

LEWISVILLE CITY COUNCIL

REGULAR SESSION

September 11, 2023

6:00 P.M.

Present:

TJ Gilmore, Mayor

Council Members:

William Meridith, Mayor Pro Tem
Patrick Kelly, Deputy Mayor Pro Tem
Bob Troyer
Ronni Cade
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
Lizbeth Plaster, City Attorney
Thomas Harris III, City Secretary
Jennifer Malone, Assistant 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 6:00 p.m. on Monday, September 11, 2023, in the City Council Conference Room of the 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.

**Discussion of the Creation of an
Ambassador Program Designed to Educate
and Engage the Public on City of Lewisville
Matters**

(Agenda Item B)

At the request of Mayor Gilmore, James Kunke, Director of Community Relations &

Tourism, presented information regarding the creation of an ambassador program, answered questions, and comments from the City Council. The City Manager received questions, comments, and direction from the Mayor and City Council.

**Discussion of Short-Term Rental Analysis
and Recommendations**

(Agenda Item C)

Mayor Gilmore called the following speakers who had requested to speak before the City Council regarding short term rentals: Jim Hughes, Craig Mulkey, Ainsley Stelling, Jeff Woods, Russell Kerbow, Joaquim Morales and George Stagney.

At the request of Mayor Gilmore, Chris McGinn, Director of Neighborhood & Inspection Services, presented information regarding short term rental analysis and recommendations, answered questions, and comments from the City Council.

Mayor Gilmore RECESSED the Workshop Session at 6:58 p.m.

Mayor Gilmore RECONVENED the Workshop Session, Agenda Item C, at 7:06 p.m.

At the request of Mayor Gilmore, Chris McGinn, Director of Neighborhood & Inspection Services, continued his presentation of information regarding short term rental analysis and recommendations, answered questions, and comments from the City Council. The City Manager received questions, comments, and direction from the Mayor and City Council.

REGULAR SESSION – 7:00 P.M.

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, September 11, 2023, in the Council Chambers of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

Invocation

(Agenda Item A)

At the request of Mayor Gilmore, Councilmember Cade gave the invocation.

Pledge to the American and Texas Flags

(Agenda Item B)

Mayor Gilmore gave the pledge to the United States and Texas flags.

Public Hearing: Consideration of Ordinance No. 0584-23-SUP: An Ordinance Granting a Special Use Permit for a Funeral Home on Approximately 0.99 Acres, out of the J. Sutton Survey, Abstract Number 115, Zoned General Business (GB) District, Located at 697 South Stemmons Freeway, as Requested by Ricardo Carrillo, Carrillo Funeral Homes, on Behalf of Carrillo Funeral Directors Inc., the Property Owner. (Case No. 23-03-4-SUP).

(Agenda Item C-1)

Carillo Funeral Homes plans to occupy the existing building without expansion, requiring only compliance with parking standards in the IH 35E Corridor Overlay District. The applicant desires to keep the existing pole sign. Since special use permit (SUP) regulations were adopted in 2013, none have been allowed a permanent pole sign. All developments that contained existing pole signs and that required SUP approval removed the existing pole signs and utilized either monument signs or building signs. The Planning and Zoning Commission recommended unanimous approval (7-0) with the condition to remove the pole sign on August 15, 2023.

The City staff's recommendation was that the City Council approve the ordinance with the condition that the existing pole sign be removed.

Richard Luedke, Planning Director, was present to address any questions posed by the City Council.

Santos T. Martinez, 2489 Camino Plata Loop NE, Rio Rancho, NM 87144, appeared to speak before the City Council in support of Agenda Item C-1.

Mayor Gilmore opened the public hearing at 7:58 p.m.

No one appeared for comments during the public hearing.

Mayor Gilmore RECESSED into Closed Session at 7:59 p.m.

In Accordance with Texas Government Code, Subchapter D,

1. Section 551.071 (Consultation with Attorney)

Mayor Gilmore RECONVENED into Public Hearing Agenda Item C-1 at 8:04 p.m.

There was no action taken on items discussed in Closed Session.

MOTION: Upon a motion made by Mayor Pro Tem Meridith and seconded by Councilmember Troyer, the Council voted six (6) “ayes” and no (0) “nays” to close the public hearing. The motion carried.

Mayor Gilmore closed the public hearing at 8:05 p.m.

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

“An Ordinance of the Lewisville City Council, Amending the Zoning Ordinance by Granting a Special Use Permit for a Funeral Home on Approximately 0.99 Acres, out of the J. Sutton Survey, Abstract Number 1115, Located at 697 South Stemmons Freeway, and Zoned General Business (GB) District; Providing for a Repealer, Severability, Penalty, and an Effective Date; and Declaring an Emergency.”

MOTION: Upon a motion made by Councilmember Cade and seconded by Councilmember Jones, the Council voted six (6) “ayes” and no (0) “nays” to approve and adopt **Ordinance 0584-23-SUP**, with the condition that the existing pole sign be removed as set forth in the caption. The motion carried.

Public Hearing: Consideration of Ordinance No. 0585-23-ZON: An Ordinance Granting a Zone Change From Local Commercial (LC) District to Planned Development Multi Family 3 (PD-MF3) District and Five Associated Alternative Standards Related to Landscaping Along Streets, Landscaping Between Different Uses, Landscape Strip Encroachments, Parking and Driveway Spacing, on 2.84 Acres out of the Luc Bourgeois Survey, Abstract Number 52; Located on the Northeast Corner of East Round Grove Road (FM-3040) and South Uecker Lane; as Requested by Maxwell Fisher of ZoneDev, the Applicant, on Behalf of Havenshire Investments, LP, the Property Owner (23-02-3-PZ).

(Agenda Item C-2)

The subject property is currently a vacant commercial tract. The applicant requests a zone change to PD-MF3 to construct a four-story affordable multi-family residential development using Low Income Housing Tax Credits (LIHTC). The City Council approved a resolution of support for the nine percent tax credit project on February 20, 2023. The following alternative standards are requested: a) to reduce the required landscaping along South Uecker Lane from 30 feet to 5 feet and to allow the tree plantings in parking lot tree islands; b) to allow a variable width landscape strip along the eastern boundary of the site; c) to allow a fire lane and parking stalls to encroach in

the 30 foot landscape strip along East Round Grove Road; d) to allow a 1.6 per unit parking rate in lieu of the required 2 per unit parking rate; and e) to allow a driveway spacing of 110 feet in lieu of the required 250 feet. The Planning and Zoning Commission recommended unanimous approval (7-0) on August 15, 2023.

The City staff's recommendation was that the City Council approve the ordinance and five associated alternative standards as set forth in the caption above.

