

CITY OF FREDERICKSBURG CITY COUNCIL MEETING

MONDAY, MAY 21, 2018 ~ 6:00 p.m.

Law Enforcement Center ~ 1601 East Main Street

Linda Langerhans, Mayor
Charlie Kiehne, Council Member
Jerry Luckenbach, Council Member

Gary Neffendorf, Council Member
Tom Musselman, Council Member
Kent Myers, City Manager

(REQUEST ALL PAGERS AND PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL)

A G E N D A

(SWEARING IN OF NEW MEMBERS WILL OCCUR at 5:45 PM)

CALL TO ORDER

PLEDGE OF ALLEGIANCE

Page Ref

1. EMPLOYEE RECOGNITIONS

2. PUBLIC HEARINGS

- A. PUBLIC HEARING - Voluntary Annexation of Approximately 24.77 Acres of Land Located at the NW Corner of Smokehouse Road and the Extension of W. Windcrest Drive, otherwise known as Lots 2B-2R, 2B-1R, and 2A-R of the Seipp Subdivision (second of two) 1-6
- B. PUBLIC HEARING - (Z-1803) Request for Conditional Use Permit for a Hotel in the Central Business District Located at North and West of the Intersection of E. Ufer St and S. Llano Street 7-22
- C. PUBLIC HEARING - (Z-1804) Request to Establish R1-A (Single Family Residential - Small Lot) Zoning on a Property Totalling Approximately 11.7 Acres Located in the Seipp Subdivision on Smokehouse Road 23-35

3. ORDINANCES - RESOLUTIONS- ACTION ITEMS

- A. Receive Recommendation and Consider Z-1803
- B. Receive Recommendation and Consider Z-1804
- C. Consider Professional Service Contract for the Design and Engineering of the Boot Ranch Lift Station 36-53

4. INDIVIDUAL ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

- A. Consider Appointment of Mayor Pro Tem 54-55
- B. Consider Appointment of Relief Route Task Force Member 56-57
- C. Consider Appointments of Council Liaisons 58-59
- D. Consider Approval of New Parade Rules 60-63
- E. Consider Military Training Request 64-66

5. ITEMS FOR FUTURE AGENDAS

6. CITY MANAGERS REPORT

- A. City Council Retreat - May 22, 2018
- B. Community Visioning Process
- C. Hotel/Conference Center Project
- D. Golf Course Update

7. **PUBLIC COMMENT**

8. **COUNCIL COMMENT**

9. **EXECUTIVE SESSION** - Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development).

A. Executive Session - Consider and Discuss Penick R&C, LP vs. City of Fredericksburg, Texas (Sec. 551.071)

B. Executive Session - Consider and discuss potential claim related to enforcement of Zoning Ordinance, Section 3.510, Operation of a Standardized Business in Historic Shopping District (Sec. 551.071)

C. Executive Session - Consider and discuss Alpha Securities, LLC vs. City of Fredericksburg, Texas (Sec. 551.071)

10. **TAKE ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY**

11. **ADJOURN**



CITY COUNCIL MEMO

DATE: May 15, 2018

TO: Mayor and City Council

FROM: Brian Jordan, AICP

SUBJECT: Public hearing on the voluntary annexation of approximately 24.77 acres of land located at the northwest corner of Smokehouse Road and the extension of W. Windcrest Drive, otherwise known as Lots 2B-2R, 2B-1R and 2A-R of the Seipp Subdivision (2nd of Two required hearings)

Summary:

The property is located to the north and west of the intersection of Smokehouse Road and the extension of W. Windcrest Drive (see the attached exhibit). The applicant representing Lots 2B-2R and 2B-1R are proposing the development of their 11.7 acres into a residential subdivision referred to as The Beginning. No plans have been proposed for the southern 13.07 acre Lot 2A-R. The required public hearings are scheduled for May 7 and May 21, 2018. The Planning and Zoning Commission considered the zoning of R1-A (Small Lot Residential) for the 11.7 acre portion of the property on May 9, 2018, and made a unanimous recommendation to approve the zoning.

Recommendation:

Conduct the Public Hearing and receive comments. No action is required.

Background / Analysis:

The applicant representing the northern 11.7 acres (referred to as The Beginning) has requested that the City Council consider a number of concessions on their property. These include the extension of water and sanitary sewer utilities to their property and waiver of impact fees. We anticipate these items

will be included in an annexation agreement to be considered by the City Council. The remaining property will come into the City as R-1, Single Family Residential Zoning.

Attachments:

Maps of Area, Property owners within 200', Annexation Schedule, Preliminary Plat for informational purposes.



Department Approval



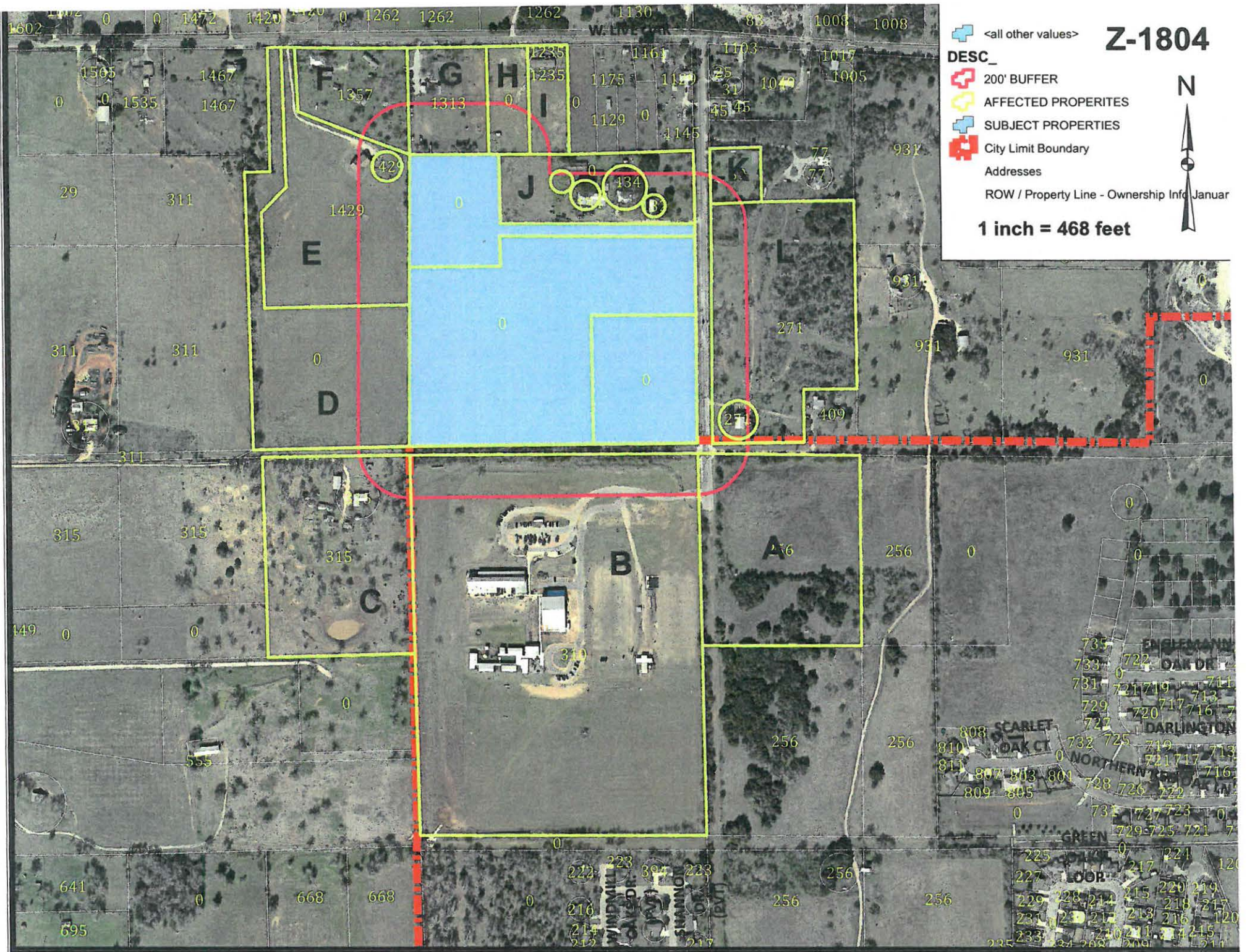
City Attorney Approval



City Manager Approval

The City of Fredericksburg

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Letter	Owner	Address
A	MARY CARINHAS	121 LOUJON CIRCLE SAN ANTONIO, TX
B	HERITAGE FAMILY SCHOOL	P.O. BOX 1217 FREDERICKSBURG, TX 78624
C	DANIEL REEH	449 KERR RD FREDERICKSBURG, TX 78624
D	SCOTT SIFFORD	4179 STOKES BELLVILLE, TX
E	TROY SIFFORD	1429 W. LIVE OAK ST FREDERICKSBURG, TX 78624
F	KATHYLEEN MURPHY	1405 W. LIVE OAK ST FREDERICKSBURG, TX 78624
G	BRADLEY HOWARD	1313 W. LIVE OAK ST FREDERICKSBURG, TX 78624
H	CARMEN ZAMBRANO	1235 W. LIVE OAK ST FREDERICKSBURG, TX 78624
I	CARMEN ZAMBRANO	1235 W. LIVE OAK ST FREDERICKSBURG, TX 78624
J	LILI WEBE	134 SMOKEHOUSE RD FREDERICKSBURG, TX 78624
K	CISCO & CARMAN MARTINEZ	P.O. BOX 915 FREDERICKSBURG, TX 78624
L	DANIEL & JILL ELLIOTT	271 SMOKEHOUSE RD FREDERICKSBURG, TX 78624
Z-1804		

The Beginning Annexation Schedule (Tentative):

1st Public Hearing (City Council)	May 7, 2018
Zoning Public Hearing (P&Z)	May 9, 2018
2nd Public Hearing (City Council)	May 21, 2018
Zoning Public Hearing (City Council)	May 21, 2018
Institute Annexation Proceedings (City Council)	June 11, 2018 (special meeting date)
Completion of Annexation Process	September 9, 2018 (90 days Following Institution of Proceedings)



CITY COUNCIL MEMO

DATE: May 15, 2018

TO: Mayor and City Council

FROM: Brian Jordan, AICP

SUBJECT: Conditional Use Permit for a hotel in the Central Business District at the intersection of E. Ufer Street and S. Llano Street (Z-1803))

Summary:

The applicant is proposing an 84-room hotel on approximately 3.2 acres at the northwest corner of E. Ufer Street and S. Llano Street. The site previously contained a number of residential structures, most of which have been removed from the site. The proposed building is three stories above street level (Ufer Street) and a partial basement below the first floor, for a total of four floors (see description provided). Approximately 2.3 acres of the site are located outside the 100-year flood plain and the total building area of all floors is approximately 85,954 square feet. Access to the property is from both Ufer Street and S. Llano Street. Parking spaces are provided on the east, south and west side of the building. The surrounding zoning is CBD to the west, north and east, and PUD to the south. Surrounding land uses include HEB to the south, commercial to the west, residential to the north across Baron's Creek and undeveloped land to the east.

Recommendation:

The Planning and Zoning Commission voted unanimously in favor of recommending approval of the Conditional Use Permit, subject to receipt of a Traffic Impact Analysis. Staff concurs with the recommendation of approval. With regard to the Traffic Study, no additional improvements have been proposed. Staff will continue to evaluate the study to determine if additional improvements are warranted. There were no comments regarding this request.

The City of Fredericksburg

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Background / Analysis:

See attached Conditional Use Permit Brief for request Z-1803.

Attachments:

Conditional Use Permit Brief, Site Plan, Elevations, Project Descriptions, Design Standards, Ownership Map and list, Project Application



Department Approval



City Manager Approval

The City of Fredericksburg



126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861

CONDITIONAL USE PERMIT BRIEF

Request Z-1803

Applicant: David Martin AIA, A3 Studio Architecture

Location: Corner of E. Ufer Street and S. Llano Street

Existing Zoning: CBD Central Business District

Request: Conditional Use Permit for a Hotel in the CBD, Central Business District.

Site Plan Overview:

- The applicant is proposing an 84-room hotel on approximately 3.2 acres at the northwest corner of E. Ufer Street and S. Llano Street
- The site previously contained a number of residential structures, most of which have been removed from the site.
- The proposed building is three stories above street level (Ufer Street) and a partial basement below the first floor, for a total of four floors (see description provided).
- Approximately 2.3 acres of the site are located outside the 100-year flood plain.
- The total building area of all floors is approximately 85,954 square feet.
- Access to the property is from both Ufer Street and S. Llano Street.
- Parking spaces are provided on the east, south and west side of the building.
- The surrounding zoning is CBD to the west, north and east, and PUD to the south.
- Surrounding land uses include HEB to the south, commercial to the west, residential to the north across Baron's Creek and undeveloped land to the east.

Review and Evaluation Criteria:

A. CONFORMANCE WITH APPLICABLE REGULATIONS:

- The site complies with applicable regulations.

B. COMPATIBILITY WITH EXISTING OR PERMITTED USES IN ABUTTING SITES:

- The use of the property for a hotel will support the retail and commercial activities within the area. Properties on the north side of Baron's Creek remain primarily residential and Short Term Rentals even though the zoning of these properties is CBD Central Business District.

C. POTENTIALLY UNFAVORABLE EFFECTS OR IMPACTS ON OTHER EXISTING OR PERMITTED USES ON ABUTTING PROPERTY:

- The potential unfavorable effects on adjoining residential properties are minimized by the buffer of Baron's Creek, along with the orientation of the hotel towards Ufer Street.

D. MODIFICATIONS TO THE SITE PLAN WHICH WOULD RESULT IN INCREASED COMPATIBILITY AND WOULD MITIGATE POTENTIALLY UNFAVORABLE IMPACTS:

- None.

