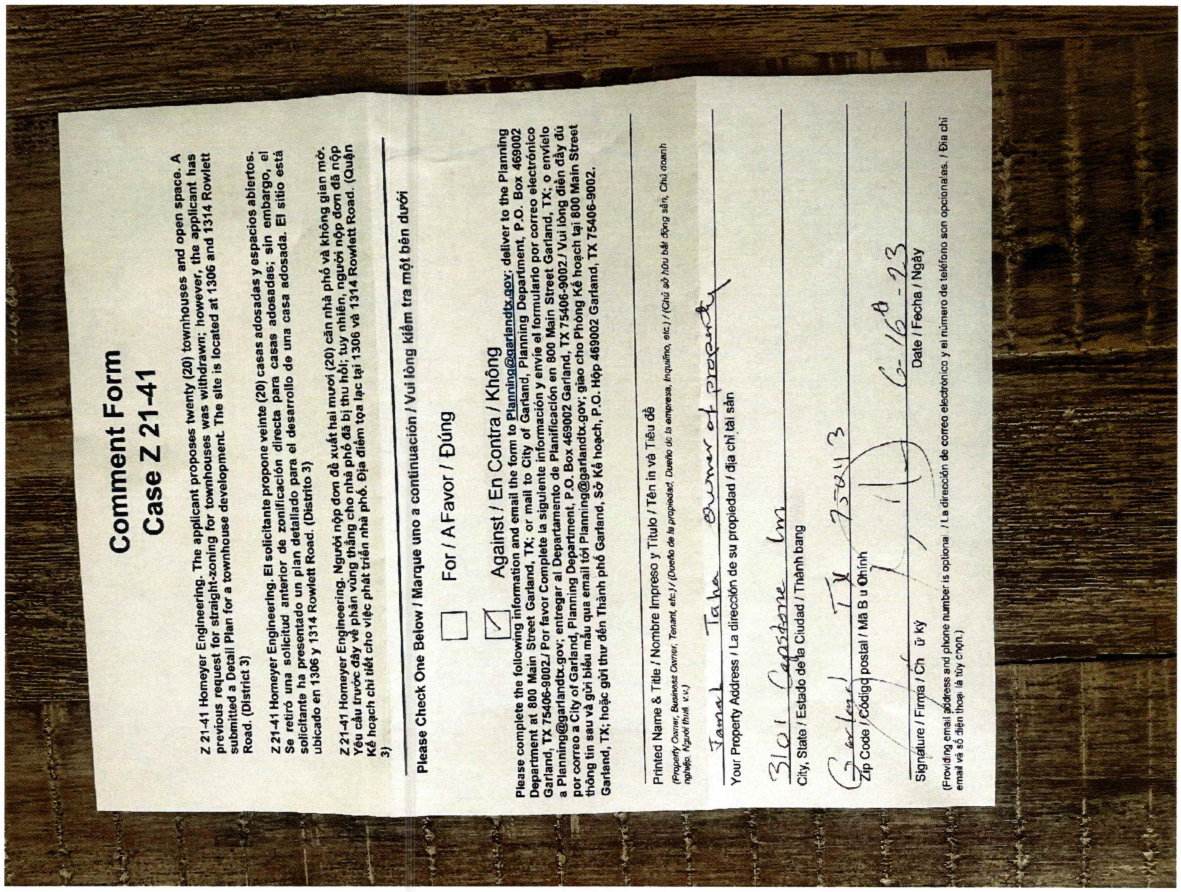
6/26/2023

Date / Fecha / Ngày

Signature / Firma / Ch ữ ký

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email và số điện thoại là tùy chọn.)

From: jamal taha
To: Planning Group
Subject: Comment for case Z21-41
Date: Friday, June 16, 2023 4:14:19 PM



Comment Form
Case Z 21-41

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Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề
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Jamal Taha, owner of property

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX 75043

City, State / Estado de la Ciudad / Thành bang

Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

6-16-23

Date / Fecha / Ngày

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Comment Form
Case Z 21-41

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☐ For / A Favor / Đúng

☒ Against / En Contra / Không

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Shirley Alaniz homeowner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

1230 Rowlett Road

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, Texas

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Shirley Alaniz 6/21/23

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

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Comment Form Continued –
Case Z 21-41

The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

There is already too much traffic on this corner and site of many accidents.

TOTally AGainst !!

Comment Form
Case Z 21-41

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CHARLES ORIAKU (Property Owner)

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

5121 Summertree Ct. Garland TX 75043

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Charles Oriaku 06/16/2023

Signature / Firma / Ch ữ ký — Date / Fecha / Ngày

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

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Z 21-41

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Fekadu Atlabachew

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

5110 Saddleridge ct

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland, TX.

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Fekadu Atlabachew 06/18/23

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

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JUN 27 '23 AM10:31

Comment Form
Case Z 21-41

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☐ For / A Favor / Đúng

☒ Against / En Contra / Không

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ROY & NAOMI ESCOBAR

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

5114 SADDLERIDGE CT

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Roy Escobar Naomi Escobar 6/22/2023

Signature / Firma / Ch ữ ký Date / Fecha / Ngày

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JUN 27 '23 AM10:32

Comment Form Continued –
Case Z 21-41

The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh quan điểm của tôi (chúng tôi) về (các) yêu cầu được đề xuất

I am deeply concerned about how the proposed 20 townhomes will disrupt the pleasant quiet residential neighborhoods surrounding this area. The area is suitable for 2-3 single family residences in keeping with established neighborhoods.

The development will increase the traffic and contribute to "concrete open space." There are mature trees in and around the proposed development area which support the small wildlife (rabbits and beautiful birds) currently living in and among the trees.

Please deny the development of the townhomes. South Garland already is saturated with low income apartments and this development will only continue the trend.

Comment Form
Case Z 21-41

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KIM NHUNG THI TRAN

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

5102 Saddleridge, ct

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland , TX

City, State / Estado de la Ciudad / Thành bang

75043

Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

23/06/2023

Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

JUN 29 '23 AM 11:35

Zoning Response Case Comments

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 21-41	June 26,2023	July 18, 2023	Nabiha Ahmed

Z 21-41 Homeyer Engineering. The applicant proposes twenty (20) townhouses and open space. A previous request for straight-zoning for townhouses was withdrawn; however, the applicant has submitted a Detail Plan for a townhouse development. The site is located at 1306 and 1314 Rowlett Road. (District 3)

John Horacek **Against**

6/28/2023
11:31:39 PM

5125 Saddleridge CT
Garland
Texas
United States
75043

John Horacek **Against**

6/28/2023
11:31:30 PM

5125 Saddleridge CT
Garland
Texas
United States
75043

John Horacek **Against**

6/28/2023
11:31:27 PM

5125 Saddleridge CT
Garland
Texas
United States
75043

Jimmy Hooker **Against**

6/27/2023
12:26:35 AM

5121 Saddleridge Ct
Garland
Texas
United States
75043

da2xog@aol.com

4694430158

My lot sits directly in the neighborhood behind this proposed site and we already are overconsumed with traffic and congestion, this IS NOT the place for this type of development

---

H Alan Nicholson

against

6/26/2023
9:11:40 PM

5210 Graham Dr
Garland
TX
United States
75043

nicksan3@cs.com

19729892220

Jimmy Hooker

Against

6/26/2023
5:16:34 PM

5121 Saddleridge Ct
Garland
Texas
United States
75043

jimmy.hooker@wnco.com

4694430158

This is not something that we want or need in this area

Lana Benson

Against

6/22/2023
4:12:15 PM

1234 Rowlett Rd.
Garland
Texas
United States
75043

lanajbenson@aol.com

214-549-7051

Zoning Response Case Comments

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 21-41	June 26,2023	July 18, 2023	Nabiha Ahmed

Z 21-41 Homeyer Engineering. The applicant proposes twenty (20) townhouses and open space. A previous request for straight-zoning for townhouses was withdrawn; however, the applicant has submitted a Detail Plan for a townhouse development. The site is located at 1306 and 1314 Rowlett Road. (District 3)

Cheryl Reynolds
6/20/2023
11:11:33 PM

Against

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Against

Cheryl Reynolds
6/20/2023
11:11:19 PM

Against

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Against

Cheryl Reynolds
6/20/2023
11:11:04 PM

Against

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Against

Cheryl Reynolds

Against

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 21-41	June 26,2023	July 18, 2023	Nabiha Ahmed

6/20/2023
11:10:53 PM

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Cheryl Reynolds

Against

6/20/2023
11:10:51 PM

1225 Mayapple Dr.
Garland
Texas
United States
75043

Jcan2@tx.rr.com
9725671928

Outside the Notification Area

Tammy Leos

Against

6/19/2023
2:36:28 PM

5206 Graham dr
Garland
Texas
United States
75043

rubenandtammy@verizon.net
2143356892

Tammy Leos

Against

6/19/2023
2:36:24 PM

5206 Graham dr
Garland
Texas
United States
75043

rubenandtammy@verizon.net
2143356892

Case Number	PC Hearing Date	CC Hearing Date	Planner Name
Z 21-41	June 26,2023	July 18, 2023	Nabiha Ahmed

Tammy Leos **Against**

6/19/2023
2:36:21 PM

5206 Graham dr

Garland
Texas
United States
75043

rubenandtammy@verizon.net

2143356892

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Against

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United States
75043

Against

Jcan2@tx.rr.com

9725671928

Outside the Notification Area

Cheryl Reynolds **Against**

6/20/2023
11:11:04 PM

1225 Mayapple Dr.

Garland

Outside the Notification A

Jcan2@tx.rr.com

9725671928

Texas
United States
75043

Against

Cheryl Reynolds
6/20/2023 11:10:53 PM

Against

1225 Mayapple Dr.
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Outside the Notification Area

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6/19/2023 2:36:28 PM

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2143356892

Tammy Leos

6/19/2023 2:36:24 PM

Against

5206 Graham dr

rubenandtammy@verizon.net

	Garland Texas United States 75043	2143356892

Tammy Leos	**Against**	
6/19/2023 2:36:21 PM	5206 Graham dr Garland Texas United States 75043	rubenandtammy@verizon.net 2143356892

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The applicant proposes twenty (20) townhouses and open spaces.

City Council Meeting

July 18, 2023

Z 21-41

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CASE INFORMATION

Location: 1306 and 1314 Rowlett Road

Applicant: Homeyer Engineering

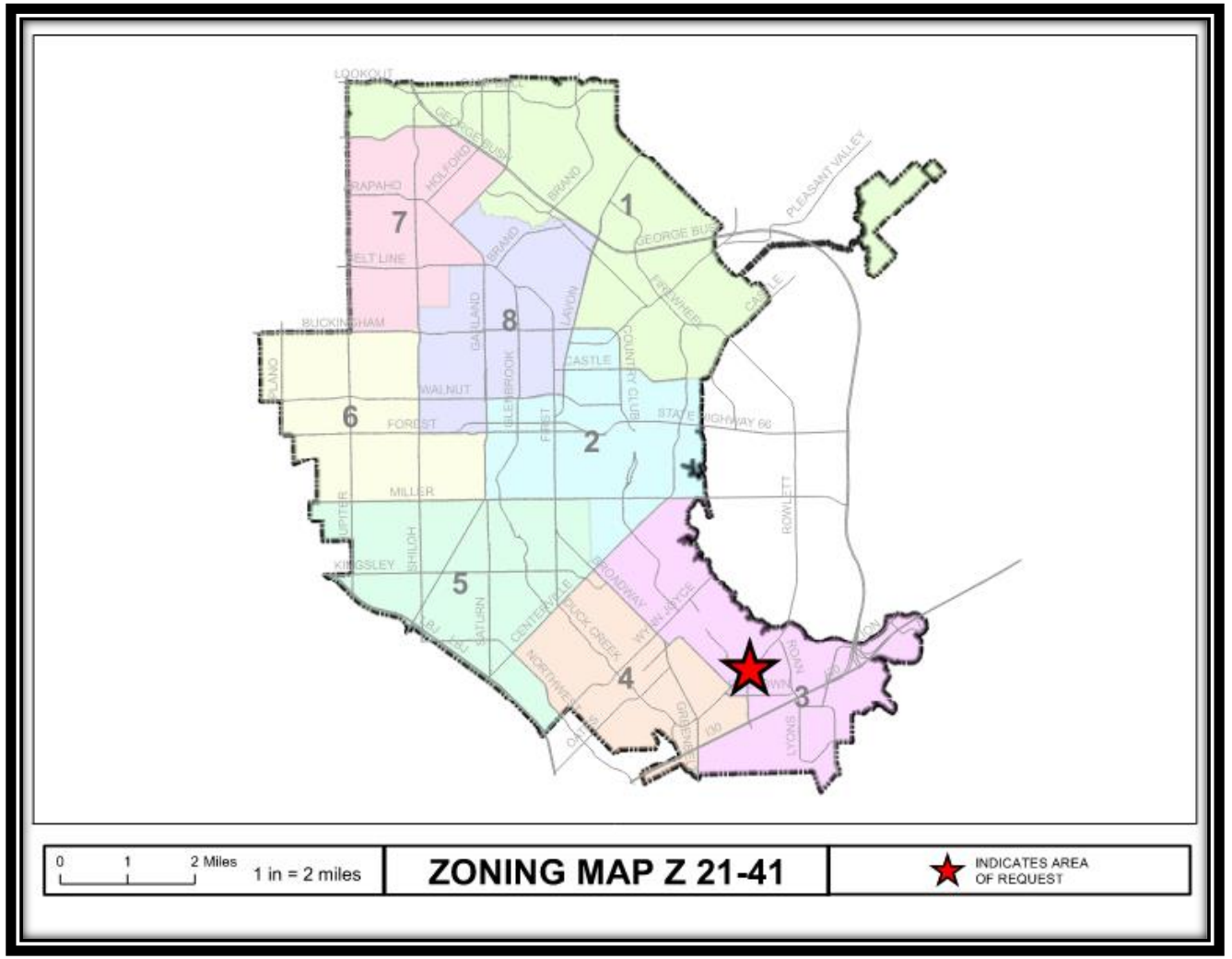
Owner: Rowlett Homes and Investments, LLC.

Acreage: 1.72 acres

Zoning: Single-Family-7 (SF-7) District and Agricultural (AG) District

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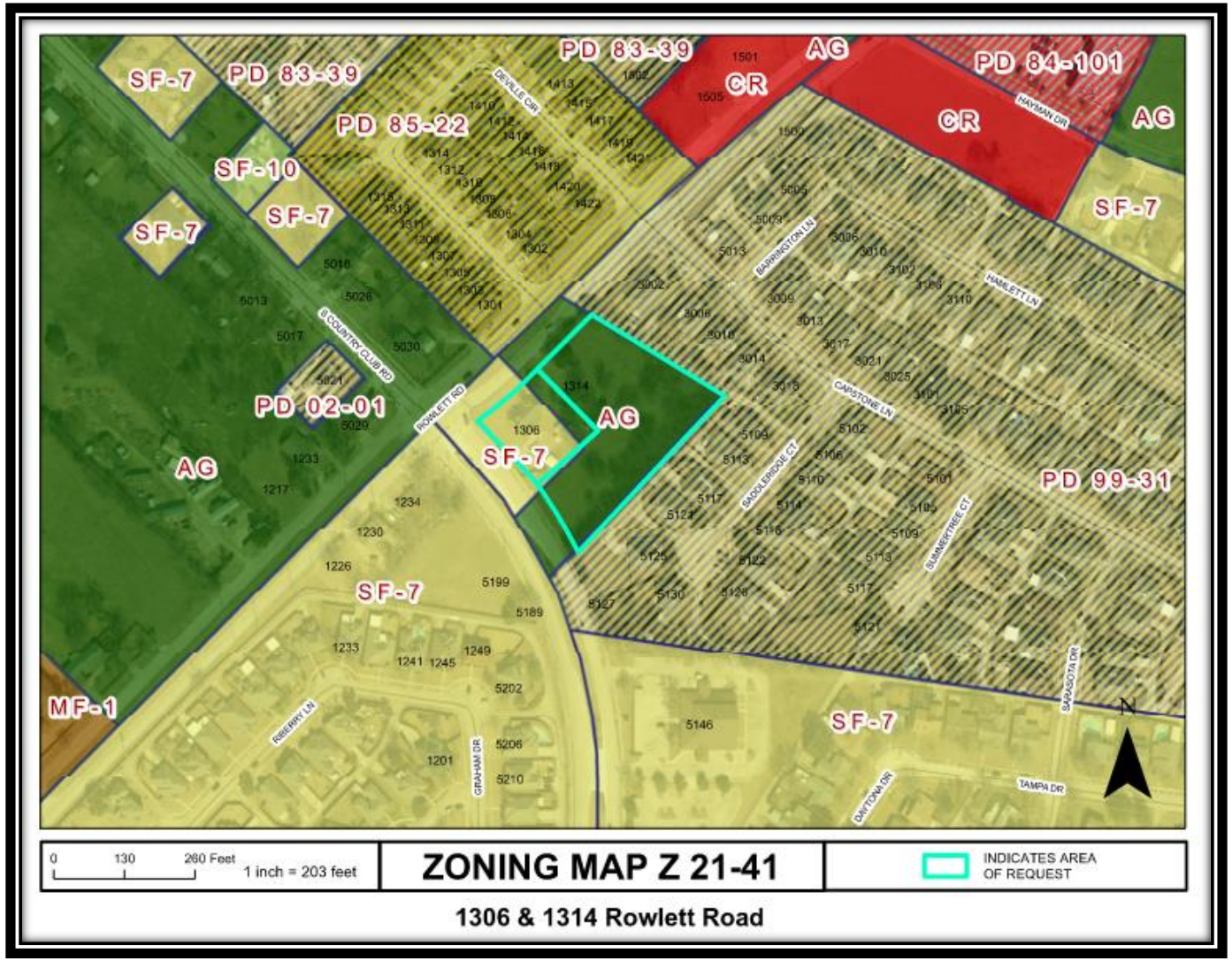
CITYWIDE LOCATION MAP



Z 21-41

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LOCATION MAP

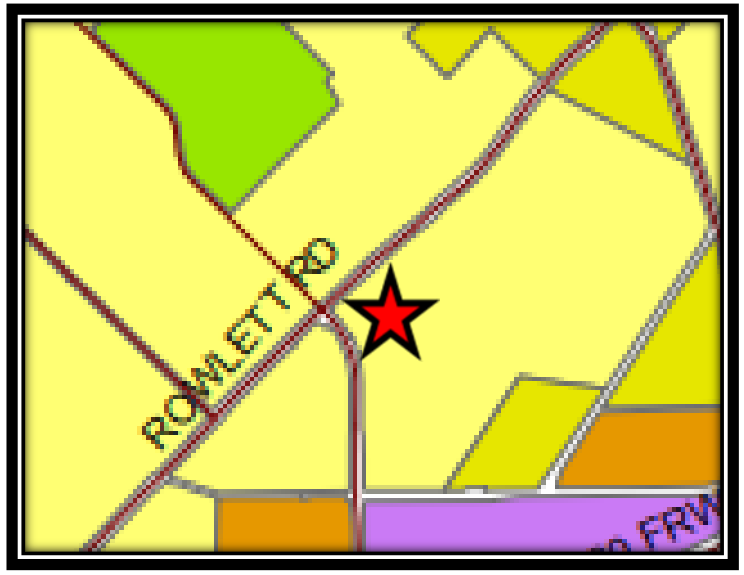


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COMPREHENSIVE PLAN





Z 21-41

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COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Traditional Neighborhoods.

Traditional neighborhoods are currently found throughout Garland and provide areas for low to moderate density single-family detached residential housing. Traditional neighborhoods also accommodate convenience retail (goods and services), office space, and public services.

The Traditional neighborhood development type is primarily characterized as low density, single-family detached (between one and six dwelling units per acre).

Densities in the area vary. The neighborhood immediately to the east and south is approximately 3.8 units per acre. The patio home/zero lot line neighborhood to the north is approximately 6.8 units per acre. The multi-family complex further to the west is approximately 12 units per acre. The applicant proposes a maximum density of 11.6 dwelling units per acre.

Z 21-41

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COMPATIBILITY

The surrounding properties are primarily developed with residential uses. The properties to the north, across Rowlett Road, are zoned Planned Development (PD) District 85-22 for Patio Homes, and Agricultural (AG) District; these are residential homes. The properties to the east and south are zoned Planned Development (PD) District 99-31 for single-family use; these properties are residential homes. Further to the south along South Country Club Road is a church. The properties to the west, across South Country Club Road, are zoned Single-Family-7 (SF-7) District; these properties are residential homes as well. Further to the west along Rowlett Road are Agricultural (AG) District zoned properties developed with single-family homes and mobile homes, as well as an apartment complex zoned Multi-Family (MF-1) District.

It should be noted that the proposed site plan provides open space lots along the southeastern boundary, and a proposed street and sidewalk, which provide buffering from the existing neighborhood. Along the northeastern boundary of the proposed development are townhouse backyards; however, there is an existing alley providing additional buffering for the existing single-family homes to the northeast. Lots “X1” and “X2” are open space amenity areas. The applicant intends to preserve as many existing trees as possible along the property boundaries.

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PHOTOS



View of the subject property from Rowlett Road



Looking west of the subject property

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PHOTOS



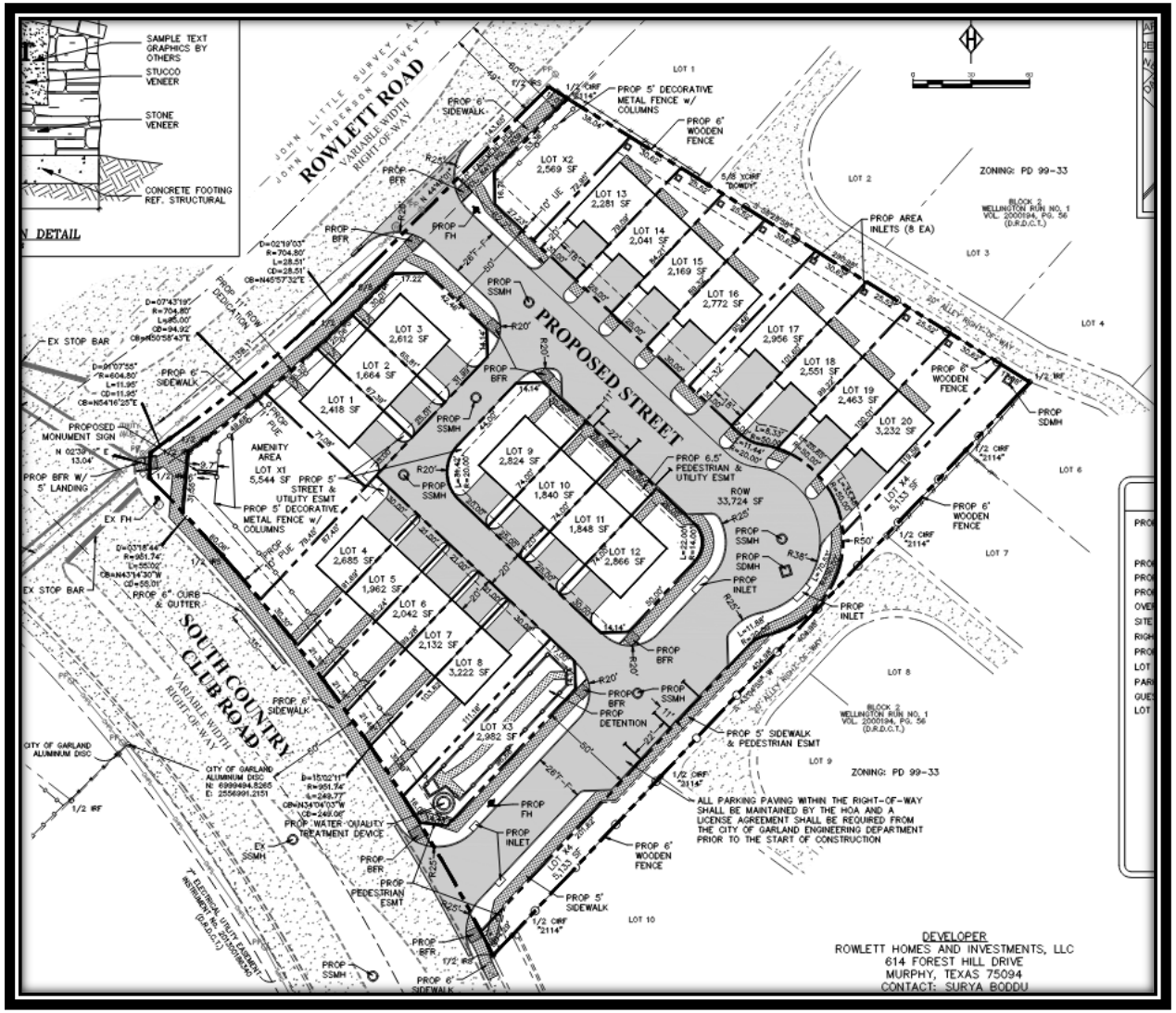
Looking south of the subject property



Looking north of the subject property

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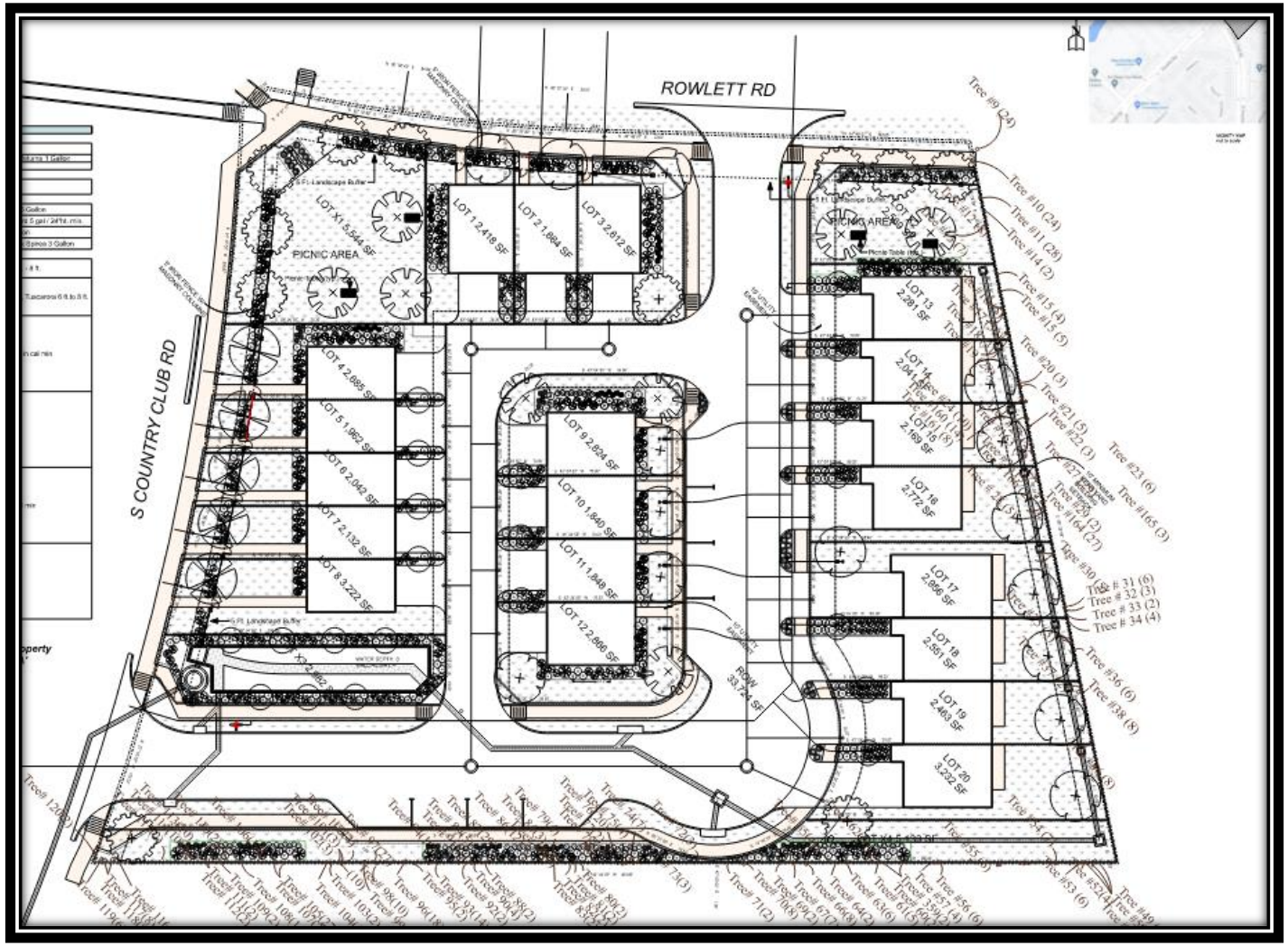
SITE PLAN



Z 21-41

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LANDSCAPE PLAN



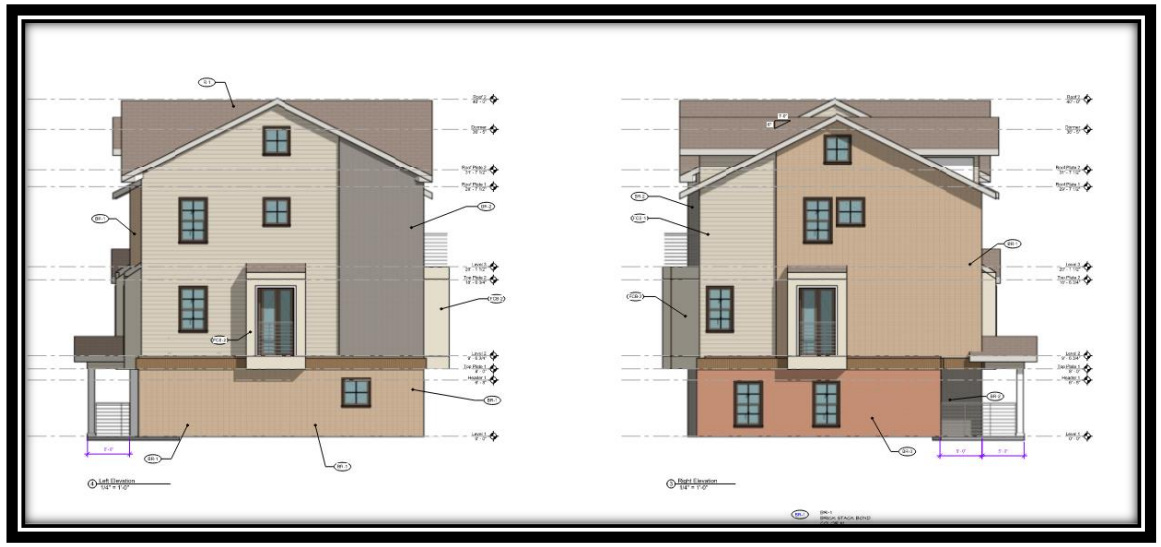
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BUILDING ELEVATIONS







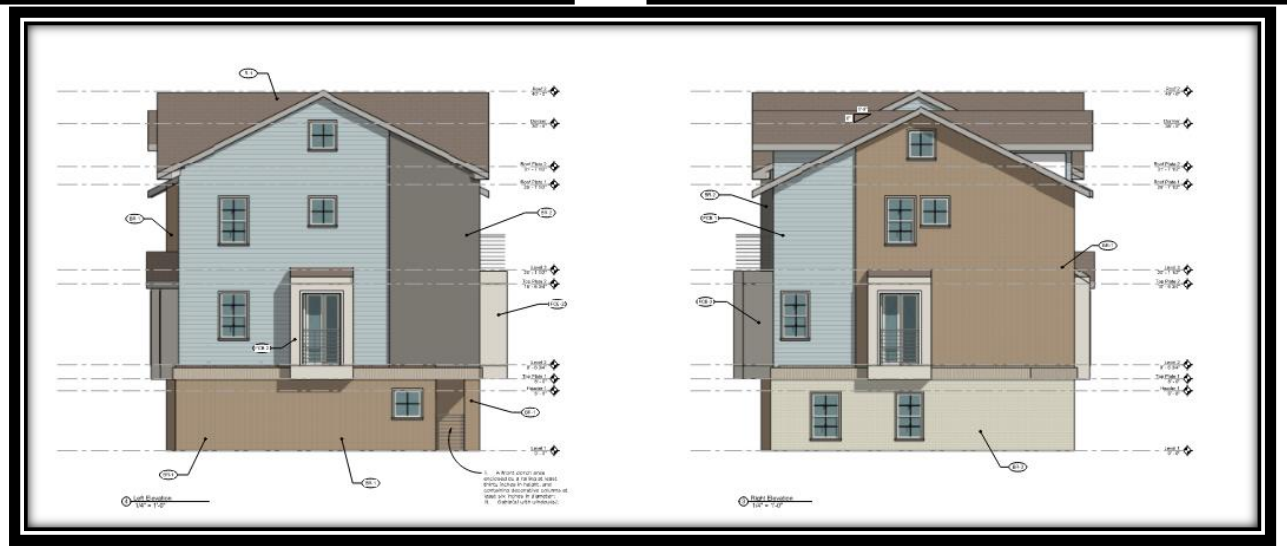
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BUILDING ELEVATIONS (REAR-LOADED)







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DEVIATIONS TABLE

Development Standards	Required	Proposed (Minimum)	Applicant's Justification
Lot Area	Minimum 2,000 SF	Minimum 1,650 SF	The minimum lot area is being reduced due to the proposed right-of-way dedication along Rowlett Road.
Lot Depth	Minimum 90 feet	Minimum 60 feet	The reduced lot depth is necessary due to the right-of-way dedication.
Screening	This proposed development requires either a masonry wall or an ornamental fence with masonry columns and landscaping along Rowlett Road and South Country Club Road.	The applicant proposes a five (5)-foot ornamental fence with masonry columns along with large canopy trees and screening shrubs along Rowlett Road and South Country Club Road. However, the fence and landscaping is located within the private lots but will be maintained by the HOA.	The deviations is needed to maintain the proposed lot depth.
Alleys	Alleys are required	Alleys not provided for 8 lots	The applicant is proposing a combination of front-loaded and rear-loaded lots.

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STAFF RECOMMENDATION

- Approval of 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses and 2) an Alley Waiver.

- Approval of a Detail Plan for Single-Family Attached (SFA) development.

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PLAN COMMISSION RECOMMENDATION

On June 26, 2023 the Plan Commission had a motion to approve and voted four (4) to four (4) on 1) a Change in Zoning from Single-Family-7 (SF-7) District and Agricultural (AG) District to a Planned Development (PD) District for Single-Family Attached Uses; 2) an Alley Waiver for eight (8) townhouse lots; and 3) a Detail Plan for Single-Family Attached (SFA) development. Because of the lack of majority vote, the recommendation is, in effect, denial.

GARLAND
PLANNING REPORT

City Council Regular Session Agenda **7. g.**

Meeting Date: 07/18/2023
Item Title: Z 23-12 Manhard Consulting - Zoning (District 5)
Submitted By: Matthew Wolverton, Development Planner

REQUEST

Approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses.

Approval of a Detail Plan for Multi-Family Development.

LOCATION

1214 & 1302 West Miller Road

OWNER

La Rosa Capital

PLAN COMMISSION RECOMMENDATION

On June 26, 2023 the Plan Commission, by a vote of eight (8) to zero (0), recommended approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 Uses

The Plan Commission, by a vote of eight (8) to zero (0), also recommended approval of a Detail Plan for a Multi-Family Development.

In addition, the Plan Commission recommended the applicant to work with the Transportation Department to mitigate concerns about the ingress and egress including left turns out of the development. The applicant has since added curb improvements and “right turn only” signage accordingly, to help prevent left turns out of the development.

STAFF RECOMMENDATION

Approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses

Approval of a Detail Plan for Multi-Family Development.

BACKGROUND

The subject site is currently developed with a church at 1302 West Miller Road, while 1214 West Miller Road sits vacant. The existing church building will be converted into a clubhouse. The applicant proposes to develop a total of 63 multi-family dwelling units.

SITE DATA

The overall site consists of approximately 2.29 acres with 300 lineal feet of frontage along West Miller Road. The site plan (Exhibit C) shows two (2) access points from West Miller Road.

USE OF PROPERTY UNDER CURRENT ZONING

The site is zoned Multi-Family-1 (MF-1) District and Community Retail (CR) District.

The Community Retail (CR) district is intended to accommodate a variety of retail, service, and business establishments that may or may not be designed in a shopping center configuration. The district may be used as a transition district between lower intensity retail or office uses and more intense uses. A Community Retail (CR) District is generally appropriate along major transportation corridors but is generally not appropriate in proximity to low-density residential districts without significant buffering and screening features. An example of allowed use in a Community Retail (CR) District is a retail shopping area that may be large in scale with very limited or no outside storage.

The Multifamily district is an attached residential district intended to promote stable, quality, attached-occupancy residential development in livable, sustainable, and compact residential communities at a maximum density of eighteen dwelling units per acre. The principal allowed land uses include low-rise to mid-rise multiple-family dwelling structures that are renter-occupied or owner-occupied (as in condominiums). Recreational, religious, health, and educational uses normally located to serve residential areas are also allowed in this district. This district should be located adjacent to an arterial or collector street, and can serve as a buffer between nonresidential development or heavy automobile traffic and medium-density or low-density residential development. This district accommodates a variety of housing types including triplexes, quadplexes, apartments, and condominiums. The MF-1 district, as mentioned in certain sections of the Garland Development Code, is intended to accommodate standard multifamily development.

CONSIDERATIONS

1. Development and Site Plan

   The applicant requests the development of two (2) conventional multi-family buildings with 63 units along West Miller Road. The site plan (Exhibit C) shows compliance with various types of amenities including a leisure area with a swimming pool, picnic area, clubhouse, and barbeque grill.

2. Parking

   The GDC requires 101 parking spaces for this proposal. The site layout shows 101 parking spaces.

3. Building Height

The GDC allows a maximum height of 50 feet for the Multi-Family-2 zoning. The site layout shows a maximum height of 30’-6” which complies with the GDC.

4. Density

The maximum density required per the GDC for a multi-family development in the Multi-Family-2 (MF-2) District is thirty-two (32) dwelling units per acre. The applicant requests density at twenty eight (28) dwelling units per acre, which complies with the density in the Multi-Family-2 (MF-2) District.

5. Amenities

- Clubhouse: Section 2.39 (I) states that a minimum 2,500 square-foot clubhouse must be constructed on site and made available to all residents. The site plan (Exhibit C) notes a 4,280 square-foot clubhouse which the application indicates will include amenities such as a fitness room, a leasing office, lounge, and executive office rentals.
- Swimming Pool: The swimming pool having a minimum of eight hundred (800) square feet of surface water must be provided for the multi-family development. The applicant proposes a swimming pool with 1,200 square feet of surface water in the courtyard.
- Leisure Areas: The leisure area has a minimum area of one thousand square feet, containing at least two (2) pieces of play equipment, or other outdoor amenities (such as, picnic areas with tables, barbeque pits, arbors, or gazebos) must be provided for each multi-family development. The applicant will comply with this requirement by providing a barbecue grill, arbor shaded area, and picnic table in the leisure area near the pool courtyard.

6. Dwelling unit/mix

The submittal materials indicate compliance with the required unit size and mix. More specifically:

Minimum dwelling unit size.
Required efficiency: 500 square feet
Proposed: 530 square feet
Number of units: 6 units

Minimum dwelling unit size.
Required one- bedroom: 650 square feet
Proposed: 652, 691, 703, 771, and 802 square feet
Number of units: 39 units

Required two-bedroom: 800 square feet
Proposed: 1,028 and 1,101 square feet
Number of units: 18 units

7. Screening and Landscaping

The landscape plan (Exhibit D) meets the screening and landscaping standards per the GDC.
The applicant proposes a six (6)-foot ornamental fence around the perimeter of the site. This includes two gates that allow entrance into the site from West Miller Road.

8. Building Design

   The building design complies with the architectural elements and articulation requirements of the GDC.

9. Signage

   No deviations were requested regarding signage.

10. Transportation

    A Traffic Impact Analysis (TIA) was not required by the Transportation Department. The submission was reviewed and approved by the Transportation Department.

COMPREHENSIVE PLAN

The Envision Garland Plan designates the subject property as Urban Neighborhoods

Urban neighborhoods are higher density residential developments. This residential option may utilize vertical mixed-use integrated into the surrounding area, reflecting the area's dominant character or, when desired, promoting a new character.

The proposed use is compatible with the Comprehensive Plan.

COMPATIBILITY OF REQUEST WITH SURROUNDING ZONING AND LAND USES

The properties to the north, across West Miller Road, are zoned Multi-Family-1 (MF-1) District; these properties are developed with a Multi-Family development and a cemetery. The land to the west is zoned Community Retail (CR) District; these properties include a convenience store with fuel pumps, a retail store, and a church. The properties to the south are zoned Multi-Family-1 (MF-1) District and Community Retail (CR) District; these properties are developed with a Multi-Family development. The properties to the East are zoned Community Retail (CR) District and Multi-Family -1 (MF-1) District; these properties contain a wand car wash, vacant restaurant, a medical/dental office and an apartment complex.

Attachments

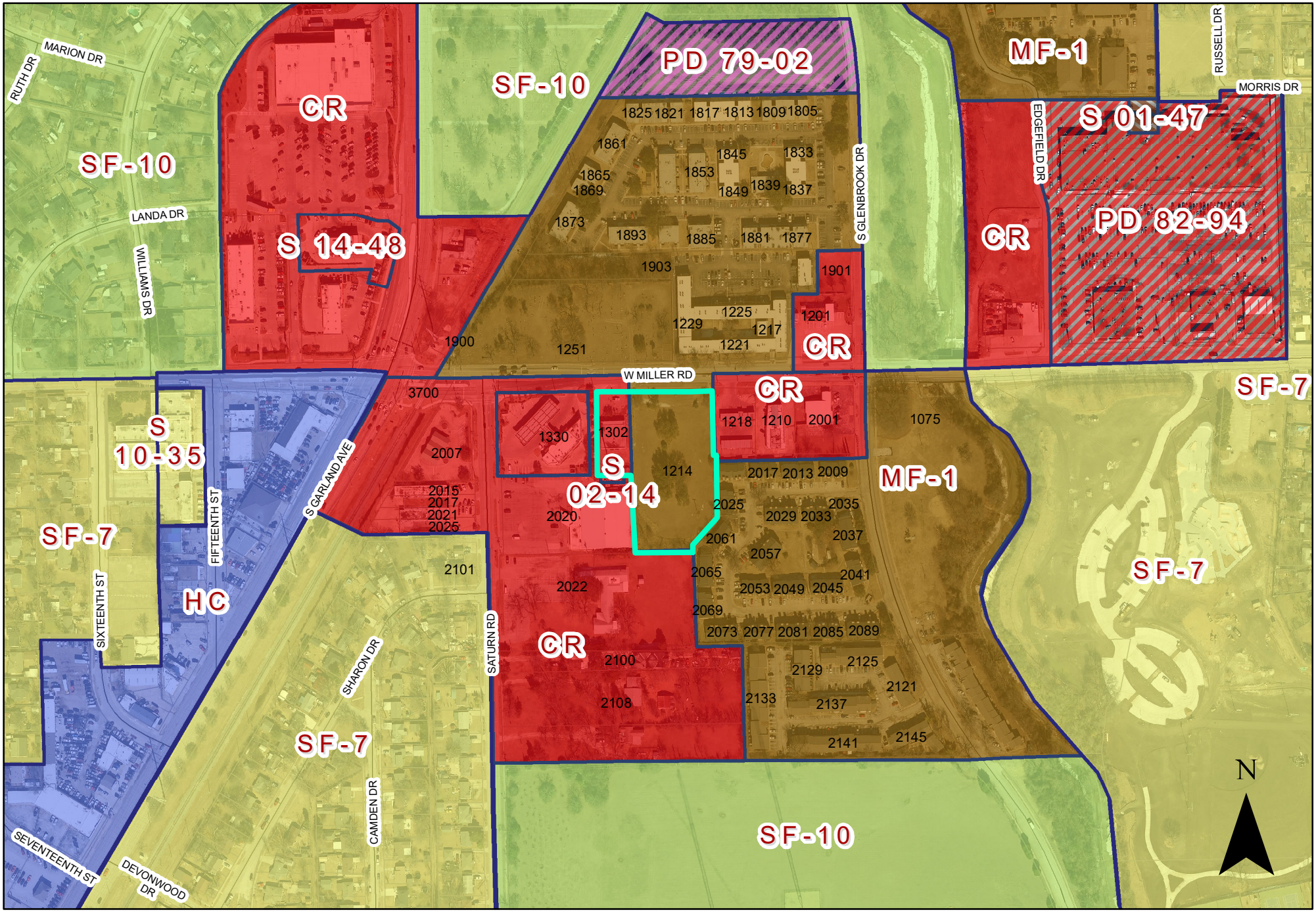
Z 23-12 Location Map

Z 23-12 PD Conditions

Z 23-12 R&M Zoning

Z 23-12 Responses

Z 23-12 Staff Presentation



1214 & 1302 West Miller Road

PLANNED DEVELOPMENT CONDITIONS

ZONING FILE Z 23-12

1214 & 1302 West Miller Road

I. Statement of Purpose: The purpose of this Planned Development is to approve a multi-family development.

II. Statement of Effect: This Planned Development shall not affect any regulation found in the Garland Development Code, Ordinance No. 6773, as amended prior to adoption of this ordinance, except as specifically provided herein.

III. General Regulations: All regulations of the Multi-Family-2 (MF-2) District as set forth in Chapter 2 of the Garland Development Code are included by reference and shall apply, except as otherwise specified by this ordinance.

IV. Development Plans:

Detail Plan: Development shall be in general conformance with the Detail Plan labeled Exhibit C through Exhibit E. In the event there is conflict between the approved Detail Plan and the Specific Regulations below, the Specific Regulations shall apply.

V. Specific Conditions:

A. Permitted Uses: Land Uses are only permitted as in the Multi-Family-2 (MF-2) District.

B. Site Plan: The site layout, building placement, parking and other development proposed shall be in general conformance with the approved Site Plan labeled Exhibit C.

C. Dwelling Units: A total of sixty-three (63) dwelling units shall be permitted.

D. Amenities: Amenities shall be provided as shown on the Exhibits C and D.

E. Landscape Plan: Screening and landscaping shall be in

general conformance with the landscape plan labeled Exhibit D.

1. Landscaping must be regularly maintained in a healthy, growing condition and in compliance with this PD Ordinance, the Garland Development Code, the Code of Ordinances of the City of Garland, and the landscaping plan attached hereto at all times. The property owner is responsible for regular weeding, mowing of grass, irrigation, fertilizing, pruning, or other maintenance of all plantings as needed. All exposed ground surfaces on or within the premises shall be properly improved, covered with screening or other approved solid material, or protected with a vegetative growth that prevents soil erosion and ameliorates objectionable dust conditions.

2. Any plant or vegetation that dies must be replaced with another approved plant variety that complies with the approved landscape plan within sixty (60) days after receipt of written notification from the City. In the event the property owner fails to remedy a violation of any landscaping maintenance regulation within sixty (60) days after receipt of written notification from the City, the City may, in addition to any other remedy available by law, withhold future city permits, licenses and/or certificates requested by the property owner for the premises to which such violation applies.

3. Screening and paving must be regularly maintained in compliance with this PD Ordinance, the Garland Development Code, and the Code of Ordinances of the City of Garland at all times. The property owner is responsible for regular maintenance of all screening and paving as needed. In the event the property owner fails to remedy a violation of any screening or paving maintenance regulation within sixty (60) days after receipt of written notification from the City, the City may, in addition to any other remedy available by law, withhold future city permits, licenses and/or certificates requested by the property owner for the premises to which such violation applies.

F. Elevations: Building Elevations shall be in general conformance with the elevations labeled Exhibit E.

G. Signage: All signage shall comply with the standards in the Garland Development Code.

EXHIBIT B

REPORT & MINUTES

P.C. Meeting, June 26, 2023

4d. APPROVED Consideration of the application of **Manhard Consulting,** requesting approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses. This property is located at 1214 & 1302 West Miller Road. (District 5) (File Z 23-12 – Zoning)

The applicants, Ravi Mehta, 125 E. John Carpenter Fwy., Irving, TX., and Emily Zoellner, 3040 Old Mill Run, Grapevine, TX., 76051, provided an overview of the request, and remained available for questions.

Commissioner Aubin shared his concerns regarding the traffic backing up on Miller Road between Saturn and Glenbrook and also asked about any plans to address the ingress and egress issues.

The applicant stated that they have been working with the Transportation Department to address those concerns and also had a voluntary Traffic Impact Analysis done. The applicant is considering adding a slow-down lane and a right turn only lane to help with the traffic issues.

Commissioner Aubin shared he is concerned about the traffic volume.

Commissioner Jenkins asked the applicant to explain what workforce housing is and if there would be an income requirement for the development. He also asked about changes to the proposed lighting concerns that were brought up previously.

The applicant explained that workforce housing would be those citizens that work at places such as Walmart, or drive-through restaurants. He also explained that they would not be providing affordable housing, Section 8 Housing, nor rent controlled units and that all changes regarding the lighting were made and meet City code.

Commissioner Jenkins asked the applicant to explain what deciding factors went into considering the proposed density of the development in comparison to the adjacent properties.

The applicant responded they feel there is a need for this type of development in that area and that even though the development is dense, there are a total of 63 one-bedroom and efficiency units and there would not be as many vehicles on the property.

Commissioner Jenkins stated that he presumed the applicant has done extensive market analysis and stated that he believes affordable housing is necessary for this particular area for 2-person families.

Commissioner Dalton requested clarification on what exactly the development encompasses as far as the previous businesses in the area, particularly the former Sonic and car wash.

The applicant explained that he did attempt to buy out the former Sonic and car wash properties but the owners were not interested in selling; therefore, he only purchased the vacant land and church property.

Chair Roberts recommended that when the applicant goes before the City Council, that he provide more detailed information on the Traffic Impact Analysis study and how he is proposing to control the traffic.

Motion was made by Commissioner Aubin to close the public hearing. Seconded by Commissioner Williams. **Motion carried**: **8** Ayes, **0** Nays.

Commissioner Aubin requested to get more feedback from the Plan Commission as a similar project was presented to Council several years ago that was denied due to traffic concerns. His concern mainly lies around the egress around the development and residents trying to turn left onto Miller Road resulting in additional back-ups in traffic. If this issue is addressed with a possible barrier preventing left-hand turns, he would be inclined to support the development.

Commissioner Rose asked the City Attorney if the Commission's motion could include a requirement for a right turn lane to be implemented as part of the development.

Attorney Roten clarified that the Commission could do an approval of the development with a condition or make the recommendation to the applicant to have this implemented before going before the City Council.

Staff recommended that the applicant and his team continue to work with the Transportation Department to address the left turn concerns and how to prevent them through barriers or signage.

Commissioner Dalton shared his own personal experience of being involved in a traffic accident at the intersection of Glenbrook and Miller but also pointed out that the property has been an eyesore for many years and believes the Detail Plan being presented would be beneficial to the City as it might improve things in the vicinity. He is in favor of the project.

Commissioner Cornelius shared that she is also in favor of the proposed development with the required conditions to address the traffic concerns.

Commissioner Jenkins asked for clarification on what the conditions being proposed by the Commission were.

Chair Roberts clarified that the conditions centered around addressing the ingress and egress to the property. He further added that the applicant might consider the additional safety measures such as widening the entrance to the property and making the entrance drive-in only.

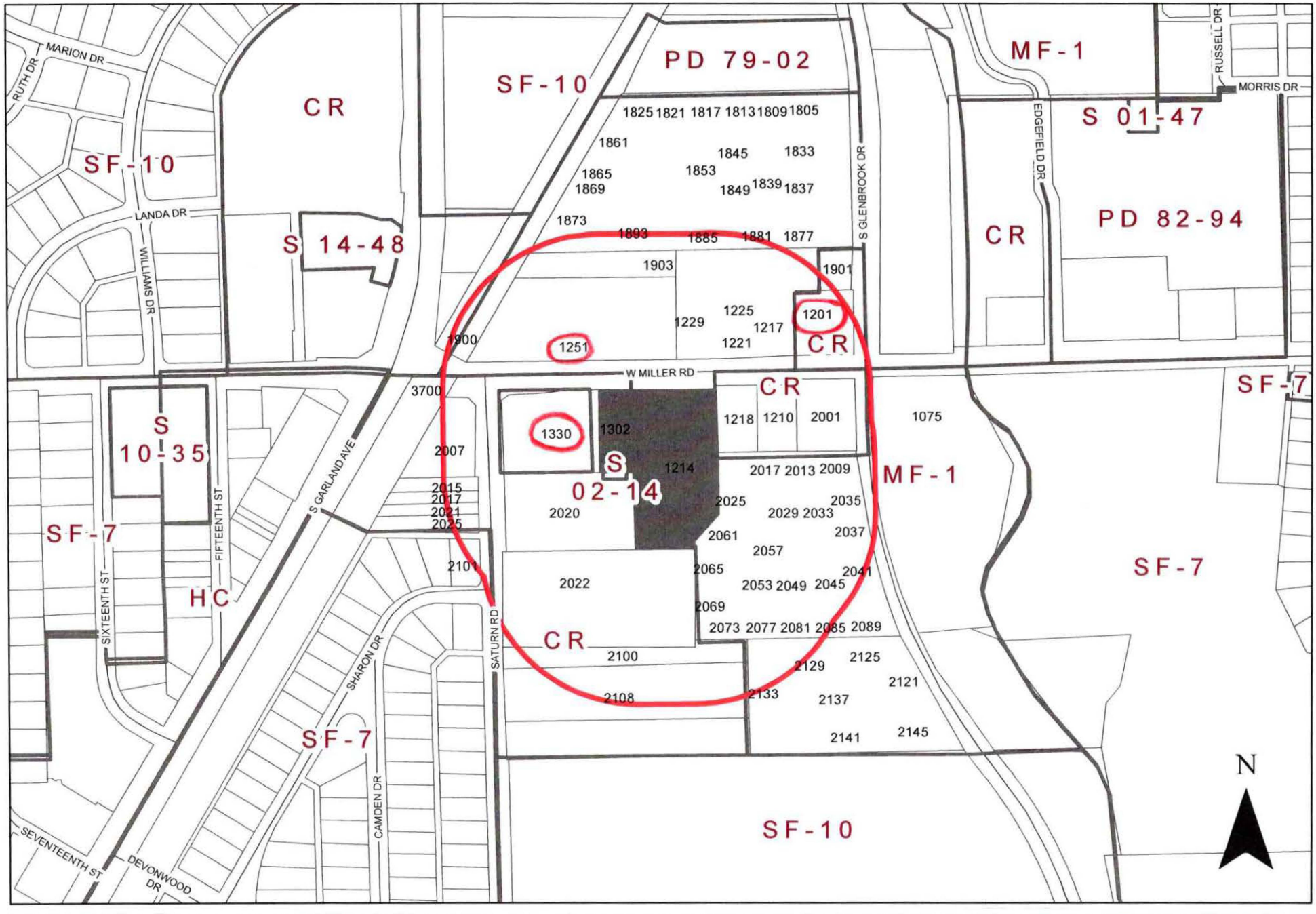
Commissioner Jenkins asked to confirm that the safety concerns previously presented were addressed with the additional lighting on the property. He also asked that the applicant consider ways to alleviate the traffic concerns by addressing the ingress and egress options. Commissioner Jenkins is not opposed to the development, as he feels the area needs the redevelopment. He also embraces the developer's idea to provide workforce housing as they define it. His hesitation is out of a concern that families are not getting the same attention as single person's attention to getting a certain market need.