Richard Luedke, Planning Director was present to address any questions posed by the City Council.

Maxwell Fisher, the applicant and Avis Chaisson, the developer, gave a presentation to the City Council.

Mayor Gilmore opened the public hearing at 8:18 p.m.

No one appeared for comments during the public hearing.

MOTION: Upon a motion made by Councilmember Troyer and seconded by Councilmember Cade, the Council voted six (6) "ayes" and no (0) "nays" to close the public hearing. The motion carried.

Mayor Gilmore closed the public hearing at 8:22 p.m.

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

"An Ordinance of the Lewisville City Council, Amending the Zoning Ordinance by Rezoning Approximately 2.84-Acres of Land, Legally Described as a Tract of Land Out of the Luc Bourgeois Survey, Abstract Number 52; Located on the Northeast Corner of FM 3040 (West Round Grove Lane) and South Uecker Lane; From Local Commercial (LC) District Zoning to Planned Development Multi-Family Three (PD-MF-3) District Zoning; Correcting the Official Zoning Map; Preserving all Other Portions of the Zoning Ordinance; Determining That the Zoning Amendment Herein Made Promotes the Health, Safety, and General Welfare of the City; Providing for a Repealer, Severability, a Penalty, and an Effective Date; and Declaring an Emergency."

MOTION: Upon a motion made by Councilmember Green and seconded by Councilmember Jones, the Council voted six (6) "ayes" and no (0) "nays" to approve and adopt **Ordinance 0585-23-ZON**, as previously captioned. The motion carried.

Public Hearing: Consideration of Ordinance No 0586-23-ZON: An Ordinance Granting a Zone Change From Office (OD) District and Local Commercial (LC) District to Planned Development Estate Townhouse (ETH) District and Five Associated Alternative Standards Related to Lot Lines, Driveways, Screening Between Different Uses, Screening Along Public Streets, and Left Turn Lane Length on 2.77 Acres of Land, Legally Described as Gary R. Levitz Community Hospital Addition, Lot 1 and a Portion of Lot 2, Block A; Located on the Front Portion of 1720 Edmonds Lane; as Requested by Innova Design Group, the Applicant, on Behalf of BANTAP LLC, the Property Owner (22-08-4-PZ).

(Agenda Item C-3)

The property located at 1720 Edmonds Lane is currently vacant at the front and has a commercial building at the rear of the property. The applicant is proposing a 16 lot single family residential detached development for the front portion of the property. The following five alternative standards are requested: a) to allow non radial lot lines along street curvature; b) to allow a driveway to be more than 45% of the lot width and the required front yard; c) to waive the requirement for a screening wall between single family residential and commercial along the western portion of the development; d) to allow a wood fence in lieu of a masonry fence adjacent to the public right of way; and e) to allow a reduced left turn lane at the intersection. The Planning and Zoning Commission recommended unanimous approval (7-0) of the zone change and five alternative standards on August 15, 2023.

The City staff's recommendation was that the City Council approve the ordinance and five associated alternative standards as set forth in the caption above

Richard Luedke, Planning Director was present to address any questions posed by the City Council.

Mustafa Jowadwala, 1715 Brettenmeadow Drive, Grapevine, TX 76051, spoke before the City Council in support of Agenda Item No. C-3.

Mayor Gilmore opened the public hearing at 8:34 p.m.

No one appeared for comments during the public hearing.

MOTION: Upon a motion made by Councilmember Jones and seconded by Deputy Mayor Pro Tem Kelly, the Council voted six (6) "ayes" and no (0) "nays" to close the public hearing. The motion carried.

Mayor Gilmore closed the public hearing at 8:35 p.m.

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

“An Ordinance of the Lewisville City Council, Amending the Zoning Ordinance by Rezoning Approximately 2.77 Acres of Land, Legally Described as Gary R. Levitz Community Hospital Addition, Lot 1 and a Portion of Lot 2, Block A; Located on the Front Portion of 1720 Edmonds Lane; From Office (OD) District And Local Commercial (LC) District Zoning to Planned Development Estate Townhouse (PD-ETH) District Zoning; Correcting the Official Zoning Map; Preserving all Other Portions of the Zoning Ordinance; Determining That the Zoning Amendment Herein Made Promotes the Health, Safety, and General Welfare of the City; Providing for a Repealer, Severability, a Penalty, and an Effective Date; and Declaring an Emergency.”

MOTION: Upon a motion made by Councilmember Green and seconded by Councilmember Cade, the Council voted six (6) “ayes” and no (0) “nays” to approve **Ordinance 0586-23-ZON**, and approve the associated alternative standards (a) – (c) and (e) as set forth in the administrative comments and replace alternative standard (d) with a new alternative standard which will allow wood fence in lieu of a masonry screening wall along the northern boundary of the development and also add a condition that there is a more gradual setback on Lots 1–5.

The motion carried.

**Public Hearing: Consideration of the Proposed
FY 2023-2024 Budget**

(Agenda Item C-4)

In accordance with state law and the City Charter, a public hearing is being held on the proposed FY 2023 24 budget (available on the City’s website, in the City Secretary’s Office, and at the Library) to provide an opportunity for resident comment. The proposed budget includes changes made by City Council at the budget workshop held on August 12th. An agenda item to adopt the budget is also on tonight’s City Council meeting. The public hearing and vote on the tax rate will be held at the Council meeting on September 18, 2023.

The City staff’s recommendation was that the City Council conduct the public hearing.

Mayor Gilmore opened the public hearing at 8:39 p.m.

No one appeared for comments during the public hearing.

MOTION: Upon a motion made by Councilmember Jones and seconded by Deputy Mayor Pro Tem Kelly, the Council voted six (6) “ayes” and no (0) “nays” to close the public hearing. The motion carried.

Mayor Gilmore closed the public hearing at 8:40 p.m.

Visitors/Citizens Forum

(Agenda Item D)

Kenneth Shepherd, 1319 Bobing Drive, Lewisville, TX 75067, appeared to speak before the City Council regarding seniors helping seniors.

Judy Collins, 415 S. Garden Ridge Boulevard, Lewisville, TX 75067, appeared to speak before the City Council regarding senior housing.

Sandy Basil, 415 S. Garden Ridge Boulevard, Lewisville, TX 75067, appeared to speak before the City Council regarding senior living challenge.

Margaret Starnes, 415 S. Garden Ridge Boulevard, Lewisville, TX 75067, appeared to speak before the City Council regarding Lewisville senior living challenges.

Nancy Sansom, 415 S. Garden Ridge Boulevard, Lewisville, TX 75067, appeared to speak before the City Council regarding Lewisville senior living challenges.

