



City of Saginaw
Meeting and/or Executive Session Agenda

Tuesday, April 15, 2025, 6:00 PM
Council Chamber
333 West McLeroy Boulevard
Saginaw, Texas 76179

In accordance with Section 551.043 of the Texas Government Code, this agenda has been posted at Saginaw City Hall, and distributed to the appropriate news media within the required time frame. All meetings of the Saginaw City Council are open to the public. Public participation and written comments are invited on all open session business items.

The Mayor and City Council request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside to respond to a page or to conduct a phone conversation. The City Hall is wheelchair accessible and special parking is available on the east side of the building. If special accommodations are required please contact the City Secretary a minimum of 72 hours in advance at 817-232-4640.

1. Call To Order

1A. Call To Order -- Todd Flippo, Mayor

1B. Pledges--Pledge of Allegiance to the United States; Pledge of Allegiance to the State of Texas--
"Honor the Texas Flag; I pledge allegiance to thee, Texas, one State under God, one and indivisible"

1C. Invocation

1D. Audience Participation--Anyone wishing to speak during the discussion of an item listed on the agenda must complete an audience participation form. These forms are located by the Police Chief. After completing the form, give it to the City Secretary. She will give it to the Mayor. The Mayor will call on you when that item is discussed. You will have three (3) minutes to make your comments.

2. Consent Agenda

All items listed are part of the Consent Agenda. Public hearing and review are held collectively unless opposition is presented, in which case the contested item will be heard separately.

2A. Action Regarding Minutes, April 01, 2025--Vicky Vega, City Secretary

2B. Request Bids for City Property Located off of Blue Mound Rd--Randy Newsom, Director of Public Works

2C. Action Regarding Approval of Resolution No. 2025-08 to Execute All Requirements for the Landscape Maintenance Agreement for Green Ribbon Funding On-System Through TXDOT--Randy Newsom, Director of Public Works

3. Proclamations-Presentations

3A. Employee Recognitions/Presentations--Gabe Reaume, City Manager

3B. Proclamation-Child Abuse Prevention Month--Todd Flippo, Mayor

3C. Discussion Regarding Warehouse Development on Spring Hollow Dr.--Nathan Goldberg, Saginaw Resident

- 3D. Discussion Regarding Update on Building Maintenance--Jarred Coursey, Asst. Director of Public Works
- 3E. Discussion Regarding Railroad Quite Zone at Bailey Boswell--Scott Arnold, Kimley-Horn
- 3F. Discussion Regarding Short-Term Rental Property Regulations--Bryn Meredith, City Attorney
- 3G. Discussion Regarding Reinstalling the Monument Sign at Highland Station--Nick Lawson, Councilmember Place 2
- 3H. Discussion Regarding Concerns of the Audio System at the Candidate Forum on April 9, 2025--Nick Lawson, Councilmember Place 2
- 3I. Discussion Regarding Citizen Boards and Commissions--Cindy Bighorse, Councilmember Place 5

4. Public Hearings

- 4A. PUBLIC HEARING--Consideration and Action Regarding a Request for a Specific Use Permit to Allow a Carport at 1136 West Hills Terrace-- Susy Victor-Trevino, Asst. Director of Economic and Community Engagement

5. Business

- 5A. Consideration and Action Regarding Approval of Proposed Employee Suggestion Program Submittal/Recommendation -- Doug Spears, Fire Chief - Melanie McManus, Human Resources Director

6. Executive Session

The City Council may take action on any Executive Session item posted.

- 6A. 551.071. Texas Government Code. Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

- 6B. Any Posted Item

7. Adjournment

- 7A. Adjournment--Todd Flippo, Mayor

Date Posted: _____ Time: _____ By: _____

Date Retrieved: _____ Time: _____ By: _____



City Council Memorandum

A. Action Regarding Minutes, April 01, 2025--Vicky Vega, City Secretary

| Meeting | Agenda Group |
|----------------------------------|--------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Consent Agenda Item: 2A. |
| Reference File | |
| | |
| Community Goals | |
| | |

BACKGROUND/DISCUSSION:

The draft minutes of the April 01, 2025, City Council Meeting.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Draft Minutes--4-1-2025.pdf](#)

**** The following document is a draft of the minutes and the not the official approved minutes ****

City of Saginaw

Minutes for the City Council

333 West McLeroy Boulevard, Saginaw, Texas 76179

April 1, 2025, 6:00 PM

Present at the Meeting:

- Todd Flippo, Mayor
- Paul Felegy, Mayor Pro-Tem, Place 1
- Nick Lawson, Place 2
- Valerie Junkersfeld, Place 3
- Brack St. Clair, Place 4
- Cindy Bighorse, Place 5
- Mary Copeland, Place 6
- Bryn Meredith, City Attorney
- Trenton Tidwell, City Engineer
- Gabe Reaume, City Manager
- Lee Howell, Asst. City Manager
- Kim Quin, Finance Director
- Russell Ragsdale, Police Chief
- Doug Spears, Fire ChiefRa
- ndy Newsom, Director of Public Works
- Pedro Zambrano, Director of Economic Development & Community Engagement
- Melanie McManus, Director of Human Resources
- Vicky Vega, City Secretary
- Cameron Inglese, Police Officer

Absent from the Meeting:

- Ellen Ritchie, Library Director

Visitors at the Meeting:

- Jarred Coursey
- Ronnie Martinez
- Shawn Morrison
- Diksha
- Pedro Pena
- Saginaw 4H Club Members

- Boswell High School Basketball Team and Coaches
- Daniel Andrade
- Nathan Goldberg and HOA Members

1. Call To Order

1A. Call To Order -- Todd Flippo, Mayor

Mayor Flippo called the meeting to order at 6:00 p.m.

1B. Pledges--Pledge of Allegiance to the United States; Pledge of Allegiance to the State of Texas--"Honor the Texas Flag; I pledge allegiance to thee, Texas, one State under God, one and indivisible"--Saginaw 4H Club

1C. Invocation--Dr. Mark Towns, First Baptist Church-

Dr. Mark Towns gave the invocation.

1D. Audience Participation--Anyone wishing to speak during the discussion of an item listed on the agenda must complete an audience participation form. These forms are located by the Police Chief. After completing the form, give it to the City Secretary. She will give it to the Mayor. The Mayor will call on you when that item is discussed. You will have three (3) minutes to make your comments.

2. Consent Agenda

Motion was made by Mayor Pro-Tem Felegy and second by Councilmember Junkersfeld to approve all items of the Consent Agenda as presented. Motion carried unanimously 7-0-0-0

2A. Action Regarding Minutes, March 18, 2025--Vicky Vega, City Secretary

2B. Action Regarding Approval of Resolution No. 2025-06, Amending Right-of-Way Boundaries to include intersection of Knowles Dr. and McLeroy Blvd--Bryn Meredith, City Attorney

Resolution No. 2025-06 amends the Right-of-Way boundaries to include the intersection of Knowles Drive and McLeroy Blvd. The said property is owned by the City of Saginaw, in order for Oncor and other utilities to place facilities in the rights-of-way the city is required to designate the area as a right-of-way. Staff recommends approval.

2C. Action Regarding Approval of Resolution No. 2025-07, Accept and Execute all Requirements for the Advance Funding Agreement for Green Ribbon Funding On-System through the Texas Department of Transportation--Randy Newsom, Director of Public Works

The City submitted an application to the Texas Department of Transportation for Green Ribbon funding on March 28, 2024 and the Texas Department of Transportation ("TxDOT") has requested that the City approve, the Advance Funding Agreement for Green Ribbon Program On-System authorizing the state to undertake and complete a highway improvement or other transportation project generally described as landscape, hardscape and irrigation improvements on the North and South ROW limits of BUS 287.

Estimate cost is \$1,041,769.00, of which the City's cost is estimated to be \$78,000.00. The funds to cover the City's portion will come from ARPA funds. Staff recommends approval.

2D. Action Regarding Approval of Individual Project Order (IPO) Saginaw Drainage System No. 3--Randy Newsom, Director of Public Works

Kimley-Horn and Associates, Inc. (the Consultant), and the City of Saginaw, Texas (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 17, 2012, which is incorporated herein by reference.

Project: Saginaw System No. 3 Conceptual Evaluation (2025)

The Consultant will perform an evaluation to determine a conceptual plan to reduce the flooding occurring at the properties along Saginaw Boulevard from McLeroy Boulevard to Longhorn Road (known as the project limits). The intent of this project is to provide the Client with a conceptual level plan that can be used to understand necessary improvements required to reducing flooding in the project limits.

Services:

Task 1 Conceptual Evaluation \$50,000

Task 2 Agency Coordination \$10,000

Task 3 Topographic Survey and ROW Research \$15,000

Total Budgetary Fee: \$ 75,000 (Funds approved in the budget FY2024-25, Capital Outlay Account # 14-7000-00-00.

3. Proclamations-Presentations

3A. Recognition of the Saginaw 4H Club--Cindy Rodriguez, Club Manager

The President and Vice President of the Saginaw 4H Club presented a brief overview to the Council, highlighting the wide range of projects they participate in throughout the year. They emphasized how the program helps students develop valuable life skills and offers countless opportunities that benefit them long after their time in the program.

4. Public Hearings

4A. PUBLIC HEARING - Consideration and Action Regarding Resolution No. 2025-05, Adoption of Mid-Year Budget Revisions for Fiscal Year 2024-2025--Kim Quin, Finance Director

Mayor Flippo declared the public hearing for this item opened at 6:11 p.m. Finance Director Quin briefly explained the proposed mid-year budget revisions. Resolution No. 2025-05 adopts the revisions. Mayor Flippo called any public input. There was none. Mayor Flippo declared the public hearing closed at 6:17 a.m.

Motion was made by Councilmember Junkersfeld and second by Mayor Pro-Tem Felegy to approve item 4A as presented. Motion carried unanimously 7-0-0-0

4B. PUBLIC HEARING-- Under Section 311.011 of the Texas Tax Code to Consider Comment Regarding the Ordinance Accepting and Approving the Amendment of Project Cost of Reinvestment Zone No. 1, City of Saginaw, Texas and the Amended and Restated Final Project and Finance Plan--Daniel Andrade, Project Analyst for P3 Works

Mayor Flippo declared the public hearing for this item opened at 6:18 p.m. City Manager Reaume gave a brief update explaining the recommendation from the TIRZ Board meeting that took place on April 01, 2025, before the regular Council meeting. It was proposed to add site improvements for the former fire station #1 and adding asbestos abatement in preparation for redevelopment of that site and potential demolition. Another project added to the TIRZ is East McLeroy Blvd from Spring Hollow Road to Blue Mound Road, this would be for future reconstruction. Ordinance No. 2025-07 amends and approves the restated final project and finance plan. Mayor Flippo called any public input. There was none. Mayor Flippo declared the public hearing closed at 6:22 p.m.

Motion was made by Mayor Pro-Tem Felegy and second by Councilmember Lawson to approve item 4B as presented. Motion Passed 6-0-1-0 (Abstain Councilmember Junkersfeld)

4C. PUBLIC HEARING--Consideration and Action Regarding Approval of Ordinance No. 2025-07 Amending Certain Project Costs of Reinvestment Zone No. 1, City of Saginaw, Texas , and

Approving the Amended and Restated Final Project and Finance Plan for Reinvestment Zone No. 1, City of Saginaw, Texas.

Mayor Flippo declared the public hearing for this item opened at 6:23 p.m. City Manager Reaume had no other information to add, this was a continuation of item 4B. The recommendation from the TIRZ Board meeting that took place on April 01, 2025, before the regular council meeting. Was to add the stated eligible projects to the Reinvestment Zone No. 1. Ordinance No. 2025-07, amends and restates final project and finance plan. Mayor Flippo called any public input. There was none. Mayor Flippo declared the public hearing closed at 6:24 p.m.

Motion was made by Mayor Pro-Tem Felegy and second by Councilmember St. Clair to approve item 4C as presented. Motion Passed 6-0-1-0 (Abstain Councilmember Junkersfeld)

5. Business

5A. Consideration and Action Regarding Approval of Proposed Employee Suggestion Program Submittal/Recommendation -- Doug Spears, Fire Chief - Melanie McManus, Human Resources Director-

Item was pulled off the agenda, no action taken.

5B. Consideration and Action Regarding Bid Award for the Valve Replacement Program--Randy Newsom, Director of Public Works

The City of Saginaw accepted sealed bids for the Valve Replacement Project for multiple locations in Saginaw, that need to be repaired and renovated. The bid opening was set for April 01, 2025, at 9:00 am at City Hall, 333 W. McLeroy Blvd. Two bids were submitted for the remainder of the project and the current contractor "QKB, Inc" came in as the apparent lowest bidder for the project. Staff recommends moving forward with current contractor.

Below are the items in need of repair:

- Anderson St. & Hampshire St.--5x16 asphalt repair
- Thompson Dr. & Wofford Way--5x5 sidewalk patch
- Wofford Way & Opal St.--8x4 sidewalk repair with 9' of curb attached
- Southern & Wofford--Install 6" valve in the street
- Palomino Dr. & Hampshire St.--7x26 sod or seed Bermuda
- 820 Hampshire St.-- 7x9 asphalt patch
- Hialeah & Thompson Dr.--11' of curb and gutter along with 6" valve replacement

- Park Center Ct.--6" valve replacement in the street

Motion was made by Councilmember Lawson and second by Councilmember Junkersfeld to award the bid to the apparent lowest bidder. Motion carried unanimously 7-0-0-0

6. Executive Session

Mayor Flippo declared the meeting recessed at 6:26 p.m for Executive Session.

6A. 551.071. Texas Government Code. Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:-

6B. Any Posted Item-

6C. 551.072. Texas Government Code. Deliberation Regarding Real Property. The City Council may convene in executive session to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person, including the following matters:-

6D. Possible Property Acquisition Located East of Jarvis Road, and the West Side of Defiel Road, approximately 0.10 miles north of Minton Road in the City of Saginaw.

7. Adjournment

7A. Adjournment--Todd Flippo, Mayor

Mayor Flippo declared the meeting back in regular session at 7:24 p.m.

Motion was made by Councilmember St. Clair and second by Councilmember Junkersfeld to adjourn the meeting. Motion carried unanimously 7-0-0-0

Mayor Flippo declared the meeting adjourned at 7:25 p.m.



City Council Memorandum

B. Request Bids for City Property Located off of Blue Mound Rd--Randy Newsom, Director of Public Works

| Meeting | Agenda Group |
|----------------------------------|--------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Consent Agenda Item: 2B. |
| Reference File | |
| Community Goals | |

BACKGROUND/DISCUSSION:

Staff is requesting City Council approval to accept bids for the sale of property located off of Blue Mound Rd. We are not requesting action to award the sale of the property, only to advertise to accept bids. Final sale of the property would require City Council approval.

The properties have significant floodplain and access issues and present a problem for the City to maintain. Staff has been approached by parties developing warehouses in the vicinity if the properties could be sold. Their highest and best use, as well as the greatest taxable value, would be to develop similar to adjacent properties. One of the parcels include a vacated gun range facility.

The parcels include:

-TAD Account # 06563503, which is approximately 4 acres.

-TAD Account #42098953, which is approximately 3 acres.

-TAD Account #03830950, which is approximately 2.86 acres.

FINANCIAL IMPACT:

Final sale of the property would be contingent on a fair market appraisal.

RECOMMENDATION:

Staff is requesting approval to accept bids.



City Council Memorandum

C. Action Regarding Approval of Resolution No. 2025-08 to Execute All Requirements for the Landscape Maintenance Agreement for Green Ribbon Funding On-System Through TXDOT--Randy Newsom, Director of Public Works

| Meeting | Agenda Group |
|----------------------------------|--------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Consent Agenda Item: 2C. |
| Reference File | |
| Community Goals | |

BACKGROUND/DISCUSSION:

City Council Approved Resolution No. 2025-07 for the Advance Funding Agreement for the Green Ribbon Funding On-System on April 01, 2025. The Texas Department of Transportation is requesting for the 1st time that the City of Saginaw to take action and approve a "Resolution" Resolution No. 2025-08, the Landscape Maintenance Agreement for the Green Ribbon Funding On-System. The state will undertake and complete highway improvements or other transportation projects generally described as landscape, hardscape and irrigation improvements on the North and South ROW limits of BUS 287.

FINANCIAL IMPACT:

The estimated cost for the city is \$78,000, funds approved at the April 01, 2025 council meeting. The funds will come from ARPA funds

RECOMMENDATION:

Staff recommends approval.

Attachments

[Resolution No. 2025-08 - Green Ribbon On-System Landscape Maintenance Agreement.pdf](#)
[Map.pdf](#)

**CITY OF SAGINAW
RESOLUTION NO. 2025-08**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAGINAW, TEXAS, AUTHORIZING THE CITY MANAGER OR THEIR DESIGNEE TO ACCEPT AND EXECUTE ALL REQUIREMENTS FOR THE LANDSCAPE MAINTENANCE AGREEMENT FOR GREEN RIBBON FUNDING ON-SYSTEM THROUGH THE TEXAS DEPARTMENT OF TRANSPORTATION; AND PROVIDING EFFECTIVE DATE.

WHEREAS, the City of Saginaw, Texas (the “City”) is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, federal laws establish federally funded programs for transportation improvements to implement its public purpose; and

WHEREAS, the Texas Transportation Code, Section 201.103 establishes that the state shall design, construct, and operate a system of highways in cooperation with local governments, and Section 222.052 authorizes the Texas Transportation Commission to accept contributions from political subdivisions for development and construction of public roads and the state highway system within the political subdivision; and

WHEREAS, federal and state laws require local governments to meet certain contract standards relating to the management and administration of state and federal funds; and

WHEREAS, the City submitted an application to the Texas Department of Transportation for Green Ribbon funding on March 28, 2024; and

WHEREAS, the Texas Department of Transportation (“TxDOT”) has requested that the City approve the Landscape Maintenance Agreement for Green Ribbon Program On-System; and

WHEREAS, Section 221.002 of the Transportation Code authorizes the State, at its discretion, to enter into agreements with cities to fix responsibilities for maintenance, control, supervision, and regulation of State highways within and through the corporate limits of such cities; and

WHEREAS, the State and the City have entered into a Municipal Maintenance Agreement dated March 25, 1969, the provisions of which are incorporated herein by reference, and wherein the City has agreed to retain all functions and responsibilities for maintenance and operations which are not specifically described as the responsibility of the department; and

WHEREAS, the State has existing and proposed landscape improvements, such as, but not limited to, the installation of tree, shrub, and turf plantings, irrigation systems, and other

aesthetic elements for areas within the right of way of state highway routes within the City as shown on Attachment “A”; and

WHEREAS, the State will provide such landscape improvements, provided that the City agrees to be responsible for all required maintenance of the landscape improvements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAGINAW, THAT:

SECTION 1

All the above premises are true and correct of the City Council, and they are hereby approved, ratified, and incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2.

The City Council authorizes a Landscape Maintenance Agreement with the State of Texas for the maintenance of the Green Ribbon Landscape Enhancement project which is located on BUS 287 non-controlled access state highway, as defined in the Municipal Maintenance Agreement. The maintenance is further described in Attachment A, the location map for this project, and limited to the portions along BUS 2874 from (Section 1) Bailey Boswell Road; (Section 2) Palomino Drive to (Section 1) Saginaw City Limits; (Section 2) WJ Boaz Road.

SECTION 3.

The City Council authorizes the City Manager or their designee to execute all documents necessary to complete this transaction.

SECTION 4.

It is hereby found and determined that the meeting at which this Resolution is passed is open to the public and that public notice of the time, place, and purpose of said meeting was given as required by law.

SECTION 5.

This Resolution shall be in full force and effect from and after its date of passage, and it is so resolved.

PASSED AND APPROVED THIS _____ DAY OF _____, 2025.

APPROVED:

Todd Flippo, Mayor

ATTEST:

Vicky Vega, City Secretary





A. Employee Recognitions/Presentations--Gabe Reaume, City Manager

| Meeting | Agenda Group |
|----------------------------------|---------------------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Proclamations-Presentations Item: 3A. |
| Reference File | |
| | |
| Community Goals | |

BACKGROUND/DISCUSSION:

FINANCIAL IMPACT:

RECOMMENDATION:



City Council Memorandum

B. Proclamation-Child Abuse Prevention Month--Todd Flippo, Mayor

| Meeting | Agenda Group |
|----------------------------------|---------------------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Proclamations-Presentations Item: 3B. |
| Reference File | |
| | |
| Community Goals | |
| | |

BACKGROUND/DISCUSSION:

Mayor Flippo will read a proclamation declaring the month of April to be Child Abuse Prevention Month in the City of Saginaw.

Ms. Katia Gonzalez, Director of Training and Team Relations for Children will be present to accept the proclamation.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Proclamation-Child Abuse Prevention Month 4-15-2025.pdf](#)

Office of the Mayor

Proclamation

City of Saginaw

Child Abuse Prevention Month Proclamation

WHEREAS, children are our future and our greatest resource; and

WHEREAS, every child deserves a nurturing family and safe environment to grow into a healthy, productive member of the community; and

WHEREAS, child abuse is one of our nation's most serious public health problems and threatens the safety of our community; and

WHEREAS, in Tarrant County, 4, 719 children were confirmed as victims of child abuse or neglect in 2024; and

WHEREAS, Alliance For Children provided trauma-informed services to 3,025 children in 2024;

WHEREAS, finding solutions to prevent child abuse is a community responsibility and depends on the involvement of all citizens; and

WHEREAS, effective child abuse prevention, investigation and treatment programs succeed because of partnerships among public and private agencies, schools, religious organizations, medical services, and the business community.

NOW, THEREFORE, BE IT RESOLVED, that I, Todd Flippo, Mayor of the City of Saginaw, Texas do hereby proclaim the month of April 2025 as Child Abuse Prevention Month in the City of Saginaw, Texas and urge all citizens to work together to help reduce child abuse and neglect significantly in the years to come.

IN WITNESS WHEREOF, I do hereby set my hand and cause the seal of the City of Saginaw, Texas to be affixed this 15th day of April, 2025.



Todd Flippo, Mayor



City Council Memorandum

C. Discussion Regarding Warehouse Development on Spring Hollow Dr.--Nathan Goldberg, Saginaw Resident

| Meeting | Agenda Group |
|----------------------------------|---------------------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Proclamations-Presentations Item: 3C. |
| Reference File | |
| Community Goals | |

BACKGROUND/DISCUSSION:

Submitted request on April 1, 2025 to be placed on the next City Council meeting to discuss warehouse development on Spring Hollow Drive.

Please see attachment to view request form.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Request to be placed on City Council Agenda - Nathan Goldberg.pdf](#)

[Falcon Response Letter.pdf](#)

[Zoning Map \(June 2022\)-compressed.pdf](#)

[Saginaw, Texas - Code of Ordinances APPENDIX A - ZONING ARTICLE 5. - PERMITTED USES table 1.pdf](#)

[Saginaw, Texas - Code of Ordinances APPENDIX A - ZONING ARTICLE 5. - PERMITTED USES table 2.pdf](#)

[Saginaw, Texas - Code of Ordinances APPENDIX A - ZONING ARTICLE 5. - PERMITTED USES table 3.pdf](#)

[Saginaw, Texas - Code of Ordinances APPENDIX A - ZONING ARTICLE 5. - PERMITTED USES Table 4.pdf](#)

[Saginaw, Texas - Code of Ordinances APPENDIX A - ZONING ARTICLE 5. - PERMITTED USES Table 5.pdf](#)

[Saginaw, Texas - Code of Ordinances APPENDIX A - ZONING ARTICLE 5. - PERMITTED USES table 7.pdf](#)

[Saginaw, Texas - Code of Ordinances APPENDIX A - ZONING ARTICLE 5. - PERMITTED USES table 8.pdf](#)

[Saginaw, Texas - Code of Ordinances APPENDIX A - ZONING ARTICLE 5. - PERMITTED USES.pdf](#)

[Saginaw, Texas - Code of Ordinances APPENDIX A - ZONING ARTICLE 6. - ZONING DISTRICTS Sec. 6-14. - CC \(Community Commercial\).pdf](#)

[Saginaw, Texas - Code of Ordinances APPENDIX A - ZONING ARTICLE 6. - ZONING DISTRICTS.pdf](#)

Request to be Placed on City Council Agenda



Date 4/1/25 (time stamp available upon request)

Name (please print): Nathan Goldberg

Phone #: _____ Email: _____

Address: _____

Requested Meeting Date: 4/15/25

Who Do You Represent: Spring Hollow HOA

Who Will Attend the Meeting:

(Please provide name, address, and phone # of each person)

Will He/She/They Speak?

