

A G E N D A

**Regular Meeting of the Bedford City Council
Tuesday, June 23, 2015
Bedford City Hall Building A
2000 Forest Ridge Drive
Bedford, Texas 76021**

**Council Chamber Work Session 5:00 p.m.
Council Chamber Regular Session 6:30 p.m.**

**COMPLETE COUNCIL AGENDAS AND BACKGROUND INFORMATION ARE AVAILABLE FOR REVIEW
ONLINE AT <http://www.bedfordtx.gov>**

COUNCIL CHAMBER WORK SESSION

- Review and discuss items on the regular agenda and consider placing items for approval by consent.
- Report on the Community Powered Revitalization Program's 2015 Spring Blitz.
- Report on the Phase 1 of the Boys Ranch Park Master Plan.
- Report on the upcoming 4thFest event and venue location.
- Report on recent Development Department activities.

EXECUTIVE SESSION

To convene in the conference room, if time permits, in compliance with Section 551.001 et. Seq. Texas Government Code, to discuss the following:

- a) Pursuant to Section 551.087, deliberation regarding economic development negotiations relative to Block 6, Lot 1A, Bedford Forum Addition.
- b) Pursuant to Section 551.074, personnel matters - City Manager search.

REGULAR SESSION

CALL TO ORDER/GENERAL COMMENTS

INVOCATION (Pastor Kevin Smith, Faith Christian Fellowship Church)

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS/UPCOMING EVENTS

OPEN FORUM

(The public is invited to address the Council on any topic that is posted on this agenda. Citizens desiring to speak on Public Hearing(s) must do so at the time the Public Hearing(s) are opened. In order to speak during Open Forum a person must first sign in with the City Secretary prior to the Regular Session being called to order. Speakers will be called upon in the order in which they sign in. Any person not signing in prior to the commencement of the Regular Session shall not be allowed to speak under Open Forum. Further, Open Forum is limited to a maximum of 30 minutes. Should speakers not use the entire 30 minutes Council will proceed with the agenda. At the majority vote of the Council the Mayor may extend the time allotted for Open Forum.)

CONSIDER APPROVAL OF ITEMS BY CONSENT

COUNCIL RECOGNITION

1. Proclamation declaring July 2015 as Parks and Recreation Month in the City of Bedford.

2. Employee Service Recognition

APPROVAL OF THE MINUTES

3. Consider approval of the following City Council minutes:
 - a) June 9, 2015 regular meeting

PERSONS TO BE HEARD

4. The following individual has requested to speak to the Council tonight under Persons to be Heard:
 - a) Zach Goldberg, 235 Harwood Road, Bedford, Texas 76021 – Requested to speak to the Council regarding the City of Bedford Sign Ordinance.

NEW BUSINESS

5. Public hearing and consider an ordinance to rezone approximately 103 acres from (R9) and (R15) Single Family Residential, (S) Service Commercial, (H) Heavy Commercial, (MHC) Master Highway Corridor, to (PUD) Planned Unit Development for the Bedford Commons Zoning District. The area is generally bound by Forest Ridge Drive to the west, Bedford Road to the north, Central Drive to the east, and Airport Freeway to the south. (Z-271)
6. Consider a resolution authorizing the Interim City Manager to enter into a Letter of Agreement with Big Frog Custom T-Shirts & More for fundraising assistance benefitting the Bedford Animal Shelter.
7. Consider a resolution authorizing the Interim City Manager to enter into a contract with Harrison, Walker & Harper in the amount of \$43,000 to repair and seal the brick and mortar at the Old Bedford School.
8. Consider a resolution authorizing the Interim City Manager to adopt the 2015 Integrated Mosquito Management Program to provide guidelines that the City uses in combating mosquitoes.
9. Consider a resolution authorizing the Interim City Manager to purchase 230 replacement water meters from Atlas Utility Supply Company, a sole authorized distributor of Badger Meter, Inc., in the amount of \$41,704.
10. Consider a resolution authorizing the Interim City Manager to complete the Contractor's Act of Assurance in conjunction with the application for funding from the State Water Implementation Fund (SWIFT).
11. Consider a resolution authorizing the Interim City Manager to enter into a contract with Ron Wright, Tarrant County Tax Assessor-Collector and Tarrant County, for the assessment and collection services of ad valorem taxes levied by the City of Bedford; and providing an effective date.
12. Consider a resolution authorizing the Interim City Manager to purchase 150 copies of Microsoft Office from SHI Government Solutions in the amount of \$49,230.
13. Consider a resolution authorizing the Interim City Manager to purchase 394 licensing subscriptions of Microsoft CoreCalBridge from SHI Government Solutions in the amount of \$24,664.40 to provide proper licensing between users and server assets.
14. Discussion and action regarding the appointment of the Mayor Pro Tem and Board and Commission Liaisons.

15. Report on most recent meeting of the following Boards and Commissions:

- ✓ **Animal Shelter Advisory Board - Councilmember Fisher**
- ✓ **Beautification Commission - Councilmember Turner**
- ✓ **Cultural Commission - Councilmember Champney**
- ✓ **Teen Court Advisory Board - Councilmember Farco**

16. Council member Reports

17. City Manager/Staff Reports

- **Hear a staff report on the process used by the senior staff to develop a Vision and Mission Statement that correlates with the organization's PRIDE values and mirrors the strategic plan and vision of the City Council.**

EXECUTIVE SESSION

To convene in the conference room in compliance with Section 551.001 et. Seq. Texas Government Code, to discuss the following:

- a) **Pursuant to Section 551.087, deliberation regarding economic development negotiations relative to Block 6, Lot 1A, Bedford Forum Addition.**
- b) **Pursuant to Section 551.074, personnel matters - City Manager search**

18. Take any action necessary as a result of the Executive Session.

(Any item on this posted agenda may be discussed in executive session provided it is within one of the permitted categories under Chapter 551 of the Texas Government Code.)

ADJOURNMENT

CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window in a display cabinet at the City Hall of the City of Bedford, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted by the following date and time: **Friday, June 19, 2015 at 5:00 p.m.**, and remained so posted at least 72 hours before said meeting convened.

Michael Wells, City Secretary

Date Notice Removed

(Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in City functions and activities. Auxiliary aids and services or accommodations must be requested in writing to the City Secretary's Office a minimum of seventy-two hours (72) hours prior to the scheduled starting time of the posted meeting. Requests can be delivered in person or mailed to the City Secretary's Office at 2000 Forest Ridge Drive, Bedford, TX 76021, or emailed to mwells@bedfordtx.gov. Some requests may take longer due to the nature, extent and/or availability of such auxiliary aids, services or accommodations.)



Council Agenda Background

PRESENTER: Representatives from 6Stones Mission Network

DATE: 06/23/15

Work Session

ITEM:

Report on the Community Powered Revitalization Program's 2015 Spring Blitz.

City Manager Review: _____

DISCUSSION:

Representatives from 6Stones Mission Network will give a report to Council regarding the Community Powered Revitalization Program's 2015 Spring Blitz held in April.

ATTACHMENTS:

N/A



Council Agenda Background

PRESENTER: Mark Hatchel, Vice President/Senior Project Manager, Kimley-Horn

DATE: 06/23/15

Work Session

ITEM:

Report on Phase 1 of the Boys Ranch Park Master Plan.

City Manager Review: _____

DISCUSSION:

Mark Hatchel with Kimley-Horn will give a report to Council regarding Phase 1 of the Boys Ranch Park Master Plan.

ATTACHMENTS:

N/A



Council Agenda Background

PRESENTER: Wendy Hartnett, Special Events Manager

DATE: 06/23/15

Work Session

ITEM:

Report on the upcoming 4thFest event and venue location.

City Manager Review: _____

DISCUSSION:

Special Events Manager Wendy Hartnett will give a report to Council regarding 4thFest and the change in venue location.

ATTACHMENTS:

N/A



Council Agenda Background

PRESENTER: Bill Syblon, Development Director

DATE: 06/23/15

Work Session

ITEM:

Report on recent Development Department activities.

City Manager Review: _____

DISCUSSION:

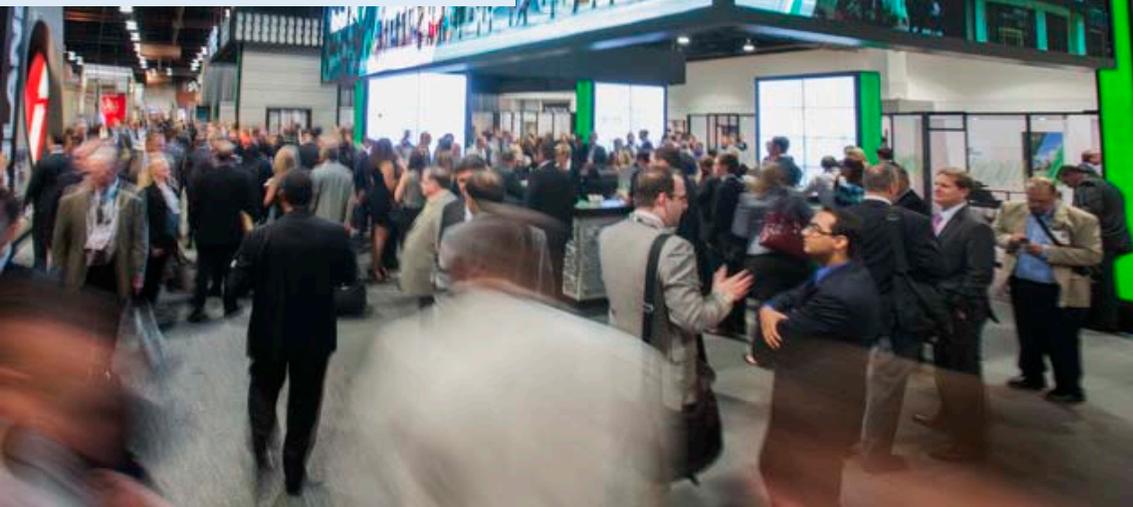
Development Director Bill Syblon will give a report to Council regarding recent Development Department activities.

ATTACHMENTS:

PowerPoint Presentation

ICSC ReCon Recap

36,000+ Attendees
3,000+ Retailers
1,000,000 Square Feet



Help us determine... Who is the missing piece?



11/11
H&B
Streaks
Golden Corral

Dog's Tacos

GAMESTOP

me's
or hot
e (Coral)

Olive Garden

Chico's - WINCO
Barnes + Noble

Amical Fabric

MINK

Ikea

Grady Grady

H&B CENTRAL MARKET

Cracker Barrel

Jessica Brawm's

Chick-fil-A

Chick-fil-A

Spaghetti Warehouse

Highland Park Cafeteria

Lala Grill

DISNEY STORE!

White Castle

Publix
Burger King
Sonic Drive-Ins

Mutt's

Market Street

Freddy's

Huber's

IKEA

(2 Abby's)

Help Dogs

Fuzzy's Tacos
(Hollywood Blvd)

Diana's Tacos

Costco

Costco

Costco

Costco

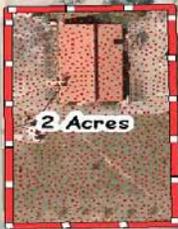
Business	Parent Company	Contact	Title	Phone	Email	Notes	Response
Bennigan's / Bennigan's On The Fly / Steak and Ale	Legendary Restaurant Brands LLC Dallas, TX 75254	5151 Belt Line Rd	Paul Mangiamele	Chief Executive Officer	(952) 237-2024	pmangiamele@bennigansfc.com	Epic comeback of Steak and Ale. Write-Green; 4/23 AJT to send email; 5/14 AJT sent EPIC email to Paul Mangiamele to request meeting.
Bonefish Grill	Bloomin' Brands, Inc. Shore Blvd, Suite 500 33607	2202 N. West Tampa, FL	Greg Bracchi (attending ICSC)	Principal, Edge Realty	214-545-6900	gbracchi@edge-re.com	broker) 4/27 - AJT sent email to Jacqueline Vanella requesting meeting at ICSC. 4/27 - Response recd from Derrick Bay, who covers this area of the country. "No. Bedford is not a target market for us right now."
Bonefish Grill	Bloomin' Brands, Inc. Shore Blvd, Suite 500 33607	2202 N. West Tampa, FL	Steve Ewing (attending ICSC)	Principal, Edge Realty	214-545-6900	sewing@edge-re.com	broker) 4/27 - AJT sent email to Jacqueline Vanella requesting meeting at ICSC. 4/27 - Response recd from Derrick Bay, who covers this area of the country. "No. Bedford is not a target market for us right now."
Bonefish Grill	Bloomin' Brands, Inc. Shore Blvd, Suite 500 33607	2202 N. West Tampa, FL	Tyler Grisham (attending ICSC)	Vice President, Edge Realty	214-545-6906	tgrisham@edge-re.com	broker) 4/27 - AJT sent email to Jacqueline Vanella requesting meeting at ICSC. 4/27 - Response recd from Derrick Bay, who covers this area of the country. "No. Bedford is not a target market for us right now."
Bonefish Grill	Bloomin' Brands, Inc. Blvd, Suite 500	2202 N. West Shore Tampa, FL 33607	Jacqueline B. Vanella (attending ICSC)	Real Estate Director	(305) 812-7587	jackievanela@bloominbrands.com	Note: Previous contact, Bart Sides, is now the VP, Real Estate for AMC Theaters. 4/23 Bill to contact broker (Edge), 4/27 AJT to send boilerplate email to Jacqueline Vanella. 4/27 - Response recd from Derrick Bay, who covers this area of the country. "No. Bedford is not a target market for us right now."
Chick-fil-A	Chick-fil-A, Inc. 5200 Buffington Rd Atlanta, GA 30349-2998				(404) 765-8038		Note: Bill has current contact info, 4/23 Bill has contacted CFA
Chick-fil-A	Chick-fil-A, Inc. 5200 Buffington Rd Atlanta, GA 30349-2998		John Featherston	Senior Director of Growth Strategy		john.featherston@chick-fil-a.com	Note: Featherston is the contact listed on the Chick-fil-A website. 4/23 Bill has contacted CFA
Corner Bakery Café North Hall - N2558	Corner Bakery Café Central Dr, Suite 1300	12700 Park Dallas, TX 75251	Ryan Johnson (attending ICSC)	Senior Vice President, SRS Real Estate Partners	214-560-3285	ryan.johnson@srsre.com	broker 5/12 - Bill received word that Corner Bakery is not looking at the HEB area at this time.
Corner Bakery Café North Hall - N2558	Corner Bakery Café Dr, Suite 1300	12700 Park Central Dallas, TX 75251	Holland B. Burton (attending ICSC)	Sr. Director of Real Estate	(972) 619-4108	holland.burton@cornerbakerycafe.com	Note: Holland was previously with Le Duff, repping La Madeleine; 4/23 Bill to contact Holland Burton directly. 5/12 - Bill received word that Corner Bakery is not looking at the HEB area at this time.
Corner Bakery Café North Hall - N2558	Corner Bakery Café Dr, Suite 1300	12700 Park Central Dallas, TX 75251	Lisa Walker (attending ICSC)	Director of Real Estate	(972) 619-4164	lisa.walker@cornerbakerycafe.com	4/23 Bill to contact Lisa Walker directly. 5/12 - Bill received word that Corner Bakery is not looking at the HEB area at this time.
Cracker Barrel	Cracker Barrel Old Country Store Lebanon, TN 37087	305 Hartmann Dr	Rodger Anderson (attending ICSC)	Sr. Vice President, CBRE	512-499-4900	rodger.anderson@cbre.com	broker) 5/12 - Bill to contact Rodger - will follow up.
Cracker Barrel	Cracker Barrel Old Country Store Lebanon, TN 37087	305 Hartmann Dr	Joe Jaynes	Director of Real Estate	(615) 235-4334	jo.jaynes@crackerbarrel.com	4/23 AJT to send boilerplate email to Joe Jaynes and Tonyann Jennings. 4/27 AJT sent boilerplate email to Joe and Tonyann; 5/13 AJT sent follow up email.
Cracker Barrel	Cracker Barrel Old Country Store Lebanon, TN 37087	305 Hartmann Dr	Tonyann Jennings	Real Estate Manager	(615) 443-9581	tonyann.jennings@crackerbarrel.com	4/23 AJT to send boilerplate email to Joe Jaynes and Tonyann Jennings. 4/27 AJT sent boilerplate email to Joe and Tonyann; 5/13 AJT sent follow up email.
Dunkin' Donuts Upper Hall - S340Q	Dunkin' Brands Group Inc 130 Royall Street Canton, MA 02021		Ryder Jeanes (attending ICSC)	Senior Vice President - Austin, The Retail Connection	512-485-0888	rjeanes@theretailconnection.com	broker 5/12 - Bill plans to visit this group at their booth at ICSC.
Dunkin' Donuts Upper Hall - S340Q	Dunkin' Brands Group Inc 130 Royall Street Canton, MA 02021		Travis Robertson	Vice President, The Retail Connection	512-485-0791	trobertson@theretailconnection.com	broker 5/12 - Bill plans to visit this group at their booth at ICSC.

Brown Trail Traffic Count - 23,500 +/-



Brown Trail @ Pipeline Rd
30,000+ Vehicles Daily
Commercial/Retail

10 minute drive time:
Population: 83,155
Average Household Income: \$69,554
Total Households: 34,100



2 Acres



1.6 Acres

The Buttermilk Cafe



Pipeline Traffic Count - 25,000 +/-





LD Bell High School
OPEN CAMPUS
2,200 + Students



Brown Trail @ Airport Fwy
200,000+ Vehicles Daily
Commercial/Retail

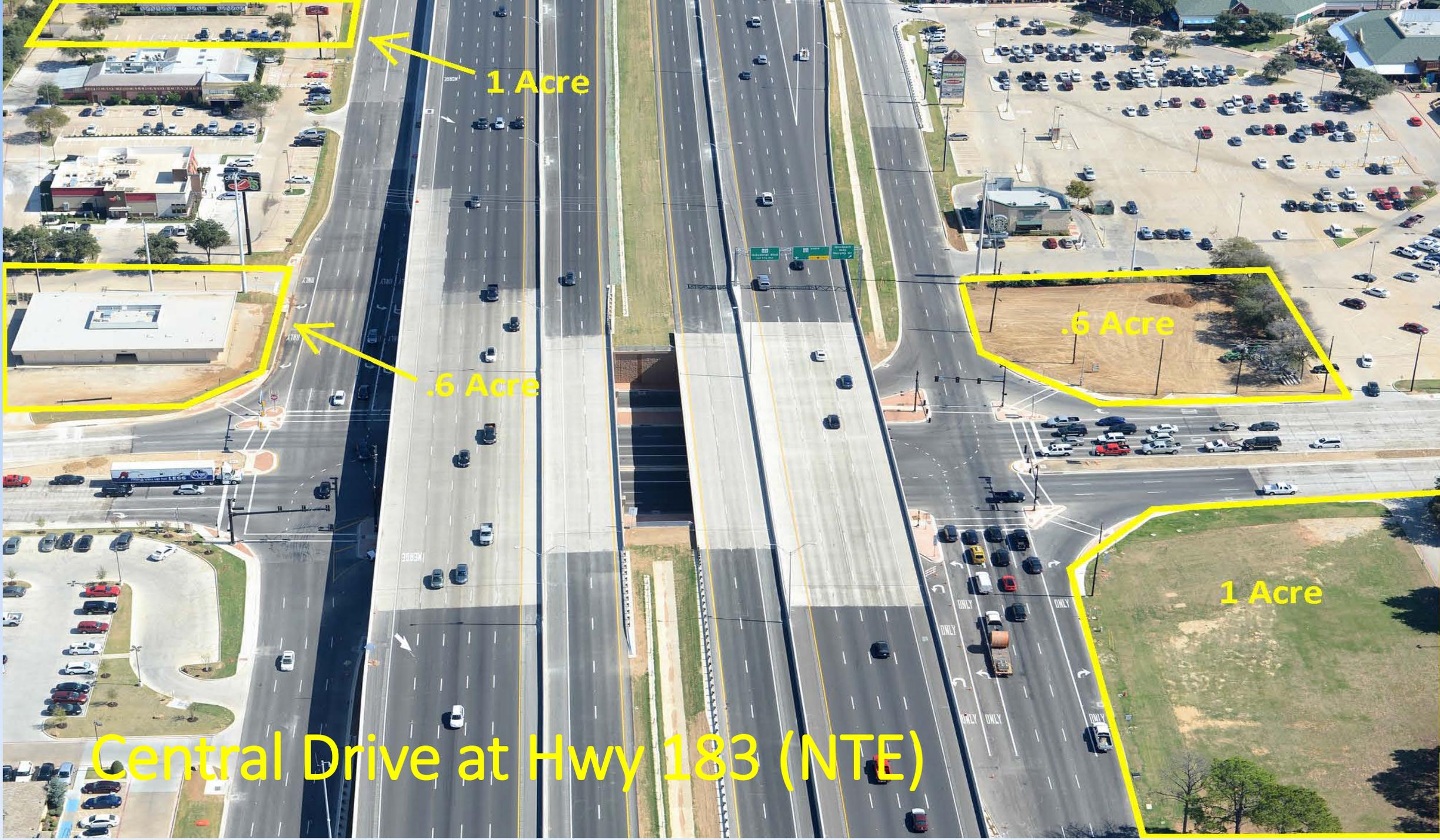
10 minute drive time:
Population: 172,918
Average Household Income: \$81,000
Total Households: 70,783

Hwy 183 Traffic Count - 200,000+



Brown Trail Traffic Count - 23,500+





1 Acre

.6 Acre

.6 Acre

1 Acre

Central Drive at Hwy 183 (NTE)



Council Agenda Background

PRESENTER: Mayor Jim Griffin

DATE: 06/23/15

Council Recognition

ITEM:

Proclamation declaring July 2015 as Parks and Recreation Month in the City of Bedford.

City Manager Review: _____

DISCUSSION:

Community Services Manager Eric Valdez and Parks Superintendent Don Henderson will accept the Parks and Recreation Month Proclamation on behalf of the Community Services Department.

ATTACHMENTS:

Proclamation



CITY OF
BEDFORD

Proclamation

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature.

NOW, THEREFORE, let it be known that I, Jim Griffin, Mayor of the City of Bedford, and the City Council do hereby proclaim the month of July, 2015, as:

Parks and Recreation Month

in the City of Bedford and call upon our citizens to recognize the benefits derived from parks and recreation resources.

*In witness whereof, I have hereunto set my hand and
caused the seal of the City of Bedford to be affixed this 23rd day of June, 2015.*

JIM GRIFFIN, MAYOR





Council Agenda Background

PRESENTER:

DATE: 06/23/15

Council Recognition

ITEM:

Employee Service Recognition

City Manager Review: _____

DISCUSSION:

The following employee has completed a service period and is eligible for recognition:

Joey Lankford Fire Department 35 years

ATTACHMENTS:

N/A



Council Agenda Background

PRESENTER: Michael Wells, City Secretary

DATE: 06/23/15

Minutes

ITEM:

Consider approval of the following City Council minutes:

a) June 9, 2015 regular meeting

City Manager Review: _____

DISCUSSION:

N/A

ATTACHMENTS:

June 9, 2015 regular meeting

STATE OF TEXAS §

COUNTY OF TARRANT §

CITY OF BEDFORD §

The City Council of the City of Bedford, Texas, met in Work Session at 5:00 p.m. and Regular Session at 6:30 p.m. in the Council Chambers of City Hall, 2000 Forest Ridge Drive, on the 9th day of June, 2015 with the following members present:

Jim Griffin	Mayor
Ray Champney	Council Members
Steve Farco	
Roger Fisher	
Dave Gebhart	
Rusty Sartor	

constituting a quorum.

Councilmember Turner was absent from the meeting.

Staff present included:

Roger Gibson	Interim City Manager
Kelli Agan	Interim Assistant City Manager
Stan Lowry	City Attorney
Michael Wells	City Secretary
Cliff Blackwell	Administrative Services Director
Natalie Foster	Marketing Specialist
Tom Hoover	Public Works Director
Maria Redburn	Library Director
Bill Syblon	Economic Development Director
James Tindell	Fire Chief
Eric Valdez	Community Services Manager

COUNCIL CHAMBER WORK SESSION

Mayor Griffin called the Work Session to order at 5:02 p.m.

- **Administer Oath of Office - Melina Morrison, Mayor for the Day.**

Mayor Griffin administered the Oath of Office to Melina Morrison for Mayor for the Day.

- **Review and discuss items on the regular agenda and consider placing items for approval by consent.**

Council discussed placing the following items on consent: 1, 6, 7 and 8.

Public Works Director Tom Hoover presented information regarding Item #7, which is for a project funded through the 4B budget for the conceptual design of Harwood Road. The road has shown substantial distress with the recent highway construction, as it was used as a cut through by motorists. It has been 17 years since the last major rehabilitation of the street and there has been deterioration of the micro-paving, as well as wash-boarding and rutting due to the excessive traffic. Staff will take the conceptual design plans, along with cost projections, and attempt to find additional funding. He stated that Harwood Road is not just in Bedford, but will be extended to serve even more as an arterial thoroughfare for traffic. Staff solicited Requests for Qualifications from seven firms and selected Pacheco Koch because they addressed long and short range concerns, and had creative ideas on bike lanes and obtaining additional funding. The firm has also teamed up with a person who has been successful in acquiring participation from counties and the State. In negotiations with the firm, staff was

able to reduce the fee to less than what was budgeted. In answer to questions from Council, Mr. Hoover stated that staff will look at working with the cities of Hurst and Euless and Tarrant County regarding the extensions of Harwood Road when they look at funding; that they will be able to get the footprint of the road into the existing rights-of-way; that it will take approximately six months to finish the conceptual design and to start pursuing funding; that the preliminary cost projections for the project range from \$13M and \$20M; that construction would take approximately three to four years; that they will be looking at drainage improvements, traffic signalization, lane configuration, geometry, pedestrian access and cleaning up intersections; that they will work with Atmos regarding their utilities; that a redesign will not be necessary if actual construction was delayed two years; and that the work includes topographical surveys.

There was discussion on tabling Item #5.

Administrative Services Director Cliff Blackwell presented information regarding Item #8. Three years previous, the City went out to bid for this service and received two bids, including from the current provider. Since that time, the current provider merged with Olameter. There is no renewal language in the contract, so the City had to go out to bid again on this service and the only respondent was the current provider. The new contract has two modifications, the first of which is language allowing the option to renew that includes a Consumer Price Index component. The other modification is a change in routine meter reading rates from \$0.705 per meter to \$0.746 per meter per read. Further, the forced meter reading rate of \$2.69 per meter is removed and instead there is a vault meter read rate of \$3.097 per meter. There are currently 42 vault meters in the City. A cost analysis of the last 12 months of invoices at the current rates shows the costs to be \$128,400; with the new rates applied, the costs are \$136,700, or a 6.5 percent increase. Since 2012, water meter reading has had a budget of \$156,000 and is therefore big enough to withstand the increase. As the same company will be utilized, there is no anticipated stoppage of service with the changes in the contract. In answer to questions from Council, Mr. Blackwell and Mr. Hoover stated that in this particular industry, meter reads being performed by humans is being replaced by automated meter reading (AMR); that the cost of installing an AMR system for the entire City is approximately \$8M; that the yearly cost of \$156,000 represents approximately 15 to 20 percent of the debt service payment for a loan of \$30M; that bad meters are now being replaced with smart meters and staff will be bringing an item to Council to purchase more smart meters; that the State Water Implementation Fund for Texas (SWIFT) funding should be available in January and that by this time next year, there will be no need to extend the meter reading contract; that the contract has a 90-day termination clause; that the life span of the meter batteries is guaranteed at 15 years, but that it may be as many as 20 years; that the SWIFT funding will replace all meters in the City within a year; that the associated capital infrastructure and software is included in the \$8M cost; that the software contract is for 10 years; that the program would be run internally by the Utility Billing Department; and that there would not be an impact on operation costs by moving to smart meters.

- **Presentation of Cultural Commission Strategic Plan and requests for future support.**

Cultural Commission Chairperson Tom Jacobsen reported that it has been over four years since the Commission started its work and that the members are very active and enjoy what they do. He discussed the four tracks on which the Commission has moved, including the Council implementing changes to make the City a more arts-friendly community; integrating planning documents for a consistent vision including looking at arts and culture as it reflects the Parks Master Plan and considering arts as an integral part of the Bedford Commons; coordinating a marketing and communications plan including a centralized online arts calendar, and logos and branding for the Cultural District; and dedicating and investing resources including funding and staff support for signage and ArtsFest. Recent events and accomplishments include art events at Taste and Tunes at the Old Bedford School; the third annual ArtsFest at the Boys Ranch; storefront art at the Bedford Meadows Shopping Center; the third ArtsTalk event; and the online arts calendar. Management Partners assisted City staff and the Commission in facilitating a priority setting session to develop a strategic plan. One year objectives include increasing community awareness of the arts including the storefront art, ArtsFest, Arts Talk and other events; and applying for a 501(c)(3) to help fund future opportunities for the arts. Three year objectives include infusing cultural arts elements in the plans for the Bedford Commons, Boys Ranch and the Parks Master Plan; and establishing Bedford as a destination for the arts. Long term objectives include developing arts facilities such as an arts incubator and an amphitheater. Mr. Jacobsen discussed the Commission's Purpose Statement and its current powers

and duties. Proposed changes to the role of the Commission include establishing ongoing communications with other Bedford boards and commissions, linking art resources, developing an arts branding strategy, developing cultural programming, and overseeing the work of the 501(c)(3). Requests to the Council regarding the Cultural District include appropriate way-finding signage; a modern street-scaping plan to improve walk-ability, as well as the image and opportunities in the District; studying the feasibility of expanding the Arts Council building; and expanding the District's boundaries to include an antique building with a wishing well. Mr. Jacobsen stated that if successful with the 501(c)(3), they will need a physical address and suggested the little house next to the Library.

There was discussion on three more shopping centers being secured to display art; recognizing Mirinda McQuagge-Walden and Jeff Florey for their work with the Commission; the recent "Walk Through Old Bedford" event; recent accomplishments including a vacant food store being converted to an award-winning Library, the highway redevelopment and subsequent new business development, the establishment of the Commission to oversee the emerging Cultural District, the creation of the Bedford Commons vision and plans for further revitalization, and the storefront art gallery, ArtsFest and other ongoing cultural activities; the Cultural District and Bedford Commons enhancing what has already been done and creating a greater sense of community; arts and culture as an economic engine; arts and culture generating \$5.1B in Texas and \$320M in sales taxes; the Levitt Pavilion in Arlington revitalizing the downtown area including 25 new restaurants, and having 127,000 attendees in 2014; the Cultural District webpage asking what citizens want in the District; continuing the evolutionary process and developing a vibrant sense of community; the participation of developers; the City already having the infrastructure in place; the utilization of the online calendar; signage and advertising cultural and City events; getting artwork into the storefront gallery program and creating a symbiotic relationship with the homeschool community; measuring increased awareness of cultural activities; the Parks and Recreation Survey showing arts events in line with other key City events; alternative styles of art and culture including poetry slams and comics; the challenge of the Commission being to define what is culture and arts and drawing the scope very broadly; a performing arts center showcasing performing, visual and fine arts; the possible expansion of the Cultural District boundaries; the antique building and wishing well having historic significance; showing classical movies at the Old Bedford School; coordinating with the Senior Center on events such as dances; and the attendance at the Twilight Thursday events.

- **Presentation on Community Affairs Commission activities.**

Community Affairs Commission Chairperson Roy Savage presented information on Commission activities. Their calendar of events consists of two business roundtables, two residential roundtables, two neighborhood block parties and a City Expo every other year. The Commission consists of four subcommittees created by the Council including Residential Outreach with Joy Brandon as director, with Sal Caruso as project manager for neighborhood block parties; Business Outreach with Gary Morlock as director; Faith Based Outreach with Mark Massey as director; and City Expo with Mr. Savage as director. Vice Chairperson Steve Grubbs serves as a roving planner. Each member of the Commission participates in all projects under the direction of the director. The purpose of the Commission is to extend the Council's outreach to the business community and citizens, and conduct events that feature informed speakers on various facets of the City. The communication created by their programs fosters goodwill with the citizens and business community.

Mr. Savage presented information on the Commission's various events. The first business outreach meeting was moved from March 5 to April 2 due to ice. The meeting was a success with Mayor Griffin presenting updates on construction and the Bedford Commons, and Development Director Bill Syblon presenting information on economic development as well as the ShopBedfordFirst and SaveLocalNow.com programs. The City Expo and Pet Fair was a success and provided a window into the everyday activities of the City. To attract more attendees, it was decided to combine the events. Virtually all City departments were represented. A total of 437 people were in attendance inside the gym and an unknown number of participants stayed outside for the festivities. The May 14 residential outreach meeting was also a success. There was an estimated attendance of between 95 and 100 people. A majority of those who answered a feedback form indicated they heard about the event from City emails. The feedback form also indicated that Economic/Business Development was the most popular topic followed by mosquitoes, that the start time was good and the length of the meeting was divided between good and too short. The neighborhood block party scheduled for May 29 and postponed due to possible bad weather has been rescheduled for June 11. Upcoming events include a

business outreach roundtable breakfast on August 27, a residential block party on September 24 and a residential roundtable on September 29.

Mr. Savage personally thanked the Mayor, Council and staff for their support and approval. He gave a special thanks to their staff liaison, Assistant to the City Manager Meg Jakubik, for her dedication and readiness. He stated that with the exception of the postponed block party, the Commission is on track year-to-date to fulfill their objectives.

- **Introduction of the Emerging Leaders Program Class II participants and an update on the class Capstone Project.**

Human Resources Director Jill McAdams presented information on the Emerging Leaders Program (ELP), which is in its second year. The Program was developed in-house to promote and groom future and present leaders in the organization. The class started in October and their graduation is scheduled for June 25. She stated they are a phenomenal group that is very engaged and committed to the Program. She introduced the class as follows: Fleet and Facilities Manager Chuck Carlisle, Police Records and Property Supervisor Debbie Carlisle, Library Community Services Supervisor Jeanne Green, Public Works Purchasing and Inventory Control Jackie Hancock, Special Events Manager Wendy Harnett, Lead Animal Control Officer Ken Horn, Public Works Office Administrator Patrice Kleypas, Traffic Operations Manager Bill Lankford, and Environmental Supervisor Jerry Laverty.

Ms. Green presented information regarding the class' capstone project called "A Furr-Ever Home." The project was to create a welcoming and fun environment at the Animal Shelter, enhance the consumer's experience at the Shelter, to find "forever homes" for the Shelter's wards, and heighten internal and external awareness that the Shelter is an important community point-of-contact. The class first evaluated the Shelter from a consumer's perspective. They raised funds by selling t-shirts featuring a design by Ms. Kleypas. The design was well received by senior staff, and supported by both positive comments and donations. They raised internal awareness as well as community awareness including at the City Expo, where they sold out of their t-shirts. She discussed creating change, including painting the inside of the Shelter and a banner painted by Ms. Kleypas' sister. She displayed a picture of a decorative fire hydrant outside the Shelter that posts its hours. Ms. McAdams stated that the first ELP class was assigned a capstone project by the City, which was to redevelop the employee recognition program. It was decided for the current class to choose their own project and they moved forward on it with almost no direction from senior staff.

Mayor Griffin adjourned the Work Session at 6:35 p.m.

- **Presentation on the employee health insurance bidding process and an update on claims for Fiscal Year 2014/2015.**

This item was moved into the Regular Session.

Ms. McAdams introduced Payroll Benefits Administrator Beth Swartzell. She discussed the insurance products that are up for bid and that will be brought to Council for approval at the August 11 meeting, including health, dental, life and long-term disability, accidental death and dismemberment, and the Employee Assistance Program (EAP). She stated that health insurance is very important to the employees, but also a large investment the City makes in its employees, and that it is important for Council to know the process. The ultimate goal is to get the best benefit for the least amount of money. She discussed the quoting process, which began in early March and will be completed in late June. The process is comprised of a census of employees; the plan design; claims history; carrier history; premium history; marketing; and creating competition in the marketplace. She discussed how premiums are developed and includes profit, administration, re-insurance, claims, and reserves. In regards to reserves, she stated that there is a lag time between when claims are incurred and when they are paid, and the premium includes reserve claims paid in the future. Ms. McAdams explained mature versus immature plan years including that the current carrier is responsible for runoff claims from the previous year and therefore is pricing for competitive year of claims plus any runoff. New bidders would only be responsible for approximately 10 months of claims, which has been assigned a value of eight percent in the insurance renewal process. She discussed the margin, which is cushion the carriers build into the premium, as well as trend, which is medical inflation due to the aging populations, designer drugs, new

technology, and State and Federal mandates. Over the previous ten years, the City has averaged increases of less than 5.5 percent, which factors in plan design changes and mandates. She presented information on claims for the previous 12 months, which shows them running very close to the total premium and a loss ratio of almost 100 percent. Administration, re-insurance, and runoff claims account for 6.5 percent of claim dollars. She stated that Cigna is losing money on the City and that claims are anticipated to rise the current month and the next. She presented information on how a premium is underwritten based on the previous 12 months of claims, which shows an estimated new premium in excess of \$3M, representing a \$658,000, or 27 percent, increase over the current premium of \$2.4M.

In collaboration with Benefit Seminars Plus (BSP), the City is able to create competitive marketing and bidding on health insurance. The previous year, they were able to reduce the increase from 21 percent to 15 percent. She discussed different plan designs, including PPO plans with co-pays, which was added to the City's insurance package the previous year. In answer to questions from Council, Ms. McAdams stated that the addition of the PPO plan has not impacted premiums; and that the City does offer supplemental insurance as a voluntary benefit as well as a catastrophic hospitalization program. There was discussion on increasing deductibles to reduce premiums. Ms. McAdams stated that employees do not pay as much on the premium side but do pay substantially more on utilizations; that the next level of deductibles would be \$5,000 for individuals and \$10,000 for families; that employees do have the option for a Health Savings Account, which can lower the tax burden on the employee and give them additional money to put towards their premiums; and that multi-layered programs have different levels of deductions for each type of service. Items that can be considered in the renewal process include network reductions and accountable care organizations.

The Council Meeting was recessed for approximately 30 minutes due to a possible gas leak in City Hall.

Ms. McAdams stated that other items that can be considered in the renewal process include advocacy programs and self-insurance. She discussed the City's loss ratio, which has trended high the previous ten years; and that the average age of employees in Bedford is 42 compared to other cities at between 28 and 32 years of age, which she believes is due to those cities being in TMRS longer and their employees being able to retire earlier.

Ms. McAdams discussed the City's current medical plan, which is one of the lowest employee contribution plans in the Metroplex; fifteen percent of plan participants driving eighty percent of the claims; the employee wellness clinic; physicals being incentivized; the medical weight loss program; and the in-house wellness program. She discussed the timeline including that the bid went out on May 8 and bids were opened on June 5; that the first meeting to review spreadsheets will be held on June 11 with subsequent meetings on June 18 and July 9; that the recommendation packet will be put together the week of July 24; and will be brought to Council at the August 11 meeting.

In answer to questions from Council, Ms. McAdams stated that it is difficult to get a multi-year contract from insurance carriers; that she does not know of a city in the area that has been able to get such a contract; and that carriers do want to commit to such a time period due to the City's claim numbers and issues with the Affordable Care Act. In answer to further questions from Council, she stated that the weight loss program is paid for by the employee; that it is more difficult to do a wellness program due to Equal Employment Opportunity Commission regulations; that other entities are not inclined to partner with the City in a larger pool due to the City's high loss ratio; that BSP is an outside consultant that the City pays for and does not receive commissions from insurance companies; and that staff will be looking at the contract for BSP this year.

REGULAR SESSION

The Regular Session began at 6:43 p.m.

CALL TO ORDER/GENERAL COMMENTS

Mayor Griffin called the meeting to order.

INVOCATION (Dr. Jeff Burnett, First Baptist Church of Hurst)

Dr. Jeff Burnett of First Baptist Church of Hurst gave the invocation.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

ANNOUNCEMENTS/UPCOMING EVENTS

Marketing Specialist Natalie Foster invited everybody to a murder mystery night on Saturday at the Library from 6:00 p.m. to 8:00 p.m. for children ages 12 to 17. The performance is put on by the International Thespian Society. Pizza, drinks and desserts will be provided and registration is required. Canned and boxed food is still being accepted for the Mayor's Hunger Challenge, with drop-off locations at City Hall, the Boys Ranch and the Library. In partnership with Adam Smith's Texas Harley-Davidson, there will be a "Taste of Texas Meets the Mayor's Hunger Challenge" on Saturday, June 27. Residents have until July 15 to submit pictures of their dogs for a dog calendar.

Mayor Griffin stated that Harley-Davidson is working on having 100 or more Harley riders deliver food at the dealership on June 27.

OPEN FORUM

Nobody chose to speak during Open Forum.

CONSIDER APPROVAL OF ITEMS BY CONSENT

Motioned by Councilmember Gebhart, seconded by Councilmember Farco, to approve the following items by consent: 1, 6, 7 and 8 and to table Item # 5 until the next meeting.

Motion approved 6-0-0. Mayor Griffin declared the motion carried.

APPROVAL OF THE MINUTES

1. **Consider approval of the following City Council minutes:**
 - a) **May 26, 2015 regular meeting**

This item was approved by consent.

The final Work Session item was discussed prior to New Business.

NEW BUSINESS

2. **Public hearing and consider an ordinance to rezone Lots 1-23, Block 1, Avalon Place Addition, located in the 2300-2400 Block of Bedford Road also known as the 2400 Block of Avalon Court, Bedford, Texas from Planned Unit Development (PUD) to Amended Planned Unit Development (PUD), allowing Bayley Yandell Development LTD (BYD) Avalon Place, LLC to construct a wrought iron fence along a portion of the area surrounding the development. The property is generally located north of Bedford Road and west of Meadow Creek Drive. (Z-276)**

Development Director Bill Syblon presented information regarding this item, which is an amendment to a Planned Unit Development (PUD) to allow the developer of Avalon Place to place a wrought iron fence in front of the common area instead of the originally approved masonry screening wall. This item was approved by the Planning and Zoning Commission at the May 14 meeting by a vote of 6-0-1.

Mayor Griffin opened the public hearing at 8:01 p.m.

Nobody chose to speak during the public hearing.

Mayor Griffin closed the public hearing at 8:01 p.m.

In answer to questions from Council, the applicant, Brian Holland, Bayley Yandell Development LTD, 1203 South White Chapel Boulevard, Southlake, stated there used to be an access drive into the common area along Bedford Road, which was removed and curb was installed; that they plan leaving the area in the flood plain next to the creek open; that the wrought iron fence will be brought up to the guard rails and then dogleg back in; that they will be using the existing gazebo; and that the common area is primarily for the use of the subdivision but that the church will have access.

Motioned by Councilmember Champney, seconded by Councilmember Farco, to approve an ordinance to rezone Lots 1-23, Block 1, Avalon Place Addition, located in the 2300-2400 Block of Bedford Road also known as the 2400 Block of Avalon Court, Bedford, Texas from Planned Unit Development (PUD) to Amended Planned Unit Development (PUD), allowing Bayley Yandell Development LTD (BYD) Avalon Place, LLC to construct a wrought iron fence along a portion of the area surrounding the development. The property is generally located north of Bedford Road and west of Meadow Creek Drive. (Z-276)

Motion approved 6-0-0. Mayor Griffin declared the motion carried.

3. Public hearing and consider an ordinance to amend Ordinance Number 10-2978 specific to the Bedford Comprehensive Land Use Plan (2010) for a parcel from Park and Open Space to Commercial. The parcel is known as Lot 1, Block 1, Tri-Cities Addition. The parcel is located north of Bedford Road and south of Airport Freeway. (A-041)

Mr. Syblon presented information regarding this item and Item #4. The first item is an amendment to the Comprehensive Land Use Plan, which is necessary in order to deliberate on the following zoning case. The Plan is a long term vision of how the Council wants to see the City from a land use perspective. At the time the Plan was revised in 2010, the highway expansion was moving forward and it appeared that the land in question was not going to be developable and the Planning and Zoning Commission and Council designated it as open space. It now appears to be developable and therefore, it is necessary to amend the Plan to reflect that commercial use.

