

MINUTES
PLANNING AND ZONING COMMISSION
MARCH 1, 2022

Item A:

With a quorum present, the Lewisville Planning and Zoning Commission meeting was called to order by Chair MaryEllen Miksa at 6:30 p.m. on Tuesday, March 1, 2022, in the Council Chambers, of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

Members present: Jordan Zongol; MaryEllen Miksa; Karen Locke; Francisca Al-waely; Alvin Turner; Sheila Taylor; Erum Ali

Members absent: none

Staff members present: Richard Luedke, Planning Director; Michele Berry, Planning Manager; Jon Beckham, Senior Planner; Joseph Ducay, Planner; Patty Dominguez, Planning Technician; Claire Powell, City Manager; and Marichelle Samples, Economic Development Director.

Item B1:

The first item on the agenda was announcements. Richard Luedke, Planning Director, introduced new City Manager, Claire Powell, and Economic Development Director, Marichelle Samples. Claire Powell and Marichelle Samples gave a brief introduction of themselves to the commission members.

Item C2:

The second item on the agenda was to approve the minutes from the January 18, 2022, meeting. A motion was made by Erum Ali to approve the minutes as presented, seconded by Sheila Taylor. The motion passed unanimously (7-0).

Item D3:

Other Business

Michele Berry, Planning Manager, conducted the attached PowerPoint Presentation regarding the Proposed Unified Development Code. There was no further discussion on this item.

Item E:

Adjournment of the Planning and Zoning Commission meeting.

A motion was made by Francisca Al-waely to adjourn the Planning and Zoning Commission meeting. The motion was seconded by Erum Ali. The motion passed unanimously (7-0). There

**PLANNING AND ZONING COMMISSION
MARCH 1, 2022**

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being no other business to discuss, the Planning and Zoning Commission meeting was adjourned at 7:04 p.m.

These minutes approved by the Planning and Zoning Commission on March 15, 2022.

Respectfully Submitted,

Approved,

Michele Berry, AICP
Planning Manager

MaryEllen Miksa, Chairman
Planning and Zoning Commission



Unified Development Code *Planning and Zoning Commission Update*

March 1, 2022

Agenda

1. Overview & Process to Date
2. Major Changes by Goal
 - i. Streamline processes
 - ii. Make Lewisville more Bike and Pedestrian Friendly
 - iii. Make Lewisville more Green
 - iv. Make Lewisville more Affordable
 - v. Make compatible development easier with flexibility for infill design.
 - vi. Clarify and Update Engineering Standards
3. Next Steps
4. Adjourn

Overview and Process to Date

Code Review Committee (CRC)

- Key Lewisville City Staff who regularly work with ordinances
- Provided technical review / input

Technical Advisory Roundtable (TAR)

- Development professionals who work in Lewisville (developers, engineers, architects)
- Provided direction from development industry perspective

Overview and Process to Date

Community

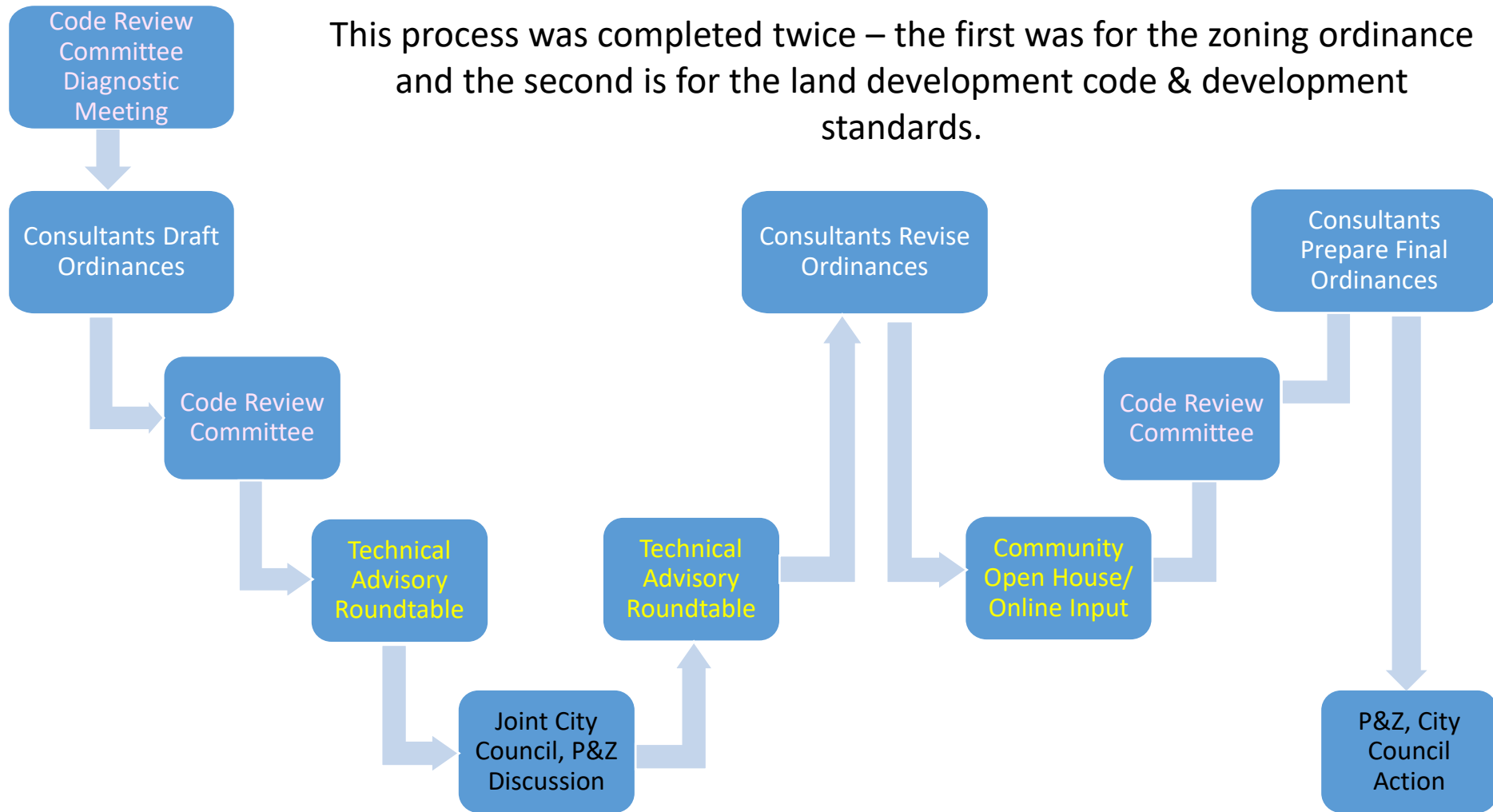
- Any interested stakeholder in Lewisville who is interested in providing feedback to the process
- Provided resident / property owner perspective

