



**City of Lewisville, TX**  
**Planning and Zoning Commission**  
**Agenda**

151 W Church Street  
Lewisville, Texas 75057

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**Tuesday, June 17, 2025**

**6:30 PM**

**Council Chambers**

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**Regular Session - 6:30 P.M.**

**A. Call to Order and Announce that a Quorum is Present.**

**B. Approval of Minutes**

1. [Consider the Minutes of May 20, 2025 Joint Meeting.](#)

**C. Public Hearings**

2. [Public Hearing: Consideration of a Special Use Permit for Manufacturing, Medium Intensity; on Approximately 5.1578 Acres Legally Described as Lot 1, Block A, Red River Business Park Addition; Located at 900 Arthur's Lane; Zoned Light Industrial District \(LI\); as Requested by Angela Hunt, Munsch Hardt Kopf & Harr, on Behalf of Fast Photonics USA Inc., the Tenant, and Arthur's Lane Business Park, LLC, the Property Owner. \(25-04-7-SUP\)](#)
3. [Public Hearing: Consider Amending Section II.2.1., "Definitions" to add a Definition of "Short-Term Rental Unit"; Amending Article VII, "Uses, Parking Requirements, Supplemental Use Regulations and Certain Distance Regulations", to Amend the Heading of Article VII to "Uses, Parking Requirements, Supplemental Use Regulations and Certain Distance and Density Regulations" and the Heading of Chapter VII.4. to "Certain Distance and Density Regulations", to add a new Section VII.4.3. Establishing Distance and Density Location Regulations for Short Term Rental Units, and to Repeal and Delete Section VII.2.1.5., "Interim Prohibition on Short-Term Rental of Dwelling Units".](#)

**D. Announcements**

**E. Adjournment**

The Planning and Zoning Commission reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

#### NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS

The City will provide appropriate auxiliary aids and services, including sign language interpreters and assisted listening devices, whenever necessary to ensure effective communication with members of the public who have hearing, sight or speech impairments, unless doing so would result in a fundamental alteration of its programs or an undue financial burden. A person who requires an accommodation or auxiliary aid or service to participate in a City program, service or activity, should contact the sponsoring Department, or the Human Resource Department at 972-219-3450 or by Fax at 972-219-5005 as far in advance as possible but no later than 48 hours before the scheduled event.

I do hereby certify that the above notice of meeting of the City of Lewisville Planning and Zoning Commission was posted at City Hall, City of Lewisville, Texas in compliance with Chapter 551, Texas Government Code on \_\_\_\_\_, 2025 at \_\_\_\_\_ AM.

\_\_\_\_\_  
Planning Department

**MINUTES**  
**JOINT MEETING OF THE PLANNING AND ZONING COMMISSION AND CAPITAL**  
**IMPROVEMENTS ADVISORY COMMITTEE**

**MAY 20, 2025**

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**Item A: Call to Order and Announce that a Quorum is Present**

With a quorum present, the Lewisville Planning and Zoning Commission meeting was called to order by Chair Karen Locke at 6:30 p.m. on Tuesday, May 20, 2025, in the Council Chambers, of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

Members present: Chair – Karen Locke; Vice-Chair Erum Ali; Jack Tidwell; Joshua Peterson, Ainsley Stelling, Rick Lewellen, Francisca Al-waely

Members absent: none

Staff members present: Richard E Luedke, Planning Director; Michele Berry, Planning Manager; Jon Beckham, Senior Planner; Lily Sutton, Planner I; Patty Dominguez, Senior Planning Technician; Aaron Russell, Director of Public Services; Roshan Chaudhary, Capital Improvements Project Manager, Roseann Davis, Senior Administrative Assistant.

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**Item B: Approval of Minutes**

1. Consider the minutes of May 6, 2025, Meeting. A motion was made by Erum Ali to approve the minutes as presented, seconded by Jack Tidwell. The motion passed unanimously (7-0).
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**Item C: Regular Hearings**

There were two items for consideration:

2. Final Plat of Public Storage Lewisville, Lot 1, Block A; on 2.125 Acres out of the William King Survey, Abstract Number 697; Zoned Light Industrial (LI) District, Located at 1419 South Stemmons Freeway. (23-10-2-FPCP)

Michele Berry, Planning Manager, gave a brief overview of the proposed final plat with a recommendation to approve the final plat. The approved plat will be brought to the chair for signature. There was no discussion on this item. A motion was made by Francisca Al-waely to approve the final plat. The motion was seconded by Joshua Peterson. The motion passed unanimously (7-0).

3. Consideration of One Alternative Standard Associated with Landscaping Standards for Northside Air; on 1.125 Acres, Located at 816 Office Park Circle, Legally Described as Hillside Office Park Addition, Lot 7, Block C; Zoned Light Industrial (LI) District, as Requested by Jason Kilpatrick, of Ridinger Associates, Inc, on Behalf of the Owner, LUCKY 13 INVESTMENTS LLC. (25-05-8-AltStd)

Michele Berry, Planning Manager, gave a brief overview and staff's recommendation. There was no discussion on this item. A motion was made by Francisca Al-waely to recommend approval of one alternative standard as presented. The motion was seconded by Ainsley Stelling. The motion passed unanimously (7-0). Richard E. Luedke, Planning Director, stated that the item would appear before the City Council on June 16, 2025, at 7:00 p.m. for a second regular hearing and a final decision.

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#### Item D: Public Hearings

There were two items for consideration:

4. Public Hearing: Consider a Zone Change from Agriculture Open Space District (AO) to Light Industrial District (LI); on Approximately 0.189 Acres of Land Out of The Edmond Aday Survey, Abstract Number 11, Located at 563 Bennett Lane as Requested by Steven Broughton, RPB Holdings LLC, the Property Owner. (Case No. 25-02-3-Z)

Lily Sutton, Planner I, gave a brief overview of the proposed zone change request and staff's recommendation. Ken Lambert representing the applicant was present and available for questions. Staff addressed questions from the commissioners regarding zoning on surrounding properties. Chair Locke opened the public hearing. With no one indicating a desire to speak the public hearing was then closed. There was no discussion on this item. A motion was made by Ainsley Stelling to recommend approval of zone change request as presented. The motion was seconded by Joshua Peterson. The motion passed unanimously (7-0). Richard E Luedke, Planning Director, stated that the item would appear before the Lewisville City Council on Monday, June 16, 2025 at 7:00 p.m. for a second public hearing and final decision.

5. Public Hearing: Consideration of a Zone Change From Single-Family Residential (R-7.5) District to Old Town Mixed-Use Two (OTMU-2) District; on Approximately 0.304 Acres of Land, Out of The J. Craft Survey, Abstract Number 295; Located at 572 Richland Street; as Requested by Deborah Lynn Wright, the Property Owner. (25-03-8-Z)

Lily Sutton, Planner I, gave a brief overview of the proposed zone change request, further stating that the applicant initially requested OTMU-2 but staff recommends OTMU-1 as it is more suitable for this site and proposed use. The applicant, Deborah Lynn Wright, was present and available for questions. Staff addressed questions from commissioner Lewellen regarding the proposed use, confirmed that the plan is to demolish the current home, divide the lot into two lots and build two single-family homes. Chair Locke opened the public hearing. Deborah Lynn Wright, 2014 County Road 123, Gainesville, Texas, spoke in support and stated that her intention is to develop both lots, live in one home, and rent the other. She has spoken to neighbors, who are supportive. With no one else indicating a desire to speak the public hearing was then closed. There was no discussion on this item. A motion was made by Erum Ali to recommend approval of zone change to OTMU-1 as presented. The motion was seconded by Joshua Peterson. The motion passed unanimously (7-0). Richard E Luedke, Planning Director, stated that the item would appear before the



Lewisville City Council on Monday, June 16, 2025 at 7:00 p.m. for a second public hearing and final decision.

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**Item E: Other Business**

6. Make a Recommendation to the City Council for a Planning and Zoning Commission Representative to the Zoning Board of Adjustment.

Rick Lewellen currently serves as the representative and stated he would like to continue to serve on the board. A motion was made by Erum Ali to recommend Rick Lewellen as the Planning and Zoning Commission Representative to the Zoning Board of Adjustment. The motion was seconded by Jack Tidwell. The motion passed unanimously (7-0). Michele Berry, Planning Manager, stated that the City Council will likely make formal board appointments in July.