In regards to Item #4, it is a site plan application as result of a request to develop a restaurant and retail building at the site. The applicant plans to operate a Popeyes' restaurant and provide additional retail space for a T-Mobile store. The item was approved by the Commission at their May 14 meeting by a vote of 6-1-0.

Mayor Griffin opened the public hearing for this item and Item #4 at 8:09 p.m.

Nobody chose to speak during the public hearing.

Mayor Griffin closed the public hearing at 8:09 p.m.

Motioned by Councilmember Farco, seconded by Councilmember Sartor, to approve an ordinance to amend Ordinance Number 10-2978 specific to the Bedford Comprehensive Land Use Plan (2010) for a parcel from Park and Open Space to Commercial. The parcel is known as Lot 1, Block 1, Tri-Cities Addition. The parcel is located north of Bedford Road and south of Airport Freeway. (A-041)

Motion approved 6-0-0. Mayor Griffin declared the motion carried.

4. Public hearing and consider a resolution approving a site plan for the property known as Lot 1, Block 1, Tri-Cities Addition, located at 1100 Airport Freeway, Bedford, Texas, specifically for a 3,584 sq. ft. Popeye's Fast Food restaurant with drive thru and a retail space for T-Mobile. The property is zoned (H), Heavy Commercial and located in the Master Highway Corridor Overlay District (MHC). The property is generally located south of Airport Freeway and north of Bedford Road. (S-061)

This item was discussed in conjunction with Item #3.

In answer to questions from Council, the applicant, Armando Palacios with Sun Holdings, Forest Lane, Dallas, stated that the roof would be of asphalt shingles; that they can better screen the mechanicals by using the same color as the rest of the building and creating another screen in front; that they would be responsible for the maintenance of the creek channel; and that the trash bin will be at the corner and hidden as much as possible. In answer to a question from Council, Mr. Syblon stated that the site does not require a masonry fence as it does not abut residential because of the creek channel.

Motioned by Councilmember Fisher, seconded by Councilmember Champney, to approve a resolution approving a site plan for the property known as Lot 1, Block 1, Tri-Cities Addition, located at 1100 Airport Freeway, Bedford, Texas, specifically for a 3,584 sq. ft. Popeye's Fast Food restaurant with drive thru and a retail space for T-Mobile. The property is zoned (H), Heavy Commercial and located in the Master Highway Corridor Overlay District (MHC). The property is generally located south of Airport Freeway and north of Bedford Road with the added stipulation that the utilities and switchgear is screened from public view.

Motion approved 6-0-0. Mayor Griffin declared the motion carried.

5. Consider a resolution authorizing the Interim City Manager to purchase playground structures from Park & Play Structures in the amount of \$94,507.92.

This item was tabled by consent.

6. Consider a resolution authorizing the Interim City Manager to enter into a one-year lease agreement with the Bedford Euless Soccer Association for the purpose of conducting practices and games at the Meadow Park, Stormie Jones Park and Boys Ranch soccer fields.

This item was approved by consent.

7. Consider a resolution authorizing the Interim City Manager to enter into a contract with Pacheco Koch, LLC for the Conceptual Design of Harwood Road from the west city limits to the east city limits in the amount of \$449,008.

This item was approved by consent.

8. Consider a resolution authorizing the Interim City Manager to enter into a contract with Olameter Corporation (formerly AMS Utiliserv) for City water meter reading services in the amount of \$0.746 per meter for routine meter reading and \$3.097 per meter for routine vault meter reading.

This item was approved by consent.

9. Report on most recent meeting of the following Boards and Commissions:

- ✓ **Animal Shelter Advisory Board - Councilmember Fisher**

No report was given.

- ✓ **Beautification Commission - Councilmember Turner**

No report was given.

- ✓ **Cultural Commission - Councilmember Champney**

Councilmember Champney reported that he attended the joint meeting of the Beautification Commission, Parks and Recreation Board and the Cultural Commission the previous week.

- ✓ **Teen Court Advisory Board - Councilmember Farco**

Councilmember Farco reported that Teen Court now has plenty of adult volunteers. The program had eight graduates and awarded \$6,300 in scholarships.

10. Council member Reports

Councilmember Farco reminded everybody of the Community Affairs Commission Block Party on Thursday at 6:00 p.m. in the Rustic Woods area.

11. City Manager/Staff Reports

No report was given.

12. Take any action necessary as a result of the Executive Session.

No Executive Session was held.

ADJOURNMENT

Mayor Griffin adjourned the meeting at 8:19 p.m.

Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary



Council Agenda Background

PRESENTER: See below

DATE: 06/23/15

Persons to be Heard

ITEM:

- a) Zach Goldberg, 235 Harwood Road, Bedford, Texas – Requested to speak to the Council regarding the City of Bedford Sign Ordinance.

City Manager Review: _____

DISCUSSION:

N/A

ATTACHMENTS:

Letter of Request

Automotive Service and Performance
235 Harwood Rd
Bedford, TX 76

6/19/15
June 23rd/2015

To whom it may concern:

I am submitting this letter with the Sign Permit for consideration. We (ASAP 10 Minute Oil Change) are requesting special circumstances waiver to the City of Bedford Ordinance 6-72 (Temporary Signage).

As a minority and veteran own small business every dollar counts to be successful in growing a business. By marketing our services and drawing attention to are location will help us grow.

We are asking for the City of Bedford to approve for temporary signs in the form of swooper flags (4 in total) to promote our business. The flags promote our services and would be displayed on the property of the business from the hours of 8 am to 6 pm M-F and Saturday 8 am to 5 pm. The flags will be maintained to keep a professional look to the property.

Our purpose is to grow our business and bring revenue to the City of Bedford. By doing this it will also bring other revenue to the Auto Parts Stores that we use in the City of Bedford (Auto Zone, Firestone, O'reillys etc...)

Our reasoning for the swooper flags is that our business sits off of Harwood Rd behind Pizza Hut and do not have the visibility to be seen of other business.

Having the swooper flags will help our business get noticed, bringing in more customers for service and generating higher revenue.

Sincerely

Zach Goldberg -- Manager

Johnna Goldberg -- Owner

Marshall Goldberg - Owner



Council Agenda Background

PRESENTER: William Syblon, Development Director
Emilio Sanchez, Planning Manager
Jayashree Narayana, Gateway Planning

DATE: 06/23/15

Council Mission Area: Be responsive to the needs of the community.

ITEM:

Public hearing and consider an ordinance to rezone approximately 103 acres from (R9) and (R15) Single Family Residential, (S) Service Commercial, (H) Heavy Commercial, (MHC) Master Highway Corridor, to (PUD) Planned Unit Development for the Bedford Commons Zoning District. The area is generally bound by Forest Ridge Drive to the west, Bedford Road to the north, Central Drive to the east, and Airport Freeway to the south. (Z-271)

City Attorney Review: N/A

City Manager Review: _____

DISCUSSION:

In June 2013, the City Council approved the vision document for the Central Bedford Development Zone, now referred to as Bedford Commons. The vision document was the culmination of multiple stakeholder and public meetings to create a vision and action plan to guide future development around the City Hall area. The vision document served as the basis for the creation of the Bedford Commons Development Code.

In November 2013, the City Council authorized an agreement with Gateway Planning to create the Bedford Commons Development Code. Since that time, there have been three joint work sessions with the City Council and Planning and Zoning Commission, two City Council work sessions, six Planning and Zoning work sessions, two public hearings, and one public meeting. A draft of the code was placed on the City's website in May 2014, and is the document that the Planning and Zoning Commission has been fine tuning.

The following significant changes were made to the original draft of the document by the Planning and Zoning Commission during their review:

- A site plan is required to be approved by the Planning and Zoning Commission and City Council during a public hearing for all new development in the Bedford Commons area
- Buildings with a drive-through component are only allowed in the Highway Mixed Use Zone
- Minimum off-street parking requirements for residential use have been increased from one (1) space per dwelling unit to two (2) spaces per dwelling unit.
- The required open/green space for a development increased from 10% to 15%.

The Planning and Zoning Commission recommended approval of this item at their May 28, 2015 meeting by a vote of 7-0-0.

RECOMMENDATION:

Staff recommends the following motion:

Approval of an ordinance to rezone approximately 103 acres from (R9) and (R15) Single Family Residential, (S) Service Commercial, (H) Heavy Commercial, (MHC) Master Highway Corridor, to (PUD) Planned Unit Development for the Bedford Commons Zoning District. The area is generally bound by Forest Ridge Drive to the west, Bedford Road to the north, Central Drive to the east, and Airport Freeway to the south. (Z-271)

FISCAL IMPACT:

N/A

ATTACHMENTS:

Ordinance
Exhibit A
Draft Bedford Commons Development Code
Aerials
Zoning Sign Photo
Planning and Zoning Minutes
Star-Telegram Publication

ORDINANCE NO. 15-

AN ORDINANCE TO REZONE APPROXIMATELY 103 ACRES FROM (R9) AND (R15) SINGLE FAMILY RESIDENTIAL, (S) SERVICE COMMERCIAL, (H) HEAVY COMMERCIAL, (MHC) MASTER HIGHWAY CORRIDOR, TO (PUD) PLANNED UNIT DEVELOPMENT FOR THE BEDFORD COMMONS ZONING DISTRICT. THE AREA IS GENERALLY BOUND BY FOREST RIDGE DRIVE TO THE WEST, BEDFORD ROAD TO THE NORTH, CENTRAL DRIVE TO THE EAST, AND AIRPORT FREEWAY TO THE SOUTH. (Z-271)

WHEREAS, it is deemed expedient and for the benefit of the City of Bedford, Texas, that the Zoning Ordinance be rezoned for property known as all parcels listed in Exhibit A, City of Bedford, Tarrant County, Texas from (R9) and (R15) Single Family Residential, (S) Service Commercial, (H) Heavy Commercial, (MHC) Master Highway Corridor, to Planned Unit Development (PUD) for the Bedford Commons Zoning District. The area is generally bound by Forest Ridge Drive to the west, Bedford Road to the north, Central Drive to the east, and Airport Freeway to the south.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That Section 2 of the Zoning Ordinance be amended and the map designated "ZONING MAP-CITY OF BEDFORD, TEXAS" be revised and amended so that the land described in:

"Exhibit A" shall be shown as approved by this ordinance.

SECTION 3. That the Bedford Commons Development Code be approved as a component of this ordinance approval. Any revisions to the Bedford Commons Development Code that deviate from the attached hereto shall require an amendment to this ordinance.

SECTION 4. That this ordinance shall be cumulative of all provisions of other ordinances of the City of Bedford, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting revisions of such ordinances are hereby repealed.

SECTION 5. That it is hereby declared the intention of the City Council of the City of Bedford, Texas, that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 6. That any person, organization, corporation, partnership or entity that violates, disobeys, omits, neglects or fails to comply with the provisions of this ordinance shall be fined not more than two thousand dollars (\$2,000.00) for each offense or violation. Each day that an offense or violation occurs shall constitute a separate offense.

SECTION 7. That this ordinance shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Bedford and the laws of the State of Texas.

PRESENTED AND PASSED this 23rd day of June, 2015 by a vote of ___ayes, ___nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

ORDINANCE NO. 15-

Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney

BEDFORD COMMONS ZONING CHANGE BY STREET ADDRESS LEGAL DISCRPTION

ZONING CHANGE FROM "R-9" TO PUD

LEGAL DISCRPTION

1900 PARKWOOD DRIVE	A1735 TRS 3B & 3C, WILLIAMS, T W SURVEY
2000 FOREST RIDGE DRIVE	A 1735 TR 5A, WILLIAMS, T W SURVEY
2100 E.M. BILGER JR BLVD	A 1735 TRS 4A03, 4A03A, 4A04, & 4A05, WILLIAMS, T W SURVEY

ZONING CHANGE FROM "R-15" TO PUD

2009 FOREST RIDGE DRIVE	A 1735 TR 6B, WILLIAMS, T W SURVEY
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ZONING CHANGE FROM "S" TO PUD

1804 L. DON DODSON DRIVE	BLK 1 LOT 2, TEXAS AMER BANKSHARES ADDITION
1805 L. DON DODSON DRIVE	A1735 TR 6C02, WILLIAMS, T W SURVEY
1845 L. DON DODSON DRIVE	BLK 2 LOT 1, TEXAS AMER BANKSHARES ADDITION
1900 L. DON DODSON DRIVE	BLK 1 LOT 1R, TEXAS AMER BANKSHARES ADDITION
2004 L. DON DODSON DRIVE	BLK 1 LOT 6R2, FIRST BEDFORD ADDITION
2029 PARKWOOD DRIVE	BLK 1 LOT 3, TEXAS AMER BANKSHARES ADDITION
2116 PARKWOOD DRIVE	A1735 TRS 2G1 & 2G1A, WILLIAMS, T W SURVEY
2120 PARKWOOD DRIVE	A1735 TR 2G02, WILLIAMS, T W SURVEY
2124 PARKWOOD DRIVE	BLK 1 LOT 8, FIRST BEDFORD ADDITION
2128 PARKWOOD DRIVE	BLK 1 LOT 7, FIRST BEDFORD ADDITION
1921 SHOALMONT DRIVE	BLK 1 LOT 1 & 1A, FIRST STATE BANK PLAZA

ZONING CHANGE FROM "H" TO PUD

1816 BEDFORD ROAD	A 1735 TR 4A01A, WILLIAMS, T W SURVEY
1820 BEDFORD ROAD	BLK 1 LOT 1, JENNY, E W ADDITION
1824 BEDFORD ROAD	A 1735 TR 4A01A1, WILLIAMS, T W SURVEY
2200 E.M. BILGER JR BLVD	A 1735 TRS 4A01 & 4A01B, WILLIAMS, T W SURVEY
1901 CENTRAL DRIVE	BLK 1 LOT 1A1, BEDFORD CENTRAL ADDITION

BEDFORD COMMONS ZONING CHANGE BY STREET ADDRESS LEGAL DISCRIPTION

1903 CENTRAL DRIVE	BLK 1 LOT 1B, BEDFORD CENTRAL ADDITION
1905 CENTRAL DRIVE	BLK 1 LOT 5A & 5B, FIRST BEDFORD ADDITION
1908 FOREST RIDGE DRIVE	BLK A LOT 1A, STUDIO PLUS ADDITION
1916 FOREST RIDGE DRIVE	BLK 1 LOT 2R, CARDIO PLACE ADDITION
1924 FOREST RIDGE DRIVE	BLK 1 LOT 1R, CARDIO PLACE ADDITION
1900 PARKWOOD DRIVE	A1735 TRS 3B & 3C, WILLIAMS, T W SURVEY
1916 PARKWOOD DRIVE	BLK 1 LOT 2, FIRST STATE BANK PLAZA
2000 PARKWOOD DRIVE	BLK 1 LOT 3, FIRST STATE BANK PLAZA

ZONING CHANGE FROM "H/MHC" TO PUD

1601 AIRPORT FREEWAY	BLK A LOT 2A, STUDIO PLUS ADDITION
1605 AIRPORT FREEWAY	BLK A LOT 3, STUDIO PLUS ADDITION
1701 AIRPORT FREEWAY	BLK 1 LOT 1A, OAKS, THE (BEDFORD)
1899 AIRPORT FREEWAY	BLK 1 LOT 1R1, SMITH ADDITION (BEDFORD)
1901 AIRPORT FREEWAY	BLK 1 LOT 1A1, BEDFORD-ARLINGTON ROAD LTD SUB
1925 AIRPORT FREEWAY	BLK 1 LOT 1B1, BEDFORD-ARLINGTON ROAD LTD SUB
1933 AIRPORT FREEWAY	BLK 1 LOT 2B1, BEDFORD-ARLINGTON ROAD LTD SUB
1937 AIRPORT FREEWAY	BLK 1 LOT 2A, BEDFORD-ARLINGTON ROAD LTD SUB
1851 CENTRAL DRIVE	BLK 1 LOT A1, DALLAS FEDERAL ADDITION

Bedford Commons Development Code

DRAFT

~~May 19~~ **June 12**, 2015



GATEWAY PLANNING
A VIALTA GROUP PARTNER

**Bedford Commons
Development Code
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Attachments:

- A-1: Regulating Plan
- A-2: Illustrative Vision
- A-3: Street Classification Map
- A-4: Recommended Street Cross Sections
- A-5: Palette of Open Space Types
- A-6: Development Review Process Flow Chart
- A-7: Planting List

1.0 Introduction

In June 2013, the Bedford City Council adopted a vibrant vision for Central Bedford or Bedford Commons that takes advantage of its regional location in the Dallas-Fort Worth Metroplex.

This comprehensive long-term vision is for the redevelopment of this low-density, auto-oriented area with strategic regional linkages into a true urban neighborhood anchoring existing and new local, regional, and national businesses together with a central public “commons”.

This document provides the regulatory tools for new development and redevelopment consistent with the Illustrative Vision for Bedford Common. Illustrations and images (concept plans, sketches and photographs) are used throughout the document to provide guidance to property owners, applicants, and developers on the development intent and are not to be construed as regulatory.

1.1 Purpose and Intent

The purpose of the Bedford Commons Development Code (BC-DC) (hereinafter, “the Code”) is to implement the vision for a more walkable, vibrant, mixed use neighborhood in the heart of Bedford, Texas (hereinafter, “Bedford Commons” or “the Commons”) by:

- (a) Coordinating public and private investments for the greatest effect including the private investments already underway in the area; and
- (b) Providing greater walkability within the Commons and to adjoining community destinations and neighborhoods;

Therefore, the goals of the BC-DC are to promote a more functional and attractive community through the use of recognized urban design principles and allow property owners flexibility in land use, while prescribing a higher level of detail in building design and form than in the current standards of the City’s Zoning Ordinance. The standards in this code are not intended to stifle creativity nor over-regulate building design but rather encourage better functional urbanism to create higher quality pedestrian environments along most streets.

1.2 Illustrative Vision

The BC-DC and its associated Regulating Plan are based on the Illustrative Vision for redevelopment within the Bedford Commons as established in Attachment A-2. The Illustrative Vision and the illustrative images used throughout this document are not regulatory. Rather, they are intended to provide property owners, developers, and the general public information on the intended character of redevelopment and help guide their projects to better meet the standards in this Code.

2.0 Components of the Code

2.1 The Regulating Plan

The Bedford Commons Regulating Plan map (herein known as the Regulating Plan) (Attachment A-1) is hereby adopted as the official zoning map for the Bedford Commons. Within any area subject to the approved Regulating Plan, this Code becomes the exclusive and mandatory regulation unless specified in Section 3.2 of this Code. It shall establish the following development standards for all properties within the Commons:

(a) **Establishment of Character Zones** – The Bedford Commons is distinguished into different “Character Zones”. Each Character Zone is intended to create a distinct urban form based on the vision for redevelopment in different areas of Bedford Commons. Each Character Zone shall establish use and building form standards including standards for building height, bulk, location, functional design, and parking. The Regulating Plan classifies all lots within the Commons into one of the following four (4) Character Zones:

- (i) Highway Mixed Use (HMU) – The Highway Mixed Use Character Zone includes the area with direct frontage along the highway – TX 183/121. These frontages are auto-oriented and the focus of the development standards is to create a more attractive front door into the Bedford Commons by focusing on aesthetic treatments along the highway frontage and maximizing gateway opportunities into the Commons. This would also be the Zone in which higher intensity restaurant and retail uses could take advantage of the highway access and visibility.
- (ii) Regional Retail and Employment (RRE) – The Regional Retail and Employment Character Zone essentially buffers the heart of the Bedford Commons from the Highway Mixed Use Zone. Given larger parcel assemblages and existing underutilized corporate sites and garden office developments, this Character Zone is the focus of regionally significant retail and employment uses that do not need direct access or frontage along the highway, but can provide much needed day-time population to support the retail and restaurants in the area.
- (iii) Core Mixed Use (Core MU) – The Core Mixed Use Zone focuses on transforming Parkwood Drive from the TX 183/121 Frontage Road to L. Don Dodson Dr. into a true “Main Street”. Development standards in this Character Zone would be geared towards buildings closer to Parkwood Drive with streetscape improvements and on-street parking that support a walkable mixed use context with a wide mix of smaller scale retail, office, and entertainment uses. This Zone can take advantage of its proximity, access to, and visibility from TX 183 /121.
- (iv) Civic Mixed Use (Civic MU) – The Civic Mixed Use Character Zone creates a mixed use zone that is anchored by urban residential uses, civic uses and civic/open spaces along L. Don Dodson Dr. and north to Bedford Road. Development standards within this Character Zone specifically address the transformation of large undeveloped or underdeveloped super-blocks into smaller pedestrian-friendly blocks and associated civic/open spaces. One major civic space in the form of a “Central Commons” is envisioned at the intersection of L. Don Dodson Dr. and Parkwood Dr.

(b) **Street Designations** – The streets within BC-DC shall be classified in two different ways.

- (i) *Street Classification* shall address elements within the Right-of-Way (R-O-W) including vehicular lane widths, number of lanes, pedestrian accommodation, street tree requirements, on-street parking, and parkway and median standards. These standards are laid out in Section 8.0 and Attachments A-3 and A-4.

- (ii) *Street Network* shall establish the phasing significance (Required or Recommended) of different street segments within Bedford Commons. Refer to Section 8.0 Street Design Standards and Attachments A-3 and A-4 for the detailed regulations. Required Streets shall be mandatory and shall generally meet the locational and connectivity goals of the Regulating Plan. Recommended Streets indicate the desired locations of future streets needed to implement the overall vision of the proposed development. The alignment of Recommended Streets is intended to be flexible. The Street Network also indicates existing and/or improved streets and recommended alley or cross access easements within the Commons.
- (c) **Development Frontage Types** – Development Frontage Types classify different block frontages based on the pedestrian priority goals of the redevelopment vision on the Regulating Plan (Attachment A-1). All block frontages are classified into one of two frontage types: (i) Type ‘A’ Frontage with the highest quality development standards for pedestrian-oriented building design; and (ii) Type ‘B’ Frontage that mainly accommodates service, utilities, and parking functions while still addressing basic pedestrian access and safety.
- Type ‘A’ and ‘B’ Frontages are established in the Regulating Plan (Attachment A-1). When a new or existing block does not have any designated Type ‘A’ frontages per the Regulating plan, a minimum of one block face per each block on the Regulating Plan shall be developed to meet the standards of Type ‘A’ Development Frontage in all Character Zones except the Highway Mixed Use Zone. The Type ‘A’ Development Frontage shall be maintained on both sides of the street. Maintaining continuity of adjacent street or block face Type ‘A’ frontages shall inform the selection of the specific block face to be developed with a Type ‘A’ Frontage.
- (d) **Civic/Open Space Designations** – All residential and mixed use development shall provide a minimum of 10% of the gross site area as Civic/Open Space. Open Space within the BC-DC shall be categorized as Required Civic/Open Space and Recommended Civic/Open Space as identified in the Regulating Plan (Attachment A-1). The detailed Civic/Open Space Standards for different open space types are included in Section 10.0 and Attachment A-5 of this Code. These standards include general character, typical size, frontage requirements, and typical uses.
- (e) **Other Designations** – The Regulating Plan also depicts special elements such as Terminated Vistas and Gateway Elements. Special design standards shall apply for development at these locations per Section 7.0.

2.2 Development Standards: The BC-DC text portion of this Code enumerates the development standards with text and graphics for Character Zones, Frontage Types, building form, landscape, building design, signage, and lighting.

2.3 Using This Document

The following basic steps should be followed to determine the uses and development standards applicable on property within the Bedford Commons:

- (a) Review the Table 3-1 to evaluate the applicability of the BC-DC based on scope of the proposed development.
- (b) Locate the subject property on Bedford Commons Regulating Plan (Attachment A-1).
- (c) Identify on the Regulating Plan:
 - (i) The Character Zone in which the property is located;
 - (ii) The Street Priority designation (required or recommended) along all its street frontages;

- (iii) The Development Frontage Type along all its block frontages and adjoining block frontages (Type 'A' or Type 'B' Frontage)
 - (iv) Any Terminated Vista or Gateway Element designation that may be applicable to the subject property and,
 - (v) Any civic/open space designations that may be applicable to the subject property.
- (d) Review the Schedule of Uses by Character Zone as listed in Table 5-1 to determine allowed uses.
 - (e) Examine the corresponding zone standards in the Building Form and Development Standards in Section 6.0 to determine the applicable development standards.
 - (f) Refer to Section 7.0 for Building Design Standards, Section 8.0 for Street Design Standards, Section 9.0 for Streetscape and Landscape Standards, Section 10.0 for Civic/Open Space Standards and Section 11.0 for Sign Standards.

The above list provides the basic steps to be followed in order to determine the uses and development standards applicable on property within Bedford Commons during Site Plan Review and during Building Permit Review.

The information in the sections listed above explain where the building will sit on the lot, the limits on its physical form, the range of uses, and the palette of materials that will cover it. For more specific dimensions and standards applicable to a particular property, consult with Development Department Staff.

3.0 Administration

3.1 Applicability

- (a) The uses and buildings on all properties within the Bedford Commons zoning classification shall conform exclusively to this Code unless specifically referenced as otherwise in this Code.
- (b) Table 3-1 (Applicability Matrix) shall determine the extent to which different sections of the BC-DC apply to any proposed development.
- (c) Provisions of this BC-DC are activated by “shall” when required; “should” or “may” when recommended or optional.
- (d) Terms used throughout this Code are defined in Section 4.0 Definitions. For those terms not defined in Section 4.0 Definitions, Section 1.2 Definitions of the City of Bedford Zoning Ordinance, Section 1.10 Definitions of the City of Bedford Subdivision Regulations, and Section 6-67 Definitions of the City of Bedford Sign Ordinance shall apply. For terms not defined in either section, they shall be accorded commonly accepted meanings. In the event of conflict, the definitions of this Code shall take precedence.
- (e) Where in conflict, numerical and written standards shall take precedence over graphic standards.

3.2 Relationship to Other City Ordinances

- (a) For all properties zoned as the Bedford Commons, the standards in this document shall supersede the following Ordinances unless specifically referenced herein:
 - i. Zoning Ordinance
 - ii. Subdivision Regulations
 - iii. Sign Ordinance
- (b) Development standards not addressed in this ordinance shall be governed by the City Bedford Ordinances to the extent they are not in conflict with the intent or text of the BC-DC.

Table 3-1: Applicability Matrix

Legend

● = Section of the Code Applies

Blank denotes Standards in this Section of the Code does not apply

Code Section	Section 5.0: Schedule of Uses				Section 6.0: Building Form and Site Development Standards				Section 7.0: Building Design Standards				Section 8.0: Street Design Standards		Section 9.0: Streetscape and Landscape Standards				Section 10.0 Civic/Open Space Standards	Section 11.0: Sign Standards
	Build-to zones and setbacks	Building Frontage	Building Height	Parking and Service Access	Street Classification and Cross Sections	Street Network	Sidewalk, Street Trees and Streetscape	Street Screen and Parking Lot Landscaping	Street Lighting and Furniture	Utilities										
Type of Development																				
d. New Construction	All Sections of the BC-DC apply																			
b. Existing Building Remodel: Existing nonconforming buildings and/or sites may be repaired, maintained or altered provided that such repair, maintenance, or alteration shall <u>neither create any new nonconformity nor shall increase the degree of the existing nonconformity</u> of all or any part of such structure or site.																				
i. Change of Use/Expansion of Existing Use (without expansion of conditioned building area) (to a permitted or Specific Use in the designated Character Zone)	●																	●		
c. Expansion of Existing Buildings (regardless of size of expansion): Existing nonconforming buildings and/or sites may be enlarged or expanded provided that such enlargement shall <u>neither create any new nonconformity nor shall increase the degree of the existing nonconformity</u> of all or any part of such building or site. The BC-DC applicable sections shall apply only to proposed building expansions.	●	●	●	●	●	●	●	●	●	●	1	1	1	1				●		
d. Expansion of parking area only (with or without a building or use expansion) (includes off-site or accessory parking)																				
i. Up to 10 spaces			●		●															
ii. 11 or more additional spaces			●		●		●						●							

¹ Fee in lieu payment shall be made for streetscape, sidewalk, street lighting and street furniture improvements on a pro-rata lot frontage basis on the percentage of expansion of the existing building area. For example a 30% increase in conditioned sq. footage of the building shall pay the cost of streetscape and sidewalk for 30% of the street frontage of the subject lot.

Legend

 = Section of the Code Applies

Blank denotes Standards in this Section of the Code does not apply

Code Section	Section 5.0: Schedule of Uses				Section 6.0: Building Form and Site Development Standards				Section 7.0: Building Design Standards				Section 8.0: Street Design Standards				Section 9.0: Streetscape and Landscape Standards				Section 10.0 Civic/Open Space Standards		Section 11.0: Sign Standards	
	Build-to zones and setbacks	Building Frontage	Building Height	Parking and Service Access	Street Classification and Cross Sections	Street Network	Sidewalk, Street Trees and Streetscape	Street Screen and Parking Lot Landscaping	Street Lighting and Furniture	Utilities	Street	Cross Sections	Street Network	Sidewalk, Street Trees and Streetscape	Street Screen and Parking Lot Landscaping	Street Lighting and Furniture	Utilities	Street	Cross Sections	Street Network	Sidewalk, Street Trees and Streetscape	Street Screen and Parking Lot Landscaping	Street Lighting and Furniture	Utilities
Type of Development																								
Table 3-1 Continued																								
e. Existing Signage																								
i. Refacing or changing a panel on an existing sign																								
ii. Alteration of an existing sign (costing less than 50% of the replacement value of sign): Existing nonconforming signs may be repaired, maintained, altered, or enlarged provided that such repair, maintenance, alteration, or enlargement shall <u>neither create any new nonconformity nor shall increase the degree of the existing nonconformity</u> of any part of such a sign. (applies during sign permit review only)																								
f. New sign or alteration of a sign (costing more than 50% of the replacement value of the sign) or complete replacement of an existing sign (applies during sign permit review only)																								

3.3 Development Review Process

- (a) **Site Plan Required:** A Site Plan approved by City Council after a recommendation by the Planning and Zoning Commission shall be required for all new development or redevelopment in Bedford Commons .
 - (b) **Presubmittal Meeting Required:** All projects shall have a presubmittal meeting with the Planning staff prior to submitting the site plan for development. At the presubmittal meeting, the Planning staff shall provide information on the requirements for development and submittal within Bedford Commons.
 - (c) **Formal Submittal Process:**
 - i. The following approval process shall apply: Following a pre-submittal meeting and a complete application, the Development Director shall review and forward the application for Planning and Zoning Commission recommendation and City Council decision. The process for approving site plans in the Commons shall be in accordance with the process established for approving Site Plans under Section 5.4 of the City of Bedford Zoning Ordinance. A Public Hearing shall be required at both Planning and Zoning Commission and City Council meetings. No building permit shall be issued without a City Council approved site plan.
 - ii. Alternatives to the standards set forth in this Code may be proposed by the applicant, recommended by the Planning and Zoning Commission and approved by the City Council in accordance with the process established for approving Site Plans under Section 5.4 of the City of Bedford Zoning Ordinance. (See Development Review Process Flow Chart in Attachment A-6)
 - (d) **Submittal Materials:** A list of required materials is included in the Bedford Commons development application package available from the City's Planning Department. In addition to the information required for site plans as established in Section 5.4 of the City of Bedford Zoning Ordinance, the applicant shall also provide documents and graphics that adequately demonstrate compliance with all applicable sections of the BC-DC.
 - (e) **Specific Use Permits:** All uses requiring a Specific Use Permit as established in Section 5 of this code shall be processed per the standards in Section 5.3 of the City of Bedford Zoning Ordinance.
 - (f) **Zoning Board of Adjustment:** In addition to any authority set forth in the City of Bedford Zoning Ordinance, the Zoning Board of Adjustments has the authority to hear and decide appeals where it is alleged that there is error in any order, requirement or decision made by the Development Director or other official charged with or delegated the authority to enforce this Code.
- 3.4 Plat Approval:** The applicant shall follow the City of Bedford Subdivision Regulations, for the plat approval subject to the requirements for public infrastructure per this Code.
- 3.5 Nonconforming Uses:** Shall meet standards in Section 2.3.C and 2.3.E of the Bedford Zoning Ordinance.
- 3.6 Nonconforming Structures and Sites:** A nonconforming structure or site may be altered or enlarged, provided that such alteration or enlargement shall neither create any new nonconformity nor shall increase the degree of the existing nonconformity of all or any part of such structure or site.
- 3.7 Amendments to the Code:** Amendments and changes to the Regulating Plan, text and property boundaries shall be in accordance with the procedure set out in Section 6.3 of the City of Bedford Zoning Ordinance.

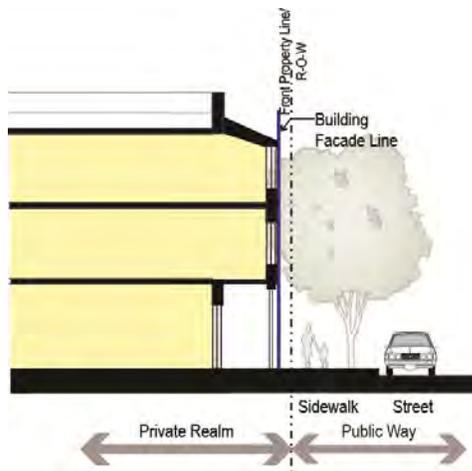
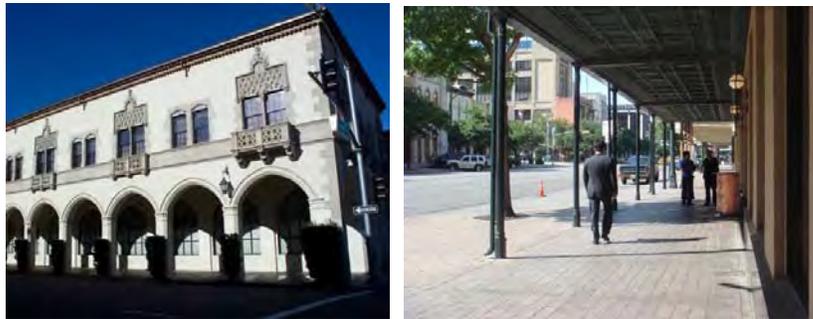
4.0 Definitions

Many terms used in this Document are defined in the Section 1.2 of the City of Bedford Zoning Ordinance. Definitions are only included here if not defined in the Zoning Ordinance, Subdivision Regulations, or Sign Ordinance, or if the definition for this Document differs from the existing definitions. In case of a conflict between the definitions under this Section and other city ordinances, the definitions in this section shall supersede.

A

Arcade

Is a portion of the main façade of the building that is at or near the property line and a colonnade supports the upper floors of the building. Arcades are intended for buildings with ground floor commercial or retail uses and the arcade may be one or two stories. The ground floor area within the arcade may be conditioned or non-conditioned space.



Images of arcade buildings

B

Bedford Commons

The Bedford Commons or simply known as the “Commons” is the zoning designation intended to implement the Vision for a downtown that is to become the heart of the community. It facilitates pedestrian oriented, mixed-use, infill redevelopment, providing shopping, employment, housing, and business and personal services.

Bedford Commons Regulating Plan (Regulating Plan)

Is the official Zoning Map for Bedford Commons. The Regulating Plan (Attachment A-1) graphically depicts Character Zones, Street Designations, and Special Requirement(s) applicable to properties within Bedford Commons.

Bedford Commons Illustrative Vision

Is the City Council adopted Master Plan and Vision for redevelopment of Bedford Commons. The Illustrative Vision (Attachment A-2) serves as a meaningful policy guide for City officials, City staff, property owners, private developers, and citizens when considering development/redevelopment decisions in Bedford Commons. All development and redevelopment shown in the Illustrative Vision is conceptual and non-binding.

Build-to Zone (BTZ)

Is the area between the minimum and maximum front setbacks from the property line. The principal building façade line shall be located within this area.

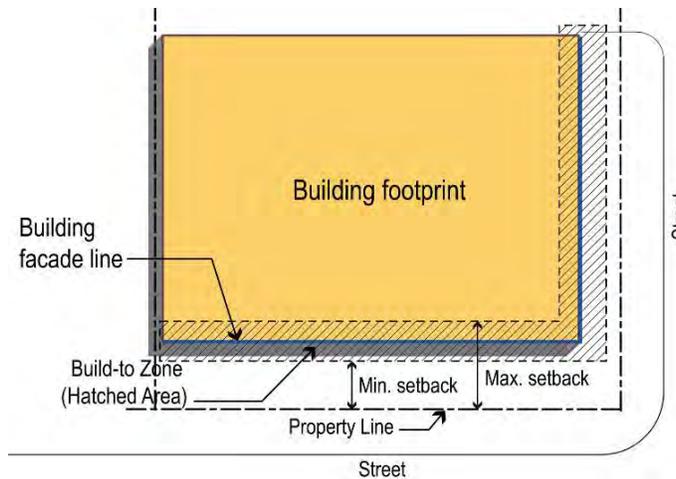


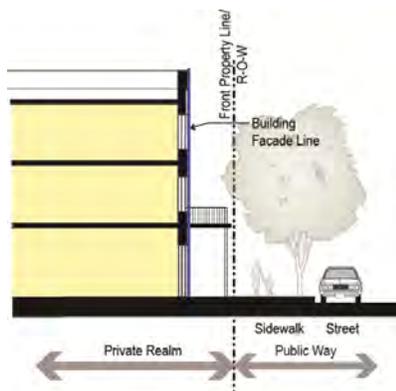
Illustration indicating the location of the build-to zone relative to the minimum and maximum setbacks and the building façade line

Building Form and Site Development Standards

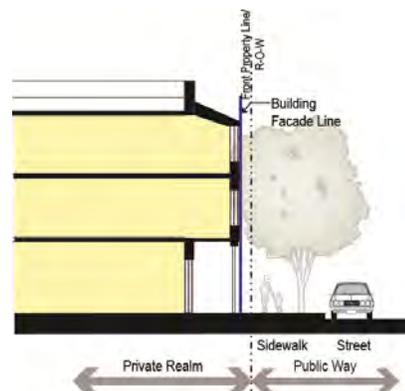
Are the standards established for each Character Zone including but not limited to building placement, building height, parking, service access, and other functional design standards.

Building Façade Line

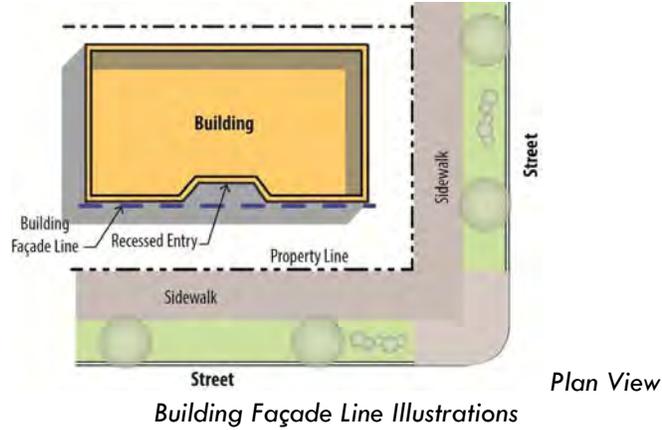
Is the location of the vertical plane of a building along a street frontage.



Section View – Gallery Building



Section View – Arcade Building



Building Frontage

Is the percentage of a building’s façade line that is required to be located within the Build-to Zone (BTZ) as a proportion of the lot’s width along the fronting public street. Required driveways, stairs to access entrances, parks, plazas, squares, improved forecourts, and pedestrian breezeway frontages shall count towards the required building frontage.

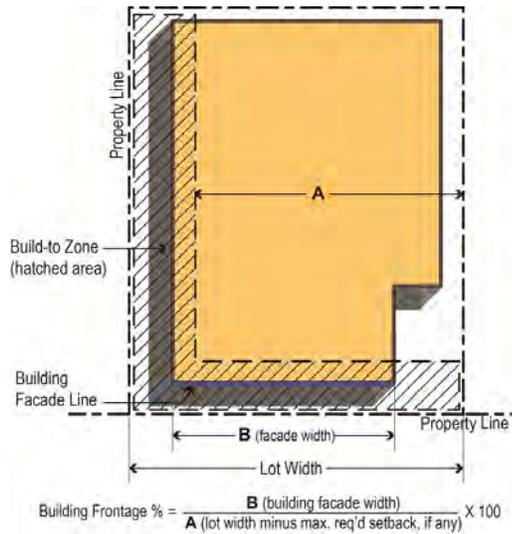


Image showing Building Frontage calculation

C

Character Zone

Means an area within Bedford Commons that is intended to preserve and/or create an urban form that is distinct from other areas within Bedford Commons. Character Zones are identified on the Regulating Plan.

Civic/Open Space

Is publicly accessible open space or civic space in the form of parks, courtyards, forecourts, plazas, greens, playgrounds, squares, etc. provided to meet the standards in Section 10.0 of this Code. Civic/Open space may be privately or publicly owned and/or maintained.

Commercial Use or Mixed Use Building

Means a building in which at least the ground floor of the building is built to Commercial Ready standards and any of the floors are occupied by non-residential or residential uses.

Commercial Ready

Means a ground floor space constructed with appropriate building orientation, entrance and window treatment and floor-to-floor height in order to accommodate ground floor retail/commercial uses (including but not limited to commercial, retail, restaurant, entertainment, and lobbies for civic, hotel, or multi-family uses). Standards for Commercial Ready frontages are in Section 6.1 of this Code. Prior to the issuance of a certificate of occupancy for a retail/commercial use in a Commercial Ready space, the space must comply with all building and construction codes for commercial uses. The intent of Commercial Ready space is to provide the flexibility of occupying a space in accordance with market demand and allowing the use in such space to change to retail/commercial uses accordingly.

D

Development Frontage Type

As identified on the Regulating Plan, existing and future blocks in Bedford Commons are designated as Type 'A' or Type 'B' frontage. Each frontage type establishes a certain development context in order to improve walkability and pedestrian orientation within Bedford Commons.

Director

Shall be the Development Director of the City of Bedford or his/her designee.

E

Encroachment

Means any structural or non-structural element such as a sign, awning, canopy, terrace, or balcony that breaks the plane of a vertical or horizontal regulatory limit, extending into a setback, into the public right-of-way, or above a height limit.

F

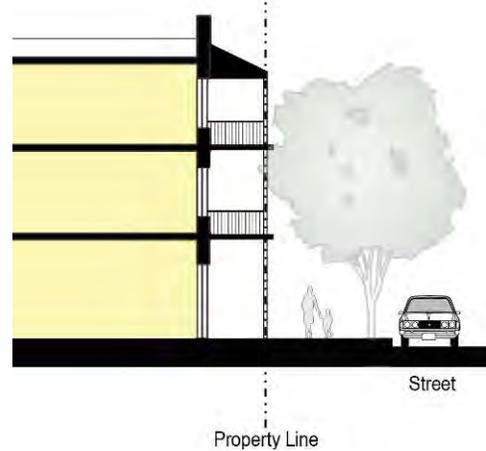
Façade Area

Means the surface area of a building's elevation (including all floors) not counting minor indentations fronting a particular street. Ground floor façade area is the surface area of a building's ground floor elevation not counting minor indentations fronting a particular street. Upper floor façade area is the surface area of a building's upper floor elevations not counting minor indentations fronting a particular street.

G

Gallery

Is a roofed promenade or canopy, especially one extending along the wall of a building and supported by arches or columns on the outer side. The gallery space is unenclosed (non-conditioned) space and may be 2 or more stories tall.



Images of Galleries

H

I

J

K

L

Live-Work Unit

Means a dwelling unit that is also used for work purposes, provided that the 'work' component is restricted to the uses of professional office, artist's workshop, studio, or other similar uses and is located on the street level and constructed as separate units under a condominium regime or as a single unit. The 'live' component may be located on the street level (behind the work component) or any other level of the building. Live-work unit is distinguished from a home occupation otherwise defined by the City of Bedford Zoning Ordinance in that the work use is not required to be incidental to the dwelling unit, non-resident employees may be present on the premises and customers may be served on site.