Attorney Roten advised the Commission against considering the residents or the economics as part of the land use that is being presented.

Chair Roberts shared that just as the development was presented two years ago and now, the land use is appropriate for the development.

Commissioner Aubin shared that this site is the site of the former Miller Gardens which was acquired by the City at the time the City was in the business of taking over run down apartment complexes. The site eventually was acquired by the Garland Housing Finance Corporation then subsequently sold to the applicant. The property has been vacant for quite some time. Commissioner Aubin does not feel that 30 units per acre is particularly dense and he does not believe that lowering the density of the development would make economic sense. Commissioner Aubin stated that the Commission should only consider the land use and not the prospective people that might come to the development.

Motion was made by Commissioner Aubin to **approve** the request for the Planned Development and the Detail Plan with the provision that the ingress and egress be studied and that the provision for an egress turning west not be allowed by means of a physical barrier in place. Seconded by Commissioner Cornelius. **Motion carried**: **8** Ayes, **0** Nays.



ZONING MAP Z 23-12

1214 & 1302 West Miller Road

Comment Form
Case Z 23-12

Z 23-12 Manhard Consulting. The applicant proposes to construct 63 multi-family dwelling units. The existing church building will be used as an amenity for the multi-family development. The site is located at 1214 and 1302 West Miller Road. (District 5)

Z 23-12 Manhard Consulting. El solicitante propone construir 63 unidades de viviendas multifamiliares. El edificio de la iglesia existente se utilizará como un servicio para el desarrollo multifamiliar. El sitio está ubicado en 1214 y 1302 West Miller Road. (Distrito 5)

Z 23-12 Manhard Consulting. Người nộp đơn đề xuất xây dựng 63 đơn vị nhà ở cho nhiều hộ gia đình. Tòa nhà nhà thờ hiện tại sẽ được sử dụng như một tiện nghi cho sự phát triển của nhiều gia đình. Địa điểm này tọa lạc tại 1214 và 1302 West Miller Road. (Quận 5)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☑ For / A Favor / Đúng

☐ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

Mehboob Rajwani / Owner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

1330 W. Miller Rd.

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX 75041

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

06/26/2023

Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form
Case Z 23-12

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

- [X] For / A Favor / Đúng
- [ ] Against / En Contra / Không

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Alejandro Ormeno

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

1201 W. Miller rd

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland - tx 75041

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Alejandro Ormeno

Signature / Firma / Ch ữ ký

Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form
Case Z 23-12

OWNER OF PROPERTY WITHIN NOTIFICATION AREA

Z 23-12 Manhard Consulting. The applicant proposes to construct 63 multi-family dwelling units. The existing church building will be used as an amenity for the multi-family development. The site is located at 1214 and 1302 West Miller Road. (District 5)

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☑ For / A Favor / Đúng

☐ Against / En Contra / Không

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GARLAND - MILLS CEMETERY FOUNDATION D. Cecil Williams, President

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

1600 S. GARLAND AVENUE

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TX

City, State / Estado de la Ciudad / Thành bang

75040

Zip Code / Código postal / Mã B u Chính

[signature]

Signature / Firma / Ch ữ ký

6/16/2023

Date / Fecha / Ngày

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JUN 22 '23 AM10:28

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The applicant requests approval to construct 63 multi-family dwelling units.

City Council Meeting

July 18, 2023

Z 23-12

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CASE INFORMATION

Location: 1214 & 1302 West Miller Road

Applicant: Manhard Consulting

Owner: La Rosa Capital

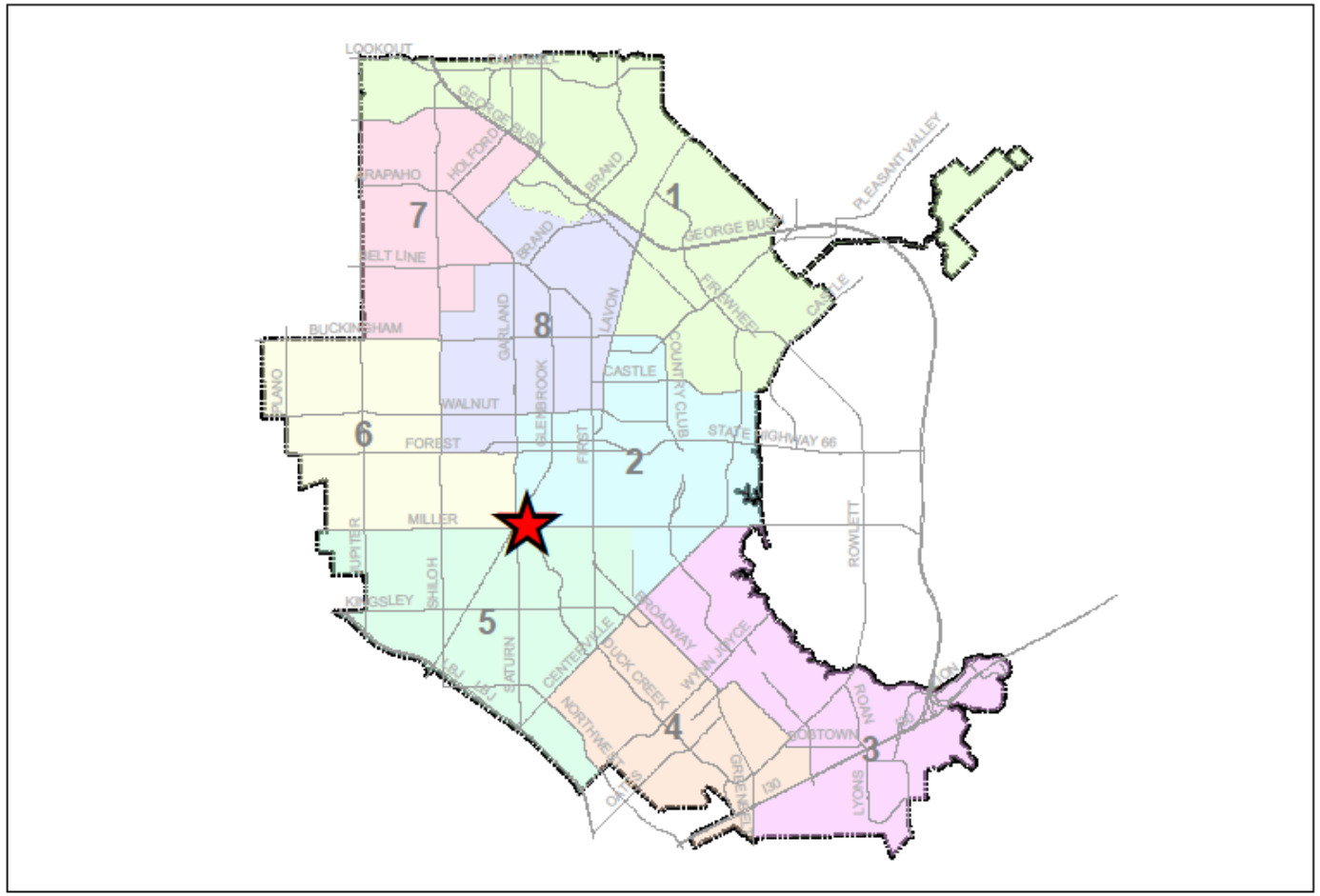
Acreage: 2.29 acres

Zoning: Community Retail (CR) District & Multi-Family-1 (MF-1) District

Z 23-12

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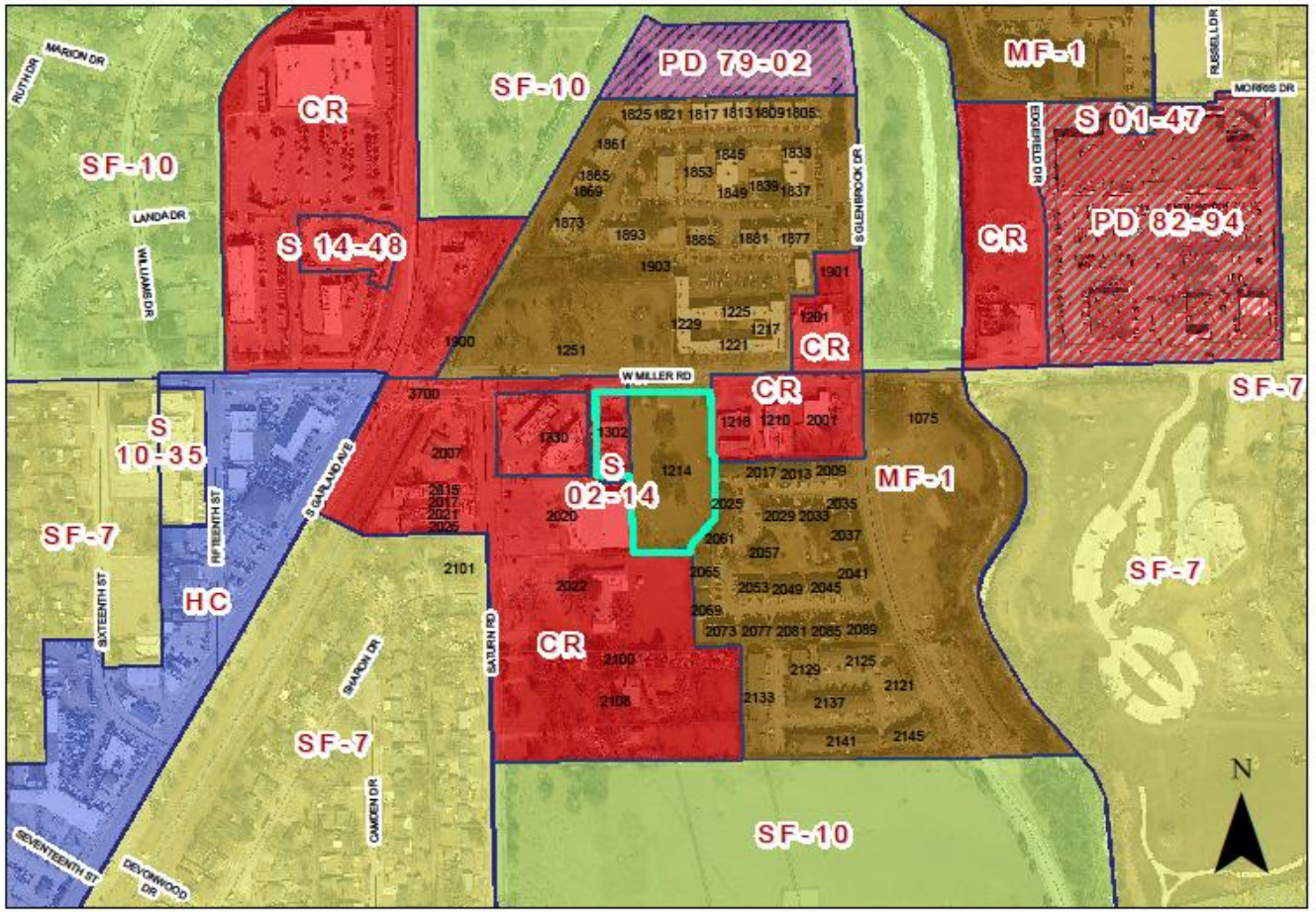
CITYWIDE LOCATION MAP



Z 23-12

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LOCATION MAP



0 210 420 Feet
1 inch = 322 feet

ZONING MAP Z 23-12

INDICATES AREA OF REQUEST

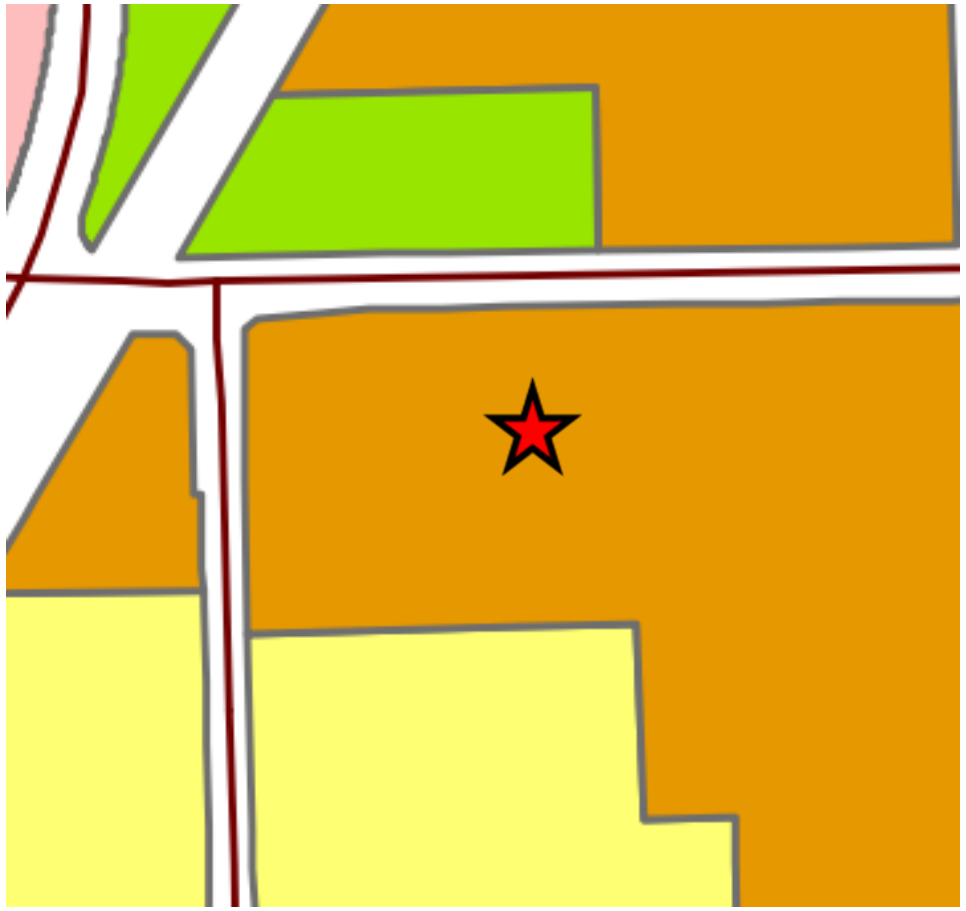
1214 & 1302 West Miller Road

Z 23-12

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COMPREHENSIVE PLAN

Urban Neighborhoods



Z 23-12

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COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Urban Neighborhoods for the subject site.

Urban neighborhoods are higher density residential developments. This residential option may utilize vertical mixed-use integrated into the surrounding area, reflecting the area's dominant character or, when desired, promoting a new character.

This proposed use is generally compatible with the Comprehensive Plan.

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PHOTOS



View of the subject site looking South from W Miller Road. The Church is visible on the right side of the screen.



View from the subject site looking North toward W Miller Road. The Cemetery and Multi-Family development are shown.

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PHOTOS



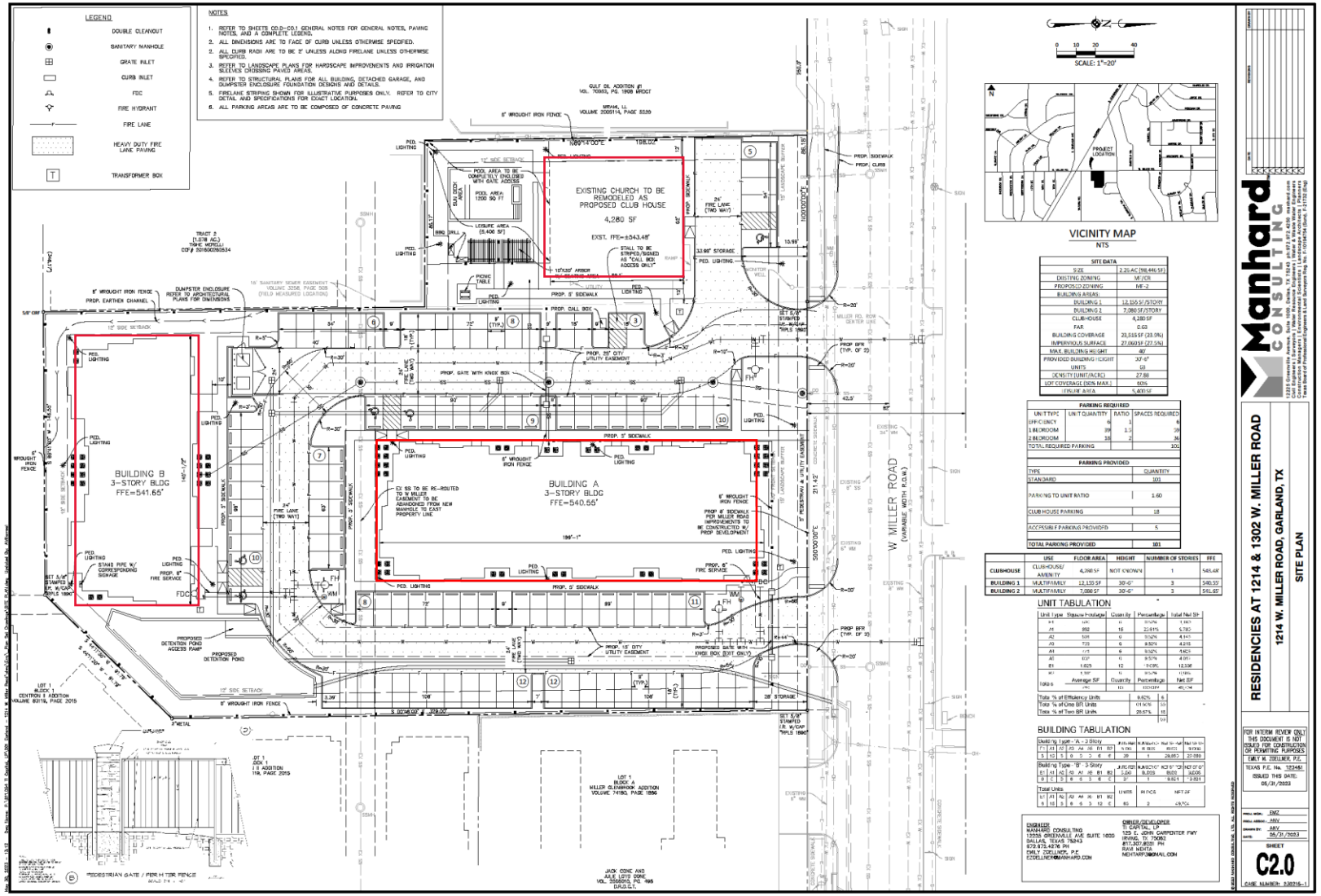
View from the subject site looking East down W Miller Road



View from the subject site looking West down W Miller Road toward Shiloh Road.

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SITE PLAN



Z 23-12

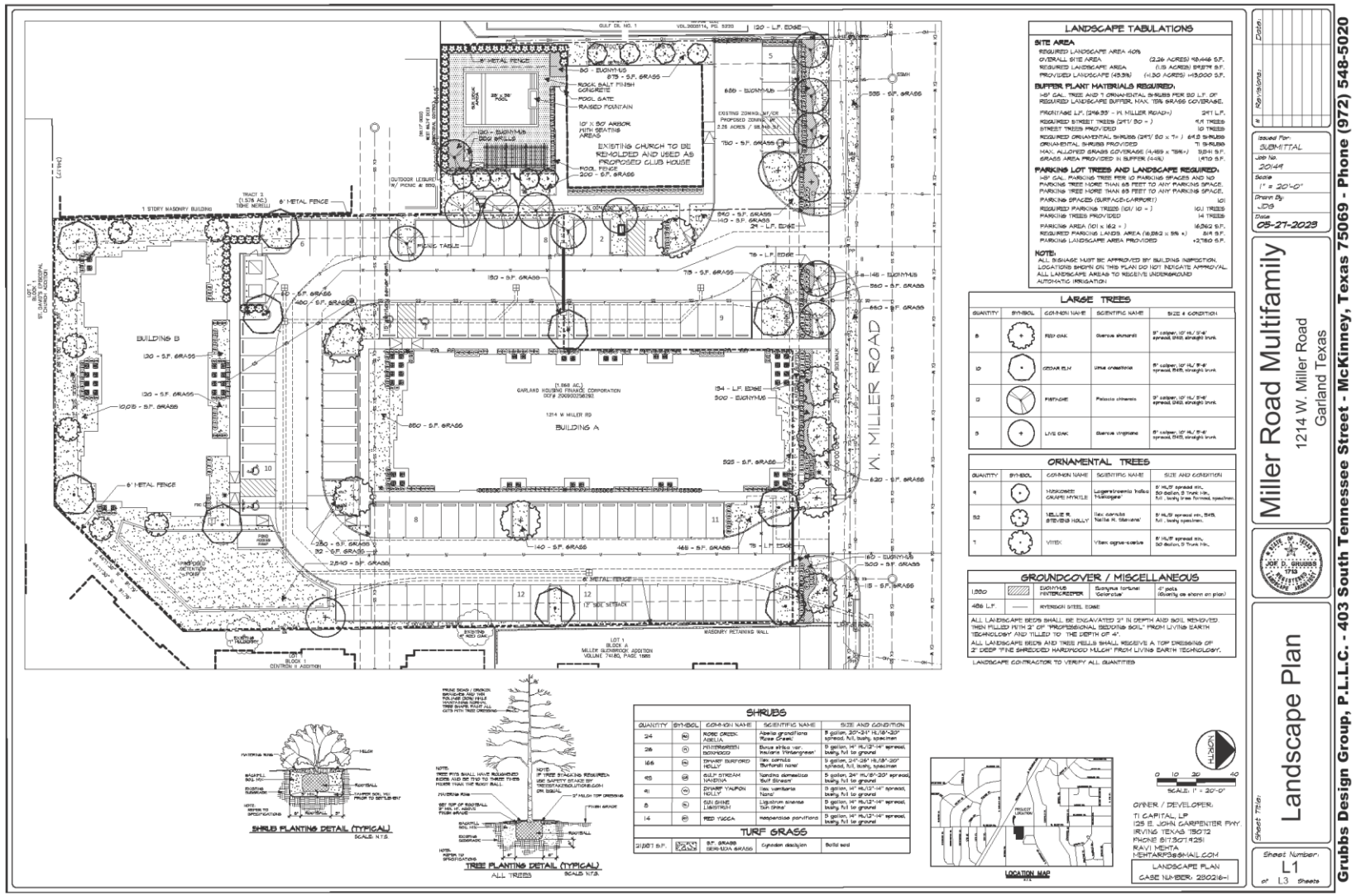
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Dwelling Unit/Mix

Bedroom	Minimum Size (Sq Ft)	Proposed Size (Sq Ft)	Number of Units
Efficiency	500	530	6
One-Bed	650	652, 691, 703, 771, and 802	39
Two-Bed	800	1,028, 1,101	18

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LANDSCAPE PLAN



Z 23-12

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BUILDING ELEVATIONS

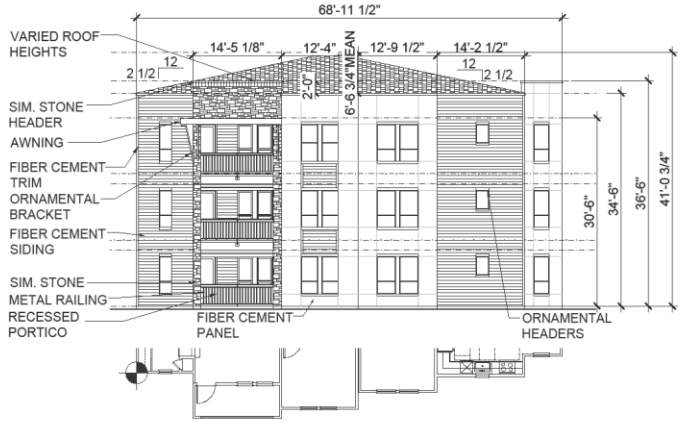
ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS

VERTICAL ARTICULATION

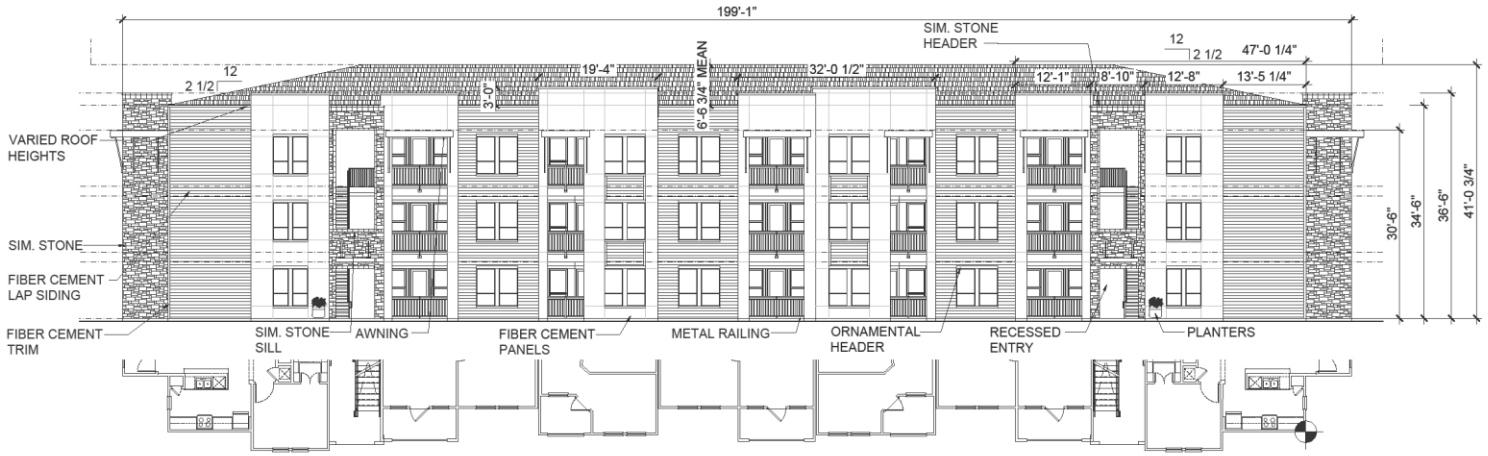
	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	23'-4"	N/A-NOT A STREET FACING FACADE	4'-0"
NORTH ELEVATION (MILLER RD.)	68'-11 1/2"	13'-9" MIN (69'-0" X 20%)	23'-4"	4'-6" MIN (69'-0" / 50"=1.38) (1.36 x 3 = 4.14)	4'-0"
WEST ELEVATION	199'-1"	N/A NOT A STREET FACING FACADE	63'-10"	N/A-NOT A STREET FACING FACADE	20'-0"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	57'-2"	N/A-NOT A STREET FACING FACADE	20'-0"

HORIZONTAL ARTICULATION

	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	52'-5 1/2"	N/A-NOT A STREET FACING FACADE	14'-8 1/4"
NORTH ELEVATION (MILLER ROAD)	68'-11 1/2"	21' MIN (69'-0" X 30%)	52'-5 1/2"	9'-6" MIN (69'-0" / 30"=2.3) (2.3 x 4 = 9.2)	14'-8 1/4"
WEST ELEVATION	199'-1"	N/A-NOT A STREET FACING FACADE	145'-5"	N/A-NOT A STREET FACING FACADE	40'-7"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	133'-11"	N/A-NOT A STREET FACING FACADE	25'-8"



02 BUILDING 'A' - ELEVATION - NORTH
SCALE: 1/16" = 1'-0"



01 BUILDING 'A' - ELEVATION - WEST
SCALE: 1/16" = 1'-0"

Cross architects
PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23
A4.0
BUILDING A ELEVATIONS
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ZONING CASE 230216-1

Z 23-12

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BUILDING ELEVATIONS

ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS

VERTICAL ARTICULATION

	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	23'-4"	N/A-NOT A STREET FACING FACADE	4'-0"
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EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	57'-2"	N/A-NOT A STREET FACING FACADE	20'-0"

HORIZONTAL ARTICULATION

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SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	52'-5 1/2"	N/A-NOT A STREET FACING FACADE	14'-8 1/4"
NORTH ELEVATION (MILLER ROAD)	68'-11 1/2"	21' MIN (69'-0" X 30%)	52'-5 1/2"	9'-6" MIN (69'-0" / 30'=2.3) (2.3 x 4 = 9.2)	14'-8 1/4"
WEST ELEVATION	199'-1"	N/A-NOT A STREET FACING FACADE	145'-5"	N/A-NOT A STREET FACING FACADE	40'-7"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	133'-11"	N/A-NOT A STREET FACING FACADE	25'-8"



02 BUILDING 'A' - ELEVATION - SOUTH
SCALE: 1/16" = 1'-0"



01 BUILDING 'A' - ELEVATION - EAST
SCALE: 1/16" = 1'-0"

Cross architects
PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23
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BUILDING A ELEVATIONS
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BUILDING ELEVATIONS

VERTICAL ARTICULATION

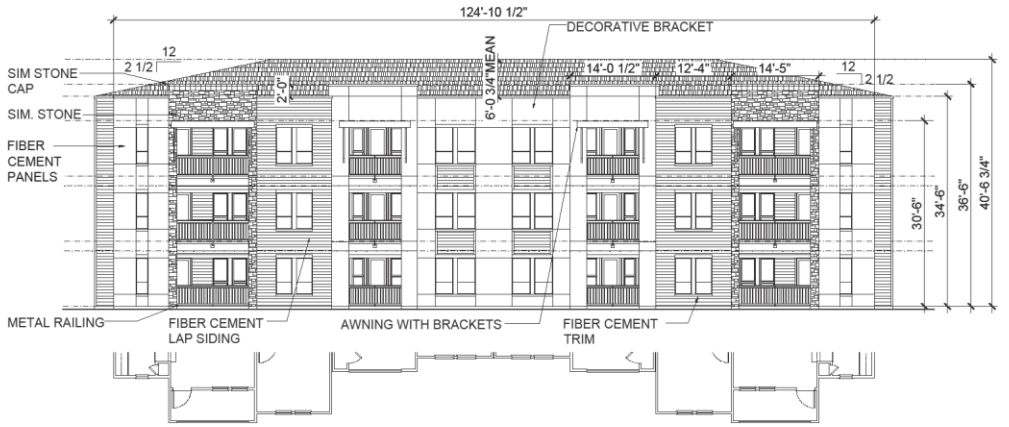
	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	124'-10 1/2"	N/A-NOT A STREET FACING FACADE	53'-6"	N/A-NOT A STREET FACING FACADE	8'-0"
NORTH ELEVATION	140'-0 1/2"	28' MIN (140'-1" X 20%)	71'-1"	8'-6" MIN (140'-1") 50"=2.8) (2.8 x 3 = 8.4)	14'-0"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"

HORIZONTAL ARTICULATION

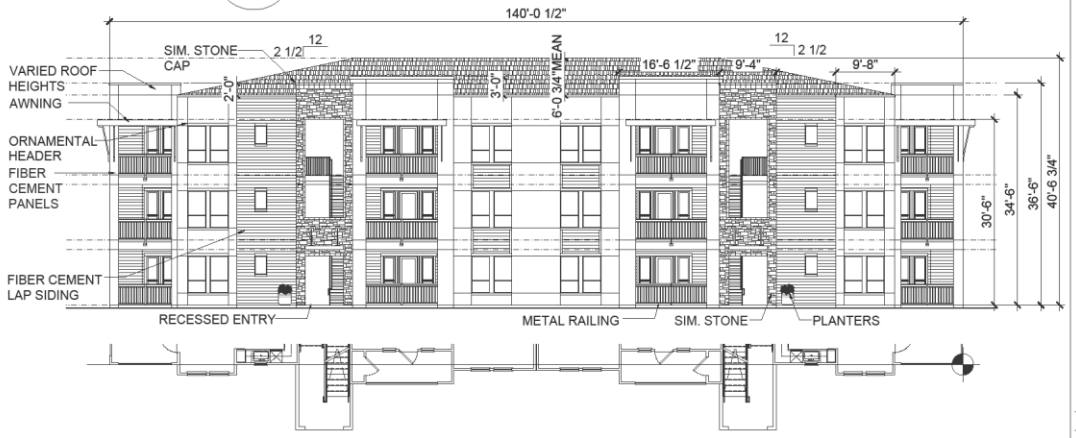
	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	124'-10 1/2"	N/A-NOT A STREET FACING FACADE	99'-9"	N/A-NOT A STREET FACING FACADE	18'-0 1/2"
NORTH ELEVATION	140'-0 1/2"	42' MIN (140'-1" X 30%)	71'-1"	10' MIN (140'-1") 30"=4.7) (4.7 x 2 = 9.4)	14'-6 3/4"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"

ELEMENTS PROVIDED

1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS



02 BUILDING TYPE 'B' - ELEVATION - SOUTH
SCALE: 1/16" = 1'-0"



01 BUILDING TYPE 'B' - ELEVATION - NORTH
SCALE: 1/16" = 1'-0"

Cross architects
PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23
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BUILDING B ELEVATIONS
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BUILDING ELEVATIONS

VERTICAL ARTICULATION

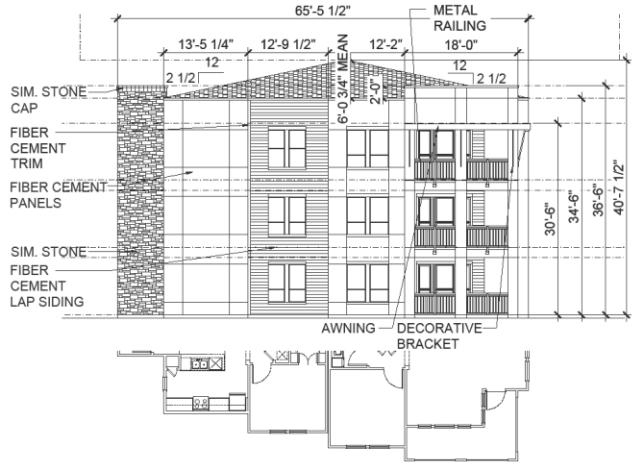
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		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	124'-10 1/2"	N/A-NOT A STREET FACING FACADE	53'-6"	N/A-NOT A STREET FACING FACADE	8'-0"
NORTH ELEVATION	140'-0 1/2"	28' MIN (140'-1" X 20%)	71'-1"	8'-6" MIN (140'-1"/ 50'=2.8) (2.8 x 3 = 8.4)	14'-0"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"

HORIZONTAL ARTICULATION

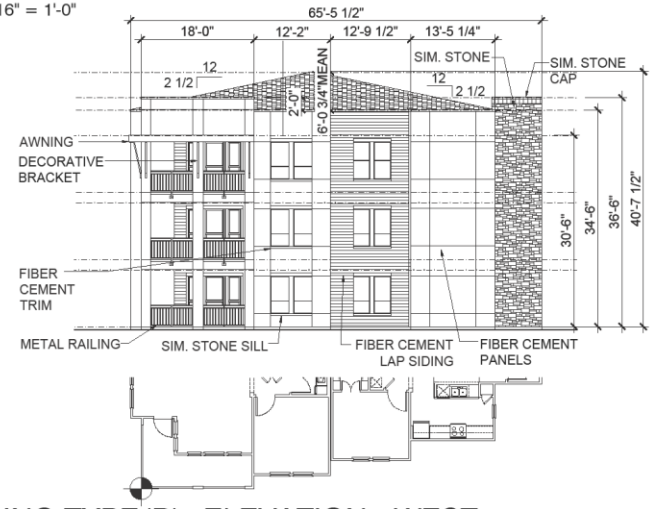
	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	124'-10 1/2"	N/A-NOT A STREET FACING FACADE	99'-9"	N/A-NOT A STREET FACING FACADE	18'-0 1/2"
NORTH ELEVATION	140'-0 1/2"	42' MIN (140'-1" X 30%)	71'-1"	10' MIN (140'-1"/ 30'=4.7) (4.7 x 2 = 9.4)	14'-6 3/4"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"

ELEMENTS PROVIDED

1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS



02 BUILDING TYPE 'B' - ELEVATION -EAST
SCALE: 1/16" = 1'-0"



01 BUILDING TYPE 'B' - ELEVATION - WEST
SCALE: 1/16" = 1'-0"

Cross architects
PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23
A4.3
BUILDING B ELEVATIONS
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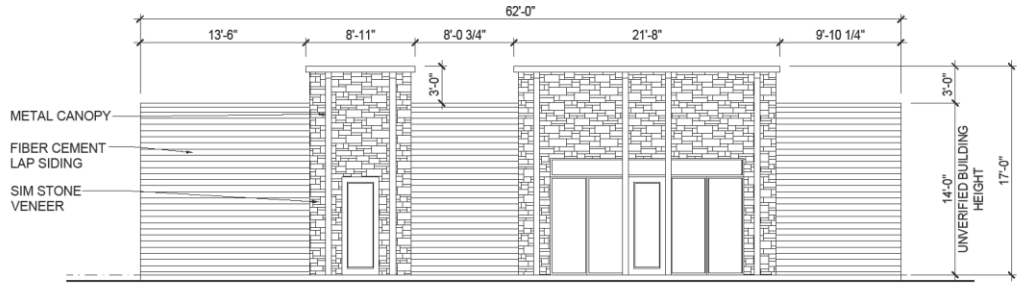
ZONING CASE 230216-1

Z 23-12

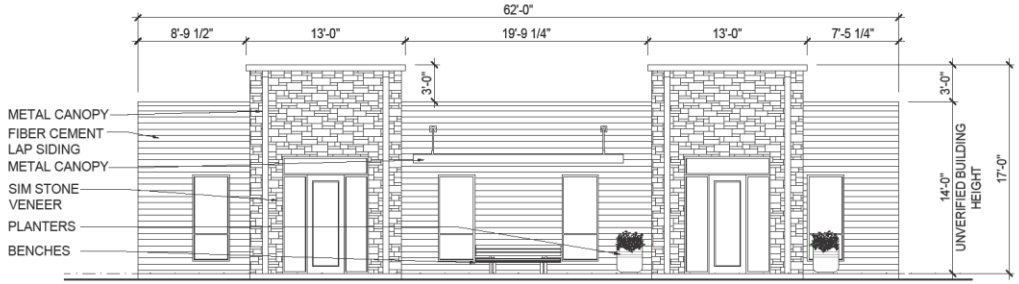
GARLAND
TEXAS MADE HERE

BUILDING ELEVATIONS

ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. ORNAMENTAL WINDOW HEADERS/LINTELS
4. VARIED ROOF HEIGHTS
5. TRANSOMS
6. PLANTERS
7. BENCHES FOR OUTDOOR SEATING
8. DISPLAY WINDOWS



02 CLUBHOUSE - CONCEPTUAL ELEVATION - SOUTH
SCALE: 1/8" = 1'-0"



01 CLUBHOUSE - CONCEPTUAL ELEVATION - NORTH
SCALE: 1/8" = 1'-0"

Cross architects
PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23

A5.1
CLUBHOUSE ELEVATIONS

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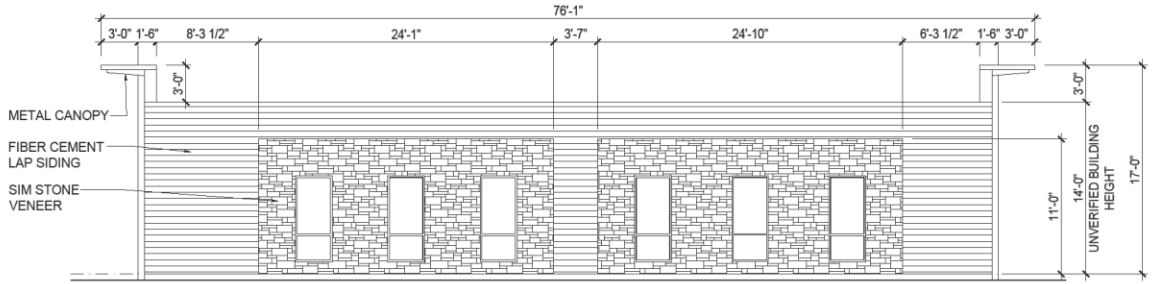
ZONING CASE 230216-1

Z 23-12

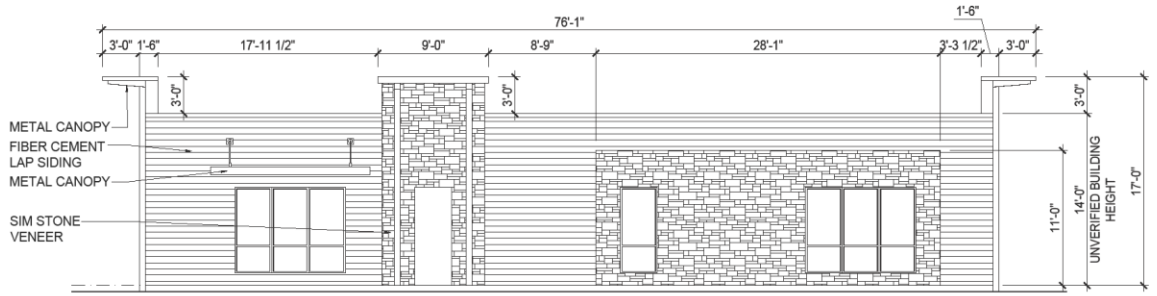
GARLAND
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BUILDING ELEVATIONS

ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. ORNAMENTAL WINDOW HEADERS/LINTELS
4. VARIED ROOF HEIGHTS
5. TRANSOMS
6. PLANTERS
7. BENCHES FOR OUTDOOR SEATING
8. DISPLAY WINDOWS



02 CLUBHOUSE - CONCEPTUAL ELEVATION - WEST
SCALE: 1/8" = 1'-0"



01 CLUBHOUSE - CONCEPTUAL ELEVATION - EAST
SCALE: 1/8" = 1'-0"

Cross architects
PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23
A5.2
CLUBHOUSE ELEVATIONS
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ZONING CASE 230216-1

Z 23-12

GARLAND
TEXAS MADE HERE

CONSIDERATIONS

- City Council denied request on May 18, 2021.
- Plan Commission recommended approval (8-0) on April 26, 2021, with the recommendation to add more pedestrian lighting behind Building B and near amenity area.

- Changes since 2021:
  - Pedestrian lighting has been added per Plan Commission's recommendation.
  - 1 parking space added. Proposal meets parking requirements.
  - Updated building elevations. Applicant contends it is a more modern style.
  - Density proposed is the same, but no longer a deviation per MF-2 District. PD Conditions will limit number of units to 63.
  - Building placement is no longer a code requirement or deviation needed.
  - Covered parking is no longer a code requirement or deviation needed.

GARLAND
TEXAS MADE HERE

CONSIDERATIONS

No GDC deviations are being requested by the applicant

GARLAND
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STAFF RECOMMENDATION

Approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses

Approval of a Detail Plan for Multi-Family-Development

GARLAND
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PLAN COMMISSION

On June 26, 2023 the Plan Commission, by a vote of eight (8) to zero (0), recommended approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 Uses

The Plan Commission, by a vote of eight (8) to zero (0), also recommended approval of a Detail Plan for a Multi-Family Development.

In addition, the Plan Commission recommended the applicant to work with the Transportation Department to mitigate concerns about ingress and egress and drivers making left turns. The applicant has since added curb improvements and “right turn only” signage accordingly, to help prevent left turns out of the development.

Z 23-12

GARLAND

TEXAS MADE HERE



GARLAND
PLANNING REPORT

City Council Regular Session Agenda **7. h.**

Meeting Date: 07/18/2023

Item Title: Z 23-12 Manhard Consulting - Detail Plan (District 5)

Submitted By: Matthew Wolverton, Development Planner

REQUEST

Approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses.

Approval of a Detail Plan for Multi-Family Development.

LOCATION

1214 & 1302 West Miller Road

OWNER

La Rosa Capital

PLAN COMMISSION RECOMMENDATION

On June 26, 2023 the Plan Commission, by a vote of eight (8) to zero (0), recommended approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 Uses

The Plan Commission, by a vote of eight (8) to zero (0), also recommended approval of a Detail Plan for a Multi-Family Development.

In addition, the Plan Commission recommended the applicant to work with the Transportation Department to mitigate concerns about the ingress and egress including left turns out of the development. The applicant has since added curb improvements and “right turn only” signage accordingly, to help prevent left turns out of the development.

STAFF RECOMMENDATION

Approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses

Approval of a Detail Plan for Multi-Family Development.

BACKGROUND

The subject site is currently developed with a church at 1302 West Miller Road, while 1214 West Miller Road sits vacant. The existing church building will be converted into a clubhouse. The applicant proposes to develop a total of 63 multi-family dwelling units.

SITE DATA

The overall site consists of approximately 2.29 acres with 300 lineal feet of frontage along West Miller Road. The site plan (Exhibit C) shows two (2) access points from West Miller Road.

USE OF PROPERTY UNDER CURRENT ZONING

The site is zoned Multi-Family-1 (MF-1) District and Community Retail (CR) District.

The Community Retail (CR) district is intended to accommodate a variety of retail, service, and business establishments that may or may not be designed in a shopping center configuration. The district may be used as a transition district between lower intensity retail or office uses and more intense uses. A Community Retail (CR) District is generally appropriate along major transportation corridors but is generally not appropriate in proximity to low-density residential districts without significant buffering and screening features. An example of allowed use in a Community Retail (CR) District is a retail shopping area that may be large in scale with very limited or no outside storage.

The Multifamily district is an attached residential district intended to promote stable, quality, attached-occupancy residential development in livable, sustainable, and compact residential communities at a maximum density of eighteen dwelling units per acre. The principal allowed land uses include low-rise to mid-rise multiple-family dwelling structures that are renter-occupied or owner-occupied (as in condominiums). Recreational, religious, health, and educational uses normally located to serve residential areas are also allowed in this district. This district should be located adjacent to an arterial or collector street, and can serve as a buffer between nonresidential development or heavy automobile traffic and medium-density or low-density residential development. This district accommodates a variety of housing types including triplexes, quadplexes, apartments, and condominiums. The MF-1 district, as mentioned in certain sections of the Garland Development Code, is intended to accommodate standard multifamily development.

CONSIDERATIONS

1. Development and Site Plan

   The applicant requests the development of two (2) conventional multi-family buildings with 63 units along West Miller Road. The site plan (Exhibit C) shows compliance with various types of amenities including a leisure area with a swimming pool, picnic area, clubhouse, and barbeque grill.

2. Parking

   The GDC requires 101 parking spaces for this proposal. The site layout shows 101 parking spaces.

3. Building Height

The GDC allows a maximum height of 50 feet for the Multi-Family-2 zoning. The site layout shows a maximum height of 30’-6” which complies with the GDC.

4. Density

The maximum density required per the GDC for a multi-family development in the Multi-Family-2 (MF-2) District is thirty-two (32) dwelling units per acre. The applicant requests density at twenty eight (28) dwelling units per acre, which complies with the density in the Multi-Family-2 (MF-2) District.

5. Amenities

- Clubhouse: Section 2.39 (I) states that a minimum 2,500 square-foot clubhouse must be constructed on site and made available to all residents. The site plan (Exhibit C) notes a 4,280 square-foot clubhouse which the application indicates will include amenities such as a fitness room, a leasing office, lounge, and executive office rentals.
- Swimming Pool: The swimming pool having a minimum of eight hundred (800) square feet of surface water must be provided for the multi-family development. The applicant proposes a swimming pool with 1,200 square feet of surface water in the courtyard.
- Leisure Areas: The leisure area has a minimum area of one thousand square feet, containing at least two (2) pieces of play equipment, or other outdoor amenities (such as, picnic areas with tables, barbeque pits, arbors, or gazebos) must be provided for each multi-family development. The applicant will comply with this requirement by providing a barbecue grill, arbor shaded area, and picnic table in the leisure area near the pool courtyard.

6. Dwelling unit/mix

The submittal materials indicate compliance with the required unit size and mix. More specifically:

Minimum dwelling unit size.
Required efficiency: 500 square feet
Proposed: 530 square feet
Number of units: 6 units

Minimum dwelling unit size.
Required one- bedroom: 650 square feet
Proposed: 652, 691, 703, 771, and 802 square feet
Number of units: 39 units

Required two-bedroom: 800 square feet
Proposed: 1,028 and 1,101 square feet
Number of units: 18 units

7. Screening and Landscaping

The landscape plan (Exhibit D) meets the screening and landscaping standards per the GDC.
The applicant proposes a six (6)-foot ornamental fence around the perimeter of the site. This includes two gates that allow entrance into the site from West Miller Road.

8. Building Design

   The building design complies with the architectural elements and articulation requirements of the GDC.

9. Signage

   No deviations were requested regarding signage.

10. Transportation

    A Traffic Impact Analysis (TIA) was not required by the Transportation Department. The submission was reviewed and approved by the Transportation Department.

COMPREHENSIVE PLAN

The Envision Garland Plan designates the subject property as Urban Neighborhoods

Urban neighborhoods are higher density residential developments. This residential option may utilize vertical mixed-use integrated into the surrounding area, reflecting the area's dominant character or, when desired, promoting a new character.

The proposed use is compatible with the Comprehensive Plan.

COMPATIBILITY OF REQUEST WITH SURROUNDING ZONING AND LAND USES

The properties to the north, across West Miller Road, are zoned Multi-Family-1 (MF-1) District; these properties are developed with a Multi-Family development and a cemetery. The land to the west is zoned Community Retail (CR) District; these properties include a convenience store with fuel pumps, a retail store, and a church. The properties to the south are zoned Multi-Family-1 (MF-1) District and Community Retail (CR) District; these properties are developed with a Multi-Family development. The properties to the East are zoned Community Retail (CR) District and Multi-Family -1 (MF-1) District; these properties contain a wand car wash, vacant restaurant, a medical/dental office and an apartment complex.