E. SAFETY AND CONVENIENCE OF VEHICULAR AND PEDESTRIAN CIRCULATION IN THE VICINITY:

- Drive access is being provided on E. Ufer Street and S. Llano Street. Service and deliveries will be accommodated within the site, and away from the public street. Sidewalks are being provided on Ufer Street and Llano Street. A pedestrian connection will be provided from the proposed hotel to the trail along the creek. We anticipate that the existing trail will be extended along the creek, and eventually across the creek to connect to Main Street.

The applicant has provided a Traffic Impact Study. This study is very basic and makes no recommendations for improvements based on the limited number of trips anticipated from the project. Staff will continue to evaluate the traffic study and determine whether there may be additional improvements that may be made for pedestrian and vehicular circulation in the vicinity.

F. PROTECTION OF PERSONS AND PROPERTY FROM EROSION, FLOOD OR WATER DAMAGE, FIRE, NOISE, GLARE:

- The property does include an area of flood plain along Baron's Creek. Improvements shown within the 100-year flood plain are subject to a flood study to be approved by FEMA.

G. LOCATION OF LIGHTING AND TYPE OF SIGNS; THE RELATION OF SIGNS TO TRAFFIC CONTROL AND ADVERSE EFFECTS OF SIGNS ON ADJACENT PROPERTIES:

- According to the information provided by the applicant, exterior lighting will be energy efficient and will utilize full cut off fixtures and strategies to protect neighbors and the night sky, while providing for the security needs of the guests..

H. ADEQUACY AND CONVENIENCE OF OFF STREET PARKING AND LOADING FACILITIES:

- Sufficient parking is provided based on the code. Loading and unloading areas are positioned away from the public street.

I. DETERMINATION THAT THE PROPOSED USE IS IN ACCORDANCE WITH THE OBJECTIVES OF THESE ZONING REGULATIONS AND PURPOSES OF THE ZONE IN WHICH THE SITE IS LOCATED:

- The intent of the Central Business District is to provide for the intense commercial activities of the central business district or central trading area of the City. This district establishes the character of the City by serving the visitor as well as the residents of the City. It would seem appropriate that a hotel would serve this need.

J. DETERMINATION THAT THE PROPOSED USE WILL COMPLY WITH EACH OF THE APPLICABLE PROVISIONS OF THE ZONING ORDINANCE:

- Affirmative.

K. DETERMINATION THAT THE PROPOSED USE AND SITE DEVELOPMENT, TOGETHER WITH ANY MODIFICATIONS APPLICABLE, THERETO, WILL BE COMPATIBLE WITH EXISTING OR PERMITTED USES IN THE VICINITY:

- Affirmative. However, we will reserve final recommendations on the results of the Traffic Impact Analysis.

L. DETERMINATION THAT ANY CONDITIONS APPLICABLE TO APPROVAL ARE THE MINIMUM NECESSARY TO MINIMIZE POTENTIALLY UNFAVORABLE IMPACTS ON NEARBY USES AND TO ENSURE COMPATIBILITY OF THE PROPOSED USE WITH EXISTING OR PERMITTED USES IN THE SAME DISTRICT AND THE SURROUNDING AREA:

- Affirmative. However, we will reserve final recommendations on the results of the Traffic Impact Analysis.

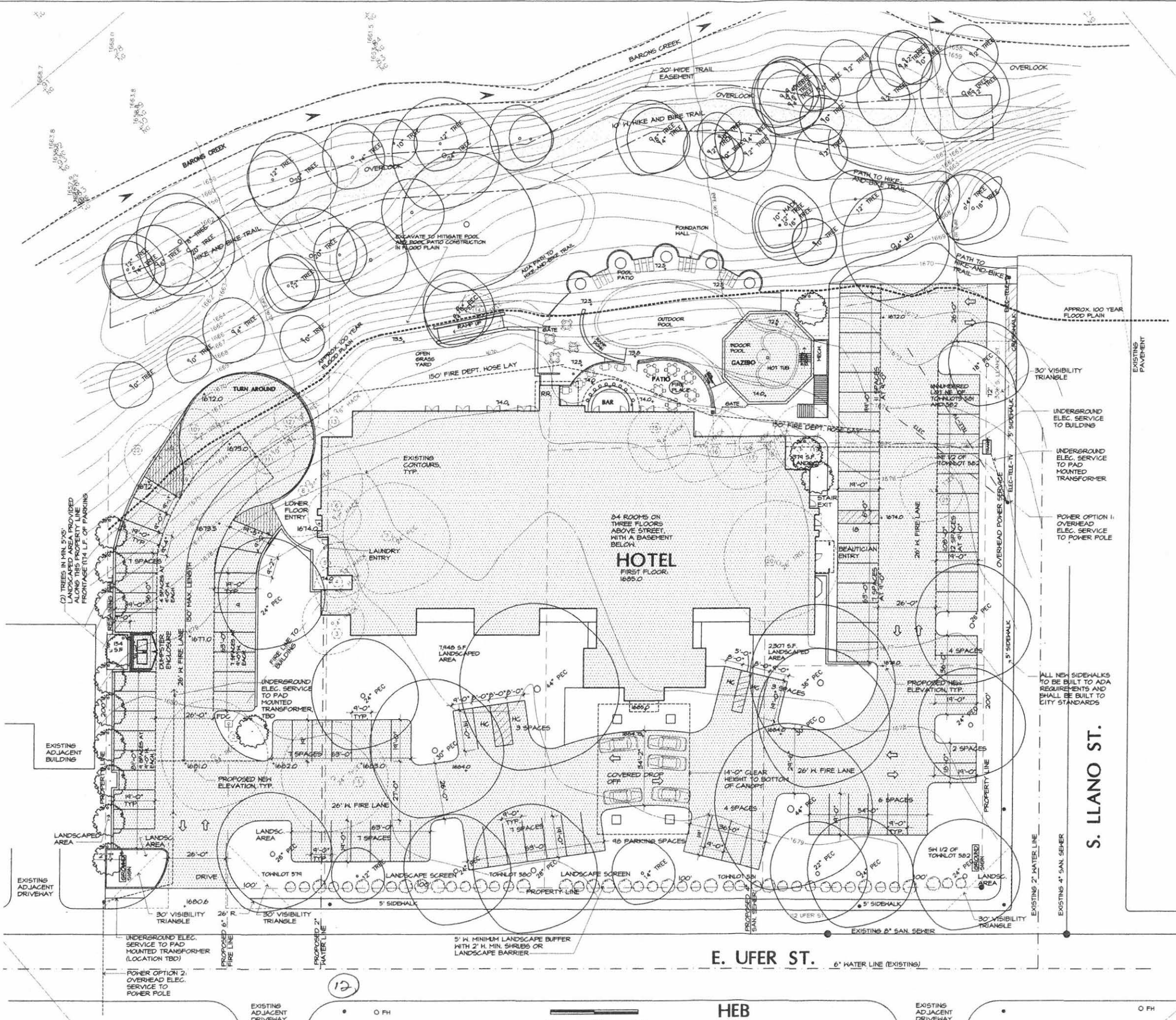
M. DETERMINATION THAT THE PROPOSED USE TOGETHER WITH THE CONDITIONS APPLICABLE THERETO, WILL NOT BE DETRIMENTAL TO THE PUBLIC HEALTH, SAFETY, OR WELFARE OR MATERALLY INJURIOUS TO PROPERTIES OR IMPROVEMENTS IN THE VICINITY:

- Affirmative. However, we will reserve final recommendations on the results of the Traffic Impact Analysis.

OPPOSITION/SUPPORT OF REQUEST: No comments received to date.

PLANNING AND ZONING COMMISSION RECOMMENDATION: The Commission voted unanimously to recommend approval of the Conditional Use Permit subject to receipt of a Traffic Impact Analysis.

STAFF RECOMMENDATION: Staff concurs with the recommendation of approval. The applicant has submitted the required Traffic Impact Analysis for the hotel project. Based on the limited number of trips created by the hotel, no improvements are recommended.



SITE DEVELOPMENT NOTES

1. LIGHTING SHALL BE FULL CUT OFF LIGHTING
2. LANDSCAPING SHALL BE AS SHOWN ON THE DRAWINGS AND INDICATED BY SUMMARY ON THIS SHEET
3. BUILDINGS WILL UTILIZE EXISTING SITE UTILITIES AS INDICATED ON THIS SHEET
4. EXISTING LOTS WILL BE PLATTED INTO ONE LOT PRIOR TO PERMITTING
5. CIVIL CONSTRUCTION PLANS SHALL BE APPROVED PRIOR TO ISSUANCE OF BUILDING PERMIT

CBD Zoning District Requirements

1. SETBACKS: NONE REQUIRED IN CBD. FOR INFORMATIONAL PURPOSES, DISTANCES FROM PROPERTY LINES TO BUILDING: SOUTH (FRONT): 21'-0", WEST SIDE: 44' EAST SIDE: 11'-3", 130' FROM BARONS CREEK
2. MAXIMUM BUILDING COVERAGE: NONE LISTED IN CBD. FOR INFORMATIONAL PURPOSES, BUILDING FOOTPRINT IS APPROX. 24% OF THE SIZE OF THE LOT AREA OUTSIDE OF THE FLOOD PLAIN
3. MAXIMUM IMPERVIOUS COVER: 50%. PROPOSED IMPERVIOUS COVER IS 15.3% OF TOTAL AREA. (SEE SUMMARY BELOW)
4. BUILDING HEIGHT LIMITATIONS: THREE FLOORS OR 30' MAXIMUM FROM THE AVERAGE GRADE ADJACENT TO THE BUILDING TO THE MID POINT OF A GABLE OR HIPPED ROOF. PARAPETS MAY EXCEED THE 30' HEIGHT BY 15% (FOR A MAXIMUM HEIGHT OF 43'-8"). ALL ROOFS, CANOPIES AND PARAPETS ARE COMPLIANT WITH THE HEIGHT REQUIREMENTS. (SEE EXTERIOR ELEVATIONS)
5. GABLE ROOFS ARE A MAXIMUM OF 81'-2" TO THE MID POINT OF THE ROOF. CANOPIES ARE A MAXIMUM OF 30' TO THE TOP OF THE CANOPY. PARAPETS ARE A MAXIMUM OF 40'-6" TO THE TOP. HOTEL HAS FOUR FLOORS INCLUDING A PARTIAL BASEMENT.
6. LANDSCAPING REQUIREMENTS: SEE SUMMARY BELOW
7. PROPOSED GROUND SURF SHALL COMPLY WITH THE SIGN ORDINANCE (20 S.F. MAXIMUM AND 5' HIGH, MAXIMUM)

PARKING CALCULATIONS

1. For hotel portion only: 11 spaces for first 50 rooms; 1 space per room over 50. (11 + 50) = 61 spaces
- Additional 34 rooms: 34 spaces; 61 total spaces for 34 rooms
2. Beauty/barbershop therapy: (541 sq. ft.) / 400 = 4 spaces
3. Meeting rooms:
 - a. Meeting room 2581 sq. ft. 2581 / 16 = 162 persons occupant load 162 persons / 4 = 41 spaces
 - 80% of meeting space will be utilized by hotel guests, so 10% of the 41 spaces are required: 41 x .10 = 4.1 spaces
4. Subtotal of parking spaces: 64 spaces (rooms) + 4 spaces (Beauty/barbershop therapy) = 68 spaces (meeting rooms) = 72 spaces required.
5. 72 spaces provided.

IMPERVIOUS COVER SUMMARY

TOTAL AREA OUTSIDE OF FLOOD PLAIN: 99,871 S.F.
TOTAL AREA OF IMPERVIOUS COVER OUTSIDE OF FLOOD PLAIN: 15,208 S.F.
IMPERVIOUS COVER = 15.3% OF TOTAL AREA

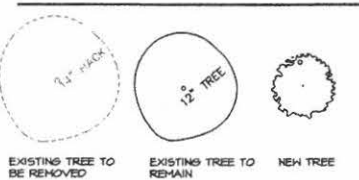
LANDSCAPING REQUIREMENTS AND SUMMARY

1. A 5' wide minimum landscaping buffer is provided along East Ufer St. Landscaping will be a hedge or landscape barrier 2'-0" high minimum.
2. A minimum of one tree per 50 linear feet of street frontage or E. Ufer is provided. Frontage is approximately 400 ft., therefore 8 trees are required. (b) existing trees are to remain along this frontage.
3. Landscaping requirement based on interior parking areas:
 - 56 interior parking spaces x 10 = 560 sq. ft. of landscaping required.
4. Requirements based on Other Vehicular Use: 42,757 sq. ft. total paved area (42,757 / 400) = 106,892 sq. ft. of landscaping required. (negative number - so no additional landscape requirements based on Other Vehicular Use)
5. 560 sq. ft. required for interior landscaping, 106,892 sq. ft. of interior landscaping provided.
6. Existing trees to remain: 10; existing trees to be removed: 22. Trees to be removed are in drives, under the building footprint, over the parking garage or in the line. All live trees along East Ufer St. will remain. New trees are added where possible on the site to compensate for trees that are removed.
7. Two (2) trees added along west side of site, where there is 114 linear feet of parking (this project abuts property owned for business use). Landscaped areas for these two trees are a minimum of 5'-0" in each direction.

