

LEWISVILLE CITY COUNCIL

REGULAR SESSION

October 21, 2025

6:15 P.M.

Present:

TJ Gilmore, Mayor

Council Members:

Patrick Kelly, Mayor Pro Tem
Ronni Cade, Deputy Mayor Pro Tem
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
Lizbeth Plaster, City Attorney
Lauren Crawford, Deputy City Attorney
Thomas Harris III, 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 6:15 p.m. on Monday, October 21, 2024, 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 answered questions and comments from the City Council regarding Item No. E-1. Agenda Item No. G-5 will be pulled from the Consent Agenda for discussion.

Short Term Rental Update

(Agenda Item B)

At the request of Mayor Gilmore, Director of Neighborhood and Inspection Services Chris McGinn gave a presentation on the Short Term Rental Update and received questions and comments from City Council and City staff. City Manager Claire Powell, Director of Finance Dave Erb, Chief Information Officer Chris Lee, and Administrative Analyst Dakota Buchanan answered questions and comments from the City Council.

Mayor Gilmore RECESSED into Closed Session at 6:57 p.m.

Mayor Gilmore RECONVENED into Regular Session at 7:00 p.m.

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, October 21, 2024.

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 November 1,
2024 as “Texas Arbor Day.”**

(Agenda Item C-1)

Mayor Gilmore presented the proclamation to Chris Chastain, Environmental Preserve and Greenbelt Manager and Eric D’Antonio, Urban Forester.

**Recognition Congratulating Members of the
Lewisville Thrive Chair Volleyball Team**

(Agenda Item C-2)

Mayor Gilmore presented the recognition to members of the Lewisville Thrive Chair Volleyball Team.

Mayor Gilmore read the proclamation for End Polio Now. Council Member Troyer spoke regarding the effort of Rotary International to eradicate polio.

**Presentation of Level III Certified Municipal
Court Clerk to Municipal Court Employee
Courtney Kinkel**

(Agenda Item D-1)

Jeremy Leonard, Municipal Court Director, and Jennifer Bozorgnia, City of Irving Municipal Court Director presented the Level III Certified Municipal Court Clerk to Municipal Court Employee Courtney Kinkel.

PUBLIC HEARING

Continued Public Hearing: Consideration of an Ordinance Amending the Zoning Ordinance by Amending Ordinance No 0428-22-ZON to Rezone Approximately 10.207 Acres Located on the Northeast Corner of Lady Tessala Avenue and Essex Boulevard, Legally Described as 10.207 Acres out of the Amos Singleton Survey, Abstract 1138 From Planned Development Multi Family 3 (PD MF3) District to Planned Development Townhouse 2 (PD-TH2) District; to Amend the Planned Development Concept Plan set Forth in Exhibit 5B The Realm Subdistrict Concept Plan Thereto by Amending the Concept Plan For 50.562 Acres Located North of Lady Tessala Avenue, Legally Described as 50.562 Acres out of the Amos Singleton Survey, Abstract 1138 and the Benjamin Schoonover Survey, Abstract 1209, as Requested by Patricia Fant, of McAdams, on Behalf of Eric Stanley, of Breco Lands CH LLC, the Property Owner. (Case No. 24-04-2-PZ).

(Agenda Item E-1)

The City Council opened the public hearing for this item on August 19, 2024 and continued the public hearing to the September 9, 2024 City Council meeting to allow for a neighborhood meeting. The public hearing was continued again to the September 16, 2024 City Council meeting to provide additional time to update the proposed concept plan to reflect the details discussed at the community/neighborhood meeting. The public hearing was continued a third time to October 7, 2024 to determine if additional setback could be provided. On October 7, 2024, the City Council continued the public hearing to the October 21, 2024, City Council meeting to allow the applicant to incorporate increased building setback details into the concept plan. The Castle Hills Planned Development (PD) District, Ordinance No. 0428-22-ZON, incorporates provisions