City Council / P&Z

- Elected and Appointed Officials
- Provided policy direction and will have authority for final adoption of the ordinances

Overview and Process to Date

This process was completed twice – the first was for the zoning ordinance and the second is for the land development code & development standards.



*i. Streamline Development Review and
Variance Process*

Streamline Processes

- Why
 - Provide clear and simple procedures for developers and consultants to follow.
 - Reduce the need for variance requests.
 - Make more efficient use of Council, Commission and staff time.
 - Save the developer time and money by streamlining the process.

Streamline Processes

- ARTICLE I. GENERAL PROVISIONS
- ARTICLE II. DEFINITIONS
- ARTICLE III. DEVELOPMENT AND ZONING PROCEDURES
- ARTICLE IV. RELIEF PROCEDURES
- ARTICLE V. NONCONFORMITIES
- ARTICLE VI. ZONING DISTRICTS
- ARTICLE VII. USES, PARKING REQUIREMENTS, SUPPLEMENTAL USE REGULATIONS, AND CERTAIN DISTANCE REGULATIONS
- ARTICLE VIII. DESIGN AND DEVELOPMENT STANDARDS
- ARTICLE IX. PUBLIC AND PRIVATE IMPROVEMENT / SUBDIVISION REGULATIONS
- ARTICLE X. PARK DEVELOPMENT REGULATIONS

Streamline Processes

- Easier to see what's possible in each zoning district
- Shows whether a use is permitted by right, requires a Special Use Permit, or is not permitted
- Includes parking requirements
- Will include a reference if a use has special or additional regulations so an applicant can see this easily

USE	OTMU-1	OTMU-2	OTC	MU	MU-90	USE SPECIFIC STANDARDS	MINIMUM PARKING REQUIREMENT (On site parking is based on square footage unless otherwise noted)
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MANUFACTURING AND INDUSTRIAL USES

Brewery, Distillery or Winery		A	A	A	A		1:1000 of manufacturing space; 1:300 of tasting rooms
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OFFICE AND PROFESSIONAL USES

Medical Offices and Clinics		A	A/S ¹	A	A	¹ SUP required in the Main Street Corridor Subarea when on the first floor of a building	1:300
Professional and Administrative Offices	A	A	A/S ¹	A	A	¹ SUP required in the Main Street Corridor Subarea when on the first floor of a building	1:300

RESIDENTIAL USES

Duplex	A	A				Article VII.3.22	1 parking space in a residential garage plus 2 parking spaces in a residential driveway
Multi-Family Dwelling		A	A	A	A		1.6 parking spaces for every dwelling unit
Single-Family Attached		A		A	A	Article VII.3.17	1 parking space in a residential garage plus 2 parking spaces in a residential driveway; visitor parking per Article VIII.1.3.D
Single-Family Detached Dwelling	A	A					1 parking space in a residential garage plus 2 parking spaces in a residential driveway

RETAIL USES

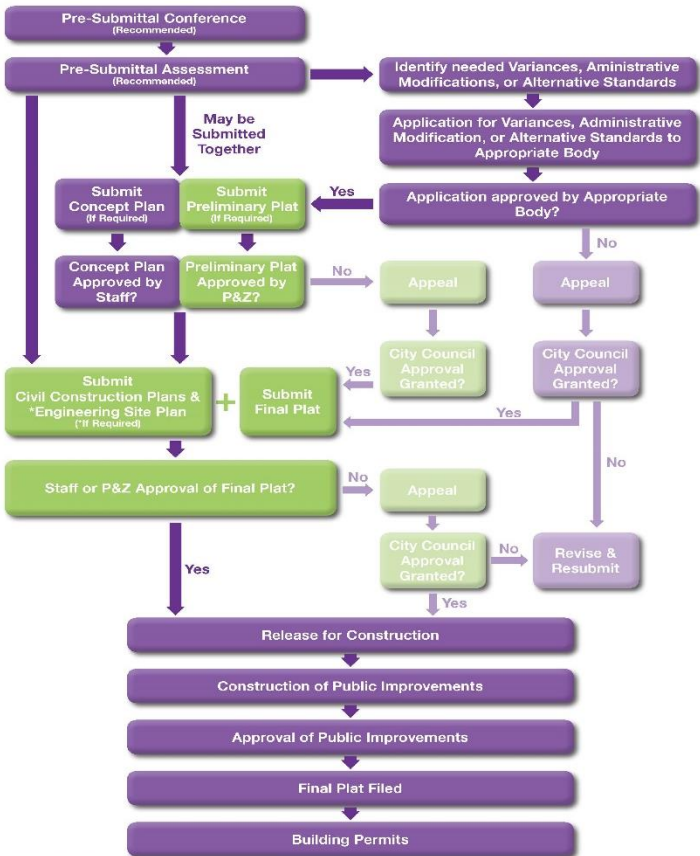
Bakery with retail Sales	A	A	A	A	A		1:300
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Streamline Processes