Attachments

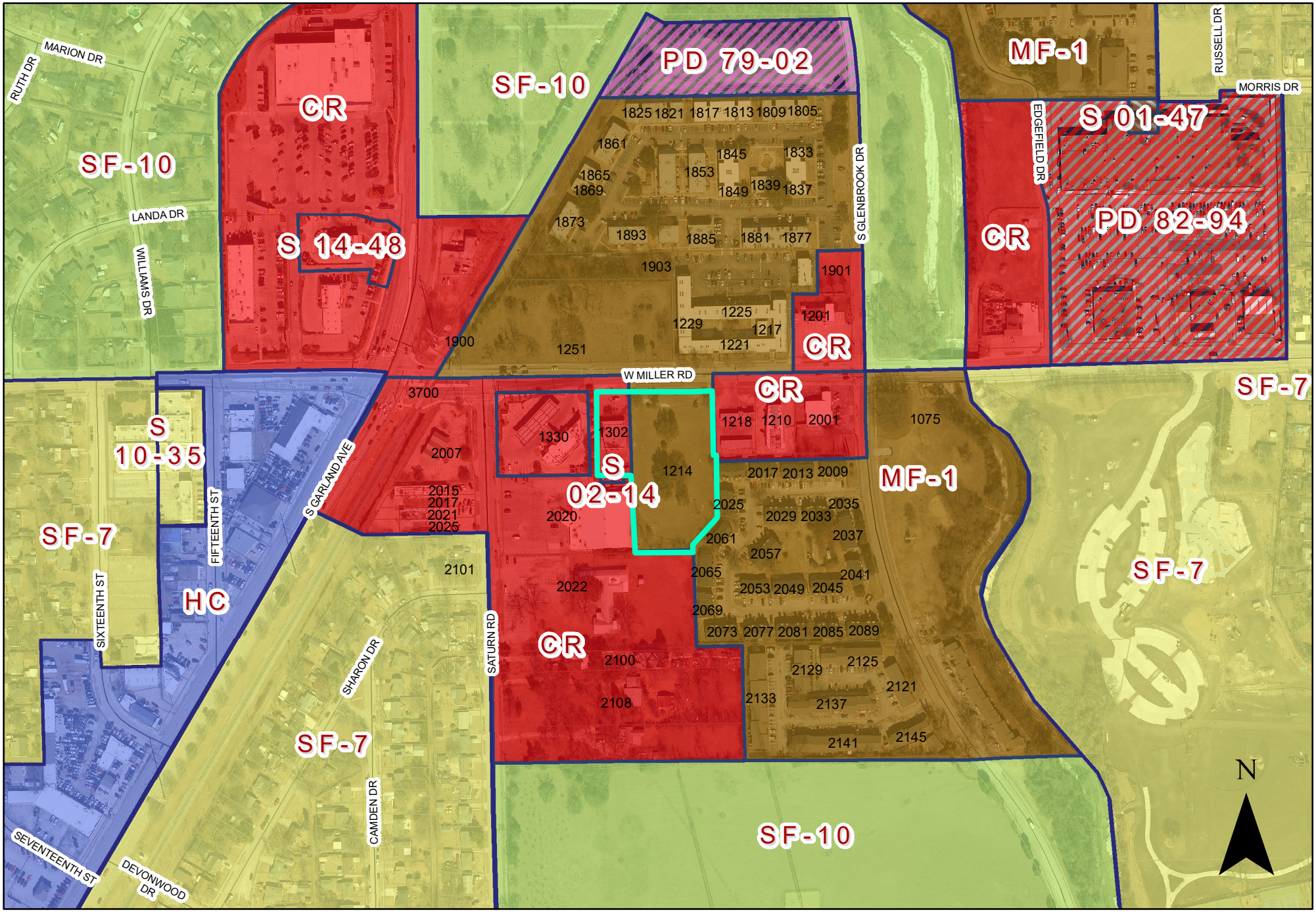
Z 23-12 Location Map

Z 23-12 Exhibits

Z 23-12 R&M Detail Plan

Z 23-12 Responses

Z 23-12 Staff Presentation



1214 & 1302 West Miller Road

EXHIBIT C

LEGEND

- DOUBLE CLEANOUT
- SANITARY MANHOLE
- GRATE INLET
- CURB INLET
- FDC
- FIRE HYDRANT
- FIRE LANE
- HEAVY DUTY FIRE LANE PAVING
- TRANSFORMER BOX

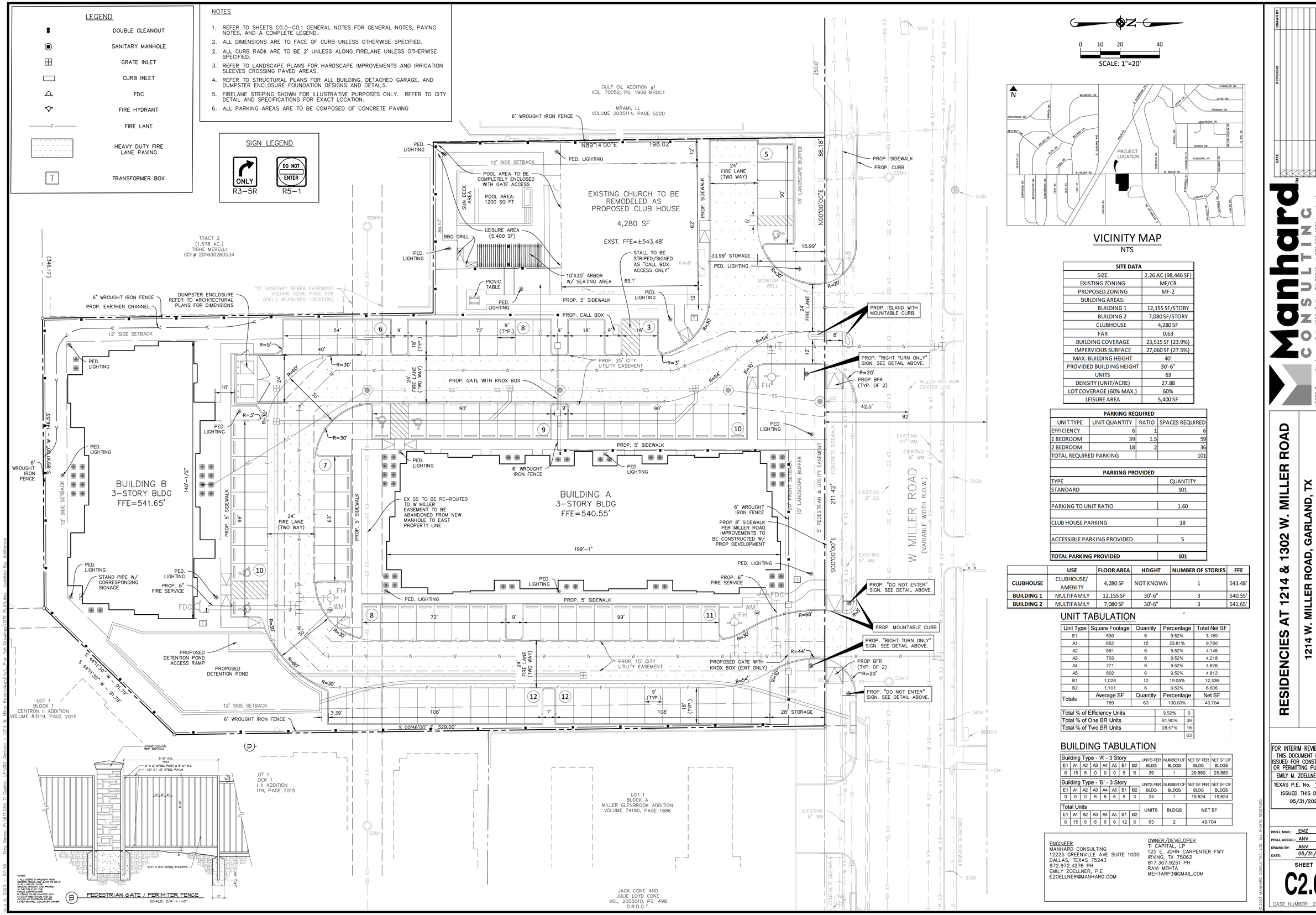
NOTES

1. REFER TO SHEETS C0.0–C0.1 GENERAL NOTES FOR GENERAL NOTES, PAVING NOTES, AND A COMPLETE LEGEND.
2. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE SPECIFIED.
2. ALL CURB RADII ARE TO BE 2' UNLESS ALONG FIRELANE UNLESS OTHERWISE SPECIFIED.
3. REFER TO LANDSCAPE PLANS FOR HARDSCAPE IMPROVEMENTS AND IRRIGATION SLEEVES CROSSING PAVED AREAS.
4. REFER TO STRUCTURAL PLANS FOR ALL BUILDING, DETACHED GARAGE, AND DUMPSTER ENCLOSURE FOUNDATION DESIGNS AND DETAILS.
5. FIRELANE STRIPING SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. REFER TO CITY DETAIL AND SPECIFICATIONS FOR EXACT LOCATION.
6. ALL PARKING AREAS ARE TO BE COMPOSED OF CONCRETE PAVING

SIGN LEGEND

ONLY R3–5R

DO NOT ENTER R5–1



0 10 20 40

SCALE: 1"=20'

VICINITY MAP

NTS

SITE DATA	
SIZE	2.26 AC (98,446 SF)
EXISTING ZONING	MF/CR
PROPOSED ZONING	MF-2
BUILDING AREAS:	
BUILDING 1	12,155 SF/STORY
BUILDING 2	7,080 SF/STORY
CLUBHOUSE	4,280 SF
FAR	0.63
BUILDING COVERAGE	23,515 SF (23.9%)
IMPERVIOUS SURFACE	27,060 SF (27.5%)
MAX. BUILDING HEIGHT	40'
PROVIDED BUILDING HEIGHT	30'-6"
UNITS	63
DENSITY (UNIT/ACRE)	27.88
LOT COVERAGE (60% MAX.)	60%
LEISURE AREA	5,400 SF

PARKING REQUIRED			
UNIT TYPE	UNIT QUANTITY	RATIO	SPACES REQUIRED
EFFICIENCY	6	1	6
1 BEDROOM	39	1.5	59
2 BEDROOM	18	2	36
TOTAL REQUIRED PARKING			101

PARKING PROVIDED	
TYPE	QUANTITY
STANDARD	101
PARKING TO UNIT RATIO	1.60
CLUB HOUSE PARKING	18
ACCESSIBLE PARKING PROVIDED	5
TOTAL PARKING PROVIDED	101

	USE	FLOOR AREA	HEIGHT	NUMBER OF STORIES	FFE
CLUBHOUSE	CLUBHOUSE/ AMENITY	4,280 SF	NOT KNOWN	1	543.48'
BUILDING 1	MULTIFAMILY	12,155 SF	30'-6"	3	540.55'
BUILDING 2	MULTIFAMILY	7,080 SF	30'-6"	3	541.65'

UNIT TABULATION

Unit Type	Square Footage	Quantity	Percentage	Total Net SF
E1	530	6	9.52%	3,180
A1	652	15	23.81%	9,780
A2	691	6	9.52%	4,146
A3	703	6	9.52%	4,218
A4	771	6	9.52%	4,626
A5	802	6	9.52%	4,812
B1	1,028	12	19.05%	12,336
B2	1,101	6	9.52%	6,606
Totals	Average SF	Quantity	Percentage	Net SF
	789	63	100.00%	49,704

Total % of Efficiency Units	9.52%	6
Total % of One BR Units	61.90%	39
Total % of Two BR Units	28.57%	18
		63

BUILDING TABULATION

Building Type - 'A' - 3 Story							UNITS PER	NUMBER OF	NET SF PER	NET SF OF
E1	A1	A2	A3	A4	A5	B1	B2	BLDG	BLDGS	BLDG	BLDGS
6	15	6	0	0	0	6	6	39	1	29,880	29,880

Building Type - 'B' - 3 Story							UNITS PER	NUMBER OF	NET SF PER	NET SF OF
E1	A1	A2	A3	A4	A5	B1	B2	BLDG	BLDGS	BLDG	BLDGS
0	0	0	6	6	6	6	0	24	1	19,824	19,824

Total Units								UNITS	BLDGS	NET SF
E1	A1	A2	A3	A4	A5	B1	B2			
6	15	6	6	6	6	12	6	63	2	49,704

ENGINEER
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DALLAS, TEXAS 75243
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EZOELLNER@MANHARD.COM

OWNER/DEVELOPER
TI CAPITAL, LP
125 E. JOHN CARPENTER FWY
IRVING, TX 75062
817.307.9251 PH
RAVI MEHTA
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Civil Engineers | Water Resource Engineers | Water & Wastewater Engineers
Construction Managers | Environmental Scientists | Landscape Architects | Planners
Texas Board of Professional Engineers & Land Surveyors Reg. No. F-10194754 (Surv), F-21732 (Eng)

DRAWN BY			
REVISIONS			
DATE			

RESIDENCIES AT 1214 & 1302 W. MILLER ROAD

1214 W. MILLER ROAD, GARLAND, TX

SITE PLAN

FOR INTERIM REVIEW ONLY
THIS DOCUMENT IS NOT ISSUED FOR CONSTRUCTION OR PERMITTING PURPOSES
EMILY M. ZOELLNER, P.E.
TEXAS P.E. No. 123461
ISSUED THIS DATE: 05/31/2023

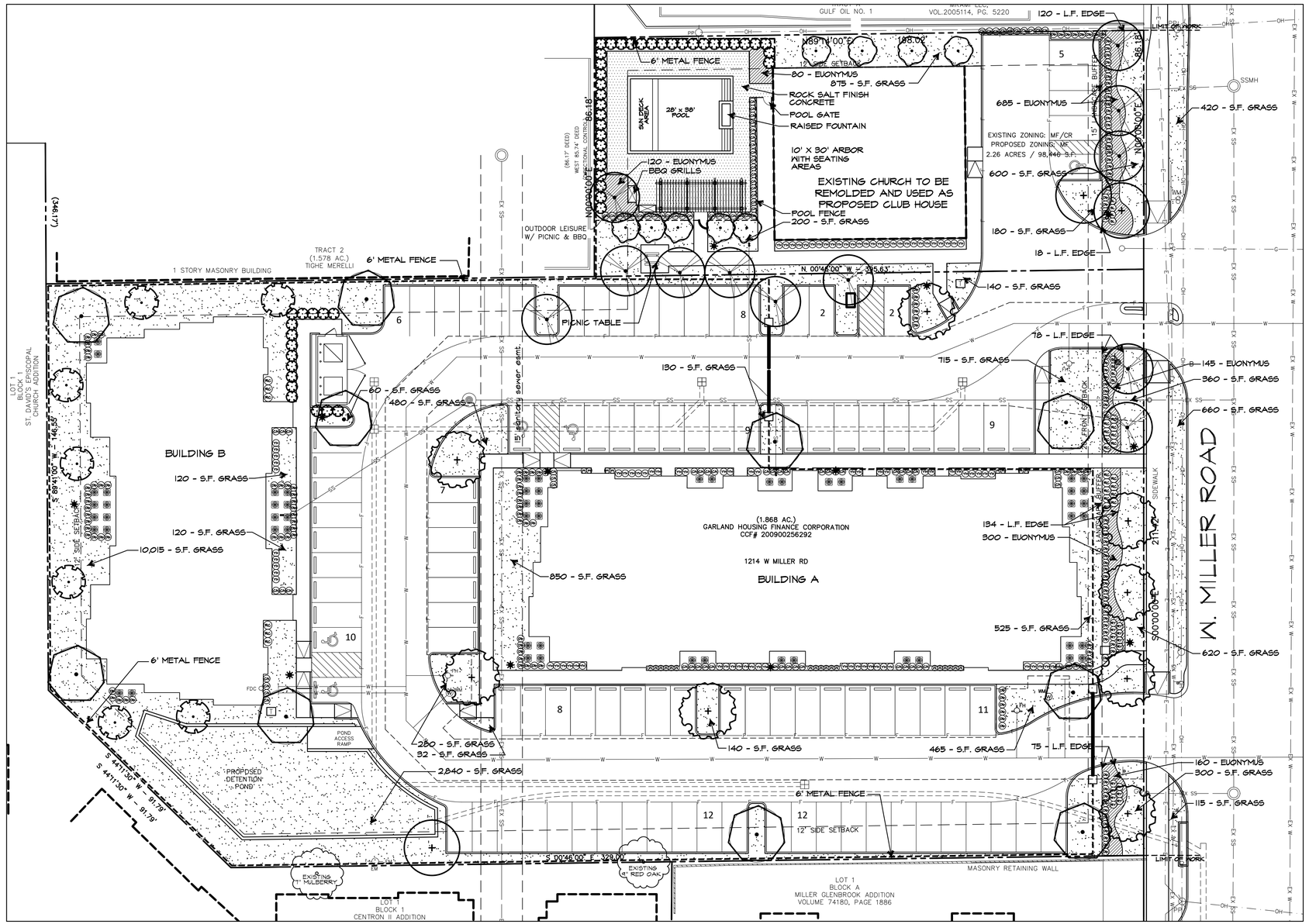
PROJ. MGR.: EMZ
PROJ. ASSOC.: ANV
DRAWN BY: ANV
DATE: 05/31/2023

SHEET
C2.0
CASE NUMBER: 230216-1

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July 5, 2023 - 07:45 Dwg Name: p:\031-0154 Ti Capital - LP\001 Garland - 1214 W. Miller Road\Data\Civil\1 Plan Set Drawings\SITE PLAN.dwg Updated By: AVillarreal

EXHIBIT D



LANDSCAPE TABULATIONS

SITE AREA

REQUIRED LANDSCAPE AREA 40%		
OVERALL SITE AREA	(2.26 ACRES)	98,446 S.F.
REQUIRED LANDSCAPE AREA	(1.13 ACRES)	39,378 S.F.
PROVIDED LANDSCAPE (45.5%)	(+1.30 ACRES)	+45,000 S.F.

BUFFER PLANT MATERIALS REQUIRED:

1-3" CAL. TREE AND 7 ORNAMENTAL SHRUBS PER 30 L.F. OF REQUIRED LANDSCAPE BUFFER. MAX. 75% GRASS COVERAGE.

FRONTAGE L.F. (296.33' - W. MILLER ROAD=)	297 L.F.
REQUIRED STREET TREES (297/ 30 =)	9.9 TREES
STREET TREES PROVIDED	10 TREES
REQUIRED ORNAMENTAL SHRUBS (297/ 30 x 7=)	69.3 SHRUBS
ORNAMENTAL SHRUBS PROVIDED	71 SHRUBS
MAX. ALLOWED GRASS COVERAGE (4,455 x 75%=)	3,341 S.F.
GRASS AREA PROVIDED IN BUFFER (44%)	1,970 S.F.

PARKING LOT TREES AND LANDSCAPE REQUIRED:

1-3" CAL. PARKING TREE PER 10 PARKING SPACES AND NO PARKING TREE MORE THAN 65 FEET TO ANY PARKING SPACE. PARKING TREE MORE THAN 65 FEET TO ANY PARKING SPACE.

PARKING SPACES (SURFACE+CARPORT)	101
REQUIRED PARKING TREES (101/ 10 =)	10.1 TREES
PARKING TREES PROVIDED	14 TREES
PARKING AREA (101 x 162 =)	16,362 S.F.
REQUIRED PARKING LANDS. AREA (16,362 x 5% =)	819 S.F.
PARKING LANDSCAPE AREA PROVIDED	+2,780 S.F.

NOTE:
ALL SIGNAGE MUST BE APPROVED BY BUILDING INSPECTION. LOCATIONS SHOWN ON THIS PLAN DO NOT INDICATE APPROVAL.
ALL LANDSCAPE AREAS TO RECEIVE UNDERGROUND AUTOMATIC IRRIGATION

LARGE TREES

QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE & CONDITION
8	+	RED OAK	Quercus shumardii	3" caliper, 10' Ht./ 5'-6' spread, B&B, straight trunk
10	•	CEDAR ELM	Ulmus crassifolia	3" caliper, 10' Ht./ 5'-6' spread, B&B, straight trunk
12		PISTACHE	Pistacia chinensis	3" caliper, 10' Ht./ 5'-6' spread, B&B, straight trunk
3	+	LIVE OAK	Quercus virginiana	3" caliper, 10' Ht./ 5'-6' spread, B&B, straight trunk

ORNAMENTAL TREES

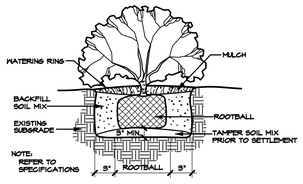
QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE AND CONDITION
9		MUSKOGEE CRAPE MYRTLE	Lagerstroemia indica 'Muskogee'	8' Ht./3' spread min., 30 Gallon, 3 Trunk Min., full , bushy tree formed, specimen.
52		NELLIE R. STEVENS HOLLY	Ilex cornuta 'Nellie R. Stevens'	5' Ht./3' spread min., B&B, full , bushy specimen.
7		VITEX	Vitex agnus-castus	8' Ht./3' spread min., 30 Gallon, 3 Trunk Min.,

GROUNDCOVER / MISCELLANEOUS

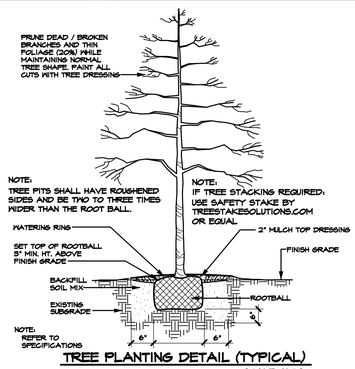
1,330		EUONYMUS WINTERCREEPER	Euonymus fortunei 'Coloratus'	4" pots (Quantity as shown on plan)
425 L.F.	——	RYERSON STEEL EDGE		

ALL LANDSCAPE BEDS SHALL BE EXCAVATED 2" IN DEPTH AND SOIL REMOVED. THEN FILLED WITH 2" OF "PROFESSIONAL BEDDING SOIL" FROM LIVING EARTH TECHNOLOGY AND TILLED TO THE DEPTH OF 4".
ALL LANDSCAPE BEDS AND TREE WELLS SHALL RECEIVE A TOP DRESSING OF 2" DEEP "FINE SHREDDED HARDWOOD MULCH" FROM LIVING EARTH TECHNOLOGY.

LANDSCAPE CONTRACTOR TO VERIFY ALL QUANTITIES



SHRUB PLANTING DETAIL (TYPICAL)
SCALE: N.T.S.



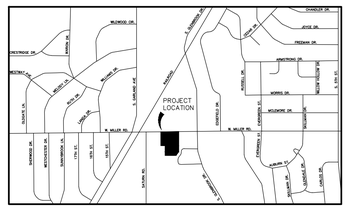
TREE PLANTING DETAIL (TYPICAL)
ALL TREES SCALE: N.T.S.

SHRUBS

QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE AND CONDITION
24	RC	ROSE CREEK ABELIA	Abelia grandiflora 'Rose Creek'	5 gallon, 20"-24" Ht./18"-20" spread, full, bushy, specimen
26	YI	WINTERGREEN BOXWOOD	Buxus sinica var. insularis 'Wintergreen'	3 gallon, 14" Ht./12"-14" spread, bushy, full to ground
159	DN	DWARF BURFORD HOLLY	Ilex cornuta 'Burfordii nana'	5 gallon, 24"-26" Ht./18"-20" spread, full, bushy, specimen
93	GN	GULF STREAM NANDINA	Nandina domestica 'Gulf Stream'	3 gallon, 24" Ht./18"-20" spread, bushy, full to ground
91	YH	DWARF YAUPON HOLLY	Ilex vomitoria 'Nana'	3 gallon, 14" Ht./12"-14" spread, bushy, full to ground
8	SL	SUN SHINE LIGISTRUM	Ligustrum sinense 'Sun Shine'	3 gallon, 14" Ht./12"-14" spread, bushy, full to ground
14	RY	RED YUCCA	Hesperaloe parviflora	3 gallon, 14" Ht./12"-14" spread, bushy, full to ground

TURF GRASS

21,062 S.F.		S.F. GRASS BERMUDA GRASS	Cynodon dactylon	Solid sod



LOCATION MAP
N.T.S.

NORTH

0 10 20 40
SCALE: 1" = 20'-0"

OWNER / DEVELOPER:
TI CAPITAL, LP
125 E. JOHN CARPENTER FWY.
IRVING TEXAS 75062
PHONE 817.307.9251
RAVI MEHTA
MEHTARP3@GMAIL.COM

LANDSCAPE PLAN
CASE NUMBER: 230216-1

#	Revisions:	Date:

Issued For: SUBMITTAL
Job No. 20149
Scale 1" = 20'-0"
Drawn By: JDG
Date 07-05-2023

Miller Road Multifamily

1214 W. Miller Road
Garland Texas

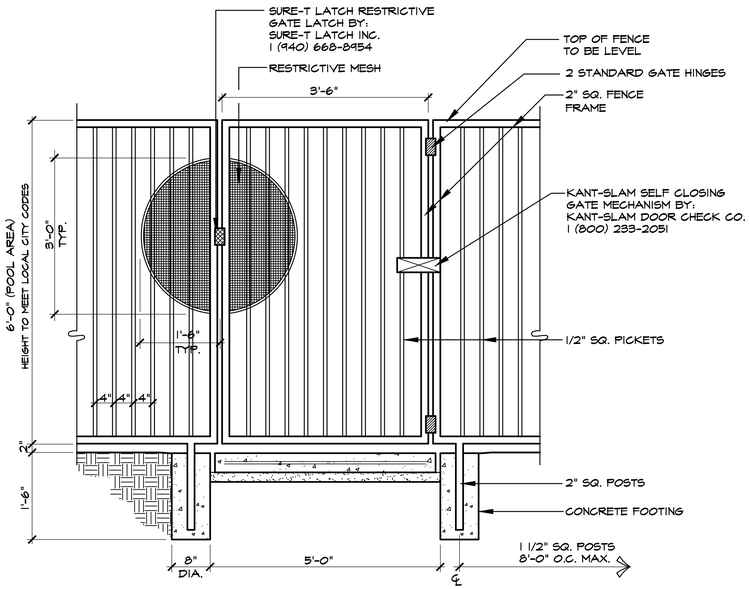
JOE D. GRUBBS
1713
REGISTERED LANDSCAPE ARCHITECT
STATE OF TEXAS

Sheet Title: Landscape Plan

Sheet Number: L1 of L3 Sheets

Grubbs Design Group, P.L.L.C. - 403 South Tennessee Street - McKinney, Texas 75069 - Phone (972) 548-5020

EXHIBIT D



A 6'-0" POOL FENCE/GATE

SCALE: 1/2" = 1'-0"

NOTES:

1. ALL POOL GATE LATCHES MUST BE INSTALLED ON THE POOL YARD SIDE OF THE GATE AND SHALL BE 3" MIN. BELOW TOP OF GATE (48" HT GATES)

2. THE GATE OR ENCLOSURE SHALL HAVE NO OPENING GREATER THAN ONE-HALF INCH IN ANY DIRECTION WITHIN 18 INCHES FROM THE LATCH, INCLUDING THE SPACE BETWEEN THE GATE AND THE GATE POST TO WHICH THE GATE LATCHES.

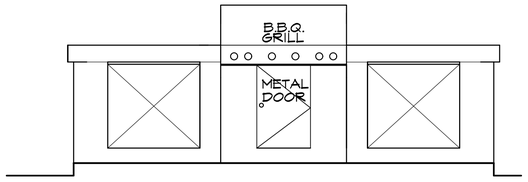
3. AT HANDICAP GATE LOCATIONS OMIT SURE-T LATCH AND SUPPLY KEY PAD LOCK. REF PLAN FOR LOCATION.

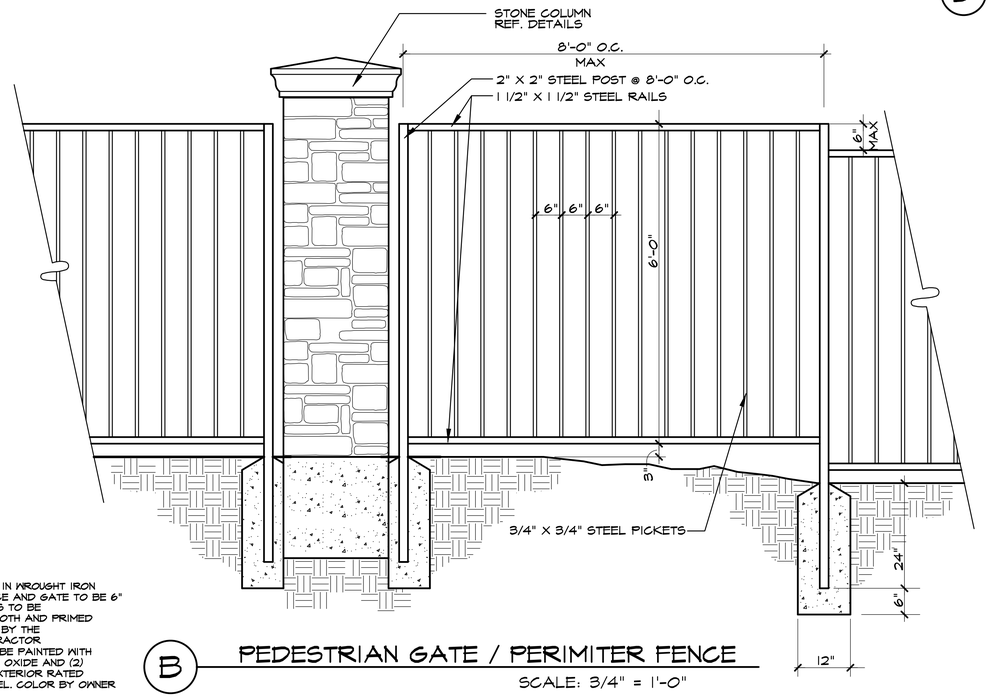


GRILL BRAND: FIRE MAJIC BY RH PETERSON
MODEL: 11-SISI-A
ALL STAINLESS STELL CONSTRUCTION



DOOR BRAND: FIRE MAJIC BY RH PETERSON
MODEL: 33920-SR
ALL STAINLESS STELL CONSTRUCTION



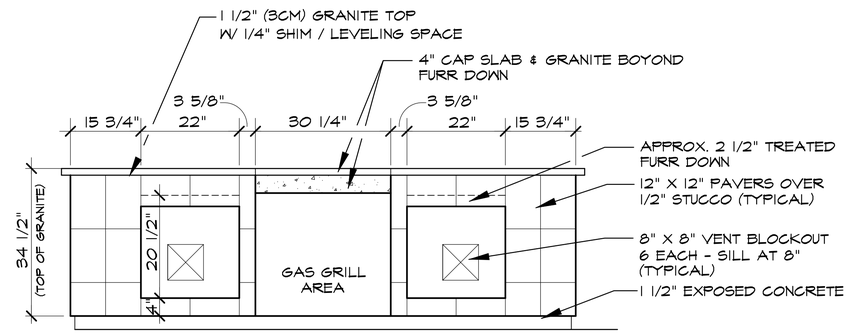


NOTES:

1. ALL STEPS IN WROUGHT IRON SCREEN FENCE AND GATE TO BE 6"
2. ALL WELDS TO BE GROUND SMOOTH AND PRIMED IN THE FIELD BY THE FENCE CONTRACTOR
3. FENCE TO BE PAINTED WITH (1) COAT RED OXIDE AND (2) COATS OF EXTERIOR RATED LATEX ENAMEL. COLOR BY OWNER

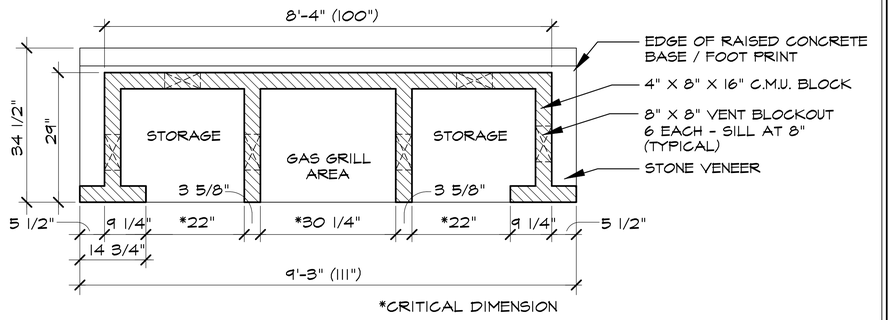
B PEDESTRIAN GATE / PERIMITER FENCE

SCALE: 3/4" = 1'-0"



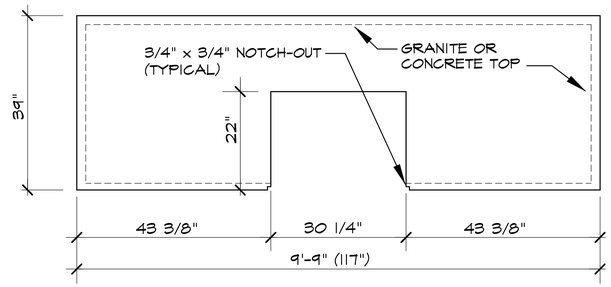
C B.B.Q. / COUNTER - FINISHED ELEVATION

SCALE: 3/4" = 1'-0"



D B.B.Q. / COUNTER - PLAN VIEW

SCALE: 3/4" = 1'-0"



E GRANITE OR CONCRETE COUNTER TOP

SCALE: 3/4" = 1'-0"

Date:

Revisions:

Issued For: SUBMITTAL

Job No. 20149

Scale

Drawn By: JDG

Date 05-27-2023

Miller Road Multifamily

1214 W. Miller Road
Garland Texas

JOE D. GRUBBS 1713 REGISTERED LANDSCAPE ARCHITECT STATE OF TEXAS

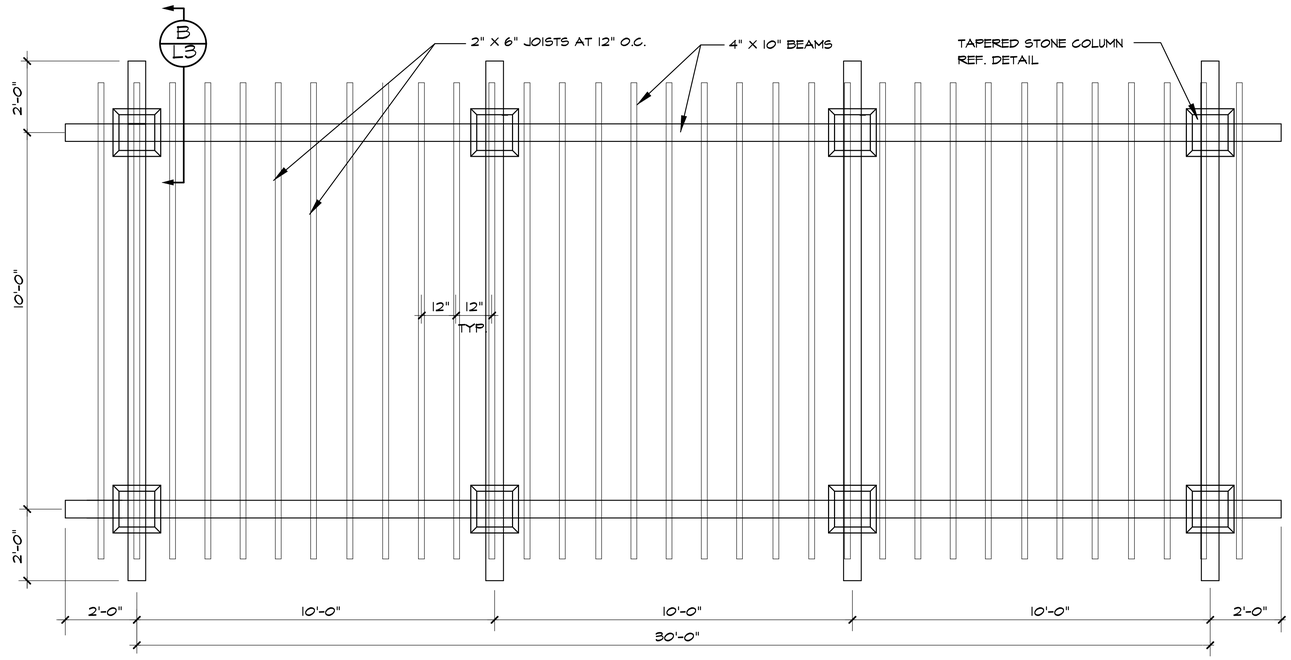
Sheet Title: Hardscape Construction Details

Sheet Number: L2 of L3 Sheets

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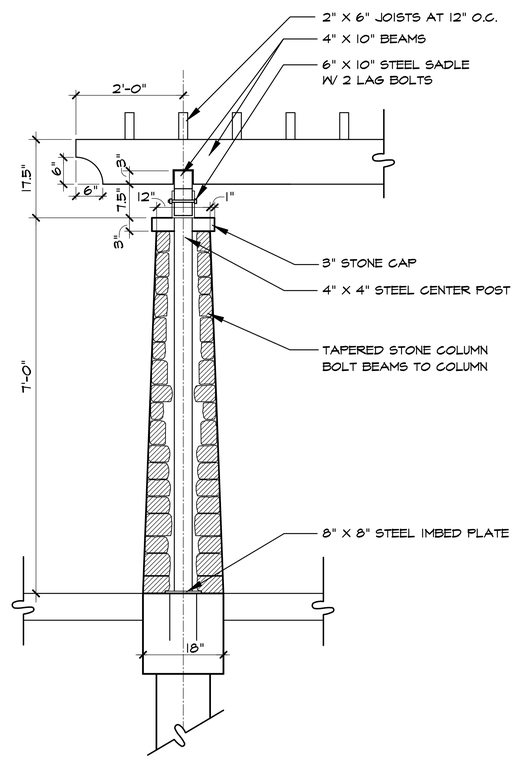
ZONING CASE 230216-1

EXHIBIT D



A SHADE STRUCTURE PLAN

SCALE: 1/2" = 1'-0"



B ARBOR STONE COLUMN

SCALE: 3/4" = 1'-0"



PICNIC TABLE BRAND: BELSON OUTDOORS
MODEL: 238-EP6
ALL BLACK POWDER COAT FINISH

#	Revisions:	Date:

Issued For: SUBMITTAL
Job No. 20149
Scale
Drawn By: JDG
Date 05-27-2023

Miller Road Multifamily

1214 W. Miller Road
Garland Texas

STATE OF TEXAS
JOE D. GRUBBS
1713
REGISTERED LANDSCAPE ARCHITECT

Sheet Title: Hardscape Construction Details

Sheet Number: L3
of L3 Sheets

Grubbs Design Group, P.L.L.C. - 403 South Tennessee Street - McKinney, Texas 75069 - Phone (972) 548-5020

EXHIBIT E

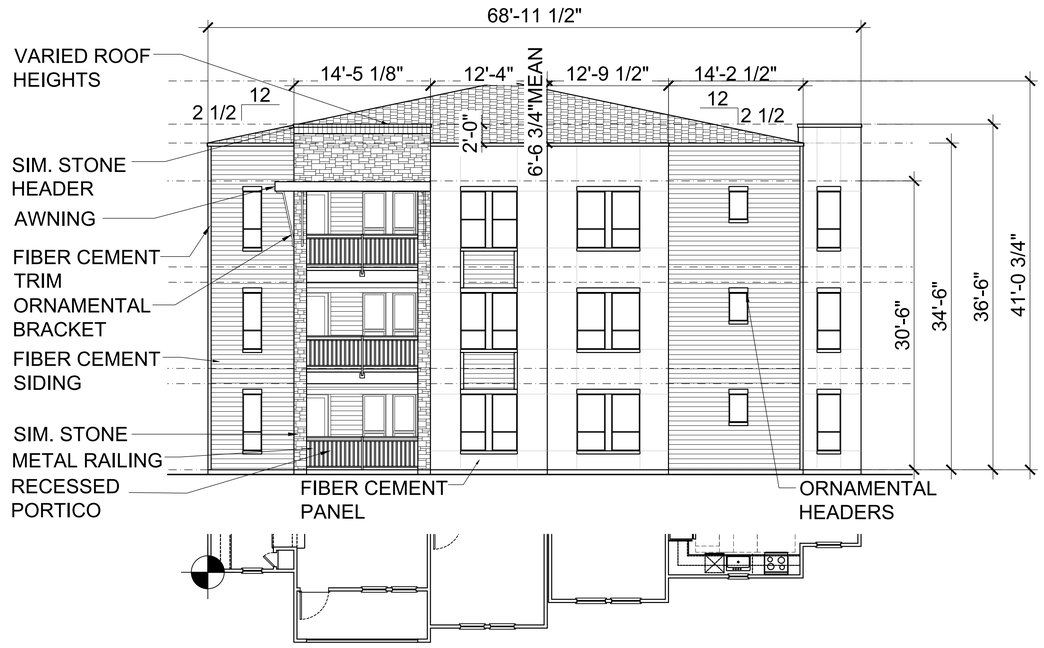
ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS

VERTICAL ARTICULATION

	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	23'-4"	N/A-NOT A STREET FACING FACADE	4'-0"
NORTH ELEVATION (MILLER RD.)	68'-11 1/2"	13'-9" MIN (69'-0" X 20%)	23'-4"	4'-6" MIN (69'-0" / 50'=1.38) (1.36 x 3 = 4.14)	4'-0"
WEST ELEVATION	199'-1"	N/A NOT A STREET FACING FACADE	63'-10"	N/A-NOT A STREET FACING FACADE	20'-0"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	57'-2"	N/A-NOT A STREET FACING FACADE	20'-0"

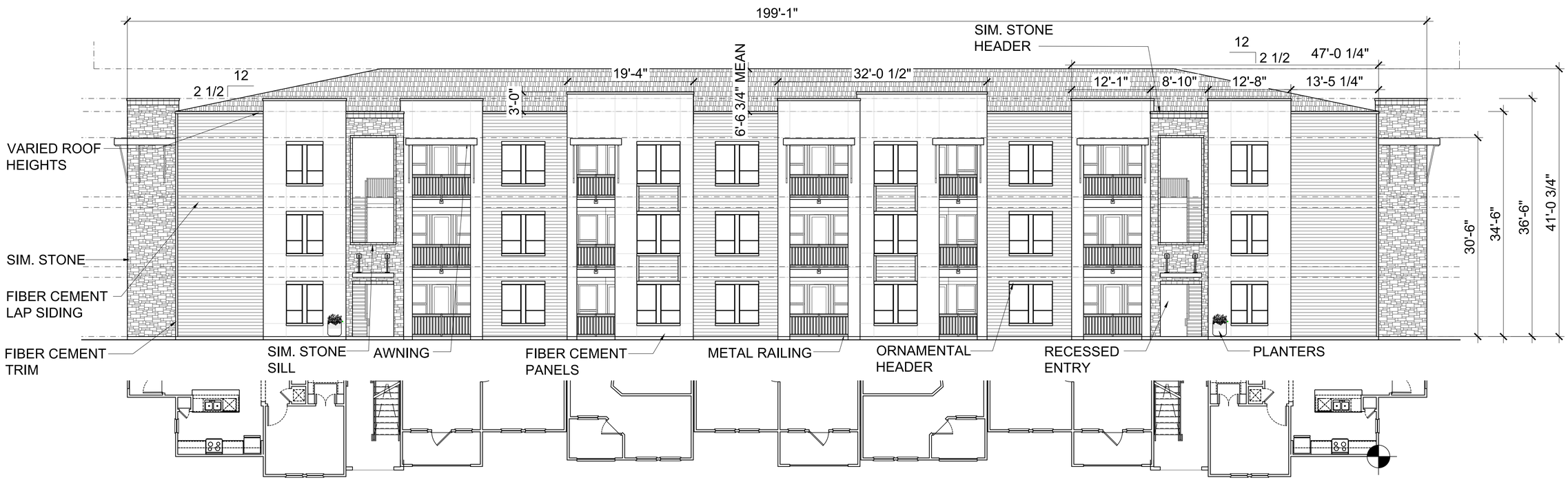
HORIZONTAL ARTICULATION

	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	52'-5 1/2"	N/A-NOT A STREET FACING FACADE	14'-8 1/4"
NORTH ELEVATION (MILLER ROAD)	68'-11 1/2"	21' MIN (69'-0" X 30%)	52'-5 1/2"	9'-6" MIN (69'-0" / 30'=2.3) (2.3 x 4 = 9.2)	14'-8 1/4"
WEST ELEVATION	199'-1"	N/A-NOT A STREET FACING FACADE	145'-5"	N/A-NOT A STREET FACING FACADE	40'-7"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	133'-11"	N/A-NOT A STREET FACING FACADE	25'-8"



02 BUILDING 'A' - ELEVATION - NORTH

SCALE: 1/16" = 1'-0"



01 BUILDING 'A' - ELEVATION - WEST

SCALE: 1/16" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23

A4.0

BUILDING A ELEVATIONS

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EXHIBIT E

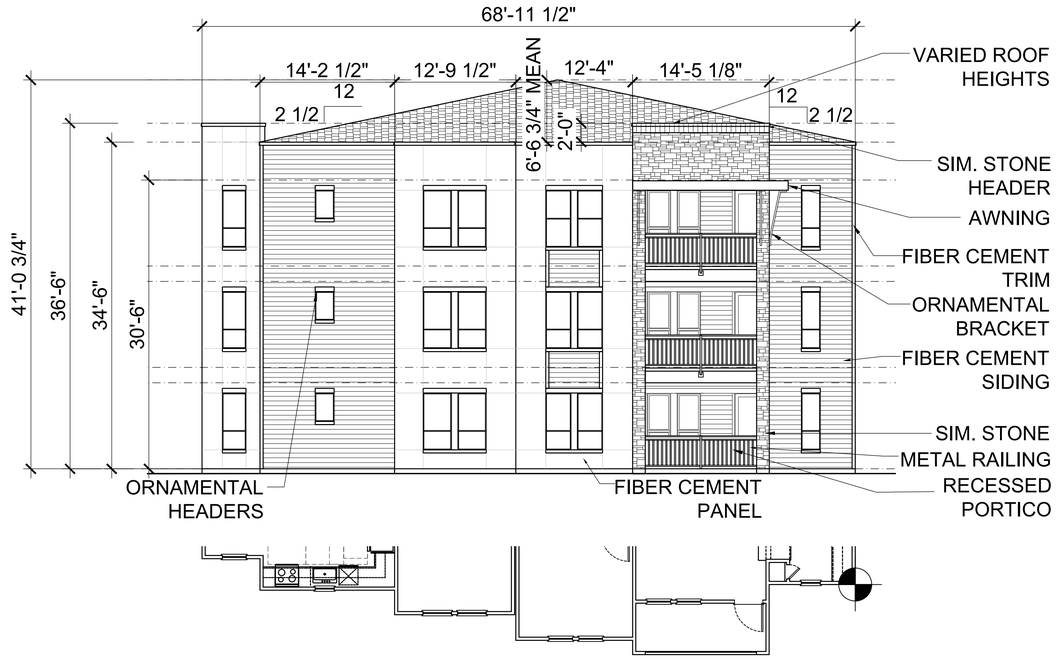
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4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS

VERTICAL ARTICULATION

	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	23'-4"	N/A-NOT A STREET FACING FACADE	4'-0"
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HORIZONTAL ARTICULATION

	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
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SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	52'-5 1/2"	N/A-NOT A STREET FACING FACADE	14'-8 1/4"
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EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	133'-11"	N/A-NOT A STREET FACING FACADE	25'-8"



02 BUILDING 'A' - ELEVATION - SOUTH

SCALE: 1/16" = 1'-0"



01 BUILDING 'A' - ELEVATION - EAST

SCALE: 1/16" = 1'-0"

Cross architects

PROJECT: #20072

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GARLAND, TEXAS

DATE: 05.26.23

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EXHIBIT E

VERTICAL ARTICULATION

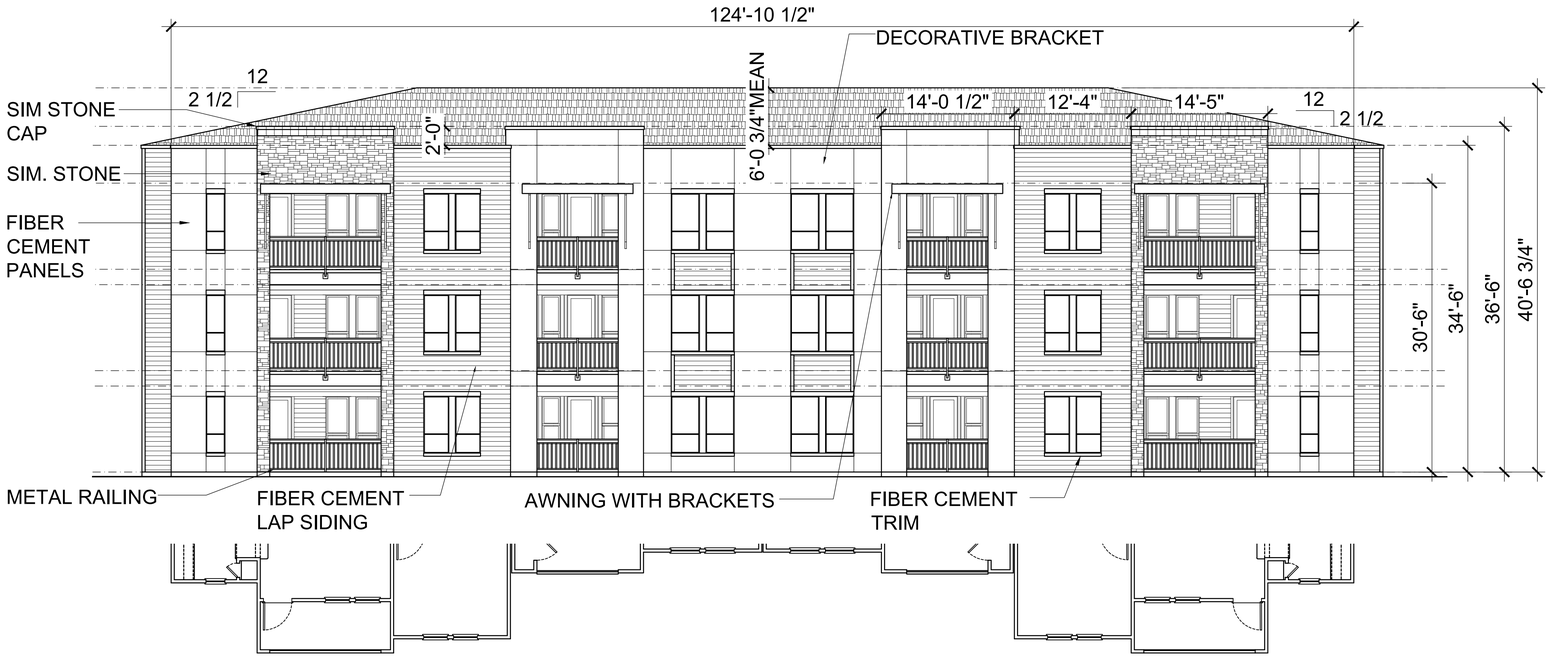
	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	124'-10 1/2"	N/A-NOT A STREET FACING FACADE	53'-6"	N/A-NOT A STREET FACING FACADE	8'-0"
NORTH ELEVATION	140'-0 1/2"	28' MIN (140'-1" X 20%)	71'-1"	8'-6" MIN (140'-1"/ 50'=2.8) (2.8 x 3 = 8.4)	14'-0"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"

HORIZONTAL ARTICULATION

	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
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NORTH ELEVATION	140'-0 1/2"	42' MIN (140'-1" X 30%)	71'-1"	10' MIN (140'-1"/ 30'=4.7) (4.7 x 2 = 9.4)	14'-6 3/4"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"

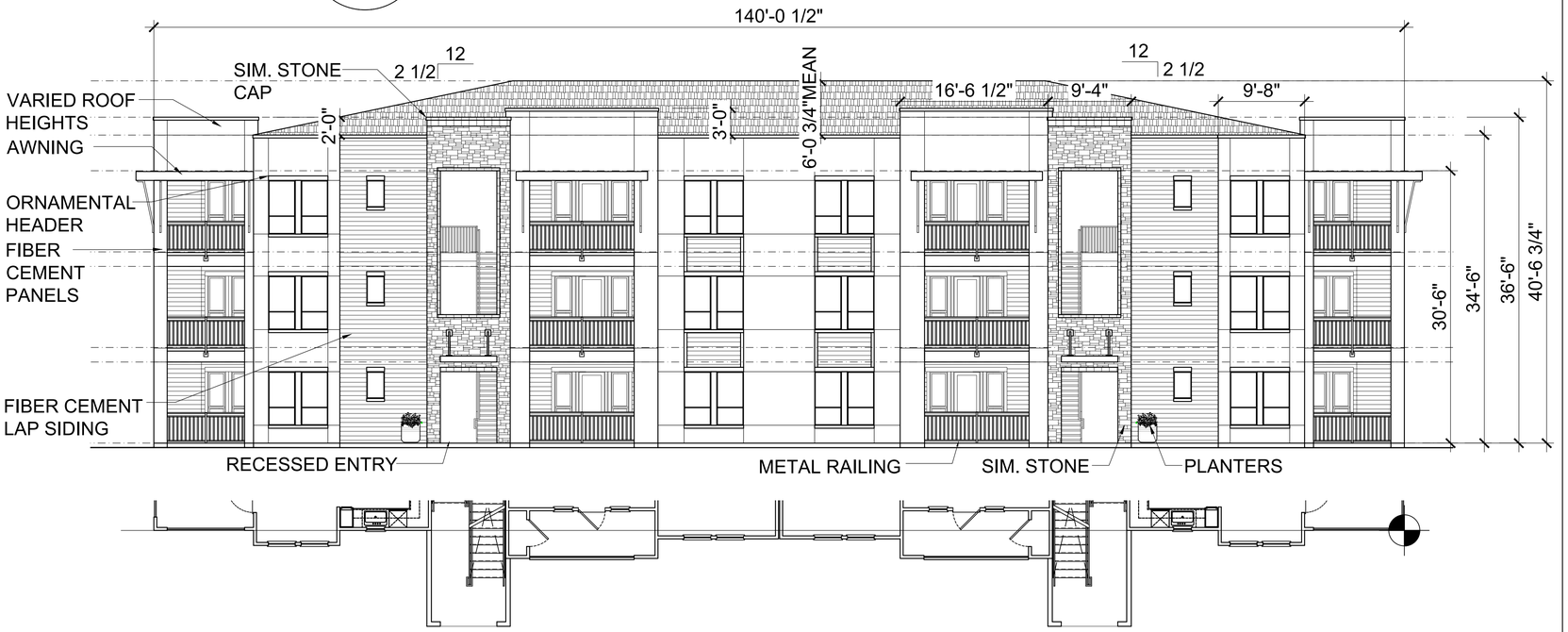
ELEMENTS PROVIDED

1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS



02 BUILDING TYPE 'B' - ELEVATION - SOUTH

SCALE: 1/16" = 1'-0"



01 BUILDING TYPE 'B' - ELEVATION - NORTH

SCALE: 1/16" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23

A4.2
BUILDING B ELEVATIONS

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EXHIBIT E

VERTICAL ARTICULATION

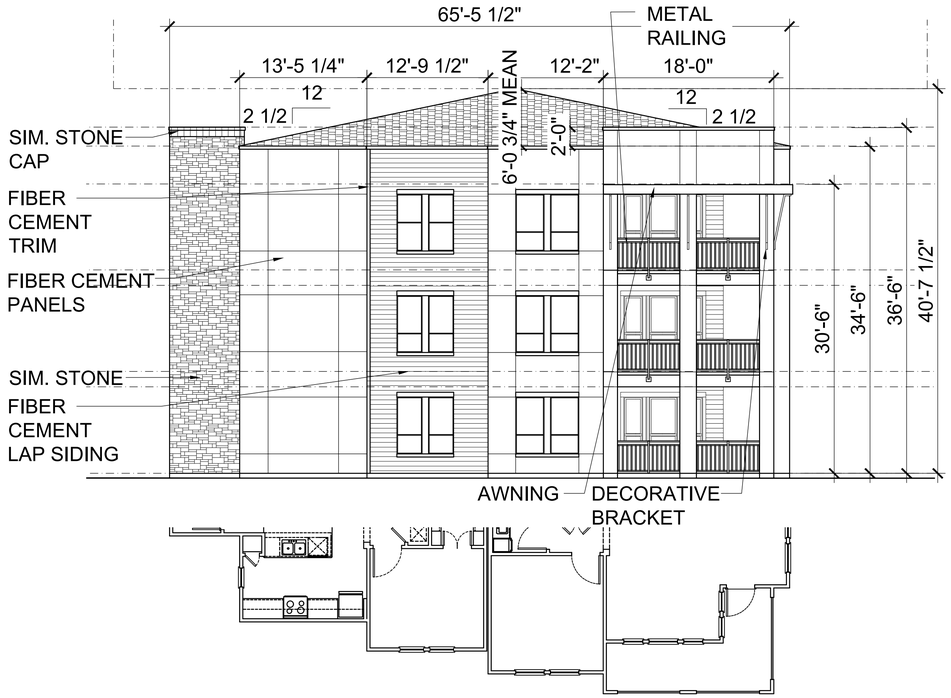
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		REQUIRED	PROVIDED	REQUIRED	PROVIDED
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HORIZONTAL ARTICULATION

	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
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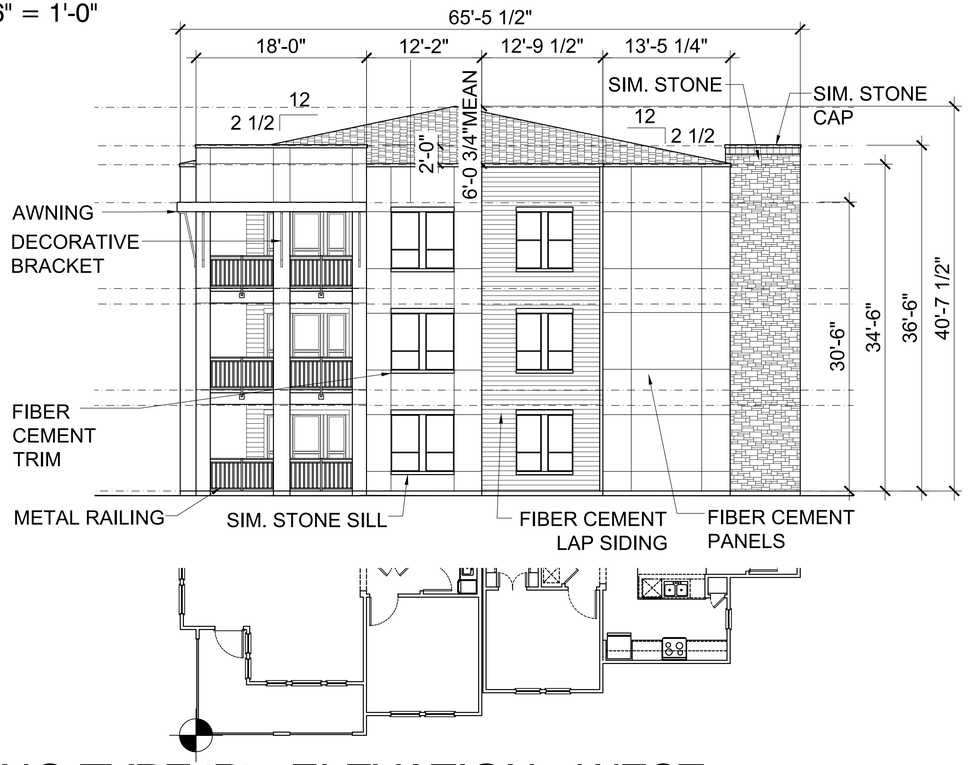
ELEMENTS PROVIDED

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3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS



02 BUILDING TYPE 'B' - ELEVATION -EAST

SCALE: 1/16" = 1'-0"



