



GARLAND

AGENDA

CITY COUNCIL WORK SESSION City of Garland

REMOTE MEETING

Monday, November 16, 2020
6:00 p.m.

DEFINITIONS:

Written Briefing: Items that generally do not require a presentation or discussion by the staff or Council. On these items the staff is seeking direction from the Council or providing information in a written format.

Verbal Briefing: These items do not require written background information or are an update on items previously discussed by the Council.

NOTICE: Due to the COVID-19 emergency, and pursuant to Section 551.125 of the Texas Government Code and the executive orders of Governor Greg Abbott suspending provisions of the Texas Government Code and other applicable laws of the State regarding normal open meetings, the City Council will hold this meeting by internet/telephonic remote means.

The meeting will be broadcast by webinar or telephone at the following URL:

https://garlandtx.zoom.us/webinar/register/WN_a6GtUjJuTNaY91zxpL1OJg

Registration for the online meeting is required. The meeting will be recorded and will be available for viewing the next day at www.garlandtx.gov.

For those without internet access to the meeting, a dial-in option is available. The numbers are:

346-248-7799
470-250-9358
470-381-2552

The Meeting ID is: 938 7826 0777

For participants (online and by phone) who wish to speak, a public comments period is provided as the first item on the agenda. If you desire to address the City Council on a matter that is posted on this agenda, please be prepared to do so at the beginning of the meeting. After the City Council has begun its discussion of the agenda, you will not be recognized to speak. The public comments portion of the meeting is provided for citizen comments. You are invited to offer a comment or make a statement on any item on the agenda. However, please bear in mind that offering comments should not be done in the form of posing questions. Generally, due to legal restrictions, the City Council is not able to answer questions during the public comments portion of the agenda. Your comments must relate to an item on this agenda - non-germane comments are not in order.

If an Executive Session is included as part of the agenda for this meeting, the Executive Session will be conducted by teleconference between and among the members of the City Council and relevant City staff. Public access to that call is prohibited by State law.

COUNCIL HOUSE RULES

- | | |
|--|---|
| 1. Decisions based on issues, goals and vision. | 9. Follow goals, principles and action agenda. |
| 2. Do not take things personal. | 10. Decide, vote and move on. |
| 3. Project a positive attitude. | 11. Avoid ambushes - Council or staff. |
| 4. Focus on issues, not on the person. | 12. Talk to staff before meetings. |
| 5. Be prepared to discuss issues. | 13. Vote our convictions, but be willing to compromise <i>"What is best for Garland."</i> |
| 6. Maintain decorum. | 14. Follow Roberts Rules of Order consistently. |
| 7. Keep your sense of humor. | 15. Agree to disagree. |
| 8. Honor and respect each other; accept each other as individuals. | 16. Be open and honest. |

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 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]

1. Public Comments on Work Session Items

Persons who desire to address the City Council on any item on the Work Session agenda are allowed three minutes to speak. Speakers are taken only at the beginning of the meeting, other than invited testimony.

Speakers are grouped by Work Session item and will be taken in the order of the Work Session agenda. Speakers must submit to the City Secretary a completed speaker's card before the beginning of the meeting. Speaker cards will not be accepted after the Mayor calls the meeting to order. Speaker cards are available in the lobby, at the visitor's side of the Work Session Room, and from members of staff.

Speakers are limited to addressing items on the Work Session agenda – any item relating to a Regular Session agenda item should be addressed at the Regular Session and any item not on an agenda may be addressed during the open microphone at the end of the Regular Session.

2. Consider the Consent Agenda

A member of the City Council may ask for discussion or further information on an item posted as a consent agenda item on the next Regular Meeting of the City Council. The Council Member may also ask that an item on the posted consent agenda be pulled from the consent agenda and considered for a vote separate from consent agenda items on the regular agenda. All discussions or deliberations on this portion of the work session agenda are limited to posted agenda items and may not include a new or unposted subject matter.

3. Written Briefings:

a. Bond Refunding - Electric Utility System Commercial Paper Notes and Revenue Bonds

Council is requested to authorize staff to refund approximately \$50 million of Electric Utility System Commercial Paper Notes, Series 2018 and approximately \$5.4 million of Electric Utility System Revenue Bonds, Series 2011 with Electric System Revenue Refunding Bonds, Series 2021. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the February 2, 2021 Regular Meeting.

b. Bond Refunding - Water and Sewer System Revenue Refunding Bonds and Commercial Paper Notes

Council is requested to authorize staff to refund approximately \$35 million of Water and Sewer System Commercial Paper Notes, Series 2015, approximately \$14.4 million Water and Sewer System Revenue Bonds, Series 2011 with Water and Sewer Revenue Refunding Bonds, Series 2021. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the February 2, 2021 Regular Meeting.

c. Amendment to Downtown/Forest-Jupiter - TIF #1 Boundaries and Project Plan

Council is requested to approve an ordinance expanding Downtown/Forest-Jupiter - TIF#1 boundaries to include Montgomery Park and update the TIF #1 Project and Financing Plan to include additional projects. Unless otherwise directed by Council, this item will be scheduled for formal consideration at the December 1, 2020 Regular Meeting.

d. Future Tennis Facility Planning Status Update

At the November 9, 2020 Work Session, Council Member Jerry Nickerson and Mayor Scott LeMay asked for an update on plans for future tennis facilities in Garland.

4. Verbal Briefings:

a. COVID-19 Response Update and Further Actions

Staff will provide an update to Council and ask for Council direction, if needed, on various matters related to COVID-19 and actions being taken by the City.

- Discuss the possibility of reductions and/or limitations to city services and/or city facilities as a result of increasing COVID-19 cases, hospitalizations and related issues*

b. 2021 Texas Legislative Season Briefing

Ty Embrey with Lloyd Gosselink Attorneys at Law will provide Council with a briefing regarding the upcoming 2021 Texas Legislative Session.

c. Zoning Notification Procedures Update

During the July 20, 2020 City Council Work Session, the City Council discussed zoning case notification procedures. The item was assigned to an Ad-Hoc Committee, consisting of three (3) Council members and two (2) Plan Commissioners. The Ad Hoc Committee will report its recommendations to the City Council.

d. Temporary Parklet Program Discussion

Staff will present draft guidelines for a Temporary Parklet Program, as discussed by the Development Services Committee during their October 19, 2020 meeting.

e. Home Improvement Incentive Program Update

Neighborhood Vitality will provide a summary of the outcomes for the first round of the Home Improvement Incentive Program.

f. Downtown Facade Improvement Program - Pilot Year Review and Proposed Amendments

Staff will brief Council on the pilot year of the Downtown Historic District Facade Improvement Program and request direction on proposed changes to the program.

5. Announce Future Agenda Items

A member of the City Council, with a second by another member, or the Mayor alone, may ask that an item be placed on a future agenda of the City Council or a committee of the City Council. No substantive discussion of that item will take place at this time.

6. Adjourn



GARLAND POLICY REPORT

City Council Work Session Agenda

3. a.

Meeting Date: November 16, 2020

Item Title: Bond Refunding - Electric Utility System Commercial Paper Notes and Revenue Bonds

Submitted By: Matt Watson, Finance Director

Strategic Focus Areas: Sound Governance and Finances

ISSUE

Consider refunding approximately \$50 million of Electric Utility System Commercial Paper Notes, Series 2018 and approximately \$5.4 million of Electric Utility System Revenue Bonds, Series 2011 with Electric System Revenue Refunding Bonds, Series 2021. The purpose of this transaction is to refund a portion of variable rate commercial paper notes with fixed rate long-term debt and to generate savings in debt service.

OPTIONS

1. Authorize staff to refund approximately \$50 million of Electric Utility System Commercial Paper Notes, Series 2018 and approximately \$5.4 million of Electric Utility System Revenue Bonds, Series 2011 with Electric System Revenue Refunding Bonds, Series 2021.
2. Do not approve the refunding transaction.

RECOMMENDATION

Unless otherwise directed by Council, this item will be scheduled for formal consideration at the February 2, 2021 Regular Meeting.

BACKGROUND

The Electric Utility Commercial Paper Program finances the construction of various capital improvement projects for the Electric Utility. Funding capacity of this variable rate program is \$80 million with approximately \$50 million of capital spending available for refunding with fixed rate long-term debt.

CONSIDERATION

The Refunding Bonds will be fixed rate debt with a 30-year amortization period. The average annual debt service is projected to be \$2.6 million for the life of the bonds, from 2022 through 2051. The projected interest rate is 2.73%. The exact amount of annual debt service and interest is subject to market conditions between now and the final pricing date of February 2, 2021.



GARLAND POLICY REPORT

City Council Work Session Agenda

3. b.

Meeting Date: November 16, 2020

Item Title: Bond Refunding - Water and Sewer System Revenue Refunding Bonds and Commercial Paper Notes

Submitted By: Matt Watson, Finance Director

Strategic Focus Areas: Sound Governance and Finances

ISSUE

Consider refunding approximately \$35 million of Water and Sewer System Commercial Paper Notes, Series 2015 and approximately \$14.4 million Water and Sewer System Revenue Bonds, Series 2011 with Water and Sewer System Revenue Refunding Bonds, Series 2021. The purpose of this transaction is to refund a portion of variable rate commercial paper notes with fixed rate long-term debt and to generate debt service savings.

OPTIONS

1. Authorize staff to refund approximately \$35 million of Water and Sewer System Commercial Paper Notes, Series 2015, approximately \$14.4 million Water and Sewer System Revenue Bonds, Series 2011 with Water and Sewer Revenue Refunding Bonds, Series 2021.
2. Do not approve the refunding transaction.

RECOMMENDATION

Unless otherwise directed by Council, this item will be scheduled for formal consideration at the February 2, 2021 Regular Meeting.

BACKGROUND

The Water and Sewer System Commercial Paper Program finances various capital improvement projects for the Water and Sewer System. Funding capacity of this program is \$90 million. Due to current market conditions, the City of Garland has an opportunity to refund the \$35 million of variable rate commercial paper notes with fixed rate long-term Water and Sewer System Revenue Refunding Bonds.