EXISTING TREES TO BE REMOVED

1. 24" PINE
2. 24" PEGAN
3. 14" HACKBERRY
4. 10" HACKBERRY
5. 12" HACKBERRY
6. 12" HACKBERRY
7. 24" PEGAN
8. 24" PEGAN
9. 10" TREE
10. 12" TREE
11. 10" TREE
12. 10" TREE
13. 16" HACKBERRY
14. 10" TREE
15. 14" HACKBERRY
16. 16" HACKBERRY
17. 18" HACKBERRY
18. 12" HACKBERRY
19. 14" HACKBERRY
20. 24" TREE
21. 14" TREE
22. 14" TREE

TREE LEGEND



Fredericksburg Hotel

Fredericksburg, Texas

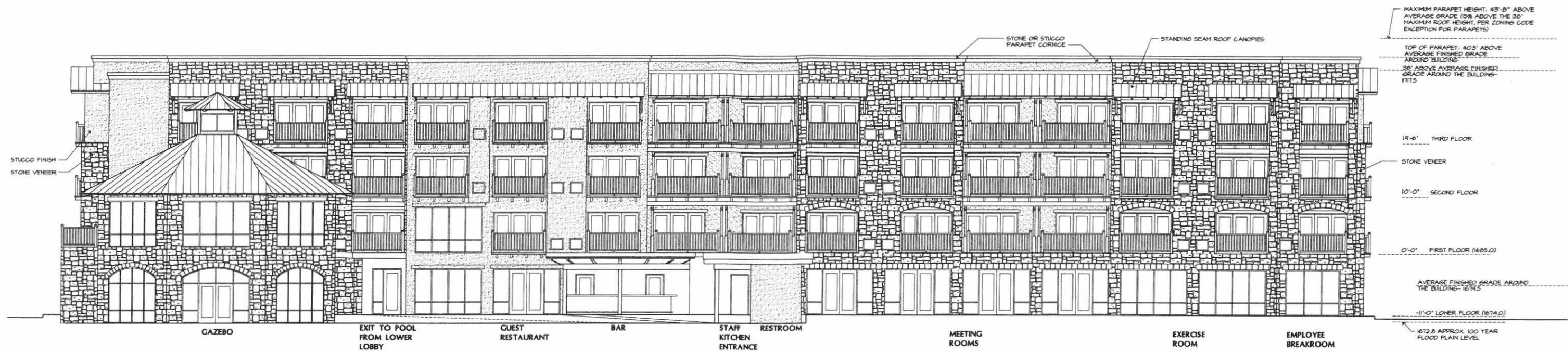
1 Site Plan
Scale: 1"=20'

PLAN NORTH
TRUE NORTH

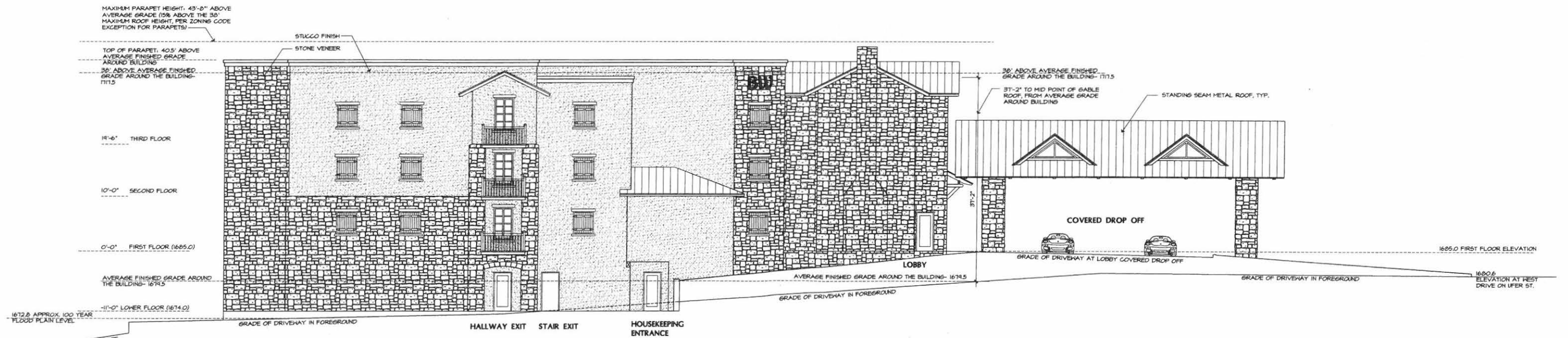
THIS SHEET IS FOR INTERIM REVIEW ONLY AND IS NOT INTENDED FOR PERMITTING OR CONSTRUCTION. ISSUANCE OF THIS SHEET HAS AUTHORIZED BY:

A3 Studio
ARCHITECTURE

DAVID A. MARTIN
TEXAS ARCHITECTURAL
REGISTRATION #14215
4-30-18



1 North Elevation (Barons Creek)
1/8"=1'-0"



2 West Elevation
1/8"=1'-0"

Fredericksburg Hotel

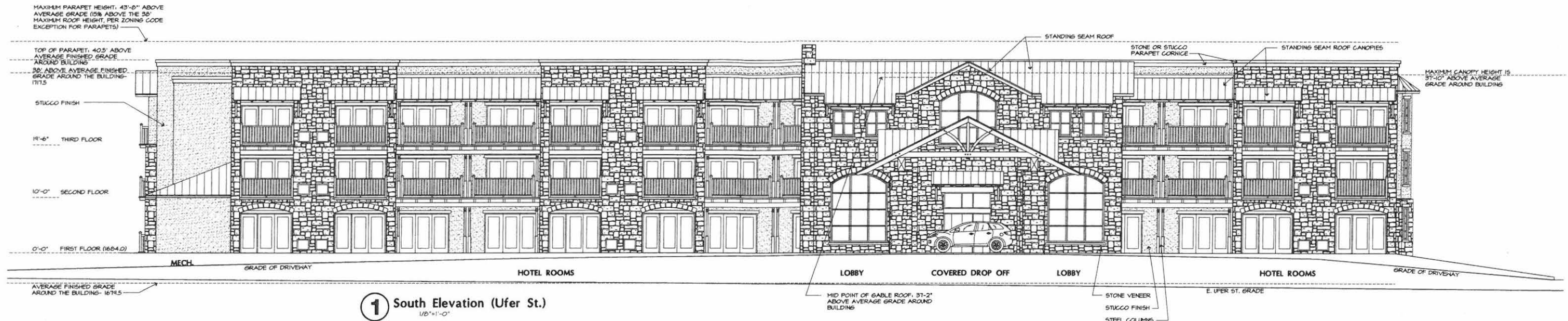
Fredericksburg, Texas

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4-2-18

A³ Studio
ARCHITECTURE
343 WEST WATER ST., KERRVILLE, TEXAS 78028
PHONE (830) 895-1313 FAX (830) 895-4744

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DAVID A. MARTIN
TEXAS ARCHITECTURAL REGISTRATION #14,215 4-2-18



Fredericksburg Hotel

Fredericksburg, Texas

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4-2-18

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343 WEST WATER ST., KENNERVILLE, TEXAS 79028
PHONE: (830) 895-1313 FAX: (830) 895-4744

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DAVID A. MARTIN
TEXAS ARCHITECTURAL REGISTRATION #14,215 4-2-18

Fredericksburg Hotel

Fredericksburg, Texas

4-3-18

1. **Hotel has 84 guest rooms** on the three upper levels and a partial basement below the street level parking. Lower level is a partial basement and consists of support functions including meeting room, guest restaurant, beautician shop, housekeeping, computer/work area, administrative offices and exercise room. A separate two story gazebo is provided, of about 1,600 s.f. on each floor. The lower portion will include part of the pool and hot tub, and the upper room will be for guest parties, gatherings, etc.
2. **Size:** First floor and basement are approximately 22,450 s.f. each. Second and Third floors are approximately 20,527 s.f. each, for a total of 85,954 s.f.
3. **Parking:** 98 spaces are indicated. Access to the parking is from Ufer St. and Llano St. . All parking spaces are above the flood plain. A parking summary is listed on the site plan.
4. **Landscaping-** All existing trees are along Ufer St. will remain. Trees to be removed are shown on the site plan, and are within the footprint of the building, in drives or in the fire lane. New trees are added to compensate for ones removed. Landscape summary is shown on site plan.
5. **Fire Department access:** Fire lanes are shown in front of the building and on both sides.
6. There are two main concepts driving the design:
 - a. The building is sited to take advantage of the **natural beauty of Barons Creek, and preservation of most of the existing significant trees.** (pool, well landscaped areas, outdoor areas tie to the hike and bike trail, many existing trees are preserved along the street and between the hotel and the creek.)
 - b. **Architectural style** is intended to complement the existing German influenced buildings. (heavy timber beams, steel columns, stone and stucco exterior finishes, standing seam roof canopies, arched windows, brick type pavers.)
7. **Building roof height and number of stories:** The mid point of the gable roof is 37'-2" maximum above the average finished grade around the building (this is below the 38' limit). The parapet height is 40'-6" above the average finished grade around the building. This is below the additional height allowed for parapets ($38' + 15\% = 43'-8"$). Sloped roof building canopies are a maximum of 37'-2" above the average finished grade around the building (this is below the 38' limit). The partial basement is 1'-0" above the 100 year flood plain. There are three stories of hotel rooms above street level (Ufer St.), and a partial basement below the first floor, for a total of four floors.
8. **The partial basement** is fully below grade on the south side (facing HEB), partially exposed on the east and west, and fully exposed from the north side (Barons Creek). There are three floors above the partial basement, making four floors total for the hotel. The City of Fredericksburg zoning ordinance allows for three stories or a 38' height above average grade. It does not appear to address a basement or partial basement. The

average height of the grade around the building (from which the maximum building height is measured) is midway between the first floor and the basement floor. Because the average grade is 5'-6" lower than the first floor, it effectively lowers the allowable height of the building. Compared to a three story building with an average grade all around the building at the first floor elevation, this proposed hotel would be no taller, and could be even lower than a comparable three story building.

9. **Flood plain/engineering:** The minimal fill that is added in the flood plain will be mitigated by removal of fill elsewhere in the flood plain on site.
10. **Zoning Summary:** Central Business District (CBD), no setbacks. Project includes Lots 579, 580, 581, 582, and an un-numbered lot lying NE of lots 581 and 582 (see separate surveys). The lots abutting Barons Creek are also part of the overall property and now contain a newly constructed hike/bike trail and trail easement dedicated to the city. All lots will be platted into one before the project is complete.
11. **Building Coverage, Impervious cover:** Ground floor building square footage: 22,450 square feet. There are 99,871 square feet (2.293 acres) of total area outside of the 100 year flood plain. Impervious cover outside of the 100 year flood plain: 75,208 square feet. Impervious cover to total area ratio: 75.3%
12. **Erosion control** will be accomplished by a combination of landscaped and lawn areas, and natural/native vegetation. A turf reinforcement matt will be used to stabilize landscaped areas where needed for erosion control.

Fredericksburg Hotel

Design Considerations

Fredericksburg, Texas

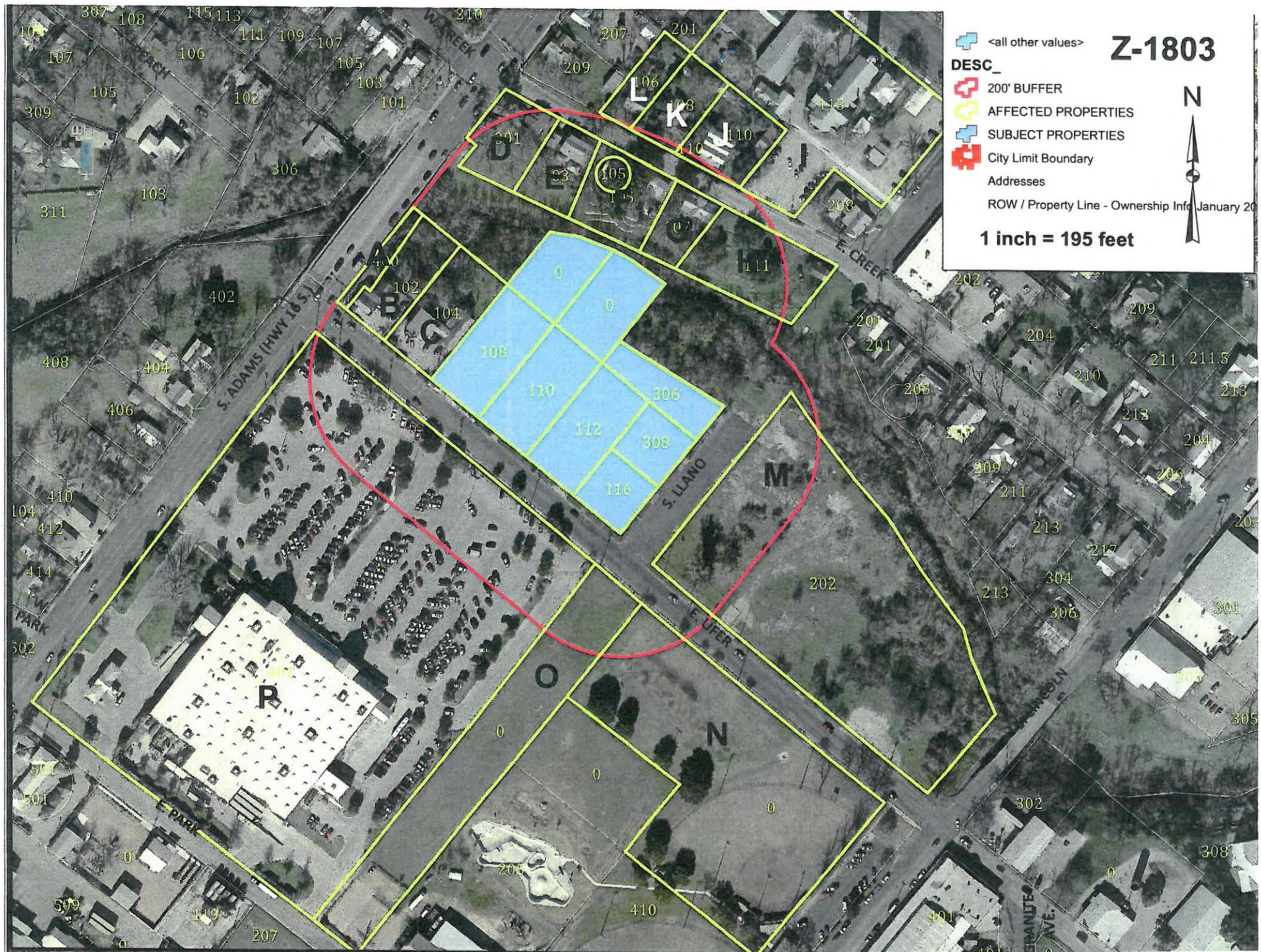
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The City of Fredericksburg has **Design Standards** for the Entry Corridor Development that suggest certain criteria that will enhance and contribute to the overall character and appearance of the community. While the Fredericksburg Hotel is not in the entry corridor, the hotel uses these standards as a guide to develop the site and building to be consistent with the intent of the Design Standards.

