

LEWISVILLE CITY COUNCIL

REGULAR SESSION

April 21, 2025

6:30 P.M.

Present:

TJ Gilmore, Mayor

Council Members:

Patrick Kelly, Mayor Pro Tem
Ronni Cade, Deputy Mayor Pro Tem - absent
Bob Troyer
William Meridith
Brandon Jones
Kristin Green

City Staff:

Claire Powell, City Manager
Gina McGrath, Deputy City Manager
Shante Akafia, Assistant City Manager
Jim Proce, Assistant City Manager
Liz Plaster, City Attorney
Lauren Crawford, Deputy City Attorney
Jennifer Malone, Acting City Secretary

With a quorum of the Council Members present, the workshop session of the Lewisville City Council was called to order by Mayor Gilmore at 6:30 p.m. on Monday, April 21, 2025, in the City Council Conference Room of Lewisville City Hall, 151 West Church Street, Lewisville, Texas. City Department Heads were also in attendance.

WORKSHOP SESSION

Discussion of Regular Agenda Items and Consent Agenda Items

(Agenda Item A)

Mayor Gilmore led a discussion of regular agenda items and consent agenda items and received questions and comments from City Council and City staff. City Manager Claire Powell and Director of Parks and Recreation Stacie Anaya answered questions and comments regarding Item No. E-4. Aaron Russell answered questions and comments regarding Item No. E-5.

Short Term Rental Density Updates

(Agenda Item B)

At the request of Mayor Gilmore, Director of Neighborhood and Inspection Services Chris McGinn gave a presentation on short term rental density updates and received questions and comments from City Council and City staff.

The remaining portion of the presentation will be brought back to a future City Council workshop.

REGULAR SESSION

With a quorum of the Council Members present, the regular session of the Lewisville City Council was called to order by Mayor Gilmore at 7:00 p.m. on Monday, April 21, 2025.

Invocation

(Agenda Item A)

At the request of Mayor Gilmore, Council Member Bob Troyer gave the invocation.

Pledge to the American and Texas Flags

(Agenda Item B)

At the request of Mayor Gilmore, Council Member Brandon Jones gave the pledge to the United States and Texas flags.

**Proclamation Declaring the Week of April 21
25, 2025, as “National Community
Development Week.”**

(Agenda Item C-1)

Mayor Gilmore presented the proclamation to Grants Specialist Rachel Hiles. Ms. Hiles spoke regarding National Community Development Week and the Community Development Block Grant (CDBG) Program.

Visitors Forum

(Agenda Item E)

Alex Stein, 7509 Inwood, Dallas, TX, was called to speak and spoke regarding various topics.

CONSENT AGENDA

(Agenda Item E)

MOTION: Upon a motion made by Council Member Green and seconded by Council Member Troyer, the Council voted five (5) “ayes” and no (0) “nays” to approve the Consent Agenda.

1. Approval of Minutes: City Council Minutes of the April 7, 2025, Workshop

Session, and Regular Session.

2. Approval of a Concessionaire Agreement with JSRDALLAS dba Jet Ski Rental Dallas; and Authorization for the City Manager, or Her Designee to Execute the Agreement.
3. Approval of a Transportation Consultation Services Agreement with Innovative Transportation Solutions, Inc. in the Amount of \$90,000; and Authorization for the City Manager, or Her Designee, to Execute the Agreement.
4. Approval of a Bid Award for the Construction of Old Town Lewisville Gateway Monument to SSC Signs & Lighting, LLC in the Amount of \$312,280.64; and Authorization for the City Manager or Her Designee to Execute the Agreement.
5. Approval of an Award to C. Green Scaping, LP, 2401 Handley Ederville Rd., Ft. Worth, TX 76118, in the Amount of \$475,338.78 for Construction Services for the Headwall Replacement Capital Project (Marchant Place & Ridgeway Circle); and Authorization for the City Manager, or her Designee, to Execute the Agreement.

The motion carried.

Consideration of Ordinance No. 0749-25-ORD, an Ordinance of the Lewisville City Council Amending the Lewisville City Code Chapter 15, Section 15 137(b), Parking Restrictions in the Old Town Entertainment District, by Limiting Parking on the East Side of South Mill Street from the Intersection of Purnell Street to the Intersection of Main Street to Two Hours Between the Hours of 8:00 A.M. and 5:00 P.M.; Providing for a Savings Clause, Repealer, Severability, Penalty, and an Effective Date; and Declaring an Emergency.

(Agenda Item F-6)

Mill Street, between Purnell Street and Main Street, is part of the Old Town Entertainment District, featuring active businesses and multifamily apartments. Multi-family residents and guests are parking for extended periods in the spaces along the east side of South Mill Street. The Mill Old Town multifamily development includes sufficient parking on-site in addition to adjacent on-street parking along the west side of South Mill Street for residents and guests. Staff recommends limiting parking on the east side of Mill Street to two hours during normal business hours that would benefit adjacent businesses and their customers.