In addition, due to current market conditions, the City of Garland has an opportunity to refund approximately \$14.4 million Water and Sewer System Revenue Bonds, Series 2011. This refunding will generate approximately \$2.8 million in debt service savings between fiscal years 2021 and 2031. The exact amount of savings is subject to market conditions between now and the final pricing date of February 2, 2021.

CONSIDERATION

The Refunding Bonds will be fixed rate debt with a 20-year amortization period. The Refunding Bonds will have a declining amortization schedule with projected annual debt service payments of approximately \$850 thousand in 2021, \$3 million between 2022 and 2024, \$3.8 million between 2025 and 2031 and \$2.1 million between 2032 and 2041. The projected interest rate is 1.8%. The exact amount of annual debt service and interest rate is subject to market conditions between now and the final pricing date of February 2, 2021.



GARLAND POLICY REPORT

City Council Work Session Agenda

3. c.

Meeting Date: November 16, 2020

Item Title: Amendment to Downtown/Forest-Jupiter - TIF #1 Boundaries and Project Plan

Submitted By: Matt Watson, Finance Director

Strategic Focus Areas: Growing Economic Base
Commercially Thriving Downtown
Enhanced Quality of Life through Amenities, Arts, and Events
Sound Governance and Finances

ISSUE

At the August 31, 2020 Work Session, Council requested that staff bring forward a recommendation to the Board of Directors of the Tax Increment Financing (TIF) Zone #1 to expand the boundaries of the Forest/Jupiter area of the TIF to include Montgomery Park. In addition, Council requested that a portion of the tax increment be dedicated toward projects in the Forest/Jupiter area (specifically Montgomery Park). The Board of Directors held a meeting on October 14, 2020 and unanimously approved moving forward with this recommendation.

OPTIONS

1. Approve an ordinance expanding Downtown/Forest-Jupiter - TIF#1 boundaries to include Montgomery Park and update the TIF #1 Project and Financing Plan to include additional projects.
2. Do not approve an ordinance expanding TIF#1 boundaries to include Montgomery Park and update the TIF #1 Project and Financing Plan to include additional projects.

RECOMMENDATION

Unless otherwise directed by Council, this item will be scheduled for formal consideration at the December 1, 2020 Regular Meeting.

BACKGROUND

Tax increment financing (TIF) is a tool local governments of Texas have used since 1986 to finance public improvements and programs within defined areas that have unique challenges and opportunities for economic development. The City Council established TIF #1 (Downtown/Forest-Jupiter) by ordinance on December 2, 2003. On January 20, 2015, the TIF board and City Council approved a Project Plan and Financing Plan (required by Chapter 311 of the tax code) which authorized the use of TIF funding to be used towards the City Center and Oaks Fifth Street Crossing developments. Due to the success of these projects, the TIF #1

Project and Financing Plan was updated once again on May 1, 2018 with \$3.1 million of additional projects that included a Facade Improvement Program, Managed District Services, Enhanced Downtown Square Programming, Public Art, and Public Infrastructure.

At the August 31, 2020 Work Session, staff reported to Council that TIF #1 is projected to receive \$1.3 million of additional tax increment revenue between 2021 and 2024 that could be programmed into new or existing projects within the TIF zone boundaries. In addition, staff reported that approximately 37% or \$460,000 of the tax increment revenue would be generated from properties located in the Forest/Jupiter area of the TIF zone. Council recommended that the Forest/Jupiter area receive its proportionate share of this revenue for improvements to the area. In addition, Council recommended extending the boundaries of the Forest/Jupiter area of the TIF to include Montgomery Park and programming \$460,000 into this area for improvements to the Park including: a restroom facility, security lighting, soccer field improvements, and additional site amenities. On October 14, 2020, staff took this recommendation to the TIF #1 Board of Directors, and they unanimously approved moving forward with expanding the TIF zone boundaries to include Montgomery Park and updating the Project and Financing Plan to include funding for these improvements to the Park. In addition, the Board unanimously approved allocating the remaining portion of the \$1.3 million towards infrastructure and downtown improvements.

Based on this proposal, TIF#1 is projected to spend \$6.9 million between FY 2021 and FY 2024 (TIF #1 is currently set to expire on December 31, 2024). The table below outlines the specific projects these funds are proposed to be allocated towards.

Projects	Remaining Funding
Oaks Fifth Street Crossing ED Agreement	\$835,000
City Center Debt Service	1,899,000
Managed District Services	729,000
Facade Improvement Program	490,000
Enhanced Downtown Square Programming	50,000
Public Art	45,000
Forest/Jupiter Area (Montgomery Park)	460,000
Infrastructure and Downtown Improvements	2,415,000
TOTAL	\$6,923,000

CONSIDERATION

Unless otherwise directed by Council, staff will begin notifying the public and conduct a Public Hearing at the December 1, 2020 Regular Meeting (as required by state law) at which time Council will also formally consider an ordinance expanding the TIF zone boundaries to include Montgomery Park and updating the Project and Finance Plan.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

3. d.

Meeting Date: November 16, 2020

Item Title: Future Tennis Facility Planning Status Update

Submitted By: Andy Hesser, Managing Director

Summary of Request/Problem

At the November 9, 2020 Work Session, Council Member Jerry Nickerson and Mayor Scott LeMay asked for an update on plans for future tennis facilities in Garland. As Council may recall, during the Rick Oden planning process in 2019, staff was asked to investigate options for existing and future tennis facilities. Utilizing some of the feedback provided by Council, residents and current tennis center participants, staff began looking at possible site options, operational considerations and foreseeable challenges. At this time staff is in the process of finalizing the preliminary scenarios and associated budget and will be prepared to discuss options in the 2021 CIP budget process.

Recommendation/Action Requested and Justification

Information only.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

4. a.

Meeting Date: November 16, 2020

Item Title: COVID-19 Response Update and Further Actions

Summary of Request/Problem

Staff will provide an update to Council and ask for Council direction, if needed, on various matters related to COVID-19 and actions being taken by the City.

- Discuss the possibility of reductions and/or limitations to city services and/or city facilities as a result of increasing COVID-19 cases, hospitalizations and related issues.

Recommendation/Action Requested and Justification

Council discussion.



GARLAND
CITY COUNCIL ITEM SUMMARY SHEET

City Council Work Session Agenda

4. b.

Meeting Date: November 16, 2020

Item Title: 2021 Texas Legislative Season Briefing

Summary of Request/Problem

Ty Embrey with Lloyd Gosselink Attorneys at Law will provide Council with a briefing regarding the upcoming 2021 Texas Legislative Session.

Recommendation/Action Requested and Justification

Council discussion.



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4. c.

Meeting Date: November 16, 2020

Item Title: Zoning Notification Procedures Update

Submitted By: Will Guerin, Planning Director

Summary of Request/Problem

During the July 20, 2020 City Council Work Session, the City Council discussed zoning case notification procedures. The item was assigned to an Ad-Hoc Committee, consisting of three (3) Council members and two (2) Plan Commissioners. The Ad Hoc Committee will report its recommendations to the City Council.

Key takeaways and recommendations from the Ad Hoc Committee include the following:

Letters:

- Council letters should include a map.
- Letter reorganized to put plain English elements further up.
- Front side English with some Spanish, back side includes Spanish and Vietnamese as well.
- Comment form contained within one page
- Comment form includes multi-lingual headings
- Phone number for staff discussion clearly visible
- QR code/link to technology
- Add "Why" the recipient is receiving a letter.
- Use the most readable font

Map:

- Add notification area buffer and address. Provide legal description if no address is available

Site Signage:

- Easily memorized link for those driving by
- Sign size stays the same
- Sign color change to black on neon green
- Preferred two signs per frontage

Technology:

- Follow similar interactive website as Plano.
- Add glossary of common zoning/GDC terms online.
- Sign up available for P&Z notifications

Notification Distance:

- Keep 400 feet.
- Include physical addresses too (notify renters, businesses, etc.)

HOA/Neighborhood Associations:

- Work with Office of Neighborhood Vitality to send out letters detailing sign-up instructions

The recommended letter template, map, and zoning notice sign are attached for the Council's consideration. In addition, Plano's interactive zoning website will be displayed.

Recommendation/Action Requested and Justification

Council direction is requested.

Attachments

Zoning Notification Letter Proposed
Map Proposed
Zoning Notice Sign Proposed
Presentation

City of Garland
Planning Department
P.O. Box 469002



NOTICE OF PUBLIC HEARING OF THE GARLAND PLAN COMMISSION

Due to the COVID-19 emergency and, pursuant to Section 551.125 of the Texas Government Code and the executive orders of Governor Greg Abbott suspending provisions of the Texas Government Code and other applicable laws of the State regarding normal open meetings, the Plan Commission will hold this meeting by internet/telephonic remote means.

Dear Garland Resident, Property Owner or Business Owner: You are receiving this letter because your address is within 400 feet of the proposed zoning change.

RE: **Case Z 20-26 - Applicant, Bill Swisher, is requesting approval of an electronic programmable sign on the property located at 484 West Interstate 30, Garland, Texas. (see included map)**

Meeting Date: **A Public hearing will be held by the City of Garland Plan Commission at 7:00 pm, Monday, September 28, 2020**

Meeting Location: **Due to COVID-19 emergency the meeting will be held Virtually. A link to the meeting can be found in the posted agenda which can be found at:**
<https://www.garlandtx.gov/801/Meeting-Agendas-and-Minutes>
(Agendas are posted at least 72 hours before the meeting)

For more information about Case Z20-26 go to:
<https://www.garlandtx.gov/801/Current-Zoning>
Or, scan the QR code in the upper corner.
(Agendas will also contain additional information. See link above)

You may also contact City Planner Kimberly Hopkins at 972-205-2454 or email her at khopkins@garlandtx.gov

Para Espanol, por favor contactar a Josue De La Vega a 972-2055--2833 o correo electrónico a jdelavega@garlandtx.gov

(It is important that you include your property address, your name, and mailing address in any correspondence concerning the case)

Comment Form **Case 20-26**

Applicant Bill Swisher requests approval of an electronic programmable sign.
This property is located at 484 West Interstate 30, Garland, Texas.
(**Case Z 20-26**) (District 3)

El solicitante Bill Swisher solicita la aprobación de un letrero electrónico programable. Esta propiedad está ubicada en 484 West Interstate 30, Garland, Texas. (**Caso Z 20-26**) (Distrito 3)

Người nộp đơn Bill Swisher yêu cầu phê duyệt một dấu hiệu có thể lập trình điện tử. Bất động sản này tọa lạc tại 484 West Interstate 30, Garland, Texas. (**Trường hợp Z 20-26**) (Quận 3)

Please Check One Below

☐ For / A Favor / Đúng

☐ Against / En Contra / Không

Please Complete the following information.