M

N

Numerical Standard

Means any standard that has a numerical limit (minimums and maximums) or value as established within both the text and graphic standards of the BC-DC.

O

P

Parking Setback Line

Means the distance that any surface parking lot is to be set back from either the principal building façade line or property line along any street frontage (depending on the specific standard in the Character Zone). Surface parking may be located anywhere behind the parking setback line on the property.

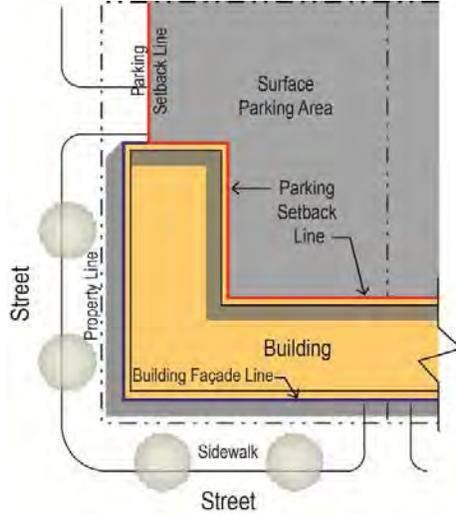


Illustration of a parking setback line

Perimeter Frontage

Means the measurement of the proportion of public street frontage of the total exterior perimeter of a park or civic/open space area.

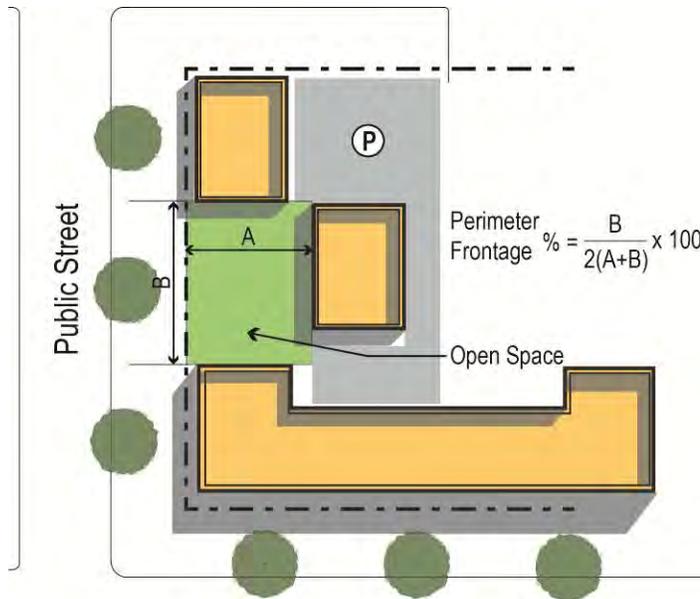


Illustration showing how Perimeter Frontage is calculated for Open Space along a Public Street

Primary Entrance

Means the public entrance located along the front of a building facing a street or sidewalk and provides access from the public sidewalk to the building. It is different from a secondary entrance which may be located at the side or rear of a building providing private controlled access into the building from a sidewalk, parking or service area.

Q

R

Residential Use Building

Means a building that is built to accommodate only residential uses on all floors of the building such as a detached single family home, attached single family home (i.e. townhome), two family home (i.e. duplex), multiple family (3 or more), apartment building (under single ownership or under multiple owners within a condominium regime).

S

Service-related Uses

Means all uses that support the principal use on the lot including parking access, garbage/trash collection, utility meters and equipment, loading/unloading areas, and similar uses.

Street Screen

Is a freestanding wall or living fence or combination fence built along the frontage line or in line with the building façade along the street. It may mask a parking lot or a loading/service area from view or provide privacy to a side yard and/or strengthen the spatial definition of the public realm.



Image of a combination masonry and living street screen

Street Wall

Indicates the creation of a “wall” or a sense of enclosure along the street with buildings placed immediately adjacent to the street/sidewalk. A street wall has a “void” if there is a surface parking lot or service area adjacent to the sidewalk/street.

T

U

Utility Compatible Trees

Are trees that are single trunk trees in order to minimize potential conflict with overhead utility lines and pedestrians.

V

W

5.0 Schedule of Permitted Uses

5.1 Applicability: Due to the emphasis on urban form over land uses in Bedford Commons, general use categories have been identified by Character Zone (Table 5-1). Uses requiring Specific Use Permits shall meet standards in Section 3.2 of the City of Bedford Zoning Ordinance.

Legend

P	Unconditional Permitted Use
<input type="checkbox"/>	Prohibited (blank cell)
S	Specific Use Permit / Public Hearing Required <i>*See Section 3.2 of the City of Bedford Zoning Ordinance for requirement of Specific Use Permits</i>

Character Zone

HMU	Highway Mixed Use
RRE	Regional Retail and Employment
Core - MU	Core Mixed Use
Civic - MU	Civic Mixed Use

Table 5-1 Schedule of Uses

USE	Character Zone			
	HMU	RRE	Core - MU	Civic- MU
A. RESIDENTIAL				
Household	One Family Dwelling Detached			
	Two Family Dwelling / Duplexes			
	Townhouse / Rowhouse / Three, Four Family Dwellings, Attached			P
	Multi-family Dwelling / Apartments / Condominium			P
	Apartment(s) as Secondary Use	S		
	Multi-family Dwelling / Apartments/Condominium (upper floors only)	S	S	P
Mobile	HUD Code Manufactured Home			
	Mobile Home			
	Industrialized Housing			
	Modular Home			
Other	Hotel	P	S	S
	Motels	S		
	Residence Motel / Inn	S		
	Recreational Vehicle Camp Grounds			
	Rooming Houses & Boarding Houses			
Group	Dormitories, Fraternity & Sorority Houses			
	Retirement Homes			
	Religious Convents, Rectories & Monasteries			
	Nursing, Rest & Convalescent Homes			
	Orphanages			
	Community Home			
	Group Home			

Table 5-1 Schedule of Uses				
USE	Character Zone			
	HMU	RRE	Core – MU	Civic- MU
B. RELIGIOUS & PHILANTHROPIC				
Churches, Temples & Synagogues	S	S	S	S
Temporary Revival, Gospel or Evangelistic Tents & Shelters	S	S		
Eleemosynary Institutions				
C. EDUCATIONAL				
Primary & Secondary Schools	S	S	S	S
Junior Colleges, Colleges & Universities	S	P		
Vocational, Technical & Trade Schools	S	P		
Children's Day Care Centers	S			P
Adult Day Care Centers	S			
Private Business & Professional Schools	S	P		
D. COMMUNITY FACILITIES				
Municipal Administration & Public Service Buildings & Facilities	P	P		P
Police & Fire Stations & Facilities	P	P		P
Parks, Playgrounds, Play Lots & Civic/Open Space Facilities	P	P	P	P
Community Garden (principal use of the land only)				P
Golf Courses, Club House & Related Facilities				
Commercial Swimming Pools, Tennis, Handball & Racquet Clubs	P			
Public Animal Pounds & Shelters	P	P		S
Public Maintenance Building & Storage Yards				
Cultural Buildings & Facilities			P	P
Social, Recreational & Assembly Building Facilities	P	P	P	P
Athletic Fields, Stadiums, Auditoriums & Gymnasiums	P	P		S
Cemeteries & Mausoleums				
Distribution Lines	P	P	P	P
Offices	P	P	P	P
Garages, Storage Buildings & Yards				
Energy Plants				
E. TRANSPORTATION & CIRCULATION				
Passenger Terminals: Bus				
Mass Transit Commuter Pickup Stations	S	S	S	S
Automobile Parking Lot & Areas (principal use)	P			
Automobile Parking Garages (Multi-story)	P	P	P	P
Motor Freight Terminals				
Bus, Truck & Taxi Storage Yards, Maintenance & Garaging				
Airports, Heliports & Helistops				

Utilities

Table 5-1 Schedule of Uses					
USE	Character Zone				
	HMU	RRE	Core – MU	Civic- MU	
F. RETAIL SALES/TRADE					
Food & Beverage	Convenience Grocery Stores (without Gasoline Sales)	P		P	P
	Convenience Grocery Stores (with Gasoline Sales)	S			
	Convenience Stores with Drive-through Window (without Gasoline Sales)	P			
	Convenience Stores with Drive-through Window (with Gasoline Sales)	S			
	Bakery & Confectionery Shops (non-industrial)	P		P	P
	Ice Cream & Dairy Food Shops (non-industrial)	P	P	P	P
	Cafes, Cafeterias, Restaurants (without Drive-through windows)	P	P	P	P
	Restaurants with Alcohol Sales	P	P	P	P
	Meat, Fish or Poultry Markets: Excluding Slaughtering & Fish Cleaning	P		P	
	Meat, Fish or Poultry Markets: Without Restrictions as to the Above				
	Frozen Food Lockers (excluding slaughter)				
	Package Liquor Stores	S			
	Supermarkets	P	P		
	Drive-in & Drive-through Restaurants	P			
	Micro-Winery/Brew Pub	P	P	P	P
	General Merchandise	Drug Stores / Pharmacy (without Drive-through windows)	P	P	P
Drug Stores / Pharmacy (with Drive-through windows)		P			
Book, Stationary, News Stand, Souvenir, Gift & Novelty Shops		P	P	P	P
Hardware & Appliance Stores		P			
Jewelry, Watch, Camera & Photo Service Pickup		P		P	P
Music Store		P		P	P
Florist Shops		P		P	P
Plant & Garden Nurseries		P			
Landscape Services & Commercial Greenhouses					
Arts, Crafts, & Hobby Shops		P		P	P
Outside Seating Establishment		P	P	P	P
Household Furnishings & Fixtures Stores		P	P	P	P
Wallpaper & Paint Stores		P		P	P
Pet Shops		P		P	P
Antique Shops		P		P	P
Bicycle Shops & Repair Services		P		P	P
Secondhand, Rummage & Used Furniture Stores	S				
Gun Shops	S				
Feed & Seed Stores	P				
Stone Monuments (excluding cutting of slabs)					

Table 5-1 Schedule of Uses						
USE	Character Zone					
	HMU	RRE	Core – MU	Civic- MU		
General	Building Materials / Lumber Yards	S				
	Automotive Parts Store	P				
	Boutiques, Shoe & Apparel Shops	P	P	P	P	
	Tobacco Product Stores	S		S		
	Full Service Department & Discount Stores & Regional Shopping Centers & Discount Variety Stores	P	P			
	Pawn Shop	P				
	Motorcycle & Motor Scooter Sales / Service	P	P			
	Boats & Marine Craft Sales & Service	S				
	Farm Machinery & Farm Implements, Sales / Service	S				
	New & Used Cars & Truck Sales / Service	S				
	Motor Homes, Campers & Recreational Vehicles Sales / Service	S				
Automotive, Marine & Farm	Mobile Home Sales / Service	S				
	Gasoline Service Stations & Pump Islands, as principal, accessory or secondary use & excluding overhauls, body work, spray painting & steam cleaning	S				
	Above, & Full Service Gasoline Service Stations	S				
	Above, & Gasoline Service Station w/ Convenience Store	S				
	Above, & Gasoline Service Station w/ Restaurant	S				
	Automotive Repair Shops & Garages, as principal, accessory or secondary Use	S				
	Automatic, Coin or Attendant Operated Car Wash Establishments	S				
	Automotive Glass, Trim & Upholstery Shops	S				
	G. SERVICES					
	Personal Services	Barber & Beauty Shops & Salons	P	P	P	P
		Music, Dance, Art, Drama & Photographic Studios	P	P	P	P
Laundry & Dry Cleaning Establishments: Self-service Laundromat & Pressing		P				
Laundry & Dry Cleaning Establishments: Pickup & Receiving Stations (without drive-through windows)		P	P	P	P	
Laundry & Dry Cleaning Establishments: Pickup & Receiving Stations (with drive-through windows)		P				
Laundry & Dry Cleaning Establishments: Laundry, Dry Cleaning & Dyeing Plants						
Massage Salon		P			P	
Health & Athletic Clubs		P	P	P	P	
Weight Reducing Studio / Salon		P	P	P	P	
Tanning Salon		P	P	P	P	
Tattoo & Body Piercing Shop		S				

Table 5-1 Schedule of Uses					
USE	Character Zone				
	HMU	RRE	Core – MU	Civic- MU	
Medical & Veterinary Services	Funeral Homes & Mortuaries	S			
	Private Ambulance Services	S			
	Taxicab Dispatch Offices	S			
	Travel Bureau Offices	P	P	P	
	Taxidermist Shops	P			
	Taxidermist Studios	S			
	Domestic Household Pet Grooming Salons (excluding boarding)	P		P	
	Kennels (breeding, training or boarding)	S			
	Sign Shops (painted or silk screen)	S			
	Food Catering Services (non-industrial)	P			
	Roadside Fruit, Vegetable & Produce Stands	<i>Outside Sales & Storage Permit Required</i>			
	Unattended Commercial Kiosk				
	Medical & Veterinary Services	Medical, Dental, Chiropractic, Optometry & Pediatric Offices, Clinics & Laboratory Services	P	P	P
Hospitals & Medical Clinics (providing acute or extended patient care)		S			
Rehabilitation Care Facility (psychiatric & mental disorders)		S			
Rehabilitation Care Facility (substance abuse)		S			
Rehabilitation Care Facility (Criminal -psychiatric, mental disorders & substance abuse)					
Business & Professional Services		Animal Hospitals & Clinics for the Care & Temporary Boarding of Domestic Household Pets, Vets Offices & Clinics	P		
		Apothecaries & Pharmacies	P	P	P
		Medical Equipment Rental & Leasing Services	P		
		Real Estate, Insurance, Tax Preparation & Accounting	P	P	P
		Law, Architecture, Engineering, Planning, Land Survey or Interior Design Offices	P	P	P
		Banks, Savings & Loans & Finance Offices (without drive-through windows)	P	P	P
		Banks, Savings & Loans & Finance Offices (with drive-through windows)	P		
		Employment & Stenographic Offices	P	P	P
	Utility Offices & Paying Stations	P	P	P	
	Advertising Agencies				
	Duplicating & Mailing Services & Office Supplies	P	P	P	
	Securities & Commodities Brokers, Dealers, Underwriters & Exchange Officers	P	P	P	
	Radio, Television, Recording & Telegraph Offices	P	P	P	
Building Contractors & Related Trades (offices only)	P	P	P		

Table 5-1 Schedule of Uses					
USE	Character Zone				
	HMU	RRE	Core – MU	Civic- MU	
General Services	Building & Related Contractors Construction Yards & Storage Buildings	S			
	Pest & Rodent Exterminating Services	S			
	Water Well Drilling Services	S			
	Rental Services with Inside Storage	S			
	Rental Services with Outside Storage	S			
	Home Occupations	P	P	P	P
	Office Showroom	S	S		
	Office Warehouse	S	S		
	Apparel Alteration & Repair Shops	P		P	P
	Camera, Jewelry, Instrument & Watch Repair Shops	P		P	P
	General "Fix-it" Shops (i.e. saw filing, knife & scissors sharpening & lawnmower repair)	P			
	Plumbing, Heating, Air-conditioning bldg. & Electrical Shops	P			
	Piano & Musical Instrument Repair Shops	P		P	P
	Furniture Repair & Upholstery Shops	P			
	Auction Barns & Facilities	S			
	Self-service Storage Facilities (mini-warehouses)	S			
	H. ENTERTAINMENT & AMUSEMENTS				
	Indoor Motion Picture Theatres	P	P		
	Outdoor Drive-in Theatres	S			
	Ice- & Roller Skating Rinks & Arenas	P	P		
	Bowling Alleys	P	P		
	Banquet & Meeting Facilities	P	P		P
	Commercial & Private Clubs, Lodges & Fraternal	P	P		P
	Indoor Amusement Centers	P	P		
	Indoor Amusement Centers (educational)	P	P		
	Indoor Archery, Rifle & Pistol Shooting Ranges	S			
	Miniature Golf Courses, Golf Driving Ranges & Batting Cages	S			
	Indoor Miniature Golf Course & Driving Range	S			
	Rodeo Grounds	S			
	Equestrian Riding Stables & Show Rings	S			
	Circus, Carnival & Fairgrounds (temporary permit only)	S			
	Sexually Oriented Business				
I. INDUSTRIAL					
Food	Beverage Processing, Bottling & Packaging (soft drinks & fruit juices)				
	Candy & Confectionery Manufacturing & Packaging				

Table 5-1 Schedule of Uses				
USE	Character Zone			
	HMU	RRE	Core – MU	Civic- MU
R & D	Fruit & Vegetable Processing (including canning, preserving, drying & freezing)			
	Dairy Products Mfg. & Wholesale Distribution			
Storage & Distribution	Food Catering			
	Scientific Research, Development & Testing Laboratories	S	S	
	Scientific Research & Development Offices Only	P	P	
	Wholesale Food Facility			
	Bakeries (wholesale)			
	Moving, Transfer & Storage Companies			
	Wholesale Automotive Vehicles & Equipment			
	Other General Storage Warehouse & Distribution Centers			
	Heavy Construction Equipment & Implements (including repair services)			
	Chemicals & Allied Products Mfg. & Packaging			
Manufacturing & Assembly	Industrial Spray Painting & Paint Mixing			
	Prof., Scientific & Controlling Instrument Mfg.			
	Wood, Paper & Leather Products Assembly & Mfg.			
	Textiles & Fiber Products Mfg. & Finishing			
	Plastics & Rubber Products Mfg., Molding & Assembly			
Mfg. & Assembly	Stone, Glass & Clay Products Mfg.			
	Printing, Publishing & Allied Products			
	Metals & Metals Product Mfg. & Assembly			
	Welding Shops			
	Oil/Gas Drilling and Production	S	S	S

6.0 Building Form and Site Development Standards

All parcels within Bedford Commons are assigned to one of four Character Zones:

1. Highway Mixed Use
2. Regional Retail and Employment
3. Core Mixed Use
4. Civic Mixed Use

In addition to standards that apply to all Character Zones, Building Form and Site Development standards applicable to each Character Zone are described in Sections 6.2 – 6.5.

The images and graphics in first subsection of each Character Zone standards are provided as illustrative of intent and are advisory only without the power of law. Refer to the standards on the following pages for the specific Building Form and Site Development Standards for each Character Zone.

In addition, the graphics used to illustrate the building form and development standards in each character zone are NOT intended to indicate exact conditions within each Character Zone. Rather illustrations are conceptual and standards are to be applied based on the specific frontage types designated along the subject property or site. For example, a specific site may not have frontages along all streets as indicated in the illustrations and only the standards applicable to designated building frontages on the property should be used. In addition, the illustrations may depict other site elements to establish context and only the standards regulated by the specific subsection shall apply. For example, the Building Placement graphics may depict sidewalks for context purposes only and the graphic should only be used to establish standards for building placement on the site. Building form graphics in these sections are NOT TO SCALE.

6.1 General to All Character Zones

- (a) **Development Frontage Types:** Development Frontage Types are established on the Regulating Plan (Attachment A-1) to specify certain building form and site development standards along each block frontage based on the priority placed on pedestrian-orientation. For the purposes of this code, all blocks are classified into one of the following two Development Frontage Types:
 - i. Type 'A' Frontages – Type 'A' Frontages are intended to provide the most pedestrian friendly and contiguous development context. Buildings and sites along Type 'A' Frontages shall be held to the highest standard of pedestrian-oriented design and few, if any, gaps shall be permitted in the 'Street Wall'. Breaks in the street wall may be permitted for courtyards, forecourts, sidewalk cafes, and pedestrian connections between the individual sites and the public sidewalk. These street frontages are the main retail, restaurant, entertainment streets as identified in the Regulating Plan.
 1. Specific to Type 'A' Frontages: The area between the building facade and property line or edge of any existing sidewalk along any street with Type 'A' Frontage shall be designed such that the sidewalk width shall be a minimum of 6' and the remainder of any setback area shall be paved flush with the public sidewalk. Sidewalk cafes, public art, landscaping within tree-wells or planters may be incorporated within this area.

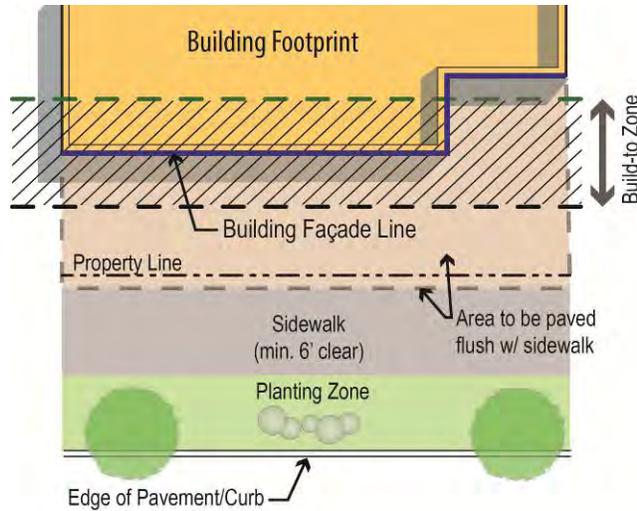


Illustration showing requirements along Type 'A' Frontages

- ii. Type 'B' Frontages – Type 'B' Frontages are intended to accommodate more auto-oriented uses, surface parking, and service functions on a site with a more suburban/automobile orientation. The Type 'B' Frontages shall be building frontages shall be the ones not designated as Type 'A' Frontages on the Regulating Plan.

(b) Treatment of Street Intersections:

- i. Corner building street facades along intersections with any designated Type 'A' Frontage shall be built to the BTZ for a minimum of 20' from the intersection along each street or the width of the corner lot, whichever is less regardless of the building frontage percentage required along that street. This requirement shall not prohibit incorporation of curved, chamfered building corners or recessed entries, or civic/open spaces at such intersections. In addition, this standard shall apply regardless of the frontage requirement along the intersecting street even if it has a Type 'B' Frontage.

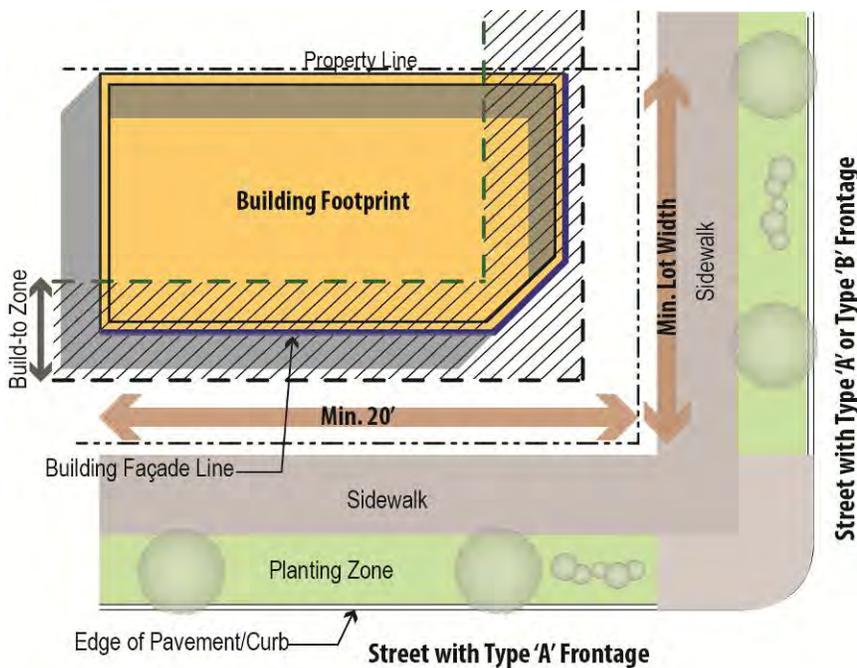


Illustration showing minimum building frontage requirements at street intersections

- ii. Corner Building Height Allowance: Corner buildings may exceed the maximum building height by 25% along no more than 20% of the building’s frontage along each corresponding street façade.

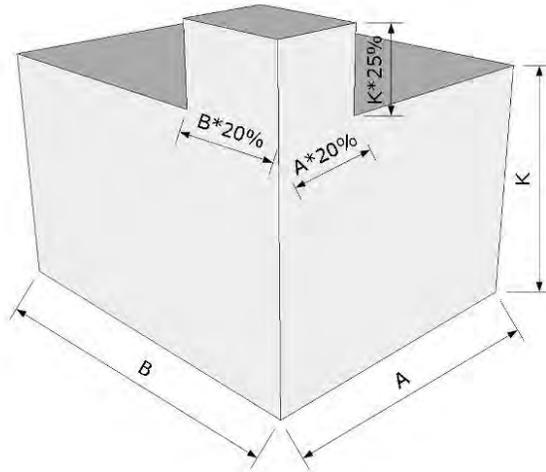


Illustration showing Corner Building Height Allowance

(c) **Parking and Service Access:**

- i. Location of parking (both structured and surface) shall be per the Character Zone specific building form standards (Section 6.2 – 6.5).
- ii. Required off-street parking spaces: shall be provided per Table 6-1 below unless alternative standards are proposed by an applicant and approved as part of the Site Plan process.

Table 6-1 Parking Ratios

Character Zone	Highway Mixed Use	Regional Retail and Employment	Core Mixed Use Civic Mixed Use	Additional Criteria
Min. Off-Street Vehicular Parking Requirement				
All Non-Residential uses and ground floor Commercial Ready spaces	1.0 space per 300 sq.ft. of building area	1 space per 300 sq.ft. of building area	1 space per 300 sq.ft. of building area	1. The design of off-site parking shall meet the standards in Section 5.3 of the City of Bedford Zoning Ordinance 2. Landscaping within surface parking lots shall meet standards in Section 5.6 of the City of Bedford Zoning Ordinance. 3. A shared parking plan or alternative parking plan may be approved as part of the site plan application 4. On-street parking located along any public street shall not count towards the required off street parking
Residential uses	2.0 spaces per each dwelling unit	2.0 spaces per each dwelling unit	2.0 spaces per each dwelling unit	
Lodging uses (hotels and motels)	1.0 space per guest room; all other areas shall be parked at the non-residential rate above	1.0 spaces per guest room; all other areas shall be parked at the non-residential rate above	1.0 spaces per guest room; all other areas shall be parked at the non-residential rate above	
Min. Bicycle Parking Requirement				
All uses	NA	NA	5% of all provided automobile spaces	Location of Bicycle Parking: For retail and commercial ready buildings, 25% of all provided bicycle parking shall be located within 50 feet of a primary building entrance. Bicycle parking may be provided within the street R-O-W next to the sidewalk.

iii. Driveways and Service Access:

1. Unless otherwise specified in the specific Character Zone standards in Sections 6.2 through 6.5, driveways and off-street loading and unloading may be located with access along a street with Type 'A' Frontage designations only if the property has no access to either a street with Type 'B' Frontage or shared access easement/drive to an adjoining property with direct driveway access to any other street.
2. Along streets with Type 'A' Frontages, driveway spacing shall be limited to one driveway per each block face or per 200 feet of block face for blocks greater than 400 feet in length.
3. Shared driveways, joint use easements or joint access easements shall be required to adjoining properties when driveway and service access is off a street with Type 'A' Frontage.
4. Service and loading/unloading areas shall be screened per standards in Section 9.0 of this Code.
5. Unless required to meet minimum fire access or service access standards all commercial and mixed use driveways shall be a maximum of 24' in width. Service driveways shall be a maximum of 30' in width. Driveways wider than 24' in width shall only be located along a street with Type 'B' Frontage. Driveways along State controlled roadways shall meet TxDOT Standards.
6. Residential Driveways:
 - a. Unless required to meet minimum fire access or service access standards, driveways for attached Residential Use Buildings (townhomes) shall be a maximum of 12' in width.
 - b. Townhomes and courtyard apartments shall utilize garages with access from streets with Type 'B' Frontage or from Alleys.

(d) **Street Screen Required:**

- i. Any lot frontage along all public street frontages (except alleys) with surface parking shall be defined by a Street Screen. This required Street Screen shall be located at the street edge of the BTZ. Refer to the Section 9.0, Landscape Standards of this code for more specifications.
- ii. Any frontage along TX 183/ 121 with surface parking shall also be screened by a 4' high (min.) vegetative Street Screen and Landscape Buffer (15' min. width required). The Street Screen may be planted within the required Landscape Buffer. Refer to the Section 9.0, Landscape Standards of this code for more specifications.

(e) **Commercial Ready Standards:** Shall meet the standards in Section 7.0 of this code

(f) **Fire Separation Requirement:** Side and rear setbacks shall be based on minimum fire separation required between buildings, if applicable.

(g) **Recessed Entry Setbacks:** Building façade lines on recessed entries and arcade buildings shall be measured from the front of façade with the recessed entry or arcade (see Section 4.0 Definitions of this Code for illustration).

(h) **Measuring heights:**

- i. Chimneys, church steeples, vents, elevator and stair enclosures, screened HVAC equipment, other mechanical enclosures, tanks, solar energy systems and similar elements are exempt from the height limit.

- ii. Internal building height shall be measured from finished floor to the bottom of the structural members of the ceiling.
 - iii. Floor to floor heights shall not apply to parking structures or civic buildings.
- (i) **Encroachments:**
- i. Allowed encroachments over the R-O-W (except TX 183/121 Frontage Road):
 1. Maximum of 50% of the depth of the sidewalk or 10' (whichever is less) (except blade signs which may encroach no more than 6' from the building façade line).
 2. Minimum vertical clearance from the finished sidewalk shall be 8'
 3. In no case shall an encroachment be located over an on-street parking or travel lane.
 - ii. Encroachments over Required Setbacks: Canopies, awnings, galleries, and balconies may encroach over any required setback areas per standards established in each character zone as long as the vertical clearance is a minimum of 8' from the finished sidewalk elevation.
- (j) **Phased Developments:** Due to the infill nature of development within Bedford Commons, certain building form and site development standards may be deferred for phased development projects meeting the following criteria:
- i. Submission of a site plan that illustrates how development and any related private improvements will be phased over time. Each phase of the site plan shall independently comply with all applicable standards of the CBD-DC unless a Minor Modification is granted.
 - ii. Required private landscaping and open space amenities may also be phased with the building.
- (k) **Required Public Improvements:** All site plans that require public improvements such as sidewalk and streetscape improvements may be deferred through the payment of a proportional fee-in-lieu based on the linear feet of street frontage along the subject property. Fee in lieu payment shall be made for streetscape, sidewalk, street lighting and street furniture improvements on a pro-rata lot frontage basis for building expansions based on the percentage of expansion of the existing building area. For example a 30% increase in conditioned square footage of the building shall pay the cost of streetscape and sidewalk for 30% of the street frontage of the subject lot.

6.2 Highway Mixed Use (HMU)

(a) Illustrations and Intent

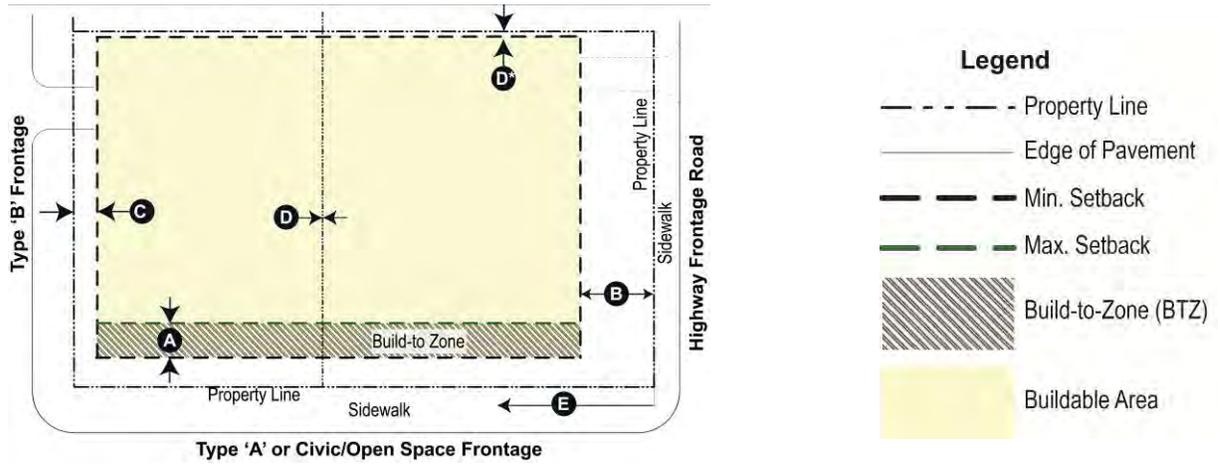
The Highway Mixed Use (HMU) Zone provides appropriate transitions between the heart of Bedford Commons and the highway frontage along TX 183/121. These frontages are inherently auto-oriented and the focus of the development standards is to create a more aesthetically pleasing development context with appropriate gateway opportunities at key locations. This would also be the Zone in which retail and restaurant uses are primarily auto-oriented to take advantage of the highway access and visibility.

In addition to improving the building design, development standards within this zone focus on softening the highway frontage by requiring landscape and buffers along these frontages.



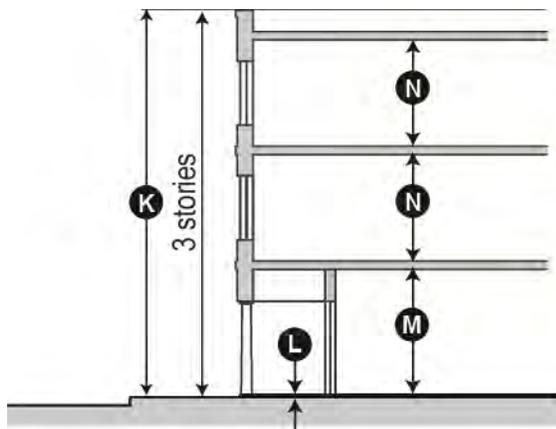
Images illustrating the character of development desired within the Highway Mixed Use Character Zone

(b) Building Placement



(i) Build-to Zones (BTZs) and Setbacks (Distance from property line to edge of the zone)		
Type 'A' or Civic/Open Space Frontage (BTZ)	5' min. setback – 25' max. setback	A
TX 183/121 Frontage Road	20' min. setback; no max. setback	B
Type 'B' Frontage	5' min. setback; no max. setback	C
Side	5' min. setback; no max. setback	D
Rear	5' min.; no max. setback	D*
(ii) Minimum Building Frontage Required		
Type 'A' or Civic/Open Space Frontage	60% min.	E
TX 183/121 Frontage Road	None Required (unless at a street intersection, then see 6.1)	
Type 'B' Frontage	None Required (unless at a street intersection, then see 6.1)	

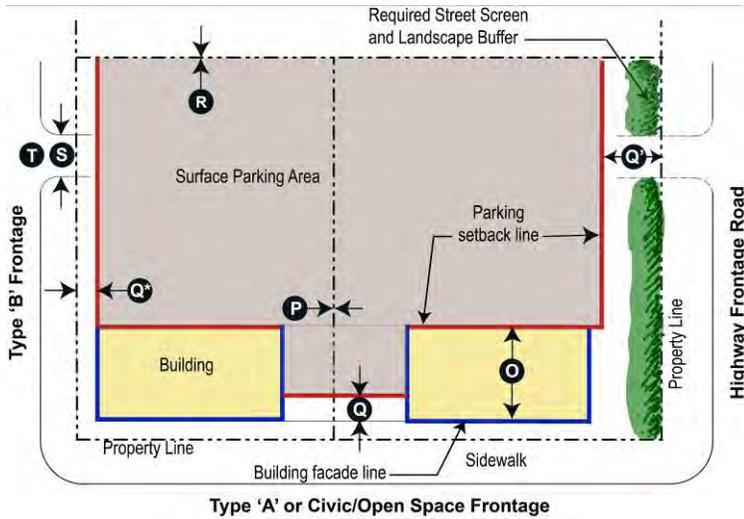
(c) Building Height



(i) Principal Building Standards		
Building maximum	3 stories or 40' max.	K
First floor to floor height (finished floor to finished floor)	12' min. for all buildings with Type 'A' Frontage designation	M
	10' min. for all other frontages	
Ground floor finish level	12" max. above sidewalk for all buildings with Type 'A' Frontage designation	L
Upper floor(s) height	NA	N
(ii) Accessory Building Standards		
Accessory buildings shall meet the standards for Principal Building standards in the Highway Mixed Use Zone.		

(d) Parking & Service Access

(i) Surface Parking Setbacks



Type 'A' or Civic/Open Space Frontage	<ul style="list-style-type: none"> Shall be located behind the principal building along that street frontage; or Min. 3' behind the building façade line along that street; If no building is located along the street frontage; then surface parking shall be setback a minimum of 6' from the property line. 	<p>○</p> <p>○</p>
TX 183/121 Frontage	<ul style="list-style-type: none"> Min. 15' from the property line 	<p>○</p>
Type 'B' Frontage	<ul style="list-style-type: none"> Min. 3' behind the property line 	<p>○</p>
Side	<ul style="list-style-type: none"> 0' 	<p>○</p>
Rear	<ul style="list-style-type: none"> 0' 	<p>○</p>

(ii) Driveways and Service Access

i. Parking driveway width	Section 6.1 shall apply	○
ii. Driveways and off-street loading and unloading	Section 6.1 shall apply	○

(e) Special Requirements

- (i) Ground floors of all buildings within the Highway Mixed Use zone with a Type 'A' Frontage shall not be occupied by parking uses, residential units, and/or lodging rooms in hotels to a minimum depth of 24 feet as measured from the front building line.
- (ii) Ground floors of all buildings within the Highway Mixed Use zone with TX 183/121 and/or Central Drive frontage shall not be occupied by residential units and/or lodging rooms in hotels to a minimum depth of 24 feet as measured from the front building line.
- (iii) Highway fronting facades of all buildings shall be treated as the front of buildings with doors and windows. No service or drive through areas shall have frontage along the highway.

6.3 Regional Retail and Employment

(a) Illustrations and Intent

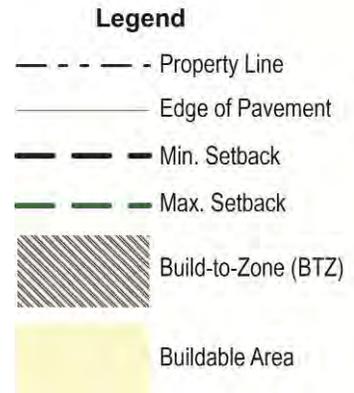
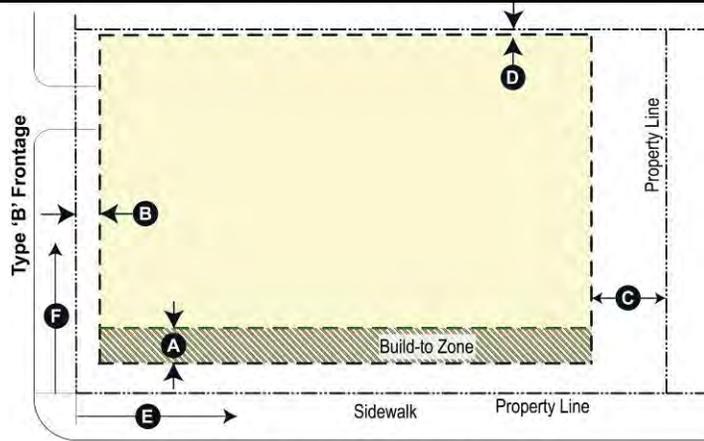
The Regional Retail and Employment Zone is intended to build on the existing larger office buildings within this Zone that do not necessarily require the highway visibility and frontage while providing a transition between the Civic Mixed Use zone and the Highway Mixed Use Zone. In addition, this zone can add significant day-time population needed to support the existing and future retail and restaurants. The goal is to recreate a major employment center with regional access from TX 183/121.

Development standards for the Regional Retail and Employment Character Zone emphasize the redevelopment of vacant office building sites and longer-term transition of the surface parked office developments into a true campus with improved internal connectivity, walkability, landscaped amenities, and shared parking. This Zone allows some of the highest intensity permitted within the Central Bedford Zone in order to provide visibility from the highway.



Images illustrating the character of development desired within the Regional Retail and Employment Character Zone

(b) Building Placement



Type 'A' or Civic/Open Space Frontage

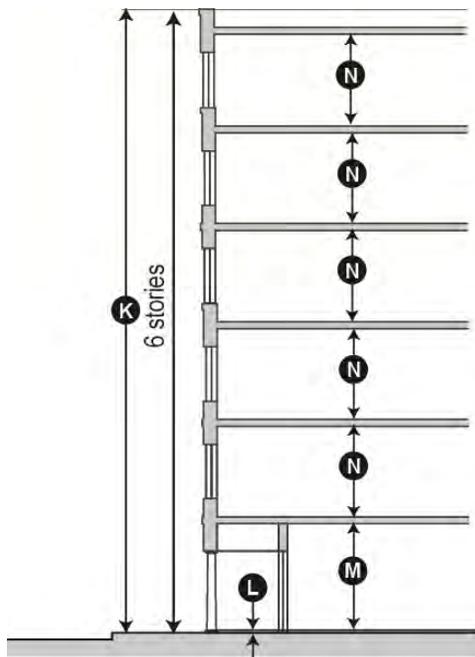
(i) Build-to Zones (BTZs) and Setbacks (Distance from property line to edge of the zone)

Type 'A' or Civic/Open Space Frontage (BTZ)	5' min. setback – 20' max. setback	A
Type 'B' Frontage (BTZ)	5' min. setback; no max. setback	B
Side	0' min.; no max. setback	C
Rear	0' min.; no max. setback	D

(ii) Building Frontage

Type 'A' or Civic/Open Space Frontage	60% min.	E
Type 'B' Frontage	None (unless at a street intersection, then see 6.1)	F

(c) Building Height



(i) Principal Building Standards

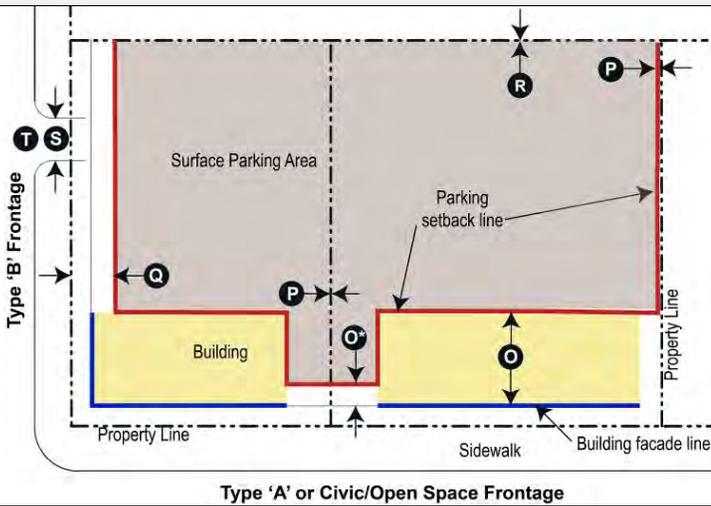
Building maximum	▪ 6 stories or 75' max.	K
First floor to floor height (finished floor to finished floor)	▪ 12' min. for all buildings with Type 'A' Frontage designation ▪ 10' min. for all other frontages	M
Ground floor finish level	▪ 12" max. above sidewalk for all buildings with Type 'A' Frontage designation	L
Upper floor(s) height	▪ NA	N

(ii) Accessory Building Standards

Accessory buildings shall meet the standards for Principal Building standards in the Regional Retail and Employment Zone.