The City staff's recommendation was that the City Council approve the ordinance set forth in the caption above.

City Attorney Liz Plaster read the ordinance caption into the record as follows:

“An Ordinance of the Lewisville City Council Amending the Lewisville City Code Chapter 15, Section 15-137(B), Parking Restrictions in the Old Town Entertainment District, by Limiting Parking on the East Side of South Mill Street From the Intersection of Purnell Street to the Intersection of Main Street to Two Hours Between the Hours of 8:00 A.M. and 5:00 P.M.; Providing for a Savings Clause, Repealer, Severability, Penalty, and an Effective Date; and Declaring an Emergency.”

MOTION: Upon a motion made by Council Member Jones and seconded by Council Member Meridith, the Council voted five (5) “ayes” and no (0) “nays” to approve **Ordinance No. 0749-25-ORD** as set forth in the caption. The motion carried.

Consideration of Ordinance No. 0748-25-ORD, an Ordinance of the Lewisville City Council, Amending the Lewisville City Code Article VII, “Records Management,” Of Chapter 2, “Administration,” Of The Lewisville City Code, To Update The Records Management Program By Repealing And Replacing Sections 2 166 Through 2 200; Including Amending Definitions, Designation Of A Records Management Officer, Responsibilities Of Department Directors And Departmental Records Coordinators, And Procedures For The Physical Storage, Electronic Storage, And Disposition Of Records; Providing For A Repealer, Severability, An Effective Date, And Declaring An Emergency.

(Agenda Item F-7)

Originally adopted in 1990, the City's Records Management Ordinance has not kept pace with the evolving needs of municipal operations, particularly in areas related to digital records and modern retention practices. The proposed ordinance marks a substantial update to Lewisville's records management framework, bringing it in line with current best practices.

The City staff's recommendation was that the City Council approve the ordinance set forth in the caption above.

City Attorney Liz Plaster read the ordinance caption into the record as follows:

“An Ordinance of the Lewisville City Council Amending Article VII, “Records Management,” of Chapter 2, “Administration,” of the Lewisville City Code, to Update the Records Management Program by Repealing and Replacing Sections 2-166 Through 2-200; Including Amending Definitions, Designation of a Records Management Officer, Responsibilities of Department Directors and Departmental Records Coordinators, and Procedures for the Physical Storage, Electronic Storage, and Disposition of Records; Providing for a Repealer, Severability, an Effective Date, and Declaring an Emergency.”

MOTION: Upon a motion made by Council Member Green and seconded by Mayor Pro Tem Kelly, the Council voted five (5) “ayes” and no (0) “nays” to approve **Ordinance No. 0748-25-ORD** as set forth in the caption. The motion carried.

**Consideration of Reappointment of the City
of Lewisville Representative on the Upper
Trinity Regional Water District (UTRWD)
Board of Directors to Complete the Term
Ending May 31, 2029.**

(Agenda Item F-8)

The City Council appointed Aaron Russell, Director of Public Services to the Board of Directors of Upper Trinity to serve the current term that ends May 31, 2025. Aaron Russell is eligible for reappointment and City staff recommends that he be reappointed as the City’s representative. Representatives on the UTRWD Board of Directors serve a term of four (4) years effective June 1, 2025 - May 31, 2029.

The City staff’s recommendation was that the City Council reappoint Director of Public Services Aaron Russell to serve as a board member on the UTRWD Board of Directors as set forth in the caption above.

MOTION: Upon a motion made by Council Member Meridith and seconded by Council Member Jones, the Council voted five (5) “ayes” and no (0) “nays” to reappoint Director of Public Services Aaron Russell to serve as a board member on the UTRWD Board of Directors as set forth in the caption above. The motion carried.

Reports

(Agenda Item G-1)

- Council Member Bob Troyer reported on upcoming events at the Lewisville Grand Theater.
- Director of Public Services Aaron Russell reported on the lake level.
- Mayor Gilmore reported that there is a banner there that can be signed for County Commissioner Bobbie Mitchell at the Denton County Precinct 3 building in Lewisville.

**LEWISVILLE CITY COUNCIL
REGULAR SESSION
April 21, 2025**

Page 6

Closed Session

(Agenda Item H)

There was no closed session.

In Accordance with Texas Government Code, Subchapter D,

- 1. Section 551.072 (Real Estate): Property Acquisition*
- 2. Section 551.087 (Economic Development): Deliberation Regarding Economic Development Negotiations.*

**Reconvene and Consider Action, if any, on
Items Discussed in Closed Session**

(Agenda Item I)

Adjournment

(Agenda Item J)

There being no further business to come before the Council, Mayor Gilmore adjourned the meeting of the Lewisville City Council at 7:21 p.m. on Monday, April 21, 2025.