Willie Peterson, 415 S. Garden Ridge Boulevard, Lewisville, TX 75067, appeared to speak before the City Council regarding Lewisville senior living challenges.

Priscilla Kornegy, 1136 Whispering Trail Circle, Lewisville, TX 75067, appeared to speak before the City Council regarding complaints of how Lewisville is being operated.

CONSENT AGENDA

(Agenda Item F)

Councilmember Jones recused himself from the CONSENT AGENDA.

MOTION: Upon a motion made by Deputy Mayor Pro Tem Kelly and seconded by Councilmember Green, the Council voted five (5) “ayes” and no (0) “nays” to approve and adopt all items on the Consent Agenda as presented.

5. APPROVAL OF MINUTES: City Council Minutes of the August 21, 2023, Workshop Session and Regular Session.
6. Approval of Revised Policy Statement 2.0, Human Resources - Section IV Employee Performance Evaluation/Compensation Plan.
7. Approval of Revised Policy Statement 2.0, Human Resources - Section XVIII Mental Health Leave for Peace Officers and Telecommunicators
8. Approval of an Interlocal Cooperation Agreement with Denton County Texas

- Related to Construction and Funding of Corridor Improvements Along I-35 East at FM 1171, SH 121 Business and Corporate Drive; and Authorization for the Mayor to Execute the Agreement.
9. Approval of a Bid Award for the Indian Oaks Subdivision Project to Axis Contracting, Inc. in the Amount of \$9,120,361.95 and Authorization for the City Manager, or Her Designee, to Execute the Agreement.
 10. Approval of a Professional Services Agreement with Birkhoff, Hendricks, and Carter, LLP, Dallas, TX, in the Amount of \$60,635 for Engineering Design of the Water Intake Structure Coating and Raw Waterline Lining Project and Authorization for the City Manager, or Her Designee, to Execute the Agreement.
 11. Approval of a Professional Services Agreement Between the City of Lewisville and TreanorHL Inc. for Preservation Planning Services Related to the Minor Porter Log Cabin and Accompanying Structures at LLELA in the Amount of \$91,275; and Authorization for the City Manager, or Her Designee, to Execute the Agreement.
 12. Approval of a Professional Services Agreement with Freese & Nichols, Inc., in the Amount of \$923,019 for Design Services Related to the Southwest Parkway Complete Streets Project and Authorization for the City Manager, or Her Designee, to Execute the Agreement..
 13. Approval of the Second Amendment to the Economic Development Agreement Between Denton County Holdings, LLC and the City of Lewisville; and Authorization for the City Manager, or Her Designee, to Execute the Second Amendment.
 14. Approval of a Reimbursement Agreement Between the City of Lewisville and the Denton County Transportation Authority (DCTA) to Reimburse the City for Design and Construction Costs Related to the DCTA A Train Rail Trail Extension South to the Carrollton City Limits; and Authorization for the City Manager, or Her Designee, to Execute the Agreement.
 15. Approval of a Reimbursement Agreement Between the City of Lewisville and the Denton County Transportation Authority (DCTA) to Reimburse the City for Construction Costs Related to the Southwest Parkway Streetscaping Project; and Authorization for the City Manager, or Her Designee, to Execute the Agreement.
 16. Approval of Endorsing Councilmember Brandon Jones to the Texas Municipal League (TML) Board of Directors to Request Their Endorsement for His National League of Cities (NLC) Application to Serve as Chairman on the National League of Cities Finance Administration and Intergovernmental Relations (FAIR) Committee, and Authorization for the Mayor to Communicate the City's Endorsement to the TML Board of Directors.

17. Approval of Appointing Cristi Gomez to the City of Lewisville Large Employer Position on the Arts Advisory Board.

The motion carried.

REGULAR HEARING

Consideration of Ordinance No. 0587-23- ORD: An Ordinance Adopting the FY-2023 2024 Operating Budget.

(Agenda Item F-18)

The proposed operating budget for all funds has been prepared by staff and reviewed by the City Council. Approval of this ordinance adopts an operating budget for these funds beginning October 1, 2023 and ending September 30, 2024. A draft budget document is available for public review at the City Secretary's Office, the Library, and on the City website.

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

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

“An Ordinance of the City Council of the City of Lewisville, Texas, Adopting and Approving a Budget for the City of Lewisville, Texas for the Year Beginning October 1, 2023, and Ending September 30, 2024; Providing for an Effective Date; and Declaring an Emergency.”

MOTION: Upon a motion made by Mayor Pro Tem Meridith and seconded by Deputy Mayor Pro Tem Kelly, the Council voted six (6) “ayes” and no (0) “nays” to approve **Ordinance No. 0587-23-ORD** as set forth in the caption.

The motion carried.

Reports

(Agenda Item G)

- Mayor Pro Tem Meridith reported on library activities.
- Councilmember Troyer reported on upcoming events at the Lewisville Grand Theater.
- City Secretary Thomas Harris III reported on the Boards and Commissions appreciation event held on September 7, 2023
- Director of Finance Dave Erb reported that the audit process for FY 2023.
- Deputy Mayor Pro Tem Kelly reported on the upcoming Downtown Tour.
- Mayor Gilmore reminded everyone of the upcoming rodeo and provided the lake level report.

Return to Workshop Session if Necessary

(Agenda Item H)

Closed Session

(Agenda Item I)

Mayor Gilmore RECESSED into Closed Session at 7:59 p.m.

In Accordance with Texas Government Code, Subchapter D,

1. *Section 551.071 (Consultation with Attorney)*

Gilmore RECESSED into Closed Session at 9:18 p.m.

In Accordance with Texas Government Code, Subchapter D,

1. Section 551.071 (Consultation with Attorney/Pending Litigation): Meredith Mote v. Mark McNeal and the City of Lewisville, Case No.4:23 CV 00117, United States District Court, Eastern District of Texas, Sherman Division.
2. Section 551.071 (Consultation with Attorney): Legal issues related to 3.11 of the Lewisville City Charter.
3. Section 551.071 (Consultation with Attorney): Legal issues related to the Fair Housing Act (42 USC Section 3601, et seq.).
4. Section 551.072 (Real Estate): Property Acquisition
5. Section 551.087 (Economic Development): Deliberation Regarding Economic Development Negotiations.
6. Section 551.074 (PERSONNEL):
 - (a) City Manager Claire Powell
 - (b) City Secretary Thomas Harris III
 - (c) City Attorney Lizbeth Plaster

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

(Agenda Item J)

Mayor Gilmore RECONVENED into Regular Session, Public Hearing Agenda Item C-1 at 8:04 p.m.