Printed Name/ Nombre Impreso / Tên in

Your Property Address / La dirección de su propiedad / Địa chỉ tài sản của bạn

City, State / Estado de la Ciudad / Thành bang

Zip Code / Código postal / Mã Bưu Chính

Signature / Firma / Chữ ký

Date / Fecha / Ngày

Comment Form Continued - Case Z 20-26

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 ý kiến của tôi (của chúng tôi) về (các) yêu cầu được đề xuất.

(Use addition pages if needed)

ZONING CHANGE PROPOSED

FOR INFORMATION

GarlandTX.gov

(972) 205-2445

CITY OF GARLAND



Zoning Notification Procedure Improvements

City Council Work Session

November 16, 2020



Background

City Council Work Session July 20, 2020

Appointed to Ad Hoc Committee:

- Mayor Pro-Tem Robert John Smith
- Councilmember Deborah Morris
- Councilmember Dylan Hedrick
- Plan Commission Chairman Scott Roberts
- Plan Commission 1st Vice Chairman Christopher Ott

Ad Hoc met September 22, 2020 and October 27, 2020

Goal and Outcome

Improvements to Zoning Notification Procedures

Provides clearer, more informative and transparent information to the public, including non-English speakers.

Key Takeaways and Recommendations

Letters:

- Plan Commission and Council letters should be consistent. Council letters should include a map.
- Letter reorganized to put plain English elements further up.
- Front side English with some Spanish, back side includes Spanish and Vietnamese.
- Comment form contained within one page
- Comment form includes multi-lingual headings
- Phone number for staff discussion clearly visible
- QR code/link to technology
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Map:

- Add notification area buffer and address. Provide legal description if no address is available

Site Signage:

- Easily memorized link for those driving by
- Sign size stays the same
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- Preferred two signs per frontage

Key Takeaways and Recommendations

Technology:

- Follow similar implementation for interactive site as Plano.
- Add glossary of common zoning/GDC terms online.
- Sign up available for notifications.

Notification Distance:

- Keep 400 feet.
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HOA/Neighborhood Associations:

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City of Garland
Planning Department
P.O. Box 469002



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Comment Form **Case 20-26**

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Người nộp đơn Bill Swisher yêu cầu phê duyệt một dấu hiệu có thể lập trình điện tử. Bất động sản này tọa lạc tại 484 West Interstate 30, Garland, Texas. (**Trường hợp Z 20-26**) (Quận 3)

Please Check One Below

☐ For / A Favor / Đúng

☐ Against / En Contra / Không

Please Complete the following information.

Printed Name/ Nombre Impreso / Tên in

Your Property Address / La dirección de su propiedad / Địa chỉ tài sản của bạn

City, State / Estado de la Ciudad / Thành bang

Zip Code / Código postal / Mã Bưu Chính

Signature / Firma / Chữ ký

Date / Fecha / Ngày

Comment Form Continued - Case Z 20-26

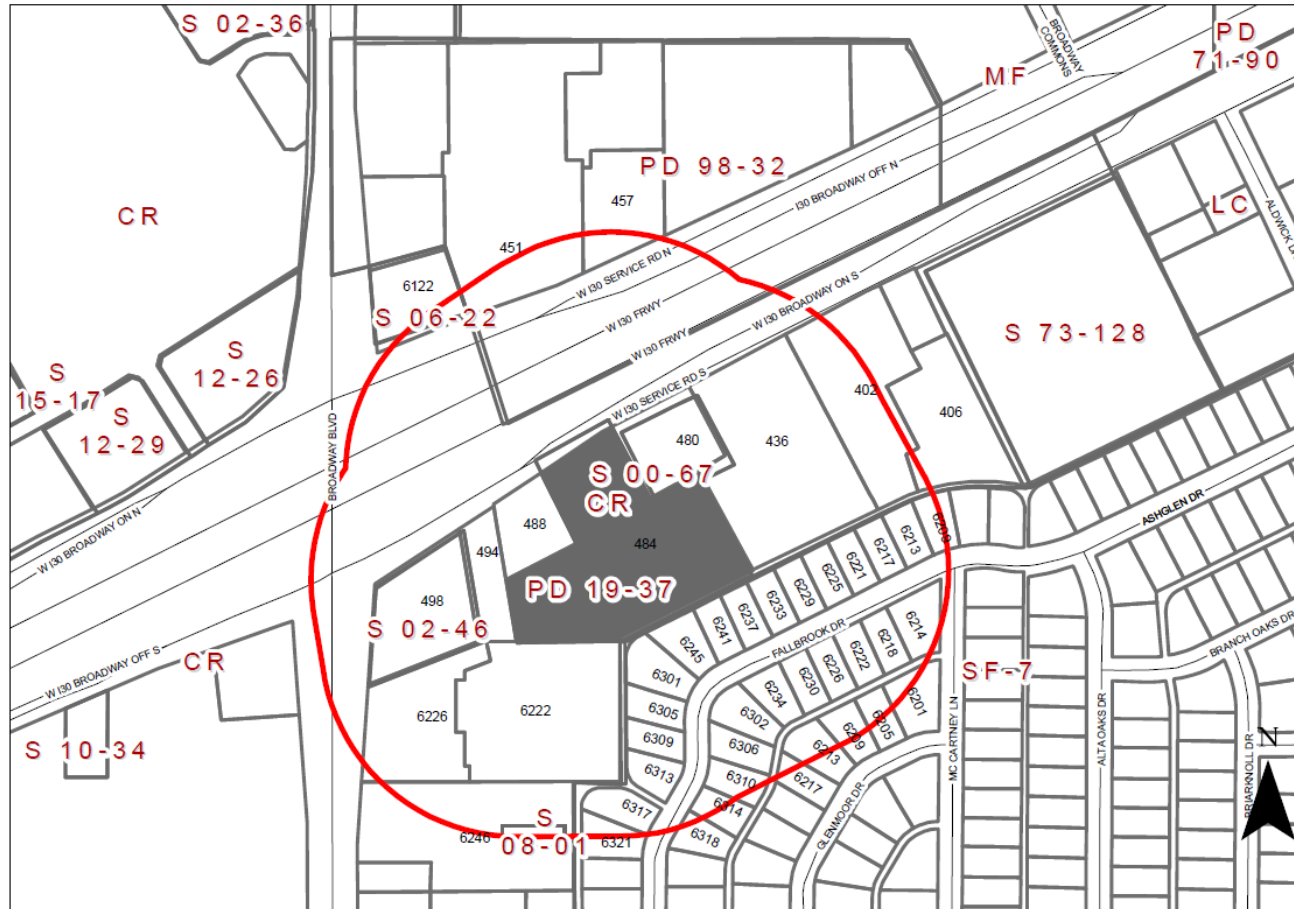
The statements below reflect my (our) opinion regarding the proposed request(s).

Las declaraciones a continuación reflejan mi (nuestra) opinión con respecto a las solicitudes propuestas.

Các tuyên bố dưới đây phản ánh ý kiến của tôi (của chúng tôi) về (các) yêu cầu được đề xuất.

(Use addition pages if needed)

[illegible]



0

155

310 Feet

1 inch = 257 feet

Zoning Map Z 20-26

INDICATES AREA OF REQUEST

INDICATES NOTIFICATION AREA

484 W I-30

Current Sign



Proposed Sign

**ZONING CHANGE
PROPOSED**

FOR INFORMATION

GarlandTX.gov

(972) 205-2445

CITY OF GARLAND



<https://www.plano.gov/2574/Active-Zoning-Petitions>



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4. d.

Meeting Date: November 16, 2020

Item Title: Temporary Parklet Program Discussion

Submitted By: Josue De La Vega, Sr. Development Planner

Summary of Request/Problem

Staff will present draft guidelines for a Temporary Parklet Program, as discussed by the Development Services Committee during their October 19, 2020 meeting. A draft manual and other supporting documents are attached for review.

Recommendation/Action Requested and Justification

Staff is seeking Council direction.

Attachments

Draft Parklet Manual

Draft Eligibility Checklist Form

Draft Temporary Parklet Application

Staff Presentation



GARLAND

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TEMPORARY PARKLET MANUAL

Planning & Community Development

INTRODUCTION

Temporary parklets are a great way to provide public seating platforms by transforming curbside parking spaces into vibrant gathering spaces that promote local businesses and attract customers. Eye-catching parklets increase foot traffic, encourage pedestrian safety and activity, and provide potential overflow space for businesses.

Parklets, which are public spaces, are temporary in character and are typically created by building a platform over on-street parking spaces and furnished with tables, chairs, umbrellas, benches and planters. The concept of the “parklet” has its origins in San Francisco when commercial neighborhoods began replacing parking spots with uniquely designed seating areas that were open to the public. Today one can find parklets in cities throughout the country, from New York to Dallas. Be inspired by checking out these parklet [ideas](#).



PERMITTING PROCESS

Step 1: Complete and submit a Temporary Parklet Eligibility Checklist Form:

The parklet sponsor (applicant) must complete and submit a Temporary Parklet Eligibility Checklist Form prior to completing and submitting the Temporary Parklet Application. At this point of the process, drawings of the proposed parklet are not required. However, some information about the installation site of the parklet needs to be provided to determine the proposal's eligibility.

Step 2: Complete and submit a Temporary Parklet Application:

Once the eligibility of a site has been determined, City staff will email the parklet sponsor instructions on how to submit the Temporary Parklet Application along with all the required supporting documents listed on said application. Please note that all parklet designs are required to comply with the Parklet Design Standards found in this Temporary Parklet Manual.