01 BUILDING TYPE 'B' - ELEVATION - WEST

SCALE: 1/16" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23

A4.3

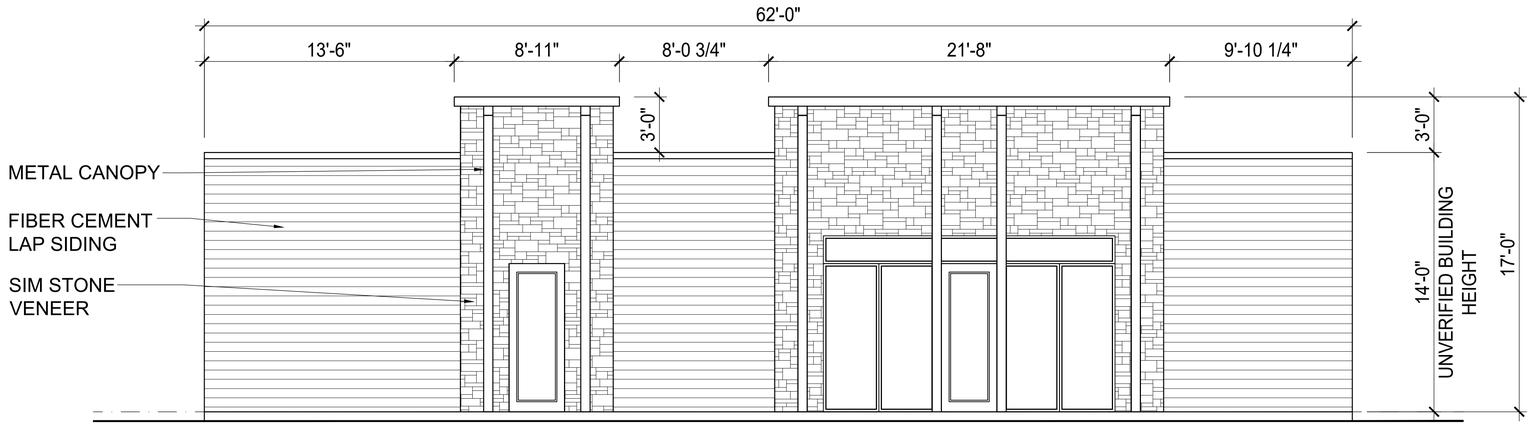
BUILDING B ELEVATIONS

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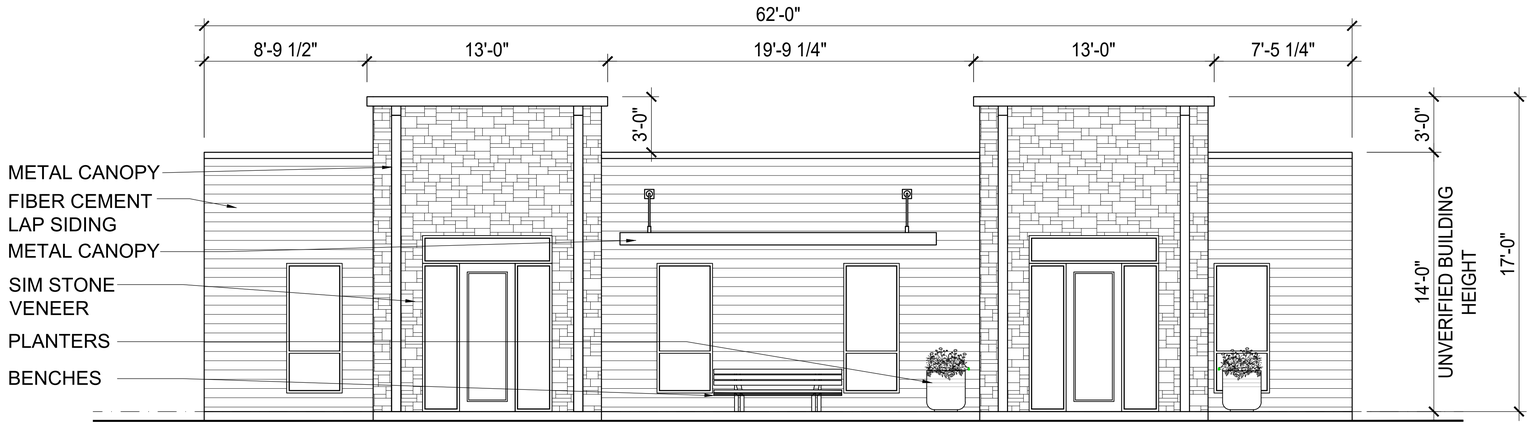
EXHIBIT E

ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. ORNAMENTAL WINDOW HEADERS/LINTELS
4. VARIED ROOF HEIGHTS
5. TRANSOMS
6. PLANTERS
7. BENCHES FOR OUTDOOR SEATING
8. DISPLAY WINDOWS



02 CLUBHOUSE - CONCEPTUAL ELEVATION - SOUTH

SCALE: 1/8" = 1'-0"



01 CLUBHOUSE - CONCEPTUAL ELEVATION - NORTH

SCALE: 1/8" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23

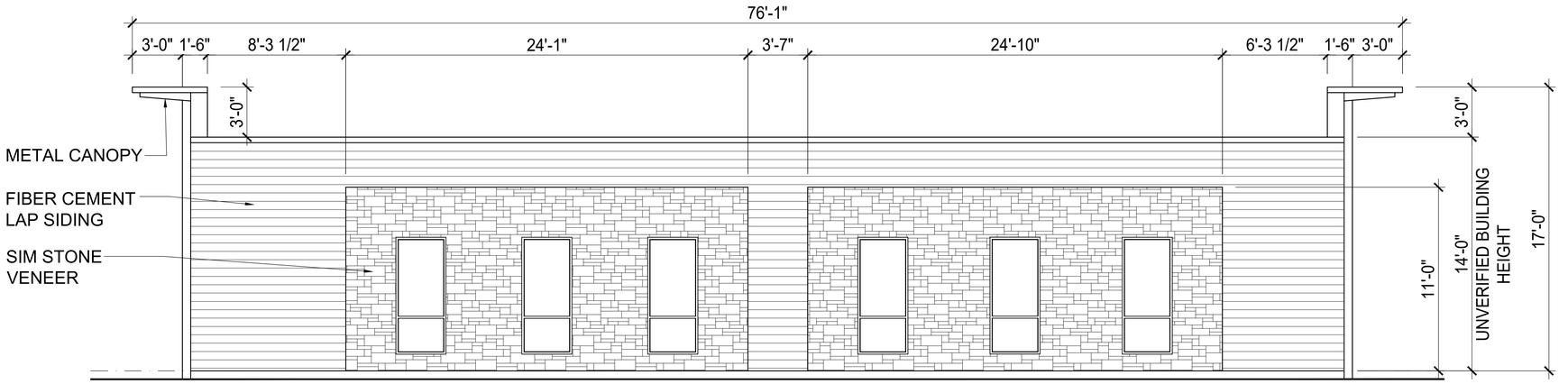
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CLUBHOUSE ELEVATIONS

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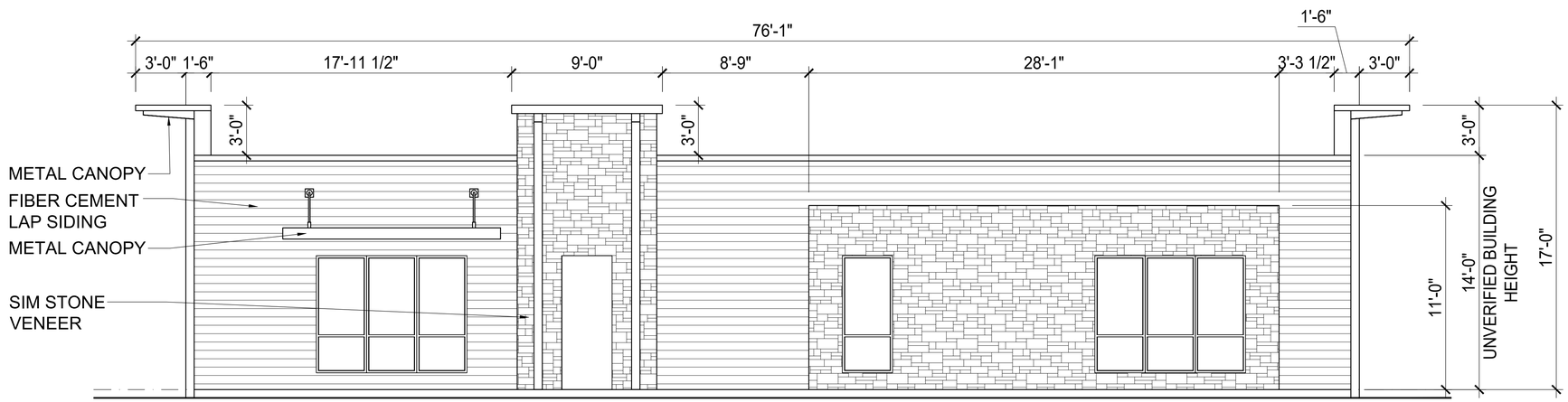
EXHIBIT E

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7. BENCHES FOR OUTDOOR SEATING
8. DISPLAY WINDOWS



02 CLUBHOUSE - CONCEPTUAL ELEVATION - WEST

SCALE: 1/8" = 1'-0"



01 CLUBHOUSE - CONCEPTUAL ELEVATION - EAST

SCALE: 1/8" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

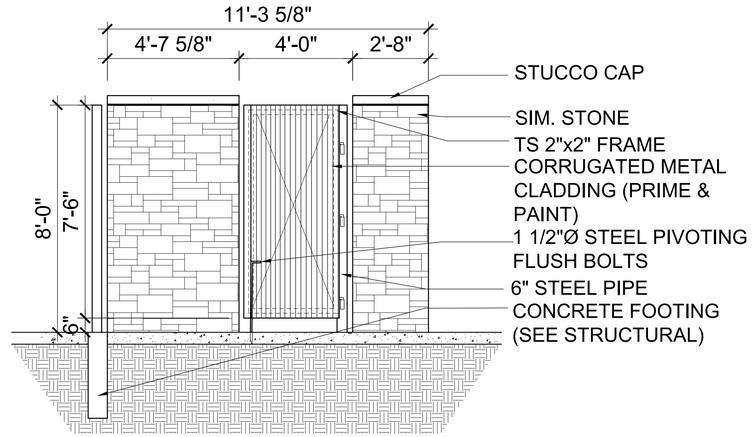
DATE: 05.26.23

A5.2
CLUBHOUSE ELEVATIONS

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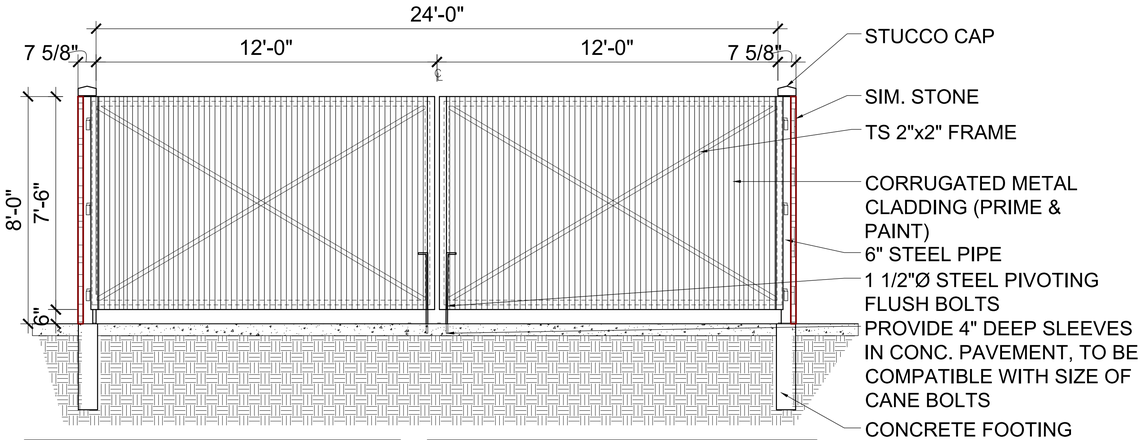
ZONING CASE 230216-1

EXHIBIT E



03 DUMPSTER ENCLOSURE SIDE ELEVATION

SCALE: 3/16" = 1'-0"

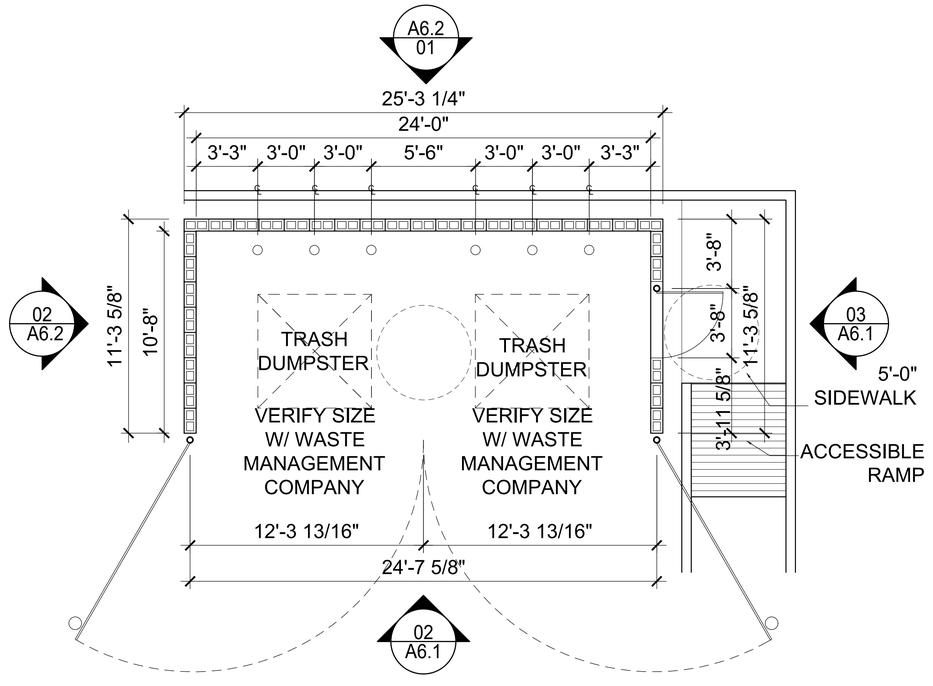


NOTE:
VERIFY DUMPSTER RECEPTACLE TO BE USED PRIOR TO CONSTRUCTION OF ENCLOSURE

NOTE:
PRIME AND PAINT OR POWDER COAT ALL EXPOSED METAL ON THE DUMPSTER ENCLOSURE

02 DUMPSTER ENCLOSURE FRONT ELEVATION

SCALE: 3/16" = 1'-0"



01 DUMPSTER ENCLOSURE PLAN

SCALE: 1/8" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

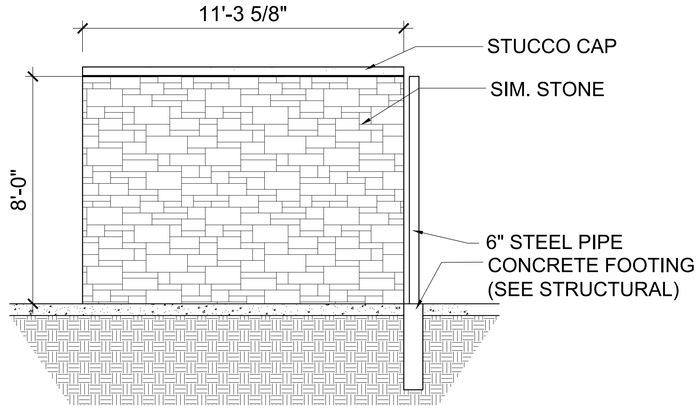
DATE: 05.26.23

A6.1
ACCESSORY PLANS & ELEVATIONS

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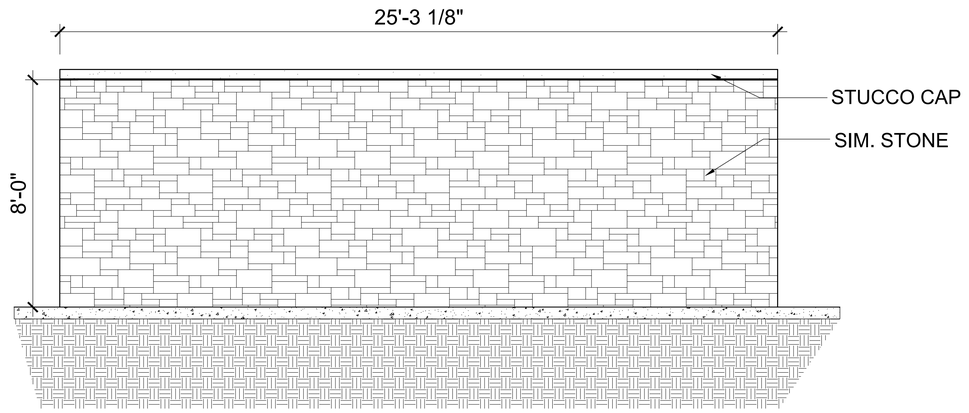
ZONING CASE 230216-1

EXHIBIT E



02 DUMPSTER ENCLOSURE SIDE ELEVATION

SCALE: 3/16" = 1'-0"



01 DUMPSTER ENCLOSURE FRONT ELEVATION

SCALE: 3/16" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23

A6.2
ACCESSORY ELEVATIONS

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ZONING CASE 230216-1

EXHIBIT C

LEGEND

- DOUBLE CLEANOUT
- SANITARY MANHOLE
- GRATE INLET
- CURB INLET
- FDC
- FIRE HYDRANT
- FIRE LANE
- HEAVY DUTY FIRE LANE PAVING
- TRANSFORMER BOX

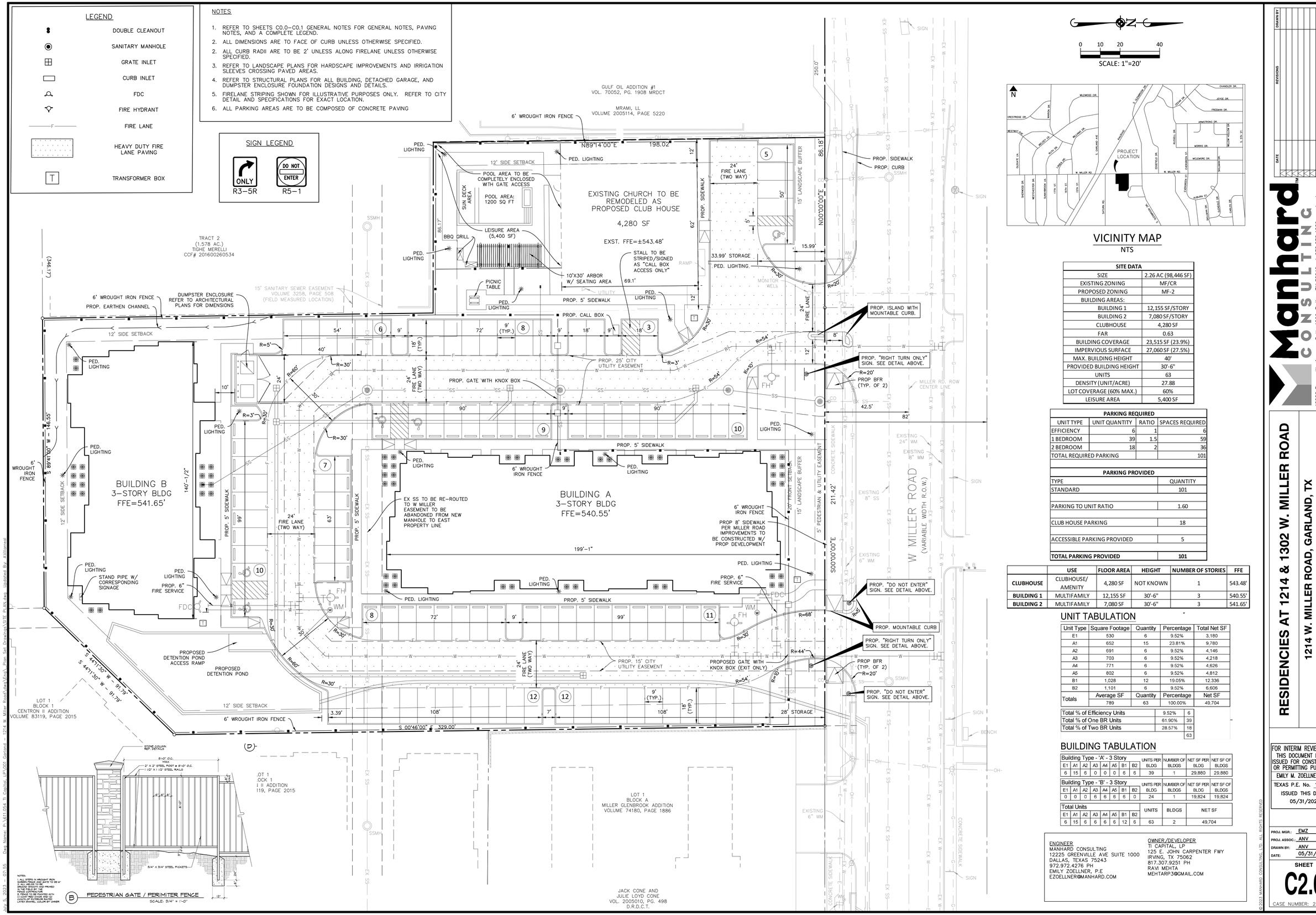
NOTES

1. REFER TO SHEETS C0.0–C0.1 GENERAL NOTES FOR GENERAL NOTES, PAVING NOTES, AND A COMPLETE LEGEND.
2. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE SPECIFIED.
2. ALL CURB RADII ARE TO BE 2' UNLESS ALONG FIRELANE UNLESS OTHERWISE SPECIFIED.
3. REFER TO LANDSCAPE PLANS FOR HARDSCAPE IMPROVEMENTS AND IRRIGATION SLEEVES CROSSING PAVED AREAS.
4. REFER TO STRUCTURAL PLANS FOR ALL BUILDING, DETACHED GARAGE, AND DUMPSTER ENCLOSURE FOUNDATION DESIGNS AND DETAILS.
5. FIRELANE STRIPING SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. REFER TO CITY DETAIL AND SPECIFICATIONS FOR EXACT LOCATION.
6. ALL PARKING AREAS ARE TO BE COMPOSED OF CONCRETE PAVING

SIGN LEGEND

ONLY R3–5R

DO NOT ENTER R5–1



0 10 20 40

SCALE: 1"=20'

VICINITY MAP

NTS

SITE DATA	
SIZE	2.26 AC (98,446 SF)
EXISTING ZONING	MF/CR
PROPOSED ZONING	MF-2
BUILDING AREAS:	
BUILDING 1	12,155 SF/STORY
BUILDING 2	7,080 SF/STORY
CLUBHOUSE	4,280 SF
FAR	0.63
BUILDING COVERAGE	23,515 SF (23.9%)
IMPERVIOUS SURFACE	27,060 SF (27.5%)
MAX. BUILDING HEIGHT	40'
PROVIDED BUILDING HEIGHT	30'-6"
UNITS	63
DENSITY (UNIT/ACRE)	27.88
LOT COVERAGE (60% MAX.)	60%
LEISURE AREA	5,400 SF

PARKING REQUIRED			
UNIT TYPE	UNIT QUANTITY	RATIO	SPACES REQUIRED
EFFICIENCY	6	1	6
1 BEDROOM	39	1.5	59
2 BEDROOM	18	2	36
TOTAL REQUIRED PARKING			101

PARKING PROVIDED	
TYPE	QUANTITY
STANDARD	101
PARKING TO UNIT RATIO	1.60
CLUB HOUSE PARKING	18
ACCESSIBLE PARKING PROVIDED	5
TOTAL PARKING PROVIDED	101

	USE	FLOOR AREA	HEIGHT	NUMBER OF STORIES	FFE
CLUBHOUSE	CLUBHOUSE/ AMENITY	4,280 SF	NOT KNOWN	1	543.48'
BUILDING 1	MULTIFAMILY	12,155 SF	30'-6"	3	540.55'
BUILDING 2	MULTIFAMILY	7,080 SF	30'-6"	3	541.65'

UNIT TABULATION

Unit Type	Square Footage	Quantity	Percentage	Total Net SF
E1	530	6	9.52%	3,180
A1	652	15	23.81%	9,780
A2	691	6	9.52%	4,146
A3	703	6	9.52%	4,218
A4	771	6	9.52%	4,626
A5	802	6	9.52%	4,812
B1	1,028	12	19.05%	12,336
B2	1,101	6	9.52%	6,606
Totals	Average SF	Quantity	Percentage	Net SF
	789	63	100.00%	49,704

Total % of Efficiency Units	9.52%	6
Total % of One BR Units	61.90%	39
Total % of Two BR Units	28.57%	18
		63

BUILDING TABULATION

Building Type - 'A' - 3 Story							UNITS PER	NUMBER OF	NET SF PER	NET SF OF
E1	A1	A2	A3	A4	A5	B1	B2	BLDG	BLDGS	BLDG	BLDGS
6	15	6	0	0	0	6	6	39	1	29,880	29,880

Building Type - 'B' - 3 Story							UNITS PER	NUMBER OF	NET SF PER	NET SF OF
E1	A1	A2	A3	A4	A5	B1	B2	BLDG	BLDGS	BLDG	BLDGS
0	0	0	6	6	6	6	0	24	1	19,824	19,824

Total Units								UNITS	BLDGS	NET SF
E1	A1	A2	A3	A4	A5	B1	B2			
6	15	6	6	6	6	12	6	63	2	49,704

ENGINEER
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Civil Engineers | Water Resource Engineers | Water & Wastewater Engineers
Construction Managers | Environmental Scientists | Landscape Architects | Planners
Texas Board of Professional Engineers & Land Surveyors Reg. No. F-10194754 (Surv), F-21732 (Eng)

DRAWN BY			
REVISIONS			
DATE			

RESIDENCIES AT 1214 & 1302 W. MILLER ROAD

1214 W. MILLER ROAD, GARLAND, TX

SITE PLAN

FOR INTERIM REVIEW ONLY
THIS DOCUMENT IS NOT ISSUED FOR CONSTRUCTION OR PERMITTING PURPOSES
EMILY M. ZOELLNER, P.E.
TEXAS P.E. No. 123461
ISSUED THIS DATE: 05/31/2023

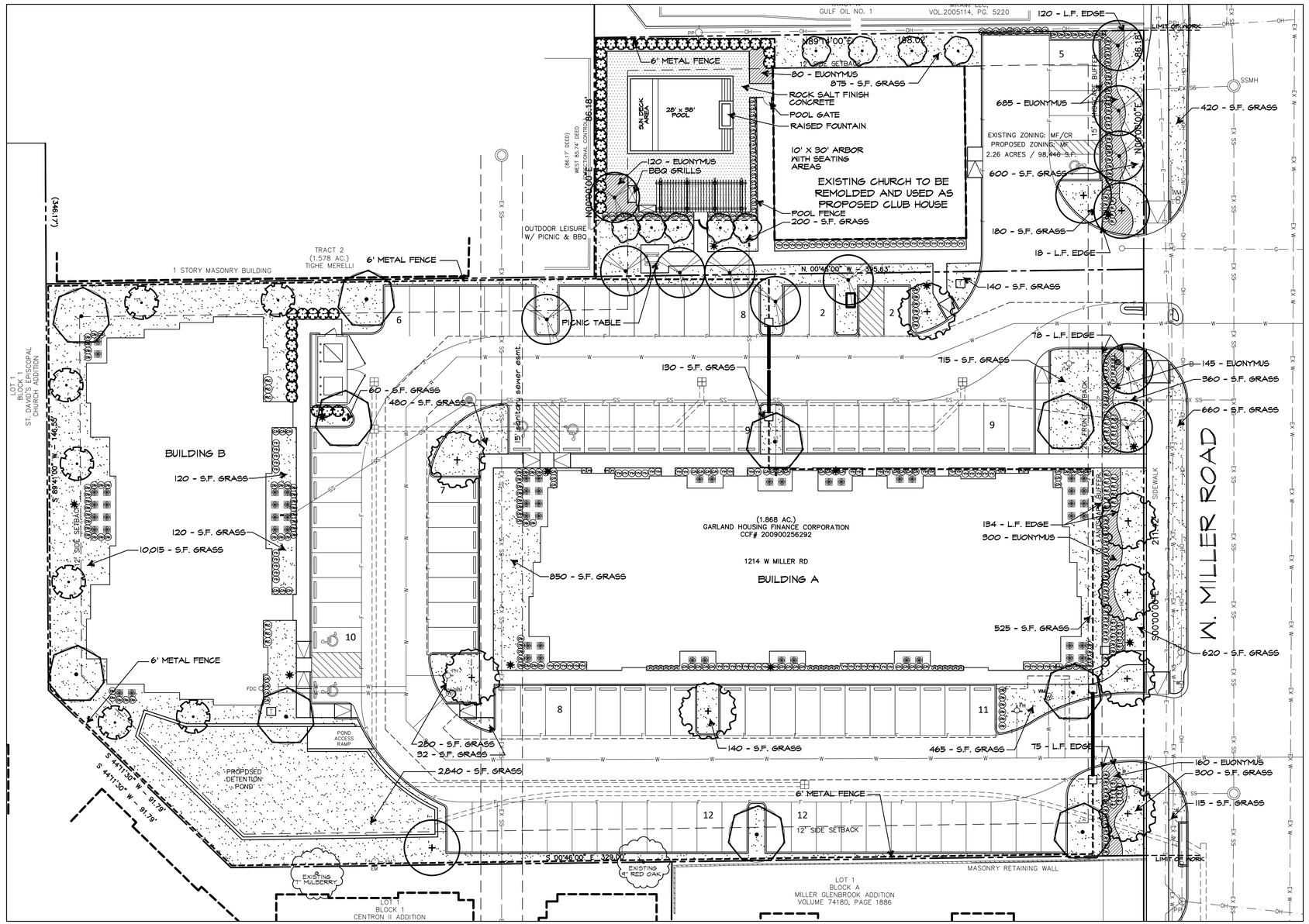
PROJ. MGR.: EMZ
PROJ. ASSOC.: ANV
DRAWN BY: ANV
DATE: 05/31/2023

SHEET
C2.0
CASE NUMBER: 230216-1

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July 5, 2023 - 07:45 Dwg Name: p:\031-0154 Ti Capital - LP\001 Garland - 1214 W. Miller Road\Data\Civil\1 Plan Set Drawings\SITE PLAN.dwg Updated By: AVillarreal

EXHIBIT D



LANDSCAPE TABULATIONS

SITE AREA

REQUIRED LANDSCAPE AREA 40%		
OVERALL SITE AREA	(2.26 ACRES)	98,446 S.F.
REQUIRED LANDSCAPE AREA	(1.13 ACRES)	39,378 S.F.
PROVIDED LANDSCAPE (45.5%)	(+1.30 ACRES)	+45,000 S.F.

BUFFER PLANT MATERIALS REQUIRED:

1-3" CAL. TREE AND 7 ORNAMENTAL SHRUBS PER 30 L.F. OF REQUIRED LANDSCAPE BUFFER. MAX. 75% GRASS COVERAGE.

FRONTAGE L.F. (296.33' - W. MILLER ROAD=)	297 L.F.
REQUIRED STREET TREES (297/ 30 =)	9.9 TREES
STREET TREES PROVIDED	10 TREES
REQUIRED ORNAMENTAL SHRUBS (297/ 30 x 7=)	69.3 SHRUBS
ORNAMENTAL SHRUBS PROVIDED	71 SHRUBS
MAX. ALLOWED GRASS COVERAGE (4,455 x 75%=)	3,341 S.F.
GRASS AREA PROVIDED IN BUFFER (44%)	1,970 S.F.

PARKING LOT TREES AND LANDSCAPE REQUIRED:

1-3" CAL. PARKING TREE PER 10 PARKING SPACES AND NO PARKING TREE MORE THAN 65 FEET TO ANY PARKING SPACE. PARKING TREE MORE THAN 65 FEET TO ANY PARKING SPACE.

PARKING SPACES (SURFACE+CARPORT)	101
REQUIRED PARKING TREES (101/ 10 =)	10.1 TREES
PARKING TREES PROVIDED	14 TREES
PARKING AREA (101 x 162 =)	16,362 S.F.
REQUIRED PARKING LANDS. AREA (16,362 x 5% =)	819 S.F.
PARKING LANDSCAPE AREA PROVIDED	+2,780 S.F.

NOTE:
ALL SIGNAGE MUST BE APPROVED BY BUILDING INSPECTION. LOCATIONS SHOWN ON THIS PLAN DO NOT INDICATE APPROVAL.
ALL LANDSCAPE AREAS TO RECEIVE UNDERGROUND AUTOMATIC IRRIGATION

LARGE TREES

QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE & CONDITION
8	+	RED OAK	Quercus shumardii	3" caliper, 10' Ht./ 5'-6' spread, B&B, straight trunk
10	•	CEDAR ELM	Ulmus crassifolia	3" caliper, 10' Ht./ 5'-6' spread, B&B, straight trunk
12		PISTACHE	Pistacia chinensis	3" caliper, 10' Ht./ 5'-6' spread, B&B, straight trunk
3	+	LIVE OAK	Quercus virginiana	3" caliper, 10' Ht./ 5'-6' spread, B&B, straight trunk

ORNAMENTAL TREES

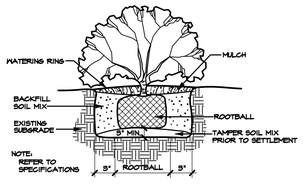
QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE AND CONDITION
9		MUSKOGEE CRAPE MYRTLE	Lagerstroemia indica 'Muskogee'	8' Ht./3' spread min., 30 Gallon, 3 Trunk Min., full , bushy tree formed, specimen.
52		NELLIE R. STEVENS HOLLY	Ilex cornuta 'Nellie R. Stevens'	5' Ht./3' spread min., B&B, full , bushy specimen.
7		VITEX	Vitex agnus-castus	8' Ht./3' spread min., 30 Gallon, 3 Trunk Min.,

GROUNDCOVER / MISCELLANEOUS

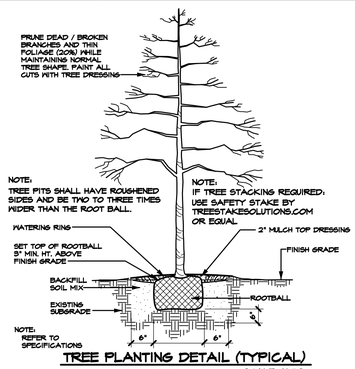
1,330		EUONYMUS WINTERCREEPER	Euonymus fortunei 'Coloratus'	4" pots (Quantity as shown on plan)
425 L.F.	——	RYERSON STEEL EDGE		

ALL LANDSCAPE BEDS SHALL BE EXCAVATED 2" IN DEPTH AND SOIL REMOVED. THEN FILLED WITH 2" OF "PROFESSIONAL BEDDING SOIL" FROM LIVING EARTH TECHNOLOGY AND TILLED TO THE DEPTH OF 4".
ALL LANDSCAPE BEDS AND TREE WELLS SHALL RECEIVE A TOP DRESSING OF 2" DEEP "FINE SHREDDED HARDWOOD MULCH" FROM LIVING EARTH TECHNOLOGY.

LANDSCAPE CONTRACTOR TO VERIFY ALL QUANTITIES



SHRUB PLANTING DETAIL (TYPICAL)
SCALE: N.T.S.



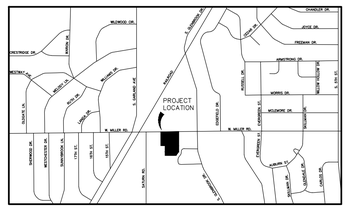
TREE PLANTING DETAIL (TYPICAL)
ALL TREES SCALE: N.T.S.

SHRUBS

QUANTITY	SYMBOL	COMMON NAME	SCIENTIFIC NAME	SIZE AND CONDITION
24	RC	ROSE CREEK ABELIA	Abelia grandiflora 'Rose Creek'	5 gallon, 20"-24" Ht./18"-20" spread, full, bushy, specimen
26	YI	WINTERGREEN BOXWOOD	Buxus sinica var. insularis 'Wintergreen'	3 gallon, 14" Ht./12"-14" spread, bushy, full to ground
159	DN	DWARF BURFORD HOLLY	Ilex cornuta 'Burfordii nana'	5 gallon, 24"-26" Ht./18"-20" spread, full, bushy, specimen
93	GN	GULF STREAM NANDINA	Nandina domestica 'Gulf Stream'	3 gallon, 24" Ht./18"-20" spread, bushy, full to ground
91	YH	DWARF YAUPON HOLLY	Ilex vomitoria 'Nana'	3 gallon, 14" Ht./12"-14" spread, bushy, full to ground
8	SL	SUN SHINE LIGISTRUM	Ligustrum sinense 'Sun Shine'	3 gallon, 14" Ht./12"-14" spread, bushy, full to ground
14	RY	RED YUCCA	Hesperaloe parviflora	3 gallon, 14" Ht./12"-14" spread, bushy, full to ground

TURF GRASS

21,062 S.F.		S.F. GRASS BERMUDA GRASS	Cynodon dactylon	Solid sod



LOCATION MAP
N.T.S.

NORTH

0 10 20 40
SCALE: 1" = 20'-0"

OWNER / DEVELOPER:
TI CAPITAL, LP
125 E. JOHN CARPENTER FWY.
IRVING TEXAS 75062
PHONE 817.307.9251
RAVI MEHTA
MEHTARP3@GMAIL.COM

LANDSCAPE PLAN
CASE NUMBER: 230216-1

#	Revisions:	Date:

Issued For: SUBMITTAL
Job No. 20149
Scale 1" = 20'-0"
Drawn By: JDG
Date 07-05-2023

Miller Road Multifamily

1214 W. Miller Road
Garland Texas

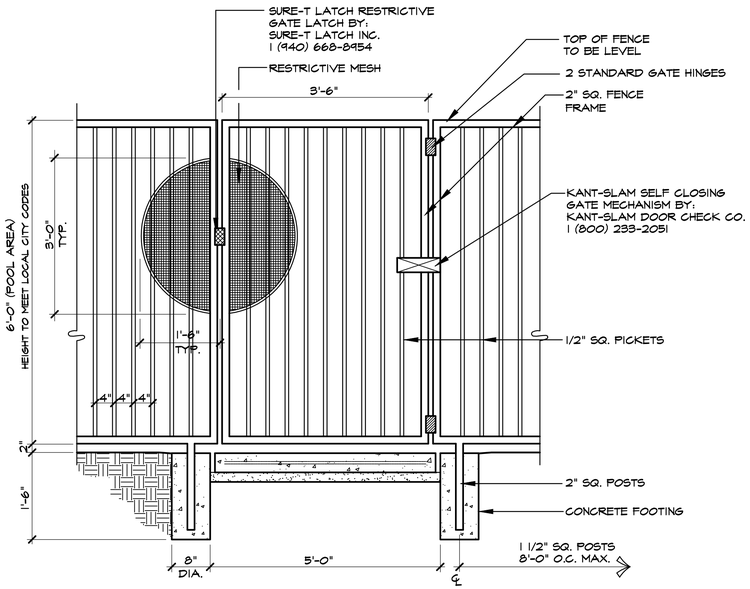
JOE D. GRUBBS
1713
REGISTERED LANDSCAPE ARCHITECT
STATE OF TEXAS

Sheet Title: Landscape Plan

Sheet Number: L1 of L3 Sheets

Grubbs Design Group, P.L.L.C. - 403 South Tennessee Street - McKinney, Texas 75069 - Phone (972) 548-5020

EXHIBIT D



A 6'-0" POOL FENCE/GATE

SCALE: 1/2" = 1'-0"

NOTES:

1. ALL POOL GATE LATCHES MUST BE INSTALLED ON THE POOL YARD SIDE OF THE GATE AND SHALL BE 3" MIN. BELOW TOP OF GATE (48" HT GATES)

2. THE GATE OR ENCLOSURE SHALL HAVE NO OPENING GREATER THAN ONE-HALF INCH IN ANY DIRECTION WITHIN 18 INCHES FROM THE LATCH, INCLUDING THE SPACE BETWEEN THE GATE AND THE GATE POST TO WHICH THE GATE LATCHES.

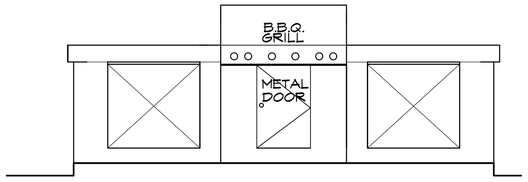
3. AT HANDICAP GATE LOCATIONS OMIT SURE-T LATCH AND SUPPLY KEY PAD LOCK. REF PLAN FOR LOCATION.

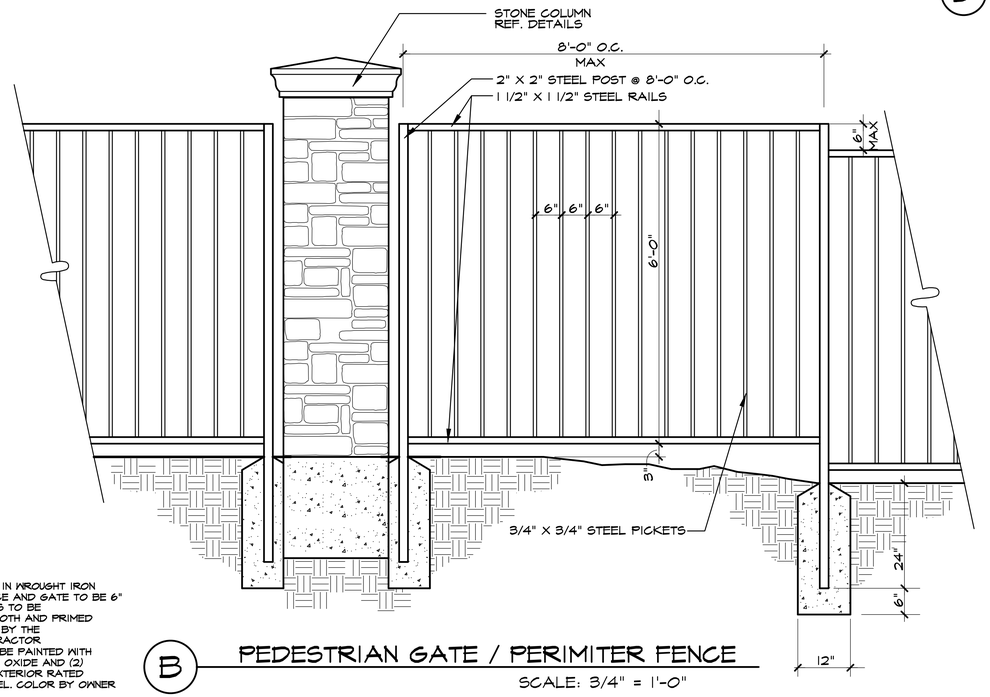


GRILL BRAND: FIRE MAJIC BY RH PETERSON
MODEL: 11-SISI-A
ALL STAINLESS STELL CONSTRUCTION



DOOR BRAND: FIRE MAJIC BY RH PETERSON
MODEL: 33920-SR
ALL STAINLESS STELL CONSTRUCTION



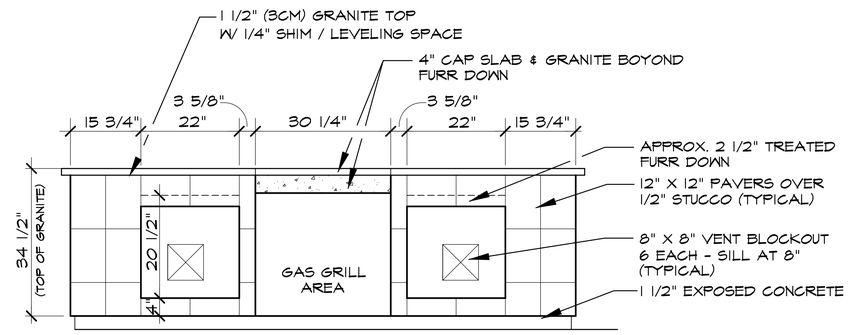


NOTES:

1. ALL STEPS IN WROUGHT IRON SCREEN FENCE AND GATE TO BE 6"
2. ALL WELDS TO BE GROUND SMOOTH AND PRIMED IN THE FIELD BY THE FENCE CONTRACTOR
3. FENCE TO BE PAINTED WITH (1) COAT RED OXIDE AND (2) COATS OF EXTERIOR RATED LATEX ENAMEL. COLOR BY OWNER

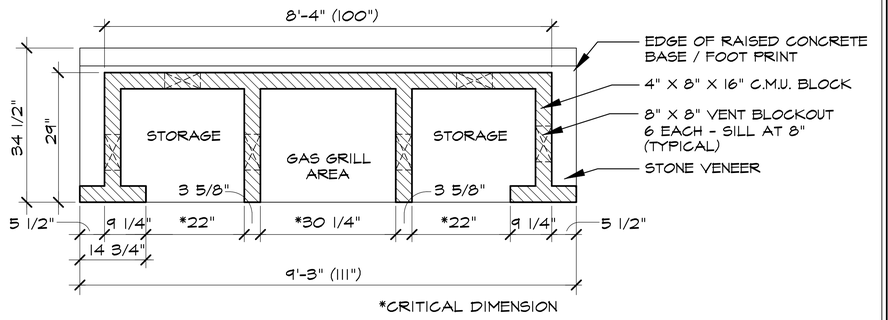
B PEDESTRIAN GATE / PERIMITER FENCE

SCALE: 3/4" = 1'-0"



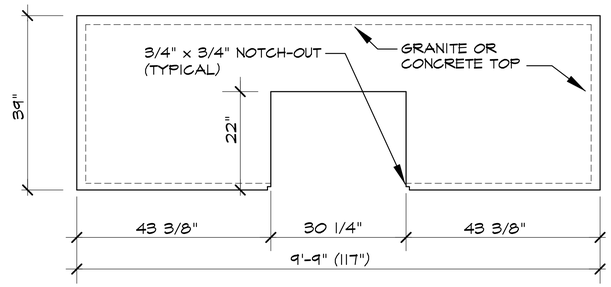
C B.B.Q. / COUNTER - FINISHED ELEVATION

SCALE: 3/4" = 1'-0"



D B.B.Q. / COUNTER - PLAN VIEW

SCALE: 3/4" = 1'-0"



E GRANITE OR CONCRETE COUNTER TOP

SCALE: 3/4" = 1'-0"

Date:

Revisions:

Issued For: SUBMITTAL

Job No. 20149

Scale

Drawn By: JDG

Date 05-27-2023

Miller Road Multifamily

1214 W. Miller Road
Garland Texas

JOE D. GRUBBS 1713 REGISTERED LANDSCAPE ARCHITECT STATE OF TEXAS

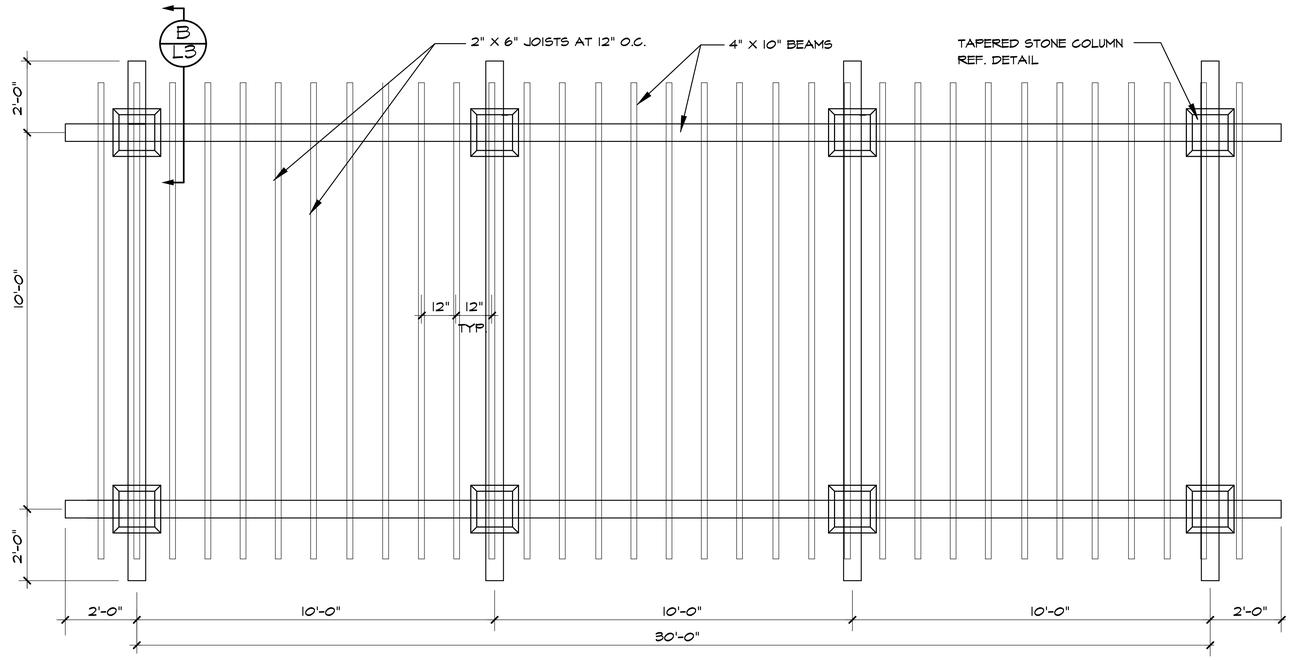
Sheet Title: Hardscape Construction Details

Sheet Number: L2 of L3 Sheets

Grubbs Design Group, P.L.L.C. - 403 South Tennessee Street - McKinney, Texas 75069 - Phone (972) 548-5020

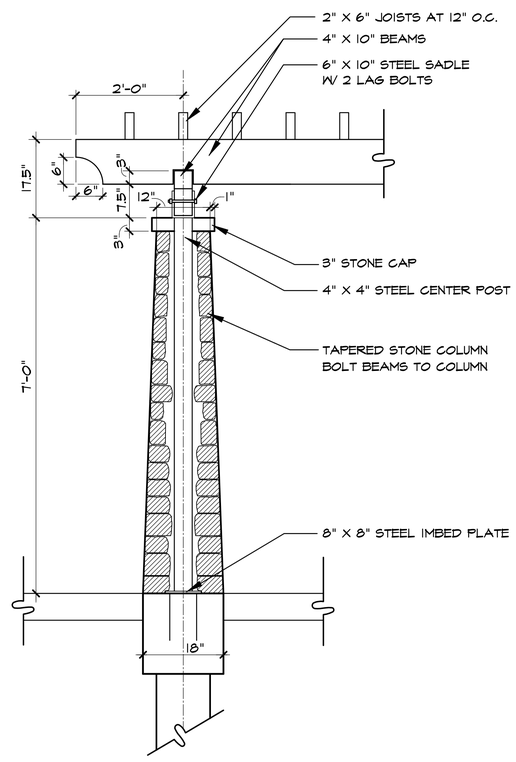
ZONING CASE 230216-1

EXHIBIT D



A SHADE STRUCTURE PLAN

SCALE: 1/2" = 1'-0"



B ARBOR STONE COLUMN

SCALE: 3/4" = 1'-0"



PICNIC TABLE BRAND: BELSON OUTDOORS
MODEL: 238-EP6
ALL BLACK POWDER COAT FINISH

#	Revisions:	Date:

Issued For: SUBMITTAL
Job No. 20149
Scale
Drawn By: JDG
Date 05-27-2023

Miller Road Multifamily

1214 W. Miller Road
Garland Texas

STATE OF TEXAS
JOE D. GRUBBS
1713
REGISTERED LANDSCAPE ARCHITECT

Sheet Title: Hardscape Construction Details

Sheet Number: L3
of L3 Sheets

Grubbs Design Group, P.L.L.C. - 403 South Tennessee Street - McKinney, Texas 75069 - Phone (972) 548-5020

EXHIBIT E

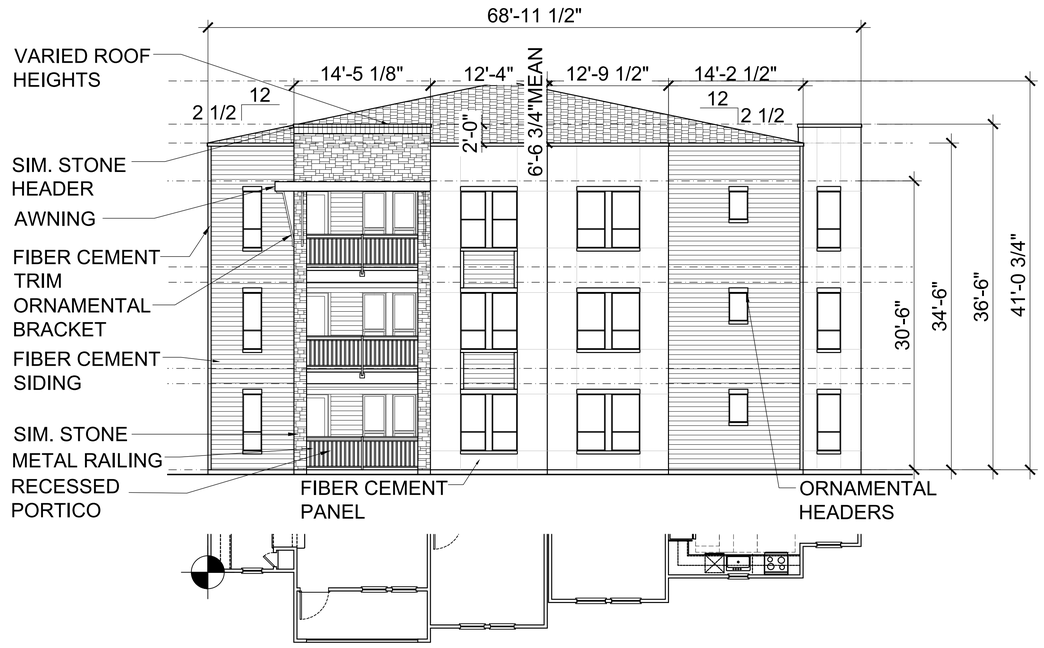
ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS

VERTICAL ARTICULATION

	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	23'-4"	N/A-NOT A STREET FACING FACADE	4'-0"
NORTH ELEVATION (MILLER RD.)	68'-11 1/2"	13'-9" MIN (69'-0" X 20%)	23'-4"	4'-6" MIN (69'-0" / 50'=1.38) (1.36 x 3 = 4.14)	4'-0"
WEST ELEVATION	199'-1"	N/A NOT A STREET FACING FACADE	63'-10"	N/A-NOT A STREET FACING FACADE	20'-0"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	57'-2"	N/A-NOT A STREET FACING FACADE	20'-0"