Yes or No

- | | |
|---|------------|
| 1. <u>Spring Hollow HOA Board Members</u> | <u>yes</u> |
| 2. _____ | _____ |
| 3. _____ | _____ |

Subject to be Discussed: ~~Spring~~ Warehouse Development on Spring Hollow

How Long Will Your Presentation Take: 10-15 minutes

Reason(s) for this Request: Disturbing property values / zoning uses

Council Action Desired: move the entrance of the
Warehouse off of Spring Hollow Dr.

FOR OFFICE USE ONLY

NOTICE: This request form must be submitted the City Secretary's office no later than 12:00 pm the Wednesday prior to an upcoming council meeting. If any prepared presentation or video(s) will be part of the presentation, the materials must be included, with the request, to be placed on the agenda, by the aforementioned deadline. If you have further questions, call 817-232-4640, extension 2327.

Request received by: Nathan Goldberg ☒ In person ☐ Mail ☐ Other _____
(explain)

Date: 4-1-25 Time: 7:32 pm.

U.U.



To: Spring Creek HOA
From: City of Saginaw Planning and Zoning Division
Re: Flacon Distribution Center at 112 Spring Hollow Drive Saginaw, TX 76179
Date: 04/03/25

Dear Mr. Goldberg,

Thank you for contacting our office with your concerns regarding the Falcon Distribution Center development at 112 Spring Hollow Drive, Saginaw, TX 76179. We understand your concerns regarding access for the development, and we would like to provide you with some information to address these matters.

Please be assured that a comprehensive traffic impact analysis was conducted prior to the commencement of construction. This analysis is a required part of the development review process, which all projects in Saginaw undergo. The process involves various city departments and divisions with specialized expertise to ensure that developments comply with the city's code of ordinances, as well as applicable regulations from external agencies.

As part of this review, the traffic impact analysis was thoroughly examined by city staff. This study evaluates the potential effects of a proposed development on both existing and future traffic conditions in the surrounding community. It identifies any potential concerns and recommends mitigation measures to ensure safety and operational efficiency. Based on the study, it was determined that the projected vehicle count for the development would be within allowable limits. Consequently, the development was permitted to establish its access point on Spring Hollow Drive.

Additionally, we have reviewed the possibility of an access point on McLeroy Boulevard. However, it was quickly determined that this option was not feasible due to the private ownership of the drive on McLeroy Boulevard and the regulations governing the proximity of driveways. Therefore, Spring Hollow Drive remains the sole viable public road to serve as an access point for the property, given that it is landlocked by railroad and private property.

The Falcon Distribution Center is classified as a warehouse and freight off and storage which is defined as a use engaged in storage, wholesale sales, and distribution of manufactured products, supplies, and equipment, but excluding bulk storage of materials that are flammable or explosive or that create hazardous or commonly recognized offensive conditions. This use is allowed in the Light Industrial zone where the building is located. Because the property owner owns the property to the south, they are allowed to use their property for access no matter the use. If they were not the owners, they would have had the opportunity to ask a property owner to enter into a mutual access agreement to allow the driveway across someone else's property.

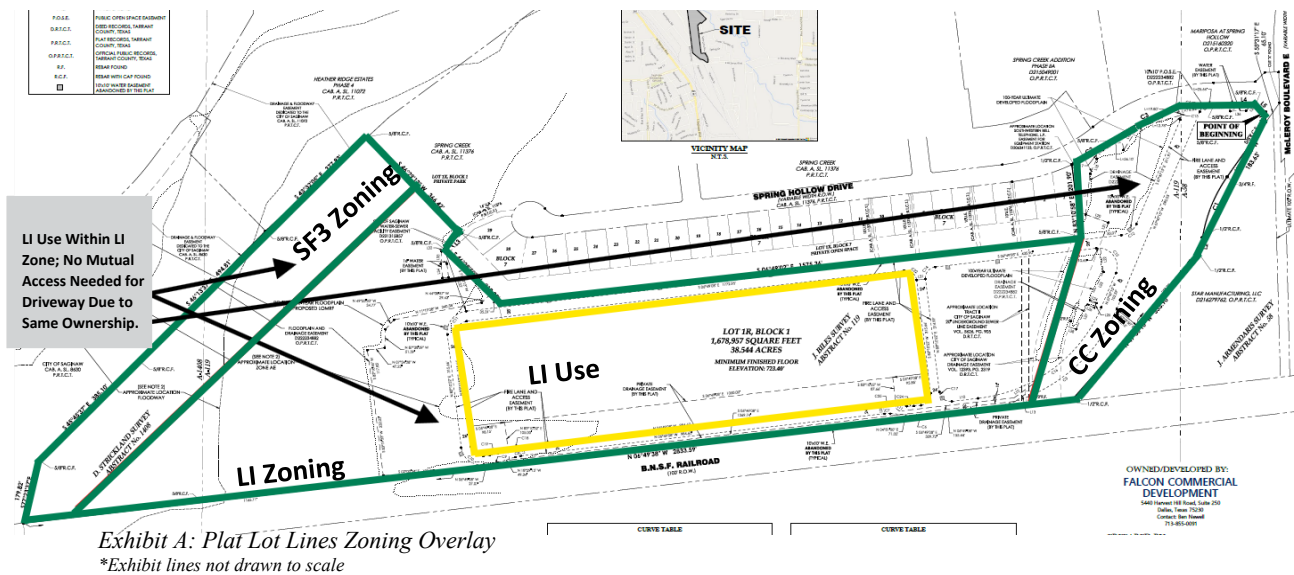


Exhibit B: TAD Map Property Lines Overlay



Exhibit C: Zoning Map Overlay

*The above maps (not drawn to scale) depict the distribution center within the light industrial zone.

1. The property located at 112 Spring Creek Hollow, Texas 76179 is currently zoned as Light Industrial as shown and described in the zoning exhibit below.
2. A warehousing and freight office and storage is allowed on property zoned as *Light Industrial*.

| | | | | | | | | | | | | | | | | | | |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------|----------------------|----------------|----------------------|----------------------|---|----------------|----------------|----------------------|----------------|----------------|----------------|----------------|
| A G | S F 1 | S F 2 | S F 3 | S F 4 | S F A | D X | Z L L | M H | M F 1 | M F 2 | | O P | N C | N M U | C C | C F | L I | H I |
| | | | | | | | | | | | Warehousing and Freight Office and Storage | | | | | | P | P |

Exhibit D: Permitted Use Table Depicting LI Allowed Use for Warehousing and Freight Office and Storage

3. Warehousing and freight office and storage is defined as a use engaged in storage, wholesale sales, and distribution of manufactured products, supplies, and equipment, but excluding bulk storage of materials that are flammable or explosive or that create hazardous or commonly recognized offensive conditions.

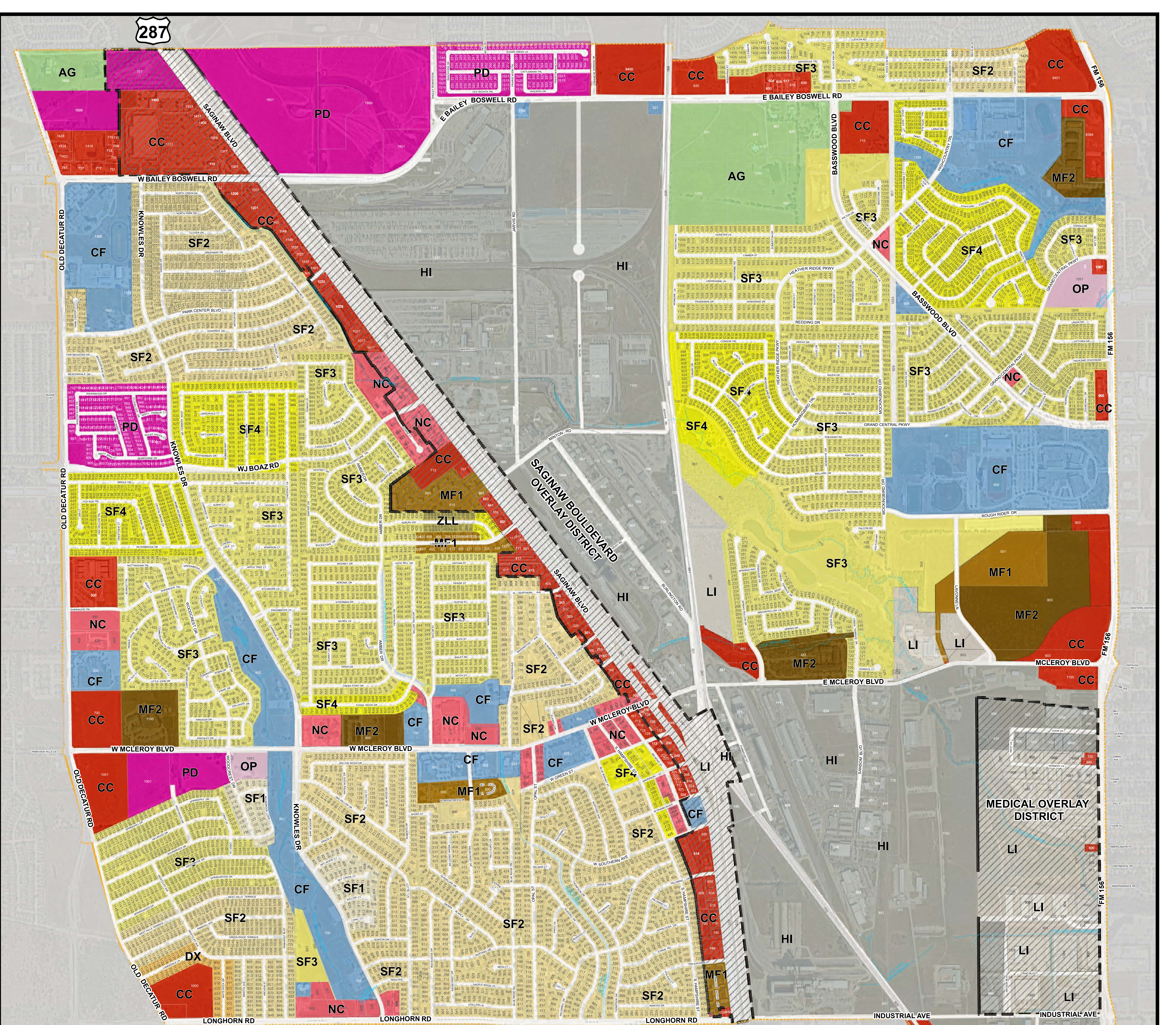
We recognize that construction activities can raise concerns for nearby residents. Please be assured that this project has undergone all necessary reviews and has been determined to be in full compliance with city standards and regulations.

Should you have any further questions or require additional information, please do not hesitate to reach out.

Best Regards,

Planning & Zoning Division
City of Saginaw
817-230-0440/0444
pz@saginawtx.org

Exhibits: Plat Depicting Zoning, Drawing Over TAD Lot Lines, Zoning Map Overlay (Depicting 112 Spring Hollow Drive Saginaw, TX 76179)



| Zoning Classifications | | |
|------------------------|--|---|
| AG | | Agriculture |
| SF1 | | Single Family (9,000 s.f.) |
| SF2 | | Single Family (7,200 s.f.) |
| SF3 | | Single Family (6,600 s.f.) |
| SF4 | | Single Family (5,500 s.f.) |
| SFA | | Single Family Attached |
| DX | | Duplex |
| MH | | HUD Code Manufactured Housing |
| ZLL | | Zero Lot Line |
| MF1 | | Multifamily (18 density units per acre) |
| MF2 | | Multifamily (24 density units per acre) |
| OP | | Office Professional |
| NC | | Neighborhood Commercial |
| CC | | Community Commercial |
| CF | | Community Facility |
| LI | | Light Industrial |
| HI | | Heavy Industrial |
| PD | | Planned Development |

CERTIFICATION
This is to certify that this is the official map referred to in ordinance number 2002-04 (as amended) of the City of Saginaw, Texas.

ZONING MAP

Todd Flippo, Mayor
Janice England, City Secretary

Map Disclaimer
This map product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.



[illegible]

| | |
|--|--|
| | |
|--|--|

| Public, Civic, and Utility Uses | | | | | | | | | | | | | | | | | | |
|---------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| S | | | | | | | | | | | Airport, Public/Private | | | | | | P | 2 |
| | | | | | | | | | | | Animal Pound, Shelter | | | | | P | P | P |
| P | | | | | | | | S | S | | Assembly Hall | S | S | S | P | P | P | P |
| S | | | | | | | | | | | Athletic Field and Play Field | | | | | S | P | P |
| S | S | | | | | | | | | | Cemetery, Mausoleum, Crematorium | | | | | S | S | P |
| | | | | | | | | | P | P | Community Center | | | P | P | P | P | P |
| | | | | | | | | | | | Electrical Generating Station | | | | | | S | 7 |
| P | P | P | P | P | P | P | P | P | P | P | Electrical Transmission Line | P | P | P | P | P | P | P |
| P | P | P | P | P | P | P | P | P | P | P | Electrical Substation | P | P | P | P | P | P | P |
| | | | | | | | | | | | Garage, Public | | | | S | S | P | P |
| P | P | P | P | P | P | P | P | P | P | P | Gas Regulator Station | P | P | P | P | P | P | P |
| S | S | S | S | S | S | S | P | P | P | P | Golf Course, Public | | | | | P | P | P |
| P | P | P | P | P | P | P | P | P | P | P | Government Administration Facility | P | P | P | P | P | P | P |
| S | S | S | S | S | S | S | S | S | P | P | Library | P | P | P | P | P | | 2 |
| | | | | | | | | | | | Lodge, Fraternal, Sorority & Clubs | S | S | S | P | P | P | P |
| | | | | | | | | | | | Museum | | P | P | P | P | P | P |
| | P | P | P | P | P | P | P | P | P | P | Park | P | P | P | P | P | P | P |
| | | | | | | | | | P | P | Philanthropic and/or Charitable Use | | P | P | P | | | |
| | | | | | | | | | | | Public Maintenance Building, Storage Yard | | | | | P | P | P |
| | P | P | P | P | P | P | P | P | P | P | Public Safety Facility, Police & Fire | P | P | P | P | P | P | P |
| | P | P | P | P | P | P | P | P | P | P | Public Utility | P | P | P | P | P | P | P |
| P | P | P | P | P | P | P | P | P | P | P | Religious Institution | P | P | P | P | P | P | P |
| | P | P | P | P | P | P | P | P | P | P | Telephone Exchange, Switching or Relay | P | P | P | P | P | P | P |

| EDUCATIONAL USES | | | | | | | | | | | | | | | | | | | |
|------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-------|
| S | | | | | | | | | | | School, Business College | S | | S | P | | S | S | 2, 22 |
| S | | | | | | | | | | | School, College or University | S | | S | P | S | S | S | 2, 22 |
| | | | | | | | | | | | School, Commercial Instruction | S | | S | P | | | | 2, 22 |
| S | | | | | | | | | | | School, Commercial Trade | S | | S | P | | S | | 2, 22 |
| P | P | P | P | P | P | P | P | P | P | P | School, Home | | | | | | | | |
| S | S | S | S | S | S | S | S | S | S | S | School, Home Day | | | | | | | | 2 |
| | | | | | | | | | | | School, Institution, Rehabilitation & Training Center | S | | S | P | S | S | | 2 |
| | | | | | | | | | S | S | School, Nursery | P | P | P | P | | | | 2 |
| S | S | S | S | S | S | S | S | S | S | S | School, Primary or Secondary | S | S | S | S | S | S | S | 22 |
| | | | | | | | | | | | School, Vocational | S | | | P | | S | | 2 |

| Amusement and Entertainment Uses | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----------|
| | | | | | | | | | | | Amusement Center, Indoor | | P | P | P | | P | P | |
| | | | | | | | | | | | Amusement Center, Outdoor | | | | P | | P | P | 1, 7 |
| | | | | | | | | | | | Athletic Field & Play Field, Commercial | | S | S | S | | P | P | 1, 7, 22 |
| | | | | | | | | | | | Auditorium | | | | P | | | | |
| | | | | | | | | | | | Camp Ground & Related Facilities | | | | S | | S | S | 2 |
| S | S | S | S | S | S | S | S | | S | S | Country Club | | S | S | S | | | | 2 |
| S | | | | | | | | | | | Golf Course, Driving Range | | | | P | | P | P | 1, 7 |
| | | | | | | | | | | | Golf Course, Miniature | | S | S | P | | | | 2 |
| S | S | S | S | S | S | S | S | S | S | S | Golf Course, Private | | S | S | S | | | | 2 |
| | | | | | | | | | | | Go Cart Track and Other Vehicular Track or Facility | | | | | | S | S | 1, 5, 7 |
| | | | | | | | | | | | Gymnasium | P | P | S | P | | | | 1 |
| | | | | | | | | | | | Movie Theater, Cineplex | | S | | P | | | | 2, 7, 22 |
| | | | | | | | | | | | Private Club | S | S | S | S | | | | 2 |
| P | | | | | | | | | | | Recreational Ranch or Farm | | | | | | | | |
| S | | | | | | | | | | | Rodeo Ground/Fair Ground | | | | S | | S | S | 1, 7, 22 |
| | | | | | | | | | | | Skating Rink, Indoor | | P | S | P | | P | | |
| P | | | | | | | | | | | Stable, Commercial | | | | | | | | 1, 5 |
| P | S | S | S | S | | | | | | | Stable, Private | | | | | | S | S | 2 |
| | | | | | | | | | | | Swimming Pool, Commercial | | | S | P | | P | | 2 |
| | | | | | | | | | | | Shooting Range, Indoor | | | | S | | P | P | 2, 5 |
| | | | | | | | | | | | Shooting Range, Outdoor | | | | | | S | S | 1, 5 |
| | | | | | | | | | | | Water Park, Commercial | | | | P | P | P | P | 1, 7, 22 |

| PROFESSIONAL USES | | | | | | | | | | | | | | | | | |
|-------------------|--|--|--|--|--|--|--|--|--|--|---|---|---|---|---|--|--|
| | | | | | | | | | | | Accessory Banking | P | P | P | P | | |
| | | | | | | | | | | | Bank, Savings and Loan Association, Financial Institution | P | P | P | P | | |
| | | | | | | | | | | | Office, Business | P | P | P | P | | |
| | | | | | | | | | | | Office, Professional | P | P | P | P | | |
| | | | | | | | | | | | Office, Real Estate Development Tract or Field Office | P | P | P | P | | |
| | | | | | | | | | | | Bank, Savings and Loan Association, Financial Institution | P | P | P | P | | |

| MANUFACTURING AND INDUSTRIAL USES | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-----------|-----------|
| | | | | | | | | | | | Assembly Plant | | | | | | | P | 7, 22 | |
| | | | | | | | | | | | Bottling Works | | | | | | | P | 7, 22 | |
| | | | | | | | | | | | Building Materials Manufacturing | | | | | | | P | 7, 22 | |
| S | | | | | | | | | | | Dairy Processing | | | | | | | | 7, 22 | |
| | | | | | | | | | | | Electronics Manufacturing | | | | | | P | P | 7, 22 | |
| | | | | | | | | | | | Laundry, Dry Cleaning & Dyeing Plant including Diaper Service | | | | | | P | P | 7 | |
| S | | | | | | | | | | | Line Compressor Station | S | S | S | S | S | S | S | 1, 15, 24 | |
| | | | | | | | | | | | Machine Shop | | | | | | | P | P | |
| | | | | | | | | | | | Manufacturing Facility (Light) | | | | | | | P | P | 7, 22 |
| | | | | | | | | | | | Meat Product Processing | | | | | | | S | 2, 7, 22 | |
| | | | | | | | | | | | Metal Recycling Facility | | | | | | | S | | |
| | | | | | | | | | | | Mini-warehouse | | S | | S | | | P | P | 2, 7, 18 |
| | | | | | | | | | | | Natural Resources Mining | | | | | | | | | |
| P | P | P | P | P | P | P | P | P | P | P | Oil and Gas Wells | P | P | S | P | S | P | P | 15 | |
| | | | | | | | | | | | Pharmaceutical Plant | | | | | | | P | P | 7, 22 |
| | | | | | | | | | | | Plastic Products Manufacturing | | | | | | | P | P | 7, 22 |
| | | | | | | | | | | | Salvage Yard | | | | | | | | | 7 |
| | | | | | | | | | | | Stockyard | | | | | | | S | 2, 7, 22 | |
| | | | | | | | | | | | Storage and Warehousing Establishment | | | | | | | P | P | 2, 7, 13 |
| | | | | | | | | | | | Storage Yard | | | | | | | P | P | 7 |
| | | | | | | | | | | | Telecommunications, Wireless Facility | | | | | | | | | 14 |
| | | | | | | | | | | | Textile Manufacturing | | | | | | | P | P | 7, 22 |
| | | | | | | | | | | | Warehousing, Freight Office and/or Storage | | | | | | | P | P | 7, 13, 22 |
| | | | | | | | | | | | Welding or Machine Shop | | | | | | | P | P | 7 |

A. *Land use table legend.* The following table presents the zoning district classifications and the permitted uses within those classifications. Uses are listed as being "Permitted", permitted by "Specific Use Permit", and prohibited uses as signified by blank cells. Conditions are provided in [section 5-2](#), Special Conditions for Listed Uses. Any use not expressly authorized and permitted herein is expressly prohibited.

 EXPAND

| | | | | | |
|---|---------------------|------|--------------------------|-----|-------------------------------|
| P | Permitted Use | AG | Agriculture | MF2 | Multi-Family |
| | | SF-1 | Single Family | MH | HUD Code Manufactured Housing |
| S | Specific Use Permit | SF-2 | Single Family | OP | Office Professional |
| | | SF-3 | Single Family | NC | Neighborhood Commercial |
| | Prohibited Use | SF-4 | Single Family (Inactive) | NMU | Neighborhood Mixed-use |
| | | ZLL | Zero Lot Line | CC | Community Commercial |
| | | DX | Duplex | CF | Community Facilities |
| | | MF1 | Multi-Family | LI | Light Industrial |
| | | | | HI | Heavy Industrial |

VERSION: SEP 20, 2024 (CURRENT)

Sec. 6-4. - SF-3 (Single Family).

Sec. 6-5. - SF-4 (Single Family) - Inactive.

Sec. 6-6. - ZLL (Zero Lot Line).

Sec. 6-7. - DX (Duplex).

Sec. 6-8. - SFA (Single Family Attached).

Sec. 6-9. - "MH" HUD Code Manufactured Housing Residential District.

Sec. 6-10. - MF-1 (Multi-Family).

Sec. 6-11. - MF-2 (Multi-Family).

Sec. 6-12. - NC (Neighborhood Commercial).

Sec. 6-13. - OP (Office Professional).

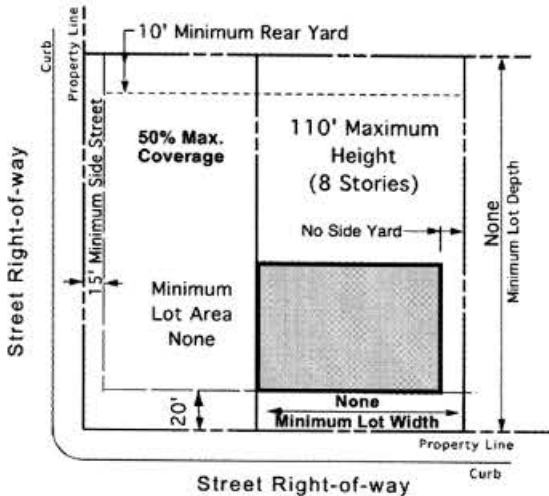
Sec. 6-14. - CC (Community Commercial)

Sec. 6-15. - CF (Community Facilities).

Sec. 6-16. - LI (Light Industrial).

Sec. 6-14. - CC (Community Commercial)

- A. *Purpose.* The "CC" district is established to provide for a broad range of retail and service oriented commercial uses. This district is generally located near major thoroughfares because of the intensity of vehicular traffic visiting these uses. Because of the more intense commercial use, care should be given in locating the CC district near residential uses.
- B. *Permitted uses.* Uses in the "CC" district shall be in accordance with [section 5-1](#), Permitted Use Table.
- C. *Area requirements.* The requirements regulating the minimum lot size, minimum yard size (front, side, and rear), maximum building height (stories and feet), and maximum lot coverage, and minimum floor area, as it pertains to this district, shall conform with the provisions provided in the density, area, yard, height, and lot coverage requirements for the CC zoning district.



| CC – Zoning District Area Requirements | |
|---|----------------------|
| Minimum Lot Area | NA |
| Minimum Lot Width | NA |
| Minimum Lot Depth | NA |
| Minimum Front Yard | 20 ft. |
| Minimum Side Yard | None |
| Minimum Rear Yard | 10 ft. |
| Maximum Lot Coverage | 50 % |
| Maximum Building Height | 110 ft. or 8 stories |

Zoning District

- D. *Off-street parking and loading requirements.* Off-street parking and loading requirements shall conform to the provisions of [section 8-9](#), Off Street Parking and Loading Requirements.
- E. *Landscaping.* Landscaping shall be in accordance with [section 8-13](#), Landscaping Regulations.
- F. *Signs.* Signs shall be in accordance with [section 8-10](#), Sign Regulations.
- G. *Exterior construction.* Exterior Construction shall be in accordance with section 9-1.C, Commercial.