of the Castle Hills Development Agreement along with the variances to the agreement approved since 1996. The PD allows changes to base zoning districts and the subdistrict concept plans following the zoning processes in the Unified Development Code (UDC). The applicant is requesting to change the base zoning district on 10.207 acres from Planned Development Multi Family 3 (PD MF3) District to Planned Development Townhouse Two (PD-TH2) District to allow for a front-entry townhome community where multifamily development had originally been planned. The proposed changes also necessitate an amendment to the approved concept plan. The Concept plan for the Realm South Subdistrict is being amended in its entirety; however, the changes only impact 50.562 acres, which includes the 10.207 acres proposed for rezoning. The proposed concept plan amendment consists of the addition of the proposed townhomes, along with a reconfiguration of the remaining multifamily units. The Planning and Zoning Commission recommended approval unanimously (5-0) on August 6, 2024.

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

Planning Director Richard Luedke was available for questions posed by the City Council.

Mayor Gilmore opened the public hearing at 7:22 p.m.

City Manager Claire Powell and Planning Director Richard Luedke answered questions posed by the City Council.

Daniel Jung, 733 Lady Tessela Ave, Lewisville, TX 75065, appeared before the Council in support of the proposal.

MOTION: Upon a motion made by Mayor Pro Tem Kelly and seconded by Council Member Green, the Council voted six (6) "ayes" and no (0) "nays" to continue the public hearing to November 4, 2024. The motion carried.

Public Hearing: Consideration of an Ordinance Granting a Zone Change From Single Family Residential (R 7.5) District to Old Town Mixed Use One (OTMU-1) District; on Approximately 0.31 Acres, Being a Portion of Lot 5, Block F, Original Town of Lewisville Addition, Located at 207 West Walters Street; as Requested by Marlene and John Rogers, the Property Owners. (24-08-9-Z)

(Agenda Item E-2)

The property owner wishes to rezone the property to bring it into compliance with the Old Town Master Plan's recommended zoning for the area. The property is currently a long-term

rental, and no immediate changes in use are planned. The Planning and Zoning Commission recommended unanimous approval (7-0) on September 17, 2024.

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

Mayor Gilmore opened the public hearing at 7:26 p.m.

MOTION: Upon a motion made by Council Member Green and seconded by Council Member Meridith, 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 7:27 p.m.

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

"An Ordinance of the Lewisville City Council, Amending the Zoning Ordinance by Rezoning Approximately 0.31-Acres Of Land, Legally Described as a Portion of Lot 5, Block F, Original Town Of Lewisville Addition; Located at 207 West Walters Street; from Single-Family Residential (R-7.5) District Zoning to Old Town Mixed-Use One (OTMU-1) 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 Council Member Green and seconded by Council Member Troyer, the Council voted six (6) "ayes" and no (0) "nays" to approve **Ordinance No. 0710-24-ORD**. The motion carried.

Visitors/Citizens Forum

(Agenda Item F)

There were speakers for Visitors/Citizens Forum.

CONSENT AGENDA

(Agenda Item G)

MOTION: Upon a motion made by Council Member Meridith and seconded by Council Member Jones, the Council voted six (6) "ayes" and no (0) "nays" to approve the Consent Agenda, with the exception of Item No. G-5.

3. Approval of a Bid Award for an Annual Requirements Contract for Street Sweeping to Mister Sweeper, Dallas, Texas, for an Estimated Amount of \$133,655.10, and Authorization for the City Manager, or Her Designee, to Execute the Agreement.
4. Approval of an Economic Development Agreement Between the City of Lewisville

and DMR Oakbend LP; and Authorization for the City Manager, or Her Designee, to Execute the Agreement.

The motion carried.

Approval of Resolution No. 0711-24-RES, a Resolution Adopting the City’s Legislative Agenda for the 2025 Texas Legislature; and Authorizing the Mayor and City Manager to Communicate the City’s Adopted Legislative Priorities.

(Agenda Item G-5)

The 89th Texas Legislature convenes on January 14, 2025, and is expected to consider legislation on a wide range of issues with a direct impact on municipal government in general and on Lewisville in particular. As has been the practice since 2013, staff has prepared a Legislative Agenda based on City Council input. Staff is asking City Council to formally adopt the 2025 Legislative Agenda and authorize the Mayor and City Manager to communicate the agenda as needed.