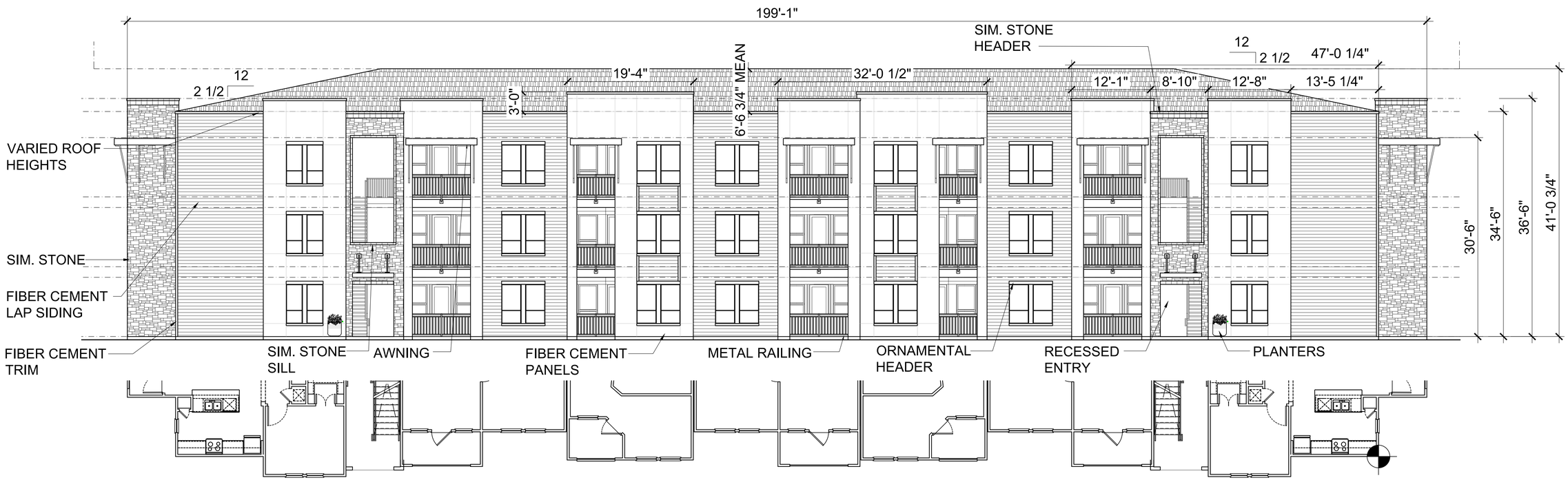
HORIZONTAL ARTICULATION

	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	52'-5 1/2"	N/A-NOT A STREET FACING FACADE	14'-8 1/4"
NORTH ELEVATION (MILLER ROAD)	68'-11 1/2"	21' MIN (69'-0" X 30%)	52'-5 1/2"	9'-6" MIN (69'-0" / 30'=2.3) (2.3 x 4 = 9.2)	14'-8 1/4"
WEST ELEVATION	199'-1"	N/A-NOT A STREET FACING FACADE	145'-5"	N/A-NOT A STREET FACING FACADE	40'-7"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	133'-11"	N/A-NOT A STREET FACING FACADE	25'-8"



02 BUILDING 'A' - ELEVATION - NORTH

SCALE: 1/16" = 1'-0"



01 BUILDING 'A' - ELEVATION - WEST

SCALE: 1/16" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23

A4.0

BUILDING A ELEVATIONS

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ZONING CASE 230216-1

EXHIBIT E

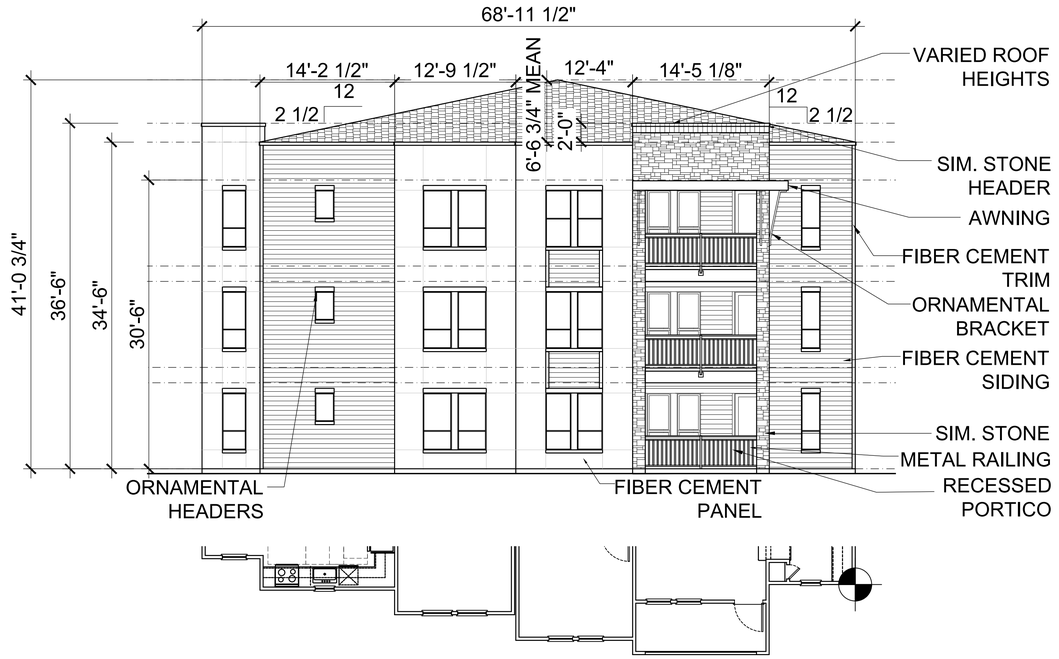
ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS

VERTICAL ARTICULATION

	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	23'-4"	N/A-NOT A STREET FACING FACADE	4'-0"
NORTH ELEVATION (MILLER RD.)	68'-11 1/2"	13'-9" MIN (69'-0" X 20%)	23'-4"	4'-6" MIN (69'-0" / 50'=1.38) (1.36 x 3 = 4.14)	4'-0"
WEST ELEVATION	199'-1"	N/A NOT A STREET FACING FACADE	63'-10"	N/A-NOT A STREET FACING FACADE	20'-0"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	57'-2"	N/A-NOT A STREET FACING FACADE	20'-0"

HORIZONTAL ARTICULATION

	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	52'-5 1/2"	N/A-NOT A STREET FACING FACADE	14'-8 1/4"
NORTH ELEVATION (MILLER ROAD)	68'-11 1/2"	21' MIN (69'-0" X 30%)	52'-5 1/2"	9'-6" MIN (69'-0" / 30'=2.3) (2.3 x 4 = 9.2)	14'-8 1/4"
WEST ELEVATION	199'-1"	N/A-NOT A STREET FACING FACADE	145'-5"	N/A-NOT A STREET FACING FACADE	40'-7"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	133'-11"	N/A-NOT A STREET FACING FACADE	25'-8"



02 BUILDING 'A' - ELEVATION - SOUTH

SCALE: 1/16" = 1'-0"



01 BUILDING 'A' - ELEVATION - EAST

SCALE: 1/16" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23

A4.1

BUILDING A ELEVATIONS

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ZONING CASE 230216-1

EXHIBIT E

VERTICAL ARTICULATION

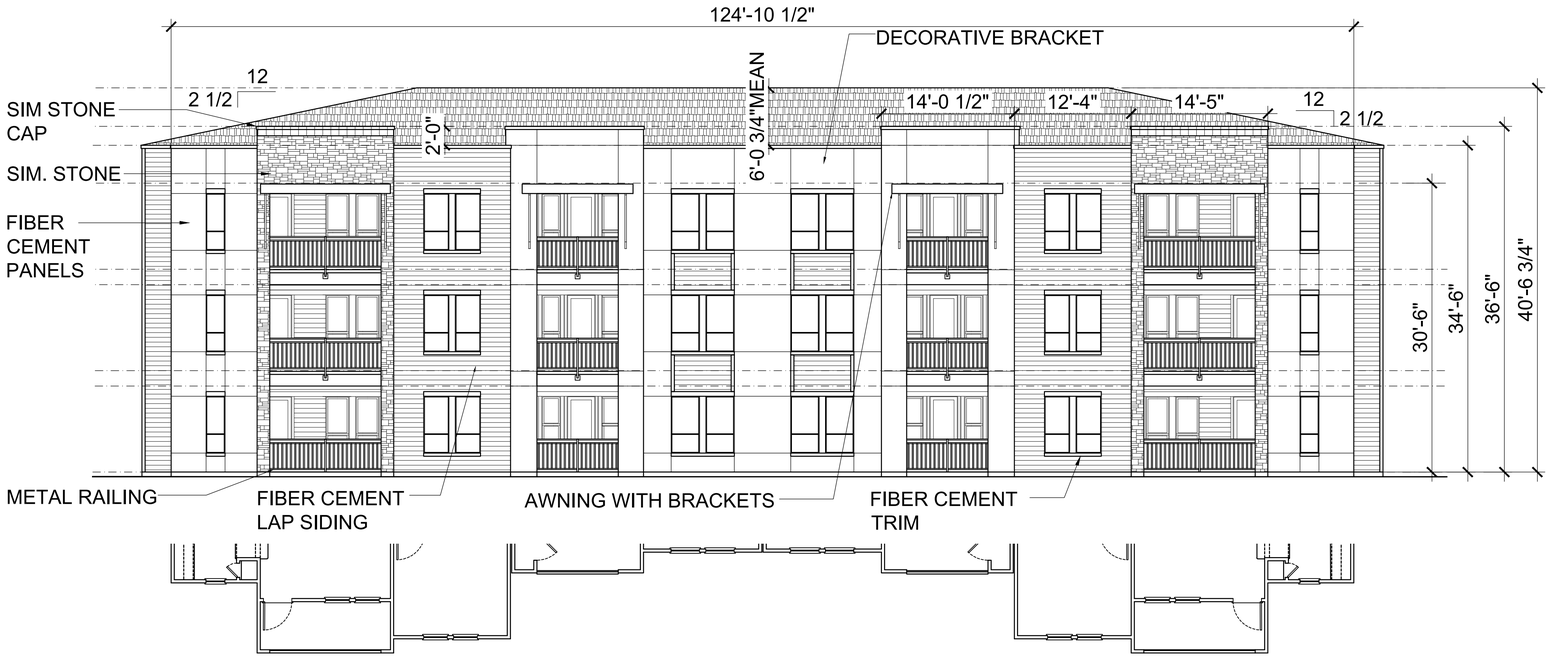
	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	124'-10 1/2"	N/A-NOT A STREET FACING FACADE	53'-6"	N/A-NOT A STREET FACING FACADE	8'-0"
NORTH ELEVATION	140'-0 1/2"	28' MIN (140'-1" X 20%)	71'-1"	8'-6" MIN (140'-1"/ 50'=2.8) (2.8 x 3 = 8.4)	14'-0"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"

HORIZONTAL ARTICULATION

	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	124'-10 1/2"	N/A-NOT A STREET FACING FACADE	99'-9"	N/A-NOT A STREET FACING FACADE	18'-0 1/2"
NORTH ELEVATION	140'-0 1/2"	42' MIN (140'-1" X 30%)	71'-1"	10' MIN (140'-1"/ 30'=4.7) (4.7 x 2 = 9.4)	14'-6 3/4"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"

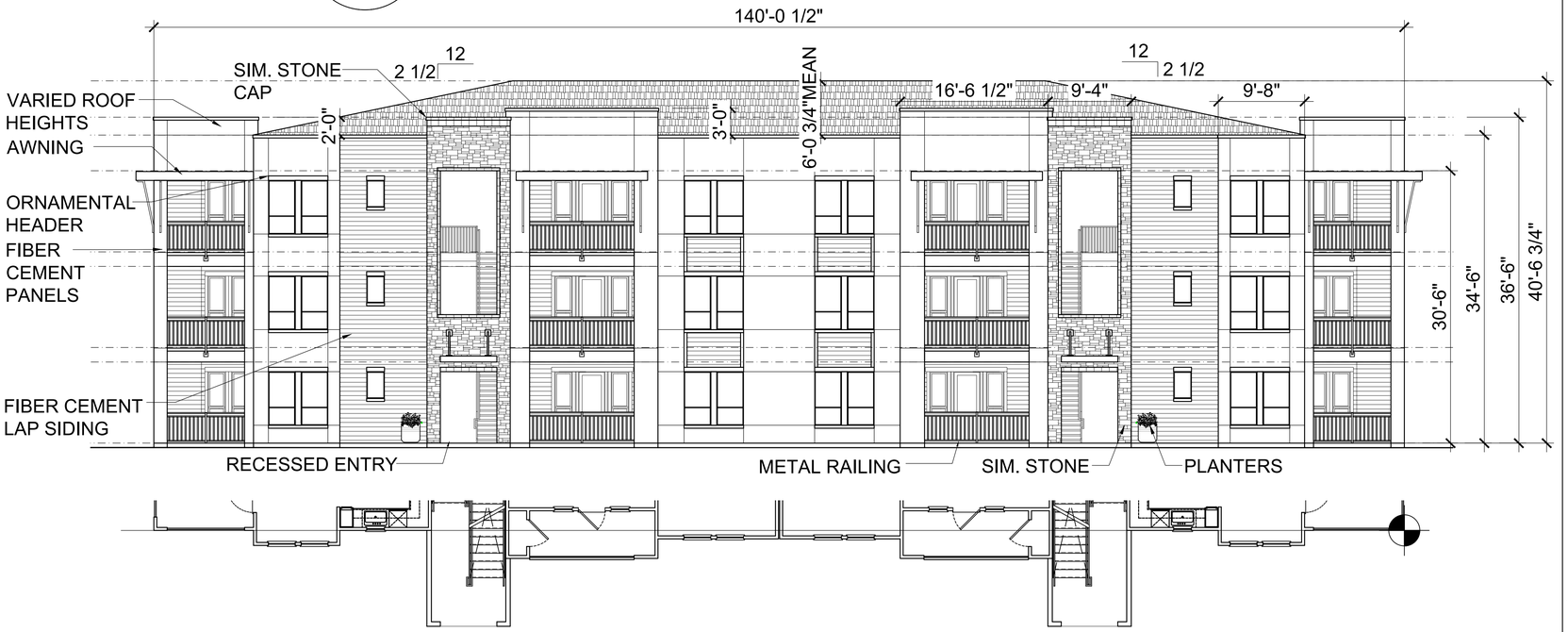
ELEMENTS PROVIDED

1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS



02 BUILDING TYPE 'B' - ELEVATION - SOUTH

SCALE: 1/16" = 1'-0"



01 BUILDING TYPE 'B' - ELEVATION - NORTH

SCALE: 1/16" = 1'-0"

Cross architects

PROJECT: #20072

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GARLAND, TEXAS

DATE: 05.26.23

A4.2
BUILDING B ELEVATIONS

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ZONING CASE 230216-1

EXHIBIT E

VERTICAL ARTICULATION

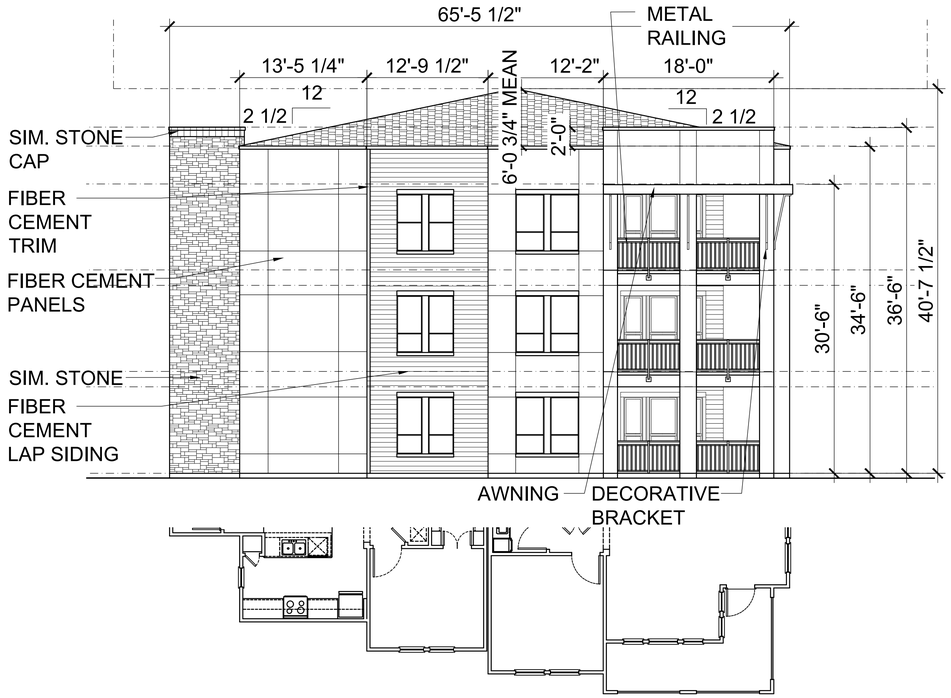
	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	124'-10 1/2"	N/A-NOT A STREET FACING FACADE	53'-6"	N/A-NOT A STREET FACING FACADE	8'-0"
NORTH ELEVATION	140'-0 1/2"	28' MIN (140'-1" X 20%)	71'-1"	8'-6" MIN (140'-1"/ 50'=2.8) (2.8 x 3 = 8.4)	14'-0"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"

HORIZONTAL ARTICULATION

	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	124'-10 1/2"	N/A-NOT A STREET FACING FACADE	99'-9"	N/A-NOT A STREET FACING FACADE	18'-0 1/2"
NORTH ELEVATION	140'-0 1/2"	42' MIN (140'-1" X 30%)	71'-1"	10' MIN (140'-1" 30'=4.7) (4.7 x 2 = 9.4)	14'-6 3/4"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"

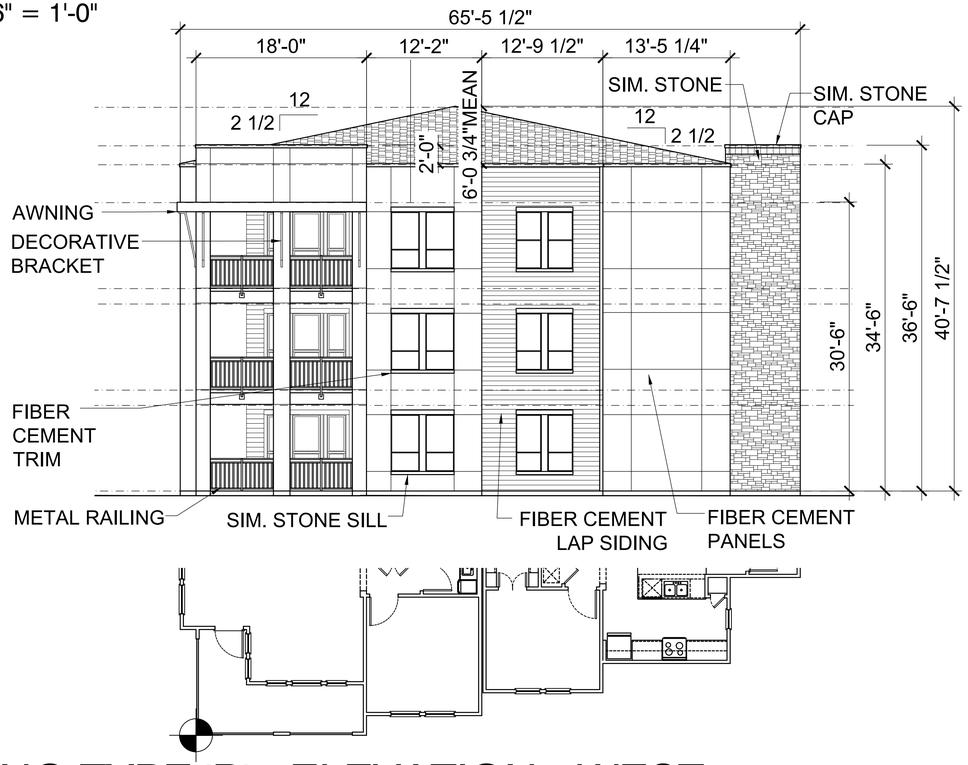
ELEMENTS PROVIDED

1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS



02 BUILDING TYPE 'B' - ELEVATION -EAST

SCALE: 1/16" = 1'-0"



01 BUILDING TYPE 'B' - ELEVATION - WEST

SCALE: 1/16" = 1'-0"

Cross architects

PROJECT: #20072

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GARLAND, TEXAS

DATE: 05.26.23

A4.3

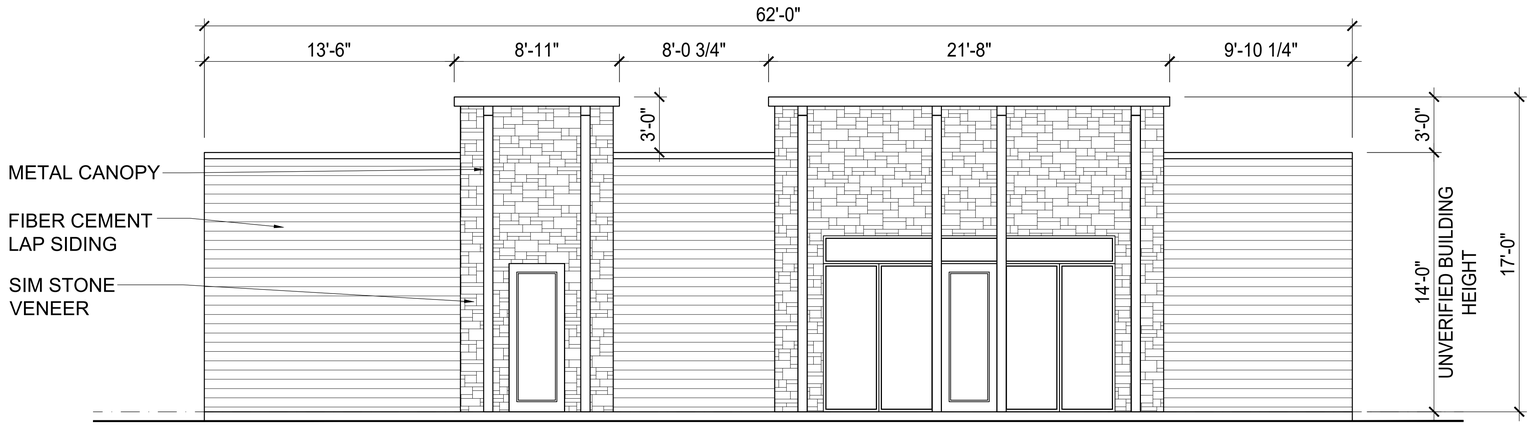
BUILDING B ELEVATIONS

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ZONING CASE 230216-1

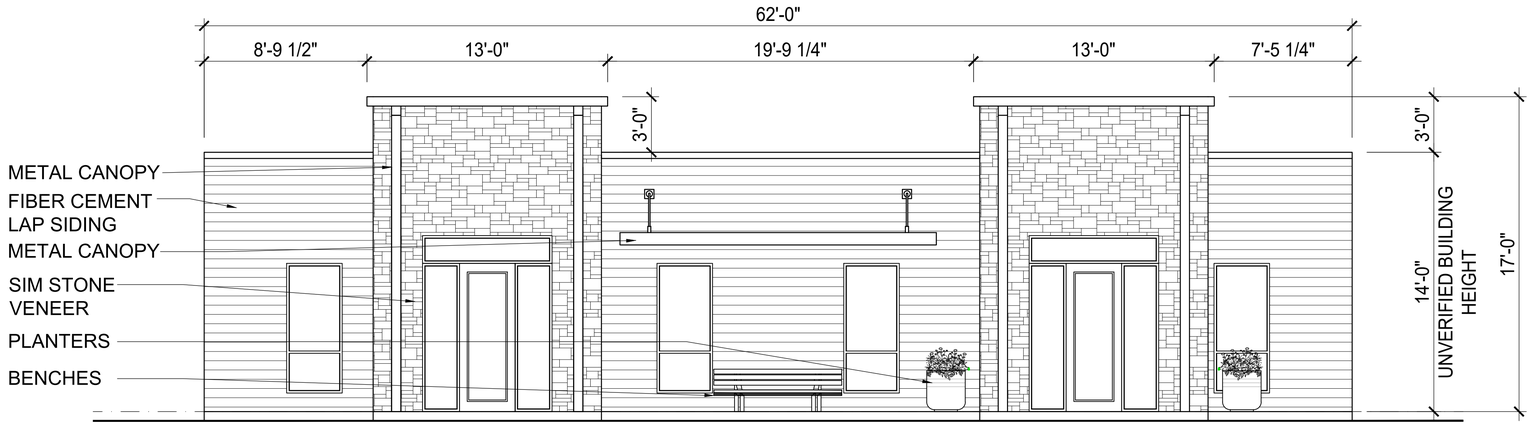
EXHIBIT E

ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. ORNAMENTAL WINDOW HEADERS/LINTELS
4. VARIED ROOF HEIGHTS
5. TRANSOMS
6. PLANTERS
7. BENCHES FOR OUTDOOR SEATING
8. DISPLAY WINDOWS



02 CLUBHOUSE - CONCEPTUAL ELEVATION - SOUTH

SCALE: 1/8" = 1'-0"



01 CLUBHOUSE - CONCEPTUAL ELEVATION - NORTH

SCALE: 1/8" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

DATE: 05.26.23

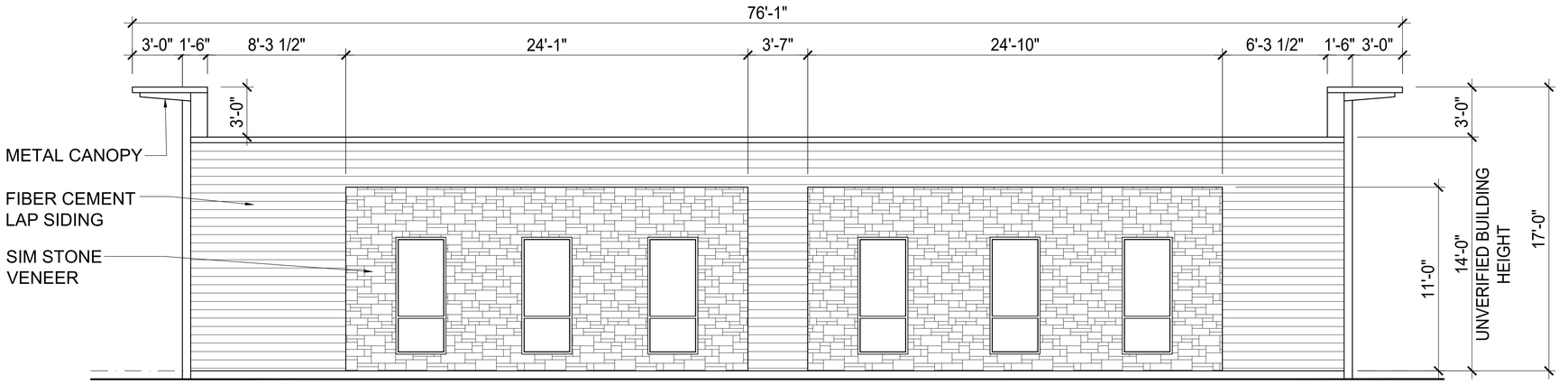
A5.1
CLUBHOUSE ELEVATIONS

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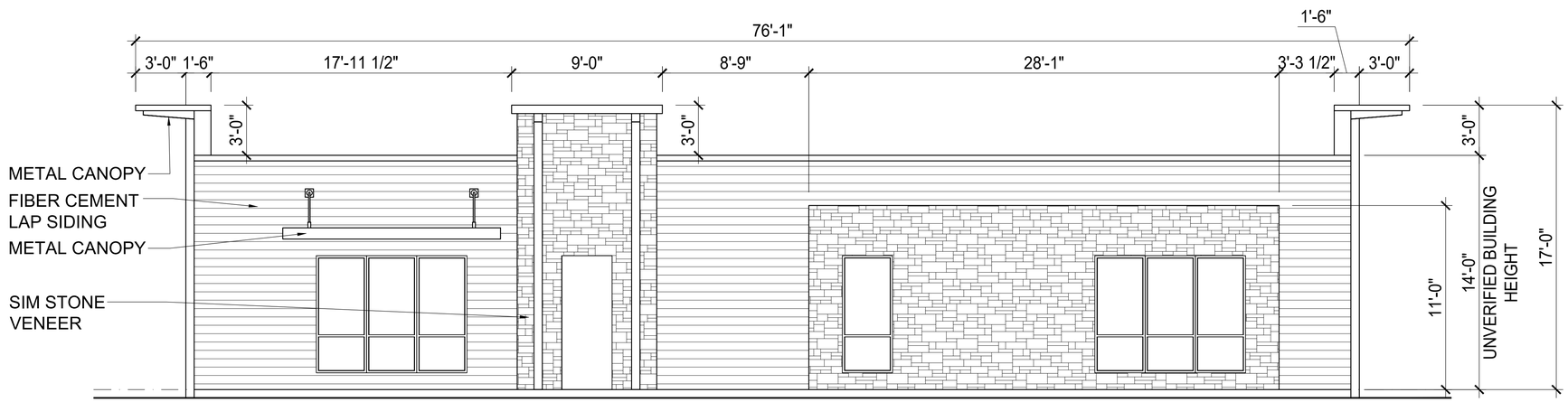
EXHIBIT E

ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. ORNAMENTAL WINDOW HEADERS/LINTELS
4. VARIED ROOF HEIGHTS
5. TRANSOMS
6. PLANTERS
7. BENCHES FOR OUTDOOR SEATING
8. DISPLAY WINDOWS



02 CLUBHOUSE - CONCEPTUAL ELEVATION - WEST

SCALE: 1/8" = 1'-0"



01 CLUBHOUSE - CONCEPTUAL ELEVATION - EAST

SCALE: 1/8" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

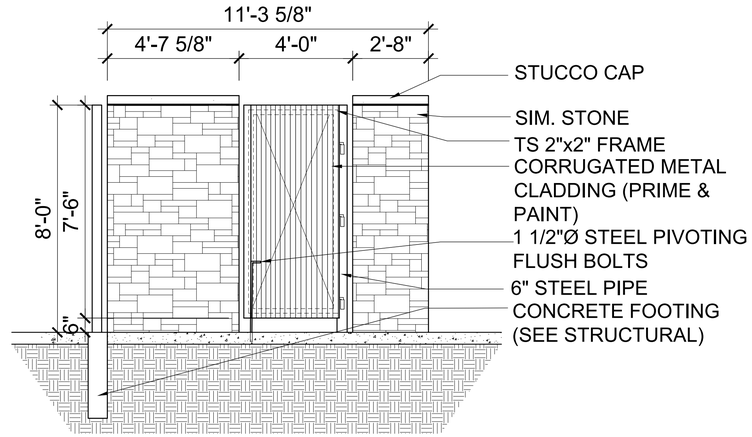
DATE: 05.26.23

A5.2
CLUBHOUSE ELEVATIONS

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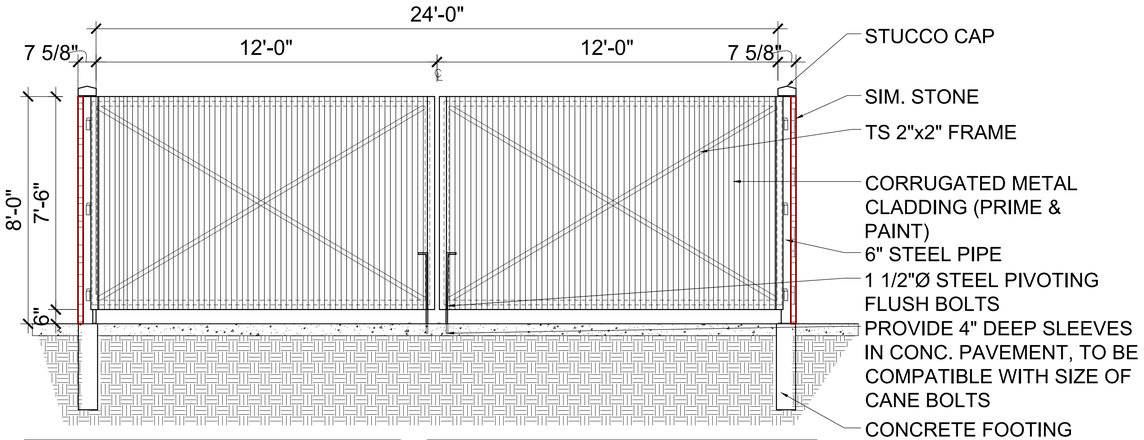
ZONING CASE 230216-1

EXHIBIT E



03 DUMPSTER ENCLOSURE SIDE ELEVATION

SCALE: 3/16" = 1'-0"

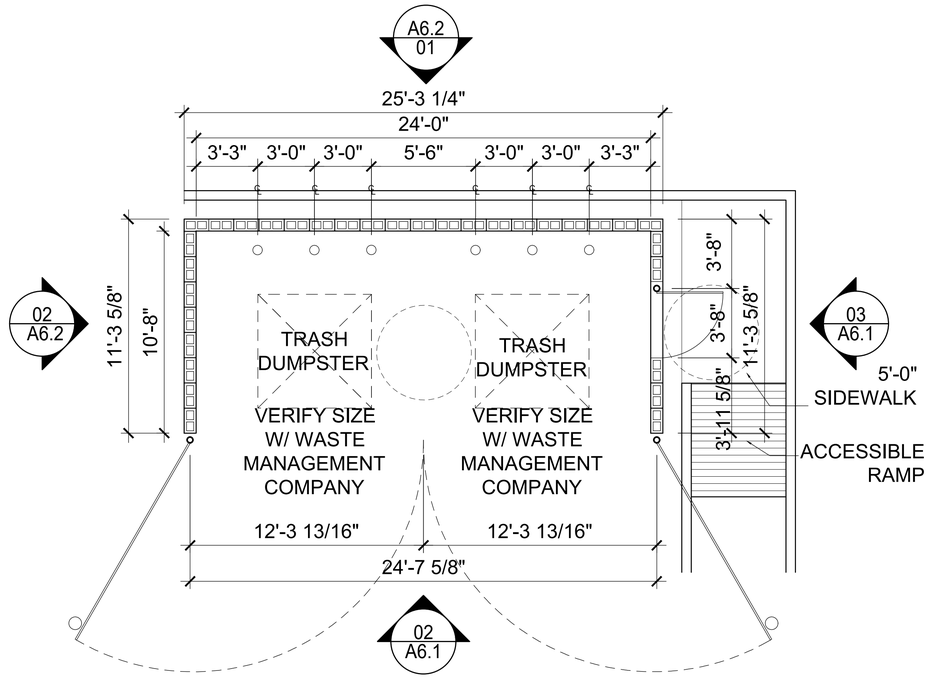


NOTE:
VERIFY DUMPSTER RECEPTACLE TO BE USED PRIOR TO CONSTRUCTION OF ENCLOSURE

NOTE:
PRIME AND PAINT OR POWDER COAT ALL EXPOSED METAL ON THE DUMPSTER ENCLOSURE

02 DUMPSTER ENCLOSURE FRONT ELEVATION

SCALE: 3/16" = 1'-0"



01 DUMPSTER ENCLOSURE PLAN

SCALE: 1/8" = 1'-0"

Cross architects

PROJECT: #20072

RAVI MEHTA - MULTIFAMILY
GARLAND, TEXAS

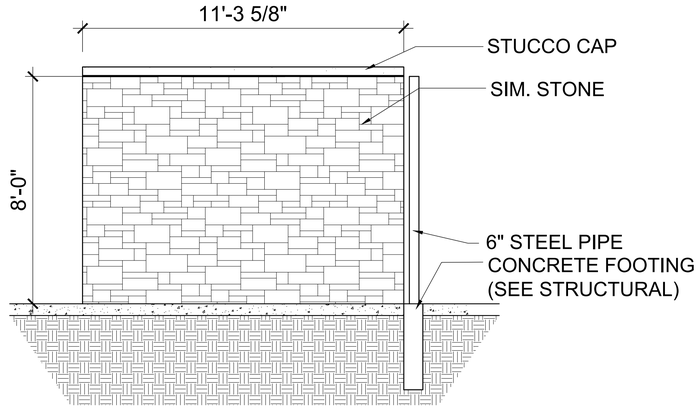
DATE: 05.26.23

A6.1
ACCESSORY PLANS & ELEVATIONS

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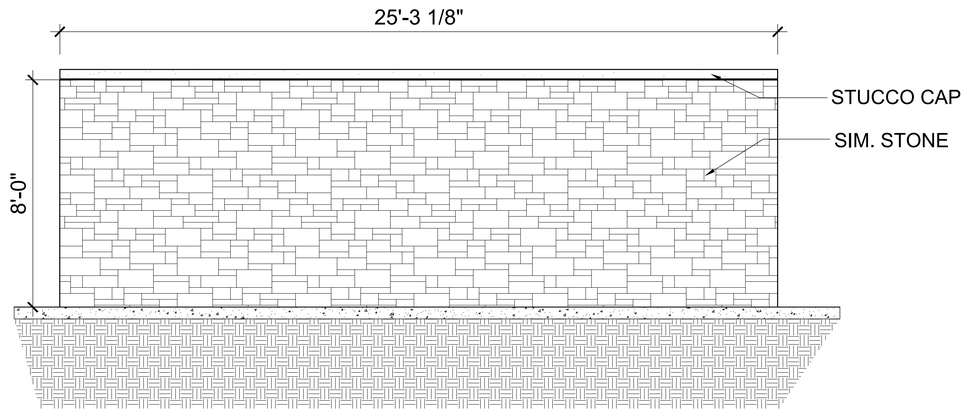
ZONING CASE 230216-1

EXHIBIT E



02 DUMPSTER ENCLOSURE SIDE ELEVATION

SCALE: 3/16" = 1'-0"



01 DUMPSTER ENCLOSURE FRONT ELEVATION

SCALE: 3/16" = 1'-0"

Cross architects

PROJECT: #20072

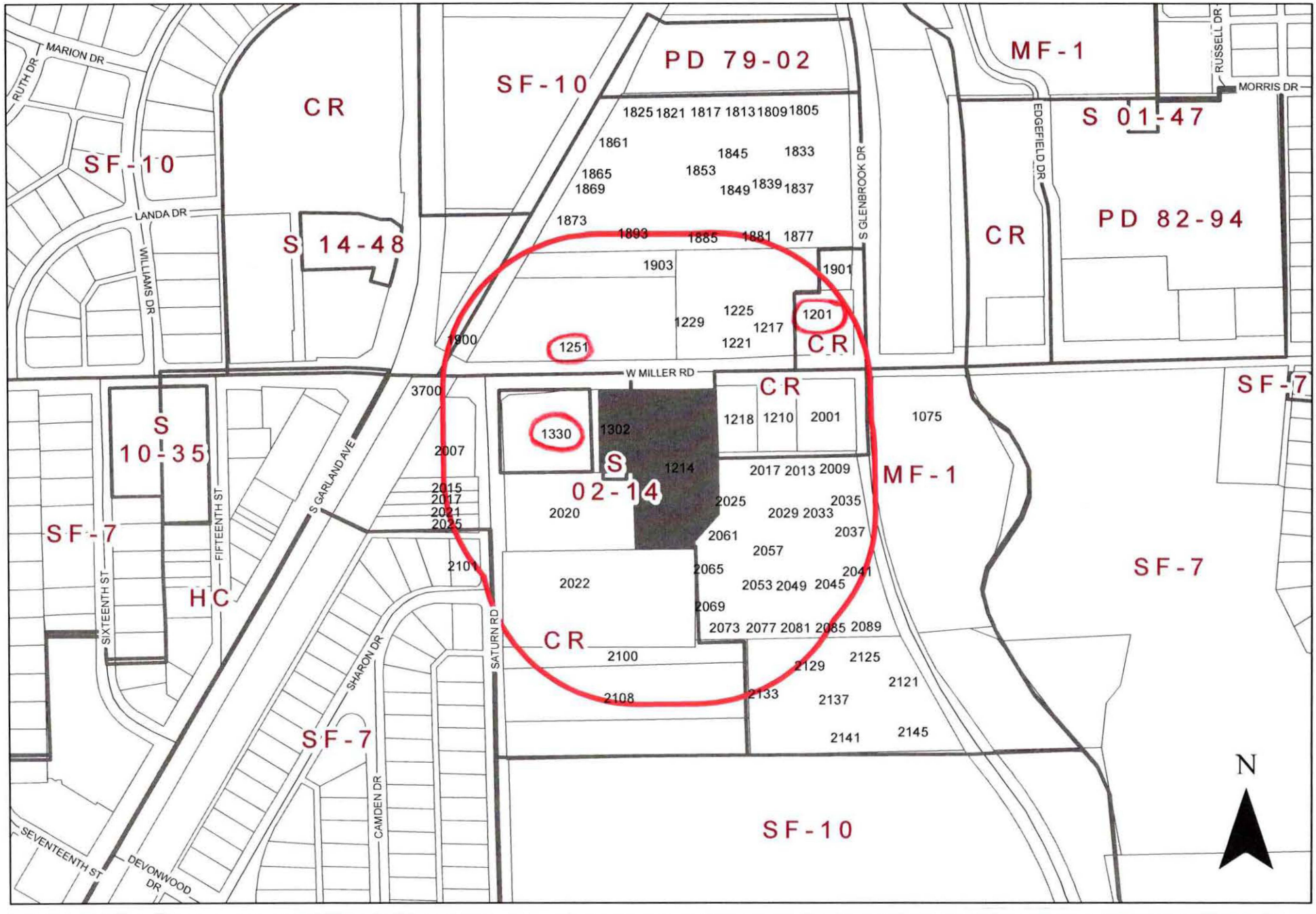
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GARLAND, TEXAS

DATE: 05.26.23

A6.2
ACCESSORY ELEVATIONS

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ZONING CASE 230216-1



ZONING MAP Z 23-12

1214 & 1302 West Miller Road

Comment Form
Case Z 23-12

Z 23-12 Manhard Consulting. The applicant proposes to construct 63 multi-family dwelling units. The existing church building will be used as an amenity for the multi-family development. The site is located at 1214 and 1302 West Miller Road. (District 5)

Z 23-12 Manhard Consulting. El solicitante propone construir 63 unidades de viviendas multifamiliares. El edificio de la iglesia existente se utilizará como un servicio para el desarrollo multifamiliar. El sitio está ubicado en 1214 y 1302 West Miller Road. (Distrito 5)

Z 23-12 Manhard Consulting. Người nộp đơn đề xuất xây dựng 63 đơn vị nhà ở cho nhiều hộ gia đình. Tòa nhà nhà thờ hiện tại sẽ được sử dụng như một tiện nghi cho sự phát triển của nhiều gia đình. Địa điểm này tọa lạc tại 1214 và 1302 West Miller Road. (Quận 5)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☑ For / A Favor / Đúng

☐ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

Mehboob Rajwani / Owner

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

1330 W. Miller Rd.

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland TX 75041

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Signature / Firma / Ch ữ ký

06/26/2023

Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form
Case Z 23-12

Z 23-12 Manhard Consulting. The applicant proposes to construct 63 multi-family dwelling units. The existing church building will be used as an amenity for the multi-family development. The site is located at 1214 and 1302 West Miller Road. (District 5)

Z 23-12 Manhard Consulting. El solicitante propone construir 63 unidades de viviendas multifamiliares. El edificio de la iglesia existente se utilizará como un servicio para el desarrollo multifamiliar. El sitio está ubicado en 1214 y 1302 West Miller Road. (Distrito 5)

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Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

- [X] For / A Favor / Đúng
- [ ] Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

Alejandro Ormeno

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

1201 W. Miller rd

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

Garland - tx 75041

City, State / Estado de la Ciudad / Thành bang

75041

Zip Code / Código postal / Mã B u Chính

Alejandro Ormeno

Signature / Firma / Ch ữ ký

Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

Comment Form
Case Z 23-12

OWNER OF PROPERTY WITHIN NOTIFICATION AREA

Z 23-12 Manhard Consulting. The applicant proposes to construct 63 multi-family dwelling units. The existing church building will be used as an amenity for the multi-family development. The site is located at 1214 and 1302 West Miller Road. (District 5)

Z 23-12 Manhard Consulting. El solicitante propone construir 63 unidades de viviendas multifamiliares. El edificio de la iglesia existente se utilizará como un servicio para el desarrollo multifamiliar. El sitio está ubicado en 1214 y 1302 West Miller Road. (Distrito 5)

Z 23-12 Manhard Consulting. Người nộp đơn đề xuất xây dựng 63 đơn vị nhà ở cho nhiều hộ gia đình. Tòa nhà nhà thờ hiện tại sẽ được sử dụng như một tiện nghi cho sự phát triển của nhiều gia đình. Địa điểm này tọa lạc tại 1214 và 1302 West Miller Road. (Quận 5)

Please Check One Below / Marque uno a continuación / Vui lòng kiểm tra một bên dưới

☑ For / A Favor / Đúng

☐ Against / En Contra / Không

Please complete the following information and email the form to Planning@garlandtx.gov; deliver to the Planning Department at 800 Main Street Garland, TX; or mail to City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Por favor Complete la siguiente información y envíe el formulario por correo electrónico a Planning@garlandtx.gov; entregar al Departamento de Planificación en 800 Main Street Garland, TX; o envíelo por correo a City of Garland, Planning Department, P.O. Box 469002 Garland, TX 75406-9002./ Vui lòng điền đầy đủ thông tin sau và gửi biểu mẫu qua email tới Planning@garlandtx.gov; giao cho Phòng Kế hoạch tại 800 Main Street Garland, TX; hoặc gửi thư đến Thành phố Garland, Sở Kế hoạch, P.O. Hộp 469002 Garland, TX 75406-9002.

GARLAND - MILLS CEMETERY FOUNDATION D. Cecil Williams, President

Printed Name & Title / Nombre Impreso y Título / Tên in và Tiêu đề

(Property Owner, Business Owner, Tenant, etc.) / (Dueño de la propiedad, Dueño de la empresa, Inquilino, etc.) / (Chủ sở hữu bất động sản, Chủ doanh nghiệp, Người thuê, v.v.)

1600 S. GARLAND AVENUE

Your Property Address / La dirección de su propiedad / địa chỉ tài sản

GARLAND, TX

City, State / Estado de la Ciudad / Thành bang

75040

Zip Code / Código postal / Mã B u Chính

[signature]

Signature / Firma / Ch ữ ký

6/16/2023

Date / Fecha / Ngày

(Providing email address and phone number is optional. / La dirección de correo electrónico y el número de teléfono son opcionales. / Địa chỉ email và số điện thoại là tùy chọn.)

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The applicant requests approval to construct 63 multi-family dwelling units.

City Council Meeting

July 18, 2023

Z 23-12

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CASE INFORMATION

Location: 1214 & 1302 West Miller Road

Applicant: Manhard Consulting

Owner: La Rosa Capital

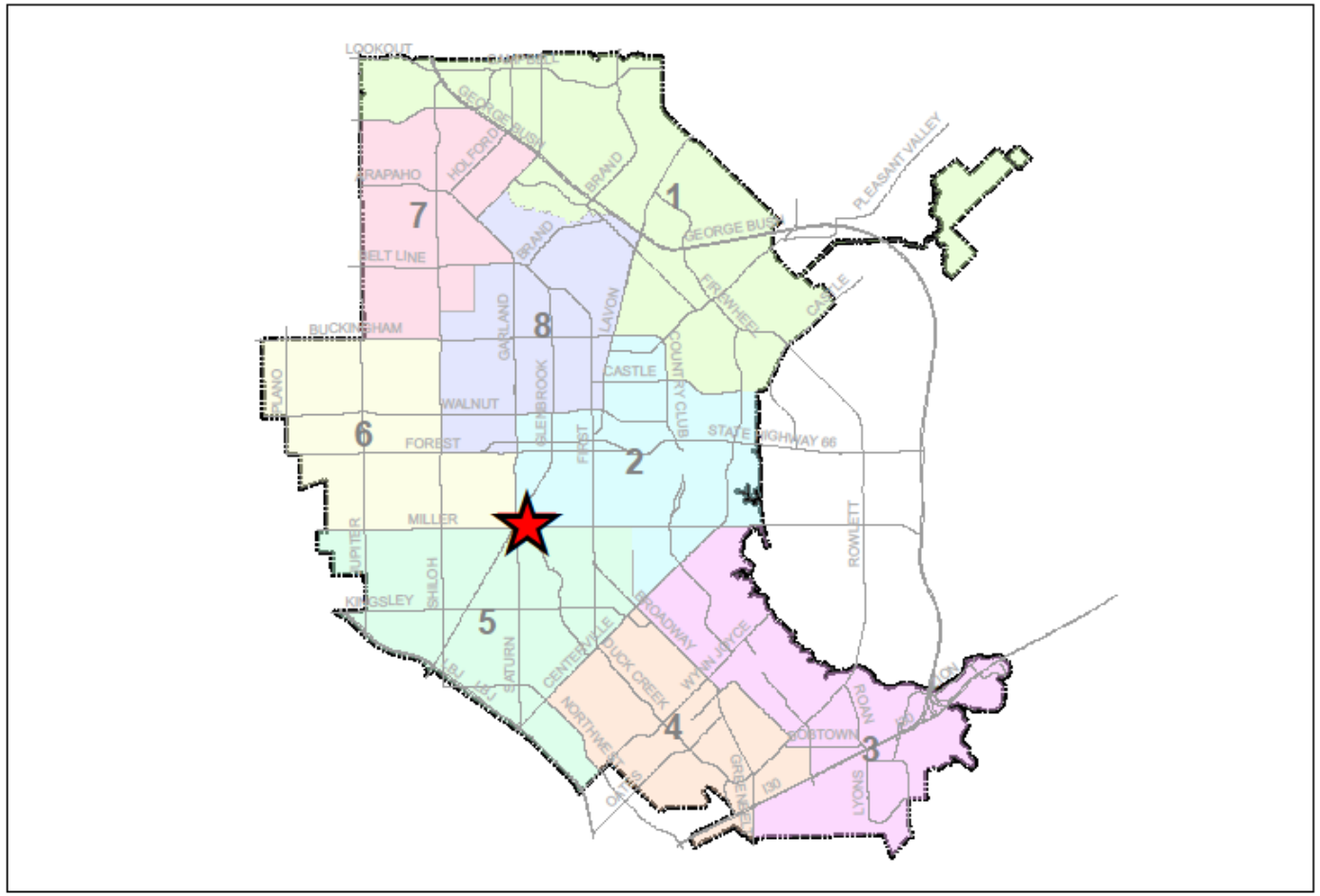
Acreage: 2.29 acres

Zoning: Community Retail (CR) District & Multi-Family-1 (MF-1) District

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CITYWIDE LOCATION MAP

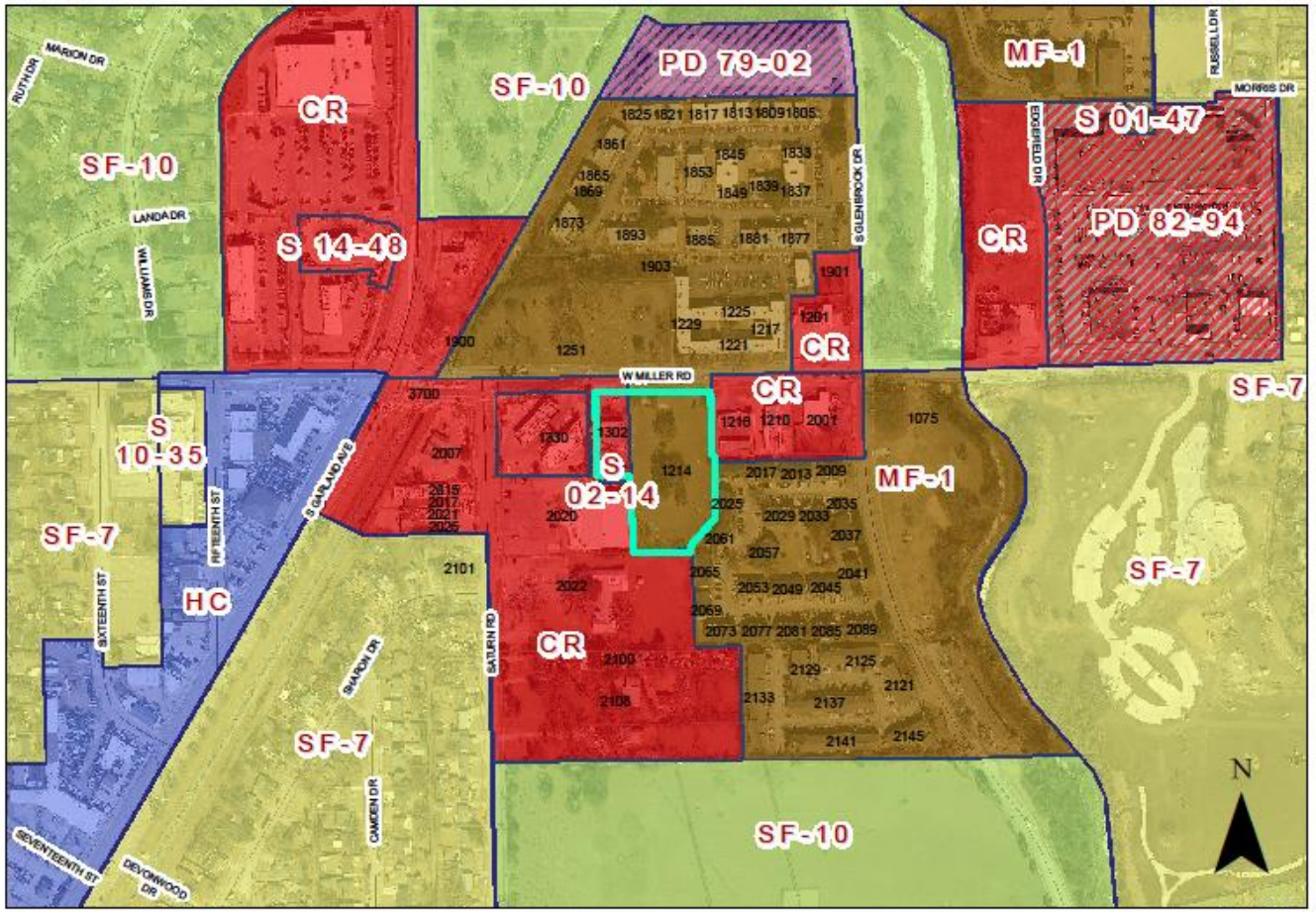


0 1 2 Miles 1 in = 2 miles | **ZONING MAP Z 23-12** | ★ INDICATES AREA OF REQUEST

Z 23-12

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LOCATION MAP



0 210 420 Feet
1 inch = 322 feet

ZONING MAP Z 23-12

INDICATES AREA OF REQUEST

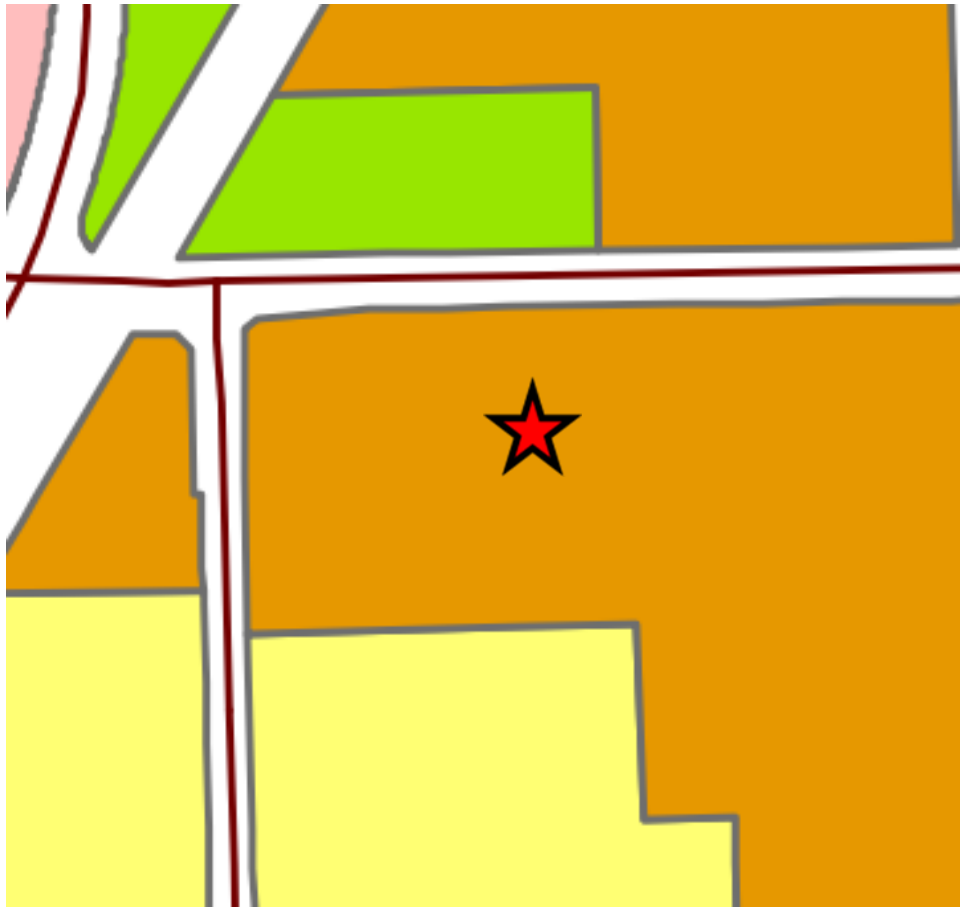
1214 & 1302 West Miller Road

Z 23-12

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COMPREHENSIVE PLAN

Urban Neighborhoods



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COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Urban Neighborhoods for the subject site.