The following is a list of the building and site design criteria and how the hotel addresses them.

1. **Architectural style:** The hotel would be considered “Commercial” with recessed balconies for each hotel room, arched openings and a decorative parapet cornice.
2. **Architectural Materials:** Utilizes native materials including limestone, stucco, standing seam metal roof, decorative steel columns, recessed or protected window openings to minimize glare.
3. **Architectural color:** Colors will be chosen that are used traditionally in Fredericksburg, predominately earth tones with any brighter colors used mainly for accents.
4. **Architectural Features:** The bays of hotel rooms provide a consistent symmetrical rhythm to the front and rear façade. The lobby is designed to welcome visitors to the hotel with a regional recognizable architectural style including segmented arched windows, native stone, exposed wood beams, exposed wood soffit and standing seam roof and canopies.
5. **Massing and Scale:** The façade is divided into smaller segments (recessed and protruding elements) to break up the building mass. Standing seam roof canopies over the rooms provide variation in the façade, and the entry / lobby area provides a covered drop off smaller in scale than the rest of the front façade.
6. **Signage** will be integrated into the building design where appropriate, and monument signs with appropriate landscaping will identify the building without detracting from the overall appearance.
7. **The Building Height** is below the Zoning Ordinance standards for the CBD. The facades are broken up with recesses and “bump outs” to avoid large masses of full height elevations. Existing large mature trees are preserved between the street and the building, providing a buffer and a layer of greenery to reduce the impact of the building. Floor heights are between 9’-6” and 11’-0”, to keep the human scale of the building appropriate.

8. **Setbacks:** Although the CBD appears to have 0' setback requirements, the hotel is set significantly back from the adjacent streets and property lines. (25' to the front drop off canopy, 85' to the front of the building from the front property line, and a minimum of 75' from the side property lines. Barons Creek is over 130' from the rear of the building.
9. **Landscaping:** The site significantly exceeds the minimum landscaping requirements, and preserves 79% of the existing trees on the site. Interior landscaped areas are 10,255 s.f., and the existing trees along E. Ufer St. will remain. Most of the large existing pecan trees on the site will be preserved, and the rear of the site between the hotel and the creek will be appropriately landscaped with drought tolerant and adapted landscape species, and existing trees will remain, with a combination of open space and shaded areas. A hike and bike path has already been constructed to encourage visitors and guests alike to enjoy the beauty of Barons Creek.
10. **Exterior lighting** will be energy efficient and will utilize full cut off fixtures and strategies to protect neighbors and the night sky, while providing for the security needs of the guests.
11. **Service areas** are designed to minimize visibility from E. Ufer St.. Dumpsters will be screened, HVAC units will be screened with hardscape or landscaping.
12. **Parking areas** along E. Ufer St. will be screened with a landscape buffer between the street and the parking lot. A number of landscape islands will be utilized to break up the parking lot and preserve the existing trees. Decorative pavers will be used in portions of parking areas to break up expanses of paving.
13. **Drainage and storm water design** will be compliant with current standards. Rainwater harvesting will be considered for irrigation of landscaping.
14. **Streetscape:** 5' sidewalks will be provided on both streets. Existing mature trees will remain to shade the pedestrian walkways, and a handicapped accessible route from the street sidewalk to the building will be provided. An sidewalk/ accessible route will also be provided from Llano St. to connect to the hike and bike path along the creek.



Letter	Owner	Address
A	PAUL & DOROTHY PANACECK	537 CRENWELGE RD FREDERICKSBURG, TX 78624
B	PAUL & DOROTHY PANACECK	537 CRENWELGE RD FREDERICKSBURG, TX 78624
C	PAUL & DOROTHY PANACECK	
D	MARIE DURST	301 S. ADAMS FREDERICKSBURG, TX 78624
E	FRANK FLOYD	103 E. CREEK FREDERICKSBURG, TX 78624
F	KELLYDAWG LLC	46 LAKE VOYAGEUR DR THE WOODLANDS, TX
G	M.W. & DOLORES LASSWELL	107 E. CREEK FREDERICKSBURG, TX 78624
H	M.W. & DOLORES LASSWELL	107 E. CREEK FREDERICKSBURG, TX 78624
I	HOLY GHOST LUTHERAN CHURCH	113 E. SAN ANTONIO FREDERICKSBURG, TX 78624
J	HOLY GHOST LUTHERAN CHURCH	113 E. SAN ANTONIO FREDERICKSBURG, TX 78624
K	HOLY GHOST LUTHERAN CHURCH	113 E. SAN ANTONIO FREDERICKSBURG, TX 78624
L	ROBERT KILLIAN	1546 ARLINGTON HOUSTON, TX
M	CMC BARONS CREEK LTD	5121 BEE CAVE RD STE 207 AUSTIN, TX
N	CITY OF FREDERICKSBURG	126 W. MAIN ST FREDERICKSBURG, TX 78624
O	CITY OF FREDERICKSBURG	126 W. MAIN ST FREDERICKSBURG, TX 78624
P	H. E. BUTT GROCERY CO # 561	P.O. BOX 839999 SAN ANTONIO, TX

Z-1803

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Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 - (830)997-7521

A. Project Information (Please complete all items.)

Project Name: FREDERICKSBURG HOTEL
Project Address: 108 E. UFER ST., FREDERICKSBURG, TX 78624
Tax ID Number (s): AG-1386717

Application Type (Check all items that apply.)

- | | | |
|--|--|---|
| ☒ Conditional Use Permit | ☐ Minor Plat* | ☐ Plat Vacation |
| ☐ Site Plan* | ☐ Replat* | ☐ Annexation* |
| ☐ Zoning Change | ☐ Amending Plat* | ☐ Other |
| ☐ Land Use Plan Change | ☐ Preliminary Plat* | ☐ Waiver of Right to 30-day action |
| ☐ Variance Request | ☐ Final Plat* | |
| | ☐ Development Plat | |

Revision of Approved Plan / Plat? ☒ Yes ☐ No Name:

Jurisdiction: ☒ City Limits ☐ ETJ Total Acres: 3.471 No. of Lots:

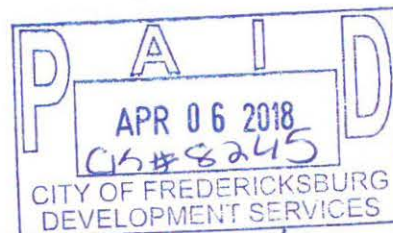
Original Survey & Abstract No: TOWN LOTS # 579, 580, 581, 582 AND UNNUMBERED LOTS SHOWN ON THE MAP OF FREDERICKSBURG, TX., AND ENVIRONS BY THE GERMAN EMIGRATION COMPANY.
Legal Description:

Current Land Use Plan: COMMERCIAL/RESID. Proposed Land Use Plan: COMMERCIAL

Current Zoning: CBD Proposed Zoning: CBD

Location:

Proposed Use(s): HOTEL



Applicant's Signature

Applicant's Role: ☐ Owner ☐ Developer ☒ Other (note role): ARCHITECT/AGENT

I hereby certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge. I also certify I have authorization from the owner to act on his / her behalf.

Signature: David Martin

Printed Name: DAVID MARTIN

Date: 4-3-18

Staff Use Only

Application No.: Z-1803

Date: 04/06/18

*Copy of current Title Search required with application.



Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 - (830)997-7521

B. Contact Information (Please complete all items. Attach additional pages as necessary.)

I. Property Owner(s)

Firm Name (if applicable): HAMUK LLC

Owner Name: UELI SCHLUNEGGER

Address: 155 DORIS DR., KERRVILLE TX. 78028

Phone: 830-459-2002

Fax:

Email: eurotex@hctc.net

II. Owner's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☒ Agent ☐ Engineer ☐ Surveyor ☐ Other (note role): ARCHITECT

Firm Name (if applicable): A3 STUDIO

Address: 343 W. WATER ST, KERRVILLE TX. 78028

Primary Contact Name: DAVID MARTIN

Phone: 830-895-1313

Fax:

Email: david@a3studio.tx.com

Secondary Contact Name:

Phone:

Fax:

Email:

III. Applicant

Firm Name (if applicable):

SAME AS II ABOVE

Applicant Name (s):

Address:

Phone:

Fax:

Email:

IV. Applicant's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☐ Engineer ☐ Surveyor ☐ Other (note role):

Firm Name (if applicable):

SAME AS II ABOVE

Address:

Primary Contact Name:

Phone:

Fax:

Email:



CITY COUNCIL MEMO

DATE: May 15, 2018

TO: Mayor and City Council

FROM: Brian Jordan, AICP

SUBJECT: Establish R1-A Single Family Residential - Small Lot zoning on approximately 11.7 acres located at the northwest corner of Smokehouse Road and the extension of W. Windcrest Drive, otherwise known as The Beginnings subdivision

Summary:

The property is located to the north and west of the intersection of Smokehouse Road and the extension of W. Windcrest Drive (see the attached exhibit). The applicant representing Lots 2B-2R and 2B-1R are proposing the development of their 11.7 acres into a residential subdivision referred to as The Beginning. No plans have been proposed for the southern 13.07 acre Lot 2A-R. Utilities are not currently located adjacent to this property. The applicants are requesting that the City extend the offsite utilities to serve this property. This request will be considered by the City Council as part of the annexation. Land uses surrounding this property include vacant land and scattered single family homes to the west, north and east, and the Heritage School to the south. Since the property is not within the city limits, there is no zoning on the property. Under normal circumstances, a property comes into the city limits as R-1, Single Family Residential, unless a different zoning is requested. In this case, the applicant is requesting R1-A Single Family Residential – Small Lot Zoning. A specific request has not been made on the tract to the south. The required public hearings are scheduled for May 7 and May 21, 2018. A special Council meeting will be required the week of June 11 to Institute the Annexation Proceedings. The Planning and Zoning Commission considered the zoning of R1-A

The City of Fredericksburg

(23)

(Small Lot Residential) for the 11.7 acre portion of the property on May 9, 2018, and made a unanimous recommendation to approve the zoning.

Recommendation:

The Planning and Zoning Commission voted unanimously to recommend approval of the R1-A Small Lot zoning category. We have received two letters in opposition and one letter in support of the reequest.

Background / Analysis:

The applicant representing the northern 11.7 acres (referred to as The Beginning) has requested that the City Council consider a number of concessions on their property. These include the extension of water and sanitary sewer utilities to their property and waiver of impact fees. We anticipate these items will be included in an annexation agreement to be considered by the City Council. The remaining property will come into the City as R-1, Single Family Residential Zoning. See the attached Staff Brief for a more complete analysis of the proposed zoning.

Attachments:

Land Use Plan and Zoning Brief, Zoning Map, Property Owner List, R1-A District Regulations, Application.



Department Approval



City Manager Approval

The City of Fredericksburg

LAND USE PLAN AND ZONING CHANGE BRIEF

Rezoning Request # Z-1804

<u>APPLICANT:</u>	Mimi Bartel
<u>LOCATION:</u>	West side of Smokehouse Road, and north of the extension of Windcrest Drive.
<u>SIZE:</u>	11.7 acres
<u>EXISTING ZONING:</u>	The property is not currently within the city limits. The applicant has filed a petition for annexation for this property, concurrent with a zoning request.
<u>PROPOSED CHANGE:</u>	Establish R1-A, Single Family Residential – Small Lot Zoning

FINDINGS:

- The property currently consists of 2 tracts, recently replatted into Lots 2B-2R and 2B-1R of the Seipp Subdivision, each having frontage on Smokehouse Road.
- The property is currently vacant, with an electric power line crossing the northern portion of the property.
- The property is bordered by Smokehouse Road on the east side, and undeveloped property owned by Parker Atkins to the south
- In May of last year, this 11.7 acres was part of a request to rezone to R-2 Mixed Residential. This request was denied by the City Council.
- Utilities are not currently located adjacent to this property. The applicants are requesting that the City extend the offsite utilities to serve this property. This request will be considered by the City Council as part of the annexation.
- Land uses surrounding this property include vacant land and scattered single family homes to the west, north and east, and the Heritage School to the south.
- Since the property is not within the city limits, there is no zoning on the property. Under normal circumstances, a property comes into the city limits as R-1, Single Family Residential, unless a different zoning is requested. In this case, the applicant is requesting R1-A Single Family Residential – Small Lot Zoning. A specific request has not been made on the tract to the south.
- The Land Use Plan identifies the subject properties, as well as the surrounding properties Low Density Residential.

LAND USE PLAN: The Land Use Plan basically calls for everything within the vicinity of the subject property to be Low Density Residential, including the property now occupied by the Heritage School. This use is representative of traditional, single-family detached dwelling units. Low density residential accounts for the largest percentage of

residential development in Fredericksburg today and will continue to do so with the development shown on this "Future Land Use Map". The areas designated for low density residential land use are generally not adjacent to major thoroughfares or incompatible land uses, and are in proximity to existing single-family residential land use. Within these areas, the City should encourage a range of lot sizes and housing types in order to promote increased housing diversity and affordability. For this reason, several single-family zoning districts with various lot sizes should be provided in the Zoning Ordinance. For the purpose of discussing Fredericksburg's ultimate population capacity (in the Growth Element of this plan), areas of the City or ETJ designed for low density residential development are assumed to develop at an average of three dwelling units per gross acre.