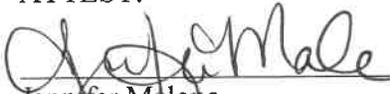
These minutes approved by the Lewisville City Council on the 5th of May, 2025.

APPROVED



TJ Gilmore
MAYOR

ATTEST:



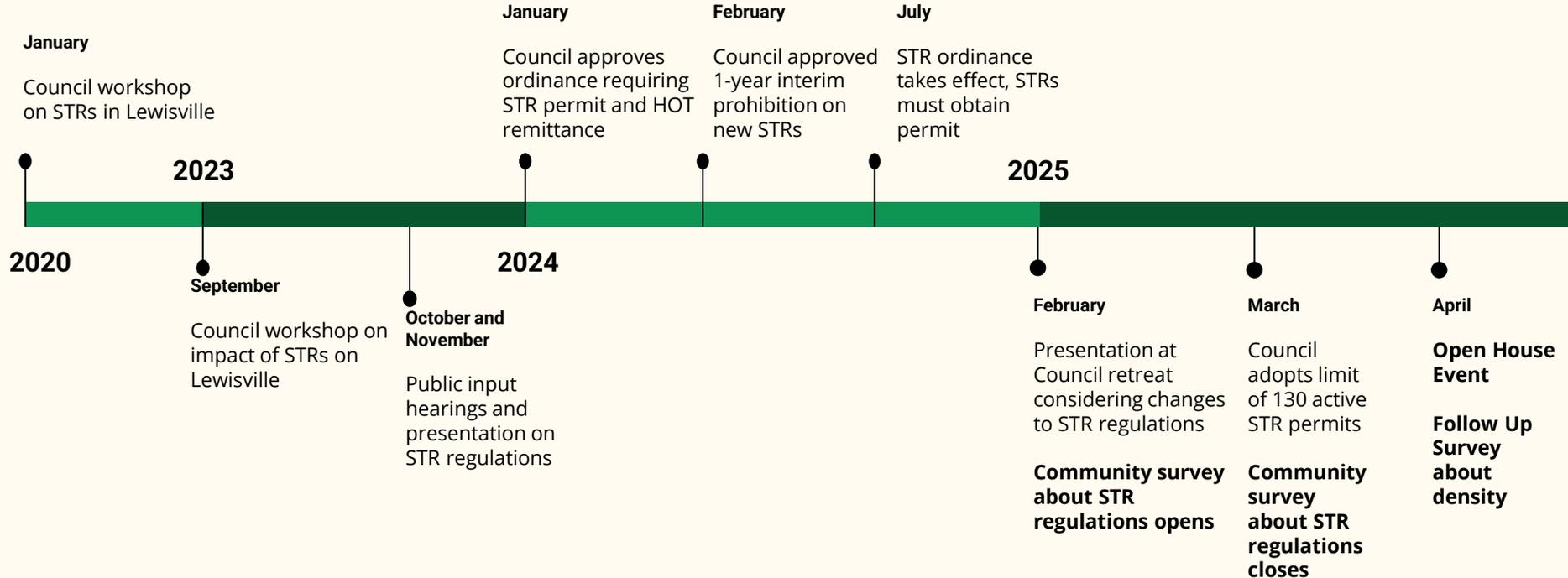
Jennifer Malone
ACTING CITY SECRETARY



Short Term Rental Density Discussion

City Council Workshop
4-21-2025