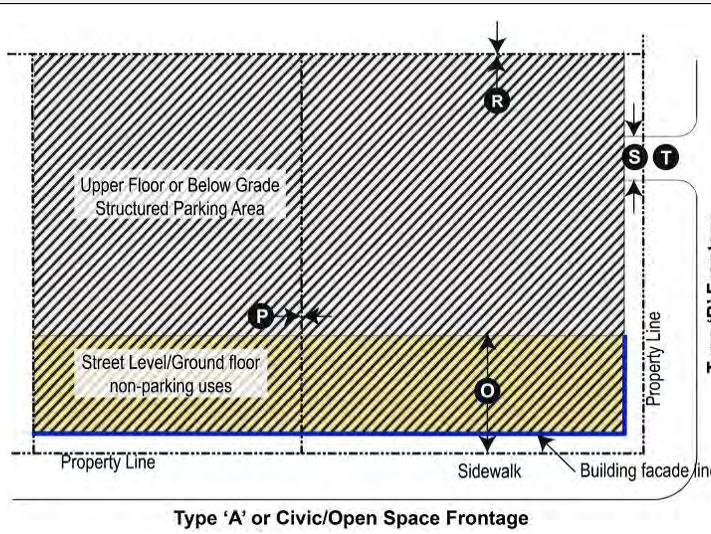
(d) Parking & Service Access

(i) Surface Parking Setbacks



Type 'A' or Civic/Open Space Frontage	<ul style="list-style-type: none"> Shall be located behind the principal building along that street frontage; or Min. 3' behind the building façade line along that street 	O O*
Type 'B' Frontage	<ul style="list-style-type: none"> Shall be located behind the principal building along that street frontage; or Min. 3' behind the building façade line along that street; or If no building is located along the street frontage; then surface parking shall be setback a minimum of 3' from the property line. 	O Q
Side	0'	P
Rear	0'	R

(ii) Structured Parking or Below Grade Parking Setbacks



Type 'A' or Civic/Open Space Frontage	<ul style="list-style-type: none"> Shall be located behind the principal building along that street frontage; or Ground floor setback: min. of 24' from the property line Upper floors: may be built up to the building façade line 	O
Type 'B' Frontage	<ul style="list-style-type: none"> May be built up to the building façade line; or If no building is located along the street frontage; then the structured parking shall meet the minimum setback standards along that Frontage. 	
Side	0'	P
Rear	0'	R

(iii) Partially Below Grade Parking

Ground floors may be built up to the building façade line along all Type 'B' Frontages.

(iv) Driveways and Service Access

1. Parking driveway width	Section 6.1 shall apply	S
2. Driveways and off-street loading and unloading standards	Section 6.1 shall apply	T

(e) Special Requirements

- (i) Ground floors of all buildings within the Regional Retail and Employment Zone with a Type 'A' Frontage shall not be occupied by parking uses, residential units, and/or lodging rooms in hotels to a minimum depth of 24 feet as measured from the front building line.
- (ii) Ground floors of all buildings within the Regional Retail and Employment Zone with Central Drive frontage shall not be occupied by residential units and/or lodging rooms in hotels to a minimum depth of 24 feet as measured from the front building line.

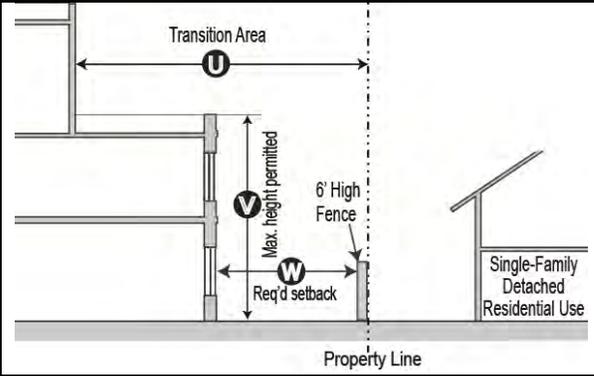
(f) Block Standards

- (i) The maximum block perimeter shall be 2,000 feet unless the development meets the proposed Street Network (Required and Recommended) per the Regulating Plan

(g) Residential Transition Standards

The following transition standards shall apply to all new building construction and all upper story additions to existing buildings located adjacent to existing single-family detached residentially zoned lots located outside Bedford Commons. This requirement shall apply even if street or other similar R-O-W separates the subject lot and the existing single-family detached residential lot.

i.	Transition Area	20' min.	U
ii.	Max. Building Height at within Transition Area	2 stories or 25'	V
iii.	Required setback	Min. 10'	W



6.4 Core Mixed Use (Core MU)

(a) Illustrations and Intent

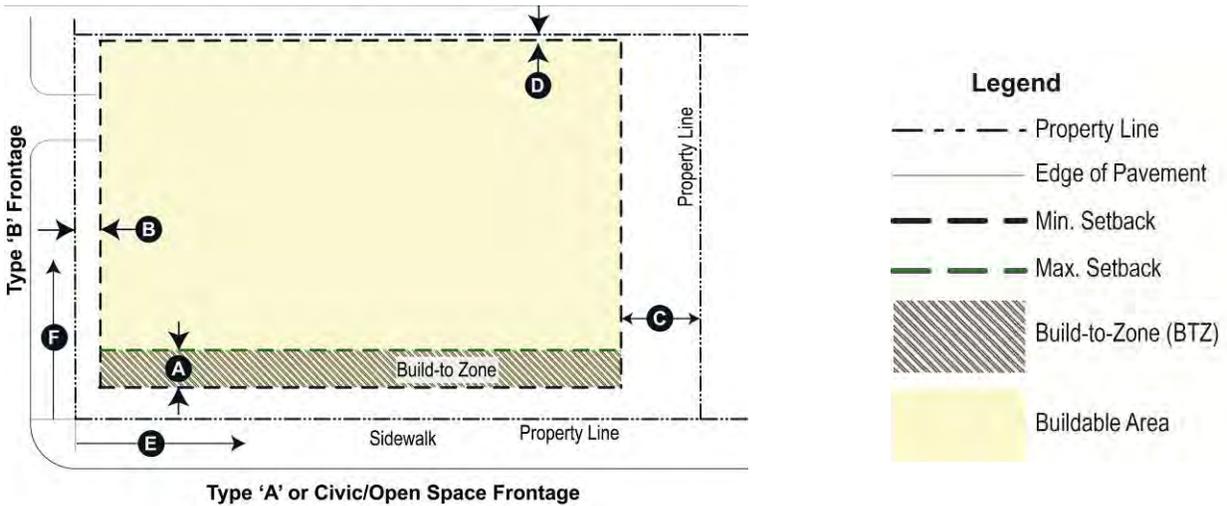
The Core Mixed Use (CMU) Zone is intended to encourage the transformation of Parkwood Drive into a true “Main Street” with vibrant street life, a mix of uses, on-street parking, wide sidewalks, and attractive streetscape all anchored by the Central Square to the north at the intersection of L. Don Dodson and Parkwood Dr. and a major district gateway at Parkwood and TX 183/121.

The development standards are intended to create a more defined “street wall” along Parkwood Dr. with new buildings built at or close to the sidewalk. Existing buildings that are set back or surface parking lots along this frontage are to be transitioned into outdoor seating patios or forecourts or infilled by new buildings as the market demand for new destination retail and restaurant uses increases due to the city’s investment in improving Parkwood Drive per this vision.



Images illustrating the character of development desired within the Core Mixed Use Character Zone

(b) Building Placement



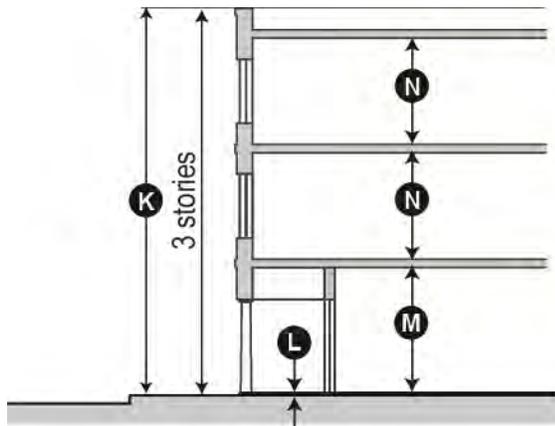
(i) Build-to Zones (BTZs) and Setbacks (Distance from property line to edge of the zone)

Type 'A' or Civic/Open Space Frontage (BTZ)	5' min. setback – 10' max. setback	A
Type 'B' Frontage (BTZ)	5' min. setback; no max. setback	B
Side	0' min. setback; no max. setback	C
Rear	0' min. setback; no max. setback	D

(ii) Building Frontage

Type 'A' or Civic/Open Space Frontage	80% min.	E
Type 'B' Frontage	None Required (unless at a street intersection, then see 6.1)	F

(c) Building Height



(i) Principal Building Standards

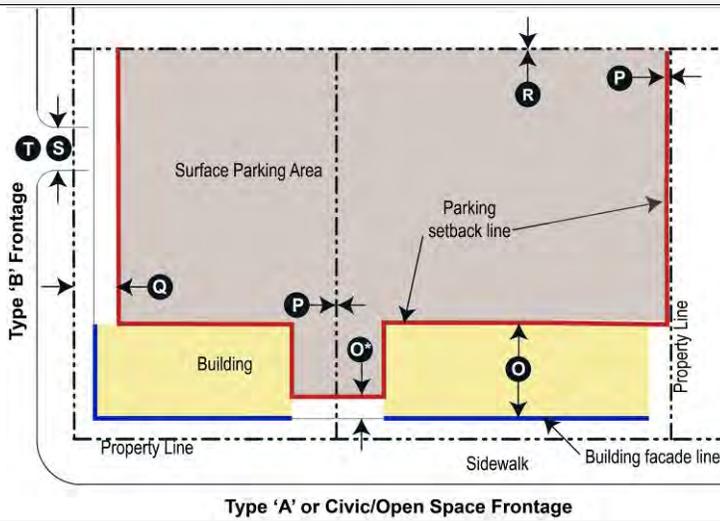
Building maximum	3 stories or 45' max.	K
First floor to floor height (finished floor to finished floor)	12' min. for Type 'A' Frontages 10' min. for all other frontages	M
Ground floor finish level	12" max. above sidewalk for all buildings with Type 'A' Frontage designation	L
Upper floor(s) height	NA	N

(ii) Accessory Building Standards

Accessory buildings shall meet the standards for Principal Building standards in the Core Mixed Use Zone.

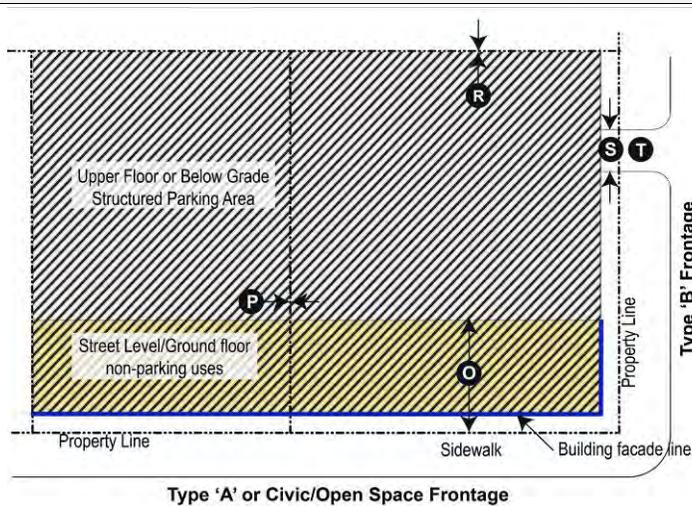
(d) Parking & Service Access

(i) Surface Parking Setbacks



Type 'A' or Civic/Open Space Frontage	<ul style="list-style-type: none"> Shall be located behind the principal building along that street frontage; or Min. 3' behind the building façade line along that street 	O*
Type 'B' Frontage	<ul style="list-style-type: none"> Min. 3' behind the building façade line along that street or Min. 3' behind the property line along that street (if no buildings along the street frontage) 	Q
Side	<ul style="list-style-type: none"> 0' min. 	P
Rear	<ul style="list-style-type: none"> 0' min. 	R

(ii) Structured Parking or Below Grade Parking Setbacks



Type 'A' or Civic/Open Space Frontage	<ul style="list-style-type: none"> Ground floor - Shall be min. of 24' from the property line Upper Floors – may be built to the façade line along that street 	O
Type 'B' Frontage	<ul style="list-style-type: none"> May be built up to the building façade line along a that street; or If no building is located along the street frontage; then the structured parking shall meet the setback standards along that specific frontage. 	
Side	<ul style="list-style-type: none"> 0' min. 	P
Rear	<ul style="list-style-type: none"> 0' min. 	R

(iii) Partially Below Grade Parking

Ground floors may be built up to the building façade line along all Type 'B' Frontages.

(iv) Driveways and Service Access

1. Parking driveway width	Section 6.1 shall apply	S
2. Driveways and off-street loading and unloading	Section 6.1 shall apply	T

(e) Special Requirements

- (i) Ground floors of all buildings within the Core Mixed Use Zone with a Type 'A' Frontage shall not be occupied by parking uses, residential units, and/or lodging rooms in hotels to a minimum depth of 24 feet as measured from the front building line.

(f) Block Standards

- (i) The maximum block perimeter shall be 1,600 feet unless the development meets the proposed Street Network (Required and recommended) per the Regulating Plan.

6.5 Civic Mixed Use (Civic MU)

(a) Illustrations and Intent

This zone is intended to create a new vibrant residential neighborhood anchored by major civic buildings and civic spaces. The main civic space is to be the “Commons” at the intersection of L. Don Dodson and Parkwood Dr.

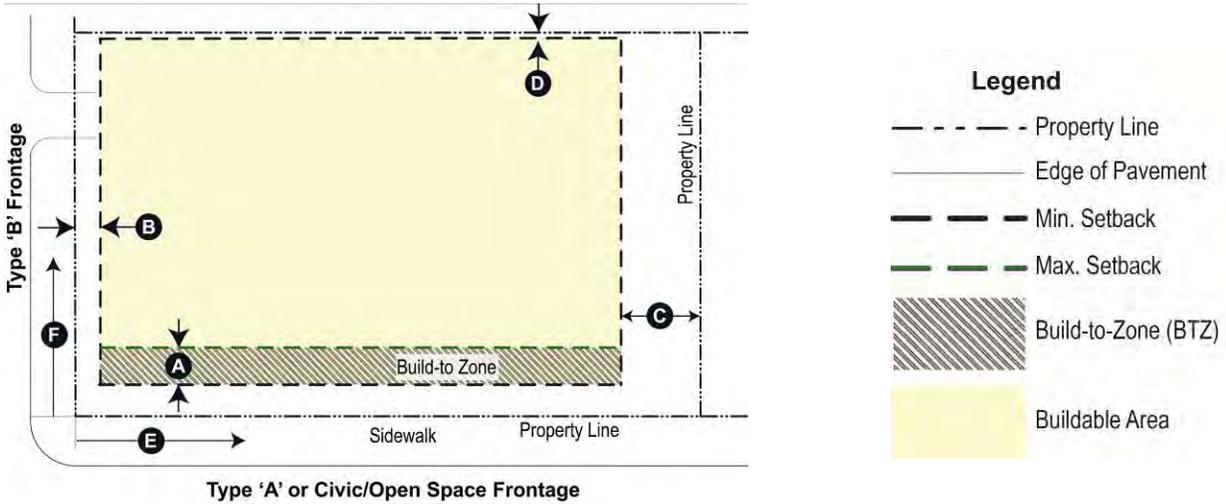
The design of multi-family residential buildings should be “urban” with buildings built to the street, streetscape improvements, internalized parking, and integration of public and private open space and amenities. Ground floors along L. Don Dodson and Forest Ridge Drive should be built to Commercial Ready standards to accommodate future transitions to active ground floor uses.

Development standards within this Zone are carefully calibrated to address transitions to existing residential development.



Images illustrating the character of development desired within the Civic Mixed Use Character Zone

(b) Building Placement



Legend

- Property Line
- Edge of Pavement
- Min. Setback
- Max. Setback
- ▨ Build-to-Zone (BTZ)
- Buildable Area

Type 'A' or Civic/Open Space Frontage

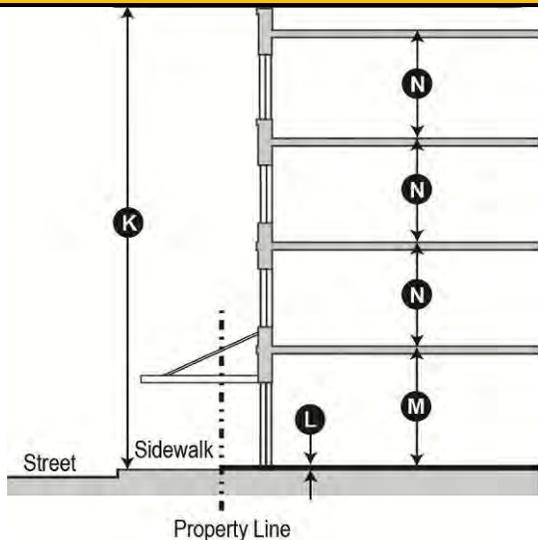
(i) Build-to Zones (BTZs) and Setbacks (Distance from property line to edge of the zone)

Type 'A' or Civic/Open Space Frontage (BTZ)	5' min. setback – 15' max. setback	A
Type 'B' Frontage	5' min. setback; no max. setback	B
Side	0' min. setback; no max. setback	C
Rear	0' min. setback; no max. setback	D

(ii) Building Frontage

Type 'A' or Civic/Open Space Frontage	80% min.	E
Type 'B' Frontage	None Required (unless at a street intersection, then see 6.1)	F

(c) Building Height



(i) Principal Building Standards

Building maximum	4 stories or 50' max.	K
First floor to floor height (finished floor to finished floor)	12' min. for all buildings with Type 'A' Frontage designation 10' min. for all other frontages	M
Ground floor finish level	12" max. above sidewalk for all buildings with Type 'A' Frontage designation	L
Upper floor(s) height	NA	N

(ii) Accessory Building Standards

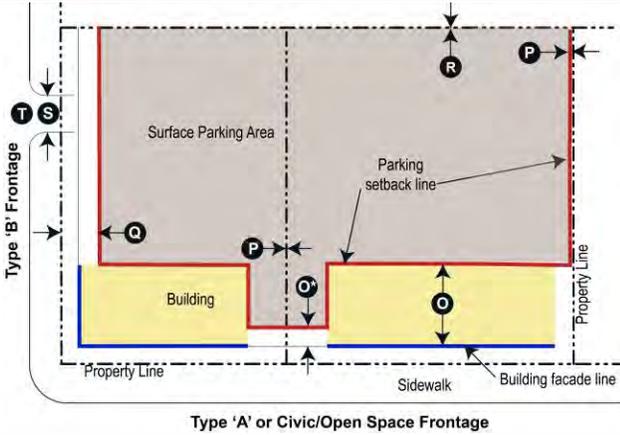
Accessory buildings shall meet the standards for Principal Building standards in the Civic Mixed Use Zone.

(d) Block Standards

- (i) The maximum block perimeter shall be 1,600 feet unless the development meets the proposed Street Network (Required and recommended) per the Regulating Plan.

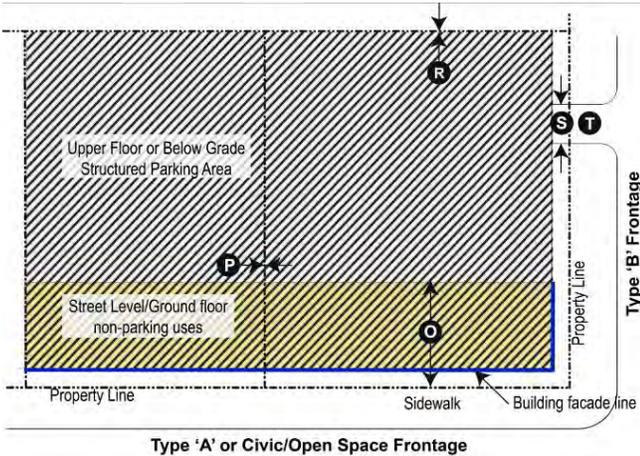
(e) Parking & Service Access

(i) Surface Parking Setbacks



Type 'A' or Civic/Open Space Frontage	<ul style="list-style-type: none"> Shall be located behind the principal building along that street frontage; or Min. 3' behind the building façade line along that street 	O O*
Type 'B' Frontage	<ul style="list-style-type: none"> Min. 3' behind the building façade line along that street or Min. 3' behind the property line along that street (if no buildings along the street frontage) 	Q
Side	<ul style="list-style-type: none"> 0' min. 	P
Rear	<ul style="list-style-type: none"> 0' min. 	R

(ii) Structured Parking or Below Grade Parking Setbacks



Type 'A' or Civic/Open Space Frontage	<ul style="list-style-type: none"> Ground floor - Shall be min. of 24' from the property line Upper Floors – may be built to the façade line along that street 	O
Type 'B' Frontage	<ul style="list-style-type: none"> May be built up to the building façade line along a that street; or If no building is located along the street frontage; then the structured parking shall meet the setback standards along that specific frontage. 	
Side	<ul style="list-style-type: none"> 0' min. 	P
Rear	<ul style="list-style-type: none"> 0' min. 	R

(iii) Partially Below Grade Parking

Ground floors may be built up to the building façade line along all Type 'B' Frontages.

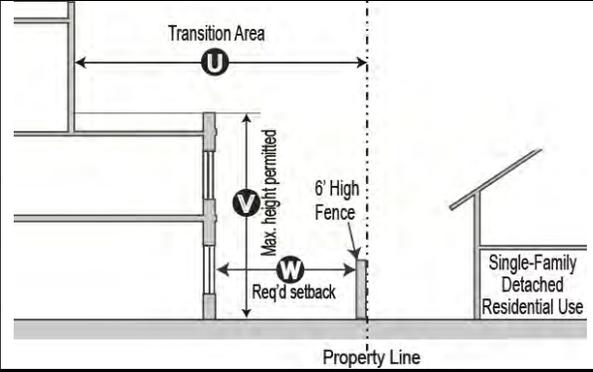
(iv) Driveways and Service Access

1. Parking driveway width	Section 6.1 shall apply	S
2. Driveways and off-street loading and unloading	Section 6.1 shall apply	T

(f) Residential Transition Standards

The following transition standards shall apply to all new building construction and all upper story additions to existing buildings located adjacent to existing single-family detached residentially zoned lots located outside Bedford Commons. This requirement shall apply even if street or other similar R-O-W separates the subject lot and the existing single-family detached residential lot.

i. Transition Area	20' min.	U
ii. Max. Building Height at within Transition Area	2 stories or 25'	V
iii. Required setback	Min. 10'	W



(g) Special Requirements

(i) Ground floors of all buildings within the Civic Mixed Use Zone with a Type 'A' Frontage shall not be occupied by parking uses to a depth of 24 feet as measured from the front building line.

7.0 Building Design Standards

7.1 Purpose and Intent

The Building Design Standards for Bedford Commons shall establish a coherent urban character and encourage enduring and attractive development. Site plans, together with building plans and elevations, shall be reviewed by the Director or designee for compliance with the standards below and forwarded to the Planning and Zoning Commission and City Council for approval.

The key design principles establish essential goals for the redevelopment within Bedford Commons to be consistent with the vision for a vibrant urban neighborhood with a range of commercial, civic, educational and residential uses serving the adjacent neighborhoods and the City at large. Buildings shall be located and designed so that they provide visual interest and create enjoyable, human-scaled spaces. The key design principles are:

- (a) New and redeveloped buildings and sites shall utilize building and site elements and details to achieve a pedestrian-oriented public realm with glazing, shading, and shelter;
- (b) Design compatibility is not meant to be achieved through uniformity, but through the use of variations in building elements to achieve individual building identity;
- (c) Create a unique and eclectic mix of architectural design for Bedford Commons that sets it apart from other communities in the Metroplex;
- (d) Building facades shall include appropriate architectural details and ornament to create variety and interest at the sidewalk level;
- (e) Open space(s) shall be incorporated to provide usable public areas integral to the urban environment; and
- (f) Increase the quality, adaptability, and sustainability of building stock in Bedford Commons.

7.2 Building Orientation and Entrances

- (a) Buildings shall be oriented towards Type 'A' Frontages, where the lot has a Type 'A' Frontage. If a building has no Type 'A' Frontage, then it shall be oriented towards a Type 'B' Frontage. For the purposes of building orientation, all frontages along Civic and Open spaces shall be considered as Type 'A' Frontages.
- (b) Primary entrances to buildings shall be located on the street along which the building is oriented (See Figure 7-1). At intersections, corner buildings may have their primary entrances oriented at an angle to the intersection. Building entrances shall be provided for all separate ground floor commercial use tenant spaces that are located along Type 'A' Frontages.
- (c) All primary entrances shall be oriented to the public sidewalk for ease of pedestrian access. Secondary and service entrances may be located from parking areas or alleys.
- (d) Primary Entrance Design: Primary building entrances along Type 'A' Frontages shall consist of at least two of following design elements so that the main entrance is architecturally prominent and clearly visible from that street (see figures 7-2 below):
 - i. Architectural details such as arches, friezes, awnings, canopies, arcades, tile work, murals, or moldings, or
 - ii. Integral planters or wing walls that incorporate landscape or seating elements, or
 - iii. Prominent three-dimensional, vertical features such as belfries, chimneys, clock towers, domes, spires, steeples, towers, or turrets, or

- iv. A repeating pattern of pilasters projecting from the façade wall by a minimum of eight inches or architectural or decorative columns.

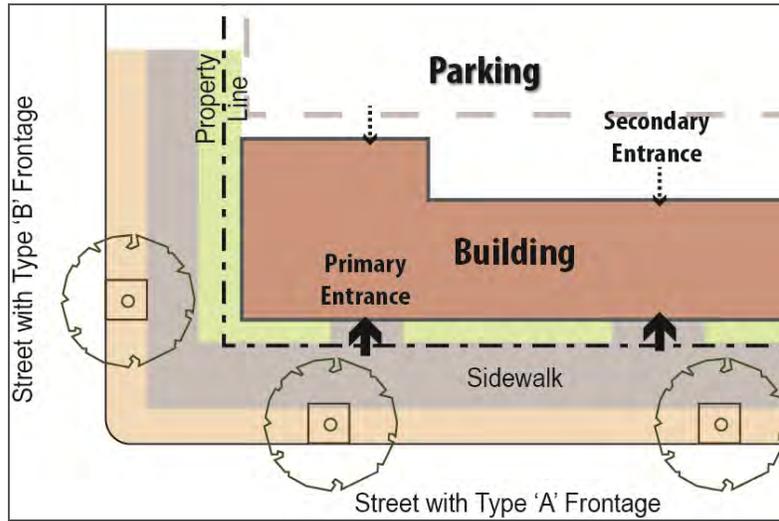


Figure 7-1: Illustration showing required building orientation and location of primary entrances



Figures 7-2: Examples of Primary Entrance Designs

7.3 Façade Composition

- (a) Commercial Use and Mixed Use Buildings:

- (i) Facades greater than 60' in length along all Type 'A' Frontages and Civic/Open Spaces shall meet the following façade articulation standards:
 1. Include facade modulation such that a portion of the facade steps back or extends forward with a depth of at least 24 inches (see figure below).
 2. The distance from the inside edge of a building projection to the nearest inside edge of an adjacent projection shall not be less than 20 feet and not greater than 60 feet (see figure 7-3 and 7-4 below).
- (ii) All other facades shall be articulated by at least one discernable architectural element every 20 feet. Such architectural elements include, but are not limited to (See figures below):
 1. Changes in material, color, and/or texture either horizontally or vertically at intervals not less than 20 feet and not more than 60 feet; or
 2. The construction of building entrances, bay windows, display windows, storefronts, arcades, façade relief, panels, balconies, cornices, bases, pilasters, or columns.

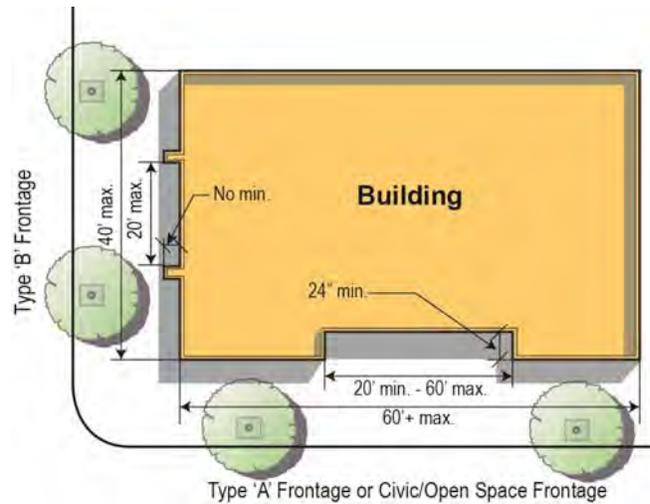


Figure 7-3: Illustration showing building articulation requirement



Figures 7-4: Images showing examples of appropriate building articulation

- (iii) Façade Transparency Required (Figures 7-5):

1. All ground floor front facades of buildings along Type ‘A’ Frontages and designated Active Edge frontages, or Civic/Open Space frontages shall have windows with a Visible Transmittance (VT) of 0.6.
2. All facades shall meet the minimum requirement for façade transparency (percentage of doors and windows) as established in Table 7-1 below. Ground floor windows and doors along Type ‘A’ facades shall have a Visible Transmittance (VT) of 0.6 or higher.

Table 7-1 Required Minimum Façade Transparency by Façade Frontage Type

Façade Frontage Type →	Type ‘A’ Frontage	Type ‘B’ Frontage	TX 183/121 and Central Dr. Frontage	All other facades
Commercial Use or Mixed Use Buildings				
Ground Floor	40% (min.)	None	25% (min.)*	None
Upper Floor(s)	25% (min)	None	25% (min.)*	None
Residential Use Buildings				
Ground Floor	25% (min.)	None	NA	None
Upper Floor(s)	20% (min.)	None	20% (min.)	None

**Along TX 183/121 Frontages, building articulation of minimum of 25% of the façade area may be substituted for façade transparency for Commercial Use and Mixed Use Building facades only.*



Figures 7-5: Images showing appropriate transparency required along Type ‘A’ Frontages

(b) Residential Use Buildings

- (i) At least one of the following shall be added along residential building facades to add pedestrian interest along the street (see Figures 7-6 below):
 - porches,
 - stoops,
 - eaves, or
 - balconies
- (ii) If a residential use building is setback less than 10’ from the front property line along Type ‘A’ Frontages, the grade of the slab or first floor elevation shall be elevated at least 18 inches above the grade of the sidewalk. If the front of the residential structure is setback 10’ or more from the front property line along Type ‘A’ Frontages and is not elevated at least 18 inches above the grade of the sidewalk, a low fence (no higher than 3 feet) shall be provided at the front property line. Vinyl, chain link and wood stockade fences are prohibited in the front yard.

- (iii) Windows and Doors: All building facades of residential use buildings shall meet the transparency requirements established in Table 7-1.



Figures 7-6: Residential buildings with porches, fencing, balconies, and stoops to add interest along the street.

7.4 Commercial Ready Standards

- (a) Ground floors of all buildings with Type 'A' Frontage designation per the Regulating Plan (Attachment A-1) shall be built to Commercial Ready standards. Such ground floor space shall be constructed to accommodate, at a minimum, Business Occupancy and/or Mercantile Occupancy groups as defined by the currently adopted Commercial Building Code. If residential use is provided immediately above the ground floor level (i.e., second floor residential), horizontal occupancy separation shall be provided to accommodate future Business or Mercantile Occupancies as required by the currently adopted Commercial Building Code at the time of construction. In addition, the following standards shall apply (See figure 7-7 below):
- i. An entrance that opens directly onto the sidewalk according to Section 7.0;
 - ii. A height of not less than 12 feet measured from the entry level finished floor to the bottom of the structural members of the ceiling;
 - iii. Minimum leasable width of 20 feet and depth of 24 feet;
 - iv. A front facade that meets the window glazing requirements in Section 7.0; and
 - v. Off-street surface parking shall be prohibited between the sidewalk and the building along Type 'A' Frontages.

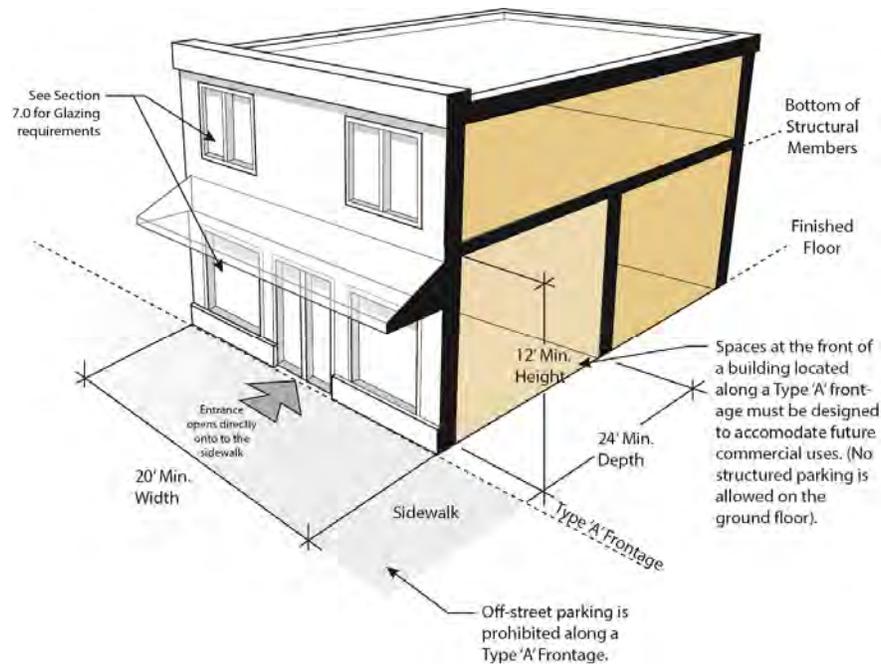


Figure 7-7: Illustration showing application of Commercial Ready Frontage Requirements

7.5 Shading Requirement: Shading of public sidewalks, especially, sidewalks located along Type 'A' Frontages shall be important to implementing the vision for walkable mixed use within Bedford Commons. Shading may be achieved through any combination of canopies, awnings, street trees, and other similar devices. To this end, the following standards shall apply (see figures 7-8 below):

- (a) Shaded sidewalk shall be provided alongside at least one of the following:
 - (i) 50 percent of all building facades with Type 'A' Frontage designation per the Regulating Plan (Attachment A-1).
 - (ii) 50 percent of all building facades with frontage along an off-street surface parking lot
- (b) When adjacent to a surface parking lot, the shaded sidewalk shall be raised above the level of the parking lot by way of a defined edge, such as a curb. ADA ramps along the building must also be shaded.
- (c) A shaded sidewalk must meet the following requirements:
 - (i) Along a street, a shaded sidewalk shall comply with the applicable sidewalk standards for its designated street type. If not otherwise required, the shaded sidewalk shall provide trees planted no more than 40 feet on center.
 - (ii) Along any surface parking adjacent to the building (both off-street or on street), the shaded sidewalk shall consist of a minimum 5 foot clear zone and 5 foot planting zone, planted with trees no more than 40 feet on center, or a 5 foot clear zone with a minimum 5 foot wide over-head weather protection.
 - (iii) Building entrances along Type 'A' frontages shall be located under a shade device, such as an awning or portico.



Figures 7-8: Images showing examples of shading along sidewalks

7.6 Building Materials

(a) Exterior Building Façade Materials (for all buildings)

1. Primary building façade materials (90% of the façade area) along Type 'A' frontages shall be limited to masonry (brick, decorative block, split face stone construction, natural stone, and stucco using the 3-step process). Cementitious Fiber clapboard (hardi plank) (not sheets) shall be permitted as a primary façade material on the upper floor facades only (min. 10' above the sidewalk) within the Highway Commercial, Regional Retail and Employment, and Core Mixed Use Zones. Cementitious Fiber clapboard (hardi plank) (not sheets) shall be permitted as a primary façade material without limitation in the Civic Mixed Use Zone.
2. Other primary building façade materials may be considered on a case by case basis through the site plan process and evaluated based on integration with the overall architectural style of the building, visual compatibility with adjoining development, and overall creativity and innovation in building and architectural design.
3. Use of Exterior Insulation Finish System (EIFS) shall be limited to moldings and architectural detailing on all building facades.

7.7 Design of Automobile Related Building and Site Elements

- (a) Where permitted under Section 5.0 of this Code, drive-through lanes, auto service bays, and gas station canopies for commercial uses shall not be located with frontage along any Type 'A' Frontage. In addition, drive-through lanes shall not be permitted with frontage along TX 183/121. Drive-through lanes, auto service bays, and gas station canopies shall be hidden behind a 3' high Street Screen along all other Type 'B' Frontages (see Figure 7-9 below). The Street Screen shall be made up of (i) a living screen or (iii) a combination living and primary building material screen (See Section 9.0 for details).
- (b) No more than 70% of a lot's frontage along a Type 'B' frontage may be dedicated to drive through lanes, canopies, service bays, and other auto-related site elements. There shall be no such limitation along alleys and internal block frontages.

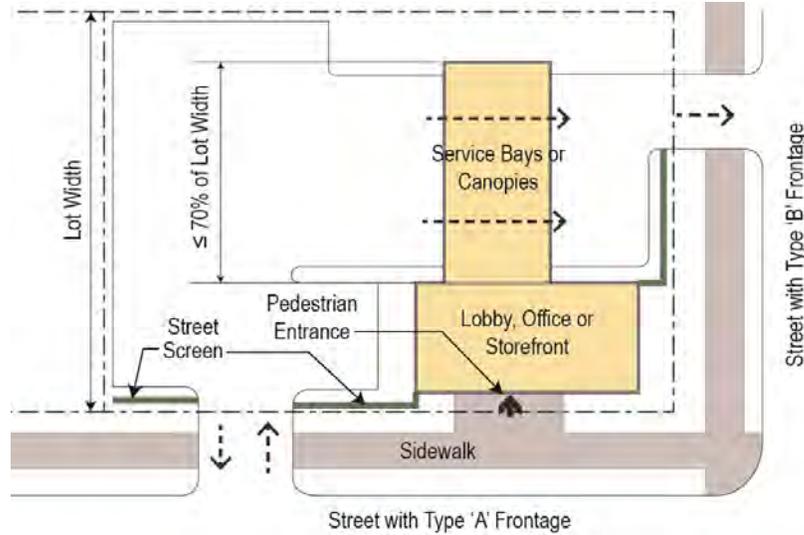


Figure 7-9: Image illustrating the appropriate design of auto-related site elements (Gas stations, auto-service uses, and bank drive-throughs)

- (c) Any automobile related retail sales or service use of a site or property with Type 'A' Frontage designation shall have a primary building entrance along that frontage. A primary building entrance may be along a building's Type 'B' Frontage only if the site has no Type 'A' frontage designation.
- (d) Drive through access (driveways only) may be from a Type 'A' Frontage only if the lot has no access to any Type 'B', alley or Highway access road. In cases where drive through access is provided from a Type 'A' Frontage, a shared/joint access easement shall be required to adjoining properties providing alternative (future) access to a Type 'B' or alley frontage (see Figures 7-10 and 7-11 for corner and interior lot illustrations below).

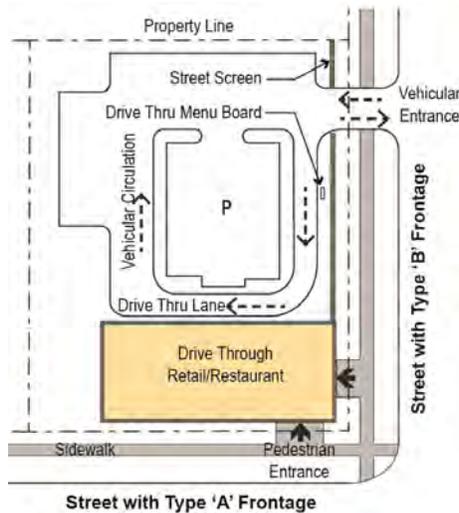


Figure 7-10: Image illustrating the appropriate design of retail/restaurant drive-throughs (Corner Lot)

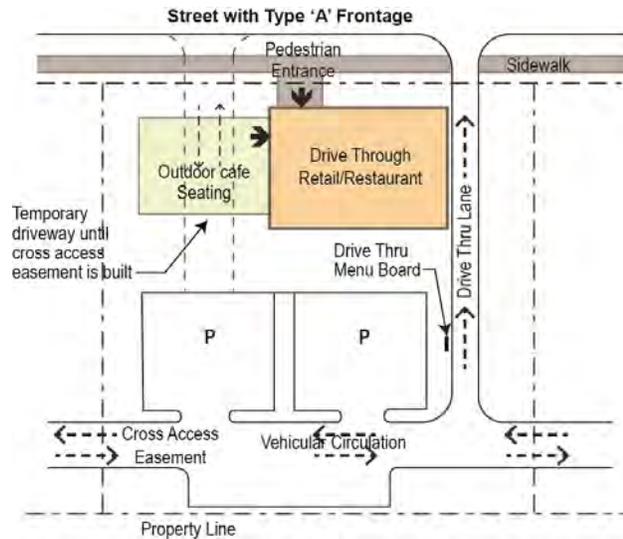


Figure 7-11: Image illustrating the appropriate design of retail/restaurant drive-throughs (Interior Lot)

- (e) All off-street loading, unloading, and trash pick-up areas shall be located internal to the site, along alleys, or Type 'B' Frontages only unless permitted in the specific building form and development standards in Section 6 of this code. If a site has no Type 'B' frontage or Alley access, off-street loading, unloading, and trash pick-up areas may be permitted along the side of a building or a Type 'A' Frontage. Off-street loading, unloading, and trash pick-up areas shall also not be located along TX 183/121 access road frontage.
- (f) All off-street loading, unloading, or trash pick-up areas along any street frontage shall be screened using a Street Screen that is at least as tall as the trash containers and/or service equipment. The Street Screen shall be composed of the primary building façade material with metal gates.

7.8 Design of Parking Structures

- (a) All ground floors of parking structures located on Type 'A' Frontages shall be built to Commercial Ready standards to a minimum depth of 24 feet.
- (b) To the extent possible, the amount of Type 'A' frontage devoted to a parking structure shall be minimized by placing the shortest dimension(s) of the parking structure along that frontage.
- (c) Where above ground structured parking is located at the perimeter of a building with Type 'A' Frontage, it shall be screened in such a way that cars on all parking levels are completely screened from view (see figures 7-12 below for illustrative images). Architectural screens shall be used to articulate the façade, hide parked vehicles, and shield lighting. Parking garage ramps shall not be visible from any Type 'A' Frontages. Ramps shall not be located along the exterior perimeter of the parking structure along Type 'A' Frontages.



Figures 7-12: Illustrative Examples of Parking Garage Screening

- (d) Ground floor façade treatment (building materials, windows, and architectural detailing) shall be continued to the second floor of a parking structure along all Type 'A' Frontages (see figures 7-13 below).



Figures 7-13: Images showing required façade treatment of parking garages along Type 'A' Frontages

- (e) When parking structures are located at street intersections, corner emphasizing elements (such as towers, pedestrian entrances, signage, glazing, etc.) shall be incorporated (Figures 7-14).
- (f) Parking structures and adjacent sidewalks shall be designed so pedestrians and bicyclists are clearly visible (through sight distance clearance, signage, and other warning signs) to entering and exiting automobiles.



Figures 7-14: Images showing appropriate design of Parking Structures

7.9 Terminated Vistas

Buildings which are located on axis with a terminating street (as indicated on the Regulating Plan Attachment A-1) or at the intersection of streets shall be considered as feature buildings. Buildings with special architectural elements should take advantage of that location. Special architectural elements may include an accentuated entry, a unique building articulation which is off-set from the front wall planes and goes above the main building eave or parapet line, or a tower element. Buildings at a terminated vista shall not include a blank wall, service areas, or parking uses on the ground floor to a minimum depth of 24 feet from the building façade line (see figures 7-15).



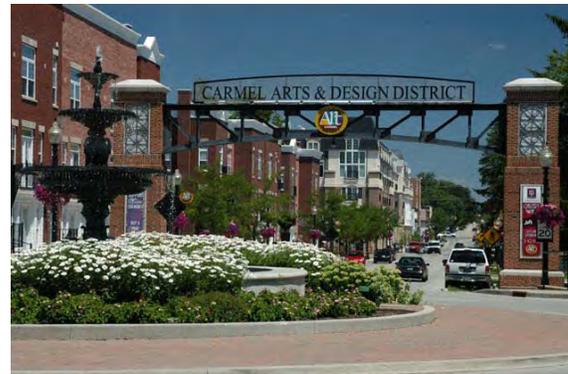


Figures 7-15: Images of buildings with appropriate design elements at Terminated Vistas

7.10 Gateway Elements

The Regulating Plan also identifies desired locations of District Gateways. These locations are intended to include a special monument or other architectural element that announces the arrival at a special destination –Bedford Commons. The special element used can vary based on the location, visibility and prominence within the District. The most prominent being the gateway location at TX 183/121 Frontage Road and Parkwood Drive. Other gateway locations may include Forest Ridge and TX 183/121 and Bedford Road and L. Don Dodson Dr just east of Parkwood Drive.