The City staff’s recommendation was that the City Council approve the resolution and authorize the Mayor and City Manager to communicate the City’s adopted legislative agenda as set forth in the caption above.

MOTION: Upon a motion made by Mayor Pro Tem Kelly and seconded by Council Member Green, the Council voted six (6) “ayes” and no (0) “nays” to approve **Resolution No. 0711-24-RES** adopting the City’s Legislative agenda for the 2025 Texas Legislature and authorize the Mayor and the City Manager to communicate the City’s adopted legislative priorities with the following changes to Exhibit A: change SUPPORT legislation that will protect the right to read, intellectual freedom, academic freedom, and First Amendment rights of Texans in school, public, and academic libraries to SUPPORT legislation that positively impacts libraries and strengthens Texan’s access to information and resources; and, change OPPOSE legislation that would make it more difficult for legally eligible Texans to register to vote, or that would make it more difficult for legally registered Texans to participate in the Constitutionally protected voting process to SUPPORT legislation that would protect current public access to early and mail-in voting, and maintain or expand voting hours and locations. The motion carried.

Reports

(Agenda Item H)

- Council Member Jones reported on the EggFest event on October 19.
- Council Member Cade recognized Lewisville resident, Aria Daniels, who raised over \$10,000 for her birthday to donate to the North Texas Food Bank.

- Council Member Meridith reported on the 2024 APATX Conference and reported on upcoming Lewisville Library activities.
- Council Member Troyer reported on upcoming Lewisville Grand events.
- Director of Parks and Recreation Stacie Anaya advised that the City is in the process of installing new kiosks and gates at LLELA, Lake Park and Tower Bay. She also reported that the west side of Kia Drive is the City's now and the City will be closing the private driveway to through traffic starting on Monday, October 28.
- Director of Public Services Aaron Russell reported on the lake level.
- Assistant City Manager Jim Proce provided an update on the Public Safety Center.
- Mayor Pro Tem Kelly reported on the EggFest event and on the upcoming Champion Macedonia cemetery cleanup scheduled for next weekend.
- Council Member Green reported on the upcoming Monsters on Main scheduled for Saturday, October 26.
- Mayor Gilmore reminded everyone that early voting has begun and encouraged everyone to vote and thanked Cloud 9 Charities and Kim Cloud for the North Texas Tribute Jam this past weekend.

Return to Workshop Session if Necessary

(Agenda Item I)

Closed Session

(Agenda Item J)

Mayor Gilmore RECESSED into Closed Session at 6:57 p.m.

In Accordance with Texas Government Code, Subchapter D,

1. *Section 551.071 (Consultation with Attorney)*

Mayor Gilmore RECESSED into Closed Session at 7:46 p.m.

In Accordance with Texas Government Code, Subchapter D,

1. *Section 551.071 (Consultation with Attorney/Pending Litigation): Julio Rodriguez v. Zoning Board of Adjustment of the City of Lewisville, Cause No. CV 2024 03104, County Court of Law No. 2, Denton County, Texas.*
2. *Section 551.072 (Real Estate): Property Acquisition*
3. *Section 551.087 (Economic Development): Deliberation Regarding Economic Development Negotiations.*

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

(Agenda Item K)

Mayor Gilmore RECONVENED into Regular Session at 7:00 p.m.

Mayor Gilmore RECONVENED into Regular Session at 8:04 p.m.

Adjournment

(Agenda Item L)

There being no further business to come before the Council, Mayor Gilmore adjourned the meeting of the Lewisville City Council at 8:06 p.m. on Monday, October 21, 2024.

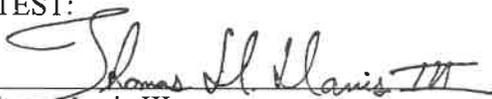
These minutes approved by the Lewisville City Council on the 4th of November, 2024.

APPROVED



TJ Gilmore
MAYOR

ATTEST:



Thomas Harris III,
CITY SECRETARY





LEWISVILLE

Deep Roots. Broad Wings. Bright Future.