Sec. 6-18. - NMU (Neighborhood Mixed-Use).



- A. *Purpose.* The "NMU" district is to provide for low intensity mixed uses, including local shopping and dining destinations, compatible with adjacent or nearby residential land uses. Development will be small in scale and is anticipated to cater to residents living in or near this district. This district also provides an opportunity to include community gathering spaces, parks, and plazas for the residents and visitors in the district and in surrounding neighborhoods.
- B. *Definitions.* For the purposes of this [section 6-18](#):
1. "Build-to-Zone" shall mean the area on a lot, measured parallel from the front and/or corner side lot line, wherein a structure's façade must be built within the minimum and maximum ranges of setback provided.
 2. "Commercial Frontage Requirement" shall mean the requirement that a minimum of 70 percent of the development frontage along Major Corridors, for a depth of at least 100 feet, shall consist of ground floor commercial uses not directly associated with the development's residential leasing or resident service areas (ex. mailboxes, leasing office, non-publicly accessible amenities, etc.). Major Corridors constitute an existing or proposed roadway classified and designated on the Master Thoroughfare Plan, other than Local Streets.
 3. "Development" shall mean property on or to which a developer is extending or constructing public infrastructure to provide service to one or more existing or proposed lots, regardless of whether the property is located in an area that was previously developed, or the act of making improvements to property. Each contiguous parcel or un-platted tract or land shall be considered a development.
 4. "Living Compatibility Buffer" shall mean the landscaped area contemplated by section 8.12 C.3., "Living Compatibility Screen."
- C. *Permitted uses.* Uses in the "NMU" district shall be in accordance with [section 5-1](#), Permitted Use Table. A minimum of 70 percent of the development frontage along major corridors, for a depth of at least 100 feet, shall consist of ground floor commercial uses not directly associated with the development's residential leasing or resident service areas (ex. mailboxes, leasing office, non-publicly accessible amenities, etc.). Major corridors are defined as any property fronting an existing or proposed roadway classified and designated on the master thoroughfare plan, other than local streets.
- D. *Area requirements.* Development shall comply with the following requirements, as it pertains to this district, and shall conform with the provisions provided in the table below:



City Council Memorandum

D. Discussion Regarding Update on Building Maintenance--Jarred Coursey, Asst. Director of Public Works

| Meeting | Agenda Group |
|----------------------------------|---------------------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Proclamations-Presentations Item: 3D. |
| Reference File | |
| | |
| Community Goals | |
| | |

BACKGROUND/DISCUSSION:

Update City Council on Building Maintenance of city facilities.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A



City Council Memorandum

E. Discussion Regarding Railroad Quite Zone at Bailey Boswell--Scott Arnold, Kimley-Horn

| Meeting | Agenda Group |
|----------------------------------|---------------------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Proclamations-Presentations Item: 3E. |
| Reference File | |
| | |
| Community Goals | |
| | |

BACKGROUND/DISCUSSION:

Discussing General Requirements of a Quite Zone and updating City Council on the Bailey Boswell Quiet Zone feasibility study.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Providing a staff recommendation to Council.

Attachments

[2025-04-15 Bailey Boswell Quiet Zone.pdf](#)

[Bailey Boswell QZ Report.pdf](#)

Bailey Boswell Quiet Zone Study

City Council Meeting | Tuesday, April 15, 2025



Kimley»Horn





TODAY'S GOAL

**Share the results of the Bailey Boswell
Quiet Zone feasibility study and provide
Staff Recommendation**



AGENDA

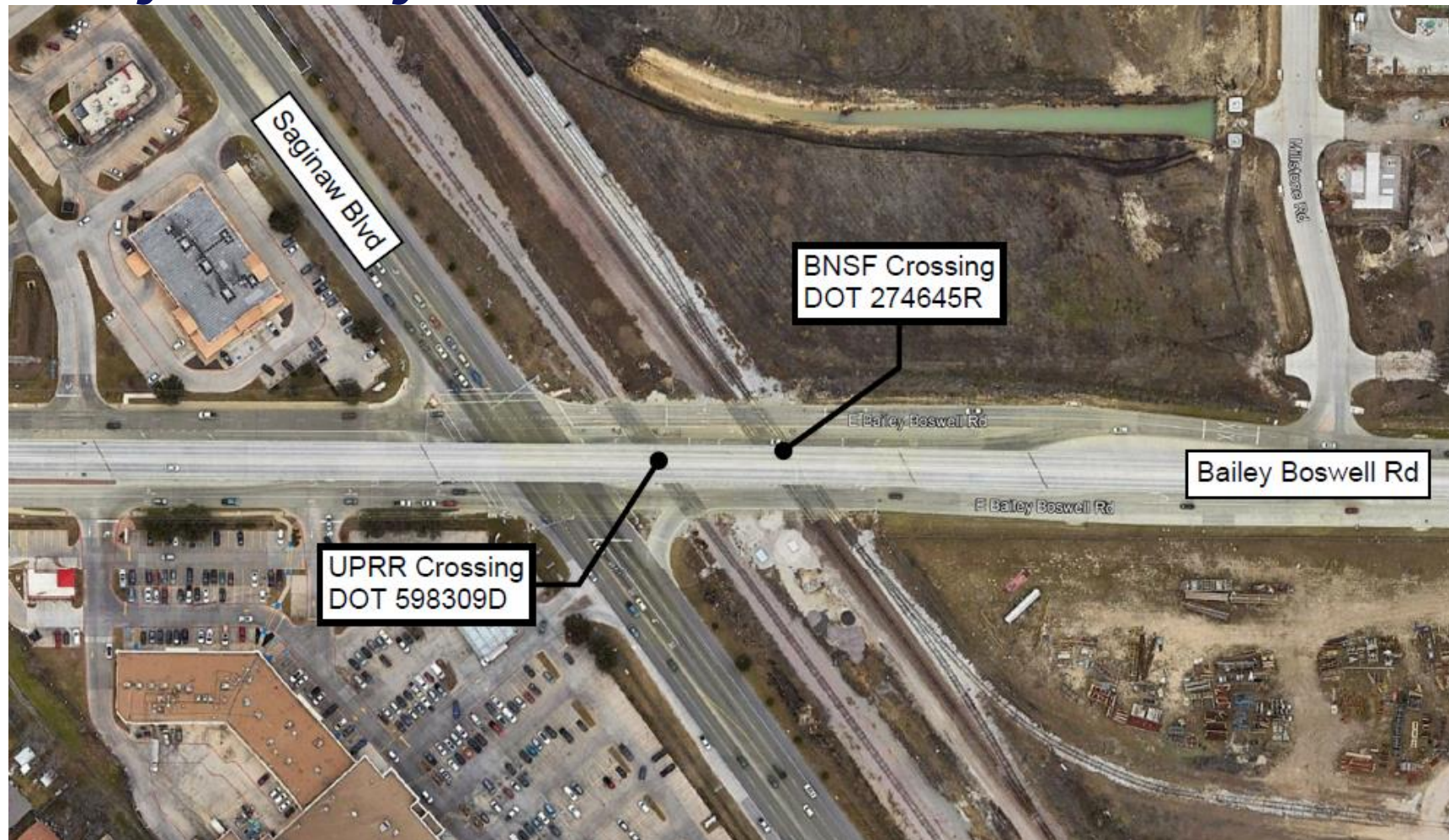
- ⚡ **General Requirements of a Quiet Zone**
- ⚡ **Results of the Feasibility Study**
- ⚡ **Staff Recommendation for Path Moving Forward**



General Requirements

- Train Horn Rule effective August 17, 2006
 - Trains must sound their horns for 20 seconds or ¼ mile in advance of a crossing
 - Cities can request quiet zones, provided they meet certain requirements
- Quiet Zone Requirements
 - Minimum of ½ mile in length
 - Crossings must be equipped with flashing lights and gates
 - The diagnostic team must evaluate the risks at the crossing and implement safety measures
 - Raised concrete medians
 - Quad-gates
 - Crossing closures

Feasibility Study Results





Feasibility Study Results

- Both crossings will require minimal safety improvements
- Due to the proximity of Saginaw Blvd to the UPRR tracks, the existing median west of the tracks does not meet minimum requirements, so a longer method to establish the quiet zone is recommended
 - Traditional method = **\$700,000**
 - Partial Risk Credit Method = **\$65,000**
- Implementing a QZ at these two crossings **won't eliminate train horn noise in the area**



— Area where trains will sound their horns



Next Steps

≡ **Staff recommends moving forward with establishing quiet zones at the Bailey Boswell Crossings**

- ≡ Enter into Preliminary Engineering Agreements with UPRR and BNSF
- ≡ Perform a Diagnostic Meeting
- ≡ Prepare risk score calculations and submit to FRA for approval
- ≡ Anticipate a 3-4 year process

Thank You!



Kimley»Horn



Railroad Quiet Zone Study Bailey Boswell Road

City of Saginaw, Texas

February 2025





City of Saginaw Bailey Boswell Road Quiet Zone Study
February 2025

Introduction

The City of Saginaw, Texas is studying what improvements would be needed to establish a railroad quiet zone along the Union Pacific (UPRR) and Burlington Northern Santa Fe (BNSF) railroad lines at their crossing of Bailey Boswell Road. Quiet zones are segments of the railroad where locomotives are prohibited from sounding their horns while approaching public highway-rail grade crossings. Although this study is not the full diagnostic analysis required to establish a quiet zone, this document summarizes anticipated improvements and cost estimates to help inform the City of potential future implementation. **Costs shown in this document are planning level estimates that are subject to change after a full diagnostic assessment with representatives from UPRR, BNSF, the Texas Department of Transportation (TxDOT), and the Federal Railroad Administration (FRA).**

In the United States, railroad trains have sounded horns or whistles in advance of at-grade crossings since the first railroad was built. Train operators must sound their horns for 15 to 20 seconds in advance of all public crossings. In 2005, the FRA permitted local governments or public agencies to establish quiet zones, which must be at least one half-mile in length and have at least one public highway-rail grade crossing. Communities may also establish a partial quiet zone, which restricts horns overnight between 10:00 PM and 7:00 AM. Local governments or public agencies, such as public transportation authorities, may choose to pursue a quiet zone to reduce noise pollution, improve the quality of life for nearby businesses and residents, or various other reasons.

To establish a quiet zone, a diagnostic team made up of representatives from the railroad company, state transportation authority, and municipality must work together to identify necessary improvements throughout the area to effectively reduce the risk associated with silencing the horns based on localized conditions. **This study did not include any coordination with UPRR, BNSF, TxDOT, or the FRA. The City of Saginaw will be required to undergo a full diagnostic meeting and coordination process for formal quiet zone approval.** The Saginaw Bailey Boswell Quiet Zone Study is a planning-level estimate of recommended improvements to obtain a quiet zone in the study area. The railroad company may require additional improvements or costs to qualify for a quiet zone.

A City can establish a quiet zone through two different processes. The first is Public Authority Designation (PAD). The PAD process requires the City to conduct a risk analysis and implement enough supplementary safety measures (SSM) to lower the crossing's risk index (as defined by the FRA) to be at or below the risk index with trains sounding their horns. Typical SSMs include raised concrete medians, quad gates, and permanent closures. The crossing risk index is called the Quiet Zone Risk Index (QZRI), which measures the risk of collisions at railroad crossings and considers train and vehicle volumes, crossing geometry and layout, accident history, and the implementation of safety measures like railroad gates, lights, and raised medians. This QZRI value must be at or below the Risk Index With Horns (RIWH) value determined by the FRA Quiet Zone Risk Calculator.

The second way for a City to implement a quiet zone is the Public Authority Application (PAA). This process is similar to the PAD, however, the PAA process is used where the City can't implement enough SSMs at the crossings to get the QZRI value to be at or below the RIWH. The City seeks to obtain partial credit for safety

**City of Saginaw Bailey Boswell Road Quiet Zone Study
February 2025**

measures that don't meet the requirements of an SSM. The City will prepare a report documenting the proposed improvements and the associated partial credit and submit that to FRA for review. This review process can take a minimum of 12 to 18 months.

Study Area

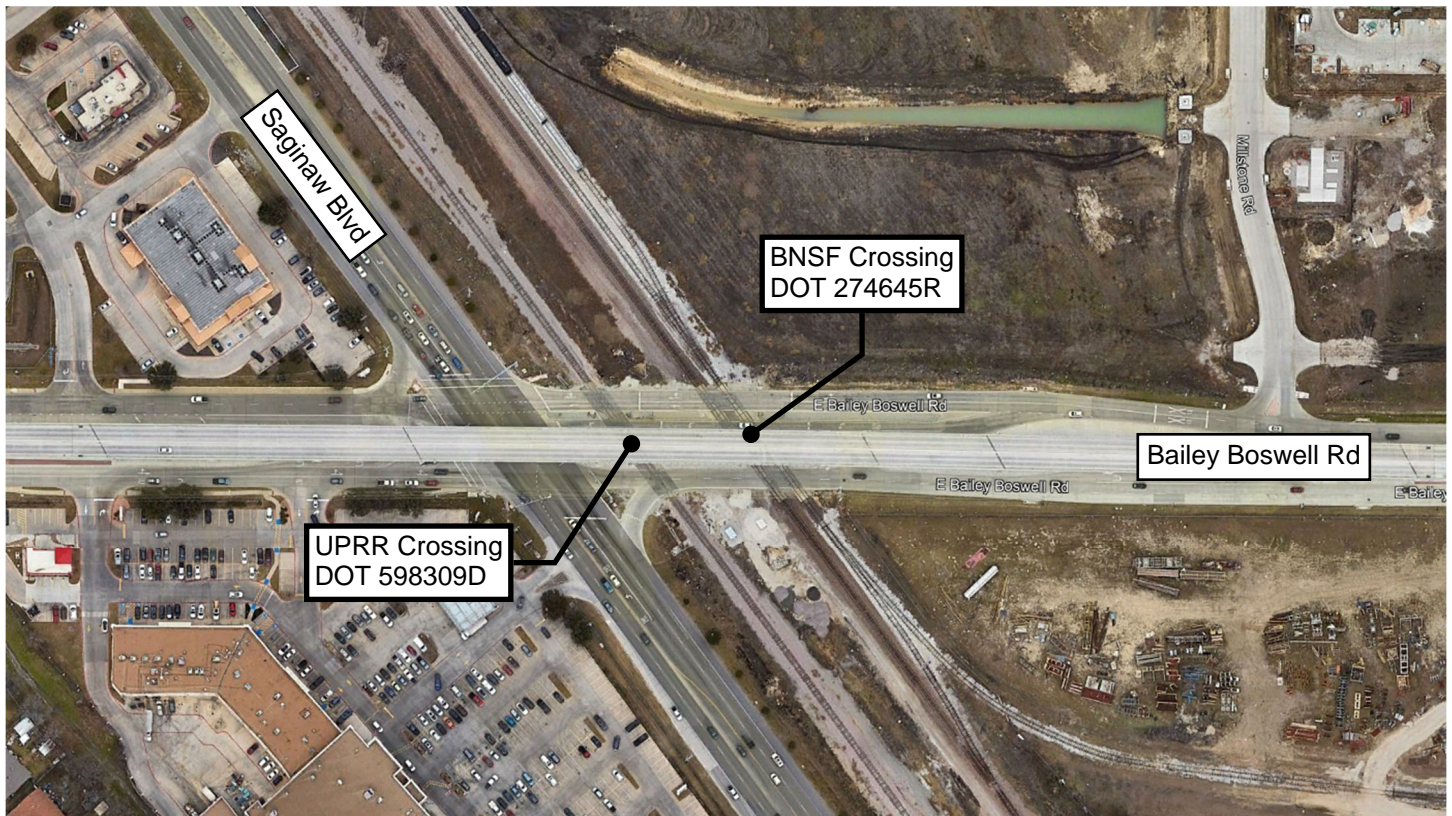


Figure 1 | Crossing Study Locations

The City of Saginaw is studying what improvements and requirements would be required to establish a 24-hour quiet zone for the at-grade crossing of Bailey Boswell Road. Two separate railroad lines are crossing Bailey Boswell Road at this location, one for UPRR and one for BNSF. Two (2) separate quiet zones would need to be established, one for each line. This study does not evaluate quiet zone requirements for crossings adjacent to the Bailey Boswell Road crossing.

Field observations took place on February 3, 2025, to take pictures (**Appendix A**) and note any potential improvements that could be warranted for the crossing. Data for each crossing was also collected from the FRA Crossing Inventory.

The following conditions exist at the two crossings of Bailey Boswell Road:

- Constant warning time devices are present at each crossing.

**City of Saginaw Bailey Boswell Road Quiet Zone Study
February 2025**

- BNSF operates 6 trains per day through the proposed quiet zone (3 daytime and 3 nighttime).
- UPRR operates 9 trains per day through the proposed quiet zone (5 daytime and 4 nighttime).
- The maximum allowable train speed ranges from 49 miles per hour to 60 miles per hour depending on the crossing.

The existing conditions' QZRI values were calculated using the FRA calculator. **Table 1** shows the existing risk index values for the two crossings.

Table 1: FRA Quiet Zone Calculator Existing Conditions Scenario

| Crossing | DOT # | Quiet Zone Risk Index (QZRI) | Risk Index With Horns (RIWH) | Nationwide Significant Risk Threshold |
|------------------------|---------|------------------------------|------------------------------|---------------------------------------|
| Existing Conditions | | | | |
| Bailey Boswell at UPRR | 598309D | 28958.79 | 17361.38 | 15488.00 |
| Bailey Boswell at BNSF | 274645R | 31296.19* | 18762.70 | 15488.00 |

* Value does not consider the existing SSM median. The SSM credit will be shown in the proposed scenario.

Recommended Improvements

Due to both crossing's existing QZRI falling above the RIWH (**Table 1**), safety improvements (SSMs) will be required to establish the quiet zones.

The most common SSM treatment is raised concrete medians. For raised concrete medians to be considered SSMs, they must be a minimum of 100' in length, measured from the center of the railroad gate in the down position. There can be no commercial driveways or public street connections within this 100' distance. The length of the median can be reduced to 60' and still qualify as an SSM if there are commercial driveways or public street connections within the area 60' – 100' from the center of the gate.

The UPRR crossing has raised concrete medians, but the median length west of the tracks is less than the minimum 60' length (55'). A raised median SSM credit could not be taken at this crossing. If the City chooses to establish the quiet zone through the PAD process where SSM credit is required, the only option would be to install a four-quadrant gate system. Table 3 assumes that a four-quadrant gate system will be installed to establish the quiet zone.

The BNSF crossing has raised concrete medians that meet the requirements of an SSM. No modifications to the existing median are anticipated.

Both crossings will require refreshing of the existing pavement markings and signs.

Table 3 outlines the recommended improvements by crossing, including which crossings could qualify for SSMs. The table also includes an estimated cost per crossing based on the recommended improvements and SSMs.

**City of Saginaw Bailey Boswell Road Quiet Zone Study
February 2025**

These recommendations were assessed without the formal diagnostic team analysis, which is required to establish a railroad quiet zone. The City will need to coordinate diagnostic meetings with BNSF, UPRR, TxDOT, and FRA representatives to establish the quiet zone.

Table 3: Recommended Improvements

| Crossing | DOT # | Recommended Improvements | Recommended Supplementary Safety Measure (SSM) | Estimated Cost | |
|--|---------|--|--|--------------------|--------------|
| Bailey Boswell at UPRR | 598309D | Restriping, Signage, Four-Quadrant Gates | SSM: Channelization | Improvements | \$625,000.00 |
| | | | | Annual Maintenance | \$25,000.00 |
| Bailey Boswell at BNSF | 274645R | Restriping, Signage | Existing SSM Channelization | Improvements | \$15,000.00 |
| | | | | Annual Maintenance | \$0.00 |
| Recommended Improvements | | | | | \$665,000.00 |
| Estimated Annual Maintenance Costs | | | | | \$25,000.00 |
| UPRR Preliminary Engineering Agreement | | | | | \$50,000.00 |
| BNSF Preliminary Engineering Agreement | | | | | \$50,000.00 |
| Estimate Total Project Costs* | | | | | \$790,000.00 |

* Estimated total project costs do not include City staff time or design costs.

Table 4 shows the proposed risk index values for the two crossings with the proposed improvements implemented. Both crossings meet the requirements to establish quiet zones through the PAD process.

Table 4: FRA Quiet Zone Calculator Proposed Conditions Scenario

| Crossing | DOT # | Quiet Zone Risk Index (QZRI) | Risk Index With Horns (RIWH) | Nationwide Significant Risk Threshold |
|----------------------------|---------|------------------------------|------------------------------|---------------------------------------|
| Proposed Conditions | | | | |
| Bailey Boswell at UPRR | 598309D | 2316.70 | 17361.38 | 15488.00 |
| Bailey Boswell at BNSF* | 274645R | 6259.24 | 18762.70 | 15488.00 |

*The existing medians in place meet the requirements of an SSM. To be confirmed during the diagnostic meeting.

Alternative Option for the UPRR Crossing

If the City chooses not to install a four-quadrant gate system at the UPRR crossing, the City could establish a quiet zone at this crossing through the PAA process. Calculations would need to be performed to determine how much partial credit could be used for the existing concrete medians. The partial credit would be applied to the crossing's QZRI score and that resulting reduction would need to be lower than the RIWH. This process will take a minimum of 12 to 18 months for FRA to review and approve. While the PAA process is longer than the PAD process to establish a quiet zone, it could potentially save the cost of installing a four-quadrant gate system.



**City of Saginaw Bailey Boswell Road Quiet Zone Study
February 2025**

Recommendations

We offer the following recommendations for the implementation of a quiet zone at these two crossings:

- Recommend evaluating the quiet zone on a corridor-wide basis. Implementing a quiet zone only at Bailey Boswell will not eliminate train noise in the area. Residents near the Bailey Boswell Road crossing will still hear train horns from:
 - The existing private railroad crossing 3,700' north of Bailey Boswell Road
 - The existing BNSF crossing at Jarvis Road, approximately 3,600' southeast of Bailey Boswell Road
 - The existing BNSF and UPRR crossings at Minton Road
- For the existing private railroad crossing just north of Bailey Boswell, to include it in the quiet zone, the existing crossing at Hicks Field Road would also need to be included in the quiet zone. This would require coordination with the authority having jurisdiction over that crossing.
- Should the City choose to only implement a quiet zone at Bailey Boswell Road, we recommend pursuing the quiet zone establishment for the UPRR crossing via the PAA method to avoid the high costs of a four-quadrant gate system and the perpetual, annual maintenance costs.