In making a recommendation to change the Land Use Plan designation, the Planning and Zoning Commission shall make the following determinations:

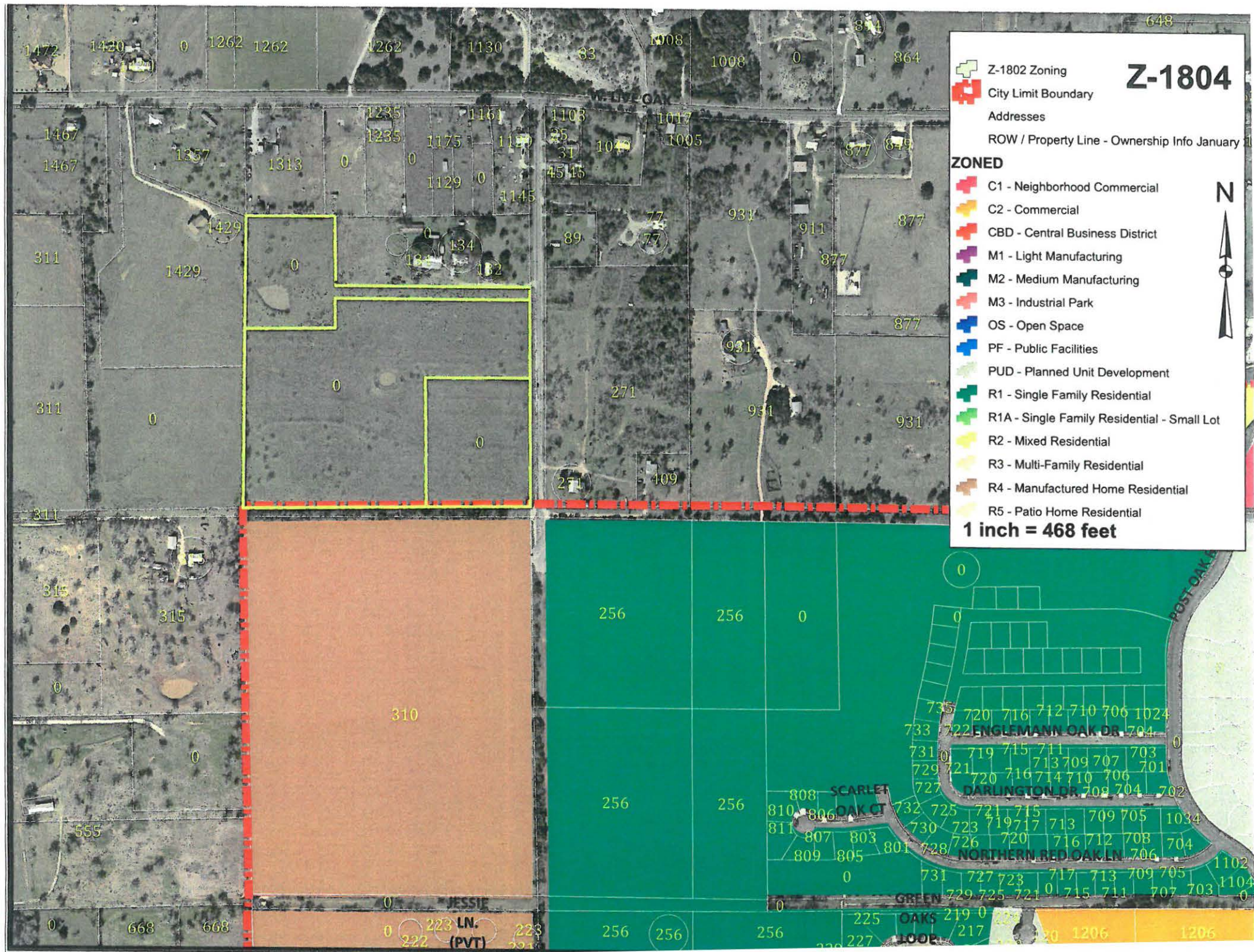
1. **The property affected by the request is adequate in size and shape to facilitate those uses normally associated with the requested designation.** There is no stated minimum size in the Comprehensive Plan for the proposed Low Density land use category. The subject property is sufficient in size.
2. **The property affected by the request does not exceed the capabilities of the infrastructure.** Water and sanitary sewer facilities that would serve this tract are sufficient in size to accommodate the proposed land use. Smokehouse Road and Live Oak Road, on the other hand are county roads and lack the size, design and capacity to handle significant additional traffic. As part of the annexation agreement, staff will be evaluating improvements or capacity issues relating to Smokehouse Road.
3. **The request will have no adverse effect on any property within six hundred (600) feet of the affected property.** While the lot sizes permitted in the R1-A category are generally smaller than those in the vicinity, we believe that they are appropriate to attain the mix and affordability of housing within the community.
4. **The requested change is to accommodate an appropriate land use and is consistent with other elements of the Comprehensive Plan.** In staff's opinion, the proposed land use of smaller lot single family residential is consistent with the intent of the Comprehensive Plan.
5. **The request, together with the applicable conditions, will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.** Given the fact that and project would be required to be built in accordance with City standards, we would not expect the change in land use to be detrimental to area properties.

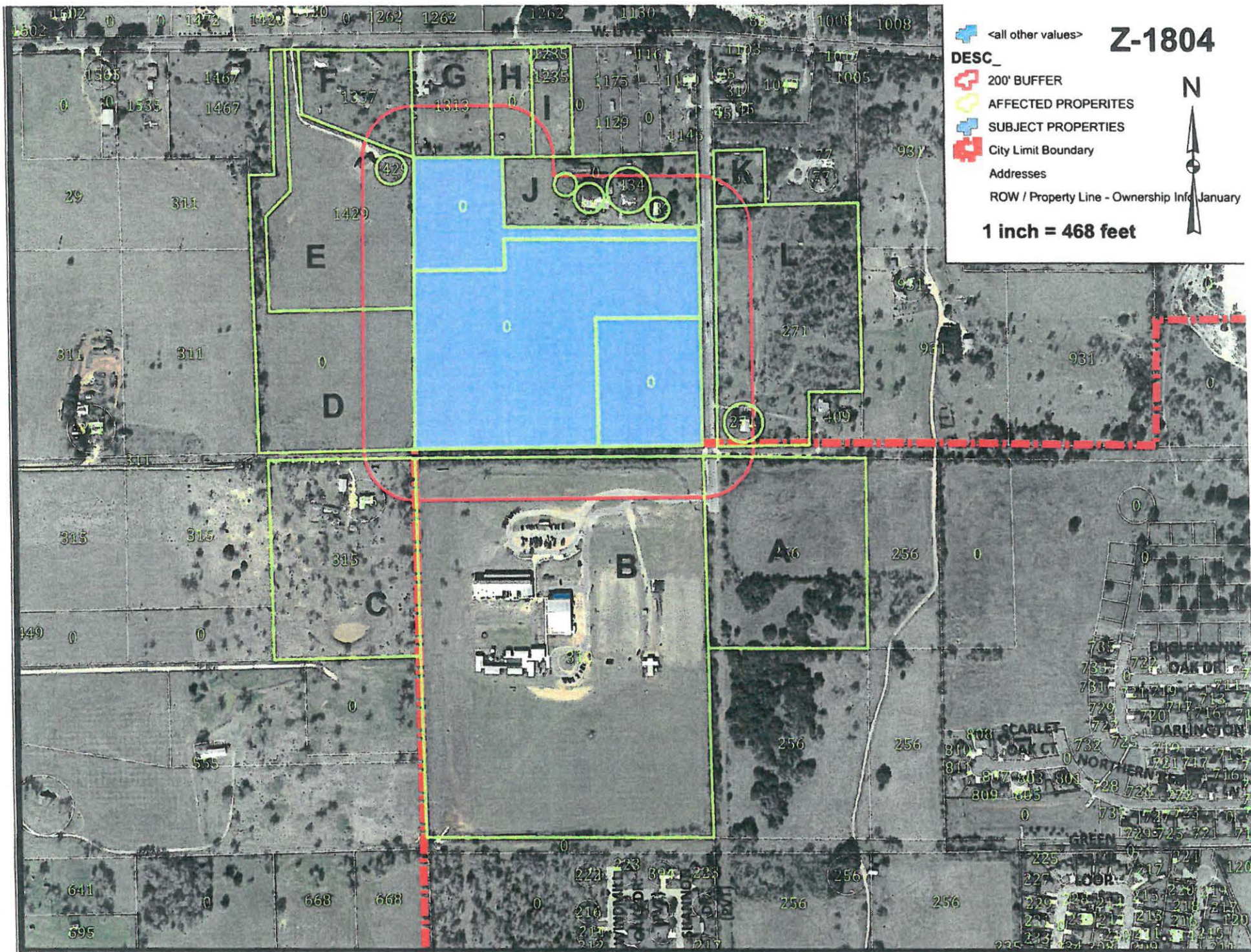
ZONING: Given the description provided in the Comprehensive Plan of providing a range of lot sizes and housing types in order to promote increased housing diversity and affordability, we believe the proposed R1-A category is appropriate.

OPPOSITION/SUPPORT OF REQUEST: We have received two letters opposed to the request and one letter in support.

PLANNING AND ZONING COMMISSION RECOMMENDATION: The Commission voted unanimously to recommend approval of the zoning change.

STAFF RECOMMENDATION: Based on the range of lot sizes and housing types recommended in the Comprehensive Plan for the Low Density category, approval is recommended.





Letter	Owner	Address
A	MARY CARINHAS	121 LOUJON CIRCLE SAN ANTONIO, TX
B	HERITAGE FAMILY SCHOOL	P.O. BOX 1217 FREDERICKSBURG, TX 78624
C	DANIEL REEH	449 KERR RD FREDERICKSBURG, TX 78624
D	SCOTT SIFFORD	4179 STOKES BELLVILLE, TX
E	TROY SIFFORD	1429 W. LIVE OAK ST FREDERICKSBURG, TX 78624
F	KATHYLEEN MURPHY	1405 W. LIVE OAK ST FREDERICKSBURG, TX 78624
G	BRADLEY HOWARD	1313 W. LIVE OAK ST FREDERICKSBURG, TX 78624
H	CARMEN ZAMBRANO	1235 W. LIVE OAK ST FREDERICKSBURG, TX 78624
I	CARMEN ZAMBRANO	1235 W. LIVE OAK ST FREDERICKSBURG, TX 78624
J	LILI WEBE	134 SMOKEHOUSE RD FREDERICKSBURG, TX 78624
K	CISCO & CARMAN MARTINEZ	P.O. BOX 915 FREDERICKSBURG, TX 78624
L	DANIEL & JILL ELLIOTT	271 SMOKEHOUSE RD FREDERICKSBURG, TX 78624
Z-1804		

Sec. 3.101. - R-1-A: SINGLE FAMILY RESIDENTIAL-SMALL LOT. :

Intent

This zone is intended to provide for detached single family dwellings, with not more than one principal residence permitted on any lot to ensure an environment conducive to single family residential use. Additional uses necessary and incidental to a single family residential dwelling unit are also permitted. This zone is typically associated with the Low to Medium Density Residential Land Use category but is conditionally allowed within all land use categories except "Open Space/Parks," "Industrial" and "Public Facilities."

Principal Permitted Uses

Buildings, structures and lands shall be used, and buildings and structures shall hereinafter be erected, altered or enlarged only for the following uses, plus such other uses as the City Council, by resolution, may deem to be similar to those uses listed and not obnoxious or detrimental to the public health, safety and welfare:

Single Family Residential (detached)	Local Utility Service
--------------------------------------	-----------------------

Uses Permitted Subject to Conditional Use Permit

The following uses may be permitted subject to a Conditional Use Permit as provided in Section 5.400:

Community Recreation	Private Primary Education
Day Care Services	Private Secondary Education
Guidance Service	Religious Assembly

Bed and Breakfast use is specifically prohibited.

Property Development Standards

Except as hereinafter provided, no building or structure or part thereof shall be erected, altered or converted for any use permitted in this district unless it is in conformity with all the standards and regulations herein specified for lot area, width and depth, dwelling unit area, lot coverage, yards and building height. The following standards shall apply except in cases where a lot does not meet the standards herein required but was an official "lot of record" prior to the adoption of this ordinance. In such cases, the present dimension shall be maintained as a minimum standard unit until such time as the use is removed. The replacement shall meet the standards and regulations herein specified.

Site Development Regulations

Each site in the R-1 district shall be subject to the following site development regulations:

Feature	Regulations
Lot Size	Minimum Lot Area, 4,500 Square Feet
Lot Width	Minimum Lot Width, 45 feet
Height	Maximum Building Height, 2 Stories, 28 feet
Front Yard	Minimum Required Setback, 15 feet (20 for Garage)
Street Side Yard	Minimum Required Setback, 15 feet
Interior Side Yard	Minimum Required Setback, 5 feet

Rear Yard	Minimum Required Setback, 10 feet
Residential Density	Maximum Dwelling Units per Lot, 1 per Lot
Minimum Dwelling Areas (Living Area Only)	750 Square Feet
Maximum Building Coverage	Percent of Lot Area, 50%
Maximum Impervious Coverage	Percent of Lot area, 60%
Nonconforming Uses	<u>Section 6.100</u>
Special Yard Regulations	<u>Section 7.300</u>
Fences, Walls and Visibility	<u>Section 7.530</u>
Parking	<u>Section 7.800</u>
Temporary/Accessory Building	<u>Section 8.000</u>
Home Occupations	<u>Section 8.300</u>



Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

A. Project Information (Please complete all items.)

Project Name: The Beginning

Project Address: 0 Smokehouse Rd.

Tax ID Number (s): 74408 & 26419

Application Type (Check all items that apply.)