Such gateway entry features shall be approved by City Council after a recommendation from the Planning and Zoning Commission unless the entry gateway design elements have been previously approved in any other plan by the City (see Figures 7-16 and 7-17 below).



Figures 7-16: Examples of appropriate design for prominent gateways into Bedford Commons along Parkwood Drive at TX 183/121.



Image courtesy: Townscape, Inc.



Figures 7-17: Examples of appropriate design for secondary gateways into Bedford Commons

8.0 Street Design Standards

8.1 Purpose and Intent: The Illustrative Vision for Bedford Commons recognizes the importance of providing adequate public infrastructure, which includes an ultimate Street Network of multi-modal streets, and other needed infrastructure to serve the vision for redevelopment within the District.

Street design and connectivity is envisioned to support and balance automobile, bicycle, and walking trips in addition to becoming the “civic” space for development. The “civic” nature of streets will not only serve private redevelopment, but the community at large and the people who live in and use it. This section establishes context sensitive standards for Street Design and Connectivity.

8.2 Street Designation Categories: In order to service both multiple modes of transportation within an appropriate redevelopment context, streets within Bedford Commons are designated under two major categories:

(a) **Street Classification:** The Street Classification designation establishes standards for the actual cross-section of the street itself (i.e., what happens within the R-O-W). The Street Classification includes information on automobile, bicycle, pedestrian, and parking accommodation. It typically addresses the space allocation within the public right-of-way and its emphasis towards different modes of transportation. Attachment A-3 identifies the Street Classification designations within Bedford Commons and Attachment A-4 provides cross sections for the recommended Street Classifications.

(b) **Street Network:** In addition to Street Classification designations, Streets are also identified as either Required or Recommended streets to implement the ultimate street network in the Vision. The Regulating Plan (Attachment A-1) illustrates the proposed Street Network within the Bedford Commons.

1. **Required Streets** – these are mainly existing, improved or new streets that are needed to implement the ultimate street network envisioned in the Vision for Bedford Commons. They shall be mandatory at the time of redevelopment including the requirement to dedicate right-of-way as identified in the Regulating Plan in conformance with the City of Bedford Subdivision Regulations and Public Works Standards or Attachment A-4. The alignment of new Required Streets may be modified through the site plan process.
2. **Recommended Streets** – these are new streets that are non-mandatory and only indicate the likely locations for new streets and blocks. If a Recommended Street as indicated in the Regulating Plan is implemented through right-of-way dedication per the City of Bedford Subdivision Regulations and Public Works Standards or Attachment A-4, the development shall be exempt from the block standards in Section 6.0 for that specific Character Zone. Recommended Streets may be substituted by pedestrian passages (see Attachment A-4), alleys, or public cross-access easements based on the specific redevelopment context.
3. **Joint Access and Public Cross-access Easements:** If necessary to ensure access management goals within Bedford Commons and meet the intent of the recommended alley/public cross-access easements as indicated on the Regulating Plan, the Development Director may require joint use driveways or public cross-access easements within the site to adjacent properties and/or easements.

8.3 Street Cross Sections: Attachment A-4 shall establish standards for all elements within the public right-of-way including travel lane(s), on-street parking, bicycle accommodation, streetscape/parkway standards, and sidewalk standards. The standards in the City's Public Works Manual or Attachment A-4 shall apply. Landscaping within the public right-of-way shall be per standards in Section 9.0. Attachment A-4 provides recommended cross sections for public streets within Bedford Commons based on available right-of-way and intended development context per the Illustrative Vision.

9.0 Streetscape and Landscape Standards

9.1 Sidewalks. Public sidewalks are required for all development under this code and shall meet the standards of Table 9-1 and shall be based on the Street Classification per Attachments A-3 and A-4. The minimum sidewalk width requirement shall apply regardless of the available right-of-way. If necessary to meet the required sidewalk width, the sidewalk shall extend onto private property to fulfill the minimum requirement, with a sidewalk easement provided. Sidewalks shall consist of two zones: a planting zone located adjacent to the curb, and a clear zone (see figures below).

- (a) **Planting Zone:** The planting zone is intended for the placement of street trees, if required, and street furniture including seating, street lights, waste receptacles, fire hydrants, traffic signs, newspaper vending boxes, bus shelters, bicycle racks, public utility equipment such as electric transformers and water meters, and similar elements in a manner that does not obstruct pedestrian access or motorist visibility.
- (b) **Clear Zone:** The clear zone shall be hardscaped, shall be located adjacent to the planting zone, and shall comply with ADA and Texas Accessibility Standards and shall be unobstructed by any permanent or nonpermanent element for the required minimum width and a minimum height of eight (8) feet. Accessibility is required to connect sidewalk clear zones on adjacent sites.
- (c) **Fee In-Lieu Option:** An applicant may opt to pay a proportional fee in-lieu for the required sidewalk and streetscape improvements if the development project is phased or the sidewalk improvements need to match the timing of a programmed City capital project affecting that street frontage.



Illustrations delineating the Streetscape Zone elements

Table 9-1 Required Public Sidewalk Standards by Street Classification

Street Classification	Avenue	Mixed Use Street	Court Street	General Street
Standard				
Min. Sidewalk width (includes planting zone and clear zone) (feet)	18' min (west side of Forest Ridge) 12' min (east side of Forest Ridge)	13'-6" (varies east of Parkwood along L. Don Dodson)	14'-0"	10'
Min. Planting Zone width (feet) [Street trees may be in tree wells along Type 'A' frontages]	6'	6'	5'	5'
Min. Clear Zone (feet)	12' multi-use trail on the west side of Forest Ridge 6' sidewalk on the east side of Forest Ridge	5'	5'	5'
Street Trees Req'd (see Section 9.2 for standards)	Yes	Yes	Yes	Varies
Recommended Development Frontage	Type 'A' or 'B'	Type 'A'	Type 'A'	Type 'A' or 'B'

9.2 Street Trees and Streetscape:

- (a) Street trees shall be required per Table 9-1 above and Attachment A-4 within the Planting/Furnishings Zone.
- (b) Street trees shall be centered within the Planting/Furnishings Zone and be planted a minimum of 3' from the face of curb or as specified by the City of Bedford.
- (c) Spacing shall be an average of 40 feet on center (measured per block face) along all Streets except General Streets.
- (d) The minimum caliper size for each tree shall be 3" and shall be a minimum of 8 feet in height at planting. Each tree shall be planted in a planting area no less than 36 sq. feet.
- (e) Species shall be selected from the Canopy or Shade trees in the Planting List in Attachment A-7 of this Code.
- (f) Street trees species and location along Forest Ridge Drive shall be selected based on minimal impact from any overhead utility lines.
- (g) Maintenance of all landscape materials shall meet the requirements in 5.6 of the City of Bedford Zoning Ordinance.
- (h) Area between the building facade and property line or edge of existing sidewalk along Type 'A' Frontages shall be such that the sidewalk width shall be a minimum of 10' (with sidewalk easement if necessary) with the remainder of the setback area paved flush with the public sidewalk. Sidewalk cafes, landscaping within tree-wells or planters may be incorporated within this area.

9.3 Screening Standards

- (a) Street Screen Required: Any frontage along all Type 'A' and Type 'B' Frontages with surface parking within the BTZ shall be defined by a 4-foot high Street Screen (see figure below). Furthermore, along all streets (except alleys), service areas shall be screened in such a manner that the service area shall not be visible to a person standing

on the property line on the far side of the adjoining street (see figure below). Required Street Screens shall be of one of the following:

- The same building material as the principal structure on the lot or
 - A vegetative screen composed of shrubs planted to be opaque at maturity, or
 - A combination of the two.
- (b) Species shall be selected from the Planting List in Attachment A-7 of this Code. The required Street Screen shall be located at the minimum setback line along the corresponding frontage.
- (c) Street Screens cannot block any required sight/visibility triangles along a cross street or driveway.
- (d) Street Screens may include breaks to provide pedestrian access from any surface parking or service area to the public sidewalk.

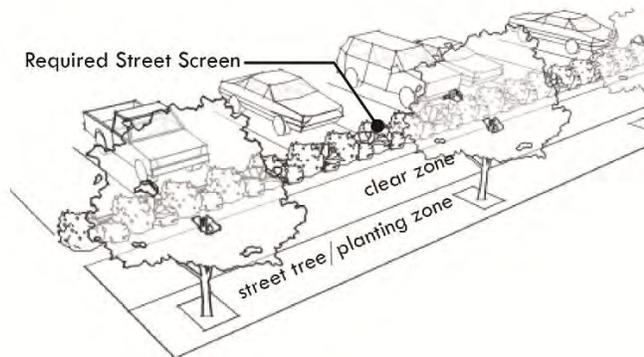


Illustration showing required Street Screen along all frontages without a Building within the BTZ

- (e) Screening of Roof Mounted Equipment: All roof mounted mechanical equipment (except solar panels) shall be screened from view of a person standing on the property line on the far side of the adjoining street (see figure below). The screening material used shall be the same as the primary exterior building material used.

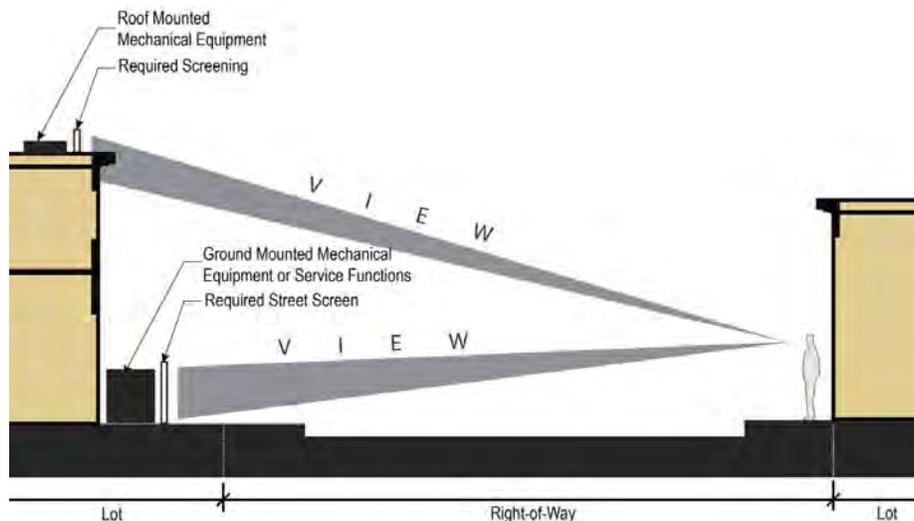


Illustration showing required screening of roof and ground mounted equipment

9.4 Street Lighting: Pedestrian scale lighting shall be required along all Type 'A' Frontages within Bedford Commons. The following standards shall apply for pedestrian scale lighting:

- (a) They shall be no taller than 30 feet.
- (b) Street lights shall be placed at an average of 50 feet on center, approximately 4 feet behind the face of curb or as approved by the City of Bedford in accordance with electric utility company approval.
- (c) The light standard selected shall be compatible with the design of the street and buildings or as approved by the City of Bedford in accordance with electric utility company approval.

9.5 Street Furniture

- (a) Street Furniture shall be placed within the Plantings/Furnishings Zone or within the front setback area only. Benches and bike racks will be placed in alignment with light poles and street trees.
- (b) Trash receptacles shall be required for all development along Type 'A' Frontages. Trash receptacles should be placed at street corners. If development is located mid-block, place the trash can near front entry.
- (c) Street furniture and pedestrian amenities such as benches are recommended along all Type 'A' Frontages.
- (d) All street furniture shall be located in such a manner as to allow a Clear Zone of a minimum of 6 feet in width. Placement of street furniture and fixtures shall be coordinated with organization of sidewalks, landscaping, street trees, building entries, curb cuts, signage, any overhead utilities and other street fixtures.
- (e) Materials selected for paving and street furniture shall be of durable quality and require minimal maintenance and shall be approved by the City of Bedford.

9.6 Utilities

- (a) All utility lines within private property (from any building to the property line) shall be placed underground.
- (b) Along Mixed Use Streets (as defined by Attachment A-3), utility lines (electric and telecommunications) within the right-of-way shall NOT be above ground within the Streetscape Zone. They shall be placed underground, relocated to the rear of the site or relocated along an Alley to the extent feasible as determined by the City.
- (c) Along all other streets (except Alleys), overhead utility lines within the right-of-way are encouraged to be placed underground, relocated to the rear of the site, or relocated along an Alley to the extent feasible as determined by the City.
- (d) Where existing overhead utilities remain or are located behind the curb within the Streetscape Zone, an overhead utility zone shall be provided so that no portion of the building is located within a 10-foot radius of any energized overhead utility. In such cases, street trees may also need to be set back by a minimum of 10 feet as measured from the centerline of the street tree.
- (e) Locations on private property must be found for switchgear and transformer pads needed to serve that property. Such locations shall be either along Type 'B' Frontages or at the side or rear of the property and screened from view of a person standing on the property line on the far side of any adjoining street.

9.7 Parking Lot Landscaping: All surface parking shall meet the standards for parking lot landscaping in the Section 5.6 of the City of Bedford Zoning Ordinance. All landscaping shall use plant materials from the Planting List in Attachment A-7 of this Code.

10.0 Open Space Standards

10.1 Open Space Approach: The Vision for Bedford Commons recognizes the importance of providing a network of open spaces with a multitude of passive and active recreational opportunities. These opportunities are to be accommodated in a variety of spaces ranging from larger scale open spaces to small scale pocket parks located at key nodes within the District in addition to connections along Forest Ridge Drive to the Bedford Boys Ranch. The open space network will be serviced by an interconnected network of trails and paths for pedestrians and bicyclists alike, providing desired amenities for future residents of both Bedford Commons and adjoining neighborhoods.

The vision for redevelopment of Bedford Commons is to not only provide a community-wide “Commons” or public gathering area but also to provide a range of recreational and cultural opportunities from family-friendly pocket parks to active sidewalks and plazas.

10.2 Required and Recommended Open Space Designations: The Bedford Commons Regulating Plan (Attachment A-1) designates areas for required and recommended Open Spaces. The design standards for a range of open space types are included in Attachment A-5. These standards include general character, design, typical size, frontage requirements, and typical uses.

- (a) Required Open Spaces are the areas shown on the Regulating Plan with specific locations of future Open Spaces. The only Required Open Space designation is the “Commons” at the intersection of L. Don Dodson and Parkwood Drives. This is intended to be the main public gathering place for community events and the heart of Bedford’s civic life. This public “Commons” has been identified on the Regulating Plan due to its important location anchoring both the Civic Mixed Use and Core Mixed Use Character Zones and as a center of the district.
- (b) Recommended Open Spaces are those areas shown on the Regulating Plan as desirable locations for future Open Spaces (including environmentally sensitive areas, parks, plazas, greens, and squares). These spaces have been identified on the Regulating Plan in order to communicate the vision for development within Bedford Commons. The location of any Recommended Open Space should be a priority consideration while allocating any required Public and Private Common Open Space per this Section.

10.3 Open Space Classification: For the purposes of this Code, all open space shall fall into one of the following two major classes.

- (a) Public Open Space: Open air or unenclosed to semi-unenclosed areas intended for public access and use. These areas range in size and development and serve to compliment and connect surrounding land uses and neighborhoods.
- (b) Private Common Open Space: A privately owned outdoor or unenclosed area, located on the ground or on a terrace, deck, porch, or roof, designed and accessible for outdoor gathering, recreation, and landscaping and intended for use by the residents, employees, and/or visitors to the development.

10.4 Open Space Requirements

- (a) All new residential development shall provide open space at a rate of ~~10~~15% of the gross site area. Such open space shall include both Public Open Space and Private Common Open Space.
- (b) A minimum of 50% of the total open space area required shall be in the form of Public Open Space (shall be publicly accessible, may be privately owned and/or maintained).
- (c) No more than 10% of the total open space area provided shall be dedicated to active sports areas such as ball fields, tennis and basket ball courts, etc.

- (d) When allocating any Public or Private Common Open Space per the requirements in this Section, priority shall be given to any Recommended Open/Civic Space locations that impact the subject property as identified in the Regulating Plan.
- (e) Attachment A-5 shall provide the palette of allowable open/civic space types and the respective standards.

11.0 Sign Standards

11.1 Applicability: Except as specifically listed below, all other signage and sign standards shall comply with the City of Bedford Sign Ordinance, as amended.

- (a) Signs within the Highway Mixed Use and Regional Retail and Employment Zones shall comply with the City of Bedford Sign Ordinance, as amended as they apply to the “H” Zoning District.
- (b) The standards in this Section shall apply only to signs within the Core Mixed Use and Civic Mixed Use Zones of Bedford Commons unless a Master Sign Plan has been approved per Section 11.2 below.
- (c) Signs not expressly permitted in Table 11-1 below may only be permitted if approved as part of a Master Sign Plan approved by City Council or as part of a site plan application.
- (d) Section 6-68. Administration and Enforcement, and Division 2, pertaining to Construction and Installation, of the City of Bedford Sign Ordinance shall apply to all permitted signs within Bedford Commons unless alternative standards are established in this Section or through a Master Sign Plan.
- (e) Sign permits shall be approved administratively by the City unless specifically noted in this section.

11.2 Master Sign Plans: An applicant may establish unique sign standards including size, color, type, design, and location. Such applications shall be reviewed as “Master Sign Plans” by the Director of Development or Designee and are subject to approval of the City Council. In evaluating a Master Sign Plan, the City Council shall consider the extent to which the application:

- (a) Promotes consistency among signs within a development thus creating visual harmony between signs, buildings, and other components of the property;
- (b) Enhances the compatibility of signs with the architectural and site design features within a development;
- (c) Encourages signage that is in character with planned and existing uses thus creating a unique sense of place; and
- (d) Encourages multi-tenant commercial uses to develop a unique set of sign regulations in conjunction with development standards.

11.3 Permitted Sign Standards

Table 11-1 Permitted Sign Types by Character Zone

Sign Type	Character Zone Allowed	Description & Image	Standard
Permanent Signs			
<p>(a) CORRIDOR MONUMENT SIGNS</p>	<p>Civic MU (Permitted along Forest Ridge and Bedford Road frontages only)</p>	<p>A sign not attached to a building, but permanently supported by a structure extending from the ground and permanently attached to the ground.</p> 	<ul style="list-style-type: none"> i. Maximum area of 0.5 sq. ft. for each linear foot of street frontage with a maximum of 100 sq. ft. ii. Maximum height of 10 ft. above frontage street pavement grade. iii. One sign per lot iv. For lots fronting two streets, one sign is permitted on each street.
<p>(b) BUILDING IDENTITY SIGN</p>	<p>Civic MU Core MU</p>	<p>A Wall Sign attached to the upper floor of a multiple story building or parapet of single tenant one-story building that provides identification of the entire building. (May be used instead of the Building Projecting Sign)</p> 	<ul style="list-style-type: none"> i. May be used for single tenant commercial or institutional buildings only (multiple tenant building shall be subject to standards for Storefront/Tenant Wall Sign below). ii. May be used instead of a Building Projecting Sign only iii. Maximum area of 150 sq. ft. or 12% of linear frontage of façade, whichever is less. iv. Mount no lower than 25 ft. above finished grade. v. No more than 15% of façade area above 25 ft. can contain Building Identity signs.
<p>(c) STOREFRONT/TENANT WALL SIGNS</p>	<p>Civic MU Core MU</p>	<p>Wall Sign attached to a retail storefront or sign band area directly adjacent to the retail storefront within a multi-tenant building. (May be used instead of a Tenant Canopy Sign)</p> 	<ul style="list-style-type: none"> i. May be used for multiple tenant commercial or institutional buildings only (single tenant building shall be subject to Building Identity Sign Standard above). ii. May be used instead of a Tenant Canopy Sign only iii. May be located on the ground floor façade only (sign to be mounted below 25 feet as measured from finished grade outside the facade). iv. One sign per tenant space; area to be calculated at 1.5 sq.ft. per linear foot of tenant space façade along the building's frontage up to a maximum of 100 sq.ft.

Table 11-1 Permitted Sign Types by Character Zone

Sign Type	Character Zone Allowed	Description & Image	Standard
			<ul style="list-style-type: none"> v. Sign to be located between demising walls of leased storefront. vi. Sign shall not overlap architectural features like window lintels, canopy support points, coping, etc. vii. Wall sign may encroach, a maximum of 12", on to a sidewalk while maintaining a vertical clearance of 8 ft. from the finished sidewalk if it is non-illuminated and 11 ft from the finished sidewalk if it is illuminated. viii. Building signs may be internally or externally lit. ix. Live-Work and Home occupations: One sign limited to an area of 30 sq. ft. max.
<p>(d) BUILDING PROJECTING SIGNS</p>	<p>Civic MU Core MU</p>	<p>Wall Sign that extends a distance of more than 12" perpendicular from the building façade. Sign is placed on the upper floors of a multiple story building. (May be used instead of the Building Identity Sign)</p> 	<ul style="list-style-type: none"> i. Building Projecting sign may be permitted in place of a Building Identity Sign. ii. Maximum area of 200 sq. ft. or 15% of the façade area, whichever is less iii. Will not obstruct any pedestrian or vehicular way (vertical clearance of 8 ft. from the finished sidewalk if it is non-illuminated and 11 ft from the finished sidewalk if it is illuminated). iv. Sign may project no more than 50% of the width of the sidewalk or 6 ft. from building façade line (whichever is less). v. Sign may not extend above building parapet line or eaves line. vi. Maximum of one per street fronting facade
<p>(e) TENANT CANOPY SIGNS</p>	<p>Civic MU Core MU</p>	<p>A sign mounted to a canopy or awning that is within or directly adjacent to a retail storefront. (May be used instead of a Storefront/Tenant Wall Sign)</p> 	<ul style="list-style-type: none"> i. May only be used instead of a Storefront/Tenant Wall Sign. ii. One sign per tenant space; area to be calculated at 1.5 sq.ft. per linear foot of tenant space façade along the building's frontage up to a maximum of 100 sq.ft. iii. Sign to be located between demising walls of leased storefront. iv. Sign shall not extend beyond outermost edges of canopy. v. Signs are to be mounted over the canopy, on the face of a canopy or awnings

Table 11-1 Permitted Sign Types by Character Zone

Sign Type	Character Zone Allowed	Description & Image	Standard
(f) TENANT BLADE SIGNS	Civic MU Core MU	<p>Wall Sign that extends a distance more than 12” perpendicular from the building façade and is oriented towards the sidewalk. Sign is mounted to a retail storefront or may be mounted under a canopy.</p> 	<ul style="list-style-type: none"> i. One Blade sign per tenant space ii. May be located on the ground floor façade only (sign to be mounted below 15 feet as measured from finished grade outside the facade) iii. Maximum area of 20 sq. ft. iv. Shall not obstruct any pedestrian or vehicular way. Minimum vertical clearance of 8 ft. from the finished sidewalk if it is non-illuminated and 11 ft from the finished sidewalk if it is illuminated. v. Sign may project no more than 4 ft. from building wall or a distance equal to 50% of the width of the abutting sidewalk (whichever is less).
(g) WINDOW SIGNS	Civic MU Core MU	<p>A sign mounted to or intended to be seen through a window or storefront.</p> 	<ul style="list-style-type: none"> i. No permit is required for small-scale (4.0 sq. ft. and under in total area) signs placed at the pedestrian eye level. These exempted signs include: tenant logo and name, open/closed, website or other social media address store hours and address, and public safety decals as required by applicable codes or government regulations. ii. Window signs include any signage attached to the storefront glazing or located on storefront interior within 3 ft. of the storefront and intended to be viewed from the storefront exterior. iii. Maximum area of 25% of overall glazed storefront, including doors.
(h) DIRECTIONAL SIGNS	Civic MU	<p>A automobile-oriented sign with directional information intended to direct drivers to various destinations within a larger development with multiple buildings.</p>	<ul style="list-style-type: none"> i. Permitted only for multi-tenant commercial and mixed-use developments with multiple buildings within one development. ii. Applies only to signs located at lot entrances accessible from public streets. iii. Maximum size of 60 sq. ft. iv. Maximum height of 8 ft. above frontage street pavement grade. v. One sign permitted per development entrance. Maximum of two signs per street frontage. vi. Signs located on interior of site and not intended to be viewed or utilized

Table 11-1 Permitted Sign Types by Character Zone

Sign Type	Character Zone Allowed	Description & Image	Standard
			<p>by traffic on public streets do not require a permit.</p>
<p>(i) DIRECTORY SIGNS</p>	<p>Civic MU Core MU</p>	<p>A pedestrian oriented sign containing a listing and or map of the tenants and destinations within an area, block, building or development.</p>  	<p>i. Signs located on interior of lot or pedestrian oriented (not intended to be viewed or utilized by traffic on public streets) do not require a sign permit (building permits may be required). In such cases, any sign lettering or logos used must be less than 2" (max.).</p>
<p>(i) SANDWICH BOARD SIGNS</p>	<p>Civic MU Core MU</p>	<p>A temporary sign with two connected faces usually arranged back to back (A-frame or single panel).</p>	<p>i. Permitted only for retail, service, or restaurant tenants. ii. Maximum area of 8 sq. ft. per sign face iii. Maximum height of 4 ft. iv. One per storefront. v. Sign shall not interfere with any pedestrian way and a minimum of 6 ft. of sidewalk shall remain clear. vi. Chalkboards may be used for daily changing of messages. Reader boards (electronic and non-electronic) shall be prohibited. vii. Sign shall be removed every day after the business is closed</p>

Table 11-1 Permitted Sign Types by Character Zone

Sign Type	Character Zone Allowed	Description & Image	Standard
			
(k) ADDRESS SIGNS	Civic MU Core MU	<p>A sign containing only the lot, building or retail tenant address.</p> 	Standards in the City of Bedford regulations shall apply.
(l) MARQUEE SIGN	Civic MU Core MU	<p>A sign placed over the entrance to a theatre or other public gathering venue. It has signage stating either the name of the establishment or, in the case of theatres or other public venues, the name of the event, artist, and other details of the event appearing at that venue. The marquee is often identifiable by a surrounding cache of light bulbs, usually yellow or white, that flash intermittently or as chasing lights. Marquee signs may often be combined with Building Projecting signs.</p>	<ul style="list-style-type: none"> i. Permitted for theatres, auditoriums, and other public gathering venues of 100 persons or more ii. Marquee signs shall be attached to the building or located above or below a canopy only iii. Area = 100 sq ft. maximum iv. Message board may be changeable copy (electronic or non-electronic).

Table 11-1 Permitted Sign Types by Character Zone

Sign Type	Character Zone Allowed	Description & Image	Standard
			
Temporary Signs			
(a) BANNERS	Civic MU Core MU	<p>A temporary fabric or vinyl sign hung from a building façade, catenaries, or utility pole.</p> 	Standards for Horizontal and Vertical Banners in Section 6-72 of the City of Bedford Sign Ordinance shall apply.

Table 11-1 Permitted Sign Types by Character Zone

Sign Type	Character Zone Allowed	Description & Image	Standard
(b) TEMPORARY CONSTRUCTION SIGNS	Civic MU Core MU	<p>A temporary sign mounted to a building, construction fence, or other structure that announces a new business or construction project.</p> 	Standards for Residential Construction Signs in Section 6-72 of the City of Bedford Sign Ordinance shall apply.
(c) Other Temporary Signs	Civic MU Core MU	<p>Other temporary signs permitted include:</p> <p>New Business “Coming Soon”, New Business “Now Open”, Political, Church, charity & civic (on-premise and off-premise sign), Decorative Flags, Real Estate Land, Residential Construction, Rent or Lease, Open House Advertising, Multi-family units for rent or lease banner, Commercial Complex For Lease or Sale (free standing and wall signs), New Commercial Building</p>	<p>Standards in Section 6-72. Temporary Signs, of the City of Bedford Sign Ordinance shall apply.</p> <p>Temporary signs not listed in this Section of the Bedford Commons Code shall be prohibited.</p>

**Bedford Commons
Development Code**

ATTACHMENTS

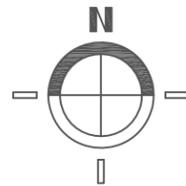
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~~May 19~~ June 12, 2015

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- A-2: Illustrative Vision
- A-3: Street Classification Map
- A-4: Recommended Street Cross Sections
- A-5: Palette of Open Space Types
- A-6: Development Review Process Flow Chart
- A-7: Planting List

Bedford Commons
Attachment A-1 Regulating Plan
 May 13, 2015 DRAFT



LEGEND

CHARACTER ZONES

- Core Mixed Use
- Highway Mixed Use
- Regional Retail & Employment
- Civic Mixed Use

CIVIC / OPEN SPACE TYPES

- Required Civic/ Open Space
- Recommended Civic/ Open Space

OTHER

- Terminated Vista
- Gateway Element
- Central Bedford District
- Multi-Use Trail

STREET NETWORK

- Required Street
- Recommended Street
- Existing/ Improved Street
- Recommended Alley/ Cross Access Easement

FRONTAGE TYPES *

- Type 'A' Frontage
- Type 'B' Frontage

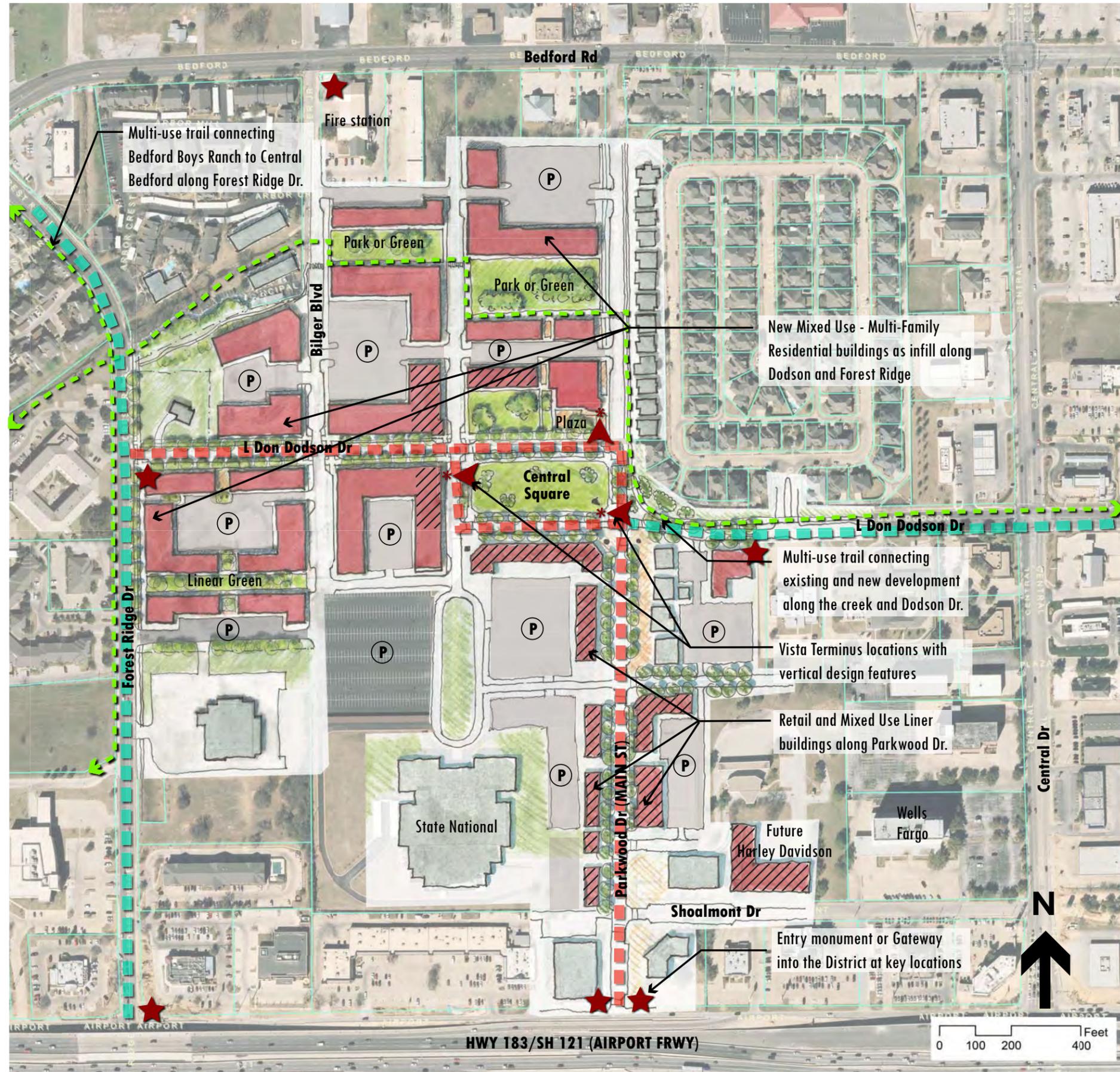
*A minimum of one block face per block shall be developed to meet the standards of a Type 'A' Development Frontage



Attachment A-2

Bedford Commons Illustrative Vision

May 13, 2015



LEGEND

- Improved Street -Retail/Mixed Use
- Improved Street -Multi-modal
- Potential new retail/mixed use
- Potential new residential/mixed use
- Existing Buildings
- Off-Street Parking & Shared Parking
- Multi-use trail

Note: Redevelopment concepts shown are conceptual only. They are only intended to convey the vision for Bedford Commons.

GATEWAYPLANNING
A VIALTA GROUP PARTNER



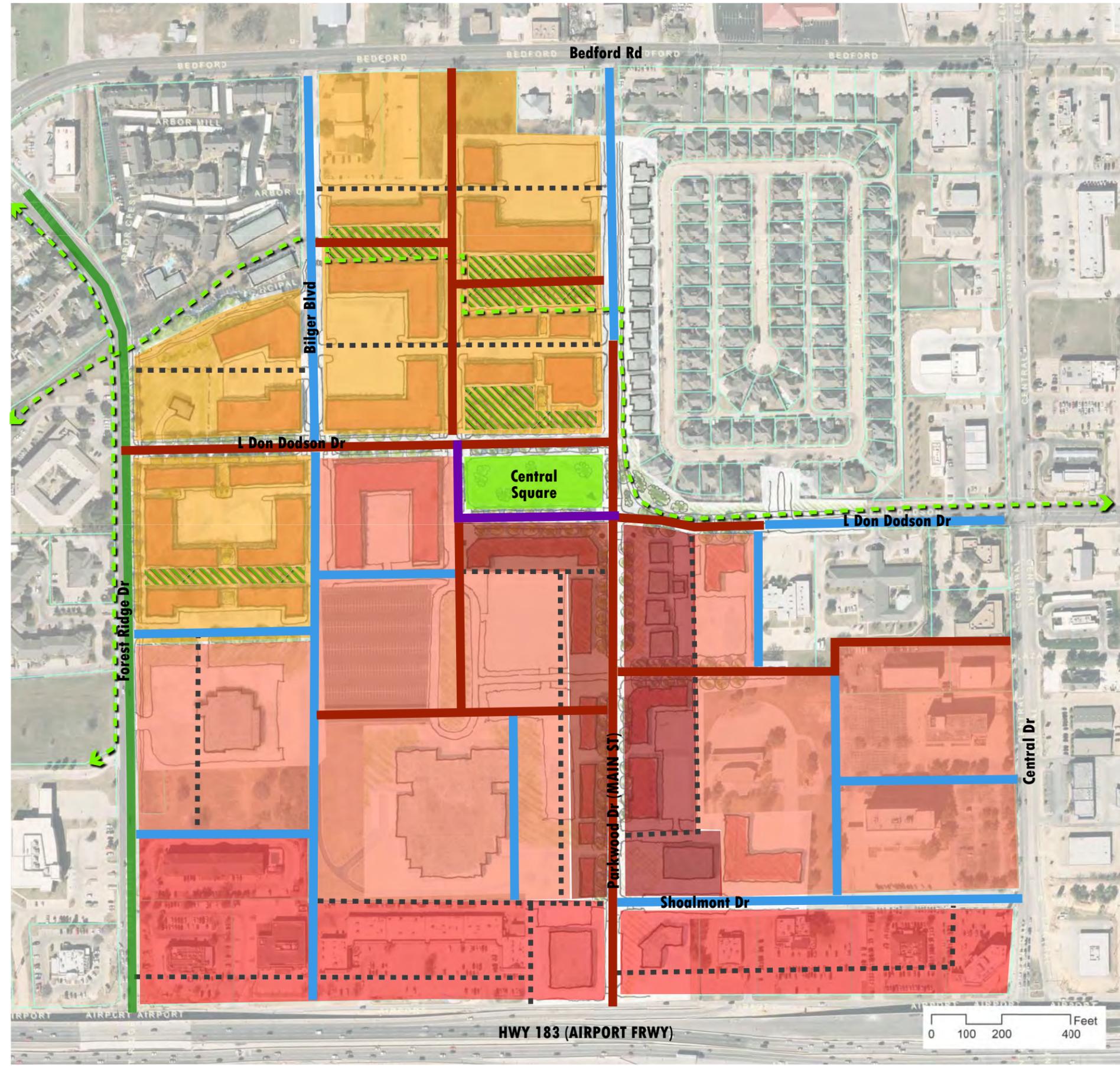
Attachment A-3

Bedford Commons Street Classification Map

May 13, 2015



Not to Scale



Street Classifications

- Avenue
- Mixed Use Street
- Civic Court
- General Street

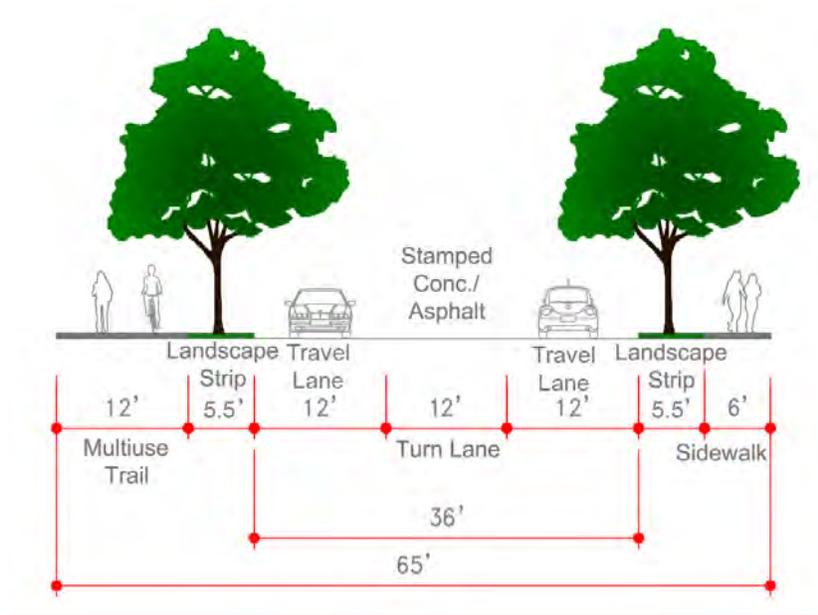
Character Zones

- Highway Mixed Use
- Regional Retail & Employment
- Core Mixed Use
- Civic Mixed Use
- Required Civic/Open Space
- Recommended Civic/Open Space
- Recommended Alley or Cross-access easement
- Recommended Multi-Use Trail

Attachment A-4 Recommended Street Cross Sections

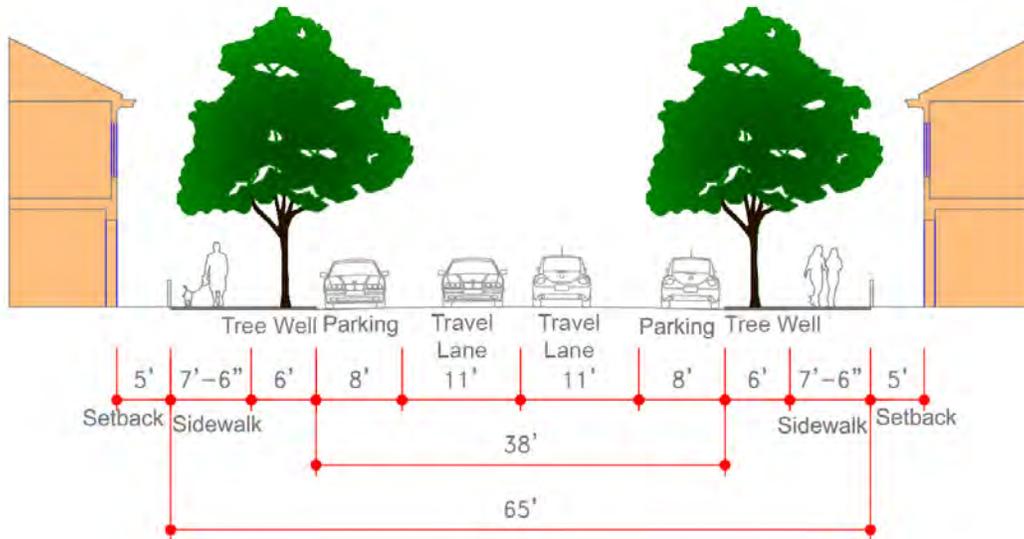
The following street cross sections are established for the Street Classifications as established in Attachment A-3 within both the character zones of the Central Bedford District. The cross sections (including vehicular lane and on-street parking configurations, street tree placement, etc.) may be adjusted to fit existing contexts or other development contexts consistent with the vision for Central Bedford with the approval of the City Engineer. In addition, the proposed cross sections may be adjusted to meet the needs of the Uniform Fire Code as adopted by the City.