Step 3: Parklet License Agreement:

Once the Temporary Parklet Application has been approved, City staff will email the parklet sponsor instructions on how to execute a Parklet License Agreement.

Step 4: Issuance of Permit and Scheduling of Field Inspections:

Once the Parklet License Agreement is executed, City staff will email the parklet sponsor instructions on how to obtain the Temporary Parklet Permit and schedule the field inspections. There are two required field inspections; one field inspection prior to commencing the parklet installation and one field inspection after the completion of the parklet installation.

ELIGIBILITY CHECKLIST

- The parklet must be located on a roadway with a speed limit of 35 mph or less.
- The parklet must be associated with a business that primarily sells food and/or beverages such as a restaurant or coffee shop; and the parklet must be located on the same side of the street as the business it will serve.
- The parklet must be within a dedicated parking lane in the right-of-way and must occupy a minimum of two and a maximum of three parking spaces.
- The parklet must be located directly in front of the establishment it serves and have a maximum width equal to or less than the establishment frontage.
- A 60-foot clearance must be maintained between the parklet and the nearest bus stop located on the same side of the street.
- Unless the applicant can prove and ensure visibility to moving traffic and parking cars, the parklet must be placed at least one parking space away from street corners, crosswalks and street-alley intersections. Furthermore, the parklet must not be placed within the intersection sight triangles.
- Unobstructed access to fire hydrants must be maintained at all times. The parklet must not be placed near fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department must not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants. A 3-foot (914 mm) clear space must be maintained around the circumference of fire hydrants, except as otherwise required or approved.
- The parklet must not be placed in a manner that restricts access to any dumpsters, garbage receptacles, private or public utilities (e.g. electrical poles, street lights, underground utility access, electrical transformer vaults, etc.) nor be placed over any utility appurtenances, valves, manholes, meters, etc.
- A 6-foot clearance shall be maintained between the parklet and drop boxes/kiosks (e.g. FedEx, UPS, etc.).
- The distance between the installation site and nearest stormwater inlets must be provided. Also, indicate if you are planning on including a platform as part of your parklet installation.

ELIGIBILITY CHECKLIST

Please also note the following:

- ◆ The parklet must not impede the flow of curbside stormwater drainage.
- ◆ Appropriate separation between the proposed parklet and nearest stormwater inlets will be determined by the City Engineering Department.
- ◆ The parklet sponsor might be required to submit a drainage study to the City to determine the impact the placement of a platform can have on stormwater drainage (a platform is an optional element of the parklet, see Parklet Design Standards found in this Temporary Parklet Manual).

The image below is for illustrative purposes; it is meant to illustrate the various elements that make up a parklet. The image should not be construed as accurately reflecting the following parklet design standards.



<https://nacto.org/publication/urban-street-design-guide/interim-design-strategies/parklets/>

DESIGN STANDARDS

A parklet typically consists of a platform (optional), protective enclosure (protective elements such as bollards, planters and railing) and amenities (e.g. benches, chairs, tables, lighting, umbrellas, landscaping). All approved parklets are temporary installations; therefore, they must have a temporary character and must be designed for easy removal. A parklet design that requires a poured concrete platform or drilling into the surface of the street, curb or sidewalk is prohibited. No part of the parklet must be bolted into the pavement of the street, curb or sidewalk. Installation must not damage the street, curb, sidewalk or any aspect of the public right-of-way.

1. Platform of Parklet: Please note that a platform is optional. However, if you opt to include a platform as part of your parklet installation, such platform must comply with all of the following standards:

- The design of the platform must accommodate the crown of the road to provide a level walking surface for the parklet.
- The platform (decking) must be flush with the curb and may not have more than ½-inch gap from the curb to permit easy access and avoid tripping hazards.
- The platform must not impede the flow of curbside stormwater drainage. A minimum 6-inch tall by 12-inch wide clear gutter space must be provided along the entire length of the parklet adjacent to the curb.
- Openings at either end of the platform may be covered with screens to prevent debris buildup beneath the deck and in the gutter.
- There must be appropriate separation between the proposed parklet and nearest stormwater inlets, as determined by the City Engineering Department.
- Applicants might be required to submit a drainage study to the City. This will determine the impact the placement of a platform might have on

DESIGN STANDARDS

stormwater drainage.

- Platforms must be secured, by some nondestructive means, to reduce the risk of movement during large rain events, or flowing water. Please note that pouring a concrete platform as well as drilling or bolting parklet elements into the surface of the street, curb or sidewalk is prohibited.

2. Protective Enclosure of the Parklet:

The parklet must have a continuous protective enclosure along each side, with exception to the side adjacent to the curb (three sides total). This enclosure will buffer users and make the parklet visible to traffic. Enclosures can consist of bollards, planters, temporary railing and/or other visible protective edging as approved by City staff in the application process. Enclosure elements must be between 3 feet and 4 feet in height, measured from the walking surface of the parklet.

3. Protective (buffering) Elements Between the Parklet and Adjacent Parking Spaces:

The parklet must be buffered from vehicle parking on adjacent parking spaces using wheel stops or planter boxes, which must be placed 4 feet from the parklet. Planter boxes should have a minimum height of 1.5 feet and a maximum height of 3 feet. At no point should plants in the planter boxes obstruct visibility to moving traffic and parking cars. These wheel stops or planter boxes act as bollards to protect against parking maneuvers.

4. Distance Between the Parklet and Travel Lane

A 3-foot setback is required between the parklet (including all protective elements required in Standards No. 2 and No. 3) and the edge of the travel lane; the setback is measured from that point of the parklet closest to the edge of the travel lane.

DESIGN STANDARDS

5. Projections Beyond the Parklet:

No element of the parklet, including umbrellas, is permitted to extend beyond the footprint of the parklet.

6. Advertising:

Any type of advertising in the parklet area, including advertisement on umbrellas, is prohibited.

7. Durability of Parklet Materials:

The parklet should be heavy enough to make theft impossible or unlikely. The parklet should be sturdy, durable, and designed to be outdoors and be able to withstand wind stress.

8. Accessibility:

The parklet sponsor must ensure all applicable ADA regulations are met. The parklet may not occupy a designated ADA accessible parking space.

9. Power and Water Connections:

The design of the parklet must not require power and/or water connections.



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TEMPORARY PARKLET ELIGIBILITY CHECKLIST

Department of Planning &
Community Development
800 Main Street 2nd Floor
Ph: (972) 205-2445 Fax: (972) 205-2474

Submittal Instructions: After completing the Temporary Parklet Eligibility Checklist, email this downloadable and fillable form as an attachment to Planning@GarlandTX.gov. Also include a photo or aerial image of the site, identifying the specific parking spaces on which you are proposing to install the parklet. Once the eligibility of a site has been determined, City staff will email the parklet sponsor instructions on how to submit the Temporary Parklet Application.

Contact Information

Name of person sponsoring parklet:

Phone number and e-mail of parklet sponsor:

Name and address of business (establishment) associated with parklet:

Phone number of business (establishment) associated with parklet:

Name, phone number and e-mail of owner of business (establishment) associated with parklet (if different from parklet sponsor):

At this point of the process drawings of the proposed parklet are not required. However, some information regarding the installation site of the parklet is needed to determine the eligibility of the proposal prior to submitting a Temporary Parklet Application with supporting documents. The standards set forth below are minimum standards and eligibility is determined based on the site meeting all of them as verified by the City staff site visit. Place a checkmark in the box next to each standard to indicate the site is in full compliance.

Note: All distances and dimensions must be provided in feet and inches.

- ☐ The parklet must be located on a roadway with a speed limit of 35 mph or less.
- ☐ The parklet must be associated with a business that primarily sells food and/or beverages such as a restaurant or coffee shop; and the parklet must be located on the same side of the street as the business it will serve.
- ☐ The parklet must be within a dedicated parking lane in the right-of-way and must occupy a minimum of two and a maximum of three parking spaces. Please indicate the number and type (parallel or angle) of parking spaces that will be taken by the proposed parklet:
_____ parking spaces.
Also, indicate size (length, width and height) of proposed parklet: _____
- ☐ The parklet must be located directly in front of the establishment it serves and have a maximum width equal to or less than the establishment frontage.
- ☐ A 60-foot clearance must be maintained between the parklet and the nearest bus stop located on the same side of the street.
- ☐ Unless the applicant can prove and ensure visibility to moving traffic and parking cars, the parklet must be placed at least one parking space away from street corners, crosswalks and street-alley intersections. Furthermore, the parklet must not be placed within the intersection sight triangles.
- ☐ Unobstructed access to fire hydrants must be maintained at all times. The parklet must not be placed near fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department must not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants. A 3-foot (914 mm) clear space must be maintained around the circumference of fire hydrants, except as otherwise required or approved.

- ☐ The parklet must not be placed in a manner that restricts access to any dumpsters, garbage receptacles, private or public utilities (e.g. electrical poles, street lights, underground utility access, electrical transformer vaults, etc.) nor be placed over any utility appurtenances, valves, manholes, meters, etc.
- ☐ Provide distance between the installation site and nearest stormwater inlets. Also, indicate if you are planning on including a platform as part of your parklet installation: _____

Please note the following:

- The parklet must not impede the flow of curbside stormwater drainage.
 - Appropriate separation between the parklet and nearest stormwater inlets will be determined by the City Engineering Department.
 - The parklet sponsor might be required to submit a drainage study to the City to determine the impact the placement of a platform can have on stormwater drainage (a platform is an optional element of the parklet, see the Parklet Design Standards in the Temporary Parklet Manual).
- ☐ A 6-foot clearance shall be maintained between the parklet and drop boxes/kiosks (e.g. FedEx, UPS, etc.).



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TEMPORARY PARKLET APPLICATION

Department of Planning &
Community Development
800 Main Street 2nd Floor
Ph: (972) 205-2445 Fax: (972) 205-2474

Submittal Instructions: After completing the Temporary Parklet Application, email this downloadable and fillable form as an attachment along with all required supporting documents to Planning@GarlandTX.gov. Once the application has been approved, City staff will email the parklet sponsor instructions on how to execute a Parklet License Agreement, obtain the Temporary Parklet Permit and schedule a field inspection.

Note: Every application shall be subject to a determination of completeness, the responsible city official is not required to review an application unless it is complete.