Mayor Gilmore RECONVENED into Regular Session at 11:53 p.m. and the following actions were taken on items discussed in Closed Session:

1. Section 551.071 (Consultation with Attorney/Pending Litigation): Meredith Mote v. Mark McNeal and the City of Lewisville, Case No.4:23 CV 00117, United States District Court, Eastern District of Texas, Sherman Division.

MOTION: Upon a motion made by Mayor Pro Tem Meridith and seconded by Councilmember Troyer, the Council voted six (6) “ayes” and no (0) “nays” to approve the mediated settlement negotiated by the Texas Municipal League Intergovernmental Risk Pool in Meridith Mote v. City of Lewisville Civil Action No. 423-CV 117 to resolve all claims pursuant to the terms in and accomplished through the settlement and dismissal documents approved by the City’s defense counsel and the City Attorney.

6. Section 551.074 (PERSONNEL):
 - (a) City Manager Claire Powell
 - (b) City Secretary Thomas Harris III
 - (c) City Attorney Lizbeth Plaster

MOTION: Upon a motion made by Councilmember Jones and seconded by Mayor Pro Tem Meridith, the Council voted six (6) “ayes” and no (0) “nays” to increase the salary for the City Manager by 12% and the City Attorney by 3%.

Adjournment

(Agenda Item K)

There being no further business to come before the Council, Mayor Gilmore adjourned the meeting of the Lewisville City Council at 11:55 p.m. on Monday, September 11, 2023.

These minutes approved by the Lewisville City Council on the 2nd day of October, 2023.

APPROVED



TJ Gilmore
MAYOR

ATTEST:



Thomas Harris III,
CITY SECRETARY



LEWISVILLE

Deep Roots. Broad Wings. Bright Future.

Lewisville City Council Meeting

September 11, 2023

Discussion of the Creation of an Ambassador
Program Designed to Educate and Engage the
Public on City of Lewisville Matters

Lewisville Ambassadors

**Preparing informed and motivated advocates
to actively engage with the Lewisville community**



Background

- The Lewisville 2025 Steering Committee was formed in 2015 to advise on rollout of the vision plan and to help communicate vision plan initiatives to the community.
- As major elements of the plan were completed, the meetings became more of a reporting outlet for City staff with fewer opportunities to receive advice from committee members.
- This slow evolution also hampered the intended external communication role of committee members, who at one time were active in community forums and on social media but had become less so over time.
- In 2022, City leadership began envisioning a new way to prepare informed and motivated community ambassadors.

Program Objectives

- Create a better-informed and better-engaged community
- Identify potential City advocates within the community
- Educate advocates and equip them to serve as communication conduits
- Engage with segments of the community that currently are under-engaged
- Develop a focus group for selected pilot projects or programs that might require or benefit from public input before implementation
- Recruit social media ambassadors for the city by engaging with the City's social media platforms

Program Elements

- The initial program will be invitation-only as described in the selection process below. The intent is that participants already have a basic understanding of city operations and will receive additional detailed education through these sessions.
- To the extent possible, membership should include voices that reflect Lewisville's diversity, including people of color, people of various ethnicities, the LGBTQ community, and other identity-based populations within Lewisville that have been historically under-engaged with City government.

Program Elements

- Meetings will be held 2-4 times annually to present detailed information to the group about current projects and issues, to receive and respond to group input, and to identify ways to effectively communicate key information to the general public.
- Group discussions will focus on topics identified by city staff, but can include topics requested by group participants. The focus will be on items that are expected to have significant impact on residents and could be the subject of widespread community conversation. Particular attention will be given to topics where misunderstandings could change the public's perception of the topic and the city's role in it.

Participant Expectations

It is expected that participants will:

- Respect the worth and dignity of all Lewisville residents regardless of their race, creed, color, age, religion, gender, physical or mental disability, sexual orientation, or gender identity.
- Be prepared to ask questions in order to gain understanding about the topics that are presented.
- Be willing to serve as a two-way communication conduit between the City of Lewisville and its residents.
- Avoid using the group as a way to perpetuate their individual political beliefs or to marginalize the beliefs of others

Ambassador Qualifications

For initial participation, invitees will include residents who are:

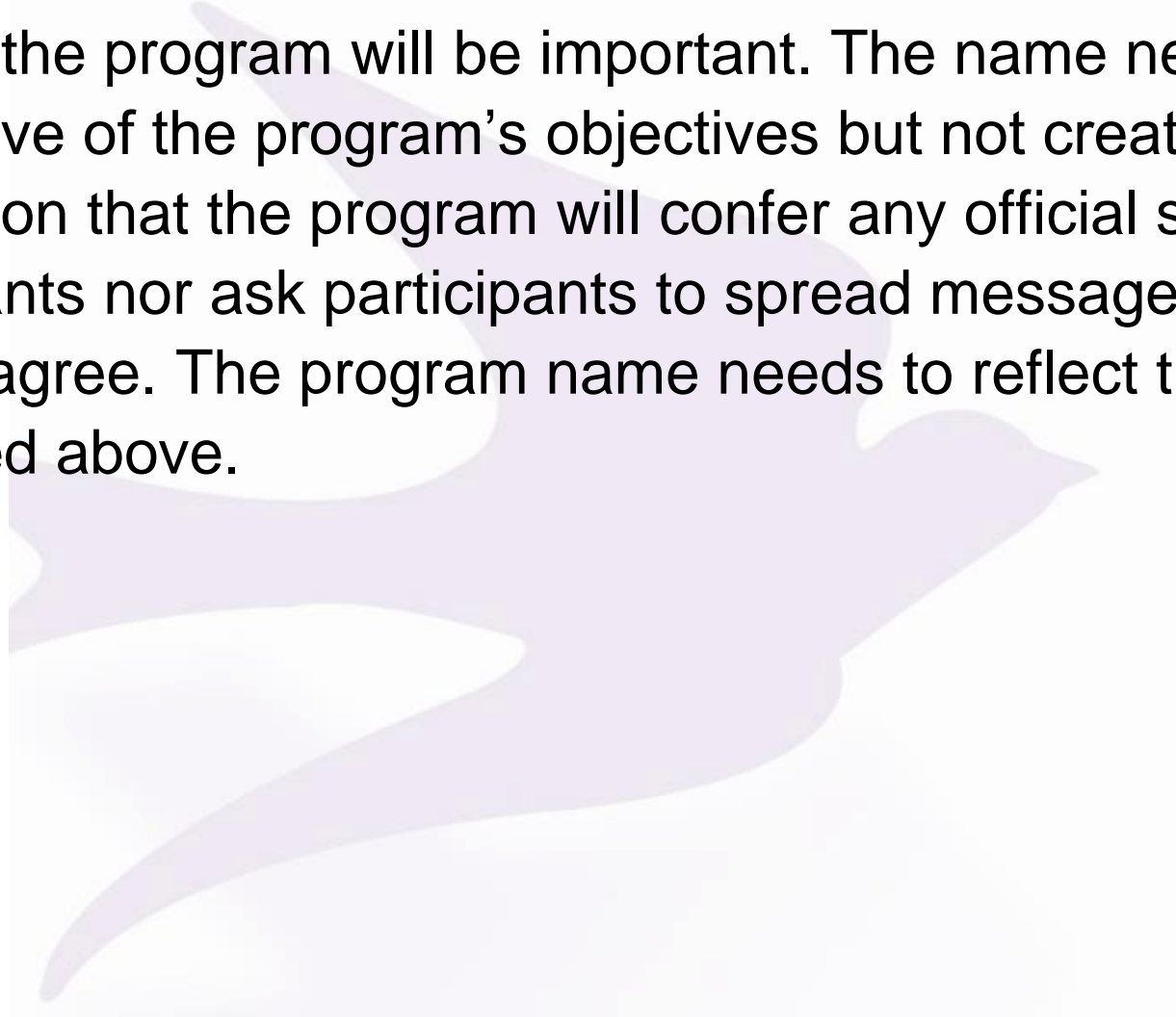
- Current board and commission members
- Graduates of the Lewisville Citizens University program
- Members of the former Mayors Commission: Listen Learn Lead
- Members of the former Castle Hills Ambassadors group
- Alumni of the Lewisville Youth Action Council program