Short Term Rental Timeline



Map of STRs

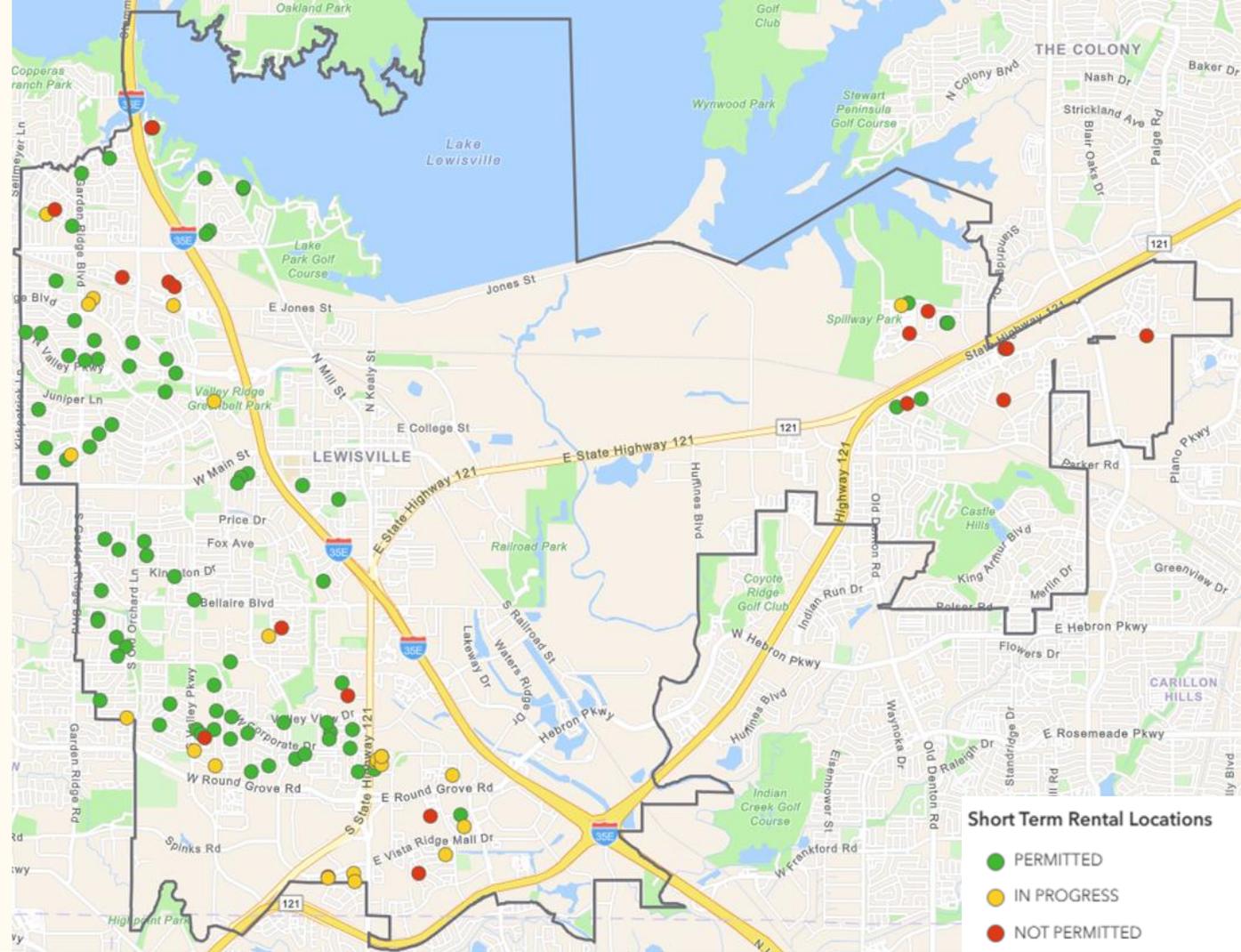
132 Total STRs identified

22 Not permitted (16.7%)

16 Permit in progress
(12.1%)

94 Permitted STR
(71.2%)

110 Combined number of
STR permits and
applications (83.3%)



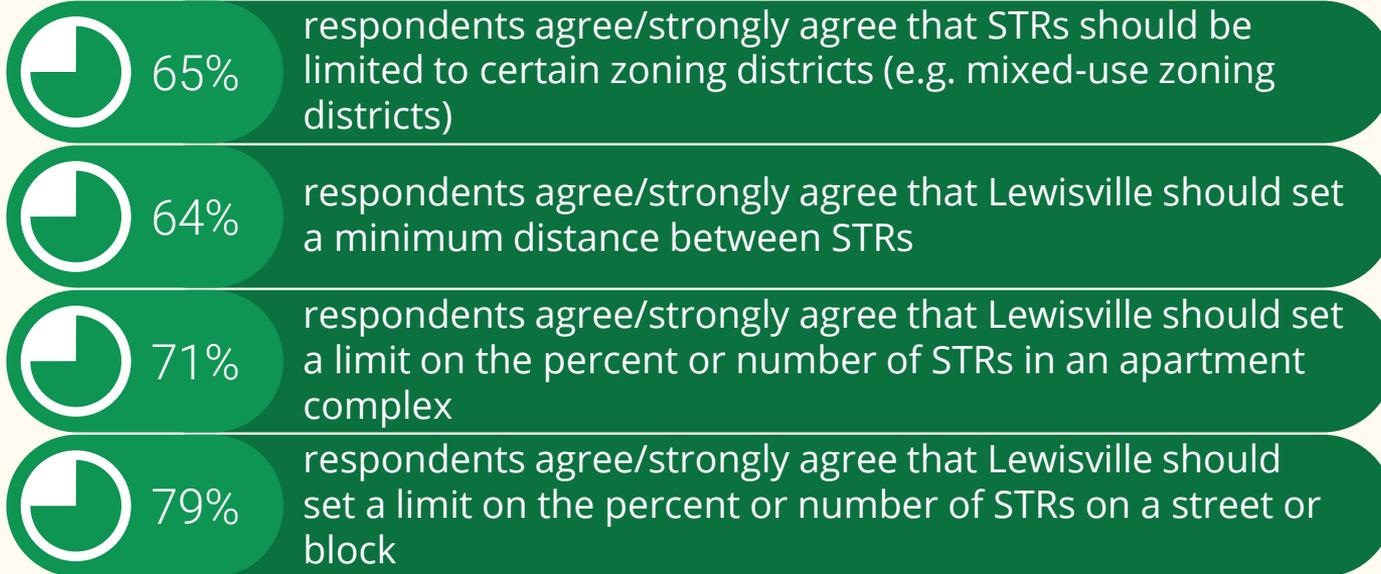
Hotel Occupancy Tax and Existing STR permits