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**Item F: Announcements**

- Michele Berry, Planning Manager, stated that the 2035 Plan (Comprehensive Plan for Lewisville's growth and development) is kicking off. Applications for Steering Committee membership will be sent out shortly.
- Richard E Luedke, Planning Director, stated that Michele Berry was selected as one of the recipients of the Maurice Strickland Award, recognizing employees who go above and beyond their normal duties.

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**Item G: Adjournment**

A motion was made by Joshua Peterson to adjourn the Planning and Zoning Commission meeting. The motion was seconded by Rick Lewellen. The motion passed unanimously (7-0). There being no other business to discuss, the Planning and Zoning Commission meeting was adjourned at 6:47 p.m.

These minutes will be approved by the Planning and Zoning Commission at the next scheduled meeting.

Respectfully Submitted,

Approved,

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Michele Berry, AICP  
Planning Manager

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Karen Locke, Chair  
Planning and Zoning Commission

## CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

### Item H: Call to Order and Announce that a Quorum is Present

With a quorum present, the Capital Improvements Advisory Committee meeting was called to order by Chair Jack Tidwell at 6:48 p.m. on Tuesday, May 20, 2025, in the Council Chambers, of the Lewisville City Hall, 151 West Church Street, Lewisville, Texas.

Members present: Chair Jack Tidwell; Karen Locke, Erum Ali, Vice-Chair Joshua Peterson, Ainsley Stelling, Rick Lewellen, Francisca Al-waely

Members absent: none

Staff members present: Aaron Russell, Director of Public Services; Roshan Chaudhary, Capital Improvements Project Manager; Roseann Davis, Senior Administrative Assistant; Richard E Luedke, Planning Director; Michele Berry, Planning Manager; Lily Sutton, Planner I; Patty Dominguez, Senior Planning Technician.

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### Item I: Approval of Minutes

7. Approve Minutes of the November 5, 2024, Capital Improvements Advisory Committee Meeting. A motion was made by Karen Locke to approve the minutes as presented, seconded by Francisca Al-waely. The motion passed unanimously (7-0).

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### Item J: Regular Hearing

8. Receive a presentation on the Semi-Annual Report for the period of October 1, 2024 - March 31, 2025, and consider acceptance of the report and forward it to the City Council for review.

Roshan Chaudhary, Capital Improvements Project Manager, presented the report to the committee. There was no discussion on this item. A motion was made by Karen Locke to accept the report as presented and forward it to the City Council for review, seconded by Francisca Al-waely. The motion passed unanimously (7-0).

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### Item K: Adjournment

A motion was made by Francisca Al-waely to adjourn the Capital Improvements Advisory Committee meeting. The motion was seconded by Joshua Peterson. The motion passed unanimously (7-0).

There being no other business to discuss, the Capital Improvements Advisory Committee meeting was adjourned at 7:02 p.m.

**MINUTES**  
**MAY 20, 2025**

**Page 5**

These minutes will be approved by the Capital Improvements Advisory Committee at the next scheduled meeting.

Respectfully Submitted,

Approved,

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Roshan Chaudhary  
Capital Improvements Project Manager

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Jack Tidwell, Chair  
Capital Improvements Advisory Committee

DRAFT MINUTES

## **MEMORANDUM**

**TO:** Planning & Zoning Commission

**FROM:** Lily Sutton, Planner

**DATE:** June 17, 2025

**SUBJECT:** **Public Hearing: Consideration of a Special Use Permit for Manufacturing, Medium Intensity; on Approximately 5.1578 Acres Legally Described as Lot 1, Block A, Red River Business Park Addition; Located at 900 Arthur's Lane; Zoned Light Industrial District (LI); as Requested by Angela Hunt, Munsch Hardt Kopf & Harr, on Behalf of Fast Photonics USA Inc., the Tenant, and Arthur's Lane Business Park, LLC, the Property Owner. (25-04-7-SUP)**

### **BACKGROUND:**

Fast Photonics USA, Inc. is a manufacturer and supplier of products related to optical transceivers and related telecom products. This location will employ approximately 22 new employees initially, but the applicant anticipates growing to 188 employees by 2027. The 30-step process includes gluing optical lenses, microchips, and other components to a circuit board, melting metals, epoxying, packing and inspecting the completed transceivers. Of the 30 steps, 27 are automated and the process does not produce external noise or hazardous materials. Due to the steps being heavy fabrication and going beyond simple assembly, use is considered manufacturing, medium intensity, which requires a special use permit in the Light Industrial District. This SUP requirement was created with the adoption of the current UDC that condensed a long list of manufacturing uses by categorizing each use into one of three levels of intensity. The goal was to enable medium-intensive manufacturing uses but with greater oversight as many LI zoned areas are developed with retail or commercial uses. An SUP for a manufacturing, medium intensity facility was granted for Lot 3, Block A, located south of the subject property, on August 20, 2024.

### **ANALYSIS:**

The tenant will occupy half of Building #1 on the property at 900 Arthur's Lane, totaling approximately 26,584 square feet. The use may be expanded through the building upon approval of this SUP. The following are the criteria for consideration of an SUP per Section III.9.2 of the UDC.

- A. Compatibility with surrounding uses and community facilities;  
*The property is in a light industrial business park and surrounded by similar uses. The property to the south has an existing SUP for the same use.*
- B. Compatibility with the comprehensive plan and any adopted long-range plans addressing the area;

*The Lewisville 2025 Vision Plan promotes the Big Move Economic Vitality. The proposed use activates newly constructed light industrial buildings and creates new jobs.*

*The Southern Gateway Plan designates this area as Phase I of The Gateway area. This designation calls for urban form mixed uses to diversify and connect Lewisville neighborhoods to employment and retail opportunities. The building this use is going into is existing and the business will provide retail opportunity.*

- C. Enhancement or promotion of the welfare of the area;  
*The specialized services offered by this business will further the goal of reinforcing economic vitality which in turn promotes the welfare of this area.*
- D. Whether the use will be detrimental to the public health, safety, or general welfare; and  
*There is no expected detrimental effects to the public health, safety, or general welfare of the area as the property was designed to accommodate manufacturing uses.*
- E. Conformity with all zoning regulations and standards.  
*The existing shell building was completed in 2024 and complies with current development standards. Fast Photonics does not intend to make any changes to the façade or site.*

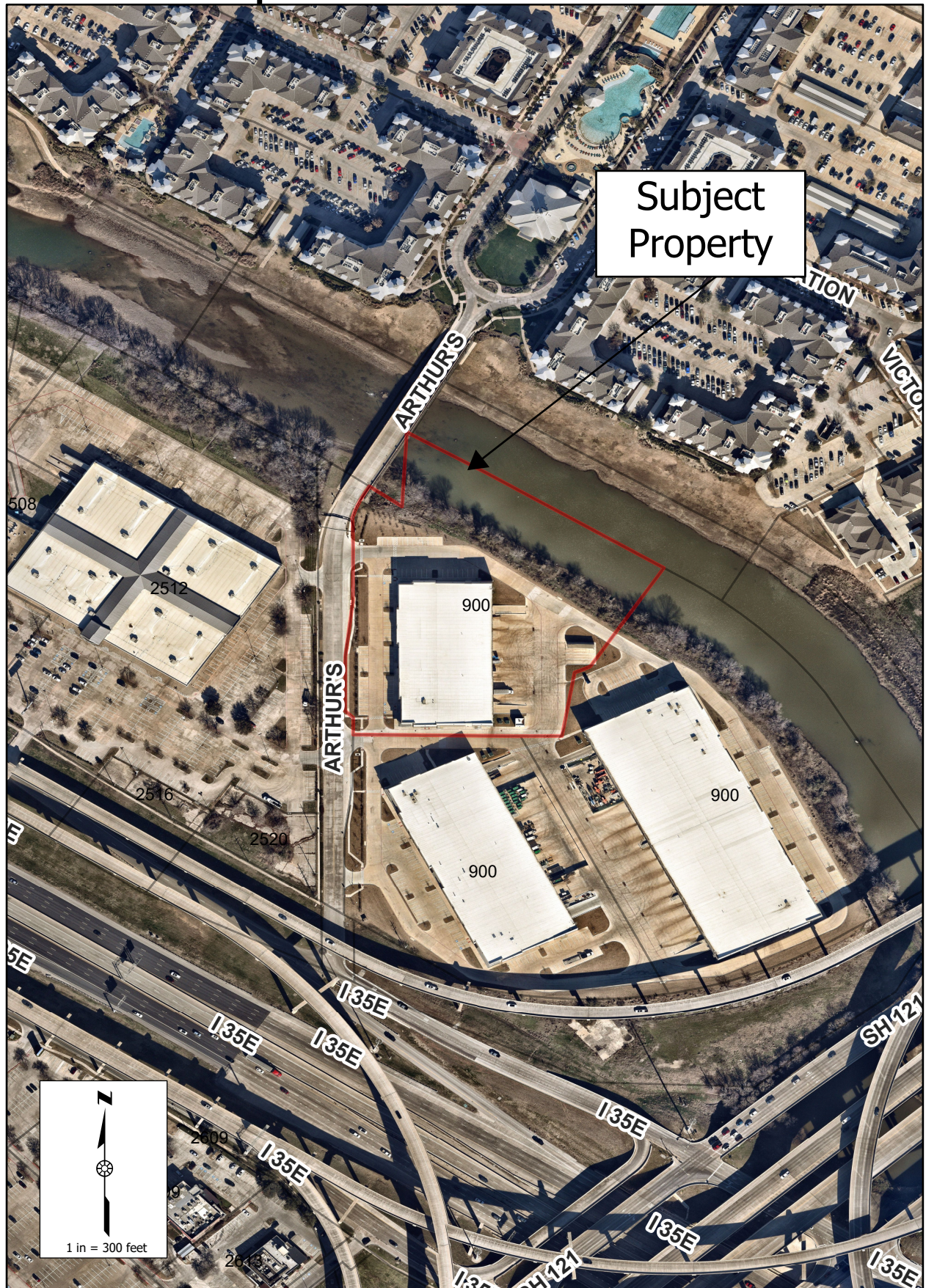
Staff finds the request consistent with area uses, zoning and is in alignment with the Big Move of Economic Vitality as outlined in the Lewisville 2025 Vision Plan.