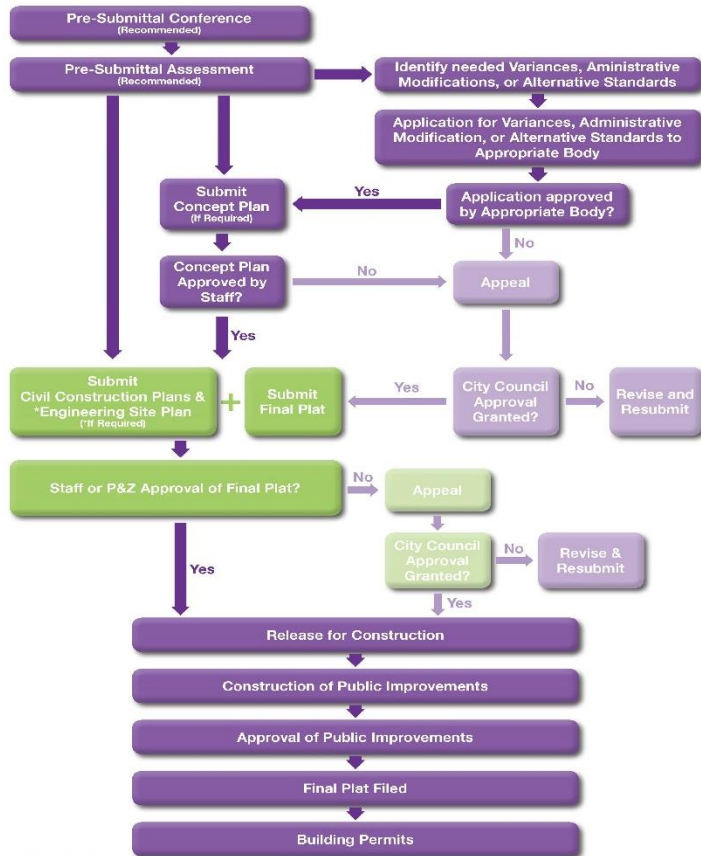
- What
 - Streamline Development Review Flowchart and Process.

UNPLATTED RESIDENTIAL OR COMMERCIAL SUBDIVISION



*Green denotes development process steps included in the 30-day shot clock, subject to submittal date.

PREVIOUSLY PLATTED MULTI-FAMILY OR COMMERCIAL SUBDIVISION



*Green denotes development process steps included in the 30-day shot clock, subject to submittal date.

Streamline Processes

- What

- Clarify and streamline responsibilities of staff, Commission and Council to maximize effectiveness.

BOARD OF ADJUSTMENTS	
ACTION	APPEAL
ZONING VARIANCE	DISTRICT COURT
SPECIAL EXCEPTIONS	DISTRICT COURT
SIGN VARIANCE	DISTRICT COURT

EXAMPLES – LOT COVERAGE, HEIGHT VARIANCE, SIGN SIZE

PLANNING DIRECTOR	
ACTION	APPEAL
ADMINISTRATIVE MODIFICATIONS -- UP TO 10% FOR NUMERIC STANDARDS (DEVELOPMENT STANDARDS ONLY)	CITY COUNCIL
ADMINISTRATIVE MODIFICATIONS -- MODIFICATION OR WAIVER OF SPECIFIED STANDARDS	CITY COUNCIL

EXAMPLES – BUILDING SETBACKS, TYPE OF REQUIRED SCREENING, PARKING REQUIREMENTS

CITY ENGINEER	
ACTION	APPEAL
ADMINISTRATIVE MODIFICATIONS OF SUBDIVISION, THOROUGHFARE AND ENGINEERING DESIGN STANDARDS	CITY COUNCIL
MODIFICATION OR WAIVER OF STANDARDS	CITY COUNCIL

EXAMPLES – DRIVEWAY AND MEDIAN SPACING, ALTERNATIVE STORMWATER DESIGN, CONTROL OF ACCESS

PLANNING AND ZONING COMMISSION	
ACTION	APPEAL
ALTERNATIVE STANDARDS -- NUMERICAL STANDARDS GREATER THAN 10% BUT LESS THAN 25% FOR LANDSCAPING	CITY COUNCIL
ALTERNATIVE STANDARDS – NUMERICAL STANDARDS GREATER THAN 10% BUT LESS THAN 60%	CITY COUNCIL

EXAMPLES – WIDTH OF LANDSCAPED EDGES, PARKING REDUCTIONS GREATER THAN 10%

Streamline Processes

- What

- Clarify and streamline responsibilities of staff, Commission and Council to maximize effectiveness.

