



**AGENDA**  
**PLANNING & ZONING COMMISSION**  
**TUESDAY, JUNE 12, 2018**

The Planning and Zoning Commission will convene into a Work Session at 5:30 p.m. in the City Hall Conference Room at the Municipal Center, 4000 Main Street, Rowlett, at which time the following items will be considered:

- 1. Call to Order**
  
- 2. Joint Meeting – Planning and Zoning Commission and City Council.**
  - 2A.** Discuss the Imagine Rowlett, Comprehensive Master Plan progress. (30 minutes)
  - 2B.** Discuss an update of Form-Based Code lessons learned, implementation strategies, and opportunities for potential amendments to the Rowlett Development Code. (60 minutes)
  
- 3. Adjourn**

A handwritten signature in cursive script, appearing to read "Susan Nix", is written over a horizontal line.

Susan Nix, Community Development Coordinator

---

NOTE: THE PLANNING AND ZONING COMMISSION MAY RETIRE AND CONVELE INTO EXECUTIVE, CLOSED SESSION ON ANY MATTER RELATED TO ANY OF THE ABOVE AGENDA ITEMS FOR THE PURPOSES OF PRIVATE CONSULTATION WITH THE CITY ATTORNEY UNDER SECTION 551.071 OF THE TEXAS GOVERNMENT CODE.

NOTE: THE CITY OF ROWLETT MEETING ROOMS ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT FOR FURTHER INFORMATION.



# City of Rowlett

## Staff Report

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75080-0099  
www.rowlett.com

**AGENDA DATE:** 06/12/2018

**AGENDA ITEM:** 2A

### **TITLE**

Discuss the Imagine Rowlett, Comprehensive Master Plan progress. (30 minutes)

### **STAFF REPRESENTATIVE**

Daniel Acevedo, CNU-A, Interim Director of Community Development

### **SUMMARY**

The Planning and Zoning Commission and City Council are meeting in a joint session to hear a report on the Imagine Rowlett Comprehensive Master Plan. This presentation will be led by a representative of the City's Consultant, Freese and Nichols.

### **BACKGROUND INFORMATION**

Early in 2018 the City of Rowlett began a two-part planning effort to update its Comprehensive Plan and Strategic Plan over the same general time frame. This strategy was adopted to leverage resources and provide efficiencies where possible, particularly in gathering the public input necessary to ensure each plan represents the community's shared vision. Imagine Rowlett is the brand assigned to the overall planning process and was officially launched during a joint meeting of the Comprehensive Plan and Strategic Plan Steering Committees on January 30, 2018.

### **DISCUSSION**

The City contracted Freese and Nichols, Inc. to lead the Comprehensive Plan update. Tiffany McLeod, AICP, EIT, from Freese and Nichols, will present the update during the joint meeting of the Planning and Zoning Commission and City Council. The presentation will inform both Council and Commission of the progress and timeline of the Comprehensive Plan going forward. The outline for that discussion is detailed below:

- Project Purpose and Tasks
- Summary of Progress to Date
- Abbreviated Public Engagement Summary
- Summary of Updated Demographics
- First Draft of Strategic Opportunity Area Visions
- Future Benchmarks:
- Strategic Opportunity Area Future Land Use Plans
  - City-wide Future Land Use Plan
  - Draft Document Submission and Review
  - Adoption

### **RECOMMENDED ACTION**

For information purposes only.



# City of Rowlett

## Staff Report

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75080-0099  
www.rowlett.com

**AGENDA DATE:** 06/12/2018

**AGENDA ITEM:** 2B

### TITLE

Discuss an update of Form-Based Code lessons learned, implementation strategies, and opportunities for potential amendments to the Rowlett Development Code. (60 minutes)

### STAFF REPRESENTATIVE

Daniel Acevedo, CNU-A, Interim Director of Community Development

### SUMMARY

City Council has set the expectation of meeting each year with City Boards and Commissions to discuss their respective roles and future direction. The members of the Planning and Zoning Commission will share the Commission’s perspective on their service in this capacity, reporting last year’s accomplishments and this year’s plans and goals. The Commissioners and staff will also engage in conversations specifically about Realize Rowlett 2020, Form-Based Code and continuing education.

### BACKGROUND INFORMATION

Chairpersons and Staff Liaisons for the City’s Boards and Commissions met with City Council to discuss Council’s request for a review of the Boards’ roles and purpose as outlined in the *Boards and Commissions Handbook*. City Council also asked for reports on Fiscal Year 2017 accomplishments and Fiscal Year 2018 plans and goals. This information, as well as discussion over how the Boards interact with Council on behalf of the citizens of Rowlett would be included in a joint work session held between Council and each of the Boards on an annual basis. Future budgetary needs might also be discussed at that time.