**CITY STAFF’S RECOMMENDATION:**

Staff recommends that the Planning & Zoning Commission recommend approval of the Specific Use Permit as presented.

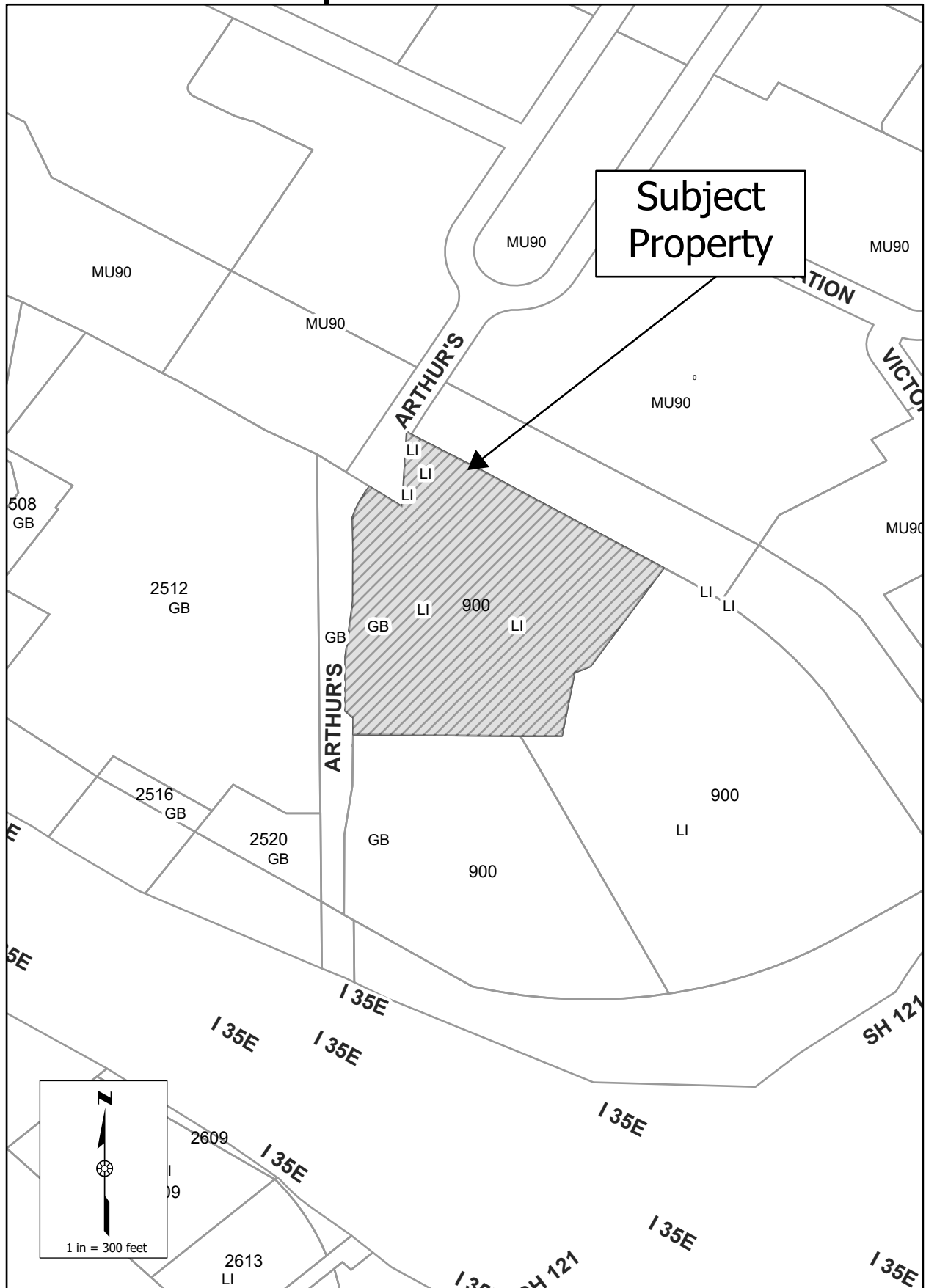


# Aerial Map - 900 Arthur's Ln





# Location Map - 900 Arthur's Ln



Hines

April 15, 2025

City of Lewisville Planning Department  
151 W. Church Street  
Lewisville, TX 75057

Re: Letter of authorization for Special Use Permit request for 900 Arthur's Lane, Bldg. # 1 \_\_\_\_  
*All of Lot 1, Block A, ARTHUR JAMES ADDITION, an addition to the City of Lewisville, Denton County, Texas according to the plat recorded in Document No. 2021-18, Plat Records, Denton County, Texas.*

To Whom It May Concern:

The undersigned is the owner of the property at 900 Arthur's Lane in Lewisville, Texas. Please accept this letter as the owner's authorization to allow Angela Hunt of the law firm of Munsch Hardt Kopf & Harr, P.C. to represent the owner in requesting a Special Use Permit for the above-described property.

Thank you for your assistance.

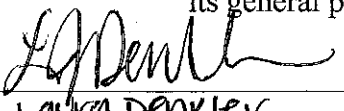
Sincerely,

ARTHURS LN BUSINESS PARK LLC  
a Delaware limited liability company

By: Hines Arthurs Ln Business Park MM LLC,  
a Delaware limited liability company,  
its managing member

By: Hines Arthurs Ln Business Park Associates LP,  
a Delaware limited partnership,  
its sole member

By: Hines Interests Limited Partnership,  
a Delaware limited partnership,  
its general partner

By:   
Name: Laura Denker  
Title: Managing Director



STATE OF TEXAS §  
COUNTY OF Harris §

This instrument was acknowledged before me on April 15, 2025  
by Laura Denkler, on behalf of Arthurs Ln Business Park  
LLC.



Suzanne Garceau  
Notary

## **NARRATIVE LETTER SUMMARIZING SCOPE OF WORK**

### **SPECIAL USE PERMIT REQUEST 900 ARTHUR'S LANE, BUILDING #1**

Applicant Fast Photonics USA, Inc. ("FPUSA") has leased approximately half of Building #1 in the newly constructed Red River Business Park at 900 Arthur's Lane, located at the north corner of IH-35E and SH 121. FPUSA is requesting a Special Use Permit to allow it to operate a medium-intensity manufacturing use on the site. The 5.1583-acre parcel is zoned Light Industrial, and is more specifically described as all of Lot 1, Block A, ARTHUR JAMES ADDITION, an addition to the City of Lewisville, Denton County, Texas according to the plat recorded in Document No. 2021-18, Plat Records, Denton County, Texas. Attached is a copy of the plat with the subject area highlighted.