Avenue (Forest Ridge Drive)



Mixed Use Street

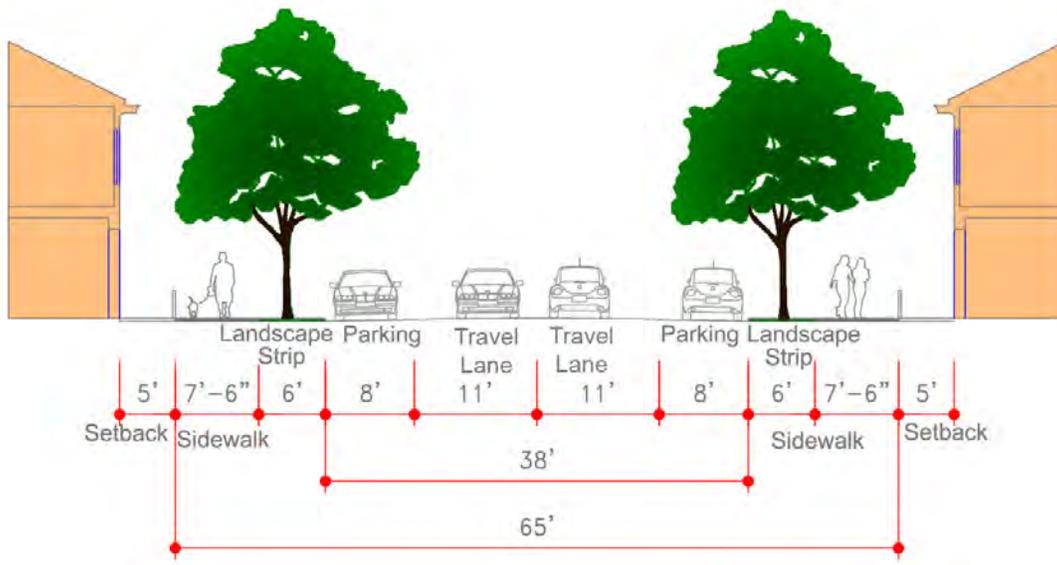
(Parkwood Dr. and Future Streets with Type 'A' Frontage in the Core Mixed Use and Regional Retail and Employment Character Zones)



**On New Type 'A' Streets, on street parking may also be angled on either side with additional ROW/ easement dedication based on the proposed development context.*

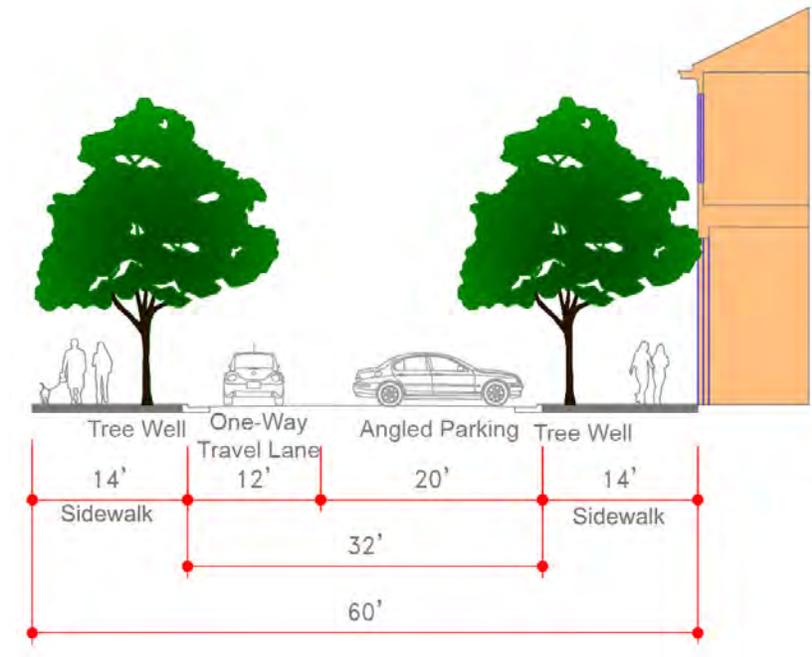
Mixed Use Street

(L. Don Dodson Dr. west of Parkwood and Future Streets with Type 'A' Frontage in the Civic Mixed Use Zone)

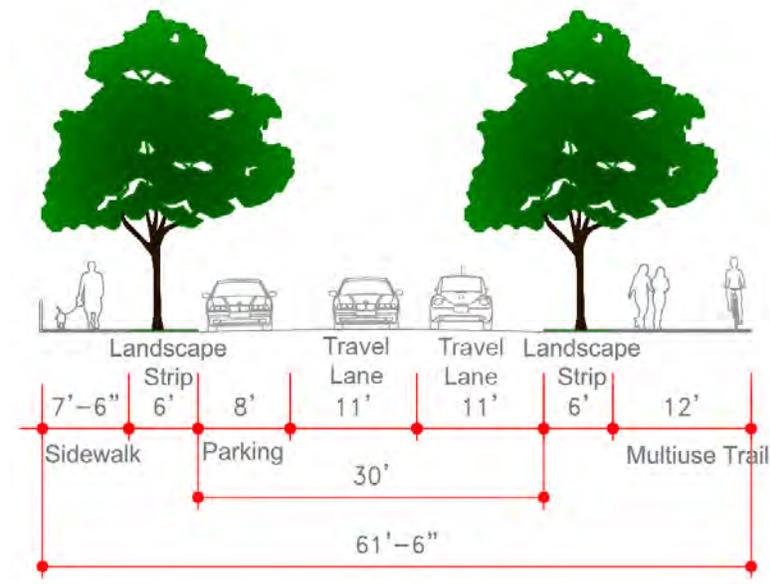


**On New Type 'A' Streets, on street parking may also be angled on either side with additional ROW/ easement dedication based on the proposed development context.*

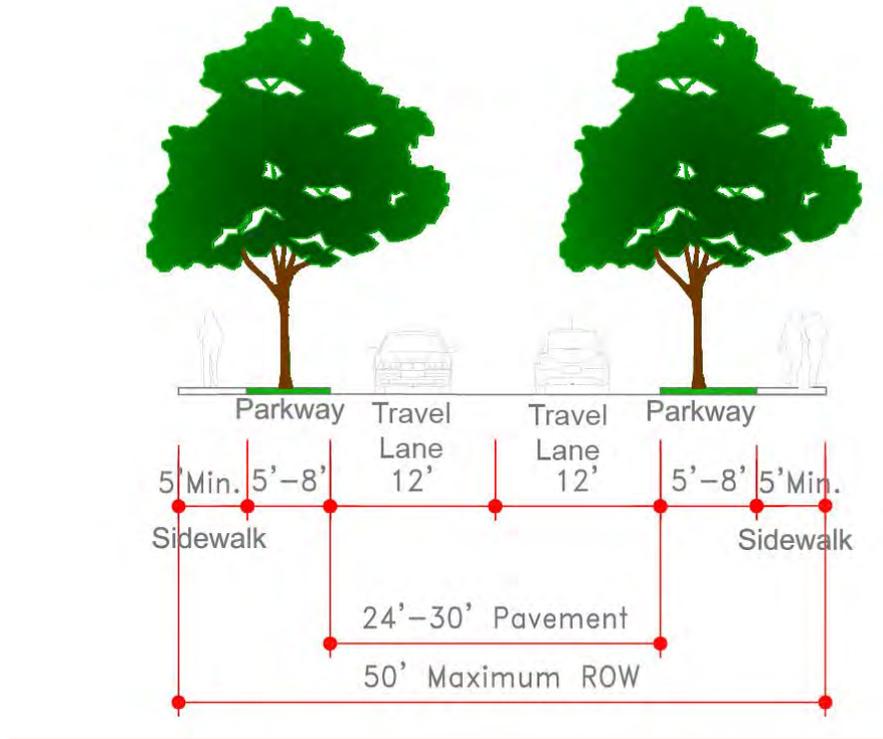
Civic Court (Around the "Commons")



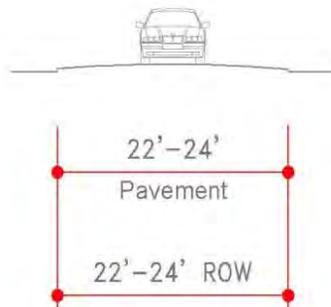
**General Street
(L. Don Dodson east of Parkwood Dr. With Trail)**



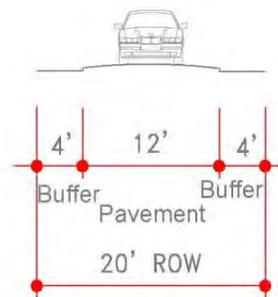
General Street
(Other Streets with Type 'B' Frontage)



Commercial Alley



Residential Alley



Attachment A-5

Open Space Types and Standards

The Open Space Types and Standards contained herein shall be used as a guide to fulfill the required and recommended Open Space requirements of Section 10 of the Central Bedford Development Code. These open space types may be Public or Private Common Open Spaces. The following section provides a description of these open space types including the design context and criteria consistent with the Vision for Central Bedford.

1. Public Open/Civic Space Types

(a) Pocket Park Standards



Pocket Parks are small scale public urban open spaces intended to provide recreational opportunities where (publicly accessible/park) space is limited. Typically, pocket parks should be placed within the Civic Mixed Use Zone. They are often located between buildings and developments; on single vacant lots; and on small irregular pieces of land. Low maintenance landscaping and facilities is recommended in order to support multiple pocket parks in a park system.

Development may include pavilions, picnic tables, small performance stage, seating areas, gathering areas, family play areas, gazebos, small game areas, small community gardens, dog parks, and interactive art. Shade and lighting is desired.

Typical Characteristics

General Character

Small urban open space responding to specific user groups and space available.

Range of character can be for intense use or aesthetic enjoyment. Low maintenance is essential.

Location and Size

0.25 – 1.99 acres
 Within walking distance of either a few blocks or up to a 1/4 mile of residences

Typical Uses

Varies per user group

(b) **Green Standards**



A Green is a public urban open space available for civic purposes, commercial activity, unstructured recreation and other passive uses. Greens shall primarily be naturally landscaped with many shaded places to sit. Open lawn areas shall encourage civic gathering. Appropriate paths, civic elements, fountains or open shelters may be included and shall be formally placed within the Green.

A Green shall be adjacent to a public right of way and be spatially defined by buildings which shall front onto and activate this space.

Typical Characteristics

General Character

- Open space
- Spatially defined by street and building frontages and landscaping
- Lawns, trees and shrubs naturally disposed
- Open shelters and paths formally disposed

Location and Size

- 0.25 – 4 acres
- Minimum width – 25'
- Minimum pervious cover – 80%
- Minimum perimeter frontage on public right of way – 50%

Typical Uses

- Unstructured recreation
- Casual seating
- Commercial and civic uses
- No organized sports

(c) **Square Standards**



A square is a public urban open space available for civic purposes, commercial activity, unstructured recreation and other passive uses. The square should have an urban, formal character and be defined by the surrounding building frontages and adjacent tree-lined streets. All buildings adjacent to the square shall front onto the square. Adjacent streets shall be lined with appropriately scaled trees that help to define the square.

The landscape shall consist of lawns, trees, and shrubs planted in formal patterns and furnished with paths and benches. Shaded areas for seating should be provided. A civic element or small structure such as an open shelter, pergola, or fountain may be provided within the square.

Typical Characteristics

General Character

- Formal open space
- Spatially defined by buildings and tree-lined streets.
- Open shelters, paths, lawns, and trees formally arranged
- Walkways and plantings at all edges
- Abundant seating opportunities

Location and Size

- 0.25 – 4 acres
- Minimum width – 25'
- Minimum pervious cover – 60%
- Minimum perimeter frontage on public right of way – 60%
- Located at important intersections

Typical Uses

- Unstructured and passive recreation – no organized sports.
- Community gathering
- Occasional commercial and civic uses

(d) Plaza Standards



A plaza is a public urban open space that offers abundant opportunities for civic gathering. Plazas add to the vibrancy of streets within the more urban zones and create formal open spaces available for civic purposes and commercial activity. Building frontages shall define these spaces.

The landscape should have a balance of hardscape and planting. Various types of seating should be provided from planter seat walls, to steps, to benches, to tables, and chairs. Trees should be provided for shade. They should be formally arranged and of appropriate scale. Plazas typically should be located at the intersection of important streets. A minimum of one public street frontage shall be required for plazas.

Typical Characteristics

General Character

- Formal open space
- A balance of hardscape and planting
- Trees important for shade
- Spatially defined by building frontages

Location and Size

- 0.1 – 1 acre
- Minimum width – 30'
- Minimum pervious cover – 20%
- Minimum perimeter frontage on public right of way – 25%
- Located at important intersections, at vista termini, or at entrances to public/civic buildings

Typical Uses

- Commercial and civic uses
- Formal and casual seating
- Tables and chairs for outdoor dining
- Retail and food kiosks

(e) **Pocket Plaza Standards**



A pocket plaza is a small scale public urban open space that serves as an impromptu gathering place for civic, social, and commercial purposes. The pocket plaza is designed as a well-defined area of refuge separate from the public sidewalk. It is frequently located in a building supplemental zone next to the streetscape.

These areas contain a lesser amount of pervious surface than other open space types. Outdoor dining with café tables and chairs, water features, public art and other shaded amenities are appropriate uses.

Typical Characteristics

General Character

- Formal open space for gathering
- Defined seating areas
- Refuge from the public sidewalk
- Spatially defined by the building configuration

Location and Size

- Min. 300 s.f.
- Min. width – 15' / Max. width 20'
- Minimum pervious cover – 10 %
- Minimum perimeter frontage on public right of way – 25%
- Located at important intersections, at vista termini, or at entrances to public/civic buildings

Typical Uses

- Civic and commercial uses
- Formal and casual seating

(f) **Pedestrian Passage (Paseo) Standards**



Pedestrian passages or paseos are linear public urban open spaces that connect one street to another at through-block locations. Pedestrian passages create intimate linkages through buildings at designated locations. These wide pathways provide direct pedestrian access to residential or other commercial addresses and create unique spaces for frontages to engage and enter off of. Pedestrian passages allow for social and commercial activity to spill into the public realm.

Pedestrian passages should consist of a hardscape pathway with pervious pavers activated by frequent entries and exterior stairways. The edges may simply be landscaped with minimal planting and potted plants. Shade is required for the success of the paseo.

Typical Characteristics

General Character

Hardscape pathway with pervious pavers

Defined by building frontages

Frequent side entries and frontages

Shade Required

Minimal planting and potted plants

Maintain the character of surrounding buildings

Standards

Min. Width 15 feet

Typical Uses

Pedestrian connection and access

Casual seating

(g) **Multi-Use Trail Standards**



A multi-use trail is a linear public urban open space that accommodates two or more users on the same, undivided trail. Trail users could include pedestrians, bicyclists, skaters, etc. A trail frequently provides an important place for active recreation and creates a connection to regional paths and biking trails.

Trails within greenways or neighborhood parks shall be naturally disposed with low impact paving materials so there is minimal impact to the existing creek bed and landscape.

The multi-use trail on the west side Forest Ridge Drive and connecting along the northern boundary of the Central Bedford District and east along L. Don Dodson would provide much needed pedestrian and bicycle connectivity to the Bedford Boys Ranch and neighborhoods east of Central Ave.

This trail shall have a more formal disposition with a paved trail, frequent gathering spaces, and regular landscaping. The trail along Forest Ridge should emphasize the corridor as an important link to the city's Cultural District.

Pedestrian amenities add to recreational opportunities, particularly in an urban setting. These include drinking fountains, scenic view posts, fitness stations, and directional signs, and may be spread along the trail or grouped in a trailhead area.

Typical Characteristics

General Character

Multi-use trail in Neighborhood Park:

Naturally disposed landscape

Low impact paving

Trees lining trail for shade

Appropriately lit for safety

Formally disposed pedestrian furniture, landscaping and lighting

Multi-use trail along Forest Ridge Dr.:

Paved trail with frequent gathering spaces and regular landscaping.

Standards

Min. Width	12 feet
------------	---------

Typical Uses

Active and passive recreation

Casual seating

(h) **Family-friendly Play Area Standards**



Family-friendly play areas are areas within urban open spaces that are conducive to the recreational needs of families with children. Family-friendly play areas range in style from urban pocket parks within mixed use developments to playscapes within neighborhood parks.

These play areas should serve as quiet, safe places -- protected from the street and typically located where children do not have to cross major streets to access. An open shelter, play structures or interactive art and fountains may be included with landscaping between. Shaded areas and seating shall be provided for ease of supervision.

Playscape equipment and design must be reviewed and approved by the City prior to installation. The need for fencing depends on the surrounding environment.

A larger playground may be incorporated into a neighborhood park, whereas a more intimate family oriented design may be incorporated into a pocket park.

Typical Characteristics

General Character

Focused toward family-friendly needs

Fencing depends on surroundings

Open shelter

Shade and seating provided

Play structure, interactive art or fountains

Standards

Min. Size 300 sq.ft.

Max. Size N/A

As described by open space type in which playground is located

Protected from traffic

No service or mechanical equipment

Typical Uses

Active and passive recreation

Unstructured recreation

Casual seating

2. Private Common Open Space Types

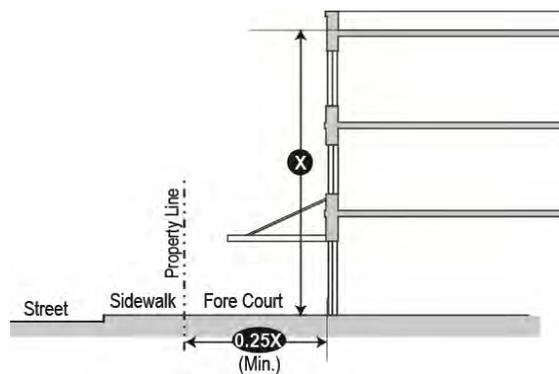
(a) Forecourt Standards



Forecourt is a small scale private common open space surrounded on at least two sides by buildings. A forecourt is typically a building entry providing a transition space from the sidewalk to the building. The character serves as a visual announcement of the building to visitors with additional amenities such as signage, water features, seating, planting, etc.

Forecourts should be laid out proportionate to building height with a 1:4 (min.) ratio (see figure below). In order to offset the impact of taller buildings, the detail of the forecourt level should seek to bring down the relative scale of the space with shade elements, trees, etc.

The hardscape should primarily accommodate circulation. Seating and shade are important for visitors. Trees and plantings are critical to create a minimum of 30% pervious cover and offset the effect of the urban heat island.



Typical Characteristics

General Character

Small scale private common open space

Defined by buildings on at least 2 sides with connection to public sidewalk

Size of court should be proportionate to building height

Hardscape should accommodate entry circulation

Trees and plants are critical

Enhance the character of surrounding buildings

Standards

Min. Width 25'

Minimum Size Depth: Based on building height ratio; Width: min. of 50% of the building's frontage along that street

Minimum pervious cover – 30%

Typical Uses

Building Entry Circulation

Visual building announcement

(b) Courtyard Standards



Courtyards are small scale private common open spaces surrounded on at least three sides by buildings with a pedestrian connection to a public sidewalk. Courtyards maintain the character and style of the surrounding buildings.

Courtyards should be laid out proportionate to building height between 1:1 and 2:1 ratio. In order to offset the impact of taller buildings, the detail of the courtyard level should seek to bring down the relative scale of the space with shade elements, trees, etc. Transition areas should be set up between the building face and the center of the court.

The hardscape should accommodate circulation, gathering, seating, and shade. Trees and plantings are critical to create a minimum of 30% pervious cover and offset the effect of the urban heat island.

Typical Characteristics

General Character

- Small scale private common open space
- Defined by buildings on at least 3 sides with connection to public sidewalk
- Size of court should be proportionate to building height
- Hardscape should accommodate circulation, gathering, and seating.
- Trees and plants are critical
- Maintain the character of surrounding buildings

Standards

Min. Width	25'
Minimum Area	650 s.f.
Minimum pervious cover	30%

Typical Uses

- Gathering
- Casual seating

(c) **Roof Terrace Standards**



A Roof Terrace is a private common open space serving as a gathering space for tenants and residents that might not be at grade.

Up to 50% of the required private common open space may be located on a roof if at least 30 % of the roof terrace is designed as a Vegetated or Green Roof. A Vegetated or Green roof is defined as an assembly or system over occupied space that supports an area of planted beds, built up on a waterproofed surface.

Private common open space on a roof must be screened from the view of the adjacent property. The hardscape should accommodate circulation, gathering, seating, and shade.

Typical Characteristics

General Character

Small scale private common open space on roof top

Screened from view of adjacent property

Vegetated portion critical

Hardscape should accommodate gathering, seating, shade

Provides common open space that might not be available at grade

Standards

Min. Area 50% of the roof top

Planted area – 30% min.

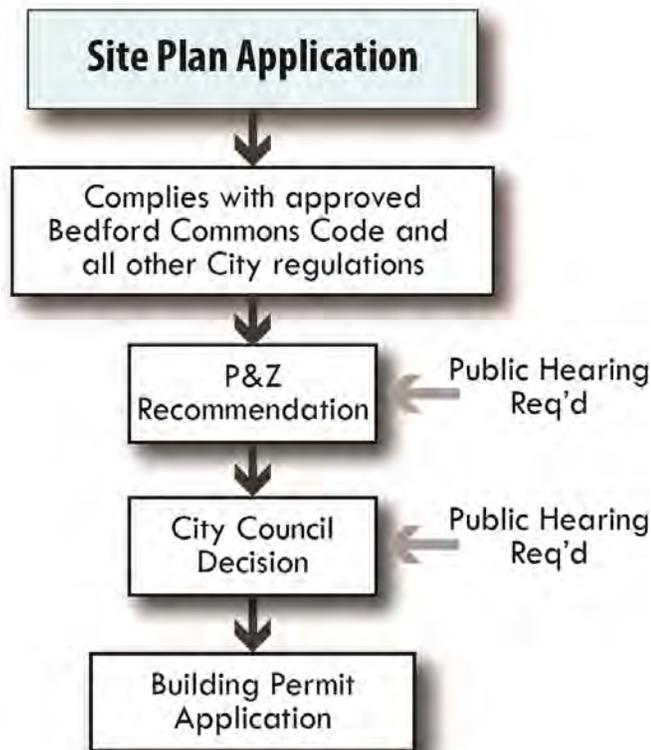
Typical Uses

Gathering for tenants and residents

Green Roof

Attachment A-6

Development Review Process Flow Chart



Attachment A-7 Planting List

The following lists contain all species approved for use in Bedford Commons. It contains native and acceptable adapted species. Other species that are drought tolerant and adaptive may be used for planting within the Bedford Commons. The use of alternative species may be permitted with the approval of the City.

CANOPY/STREET TREE LIST

<u>Common Name</u>	<u>Botanical Name</u>
Live Oak	<i>Quercus virginiana</i>
Red Oak	<i>Quercus shumardi</i>
Bald Cypress	<i>Taxodium distichum</i>
Sweetgum	<i>Liquidambar styraciflua</i>
Cedar Elm	<i>Ulmus crassifolia</i>
Lacebark Elm	<i>Ulmus parvifolia</i>
Bigtooth Maple	<i>Acer grandidentatum</i>
Caddo Maple	<i>Acer saccharum 'Caddo'</i>
Texas Ash	<i>Fraxinus velutina 'Rio Grande'</i>
Bur Oak	<i>Quercus macrocarpa</i>
Chinquapin Oak	<i>Quercus muhlenbergii</i>
Escarpment Live Oak	<i>Quercus fusiformis</i>
Ginkgo	<i>Ginkgo biloba</i>

ORNAMENTAL TREE LIST

<u>Common Name</u>	<u>Botanical Name</u>
Yaupon Holly	<i>Ilex vomitoria</i>
Crape Myrtle	<i>Lagerstromia indica</i>
Deciduous Yaupon	<i>Ilex decidua</i>
Southern Crabapple	<i>Malus app.</i>
Chinese Pistache	<i>Pistacia chinensis</i>
Mexican Plum	<i>Prunus Mexicana</i>
Wax Myrtle	<i>Myrica carifera</i>
Chitalpa	<i>Chitalpa tashkentensis</i>
Deciduous Holly	<i>Ilex decidua</i>
Desert Willow	<i>Chilopsis linearis</i>
Eve's Necklace	<i>Sophora affinis</i>

SHRUBS LIST

<u>Common Name</u>	<u>Botanical Name</u>
Dwarf Nandina	<i>Nandina domestica 'nana'</i>
Dwarf Burford Holly	<i>Ilex cornuta 'burfordi nana'</i>
Abelia Grandiflora	<i>Abelia grandiflora</i>
Barberry	<i>Barberry spp.</i>
Yucca (Red, Yellow or Soft Tip)	<i>Hesperaloe parviflora</i>
Texas Sage	<i>Leucophyllum frutescens</i>
Indian Hawthorn	<i>Raphiolepis indica</i>

Dwarf Crape Myrtle	<i>Lagerstromia indica 'nana'</i>
Dwarf Yaupon Holly	<i>Ilex vomitoria 'nana'</i>
Pampas Grass	<i>Cortaderia selloana</i>
Black-Eyed Susan	<i>Rudbeckia hirta</i>
Dwarf Wax Myrtle	<i>Myrica pusilla</i>
Needlepoint Holly	<i>Ilex cornuta 'Needle Point'</i>
Knockout Rose	<i>Rosa 'Knock Out'</i>
Rosemary	<i>Rosmarinus officinalis</i>

GROUND COVER/VINES LIST

Common Name

Asian Jasmine
Big Blue Liriope
Mondograss
Purple Winter Creeper
Santolina
Trumpet Vine
Virginia Creeper
Lady Banks Rose
Confederate Jasmine
Crossvine
Evergreen Wisteria
Lantana 'New Gold'
Liriope 'Silver Dragon'
Prostrate Rosemary
Sweet Autumn Clematis

Botanical Name

Trachelosperum Asiaticum
Liriope muscari
Ophiopogon japonicus
Euonymum coloratus
Santolina virens
Campsis radicans
Parthenocissus quinifolia
Rosa banksia lutea
Trachelospermum jasminoides
Bignonia capreolata
Millettia reticulata
Lantana camara 'New Gold'
Liriope muscari 'Silver Dragon'
Rosmarinus officinalis prostrata
Clematis terniflora

ORNAMENTAL GRASSES LIST

Common Name

Dwarf Fountain Grass 'Little Bunny'
Dwarf Maiden Grass
Fountain Grass
Inland Sea oats
Maiden Grass
Mexican Feather Grass
Muhly Grass
Weeping Lovegrass

Botanical Name

Pennisetum alopecuroides 'Little Bunny'
Miscanthus sinensis 'Adagio'
Pennisetum alopecuroides
Chasmanthium latifolium
Miscanthus sinensis 'Gracillimus'
Stipatenuissima
Muhlenbergia capillaris
Eragrostis curvula

TURF

Common Name

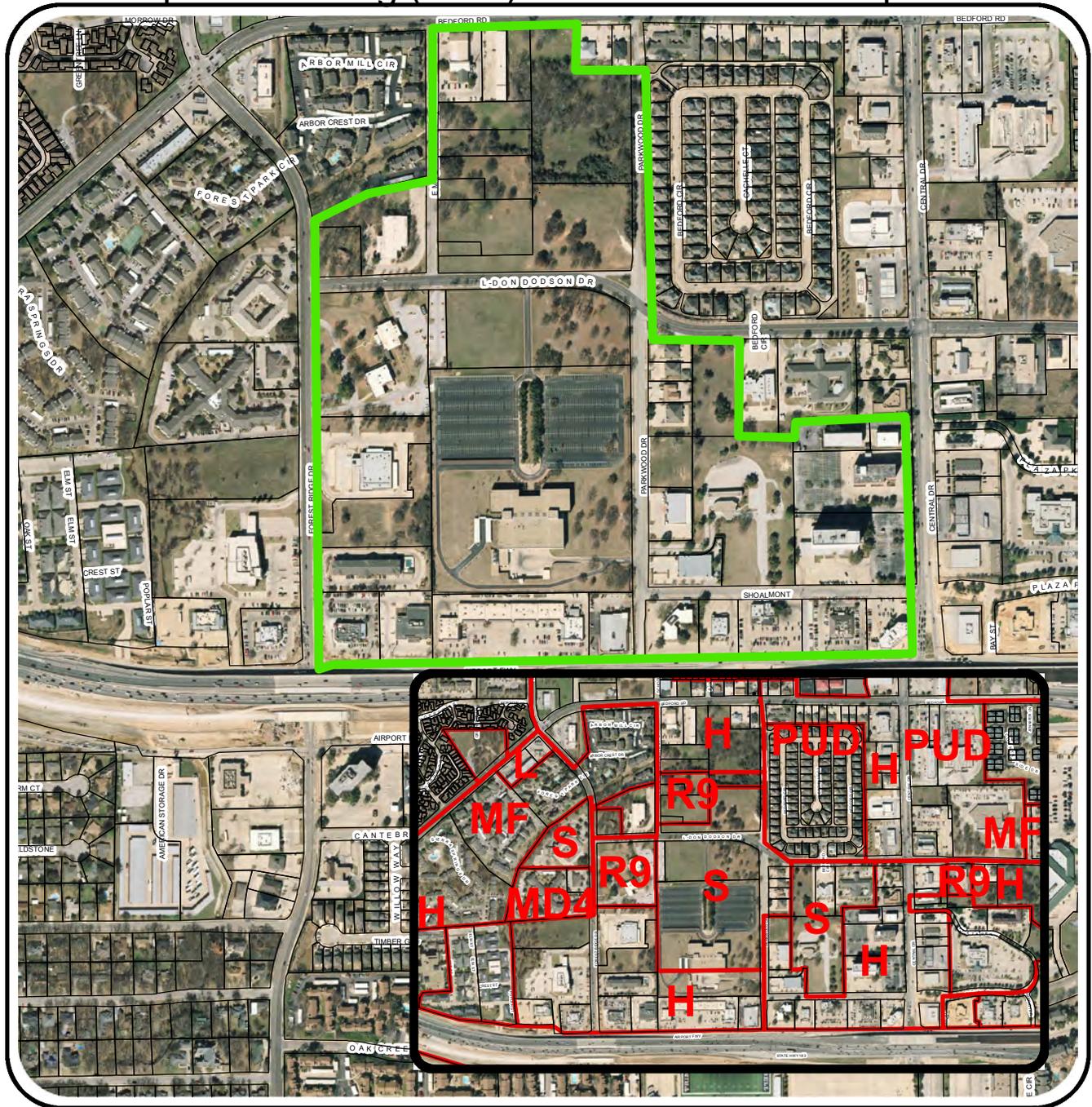
Bermuda
St. Augustine
Zoysia

Botanical Name

Cynodon dactylon
Stenotaphrum secundatum
Zoysia tenuifolia

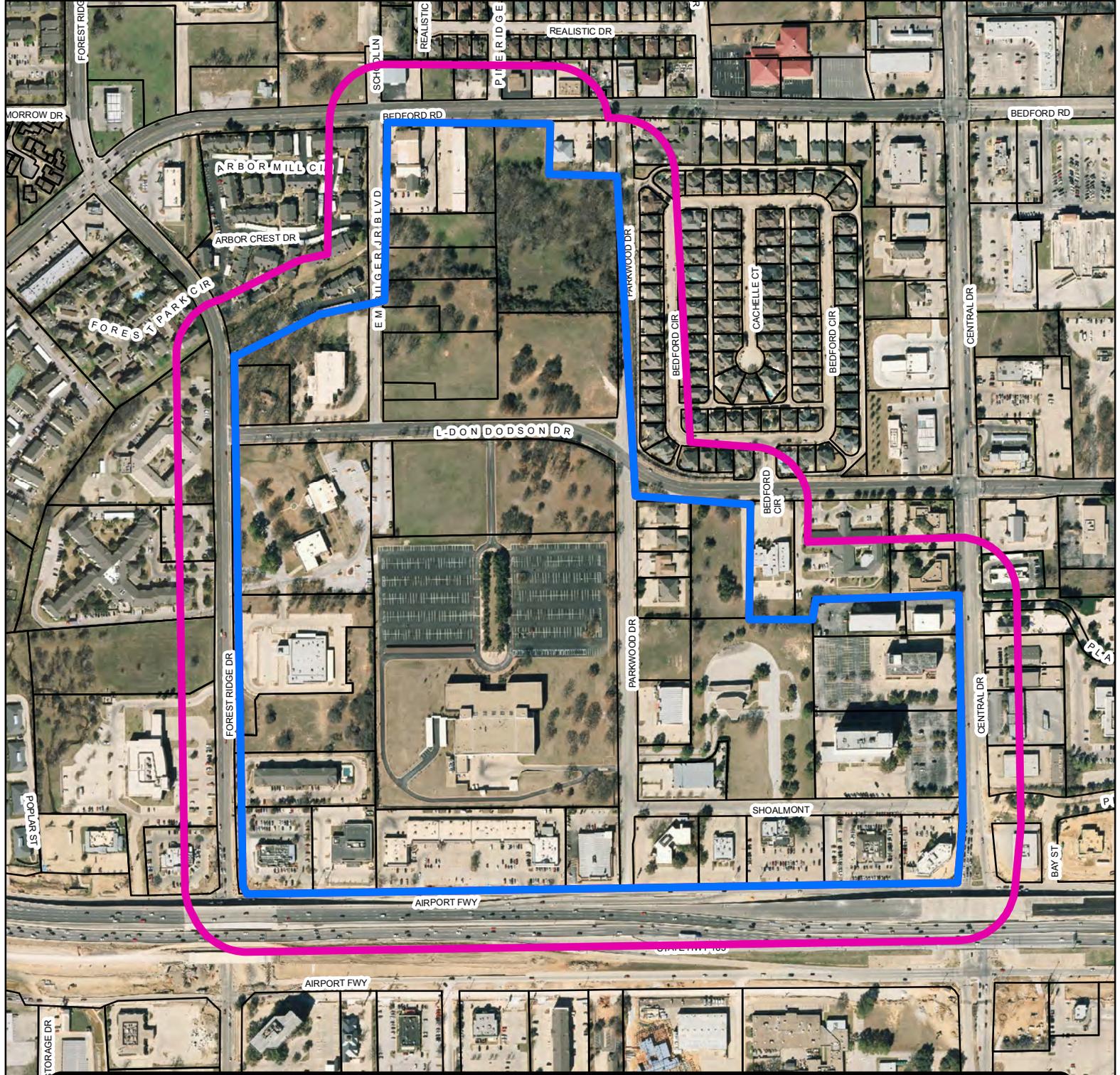
These plantings may be placed in Civic/Open Spaces or used to meet the private landscaping requirements of the Code. The applicant shall select drought tolerant, low maintenance, and adaptable shrubs and ground cover based on the placement on the site subject to approval by the City.

Z-271 Bedford Commons Proposed Zoning (PUD) Planned Unit Development



Legend

 Proposed Zoning Change Area



**Hearing
Date: 5-28-2015 Z-271**

**Address: BEDFORD COMMONS
Bedford, TX 76021**

- 200 Ft Buffer
- Project Location



* NOTE: This data is to be used for graphical representation only. The accuracy is not to be taken/used as data produced for engineering purposes or by a Registered Professional Land Surveyor for the State of Texas. For this level of detail, supervision and certification of the produced data by a Registered Professional Land Surveyor for the State of Texas would have to be performed. The City of Bedford assumes no responsibility for the accuracy of said data.



CITY OF WASHINGTON
ZONING CHANGE
1877 952-2137

Z-271

**PLANNING AND ZONING COMMISSION
MEETING MINUTES OF MAY 28, 2015**

APPROVED

Commissioner Stroope gave the invocation.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was given.

APPROVAL OF MINUTES

- 1. Consider approval of the following Planning and Zoning Commission meeting minutes: May 14, 2015 regular meeting**

Motion: Commissioner Austin made a motion to approve the meeting minutes of May 14, 2015 regular meeting.

Commissioner Hall seconded the motion and the vote was as follows:

Ayes: Commissioners Culver, Sinisi, Stroope, Hall, Austin, Chairman Reese

Nays: None

Abstention: Commissioner Henning

Motion approved 6-0-1. Chairman Reese declared the May 14, 2015 meeting minutes approved.

PUBLIC HEARINGS

- 2. Public hearing and consider a request to rezone approximately 103 acres, from (R9) and (R15) Single Family Residential, (S) Service Commercial, (H) Heavy Commercial, (MHC) Master Highway Corridor, to (PUD) Planned Unit Development for the Bedford Commons Zoning District. The area is generally bound by Forest Ridge Drive to the West, Bedford Road to the North, Central Drive to the East, and Airport Freeway to the South. (Z-271)**

Chairman Reese recognized Emilio Sanchez, Planning Manager, who reviewed the continued zoning case Z-271, which was tabled at the March 12, 2015 meeting for the meeting of May 28, 2015.

Brad Lonberger, representative from Gateway Planning, the consultant working with city staff on case Z-271, was introduced.

The public hearing was already opened as of the March 12, Planning & Zoning Commission meeting.

Patricia Nolan, spoke in support of the commission's efforts in revising the design standards. Nolan also asked questions in regard to the acreage.

Commissioner Henning said that apartment homes are only permitted with the Highway Mixed-Use area along the highway under the Bedford Commons plan. Multi-family dwellings/apartments and condominiums are permitted in the civic areas.

Mark Peters spoke in opposition of the addition of rental property and expressed concern about floodplain in the area.

Lisa Castle expressed favorability for single-family homes in the Bedford Commons area.

**PLANNING AND ZONING COMMISSION
MEETING MINUTES OF MAY 28, 2015**

APPROVED

There will be no administrative approval for Bedford Commons, each plan will require two public hearings, one with City Council and Planning & Zoning Commission, respectively.

Ron Heibarger expressed concern regarding his property located in the Bedford Commons area.

Michael Davis spoke regarding the commission putting the power to approve back into the Commission's hands.

Motion: Commissioner Culver made a motion to approve Zoning Case Z-271 with the stipulation that the changes cited in Work Session be made to include: Public hearings mentioned in the document following Planning & Zoning Commission meetings as well as City Council meetings; changing the open/green space from 10% to 15%.

Commissioner Henning seconded the motion and the vote was as follows:

Motion approved 7-0. Chairman Reese recommended approval of zoning case Z-271.

- 3. Public hearing and consider a request to rezone Lot A, Block 10, Bedford Heights Addition, located at 926 Simpson Terrace, Bedford, Texas from Planned Unit Development (PUD) to Amended Planned Unit Development (PUD), allowing for the Pinnacle Group to operate a Community Home/Assisted Living Facility. The subject property is generally located south of Simpson Terrace and west of Shady Brook Drive. (Z-274)**

Chairman Reese recognized Emilio Sanchez, Planning Manager, who reviewed zoning case Z-274.

Charlesa Williams, a representative of Pinnacle Group, spoke as petitioner for the case. She is the CNA who will be caring for the patients.

The state Department of Aging and Disability regulates and oversees the activities that would occur at a community home, this includes an investigation and assessment of the property before they may perform home care.

Chairman Reese opened the public hearing at 8:21 p.m.

Patricia Nolan spoke in opposition of the case. Nolan expressed concerns about inconsistencies in the applications, distance from other community homes, the maintenance of the property and medical waste.

Janice Tilma expressed concern about the experience of Pinnacle Group running a community home, parking and children walking back from school in the area.

Elvira Rose spoke in opposition of the case because of the maintenance of the subject property.

Pam Stewell expressed concern regarding the driveway and parking.

Sarah Sebastian spoke in opposition of the case.

Joan Hogan spoke in opposition of the case.

Cris Ald spoke in opposition of the case.



CITY OF
BEDFORD

2000 Forest Ridge Drive - Bedford, TX 76021
(817)952-2100 www.bedfordtx.gov

June 4, 2015

PLEASE DELIVER TO:

Legal Publications
Attn: Christine Lopez
Fort Worth Star-Telegram
400 West 7th Street
Fort Worth, TX 76102

SENT VIA E-MAIL: clopez@star-telegram.com on Friday, June 5, 2015.

FROM:

City of Bedford
Emilio Sanchez, Planning Manager

Dear Christine,

Please publish the following in "Legal Notices" on Monday, June 8, 2015.

MESSAGE:

**CITY OF BEDFORD
PUBLIC HEARING**

The City of Bedford City Council gives notice of a public hearing on Tuesday, June 23, 2015, at 6:30 p.m. at City Hall, Council Chamber, 2000 Forest Ridge Drive, Building A, Bedford, Texas:

Public hearing and consider an ordinance to rezone approximately 103 acres, from (R9) and (R15) Single Family Residential, (S) Service Commercial, (H) Heavy Commercial, (MHC) Master Highway Corridor, to (PUD) Planned Unit Development for the Bedford Commons Zoning District. The area is generally bound by Forest Ridge Drive to the west, Bedford Road to the north, Central Drive to the east, and Airport Freeway to the south. (Z-271)

All interested citizens will be given the opportunity to speak and be heard.



Council Agenda Background

PRESENTER: Jeanne Green, Community Services Supervisor

DATE: 06/23/15

Council Mission Area: Encourage citizen involvement.

ITEM:

Consider a resolution authorizing the Interim City Manager to enter into a Letter of Agreement with Big Frog Custom T-Shirts & More for fundraising assistance benefitting the Bedford Animal Shelter.

City Attorney Review: Yes

City Manager Review: _____

DISCUSSION:

The City of Bedford Emerging Leaders Program (ELP) Class II created their capstone project to benefit the Bedford Animal Shelter. In order to fund the changes desired, class members designed and sold t-shirts. The initial printing of the t-shirts were completely sold out and a second printing was ordered. The ELP class used the funds to address the institutional appearance of the Shelter lobby, creating a warm and inviting area for visitors to meet with adoptable pets.

While the efforts of the ELP class greatly improved the interior appearance of the Shelter, class members would like to create an opportunity for an on-going, passive fundraiser to continue to benefit the Shelter. The class discussed this possibility with a t-shirt vendor, Michael Neal of Big Frog Custom T-Shirts & More. Mr. Neal has agreed to allow the City to place a link on the Animal Shelter website to facilitate t-shirt orders directly. The order form would be branded with the City Logo and would have no marketing for Big Frog. The only identification of the vendor would be on the payment charge. Jeanne Green, Community Services Supervisor at the Library and ELP Class II participant, will coordinate the delivery of the ordered shirts. Mr. Neal has agreed to donate \$3.00 per shirt sold to the Animal Shelter, which the ELP class would like to have used for further enhancements to the “meet and greet” experience.

The agreement will be in affect from June 23, 2015 through June 23, 2016. The designer of the t-shirt, Patrice Kleypas, has signed over the rights to the design.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to enter into a Letter of Agreement with Big Frog Custom T-Shirts & More for fundraising assistance benefitting the Bedford Animal Shelter.

FISCAL IMPACT:

\$3.00 per t-shirt sold

ATTACHMENTS:

Resolution
Letter of Agreement
Design Rights
Photo of T-Shirt

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO A LETTER OF AGREEMENT WITH BIG FROG CUSTOM T-SHIRTS & MORE FOR FUNDRAISING ASSISTANCE BENEFITTING THE BEDFORD ANIMAL SHELTER.

WHEREAS, the City of Bedford Emerging Leaders Program (ELP) Class II selected the Bedford Animal Shelter as its capstone project; and,

WHEREAS, the ELP class raised funds for their project through the sale of a specially designed t-shirt; and,

WHEREAS, Big Frog Custom T-Shirts & More has agreed to allow sales of the t-shirts with a \$3.00 donation per shirt provided to the City of Bedford to benefit the Animal Shelter.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the Interim City Manager is authorized to enter into a Letter of Agreement with Big Frog Custom T-Shirts & More for fundraising assistance benefitting the Bedford Animal Shelter.

SECTION 3. That the terms of the agreement are June 23, 2015 through June 23, 2016.

PRESENTED AND PASSED on this 23rd day of June, 2015, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney

LETTER OF AGREEMENT

Big Frog Custom T-Shirts & More (Michael Neal)
2720 SH 121, #300
Eules, TX 76039

City of Bedford
2000 Forest Ridge Dr.
Bedford, TX 76021

To Whom It May Concern:

The following instrument shall summarize the Agreement in accordance with our previous discussions. There are no prior agreements or negations that preceded this agreement.

As per our conversation, the mutually agreed upon terms are as follows:

TOPIC OF AGREEMENT

Big Frog Custom T-Shirts & More agrees to provide to the City of Bedford Public Library \$3 for every T-Shirt sold through the Furr-Ever Homes t-shirt website. Big Frog will create the website which will be branded as the City of Bedford. The only time the Big Frog business name might be displayed is after the order is approved in a pay-pal manner. A link from the Animal Shelter website will connect to the T-Shirt sales website. Big Frog will provide the URL for the T-Shirt website to the City of Bedford. Big Frog will also incorporate a link to the Animal Shelter website from the T-Shirt sales website. Big Frog will notify Jeanne Green of the T-Shirt sales as they are received and Jeanne Green's office at the Bedford Public Library will be the pick-up point for the shirts. Jeanne Green will also have administrative rights to the Furr-Ever Homes T-Shirt sales website.

Big Frog will pay the \$3 per shirt sold fee to the City of Bedford twice a month for the term of the fundraiser.

There will be no cost to the City of Bedford for the website or the T-Shirt sales.

TERMS OF AGREEMENT

The aforementioned non-exclusive Agreement will become effective on June 23, 2015, and shall remain in effect until June 23, 2016. The aforementioned Agreement shall remain in effect until such time of the expiration date of the agreed upon termination, unless otherwise agreed upon by mutual agreement in writing by both parties.

ACT OF GOD/FORCE OF NATURE

Neither party shall be considered in default or in breach of contract hereunder nor be held liable for any failure to perform or for any delay in performance of any provisions related to this Letter of Agreement when such failure or delay to perform should be triggered by any act or force of nature beyond either party's control. Such acts or force of nature would include, but are not limited to, Act of God (tornado, hurricane, lightning strike, etc.), fire, flood, hostilities, war, striking, or governmental restrictions, provided that whosoever declares an ACT of GOD or Force of Nature shall then provide prompt written

notice to the other party to this Agreement of the commencement of the circumstance, the nature of the delay or failure, and when the condition will terminate/cease. Should such performance become interrupted by any such act as mentioned above, every reasonable effort shall be made to resume full performance of the Letter of Agreement as promptly as possible.

NOTICE

Both parties hereby acknowledge and agree that any notices provided in connection with this agreement, shall be made in writing by registered or certified mail, with return receipt requested.