- It was recently determined only 33% of STRs are remitting or reporting HOT Tax as required
- Finance Department is creating letters to be sent out to the STRs in non-compliance
- After letters are sent Code Enforcement will begin enforcement measures
- As a reminder, any STR not in compliance with this requirement will not be able to renew their STR permit

Public Input Related to STRs and Density

- Zen City Survey - Feb - Mar 2025 - 602 Submissions
- Open House at Thrive - March 2025 - ~20 attendees
- Follow up Survey - April 2025 - 29 Submissions

Highlights from the ZenCity Survey Related to Density



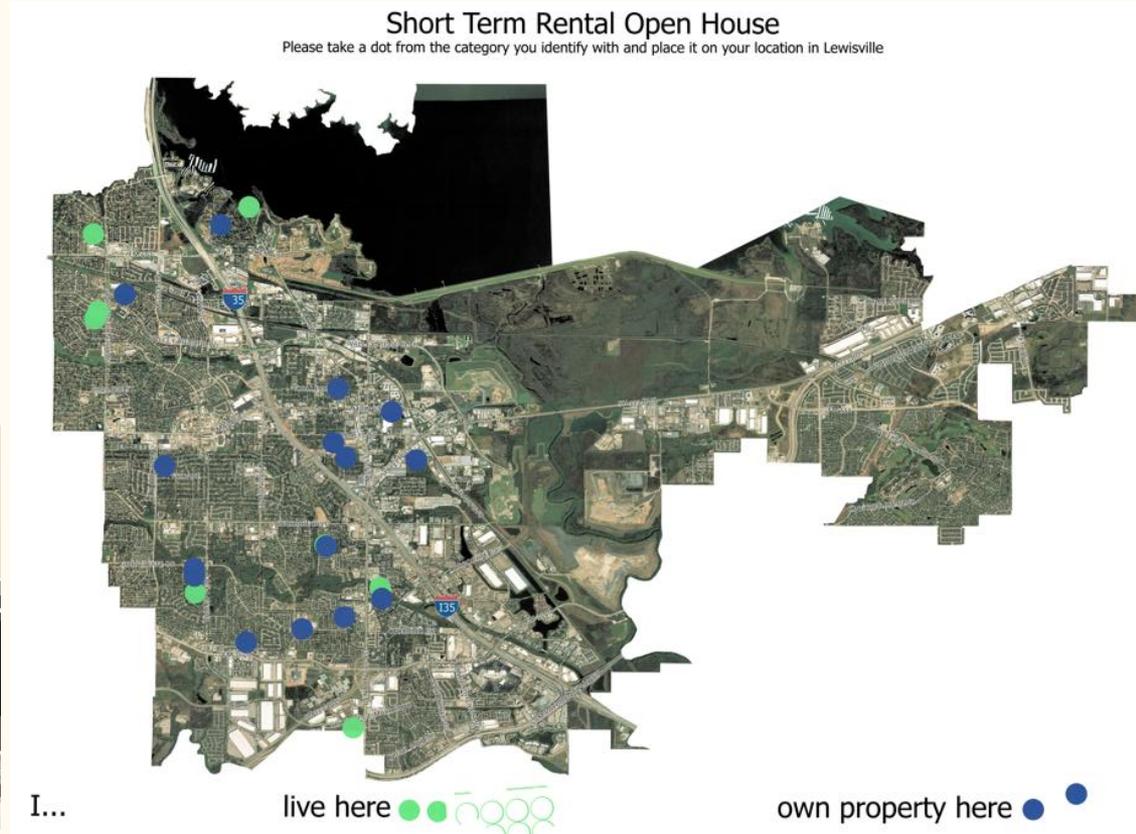
Open House

Opportunity for residents to speak to staff and provide feedback

Outreach notices sent by email

March 27, 2025 at Thrive

About 20 attendees



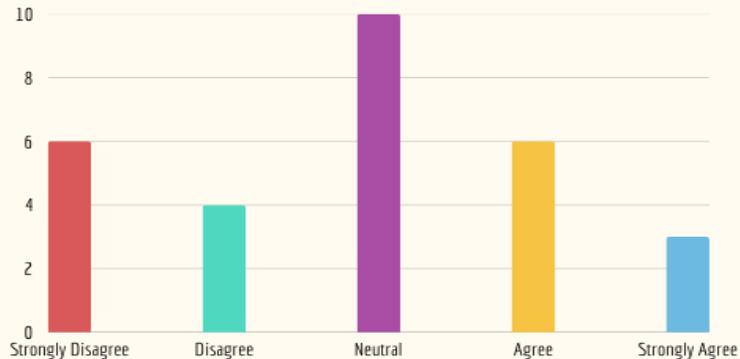
Post-Open House Follow Up Survey on Density

- Open 04.04 - 04.11
- 29 respondents
- Same outreach and questions utilized for Open House
- Possible fatigue on this topic

Key Results From the Open House & Follow Up Survey

I am satisfied with Current STR Regulations

- Disagree/Strongly Disagree 34%
- Neutral 34%
- Agree/Strongly Agree 31%



Current rules for short-term rentals



To obtain a short-term rental unit permit, property owners must:

- Submit an application that includes information about the owner, property manager, bedrooms, informational brochure, and receipt for property taxes.
- Submit a nonrefundable short-term rental unit permit fee.
- Ensure the property passes a building inspection.
- Meet all other requirements for issuance, such as not being delinquent on city taxes or other financial liabilities to the city.