#### **About Fast Photonics USA, Inc.**

FPUSA was established in Texas in 2024 to provide a U.S. location for the manufacture of optical transceivers for use in data centers in the United States and Europe. Optical transceivers are small devices used in fiber optic networks. The transceivers send and receive data by translating electronic signals into light, and then back again.

FPUSA was created in response to demand from large-scale customers who wanted more U.S. content in their network devices. The initial focus of FPUSA has been to locate a site in the DFW area that can be utilized for manufacturing optical transceivers. The U.S. optical transceiver market was \$3.3 billion in 2024 and is expected to grow to \$10 billion by 2033.

#### **Proposed Use of the Property**

FPUSA's leased space of 26,584 sf includes offices, a warehouse, and a manufacturing area. The manufacturing process is undertaken in an "ISO Class 7 clean room" because it involves extremely sensitive optical and electronic components that must be free from contamination during assembly and testing. There are 30 steps in the assembly process, 27 of which are automated. The process involves gluing a microchip, optical lens, and other components onto a printed circuit board using an epoxy; applying heat and UV light to cure the adhesive; melting gold wire onto the microchip; and packing and labeling the transceivers. Throughout the process, the transceivers are cleaned, inspected, and tested at multiple points to ensure lens alignment and high- and low-temperature tolerance. No hazardous materials are used or produced in the manufacturing process. Additionally, the process generates no noise outside of the building, and all components are stored inside of the building. A video of the manufacturing process can be seen here:

<https://youtu.be/FGHkEy1L4hk?si=mk8AEulnvBIDbkVN>

It is FPUSA's hope that the factory can begin production in September of 2025, with an initial investment of \$12.5 million and 22 employees producing 25,000 units per month. By fourth quarter 2026, FPUSA plans to have invested an additional \$7.7 million in the factory, increasing the number of employees to 188 and producing 100,000 units per month.

### **About the Site**

The property is zoned Light Industrial. Fast Photonics USA, Inc.'s landlord completed construction of three light industrial buildings on this and adjacent properties in 2024, in compliance with the heightened design and landscaping standards of the IH-35E Corridor Overlay District. Light Industrial zoning allows light-intensity manufacturing uses by right, but because Fast Photonics USA, Inc.'s assembly process involves the use of epoxy and heat, the city has deemed it a medium-intensity manufacturing use which is allowed only by Special Use Permit.

### **Statement of Expected Impact**

To an outside observer, Fast Photonics USA, Inc.'s proposed use of the building for medium-intensity manufacturing will be indistinguishable from a light-intensity manufacturing use already allowed by right. The proposed use is compatible with adjacent properties, which are primarily developed with commercial and industrial uses: Properties to the south and east are similarly zoned and developed for light industrial uses (one of which has a Special Use Permit for medium-intensity manufacturing use); the property to the west is zoned General Business and developed with a big-box home goods store; and two freeways are located south of the site. North of the site and across Timber Creek is a multifamily development.

No additional demand will be placed on municipal police and fire services, or on the city's systems for transportation, water, sewer, or drainage, as a result of the proposed use. The proposed use of the property aligns with the Lewisville 2025 Plan by activating newly constructed light industrial warehouses and enhancing the area's economic vibrancy with substantial job creation and tax base.

### **City of Lewisville U.D.C. Section III.6.3.E**

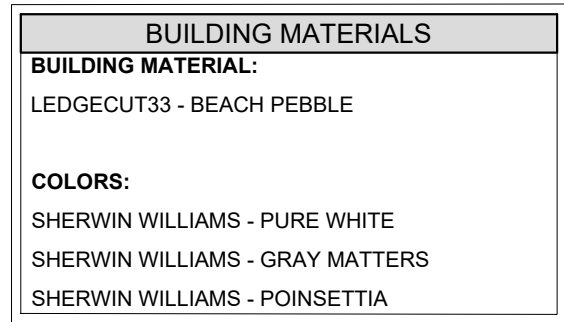
Per City of Lewisville U.D.C. Section III.6.3.E, Applicant Fast Photonics USA, Inc. acknowledges the following statement: "Approval of the zoning case associated with this exhibit shall not imply approval of any associated study, plat or plan, approval of development standards shown hereon, or the initiation of the development process. Planning and Zoning Commission and/ or City Council action on studies, plats or plans relating to the development of this property shall be considered as an action separate from action taken on this zoning case."

**TREE EXHIBIT**  
**25-04-7-SUP**  
**900 Arthurs Ln., Building #1**

The applicant does not propose to remove or otherwise alter the trees or landscaping of the site.