APPENDIX A:

Field Work Photos

**City of Saginaw Bailey Boswell Road Quiet Zone Study
February 2025**



WB approach to BNSF crossing

**City of Saginaw Bailey Boswell Road Quiet Zone Study
February 2025**



WB approach to UPRR crossing

**City of Saginaw Bailey Boswell Road Quiet Zone Study
February 2025**



EB approach to UPRR crossing

**City of Saginaw Bailey Boswell Road Quiet Zone Study
February 2025**



EB approach to BNSF crossing



APPENDIX B:

Crossing Inventory Reports

U. S. DOT CROSSING INVENTORY FORM

DEPARTMENT OF TRANSPORTATION

FEDERAL RAILROAD ADMINISTRATION

OMB No. 2130-0017

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory Form. For private highway-rail grade crossings, complete the Header, Parts I and II, and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, and the Submission Information section. For grade-separated highway-rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. Note: For private crossings only, Part I Item 20 and Part III Item 2.K. are required unless otherwise noted. An asterisk * denotes an optional field.

| | | | |
|---|--|--|--|
| A. Revision Date (MM/DD/YYYY) 01 / 14 / 2025 | B. Reporting Agency <input checked="" type="checkbox"/> Railroad <input type="checkbox"/> Transit <input type="checkbox"/> State <input type="checkbox"/> Other | C. Reason for Update (Select only one) <input checked="" type="checkbox"/> Change in Data <input type="checkbox"/> New Crossing <input type="checkbox"/> Closed <input type="checkbox"/> Re-Open <input type="checkbox"/> Date Change Only <input type="checkbox"/> No Train Traffic <input type="checkbox"/> Quiet Zone Update <input type="checkbox"/> Admin. Correction <input type="checkbox"/> Change in Primary Operating RR | D. DOT Crossing Inventory Number 274645R |
|---|--|--|--|

Part I: Location and Classification Information

| | | | | | |
|--|--|--|--|---|--|
| 1. Primary Operating Railroad BNSF Railway Company [BNSF] | | 2. State TEXAS | | 3. County TARRANT | |
| 4. City / Municipality <input checked="" type="checkbox"/> In <input type="checkbox"/> Near SAGINAW | | 5. Street/Road Name & Block Number BAILEY BOSWELL RD (Street/Road Name) * (Block Number) | | 6. Highway Type & No. ST 0000 | |
| 7. Do Other Railroads Operate a Separate Track at Crossing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Specify RR | | | 8. Do Other Railroads Operate Over Your Track at Crossing? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Specify RR UP | | |
| 9. Railroad Division or Region <input type="checkbox"/> None RED RIVER | | 10. Railroad Subdivision or District <input type="checkbox"/> None WICHITA FALLS | | 11. Branch or Line Name <input type="checkbox"/> None TWR 55-VALLEY J | |
| 12. RR Milepost 0011.223 (prefix) (nnnn.nnn) (suffix) | | | | | |
| 13. Line Segment * 485 | | 14. Nearest RR Timetable Station * SAGINAW YARD | | 15. Parent RR (if applicable) <input checked="" type="checkbox"/> N/A | |
| 16. Crossing Owner (if applicable) <input type="checkbox"/> N/A BNSF | | | | | |
| 17. Crossing Type <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private | | 18. Crossing Purpose <input checked="" type="checkbox"/> Highway <input type="checkbox"/> Pathway, Ped. <input type="checkbox"/> Station, Ped. | | 19. Crossing Position <input checked="" type="checkbox"/> At Grade <input type="checkbox"/> RR Under <input type="checkbox"/> RR Over | |
| 20. Public Access (if Private Crossing) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 21. Type of Train <input checked="" type="checkbox"/> Freight <input type="checkbox"/> Intercity Passenger <input type="checkbox"/> Commuter <input type="checkbox"/> Transit <input type="checkbox"/> Shared Use Transit <input type="checkbox"/> Tourist/Other | | 22. Average Passenger Train Count Per Day <input type="checkbox"/> Less Than One Per Day <input type="checkbox"/> Number Per Day 0 | |
| 23. Type of Land Use <input checked="" type="checkbox"/> Open Space <input type="checkbox"/> Farm <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Recreational <input type="checkbox"/> RR Yard | | | | | |
| 24. Is there an Adjacent Crossing with a Separate Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Provide Crossing Number | | | 25. Quiet Zone (FRA provided) <input checked="" type="checkbox"/> No <input type="checkbox"/> 24 Hr <input type="checkbox"/> Partial <input type="checkbox"/> Chicago Excused Date Established | | |
| 26. HSR Corridor ID <input checked="" type="checkbox"/> N/A | | 27. Latitude in decimal degrees (WGS84 std: nn.nnnnnnn) 32.8808333 | | 28. Longitude in decimal degrees (WGS84 std: -nnn.nnnnnnn) -97.380878 | |
| 29. Lat/Long Source <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Estimated | | | | | |
| 30.A. Railroad Use * | | | 31.A. State Use * | | |
| 30.B. Railroad Use * | | | 31.B. State Use * | | |
| 30.C. Railroad Use * | | | 31.C. State Use * State Phone# updated - date updated 2024-12-06 | | |
| 30.D. Railroad Use * | | | 31.D. State Use * | | |
| 32.A. Narrative (Railroad Use) * (1.27 1.28 1.29) Value Provided by Railroad, Not Yet | | | 32.B. Narrative (State Use) * | | |
| 33. Emergency Notification Telephone No. (posted) 800-832-5452 | | 34. Railroad Contact (Telephone No.) 817-352-1549 | | 35. State Contact (Telephone No.) 512-416-2684 | |

Part II: Railroad Information

| | | | | |
|---|---|--|---------------------------------------|---|
| 1. Estimated Number of Daily Train Movements | | | | |
| 1.A. Total Day Thru Trains (6 AM to 6 PM) 3 | 1.B. Total Night Thru Trains (6 PM to 6 AM) 3 | 1.C. Total Switching Trains 0 | 1.D. Total Transit Trains 0 | 1.E. Check if Less Than One Movement Per Day <input type="checkbox"/> How many trains per week? _____ |
| 2. Year of Train Count Data (YYYY) 2023 | | 3. Speed of Train at Crossing 3.A. Maximum Timetable Speed (mph) 60 3.B. Typical Speed Range Over Crossing (mph) From 1 to 60 | | |
| 4. Type and Count of Tracks Main 1 Siding 0 Yard 0 Transit 0 Industry 1 | | | | |
| 5. Train Detection (Main Track only) <input checked="" type="checkbox"/> Constant Warning Time <input type="checkbox"/> Motion Detection <input type="checkbox"/> AFO <input type="checkbox"/> PTC <input type="checkbox"/> DC <input type="checkbox"/> Other <input type="checkbox"/> None | | | | |
| 6. Is Track Signaled? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 7.A. Event Recorder <input type="checkbox"/> Yes <input type="checkbox"/> No | | 7.B. Remote Health Monitoring <input type="checkbox"/> Yes <input type="checkbox"/> No |

U. S. DOT CROSSING INVENTORY FORM

| | | | | | |
|--|--|--|--------------------------------------|---|--|
| A. Revision Date (MM/DD/YYYY) 01/14/2025 | | PAGE 2 | | D. Crossing Inventory Number (7 char.) 274645R | |
| Part III: Highway or Pathway Traffic Control Device Information | | | | | |
| 1. Are there Signs or Signals? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 2. Types of Passive Traffic Control Devices associated with the Crossing | | | |
| 2.A. Crossbuck Assemblies (count) 2 | | 2.B. STOP Signs (R1-1) (count) 0 | 2.C. YIELD Signs (R1-2) (count) 0 | 2.D. Advance Warning Signs (Check all that apply; include count) <input checked="" type="checkbox"/> None <input type="checkbox"/> W10-1 <input type="checkbox"/> W10-3 <input type="checkbox"/> W10-11 <input type="checkbox"/> W10-2 <input type="checkbox"/> W10-4 <input type="checkbox"/> W10-12 | |
| 2.E. Low Ground Clearance Sign (W10-5) <input type="checkbox"/> Yes (count _____) <input type="checkbox"/> No | | 2.F. Pavement Markings <input checked="" type="checkbox"/> Stop Lines <input type="checkbox"/> Dynamic Envelope <input checked="" type="checkbox"/> RR Xing Symbols <input type="checkbox"/> None | | 2.G. Channelization Devices/Medians <input type="checkbox"/> All Approaches <input type="checkbox"/> Median <input type="checkbox"/> One Approach <input checked="" type="checkbox"/> None | |
| 2.H. EXEMPT Sign (R15-3) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 2.I. ENS Sign (I-13) Displayed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| 2.J. Other MUTCD Signs Specify Type _____ Count _____ Specify Type _____ Count _____ Specify Type _____ Count _____ | | 2.K. Private Crossing Signs (if private) <input type="checkbox"/> Yes <input type="checkbox"/> No | | 2.L. LED Enhanced Signs (List types) | |
| 3. Types of Train Activated Warning Devices at the Grade Crossing (specify count of each device for all that apply) | | | | | |
| 3.A. Gate Arms (count) Roadway 2 Pedestrian 0 | | 3.B. Gate Configuration <input checked="" type="checkbox"/> 2 Quad <input type="checkbox"/> Full (Barrier) <input type="checkbox"/> 3 Quad Resistance <input type="checkbox"/> 4 Quad Median Gates | | 3.C. Cantilevered (or Bridged) Flashing Light Structures (count) Over Traffic Lane 0 <input type="checkbox"/> Incandescent Not Over Traffic Lane 0 <input type="checkbox"/> LED | |
| 3.D. Mast Mounted Flashing Lights (count of masts) 2 <input type="checkbox"/> Incandescent <input type="checkbox"/> LED <input checked="" type="checkbox"/> Back Lights Included <input type="checkbox"/> Side Lights Included | | 3.E. Total Count of Flashing Light Pairs 4 | | | |
| 3.F. Installation Date of Current Active Warning Devices: (MM/YYYY) _____/_____/_____ <input checked="" type="checkbox"/> Not Required | | 3.G. Wayside Horn <input type="checkbox"/> Yes Installed on (MM/YYYY) ____/____/_____ <input checked="" type="checkbox"/> No | | 3.H. Highway Traffic Signals Controlling Crossing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 3.I. Bells (count) 2 | | 3.J. Non-Train Active Warning <input type="checkbox"/> Flagging/Flagman <input type="checkbox"/> Manually Operated Signals <input type="checkbox"/> Watchman <input type="checkbox"/> Floodlighting <input checked="" type="checkbox"/> None | | | |
| 3.K. Other Flashing Lights or Warning Devices Count 0 Specify type _____ | | | | | |
| 4.A. Does nearby Hwy Intersection have Traffic Signals? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 4.B. Hwy Traffic Signal Interconnection <input type="checkbox"/> Not Interconnected <input checked="" type="checkbox"/> For Traffic Signals <input type="checkbox"/> For Warning Signs | | 4.C. Hwy Traffic Signal Preemption <input type="checkbox"/> Simultaneous <input checked="" type="checkbox"/> Advance | |
| 5. Highway Traffic Pre-Signals <input type="checkbox"/> Yes <input type="checkbox"/> No Storage Distance * _____ Stop Line Distance * _____ | | 6. Highway Monitoring Devices (Check all that apply) <input type="checkbox"/> Yes - Photo/Video Recording <input type="checkbox"/> Yes - Vehicle Presence Detection <input type="checkbox"/> None | | | |
| Part IV: Physical Characteristics | | | | | |
| 1. Traffic Lanes Crossing Railroad Number of Lanes 4 <input type="checkbox"/> One-way Traffic <input checked="" type="checkbox"/> Two-way Traffic <input type="checkbox"/> Divided Traffic | | 2. Is Roadway/Pathway Paved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 3. Does Track Run Down a Street? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 4. Is Crossing Illuminated? (Street lights within approx. 50 feet from nearest rail) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 5. Crossing Surface (on Main Track, multiple types allowed) Installation Date * (MM/YYYY) ____/____/_____ <input type="checkbox"/> 1 Timber <input type="checkbox"/> 2 Asphalt <input type="checkbox"/> 3 Asphalt and Timber <input type="checkbox"/> 4 Concrete <input checked="" type="checkbox"/> 5 Concrete and Rubber <input type="checkbox"/> 6 Rubber <input type="checkbox"/> 7 Metal <input type="checkbox"/> 8 Unconsolidated <input type="checkbox"/> 9 Composite <input type="checkbox"/> 10 Other (specify) _____ | | | |
| 6. Intersecting Roadway within 500 feet? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Approximate Distance (feet) _____ | | 7. Smallest Crossing Angle <input type="checkbox"/> 0° - 29° <input type="checkbox"/> 30° - 59° <input checked="" type="checkbox"/> 60° - 90° | | 8. Is Commercial Power Available? * <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Part V: Public Highway Information | | | | | |
| 1. Highway System <input type="checkbox"/> (01) Interstate Highway System <input type="checkbox"/> (02) Other Nat Hwy System (NHS) <input checked="" type="checkbox"/> (03) Federal AID, Not NHS <input type="checkbox"/> (08) Non-Federal AID | | 2. Functional Classification of Road at Crossing <input type="checkbox"/> (0) Rural <input checked="" type="checkbox"/> (1) Urban <input type="checkbox"/> (1) Interstate <input checked="" type="checkbox"/> (5) Major Collector <input type="checkbox"/> (2) Other Freeways and Expressways <input type="checkbox"/> (3) Other Principal Arterial <input type="checkbox"/> (6) Minor Collector <input type="checkbox"/> (4) Minor Arterial <input type="checkbox"/> (7) Local | | 3. Is Crossing on State Highway System? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 4. Highway Speed Limit 30 _____ MPH <input checked="" type="checkbox"/> Posted <input type="checkbox"/> Statutory | | 5. Linear Referencing System (LRS Route ID) * | | | |
| 6. LRS Milepost * | | | | | |
| 7. Annual Average Daily Traffic (AADT) Year 2019 AADT 10253 | | 8. Estimated Percent Trucks 3 _____ % | | 9. Regularly Used by School Buses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Average Number per Day 8 _____ | |
| 10. Emergency Services Route <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Submission Information - This information is used for administrative purposes and is not available on the public website. | | | | | |
| Submitted by _____ Organization _____ Phone _____ Date _____ Public reporting burden for this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for information collection is 2130-0017. Send comments regarding this burden estimate or any other aspect of this collection, including for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave. SE, MS-25 Washington, DC 20590. | | | | | |

U. S. DOT CROSSING INVENTORY FORM

DEPARTMENT OF TRANSPORTATION

FEDERAL RAILROAD ADMINISTRATION

OMB No. 2130-0017

Instructions for the initial reporting of the following types of new or previously unreported crossings: For public highway-rail grade crossings, complete the entire inventory Form. For private highway-rail grade crossings, complete the Header, Parts I and II, and the Submission Information section. For public pathway grade crossings (including pedestrian station grade crossings), complete the Header, Parts I and II, and the Submission Information section. For Private pathway grade crossings, complete the Header, Parts I and II, and the Submission Information section. For grade-separated highway-rail or pathway crossings (including pedestrian station crossings), complete the Header, Part I, and the Submission Information section. For changes to existing data, complete the Header, Part I Items 1-3, and the Submission Information section, in addition to the updated data fields. Note: For private crossings only, Part I Item 20 and Part III Item 2.K. are required unless otherwise noted. An asterisk * denotes an optional field.

| | | | |
|---|--|---|--|
| A. Revision Date (MM/DD/YYYY) 11 / 19 / 2024 | B. Reporting Agency <input checked="" type="checkbox"/> Railroad <input type="checkbox"/> Transit <input type="checkbox"/> State <input type="checkbox"/> Other | C. Reason for Update (Select only one) <input type="checkbox"/> Change in Data <input type="checkbox"/> New Crossing <input type="checkbox"/> Closed <input type="checkbox"/> Re-Open <input checked="" type="checkbox"/> Date Change Only <input type="checkbox"/> Change in Primary Operating RR <input type="checkbox"/> No Train Traffic <input type="checkbox"/> Quiet Zone Update <input type="checkbox"/> Admin. Correction | D. DOT Crossing Inventory Number 598309D |
|---|--|---|--|

Part I: Location and Classification Information

| | | | | | |
|--|--|---|--|--|--|
| 1. Primary Operating Railroad Union Pacific Railroad Company [UP] | | 2. State TEXAS | | 3. County TARRANT | |
| 4. City / Municipality <input checked="" type="checkbox"/> In <input type="checkbox"/> Near SAGINAW | | 5. Street/Road Name & Block Number Bailey Boswell Road (Street/Road Name) * (Block Number) | | 6. Highway Type & No. ST 0000 | |
| 7. Do Other Railroads Operate a Separate Track at Crossing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Specify RR | | | 8. Do Other Railroads Operate Over Your Track at Crossing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Specify RR | | |
| 9. Railroad Division or Region <input type="checkbox"/> None TEXOMA | | 10. Railroad Subdivision or District <input type="checkbox"/> None DUNCAN SUB | | 11. Branch or Line Name <input checked="" type="checkbox"/> None | |
| 12. RR Milepost 0602.650 (prefix) (nnnn.nnn) (suffix) | | | | | |
| 13. Line Segment * | | 14. Nearest RR Timetable Station * | | 15. Parent RR (if applicable) <input checked="" type="checkbox"/> N/A | |
| 16. Crossing Owner (if applicable) <input type="checkbox"/> N/A UP | | | | | |
| 17. Crossing Type <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private | 18. Crossing Purpose <input checked="" type="checkbox"/> Highway <input type="checkbox"/> Pathway, Ped. <input type="checkbox"/> Station, Ped. | 19. Crossing Position <input checked="" type="checkbox"/> At Grade <input type="checkbox"/> RR Under <input type="checkbox"/> RR Over | 20. Public Access (if Private Crossing) <input type="checkbox"/> Yes <input type="checkbox"/> No | 21. Type of Train <input checked="" type="checkbox"/> Freight <input type="checkbox"/> Intercity Passenger <input type="checkbox"/> Commuter | 22. Average Passenger Train Count Per Day <input type="checkbox"/> Transit <input type="checkbox"/> Shared Use Transit <input type="checkbox"/> Tourist/Other <input type="checkbox"/> Less Than One Per Day <input type="checkbox"/> Number Per Day 0 |
| 23. Type of Land Use <input checked="" type="checkbox"/> Open Space <input type="checkbox"/> Farm <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Recreational <input type="checkbox"/> RR Yard | | | | | |
| 24. Is there an Adjacent Crossing with a Separate Number? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Provide Crossing Number | | | 25. Quiet Zone (FRA provided) <input checked="" type="checkbox"/> No <input type="checkbox"/> 24 Hr <input type="checkbox"/> Partial <input type="checkbox"/> Chicago Excused Date Established | | |
| 26. HSR Corridor ID <input checked="" type="checkbox"/> N/A | 27. Latitude in decimal degrees (WGS84 std: nn.nnnnnnn) 32.8808229 | | 28. Longitude in decimal degrees (WGS84 std: -nnn.nnnnnnn) -97.3812816 | | 29. Lat/Long Source <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Estimated |
| 30.A. Railroad Use * | | | 31.A. State Use * | | |
| 30.B. Railroad Use * | | | 31.B. State Use * | | |
| 30.C. Railroad Use * | | | 31.C. State Use * State Phone# updated - date updated 2024-12-06 | | |
| 30.D. Railroad Use * | | | 31.D. State Use * | | |
| 32.A. Narrative (Railroad Use) * | | | 32.B. Narrative (State Use) * | | |
| 33. Emergency Notification Telephone No. (posted) 800-848-8715 | | 34. Railroad Contact (Telephone No.) 402-544-3721 | | 35. State Contact (Telephone No.) 512-416-2684 | |

Part II: Railroad Information

| | | | | |
|---|--|---|---------------------------------------|---|
| 1. Estimated Number of Daily Train Movements | | | | |
| 1.A. Total Day Thru Trains (6 AM to 6 PM) 5 | 1.B. Total Night Thru Trains (6 PM to 6 AM) 4 | 1.C. Total Switching Trains 0 | 1.D. Total Transit Trains 0 | 1.E. Check if Less Than One Movement Per Day <input type="checkbox"/> How many trains per week? _____ |
| 2. Year of Train Count Data (YYYY) 2019 | | 3. Speed of Train at Crossing 3.A. Maximum Timetable Speed (mph) 49 3.B. Typical Speed Range Over Crossing (mph) From 24 to 49 | | |
| 4. Type and Count of Tracks Main 1 Siding 0 Yard 0 Transit 0 Industry 0 | | | | |
| 5. Train Detection (Main Track only) <input checked="" type="checkbox"/> Constant Warning Time <input type="checkbox"/> Motion Detection <input type="checkbox"/> AFO <input type="checkbox"/> PTC <input type="checkbox"/> DC <input type="checkbox"/> Other <input type="checkbox"/> None | | | | |
| 6. Is Track Signaled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 7.A. Event Recorder <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 7.B. Remote Health Monitoring <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

U. S. DOT CROSSING INVENTORY FORM

| | | | | | |
|--|--|--|--------------------------------------|---|--|
| A. Revision Date (MM/DD/YYYY) 11/19/2024 | | PAGE 2 | | D. Crossing Inventory Number (7 char.) 598309D | |
| Part III: Highway or Pathway Traffic Control Device Information | | | | | |
| 1. Are there Signs or Signals? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 2. Types of Passive Traffic Control Devices associated with the Crossing | | | |
| 2.A. Crossbuck Assemblies (count) 0 | | 2.B. STOP Signs (R1-1) (count) 0 | 2.C. YIELD Signs (R1-2) (count) 0 | 2.D. Advance Warning Signs (Check all that apply; include count) <input type="checkbox"/> None <input checked="" type="checkbox"/> W10-1 2 <input type="checkbox"/> W10-3 _____ <input type="checkbox"/> W10-11 _____ <input type="checkbox"/> W10-2 _____ <input type="checkbox"/> W10-4 _____ <input type="checkbox"/> W10-12 _____ | |
| 2.E. Low Ground Clearance Sign (W10-5) <input type="checkbox"/> Yes (count _____) <input checked="" type="checkbox"/> No | | 2.F. Pavement Markings <input checked="" type="checkbox"/> Stop Lines <input type="checkbox"/> Dynamic Envelope <input checked="" type="checkbox"/> RR Xing Symbols <input type="checkbox"/> None | | 2.G. Channelization Devices/Medians <input type="checkbox"/> All Approaches <input type="checkbox"/> Median <input type="checkbox"/> One Approach <input checked="" type="checkbox"/> None | |
| 2.H. EXEMPT Sign (R15-3) <input type="checkbox"/> Yes <input type="checkbox"/> No | | 2.I. ENS Sign (I-13) Displayed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| 2.J. Other MUTCD Signs Specify Type R8-8 Count 1 Specify Type R15-2P Count 1 Specify Type _____ Count _____ | | 2.K. Private Crossing Signs (if private) <input type="checkbox"/> Yes <input type="checkbox"/> No | | 2.L. LED Enhanced Signs (List types) | |
| 3. Types of Train Activated Warning Devices at the Grade Crossing (specify count of each device for all that apply) | | | | | |
| 3.A. Gate Arms (count) Roadway 8 Pedestrian 0 | | 3.B. Gate Configuration <input type="checkbox"/> 2 Quad <input type="checkbox"/> Full (Barrier) Resistance <input type="checkbox"/> 3 Quad <input type="checkbox"/> Median Gates <input checked="" type="checkbox"/> 4 Quad | | 3.C. Cantilevered (or Bridged) Flashing Light Structures (count) Over Traffic Lane 0 <input type="checkbox"/> Incandescent Not Over Traffic Lane 0 <input type="checkbox"/> LED | |
| 3.D. Mast Mounted Flashing Lights (count of masts) 8 <input type="checkbox"/> Incandescent <input checked="" type="checkbox"/> LED <input checked="" type="checkbox"/> Back Lights Included <input checked="" type="checkbox"/> Side Lights Included | | 3.E. Total Count of Flashing Light Pairs 16 | | | |
| 3.F. Installation Date of Current Active Warning Devices: (MM/YYYY) _____/_____/_____ <input checked="" type="checkbox"/> Not Required | | 3.G. Wayside Horn <input type="checkbox"/> Yes Installed on (MM/YYYY) ____/____/_____ <input checked="" type="checkbox"/> No | | 3.H. Highway Traffic Signals Controlling Crossing <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 3.I. Bells (count) 4 | | 3.J. Non-Train Active Warning <input type="checkbox"/> Flagging/Flagman <input type="checkbox"/> Manually Operated Signals <input type="checkbox"/> Watchman <input type="checkbox"/> Floodlighting <input type="checkbox"/> None | | | |
| 3.K. Other Flashing Lights or Warning Devices Count 0 Specify type _____ | | | | | |
| 4.A. Does nearby Hwy Intersection have Traffic Signals? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 4.B. Hwy Traffic Signal Interconnection <input type="checkbox"/> Not Interconnected <input type="checkbox"/> For Traffic Signals <input type="checkbox"/> For Warning Signs | | 4.C. Hwy Traffic Signal Preemption <input type="checkbox"/> Simultaneous <input type="checkbox"/> Advance | |
| 5. Highway Traffic Pre-Signals <input type="checkbox"/> Yes <input type="checkbox"/> No Storage Distance * _____ Stop Line Distance * _____ | | 6. Highway Monitoring Devices (Check all that apply) <input type="checkbox"/> Yes - Photo/Video Recording <input type="checkbox"/> Yes - Vehicle Presence Detection <input type="checkbox"/> None | | | |
| Part IV: Physical Characteristics | | | | | |
| 1. Traffic Lanes Crossing Railroad Number of Lanes 2 <input type="checkbox"/> One-way Traffic <input checked="" type="checkbox"/> Two-way Traffic <input type="checkbox"/> Divided Traffic | | 2. Is Roadway/Pathway Paved? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 3. Does Track Run Down a Street? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 4. Is Crossing Illuminated? (Street lights within approx. 50 feet from nearest rail) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | 5. Crossing Surface (on Main Track, multiple types allowed) Installation Date * (MM/YYYY) ____/____/_____ <input type="checkbox"/> 1 Timber <input type="checkbox"/> 2 Asphalt <input type="checkbox"/> 3 Asphalt and Timber <input checked="" type="checkbox"/> 4 Concrete <input type="checkbox"/> 5 Concrete and Rubber <input type="checkbox"/> 6 Rubber <input type="checkbox"/> 7 Metal <input type="checkbox"/> 8 Unconsolidated <input type="checkbox"/> 9 Composite <input type="checkbox"/> 10 Other (specify) _____ | | | |
| 6. Intersecting Roadway within 500 feet? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Approximate Distance (feet) _____ | | 7. Smallest Crossing Angle <input type="checkbox"/> 0° - 29° <input type="checkbox"/> 30° - 59° <input checked="" type="checkbox"/> 60° - 90° | | 8. Is Commercial Power Available? * <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Part V: Public Highway Information | | | | | |
| 1. Highway System <input type="checkbox"/> (01) Interstate Highway System <input type="checkbox"/> (02) Other Nat Hwy System (NHS) <input checked="" type="checkbox"/> (03) Federal AID, Not NHS <input type="checkbox"/> (08) Non-Federal AID | | 2. Functional Classification of Road at Crossing <input type="checkbox"/> (0) Rural <input checked="" type="checkbox"/> (1) Urban <input type="checkbox"/> (1) Interstate <input checked="" type="checkbox"/> (5) Major Collector <input type="checkbox"/> (2) Other Freeways and Expressways <input type="checkbox"/> (3) Other Principal Arterial <input type="checkbox"/> (6) Minor Collector <input type="checkbox"/> (4) Minor Arterial <input type="checkbox"/> (7) Local | | 3. Is Crossing on State Highway System? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 4. Highway Speed Limit 40 _____ MPH <input checked="" type="checkbox"/> Posted <input type="checkbox"/> Statutory | | 5. Linear Referencing System (LRS Route ID) * | | | |
| 6. LRS Milepost * | | | | | |
| 7. Annual Average Daily Traffic (AADT) Year 2019 AADT 10253 | | 8. Estimated Percent Trucks 12 _____ % | | 9. Regularly Used by School Buses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Average Number per Day 18 | |
| 10. Emergency Services Route <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Submission Information - This information is used for administrative purposes and is not available on the public website. | | | | | |
| Submitted by _____ Organization _____ Phone _____ Date _____ | | | | | |
| Public reporting burden for this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. According to the Paperwork Reduction Act of 1995, a federal agency may not conduct or sponsor, and a person is not required to, nor shall a person be subject to a penalty for failure to comply with, a collection of information unless it displays a currently valid OMB control number. The valid OMB control number for information collection is 2130-0017. Send comments regarding this burden estimate or any other aspect of this collection, including for reducing this burden to: Information Collection Officer, Federal Railroad Administration, 1200 New Jersey Ave. SE, MS-25 Washington, DC 20590. | | | | | |



APPENDIX C:

FRA Quiet Zone Calculations

Existing Conditions - BNSF Crossing

[Home](#) | [Help](#) | [Contact](#) | [logoff](#) scott.arnold@kimley-horn.com**Cancel**

Change Scenario: SAGINAW BA_71868

Continue**Create New Zone**

| Crossing | Street | Traffic | Warning Device | Pre-SSM | SSM | Risk | |
|----------|-------------------|---------|----------------|---------|-----|-----------|---------------|
| 274645R | BAILEY BOSWELL RD | 10253 | Gates | 0 | 0 | 31,296.19 | MODIFY |

Manage Existing Zones**Log Off**

* Only Public At Grade Crossings are listed.