Lewisville City Council Meeting

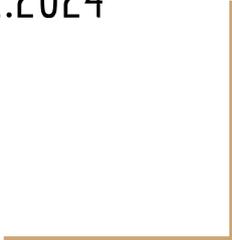
October 21, 2024

Short Term Rental Update



Short-term Rental Updates

Council workshop 10.21.2024



Short-term rental (STR) history

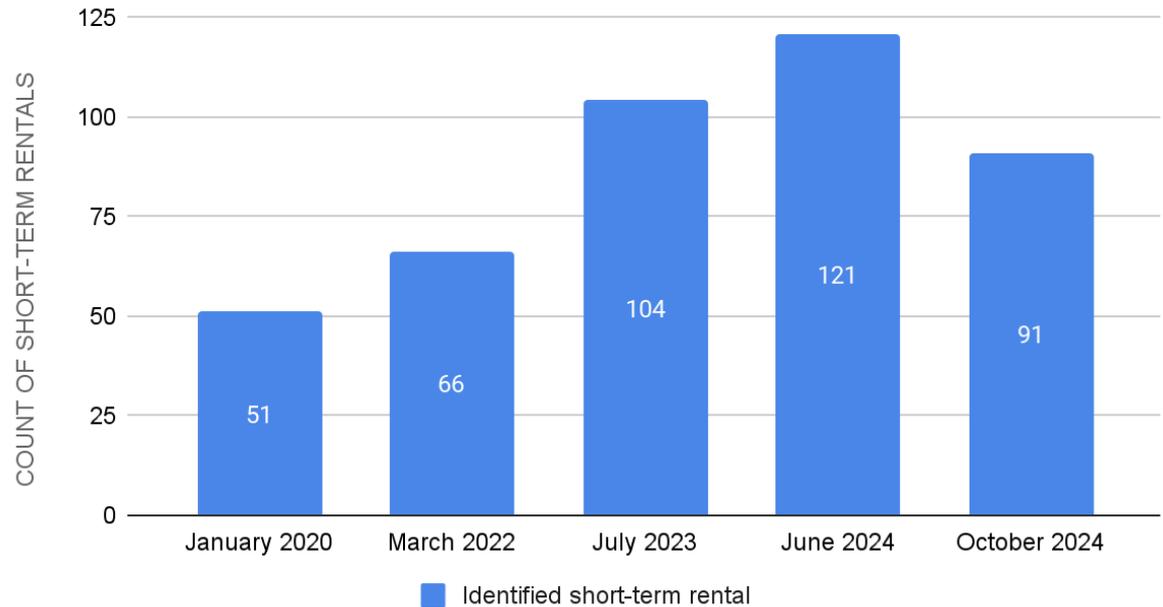


Short-term rentals active in Lewisville

Identified STRs are entire homes and private rooms for rent where the exact address is known.

As of September 2024, **25%** of identified STRs **have stopped operating** as an STR.

Identified short-term rentals operating in Lewisville



Note: Previously reported STRs for July 2023 did not include 11 rooms for rent.

What's changed since the ordinance took effect?

86%

of the 91 STRs currently identified have either a permit or an application in progress

- 62 permits issued
- 16 applications in progress

89%

of the 121 STRs identified in June 2024 have either a permit, an application or stopped operating