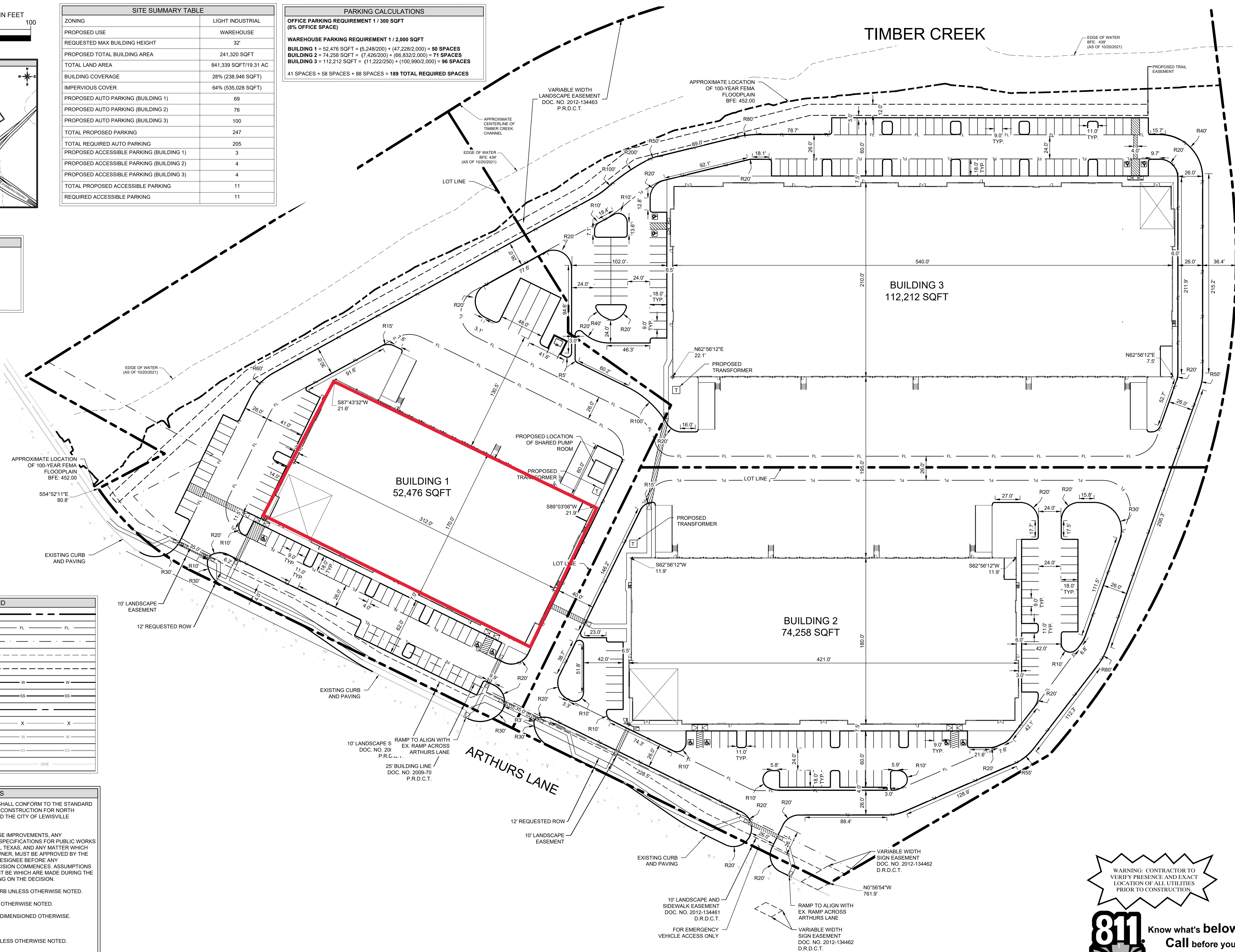






SITE SUMMARY TABLE	
ZONING	LIGHT INDUSTRIAL
PROPOSED USE	WAREHOUSE
REQUESTED MAX BUILDING HEIGHT	32'
PROPOSED TOTAL BUILDING AREA	241,320 SQFT
TOTAL LAND AREA	841,339 SQFT/19.31 AC
BUILDING COVERAGE	28% (238,946 SQFT)
IMPERVIOUS COVER	64% (535,028 SQFT)
PROPOSED AUTO PARKING (BUILDING 1)	69
PROPOSED AUTO PARKING (BUILDING 2)	76
PROPOSED AUTO PARKING (BUILDING 3)	100
TOTAL PROPOSED PARKING	247
TOTAL REQUIRED AUTO PARKING	205
PROPOSED ACCESSIBLE PARKING (BUILDING 1)	3
PROPOSED ACCESSIBLE PARKING (BUILDING 2)	4
PROPOSED ACCESSIBLE PARKING (BUILDING 3)	4
TOTAL PROPOSED ACCESSIBLE PARKING	11
REQUIRED ACCESSIBLE PARKING	11

PARKING CALCULATIONS	
OFFICE PARKING REQUIREMENT 1 / 300 SQFT (8% OFFICE SPACE)	
WAREHOUSE PARKING REQUIREMENT 1 / 2,000 SQFT	
BUILDING 1 = 52,476 SQFT = (5,248/2000) = (47,228/2,000) =	50 SPACES
BUILDING 2 = 74,258 SQFT = (7,426/2000) = (66,832/2,000) =	71 SPACES
BUILDING 3 = 112,212 SQFT = (11,222/2500) = (100,990/2,000) =	96 SPACES
41 SPACES + 58 SPACES + 88 SPACES = 189 TOTAL REQUIRED SPACES	

[illegible]

# Kimley»»Horn

55 NOEL ROAD, TWO GALLERIA OFFICE TOWER  
SUITE 700, DALLAS, TX 75240  
PHONE: 972-770-1300 FAX: 972-239-3820  
WWW.KIMLEY-HORN.COM TX F-928  
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**PRELIMINARY**

FOR REVIEW ONLY  
Not for construction or permit purposes.

**Kimley»Horn**

Engineer: DAN P. GALLAGHER

P.E. No. 120260 Date 06/06/2022

GROSS ACREAGE	
19.50	
DATE	
06/06/2022	
SCALE	AS SHOWN
DESIGNED BY	DPG
DRAWN BY	ZRH
CHECKED BY	DPG

HINES - ARTHURS LANE

LEWISVILLE, TEXAS  
DENTON COUNTY

## DIMENSION CONTROL

SHEET NUMBER  
C-1.1

WARNING: CONTRACTOR TO  
VERIFY PRESENCE AND EXACT  
LOCATION OF ALL UTILITIES  
PRIOR TO CONSTRUCTION.

**811** Know what's **below**.  
**Call** before you dig.

IMAGES  
 XREFS  
 LAST SAVED  
 PLOTTED BY  
 DWG PATH  
 DWG NAME

xBndy : xEmt : xSite : xBdr = 22x34 : xExisting : xExRemainingPAVE  
 8/6/2022 11:24 PM  
 HOLZEM ZACHARY 6/13/2022 11:19 AM  
 K:IDAL\_Civil\065043016 - Hines Arthurs Ln\4\_Design\CAD\Plan Plans  
 Dimension Control.dwg , [ C-1.0 DIMENSION CONTROL ]

## MEMORANDUM

**TO:** Planning & Zoning Commission

**FROM:** Richard E. Luedke, AICP, Planning Director

**DATE:** June 17, 2025

**SUBJECT:** Public Hearing: Consider Amending Section II.2.1., “Definitions” to add a Definition of “Short-Term Rental Unit”; Amending Article VII, “Uses, Parking Requirements, Supplemental Use Regulations and Certain Distance Regulations”, to Amend the Heading of Article VII to “Uses, Parking Requirements, Supplemental Use Regulations and Certain Distance and Density Regulations” and the Heading of Chapter VII.4. to “Certain Distance and Density Regulations”, to add a new Section VII.4.3. Establishing Distance and Density Location Regulations for Short Term Rental Units, and to Repeal and Delete Section VII.2.1.5., “Interim Prohibition on Short-Term Rental of Dwelling Units”.

### BACKGROUND

On January 8, 2024 the City Council adopted a permitting program for short term rentals (STRs) that took effect on July 8, 2024. On February 19, 2024 a temporary prohibition on STRs was adopted and placed in the Unified Development Code (UDC) while the permitting program was developed and more research could be conducted. During 2024, staff received 104 concerns from the community about 41 different STRs related to property maintenance, neighborhood disturbances, and other violations of ordinances, 26% of which resulted in either arrests, warnings, citations, offense reports, or towed vehicles by the Lewisville Police Department or a notice of violation or citation issued by the Code Enforcement Department. A survey conducted in February and March, 2025 showed 64% of the 602 respondents to a City STR survey supported a minimum distance between STR unit permits citywide, 71% agreed that there should be a limit on the number of STRs in an apartment complex, and 79% agreed that there should be a limit of the percent or number of STRs per block face. On March 3, 2025 the City of Lewisville set a maximum of active STRs permits to 130 units and staff continued outreach about density of STRs in Lewisville. Staff conducted an open house and second follow-up survey and found in a follow-up to this survey, 32% of 29 participants of an open house and secondary survey indicated that a distance between 820 and 1,000 feet between STR was appropriate in single family neighborhoods.

### ANALYSIS

Staff is proposing new standards in the UDC that require separation between STRs in single-family homes and duplexed and a limitation the density of them in multifamily developments. This requires:

1. Adding a definition of Short Term Rentals to the UDC which is as follows: “**Short-Term Rental Unit** - Any dwelling unit or portion thereof offered to the transient public for compensation for a period of less than 30 consecutive days. The term shall not include a hotel, motel, or inn or bed and breakfast”. This was taken from the Code of Ordinances where regulations currently exist on STRs.

2. Re-titling Article VII, “Uses, Parking Requirements, Supplemental Use Regulations and Certain Distance Regulations” to “Uses, Parking Requirements, Supplemental Use Regulations, and Certain Distance and Density Regulations”
3. Re-titling Chapter VII.4. from “Certain Distance Regulations” to “Certain Distance and Density Regulations”.
4. Adding Section VII.4.3 “Short Term Rental Units” which
  - a. Requires STRs in single-family or duplexes to be separated by 1,000 feet from other STRs in single-family or duplex settings.
  - b. Limit the number of STRs in a multifamily dwelling to no more than 3% of the units or 2 units, whichever is greater.

There are currently no permitted STRs in multifamily buildings or complexes. While some have been identified through Host Compliance, the system the City is using to track STRs, the owners of those properties have stated that STRs are not allowed and are working to identify and stop the STRs at their property.

All existing STRs with permits or permits in progress that are within 1,000 feet of other STRs would be considered legal non-conforming per Article V “Nonconformities” of the UDC. They would be allowed to maintain and renew their permits. New buyers would be allowed to use those properties as STRs as well. However, if the use of the property for an STR is discontinued for 6 months or switched to long-term or owner occupancy again then they may not be able to obtain an STR permit if there is another STR within 1,000 feet.

#### **CITY STAFF’S RECOMMENDATION**

That the Planning and Zoning Commission hold the public hearing, provide feedback on the direction and then continue the public hearing to July 1, 2025 to ensure final language before making a recommendation.