### DISCUSSION

The Planning and Zoning Commission plays a significant role in shaping the City’s development policy by serving as a recommending body on matters of rezoning, development, and amending the City’s Comprehensive Plan. The Commission also has the authority to approve plats, development plans and minor modifications. So far in fiscal year 2018, the Commission met 11 times and acted on 23 cases. While fewer cases have come forward to the Planning and Zoning Commission for consideration, there was a 9% increase in development applications received for processing (from 133 to 148). Staff believes this number is reflective of a trend towards greater conformance with City standards. For a detailed breakdown of the types of cases, please see the chart below:

Type of Case	Number
Rezoning (not including SUP)	10
Rezoning (SUP only)	3

Development Plan Approval	1
Tree Survey Preservation Plan (TSPP)	2
Alternative Building Materials (ABM)	1
Preliminary Plat	3
Final Plat	3
<b>TOTAL</b>	<b>23</b>

Staff has also been working to determine where changes to both the Form-Based Code and the Rowlett Development Code are necessary and warranted. Over the last year, City staff has scheduled debriefing meetings with developers as Form-Based Code Projects have been completed or neared completion. The purpose of these meetings was to ascertain what we are doing right and what we could do better. In addition to these meetings, City staff has met interdepartmentally to address issues and concerns with the Form-Based Code. Included in the interdepartmental meetings were Community Development, Public Works and the Fire Marshal's Office. City staff also met one-on-one with Planning & Zoning Commission Chair Moseley to discuss issues and opportunities, not only with the Form-Based Code but also with the Rowlett Development Code. A summary of the findings and recommendations from these meetings are included as Attachment 1.

While City staff has identified several areas within the Form-Based Code that need work, the consensus of the Planning and Zoning Commission is that the Form-Based Code does not need much work, although they do stress a few needs, which are outlined below. The Commission has focused most of its attention on requesting improvements with the Rowlett Development Code.

Staff expects that an increasing number of items will be brought to the Commission as new development activity continues within the City. The Commissioners and staff would like to specifically discuss the following items:

- Form-Based Code – Several possible amendments concerning various engineering and planning related items and implementation strategies
- Rowlett Development Code – Possible amendments to streamline the development approval process
- Imagine Rowlett – Report on the status of the Comprehensive Plan Update from Freese and Nichols

**FINANCIAL/BUDGET IMPLICATIONS**

N/A

**RECOMMENDED ACTION**

No action required. Information only.

**ATTACHMENTS**

Attachment 1 – Summary of Findings and Recommendations

## Executive Summary

Over the last year, City Staff has scheduled debriefing meetings with developers as Form-Based Code (FBC) Projects have been completed or neared completion. The purpose of these meetings was to ascertain our accomplishments and how we can improve. In addition to these meetings, City staff has met interdepartmentally to address issues and concerns with the Form-Based Code. Included in the interdepartmental meetings were Development Services, Public Works, and the Fire Marshal's Office. City staff also met one-on-one with Planning & Zoning Commission Chair Moseley to discuss issues and opportunities, not only with the Form-Based Code but also with the Rowlett Development Code.

A summary of the issues brought forward are as follows: It should be noted that the consensus of the Planning and Zoning Commission, is that the Form-Based Code does not need much work, although they do stress a few needs, which will be outlined below. The main area in which the Commission has requested improvements be made are with the Rowlett Development Code. Broadly, the improvements to the Code can be condensed into two categories: Engineering and Planning. It should be noted that the findings represent proposals identified from stakeholders' meetings as well as internal staff discussions in an effort to maximize the effectiveness of our codes and processes. As an overview, this presentation is organized with previously identified items; followed by comments on each item's current status or how it will be addressed.

Since last year, City staff has worked on many of the original items brought to Council and Commission at their 06/05/17 Joint Work Session. While many of those items have been addressed without the need for Code Amendments, staff anticipates several changes going forward. Due to the delay of the Comprehensive Plan update, amendments have been postponed in anticipation of additional FBC items to address. However, at this time staff feels comfortable moving forward with code amendments. Fortunately, the delay has created the opportunity to address some of the "knee jerk" reactions generated in the meetings. The list below represents the original list, as well as additional items (in blue) for discussion. Finally, below each item in red, staff has provided feedback on how items have been addressed.

## Summary of Recommended Engineering Improvements

- Standard Details for Street Paving Sections within the FBC areas need to be developed so that there is no confusion between standards that exist in the RDC and FBC areas. (In 2017, an amendment to the standard construction details were done in accordance with conventional practice. These details were reviewed with general oversight from Form-Based Code staff. Additionally, further amendments will be integrated in an expanded Form-Based Code Article (2.2.10 Streets), for the remaining list of Engineering improvements)
- Standardize construction methods and materials for the placement of decorative pavers in order to minimize maintenance costs.
- Standardize site clearance and turn radii to better comport with FBC objectives.
- Standards for utility placement (either within streets, under on-street parking, or under sidewalks) need to be determined to minimize future maintenance costs and minimize disruption to commercial businesses in the FBC areas.

(This item will be developed further in Article 2.2.10 Streets and is already an exhibit in the Appendix in the Form-Based Code.)