These individuals will be personally invited.

Other Lewisville residents who express interest in the program will be considered for invitation. All participants should have a good basic understanding of city operations before being invited.

Group Branding

Naming the program will be important. The name needs to be descriptive of the program's objectives but not create the impression that the program will confer any official status on participants nor ask participants to spread messages with which they disagree. The program name needs to reflect the objectives described above.



Group Branding

Some possible name options:

- Lewisville Community Ambassadors
- Community Ambassadors Program
- Ambassadors Academy
- Lewisville Ambassadors Academy
- Lewisville Community Engagement Program
- Community Engagement Team
- Lewisville Plus
- Engaged Lewisville
- Lewisville Advantage
- Lewisville Advance
- Lewisville Foundations

Meetings Format

Sessions generally should include three elements:

- Visual displays. These would be available for at least 30 minutes prior to the start time of the formal presentations and would remain in place for a short time after the presentations. These displays would consist of mounted information boards on easels, and relevant city staff would be stationed at each display to answer individual questions. Where appropriate, a sticky-note feedback board should be included among the visual displays.

Meetings Format

- Formal presentations. These would be computer slides narrated by one or more city staff members, providing a detailed look at the topic or topic scheduled for that session. Each topic should be presented in less than 30 minutes, ideally around 10 minutes, in order to retain audience attention. At the end of each presentation, participants should be encouraged to ask any questions they have related to that topic. This also is the time for staff to ask participants for suggestions on how to effectively communicate the topic to the public. It is recommended that copies of the presentations be given to participants afterward via email.

Meetings Format

- Q&A session. After all presentations are completed, participants would be invited to ask any other city-related questions they might have. The Q&A session should be moderated in order to avoid unnecessary confrontations or non-germaine topics.
- When a public engagement session is desired for a particular topic, a session with the Ambassadors could be used as a “rehearsal” but the two should not be combined into a single event. This group will receive more detailed information that would not be easily processed by residents who have not previously engaged with the city; combining the two would dilute the message to the Ambassadors.

Proposed Next Step

- Staff is prepared to issue invitations at any time.
- The Blue Ribbon process provides an excellent opportunity to use an Ambassadors session as a “rehearsal” for planned public engagement meetings. This could be held as early as this month, with three open public sessions planned in October.
- Other future topics could include the Old Town TOD project, the SH 121 Business area plans, and Lewisville Lake Park reimagining. Major topics would be chosen so that the group does not just become a “reporting” outlet for City staff.

DISCUSSION / QUESTIONS





LEWISVILLE

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Lewisville City Council Meeting

September 11, 2023

Discussion of Short Term Rental Analysis and
Recommendations

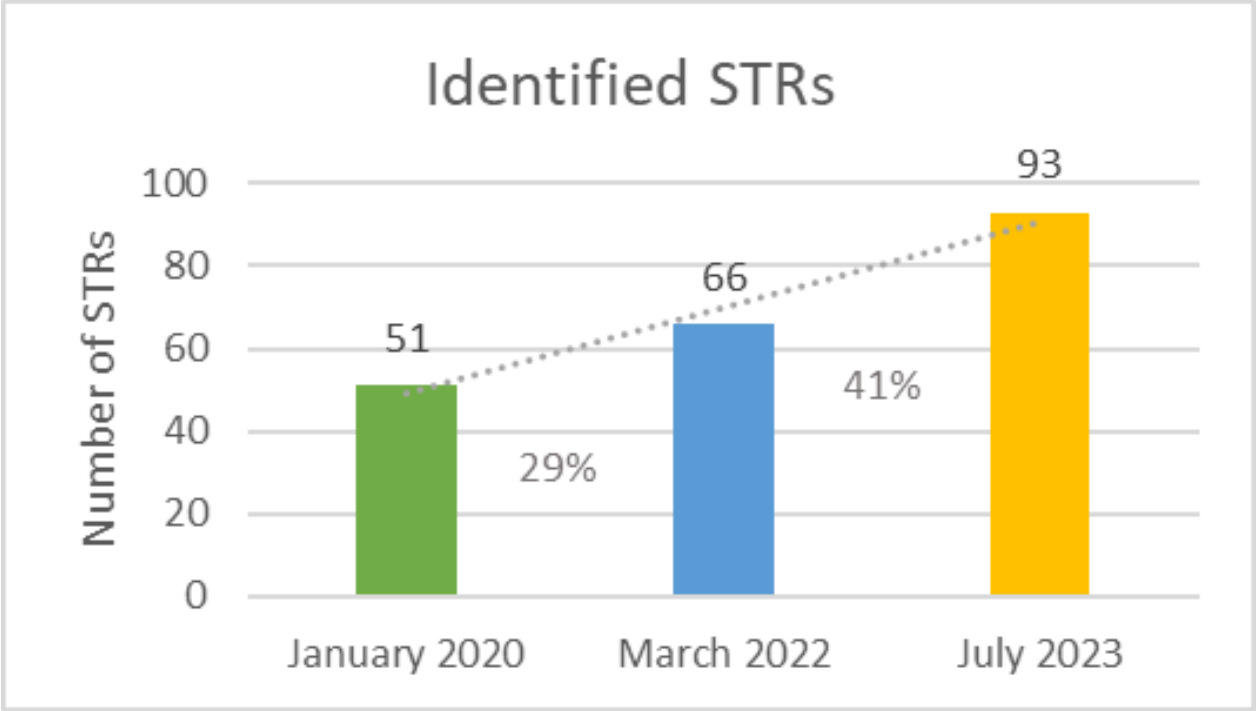
Growth in Short Term Rentals

Data collected by Host Compliance

93 unique and currently advertised STRs that rent entire homes and whose address has been confirmed