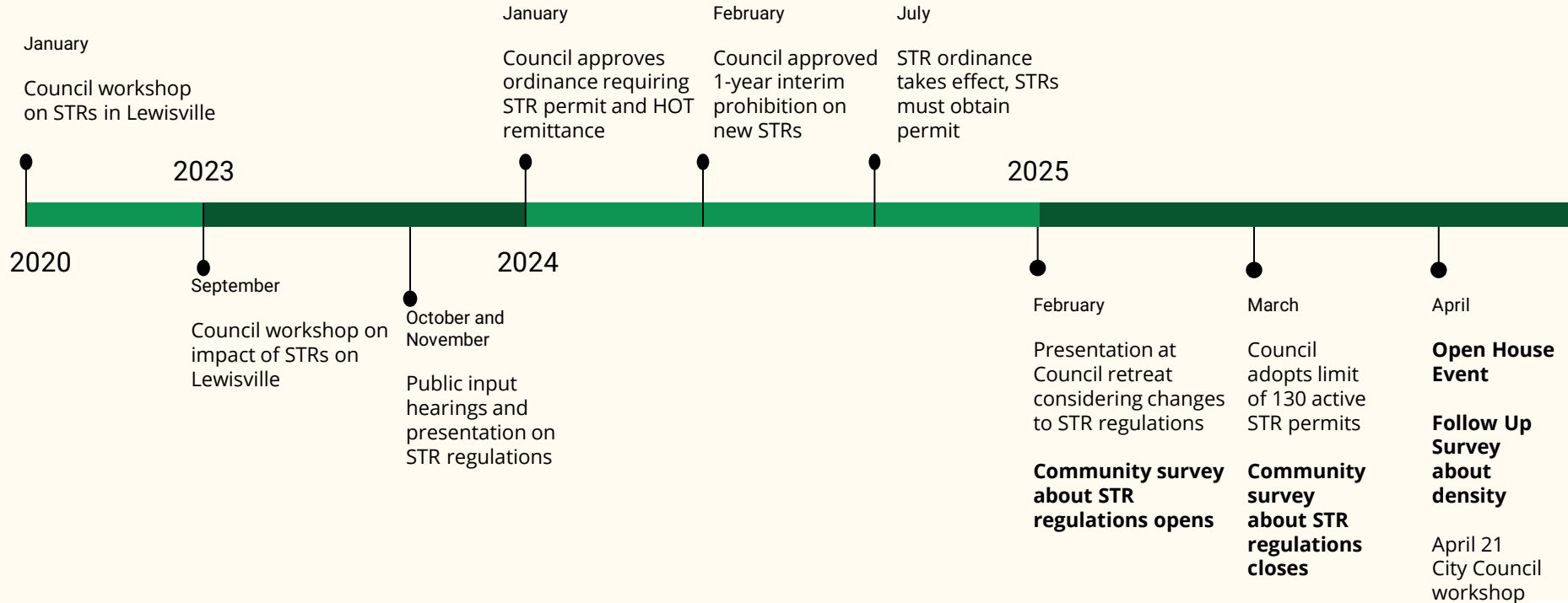
# Short Term Rentals

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Planning and Zoning Commission  
June 17, 2025



# Short Term Rental Timeline



# Map of STRs

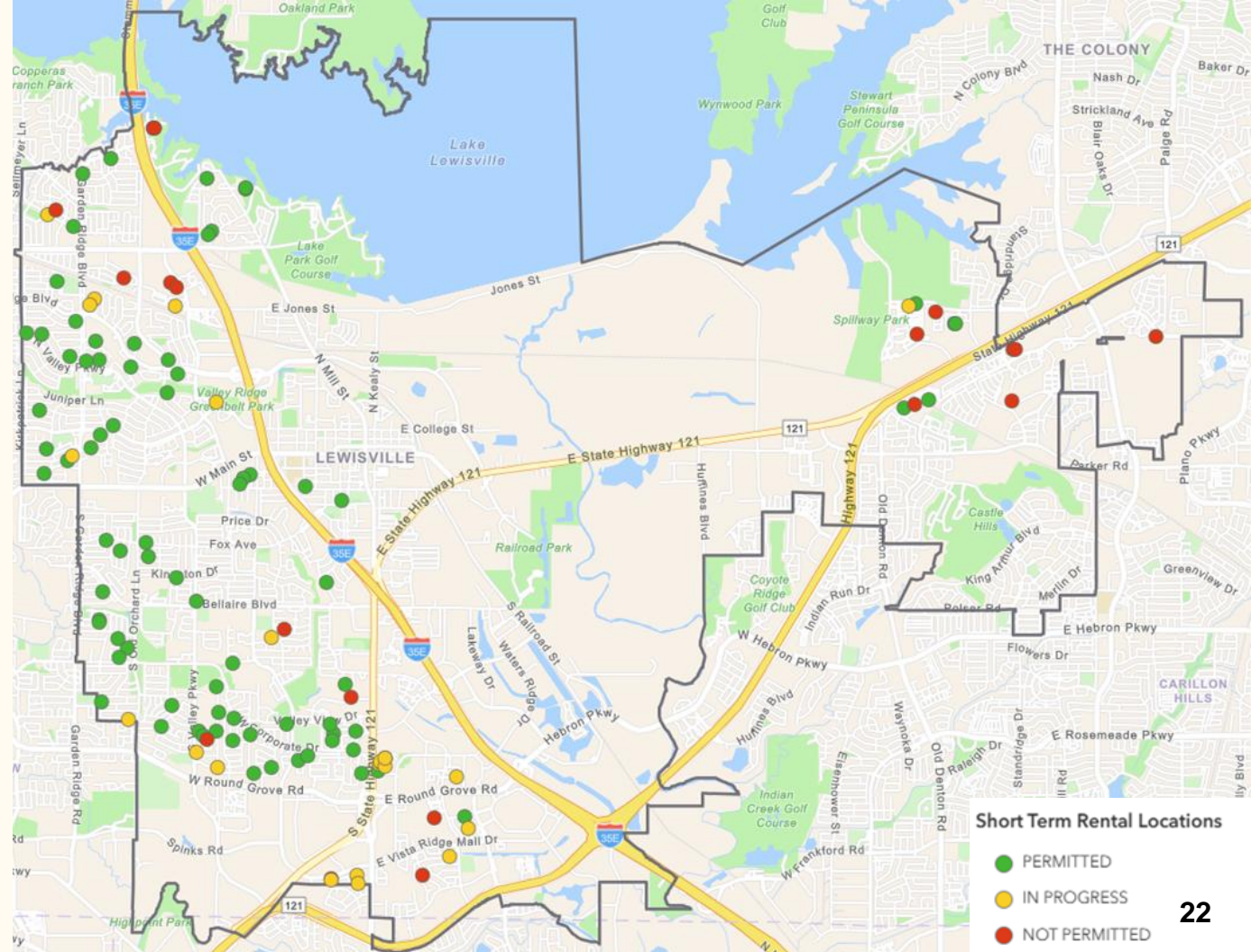
**132** Total STRs identified

**22** Not permitted (16.7%)

**16** Permit in progress  
(12.1%)

**94** Permitted STR  
(71.2%)

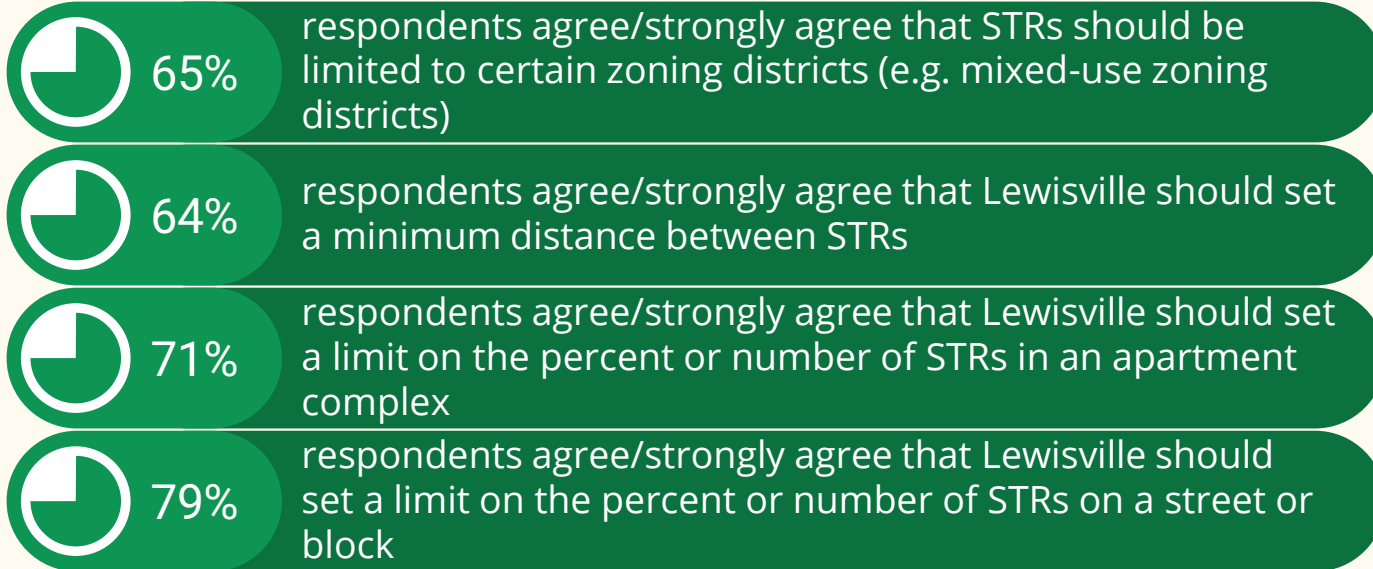
**110** Combined number of  
STR permits and  
applications (83.3%)