- | | | |
|---|--|---|
| ☐ Conditional Use Permit | ☐ Minor Plat* | ☐ Plat Vacation |
| ☐ Site Plan* | ☐ Replat* | ☒ Annexation* |
| ☒ Zoning Change | ☐ Amending Plat* | ☐ Other |
| ☐ Land Use Plan Change | ☐ Preliminary Plat* | ☐ Waiver of Right to 30-day action |
| ☐ Variance Request | ☐ Final Plat* | |
| | ☐ Development Plat | |

Revision of Approved Plan / Plat? ☐ Yes ☐ No Name:

Jurisdiction: ☐ City Limits ☒ ETJ Total Acres: 11.7 No. of Lots:

Original Survey & Abstract No:

Legal Description: Lot No. 2B-1R, & 2B-2R of a Resubdivision of Lot No. 2B-1 & 2B-2 of the Seipp Subdivision, as said lot is shown, designated, and delineated on the map or plat of the said Resubdivision recorded in Volume 5, Page 147, Plat Records of Gillespie County, Texas.

Current Land Use Plan: low density residential
same

Proposed Land Use Plan:

Current Zoning: ETJ

Proposed Zoning: R1A

Location: 0 Smokehouse Rd.

Proposed Use(s): low density residential

Applicant's Signature

Applicant's Role: ☒ Owner ☒ Developer ☐ Other (note role):

I hereby certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge. I also certify I have authorization from the owner to act on his / her behalf.

Signature: Mimi Bartel

Printed Name: Mimi Bartel Date: March 28, 2018

Staff Use Only

Application No.: _____ Date: _____



Project Application

City of Fredericksburg - Development Services Department
126 W. Main St., Fredericksburg, TX 78624 – (830)997-7521

*Copy of current Title Search required with application.

B. Contact Information (Please complete all items. Attach additional pages as necessary.)

I. Property Owner(s)

Firm Name (if applicable): BarTrei Properties LLC

Owner Name: BarTrei Properties LLC

Address: 609 W. Schubert St.

Phone: 830.889.2329

Fax:

Email: mimibartel@hotmail.com

II. Owner's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☒ Engineer ☐ Surveyor ☐ Other (note role):

Firm Name (if applicable): VEI Engineering

Address: 507 E. Highway St., Fredericksburg

Primary Contact Name: Kevin Spraggins

Phone: 830.997.4744

Fax:

Email:

Secondary Contact Name:

Phone:

Fax:

Email:

III. Applicant

Firm Name (if applicable): BarTrei Properties LLC

Applicant Name (s): Mimi Bartel

Address: 609 W. Schubert St.

Phone: 830.889.2329

Fax:

Email: mimibartel@hotmail.com

IV. Applicant's Agent/Engineer/Surveyor (Main contact person responsible for application)

Role: ☐ Agent ☐ Engineer ☐ Surveyor ☐ Other (note role):

Firm Name (if applicable):

Address:

Primary Contact Name:

Phone:

Fax:

Email:



CITY COUNCIL MEMO

DATE: May 21, 2018

TO: Mayor and City Council

FROM: Kris Kneese, P.E. – Assistant Director of Public Works and Utilities

SUBJECT: Professional Service Contract for Boot Ranch Lift Station Rehabilitation

Summary:

The Boot Ranch Lift Station Rehabilitation Project was identified as a top priority project in the 2016 Wastewater Master Plan. The current condition of the lift station places this critical rehabilitation project as a priority. Additionally, the lift station pumps all the sanitary sewer out of Boot Ranch and into the City's collection system. City Council approved funding in the FY 2018 Water Department budget for the professional services of the Boot Ranch Lift Station Rehabilitation Project.

Recommendation:

City Staff recommends approval of the Professional Services Contract with HDR Engineering to perform professional services outlined in the attached scope of services which includes preliminary engineering, final design, bid phase and construction phase services for the City's proposed Boot Ranch Lift Station Rehabilitation Project for a fee not to exceed \$332,510.00.

Background / Analysis:

The 2016 Wastewater Master Plan identified the Boot Ranch Lift Station Rehabilitation Project as a high priority project due to the lift station's current condition. The lift station's original design and construction allows very corrosive sewer gases like hydrogen sulfide gas to enter the valve and

The City of Fredericksburg

(34)

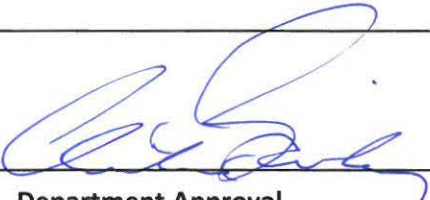
- Scenario 1 - Construct a new intermediate lift station at a new site, as well as rehabilitate the existing lift station at the existing site
 - Scenario 2 – Demo the existing lift station and construct a new lift station at the existing site
- After completion of the PER, HDR Engineering will make a recommendation to City Staff based on which Scenario will best fix the current problems with the Boot Ranch Lift Station.

As seen in the proposed professional services contract, the engineering fee is different based on which scenario is selected. Thus, City Staff will authorize HDR Engineering to proceed with Task 5 - Design and Bid Document Development based on the outcome of the PER task.

During the FY 2018 budget discussion with City Council, City Staff recommended including budget for the professional services, including preliminary engineering, design, bid and construction phase services for the Boot Ranch Lift Station Rehabilitation Project. The City Council approved a budget of \$340,000 in the FY 2018 Water Department budget to fund design and engineering of the Boot Ranch Lift Station Rehabilitation Project.

Attachments:

- Professional Service Contract with HDR Engineering
- Original Lift Station Design
- Boot Ranch Lift Station Layout



Department Approval



City Attorney Approval



City Manager Approval

The City of Fredericksburg

(37)

equipment vault. As a result, the equipment (valves, piping, ventilation, electrical, etc) has become corroded and damaged. Below are some photos that show the corrosion inside the lift station.



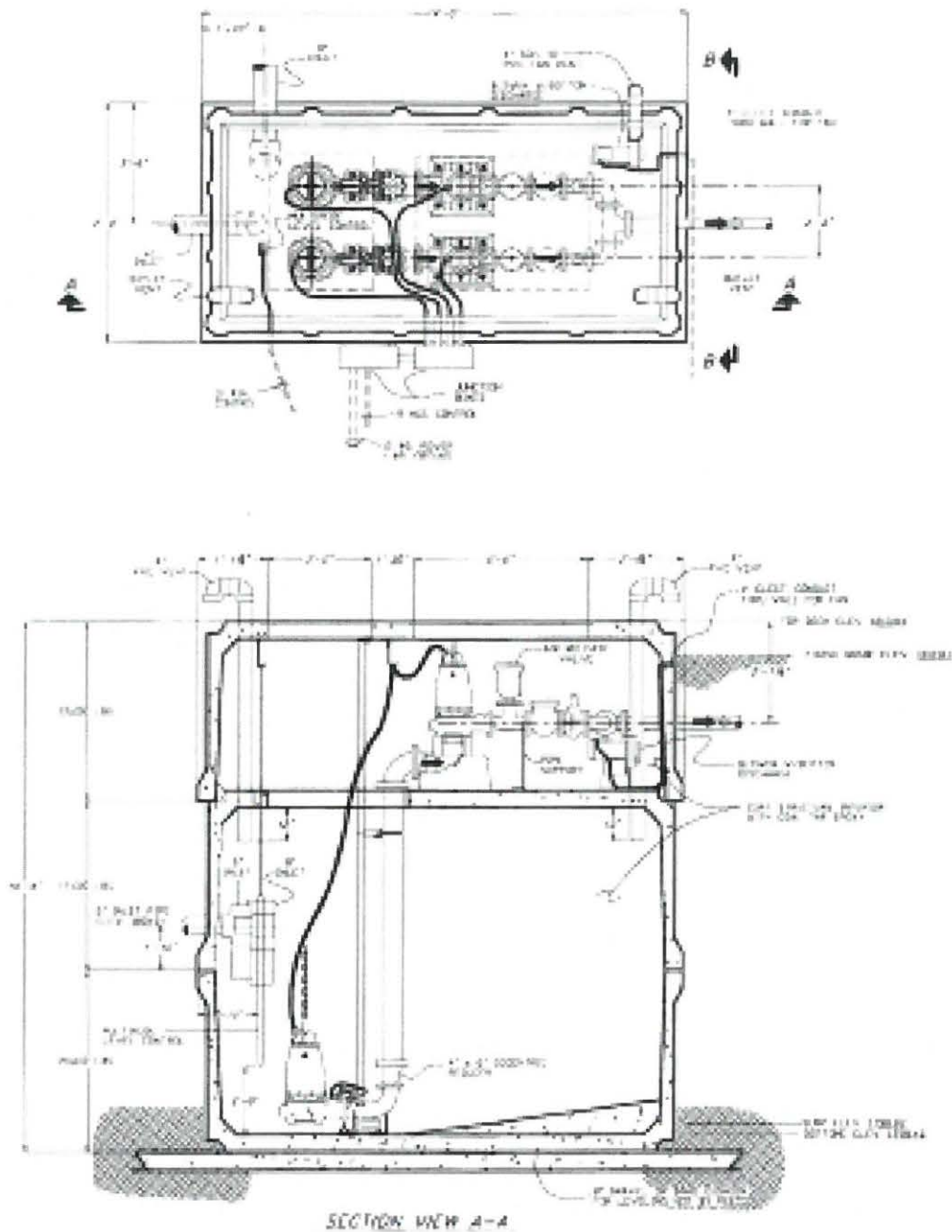
The City of Fredericksburg

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126 W. Main St. • Fredericksburg, Texas 78624-3708 • (830) 997-7521 • Fax (830) 997-1861



In addition to the corrosion of equipment in the lift station, the lift station requires the pumps to overcome extremely high head conditions or elevation with a high flow rate. As such, the original lift station design installed a set of pumps in series to reach the required head condition. Below is a photo to illustrate the original design of the lift station. This lift station layout and pump design is rare and creates operational challenges.



During the preliminary engineering (PER) task of the proposed professional service contract with HDR Engineering, HDR will evaluate two (2) scenarios to rehabilitate the Boot Ranch Lift Station.

The City of Fredericksburg

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TASK ORDER No. 8

This Task Order pertains to an Agreement by and between the **City of Fredericksburg, Texas**, (“OWNER/CITY”), and **HDR Engineering, Inc.** (“ENGINEER/HDR”), dated September 6, 2013, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 8

PROJECT NAME: Boot Ranch Lift Station

PART 1.0 PROJECT DESCRIPTION:

According to the CITY and a recent site visit by ENGINEER, Boot Ranch existing Lift Station “C” is deteriorated and in poor condition. The existing pumps also have an usually high head requirement. This project will initially evaluate two scenarios, and develop final design and support bidding and construction for the chosen option:

Scenario 1 – Construction of New Intermediate Lift Station at new Site, and Rehabilitation of Existing Lift Station “C”.

Scenario 2 – Construction of New Lift Station at the Existing Lift Station “C” Site.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

Task 1 – Project Management/Site Investigation

The purpose of this task is to provide project management for the on-going work associated with the project. The project management task includes a Project Initiation Meeting and Site Investigation visit to verify the scope of the project and transfer information related to the existing lift station “C” and proposed intermediate lift station at the new site, if required.

ENGINEER Activities: ENGINEER will provide the following services:

1. Attend one Project Initiation Meeting/Site Visit with the CITY to review the project scope, determine available project data, project constraints and review the project schedule, perform field investigation by visual observation.
2. The Project Management task will include data acquisition, transfer coordination and review of pertinent background data.

Deliverable: A list of required background documents and information requested from the CITY. Monthly invoicing.

Key Understanding: The CITY will provide available documents for the existing lift station and Boot Ranch utilities. Visual observation will be defined as observations using only visual and tactile means without the benefit of materials testing and probing. A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If ENGINEER has reason to believe that such conditions may exist, the CITY may authorize in writing and will pay for the costs associated with the investigation. Meetings will be on-site or at the CITY offices.

Meetings/Travel: Attend one Project Initiation Meeting/Site Visit. The Project Initiation Meeting/Site Visit will be attended by two process engineers, one structural engineer and one electrical/instrumentation engineer.

Additional Services: Subsurface utility exploration services can be provided as an additional service.

Task 2 – Preliminary Engineering and Alternatives Analysis

The purpose of this task is to prepare a technical memorandum to identify the findings from the site investigation, provide an evaluation and recommendation(s) and opinion of probable construction cost for each design scenario.

ENGINEER Activities: ENGINEER will provide the following services:

1. Evaluate and perform an analysis of the information provided by the CITY.
2. Perform an evaluation on the condition of the existing lift station.
3. Perform an evaluation to determine if a new intermediate lift station at the current site identified by the CITY is required (Scenario 1), or if new equipment is available for installation at the existing site to handle the hydraulic requirements (Scenario 2).
4. Prepare a Technical Memorandum regarding the evaluation and recommendations, as well as an Engineer's Opinion of Probable Construction Cost (EOPCC) for review.
5. Respond to CITY comments on the Technical Memorandum. It is assumed that the CITY will provide comments within one week of receiving the Technical Memorandum.
6. Provide the CITY with two copies of the Final Technical Memorandum.

Deliverable: Two copies of the Draft Technical Memorandum and two copies of the Final Technical Memorandum.

Key Understanding: The CITY will provide information from the recent wastewater master plan, including projected ultimate flows from the Boot Ranch development. A system curve will be established for the replacement pumps at existing Lift Station "C", and for the pumps at the new intermediate lift station (if Scenario 1 is chosen). No additional hydraulic modeling is included. If the CITY is unable to locate design or as-built drawings of the existing force main, ENGINEER will obtain approximate ground elevation from online sources and it will be assumed that the force main is a constant depth below ground

along its alignment. An evaluation of alternate sites for the proposed intermediate lift station is not included.

ENGINEER will not proceed with design (Task 5) until the CITY has reviewed the Technical Memorandum and provided approval to move forward with Scenario 1 or 2.

Meetings/Travel: None.

Additional Services: Hydraulic modeling can be provided as an additional service. Environmental and archeological investigations can be provided as an additional service.

Task 3 – Topographic Survey

ENGINEER will obtain topographical survey of the proposed (new) intermediate lift station site (if Scenario 1 is chosen), to support design of the proposed lift station. ENGINEER will subcontract the services of a surveyor to provide control points, topographic data, visible utility locations and other necessary surveying services for the project. An electronic file with descriptions for each control point and other required survey information shall be obtained for design of the lift station. The CITY will provide topographic survey of the existing site (if either scenario is chosen).