To keep a short-term rental unit permit, property owners must:

- Report and pay hotel occupancy taxes monthly.
- Pass inspection and renew the permit annually.
- Avoid actions that could lead to revocation, such as providing false information, attempting to transfer the permit, or receiving 2 or more citations in a permit year.
- Designate a property manager who is available and responsive to concerns.
- Inform guests of emergency contacts and city rules about trash, parking, and noise.
- Ensure advertisements include the permit number, state that the property is not a party venue, and do not include a guest occupancy that is higher than the occupancy limit.



A maximum of 130 STR permits can be active at any given time.

The STR permit application will close when the combined number of permitted STRs and applications received reaches 130.



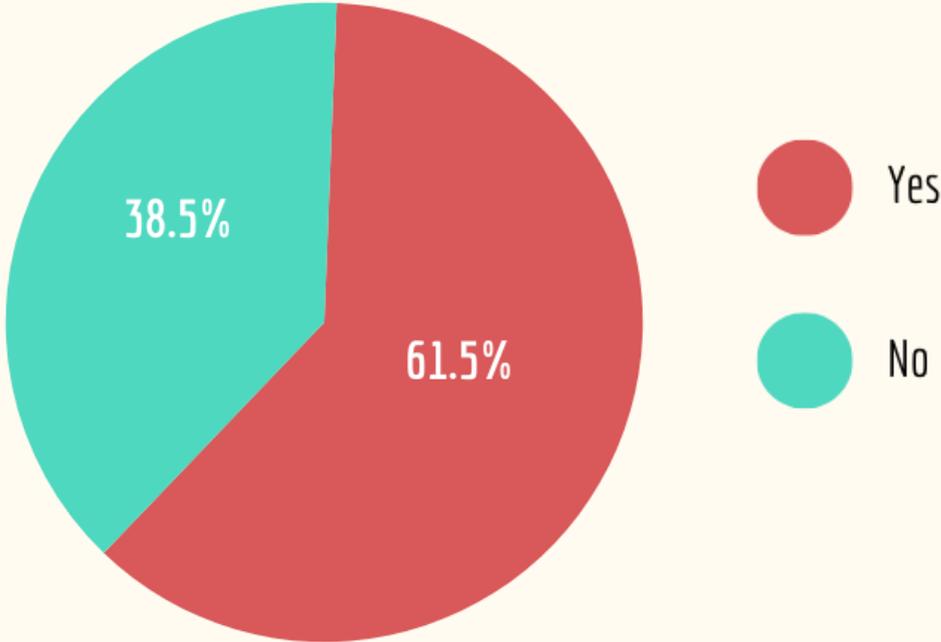
Let's build these rules into the website with a sign.

Learn more about STR rules at cityoflewistown.com/str



Key Results From the Open House & Follow Up Survey

Should multifamily STRs count toward the limit?



Key Results From the Open House & Follow Up Survey

Limiting STRs per block face thoughts:

Don't like this as much.

Yes.

It would allow far too many inside residential areas.

Too many regulations all ready. Stop telling people what they can or can't do with their own property.

Blc Lewisville is so centrally located in the DFW area - also close to the airport - I think it makes more sense to utilize a max block face at 12.5-15% across the whole city.