Click for [Supplementary Safety Measures \[SSM\]](#).**Click** for ASM spreadsheet: **ASM** * Note: The use of ASMs requires an application to and approval from the FRA.**Step by Step Instructions:**

Step 1: To specify New Warning Device (For Pre-Rule Quiet Zone Only) and/or SSM, click the [MODIFY](#) Button

Step 2: Select proposed warning device or SSM. Then click the [UPDATE](#) button. To generate a spreadsheet of the values on this page, click on [ASM](#) button—This spreadsheet can then be used for ASM calculations.

Step 3: Repeat Step (2) until the SELECT button is shown at the bottom right side of this page. Note that the SELECT button is shown ONLY when the Quiet Zone Risk Index falls below the NSRT or the Risk Index with Horn.

Step 4: To save the scenario and continue, click the SELECT button

| Summary | |
|---|----------------------------------|
| Proposed Quiet Zone: | SAGINAW BAILEY BOSWELL BNSF LINE |
| Type: | New 24-hour QZ |
| Scenario: | SAGINAW BA_71868 |
| Estimated Total Cost: | \$0.00 |
| Nationwide Significant Risk Threshold: | 15488 .00 |
| Risk Index with Horns: | 18762.7 |
| Quiet Zone Risk Index: | 31296.19 |
| | |
| | |
| | |

Proposed Conditions - BNSF Crossing

Home | Help | Contact | **logoff** scott.arnold@kimley-horn.com**Cancel**

Change Scenario: Saginaw Ba_71901

Continue**Create New Zone**

| Crossing | Street | Traffic | Warning Device | Pre-SSM | SSM | Risk | |
|----------|-------------------|---------|----------------|---------|-----|----------|---------------|
| 274645R | BAILEY BOSWELL RD | 10253 | Gates | 0 | 13 | 6,259.24 | MODIFY |

Manage Existing Zones**Log Off**

* Only Public At Grade Crossings are listed.

ALERT: Quiet Zone qualifies because SSM has been applied in each crossing.Click for [Supplementary Safety Measures \[SSM\]](#)Click for ASM spreadsheet: **ASM** * Note: The use of ASMs requires an application to and approval from the FRA.**Step by Step Instructions:**

Step 1: To specify New Warning Device (For Pre-Rule Quiet Zone Only) and/or SSM, click the [MODIFY](#) Button

Step 2: Select proposed warning device or SSM. Then click the [UPDATE](#) button. To generate a spreadsheet of the values on this page, click on [ASM](#) button—This spreadsheet can then be used for ASM calculations.

Step 3: Repeat Step (2) until the **SELECT** button is shown at the bottom right side of this page. Note that the **SELECT** button is shown ONLY when the Quiet Zone Risk Index falls below the NSRT or the Risk Index with Horn.

Step 4: To save the scenario and continue, click the **SELECT** button

| Summary | |
|---|----------------------------------|
| Proposed Quiet Zone: | Saginaw Bailey Boswell BNSF Line |
| Type: | New 24-hour QZ |
| Scenario: | Saginaw Ba_71901 |
| Estimated Total Cost: | \$15,000.00 |
| Nationwide Significant Risk Threshold: | 15488 .00 |
| Risk Index with Horns: | 18762.7 |
| Quiet Zone Risk Index: | 6259.24 |
| Select | |

Existing Conditions - UPRR Crossing

Home | Help | Contact | **logoff** scott.arnold@kimley-horn.com**Cancel**

Change Scenario: SAGINAW BA_71866

Continue**Create New Zone**

| Crossing | Street | Traffic | Warning Device | Pre-SSM | SSM | Risk | |
|----------|---------------------|---------|----------------|---------|-----|-----------|---------------|
| 598309D | Bailey Boswell Road | 10253 | Gates | 0 | 0 | 28,958.79 | MODIFY |

Manage Existing Zones**Log Off**

* Only Public At Grade Crossings are listed.

Click for [Supplementary Safety Measures \[SSM\]](#).**Click** for ASM spreadsheet: **ASM** * Note: The use of ASMs requires an application to and approval from the FRA.**Step by Step Instructions:**

Step 1: To specify New Warning Device (For Pre-Rule Quiet Zone Only) and/or SSM, click the [MODIFY](#) Button

Step 2: Select proposed warning device or SSM. Then click the [UPDATE](#) button. To generate a spreadsheet of the values on this page, click on [ASM](#) button—This spreadsheet can then be used for ASM calculations.

Step 3: Repeat Step (2) until the SELECT button is shown at the bottom right side of this page. Note that the SELECT button is shown ONLY when the Quiet Zone Risk Index falls below the NSRT or the Risk Index with Horn.

Step 4: To save the scenario and continue, click the SELECT button

| Summary | |
|---|------------------------|
| Proposed Quiet Zone: | SAGINAW BAILEY BOSWELL |
| Type: | New 24-hour QZ |
| Scenario: | SAGINAW BA_71866 |
| Estimated Total Cost: | \$0.00 |
| Nationwide Significant Risk Threshold: | 15488 .00 |
| Risk Index with Horns: | 17361.38 |
| Quiet Zone Risk Index: | 28958.79 |
| | |
| | |

Proposed Conditions - UPRR Crossing

Home | Help | Contact | **logoff** scott.arnold@kimley-horn.com

Cancel

Change Scenario: Saginaw Ba_71903

Continue

Create New Zone

| Crossing | Street | Traffic | Warning Device | Pre-SSM | SSM | Risk | |
|----------|---------------------|---------|----------------|---------|-----|----------|--------|
| 598309D | Bailey Boswell Road | 10253 | Gates | 0 | 5 | 2,316.70 | MODIFY |

Manage Existing Zones

Log Off

* Only Public At Grade Crossings are listed.

ALERT: Quiet Zone qualifies because SSM has been applied in each crossing.Click for [Supplementary Safety Measures \[SSM\]](#).Click for ASM spreadsheet: **ASM** * Note: The use of ASMs requires an application to and approval from the FRA.

Step by Step Instructions:

Step 1: To specify New Warning Device (For Pre-Rule Quiet Zone Only) and/or SSM, click the [MODIFY](#) Button

Step 2: Select proposed warning device or SSM. Then click the [UPDATE](#) button. To generate a spreadsheet of the values on this page, click on [ASM](#) button—This spreadsheet can then be used for ASM calculations.

Step 3: Repeat Step (2) until the SELECT button is shown at the bottom right side of this page. Note that the SELECT button is shown ONLY when the Quiet Zone Risk Index falls below the NSRT or the Risk Index with Horn.

Step 4: To save the scenario and continue, click the SELECT button

| Summary | |
|---|------------------------|
| Proposed Quiet Zone: | Saginaw Bailey Boswell |
| Type: | New 24-hour QZ |
| Scenario: | Saginaw Ba_71903 |
| Estimated Total Cost: | \$115,000.00 |
| Nationwide Significant Risk Threshold: | 15488 .00 |
| Risk Index with Horns: | 17361.38 |
| Quiet Zone Risk Index: | 2316.7 |
| <div>Select</div> | |



City Council Memorandum

F. Discussion Regarding Short-Term Rental Property Regulations--Bryn Meredith, City Attorney

| Meeting | Agenda Group |
|----------------------------------|---------------------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Proclamations-Presentations Item: 3F. |
| Reference File | |
| | |
| Community Goals | |

BACKGROUND/DISCUSSION:

City Attorney will discuss short-term rental regulations.

Ordinance Example attached.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Ordinance Example.pdf](#)

ORDINANCE NO. 2021-3322

AN ORDINANCE OF THE CITY OF BEDFORD, TEXAS, AMENDING CHAPTER 26, "BUSINESSES" OF THE CODE OF ORDINANCES, TO CREATE A DEFINITION AND DEFINE THE STANDARDS AND REVIEW PROCESS FOR SHORT-TERM RENTALS; AMENDING APPENDIX A, "FEE SCHEDULE," PROVIDING FOR ADMINISTRATIVE FEES ASSOCIATED WITH PERMITTING AND INSPECTION OF SHORT-TERM RENTAL PROPERTIES; PROVIDING THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY FOR VIOLATION; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bedford, Texas, is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and,

WHEREAS, the increase in the number of persons or entities desiring to rent their residential properties has led to the proliferation of transient and vacation rental uses within neighborhoods previously planned, approved and constructed for use as single-family residences; and,

WHEREAS, the use of single-family residences by individuals for short periods of time may negatively impact the residential character of many neighborhoods by reducing communication and accountability between permanent residents by partially substituting permanent residents with transient visitors; and,

WHEREAS, the regulation of the use and operation of such "short-term rental" property is intended to prevent the further erosion of pre-existing and stable single-family neighborhoods, and further advance the City Council's objective of championing great neighborhoods; and,

WHEREAS, the rise of substitute land uses for residential property contributes to the shortage of affordable housing, both ownership and long-term rental; and,

WHEREAS, the City Council finds and determines that regulations related to short-term rental uses should be adopted to define short-term rentals, establish standards for operation and appropriate review processes applicable to such uses, and establish commensurate permitting and inspection fees; and,

WHEREAS, the purpose of the regulations set forth herein is to provide a procedure to allow the rental of private residences to visitors on a short term basis, while ensuring that such rental use does not create adverse impacts to residential neighborhoods due to excessive traffic and noise, and, additionally, to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure to cause health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions; and,

WHEREAS, the City Council finds that these regulations are necessary to prevent the imminent destruction of property and injury to persons; and,

WHEREAS, the City Council finds that the amendment to Chapter 26, as outlined herein, is in the best interest of the City of Bedford and will promote the health, safety, and general welfare of the citizens of the City of Bedford and the general public.

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

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

SECTION 2. That Chapter 26 of the Code of Ordinances, City of Bedford, Texas, is hereby amended by adding a new article, to be numbered Article V, which such article reads as follows:

ORDINANCE NO. 2021-3322

ARTICLE V. - SHORT-TERM RENTAL

Sec. 26-151. - Purpose of article.

The purpose of the regulations set forth herein is to provide a procedure to allow the rental of private residences to visitors on a short term basis, while ensuring that such rental use does not create adverse impacts to residential neighborhoods due to excessive traffic, noise, and density and, additionally, to ensure that the number of occupants within such rental units do not exceed the design capacity of the structure to cause health and safety concerns, and that minimum health and safety standards are maintained in such units to protect visitors from unsafe or unsanitary conditions.

Sec. 26-152. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Code or City Code shall mean the Code of Ordinances, City of Bedford, Texas.

Department shall mean the Development Department of the City.

Director shall mean the Development Director of the City or their designated representative.

Fire Marshal shall mean the Fire Marshal of the City or their designated representative, including any code or building inspections official of the City.

Permit shall mean the permit issued pursuant to the terms of this Article authorizing the operation of a short-term rental.

Short-Term Rental means the rental for compensation, of any residence or residential structure, or a portion of a residence or residential structure, located within a zoning district where the residential use is lawful, for the purpose of overnight lodging for a period of not more than thirty (30) days. A Short-Term Rental is also known as a tourist home or tourist house, but shall not include a hotel, motel, extended stay hotel/motel, boardinghouse, or rooming house.

Sec. 26-153. – Short-Term Rental Permit Application.

No person shall hereafter advertise, offer to rent or rent, lease, sublease, license or sublicense a residential property within the City as a short-term rental for which a permit application has not been properly made and filed with the Department, and a permit issued. A permit application shall be made upon forms furnished by the City for such purpose and shall specifically require the following minimum information:

- (1) The name, address, contact information, and signature of the owner of the premise (or signed owner authorization, on a form provided by the City);
- (2) The name, address, and phone number of the 24-hour contact;
- (3) The registration number for the City of Bedford Hotel Occupancy Tax as required by Section 26-154 (I), below;
- (4) A parking plan of the premises identifying the location of parking spaces to be used in conjunction with the short-term rental, in relation to the residence;
- (5) A dimensioned floor plan of the proposed short-term rental identifying bedrooms, other living spaces and emergency evacuation routes;

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- (6) Proof of host protection or liability insurance, which shall include the following:
 - a. The City, its officials, employees, agents and officers shall be named as an “additional insured” on all policies; and
 - b. Each policy shall be endorsed to provide the City with a minimum of a 30-day notice of cancellation, non-renewal, and/or material change in policy terms or coverage; provided, however, a minimum 10-days’ notice shall be required in the event of non-payment of premium;
- (7) A current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Tarrant Appraisal District). Tax statements printed from the Tarrant County website (pdf) are acceptable in lieu of the original certificate(s);
- (8) A copy of the proposed host rules for the short-term rental; and
- (9) A statement that the owner of the short-term rental complies with and will continue to comply with the standards and other requirements of this article.

Sec. 26-154. – Regulations.

- (a) **Maximum stay.** It shall be unlawful for an owner to rent or lease a short-term rental for a period of more than thirty (30) days.
- (b) **Occupancy.** The maximum number of persons permitted to stay in a short-term rental is limited to two (2) persons per bedroom, plus two (2) additional persons, while not exceeding a total of twelve (12) persons in the cumulative.
- (c) **Parking restrictions.** Parking is restricted to the number of spaces associated with the residential structure, either the driveway and garage, or by location or number assigned to a specific unit.
- (d) **Life Safety.**
 - (1) The *short-term rental* must be equipped with:
 - a. Working smoke detectors and working carbon monoxide detector (if served by natural gas) in accordance with the International Residential Code; and
 - b. A minimum of one 2A:10B:C type fire extinguisher (a standard five-pound extinguisher) properly mounted within seventy-five (75) feet of all portions of the structure on each floor.
 - (2) All gas appliances shall be properly ventilated outside the home.
 - (3) Emergency escape openings shall comply with the City’s currently adopted International Residential Code (IRC), with at least one emergency escape opening for each bedroom opening directly to the outdoors.
 - (4) An evacuation plan shall be posted in each bedroom.
 - (5) Any room that does not comply with subsection (d) *Life safety*, of this section shall not be used as a bedroom, and where equipped with a door, shall remain locked at all times when the dwelling is being used as a short-term rental. Any non-compliant bedroom shall not be included in the maximum occupancy calculation for the short-term rental, nor be advertised as a bedroom.

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- (e) **Conduct on premises.** Each short-term rental owner and occupant shall comply with all requirements of the City Code. In addition, the following shall be unlawful:
- (1) Use of amplified sound, excessive noise or other disturbances outside the short-term rental structure between the hours of 9:00 p.m. and 7:00 a.m. (pursuant to Section 54-34 of the Code) including, but not limited to, the following outside areas: decks, portals, porches, balconies, patios, hot tubs, pools, saunas or spas;
 - (2) Sleeping outdoors;
 - (3) Placing, or allowing to be placed, waste or recycling receptacles at the designated pickup location prior to 6:00 p.m. on the day before pickup or failing to remove waste and recycling receptacles within 24 hours after 7:00 p.m. of the scheduled collection days for that location (pursuant to Section 102-41 of the Code);
 - (4) Advertising or promoting a special event, or permitting the advertising or promotion of a special event (including, but not limited to, a banquet, wedding, reception, reunion, bachelor, bachelorette party, concert, or similar activity that would assemble large numbers of invitees) to be held on the premises; and
 - (5) Using or permitting the use of the short-term rental for the purpose of: housing sex offenders; operating a structured sober, recovery or other purpose living home or similar enterprise; selling illegal drugs; selling alcohol or another activity that requires a permit or license under the Alcoholic Beverage Code; or operating as a sexually oriented business.
- (f) **Signage.** On-premise signage advertising or identifying the short-term rental, shall not be permitted.
- (g) **Advertising.** The owner of a short-term rental shall not advertise or promote, or allow another to advertise or promote the short-term rental without including the occupancy limits and parking standards for the listing.
- (h) **Local Contact.** An owner must designate the name and contact information of a local responsible party who can be contacted regarding immediate concerns and complaints from the public. Said individual must be available in person or by phone at all times while occupants are on the premises of the short-term rental. If called, a local responsible party must be able to, and shall be present at the premises, within one (1) hour of receiving a call from the Director. A local responsible party must be authorized to make decisions regarding the premises and its occupants.
- (i) **Occupant Notification Packet.** The owner/operator shall post in a conspicuous location of the dwelling, a packet containing, at a minimum, the following information:
- (1) Maximum number of occupants;
 - (2) Location of required off-street parking, other available parking and prohibition of parking on landscaped areas or on the street;
 - (3) Quiet hours and noise restrictions;
 - (4) 24-hour local contact person and phone number;
 - (5) Property cleanliness requirements;

ORDINANCE NO. 2021-3322

- (6) Waste pick-up requirements, including location of waste and recycling receptacles;
- (7) Flooding hazards and evacuation routes, as well as information on the outdoor warning siren system;
- (8) Emergency and non-emergency numbers; and
- (9) Notice that failure to conform to the occupancy and parking requirements constitutes a violation of the City Code and an occupant or visitor may be cited.
- (j) ***Rental agreement notification.*** The rental agreement between the owner/operator of the short-term rental and the renter shall include, by attachment, all of the information provided in the occupant notification packet.
- (k) ***Changes in ownership.*** The purchaser of a short-term rental shall provide the Director with current application materials required by Section 26-153, revised to include any new information associated with the change in ownership, within thirty (30) days of the closing date for the purchase of the short-term rental.
- (l) ***Hotel occupancy taxes.*** The owner of the short-term rental property shall register with the City of Bedford Finance Department to pay hotel occupancy taxes, prior to the date that the short-term rental permit application is submitted.
- (m) ***Request for occupancy history.*** Upon request of the Director the owner of a premises used as a short-term rental shall remit, within thirty (30) days, an accounting of all rental activity and the hotel occupancy taxes paid therefor.
- (n) ***Right to inspect premises.***
 - (1) ***Inspections.*** The City shall perform periodic inspections of each short-term rental property to ensure compliance with this ordinance and other applicable laws. For the purpose of performing inspections, the City may enter, examine, and survey, at all reasonable times, all buildings, dwelling units, guest rooms, and the premises used as a short-term rental property. An owner or other authorized individual may refuse to consent to an inspection conducted by the City. If consent is refused, the City may seek an administrative search warrant authorized by Article 18 of the Texas Code of Criminal Procedure "Search Warrant" and the City of Bedford Code of Ordinances.
 - (2) The City may perform the following inspections:
 - a. ***Annual fire inspection.*** The Fire Marshal may perform annual fire inspections of the short-term rental property.
 - b. ***Repeat inspections.*** If, upon completion of an inspection, the premises are found to be in violation of one or more provisions of this Section, the City shall provide written notice of such violation and shall set a re-inspection date. If a property fails to pass an inspection, a re-inspection fee will be charged after the first re-inspection of the premises. A property cannot be occupied as a short-term rental while its status with the Fire Marshal's Office is noted as being in violation.
 - c. ***Fire extinguishers.*** The owner/operator is responsible for obtaining annual independent inspections of the fire extinguishers in compliance with the City and State regulations.

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- d. *Change in ownership inspection.*** As part of the change in ownership process for a short-term rental the Fire Marshal shall conduct an inspection to verify compliance with this article.

Sec. 26-155. – Permit term, fees.

- (a)** All permits issued under this article shall be valid for a period of one year from the date of its issuance.
- (b)** A nonrefundable fee for administration of the application shall be charged. Such fee shall be paid at the time the application is made and shall not be returned to the applicant, regardless of whether a permit is issued. The fee for permitting of a short-term rental shall be as established in Appendix A of this Code.

Sec. 26-156. – Repeat offenses.

- (a)** If the Director finds that the owner, operator or person in control of a short-term rental failed to comply with any requirement of this article, at least twice within a 12-month period, the Director may revoke an existing permit; or may deny an application to renew a permit. No new permit may be sought for the subject property, for a period of 12 months, following a denial or revocation pursuant to this section.
- (b)** If a property is the subject of three or more violations of City Code, state or federal law within the previous 24-month period, the Director may: revoke an existing permit; may deny an application for an original permit; or, may deny an application to renew a permit, based on: (1) the frequency of any repeated violations; (2) whether a violation was committed intentionally or knowingly; and (3) any other information that demonstrates the degree to which the owner or occupant has endangered public health, safety, or welfare. No new permit may be sought for the subject property, for a period of 12 months following the denial or revocation pursuant to this section.
- (c)** A permit applicant may appeal the Director's decision to revoke an existing permit or deny an application, in accordance with the process set forth in section 26-157 of this article.

Sec. 26-157. – Appeals.

- (a)** The revocation of a permit or the denial of an application for a permit to operate a short-term rental, by the Director, may be appealed to the City Manager in accordance with the provisions of this section.
- (b)** An appeal filed under this section must be filed with the Director no later than the 20th calendar day following the date on which the permit was revoked or denied. The appeal must identify each alleged point of error, facts and evidence supporting the appeal, reasons why the action of the Director should be modified or reversed, and must be sworn.
- (c)** The City Manager or a designee shall, not later than the 10th calendar day after the date the notice of appeal is filed, hear the appeal, and may affirm, modify or reverse a permit revocation or application denial.
- (d)** The City Manager or designee shall give written notice of a decision on an appeal to the appellant.
- (e)** An appellant who seeks judicial review of the City Manager's review on appeal must file a petition with a court of competent jurisdiction not later than the 30th calendar

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day after receipt of the notice of the decision.

Sec. 26-158. – Enforcement.

- (a) If the owner of the short-term rental property fails or refuses to comply with the standards contained herein, the City may initiate enforcement action against the property owner including, but not limited to, the immediate issuance of a citation.
- (b) *Prima Facie evidence of a Short-term rental use.* Any advertisement, whether it be online or in print, promoting the availability of a property within the City for rent for a period of thirty days (30) or less, shall constitute prima facie evidence of the property's use as a short-term rental.