Key Understanding: The CITY will acquire the identified tract of land from Boot Ranch prior to the topographic survey, or secure right-of-entry from Boot Ranch for ENGINEER and sub-consultant. The CITY has topographic survey of existing lift station site “C” that will be provided to ENGINEER, and no additional topographic survey of existing lift station site “C” will be required.

Additional Services: Subsurface utility exploration can be provided at an additional cost. Topographic survey of the existing lift station site “C” can be provided at an additional cost.

Task 4 – Geotechnical Investigation

The geotechnical investigation will consist of one 20-foot deep geotechnical boring at the existing lift station “C” site (if either scenario is chosen), and one additional 30-foot deep geotechnical boring at the proposed intermediate lift station site (if Scenario 1 is chosen), to be performed by a sub-consultant. The laboratory testing program will include index properties and strength tests. ENGINEER will perform engineering analyses of the field and laboratory data from sub-consultant to provide geotechnical boring logs and design and construction recommendations.

Task 5 – Design and Bid Document Development

The purpose of this task is to design and prepare plans including details, specifications and front-end documents for bidding improvements to existing lift station (if either scenario is chosen) and construction of the proposed intermediate lift station (if Scenario 1 is chosen).

Scenario 1: The preliminary engineering evaluation recommends that a new intermediate lift station be constructed at the new site, and that improvements be made to rehabilitate the condition of existing lift station “C”. Anticipated improvements to the existing lift station “C” site include:

- Replacement of all equipment and piping within the lift station
- New valve vault on existing site
- SCADA improvements to meet the CITY’s SCADA standards

Anticipated components of the proposed intermediate lift station at the new site include:

- Pumping equipment, valves and piping
- Valve vault
- Wet well
- Backup power and concrete pad
- Lighting
- Retaining wall due to significant slope of proposed lift station site. Retaining wall is assumed to be located entirely on the proposed lift station site. Temporary and permanent retaining wall is assumed to be soil nail wall. The Contract Documents will include a performance specification for the soil nail retaining wall design by the Contractor.

Scenario 2: The preliminary engineering evaluation recommends that a new intermediate lift station is not required. Anticipated improvements to the existing lift station “C” will consist of construction of a new lift station on the existing site, including:

- Demolition of the existing wet well
- Addition of a new wet well
- Addition of a new valve vault
- Pumping equipment, valves and piping
- SCADA improvements to meet the CITY’s SCADA standards

ENGINEER Activities: ENGINEER will provide the following services:

1. Provide design documents including project plans, details, bid documents and specifications.
2. Provide the CITY with two copies of the 60 percent Bid Documents and EOPCC for review.
3. Attend one meeting with the CITY to review comments to the 60 percent Design Documents. It is assumed that comments will be received within one week of submission of the 60 percent Design Documents.
4. Respond to the CITY comments.
5. Provide the CITY with two copies of the 90 percent Bid Documents and EOPCC for review.

6. Attend one meeting with the CITY to review 90 percent Design Documents. It is assumed that comments will be received within one week of submission of the 90 percent Design Documents.
7. Respond to the CITY comments.
8. Submittal of the plans and specifications for Texas Commission on Environmental Quality (TCEQ) plan review.
9. Provide the CITY with two copies of the Final Bid Documents and EOPCC.

Deliverable: Two half-size copies of the 60 percent and 90 percent Bid Documents and two half-size copies of the Final Bid Documents. Meeting notes for the 60 percent and 90 percent Review Meetings.

Key Understanding: Permitting support will be limited to submittal of the plans and specifications to the TCEQ. The CITY will pay any applicable permit fees. The project will use EJCDC and ENGINEER standard specifications. Meetings will be on-site or at the CITY. The bid proposal in the construction contract documents will be lump sum. Meetings will be held on-site or at the CITY. The proposed lift station enclosure will be designed per Boot Ranch standards, generally consisting of an eight foot privacy fence, and will not include any canopy. No deep foundations will be required. It is assumed that the backup power and lighting at existing lift station site "C" will remain. Traffic control will be provided for both design scenarios.

Meetings/Travel: Attend one 60 percent Bid Document Review Meeting and one 90 percent Bid Document Review Meeting. Meetings will be attended by two Process Engineers, and one Electrical/Instrumentation Engineer.

Task 6 – Bid Phase Services

The purpose of this task is to provide Bid Phase services to the CITY including distribution of plans and addenda, maintaining a plan holders list, attend a Pre-Bid Meeting, address comments and questions from plan holders, provide a bid evaluation, provide a recommendation of award and provide conformed documents.

ENGINEER Activities: ENGINEER will provide the following services:

1. Distribute Bid Documents to the CITY, area plan houses, and as requested to contractors and suppliers.
2. Address comments and questions from bidders or plan holders.
3. Attend a Pre-Bid Meeting.
4. Prepare and distribute addenda containing clarifications and modifications to the Bid Documents.
5. Maintain a plan holders list of distributed sets of Bid Documents.

6. Review bids received for inclusion of required information and correct bid price tabulation.
7. Review contractor qualifications for performing the required work. Evaluate the apparent low bidder in accordance with the Bid Documents. Make a written recommendation to the CITY for the award of the contract. Recommendation will be made based on the lowest responsive and responsible bid.
8. Provide conformed documents – two to the CITY and two to the contractor.

Deliverable: A plan holders list of distributed sets of Bid Documents. Issue addenda, if needed. Provide a written recommendation for award of the contract. Four half-size sets of conformed documents.

Key Understanding: The CITY will issue contract documents to the selected bidder, receive and review executed documents, and review insurance certificates. Pre-Bid Meeting will be on-site or at CITY offices.

Meetings/Travel: Attend one Pre-Bid Meeting. Meeting/Site Visit will be attended by one Process Engineer.

Task 7 – Construction Phase Services

The purpose of this task is to assist the CITY with Construction Administration for the project.

ENGINEER Activities: ENGINEER will perform the following services:

1. Attend the Pre-Construction Meeting
2. Attend Monthly Progress Meetings and perform on-site observation during active construction of the project. A total of up to 12 meetings and visits is included.
3. Review up to 30 technical submittals if a new intermediate lift station on the new site is required (Scenario 1), and up to 24 if a new lift station is constructed on the existing site (Scenario 2).
4. Review and respond to up to 15 Requests for Information (RFIs) if a new intermediate lift station on the new site is required (Scenario 1), and up to 12 if a new lift station is constructed on the existing site (Scenario 2).
5. Review and respond to up to five each Change Proposal Request's (CPRs) and Change Order's (COs).
6. Review and approve monthly Contractor Pay Applications.
7. Attend Substantial Completion Walk-Through Meeting.
8. Prepare record drawings based on markups provided by the Contractor.

Deliverable: Construction administration documents and meeting notes (when in attendance).

Key Understanding: Construction administration meetings will be on-site or at CITY offices. The CITY will provide access to the site for site observation. ENGINEER approval of contractor pay applications will be dependent on CITY input when ENGINEER has not made a monthly site visit. The CITY will attend and perform the Final Completion Walk-Through Meeting

- ENGINEER shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work, or to perform special inspections as defined in the applicable codes or required by the authorities having jurisdiction. ENGINEER shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the contractor or the safety precautions and programs incident to the work of the contractor. Accordingly, ENGINEER neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.
- ENGINEER shall rely on the ENGINEER's best judgment in providing advice to the CITY so that, when completed, the project will be in general conformance to the Contract Documents. ENGINEER shall not be responsible for the failure of the contractor to perform the construction work in accordance with the Contract Documents and the contract for construction; however, ENGINEER shall report to the CITY any deficiencies in the work actually detected by the ENGINEER.
- After Contractor's review and approval, ENGINEER shall review and take appropriate action on the Contractor's submittals, such as Shop Drawings, Product Data and samples, but only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. The review of a specific item shall not indicate review of an assembly of which the item is a component.

Meetings/Travel: Attend one Pre-Construction Meeting, 12 Monthly Progress Meetings that include on-site observation, and one Substantial Completion Walk-Through Meeting.

- Pre-Construction Meeting/Site Visit will be attended by two Process Engineers.
- Monthly Progress Meetings/Site Visits to be attended by one Process Engineer. One Electrical/Instruction Engineer and one Structural Engineer to attend three progress meetings;
- Substantial Completion Walk-through Meeting/Site Visit to be attended by two Process Engineers and one Electrical/Instrumentation Engineer.

FORM AND FORMAT

Work produced will be in the following form or format:

Microsoft Word 2010 for word processing

Microsoft Excel 2010 for spreadsheets

Microsoft Access 2010 for databases

AutoCAD 2014 for drawings

ESRI ArcMap 10.5 for GIS platform

AutoCAD work prepared shall be in accordance with ENGINEER Standards. Technical specifications will be developed using ENGINEER's Master Specifications.

PART 3.0 CITY'S RESPONSIBILITIES:

A. CITY shall be responsible for, and ENGINEER may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CITY to ENGINEER pursuant to this Agreement. ENGINEER may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement. The CITY shall at its expense:

1. Provide ENGINEER with all criteria and full information as to CITY's requirements for the Project, including objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which CITY will require to be included.
2. Furnish to ENGINEER any other available information pertinent to the Project including previous design plans, reports and data relative to previous designs, or investigation at or adjacent to the Site.
3. Following ENGINEER's assessment of initially-available Project information and data and upon ENGINEER's request, furnish or otherwise make available such additional Project related information and data as is reasonably required to enable ENGINEER to complete its Basic and Additional Services. Such additional information or data would generally include the following:
 - i. Property descriptions.
 - ii. Zoning, deed, and other land use restrictions.
 - iii. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
 - iv. Explorations and tests of subsurface conditions at or contiguous to the Site, drawings of physical conditions relating to existing surface or subsurface

structures at the Site, or hydrographic surveys, with appropriate professional interpretation thereof.

- v. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental or cultural studies as to the Project, the Site, and adjacent areas.
 - vi. Data or consultations as required for the Project but not otherwise identified in the Agreement or the Exhibits thereto.
4. Give prompt written notice to ENGINEER whenever CITY observes or otherwise becomes aware of the presence at the Site of any Constituent of Concern, or of any other development that affects the scope or time of performance of ENGINEER's services, or any defect or nonconformance in ENGINEER's services.
 5. Arrange for safe access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform services under the Agreement.
 6. Examine all alternate solutions, studies, reports, sketches, proposals, and other documents presented by ENGINEER (including obtaining advice of an attorney, insurance counselor, and other advisors or consultants as CITY deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.
 7. Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the Project designed or specified by ENGINEER and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the Project.
 8. Recognizing and acknowledging that ENGINEER's services and expertise do not include the following services, provide, as required for the Project:
 - i. Accounting, bond and financial advisory, independent cost estimating, and insurance counseling services.
 - ii. Legal services with regard to issues pertaining to the Project as CITY requires, or ENGINEER reasonably requests, including but not limited to the review of Contract Documents supplied by ENGINEER.
 - iii. Such auditing services as CITY requires to ascertain how or for what purpose Contractor has used the moneys paid.
 9. Advise ENGINEER of the identity and scope of services of any independent consultants employed by CITY to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructability review.

10. Furnish to ENGINEER data as to CITY's anticipated costs for services to be provided by others (including, but not limited to, accounting, bond and financial, independent cost estimating, insurance counseling, and legal advice) for CITY so that ENGINEER may assist CITY in collating the various cost categories which comprise Total Project Costs.
 11. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Contract Documents, or to evaluate the performance of materials, equipment, and facilities of CITY, prior to their incorporation into the Work with appropriate professional interpretation thereof.
 12. Provide ENGINEER with the findings and reports generated by the entities providing services to CITY pursuant to this paragraph.
 13. Inform ENGINEER in writing of any specific requirements of safety or security programs that are applicable to ENGINEER, as a visitor to the Site.
- B. CITY shall be responsible for, and ENGINEER may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CITY to ENGINEER pursuant to this Agreement. ENGINEER may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement.

PART 4.0 PERIODS OF SERVICE:

- A. ENGINEER is authorized to begin rendering services as of the date of Notice to Proceed (NTP).
- B. ENGINEER shall complete its obligations within a reasonable time per the following schedule:

The schedule for the project will be as follows:

Task 1	Ongoing throughout duration of project
Task 2*	60 calendar days from NTP
Task 3**	30 calendar days after completion of Task 2 (if Scenario 1 is chosen)
Task 4**	35 calendar days after completion of Task 2
Task 5*	180 calendar days after completion of Task 4
Task 6***	60 calendar days after completion of Task 5
Task 7	Dependent on construction contract duration

* Tasks 2 and 5 durations are dependent on completion of reviews by the CITY

**Tasks 3 and 4 durations assume no delays caused by weather

***Task 6 duration is dependent on the CITY's bidding process

- C. If, through no fault of ENGINEER, such periods of time or dates are changed, or the orderly and continuous progress of ENGINEER's services is impaired, or ENGINEER's services are delayed or suspended, then the time for completion of ENGINEER's services, and the amounts of ENGINEER's compensation, shall be adjusted equitably.
- D. If CITY authorizes changes in the scope, extent, or character of the Project, then the time for completion of ENGINEER's services, and the amounts of ENGINEER's compensation, shall be adjusted equitably.
- E. CITY shall make decisions and carry out its other responsibilities in a timely manner so as not to delay the ENGINEER's performance of its services.
- F. If ENGINEER fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then CITY shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

PART 5.0 PAYMENTS TO ENGINEER:

- A. CITY shall pay ENGINEER for Basic Services set forth in Part 2.0 as follows:

Compensation will be on a lump sum basis in the amounts as shown as follows. Where applicable, each task is broken into the two potential design scenarios:

Task	Scenario 1 – Construction of New Intermediate Lift Station at new Site, and Rehabilitation of Existing Lift Station	Scenario 2 – Construction of New Lift Station at Existing Site
1 – Project Management/Site Investigation	\$20,720	
2 – Preliminary Engineering and Alternatives Analysis	\$32,430	
3 – Topographic Survey	\$2,340	\$0
4 – Geotechnical Investigation	\$15,530	\$11,510
5 – Design and Bid Document Development*	\$182,960	\$143,280
6 – Bid Phase Services**	\$23,660	\$23,660
7 – Construction Phase Services**	\$54,870	\$50,820
Total Professional Services	\$332,510	\$282,420

*CITY will authorize ENGINEER to proceed with Task 5 once Scenario 1 or Scenario 2 is selected.