11 rooms for rent currently advertised

16 new units in the last 30 days



86% increase from 2020 to 2023

Types of Rentals

Short-term rental means a residential property, including a single-family dwelling or a unit in a condominium, cooperative, or time-share, that is rented wholly for a fee for a period not longer than 30 consecutive days.

The current focus of the presentation is concerning single-family and townhome short-term rentals that rent more than a room in a home.

Hotel Occupancy Tax Estimate

In 2020 we estimated,

- \$39,495 annually in HOT collection
- based on 51 STRs at \$51.94* per night for 213 nights annually * 7% HOT

In 2023 we're estimating,

- \$170,145 to \$226,860 annually in HOT collection
- Based on 93 STRs at \$242 per night for 108 to 144 nights annually *7% HOT

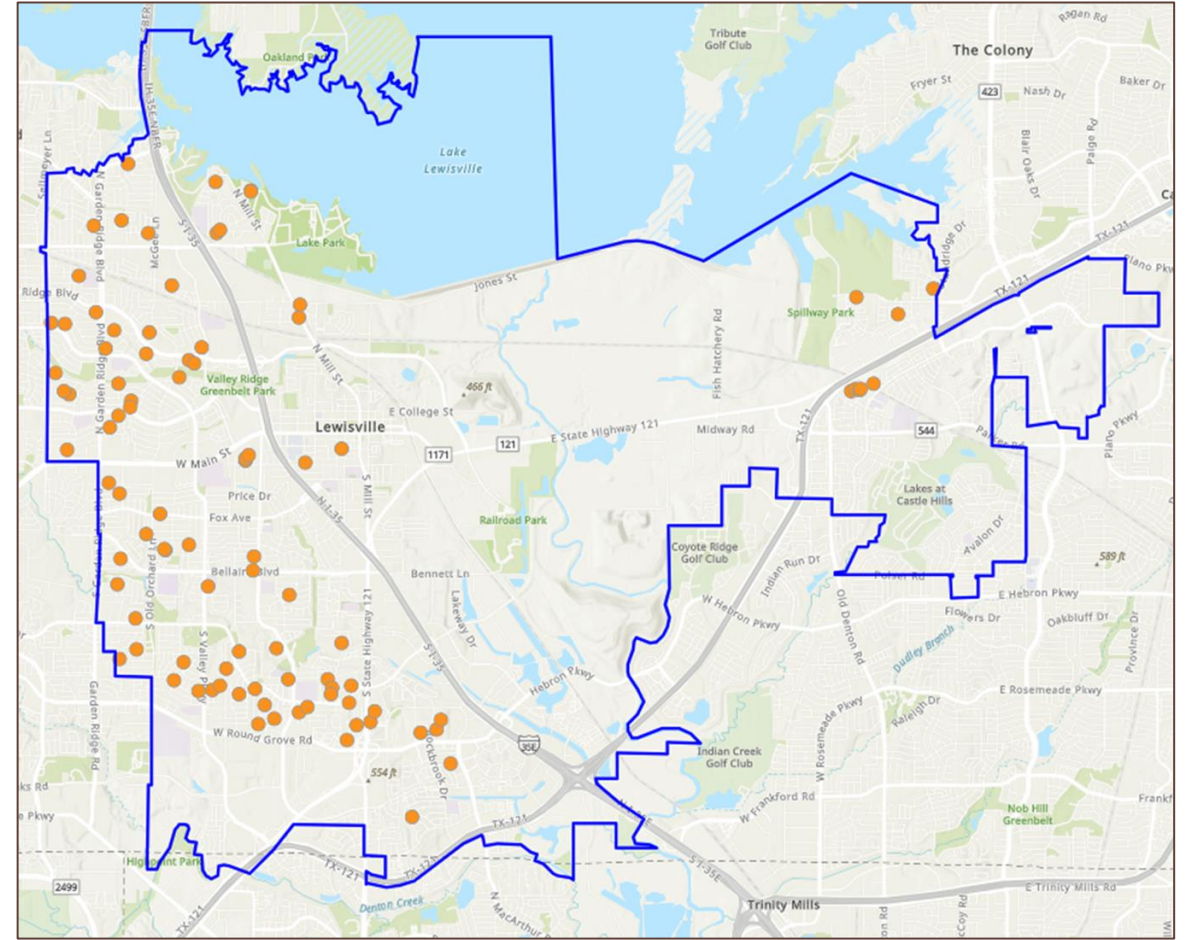
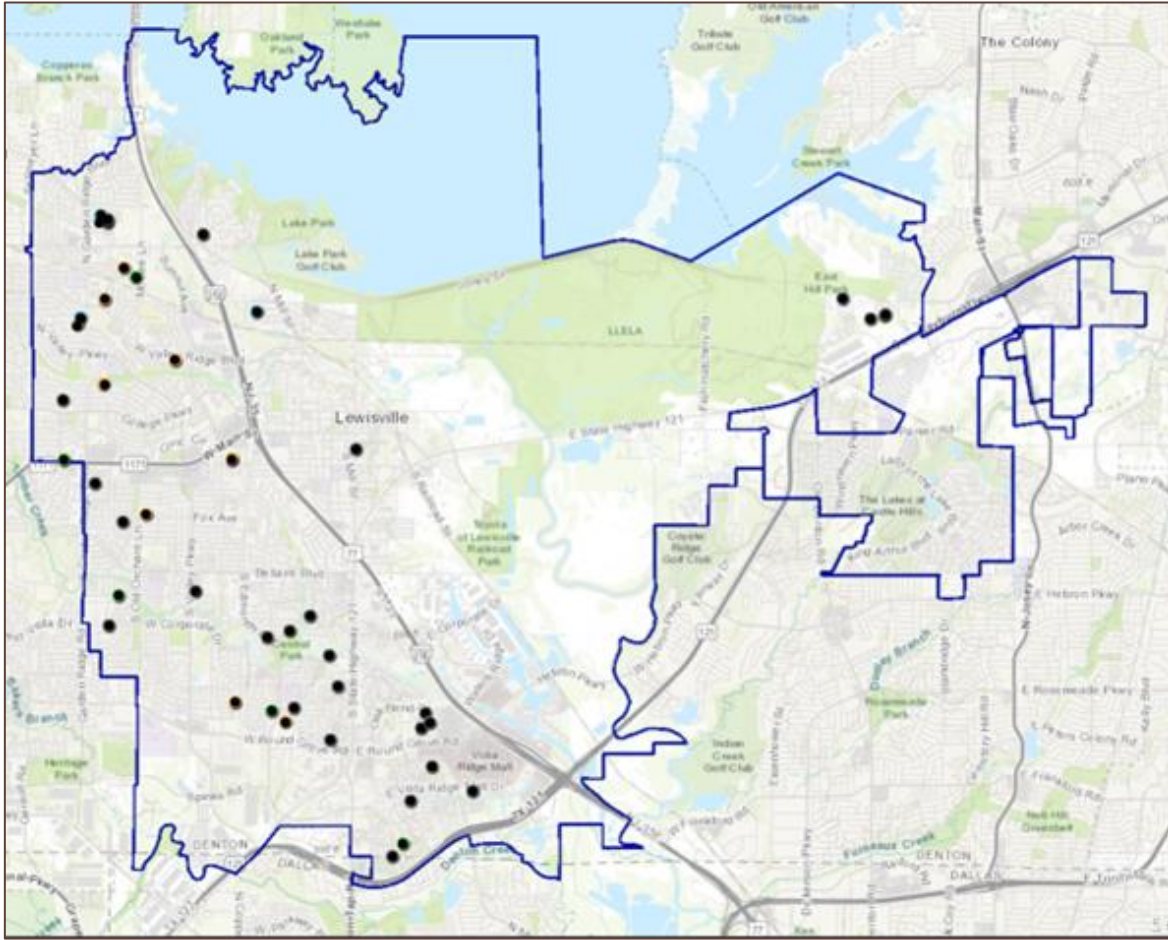
Rentals already remitting HOT