Urban neighborhoods are higher density residential developments. This residential option may utilize vertical mixed-use integrated into the surrounding area, reflecting the area's dominant character or, when desired, promoting a new character.

This proposed use is generally compatible with the Comprehensive Plan.

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PHOTOS



View of the subject site looking South from W Miller Road. The Church is visible on the right side of the screen.



View from the subject site looking North toward W Miller Road. The Cemetery and Multi-Family development are shown.

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PHOTOS



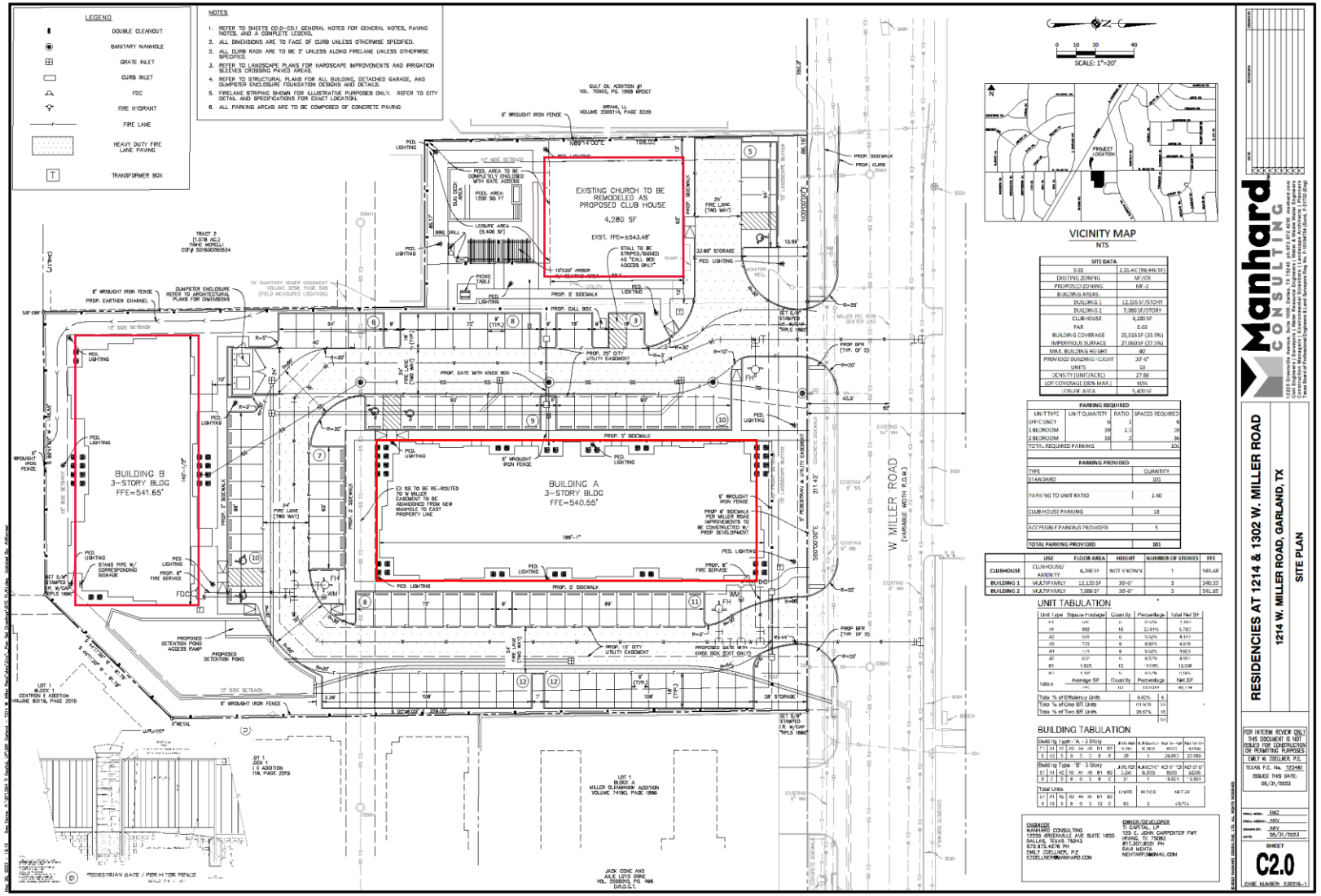
View from the subject site looking East down W Miller Road



View from the subject site looking West down W Miller Road toward Shiloh Road.

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SITE PLAN



Z 23-12

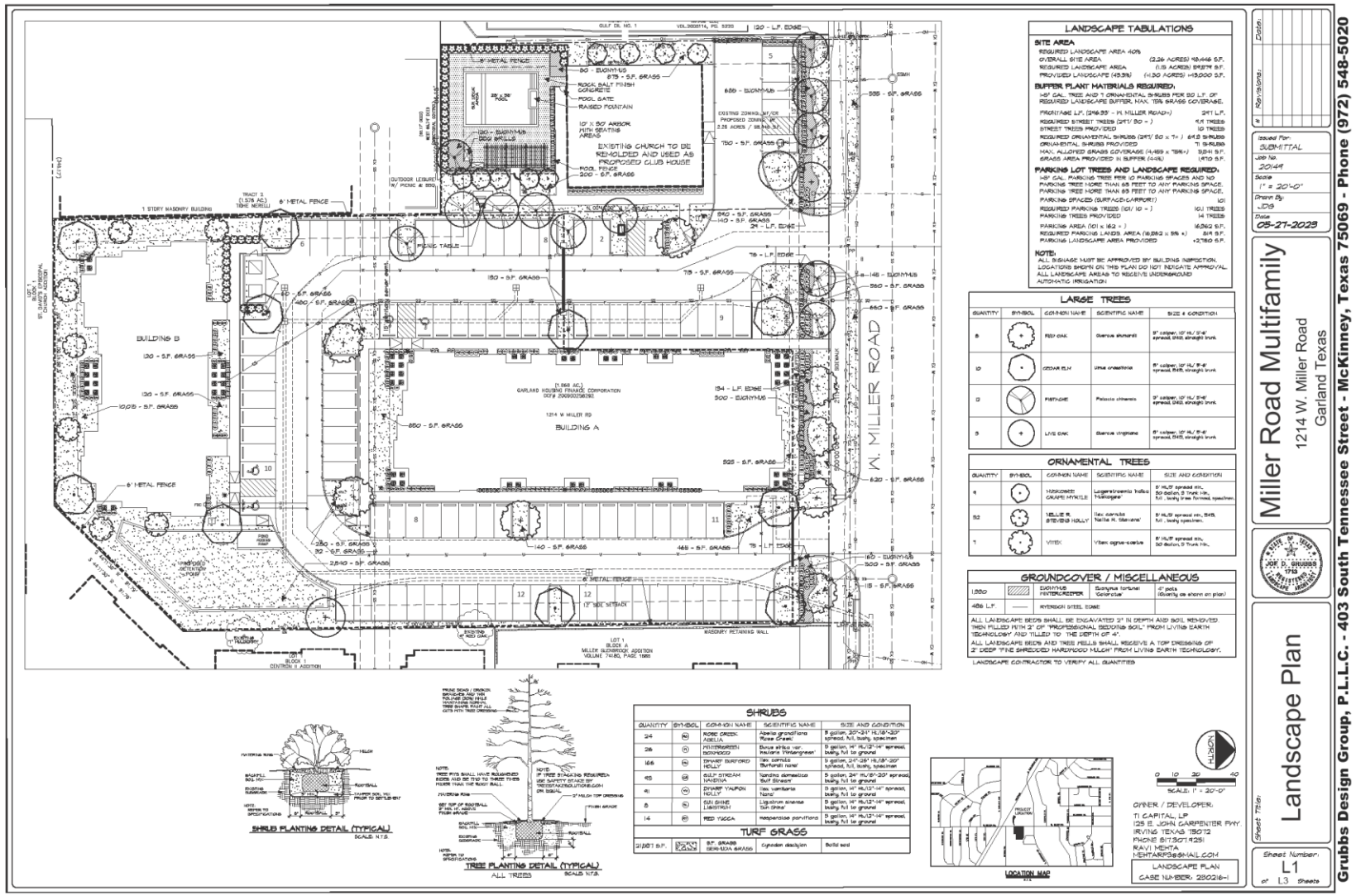
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Dwelling Unit/Mix

Bedroom	Minimum Size (Sq Ft)	Proposed Size (Sq Ft)	Number of Units
Efficiency	500	530	6
One-Bed	650	652, 691, 703, 771, and 802	39
Two-Bed	800	1,028, 1,101	18

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LANDSCAPE PLAN



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BUILDING ELEVATIONS

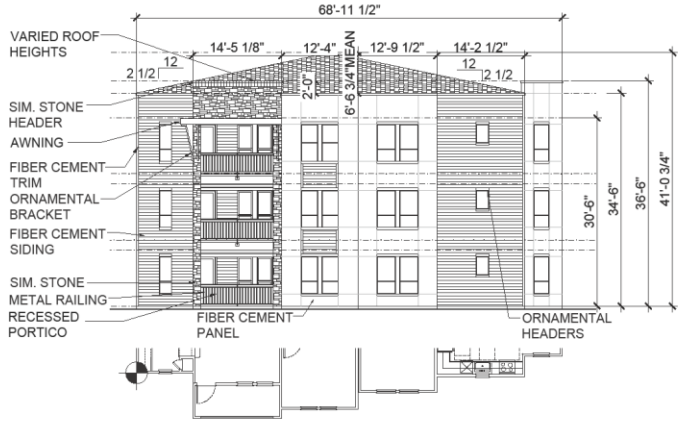
ELEMENTS PROVIDED
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2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS

VERTICAL ARTICULATION

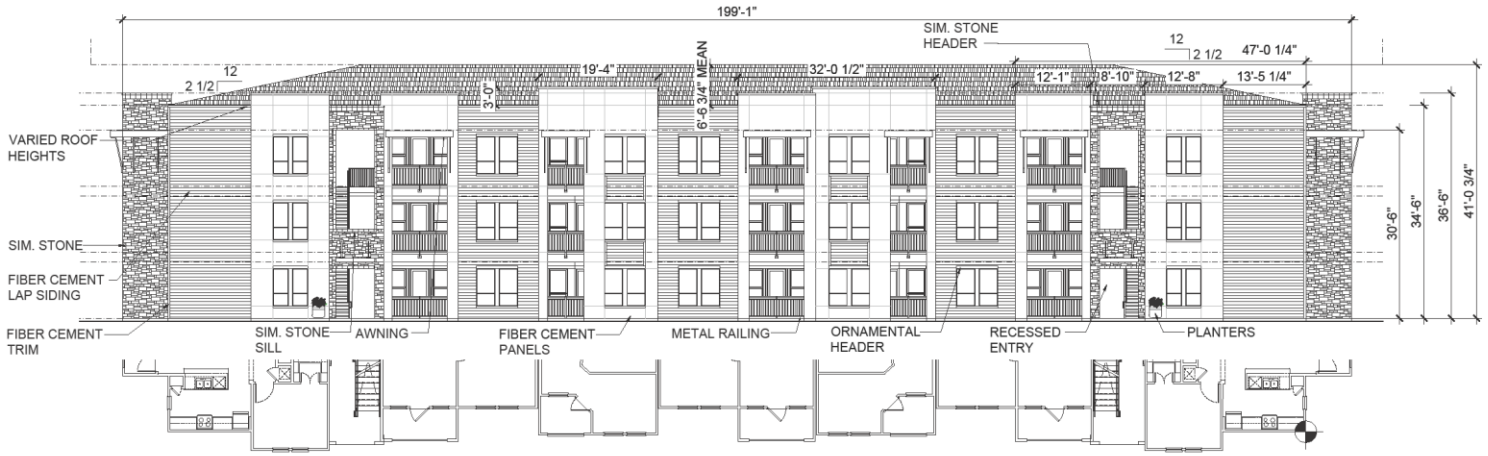
	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	23'-4"	N/A-NOT A STREET FACING FACADE	4'-0"
NORTH ELEVATION (MILLER RD.)	68'-11 1/2"	13'-9" MIN (69'-0" X 20%)	23'-4"	4'-6" MIN (69'-0" / 50"=1.38) (1.36 x 3 = 4.14)	4'-0"
WEST ELEVATION	199'-1"	N/A NOT A STREET FACING FACADE	63'-10"	N/A-NOT A STREET FACING FACADE	20'-0"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	57'-2"	N/A-NOT A STREET FACING FACADE	20'-0"

HORIZONTAL ARTICULATION

	FACADE LENGTH	HORIZONTAL ARTICULATION		DEPTH ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	68'-11 1/2"	N/A-NOT A STREET FACING FACADE	52'-5 1/2"	N/A-NOT A STREET FACING FACADE	14'-8 1/4"
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WEST ELEVATION	199'-1"	N/A-NOT A STREET FACING FACADE	145'-5"	N/A-NOT A STREET FACING FACADE	40'-7"
EAST ELEVATION	178'-10"	N/A-NOT A STREET FACING FACADE	133'-11"	N/A-NOT A STREET FACING FACADE	25'-8"



02 BUILDING 'A' - ELEVATION - NORTH
SCALE: 1/16" = 1'-0"



01 BUILDING 'A' - ELEVATION - WEST
SCALE: 1/16" = 1'-0"

Cross architects
PROJECT: #20072

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BUILDING A ELEVATIONS
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BUILDING ELEVATIONS

ELEMENTS PROVIDED
1. AWNINGS/CANOPIES
2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS

VERTICAL ARTICULATION

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02 BUILDING 'A' - ELEVATION - SOUTH
SCALE: 1/16" = 1'-0"



01 BUILDING 'A' - ELEVATION - EAST
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BUILDING ELEVATIONS

VERTICAL ARTICULATION

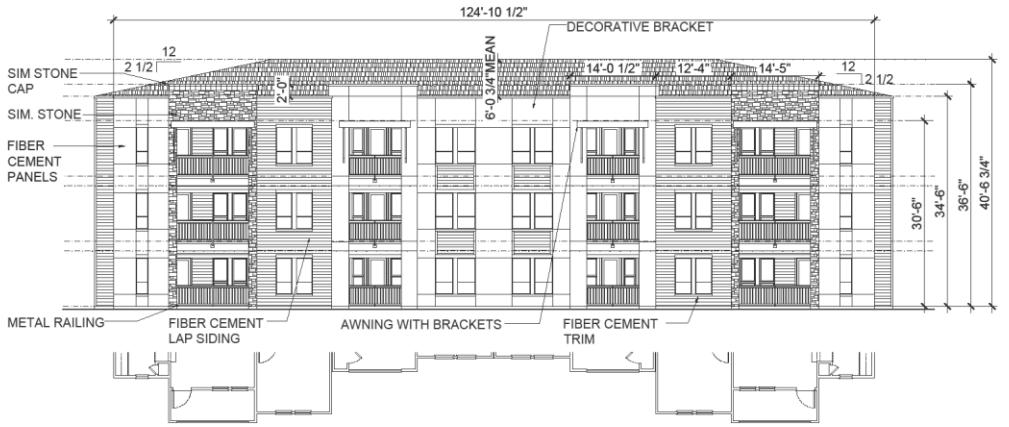
	FACADE LENGTH	VERTICAL ARTICULATION		HEIGHT ARTICULATION	
		REQUIRED	PROVIDED	REQUIRED	PROVIDED
SOUTH ELEVATION	124'-10 1/2"	N/A-NOT A STREET FACING FACADE	53'-6"	N/A-NOT A STREET FACING FACADE	8'-0"
NORTH ELEVATION	140'-0 1/2"	28' MIN (140'-1" X 20%)	71'-1"	8'-6" MIN (140'-1") 50"=2.8) (2.8 x 3 = 8.4)	14'-0"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	18'-0"	N/A-NOT A STREET FACING FACADE	4'-0"
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HORIZONTAL ARTICULATION

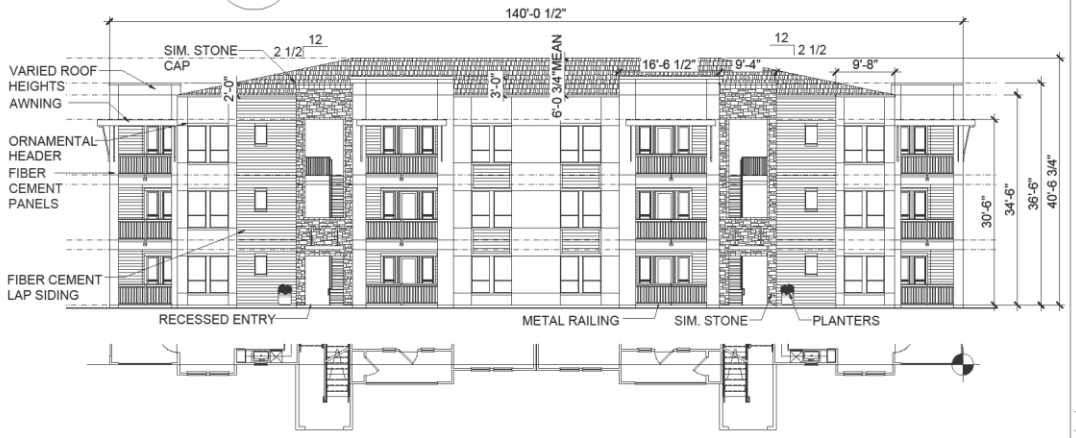
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NORTH ELEVATION	140'-0 1/2"	42' MIN (140'-1" X 30%)	71'-1"	10' MIN (140'-1") 30"=4.7) (4.7 x 2 = 9.4)	14'-6 3/4"
WEST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"
EAST ELEVATION	65'-5 1/2"	N/A-NOT A STREET FACING FACADE	56'-4 3/4"	N/A-NOT A STREET FACING FACADE	7'-7"

ELEMENTS PROVIDED

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2. ALCOVES/PORTICOS
3. RECESSED ENTRIES
4. ORNAMENTAL WINDOW HEADERS/LINTELS
5. VARIED ROOF HEIGHTS
6. DIVIDED LIGHT WINOWS
7. PLANTERS



02 BUILDING TYPE 'B' - ELEVATION - SOUTH
SCALE: 1/16" = 1'-0"



01 BUILDING TYPE 'B' - ELEVATION - NORTH
SCALE: 1/16" = 1'-0"

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BUILDING ELEVATIONS

VERTICAL ARTICULATION

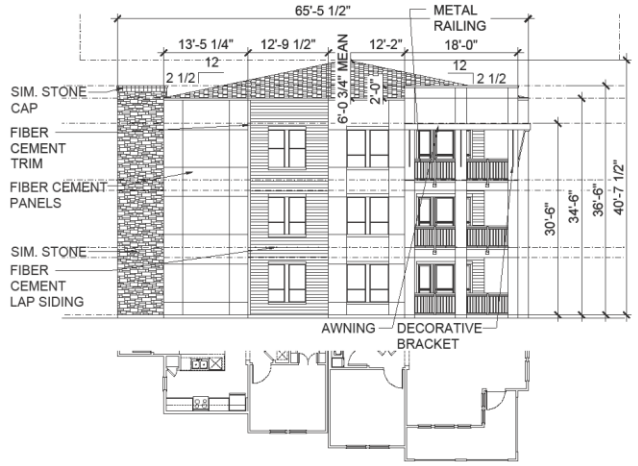
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HORIZONTAL ARTICULATION

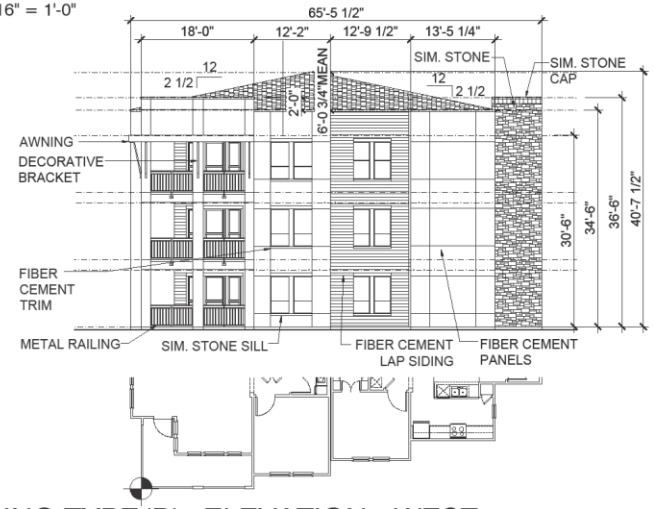
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7. PLANTERS



02 BUILDING TYPE 'B' - ELEVATION -EAST
SCALE: 1/16" = 1'-0"



01 BUILDING TYPE 'B' - ELEVATION - WEST
SCALE: 1/16" = 1'-0"

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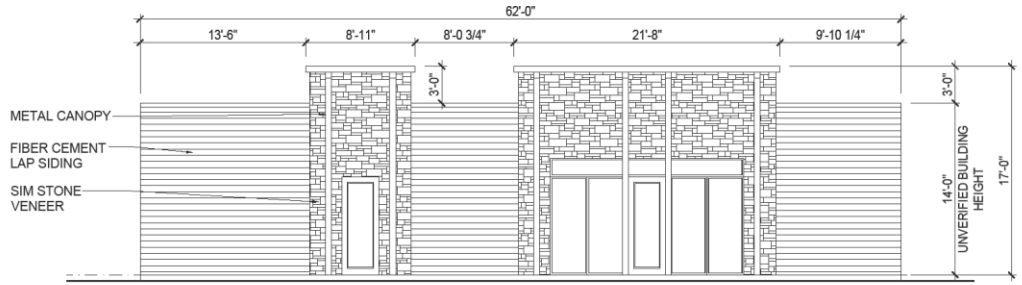
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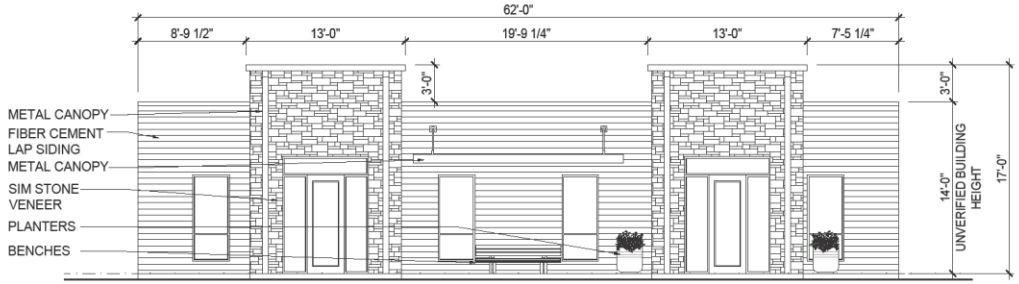
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BUILDING ELEVATIONS

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4. VARIED ROOF HEIGHTS
5. TRANSOMS
6. PLANTERS
7. BENCHES FOR OUTDOOR SEATING
8. DISPLAY WINDOWS



02 CLUBHOUSE - CONCEPTUAL ELEVATION - SOUTH
SCALE: 1/8" = 1'-0"



01 CLUBHOUSE - CONCEPTUAL ELEVATION - NORTH
SCALE: 1/8" = 1'-0"

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CLUBHOUSE ELEVATIONS

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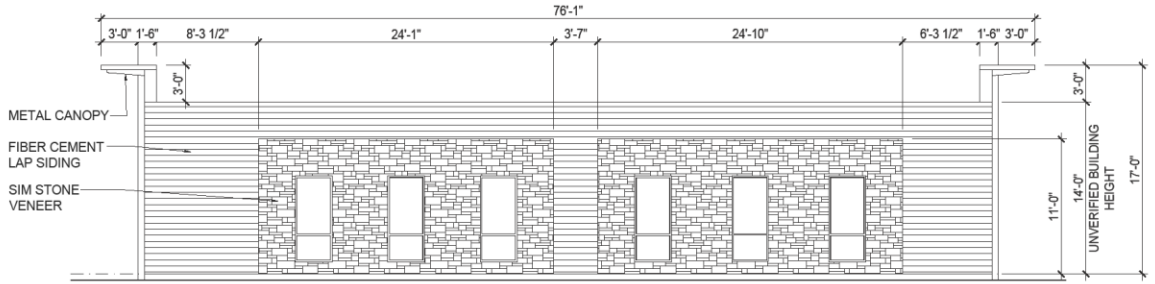
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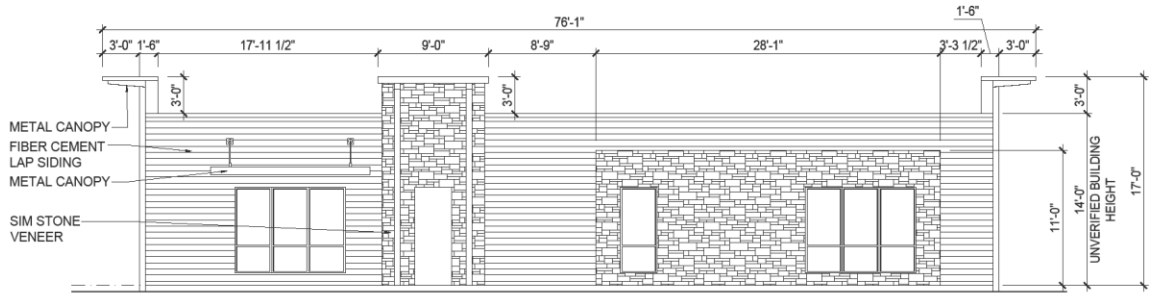
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BUILDING ELEVATIONS

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6. PLANTERS
7. BENCHES FOR OUTDOOR SEATING
8. DISPLAY WINDOWS



02 CLUBHOUSE - CONCEPTUAL ELEVATION - WEST
SCALE: 1/8" = 1'-0"



01 CLUBHOUSE - CONCEPTUAL ELEVATION - EAST
SCALE: 1/8" = 1'-0"

Cross architects
PROJECT: #20072

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CLUBHOUSE ELEVATIONS
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CONSIDERATIONS

- City Council denied request on May 18, 2021.
- Plan Commission recommended approval (8-0) on April 26, 2021, with the recommendation to add more pedestrian lighting behind Building B and near amenity area.

- Changes since 2021:
  - Pedestrian lighting has been added per Plan Commission's recommendation.
  - 1 parking space added. Proposal meets parking requirements.
  - Updated building elevations. Applicant contends it is a more modern style.
  - Density proposed is the same, but no longer a deviation per MF-2 District. PD Conditions will limit number of units to 63.
  - Building placement is no longer a code requirement or deviation needed.
  - Covered parking is no longer a code requirement or deviation needed.

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CONSIDERATIONS

No GDC deviations are being requested by the applicant

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STAFF RECOMMENDATION

Approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 (MF-2) Uses

Approval of a Detail Plan for Multi-Family-Development

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PLAN COMMISSION

On June 26, 2023 the Plan Commission, by a vote of eight (8) to zero (0), recommended approval of a Change in Zoning from Community Retail (CR) District and Multi-Family-1 (MF-1) District to a Planned Development (PD) District for Multi-Family-2 Uses

The Plan Commission, by a vote of eight (8) to zero (0), also recommended approval of a Detail Plan for a Multi-Family Development.

In addition, the Plan Commission recommended the applicant to work with the Transportation Department to mitigate concerns about ingress and egress and drivers making left turns. The applicant has since added curb improvements and “right turn only” signage accordingly, to help prevent left turns out of the development.

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GARLAND
PLANNING REPORT

City Council Regular Session Agenda **7. i.**

Meeting Date: 07/18/2023

Item Title: Z 23-18 Petitt-ECD - Planned Development Amendment (District 5)

Submitted By: Matthew Wolverton, Development Planner

REQUEST

Approval of an amendment to Planned Development (PD) District 03-54 for Heavy Commercial Uses.

Approval of a Detail Plan amendment for an Automotive Service Building.

LOCATION

11511 & 11611 LBJ Freeway

OWNER

Jupiter Chevrolet Properties, Ltd.

PLAN COMMISSION RECOMMENDATION

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BACKGROUND

The subject site is currently developed with a building for car sales as well as a larger building for auto sales and automotive service. There will be a new automotive service building constructed in front of the current auto sales and service building. The existing buildings will remain unchanged.

SITE DATA

The overall site consists of approximately 9.488 acres with approximately 1060 lineal feet of frontage along LBJ Freeway. The site plan (Exhibit C) shows two (2) access points from LBJ Freeway.

USE OF PROPERTY UNDER CURRENT ZONING

The site is zoned Planned Development (PD) District 03-54 for Heavy Commercial uses with Automobile Sales, Leasing, and Repair. The PD 03-54 Detail Plan was approved for the current Jupiter Chevrolet. All future development requires approval of a Detail Plan through the public hearing process.

CONSIDERATIONS

1. Development and Site Plan

   The applicant proposes to construct a 9,584 square-foot automotive service building as an expansion to the existing Jupiter Chevrolet site (Exhibit C). The automotive service building will contain ten (10) service bays.

2. Parking

   The proposed development will reduce the parking by 71 spaces and is not expected to adversely impact the site. The site still meets GDC parking requirements.

3. Landscaping

   The development does not trigger additional landscaping requirements. There is existing landscaping on-site.

4. Building Design

   The building elevations meet the building design standards per the GDC.

5. Screening and Automotive Service Bay Doors

   The GDC Section 2.52(3)(c) requires service bay doors to not face any street. The proposed ten (10) automotive service bays are facing LBJ Freeway.
   The applicant proposes an eight (8)-foot tall screening wall to help conceal the automotive service bays from street view.

6. Summary of Deviations

Development Standards	Required	Proposed	Analysis
Automotive Service Bay Doors	No service bay doors may face a public street	10 automotive service bay doors facing IH-635. However, an 8-foot screening wall is provided accordingly.	The current site contains 12 street-facing automotive service bay doors. The new building will be constructed in front of the current structure, and an 8-foot screening wall, that is not required per the GDC, will be built in front to better conceal the structure from LBJ Freeway (Exhibit E).

COMPREHENSIVE PLAN

Business centers provide a cluster of business offices and/or low impact industry, including campus-type development, that cumulatively employ large numbers of people. Operations within this development type occur internal to buildings resulting in minimal negative impacts (sound, air, traffic, outdoor lighting, storage, etc.) and are compatible with adjacent development types in architecture, character, scale, and intensity. Business centers are generally located at intersections of major and/or secondary arterial streets or significant transit areas (bus/rail). Proximity and access to residential areas are encouraged to reduce travel times to employment. Site design addresses function and visual aesthetics providing appropriate buffering at gateway corridors, between adjacent developments, and for residential neighborhoods. Business centers range in scale and intensity based on the surrounding vicinity and may consist of one or more buildings. This development type includes a variety of primary and secondary uses, including compatible residential uses, that support the business employment sector.

COMPATIBILITY OF REQUEST WITH SURROUNDING ZONING AND LAND USES

The properties to the north are zoned Industrial (IN) District; these properties are developed with warehouses, manufacturing, and distribution centers. The land to the West is zoned Planned Development (PD) District 99-01, Light Commercial (LC) District, and Industrial (IN) District; these properties include a convenience store with fuel pumps, a retail store, and a Hotel/Motel. The land to the South contains LBJ Freeway. The property to the East is zoned Planned Development (PD) District 01-26; this property contains an automobile dealership.

Attachments

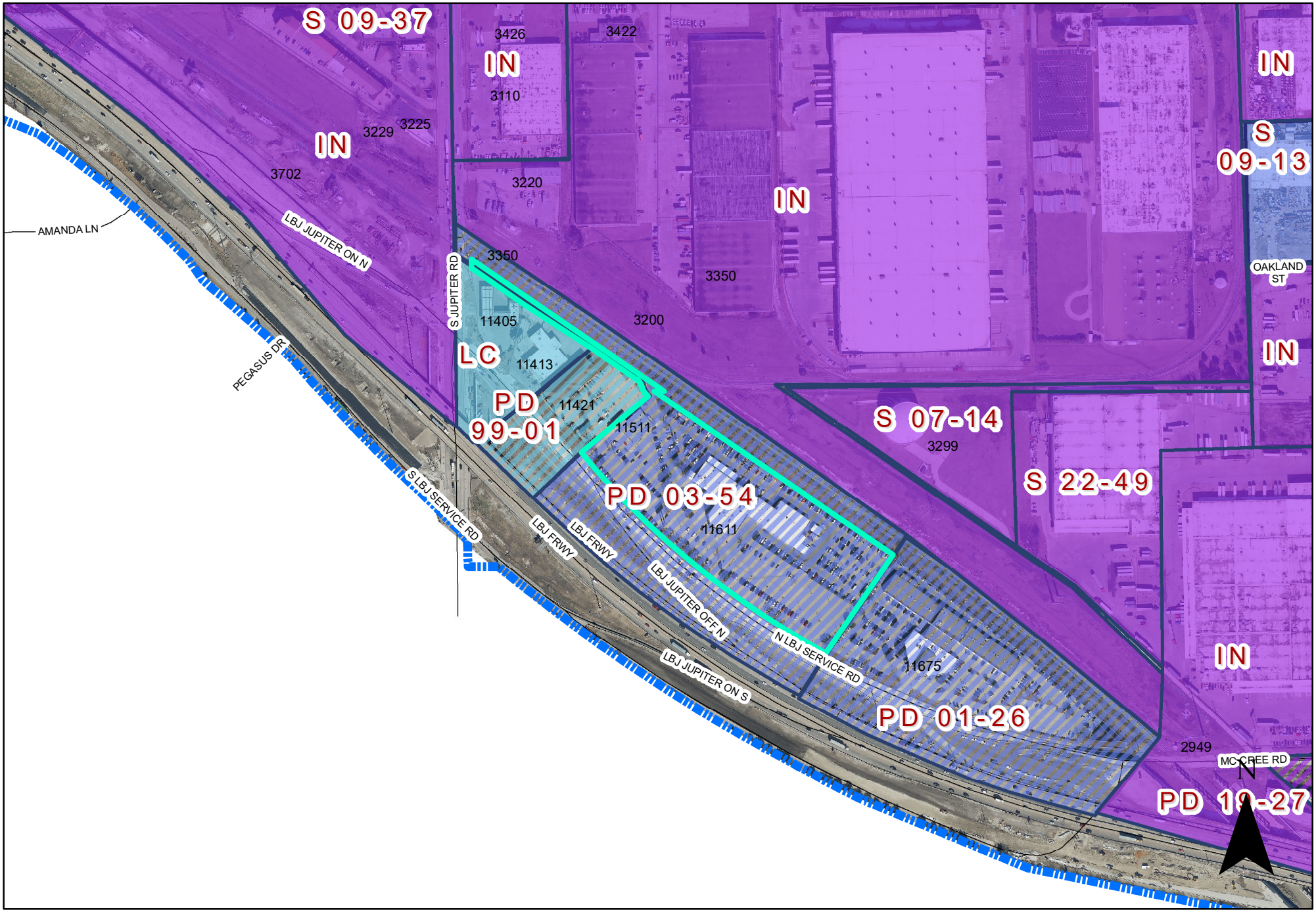
Z 23-18 Location Map

Z 23-18 Conditions

Z 23-18 R&M - Planned Development Amendment

Z 23-18 Responses

Z 23-18 Staff Presentation



ZONING MAP Z 23-18

11611 Lyndon B. Johnson Freeway

PLANNED DEVELOPMENT CONDITIONS

ZONING FILE Z 23-18

11511 & 11611 LBJ Freeway

I. Statement of Purpose: The purpose of this Planned Development is to allow and regulate the development of an additional automotive service building on the subject property.

II. Statement of Effect: This Planned Development (PD) shall not affect any regulation found in the Garland Development Code, Ordinance No. 6773, as amended prior to adoption of this ordinance, except as specifically provided herein.

III. General Regulations: All regulations of the Planned Development (PD) District 03-54 and Heavy Commercial (HC) District and Site Development Standards as set forth in Chapter 2 of the Garland Development Code are included by reference and shall apply, except as otherwise specified by this ordinance.

IV. Development Plans:

Detail Plan: Development shall be in general conformance with the Detail Plan labeled Exhibit C through Exhibit E. In the event there is conflict between the approved Detail Plan and the Specific Regulations below, the Specific Regulations shall apply.

V. Specific Conditions:

A. Site Plan: The site layout, building placement, parking and other development proposed shall be in general conformance with the approved Site Plan labeled Exhibit C.

B. Landscape Plan: Screening and landscaping shall be in general conformance with the landscape plan labeled Exhibit D.

C. Elevations: Building Elevations shall be in general conformance with the elevations labeled Exhibit E.

EXHIBIT B

D. Signage: All signage shall comply with the standards in the Garland Development Code.

EXHIBIT B

REPORT & MINUTES

P.C. Meeting, June 26, 2023

4f. APPROVED Consideration of the application of **Petitt-ECD,** requesting approval of an amendment to Planned Development (PD) District 03-54 for Heavy Commercial Uses. This property is located at 11511 & 11611 Lyndon B. Johnson Freeway. (District 5) (File Z 23-18 – Planned Development Amendment)

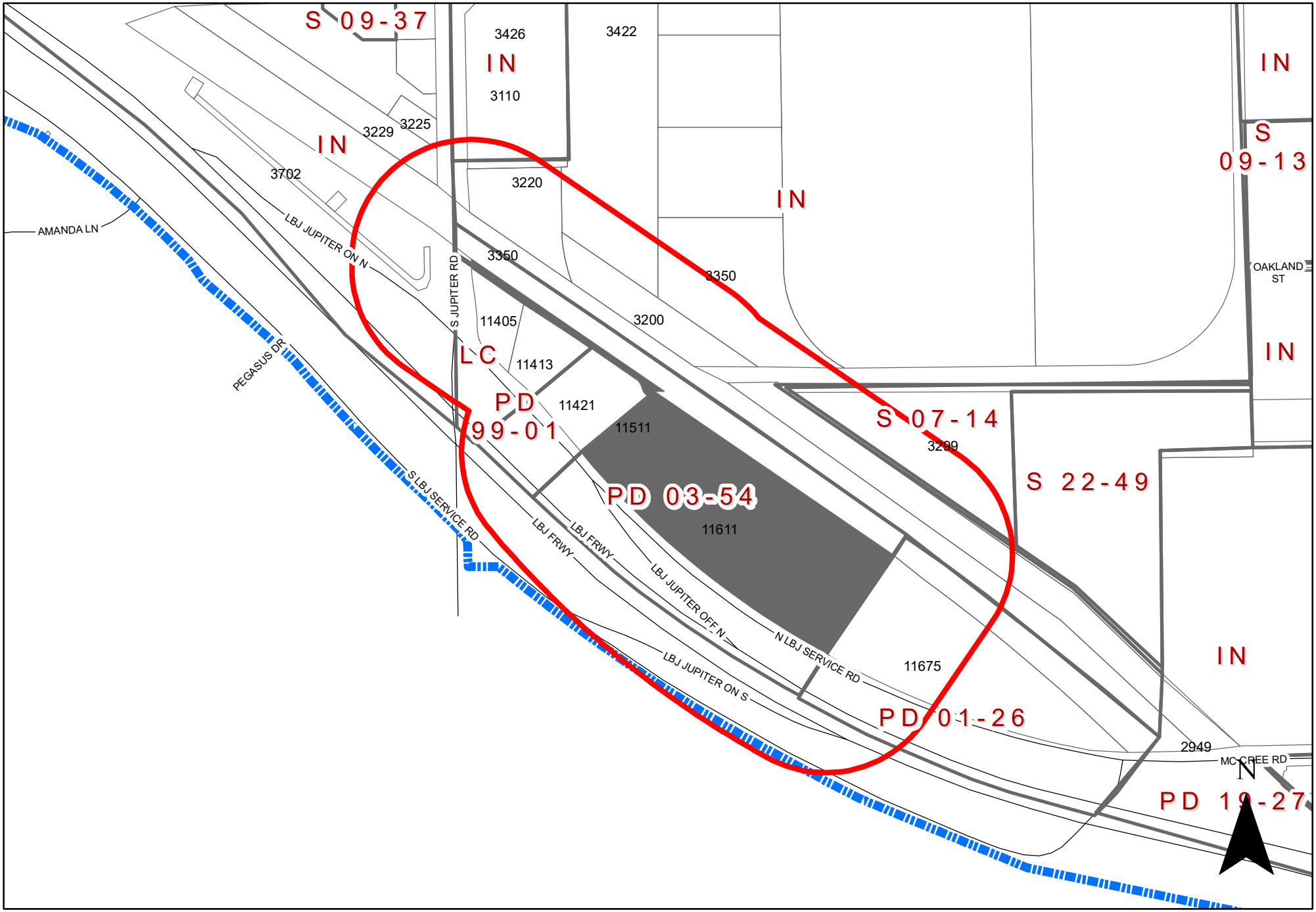
The applicant, Michael G. Matetich, Sr., 5753 Glen Eagles Drive, Plano, TX., and civil engineer, Bill Thomas, 201 Windco Circle, Wylie, TX., provided an overview of the request, and remained available for questions.

Chair Roberts thanked the applicant for going above and beyond and putting the wall in front of the doors.

Commissioner Aubin welcomed the applicant to the community and thanked them as well for adding the wall in front of the doors.

Commissioner Dalton stated that as part of the reconstruction of I-635 it is now lower than the service road so there is a high possibility that the service bays will no longer be visible.

Motion by Commissioner Aubin to close the public hearing and **approve** the application as presented. Seconded by Commissioner Williams. **Motion carried**: **8** Ayes, **0** Nays.



11611 Lyndon B. Johnson Freeway

To date we have not received any responses for this case.

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The applicant requests approval to amend Planned Development (PD) District 03-54 to construct an automotive service building with 10 service bays.

City Council Meeting

July 18, 2023

Z 23-18

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CASE INFORMATION

Location: 11511 & 11611 LBJ Freeway

Applicant: Petitt-ECD

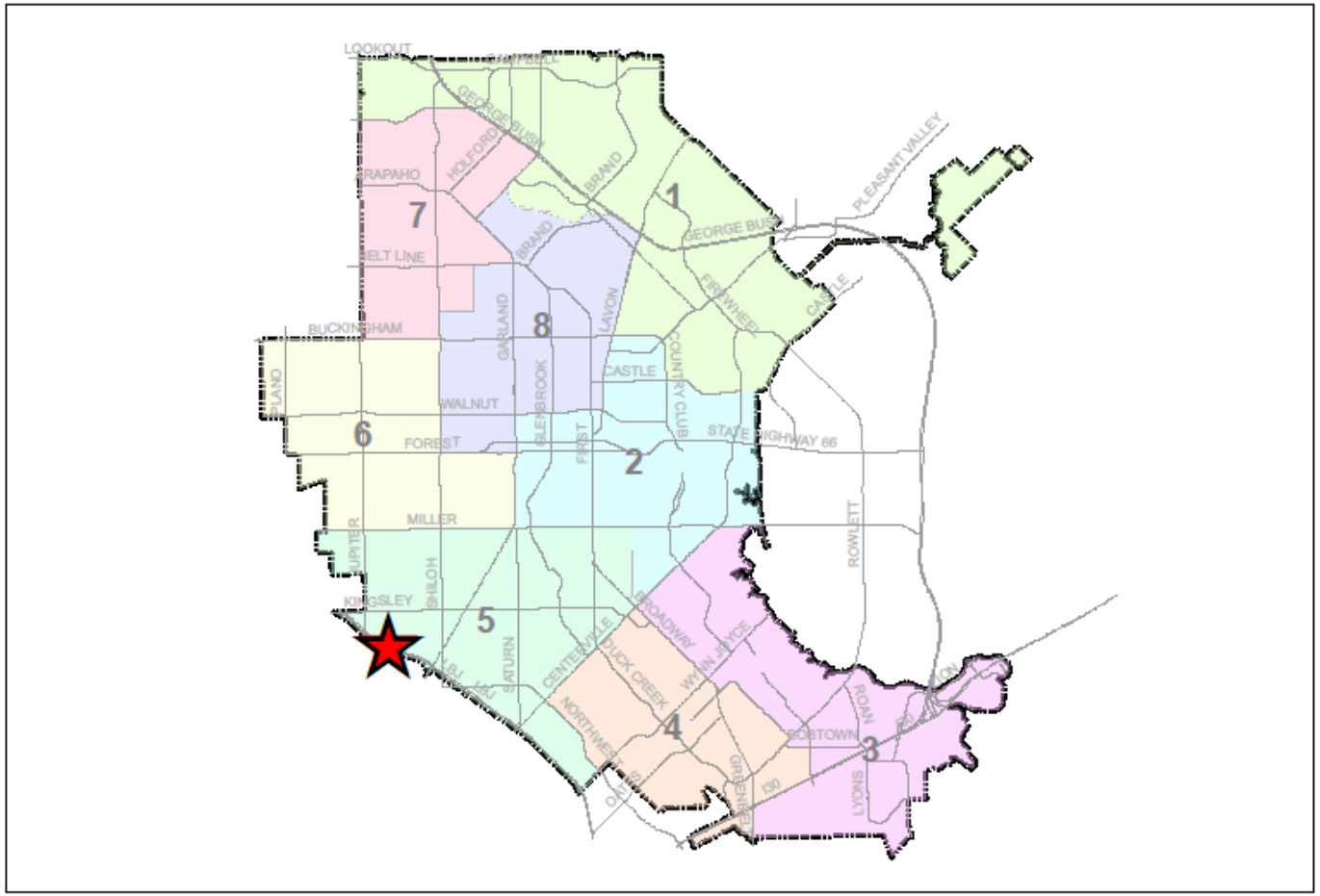
Owner: Jupiter Chevrolet Properties Ltd.

Acreage: 9.488 acres

Zoning: Planned Development (PD) 03-54 District

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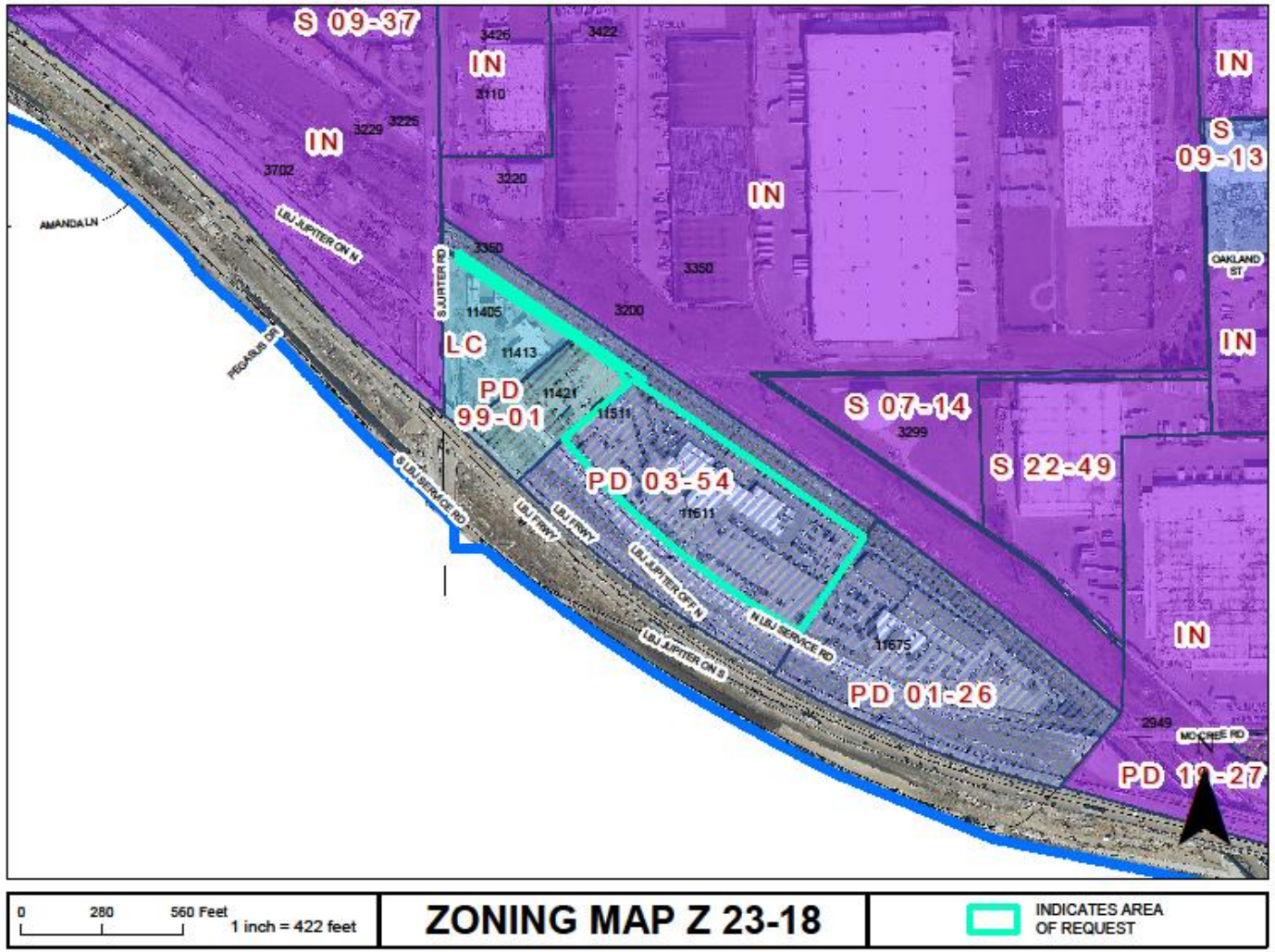
CITYWIDE LOCATION MAP



Z 23-18

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LOCATION MAP

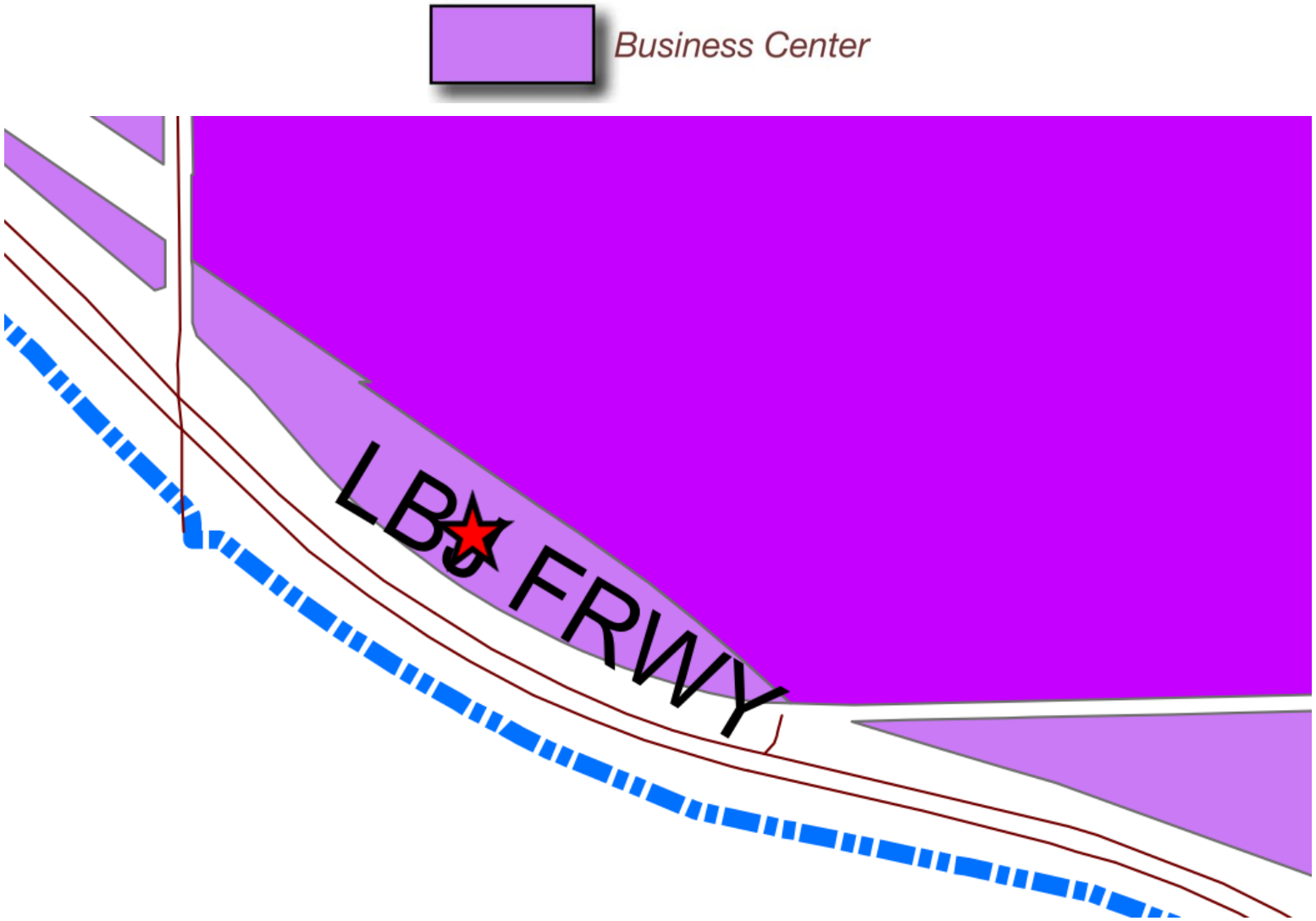


11611 Lyndon B. Johnson Freeway

Z 23-18

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COMPREHENSIVE PLAN



Z 23-18

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COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Business Centers for the subject site.