SECTION 3. That Appendix A, "Fee Schedule," of the Code of Ordinances, City of Bedford, Texas, is hereby amended to add a fee of \$200.00 for a short-term rental permit, under the Building Department Fee Schedule list, Miscellaneous, to be inserted alphabetically as follows:

Appendix A. – Fee Schedule

Building Department Fee Schedule

Miscellaneous

Short-term Rental Registration Permit \$200.00

SECTION 4. That Appendix A, "Fee Schedule," of the Code of Ordinances, City of Bedford, Texas, is hereby amended to add a fee of \$60.00 for a short-term rental inspection or re-inspection, under the Fire Department Fee Schedule list, Fire Marshal/Inspections, to be inserted alphabetically as Fire Marshal Annual Inspection Fee - Short-Term Rental, and shall read as follows:

Appendix A. – Fee Schedule

Fire Department Fee Schedule

Fire Marshal/Inspections

Annual Inspection/Re-Inspection Fee - Short-term rental \$60.00

SECTION 5. That short-term rentals operating on the effective date of this Ordinance shall be brought into full compliance with the terms of this Ordinance within sixty (60) days of the effective date hereof.

SECTION 6. That this Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Bedford, Texas, as amended, except when the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such code, in which event the conflicting provisions of such ordinances and such code are hereby repealed.

ORDINANCE NO. 2021-3322

SECTION 7. That it is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining sections, paragraphs, sentences, clauses, and phrases of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional section, paragraph, sentence, clause or phrase.

SECTION 8. That any person, firm, or corporation who violates any provision of this Ordinance as adopted by the City Council of the City of Bedford shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine as provided in Section 1-7 of the Code of Ordinances, City of Bedford, Texas. Each day any such violation or violations exist shall constitute a separate offense and shall be punishable as such.

SECTION 9. That all rights and remedies of the City of Bedford are expressly saved as to any and all violations of the provisions of the Code of Ordinances as amended or revised herein, or any other ordinances affecting the matters regulated herein which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 10. That this Ordinance shall be in full force and effect from and after January 1, 2022.

PRESENTED AND PASSED this 26th day of October 2021, by a vote of 7 ayes, 0 nays, and 0 abstentions, at a regular meeting of the City Council of the City of Bedford, Texas.

Michael Boyter, Mayor

ATTEST:

Michael Wells, City Secretary

APPROVED AS TO FORM:

Bryn D. Meredith, City Attorney



City Council Memorandum

G. Discussion Regarding Reinstalling the Monument Sign at Highland Station--Nick Lawson, Councilmember Place 2

| Meeting | Agenda Group |
|----------------------------------|---------------------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Proclamations-Presentations Item: 3G. |
| Reference File | |
| Community Goals | |

BACKGROUND/DISCUSSION:

The monument sign leading into Highland Station was removed during the Blue Mound and Basswood intersection improvement. The work has now been completed at this intersection and the sign needs to be reinstalled. It should be of the same material, size and likeness as the original monument sign.

Request Attached.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Request to be placed on the agenda--4-9-25.pdf](#)

Agenda items for April 15

From Nick Lawson <nlawson@saginawtx.org>

Date Wed 4/9/2025 10:52 PM

To Vicky Vega <vvega@saginawtx.org>

I am requesting two items be placed on the April 15th council meeting agenda.

1. The monument sign leading into Highland Station was removed during the Blue Mound and Basswood intersection improvement. The work has now been completed at this intersection and the sign needs to be reinstalled. It should be of the same material, size and likeness as the original monument sign.
2. The audio at the candidate forum was unacceptable. There was feedback, echoes and low volume. There was no one available from the city to resolve the issue. This did not meet our citizen's expectations. We need to discuss what needs to happen so that this never occurs again.

Thank you,
Nicky Lawson



City Council Memorandum

H. Discussion Regarding Concerns of the Audio System at the Candidate Forum on April 9, 2025--Nick Lawson, Councilmember Place 2

| Meeting | Agenda Group |
|----------------------------------|---------------------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Proclamations-Presentations Item: 3H. |
| Reference File | |
| Community Goals | |

BACKGROUND/DISCUSSION:

The audio at the candidate forum was unacceptable. There was feedback, echoes and low volume. There was no one available from the city to resolve the issue. This did not meet our citizen's expectations. We need to discuss what needs to happen so that this never occurs again.

Request Attached.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Request to be placed on the agenda--4-9-25.pdf](#)

Agenda items for April 15

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Date Wed 4/9/2025 10:52 PM

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2. The audio at the candidate forum was unacceptable. There was feedback, echoes and low volume. There was no one available from the city to resolve the issue. This did not meet our citizen's expectations. We need to discuss what needs to happen so that this never occurs again.

Thank you,
Nicky Lawson



City Council Memorandum

I. Discussion Regarding Citizen Boards and Commissions--Cindy Bighorse, Councilmember Place 5

| Meeting | Agenda Group |
|----------------------------------|---------------------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Proclamations-Presentations Item: 3I. |
| Reference File | |
| | |
| Community Goals | |
| | |

BACKGROUND/DISCUSSION:

Discussion regarding citizens boards and commissions.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

[Request to be Placed on the City Council Agenda--4-9-2025.log.pdf](#)

Vicky Vega

From: Cindy Bighorse
Sent: Thursday, April 10, 2025 4:11 PM
To: Vicky Vega
Cc: Paul Felegy; Brack St.Clair
Subject: Agenda item

Hi Vicki

I'd like to add an item to the agenda regarding the citizens boards and commissions.

Thank you
Cindy



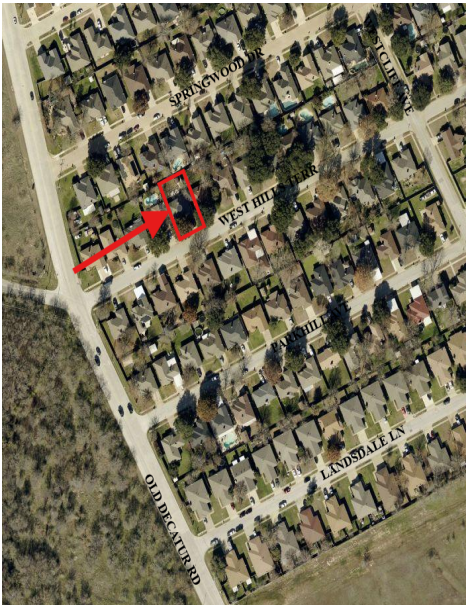
City Council Memorandum

A. PUBLIC HEARING--Consideration and Action Regarding a Request for a Specific Use Permit to Allow a Carport at 1136 West Hills Terrace-- Susy Victor-Trevino, Asst. Director of Economic and Community Engagement

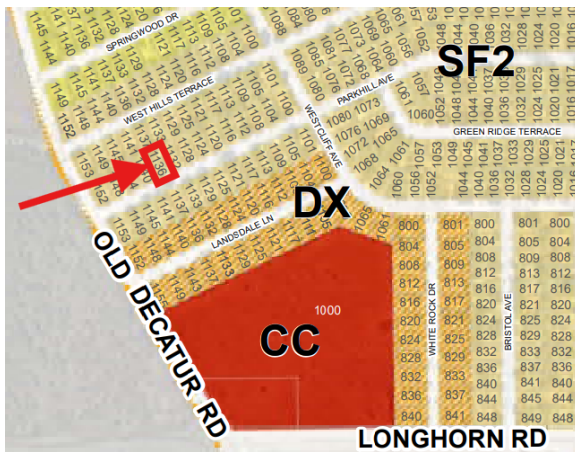
| Meeting | Agenda Group |
|----------------------------------|---------------------------|
| Tuesday, April 15, 2025, 6:00 PM | Public Hearings Item: 4A. |
| Reference File | |
| Community Goals | |

The Planning & Zoning Division has received an application for a specific use permit as follows:

- **Request:** Specific Use Permit (*SUP*) to Allow a Residential Carport on the Applicant's Property
- **Applicant:** John Hardy (*Owner*)
- **Address:** 1136 W. Hills Terrace, Saginaw, Texas 76179



- **Legal Description:** Parkwest Block 12, Lot 5
- **Zoning:** Single Family (7,200 sq. Ft.) "SF2"



- **Land Use:** Carports Require the Approval of an SUP

| | | | | | |
|---|---------------------|------|--------------------------|-----|-------------------------------|
| P | Permitted Use | AG | Agriculture | MF2 | Multi-Family |
| | | SF-1 | Single Family | MH | HUD Code Manufactured Housing |
| S | Specific Use Permit | SF-2 | Single Family | OP | Office Professional |
| | | SF-3 | Single Family | NC | Neighborhood Commercial |
| | Prohibited Use | SF-4 | Single Family (inactive) | NMU | Neighborhood Mixed-use |
| | | ZLL | Zero Lot Line | CC | Community Commercial |
| | | DX | Duplex | CF | Community Facilities |
| | | MF1 | Multi-Family | LI | Light Industrial |
| | | | | HI | Heavy Industrial |

P = Permitted Use, S = Specific Use Permit, Blank = Prohibited Use

| City of Saginaw Land Use Table | | | | | | | | | | | | | | | | | | | |
|--------------------------------|---|---|---|---|---|---|---|---|---|---|----------------------|---|----------------|---|---|---|---|---|-------------------------|
| Residential | | | | | | | | | | | Land Use Designation | | Nonresidential | | | | | | Supplemental Conditions |
| A | S | S | S | S | S | D | Z | M | M | M | | O | N | N | C | C | L | H | |
| G | F | F | F | F | F | X | L | H | F | F | | P | C | M | C | F | I | I | |
| 1 | 2 | 2 | 3 | 4 | 5 | | | | 1 | 2 | | | | U | | | | | |
| ACCESSORY USES | | | | | | | | | | | | | | | | | | | |
| S | S | S | S | S | S | S | S | S | P | P | Carport, Residential | | | | | | P | P | P |

(Ex. 1: Permitted Use Table)

On April 08, 2025 the Planning and Zoning Commission voted unanimously to recommend approval of the specific use permit for a carport to the City Council.

Attachments

[1136 W. Hills Terrace \(Memo\).pdf](#)

[1136 W. Hills Terrace \(Application, Redacted\).pdf](#)

[1136 W. Hills Terrace \(Notices\).pdf](#)

[1136 W. Hills Terrace \(Reply Form, Resident 1\)_Redacted.pdf](#)

SUP to Allow a Carport at 1136 West Hills Terrace

Date: April 08, 2025

To: Chairman and Members of the Planning and Zoning Commission

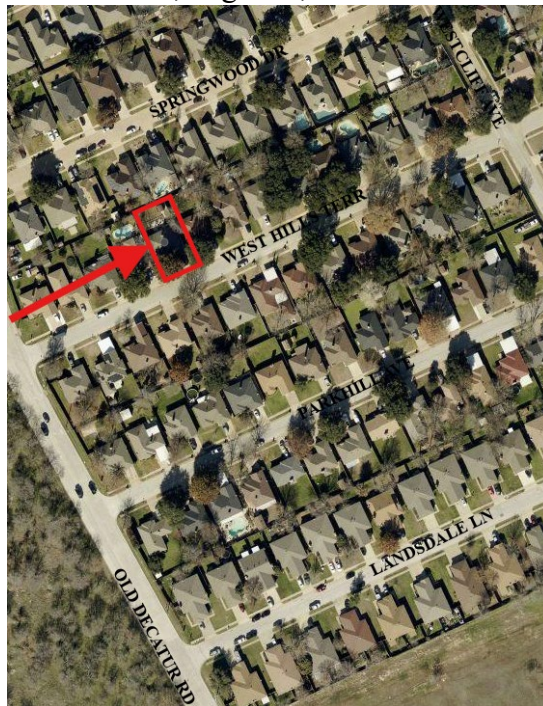
From: Susy Victor-Trevino, Planning Manager

Subject: Consideration and Action Regarding a Request for a Specific Use Permit to Allow a Carport at 1136 West Hills Terrace.

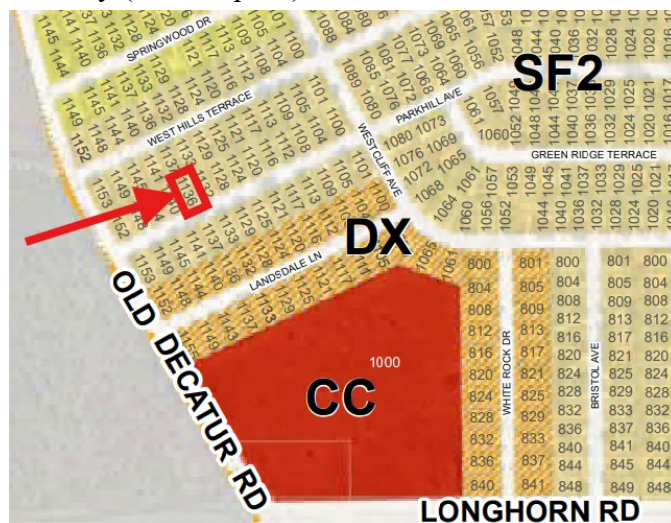
Background/Discussion:

The Planning & Zoning Division has received an application for a specific use permit as follows:

- **Request:** Specific Use Permit (*SUP*) to Allow a Residential Carport on the Applicant's Property
- **Applicant:** John Hardy (*Owner*)
- **Address:** 1136 W. Hills Terrace, Saginaw, Texas 76179



- **Legal Description:** Parkwest Block 12, Lot 5
- **Zoning:** Single Family (7,200 sq. Ft.) "SF2"



- **Land Use:** Carports Require the Approval of an SUP

| | | | | | |
|---|---------------------|------|--------------------------|-----|-------------------------------|
| P | Permitted Use | AG | Agriculture | MF2 | Multi-Family |
| | | SF-1 | Single Family | MH | HUD Code Manufactured Housing |
| S | Specific Use Permit | SF-2 | Single Family | OP | Office Professional |
| | | SF-3 | Single Family | NC | Neighborhood Commercial |
| | Prohibited Use | SF-4 | Single Family (Inactive) | NMU | Neighborhood Mixed-use |
| | | ZLL | Zero Lot Line | CC | Community Commercial |
| | | DX | Duplex | CF | Community Facilities |
| | | MF1 | Multi-Family | LI | Light Industrial |
| | | | | HI | Heavy Industrial |

P = Permitted Use, S = Specific Use Permit, Blank = Prohibited Use

| City of Saginaw Land Use Table | | | | | | | | | | | | | | | | | | | | |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|--------|-------------|--------|-------------|-------------|----------------------|--------|----------------|-------------|--------|--------|--------|--------|-------------------------|--|
| Residential | | | | | | | | | | | Land Use Designation | | Nonresidential | | | | | | Supplemental Conditions | |
| A G | S F 1 | S F 2 | S F 3 | S F 4 | S F A | D X | Z L L | M H | M F 1 | M F 2 | | O P | N C | N M U | C C | C F | L I | H I | | |
| ACCESSORY USES | | | | | | | | | | | | | | | | | | | | |
| S | S | S | S | S | S | S | S | S | P | P | Carport, Residential | | | | | | P | P | P | |

(Ex. 1: Permitted Use Table)

Attachments:

SUP Application, Exhibits, Newspaper Notice, Owner Notice, Map

205 Brenda Lane
Saginaw, TX 76179



City of Saginaw
817-230-0440

Planning & Zoning / Public Works Applications: #SUP-25-0002

Overview

Type: Specific Use Permit

Submitted: 03-24-25, 3:09pm CDT

Address: 1136 WEST HILLS TERR, Saginaw, TX 76179

Form Submission

Owner:

John Hardy
1136 W. Hills Terrace
Saginaw TX 76179

If the Applicant is the same as the Owner, check here and move on to the next section.: Yes

Applicant:

Location of Property: 1136 WEST HILLS TERR, Saginaw, TX 76179

Legal Description: PARKWEST Block 12 Lot 5

Lot:: 5

Block:: 12

Addition:: Parkwest

Tract::

Abstract::

Survey:: N/A

Zoning:: SF-2 (Single Family)

Subdivision: Parkwest

Present Use and Improvements on Property:: Residential

Has a previous application or appeal been filed on the property?: No

If yes please include the date here.: -

Specific Use Requested:: Carport

Application Justification for Request::

The applicant's garage is too small for their vehicles so they wanted to add a carport for additional protection of their vehicles.

Does the proposed use comply with all the requirements of the zoning district in which the property is located?: Yes

If no is selected, please provide further details::

Does the proposed use, as located and configured, contribute to or promote the general welfare and convenience of the city?:

Yes

Please provide further details:: The product will be visually appealing and complement the existing structure/community.

Do the benefits that the city gains from the proposed use outweigh the loss of or damage to any homes, businesses, natural resources, agricultural lands, historical or cultural landmarks or sites, wildlife habitats, parks, or natural, scenic, or historical features of significance, and outweigh the personal and economic cost of any disruption to the lives, business, and property of individuals affected by the proposed use?:

Yes

Please provide further details::

The product will be visually appealing and complement the existing structure/community. No harm will arise from this addition.

Have adequate utilities, road access, drainage, and other necessary supporting facilities been or shall be provided?:

Yes

If no is selected, please provide further details:: Residential home is existing, just adding on to home.

Does the design, location, and arrangement of all public and private streets, driveways, parking spaces, entrances, and exits provide for a safe and convenient movement of vehicular and pedestrian traffic without adversely affecting the general public or adjacent developments?:

Yes

Please provide further details:: All driveways are existing and no changes are being proposed.

Does the issuance of the specific use permit not impede the normal and orderly development and improvement of neighboring vacant property?: Yes

Please provide further details:: No vacant property surrounding the home.

Is the location, nature, and height of buildings, structures, walls, and fences in scale with the surrounding neighborhood?: Yes

Please provide further details:: The structure will match the existing roof height.

Will the proposed use be compatible with and not injurious to the use and enjoyment of neighboring property, nor significantly diminish or impair property values within the vicinity?: Yes

Please provide further details::

The structure will complement the existing home and will be constructed out of the same roofing shingles.

Have adequate nuisance prevention measures been taken or shall be taken to prevent or control offensive odors, fumes, dust, noise, vibration, and visual blight?:

Yes

Please provide further details::

The project will not be a nuisance to the neighborhood and will take about a week to complete. The contractor will abide by the regulatory hours of work per city ordinance.

Has sufficient on-site lighting been provided for the adequate safety of patrons, employees, and property, and such lighting is adequately shielded or directed so as not to disturb or adversely affect the neighboring properties?:

Yes

Please provide further details:: No additional lighting will be added to the structure.

Are the proposed operations consistent with the applicant's submitted plans, master plans, and projections, or, where inconsistencies exist, do the benefits to the community outweigh the costs?:

Yes

If no is selected, please provide further details:: Not applicable to residential carports in terms of master plans, etc.

Is there sufficient landscaping and screening to ensure harmony and compatibility with adjacent properties?: Yes

Please provide further details:: No changes to main structure apart from adding carport.

Is the proposed use in accordance with the City of Saginaw Comprehensive Land Use Plan?: Yes

If no is selected, please provide further details:: Not applicable to residential carports in terms of master plans, etc.

Existing Home at 1136 West Hills Terrace



Example of an Existing Carport Which Contractor will Model



Example of an Existing Carport Which Contractor will Model

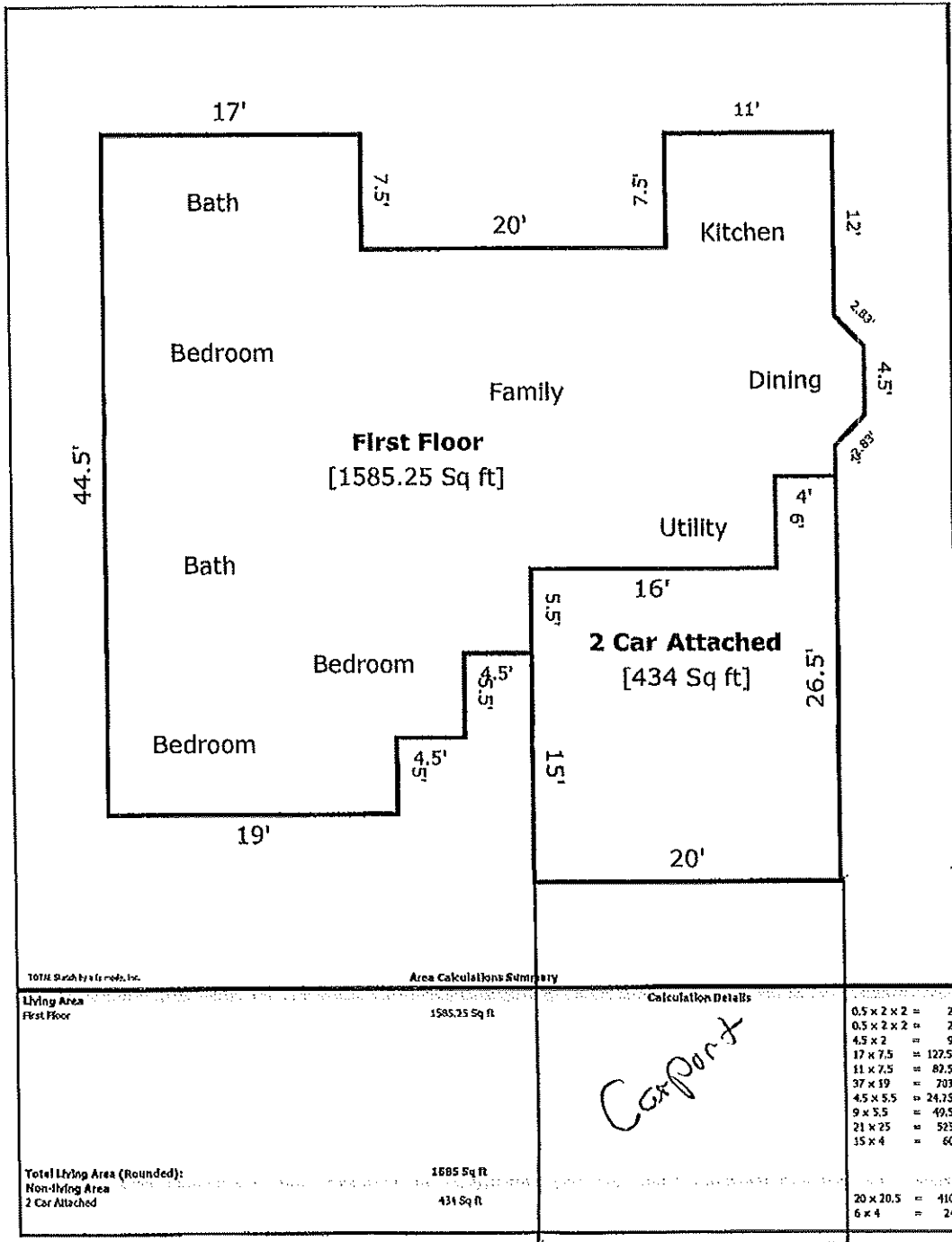


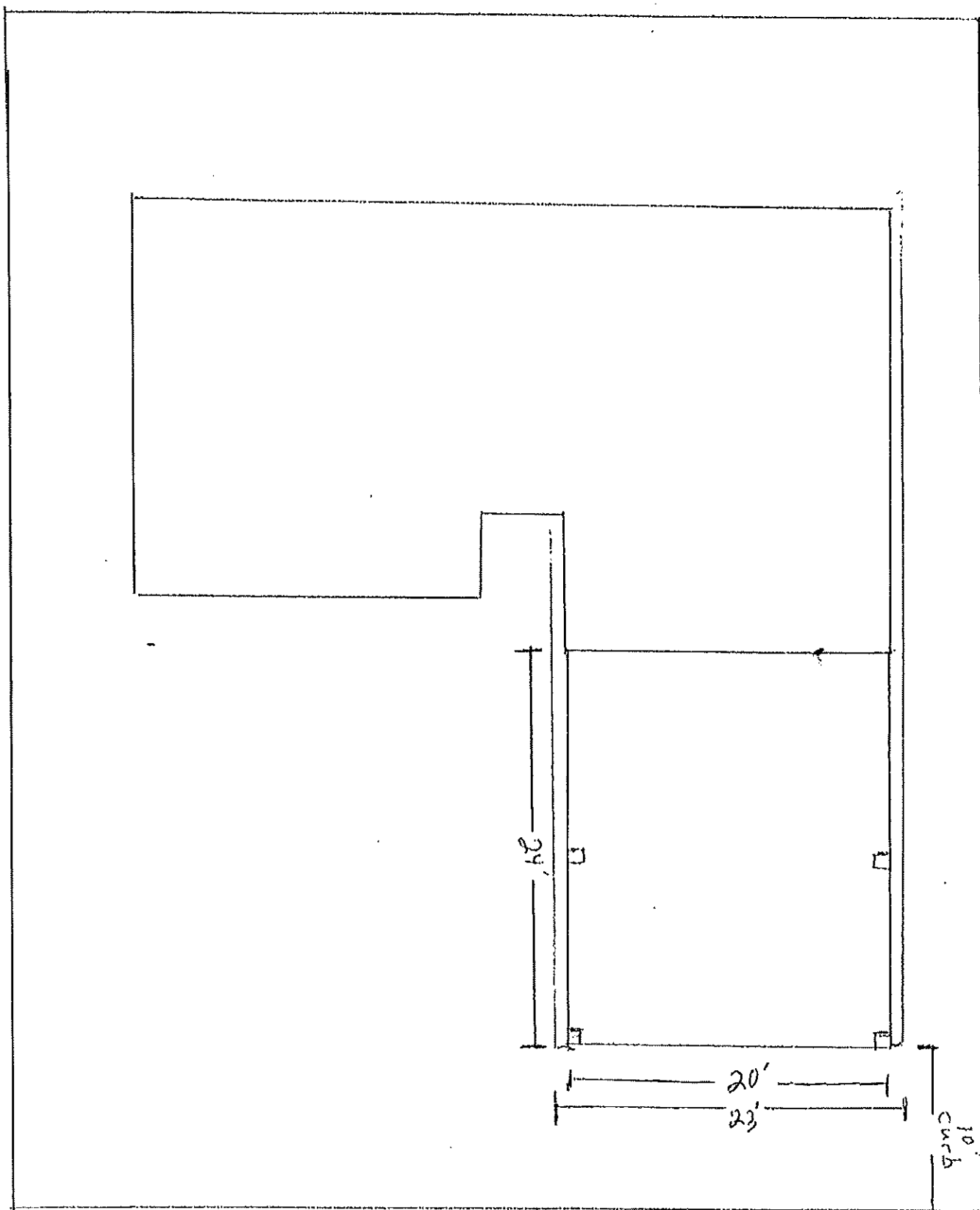
Example of an Existing Carport Which Contractor will Model