Too hard to determine what a block face is. Still allows a lot of STRs close together. But, better than no density regulation.

If adopted, 1 or 2 STRs per block face were the respondent's preference

STRs in single-family neighborhoods: Max per block face?

Block face defined:

One side of a street located between two intersecting streets, the end of the street, or 90-degree bends in the street.



Blc Lewisville is so centrally located in the DFW area - also close to the airport - I think it makes more sense to utilize a max block face at 12.5-15% across the whole city.

Cities that limit STRs by block or block face	
City	Max per
Corpus Christi	15% per block face
Eufaula	12.5% or at least one per block
San Antonio	12.5% or at least one per block face
San Marcus	1 per block or 660 linear feet on the same street

71% agree that Lewisville should set a limit on the percent or number of STRs on a street or block

Share your thoughts!

- What do you think about setting a limit per block face?
- If the City does set a limit per block face, what should that limit be?
- If a max per block face requirement is adopted, should the city reconsider the 130 permit cap?
- How many STRs should be on a block face?

Key Results From the Open House & Follow Up Survey

Limiting STRs by distance:

100 feet for fairness to other hosts

Again, short term rentals aren't nearly the issue compared to longer term rentals.

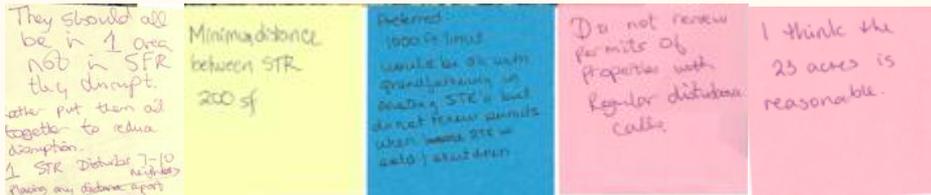
I don't believe limits should be set

Yes; there should be a limit on how close they can be

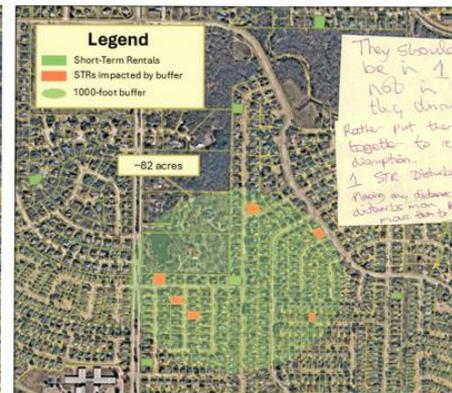
Love this idea at 500-1,000 feet from property line to property lines. Easy to measure. Keeps STRs from congregating in one area.

I don't think a distance buffer has any impact on the goal that are trying to be achieved by the city.

A distance bigger would be a good way to keep STR's to a manageable number.

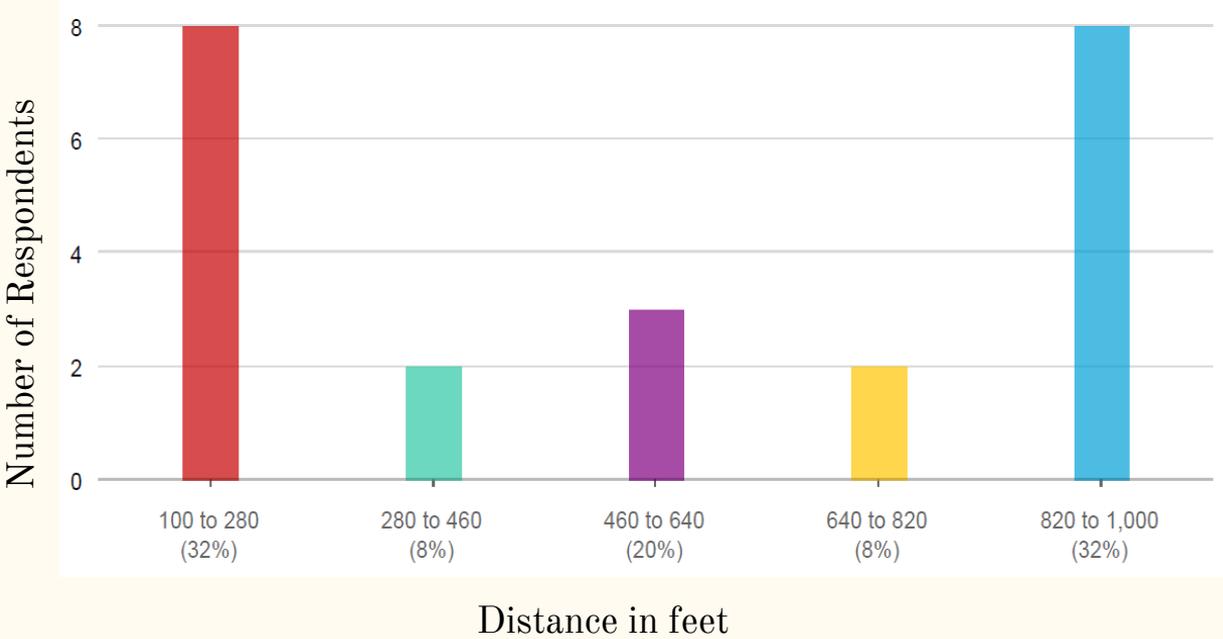


more support for distance requirements rather than block face limitations.