# Public Input Related to STRs and Density

- Zen City Survey – Feb. - March 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



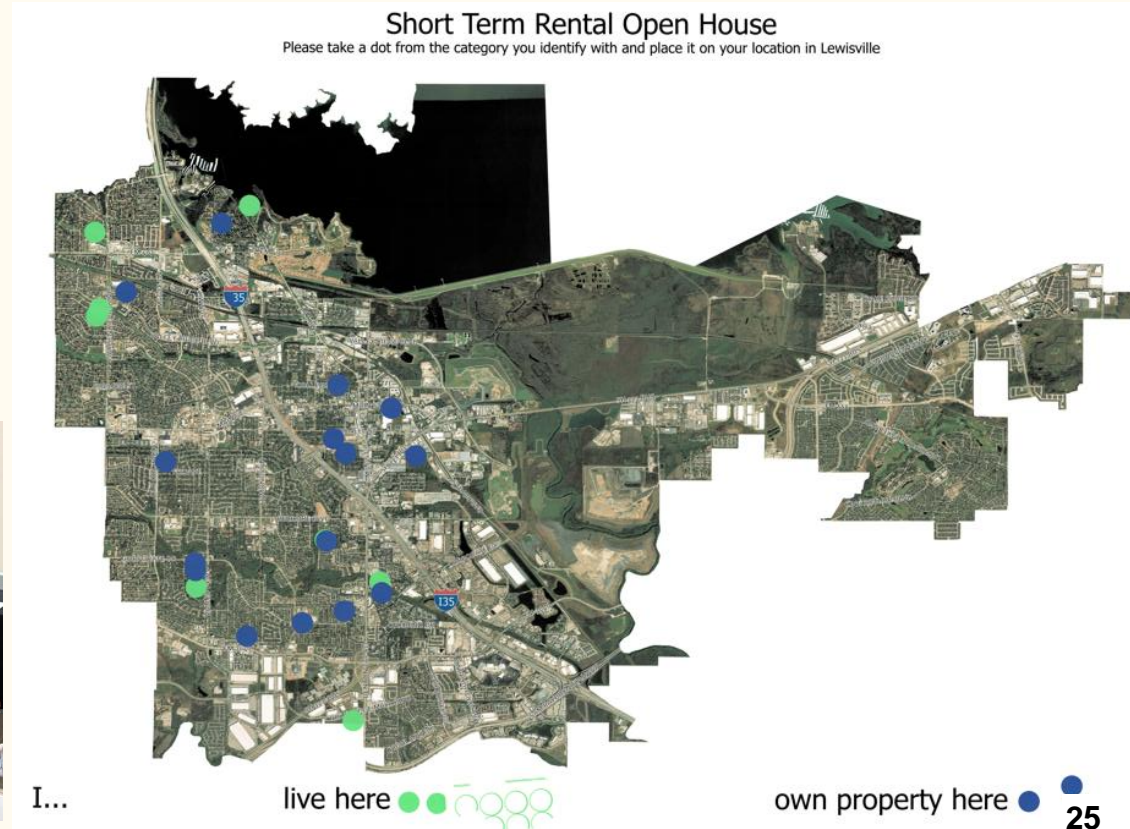
# Open House

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

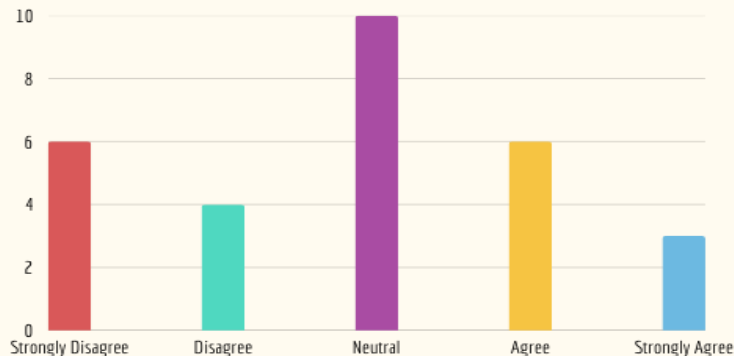
- Open 04.04 - 04.11
- 29 respondents
- Same outreach and questions utilized for Open House



# 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.



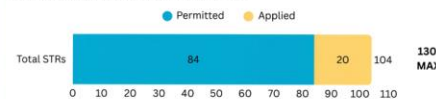
### To keep a short-term rental unit permit, property owners must:

- 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.

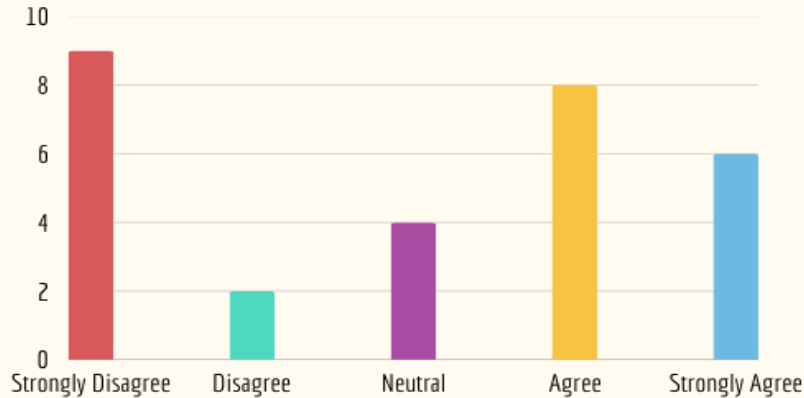


City should consider allowing more than 130 STRs or it's not a long-term.

Learn more about STR rules at [cityoflewistown.com/str](http://cityoflewistown.com/str)



# Key Results From the Open House & Follow Up Survey



STRs should be allowed in Multifamily units

- Disagree/Strongly Disagree 38%
- Neutral 14%
- Agree/Strongly Agree 48%

## STRs in multi-family units: Max per complex?

Lewisville currently has 102 apartments, with more in development. Apartments vary in size and style; some have hundreds of units in one building, while others spread out units across multiple buildings.

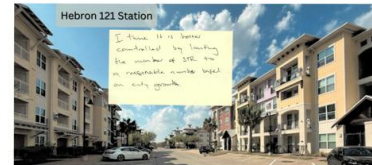
The table below demonstrates potential limits: a maximum of 5%, 10%, or 20% of units (truncated) can operate as an STR per multi-family complex.

Apartment Complex	Buildings	Units	5%	10%	20%
Hebron 121 Station	53	1,350	67	135	270
Station at Old Town	1	284	14	28	56
TOTAL in Lewisville	1,436	27,633	1,344	2,733	5,493

Cities that limit STRs in multi-family units	
City	Multi-family rules
Austin	Depends on location of the complex: • 3% in non-commercial districts • 20% in commercial districts.
Dallas	Depends on the total units and zoning: • 3% if in multi-family zoning and 20+ units total. • 20% if in a non-residential zone and 20+ units total. • Not allowed if less than 20 units.
Denton	10% or at least 2 per development
Eufless	12.5% or at least 1 per building
Grapevine	3% limit, only allowed in complexes with 50+ units
Plano	5% or at least 1, on-site property management required.
Rockwall	5% limit, rounded up if there is a remainder.
San Antonio	Depends on the total units: • 1 STR in buildings with 5-7 units. • 12.5% in buildings with 8+ units.
Waco	Up to 5 units, with various exceptions to the limit.