CITY COUNCIL ACTION
ALTERNATIVE STANDARDS – GREATER THAN 25% FOR LANDSCAPING
ALTERNATIVE STANDARDS – GREATER THAN 60% FOR DEVELOPMENT STANDARDS
APPEALS OF DECISIONS BY THE PLANNING DIRECTOR, CITY ENGINEER AND P&Z

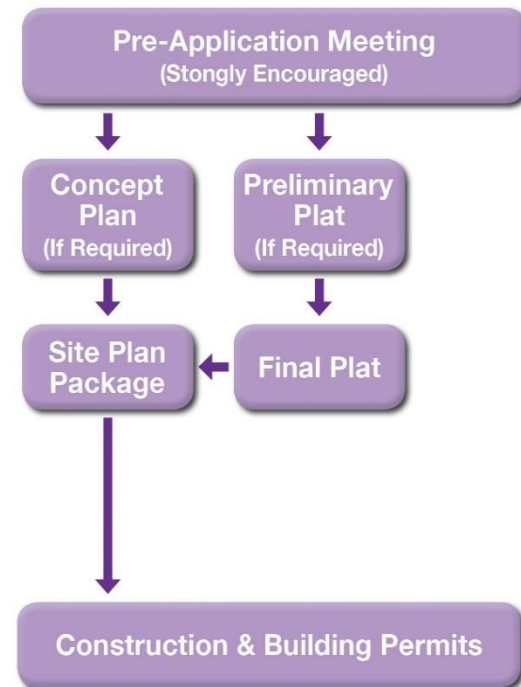
EXAMPLES – LANDSCAPED EDGE WIDTH, NUMBER OF TREES

Two-Step Site Plan Process

- Step 1: **Concept Plan** (less detailed)
- Step 2: **Engineering Site Plan** (detailed)
- Concept plan and site plan validity extended to 2 years
- TAR supported



COMMERCIAL & MULTI-FAMILY DEVELOPMENT



ii. Make Lewisville More Pedestrian and Bike-Friendly

Make Lewisville more pedestrian- and bike-friendly

- Why
 - Promote equity for all travel modes through provision for pedestrians and bicyclists.



Make Lewisville more pedestrian- and bike-friendly

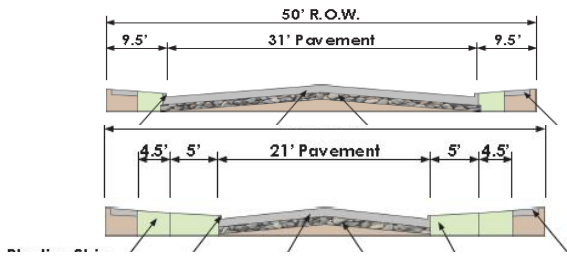
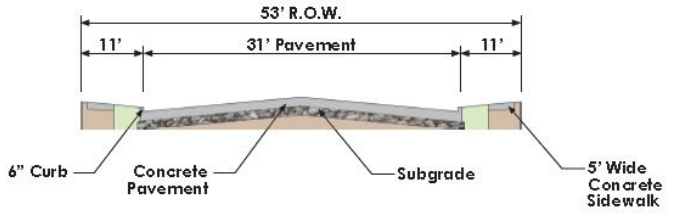
- Why
 - Identified priority from Small Area Plan process and 2025 update.



Images courtesy of the City of Lewisville's Mill Street Corridor Plan

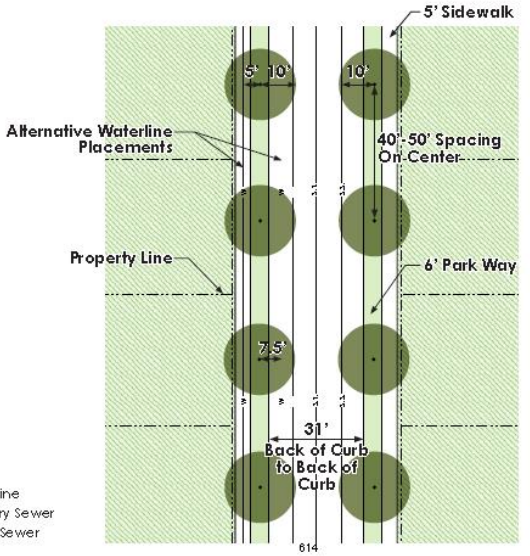
Make Lewisville more pedestrian- and bike-friendly

- Provide street cross-sections that support multi-modal use and street trees.



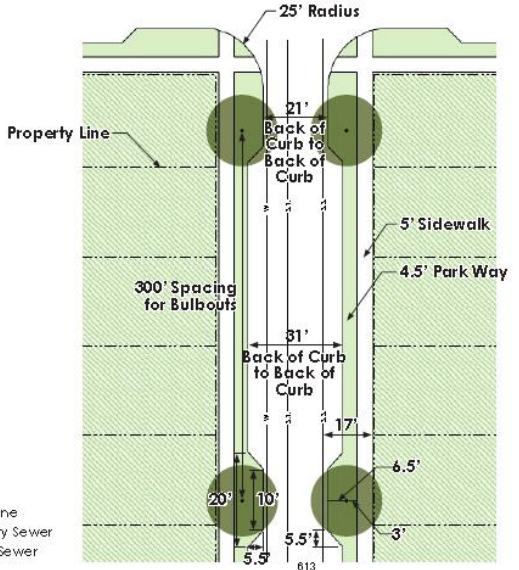
Standard Section

Section at Bulb-out



- Notes:**
1. ROW may be reduced to 43' with sidewalk in 5' utility and sidewalk easements if City Engineer approved administrative modification and any front entry driveway is 20' clear of sidewalk.
 2. Tree to be maintained by HOA or adjacent property owner (irrigation).
 3. Trees should be pruned to allow 14' clearance over traffic and 8' over sidewalk.
 4. Tree species should be indicated as preferred ROW species on tree list, or approved by Parks Director.