Building Sketch

| | | | | | | | |
|------------------|-----------------------------|--------|---------|-------|----|----------|-------|
| Borrower | John Hardy | | | | | | |
| Property Address | 1136 W Hills Ter | | | | | | |
| City | Saginaw | County | Tarrant | State | TX | Zip Code | 76179 |
| Lender/Client | Pannymac Loan Services, LLC | | | | | | |





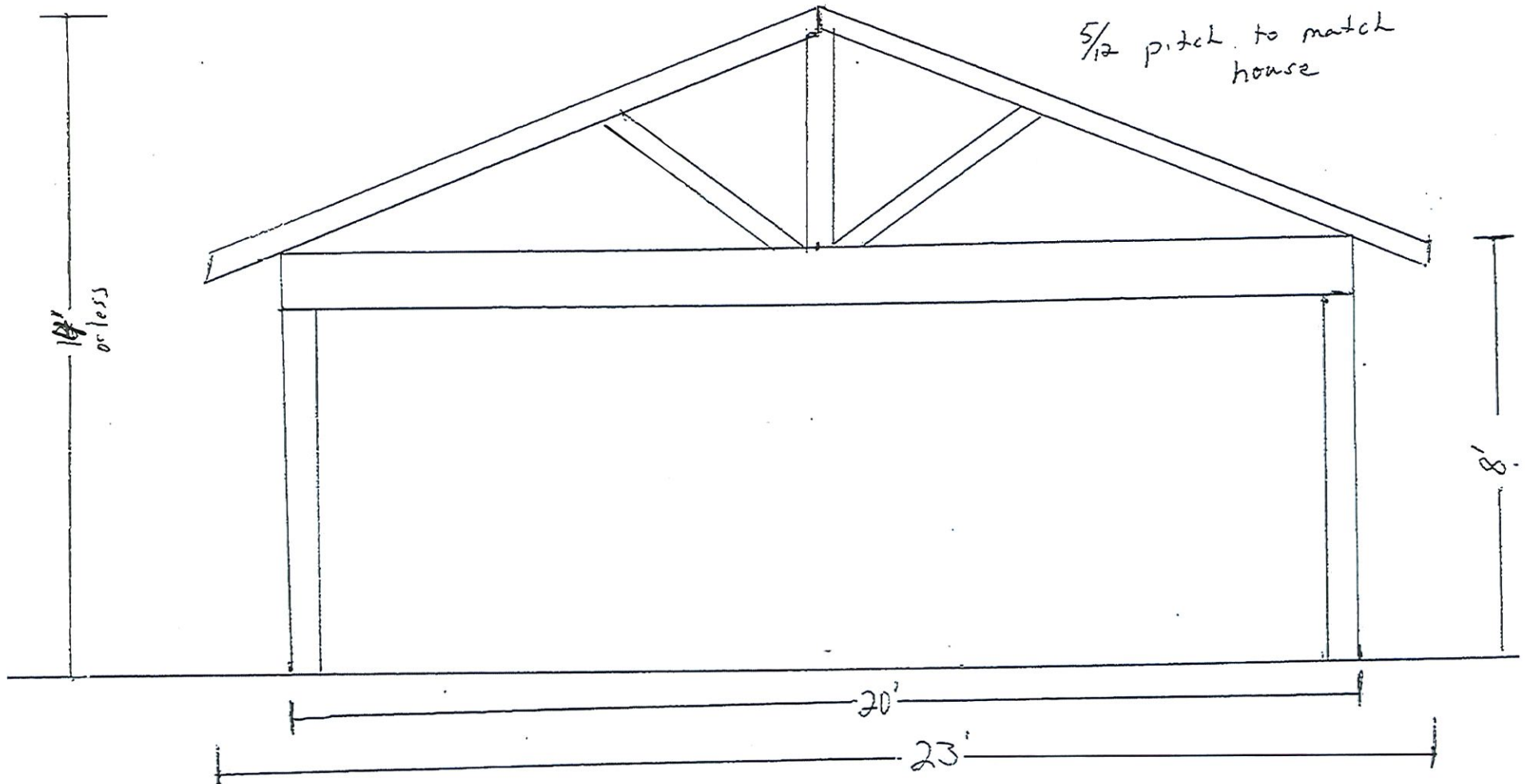
DENIED

BY:  DATE: 03/24/2025

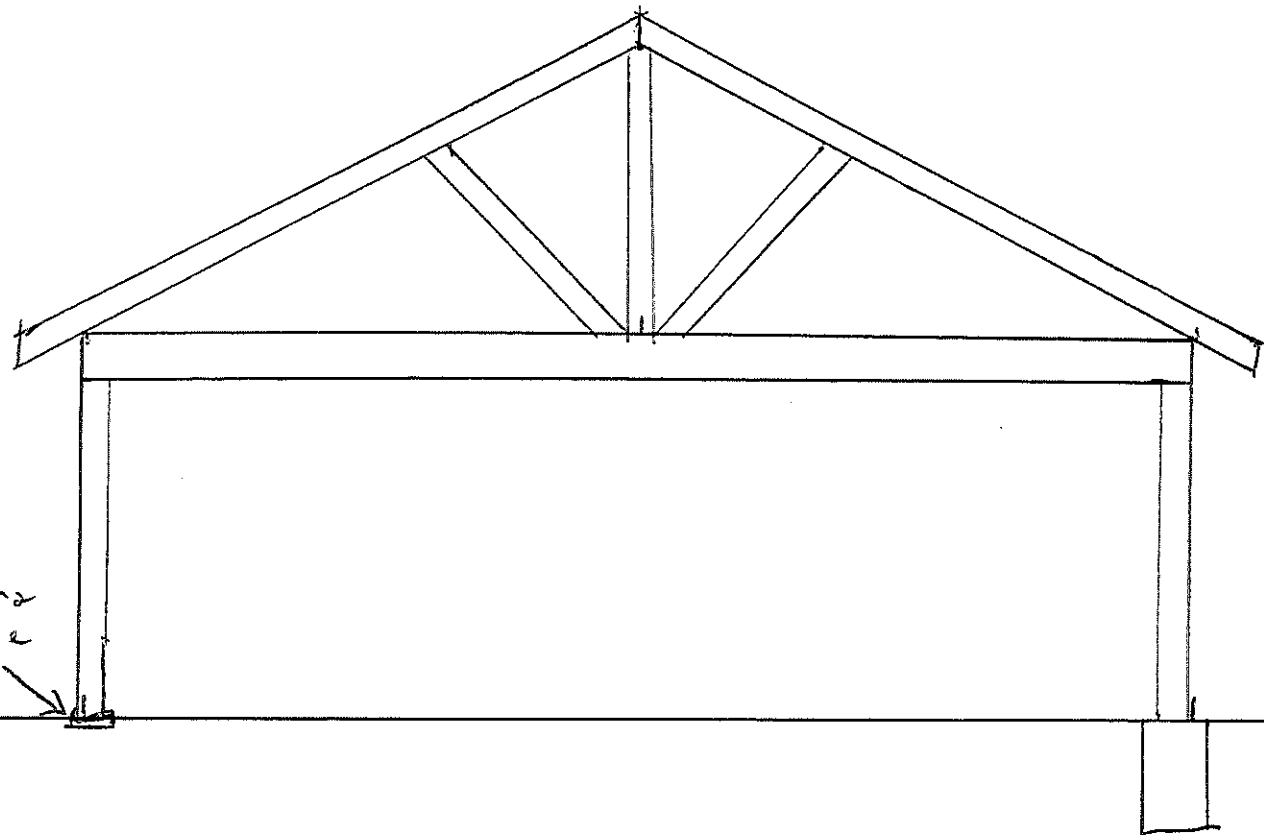
Denied per City Ordinances and/or Adopted Building Codes

Pending SUP approval

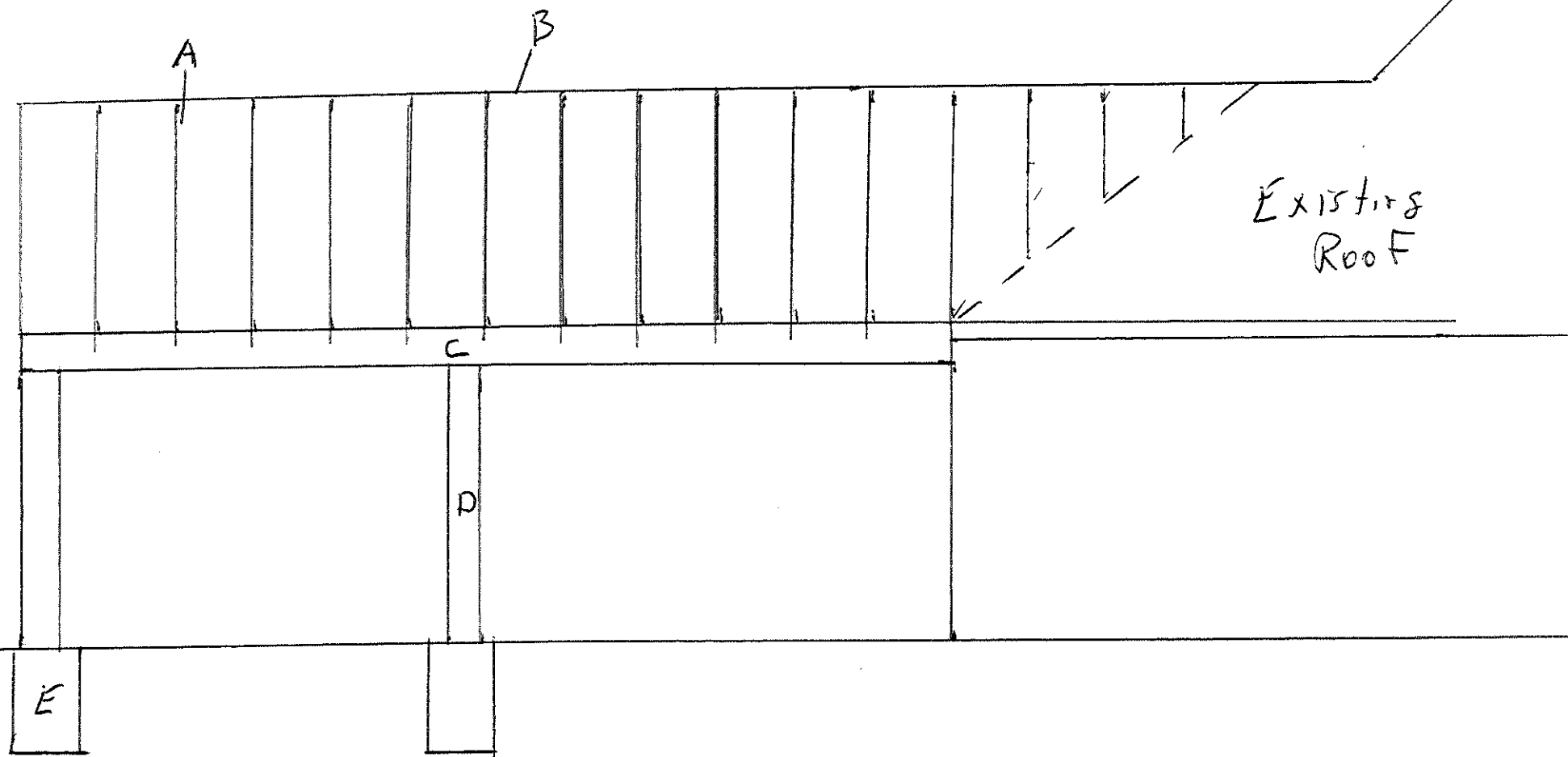
Okay to proceed with SUP process



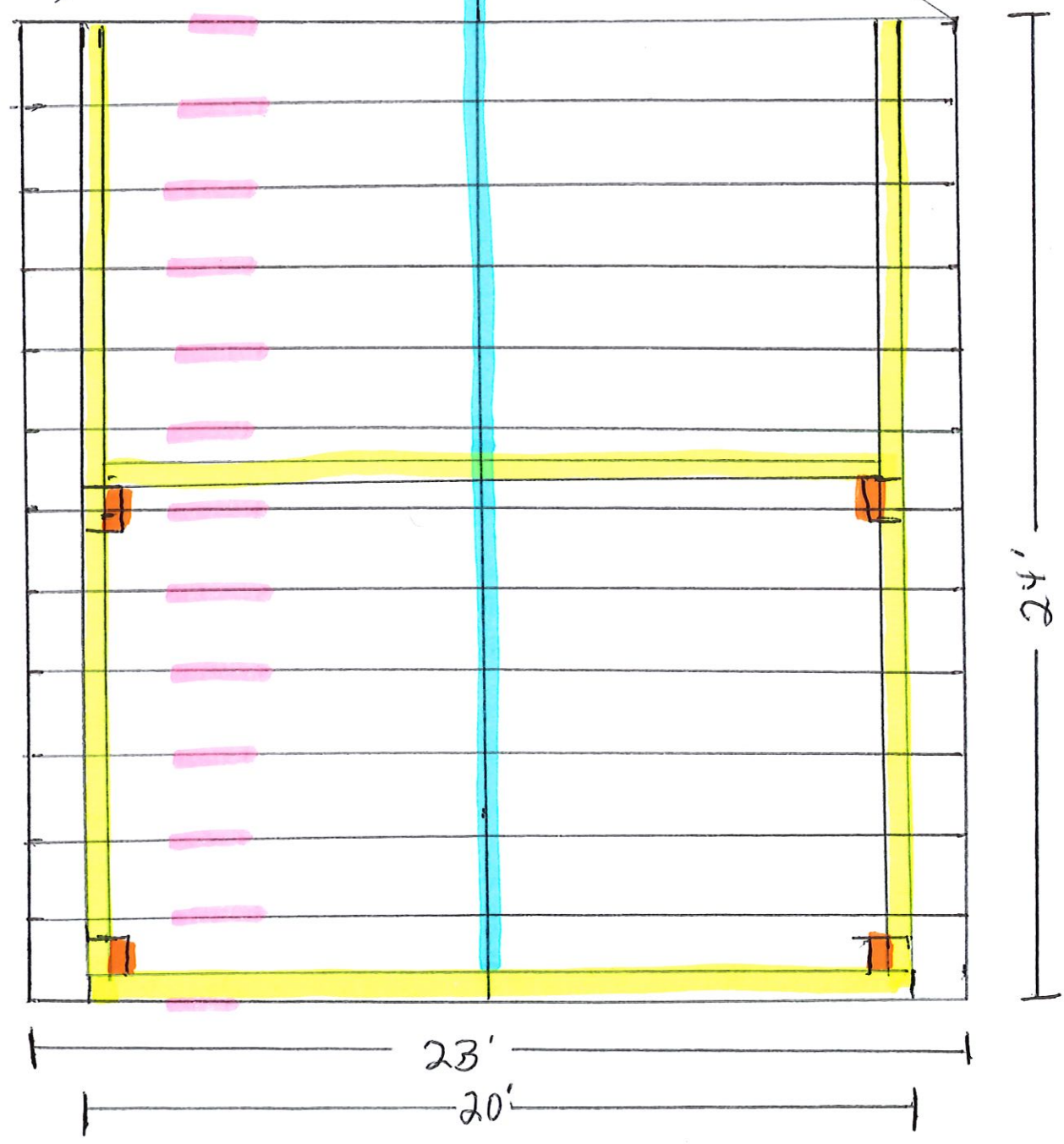
Existing
Concrete



- A- 2x6 - Rafters on 24" centers
- B 2x8 - Ridge
- C 4x12
- D 6x6 support post
- E 18" x 24" concrete



- 4x12
- 2x6 on 24" centers
- 6x6 support post,
- 2x8 Ridge Beam



Example of an Existing Carport in Neighborhood



Example of an Existing Carport in Neighborhood

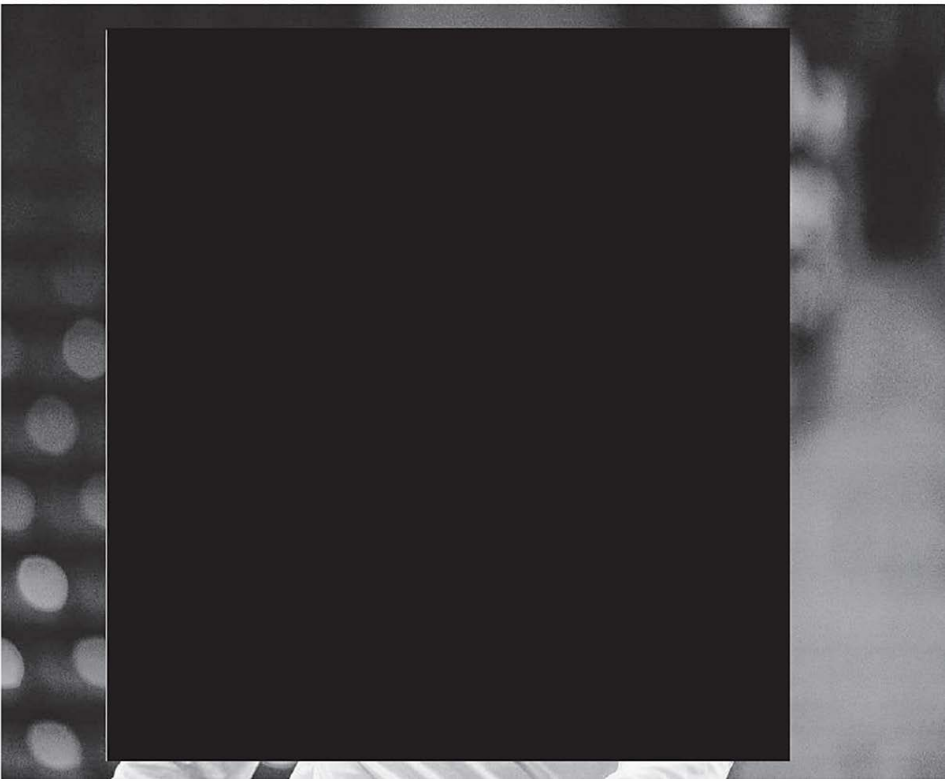


Example of an Existing Carport in Neighborhood



Example of an Existing Carport in Neighborhood





After TCU beat Louisville on Sunday, March 23, 2025, Horned Frogs guard Hailey Van Lith spoke candidly about her personal bout with depression.

COMMENTARY

What brought Hailey Van Lith to tears after TCU’s win over Louisville? It wasn’t the game.

BY STEVEN JOHNSON
stjohnson@star-telegram.com



Postgame press conferences this season for TCU women’s basketball have often been joyous occasions with jokes from head coach Mark Campbell and witty banter between his star players.

There was plenty of that

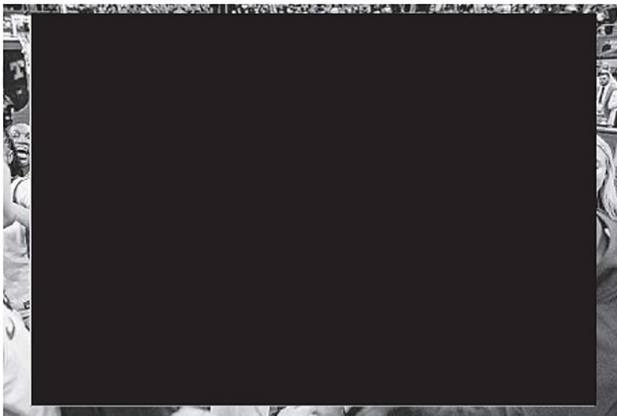
after the Horned Frogs defeated No. 7 seed Louisville 85-70 in the second round of the NCAA Tournament on Sunday, March 23,, but the press conference was more emotional than usual as Hailey Van Lith shared a candid moment with the media after beating her former team.

Van Lith’s white No. 10 jersey was the most popular piece of clothing in Schollmaier Arena Sunday as many fans, from small children to Orlando Magic guard Jalen Suggs wore her jersey. When asked about what it meant to see

so much support, the TCU star immediately burst into tears.

“It’s a blessing, I’m standing on God’s shoulders,” Van Lith said through the tears. “He’s delivered me from so much, man, and so much pain and suffering and confusion. All those people are wearing my jersey out there, but it’s for a greater purpose. It’s God working, man.”

On the surface Van Lith has had a near perfect college career. She’s experienced team success with five straight trips to the



The TCU women’s basketball team celebrates after defeating Louisville in the second round of the Women’s NCAA Championships Tournament at Schollmaier Arena in Fort Worth on Sunday, March 23, 2025.



Louisville defenders double team TCU guard Hailey Van Lith (10) at half court in the first half of the second round of the Women’s NCAA Championships Tournament game between TCU and Louisville at Schollmaier Arena in Fort Worth on Sunday, March 23, 2025.

Sweet Sixteen with three different teams and a Final Four appearance with Louisville.

She had plenty of individual success before Fort Worth as she was a two-time All-ACC guard with the Cardinals. Her play on the court allowed her to build a huge social media presence with millions of followers across the various platforms.

She was one of superstars in women’s college basketball that was able to cash in on name, image and likeness as she became a household name.

It sounds like the perfect college experience right? Yet the external

rewards weren’t enough to quell the raging battle Van Lith was dealing with internally.

“I got exposed to the media and social media at such a young age I really struggled with mental health,” Van Lith said. “When I was younger in college, I was suicidal, I was heavily medicated. I felt trapped and you would never know because I was having a ton of success on the court.

“But internally and in life in general, I was ready to be done.”

As it turns out, there’s a downside to all fame on social media. Fans have more access to players

than ever now and it’s harder, almost impossible for players like Van Lith to ignore the noise.

Fans often think money and accolades are enough to make players immune to the things that are said online, but it’s not that simple especially for younger players coming up like Van Lith was at Louisville.

“That’s what I mean when I speak on suffering and pain,” Van Lith said. “I didn’t even want to live.”

Van Lith had to endure the darkness of her own thoughts for longer than most knew, but her faith and arrival in Fort Worth helped her eventually find the peace she was looking for.

That’s why this season with TCU has been so special. It’s not the first time Van Lith has been on a top-10 team or played with stars, but it may be the first time she’s actually played with boundless joy.

“To come from that to this is incredible,” Van Lith said. “I’ve been praying all year like ‘God, I know you’ve given me this testimony to share it with the world and share your light.

I think this is the year, this is the moment that he wants people to know my story and how he’s taken me literally from the depths of wanting to die to this moment of loving life. Even if basketball went away I would still want to be here and love these people.”

Van Lith has found her joy and her purpose for living while at TCU and that’s more important than any of the historic on the court achievements she’s accomplished as a Horned Frog.