66% of survey respondents agreed that Lewisville should set a limit on the number or percent of STRs in an apartment complex



The problem is not the number of units, but the location of the units. These are for more good use than bad ones. We need the legislation.

Disagree

Yes, 150 per multifamily

Factors of an overall density limit, like a unit per acre.

How are we going to determine that?

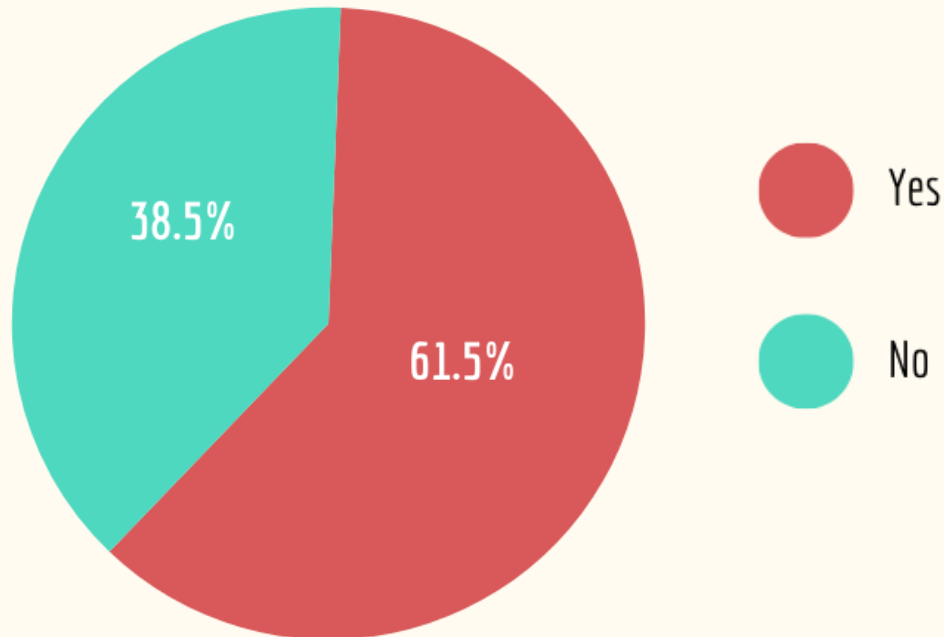
### Share your thoughts!

- What do you think about setting a limit per multi-family complex?
- If the City does set a limit on STRs allowed in multi-family complexes, what should that limit be?
- Should STRs in multi-family units be subject to the 130 permit cap?



# 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.*

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

*It would allow far too many inside residential areas.*

*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.

Difficult to calculate potential STRs units but this rule could work in tandem with a distance requirements and may be helpful on particularly long blocks.

## 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.



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 Marcos	1 per block or 600 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.*

*They should all be in 1 area not in SFR they disrupt better put them all together to reduce disruption.  
1 STR District 7-10  
Placing any distance apart disturbs more people more than to allow close*

*Minimum distance between STR 200 ft*

*Preferred 1000 ft limit would be ok with grandfathers in existing STR's but don't renew permits when home STR is sold - 1 should die*

*Do not renew permits of properties with regular disruption calls*

*I think the 23 acres is reasonable.*



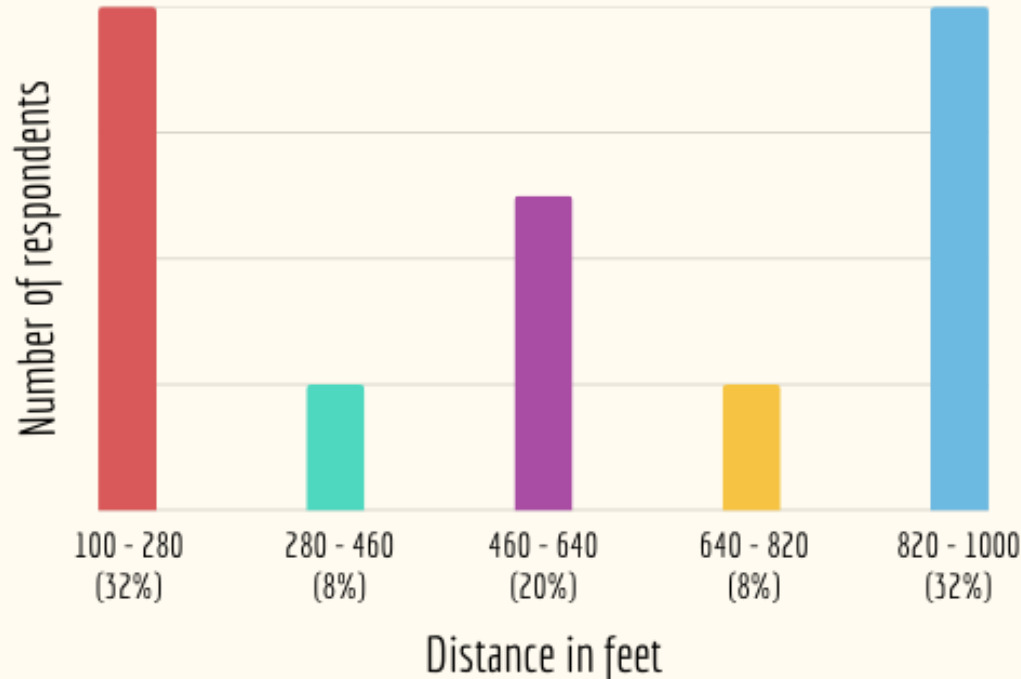
*They should be in 1 or not in SFR they disrupt better put them together to reduce disruption.  
1 STR District 7-10  
Placing any distance apart disturbs more people more than to allow close*

Generally, 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?

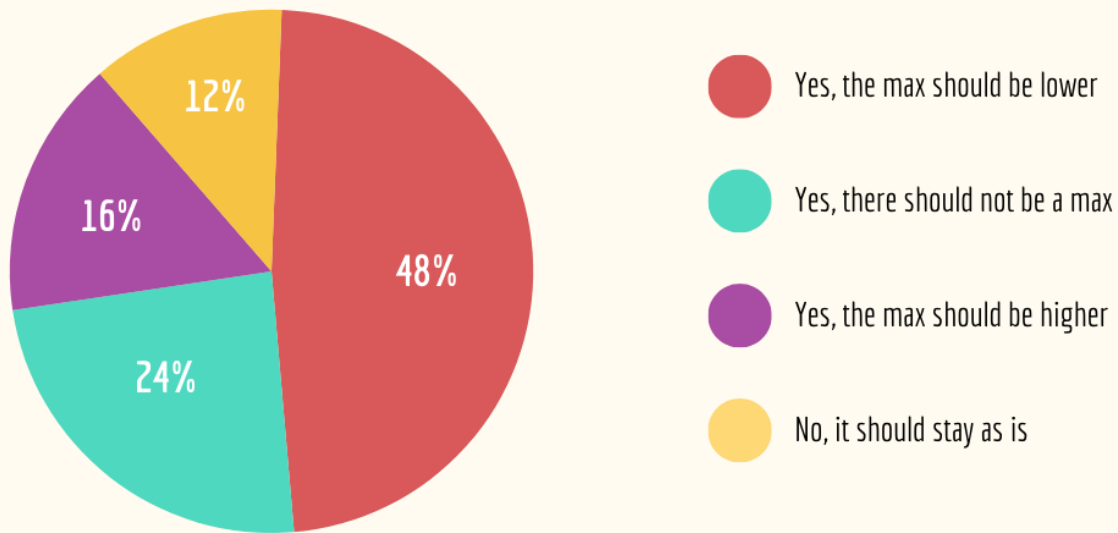


500 feet would result in a possibility of 3,249 STRs

1,000 feet would results in a possibility of 841 STRs

# 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%

# Proposed Updates to the UDC

- Remove interim prohibition language
- Add definitions for STRs
- 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.

# Distance and Densities Proposed

1. Distance between STRs requirement
  - a. *1,000 feet minimum*
2. Multifamily unit limitations
  - a. *3% of units or 2, whichever is greater, as the maximum*



# Next Steps

- 1. June 17 - June 27** - Finalize Draft Language
- 2. July 1** – Planning and Zoning Commission Meeting – Public Hearing and Recommendation
- 3. July 21** - City Council Meeting - Public Hearing and Decision
- 4. July-August** - Go-live date on new portal

Questions?