In 2020, 2 STR owners remitted HOT, about \$4,418 combined annually

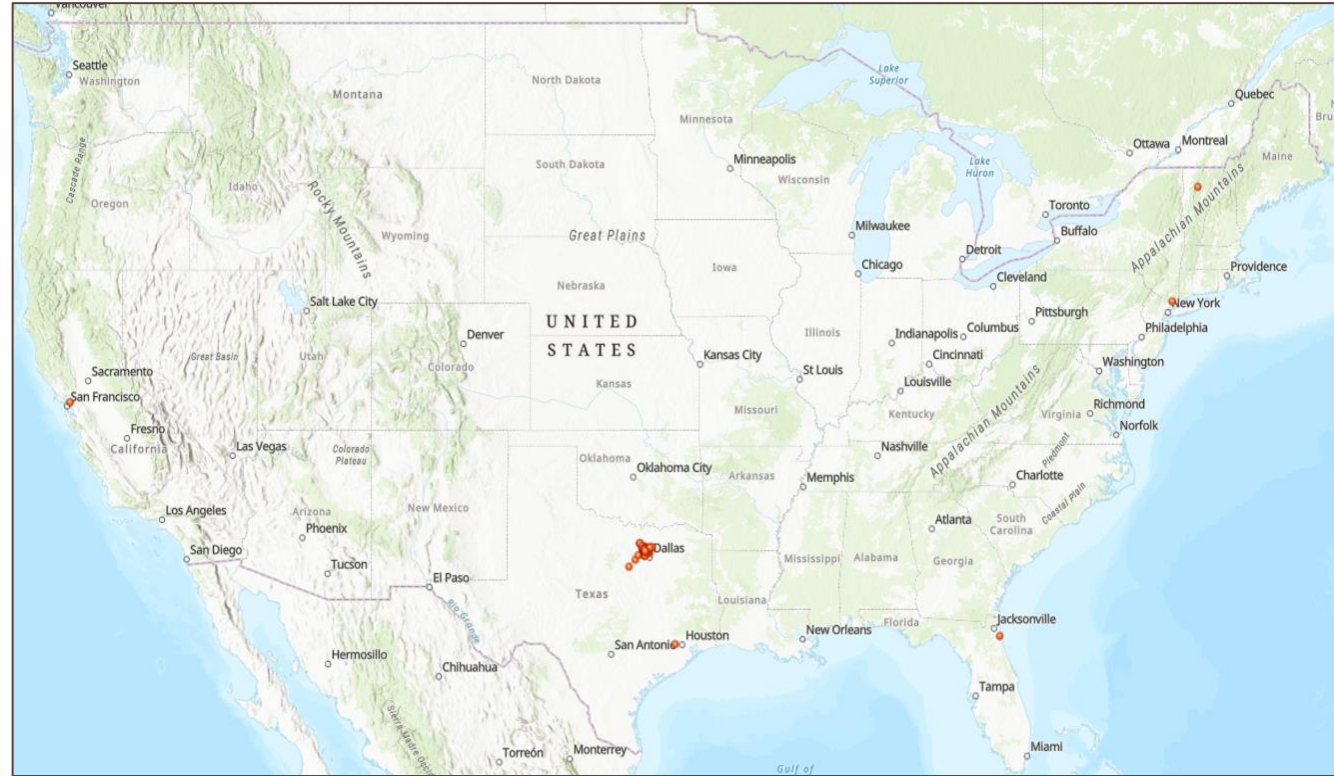
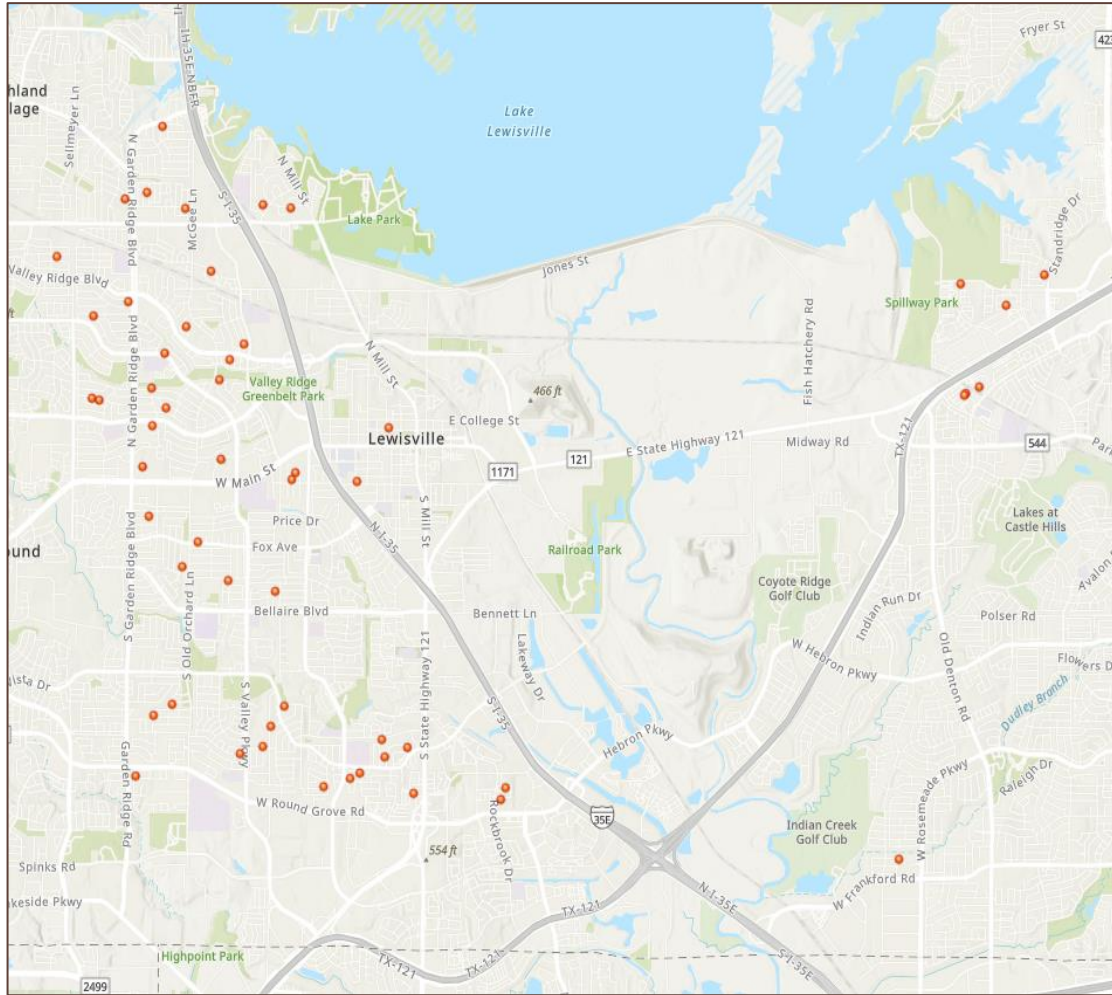
In 2023, 5 STR owners are currently remitting, \$12,417 received for the last 6 months.