Steven Johnson:
@StevenMJohnson_



TCU guard Hailey Van Lith (10) acknowledges the Fairleigh Dickinson girls basketball team after TCU defeated FDU in the first round of the Women’s NCAA Championships Tournament game at Schollmaier Arena in Fort Worth on Friday, March 21, 2025.

FROM PAGE 1B

ENGEL

ends (it continues on Saturday in the Sweet 16 against Notre Dame), it will conclude Van Lith’s college career that began in 2020 when she was a freshman at the University of Louisville. Five seasons and three colleges later, she will soon have exhausted her eligibility.

To be eligible for the WNBA, “Domestic players are eligible for the draft if they turn 22 during the year of the draft, or graduate from a four-year college within three months of the draft, and have no remaining college eligibility.”

With players such as former Iowa star Caitlin Clark, Angel Reese of LSU, and now USC’s Juju Watkins or UConn’s Paige Bueckers, having estab-

lished themselves as national names early in their respective college careers, there is growing sentiment that the WNBA should change this rule.

Change it to allow the players who have no interest actually attending college classes to have the choice to make themselves available for the draft.

“It’s a ‘God bless’ that that rule is there,” former USC star Cheryl Miller recently said while appearing on the “All The Smoke” podcast, hosted by former NBA players Matt Barnes and Stephen Jackson.

Miller was the best player during her time at USC, from 1982 to ‘86. That was when NCAA women’s basketball was in



TCU guard Hailey Van Lith (10) led TCU to its first NCAA Tournament win since 2006 on Friday afternoon with a blowout over Farleigh Dickinson.

its infancy, and she was decades ahead of her time. Long before there was a professional league for women.

“Yes (Watkins) needs to stay ‘til there ‘til the (WNBA) finally can financially (be on its own),” Miller said. “That’s when you’d see me step out and slap somebody; ‘What are

you talking about? What are you thinking? You are hurting your brand early. Wait. Wait. Wait. This is your foundation. This is where your money is for right now. Right now.’ It’s backwards (compared to the men).

“Right now the NCAA is where you make your money. The (WNBA) is

where you make your fame. That’s your legacy.”

The average salary for a WNBA player is \$147,000. Its higher paid players reside in the area of \$250K. The minimum salary is \$63K.

The figures are not known in detail, but it is safe to Van Lith made considerably more than that in college.

After her mostly “meh” season at LSU, in 2023-’24, Van Lith admitted she considered making herself eligible for the WNBA Draft last year.

WNBA scouts and officials have expressed concerns that her game will not translate well to the pro level. That her time at LSU exposed some flaws that will be a problem in the WNBA. She is currently not projected as a first-round pick in the upcoming WNBA draft.

Her decision to leave LSU for TCU could not have worked any better. In one season, she successfully rehabbed her image as a top player at this level.

She was the only player who was currently in college to play for Team USA Basketball in the 2024 Summer Olympics; that includes men or women, 5 on 5 and 3x3. She was a member of the 3x3 team that won a bronze medal.

She was named the Big 12 player of the year, and she landed product endorsement deals with several brands, including Pizza Hut, LaCroix Water, American Eagle, Gatorade, Powerade, etc.

None of this happens if she turns pro early.

“This is a whole different group of people. The vibe and the mindset you have to be in is pretty similar (to her other NCAA Tournament teams),” said Van Lith, who has previously played in four Elite 8s, and one Final Four.

“At the end of the day I’m excited to play another game, whomever that

may be (against). It’s in God’s hands. I have a team that loves me.”

Whatever happens in the rest of this tournament, Hailey Van Lith can say she got the most out of college, which would not have been possible had she been allowed to turn pro early.

Mac Engel: 817-390-7760,
MacEngelProf

Legals

**CITY OF SAGINAW
PUBLIC NOTICE**

The City of Saginaw Planning and Zoning Commission will conduct a Public Hearing at 6:00 p.m. on April 8, 2025 to consider a request for a specific use permit (SUP) to allow a residential carport on the property located on 1136 West Hills Terrace, Saginaw, Texas 76179. The Saginaw City Council will conduct a Public Hearing at 6:00 p.m. on April 15, 2025 to consider the above-mentioned request for a SUP, contingent upon the receipt of a report regarding the SUP from the Planning and Zoning Commission. Both meetings will be at the City of Saginaw City Hall located at 333 W. McLeroy Boulevard, Saginaw, Texas, 76179.

FINAL ACTION IS TAKEN BY CITY COUNCIL ON PUBLIC HEARING CASES.

Please direct any question regarding this matter to Susy Victor-Trevino, Planning Manager, 817-230-0440, JPL0224494
Mar 26 2025

**CITY OF GRAND PRAIRIE
LEGAL NOTICE**

You are hereby notified that the Planning and Zoning Commission will consider the following amendments to the Unified Development Code and Zoning Map of the City of Grand Prairie:

SUP-25-02-0007 - Specific Use Permit - United Contractor Services (City Council District 1), Specific Use Permit for a Contractor Shop with Outside Storage on 1.087 acres. Tract 2 and 4, Charles Gibbs Survey, Abstract No. 534, City of Grand Prairie, Dallas County, Texas, zoned Commercial (C) District, within the SH 161 Corridor Overlay District, and addressed as 1212 and 1214 S Carrier Pkwy

For the purpose of considering the effects of such amendments, and in turn making its recommendation to the City Council, the **Planning and Zoning Commission will hold a public hearing to consider the application on April 14, 2025, at 6:30 PM**, in the Grand Prairie City Council Chambers at City Hall Plaza, 300 W. Main Street. **The Grand Prairie City Council will hold a public hearing to consider the application on April 15, 2025, at 6:30 PM**, in the Grand Prairie City Council Chambers at City Hall Plaza, 300 W. Main Street. For further information contact the City of Grand Prairie Planning Department (972) 237-8255. JPL0224427
Mar 26/Apr 13 2025



205 Brenda Lane
P. O. Box 79070
Saginaw, Texas 76179
817-230-0440
www.saginawtx.org/pz

Notice of Public Hearing

RE: Consideration of a Request for a Specific Use Permit (SUP) to Allow the Construction of a Residential Carport on the Property Located at 1136 West Hills Terrace, Saginaw, Texas 76179.

Dear Property Owner:

The City of Saginaw Planning and Zoning Division has received an application for a specific use permit for a property within 200 feet of yours. The details for the application are as follows:

Applicant Name: John Hardy

Application Address: 1136 West Hills Terrace Saginaw, TX 76179

Application Type: Specific Use Permit (*SUP*) to Allow a Carport at this Address

The enclosed map illustrates the area under consideration for this request; the shaded section represents the property under consideration, while the red circle delineates the 200-foot radius of all property owners who are legally required to be notified of public hearings related to this application.

A public hearing is a formal meeting in which the public has the opportunity to voice their opinions and concerns regarding the proposed request. These hearings are open to all interested individuals. Comments, objections, and/or statements concerning this matter may be submitted in writing through a reply form or presented in person during the hearing. You may also have someone else represent you at the hearing. The public hearings for this request will be conducted as follows:

Planning and Zoning Commission Meeting: April 08, 2025 at 6:00 p.m.

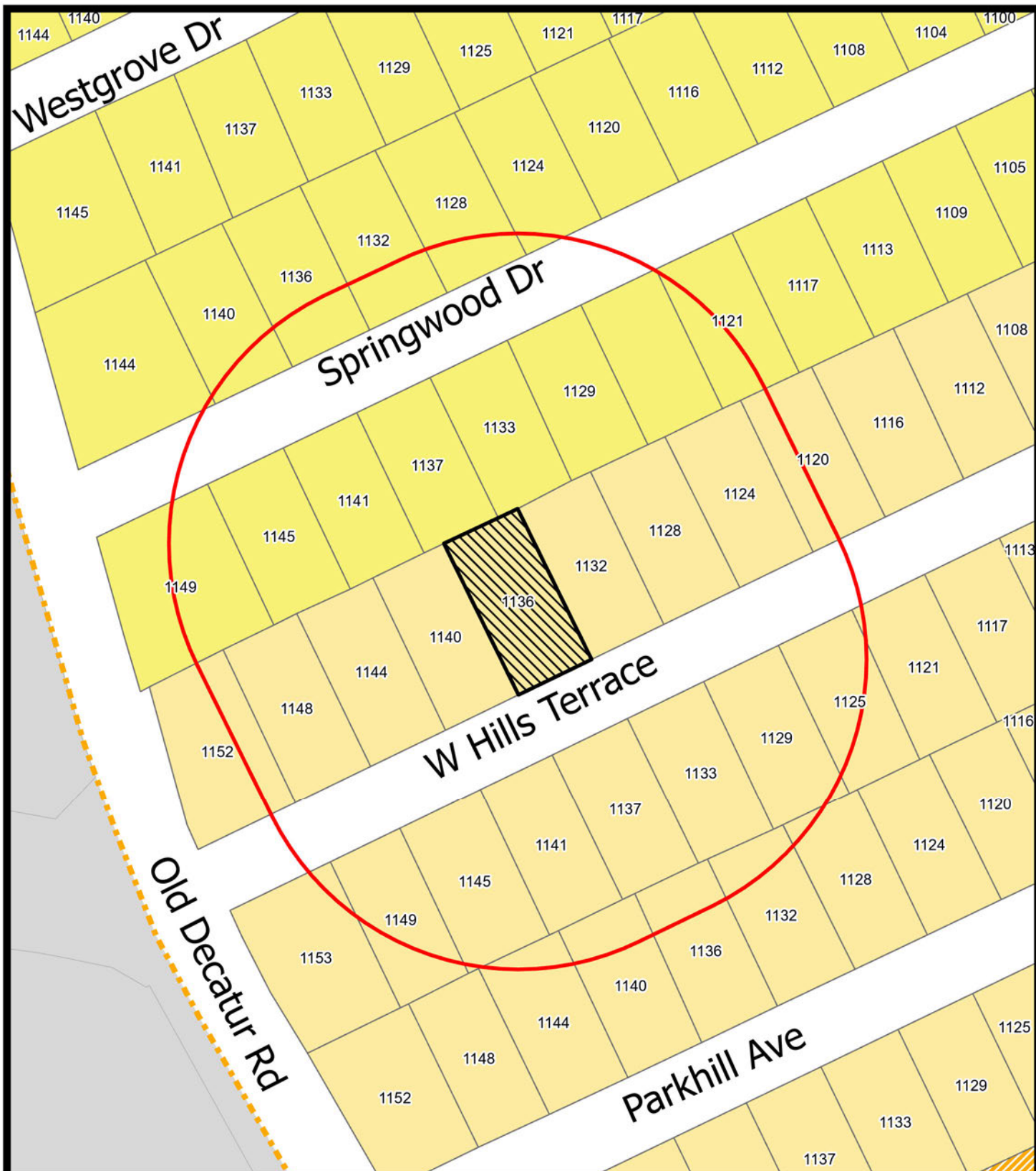
City Council Meeting: April 15, 2025 at 6:00 p.m.

Location of Meetings: Saginaw City Hall, 333 W. McLeroy Blvd. Saginaw, TX 76179



If you have any questions, please contact the Planning & Zoning Division at 817-230-0440/0444 or e-mail us at pz@saginawtx.org.

Sincerely,

City of Saginaw Planning & Zoning Division



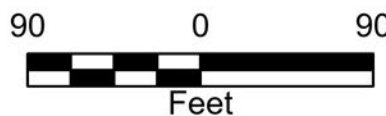
Legend

-  200ft Buffer
-  Property of Interest

1136 W Hills Terrace Carport Specific Use Permit 200 ft Property Owner Notification



City of Saginaw





Reply Form

To ensure your comments are on record, this form may be completed and delivered via:

E-Mail:

pz@saginawtx.org

Mail:

Planning & Zoning Division
P.O. Box 79070
Saginaw, Texas 76179

In-Person:

Public Works Facility
205 Brenda Lane
Saginaw, Texas 76179

Request Details:

Applicant Name: John Hardy

Application Address: 1136 West Hills Terrace Saginaw, TX 76179

Application Type: Specific Use Permit (*SUP*) to Allow a Carport at this Address

Planning and Zoning Commission Meeting: April 08, 2025 at 6:00 p.m.

City Council Meeting: April 15, 2025 at 6:00 p.m.

Location of Meetings: Saginaw City Hall, 333 W. McLeroy Blvd. Saginaw, TX 76179

Response Details:

Name: _____

Address: _____

Phone Number: _____

☐ In Favor

☐ Opposed

Reasoning: _____



City of
Saginaw
Planning and Zoning

Reply Form

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Planning & Zoning Division
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Application Type: Specific Use Permit (SUP) to Allow a Carport at this Address

Planning and Zoning Commission Meeting: April 08, 2025 at 6:00 p.m.

City Council Meeting: April 15, 2025 at 6:00 p.m.

Location of Meetings: Saginaw City Hall, 333 W. McLeroy Blvd. Saginaw, TX 76179

Response Details:

Name:

Address:

Phone Number:



In Favor



Opposed

Reasoning:

By all means, build it! Carports are very necessary in North/Central Texas for hail protection and the 'hot' sun protection of your vehicles.



City Council Memorandum

**A. Consideration and Action Regarding Approval of Proposed Employee Suggestion Program
Submittal/Recommendation -- Doug Spears, Fire Chief - Melanie McManus, Human Resources Director**

| Meeting | Agenda Group |
|----------------------------------|--------------------|
| Tuesday, April 15, 2025, 6:00 PM | Business Item: 5A. |
| Reference File | |
| Community Goals | |

BACKGROUND/DISCUSSION:

In order to enhance customer service through employee driven innovation and both recognize and reward that innovation, an employee suggestion program was created and approved by City Council. Staff is proud the present the first submitted suggestion for consideration. The program was submitted, approved for implementation, reviewed by the five member Employee Suggestion Review Committee and the City Manager and is being brought forward for your review and approval.

The program is the door hangar program introduced and implemented by the Code Compliance Department. The program has proven successful and is a great example of what the employee suggestion program was created to achieve. Staff responsible for the program are Chief Building Official Larry Little, Code Compliance Manager Jeremy Roberson, Code Compliance Officer Michelle Emmett and Permit and Customer Service Supervisor Debra Thomas.

An overview of the program is provided as an attachment. Also attached is the completed suggestion form, a brief statement about of the program from Code Compliance Manager Roberson, and an image of the door hangar. Staff were interviewed by the Review Committee about the program and the benefits. The result is the the recommendation before you tonight. Bldg/Code Compliance staff are prepared to provide a brief overview of the program and the realized benefits and answer any questions.

FINANCIAL IMPACT:

Award range is from \$25 to a maximum of \$5000 for documented net savings per Suggestion Program Policy

RECOMMENDATION:

Staff is recommending approval of the monetary award in the amount designated based on the approval and recommendation of the Employee Suggestion Review Committee.

Attachments

[Employee Suggestion Program Overview and Form - 12-05-23.pdf](#)

[Employee Suggestion Program Submittal - Code Compliance Door Hangars.pdf](#)

[Code Compliance Door Hangar.pdf](#)

CITY OF SAGINAW EMPLOYEE SUGGESTION PROGRAM

The purpose of the Employee Suggestion Program is to improve the way we do business and recognize City employees for their positive efforts in the form of suggestions to reduce expenditures, increase revenue, productivity, and efficiency, and improve departmental services and service to the citizens of the City of Saginaw.

This program is subject to the availability of funds in the budget.

Eligibility to Participate

All employees of the City of Saginaw, both regular full-time and part-time, are eligible to participate and receive cash awards if the suggestion is implemented, except for the following:

- City Manager
- Assistant City Manager
- Department Heads
- Temporary Part-Time Employees
- Seasonal Employees

Two or more employees may submit an idea as a team. The award will be divided equally among the team members.

Definition

Suggestion: The idea will need to clearly outline how the suggestion will improve job performance and/or provide cost savings. Successful suggestions will include adequate detail and data, as well as pictures and sketches if needed. Suggestions indicating the need for change or improvements without suggesting how to make the change or improvement would not be a valid suggestion under this program.

Objective

The objectives of the employee suggestion program are:

- To stimulate and reward employees for initiative and creativity that leads to a reduction in operating costs.
- To provide a means for recognizing individual ideas and contributions to the City.
- To provide an opportunity to simplify work methods and operations and to improve services, safety, and health.
- To improve service to the citizens of the City of Saginaw.

Eligible Suggestions

- Improve service to our citizens
- Save time, materials, or cost
- Improve a procedure
- Improve safety conditions for the employees
- Improve tools and/or equipment
- Eliminate unnecessary processes
- Simply reduce or eliminate reports and forms

Ineligible Suggestions

- Call attention to a problem but offer no solution.
- Normal maintenance unless it solves a maintenance problem.
- Salary adjustments or job reclassifications.
- Suggestions that are within the scope of the employee's job responsibilities.
- Recommendations to use or purchase a specific product or brand.

How to Submit

- All suggestions must be submitted using an Employee Suggestion Program Form.
- Describe the specific problem, concern, or issue and provide a workable solution.
- Supply as much detail as possible and include examples or attachments to validate your idea.
- Describe how the City will benefit from your suggestion. An eligible suggestion should generate cost savings, revenue enhancements, or process improvements that positively impact City operations and services.
- Sign and date the form. If a suggestion has more than one suggester, each must sign the form.
- Submit it to your department head for review and signature.
- Send the completed form along with any attachments to the Human Resources Department.

Employee Suggestion Review Committee Appointment

- This committee would be nominated by department heads and appointed by the City Manager and would consist of five members from various departments.
- This committee will meet as needed.

Employee Suggestion Review Committee Responsibilities

- The Suggestion Review Committee evaluates the suggestion and the information submitted with the suggestion concerning its impact on departments. The Suggestion Review Committee will discuss the suggestion with the appropriate department head for additional input and consideration.
- The Suggestion Review Committee makes a recommendation on the suggestion and submits the suggestion along with their recommendation to the City Manager for review and comments, as well as a recommendation on implementation or rejection.
- If recommended for implementation by the City Manager, the Suggestion Review Committee then determines the award and recognition.
- Savings and revenues will be verified by the Finance Director.
- Award amounts will be recommended by the Suggestion Review Committee.
- The award recommendation brought to City Council for review and approval.

Award Details

- Depending on the type of suggestion and its benefit to the City (i.e., tangible or intangible), the Suggestion Program Committee may recommend that one or more types of awards or recognition be granted to the employee. These may include certificates or recognition, plaques, gift certificates, or monetary awards. Awards will range from \$25 to a maximum of \$5000 for documented net savings. Awards for suggestions that are of intangible value are determined according to their impact on City operations and can range from \$25 to \$1500. No monetary award will be made until the actual cost savings or other tangible benefits to the City have been verified.
- Awards for suggestions with verifiable monetary value will be 10% of the first year's net savings or net increase in revenue, up to a maximum of \$5000. The total cost to implement a suggestion is subtracted from the gross savings to determine the net savings.
- Some awards can be paid promptly after the implementation of the suggestion; however, others must wait until the first year's net savings can be calculated. Every circumstance is different.
- If duplicate suggestions are received, the one bearing the earliest receipt shall be eligible for an award, and all others shall be ineligible.
- Joint suggestions by a group of employees are welcome. The amount of the award shall be prorated among those employees making the suggestion.

EMPLOYEE SUGGESTION PROGRAM FORM

If more space is needed than provided on this form, attach additional sheets as needed to clearly detail your suggestion.

| | |
|-----------------|--|
| Employee Name * | |
| Department | |
| Job Title | |
| Email | |
| Phone | |

*If this is a team effort list all members of the team on the form.

State the problem, concern or issue that is being addressed:

Describe your proposed solution: Attach examples, photos, data as needed to explain.

Benefits from your suggestion: An eligible suggestion should generate costs savings, revenue enhancements or process improvements that positively impact City operations and services to the citizens.

| | | |
|---------------------|-----------------------------|---------------------|
| Monetary Savings | Citizen Service Improvement | Process Improvement |
| Revenue Enhancement | Time Savings | Other: |

Employee(s) Signature

Please submit to your department head for review. Additional information may be requested.

Department Head Signature

EMPLOYEE SUGGESTION PROGRAM FORM

If more space is needed than provided on this form, attach additional sheets as needed to clearly detail your suggestion.

| | |
|-----------------|-------------------------|
| Employee Name * | JEREMY ROBERSON |
| Department | CODE COMPLAINEE |
| Job Title | CODE COMPLIANCE MANAGER |
| Email | jroberson@saginawtx.org |
| Phone | 817-230-0456 |

*If this is a team effort list all members of the team on the form.

State the problem, concern or issue that is being addressed:

DOOR HANGER IDEA WAS INITIATED DUE TO SUPPLYS AND RISE IN COST.

RESIDENTS RECEIVING THE NOTICE(S) SEVERAL DAYS AFTER THE OBSERVATION.

RESIDENTS STATING THEY FEEL AS IF THEY ARE A BEING SINGLED OUT, PICKED ON OR TARGETED.

LESS PRODUCTIVITY TIME FOR STAFF.

Describe your proposed solution: Attach examples, photos, data as needed to explain.

DOOR HANGERS PRINTED IN OFFICE.

THE DOOR HANGERS ARE MORE OF A PUBLIC RELATIONS ACTION.

THE RESIDENTS CAN PHYSICALLY SEE THAT OTHER PROPERTIES HAVE BEEN OBSERVED IN VIOLATION AS WELL.

THE DOOR HANGER IS A QUICKER RESPONSE TO CORRECTION DUE TO ERRORS IN MAIL SYSTEM.

RESIDENT RECEIVING THEIR NOTICES A COUPLE OF DAYS BEFORE THE DEADLINE FOR CORRECTION.

MORE TIME EFFICIENT FOR STAFF.

EFFECTIVE WAY TO SAVE CITY MONEY AS POSTAL RATES RISE.

Benefits from your suggestion: An eligible suggestion should generate costs savings, revenue enhancements or process improvements that positively impact City operations and services to the citizens.

| | | |
|---------------------|-----------------------------|---------------------|
| Monetary Savings | Citizen Service Improvement | Process Improvement |
| Revenue Enhancement | Time Savings | Other: |

Employee(s) Signature

Please submit to your department head for review. Additional information may be requested.

Doug Spears
Department Head Signature

Debra Thomas
Building Department
Permit + Customer Service Supervisor
dthomas@saginawtx.org
817-230-0453

Michelle Emmett
Code Compliance
memmette@saginawtx.org
817-230-0443

Doug Spears

From: Jeremy Roberson
Sent: Tuesday, September 3, 2024 9:15 AM
To: Doug Spears
Cc: Larry Little
Subject: Code Compliance door hangers.

Chief, the door hangers were brought to attention due to residents feeling that they were being singled out. Also feel as they were not being treated fairly. Larry, myself along with Michelle and Debra discussed ways to improve communications with the citizens and possibly an effective way to save the city money. Thoughts are that residents would be able to physically see that other properties are being notified as well for different violations as well. Door hangers are more of a public relation perspective as hopefully residents feel that Code Compliance is approachable for discussions and or education on site in person than over the phone. Another thought was the cost of mail continues to go up in cost. With cost being mentioned the door hangers are printed in office. Also residents had stated several times that the letter received are just thrown into the trash due to them thinking this junk mail. Since the door hangers have been in motion I have received some good feedback from residents they were notified with this method. This will also be more time efficient for the staff. This being said previously Code Compliance staff would drive streets and take pictures of violations. This was easy for staff to have 2 or 3 pages of violations and having to enter in the computer the following day as well as make notices which could take up to 3-5 mins per letter. This being said staff would spend the majority of the following day in the office entering details and case data instead of out on patrol.

Appreciate the acknowledgment sir!

Thank you,

Jeremy Roberson
Code Compliance Manager
City of Saginaw
PO Box 79070
Saginaw, TX 76179
DESK:817.230.0456
CELL:817.584.8729
jroberson@saginawtx.org



CITY OF SAGINAW
WARNING NOTICE
(This is not a citation)

SAGINAW CITY CODE

CHAPTER – ARTICLE – SECTION

- ☐ 30–VII–30-175 Illicit Discharge
- ☐ 30–IX–30-240 Outside Storage
- ☐ 42 – II – 42.33 Nuisance
- ☐ 42 – II – 42-37 Overgrown grass, weeds, brush

APPENDIX A -ZONING ORDINANCE
SECTION

- ☐ Sec. 8-9 Blocking Sidewalk
- ☐ Sec. 8-9 Off-Street Parking

INTERNATIONAL PROPERTY
MAINTENANCE CODE

CHAPTER – SECTION

- ☐ 3-302.8 Inoperable Motor Vehicle
- ☐ 3-304.1 Exterior Structure

Other-- _____

Date_____

For questions, please contact:

- ☐ Jeremy Roberson: 817.230.0456
jroberson@saginawtx.org
- ☐ Michelle Emmet: .817.230.0443
memmett@saginawtx.org



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