- 30 properties stopped operating as an STR

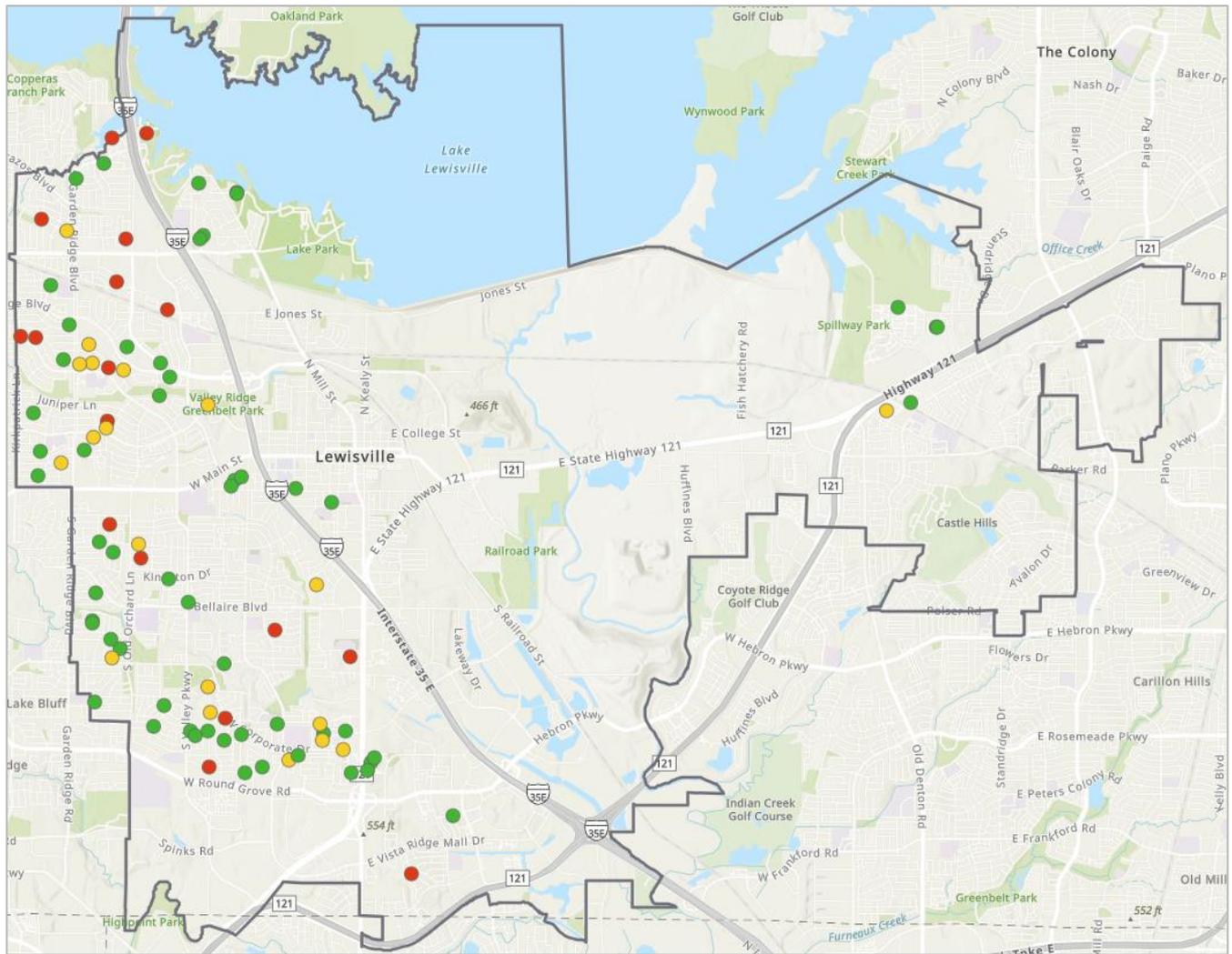
Host Compliance implementation is ongoing, with an expected completion in early 2025. A temporary process has been created for permitting and tax collection.

Map of current STRs

Legend

Short Term Rental Locations

- PERMITTED
- IN PROGRESS
- NOT PERMITTED



Non-compliance of STRs

80 1st Notice of Violation

37 2nd Notice of Violation

27 Warnings & Citations

Violation notices have been sent to,

- properties operating without a permit
- properties operating in violation of interim prohibition
- permit applicants who are non-responsive

Notices will be sent if permitted STRs do not follow city code.

- Per City Code Sec. 4-201(g)(1)(c), an STR permit may be revoked if there are more than two citations to the owner within the permit year.
- Code Enforcement, IT, and PD are working together to track citations.

Interim prohibition on STRs

Properties that started operating as short-term rentals (STR) on or after March 4, 2024, are in violation of the 1-year interim prohibition. All properties found to be violating the interim prohibition are now in compliance with city code.