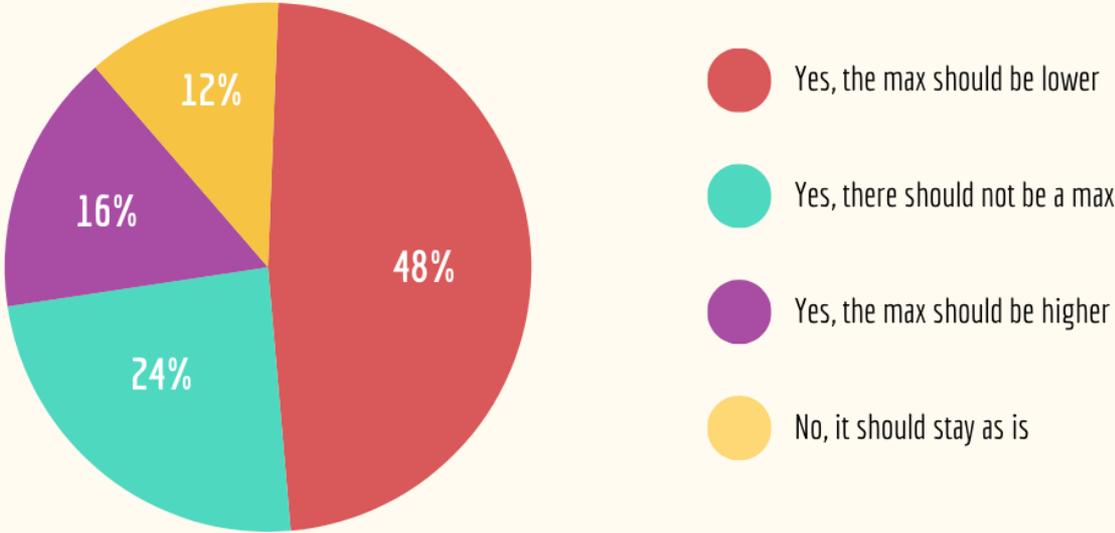
Key Results From the Open House & Follow Up Survey

If the City does set a distance requirement between short-term rentals, what should it be?



Key Results From the Open House & Follow Up Survey

Should the City reconsider the 130 permit limit if a distance requirement is set?



How does this compare to Texas cities with density requirements and to our survey cities?

Two cities use both minimum distance and a maximum per block or blockface:

- San Marcos
- Boerne
- None of Lewisville's survey cities included linear distance and blockface density requirements together. Denton requires a 100 ft from the property boundary

Cities that limit STRs in multi-family units

- Austin 3% limit
- Rockwall 5% limit
- San Antonio and Euless 12.5% limit

Survey Cities

- Dallas, Grapevine 3%
- Plano 5%
- Denton 10%

Updates to the UDC

- Remove interim prohibition language

If Council desires:

- Add definitions for STR and multi-family complex
- Add density requirements in the certain distance requirements section
- STRs that already have an active permit will be allowed to continue operating without meeting distance requirements.

Updates to Lewisville Code of Ordinances

Chapter 4 Division 4. Short-Term Rental Units

- Clarify maximum occupancy requirements - exclude dining rooms, living rooms, and offices from occupancy count

If Council desires:

- Density requirements must be met to issue a permit
- Clarify reasons for denial of STR permit
- Remove or change the limit on active STR permits

Council Discussion Points

1. Block face limitations
 - a. *A max of 1 per block face or other preference*
2. Distance between STRs requirement
 - a. *500 feet minimum or other preference*
3. Multifamily unit limitations
 - a. *5% of units maximum or other preference*
4. 130 unit limit
 - a. *Keep limit the same or modify*
5. Multifamily STR limit
 - a. *Count towards the total unit limit or have their own total unit limit*

Next Steps

- 1. April-May** - Work with legal on draft ordinance
- 2. June 3** - Planning and Zoning Commission Meeting - Public Hearing and Recommendation
- 3. July 7** - City Council Meeting - Public Hearing and Decision
- 4. July-August** - Go-live date on new portal

Questions?