Business centers provide a cluster of business offices and/or low impact industry, including campus-type development, that cumulatively employ large numbers of people. Operations within this development type occur internal to buildings resulting in minimal negative impacts (sound, air, traffic, outdoor lighting, storage, etc.) and are compatible with adjacent development types in architecture, character, scale, and intensity. Business centers are generally located at intersections of major and/or secondary arterial streets or significant transit areas (bus/rail). Proximity and access to residential areas are encouraged to reduce travel times to employment. Site design addresses function and visual aesthetics providing appropriate buffering at gateway corridors, between adjacent developments, and for residential neighborhoods. Business centers range in scale and intensity based on the surrounding vicinity and may consist of one or more buildings. This development type includes a variety of primary and secondary uses, including compatible residential uses, that support the business employment sector.

GARLAND
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PHOTOS



View of the subject site looking North from the parking lot North of LBJ Freeway



View from the subject site looking South towards LBJ Freeway

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PHOTOS



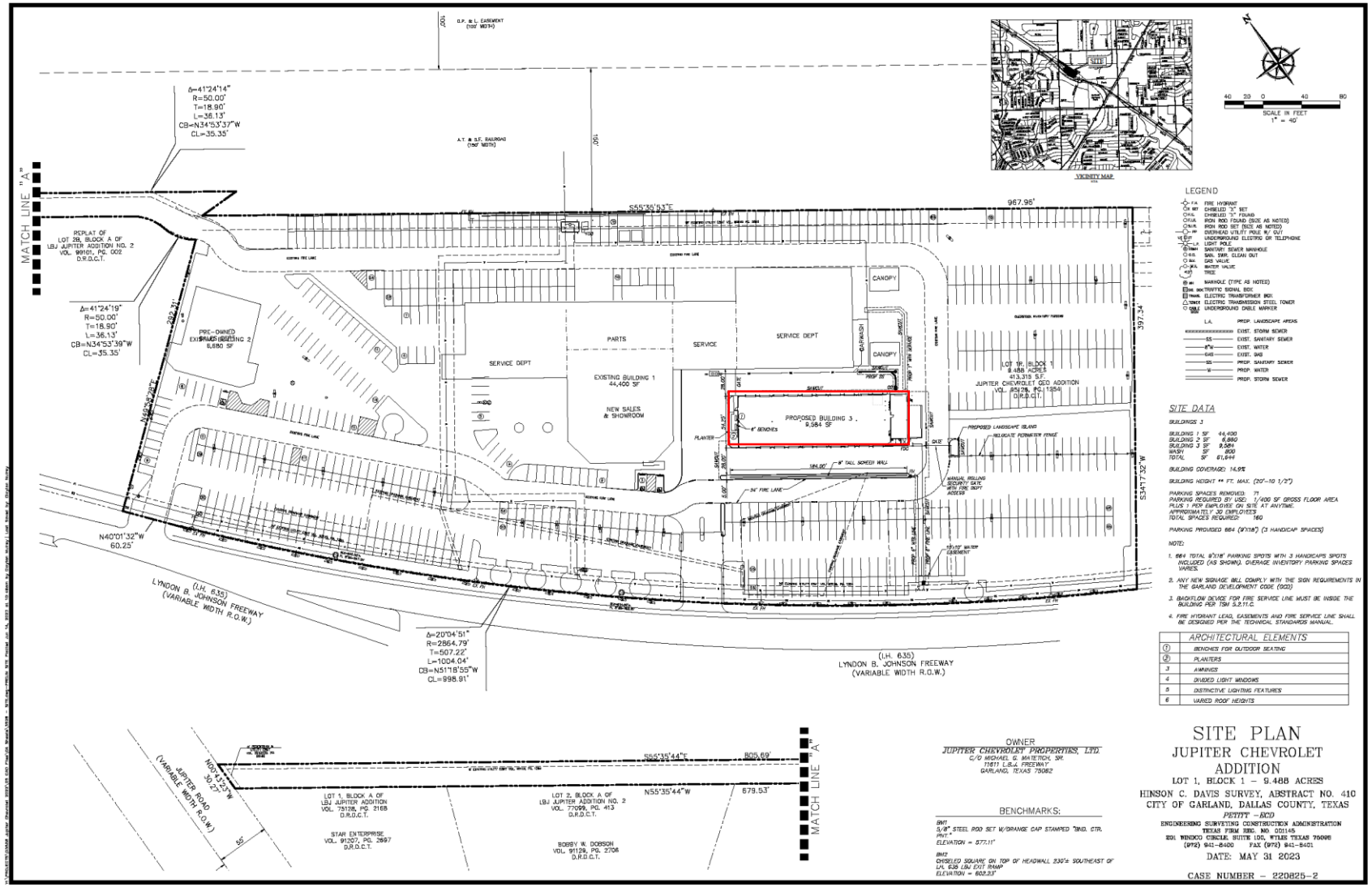
View from the subject site looking West down LBJ Freeway



View from the subject site looking East down LBJ Freeway

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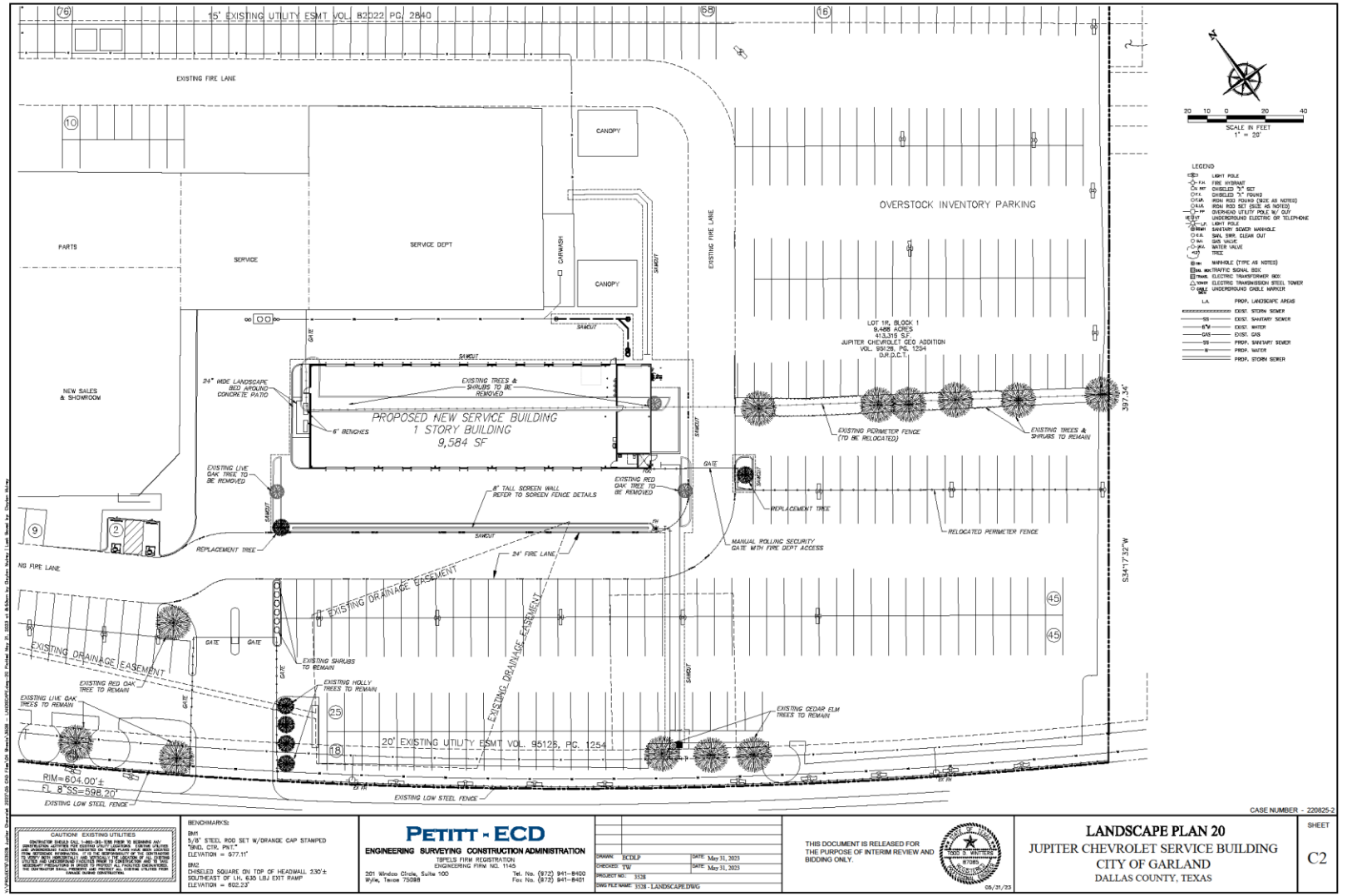
SITE PLAN



Z 23-18

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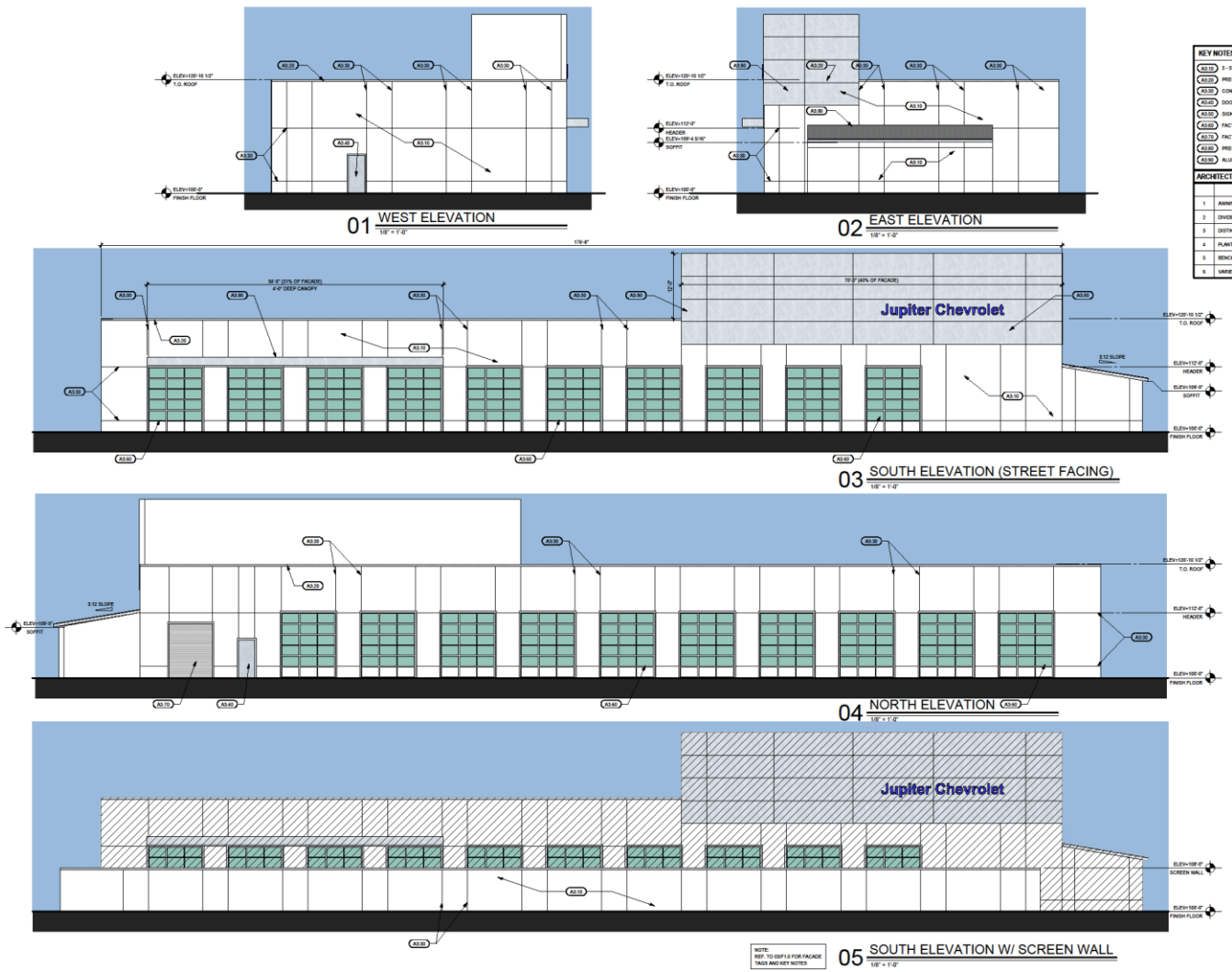
LANDSCAPE PLAN



Z 23-18

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REVISED BUILDING ELEVATIONS



KEY NOTES

A3.10	1 - STEP STUCCO WHITE COLOR (ST-1)
A3.20	PRE-FINISHED METAL COPING (MTL-1)
A3.30	CONTROL JOINT
A3.40	DOOR AS SCHEDULED
A3.50	SIGNAGE BY OTHERS
A3.60	FACTORY FINISHED SECTIONAL OH DOOR AS SCHEDULED
A3.70	FACTORY FINISHED COILING DOOR AS SCHEDULED
A3.80	PRE-FINISH METAL ROOFING (MTL-2)
A3.90	ALUMINUM COMPOSITE PANEL AS SCHEDULED (ACM-1)

ARCHITECTURAL ELEMENTS

	DESCRIPTION	NOTES
1	AWNINGS	
2	DIVIDED LIGHT WINDOWS	
3	DISTINCTIVE LIGHTING FEATURES	
4	PLANTERS	REFERENCE SITE PLAN
5	BENCHES FOR OUTDOOR SEATING	REFERENCE SITE PLAN
6	VARIED ROOF HEIGHTS	

NCA | Partners ARCHITECTURE

5646 MILTON ST. SUITE 610 DALLAS, TX 75206 214.361.9001 214.361.9006 FAX ncapartners.com

Jupiter Chevrolet Expansion
11611 LBJ FREEWAY
GARLAND, TX 75041
DALLAS COUNTY

DATE	DESCRIPTION
06-26-2023	CITY COMMENTS

PRELIMINARY
THIS DOCUMENT SHALL NOT BE USED FOR REGULATORY APPROVAL, PERMIT, OR CONSTRUCTION. RELEASED UNDER THE AUTHORITY OF NICHOLAS K. CADE, TBAE LICENSE #8301

NCA JOB #: 22066

COLOR ELEVATIONS

F1.0

Z 23-18

GARLAND
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Deviations

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GARLAND
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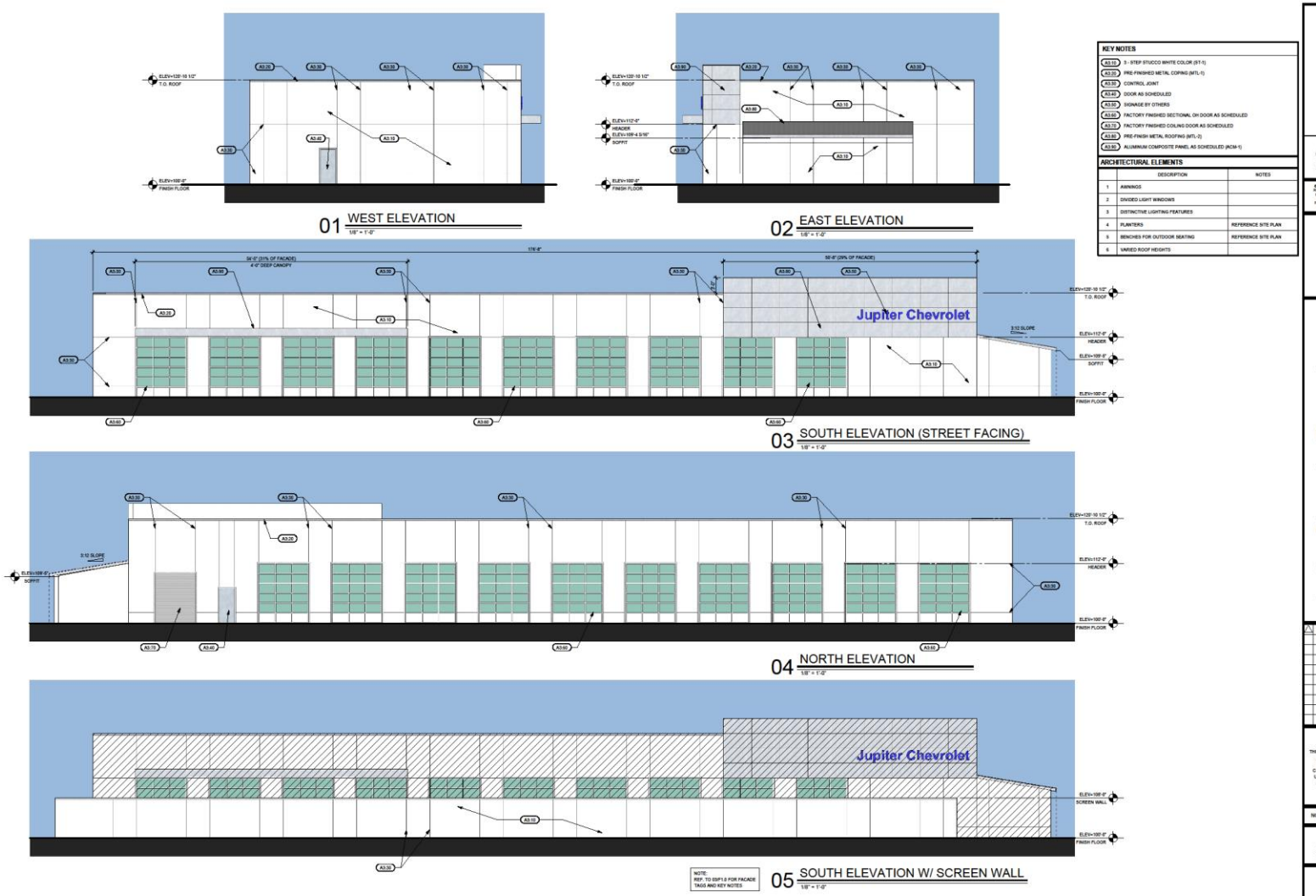
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OLD BUILDING ELEVATIONS



Z 23-18

GARLAND
PLANNING REPORT

City Council Regular Session Agenda **7. j.**

Meeting Date: 07/18/2023
Item Title: Z 23-18 Petitt-ECD - Detail Plan (District 5)
Submitted By: Matthew Wolverton, Development Planner

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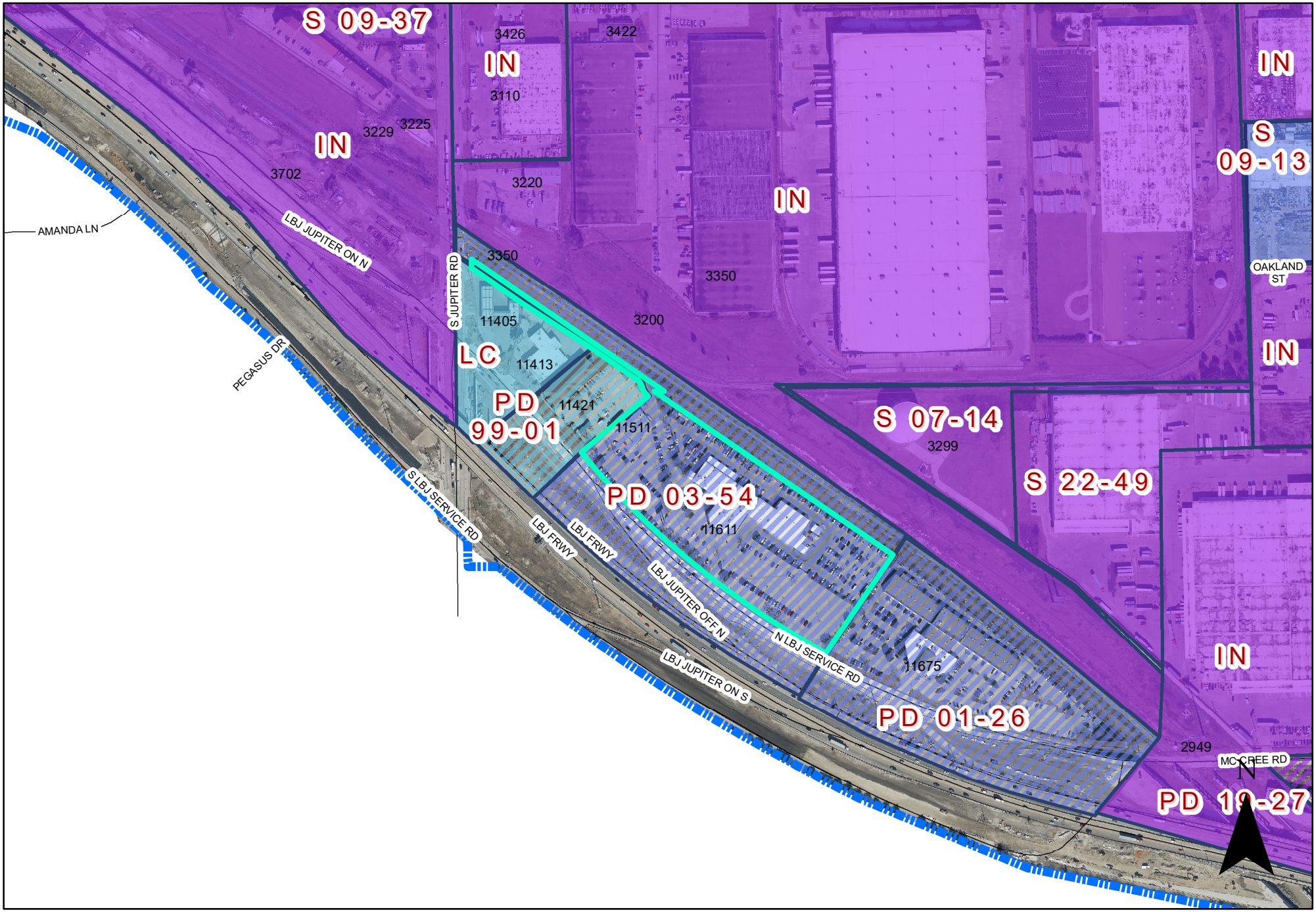
Z 23-18 Location Map

Z 23-18 Exhibits

Z 23-18 R&M - Detail Plan

Z 23-18 Responses

Z 23-18 Staff Presentation



ZONING MAP Z 23-18

11611 Lyndon B. Johnson Freeway

EXHIBIT C

D.P. & L. EASEMENT
(100' WIDTH)

100'

A.T. & S.F. RAILROAD
(150' WIDTH)

150'

MATCH LINE "A"

Δ=41°24'14"
R=50.00'
T=18.90'
L=36.13'
CB=N34°53'37"W
CL=35.35'

Δ=41°24'19"
R=50.00'
T=18.90'
L=36.13'
CB=N34°53'39"W
CL=35.35'

REPLAT OF
LOT 2B, BLOCK A OF
LBJ JUPITER ADDITION NO. 2
VOL. 99101, PG. 002
D.R.D.C.T.

292.31'

N49°59'28"E
55'

N40°01'32"W
60.25'

S55°35'53"E
967.96'

S34°17'32"W
397.34'

EX FH

FDC

15' EXISTING UTILITY ESMT VOL. 82022 PG. 2840

EXISTING FIRE LANE

PRE-OWNED
EXISTING BUILDING 2
6,680 SF

SERVICE DEPT

PARTS

SERVICE

SERVICE DEPT

EXISTING BUILDING 1
44,400 SF

NEW SALES
& SHOWROOM

CANOPY

CANOPY

CARWASH

SAWCUT

PROP SS

PROP 1" WTR SERVICE

GATE

28.00'

54.25'

PLANTER

PROPOSED BUILDING 3
9,584 SF

6' BENCHES

FDC

OVERSTOCK INVENTORY PARKING

LOT 1R, BLOCK 1
9.488 ACRES
413,315 S.F.
JUPITER CHEVROLET GEO ADDITION
VOL. 95126, PG. 1254
D.R.D.C.T.

PROPOSED LANDSCAPE ISLAND

RELOCATE PERIMETER FENCE

GATE

MANUAL ROLLING
SECURITY GATE
WITH FIRE DEPT
ACCESS

184.00'

8' TALL SCREEN WALL

FH

5.00'

24' FIRE LANE

EXISTING DRAINAGE EASEMENT

EXISTING DRAINAGE EASEMENT

EXISTING DRAINAGE EASEMENT

EXISTING DRAINAGE EASEMENT

EXISTING DRAINAGE EASEMENT

20' EXISTING UTILITY ESMT VOL. 95126, PG. 1254

PROP 6" WTR LINE

PROP 8" FIRE LINE

10'x10' WATER
EASEMENT

20' EXISTING UTILITY ESMT VOL. 95126, PG. 1254

RIM=602.00'±
FL 8"SS=597.00'

RIM=604.00'±
FL 8"SS=598.20'

EX FH

LYNDON B. JOHNSON FREEWAY
(I.H. 635)
(VARIABLE WIDTH R.O.W.)

Δ=20°04'51"
R=2864.79'
T=507.22'
L=1004.04'
CB=N51°18'55"W
CL=998.91'

(I.H. 635)
LYNDON B. JOHNSON FREEWAY
(VARIABLE WIDTH R.O.W.)

5' PEDESTRIAN
& UTILITY ESMT
VOL. 2003220,
PG. 00180

JUPITER ROAD
(VARIABLE WIDTH R.O.W.)

N00°43'23"W
30.27'

55'

S55°35'44"E
805.69'

5' EXISTING UTILITY ESMT VOL. 95126, PG. 1254

N55°35'44"W
679.53'

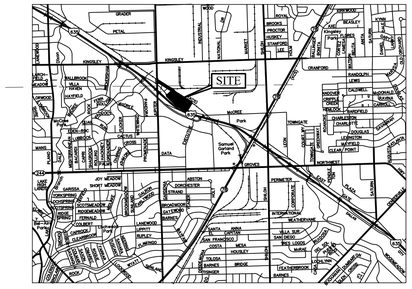
MATCH LINE "A"

LOT 1, BLOCK A OF
LBJ JUPITER ADDITION
VOL. 75128, PG. 2168
D.R.D.C.T.

STAR ENTERPRISE
VOL. 91207, PG. 2697
D.R.D.C.T.

LOT 2, BLOCK A OF
LBJ JUPITER ADDITION NO. 2
VOL. 77099, PG. 413
D.R.D.C.T.

BOBBY W. DOBSON
VOL. 91129, PG. 2706
D.R.D.C.T.



VICINITY MAP
N.T.S.

N

40 20 0 40 80
SCALE IN FEET
1" = 40'

LEGEND

F.H.	FIRE HYDRANT
X SET	CHISELED "X" SET
F.X.	CHISELED "X" FOUND
F.I.R.	IRON ROD FOUND (SIZE AS NOTED)
S.I.R.	IRON ROD SET (SIZE AS NOTED)
PP	OVERHEAD UTILITY POLE W/ GUY
UE, U/UT	UNDERGROUND ELECTRIC OR TELEPHONE
L.P.	LIGHT POLE
SSMH	SANITARY SEWER MANHOLE
C.O.	SAN. SWR. CLEAN OUT
G.V.	GAS VALVE
W.V.	WATER VALVE
#12"	TREE
MH	MANHOLE (TYPE AS NOTED)
SIG. BOX	TRAFFIC SIGNAL BOX
TRANS.	ELECTRIC TRANSFORMER BOX
TOWER	ELECTRIC TRANSMISSION STEEL TOWER
CABLE SIGN	UNDERGROUND CABLE MARKER
L.A.	PROP. LANDSCAPE AREAS
	EXIST. STORM SEWER
SS	EXIST. SANITARY SEWER
8"W	EXIST. WATER
GAS	EXIST. GAS
SS	PROP. SANITARY SEWER
W	PROP. WATER
	PROP. STORM SEWER

SITE DATA

BUILDINGS 3

BUILDING 1	SF	44,400
BUILDING 2	SF	6,860
BUILDING 3	SF	9,584
WASH	SF	800
TOTAL	SF	61,644

BUILDING COVERAGE: 14.9%

BUILDING HEIGHT ** FT. MAX. (20'-10 1/2")

PARKING SPACES REMOVED: 71
PARKING REQUIRED BY USE: 1/400 SF GROSS FLOOR AREA
PLUS 1 PER EMPLOYEE ON SITE AT ANYTIME.
APPROXIMATELY 30 EMPLOYEES
TOTAL SPACES REQUIRED: 160

PARKING PROVIDED 664 (9'X18') (3 HANDICAP SPACES)

NOTE:

1. 664 TOTAL 9'X18' PARKING SPOTS WITH 3 HANDICAPS SPOTS INCLUDED (AS SHOWN). OVERAGE INVENTORY PARKING SPACES VARIES.
2. ANY NEW SIGNAGE WILL COMPLY WITH THE SIGN REQUIREMENTS IN THE GARLAND DEVELOPMENT CODE (GCD)
3. BACKFLOW DEVICE FOR FIRE SERVICE LINE MUST BE INSIDE THE BUILDING PER TSM 5.2.11.C.

	ARCHITECTURAL ELEMENTS
1	BENCHES FOR OUTDOOR SEATING
2	PLANTERS
3	AWNINGS
4	DIVIDED LIGHT WINDOWS
5	DISTINCTIVE LIGHTING FEATURES
6	VARIED ROOF HEIGHTS

OWNER
JUPITER CHEVROLET PROPERTIES, LTD.
C/O MICHAEL G. MATETICH, SR.
11611 L.B.J. FREEWAY
GARLAND, TEXAS 75062

BENCHMARKS:

BM1
5/8" STEEL ROD SET W/ORANGE CAP STAMPED "BND. CTR. PNT."
ELEVATION = 577.11'

BM2
CHISELED SQUARE ON TOP OF HEADWALL 230'± SOUTHEAST OF I.H. 635 LBJ EXIT RAMP
ELEVATION = 602.23'

SITE PLAN

JUPITER CHEVROLET ADDITION

LOT 1, BLOCK 1 – 9.488 ACRES
HINSON C. DAVIS SURVEY, ABSTRACT NO. 410
CITY OF GARLAND, DALLAS COUNTY, TEXAS

PETITT – ECD

ENGINEERING SURVEYING CONSTRUCTION ADMINISTRATION
TEXAS FIRM REG. NO. 001145
201 WINDCO CIRCLE, SUITE 100, WYLIE TEXAS 75098
(972) 941-8400 FAX (972) 941-8401

DATE: MAY 31 2023

CASE NUMBER – 220825-2

X:\PROJECTS\03528 Jupiter Chevrolet 2022\06 CAD Files\04 Sheets\3528 – SITE.dwg-4D Plotted May 31, 2023 at 9:41am by Clayton Mulkey | Last Saved by: Clayton Mulkey

EXHIBIT D

15' EXISTING UTILITY ESMT VOL. 82022 PG. 2840

EXISTING FIRE LANE

PARTS

SERVICE

SERVICE DEPT

CANOPY

CANOPY

CARWASH

SAWCUT

EXISTING FIRE LANE

OVERSTOCK INVENTORY PARKING

NEW SALES & SHOWROOM

GATE

SAWCUT

24" WIDE LANDSCAPE BED AROUND CONCRETE PATIO

EXISTING TREES & SHRUBS TO BE REMOVED

PROPOSED NEW SERVICE BUILDING
1 STORY BUILDING
9,584 SF

6' BENCHES

FDC

LOT 1R, BLOCK 1
9.488 ACRES
413,315 S.F.
JUPITER CHEVROLET GEO ADDITION
VOL. 95126, PG. 1254
D.R.D.C.T.

397.34'

EXISTING PERIMETER FENCE (TO BE RELOCATED)

EXISTING TREES & SHRUBS TO REMAIN

EXISTING LIVE OAK TREE TO BE REMOVED

8' TALL SCREEN WALL
REFER TO SCREEN FENCE DETAILS

EXISTING RED OAK TREE TO BE REMOVED

GATE

SAWCUT

REPLACEMENT TREE

FH

SAWCUT

REPLACEMENT TREE

RELOCATED PERIMETER FENCE

MANUAL ROLLING SECURITY GATE WITH FIRE DEPT ACCESS

24' FIRE LANE

S34°17'32"W

NG FIRE LANE

EXISTING DRAINAGE EASEMENT

EXISTING DRAINAGE EASEMENT

EXISTING DRAINAGE EASEMENT

GATE

GATE

EXISTING SHRUBS TO REMAIN

EXISTING HOLLY TREES TO REMAIN

EXISTING RED OAK TREE TO REMAIN

EXISTING LIVE OAK TREES TO REMAIN

GATE

SAWCUT

EXISTING CEDAR ELM TREES TO REMAIN

20' EXISTING UTILITY ESMT VOL. 95126, PG. 1254

RIM=604.00'±
FL 8"SS=598.20'

EX FH

EX FH

EXISTING LOW STEEL FENCE

EXISTING LOW STEEL FENCE

N

20 10 0 20 40

SCALE IN FEET
1" = 20'

LEGEND

	LIGHT POLE
F.H.	FIRE HYDRANT
X SET	CHISELED "X" SET
F.X.	CHISELED "X" FOUND
F.I.R.	IRON ROD FOUND (SIZE AS NOTED)
S.I.R.	IRON ROD SET (SIZE AS NOTED)
PP	OVERHEAD UTILITY POLE W/ GUY
UE UT	UNDERGROUND ELECTRIC OR TELEPHONE
L.P.	LIGHT POLE
SSMH	SANITARY SEWER MANHOLE
C.O.	SAN. SWR. CLEAN OUT
G.V.	GAS VALVE
W.V.	WATER VALVE
12	TREE
MH	MANHOLE (TYPE AS NOTED)
SIG. BOX	TRAFFIC SIGNAL BOX
TRANS.	ELECTRIC TRANSFORMER BOX
TOWER	ELECTRIC TRANSMISSION STEEL TOWER
CABLE SIGN	UNDERGROUND CABLE MARKER
L.A.	PROP. LANDSCAPE AREAS
	EXIST. STORM SEWER
SS	EXIST. SANITARY SEWER
8"W	EXIST. WATER
GAS	EXIST. GAS
SS	PROP. SANITARY SEWER
W	PROP. WATER
	PROP. STORM SEWER

CASE NUMBER - 220825-2

CAUTION! EXISTING UTILITIES

CONTRACTOR SHOULD CALL 1-800-DIG-TESS PRIOR TO BEGINNING ANY CONSTRUCTION ACTIVITIES FOR EXISTING UTILITY LOCATIONS. EXISTING UTILITIES AND UNDERGROUND FACILITIES INDICATED ON THESE PLANS HAVE BEEN LOCATED FROM REFERENCE INFORMATION. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY BOTH HORIZONTALLY AND VERTICALLY THE LOCATION OF ALL EXISTING UTILITIES AND UNDERGROUND FACILITIES PRIOR TO CONSTRUCTION AND TO TAKE NECESSARY PRECAUTIONS IN ORDER TO PROTECT ALL FACILITIES ENCOUNTERED. THE CONTRACTOR SHALL PRESERVE AND PROTECT ALL EXISTING UTILITIES FROM DAMAGE DURING CONSTRUCTION.

BENCHMARKS:

BM1
5/8" STEEL ROD SET W/ORANGE CAP STAMPED "BND. CTR. PNT."
ELEVATION = 577.11'

BM2
CHISELED SQUARE ON TOP OF HEADWALL 230'±
SOUTHEAST OF I.H. 635 LBJ EXIT RAMP
ELEVATION = 602.23'

PETITT - ECD
ENGINEERING SURVEYING CONSTRUCTION ADMINISTRATION
TBPELS FIRM REGISTRATION
ENGINEERING FIRM NO. 1145
201 Windco Circle, Suite 100
Wylie, Texas 75098
Tel. No. (972) 941-8400
Fax No. (972) 941-8401

DRAWN:	ECDLP	DATE: May 31, 2023
CHECKED:	TW	DATE: May 31, 2023
PROJECT NO.:	3528	
DWG FILE NAME:	3528 - LANDSCAPE.DWG	

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW AND BIDDING ONLY.

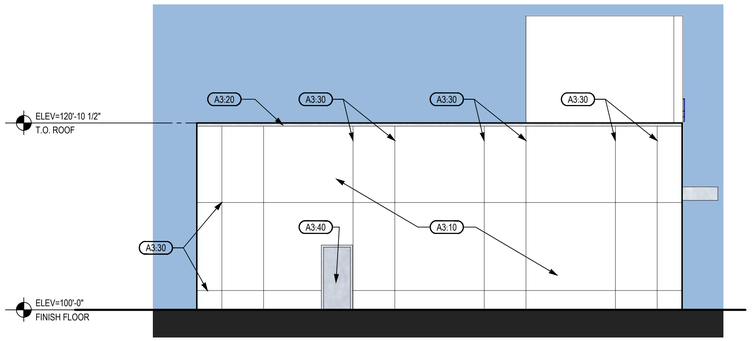
STATE OF TEXAS
TODD D. WINTTERS
87085
REGISTERED PROFESSIONAL ENGINEER
05/31/23

LANDSCAPE PLAN 20
JUPITER CHEVROLET SERVICE BUILDING
CITY OF GARLAND
DALLAS COUNTY, TEXAS

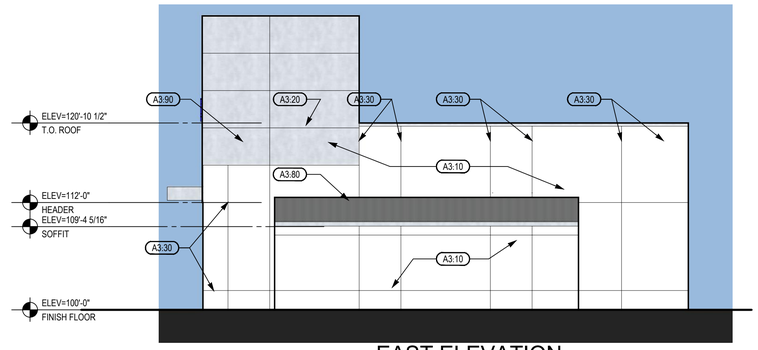
SHEET
C2

Y:\PROJECTS\03528 Jupiter Chevrolet 2022\05 CAD Files\04 Sheets\3528 - LANDSCAPE.dwg-20 Plotted May 31, 2023 at 8:53am by Clayton Murrey | Last Saved by: Clayton Murrey

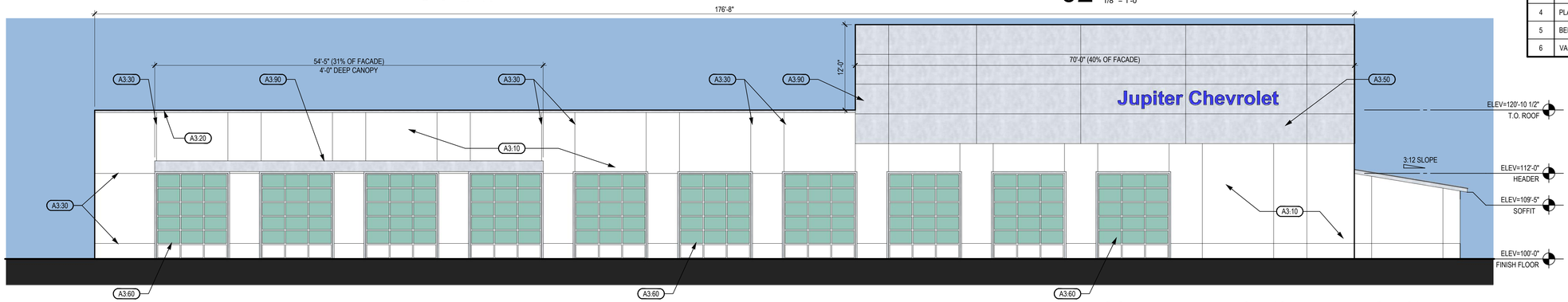
EXHIBIT E



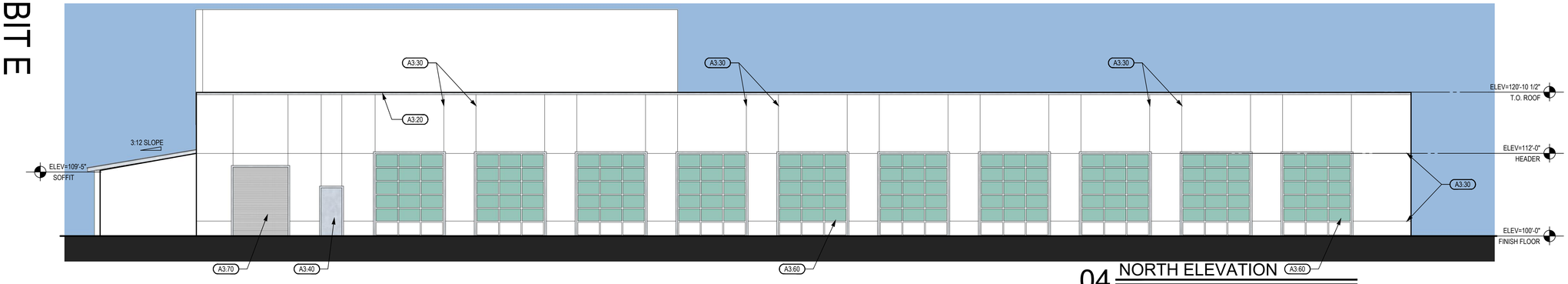
01 WEST ELEVATION
1/8" = 1'-0"



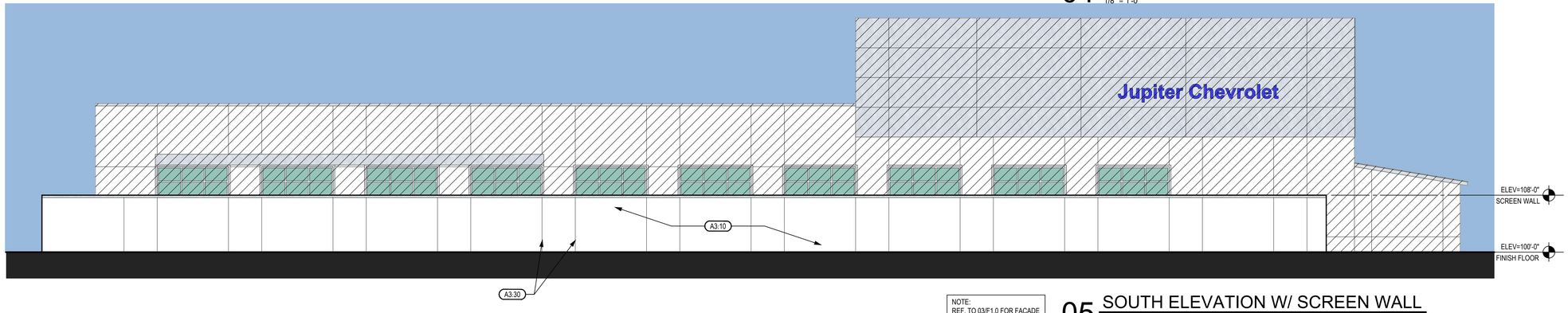
02 EAST ELEVATION
1/8" = 1'-0"



03 SOUTH ELEVATION (STREET FACING)
1/8" = 1'-0"



04 NORTH ELEVATION
1/8" = 1'-0"



NOTE:
REF. TO 03/F1.0 FOR FACADE TAGS AND KEY NOTES

05 SOUTH ELEVATION W/ SCREEN WALL
1/8" = 1'-0"

KEY NOTES

A3:10	3 - STEP STUCCO WHITE COLOR (ST-1)
A3:20	PRE-FINISHED METAL COPING (MTL-1)
A3:30	CONTROL JOINT
A3:40	DOOR AS SCHEDULED
A3:50	SIGNAGE BY OTHERS
A3:60	FACTORY FINISHED SECTIONAL OH DOOR AS SCHEDULED
A3:70	FACTORY FINISHED COILING DOOR AS SCHEDULED
A3:80	PRE-FINISH METAL ROOFING (MTL-2)
A3:90	ALUMINUM COMPOSITE PANEL AS SCHEDULED (ACM-1)

ARCHITECTURAL ELEMENTS

	DESCRIPTION	NOTES
1	AWNINGS	
2	DIVIDED LIGHT WINDOWS	
3	DISTINCTIVE LIGHTING FEATURES	
4	PLANTERS	REFERENCE SITE PLAN
5	BENCHES FOR OUTDOOR SEATING	REFERENCE SITE PLAN
6	VARIED ROOF HEIGHTS	

NCA | Partners ARCHITECTURE
5646 MILTON ST.
SUITE 610
DALLAS, TX 75206
214.361.9901
214.361.9906 FAX
ncapartners.com

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Jupiter Chevrolet Expansion

11611 LBJ FREEWAY
GARLAND, TX 75041
DALLAS COUNTY

	DATE	DESCRIPTION
	06-26-2023	CITY COMMENTS

PRELIMINARY
THIS DOCUMENT SHALL NOT BE USED FOR REGULATORY APPROVAL, PERMIT, OR CONSTRUCTION. RELEASED UNDER THE AUTHORITY OF NICHOLAS K. CADE, TBAE LICENSE #9301

NCA JOB #: 22066

COLOR ELEVATIONS

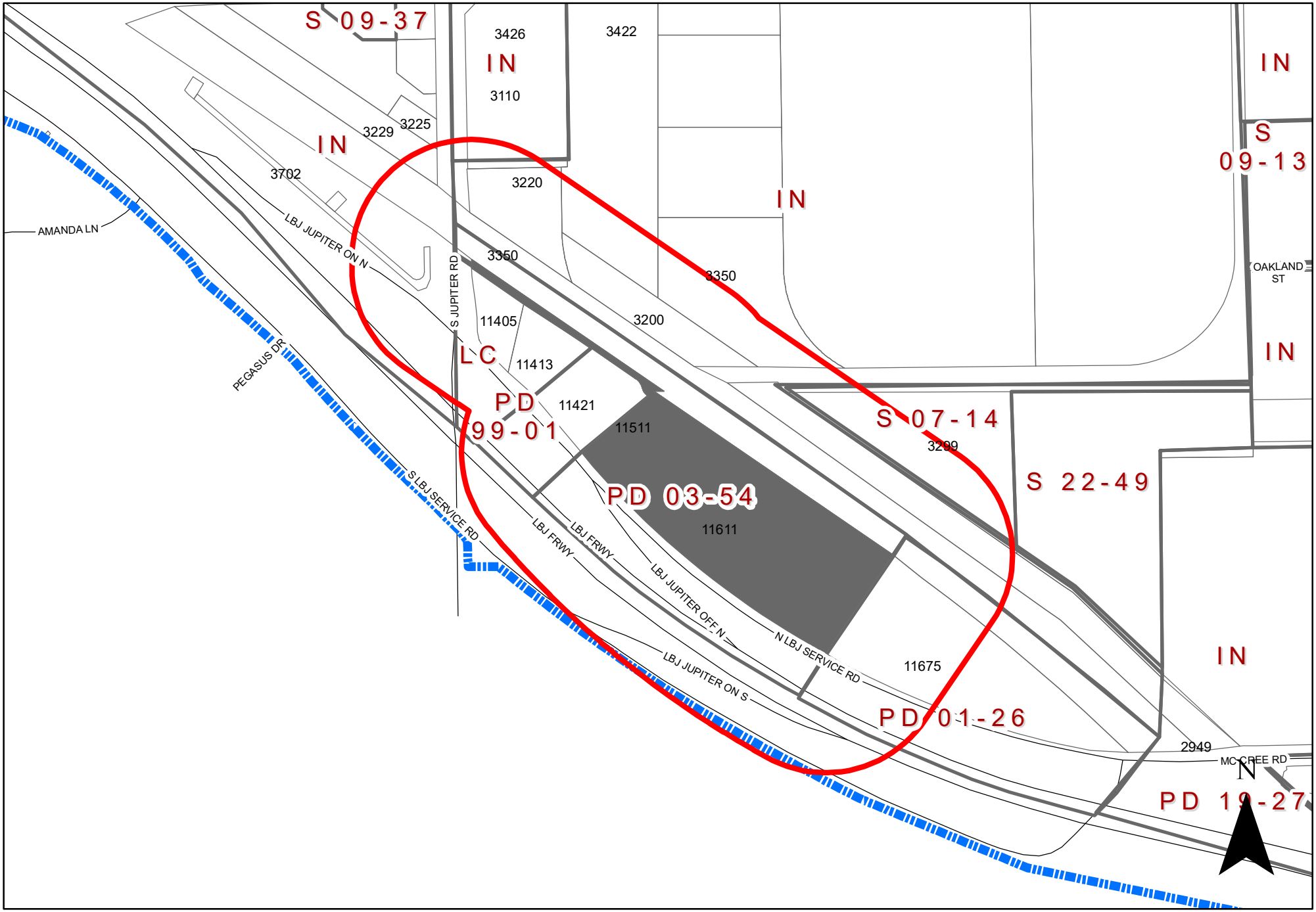
F1.0

REPORT & MINUTES

P.C. Meeting, June 26, 2023

4g. APPROVED Consideration of the application of **Petitt-ECD,** requesting approval of a Detail Plan amendment for an Automotive Service Building. This property is located at 11511 & 11611 Lyndon B. Johnson Freeway. (District 5) (File Z 23-18 – Detail Plan)

Motion by Commissioner Aubin to close the public hearing and **approve** the application as presented. Seconded by Commissioner Williams. **Motion carried**: **8** Ayes, **0** Nays.



11611 Lyndon B. Johnson Freeway

To date we have not received any responses for this case.

GARLAND
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The applicant requests approval to amend Planned Development (PD) District 03-54 to construct an automotive service building with 10 service bays.

City Council Meeting

July 18, 2023

Z 23-18

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CASE INFORMATION

Location: 11511 & 11611 LBJ Freeway

Applicant: Petitt-ECD

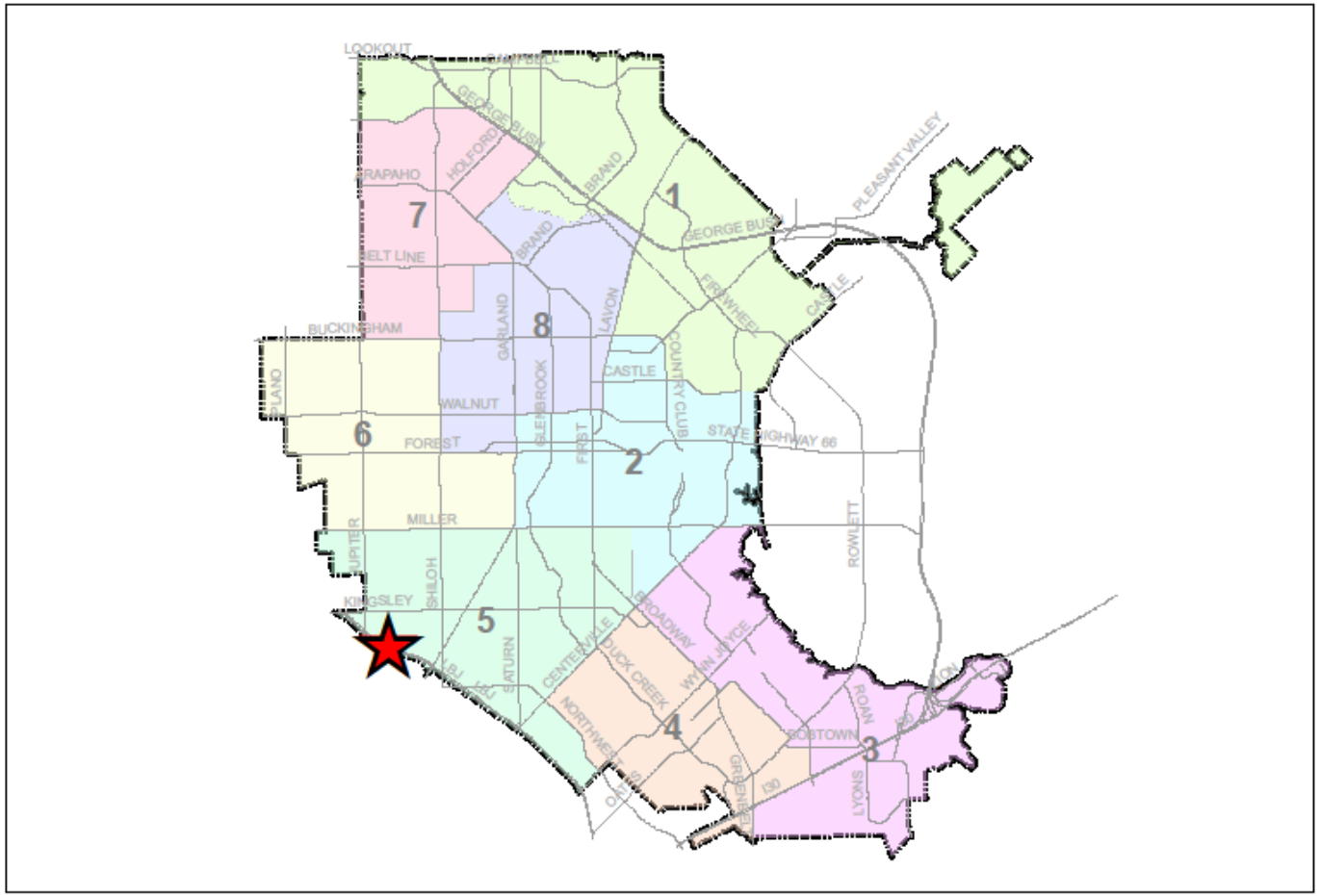
Owner: Jupiter Chevrolet Properties Ltd.