17

Properties were violating the interim prohibition

4

Properties approved as non-conforming use

1

Property provided evidence began before March 4

12

Properties removed listing or switched to long-term rental

STR webpage

cityoflewisville.com/STR

Resources for STR owners,

- Application checklist, instructions, templates and more
- FAQ on STR regulations

Resources for Lewisville community,

- Links to Lewisville City Code
- Steps on reporting STR concerns

What is a short-term rental?

A short-term rental (STR) is any dwelling unit or portion of a dwelling unit that is rented to guests for less than 30 consecutive days. An STR does not include a hotel, motel, inn, or bed and breakfast. To read the complete definition, please go to [Lewisville City Code Sec. 4-151](#).

What is required to operate an STR in Lewisville?

Effective July 8, 2024, all STR's are required to obtain a Short-Term Rental Unit permit annually. The permit must be obtained prior to advertising and renting the STR. In addition to a permit, STR's must also pay the hotel occupancy tax every month. To read the complete ordinance, please visit [Lewisville City Code Sec. 4-201](#).

Are STRs allowed in Lewisville?

On February 29, 2024, Lewisville City Council approved a one-year interim prohibition on establishing new short-term rental units. The interim prohibition does not apply to STRs that were already operating before March 4, 2024. STR owners unsure about whether they are considered a new establishment may contact Neighborhood and Inspection Services at permitting@cityoflewisville.com or 972.219.3470. To read the complete ordinance, please visit [Lewisville City Code Section VII.2.1.5](#) of the Unified Development Code.

Questions?

Check out the FAQ below, or contact us at permitting@cityoflewisville.com or 972.219.3470.

APPLY FOR A SHORT-TERM RENTAL PERMIT

+

PREPARE FOR STR PERMIT APPLICATION

+

PREPARE FOR INSPECTION

+

GUEST NOTIFICATION / INFORMATIONAL BROCHURE

+

PAY HOTEL OCCUPANCY TAX

+

REPORT A SHORT-TERM RENTAL CONCERN

+

SHORT-TERM RENTAL DOCUMENTS

+

Frequently Asked Questions

24/7 STR hotline

Concerns are promptly sent to city staff, as well as to STR owners or property managers.

Community members can submit their concerns through an [online form](#) or call 972.526.5738.

Hotline went live in September 2024.

Concerns can still be reported to ourLewisvilleTX or to the non-emergency police line.

Let's resolve your short-term rental related issue. What best describes the issue you are reporting?