- Standards for lighting; utility connections for median lighting, and standard street light details need to be developed in partnership with public works.
- Standard details and sections for trails and sidewalks – to include allowable alternative materials such as aggregate or mulch trails – need to be developed in order to reduce confusion for City staff and developers.  
(On February 20, 2018, City Council officially adopted the revised Parks, Rec & Trails Master Plan. Through a comprehensive and collaborative effort, City staff worked to update and address items related to our trail standards. City Staff anticipates a code amendment that makes further reference to that document and adds insight on additional sidewalk related issues.)
- Work with Fire Marshal's Office to standardize fire hydrant locations for conformity with the IFC.  
(City staff, from an operational standpoint, coordinated conformance with the IFC on Fire related issues, and feels the need to further clarify items where there may be confusion, contradiction, or misapplication in the more dense, urban districts. As mentioned, this will be part of Article 2.2.10.)

#### Summary of Recommended Planning Improvements

- Modify tree spacing requirements to allow more flexibility in relation to tree spacing; flexibility for larger caliper sizes in lieu of spacing. **Minor amendment on credit for legacy tree preservation.**  
(The Form-Based Code leaves limited ability to work around requirements for tree spacing. That being said, staff feels confident that additional flexibility would allow developers to provide landscaping that is more conducive to optimal canopy growth and planting health.)
- Modify the requirement that all landscaping be put in place prior to Certificates of Occupancy for larger projects versus one-off commercial projects to minimize disruption to the plantings during construction, consider a Temporary Certificate of Occupancy process.  
(This issue has been addressed operationally, but should be reflected through an amendment of the Code.)
- Modification of landscaping requirements/standards to conform to the geotechnical reports and protection of infrastructure.  
(Possible landscape ordinance amendment to improve planting in relation to existing soil conditions)
- Review the allowable planting materials to add more variety.  
(Possible landscape ordinance amendment to improve planting)
- Review allowable building materials and percentages to include building materials for interior courtyards (such as with Harmony).  
(Possible amendment to remove blanket requirements for B façades)

- Review square footage for the building types and possibly increase or remove the maximum size.  
(Form-Based Code encourages density, but this would provide flexibility for a broader range of housing types)
- Allow more flexibility for garages, stoops, and porches, and better define what constitutes each.  
(Architectural requirements in the Code are limited in this area. Staff feels that a better definition of these critical elements would result in the ultimate realization of what is expected in Form-Based Code neighborhoods.)
- Better define private amenities and provide standards for those amenities.
- Explore the possibility of allowing private streets with non-exclusive ingress/egress easements for larger developments. (Staff has been exploring this option as an alternative, in limited cases, to providing the connectivity required without placing a significant burden of long-term maintenance solely on the City.)
- Revisit transparency percentages for all façades in the Urban Village District.
- Revisit signage standards for properties in FBC districts along Lakeview Parkway similar to RDC standards.
- Revisit non-conforming use standards for single-family residences in the Urban Village and/or consider rezoning of properties south of properties fronting Main Street to Urban Neighborhood. (Although there was initial reaction to non-conforming standards limiting the ability for redevelopment, this has not been a major concern and has normalized.)
- Alleys. Amend the code to address Muse Alley design and requirements. Prohibit dead-end alleys.
- Add standards for public safety access to private areas.
- More clearly define open and green space requirements. Ensure adequate pedestrian and auto facilities are provided for in publically accessible and privately maintained open space.
- Re-evaluate the FBC areas to make sure that those areas are still viable.
- Add architectural requirements for Townhome 1 and 2 types. Currently, the Code does not address critical elements of that building type.
- Amend major headings to include references to related material.

#### Summary of Recommended Rowlett Development Code Improvements

- Review the 100% masonry requirement due to the number of Alternative Building Materials requests coming forward to the Planning and Zoning Commission. Consider lowering the threshold to a similar mix as the FBC.

- **Review Tree Survey Preservation Plan/Tree Removal Permit procedures to reduce the necessity for these applications to go to P&Z and City Council.**
- **Amendment to the Preliminary Plat ordinance regarding the imposed 30-day review timeline.**
- **Amendment to current Landscaping Code Section 77-504 of the RDC.**  
**(This amendment includes an addition to the RDC Article III, by establishing clearly defined regulations to the Code for urban forestry and to establish the City of Rowlett Urban Forestry Act of 2018. It will define the roles of, and give direction to, The City of Rowlett, it's staff, and the advising members who are tasked with providing a clear directive to the City and its citizens for protection of the environment and urban forestry.)**
- **Amendment to the current Landscape Code Section 77-504 by addition of the Urban Forestry Landscape Guidelines, Inspection and Installation Handbook.**  
**(This handbook is compiled of details and specific measures by which selection, inspection, correction, irrigation, soil modification, planting, staking procedures, and tree protection are tasked. The handbook is presented to and designed with the idea of attracting knowledgeable and conscientious developers, designers, and contractors to the City of Rowlett. The guidelines within will protect not only the environment but also those who work within the City of Rowlett by providing a clear and distinct vision by establishment of clear and distinct guidelines.)**