CONTACT INFORMATION

Name of person sponsoring the parklet:

Phone number and e-mail of the parklet sponsor:

Name and address of business (establishment) associated with the parklet:

Phone number of business (establishment) associated with the parklet:

Name, phone number and e-mail of owner of business (establishment) associated with the parklet (if different from the parklet sponsor):

PARKLET INFORMATION

Number of parking spaces (min. 2 spaces, max. 3 spaces) to be taken for the parklet installation:

Estimated cost of project:

List days and times of the parklet operation (example Monday-Friday, 10:00 a.m. to 8:00 p.m.):

(Days)

(Begin time)

(End time)

REQUIRED SUPPORTING DOCUMENTS

1) Proof of liability insurance. \$250,000 of bodily injury liability coverage per person, \$500,000 per accident, and \$50,000 in property damage liability insurance. The policy must include the parklet installation and removal dates. Liability insurance must be kept in full force throughout the full term of the Temporary Parklet Permit, which begins on the day the permit is issued.

2) Proof of consent. This is a letter with a statement asserting that the owner of the property where the establishment associated with the parklet is located has been contacted and they fully support the proposed parklet installation. The statement must include the name(s) and contact information (i.e. phone number and email address) of the property owner.

3) Notification. A written statement indicating that business owners and property owners (if different from the business owners) adjacent to the establishment associated with the parklet have been notified that a Temporary Parklet Application will be submitted for review. The property owners of adjacent tenant spaces must be notified even when adjacent tenant spaces are vacant. The statement must include names and contact information (i.e. phone number and email address) of business owners and property owners.

4) Site Plan. The site plan must demonstrate full compliance with the standards in the Temporary Parklet Eligibility Checklist Form and the Parklet Design Standards found in the Temporary Parklet Manual. A site plan includes but is not limited to showing the location of the business frontage (business associated w/parklet), width of existing adjacent sidewalk, width and depth of parklet, location and materials of the parklet protective elements, setbacks from parklet to nearest street elements such as travel lane, bus stop, fire hydrant, stormwater inlets, drop boxes/kiosks (e.g. FedEx, UPS, etc.). Also, show with dash lines location of parking spaces to be taken for the installation of parklet. Please note that site plan must be computer generated and drawn to scale. Also note that all distances and dimensions must be in feet and inches.

5) Parklet Elevations. Elevations drawings should identify parklet heights and materials.

6) Statement of Purpose. A written statement identifying purpose of parklet (e.g. dining, lounging, etc.) and providing parklet installation cost and schedule (number of days it would take to complete the installation once a permit is issued).

7) A written description of parklet materials and proposed parklet amenities (e.g. chairs, tables, benches, umbrellas, landscaping, etc.).

PARKLET SPONSOR RESPONSIBILITIES

The parklet sponsor shall have an obligation to meet the following responsibilities:

- 1) Maintain insurance of \$250,000 of bodily injury liability coverage per person, \$500,000 per accident, and \$50,000 in property damage throughout the full term of the Temporary Parklet Permit.
- 2) Pay for all costs associated with the parklet permit(s), the parklet liability insurance, the parklet installation, the parklet maintenance and the parklet removal as well as the repairs to any elements of the right-of-way that may sustain damages due to the installation, use or removal of the parklet.
- 3) Regular maintenance of the parklet. Maintenance of the parklet includes but is not limited to the following: daily removal of trash and debris on the parklet; removal of grime and graffiti on the parklet as needed; removal of trash and debris from under the parklet as needed; watering any landscaping; pest control; and repairs as needed to restore the parklet back to original estate. Trash and debris removed from the parklet must be discarded in a dumpster for collection; it will not be the responsibility of the waste service provider to remove the waste or debris from the parklet. Removal and discarding of trash or debris shall comply with City of Garland Code of Ordinance including appropriate storm drain inlet protection.
- 4) Sound amplification systems in the parklet area are prohibited.
- 5) Events or activities that were not specified on the application as purpose of the parklet are prohibited in the parklet area.
- 6) Removal of the parklet portable amenities during closing hours of the business associated with the parklet. Portable amenities include but are not limited to chairs, tables and umbrellas. No portable amenities are to be stored on the sidewalk or on the street.
- 7) Removal of all the parklet elements prior to street construction/work, utility repairs or city events (timing of removal will be determined by the City of Garland).
- 8) Removal of all the parklet elements within three (3) business days after the expiration of the Temporary Parklet Permit or within three (3) business days after the cessation of the business associated with the Temporary Parklet Permit; whichever occurs first. The life of the Temporary Parklet Permit begins on the day the permit is issued.

I, _____ (parklet sponsor), on behalf of
_____ (business) hereby understand and affirm the
following:

- 1) I am not prohibited by any lease or rental agreement from installing a parklet in front of my place of business.
- 2) The information submitted with this application is complete and accurate.
- 3) I have read, understood and agree to meet the responsibilities as listed above.
- 4) I shall not alter, add to, expand or otherwise change the parklet or the use of the parklet without approval of the City of Garland.
- 5) I shall not close streets, lanes, sidewalks, parking spaces other than those identified in this permit.
- 6) I shall not transfer the Temporary Parklet Permit nor sublet the parklet.
- 7) The business identified in this application as the establishment associated with the parklet is the exclusive parklet vendor.
- 8) No food trucks or outside vendors will be permitted as part of the parklet activation/amenities.



Temporary Parklet Program

Temporary Parklet Program

What is a parklet?



Why are we drafting this Temporary Parklet Program?

City Council requested staff to draft a permitting process and standards that would provide businesses the option to employ the parklet concept as a tool to expand their seating capacity; hence, mitigating the COVID-19 seating capacity limits. The draft would ultimately be considered for adoption by City Council.



Potential benefits associated with parklets

“While parklets are foremost intended as assets for the community, their presence has also been shown to increase foot traffic, and in some cases revenues, for adjacent businesses” (NACTO)



Permitting Process

Step 1: Complete and submit a Temporary Parklet Eligibility Checklist Form

The Temporary Parklet Eligibility Checklist contains minimum standards and its submittal will provide staff with information that will determine the eligibility of the proposed installation site.

Step 2: Complete and submit a Temporary Parklet Application

Once the eligibility of the site has been determined, a Temporary Parklet Application along with all the required supporting documents (including drawings of the proposed parklet) can be submitted.

Step 3: Parklet License Agreement

Once the Temporary Parklet Application is approved, a Parklet License Agreement can be executed.

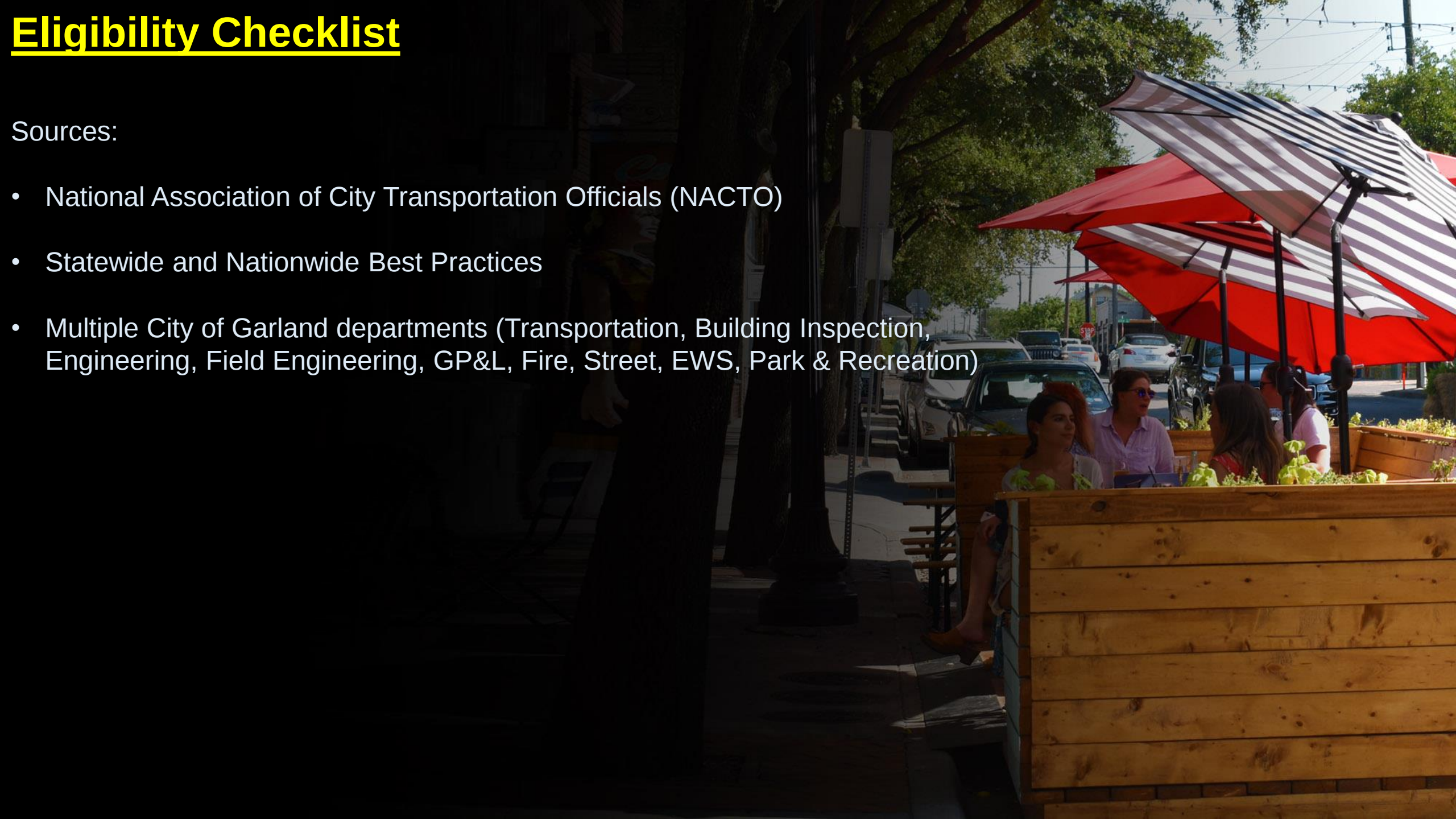
Step 4: Issuance Of Permit and Scheduling of Field Inspections

Once a Parklet License Agreement is executed, a Temporary Parklet Permit can be issued and field inspections can be scheduled prior to commencing the installation.