ENTIRETY OF AGREEMENT

There are no other representations, terms, conditions, warranties, or agreements, either oral or written, with respect to this Letter of Agreement made between both parties. As such, no changes shall be made except in writing and thus executed by both parties.

PREVAILING LAW

The entirety of this Letter of Agreement shall be governed in accordance with the prevailing laws of the State of Texas. Every major aspect and provision of this Agreement shall be construed in such a manner that shall render this an effective and valid legal instrument under current applicable law. Should any part of this Agreement be deemed ineffective or unenforceable under applicable law, only that specific provision shall be invalid and unenforceable, without affecting or invalidating any of the remaining provisions contained within this Letter of Agreement.

LEGAL REMEDIES

Should either party seek legal remedy to enforce or interpret any of the provisions contained with this Letter of Agreement, the prevailing party shall be entitled to reasonable attorney fees, in conjunction with any other relief deemed appropriate by the court to which the party may be entitled.

TERMINATION

Both parties shall have the right, at any time, provided written notice is given, to terminate this Letter of Agreement, whereas all rights shall immediately return to the originator of said Letter of Agreement without prejudice to money that may be due or become due upon the occurrence of any of the following;

- (a) Any violation of the terms of this Letter of Agreement, by either party;
- (b) Death or disability of either party during the term of this agreement, or;
- (c) Either parties' inability to perform in accordance with this Letter of Agreement.

TITLES AND SUBTITLES

Any titles or subtitles contained or used in connection with this Letter of Agreement have been provided for ease and convenience of use only and shall not be used to construe any other meaning or intent.

By the signing of this Letter of Agreement, both parties acknowledge and agree, with full understanding as to the accuracy of the contents herein, and with the terms agreed upon during negotiations.

Big Frog Custom T-Shirts & More
(Company Name- Originator)

(Signature of Duly Authorized Representative)

Michael Neal
2720 SH121, #300
Euless, TX 76022

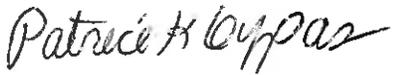
Accepted and agreed on _____

Roger Gibson, Interim City Manager
City of Bedford
2000 Forest Ridge Dr.
Bedford, TX 76021

June 12, 2015

I Patrice Kleypas of [REDACTED] on this 12th June 2015, do hereby relinquish all rights to the design and images created on my home computer for the Animal Shelter t-shirts. The image of the dog and cat are from Microsoft free clip art and are not subject to copy right infringements. The design "Furr-Ever-Home, B-A-Hero, Save-A-Life, City of Bedford Animal Shelter" will become property of the City of Bedford, Texas.

Patrice Kleypas

A handwritten signature in cursive script that reads "Patrice Kleypas".

FURR-EVER-HOME



B-A-HERO

SAVE-A-LIFE

CITY OF BEDFORD ANIMAL SHELTER



B-A-HERO
SAVE-A-LIFE

CITY OF BEDFORD ANIMAL SHELTER
bedfordtx.gov/news/donations.htm



CITY OF BEDFORD
ESTABLISHED 1856



Council Agenda Background

PRESENTER: Charles Carlisle, Fleet & Facility Services Manager **DATE:** 06/23/15

Council Mission Area: Support and develop arts and culture in Bedford

ITEM:

Consider a resolution authorizing the Interim City Manager to enter into a contract with Harrison, Walker & Harper in the amount of \$43,000 to repair and seal the brick and mortar at the Old Bedford School.

City Attorney Review: Yes

City Manager Review: _____

DISCUSSION:

The Old Bedford School is celebrating its centennial birthday this year and is in need of some cosmetic repairs. The mortar between the bricks has deteriorated and is in need of a repair process known as “tuckpointing.” Tuckpointing is a process of repairing mortar joints in stone or brick masonry walls. The process begins with the removal of the damaged material by grinding or raking-out the old mortar to a certain depth and replacing it with new mortar.

Mortar joints play a significant role in the structural integrity of the building. Mortar not only binds the bricks together, it bears the compressive weight of the wall and keeps water from infiltrating the interior of the wall itself. Mortar is also the weak link in the wall system, if water is allowed to penetrate the mortar and into the wall, brick failure may occur in the form of cracking or delaminating.

The Interlocal Purchasing System (TIPS/TAPS) is part of the State Buy Board. A TIPS/TAPS contractor has reviewed the building and determined that 20 percent of the mortar joints need to be removed and replaced. The project involves approximately 1,500 square feet of brick face. The State allows for cities to use TIPS/TAPS costs to determine the cost of joint repair based on contractor’s estimates. Council approved the use of TIPS/TAPS.

The contractor is responsible for inspecting all brick and mortar on the building to ensure structural stability. All loose mortar will be ground out and replaced with new. Once the mortar has dried, the building will be power washed and a waterproofing agent will be applied to the exterior of the building.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to enter into a contract with Harrison, Walker & Harper in the amount of \$43,000 to repair and seal the brick and mortar at the Old Bedford School.

<u>FISCAL IMPACT:</u>		<u>ATTACHMENTS:</u>
FY 2014-15 Tourism Fund:	\$42,544	Resolution Proposal
Contract Amount:	<u>\$43,000</u>	
Difference:	(\$456)	

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO A CONTRACT WITH HARRISON, WALKER & HARPER IN THE AMOUNT OF \$43,000 TO REPAIR AND SEAL THE BRICK AND MORTAR AT THE OLD BEDFORD SCHOOL.

WHEREAS, the City Council of Bedford, Texas has determined that repairing and waterproofing the mortar joints in the masonry walls at the Old Bedford School will help support and develop arts and culture; and,

WHEREAS, the City Council of Bedford, Texas recognizes the importance of providing these improvements to protect the vitality of neighborhoods.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the City Council does hereby authorize the Interim City Manager to enter into a contract with Harrison, Walker & Harper in the amount of \$43,000 to repair and seal the brick and mortar at the Old Bedford School.

PRESENTED AND PASSED this 23rd day of June 2015, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney

HARRISON

WALKER &

HARPER

Builders Since 1887
2510 South Church Street
Paris, Texas 75460
903-785-1653
1-800-442-TEAM
Fax 903-784-1471
<http://www.webuild-hwh.com>

April 28, 2015

Mr. Charles Carlisle
Risk / Contractual Services Manager
City of Bedford
Bedford, TX 76021

Re: Tuck Pointing and Sealing
Old Bedford School
Bedford, TX

Dear Charles,

Thank you for the opportunity to submit budget pricing for the tuck pointing and sealing project located at the Old Bedford School. The scope is outlined below.

Scope of Work:

- Inspect all brick on building to ensure structural stability; any loose bricks will be repaired.
- Grind out all loose mortar and replace with new
- Power wash building after mortar has dried.
- Cover all windows and doors and apply waterproofing
- Proposal is for original building only. No work is included on the addition.

Total Cost: \$43,000.00

Clarifications:

- Project is budgeted to be run through TIPS.

Exclusions:

- Sales Tax
- Permit
- ADA compliance

Should you have any questions or require additional information, please call.

Best regards,

Randall Stanley
Project Manager



Council Agenda Background

PRESENTER: Thomas L. Hoover, P.E.
Public Works Director

DATE: 06/23/15

Council Mission Area: Protect the vitality of neighborhoods.

ITEM:

Consider a resolution authorizing the Interim City Manager to adopt the 2015 Integrated Mosquito Management Program to provide guidelines that the City uses in combating mosquitoes.

City Attorney Review: Yes

City Manager Review: _____

DISCUSSION:

West Nile Virus (WNV) was first identified in the United States in 1999 in New York City. It took several years for the virus to get Texas as the mosquitoes migrated west. The Centers for Disease Control (CDC) recommended Tarrant County begin the mosquito surveillance program in 2002 after blue jays and crows were found to have tested positive for WNV. During the early years, large populations of those species of birds perished as a result of WNV.

The City Bedford has participated in the Tarrant County Health Department's Mosquito Program since its inception. The first year, mosquitoes were trapped in resting traps inside storm drains and sent to a lab outside of Tarrant County. The first positive mosquito trapped in Bedford was confirmed on July 24, 2002. The next year, Tarrant County Health received grant funding to set up a lab and provide mosquito traps and testing to area cities. They began providing Gambusia affinis, also known as mosquito fish, to help keep the mosquito population down. Public Works crews worked diligently larviciding creeks and drainage channels to help combat mosquitoes.

For the next twelve years, each time the City received notice of a positive mosquito sample for WNV, Public Works crews put out door-hangers to inform the citizens that a mosquito pool tested positive for WNV. The door-hangers provided information recommended from Tarrant County for residents to take to protect themselves against WNV. Through the years, the program has evolved to provide more public education and better methods of combating mosquitoes. The door-hangers have been enhanced to include telephone call notification using Blackboard Connect.

In 2013, the City executed an Interlocal Agreement with Tarrant County that allows the City to utilize the County contract for abatement response operations such as ground fogging and aerial spraying, which would be the last step in the mosquito surveillance plan. The City currently has five staff members with Vector Licenses that can utilize backpack blowers to spray adulticide when warranted.

Staff now recommends the adoption of a formal policy to outline the City's objectives and guidelines for the mosquito program that have been implemented in recent years. This program would be tailored and flexible in accordance with the level of mosquito-borne illnesses, which would include positive mosquito pools and human cases.

The objective of the Integrated Mosquito Management Program includes, but is not limited to:

- Provide guidelines and information on mosquito populations, prevalence of diseases and control strategies.
- Provide a systematic approach for utilizing mosquito sampling and human disease data to establish risk levels.
- Establish actions that will be undertaken for each risk level.

- Establish the escalation and de-escalation between levels.
- Establish larviciding and adulticiding policy.
- Provide for consultation with subject matter experts.
- Formalize the public notification procedures.
- Maintain compliance with Environmental Protection Agency (EPA) and Tarrant County Health guidelines.

The control measures for the Integrated Mosquito Management Program include, but are not limited to:

- Public Education and Role of the Residents
- Mosquito Surveillance
- Mosquito Control Strategies
 - Source Reduction
 - Larvicide
 - Adulticide
 - Gambusia Minnows
 - Bacterium/Oils

If approved, staff would have clear and concise guidelines for proactive measures in fighting mosquito-borne illnesses. These guidelines would be available on the website to inform the public about the City's initiatives in combating mosquitoes.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to adopt the 2015 Integrated Mosquito Management Program to provide guidelines that the City uses in combating mosquitoes.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Resolution
 Integrated Mosquito Management Program
 Tarrant County Arbovirus Surveillance Update
 Area City Survey

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO ADOPT THE 2015 INTEGRATED MOSQUITO MANAGEMENT PROGRAM TO PROVIDE GUIDELINES THAT THE CITY USES IN COMBATING MOSQUITOES.

WHEREAS, the City Council of Bedford, Texas has determined that the adoption of a comprehensive Integrated Mosquito Management Program will enhance the City's current mosquito management program for the health and safety of its citizens.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the City Council does hereby authorize the Interim City Manager to adopt the 2015 Integrated Mosquito Management Program.

PRESENTED AND PASSED this 23rd day of June 2015, by a vote of ___ ayes, ___ nays, and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Griffin, Mayor

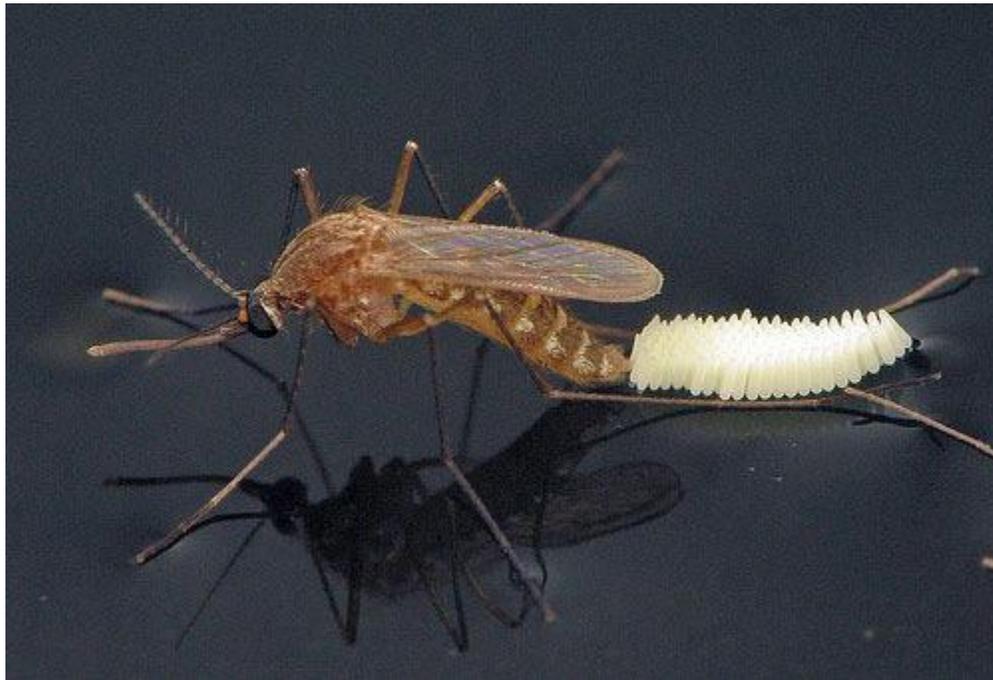
ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney

2015
Integrated Mosquito Management
Program
City of Bedford



Administered by the City of Bedford Public Works Department

Contents

- 1.....Introduction
- 2.....Objectives
- 3.....West Nile Virus (WNV)
- 4.....City of Bedford Plan for Mosquito Surveillance and Control Measures
- 5.....Public Education & Role of Residents
- 6.....Surveillance
- 7.....Mosquito Control Strategies
- 8.....Risk Levels and Response
- 8.....Low Risk Level
- 9.....Medium Risk Level
- 10.....High Risk Level
- 11.....Contact Information

INTRODUCTION

Mosquitoes are insects that belong to the order Diptera, or True Flies. Female mosquitoes have modified mouthparts that form a long piercing-sucking proboscis, while male mosquitoes have mouthparts that are incapable of piercing skin. There are over 2,500 different species of mosquitoes that have been identified throughout the world, with approximately 150 species occurring in the United States. The Texas Department of Health estimates there are approximately 82-84 mosquito species in the State of Texas, although only about 12 of these mosquito species have been implicated in the transmission of serious diseases. Only a small percentage of the known mosquito species are considered to carry the West Nile Virus.

Mosquitoes typically need still, stagnant water that is isolated from fish or other small predators to complete their metamorphosis from egg to adult. Larval habitats can range from marshes, freshwater wetlands, and tree holes to human-made structures like catchments, gutters, and discarded tires. Not all species of mosquitoes feed on humans and other mammals. Many species feed mostly on birds, amphibians, or reptiles. Mosquitoes may be controlled through a variety of different physical, chemical, and biological methods. Physical methods usually involve source reduction, which is simply the physical removal of mosquito breeding habitats. Biological measures mainly center on the use of bacteria that kill mosquito larvae or the use of natural mosquito predators. Chemical treatment typically involves the application of pesticides to attempt to control adult mosquito populations.

Today, communities are developing locally tailored mosquito control programs that may be scaled to adapt to changing conditions. For many areas, this means providing the basic level of protection by monitoring mosquito movement, population size, and infection rates. Just as one keeps an eye on the checkbook to prevent overdrafts, or track hurricanes to avoid weather disasters, knowing how many and what kinds of mosquitoes are in the area helps communities respond more effectively when threatened, especially in the aftermath of flooding and clean-up activities.

Because regions vary in geography and climate, and because each community's economy is supported by different industries, the need for mosquito control is a local matter. In fact, the type of mosquito control program a community needs may change over time. This means a community needs a program that is tailored and flexible.

OBJECTIVES

The City of Bedford's Integrated Mosquito Management Program was developed to meet several objectives including, but not limited to:

- Provide guidelines and information on mosquito populations, prevalence of diseases, and control strategies
- Provide a systematic approach for utilizing mosquito sampling and human disease data to establish Risk Levels
- Establish actions that will be undertaken for each risk level
- Establish the escalation and de-escalation between risk levels
- Establish an adulticiding policy
- Provide for the consultation with subject matter experts
- Formalize the public notification procedures
- Maintain with Environmental Protection Agency (EPA) and Tarrant County Health Guidelines

WEST NILE VIRUS (WNV)

West Nile Virus is a mosquito-borne illness. Up to 80 percent of people infected with WNV will have no symptoms and will recover on their own; however, some cases can cause serious illness or even death. People over 50 and those with weakened immune systems are at a higher risk of becoming ill, if they become infected with the virus.

The relatively rapid spread of WNV and the increase in disease incidence indicates that WNV is permanently established in the United States. It is likely that the virus survives the winter either within birds that remain in the area or possibly within mosquitoes that survive the winter in the adult stage. When spring returns, the virus re-emerges within the birds and is readily passed to early season mosquitoes.

As mosquito populations increase, mosquitoes begin to feed more frequently on birds, causing an increase in the number of birds to become infected. If environmental conditions are favorable for transmission, the virus will amplify to a theoretical point of spillover. At the point of spillover, transmission to humans becomes more likely, unless a mosquito control program is implemented.

CITY OF BEDFORD PLAN FOR MOSQUITO SURVEILLANCE AND CONTROL MEASURES

The risk of mosquito-borne diseases depends on the size of mosquito populations and the incidence rate of disease. Collecting information on adult mosquito populations is very important for both targeting control measures and gauging the potential for disease outbreak.

In 2003, the City of Bedford, along with other cities in the County, joined the Tarrant County Public Health Mosquito Surveillance Program. The Program's main objective is collecting adult mosquitoes through the use of gravid traps. Captured mosquitoes are sent to the Tarrant County Public Health Department lab for testing. Each sample, or pool, will consist of mosquitoes that are collected at a single collection site. The information obtained from these surveillance efforts will be used to map mosquito populations, provide public information, and determine the incidence of WNV or other viruses tested, as determined by Tarrant County Health.

An effective surveillance and control program should therefore allow analysts to detect the presence of WNV and of other mosquito-borne viruses during the amplification phase. In 2013, the City executed an Interlocal Agreement with Tarrant County that allows the City to utilize County contracts for abatement response operations such as ground fogging and aerial spraying.

The City of Bedford's Integrated Mosquito Management Program consists of the following control measures.

- Public Education and Role of the Residents
- Mosquito Surveillance
- Mosquito Control Strategies
 - Source Reduction
 - Larvicide
 - Adulticide
 - Gambusia Minnows
 - Bacterium/Oils

Public Education & Role of Residents

Residents can play an important role in reducing the number of adult mosquitoes by eliminating standing water that may support the development of mosquito larva and pupae. For example, residents can do some of the following:

- Proper disposal of discarded tires, cans, and buckets.
- Maintain pools correctly, unclog blocked gutters and drains, dump water from bird baths and pet dishes at least every two to three days.
- Ensure that air conditioning condensation is not pooling for several days and control irrigation so that standing water is not produced.



Surveillance

The surveillance of mosquitoes will be done by way of trapping and testing the trapped samples. The overall goal of mosquito surveillance is to:

- Assess the threat of human disease
- Determine the geographical areas of highest risk
- Determine the need for intervention events and the timing of these events
- Identify larval habitats that are in need of targeted control
- Monitor the effectiveness of control measures
- Develop a better understanding of transmission cycles and potential vector species



Mosquito Control Strategies

The primary objective of mosquito control is to decrease the risk of mosquito-borne human diseases. This objective should be accomplished by:

- **Source Reduction** is a viable means of control, both by residents and on municipal properties, including actions for stagnant water located on private property.
- **Larvicide:** There are many ways to combat larvae. Biological methods (fish/bacteria/etc) and chemical sprays are commonly recommended. Larvicide activities are feasible, practical, and likely to be effective.
- **Adulticiding:** If warranted, implement adult mosquito control measures through the use of barrier treatments and with ULV backpack sprayers. Adulticiding means reduction of adult mosquitoes; it can have immediate impact and is used as a method to control large surges in adult populations, especially in disease outbreak situations. The City of Bedford utilizes Permethrin and staff are licensed for application of pesticides.
- **Fish:** *Gambusia affinis*, also known as the mosquito fish, are native to many Texas streams and rivers. Their diet consists mainly of mosquito larvae. This makes them great to use for mosquito control purposes because they are natural and sustainable.
- **Bacteria:** Spinosad is a pesticide made from modified compounds from another soil bacterium, *Sacchropolyspora spinosa*. These compounds bind to receptors and disrupt the neurotransmitter acetylcholine, acting to paralyze the insect. In this way, it is comparable to organophosphates, but is a very low risk to other wildlife and non-target arthropods.
- **Oils:** Oils can be dispersed over the surface of the water to prevent mosquito larvae and pupae from breathing. Mosquito larvae and pupae do not have gills, but must access air through a breathing apparatus. Since oils do not need to be ingested, this is a good choice to kill later instar larvae and pupae that do not ingest food.
- Promoting the use of personal mosquito protection measures, especially for the elderly and those individuals with compromised immune systems, through public education and outreach.
- Providing public information so that citizens are informed about the current risk levels, which trigger specific measures in areas of the City where WNV has been located, and what can be done by the public to help reduce risks.
- With the recommendation of the City Manager, Mayor and the City Council, truck mounted fogging will begin upon high risk levels being reached.

Risk Levels and Response

The City of Bedford will operate the Integrated Mosquito Management Program under three different risk levels. The risk levels and the actions taken by the City are described below.



LOW RISK LEVEL

Probability of human outbreak is low, subnormal to normal mosquito activity is observed, and no evidence of WNV in the immediate area.

Public Education – The City of Bedford will conduct abatement mosquito operations, such as providing printed materials (brochures, flyers about mosquito habitat reduction), provide property inspections by request to help identify mosquito breeding habitats on individual properties, and publicize information about avoiding mosquito bites and encourage larviciding by residents using *Baillus Thuringiensis Israelensis* (BTI) and other low toxicity products.

Larvicide – The City of Bedford will larvicide within public right-of-way areas and City-owned properties containing stagnant water with mosquito larvae, using low toxicity materials such as Vectolex granules, Natular tablets and granules and Cocobear larvicide oil. This operation will be done during mosquito season (as directed by Tarrant County Public Health).

Surveillance – The City of Bedford will set up five traps each week, four in static locations and one roving trap alternating throughout the City. The City then submits the weekly samples to Tarrant County Public Health Department for testing. The City also participates in off-season trapping.

MEDIUM RISK LEVEL

WNV has been detected in trapped mosquitoes, probability of human outbreak is increasing, and normal to above normal mosquito activity is observed. All activities at the Low Risk Level will continue and the following additional actions will take place at this level.



Notification – Citizens and property owners will be immediately notified of the detection of WNV in trapped mosquitoes by an outreach notification system within at least a ¼ mile radius of the positive site.

Mosquito Control Strategy – Immediately upon receiving notification of a positive sample, the test site and surrounding area will be inspected and treated with low toxicity materials such as Vectolex, Natular granules or tablets. Barrier treatments will be conducted on creek banks and City parks.

Monitoring – Public Works staff will prepare and distribute a weekly status report of mosquito activity and program functions to the City Manager’s Office.

Targeted Application of Adulticides – In a situation where a single test site has had three positive samples in a row, targeted application of adulticides by barrier treatment will be required. This will take place in the creek channels and City parks twice a month at the positive location and enhance mosquito inspection within a half mile. Once the test site tests negative for two straight weeks, ULV fogging applications will cease.

HIGH RISK LEVEL

Confirmed human case has occurred within the jurisdiction. Multiple static trap sites have tested positive for WNV. All activities at the Medium Risk Level will continue, and additional actions will be required by City staff.



Notification – Citizens will be immediately notified of the detection of WNV human case and information on the infected area will be posted on the City’s website so that citizens can take extra precautions to avoid being bitten.

Site-specific investigation – The City of Bedford will conduct an area inspection within a ½ mile radius of the mosquito sampling site that tested positive nearest the human case, in order to identify locations in need of mosquito source or habitat reduction. The survey will include all areas that are visible from public property and will not involve City staff entering private property. If obvious sources of mosquito breeding environments are found, Public Works and Code Compliance staff will notify the property owners of the situation and direct action be taken to eliminate the source(s). Obvious sources of mosquito breeding environments include, but are not limited to, tires, open containers, buckets, plant pots, wading pools, and overhead roof drains.

Adulticiding – If City staff determines that fogging is needed, the Director of Public Works will recommend to the City Manager to start the fogging process. Mobilization will take effect and be completed during a two day period with the use of an ATV mounted with a ULV backpack fogger. Fogging operations will take place in City parks, City creek banks and streets within a quarter mile of the positive human case reported by Tarrant County Health Department. In order to be effective, adulticiding will be combined with larviciding and public notification.

Contact Information

City of Bedford Environmental Supervisor (817)952-2258

City of Bedford Public Works Main Office (817)952-2200

Tarrant County Public Health Department (817)884-1111

The Tarrant County Public Health Department (TCPH) website is a good source of educational materials and contains frequently asked questions.

<http://access.tarrantcounty.com/en/public-health.html>

Center for Disease Control and Prevention WNV information.

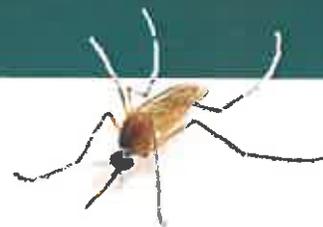
<http://www.cdc.gov/westnile/>



Arbovirus Surveillance Update: May 31 - June 6, 2015

Tarrant County Public Health

MMWR Week 22 (May 31 – June 6, 2015)
Report Date: June 9, 2015



- A total of 1,224 mosquito pools have been submitted to North Texas Regional Laboratory (NTRL) at Tarrant County Public Health (TCPH) in 2015; One pool has tested positive for WNV (Richland Hills); All pools tested negative for SLEV.
- To date in 2015 there has been 1 imported human CHIKV case, 1 imported human DENV case, no SLEV cases, and no WNV cases reported in Tarrant County.
- More information can be found at: [Tarrant County Mosquito-Borne Illness](#)

CHIKV-Chikungunya Virus; DENV-Dengue Virus; SLEV-St. Louis Encephalitis Virus; WNV-West Nile Virus

Table 1. WNV activity summary, Tarrant County, Weeks 18-22, 2015

Week	May 3 - May 9	May 10 - May 16	May 17 - May 23	May 24 - May 30	May 31 - Jun 6	YTD
MMWR Week	18	19	20	21	22	
Total traps placed in Tarrant County	125	140	146	144	123	1,119
Average number of female <i>Culex</i> species per trap	34.7	46.7	32.6	27.1	198.5	68.1
Average number of female <i>Cx. quinquefasciatus</i> per trap	6.1	10.3	22.2	18.2	184.6	29.4
Number of mosquito pools tested ¹	126	120	152	167	181	1,224
Number of positive mosquito pools (NTRL; Non-NTRL) ²	0;0	0;0	0;0	1;0	0;0	1;0
Confirmed WNV human cases (WNF; WNND) ³	0;0	0;0	0;0	0;0	0;0	0;0
Presumptive WNV viremic blood donors	0	0	0	0	0	0
WNV infection rate per 1,000 <i>Cx. quinquefasciatus</i> ⁴	0.00	0.00	0.00	0.42	0.00	
Weekly vector index ⁵	0.000	0.000	0.000	0.008	0.000	

¹ Based on lab testing date; ² Based on mosquito collection date; NTRL = North Texas Regional Laboratory

³ Based on onset of illness date for cases reported to Tarrant County Public Health; WNF=West Nile Fever; WNND = West Nile Neuroinvasive Disease

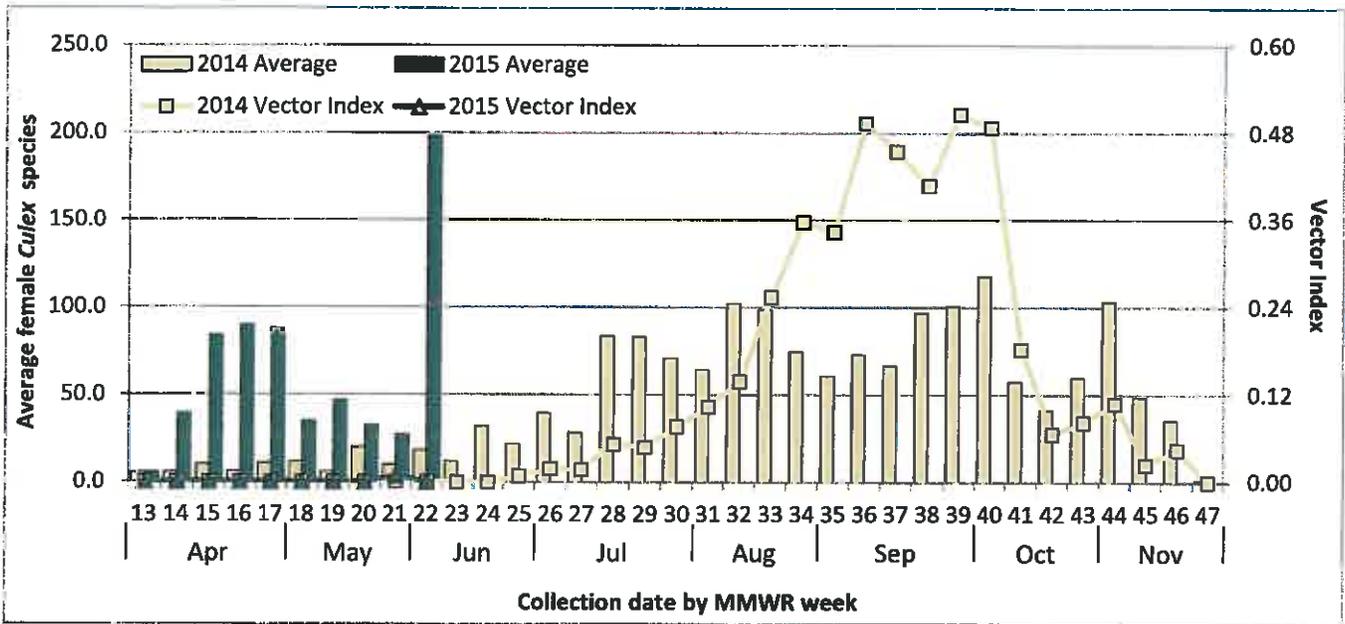
⁴ Calculated using a Maximum Likelihood Estimation (MLE). Biggerstaff, Brad J. PooledInfRate, Version 4.0: a Microsoft® Office Excel® Add-In to compute prevalence estimates from pooled samples. Centers for Disease Control and Prevention, Fort Collins, CO, U.S.A., 2009

⁵ Vector Index is a measure of infectivity accounting for vector species composition, vector species population density, and proportion of vector population infected with WNV

Note: Infection rate and vector index calculations do not include positive pools from Non-NTRL laboratories; Data subject to change due to on-going case investigations, mosquito collection, and testing

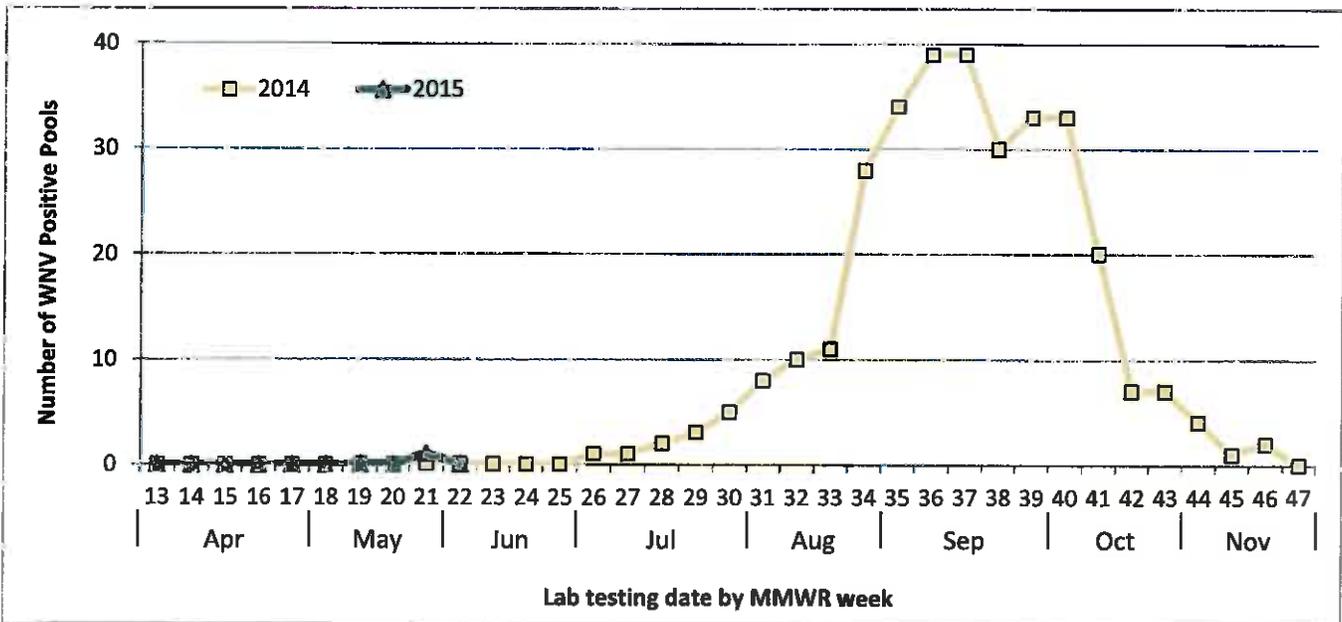
Data source: Tarrant County Public Health

Figure 1. Average number of female *Culex* species per trap and vector index, Tarrant County, 2014-2015



Data source: Tarrant County Public Health

Figure 2. Number of WNV positive mosquito pools by lab testing date, North Texas Regional Laboratory, 2014-2015



Data source: Tarrant County Public Health

Table 2. State-wide arbovirus season activity as reported by Texas DSHS on June 9, 2015

North Texas Counties	WNV		CHIKV*		DENV*		SLEV	
	Positive Mosquito Pools	Human Cases	Positive Mosquito Pools	Human Cases	Positive Mosquito Pools	Human Cases	Positive Mosquito Pools	Human Cases
Collin	0	0 WNF; 0 WNND	0	0	0	0	0	0
Dallas	6	0 WNF; 0 WNND	0	2	0	0	0	0
Denton	0	0 WNF; 0 WNND	0	0	0	0	0	0
Ellis	0	0 WNF; 0 WNND	0	0	0	0	0	0
Hood	0	0 WNF; 0 WNND	0	0	0	0	0	0
Hunt	0	0 WNF; 0 WNND	0	0	0	0	0	0
Johnson	0	0 WNF; 0 WNND	0	0	0	0	0	0
Kaufman	0	0 WNF; 0 WNND	0	0	0	0	0	0
Parker	0	0 WNF; 0 WNND	0	0	0	0	0	0
Rockwall	0	0 WNF; 0 WNND	0	0	0	0	0	0
Somervell	0	0 WNF; 0 WNND	0	0	0	0	0	0
Tarrant	1	0 WNF; 0 WNND	0	1	0	1	0	0
Wise	0	0 WNF; 0 WNND	0	0	0	0	0	0
North Texas Total	7	0 WNF; 0 WNND	0	3	0	1	0	0
All Texas Counties	7	0 WNF; 1 WNND	0	9	0	3	0	0

* All reported CHIKV & DENV human cases are imported

WNV - West Nile Virus; WNF - West Nile Fever; WNND - West Nile Neuroinvasive Disease; CHIKV - Chikungunya Virus; DENV - Dengue Virus; SLEV - Saint Louis Encephalitis Virus;

Data source: Texas Department of State Health Services (DSHS)

Mosquito Survey 2015

	Does the City Spray for Mosquitoes?	How is spraying determined?	What is the spraying radius?	Does the City use Larvicide?	What type of Larvicide or chemicals are used?	What technique is used to larvicide?	How often are the creekbeds treated?	Which areas are treated with Larvicide?	Is the treatment effective?	How many in a crew?	Contact	Phone
City of Colleyville	Yes	After 3 positive tests for West Nile, spraying begins	1/2 mile from positive site	Yes	BTI Donuts, BVAC Oil & Granules	Manual application	As needed basis. No regular schedule of treatment	Standing water reported by concerned residents is treated. Creekbeds and Public Right-of-ways are treated with larvicide at the request of residents.	Yes	1 staff	Kaitlin Lisenbe	(817) 503-1092
City of Hurst	Yes	Spraying is done only if a positive sample is received	1/4 mile radius around positive site. If positive results for a human contracting West Nile, there is a 1/2 mile radius.	Yes	Adulticide and Briquettes	Creeks are treated once a year. TXU Easements are treated as the need arises.	Creekbeds are treated once a year. In the Springtime, the entire City is treated (prior to 4th of July). This is a contracted process.	Public areas, pools, ponds are treated at the request of residents.	Yes	2 staff	Jerry Joslin	(817) 788-7217
City of Euless	Yes	City Management decision based on volume of calls from residents	The entire City of Euless is sprayed. If a resident requests no spray, the fogger is turned off 50 ft from the property. Signs are placed at City Parks & common areas prior to spraying.	Yes	BTI Dunks, BioMist 4X4 UVL(this is a Chrysanthemum plant based product). 4 oz application per acre.	2 Bed Mounted foggers. Begin fogging entire City on 6/14 - 6/16. Will do this every other week.	Beginning in August, creeks are treated every couple of weeks.	Ponds, creeks, lakes and drainage easements. Gambusia minnows are farmed in City ponds and transported to areas identified as concerns. BTI Dunks are not placed in City waterways.	Yes	2	James Witt & Greg Cameron	(817) 685-1580
City of Grapevine	Yes	Based on the direction of the Tarrant County Health Department	1/2 mile from positive site	Yes	BTI Donuts Only	No equipment with the City. Spraying is contracted out.	As needed basis. No regular schedule of treatment	Provides larvicide to residents, treats standing water, Stagnant pools. Creeks are treated as complaints are received from residents.	Yes		Greg Moss	(817) 410 - 3122
City of North Richland Hills	Yes	Spraying is done if a positive sample is received.	1/2 mile from positive site	yes	Natular XRT 180 and Anvil 2+2	The City has 3 sprayers for use in the Springtime. Two Road mounted and one John Deer Gator.	Creekbeds are treated once a year. In the Springtime, 10 crews of two people spray adulticide in the drainage areas.	Waterways are treated with a 180 day larvicide tablet. If mosquito counts increase, areas are sprayed. City keeps in constant communication with Tarrant County for assistance.	Yes	1 staff, but multiple departments assist during spraying	Stephanie East & Terry Ray (Public Works)	(817) 427 - 6650
City of Keller	Yes	Frist time spraying was in 2014, but only with positive test results for West Nile.	Currently 1/4 mile radius, but City is considering 1/2 mile radius for 2015.	Yes	BTI Dunks	Spraying is contracted out	Creekbeds are treated as needed and based on resident concern.	Areas of concern within the City Right-of-Way are treated as needed and based on resident concern. This includes stagnant pools, standing water and creekbeds.	Yes	1 Staff. Streets department assists as needed.	Alexa Binkman	(817) 743 - 4080



Council Agenda Background

PRESENTER: Thomas L. Hoover, P.E.
Public Works Director

DATE: 06/23/15

Council Mission Area: Protect the vitality of neighborhoods.

ITEM:

Consider a resolution authorizing the Interim City Manager to purchase 230 replacement water meters from Atlas Utility Supply Company, a sole authorized distributor of Badger Meter, Inc., in the amount of \$41,704.

City Attorney Review: Yes

City Manager Review: _____

DISCUSSION:

Currently, there are 230 non-functioning water meters that range in size from ¾” to 2”. A non-functioning water meter is lost revenue for the City, since the water being distributed to home owners and businesses is not being recorded and billed.

The City has been installing the Badger Meter Model Number BMM E Series HRE smart meter, with the anticipation of going to an automated meter reading system in the future.

Badger Meter, Inc. has supplied a letter to the City stating that Atlas Utility Supply of Fort Worth, Texas is the sole authorized distributor of Badger Meter, Inc.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to purchase 230 replacement water meters from Atlas Utility Supply Company, a sole authorized distributor of Badger Meter, Inc., in the amount of \$41,704.

FISCAL IMPACT:

Current Budget Amount:	\$62,700
Purchase Cost:	<u>\$41,704</u>
Difference:	\$20,996

ATTACHMENTS:

Resolution
Badger Sole Source Letter

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO PURCHASE 230 REPLACEMENT WATER METERS FROM ATLAS UTILITY SUPPLY COMPANY, A SOLE AUTHORIZED DISTRIBUTOR OF BADGER METER, INC., IN THE AMOUNT OF \$41,704.

WHEREAS, the City Council of the City of Bedford, Texas has determined that 230 non-functioning water meters now exist; and,

WHEREAS, the City Council of the City of Bedford, Texas determines the immediate necessity for replacing these water meters.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That funding in the amount of \$41,704 will come from the Water & Sewer Fund.

SECTION 3. That the City Council does hereby authorize the Interim City Manager to purchase 230 replacement water meters from Atlas Utility Supply Company, a sole authorized distributor of Badger Meter, Inc., in the amount of \$41,704.

PRESENTED AND PASSED this 23rd day of June 2015, by a vote of ___ ayes, ___ nays, and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney



1545 W. Frank, Deerfield
PO Box 145106
Milwaukee, Wisconsin 53214-9510
414-355-0400 | 800-876-3007
www.badgermeter.com

June 1, 2015

VIA EMAIL

City of Bedford
Attn: Kenneth Overstreet
Public Works
1813 Reliance Pkwy.
Bedford, TX 76021

Re: Sole Source Letter

Dear Mr. Overstreet:

This letter will confirm that Atlas Utility Supply of Fort Worth, TX is the sole authorized distributor of Badger Meter, Inc. utility products for the City of Bedford, TX.

Sincerely,
BADGER METER, INC.

A handwritten signature in blue ink that reads 'Theresa M. Szafranski'.

Theresa M. Szafranski
Assistant Secretary

TMS/kao

cc: Toby Sledge, Account Manager, Badger Meter Inc.



Council Agenda Background

PRESENTER: Thomas Hoover, P.E.,
Director of Public Works

DATE: 06/23/15

Council Mission Area: Protect the vitality of neighborhoods.

ITEM:

Consider a resolution authorizing the Interim City Manager to complete the Contractor's Act of Assurance in conjunction with the application for funding from the State Water Implementation Fund (SWIFT).

City Attorney Review: Yes

City Manager Review: _____

DISCUSSION:

On May 6, 2015, the City of Bedford received an invitation to apply by the Texas Water Development Board (TWDB) for the State Water Implementation Fund for Texas (SWIFT). The City of Bedford had submitted an abridged application to secure a \$90,000,000 loan to provide funding for the Water Distribution System Conservation Program in the City. A resolution was approved on May 12, 2015 that authorized the filing of an application for assistance.

As a component of the application, the City must assure the TWDB that all construction of the projects funded through this loan are done in accordance with sound construction practice, all laws of the State of Texas and the rules of the TWDB. The attached resolution certifies that intent and authorizes the designated agent, Interim City Manager Roger Gibson, to execute the required documents confirming the same.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to complete the Contractor's Act of Assurance in conjunction with the application for funding from the State Water Implementation Fund (SWIFT).

FISCAL IMPACT:

N/A

ATTACHMENTS:

Resolution
Contractor's Act of Assurance

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO COMPLETE THE CONTRACTOR'S ACT OF ASSURANCE IN CONJUNCTION WITH THE APPLICATION FOR FUNDING FROM THE STATE WATER IMPLEMENTATION FUND (SWIFT).

WHEREAS, the City Council of Bedford, Texas approved a resolution designating Interim City Manager Roger Gibson as the authorized representative of the City of Bedford for the purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such application for financial assistance and the rules of the Texas Water Development Board on May 12, 2015; and,

WHEREAS, the City Council of Bedford, Texas declares that the City of Bedford assures the Texas Water Development Board that it will construct the Water Main Conservation Program project at Bedford, Texas in accordance with sound construction practice, all laws of the State of Texas, and the rules of the Texas Water Development Board.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That Interim City Manager, Roger Gibson, is authorized to complete the Contractor's Act of Assurance in conjunction with the application for funding from the State Water Implementation Fund.