The 5 STRs have an average daily rate of \$509, higher than the \$242 average daily rate for all 93 STRs in Lewisville.

Lewisville hotels average daily rate in 2023 so far is \$79



Comparing 2020 and 2023 STR Locations



56% of owners live in Lewisville.

4% of owners live outside of Texas.

STR Ownership in Lewisville and the U.S.

Calls For Service (CFS)

For the 93 available STRs, 11 of them had at least one relevant CFS

A total of **16 calls** were for STRs, **0.01%** of the total 100,753 CFS in the past year

Most common calls are **noise disturbances** and for **information**

CFS	2020	2023
Animal Complaint	0	1
Burglary (Habitation)	2	0
Burglary Alarm	0	1
Civil Complaint	0	1
Close Patrol	0	1
Criminal Trespass	0	2
Information	0	4
Intoxicated Person	1	0
Noise Disturbance	1	6
Parking Violation	1	1

CFS - Comparing STRs and Residential Units

2020 Addresses with Violations

9.8% of STRs had CFS

- 5 STRs with CFS
- 51 total identified STRs

2023 Addresses with Violations

11.8% of STRs had CFS

- 11 STRs with CFS
- 93 total available STRs

10.2% of non-STR single-family residential parcels had CFS

- 2,674 non-STRs with CFS
- 25,987 total residential parcels

STR's and Code Enforcement Violations

For the 93 available STRs, 15 of them had at least one code violation

A total of **26 violations** occurred at STRs, **0.3%** of the total 10,008 violations in the past year

Most common violations are **high grass and weeds** on entire property and **unsightly material**

Violation Type	2020	2023
Building Maintenance	2	0
Grass & Weeds (Alley)	5	3
Grass & Weeds (Entire Property)	7	8
Hedge Trimming (ROW)	0	2
Lawn Trimmings	2	0
Littering	2	0
Parking on grass	0	3
Post Address	2	1
SFR inspection	0	1
Stagnant Water	0	1
Tree and Lawn Trimming	0	1
Tree Trimming	2	2
Unsightly Material	8	4

Violations - Comparing STRs and Residential Units

2020 Addresses with Violations

25% of STRs have violations

- 13 STRs with violations
- 51 total identified STRs

22% of non-STR single-family residential units have violations

- 4,522 residential with violations
- 20,385 total residential units

2023 Addresses with Violations

16% of STRs have violations

- 15 STRs with violations
- 93 total available STRs

18% of non-STR single-family residential parcels have violations

- 4,813 non-STRs with violations
- 25,987 total residential parcels

Overlap of calls for service and violations

74% of the 93 currently available STR homes had **no call for service and no code violations** in the past year

STRs with CFS and Code Violations		
Both	2	2.2%
CFS Only	9	9.7%
Violation Only	13	14.0%
None	69	74.2%
Grand Total	93	

Short Term Rental Survey

Cities with no STR Restrictions:

1. The Colony
2. Flower Mound
3. Lewisville
4. McKinney
5. Plano

Cities with STR Restrictions:

1. Addison
2. Allen
3. Arlington
4. Carrollton
5. Coppell
6. Dallas
7. Denton
8. Fort Worth*
9. Frisco
10. Garland
11. Grand Prairie
12. Grapevine*
13. Irving
14. Mesquite
15. Richardson
16. Southlake

*Currently in or struck down by litigation

Regulatory Approaches Used By Other Cities

1. Address the problem properties through proactive engagement
2. Require registration and HOT tax payment. This would require updates to ordinances and would likely involve hiring a third party to monitor and collect.
3. License all short term rentals and adopt operational requirements.
4. Prohibit short term rentals except in certain areas of city.
5. Prohibit short term rentals all together.

Recommended Approach

Address problem properties immediately through proactive engagement. Continue monitoring.

Require registration and HOT tax payment. This would require updates to ordinance and likely hiring a third party to monitor and collect.

Analyze impact of various city regulatory approaches on desired outcomes. Report back to City Council. This will also likely include future public input/hearing where residents and short term rental owners can voice concerns and thoughts.