Eligibility Checklist

Sources:

- National Association of City Transportation Officials (NACTO)
- Statewide and Nationwide Best Practices
- Multiple City of Garland departments (Transportation, Building Inspection, Engineering, Field Engineering, GP&L, Fire, Street, EWS, Park & Recreation)



Eligibility Checklist

- The parklet must be located on a roadway with a speed limit of 35 mph or less.
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Eligibility Checklist

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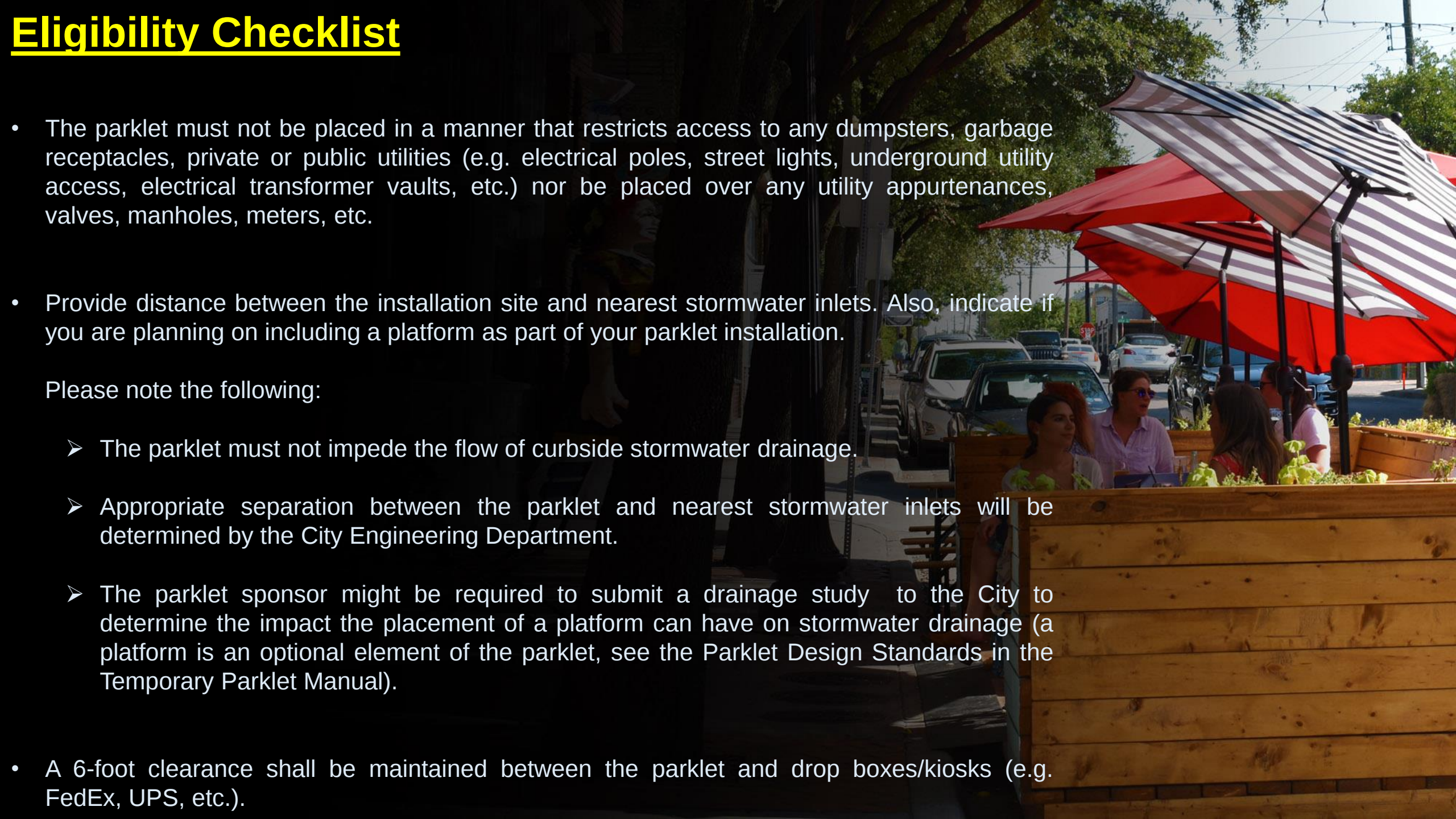


Eligibility Checklist

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- A 6-foot clearance shall be maintained between the parklet and drop boxes/kiosks (e.g. FedEx, UPS, etc.).



Application

- Required Supporting Documents
- Design Standards
- Parklet Sponsor Responsibilities

Sources:

- National Association of City Transportation Officials (NACTO)
- Statewide and Nationwide Best Practices
- Multiple City of Garland departments (Transportation, Building Inspection, Engineering, Field Engineering, GP&L, Fire, Street, EWS, Park & Recreation)



Application

Required Supporting Documents:

- 1) Proof of liability insurance
- 2) Proof of consent
- 3) Notification
- 4) Site Plan
- 5) Parklet Elevations
- 6) Statement of Purpose
- 7) A written description of parklet materials and proposed parklet amenities



Application

Design Standards:

1) **Platform of parklet.** Please note that a platform is optional. However, if you opt to include a platform as part of your parklet installation, such platform must comply with all of the following standards:

- The design of the platform must accommodate the crown of the road to provide a level walking surface for the parklet.
- The platform (decking) must be flush with the curb and may not have more than ½” gap from the curb to permit easy access and avoid tripping hazards.
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- Openings at either end of the platform may be covered with screens to prevent debris buildup beneath the deck and in the gutter.
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- Applicants might be required to submit a drainage study to the City. This will determine the impact the placement of a platform might have on stormwater drainage.
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Application

2) Protective enclosure of the parklet.

The parklet must have a continuous protective enclosure along each side, with exception to the side adjacent to the curb (three sides total). This enclosure will buffer users and make the parklet visible to traffic. Enclosures can consist of bollards, planters, temporary railing and/or other visible protective edging as approved by City staff in the application process. Enclosure elements must be between 3 feet and 4 feet in height, measured from the walking surface of the parklet.

3) Protective (buffering) elements between the parklet and adjacent parking spaces.

The parklet must be buffered from vehicle parking on adjacent parking spaces using wheel stops or planter boxes, which must be placed 4 feet from the parklet. Planter boxes should have a minimum height of 1.5 feet and a maximum height of 3 feet. At no point should plants in the planter boxes obstruct visibility to moving traffic and parking cars. These wheel stops or planter boxes act as bollards to protect against parking maneuvers.

4) Distance between the parklet and travel lane.

A 3-foot setback is required between the parklet (including all protective elements required in Standards No. 2 and No. 3) and the edge of the travel lane; the setback is measured from that point of the parklet closest to the edge of the travel lane.

5) Projections beyond the parklet.

No element of the parklet, including umbrellas, is permitted to extend beyond the footprint of the parklet.

6) Advertising.

Any type of advertising in the parklet area, including advertisement on umbrellas, is prohibited.



Application

7) Durability of parklet materials.

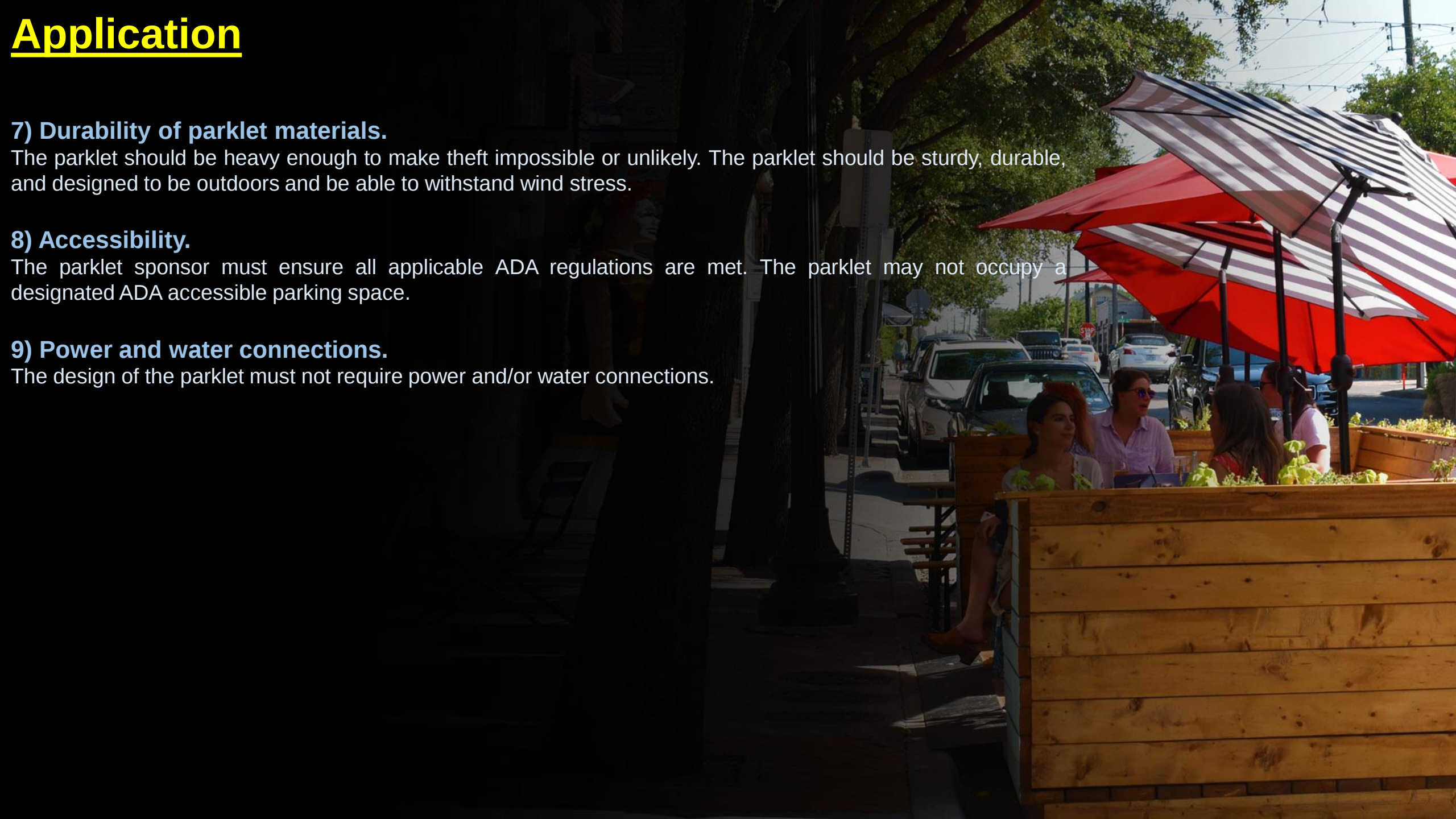
The parklet should be heavy enough to make theft impossible or unlikely. The parklet should be sturdy, durable, and designed to be outdoors and be able to withstand wind stress.