**CITY will authorize ENGINEER to proceed with Tasks 6 and 7 once City Council approves the project construction budget.

1. The Lump Sum includes compensation for ENGINEER's services and services of ENGINEER's Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor, overhead, profit, and Reimbursable Expenses.
2. The portion of the Lump Sum amount billed for ENGINEER's services will be based upon ENGINEER's estimate of the percentage of the total services actually completed during the billing period.

B. Period of Service: The compensation amount stipulated is conditioned on a period of service not exceeding 18 calendar months. If such period of service is extended, the compensation amount for ENGINEER's services shall be appropriately adjusted.

PART 6.0 OTHER:

Additional Services: If it is determined that additional services are required, ENGINEER shall submit a proposal to the CITY and receive approval in writing from the CITY before proceeding with the work.

This Task Order is executed this _____ day of _____, 2018.

THE CITY OF FREDERICKSBURG
"OWNER"

HDR ENGINEERING, INC.
"ENGINEER"

BY: _____

BY: _____

NAME: Kent Myers

NAME: Carmen B. Abad-Fitts, PE

TITLE: City Manager

TITLE: Vice President

ADDRESS: 126 W. Main Street
Fredericksburg, TX 78624

ADDRESS: 613 NW Loop 410, Ste. 700
San Antonio, TX 78216



Water Storage Tank

New Lift Station Site

Lift Station C

Lift Station B

Lift Station A



CITY COUNCIL MEMO

DATE: May 16, 2018
TO: Mayor and City Council
FROM: Kent Myers, City Manager
SUBJECT: Appointment of Mayor Pro Tem

Summary:

Immediately prior to Monday's City Council meeting the newly elected Mayor and Council members will be sworn into office. During the Council meeting the Council should proceed with the selection of the Mayor Pro Tem as provided in the City Charter.

Recommendation:

It is recommended that the City Council select one of your members for the position of Mayor Pro Tem.

Background / Analysis:

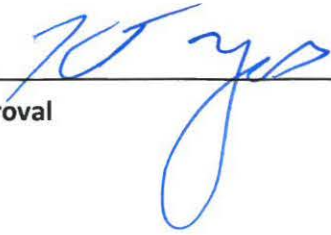
According to the City Charter, the Mayor Pro Tem should be appointed by the Mayor and City Council following each municipal election. This individual should serve at the pleasure of the City Council. In the event that the Mayor is unable to perform her duties, then the Mayor should perform these duties

Attachments:

The City of Fredericksburg

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Department Approval



City Manager Approval



The City of Fredericksburg

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CITY COUNCIL MEMO

DATE: May 16, 2018
TO: Mayor and City Council
FROM: Kent Myers, City Manager
SUBJECT: Appointment of Relief Route Task Force Members

Summary:

When the Relief Route Task Force was originally established in 2013 by the City Council and County Commissioners, it included two City Council members, two County Commissioners and several citizens appointed by other organizations such as the Chamber of Commerce.

Former City Council member Bobby Watson has served on the Task Force for a number of years. Therefore, he has a lot of knowledge about the Relief Route that would be beneficial to the Task Force on this important project. The Mayor suggested that the City Council might want to consider appointing Bobby to continue to continue to serve on the Task Force.

Recommendation:

It is recommended that the City Council consider revising the previous Council action to allow the City Council to appoint a non-City Council member to represent the City on the Relief Route Task Force. If you decide to change this requirement, then a separate action would need to be taken to officially appoint Bobby Watson as the City's representative.

Background / Analysis:

The City of Fredericksburg

Attachments:



Department Approval



City Manager Approval

The City of Fredericksburg

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CITY COUNCIL MEMO

DATE: May 16, 2018
TO: Mayor and City Council
FROM: Kent Myers, City Manager
SUBJECT: Appointment of City Council Liaisons

Summary:

Following each City Council election the Mayor normally appoints Council members to serve as liaisons with different boards and committees. These liaisons attend meetings of these boards and committees and report back to the rest of the City Council on the major items that were discussed.

Recommendation:

It is recommended that the Mayor proceed with the appointment of Council members to serve as liaisons to the following boards and committees for the next year:

EDC Board	Marktplatz Redevelopment Commission
CVB Board	175 th Anniversary Committee
Chamber of Commerce Board	Historic Society
Gillespie County	University Center Foundation Board
County Airport Board	Relief Route Task Force

Background / Analysis:

Attachments:


Department Approval


City Manager Approval

The City of Fredericksburg

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CITY COUNCIL MEMO

DATE: May 21, 2018
TO: Mayor and City Council
FROM: Jennifer Krupa, Special Events Coordinator
SUBJECT: Parade Safety Rules

Summary:

The City of Fredericksburg does not currently have approved parade safety rules for parade organizers to abide by. Throughout the years numerous safety issues have been observed by various city departments and caused concern, especially with the parade route most often used on Main Street that includes a U-turn at Washington Street.

The Special Events Division has four (4) permitted parades scheduled in 2018: Fourth of July Parade, Gillespie County Fair Parade, Veterans Day Parade, and Light the Night Christmas Parade; all four use a route that includes the U-turn at Washington Street. Discussions in-person, through email, and over the phone with all four parade organizers have concluded in the unanimous decision that safety is paramount when planning and executing parades within city limits for spectators, entrants, and animals. Historically, the Fourth of July Parade has been added to the city's general liability insurance policy while the other three carry their own general liability insurance. The proposed parade rules are attached for discussion and inclusion in the special event permit process.

Recommendation:

Recommend Council consider the request to approve parade safety rules.

Background / Analysis:

The discussion on parade safety came about during the debriefing meeting with the Light the Night Christmas Parade in December 2017. The Community Support Director, John Culpepper, promised a length, height, and width maximum measurement for the U-turn at Washington Street by April 2018 to the Chamber of Commerce. The Public Works and Street Divisions worked diligently to try and provide exact measurement numbers however there is more than just the length of the vehicle that goes into making the U-turn (i.e. driver's experience and ability).

The police department is also advocating for changes as issues such as gaps and the inability to make the U-turn leads to additional safety issues (i.e. when a gap is large at night and people cannot see more floats coming, they get into their car parked on Main Street and then back out onto the parade route while the parade is still in operation).

Public Works, Streets, Police, and Special Events met in early April to propose parade safety rules to incorporate into the special event permitting process. Once our draft was complete, Jennifer Krupa and Lt. Brian Haley met with the first parade organizer of 2018 (Fourth of July) to discuss. The Veterans Day Parade organizer was also in attendance at the meeting so we were able to solicit feedback from both events at the same time. It was determined after the first meeting that a second meeting needed to be held.

At the second meeting, Chief Wetz, Lt. Haley and I met with the Fourth of July Parade organizer to discuss and edit the original draft of rules. After we clarified, discussed, and made edits to the draft, the organizer has agreed to voluntarily incorporate the parade safety rules as proposed.

Jennifer Krupa spoke with the responsible party listed on the 2017 Gillespie County Fair Parade and they will voluntarily add the rules to their 2018 entry form and mentioned that they will have additional rules in addition to what the city has proposed.

The Veterans' Day Parade is a one-time event and has already incorporated the draft language into their entry form and voluntarily agreed to comply.

The Light the Night Christmas Parade gave the following feedback:

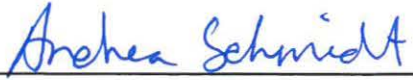
(1) alcohol should be prohibited for all involved – not just the operators of entries (this includes drivers and participants; including volunteers working the parade route); Light the Night will not allow passing out of items on the route for safety issues; therefore their rules will be more restrictive than what is proposed; and they would like the city to add the word "music" to the "no sirens, air-horns, firing of re-enactment weapons, or other noises that exceed 85 decibels without prior approval from the City of Fredericksburg." All in all, the Chamber is in support of the proposed rules and will voluntarily include these on their entry forms (and even be more stringent) and abide by the two rules we set forth for the organizers.

Attachments:

Proposed Parade Safety Rules

The City of Fredericksburg

(61)



Department Approval



City Manager Approval

City Attorney Approval

The City of Fredericksburg

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Parade safety rules for organizers to include on entry forms:

- All vehicles in the parade must be able to navigate the entire parade route and make all turns and clearances without difficulty. It is the responsibility of each driver to see to it that their vehicle or float clears all obstacles and can maneuver turns. If the route includes a U-turn, parade entries **must** be able to maneuver and make a U-turn in **one motion (no reversing)**. Participants must design their entry in length, width, and height to meet this requirement. Floats and entries **cannot exceed a 13'6" ft. height limit** from ground to top of float/entry.
- To reduce gaps, vehicles should maintain their speed to the pace of a slow walk and stay within two to three car-lengths of the preceding entry.
- Entries are not allowed to stop or impede the forward motion of the parade at any time with performances, dancing, stopping to rev engines, or any other action that alters parade movement. Performing groups should choreograph routines to maintain forward motion always.
- No candy or other enticements will be thrown/handed from any entry to spectators.
- **No jumping on or off moving entries:** Parade participants may not jump, dance, ride, bike, roller skate, roller-blade, skateboard, or move in any way onto or off any moving float or vehicle.
- Entries should never stop on the parade ending street/road at any time for unloading to allow for all entries to safely exit the parade route.
- Water guns and spraying of water by any means is prohibited.
- No alcohol may be consumed by float drivers or anyone operating an entry during the event.
- No music, sirens, air-horns, firing of re-enactment weapons, or other noises that exceed 85 decibels without prior approval from the City of Fredericksburg.
- If issues arise with your entry not following set rules during the parade, it could be cause for removal from the parade route by Fredericksburg Police, City Staff or parade organizers or be cause for non-acceptance in any future Fredericksburg parades.

For Parade Organizers:

- Parade organizers shall provide the City of Fredericksburg with a copy of all parade entry forms at **least three (3) business days** before the parade for review. Parade organizers can continue to accept entry forms less than three (3) business days in advance and provide the City with forms as they come in. The entry form, at a minimum, must include the following information: name of business/organization, contact name, contact phone number, a detailed description of the entry including height, length, and width (if vehicular) and the type of entry (Vehicle along with the make, model and year; Equestrian and number of horses; Commercial and how many vehicles; Float; or Walking along with the number of walkers).
- The City of Fredericksburg may exercise the authority to decline any aspect of the parade that they feel poses an unreasonable risk of injury or danger to the public. While exercise of this action should be prudent, and certainly permit parade organizers to revise any objectionable part of a plan, public safety must ultimately be the responsibility of the police department, fire department, and related public agencies.



CITY COUNCIL MEMO

DATE: May10, 2018

TO: Mayor and City Council

FROM: Steven Wetz, Chief of Police

SUBJECT: Military Training Request

Summary:

The City has received a request for assistance in training with the United States Army Special Operations Command. The unit is based out of Fort Bragg, NC and has been training during the spring months in Texas for several years. If approved the training will take part on several different occasions between the time of June 1, 2018 and May 31, 2021. The unit will provide information to me about each training mission before the operation begins; outlining the type of training, the people that will be participating, where the training will be conducted, and a time line on the training. I can, at any time, refuse the training mission and cancel the agreement

Recommendation:

AS a member of Law Enforcement I understand the value, and need for training, as well as the importance of personnel to be ready to handle any and all requirements. Waiting to learn from an actual event is non-productive and not in the publics, or the agencies best interest. I have researched this unit's past training activities and spoken to the local Law Enforcement agencies in the areas where they have been performing their training. There have been no negative effects from their training activities and no calls for service in any of the areas of their training locations due to citizen complaints in the last year. I request that the city approve this training.

The City of Fredericksburg

Background / Analysis:

The unit consists of military members of the United States Special Operations Command. These members train to conduct clandestine surveillance and intelligence gathering for operations outside the United States. Their activities here will be in preparation for missions that require them to be undetected by the public. Although some of the training will be conducted inside the city limits a large portion will be conducted in the county and on private property.

Attachments:

Letter of agreement for the City of Fredericksburg.

Department Approval


City Manager Approval

The City of Fredericksburg

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Fredericksburg Police Department

Steven T. Wetz
Chief of Police

1601 East Main Street, Fredericksburg, Texas 78624
Telephone (830) 997-7585 Fax (830) 997-9541

Date: 05-21-2018

Commander,
1st Special Forces Command (Airborne)
G3, Training and Exercise Cell
1626 Reilly Rd, Fort Bragg, NC 28310

Via: Mr. Thomas Mead
Contractor, VATC Inc.
RMT Operations Planner
USSOCOM J7-JCT Component Exercise/Service Integration Branch
Tampa, FL 33621

Dear Sir:

On the behalf of the City of Fredericksburg, Texas, you and the men of the United States Special Operations Command are hereby cordially invited to conduct military training within our jurisdiction for the next three (3) years beginning June 1st 2018 and ending on May 31st 2021.

We understand that coordination for any exercise will take place no less than 90 days prior to the event. We fully understand from the presentation that this training will involve active duty personnel preparing for overseas missions. We further understand and appreciate that this training will be coordinated through local law enforcement agencies and all affected property owners.

The City of Fredericksburg, Texas is pleased to support United States Special Operations Forces as they develop the techniques and tactics necessary to defend United States interests around the globe. Please do not hesitate to contact me if I can be of further assistance.

Sincerely,

Kent Myers
City Manager
City of Fredericksburg
126 W Main St
Fredericksburg, Texas 78624
(830) 998-4101
kmyers@fbgtx.org