- 1d:**
- Waterline
 - Sanitary Sewer
 - Storm Sewer

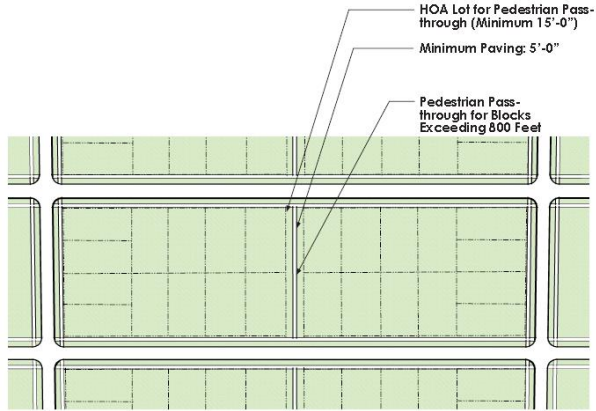


- Notes:**
1. Bulbout or pinch point should be attached to curb in new construction, but may be detached with an administrative modification.
 2. Tree to be maintained and irrigated by HOA or adjacent property owner.
 3. Trees should be pruned to allow 14' clearance over traffic and 8' over sidewalk.
 4. Tree species should be indicated as preferred ROW species on tree list, or approved by Parks Director.
 5. Intersection may require autotum analysis if required by Fire Marshal and narrow points may require red paint or signs to prohibit parking.

- Legend:**
- Waterline
 - Sanitary Sewer
 - Storm Sewer

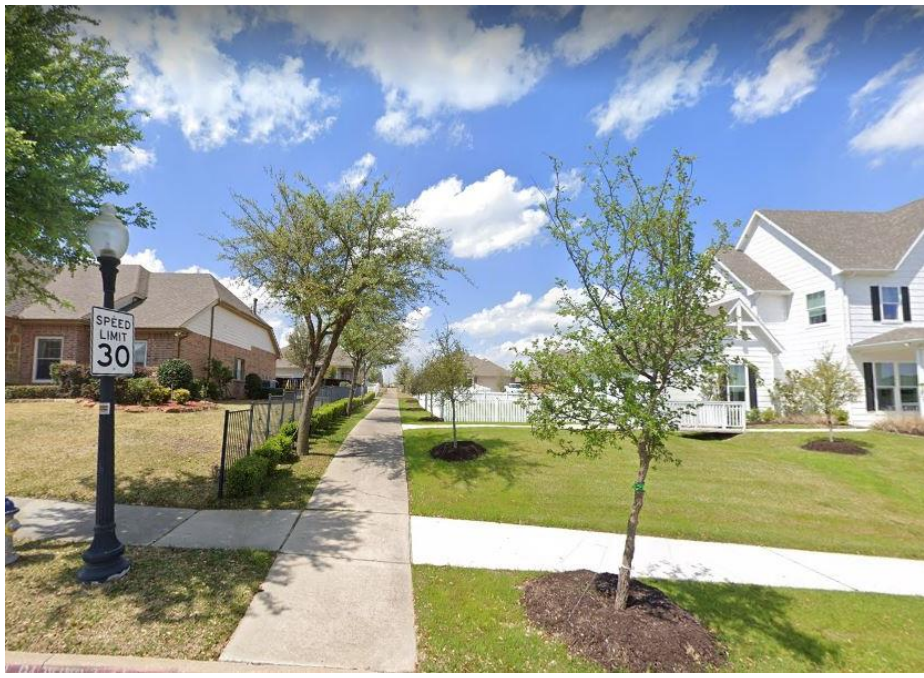
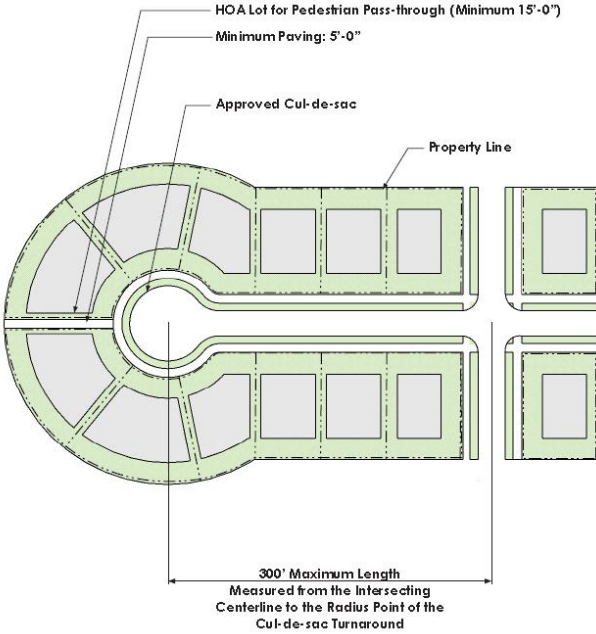
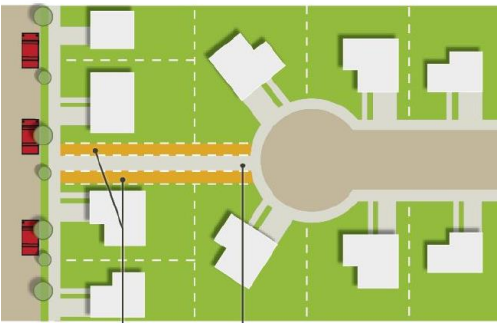
Make Lewisville more pedestrian- and bike-friendly

- Shorten block lengths.
- Decrease maximum block length from 1800 feet to 800 feet, with pedestrian pass-throughs for longer blocks. **(TAR support).**



Make Lewisville more pedestrian- and bike-friendly

- 'Soft ban' on cul-de-sacs and requirement of pedestrian pass-through.
- Allow cul-de-sacs only as an alternative standard and require pedestrian pass-throughs at the end of the bulb.



Make Lewisville more pedestrian- and bike-friendly

- Minimum 0.5 footcandles on the sidewalks and trails.
- Limit height of parking lot light fixtures to 30 feet.
- Require shielded, full-cut off light fixtures.
- Maintain no more than 0.2 footcandles spillover on adjacent residential property.



iii. Make Lewisville More Green

Make Lewisville more Green

- Why
 - To implement Lewisville 2025.
 - To be a more sustainable and healthier community.
 - To reduce energy use.
 - To improve water and air quality.