8) Accessibility.

The parklet sponsor must ensure all applicable ADA regulations are met. The parklet may not occupy a designated ADA accessible parking space.

9) Power and water connections.

The design of the parklet must not require power and/or water connections.



Application

Parklet Sponsor Responsibilities:

- 1) Maintain insurance of \$250,000 of bodily injury liability coverage per person, \$500,000 per accident, and \$50,000 in property damage throughout the full term of the Temporary Parklet Permit.
- 2) Pay for all costs associated with the parklet permit(s), the parklet liability insurance, the parklet installation, the parklet maintenance and the parklet removal as well as the repairs to any elements of the right-of-way that may sustain damages due to the installation, use or removal of the parklet.
- 3) Regular maintenance of the parklet. Maintenance of the parklet includes but is not limited to the following: daily removal of trash and debris on the parklet; removal of grime and graffiti on the parklet as needed; removal of trash and debris from under the parklet as needed; watering any landscaping; pest control; and repairs as needed to restore the parklet back to original estate. Trash and debris removed from the parklet must be discarded in a dumpster for collection; it will not be the responsibility of the waste service provider to remove the waste or debris from the parklet. Removal and discarding of trash or debris shall comply with City of Garland Code of Ordinance including appropriate storm drain inlet protection.
- 4) Sound amplification systems in the parklet area are prohibited.

Application

5) Events or activities that were not specified on the application as purpose of the parklet are prohibited in the parklet area.

6) Removal of the parklet portable amenities during closing hours of the business associated to the parklet. Portable amenities include but are not limited to chairs, tables and umbrellas. No portable amenities are to be stored on the sidewalk or on the street.

7) Removal of all the parklet elements prior to street construction/work, utility repairs or city events (timing of removal will be determined by the City of Garland).

8) Removal of all the parklet elements within three (3) business days after the expiration of the Temporary Parklet Permit or within three (3) business days after the cessation of the business associated with the Temporary Parklet Permit; whichever occurs first. The life of the Temporary Parklet Permit begins on the day the permit is issued.



Parklet License Agreement

Once the Temporary Parklet Application is approved, the Planning Department will email the parklet sponsor instructions on how to execute a Parklet License Agreement.



Permit and Field Inspections

Once a Parklet License Agreement is executed, the Planning Department will email the parklet sponsor instructions on how to obtain the Temporary Parklet Permit and schedule the field inspections.



Term of the Temporary Parklet Program

Options:

- 1) A one-time program that ends after a certain date; or
- 2) A seasonal program (e.g. Spring and Fall)

Term of Parklet Permit

Options:

- 1) A site would be limited to one 90-day permit and one 30-day extension; or
- 2) A site would be limited to one 90-day permit, no extension; or
- 3) Permits would run throughout the life of the program, expiring once the program ends (works with a one-time program or a seasonal program). If is a seasonal program, parklet sponsors can re-apply each season.





**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4. e.

Meeting Date: November 16, 2020

Item Title: Home Improvement Incentive Program Update

Submitted By: Scott Bollinger, Neighborhood Resource Manager

Summary of Request/Problem

Neighborhood Vitality will provide a summary of the outcomes for the first round of the Home Improvement Incentive Program. The Development Services Committee reviewed the update and directed a review by the City Council.

Recommendation/Action Requested and Justification

The funding assigned to the Home Improvement Incentive Program in FY20 has been substantially committed, and staff stopped accepting applications to the program when the funds were exhausted. The City Council has authorized an additional one-time funding to replenish the program. Any revisions to the policy guiding this program should be considered by the full City Council.

Attachments

Home Improvement Incentive Program FY 20 Report

Home Improvement Incentive Program: FY 20 Report

City Council Work Session

November 16, 2020

Purpose

Goals

- Encourage homeowners to make improvements to the exterior of their homes
- Preventing blight
- Improve property values
- Inspire surrounding homeowners to reinvest in their properties
- Increase the competitive draw of Garland neighborhoods

Implementation Timeline

- One-time funding in FY19-20 operating budget (\$250,000)
- Available citywide, but initially only promoted in the Where the Heart Is area (The Oaks, 75043)
- Process to date had been successful, promoted widely starting mid-June
- Application submissions skyrocketed after July 6 (Council meeting, GCP, wider promotion)
- Funding substantially committed by approx. July 27; City Manager's Office notified
- An additional \$250,000 of one-time funding approved in the FY21 operating budget

Policy Highlights

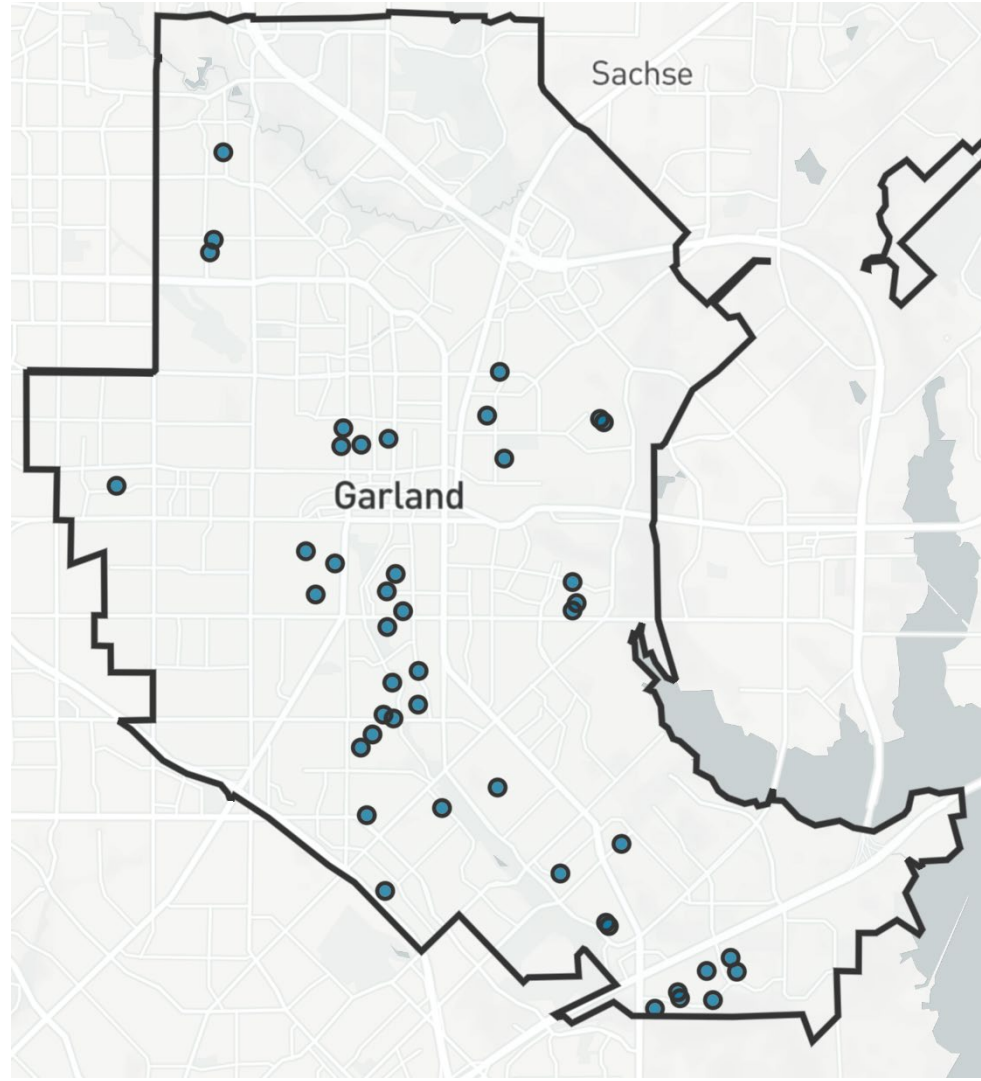
- Objective: increase the visual appeal of Garland housing stock
 - Cash rebate for up to 50% of the cost of qualified improvements
 - Minimum investment of \$2,000
 - Updated on 7/6 to \$1,000 by City Council
 - Property must be at least 30 years old and cannot exceed a total DCAD value of \$175,000
 - Rental properties are eligible
 - Materials upgrade bonus for some improvements

Implementation Highlights

	As reported at 7/6 Work Session	As of 11/6
Applications approved	8	45
Completed and rebated	3	22
Rejected applications	5	7
Waitlist applications	0	19
Rebates distributed (total)	\$5,155	\$102,440
Committed	\$24, 467	\$138,582
Median home value	\$158,760	\$156,450
Most common improvement	Replace windows	Replace windows (20)

- Average rebate (including committed): \$5,128
- Only 4 applications have an investment of under \$4,000
 - None under \$2,000

Implementation Highlights (cont.)