Unauthorized short-term rental

Violations of occupancy limits

Loud party

General noise issues

Disturbances or trespassing issues

Parking related issues

Trash related problems

Advertising violation

Fraudulent owner occupation

Other types of nuisances

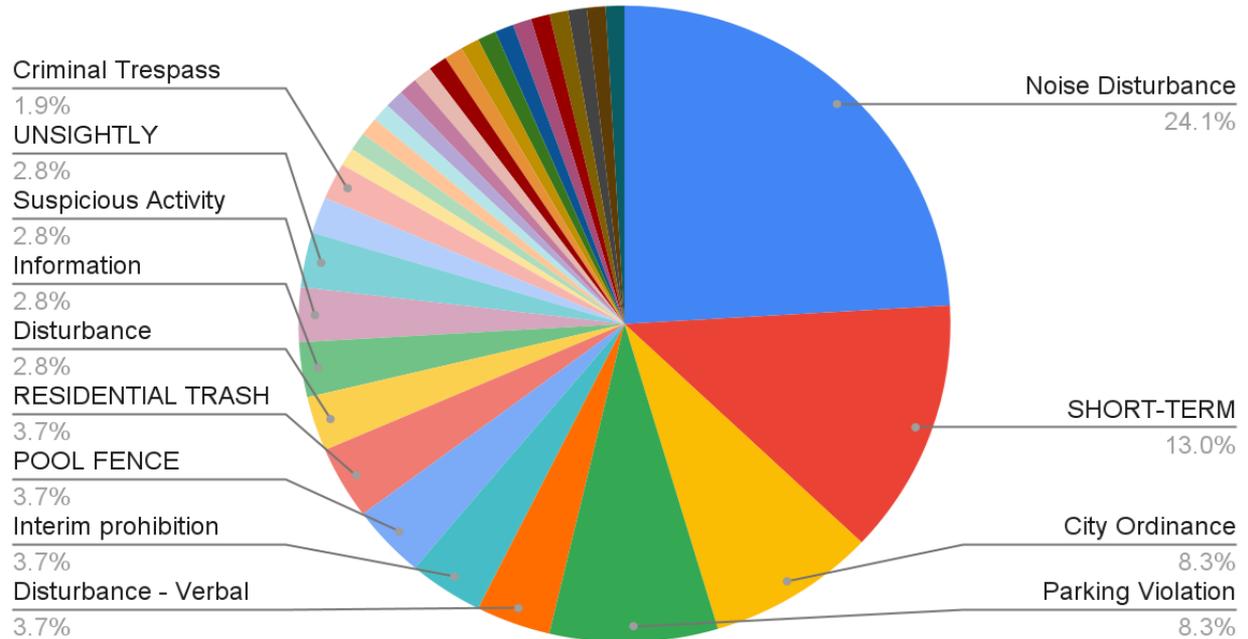
Community concerns about STRs

During FY24, we received **103** STR related **concerns** for **41** different **addresses**.

20 of the 41 addresses **had at least one violation**.

30% of concerns **resulted in a violation** and further intervention or action by either the Police Department or Code Enforcement.

Types of short-term rental concerns received in FY24



Hotel occupancy taxes - collections

- Monitoring payments from all HOT remitters is currently done manually
 - Electronic tracking of payments will begin upon Host Compliance system implementation
- Collections from STRs commenced in August
 - Activity reporting covers June and July
- In September, payments were collected from 15 newly registered STRs
 - Five STRs had been remitting occupancy taxes on a monthly basis
 - Collections from all STRs averaging \$421 monthly
 - Revenue does not take into account recently permitted STRs. Payments not yet due until October or November
- Monthly collections continue for 27 hotels
 - Host Compliance will also be used to manage HOT remittances from hotels

Hotel occupancy taxes - compliance

- Finance and NIS staff collaborate on overseeing tax remittance
 - Development of a checklist to manage STR compliance
 - Internal tracking and the Host Compliance program will be utilized
- Monthly reports will cross-reference licensed STRs with HOT remittances
 - Payments and monthly reports for STRs will be monitored
 - STRs will be flagged for non-payment or non-reporting, with follow-ups to address any violations (number of stays can be inferred by Host Compliance monitoring)
- An audit process for STR's will be established, similar to hotel audits
 - A random selection of STRs will undergo audits annually
 - Documentation supporting tax remittances will be requested, including remittance forms submitted to the Texas Comptroller
- Renewals may be withheld in accordance with City ordinance
 - Non-payment of license fees, outstanding taxes (including hotel occupancy taxes), and arrears on any other financial obligations to the City will be addressed during renewal

Surprises along the way

City staff worked with Airbnb to have a listing for houseboat removed (lease agreement prohibits full or part-time residence on Lake Lewisville).

Permit application must have property owner's signature, a surprise to some tenants who were using the rental as an STR without owner's knowledge.

Making sure all advertisements do not exceed occupancy standards found during inspection.



Start your search

3 Bedroom 2 Bath Luxury Yacht

★ New · [Lewisville, Texas, United States](#)



Proposed Improvements

Improvements that staff are working towards:

- Streamline citation issuance
- Enforce no renting while the permit application is in progress
- Code Enforcement and PD coordinate on citation issuance and share data
- Work with listing companies to remove STRs refusing to comply
- Review STR ordinance for adjustments
- Launch new portal in 2025 for STR permits and tax payments

Next Steps

Interim prohibition on new STRs expires in March 2025. Return to council in February 2025 with another update.

Continued permitting and enforcement, including enforcement of interim prohibition.

First round of STR permit renewals will begin in August 2025.