Lewisville 2025



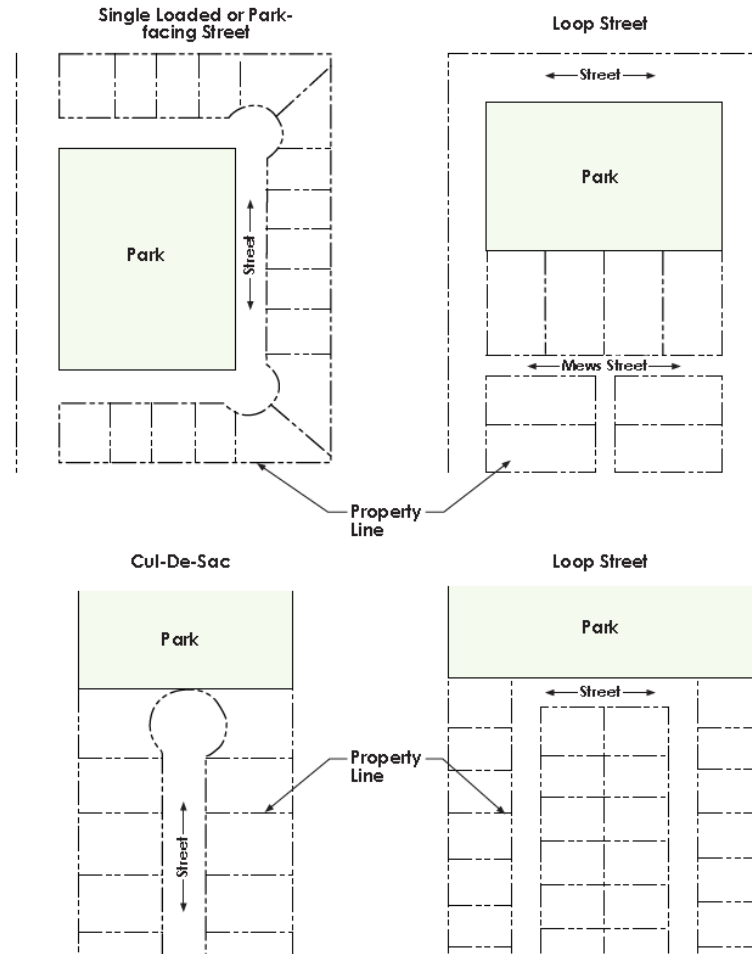
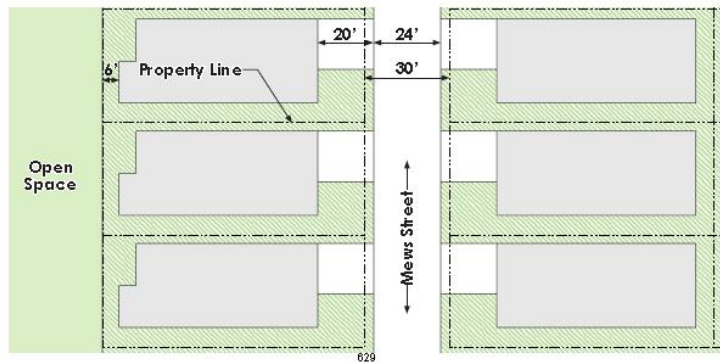
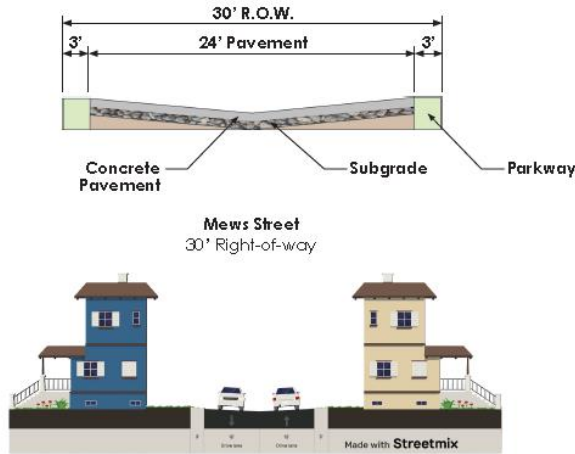
"Creating a vision for a bright future."

LEWISVILLE
2025
VISION
Adopted on July 14, 2014



Make Lewisville more Green

- Revised local street sections provide for mews streets and street trees.



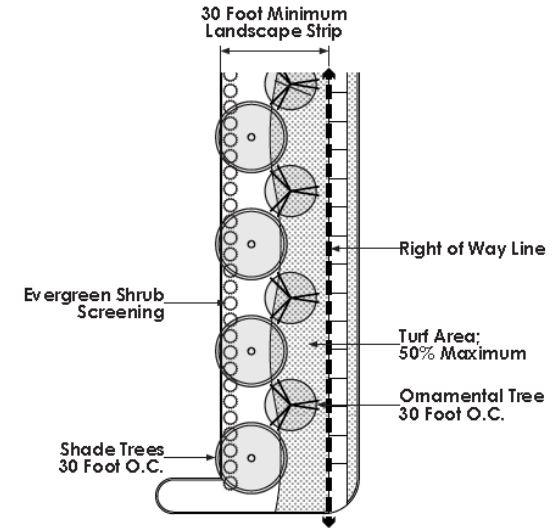
Make Lewisville more Green

- Include provisions for EV-ready design.
- Space to install charging stations, conduit, and electric voltage capacity will be required to serve 5% of parking spaces in parking lots of over 100 spaces.