640 Chandler

Replaced whole house siding, replaced exterior doors, replaced windows and trim

Total work:
\$21,469

Rebate: \$10,000

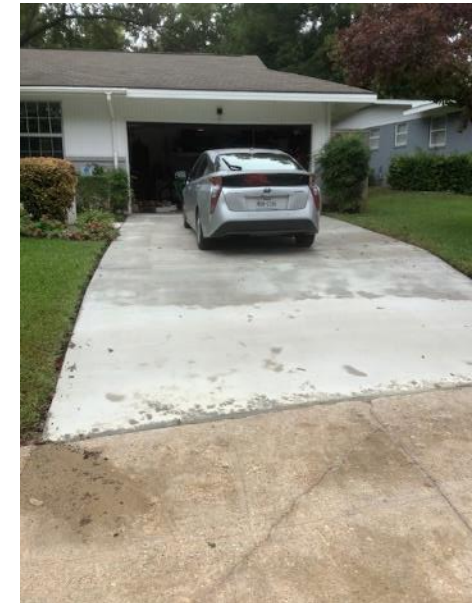


2701 Fairfax

Replace fence,
replace driveway,
repaint house

Total work:
\$16,471

Rebate: \$8,435



Repair Types of Approved Projects

Repair Type	Number
Replace windows	20
Replace fence	15
Repaint house	12
Replace exterior doors	7
Replace soffit and fascia	7
Install or replace gutters	7
Replace siding	6
Replace entire driveway	5
Re-shingle roof	4
Foundation repair	4
Remove accessory building	1
Add or replace front porch	1

Program Complaints

Complaint type	Number
Maximum appraised value allowed is too low	52
Not enough communication with program manager	5
The DCAD value considered needs to be more clear	3
Return call took too long	3
Allow rebates for work already performed	2
Duplexes not allowed	1
Process took too long	1
Interior improvements not allowed	1

Program Compliments

Compliment type	Number
The program is a good thing for Garland	11
Good, timely communication with program manager	7
Process was clear, orderly	6
Good use of tax dollars	6

"All feedback is positive. Wonderful program, fantastic response time, and great ease of application process due to terrific and clear communication. Superior professionalism from our outstanding city employees! All of this in the middle of a pandemic. Many, many thanks."

"I've lived in this house for over 25 years. I looked into replacing my (original 1970s) windows several times, but the cost was overwhelming. Through this program I was motivated to look at quite a few bids, and purchase a much needed energy-efficient upgrade at a time where I really didn't have the money. My power bills are significantly lower and the house looks great."

"I love living in Garland. This has brought so much pride to our well-established neighborhood. I thought the process was very fair and I hope you'll consider doing something similar in the future."

Considerations

- What types of improvements provide the most “bang for the buck?”
- Minimum investment
- Materials upgrade bonus
- Chained / graduated investment
- Rollout strategy, wait list

Comparison



Project Cost: \$15,029
Rebate: \$7,715

Project: Replace chain-link fence with horizontal pre-stained board-on-board cedar with gate, install electric sliding gate



Project Cost: \$16,471
Rebate: \$8,435

Project: Replace fence, repaint house, replace driveway

Comparison



Project Cost (anticipated): \$9,460
Rebate (anticipated): \$4,730

Project: Repair foundation, remove accessory building



Project cost: \$19,350
Rebate: \$9,675

Project: Foundation repair, replace siding, replace windows, replace soffit and fascia

*Rental property

Topics for Consideration

- Improvement Types
- Minimum investment
- Materials upgrade bonus
- Chained / graduated investment
- Rollout strategy, wait list



**GARLAND
CITY COUNCIL ITEM SUMMARY SHEET**

City Council Work Session Agenda

4. f.

Meeting Date: November 16, 2020

Item Title: Downtown Facade Improvement Program - Pilot Year Review and Proposed Amendments

Submitted By: Letecia McNatt, Downtown Coordinator

Summary of Request/Problem

Staff will brief Council on the pilot year of the Downtown Historic District Facade Improvement Program and request direction on proposed changes to the program.

Recommendation/Action Requested and Justification

Council discussion.

Attachments

Facade Improvement Grant Program

DOWNTOWN GARLAND

FAÇADE IMPROVEMENT GRANT PROGRAM



Downtown Development Office



GARLAND

BACKGROUND

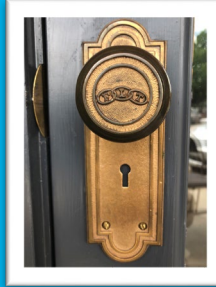
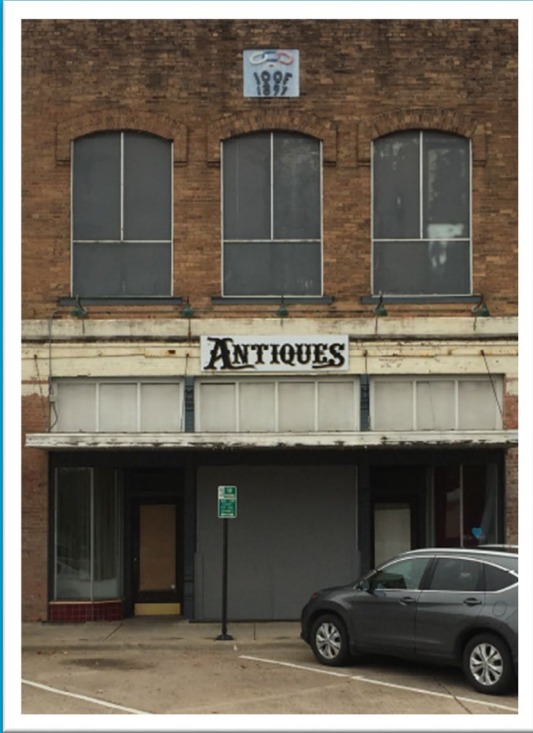
- Resolution No. 10358; approved September 2018
- Matching grant program up to 50% of eligible costs for commercial property improvement in the Downtown Historic District
- Pilot year



DOWNTOWN DEVELOPMENT OFFICE



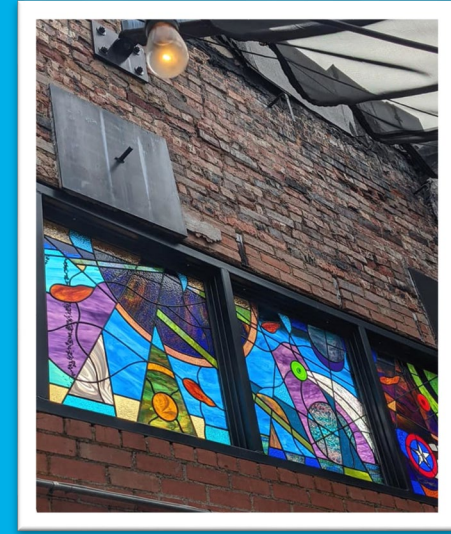
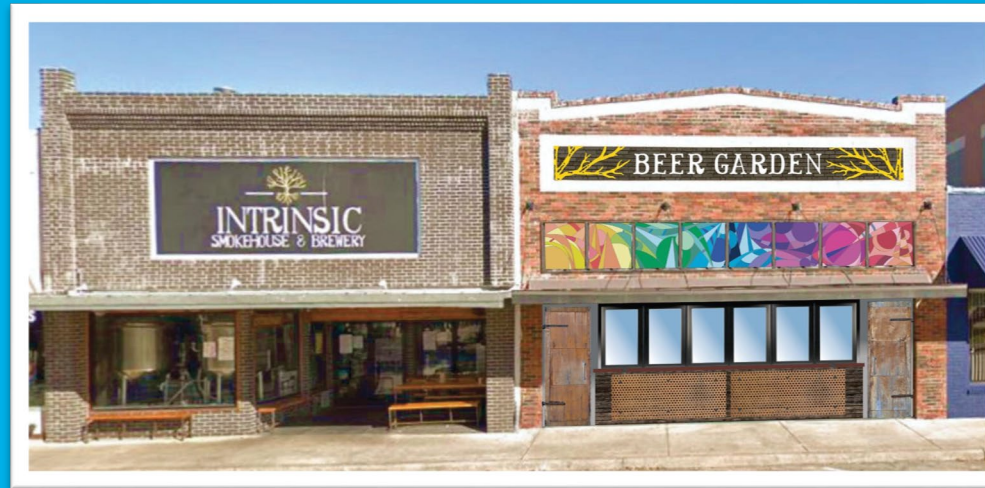
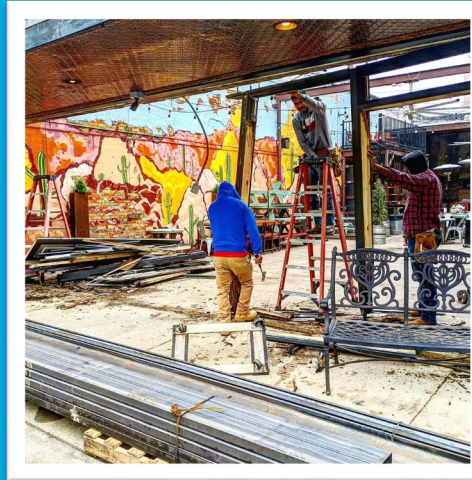
PILOT YEAR SUMMARY



DOWNTOWN DEVELOPMENT OFFICE



PILOT YEAR SUMMARY



DOWNTOWN DEVELOPMENT OFFICE



PROPOSED CHANGES

RESOLUTION No. 10358	PROPOSED AMENDMENT
Grant applicant must be property owner	Tenant is eligible applicant with property owner approval
Eligible expenses are limited to exterior improvements	General improvements bringing property to marketable standards considered eligible expenses; interior improvements must remain with building
Projects limited to front façade, facing public street	Each facade eligible, including those facing alleys
Sign and awning replacements are eligible expenses when included with large-scale project	Stand-alone sign and awning replacement considered eligible expenses



CONSIDERATIONS

- Downtown Design Review Committee (DDRC) evaluates and scores applications based on:
 - Economic Impact
 - Character of Historic District
 - Historic Integrity of Building
 - Visual Interest
 - Public Art
 - Overall Quality of Application
 - Strategic Considerations
- Minimum maintenance requirement – 5 years
- Funding – no additional requests



DOWNTOWN GARLAND

FAÇADE IMPROVEMENT GRANT PROGRAM



Downtown Development Office



GARLAND