PRESENTED AND PASSED on this 23rd day of June 2015, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney



Council Agenda Background

PRESENTER: Clifford Blackwell, CGFO, Director of Administrative Services

DATE: 06/23/15

Council Mission Area: Demonstrate excellent customer service in an efficient manner.

ITEM:

Consider a resolution authorizing the Interim City Manager to enter into a contract with Ron Wright, Tarrant County Tax Assessor-Collector and Tarrant County, for the assessment and collection services of ad valorem taxes levied by the City of Bedford; and providing an effective date.

City Attorney Review: Yes

City Manager Review: _____

DISCUSSION:

The City of Bedford has outsourced the ad valorem tax assessment and collection function to Tarrant County for the past 23 fiscal years and the services provided continue to be satisfactory.

The Tax Assessor-Collector, Ron Wright, submits the property tax bills on behalf of the City and collects the tax revenue throughout the fiscal year. In addition, they report delinquent taxes to Linebarger, Goggan, Blair & Sampson, LLP, the City's delinquent tax collection firm. As a result, the City usually receives its collected tax dollars, including penalties and interest, on a daily basis. Tarrant County provides multiple reports that accurately account for the changes in property values, as well as the total amount collected and attributed to the appropriate year.

Each year, Tarrant County submits its contract for collection services for the upcoming fiscal year. Per Mr. Wright, in order for the City to have its collection services contract in place prior to the upcoming tax season, the City of Bedford is urged to have it approved and returned no later than July 31 of each year.

In addition, State law requires a tax assessor to charge taxing entities actual cost for tax collection. The Tarrant County Tax Office charges a fee of \$1.10 per account for their services, which is the same rate charged for Fiscal Year 2014-15. The City of Bedford has approximately 16,000 accounts; therefore, the total amount due will be \$17,600 to be assessed in Fiscal Year 2015-16. This amount is still far less than what it would cost to bring this function in-house. Funds will be appropriated in the Fiscal Year 2015-16 operating budget, which commences on October 1, 2015.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to enter into a contract with Ron Wright, Tarrant County Tax Assessor-Collector and Tarrant County, for the assessment and collection services of ad valorem taxes levied by the City of Bedford; and providing for an effective date.

FISCAL IMPACT:

Budget FY 2015-16:

\$17,600

ATTACHMENTS:

**Resolution
Tarrant County Cover Letter
Tarrant County Contract for Collection Services
Tarrant County Delinquent Attny Confirmation**

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO A CONTRACT WITH RON WRIGHT, TARRANT COUNTY TAX ASSESSOR-COLLECTOR AND TARRANT COUNTY, FOR THE ASSESSMENT AND COLLECTION SERVICES OF AD VALOREM TAXES LEVIED BY THE CITY OF BEDFORD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of Bedford, Texas determines the necessity to contract for ad valorem tax assessment and collection services; and,

WHEREAS, the City has contracted with the Tarrant County Tax Assessor-Collector and Tarrant County for assessment and collection services for the past 23 fiscal years; and,

WHEREAS, the City Council of Bedford, Texas has determined that the contract for these services should be renewed for Fiscal Year 2015-2016.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the City Council authorizes the Interim City Manager to enter into an agreement with Ron Wright, Tarrant County Tax Assessor-Collector and Tarrant County, for the assessment and collection of ad valorem taxes levied by the City of Bedford at a rate of \$1.10 per account.

SECTION 3. That this resolution shall take effect from and after the date of its passage.

PRESENTED AND PASSED this 23rd day of June 2015, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney



TARRANT COUNTY TAX OFFICE

100 E. Weatherford, Room 105 • Fort Worth, Texas 76196-0301 • 817-884-1100
taxoffice@tarrantcounty.com

RON WRIGHT
Tax Assessor-Collector

April 20, 2015

Mr Cliff Blackwell
Finance Officer
2000 Forest Ridge Drive
Bedford, TX 76095

Dear Mr. Blackwell,

I am pleased to enclose our tax collection contract for the coming year. Our collection fee for the coming year will remain at \$1.10 per property tax account, the lowest collection fee of any urban county in Texas. The fee for out of county accounts will remain \$2.60 per account

State law requires that I charge taxing entities my actual costs for tax collection.

Enclosed are three original renewal contracts for the assessment and collection of your ad valorem taxes by Tarrant County for the tax year 2015. After the contracts have been signed, please return **ALL** copies to my office to the attention of Sheila Moore, Entity Liaison. I will mail a fully executed contract to you after the Commissioner's Court has made formal approval of the contract. This will be at the end of September, so the contract will be returned in October. If you require more than one original, please make a copy of the contract and mail all four back to my office. In order to have your contract in place prior to the upcoming tax season, I would ask that you have the properly executed contract returned to me no later than **July 31, 2015**.

In addition to your 2015 contract, I am enclosing an attorney confirmation form. Please fill out the requested information, sign and return to my office along with the collection contracts.

You will be invoiced for your collection commission by January 31, 2016 with payment due no later than February 28, 2016.

The time for rate calculations is rapidly approaching and many of you are already in budget preparations. Please remember the importance of getting the rate and exemption information to us prior to the **September 16th** rate submission deadline. My office will provide more information on this requirement in the near future.

If you have questions, please contact my Entity Liaison, Sheila Moore, at 817-884-1526, or you may contact me at 817-884-1106 or by e-mail rjwright@tarrantcounty.com.

Sincerely,

Ron Wright, PCC
Tax Assessor-Collector
Tarrant County

Agreement made this ____ day of _____, 2015, by and between the Tarrant County Tax Assessor/Collector, hereinafter referred to as **ASSESSOR/COLLECTOR**, and Tarrant County, hereinafter referred to as the **COUNTY**, both of whom are addressed at 100 E. Weatherford Street, Fort Worth, Texas 76196-0301, and the City of Bedford hereinafter referred to as **City**, whose address is 2000 Forest Ridge Drive, Bedford, TX 76095.

PURPOSE OF AGREEMENT

The purpose of this Agreement is to state the terms and conditions under which the **ASSESSOR/COLLECTOR** will provide assessment and collection services of Ad Valorem taxes levied by the City.

NOW THEREFORE, in consideration of the mutual promises herein contained, the parties hereto agree as follows:

I.

SERVICES TO BE PERFORMED

The **ASSESSOR/COLLECTOR** agrees to bill and collect the taxes due and owing on taxable property upon which the City has imposed said taxes. The **ASSESSOR/COLLECTOR** shall perform the said services in the same manner and fashion as Tarrant County collects its own taxes due and owing on taxable property. The services performed are as follows: receiving the Certified Appraisal Roll from the appropriate Appraisal District and monthly changes thereto; providing mortgage companies, property owners and tax representatives, tax roll and payment data; providing all necessary assessments of taxes and Truth in Taxation calculations as required; the transmittal of tax statements via the U.S. Mail or electronic transfer of data; and payment processing. All City disbursements, made by check or by electronic transfer (ACH), for collected tax accounts will be made to the City on the day the **COUNTY** Depository Bank indicates the mandatory assigned "float" period has elapsed and the funds are posted to the collected balance. If any daily collection total is less than one hundred dollars (\$100.00), the disbursement may be withheld until the cumulative total of taxes collected for the City equals at least one hundred dollars (\$100.00), or at the close of the month.

II.

REPORTS

The **ASSESSOR/COLLECTOR** will provide the City the following reports, if requested:

Daily:	General Ledger Distribution Report
Weekly:	Detail Collection Report (Summary)
Monthly:	Tax Roll Summary (Totals Only)
	Year-to-Date Summary Report
	Detail Collection Report (Summary)
	Distribution Report (Summary)
	Delinquent Tax Attorney Tape
Annual:	Paid Tax Roll
	Delinquent Tax Roll
	Current Tax Roll

A selection of the above listed Reports will only be available by internet access. The **ASSESSOR/COLLECTOR** will provide the City the General Ledger Revenue & Expense Report monthly as required by Sec. 31.10 of the Texas Property Tax Code.

III.

COMPENSATION

In consideration of the services to be performed by the **ASSESSOR/COLLECTOR**, compensation for the services rendered is a rate of one-dollar and ten cents (\$1.10) per account located within Tarrant County, and two-dollars and sixty cents (\$2.60) per account located outside Tarrant County. The number of accounts billed will be based on the July 25 billing roll certified to the **ASSESSOR/COLLECTOR**, net of subsequent account additions and deletions made by the Appraisal District. The **ASSESSOR/COLLECTOR** will invoice for these accounts by **January 31, 2016** with payment to be received from the City by **February 28, 2016**.

The scope of services identified in this contract does not include the administration of a rollback election. In the event of a successful rollback election, these costs incurred by the Tarrant County Tax Office will be separately identified, billed,

and paid by the entity.

**IV.
AUDITS**

The ASSESSOR/COLLECTOR will provide to the City auditor necessary explanations of all reports and access to ASSESSOR/COLLECTOR in-house tax system computer terminals to assist the City auditor in verifying audit samples of the financial data previously provided by the ASSESSOR/COLLECTOR during the past audit period. Additional support for entity verification or entity auditor verification is not a part of this contract. Each request for support will be reviewed individually. Costs for providing audit support will be determined by the ASSESSOR/COLLECTOR and will be charged to and must be paid by the City.

**V.
TAX RATE REQUIREMENT**

The City will provide the ASSESSOR/COLLECTOR, in writing, the City's newly adopted tax rate and exemption schedule to be applied for assessing purposes by Wednesday, September 16, 2015. Under authority of Section 31.01 (h) of the Property Tax Code, any additional cost of printing and mailing tax statements because of late reporting of the tax rate or the exemption schedule will be charged to and must be paid by the City.

The tax rate and the exemption schedule for each of the last five (5) years in which an ad valorem tax was levied, or all prior years where there remains delinquent tax, must be furnished in writing to the ASSESSOR/COLLECTOR at the time of the initial contract.

**VI.
COMPLIANCE WITH APPLICABLE
STATUTES, ORDINANCES, AND REGULATIONS**

In performing the services required under this Agreement, the ASSESSOR/COLLECTOR shall comply with all applicable federal and state statutes, final Court orders and Comptroller regulations. If such compliance is impossible for reasons beyond its control, the ASSESSOR/COLLECTOR shall immediately notify the City of that fact and the reasons therefore.

**VII.
DEPOSIT OF FUNDS**

All funds collected by the ASSESSOR/COLLECTOR in the performance of the services stated herein for the City shall be promptly transferred to the account of the City at the City's depository bank. All payments to entities will be made electronically by the automated clearing house (ACH). The ASSESSOR/COLLECTOR has no liability for the funds after initiation of the ACH transfer of the City's funds from the COUNTY Depository to the City's designated depository.

**VIII.
INVESTMENT OF FUNDS**

The City hereby agrees that the COUNTY, acting through the COUNTY Auditor, may invest collected ad valorem tax funds of the City during the period between collection and payment. The COUNTY agrees that it will invest such funds in compliance with the Public Funds Investment Act. The COUNTY further agrees that it will pay to the City all interest or other earnings attributable to taxes owed to the City. All parties agree that this Agreement will not be construed to lengthen the time period during which the COUNTY or the ASSESSOR/COLLECTOR may hold such funds before payment to the City.

**IX.
REFUNDS**

Refunds will be made by the ASSESSOR/COLLECTOR except as set forth herein. The ASSESSOR/COLLECTOR will advise the City of changes in the tax roll which were mandated by the appropriate Appraisal District.

The ASSESSOR/COLLECTOR will not make refunds on prior year paid accounts unless the prior year paid accounts for the past five (5) years are provided to the ASSESSOR/COLLECTOR.

All refunds of overpayments or erroneous payments due, but not requested, and as described in Section 31.11 of the Texas Property Tax Code, will after three years from the date of payment, be proportionately disbursed to those entities contracting with the ASSESSOR/COLLECTOR. The contract must have been in force, actual assessment and collection functions begun and the tax account was at the time of the over or erroneous payment within the City's jurisdiction. The proportional share is based upon the City's percent of the tax account's total levy assessed at the time of receipt of the over or erroneous payment.

In the event any lawsuit regarding the collection of taxes provided for in this agreement to which the City is a party, is settled or a final judgment rendered, and which final judgment is not appealed, and the terms of such settlement agreement or final judgment require that a refund be issued by the City to the taxpayer, such refund shall be made by ASSESSOR/COLLECTOR by debiting funds collected by ASSESSOR/COLLECTOR on behalf of the City and remitting such refund to the taxpayer in conformity with the terms of the settlement agreement or final judgment.

X.

DELINQUENT COLLECTIONS

The ASSESSOR/COLLECTOR will assess and collect the collection fee pursuant to Sections, 33.07, 33.08, 33.11 and 33.48 of the Property Tax Code, when allowed. The ASSESSOR/COLLECTOR will collect attorney fees that are specified by the City through written agreement with a delinquent collection Attorney. The ASSESSOR/COLLECTOR will disburse the amount directly to the City for compensation to a Firm under contract to the City.

If the delinquent collection Attorney contracted by the City requires attendance of ASSESSOR/COLLECTOR personnel at a court other than the District Courts in downtown Fort Worth, and the COUNTY is not a party, the employee's expenses and proportionate salary will be the responsibility of the City and will be added to the collection expenses and charged to the City.

The ASSESSOR/COLLECTOR will not be responsible for the collection of prior year delinquent accounts unless all delinquent accounts information is provided to the ASSESSOR/COLLECTOR.

XI.

TERM OF AGREEMENT

This Agreement shall become effective as of the date hereinabove set out, and shall continue in effect during the 2015 tax year, unless sooner terminated by providing sixty (60) day written notice, as outlined in paragraph XII.

XII.

NOTICES

Any notices to be given hereunder by either party to the other may be effected, in writing, either by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the address of the parties as they appear in the introductory paragraph of this Agreement, but each party may change this address by written notice in accordance with this paragraph.



**DELINQUENT ATTORNEY CONFIRMATION
2015 TAX YEAR**

Please complete the form below, have notarized and return with your entity contract.

The Delinquent Attorney Firm for _____ is
Name of Taxing Entity

Name of Firm

Collection penalty % by ordinance, resolution or amendment authorizing attorney collection fees in accordance to Sections 33.07 and 33.08 Texas Property Tax Code is

Percent

Collection penalty % by ordinance, resolution or amendment authorizing early turn over of this unit's business personal property in accordance to Section 33.11 Texas Property Tax Code is

Percent

The effective date of the ordinance, resolution or amendment authorizing early turn over of this unit's business personal property in accordance to Section 33.11 Texas Property Tax Code is

Month

Day

Year

If you change law firms you must notify Tarrant County Tax Office in writing.

By signature below, the information contained in this form is deemed true and correct.

Authorized Signature

Date

Printed Name

Title

Sworn and Subscribed to before me on this the _____ day of _____, _____,
to certify which witness my hand and seal of office.

Notary Public in and for the
State of Texas
My commission Expires: _____



Council Agenda Background

PRESENTER: Gary Clopton, IT Manager

DATE: 06/23/15

Council Mission Area: Be responsive to the needs of the community.

ITEM:

Consider a resolution authorizing the Interim City Manager to purchase 150 copies of Microsoft Office from SHI Government Solutions in the amount of \$49,230.

City Attorney Review: N/A

City Manager Review: _____

DISCUSSION:

In July 2014, the City migrated email services to the cloud. Several of those licenses included a subscription to Microsoft Office 365. Information Technology staff additionally completed an internal audit of MS Office licenses. Through the audit, it was determined that 150 licenses were needed. Staff considered upgrades of the email licenses, but there was not a compelling need for the subscription-based service and that would have resulted in an ongoing expense.

Therefore, in order to maintain proper licensing with Microsoft, staff recommends the purchase of 150 copies of MS Office at \$328.20 per copy, for a total amount of \$49,230. Failure to procure 150 copies of MS Office will result in licensing noncompliance, which will affect business continuity. Funding in the amount of \$49,500 was allocated in the General Fund through the budget amendment approved by Council on May 12, 2015.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to purchase 150 copies of Microsoft Office from SHI Government Solutions in the amount of \$49,230.

FISCAL IMPACT:

FY 2014-2015 Budget:	\$49,500
License Costs:	<u>\$49,230</u>
Difference:	\$270

ATTACHMENTS:

Resolution
Quote

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO PURCHASE 150 COPIES OF MICROSOFT OFFICE FROM SHI GOVERNMENT SOLUTIONS IN THE AMOUNT OF \$49,230.

WHEREAS, the City of Bedford requires 150 additional copies of MS Office to maintain licensing compliance; and,

WHEREAS, the 150 copies are needed immediately to support City operations.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the Interim City Manager is authorized to purchase 150 copies of Microsoft Office from SHI Government Solutions.

SECTION 3. That funding in the amount of \$49,230 will come from the General Fund.

PRESENTED AND PASSED this 23rd day of June 2015, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney



Pricing Proposal

Quotation #:	9826587
Description:	Microsoft Select Plus - Office Pro(2)
Created On:	Jun-15-2015
Valid Until:	Jun-30-2015

CITY OF BEDFORD

Gary Clopton

2000 Forest Ridge
Bedford, TX 76021
UNITED STATES
Phone: (817) 952-2185
Fax: (817) 952-2454
Email: Gary.clopton@bedfordtx.gov

Inside Account Manager

Meghan Dosil

1301 South Mo-Pac Expressway
Suite 375
Austin, TX 78746
Phone: 1-800-870-6079
Fax: 512-732-0232
Email: Meghan_Dosil@shi.com

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Microsoft Office Professional Plus 2013 - License - 1 PC - Select, Select Plus - Win - Single Language Microsoft - Part#: 79P-04712	150	\$328.20	\$49,230.00
		Total	\$49,230.00

Additional Comments

Thank you for choosing SHI Government Solutions.

The Products and Services above are available from SHI Government Solutions via DIR Contract # DIR-SDD-2503.

Retrieve your quote:

<https://www.shi.com/Quotes/Quoteinfo.aspx>

The Products offered under this proposal are subject to the [SHI Return Policy](#), unless there is an existing agreement between SHI and the Customer.



Council Agenda Background

PRESENTER: Gary Clopton, IT Manager

DATE: 06/23/15

Council Mission Area: Be responsive to the needs of the community.

ITEM:

Consider a resolution authorizing the Interim City Manager to purchase 394 licensing subscriptions of Microsoft CoreCalBridge from SHI Government Solutions in the amount of \$24,664.40 to provide proper licensing between users and server assets.

City Attorney Review: N/A

City Manager Review: _____

DISCUSSION:

In order to maintain proper licensing with Microsoft, staff recommends the purchase of 394 licensing subscriptions of Microsoft CoreCalBridge. This licensing subscription will ensure that each computer user can legally and ethically connect to City of Bedford file server resources. The licensing subscriptions of Microsoft CoreCalBridge are \$62.60 per copy, for a total amount of \$24,664.40. Failure to procure 394 licensing subscriptions of Microsoft CoreCalBridge will result in significant licensing noncompliance, which will affect business continuity. This price covers the remaining two years of the City of Bedford's Enterprise Agreement. Funding in the amount of \$25,000 was allocated in the General Fund through the budget amendment approved by Council on May 12, 2015.

RECOMMENDATION:

Staff recommends the following motion:

Approval of a resolution authorizing the Interim City Manager to purchase 394 licensing subscriptions of Microsoft CoreCalBridge from SHI Government Solutions in the amount of \$24,664.40 to provide proper licensing between users and server assets.

FISCAL IMPACT:

FY 2014-2015 Budget	\$25,000.00
Licenses	<u>\$24,664.40</u>
Difference	\$335.60

ATTACHMENTS:

Resolution
Quote

RESOLUTION NO. 15-

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO PURCHASE 394 LICENSING SUBSCRIPTIONS OF MICROSOFT CORECALBRIDGE FROM SHI GOVERNMENT SOLUTIONS IN THE AMOUNT OF \$24,664.40 TO PROVIDE PROPER LICENSING BETWEEN USERS AND SERVER ASSETS.

WHEREAS, the City of Bedford's requires 394 licensing subscriptions of Microsoft CoreCalBridge to maintain licensing compliance; and,

WHEREAS, the 394 licensing subscriptions are needed immediately to support City operations.

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

SECTION 1. That the findings above are found to be true and correct, and are incorporated herein.

SECTION 2. That the Interim City Manager is authorized to purchase 394 licensing subscriptions of Microsoft CoreCalBridge from SHI Government Solutions.

SECTION 3. That funding in the amount of \$24,664.40 will come from the General Fund.

PRESENTED AND PASSED this 23rd day of June 2015, by a vote of ___ ayes, ___ nays and ___ abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Jim Griffin, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Stan Lowry, City Attorney



Pricing Proposal
Quotation #: 9576114
Created On: 4/27/2015
Valid Until: 7/31/2015

CITY OF BEDFORD

Gary Clopton

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Account Executive

Craig Bailey

SHI Government Solutions
1301 South Mo-Pac, Suite 375
Austin, TX 78746
Mobile Phone: 512-822-0457
Phone: 800-870-6079 x5199
Fax: 512-732-0232
Email: Craig_Bailey@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 CoreCALBridgeOff365 ALNG LicSAPk MVL UsrCAL Microsoft - Part#: U3J-00026 Note: Price above covers the remaining two years of EA. To be purchased July 2015 or after.	394	\$62.60	\$24,664.40
		Total	\$24,664.40

Additional Comments

Thank You for choosing SHI-GS! To ensure the best level of service, please provide End User Name, Phone Number, and E-Mail Address when submitting a Purchase Order. For any additional information including Hardware and Software Contract Numbers, please contact an SHI-GS Sales Representative at 800-870-6079.

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.



Council Agenda Background

PRESENTER: Mayor and Council
Michael Wells, City Secretary

DATE: 06/23/15

Council Request

ITEM:

Discussion and action regarding the appointment of the Mayor Pro Tem and Board and Commission Liaisons.

City Manager Review: _____

DISCUSSION:

Attached is the current listing of all existing Boards and Commissions in which Council Members serve as liaisons. New appointments need to be made for the 2015-2016 Council term.

ATTACHMENTS:

Council Appointments to Boards and Commissions

**CITY OF BEDFORD
MAYOR AND CITY COUNCIL APPOINTMENTS TO
BOARDS, COMMISSIONS, AND COMMITTEES 2015-16**

Mayor Pro-Tem	OPEN	NEW MAYOR PRO-TEM
----------------------	------	--------------------------

BEDFORD BOARD, COMMISSION, AND COMMITTEE LIAISON	CURRENT COUNCIL MEMBER LIAISON	STAFF LIAISON	MEETING DATE	NEW COUNCIL MEMBER LIAISON
Animal Shelter Advisory Board	Roger Fisher	Eric Griffin	6x per year	
Beautification Commission	Roy W. Turner	Don Henderson	3 rd Mondays @ 6:30pm	
Building & Standards Commission	N/A	Joey Lankford Tommy Peterson	As called	N/A
Community Affairs Commission	OPEN	Meg Jakubik	3 rd Thursday @ 5:30pm	
Cultural Commission	Ray Champney	Wendy Hartnett	TBD	
Ethics Commission	N/A	Cliff Blackwell	1x a year	N/A
Library Board	OPEN	Maria Redburn	3 rd Wednesday @ 7:00pm	
NCTCOG/RTC	OPEN	N/A	Varies	
Parks & Recreation Board	OPEN	Eric Valdez	1 st Thursday @ 7:00 pm	
Planning & Zoning Commission	N/A	Bill Syblon	2 nd & 4 th Thursdays	N/A
Teen Court Advisory Board	Steve Farco	Mindy Eichorst	Quarterly	
Trinity River Authority	OPEN	N/A	As necessary	
Zoning Board of Adjustments	N/A	Bill Syblon	3 rd Wednesday @ 6:00pm	N/A

COMMITTEE, FOUNDATION, AND CORPORATION MEMBERS	CURRENT COUNCIL MEMBER(S)	MEETING DATE	NEW COUNCIL MEMBER(S)
Audit Committee (Mayor and 2 Members required)	Jim Griffin, Roy W. Turner, Roger Fisher	Varies	
Industrial Development Authority	Jim Griffin, OPEN, Ray Champney	As necessary	
Economic Development Foundation	Jim Griffin	As necessary	
Street Improvement Economic Development Corporation	Steve Farco, Roy W. Turner, Roger Fisher, OPEN	3 rd Tuesday of January & July	
Investment Committee Member	Roy W. Turner	Varies	
Health Facilities Development Corporation	Roy W. Turner, Ray Champney, OPEN	As necessary	



Council Agenda Background

PRESENTER: Jill McAdams, *SPHR*
Human Resources Director

DATE: 06/23/15

Staff Report

ITEM:

Hear a staff report on the process used by the senior staff to develop a Vision and Mission Statement that correlates with the organization's PRIDE values and mirrors the strategic plan and vision of the City Council.

City Manager Review: _____

DISCUSSION:

On April 22, 2015, the senior leadership team met with facilitator Susan Hampton of Hampton & Associates to review and discuss organizational factors that are important to the overall success of the organization. This discussion led to a staff retreat held on May 6, 2015 during which time the senior staff developed a Vision and Mission Statement correlating to the Mission and Vision of the City Council. The Mission and Vision Statement will be used internally to provide all employees a benchmark for excellence.

This presentation outlines the discussions and steps taken by the senior staff to develop the Vision and Mission Statement and outlines the next steps that are necessary to align the PRIDE values, and the newly created Vision and Mission Statement, with the City Council's expectations for excellence across all lines of City services and in all interactions with key stakeholders.

ATTACHMENTS:

PowerPoint Presentation
Notes From 4/22/15 Staff Retreat
Notes From 5/06/15 Staff Retreat



Overview of Strategic Leadership Retreat

Vision, Mission & Values coming
together to create a customer
focused service culture





Strategic Purpose

Evaluate organizational effectiveness using an Organizational Factors Diagnostic Questionnaire to facilitate discussion, gain clarity and set direction in the following six key areas:

- Environment
- Goals
- Roles
- Processes
- Relationships
- Individual Needs





Phase I Agenda

- Review group questionnaire data and comments
- Facilitated group discussion regarding observations (what's present/ what's missing)
- Identify potential priorities & high level goals
- Set direction for Phase II





Group Discussion

What Works?

- Effectively use collective knowledge
- Wants what's best for organization
- Feel valued
- Clear support and cohesiveness among departments
- Innovative, maximizing resources, support and assist each other
- Strong sense of appreciation for each others talents

What's Missing?

- Need a blueprint beyond short term and crisis management -be more proactive not reactive
- Clarity of roles, responsibilities, authority and accountability
- Establish priorities and how we fit into them
- Cohesive vision of how we work through issues
- Leadership in a place of limbo
- More effective meetings
- Mid-management communication flow and consistency
- A vision





Priorities & Goals

- Senior staff image/How do we want to be seen?/What is our purpose?/Why are we here?
- Identify stakeholders/Target Audience
- Establish communication with City Council
- Create a Vision and Strategic Plan for the City employees
- Ask Council to define success and identify key focus areas





Phase II Agenda

- Review of Leadership operational philosophies
- Review of PRIDE values already established
- Develop a Vision
- Determine organizational mission
- Identify critical goal categories/focus areas
- Develop SMART goals
- Draft action plans to support SMART goals





Phase II Processes for Vision and Mission

Small group discussions regarding:

- Why are we in business? Why do we exist?
- Who are our key stakeholders?
- What are key stakeholders primary objectives?
- What is the scope of our business?
- How do we look when we are successful?
- What are our core competencies?





Phase II Processes for Vision and Mission cont.

- In what areas would we like to achieve local, state and/or national recognition?
- How do we provide value to our stakeholders?
- What would make us stand out, above and beyond other highly regarded City staff organizations?





***“Bedford: A Beacon of Excellence,
Innovation and Vitality.”***

Vision Statement





“We uphold our Commitment to Create & Sustain a Vibrant, Engaged Workforce that Delivers First-Class Service.”

Mission Statement





Critical Goal Categories/Focus Areas

- Customer Service
- Communication
- Accountability
- **PRIDE** values
- Workforce Strategy and Development
- Public Safety
- Infrastructure/Facilities
- Quality of Life (for citizens and employees)





SMART Goals & Action Plans

- Create Department procedures manuals (X3)
- Develop and implement a supervisory training series
- Create an in-house customer service training program using the Great Customer Expectations document
- Draft an official customer policy that aligns with vision and values of the City
- Develop an online site location interface





Next Steps

- Employee communication
- Structural and Functional Analysis by department to determine what's missing
- Departments without a mission statement will draft a mission statement
- Retreat with City Council to determine if organizational goals and mission correlate to City Council's goals and mission for the City
- Branding and marketing



SENIOR LEADERSHIP TEAM RETREAT FLIP CHART NOTES – 4/22/2015

REVIEW OF SIX ORGANIZATIONAL FACTORS

1. Environment
2. Goals
3. Roles
4. Processes
5. Relationships
6. Individual Needs

AGENDA FOR APRIL 22 RETREAT:

- Review Group Data Summary Results – Composite View of Ratings
- Interpretation of 14 Scales on Organizational Factors Diagnostic Questionnaire
- Review of Comments
- Data Analysis – Individual Review
- Group Discussion/Observations (What's Present/What's Missing)
- Identify Potential Priorities & High Level Goals
- Post-Meeting Evaluation/Feedback

GROUP DISCUSSION CAPTURE FOLLOWING INDIVIDUAL REVIEW OF ORGANIZATIONAL FACTORS DIAGNOSTIC QUESTIONNAIRE DATA SUMMARY & COMMENTS ON THE FOURTEEN ITEMS:

WHAT'S WORKING	WHAT'S MISSING
<ul style="list-style-type: none"> • Effectively use collective knowledge base • People want what's best for the organization – have true intentions • Communication (x 6) • People feel valued • Clear support & some cohesiveness among departments - we provide great customer service to each other • Innovative & know how to share /maximize resources – support each other • Willingness to assist each other • Good rapport • Strong sense of appreciation for each others' talents –can depend on each other • Working together • Recognition and support for each other • Have each other's backs • Everybody rolls up their sleeves & shares burdens 	<ul style="list-style-type: none"> • Council awareness of this process • Need a blueprint/master plan beyond short-term and crisis management approach – Be more proactive than reactive • Clarity on roles, responsibilities, authority and accountability (x5) • Cohesive vision of how we work through issues • Establish priorities as a whole and how we fit into them • Full participation in discussion – need quieter people to offer up their ideas to create the environment for full participation • More information up front/earlier • Role clarification and purpose on management team • Focused time, resources, people for more strategic & vision work • A vision • Leadership in place of limbo • More effective meetings • New member assimilation • Checklist for meetings • Objectives for staff meeting • Finding the “right balance” of information, discussion, decision-making, brainstorming for meetings • Mid-management communication flow & consistency

SENIOR LEADERSHIP TEAM PURPOSE:

- Set direction
- Put mechanisms in place for people to succeed
- Spokesperson for Council, Staff, Citizens – must be positive and encourage action, not cause worry
- Coach
- Set the example – role model
- Together We're Better
- To ensure collective product is the “BEST” for our citizens – provide excellent customer service

PURPOSE FOR SENIOR LEADERSHIP TEAM:

- Planning for the Future
- Make sure communication flows through all levels
- Make sure the message is consistent
- Make sure we “walk our talk”
- Show leadership presence at social and community events
- People follow because they want to , not because of our titles

WANT TO BE SEEN AS:

- Professional
- High Performing
- Not a Victim (in spite of leadership limbo)
- Not cheap, frugal
- View as ethical (PRIDE)
- Vision
- Progressive
- Innovative
- Proactive
- Award-Winning (Apply for Awards)
- Positive Press

PERCEPTION/IMAGE (is important to):

- Council
- Next Level Direct Reports / Mid-Management & Informal Leaders
- Citizens
- Boards & Committees
- Other Cities
- TRA
- Chamber, Rotary and Other community & professional organizations

COMMUNICATION WITH COUNCIL:

- Retreat:
 - Facilitated
 - Strategic / Long-Term Shared Vision
 - Shared Advantages & Benefits
- Understand Expectations
- Build Trust (i.e. purchasing, etc)
- Hire City Manager with Vision
- Relationship-Building /Trust
- Develop Understanding

PRIORITIES /FOCUS AREAS:

- Vision – Strategic Plan for City Staff (High Priority)
- Get Council to:
 - Define Success
 - Identify Key Focus Areas

“IDEAL” MEETING:

- Concise
- Commitment to be “present”/engaged
- Planned / Upcoming “out of office” dates shared
- Stated discussion agenda
- Relevant to the majority of the group
- Council Agenda – item critique, communiqué
- Big Picture focus vs. department-centric view
- Everyone attends off-council week meetings
- If you don’t have an item on the agenda?
- Keep Tuesday meetings at 9:30 and put City Manager item bullets first thing
- List of Topics
- Explore SharePoint opportunities

Consider:

- Interdepartmental project team meetings – planning, mid-way process check-in, etc.
- Mid-management communication/information sharing meetings

PARKING LOT – ISSUES TO KEEP IN MIND:

- Rumors – gossip is destructive
- Need to model greater maturity (behavior)
- Fear of unknown
- Passive/Aggressive Behavior (introduced 5 Modes of Conflict Management: Competing, Compromising, Collaborating, Avoiding & Accommodating)
- Stifling Creativity & Initiative
- Technology Committee

ASSIGNMENT – PREPARATION FOR MAY 6 MEETING:

- **REVIEW NOTES FROM APRIL 22 RETREAT**
- **BRING POSITION DESCRIPTIONS / INFORMATION TO CLARIFY & CREATE BETTER UNDERSTANDING OF ROLES, RESPONSIBILITIES, AUTHORITY & ACCOUNTABILITY**
- **DRAFT VISION STATEMENTS**

POST-MEETING REVIEW – FEEDBACK:

WHAT WORKED	WHAT'S STILL MISSING
<ul style="list-style-type: none">• “What’s Present/What’s Missing” facilitation technique• Good prompt questions• Quality dialogue	<ul style="list-style-type: none">• Clear role, responsibility, authority and accountability for everyone on Senior Leadership Team• Breakout group work

STRATEGIC LEADERSHIP SESSION – MAY 6, 2015

SESSION FOCUS AREAS:

- **Basic Foundation: Review Roger’s Leadership/Operating Philosophies & PRIDE Values already established**
- **Develop Vision**
- **Determine Mission**
- **Conduct External Assessment/Trend Analysis**
- **Review Structure & Function/Internal Appraisal**
- **Identify Critical Goal Categories/Focus Areas**
- **Develop SMART Goals**
- **Draft Action Plans to Support SMART Goals**

DISCUSSION RESULTS: (Notes captured from Breakout Group Activity Flip Charts)

VISION STATEMENT

“Bedford: A Beacon of Excellence, Innovation & Vitality.”

MISSION STATEMENT

“We Uphold our Commitment to Create & Sustain a Vibrant, Engaged Workforce that Delivers First-Class Service.”

- **Preliminary Draft Wording:**
 - **“Deliver First-Class Services to Create a Vibrant & Engaging Community.”**
 - **“ To be a City that Serves as a Beacon for Innovation, Exceptional Customer Service & Fiscal Accountability in order to Achieve the Highest Standard of Living!”**

VISION - Breakout Activity:

Group 1:

Why are we in business? Why do we exist?

- **Provide essential city services & improve quality of life.**

Who are our key stakeholders?

- **Citizens, business owners, visitors, city officials, employees**

What are key stakeholders' primary objectives?

- **Feeling safe & secure**
- **Finding value/sustainability**
- **Growth & stability**
- **Fiscal accountability**
- **Balance**

Group 2:

What is the scope of our business?

- **Pooling of resources that benefit the public good.**

How do we look when we are successful?

- **Positive citizen satisfaction survey results**
- **Used as an example, emulated**
- **Innovation**

What are our core competencies?

- **Public Safety**
- **Financial Management**
- **Public Works**
- **Legal Compliance**
- **Community Outreach**
- **Enhancements to Quality of Life**
- **Development**

VISION Breakout Activity (continued)

Group 3:

What would make us stand out, above & beyond other highly regarded City's staff organizations?

- **Innovation – Resource to Others**
- **Attitude**
- **Reputation**

In what areas would we like to achieve local, state &/or national recognition?

- **All Areas (except for lack of a City Manager?)**

How do we provide value to our stakeholders?

- **Watch the budget**
- **Training**
- **Expo/School/Education of What We Do (& Don't Do)**
- **Community Outreach**

EXTERNAL TREND ANALYSIS – Breakout Activity

- 1. Given the following external factors listed, think about the emerging trends in each area: Economic, Social, Political, Cultural, technological & Environmental)**
- 2. Think about emerging trends in each**
- 3. Determine what positive or negative effect you anticipate these factors may have on the work you do.**
- 4. What do you think your area(s) of expertise will look like in 5 years?**
- 5. What will your customers' world look like in % years?**
- 6. What potential improvement opportunities or ideas for change do you think will need to be addressed in order to prepare for the changes you anticipate?**
- 7. What emerging trends (demographics, work force values, political, technology & any others you think relevant) will affect you as an organization?**
 - a. Are the impacts you anticipate short or long term?**
 - b. How would you prioritize them? (High, Medium or Low)**

EXTERNAL TREND ANALYSIS – Breakout Activity (continued)

Group 1:

- **Economic – Stable (Low priority, Short & Near Term)**
- **Social – Millennial vs. Boomer Generation (High, Long)**
- **Political – Conservative, Trending Blue (Medium, Short & Long)**
- **Technology – Ubiquitous (High, Long Term Goal)**
- **Environmental – Restrictive, Aging Infrastructure, Green Faction
(Medium to High, Short & Long)**
- **Population Growth & Transportation Issues**
- **Citizen Expectations (More amenities for millennial generation)**
- **Housing – Millennial group looking for different than Bedford**
- **Business Operations & Leadership Shifts Due to Millennial generation**

- **Need to Flex & Adapt**
- **Infrastructure Rehabilitation**
- **Revitalization**
- **Workforce Policy & Procedure Changes**
- **Higher Demand for Services & Access (Amenities, Perks, Parks, Library)**
- **Communication even Faster**
- **Automation**
- **Need to Engage Kids of Millennial generation**

- **Find Partners for Investment into Community (Private & Public)**
- **Education & Engage with Citizens**
- **Look for Benchmarking Opportunities**

EMERGING TRENDS – Breakout Activity (continued)

Group 2:

Positive:

- **Increased taxes**
- **Redevelop blighted areas**
- **Faster/Immediate Services**
- **Increased Activism**
- **Enhanced Quality of Life**
- **Sustainable**

Negative:

- **Instability**
- **Need for Capital**
- **Water Scarcity**
- **Increased Crime**
- **Decreased Property Values**
- **Lack of Citizen Engagement**
- **Decrease in Local Control**
- **Lack of Trust in Government**
- **Increase in Energy Cost**

In 5 years...

Expertise:

- **Paperless**
- **More on-line (virtual) capabilities**
- **More educated on technology**
- **More social media involvement**
- **Greater accountability**

Customers:

- **More seniors/silver hairs**
- **More unhealthy society**

EMERGING TRENDS – Breakout Activity (Group 2 continued)

- **Increased expectations**
- **More renters**

Group 3:

- **Taxes (High, +)**
- **Mid-Town Express (Medium, -)**
- **Aging Community / Workforce (Medium to High, -)**
- **Social Media (High, +/-)**
- **Small Government Movement (High, -)**
- **Elections (High, +/-)**
- **Bedford Common (High, +/-)**
- **TNR (High, -)**
- **Diversity Increasing (Medium, +)**
- **Tech Security (High, -)**
- **Cost/Speed of Technology Changes (High, -)**
- **Storage for Electronic Documents (High, -)**
- **Productivity Enhancements (Medium, +)**
- **Aging Infrastructure (High, -)**
- **Neighborhood Decline (Medium, -)**
- **Water Conservation (High, -)**

Customer World:

- **Upcoming Recession**
- **Expect More for Less**
- **Tech Demanding**
- **Conservation Conscious**

Improvement Opportunities:

- **Seek Out Revitalization**
- **Broker 380's**
- **Partner with Other Cities and Community Organizations**

EMERGING TRENDS – Breakout Activity (Group 3 continued)

- **Senior Center**
- **Train for Multi-Generation Management**
- **Succession Planning**
- **Documentation & Communication**
- **Meet demands for Tech Needs**
- **Rate Structures for Utilities**
- **Infrastructure Replacement**

STRUCTURAL & FUNCTIONAL ANALYSIS (INTERNAL ASSESSMENT) - Entire Group Activity:

What's Missing?

- **New City Manager, Council Members**
- **Infrastructure**
- **Technology**
- **“Readiness”**
- **Purchasing People**
- **Streamlining Processes**
- **Centralized vs. De-Centralized Processes – More Collaborative Options**
- **Responsiveness/Timeliness in Communicating with People**
- **Establish Policies where appropriate**
- **Educate & Empower Staff**

Adjective List for Describing Service:

- **First Class**
- **First Rate**
- **Outstanding**
- **Exceptional**
- **High Quality**
- **Excellent**
- **Phenomenal**
- **Exemplary**
- **Best**
- **World Class**

CRITICAL GOAL CATEGORIES/FOCUS AREAS: Entire Group Activity

- **Customer Service**
- **Communication**
- **Accountability**
- **P.R.I.D.E. Values**
- **Workforce Strategy & Development**
- **Public Safety**
- **Infrastructure/Facilities**
- **Quality of Life**

CRITICAL GOAL CATEGORIES – Breakout Activity/Combined Results

CUSTOMER SERVICE:

- **Respond in a timely & professional way**
- **Effective use of their time/search**
- **Initial response to all inquiries within one business day**
- **Establishing policy/procedures for customer service complaints by 6/2015**
- **Professional**
- **Respond without unnecessary delay**

COMMUNICATION:

- **Factual**
- **Provide resolution**
- **Listen**
- **Social media accounts should be monitored at least once daily**
- **All-employee meetings will be held once per quarter with no exceptions (Jan, Apr, July, Oct)**
- **Proper dissemination of information**
- **Follow-Up**
- **Proper Mode**

ACCOUNTABILITY:

- **Be responsive – “D” in PRIDE**
- **Be proactive vs. reactive**
- **Annual review of all state/federal laws for compliance**
- **Maintain certifications as required**
- **Review current contracts for Council consideration**
- **Own your work product**
- **Integrity**
- **PRIDE Values: Embrace them & promote them throughout the organization**

WORKFORCE STRATEGY:

- **Empower/Train/Educate**
- **Cross-train/succession plan**
- **Invest in training for all employee levels annually**
- **Develop & document standard procedures for employee sharing**
- **Train, educate & develop**
- **Equip for success**
- **Lead by example**
- **Show employees we value them & care**

CRITICAL GOAL CATEGORIES – Breakout Activity/Combined Results (continued)

PUBLIC SAFETY:

- **Community education/Open House outreach**
- **Resource sharing**
- **Establish safety program where staff participate in drills twice annually**
- **EOC mock scenario – annually**
- **Recruit for the organization’s values**
- **Seek out creative & innovative solutions**
- **Process and promote a “Community” mindset**

INFRASTRUCTURE/FACILITIES:

- **Take PRIDE in what we own**
- **Innovative (library going green)**
- **Technology/Automation**
- **Grant Opportunities**
- **Staff will report maintenance issues – at least weekly**
- **Identify areas for improvement & research web design**
- **Sustainable accessibility trends annually**
- **Industry standards/Best Practices**

QUALITY OF LIFE:

- **Work/Life Balance**
- **Recognition**
- **Compensation/Benefits**
- **Bi-annual Citizen Satisfaction Survey**
- **Improving tax base**
- **Entertainment District Theater**

NEXT STEPS:

- **Departmental Vision & Mission Statements**
- **Flow Communication**
- **Employees Develop Goals**
- **Susan to help facilitate Departments' Vision & Mission**
- **Communication with Council**
- **Communication with Employees**
- **Branding Actions**
 - **Artwork**
 - **Coins, etc...**

POST-SESSION FEEDBACK:

What Worked?

- **Breakouts**
- **Frequent moving around**
- **Pace**

What Could Be Better Next Time?

N/A