Make Lewisville more Green

- Updated tree and shrub lists - only native and adapted drought-tolerant species allowed.
- More flexibility in placement and clustering of trees.
- Limitations on turf areas for commercial and multifamily to reduce water consumption, other ground covers may be used.
- Reduced number of required trees for single-family lots.
- Added landscaping requirements for common open space lots in subdivisions.
- Added irrigation system requirements – drip and bubblers preferred instead of spray heads to reduce water consumption.



Make Lewisville more Green

- For single-family development, 35% of protected inches for the development site must be preserved or mitigated.
- For multi-family and commercial development, protected trees 8" DBH must be preserved or mitigated except in building footprint.
- Tree credits are granted toward mitigation requirements for preserved trees based on DBH rather than per tree.



Make Lewisville more Green

- No clear cutting is permitted.
- Tree removal on commercial, multifamily or developing single-family property only through
 - Engineering Site Plan
 - Tree removal permit
 - Underbrush removal permit



Make Lewisville more Green

- Added incentives for preservation:
 - Reduce parking up to 20% administratively
 - Reduce building setbacks up to 10 feet administratively
- Special credit for preserving post oaks and blackjack oaks 8" DBH and larger – 2:1 credits per diameter inch
- Require additional parking lot landscaping if more than 10% of minimum parking requirement is provided.

iv. Make Lewisville more Affordable.

Make Lewisville more Affordable

Why

- Address growing need for housing as identified in the 2025 Plan Update.
- Improve quality of life for residents.

Make Lewisville more Affordable

- Reduce minimum dwelling area requirements across all zoning districts. General minimum proposed is 1,000 square feet.



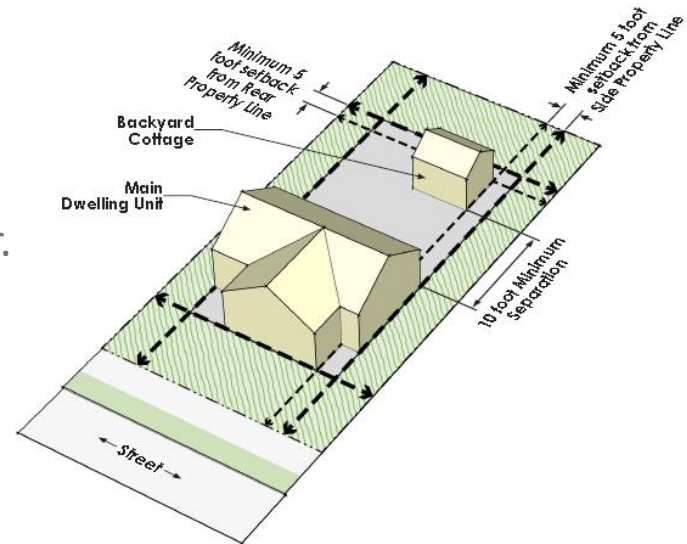
1,301 square foot home
listed at \$284,990



1,130 square foot home
listed at \$280,000

Make Lewisville more Affordable

- Allow Backyard Cottages by right in AO, R-18, R-12, R-9, R-7.5
- Allowed Backyard Cottages by Special Use Permit in R-6, R-5 and ETH
- Backyard Cottages allowed provided that:
 - Lot coverage is met.
 - The property is owner occupied.
 - The height does not exceed the height of the principal home.
 - The area does not exceed 800 square feet or 50% of the principal home, whichever is greater.
 - The minimum size in 400 square feet
 - It is located on a permanent foundation.
 - It is located behind the principal building.
 - 10' from the principal home, 5' from a lot line.
 - A dedicated off-street parking space is provided for the cottage.



Make Lewisville more Affordable

- Allow Duplexes by right in R-7.5, R-6, R-5
- Provided that:
 - Lot coverage is met.
 - Setbacks are met.
 - Minimum dwelling unit size based on zoning district is met.
 - Three off-street parking spaces per unit.
 - No additional garage doors facing the street.
 - No additional off-street parking between the principal building and a street.



iv. Make Compatible Development Easier with Flexibility for Infill Design.

Make compatible development easier with flexibility for infill design

- To streamline process when development is consistent with city's vision and policies.
- To make it easier to revitalize developed parts of Lewisville
- To create more opportunities for 'close-in' living and working.



Make compatible development easier with flexibility for infill design

- Increase width of utility easements from 15 feet to 20 feet but eliminate building setbacks. **(TAR support)**

Exhibit IX.2.4-2. Sanitary Sewer Easements and Rights-of-Way

Pipe Size	Minimum Depth of Cover	Maximum Depth of Cover*	Minimum Easement/ROW Width**
8" - 12"	5.0 feet	6.0 feet	20 feet
15" - 21"	5.0 feet	9.0 feet	25 feet
24" - 36"	5.0 feet	12.0 feet	30 feet
39" - 48"	5.0 feet	15.0 feet	35 feet

* For each additional 2 feet of cover, add 5 feet to the minimum easement width.

**For pressurized sanitary sewer lines add 5 feet to the minimum easement width.

- Allow public utility lines to be placed under pavement, but property owner is responsible for replacement of pavement if repairs are needed. **(TAR support)**
- Performance bonds require less up-front investment than escrow for the complete cost of public improvements. **(TAR support)**

Make compatible development easier with flexibility for infill design

- Allow front entry garage or rear entry garage by right for detached lots
 - Front-access design standards – garage placement and design (wood, windows, or ornamentation).
- Townhomes still require variances for front entry.