Acreage: 9.488 acres

Zoning: Planned Development (PD) 03-54 District

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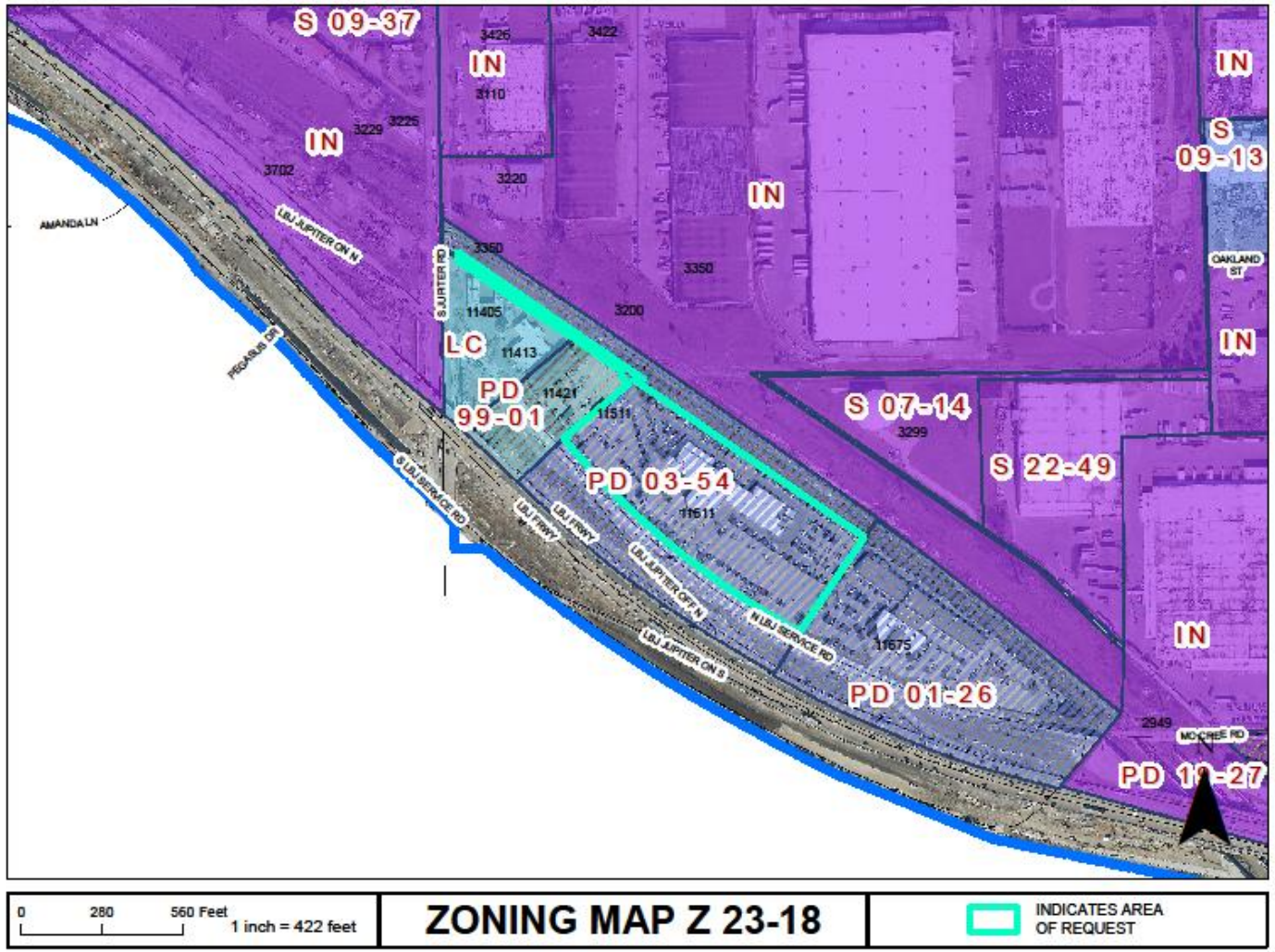
CITYWIDE LOCATION MAP



Z 23-18

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LOCATION MAP

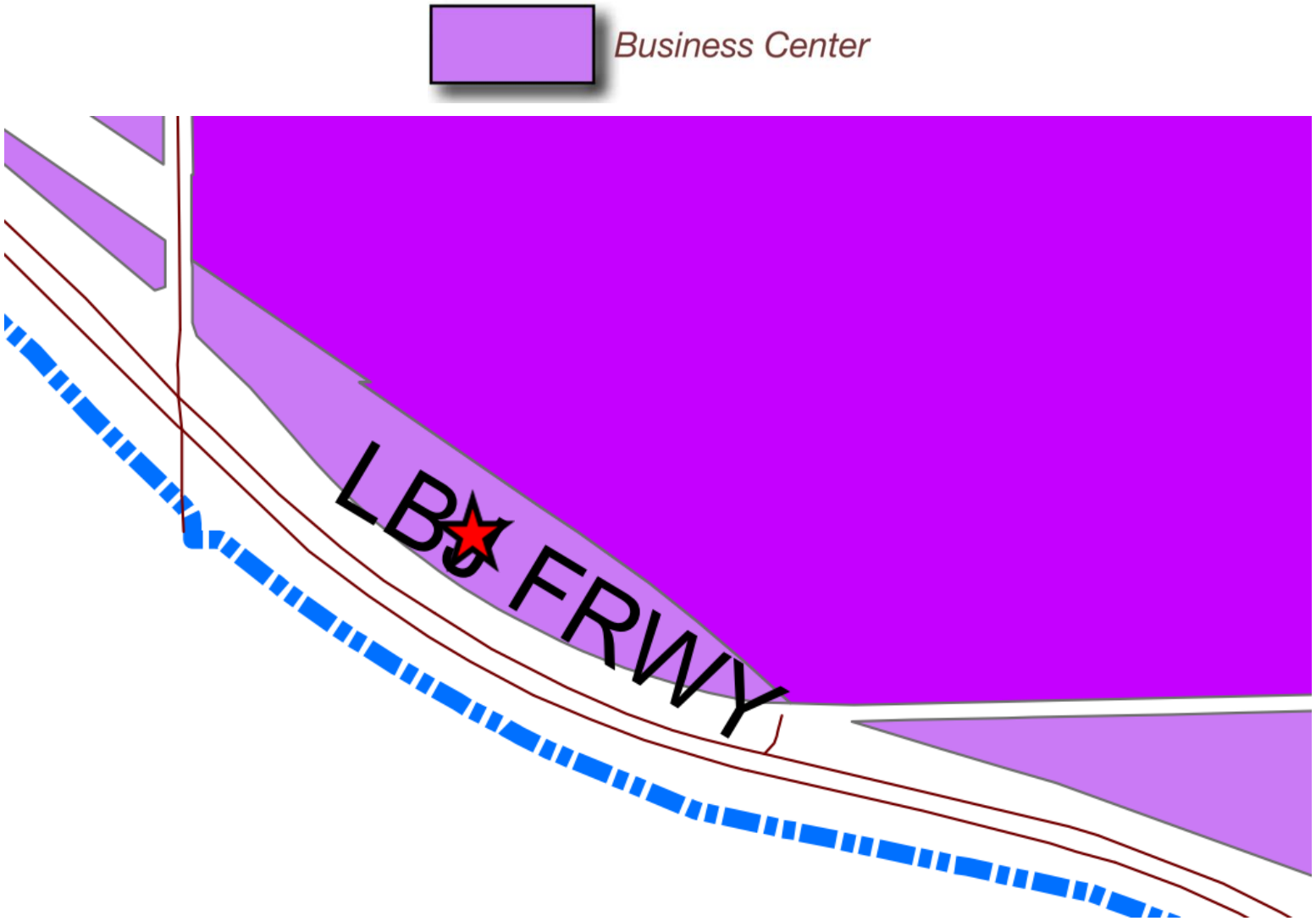


11611 Lyndon B. Johnson Freeway

Z 23-18

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COMPREHENSIVE PLAN



Z 23-18

GARLAND
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COMPREHENSIVE PLAN

The Future Land Use Map of the Envision Garland Plan recommends Business Centers for the subject site.

Business centers provide a cluster of business offices and/or low impact industry, including campus-type development, that cumulatively employ large numbers of people. Operations within this development type occur internal to buildings resulting in minimal negative impacts (sound, air, traffic, outdoor lighting, storage, etc.) and are compatible with adjacent development types in architecture, character, scale, and intensity. Business centers are generally located at intersections of major and/or secondary arterial streets or significant transit areas (bus/rail). Proximity and access to residential areas are encouraged to reduce travel times to employment. Site design addresses function and visual aesthetics providing appropriate buffering at gateway corridors, between adjacent developments, and for residential neighborhoods. Business centers range in scale and intensity based on the surrounding vicinity and may consist of one or more buildings. This development type includes a variety of primary and secondary uses, including compatible residential uses, that support the business employment sector.

GARLAND
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PHOTOS



View of the subject site looking North from the parking lot North of LBJ Freeway



View from the subject site looking South towards LBJ Freeway

GARLAND
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PHOTOS



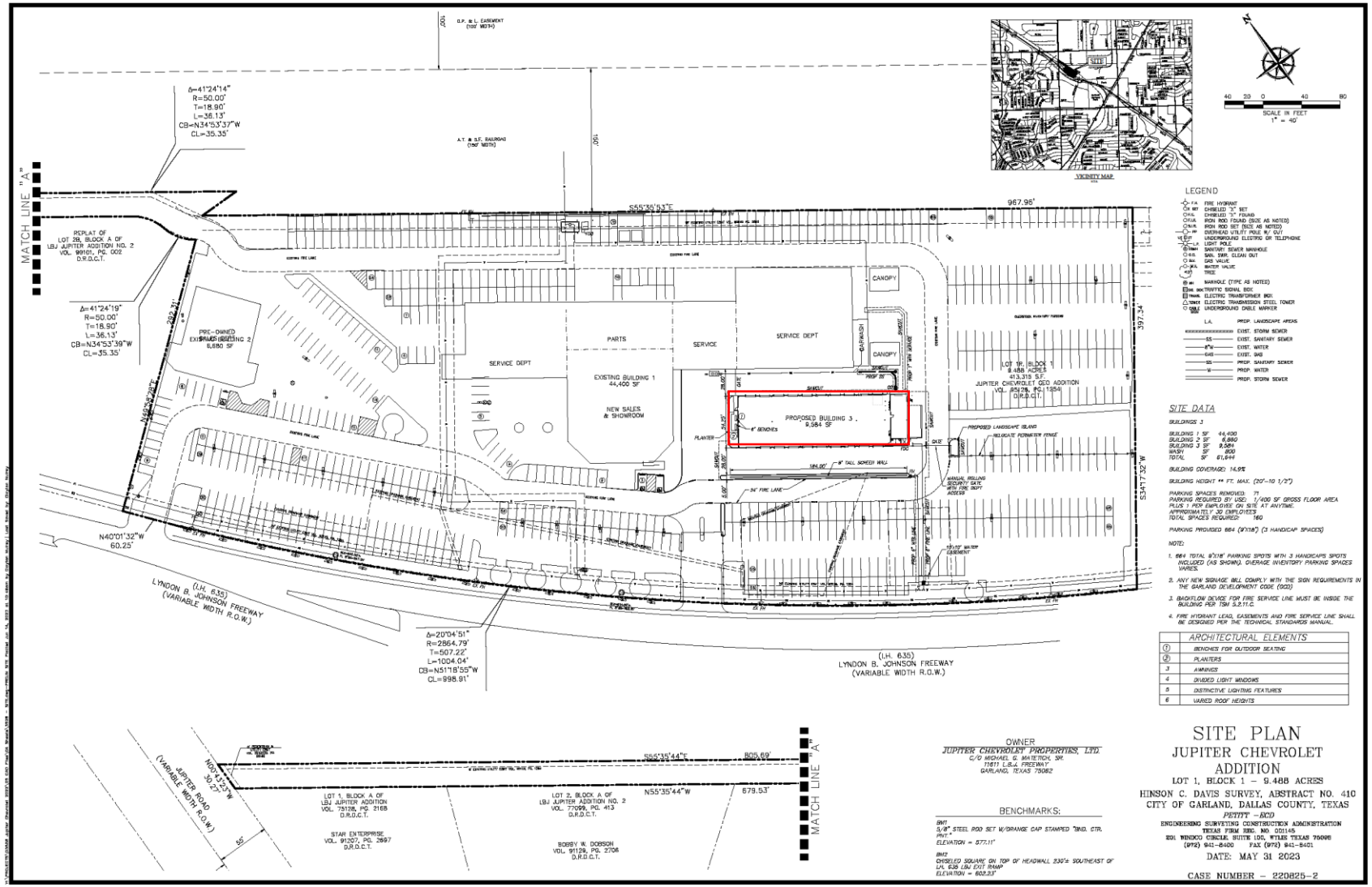
View from the subject site looking West down LBJ Freeway



View from the subject site looking East down LBJ Freeway

GARLAND
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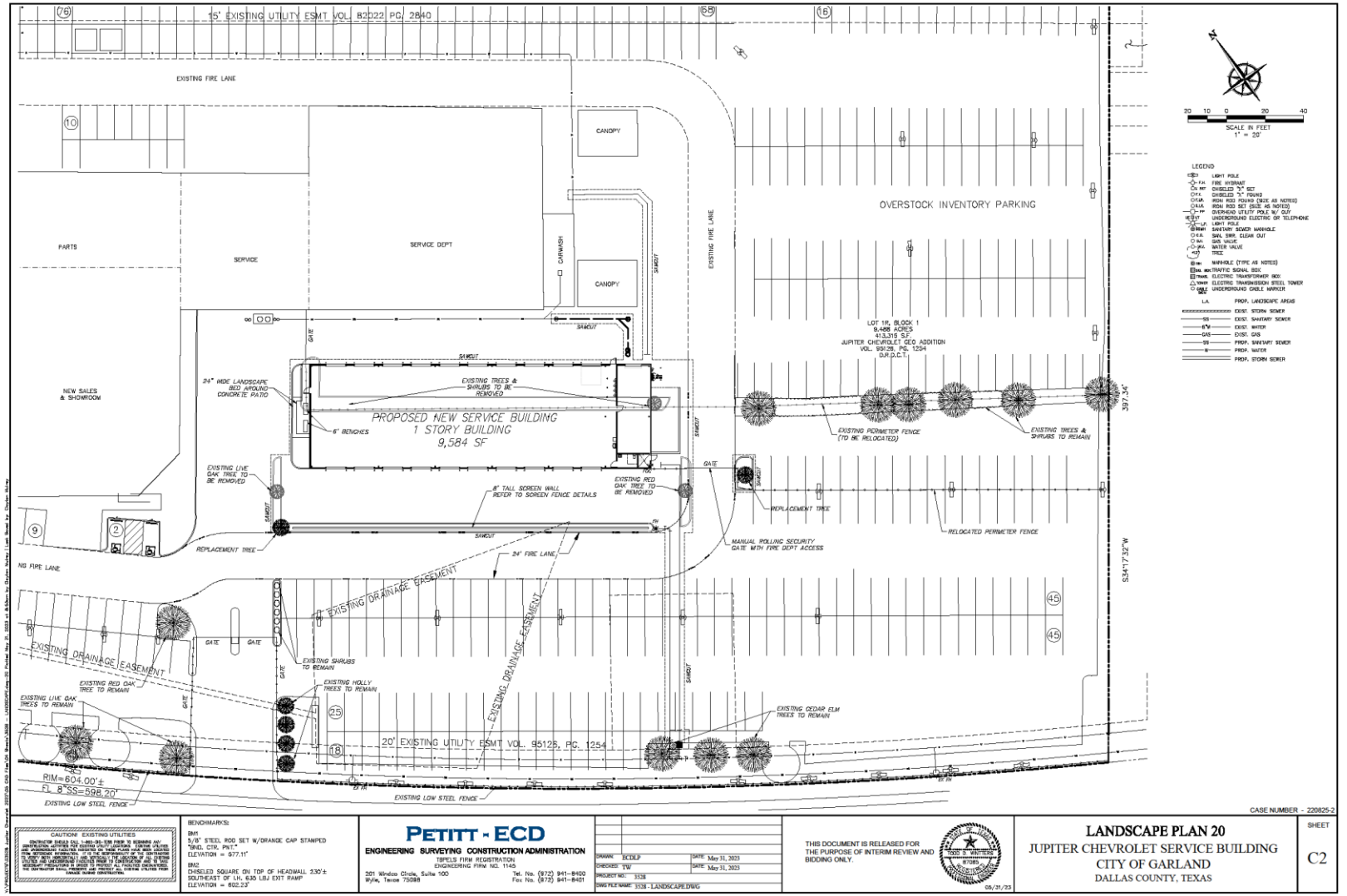
SITE PLAN



Z 23-18

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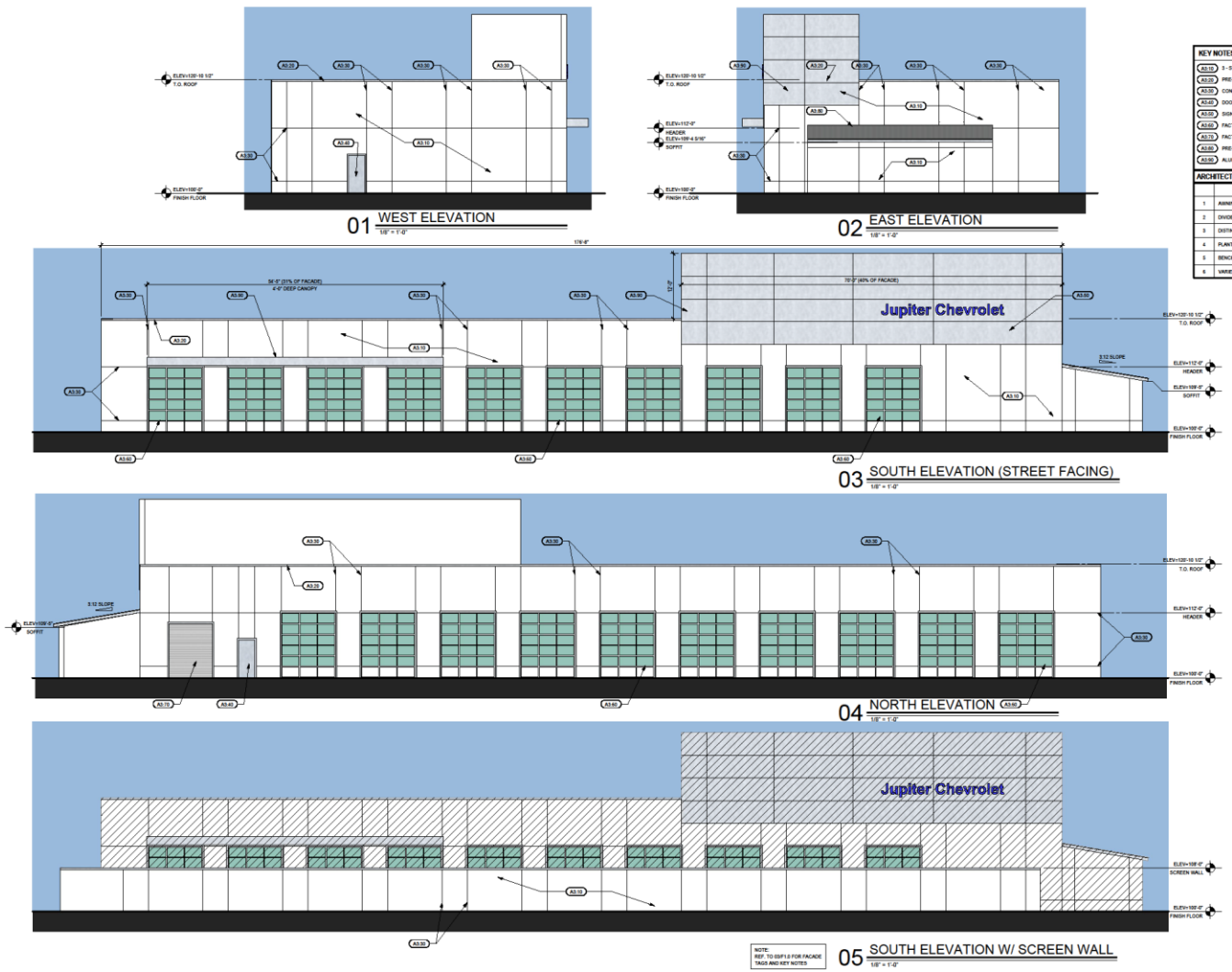
LANDSCAPE PLAN



Z 23-18

GARLAND
TEXAS MADE HERE

REVISED BUILDING ELEVATIONS



KEY NOTES

A3.10	1 - STEP STUCCO WHITE COLOR (ST-1)
A3.20	PRE-FINISHED METAL COPING (MTL-1)
A3.30	CONTROL JOINT
A3.40	DOOR AS SCHEDULED
A3.50	SIGNAGE BY OTHERS
A3.60	FACTORY FINISHED SECTIONAL OH DOOR AS SCHEDULED
A3.70	FACTORY FINISHED COILING DOOR AS SCHEDULED
A3.80	PRE-FINISH METAL ROOFING (MTL-2)
A3.90	ALUMINUM COMPOSITE PANEL AS SCHEDULED (ACM-1)

ARCHITECTURAL ELEMENTS

	DESCRIPTION	NOTES
1	AWNINGS	
2	DIVIDED LIGHT WINDOWS	
3	DISTINCTIVE LIGHTING FEATURES	
4	PLANTERS	REFERENCE SITE PLAN
5	BENCHES FOR OUTDOOR SEATING	REFERENCE SITE PLAN
6	VARIED ROOF HEIGHTS	

NCA | Partners ARCHITECTURE

5646 MILTON ST. SUITE 610 DALLAS, TX 75206 214.361.9001 214.361.9006 FAX ncapartners.com

Jupiter Chevrolet Expansion
11611 LBJ FREEWAY
GARLAND, TX 75041
DALLAS COUNTY

DATE	DESCRIPTION
06-26-2023	CITY COMMENTS

PRELIMINARY
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NCA JOB #: 22066

COLOR ELEVATIONS

F1.0

Z 23-18

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Deviations

Development Standards	Required	Proposed	Analysis
Automotive Service Bay Doors	No service bay doors may face a public street.	Ten (10) automotive service bay doors facing IH-635. However, an 8-foot screening wall is provided accordingly.	The current site contains 12 street-facing automotive service bay doors The new building will be constructed in front of the current structure and an 8-foot screening wall, that is not required per the GDC, will be built in front to better conceal the structure from LBJ Freeway.

GARLAND
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STAFF RECOMMENDATION

Approval of an amendment to Planned Development (PD) District 03-54 for Commercial uses

Approval of a Detail Plan for an Automotive Service Building

GARLAND
TEXAS MADE HERE

PLAN COMMISSION RECOMMENDATION

On June 26, 2023 the Plan Commission, by a vote of eight (8) to zero (0), recommended Approval of an amendment to Planned Development (PD) District 03-54 for Heavy Commercial Uses.

The Plan Commission, by a vote of eight (8) to zero (0), also recommended approval of a Detail Plan for an Automotive Service Building.

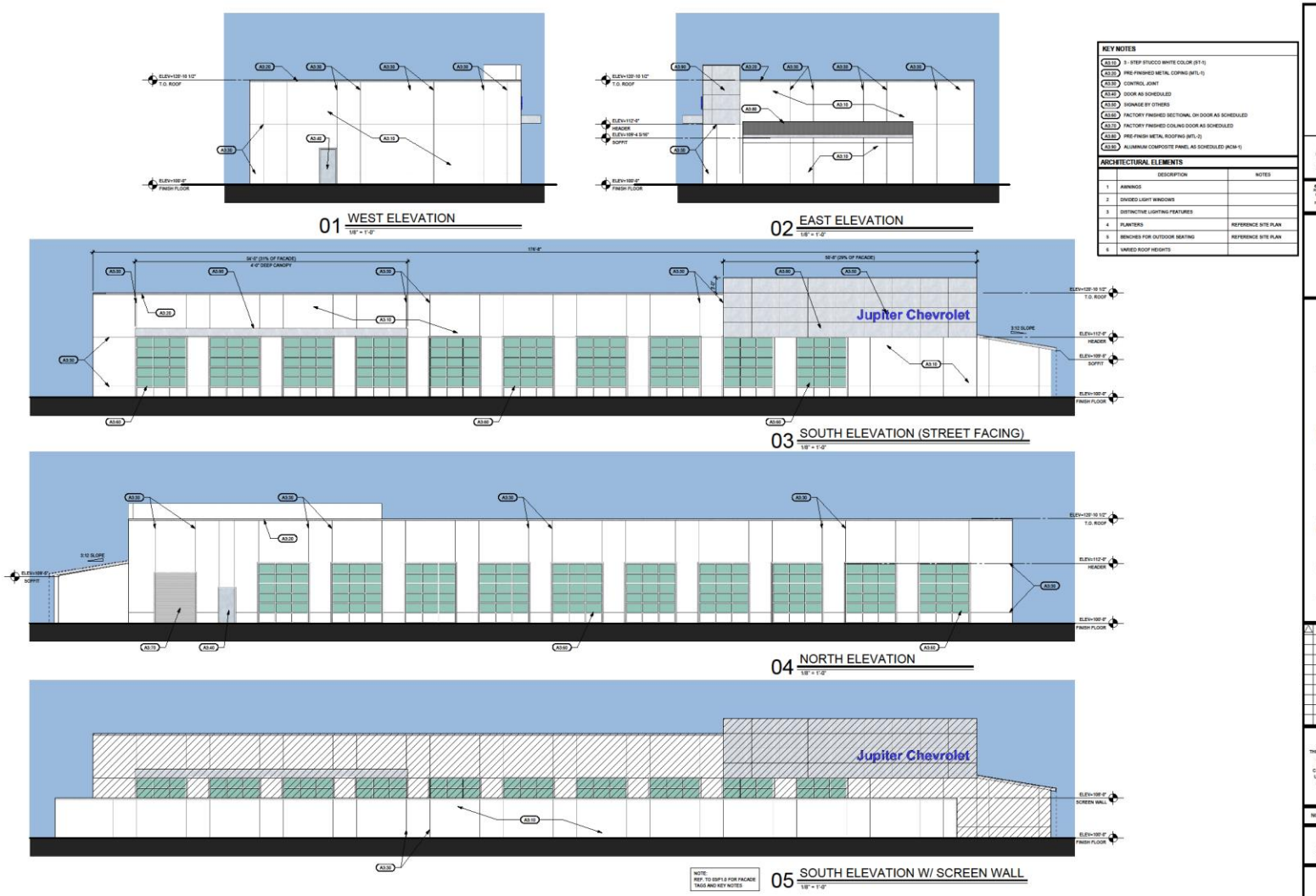
GARLAND

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GARLAND
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OLD BUILDING ELEVATIONS



Z 23-18

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Regular Session Agenda **8. a.**

Meeting Date: 07/18/2023

Item Title: Board and Commission Appointment

Submitted By: Courtney Vanover, Department Coordinator II

Summary of Request/Problem

Mayor Scott LeMay

- Preston Bass - Garland Youth Council
- Micaela Reynolds - Garland Youth Council

Recommendation/Action Requested and Justification

GARLAND

City Council Regular Session Agenda **8. b.**

Meeting Date: 07/18/2023

Item Title:

Summary:

Mayor Pro Tem Member Jeff Bass

- Kashina Daceus - Garland Youth Council
- Amsi Orozco - Garland Youth Council

GARLAND

City Council Regular Session Agenda **8. c.**

Meeting Date: 07/18/2023

Item Title:

Summary:

Council Member Deborah Morris

- Lindsey Khuu - Garland Youth Council
- Tasi Loreene Tajalle - Garland Youth Council

GARLAND

City Council Regular Session Agenda **8. d.**

Meeting Date: 07/18/2023

Item Title: Board and Commission Appointment

Summary:

Deputy Mayor Pro Tem Ed Moore

- Wesley Johnson - Board of Adjustments
- Robert Bruns - Environmental and Community Advisory Board
- Justina James - Community Multicultural Commission
- Rueben Lael Griffin - Cultural Arts Commission
- Jerry Carter - Parks & Recreation Board
- Stephanie Paris - Plan Commission
- Vickie Wohlander - Property Standards Board
- PC Mathew - Senior Citizens Advisory Board
- Calvin Nichols - Unified Building Standards Commission
- Aju Mathew - Tax Increment Finance #1 Downtown Board
- Michael Landers - Tax Increment Finance #2 Board
- David Perry - Tax Increment Finance #3 Board
- Amy Rosas - Garland Youth Council

Attachments

Wesley Johnson
Bob Bruns
Justina James
Reuben Griffin
Jerry Carter
Stephanie Paris
Vickie Wohlander
PC Mathew
Calvin Nichols
Aju Mathew
Michael Landers
David Perry

CITY OF GARLAND
RECEIVED
MAY 23 2023
CITY SECRETARY

GARLAND
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Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly: Date: 22 May 2023

Name: Wesley C Johnson Phone: [redacted] (Home)

Address: 3007 Bluffview Drive Phone: [redacted] (Other)

City, State, Zip: Garland, Texas 75043 Email: [redacted]

Resident of Garland for 30 years Resident of Texas for 43 years

✓ Dallas County Voter Registration Number [redacted] Garland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

Lawyer. Served on Board of Adjustment 4 years. 30 year resident. Taxpayer.

If you have previously served on a City Board or Commission, please specify and list dates of service.

Adjustment 2019-2023
Downtown TIF 2019

List civic or community endeavors with which you have been involved.

Downtown TIF, Board of Adjustments, Leadership Garland, Chamber of Commerce Club Creek HOA, Currently enrolled in Garland Citizens Police Academy - will complete June 22.

What is your educational background?

J.D., B.A., A.A.

What is your occupational experience?

Texas lawyer since 1983.

I hereby affirm that all statements herein are true and correct. Wesley Johnson

Board or Commission of first, second and third choice:

✓ Board of Adjustment 1	___ Garland Cultural Arts Commission	___ Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	___ Garland Youth Council **	✓ Plan Commission 2
✓ Civil Service Commission 3	___ Library Board	___ Senior Citizens Advisory Committee
___ Community Multicultural Commission	___ Property Standards Board	___ Unified Building Standards Commission

** *Garland Youth Council has a separate application*

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current ✓	Past Due ___	Date Appointed ___
Utility Account Status	Current ✓	Past Due ___	Appointed By ___
CSO Suit/Claim Filed	Yes ___	No ✓	Date Notified ___
Clerk Signature & Date	Courtney Vanover 5-23-23		Disclosure Form Filed ___

Revised 05/2021

CITY OF GARLAND
RECEIVED
JUN 12 2023
CITY SECRETARY

GARLAND
TEXAS MADE HERE

Application for City of Garland Boards/Commissions/Committees

Return completed application to: City Secretary's Office, 200 North Fifth Street, Garland, Texas 75040

Please Type or Print Clearly: Date: June 8 2023

Name: Bob Bruns Phone: [redacted] (Home)

Address: 1800 Country Club Circle Phone: (Other

City, State, Zip: Garland Tx 75043 Email:

Resident of Garland for 30 years Resident of Texas for 30 years

Dallas County Voter Registration Number [redacted] Garland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☑ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☑ No

Please list any experience that qualifies you to serve in the areas you have indicated.

Have run local recycling business for 24 years

If you have previously served on a City Board or Commission, please specify and list dates of service.

ecab Chair 2021 to present Ecab member 2019-present

List civic or community endeavors with which you have been involved.

Board member keep Garland Beautiful

What is your educational background?

College no degree

What is your occupational experience?

Founder and COO Erecycler LLC 1999 to present
Big D Kettle Corn 2017 to Present

I hereby affirm that all statements herein are true and correct. Bob Bruns
Signature of Applicant

Board or Commission of first, second, and third choice:

___ Board of Adjustment	___ Garland Youth Council **	___ Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	___ Property Standards Board	___ Plan Commission
___ Community Multicultural Commission	___ Library Board	___ Senior Citizens Advisory Committee
___ Garland Cultural Arts Commission		___ Unified Building Standards Commission

***Garland Youth Council has a separate application*

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current ✓ Past Due ___
Utility Account Status Current ✓ Past Due ___

CSO Suit/Claim Filed Yes ___ No ✓
Clerk Signature & Date Courtney Vanover 6-12-23

Date Appointed ___
Appointed By ___
Date Notified ___
Disclosure Form Filed ___

Revised 03/2018

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RECEIVED
JUL 05 2023
CITY SECRETARY

GARLAND
TEXAS MADE HERE

Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly: Date: 6/29/23

Name: Justina James Phone: [redacted] (Home)

Address: 2613 Claymore Ave Phone: [redacted] (Other

City, State, Zip: Garland, TX, 75043 Email: [redacted]

✓ Resident of Garland for 13 years Resident of Texas for 29 years

Dallas County Voter Registration Number [redacted] Garland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☑ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☑ No

Please list any experience that qualifies you to serve in the areas you have indicated.

I have been serving on the CMC for two years now and would like to continue for another term

If you have previously served on a City Board or Commission, please specify and list dates of service.

I have served on the CMC from August 2021-Present Day

List civic or community endeavors with which you have been involved.

What is your educational background?

I have a Master's in Social Work

What is your occupational experience?

Social Worker

I hereby affirm that all statements herein are true and correct. Justina James

Board or Commission of first, second and third choice:

___ Board of Adjustment	___ Garland Cultural Arts Commission	___ Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	___ Garland Youth Council **	___ Plan Commission *
___ Civil Service Commission	___ Library Board	___ Senior Citizens Advisory Committee
★ Community Multicultural Commission	___ Property Standards Board	___ Unified Building Standards Commission

** *Garland Youth Council has a separate application*

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current ✓ Past Due ___ Date Appointed ___

Utility Account Status Current ✓ Past Due ___ Appointed By ___

CSO Suit/Claim Filed Yes ___ No ✓ Date Notified ___

Clerk Signature & Date Courtney Vanover 7.5.23 Disclosure Form Filed ___

Revised 05/2021

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Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly: Date: 5/22/23

Name: Reuben Lael Griffin Phone: [redacted] (Home)

Address: 1829 Meadowview Dr. Phone: [redacted] (Other

City, State, Zip: Garland, TX 75043 Email: [redacted]

✓ Resident of Garland for 37 years Resident of Texas for 37 years

Dallas County Voter Registration Number [redacted] Garland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☑ No - [redacted]

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☐ No

Please list any experience that qualifies you to serve in the areas you have indicated.

Fine Arts Educator/Clinician, Multi-Media Producer and Songwriter. Brand Designer & Strategist, University Budget Analyst & Ombudsman, Asst. Program Dir. for The Black Academy Summer Youth Institute,

If you have previously served on a City Board or Commission, please specify and list dates of service.

Yes, Cultural & Arts (2021- PRESENT)

List civic or community endeavors with which you have been involved.

National Communication Director, National Urban League Young Professionals, Annual MLK Celebration sponsored by NAACP, Alpha Merit Mentor, Alpha Phi Alpha Fraternity, Inc.

What is your educational background?

Master in Non-Profit Management and Public Policy from Southern University and A&M College (Baton Rouge, LA)
Certified Fine Arts Instructor K-12 (Choir, Piano, Band Orchestra)

What is your occupational experience?

Fine Arts Educator/Clinician, Brand Designer & Strategist, University Budget Analyst & Ombudsman, Program Director and Logistics, CBS 11/TXA 21 Black Music Concert Performer at Symphony Myerson, GMT Appearance

I hereby affirm that all statements herein are true and correct. _____ *Signature of Applicant*

Board or Commission of first, second and third choice:

___ Board of Adjustment	_X_ Garland Cultural Arts Commission	___ Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	___ Garland Youth Council **	___ Plan Commission *
___ Civil Service Commission	___ Library Board	___ Senior Citizens Advisory Committee
___ Community Multicultural Commission	___ Property Standards Board	___ Unified Building Standards Commission

** *Garland Youth Council has a separate application*

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current ✓	Past Due ___	Date Appointed _____
Utility Account Status	Current ✓	Past Due ___	Appointed By _____
CSO Suit/Claim Filed	Yes ___	No ✓	Date Notified _____
Clerk Signature & Date	Courtney Vanover 5·23·23		Disclosure Form Filed _____

Revised 05/2021

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JUN 22 2023
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GARLAND
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Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly: Date: June 21, 2023

Name: Jerry Carter Phone: [redacted] (Home)

Address: 2725 Country Valley Raod Phone: (Other)

City, State, Zip: Garland, Texas 75043 Email:

Resident of Garland for 73 years Resident of Texas for 75 years

✓ Dallas County Voter Registration Number [redacted] Garland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☑ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☑ No

Please list any experience that qualifies you to serve in the areas you have indicated.

See Attached

If you have previously served on a City Board or Commission, please specify and list dates of service.

See Attached

List civic or community endeavors with which you have been involved.

See Attached

What is your educational background?
Associate of Science Electrical Engineering Technology

What is your occupational experience?
51 years building custom homes and remodeling homes in Garland and the surrounding counties and communities

I hereby affirm that all statements herein are true and correct Jerry Carter

Board or Commission of first, second and third choice:

___ Board of Adjustment	___ Garland Cultural Arts Commission	✓ Parks and Recreation Board
___ Environmental & Community Advisory Board	___ Garland Youth Council **	___ Plan Commission *
___ Civil Service Commission	___ Library Board	___ Senior Citizens Advisory Committee
___ Community Multicultural Commission	___ Property Standards Board	___ Unified Building Standards Commission

** *Garland Youth Council has a separate application*

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current ✓	Past Due ___	Date Appointed ___
Utility Account Status	Current ✓	Past Due ___	Appointed By ___
CSO Suit/Claim Filed	Yes ___	No ✓	Date Notified ___
Clerk Signature & Date	Courtney Vanover 6-23-23		Disclosure Form Filed ___

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Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly: Date: 6/1/2023

Name: Stephanie Paris Phone [redacted] (Home)

Address: 4806 Hopewell Dr. Phone [redacted] (Other

City, State, Zip: Garland, TX 75043 Email: [redacted]

✓ Resident of Garland for 30+ years Resident of Texas for 30+ years

Dallas County Voter Registration Number [redacted] rland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☑ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☑ No

Please list any experience that qualifies you to serve in the areas you have indicated.

As a senior program management leader, a strategic leader and contributor develop a strategic vision and drive successful execution with significant diverse experiences that include project management and business process improvement, including sales, marketing, supply chain, and merchandise buying. Additional experience has a

If you have previously served on a City Board or Commission, please specify and list dates of service.

My journey to become more engaged started with the Community Multicultural Commission board as Vice Chair August 2020. In 2021 to present, appointed to the Plan Commission Board to further my civic duties.

List civic or community endeavors with which you have been involved.

City of Garland Juneteenth Committee; Dallas County Volunteer Deputy Registrar; North Texas Food Bank Volunteer; Feed the Homeless Volunteer; Active member of Zeta Phi Beta Sorority, Incorporated; Member of Garland Unit NAACP; I have organized and led many events that serve others through engaging the right people.

What is your educational background?

Master of Business Administration; Bachelor of Science, Finance; Project Management Professional, PMP certified.

What is your occupational experience?

Senior Programming Leader/Project Management/ Organizational Change Management

I hereby affirm that all statements herein are true and correct. Stephanie Paris

Board or Commission of first, second and third choice:

___ Board of Adjustment	___ Garland Cultural Arts Commission	___ Parks and Recreation Board
___ Environmental & Community Advisory Board	___ Garland Youth Council **	1st Plan Commission *
___ Civil Service Commission	___ Library Board	___ Senior Citizens Advisory Committee
___ Community Multicultural Commission	___ Property Standards Board	___ Unified Building Standards Commission

*** Garland Youth Council has a separate application***

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current ✓ Past Due ___ Date Appointed ___

Utility Account Status Current ✓ Past Due ___ Appointed By ___

CSO Suit/Claim Filed Yes ___ No ✓ Date Notified ___

Clerk Signature & Date Courtney Vanover Disclosure Form Filed ___

Revised 05/2021

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GARLAND
TEXAS HOME TOWN

Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. 5th St., Garland, Texas 75040 | Email: RBoard@GarlandTX.gov

Please Type or Print Clearly

Date: 6/1/2023

Name: Vicki Wohlander Phone: [redacted]

Address: 4905 Crawfish Ln Phone:

City, State, Zip: Garland, Tx 75043 Email:

✓ Resident of Garland for 60 years Resident of Texas for 65 years

Dallas County Voter Registration Number [redacted] Garland City Council District Number: 3

Have you ever been convicted of a felony? ☐ Yes ☑ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☑ No

Please list any experience that qualifies you to serve in the areas you have indicated.

PAST PRESIDENT OF CYPRESS COVE HOA +
CURRENT VP OF PROP STANDARDS BOARD

If you have previously served on a City Board or Commission, please specify and list dates of service.

CURRENTLY ON PROPERTY STANDARDS BOARD

List civic or community endeavors with which you have been involved.

PAST VP + CURRENTLY BELONG TO KISSING KU
SQUARE DANCE CLUB OF GARL

What is your educational background?

BACHELOR OF BUSINESS (BBA) + BACHELOR O
SCIENCE IN NURSING (BSN

What is your occupational experience?

BUSINESS THEN CHANGED TO NURSING

I hereby affirm that all statements herein are true and correct. Vicki Wohlander

Board or Commission of first, second and third choice:

___ Board of Adjustment	___ Garland Cultural Arts Commission	___ Parks and Recreation Board
___ Citizen Participation and Neighborhood Advisory Commission	___ Garland Youth Council **	___ Plan Commission
___ Civil Service Commission	___ Library Board	___ Senior Citizens Advisory Committee
___ Community Multicultural Commission	✓ Property Standards Board	___ Urban Housing Standards Commission

** Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current ✓	Past Due ___	Date Appointed	
Utility Account Status	Current ✓	Past Due ___	Appointed By	
CSO Felony/Class Filed	Yes ___	No ✓	Date Notified	
Clerk Signature & Date	Courtney Vanover 6.5.23		Statement Form Filed	

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Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowlin@GarlandTX.gov

Please Type or Print Clearly: Date: 6/20/2023

Name: PC MATHEW Phone: [redacted]

Address: 4122 Aldenham Dr. Phone:

City, State, Zip: Garland, Tx 75043 Email:

Resident of Garland for 3 years Resident of Texas for 18 years

Dallas County Voter Registration Number [redacted] and City Council District Number 3 (1222120319)

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.

If you have previously served on a City Board or Commission, please specify and list dates of service.

ECAB 2022-2023

List civic or community endeavors with which you have been involved.

Global president of Global Indian council
www.globalindiancouncil.org

What is your educational background?

Bachelor of Accounting

What is your occupational experience?

Financial Examiner, Accountant, Real Estate, and property and casuality Insurance, Social activities

I hereby affirm that all statements herein are true and correct. Signature of Applicant

Board or Commission of first, second and third choice:

___ Board of Adjustment	___ Garland Cultural Arts Commission	___ Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	___ Garland Youth Council **	___ Plan Commission *
___ Civil Service Commission	___ Library Board	X Senior Citizens Advisory Committee
___ Community Multicultural Commission	___ Property Standards Board	___ Unified Building Standards Commission

** *Garland Youth Council has a separate application*

FOR OFFICE USE ONLY

Ad Valorem Tax Status	Current ✓	Past Due ___	Date Appointed ___
Utility Account Status	Current ✓	Past Due ___	Appointed By ___
CSO Suit/Claim Filed	Yes ___	No ✓	Date Notified ___
Clerk Signature & Date	Courtney Vanover 6-23-23		Disclosure Form Filed ___

Revised 05/2021

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Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly: Date: 6/8/23

Name: Calvin Nichols Phone: [redacted]

Address: 2401 Northridge Dr. Phone:

City, State, Zip: Garland, TX 75043 Email:

Resident of Garland for 22 years Resident of Texas for 60+ years

✓ Dallas County Voter Registration Number [redacted] Garland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☑ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☑ No

Please list any experience that qualifies you to serve in the areas you have indicated.

20 yrs experience as a fire inspector, 10 yrs as an fire/arson investigator, 5 yrs experience as a part time instructor for residential construction.

If you have previously served on a City Board or Commission, please specify and list dates of service.

6 yrs on the Unified Building Standards Commission

List civic or community endeavors with which you have been involved.

Currently I am a volunteer with Good Samitians of Garland.
In the past I volunteered with the Richardson Kiwanis Club building wheels chair ramps for people who could not pay for one.

What is your educational background?

I have a B.S. in Industrial Arts from UNT.

What is your occupational experience?

1 yr as an Industrial Engineer at Vought. 1 yr as a numerical control programmer. 30 yrs with Dallas Fire Rescue. I am currently retired.

I hereby affirm that all statements herein are true and correct. Calvin Nichols
Signature of Applicant

Board or Commission of first, second and third choice:

2 Board of Adjustment	___ Garland Cultural Arts Commission	___ Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	___ Garland Youth Council **	___ Plan Commission *
3 Civil Service Commission	___ Library Board	___ Senior Citizens Advisory Committee
___ Community Multicultural Commission	___ Property Standards Board	1 Unified Building Standards Commission

** *Garland Youth Council has a separate application*

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Utility Account Status Current ✓ Past Due ___ Appointed By ___
CSO Suit/Claim Filed Yes ___ No ✓ Date Notified ___
Clerk Signature & Date Courtney Vanover 6.27.23 Disclosure Form Filed ___

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Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly: Date: 05/12/2023

Name: Aju Mathew Phone: [redacted]

Address: 2301 Club Creek Ct Phone:

City, State, Zip: Garland,TX 75043 Email:

Resident of Garland for 9 years Resident of Texas for 16 years

✓ Dallas County Voter Registration Number [redacted] Garland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☑ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☑ No

Please list any experience that qualifies you to serve in the areas you have indicated.

Actively working in all the church activities and youth activities in the church and also some voluntary activities. Worked in the community activities like blood donation group, medical support activities and school supply distributing for poor kids

If you have previously served on a City Board or Commission, please specify and list dates of service.

N/A

List civic or community endeavors with which you have been involved.

What is your educational background?

Bachelors in Information Technology

What is your occupational experience?

IT Analyst, Software Professional, Business Analyst

I hereby affirm that all statements herein are true and correct. Aju Mathew

Board or Commission of first, second and third choice:

3 Board of Adjustment	___ Garland Cultural Arts Commission	1 Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	___ Garland Youth Council **	___ Plan Commission *
___ Civil Service Commission	___ Library Board	___ Senior Citizens Advisory Committee
2 Community Multicultural Commission	___ Property Standards Board	___ Unified Building Standards Commission

** *Garland Youth Council has a separate application*

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Ad Valorem Tax Status Current ✓ Past Due ___ Date Appointed ___

Utility Account Status Current ✓ Past Due ___ Appointed By ___

CSO Suit/Claim Filed Yes ___ No ✓ Date Notified ___

Clerk Signature & Date Courtney Vanover 7-5-23 Disclosure Form Filed ___

Revised 05/2021

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Application for City of Garland Boards/Commissions/Committees

Return completed application to: City Secretary's Office, 200 North Fifth Street, Garland, Texas 75040

Please Type or Print Clearly: Date: June 29, 2023

Name: Michael M. Landers Phone: [redacted]

Address: 2701 Dove Meadow Drive Phone:

City, State, Zip: Garland, TX 75043 Email:

Resident of Garland for 46 years Resident of Texas for

✓ Dallas County Voter Registration Number [redacted] Garland City Council District Number 3

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated.
I am a concerned citizen that would like to get more involved with my city functions.

If you have previously served on a City Board or Commission, please specify and list dates of service.
None I have children who use the public library and parks. I'm always interested in new development!

List civic or community endeavors with which you have been involved.
I was the precinct chair and election judge for my neighborhood for 10 years at Memorial Prep.

What is your educational background?
I have a bachelor's degree in Business Administration from UT- Dallas.

What is your occupational experience?
I have been a teacher and a truck driver for many years.

I hereby affirm that all statements herein are true and correct. Michael Landers
Signature of Applicant

Board or Commission of first, second, and third choice:

___ Board of Adjustment	___ Garland Youth Council **	2 Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	___ Property Standards Board	3 Plan Commission
___ Community Multicultural Commission	1 Library Board	___ Senior Citizens Advisory Committee
___ Garland Cultural Arts Commission		___ Unified Building Standards Commission

Garland Youth Council has a separate application

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current ✓ Past Due ___ Date Appointed ___
Utility Account Status Current ✓ Past Due ___ Appointed By ___
CSO Suit/Claim Filed Yes ___ No ✓ Date Notified ___
Clerk Signature & Date Courtney Vanover 7.5.23

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CITY SECRETARY

Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly: Date: **May 24, 2023**

Name: **David Perry** Phone: [redacted] *(Home)*

Address: **4010 Wallingford Drive** Phone: [redacted] *(Other - Cell)*

City, State, Zip: **Garland, Texas 75043** Email: [redacted]

Resident of Garland for **26** years Resident of Texas for **59** years

✓ Dallas County Voter Registration Number [redacted] Garland City Council District Number **3**

Have you ever been convicted of a felony? ☐ Yes ☒ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☒ No

Please list any experience that qualifies you to serve in the areas you have indicated. **Leadership Garland Graduate (Class XVIII); Board Member-Garland's Property Standards Board (Chairman); City of Garland 2018 Bond Study Committee Member; City of Garland TIF Board #3 (Medical District); Board Member -Union Gospel Mission; Internal Auditor (20 plus years); DART Bus Operations Department – Program Manager (Currently).**

If you have previously served on a City Board or Commission, please specify and list dates of service. **7/98 – 12/08 (South Area Implementation Committee). Board Member-Garland's Property Standards Board (Chairman) 1999-Present; City of Garland 2018 Bond Study Committee Member; City of Garland TIF Board #3 (Medical District) 2019-Current.**

List civic or community endeavors with which you have been involved. **Leadership Garland Graduate (Class XVIII); Board Member -Union Gospel Mission-Dallas; Deacon- North Dallas Community Bible Fellowship**

What is your educational background? **(BS) Accounting**

What is your occupational experience? **Internal Auditor (20 plus years); Business/Program Manager (13 years);**

Senior Manager – Operations & Budget (1yr)

I hereby affirm that all statements herein are true and correct. David Perry *Signature of Applicant*

Board or Commission of first, second and third choice:

___ Board of Adjustment	___ Garland Cultural Arts Commission	X TIF # 3 Board (Medical District)
___ Citizens Environmental and Neighborhood Advisory Committee	___ Garland Youth Council **	___ Parks and Recreation Board
___ Civil Service Commission	___ Library Board	___ Plan Commission *
___ Community Multicultural Commission	___ Property Standards Board	___ Senior Citizens Advisory Committee
		___ Unified Building Standards Commission

** *Garland Youth Council has a separate application*

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Ad Valorem Tax Status Current ✓ Past Due ___ Date Appointed _____

Utility Account StatusCSO Sui t/Claim Filed CurYes ___ rent ___ No ___ Past Due ___ Date Notified

Appointed By _____

Clerk Signature & Date Courtney Vanever 5.30.23

Disclosure Form Filed _____ *Revised 05/2021*

Democracy in Action

The American democratic experience is built upon the foundation of concerned and caring residents becoming actively involved in local government. Consistent with this principle, Garland's Charter provides for the City Council to utilize resident volunteers to assist in carrying out the many functions of municipal government by serving on the City's Advisory Boards and Commissions. Please give serious consideration to becoming more involved in helping make Garland the best city possible by applying to serve on a board or commission of your choice. For further information, call 972-205-2404.

Process For Selection

Board members are selected for two-year terms by the City Council in August. Terms are usually staggered whereby at least half of the membership has board experience.

All applicants and incumbents must submit a Board and Commission Application form by July 1. Members of some boards must possess certain technical skills as specified by ordinance. All board and commission members must file a Code of Ethics Disclosure Form with the City Secretary.

Applicants will be notified of acceptance by mail after their appointment. Because vacancies may arise during the year, all applications are kept on file for one year.

Qualifications

The Garland Charter and Code of Ordinances establish certain qualifications that must be met by members of boards and commissions. In addition to special qualifications for service, a board member must:

- have been a resident of the state of Texas for one year and of Garland for six months prior to the date of appointment.
- be a qualified voter at time of appointment.
- not be in arrears on City taxes, utility service charges or other obligations owed the city.
- have not been convicted of a felony.
- have not been convicted of a Class A misdemeanor.
- not be an adversary party to pending litigation against the City.

Boards and Commissions

Board of Adjustment

- Consists of nine members
- Meets third Wednesday of every month • Considers applications for variances to zoning ordinance regulation, hears appeals regarding determinations of the Zoning Administrator, and considers action concerning non-conforming uses

Citizens Environmental and Neighborhood Advisory Committee

- Consists of nine members
- Meets second Wednesday of each month
- Reviews, develops, and recommends new and expanded projects to the City Council

Civil Service Commission

- Reviews policy and procedures of the Police and Fire departments with primary focus on disciplinary, testing, hiring and promotional procedures

Community Multicultural Commission

- Consists of 13 members
- Meets third Thursday of each month
- Researches issues and makes recommendations to Council concerning the City's changing demographic composition and diverse needs

Garland Cultural Arts Commission

- Consists of nine members
- Meets quarterly
- Advises on policies of the Arts Center, negotiates contracts for usage of Heritage Park, awards grants to arts groups, and promotes the arts in general

Garland Youth Council

- Consists of 20 members; all high school age
- One-year terms
- Meets second Tuesday of every month
- Advises Council of wants and needs of Garland youth and acts as ambassadors for the City of Garland

Library Board

- Consists of nine members
- Meets second Monday of every month
- Advises Council on library services and programs

GARLAND

City Council Regular Session Agenda **8. e.**

Meeting Date: 07/18/2023

Item Title:

Summary:

Council Member BJ Williams

- Bryan Panameno - Garland Youth Council

GARLAND

City Council Regular Session Agenda **8. f.**

Meeting Date: 07/18/2023

Item Title: Board and Commission Appointment

Submitted For: Courtney Vanover, Department Coordinator II, City Secretary

Summary:

Council Member Margaret Lucht

- Jaric Jones - Unified Building Standards Commission
- Stephen Hogue - Garland Youth Council
- Sarah Lockett - Garland Youth Council

Attachments

Jaric Jones

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JUN 12 2023
CITY SECRETARY

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Application for City of Garland Boards/Commissions/Committees

Return completed application to City Secretary's Office, 200 N. Fifth St., Garland, Texas 75040 | Email: RDowl@GarlandTX.gov

Please Type or Print Clearly:

Date: [redacted]

Name: Jaric Jones

Phone [redacted] *(Home)*

Address: 701 Parkmont Drive

Phone: _____ *(Other*

City, State, Zip: Garland, TX, 75041

Email [redacted]

Resident of Garland for 1 years Resident of Texas for 28 years

✓ Dallas County Voter Registration Number [redacted] Garland City Council District Number 5

Have you ever been convicted of a felony? ☐ Yes ☑ No

Have you ever been convicted of a Class A misdemeanor? ☐ Yes ☑ No

Please list any experience that qualifies you to serve in the areas you have indicated.

City Planner, 5 years

If you have previously served on a City Board or Commission, please specify and list dates of service.

N/A

List civic or community endeavors with which you have been involved.

N/A

What is your educational background?

Bachelors, Interdisciplinary Studies - City Planning, University of Texas at Arlington
Masters, City and Regional Planning, University of Texas at Arlington

What is your occupational experience?

City Planner

I hereby affirm that all statements herein are true and correct. Jaric Jones

Board or Commission of first, second and third choice:

___ Board of Adjustment	___ Garland Cultural Arts Commission	___ Parks and Recreation Board
___ Citizens Environmental and Neighborhood Advisory Committee	___ Garland Youth Council **	_3_ Plan Commission *
___ Civil Service Commission	___ Library Board	___ Senior Citizens Advisory Committee
___ Community Multicultural Commission	_2_ Property Standards Board	_1_ Unified Building Standards Commission

** *Garland Youth Council has a separate application*

FOR OFFICE USE ONLY

Ad Valorem Tax Status Current ✓ Past Due ___
Utility Account Status Current ✓ Past Due ✓
CSO Suit/Claim Filed Yes ___ No ___
Clerk Signature & Date Courtney Vanover 6-14-23

Date Appointed _____
Appointed By _____
Date Notified _____
Disclosure Form Filed _____

Revised 05/2021

GARLAND

City Council Regular Session Agenda **8. g.**

Meeting Date: 07/18/2023

Item Title:

Submitted For: Rene Dowl, City Secretary, City Secretary

Summary:

Council Member Carissa Dutton

- Julia Jaison - Garland Youth Council
- Emily Santillan - Garland Youth Council

GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Regular Session Agenda **8. h.**

Meeting Date: 07/18/2023

Item Title: Board and Commission Appointment

Submitted By: Courtney Vanover, Department Coordinator II

Summary of Request/Problem

Council Member Dylan Hedrick

- Riley Duggan - Garland Youth Council
- Cindy Le - Garland Youth Council

Recommendation/Action Requested and Justification

GARLAND

City Council Regular Session Agenda **8. i.**

Meeting Date: 07/18/2023

Item Title:

Summary:

Council Member Chris Ott

- Luca Acosta - Garland Youth Council
- Muna Baraso - Garland Youth Council