Make compatible development easier with flexibility for infill design

- Required parking has been reduced and standardized for most uses
 - Examples: 1:300 vs. 1:100 for small retail stores; 1:100 vs. 1.5:100 for restaurants
- Added stacking requirements for drive-through operations



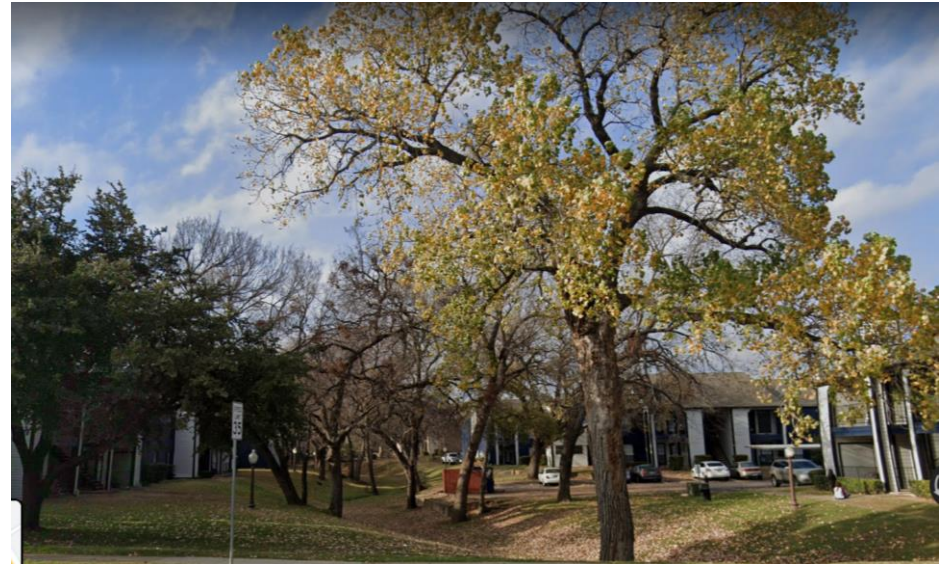
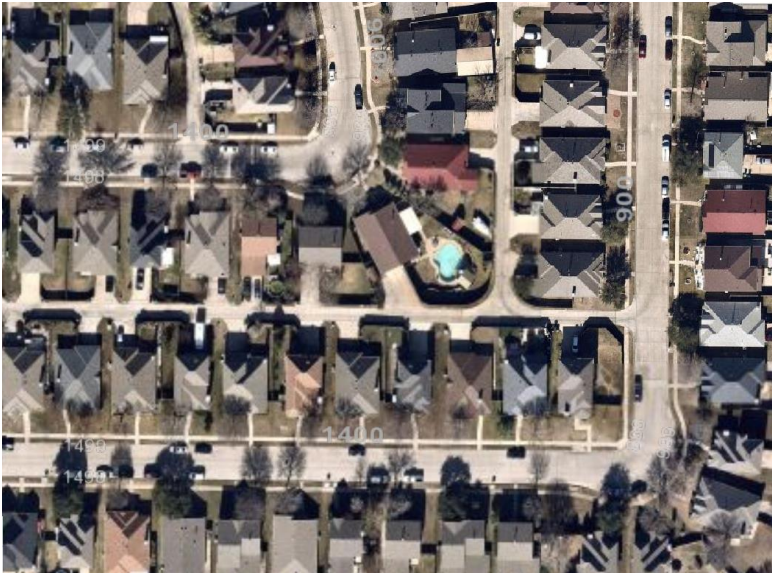
Make compatible development easier with flexibility for infill design

- Allow up to 10% of in-line lease space to be occupied by restaurants without having to provide parking at the restaurant rate
- Compact car allowance up to 10% of required parking
- Allow additions up to a certain size to existing uses and changes in use without requiring additional parking

v. Clarify and Update Engineering Standards

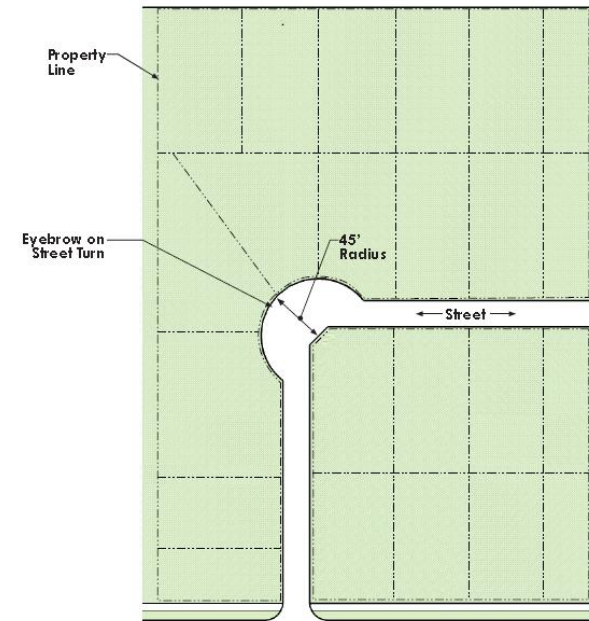
Clarify and update engineering standards

- Why
 - Improve traffic circulation where residential streets change direction.
 - Leave more creeks and drainageways in a natural state.



Clarify and update engineering standards

- What
 - Standardize dedication and maintenance responsibilities for drainage and floodway easements.
 - Require “eyebrows” on streets with a more than 45-degree change in direction, but adjust lot width and building setbacks accordingly. **(TAR Support)**
 - Update more technical standards on materials and types used.



3. *Next Steps*

Next Steps

1. Finalize changes based on legal review.
2. Send final text to Code Review Committee (CRC).
3. Send final text to consultant team for final proof review and for formatting.
4. Schedule public hearings and send public notices in June/July.

4. *Adjourn*