



**City of Lake Dallas
Joint Work Session
City Council
and
Planning and Zoning Commission
Regular Meeting
Conducted by Video Conference
Thursday, January 21, 2021 at 7:00 p.m.
Agenda**

Pursuant to Governor Greg Abbott’s temporary suspension of various provisions of the Texas Open Meetings Act, and in an effort to protect the health and safety of the public, members of the public this meeting is being conducted by video conference. Members of the public who desire to only listen to proceedings of the meeting may dial the following toll-free number and, when prompted, enter the following Meeting ID #, beginning at 6:40 p.m. to join the meeting. Any person wishing to view the video conference may go to the Internet link shown below and enter the password shown.

**Toll Free Number: 877 853 5257
Meeting ID#: 811 3320 7873
Video Conference:
<https://us02web.zoom.us/j/81133207873?pwd=OUwzTUQreExNakZtbmpxbUhabjJLQT09>
Password: 754303**

Any person wishing to provide comments during Item 4 – Citizen Agenda & Public Comment, or on any matter to be considered on this agenda, should email such comments to the City Secretary at cdeLCambre@lakedallas.com by 3:00 p.m. on Thursday, January 21, 2021.

- 1. Call to Order and Determination of Quorum**
- 2. Pledges of Allegiance**
- 3. Citizen Agenda & Public Comment**

An opportunity for citizens to address the City Council and Planning & Zoning Commission on matters which are not scheduled for consideration on this agenda. To address the City Council and Planning & Zoning Commission, please send your comments to the City Secretary before 3:00 p.m. on the date of this meeting. Comments sent by e-mail will be read aloud so that they are included in the recorded record of the meeting. In keeping with the meeting procedures for limiting speaking time to five (5) minutes per speaker, any written comments provided for this item should be kept short enough so that they can be read aloud in five (5) minutes or less.

The Texas Open Meeting Act prohibits deliberation by the City Council or Planning & Zoning Commission of any subject which is not on the posted agenda; therefore, neither the City Council nor the Planning & Zoning Commission will be able to discuss or take any action on items brought up during the citizen presentations that are not on the agenda.

- 4. Receive training on Form Based Code Zoning Districts.**
- 5. Adjournment of Joint Work Session.**
- 6. Appoint a Chair and Vice Chair of the City of Lake Dallas Planning and Zoning Commission.**
- 7. Approval of Minutes for the Meeting of December 17, 2020.**
- 8. Hold and discussion and make a recommendation to City Council regarding the appointment of members to the City of Lake Dallas Planning and Zoning Commission.**
- 9. Adjourn.**

I certify that the above notice of this meeting was posted on the bulletin board at City Hall of the City of Lake Dallas, Texas on or before January 18, 2021 at 4:30 p.m.



Codi Delcambre, City Secretary

If you plan to attend this public meeting telephonically and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (940) 497-2226 ext. 102 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



JOINT CITY COUNCIL
PLANNING AND ZONING COMMISSION
AGENDA MEMO

Prepared By: Angie Manglaris, Director of Development Services

January 21, 2020

Form Based Code Training Workshop

DESCRIPTION:

Receive training on Form Based Code Zoning.

BACKGROUND INFORMATION:

On June 18, 2020, the City of Lake Dallas City Council and Planning and Zoning Commission held a joint workshop to discuss possible amendments to the Zoning Ordinance. After discussion, the City Council and the Planning and Zoning Commission agreed the Zoning Ordinance was in need of being updated. One component of the Zoning Ordinance updates is to revise the Downtown District to facilitate the vision of the 2030 Comprehensive Plan and create a mixed-use, pedestrian-oriented Downtown District.

One mechanism the City can utilize in achieving this vision is the adoption of Form Based Code Zoning in the Downtown District. Form Based Code addresses buildings and their relation to the public realm first and focuses on allowable uses second. It is a helpful planning tool in creating mixed-use, walkable developments. Mr. Dave Gattis, Planning Consultant, will provide training on Form Base Code Zoning and what it entails.

FINANCIAL CONSIDERATION:

There is no financial impact to the taxpayers of Lake Dallas.

RECOMMENDED MOTIONS:

There is no action required as part of this agenda item. After training, staff suggests the City Council and Planning and Zoning Commission provide direction regarding the use of Form Based Code Zoning in the Downtown District.

ATTACHMENT(S):

None.

**State of Texas
County of Denton
City of Lake Dallas**

Minutes: Planning and Zoning Commission Minutes

The Lake Dallas Planning and Zoning Commission met in a regular meeting on December 17, 2020 in a video conference, with notice of the meeting given, as required by Title 5, Chapter 551.041 of the Texas Government Code. Chairperson Ben Gilbert call the meeting to order at 7:01 p.m.

1. Roll Call: Planning and Zoning Commission

Ben Gilbert	Chairperson, Member Place 1
Adam Peabody	Member Place 2
Lester Rayburn	Member Place 5
Melody Parlett	Alternate Member 2
Absent: Jayme Potter	Member Place 3

Staff present: John Cabrales, City Manager, Angie Manglaris, Director of Development Services and Glenda Cowling, Permit Technician

2. Pledge of Allegiance was led by Ben Gilbert

3. Citizen Agenda & Public Comment

An opportunity for citizens to address the Planning & Zoning Commission on matters which are not scheduled for consideration by the Planning & Zoning Commission. To address the Planning & Zoning Commission, please send your comments to the City Secretary before 3:00 p.m. on the date of this meeting. Comments sent by e-mail will be read aloud so that they are included in the recorded record of the meeting. In keeping with the Council's procedures for limiting speaking time to five (5) minutes per speaker, any written comments provided for this item should be kept short enough so that they can be read aloud in five (5) minutes or less. The Texas Open Meeting Act prohibits deliberation by the Planning & Zoning Commission of any subject which is not on the posted agenda, therefore the Planning & Zoning Commission will not be able to discuss or take any action on items brought up during the citizen presentations that are not on the agenda.

No public input was received.

4. Approval of minutes for Meeting held on October 15, 2020.

Motion: to approve the minutes for meeting of October 15, 2020 as presented was made by Alt. Member, Melody Parlett. Member Lester Rayburn seconded.

Ayes: Member Ben Gilbert, Member Adam Peabody, Member Lester Rayburn and Alt. Member, Melody Parlett.

Nays: None

Motion Passed 4-0

5. Conduct a public hearing and consider an ordinance amending the development and use regulations applicable to the property described as Block 1, Lot 7, Providence Addition generally located at the northwest corner of Betchan Street and Main Street by changing the zoning classification from Retail (C-1) with a Downtown Overlay to Planned Development Residential R-1-6000 and adopting a site plan and development regulations.

Angie Manglaris, Director of Development Services, presented the staff report and gave an overview of the Planned Development request. Ms. Manglaris explained the Planned Development was to allow for the construction of three (3) single family homes and gave an overview of the specific requirements proposed as part of the development standards. Ms. Manglaris stated the City would like to see sidewalks as part of this development and recommended the Commission consider adding a condition stipulating the applicant and City staff meet before the City Council Meeting to determine the feasibility of sidewalk inclusion on the property.

Mr. Paul Perry, owner and applicant, introduced himself to the Commission and made himself available for questions.

Discussion was held among the Commission regarding the proposed site configuration and the access off Main Street, particularly as it related to driveway orientation and requirements, and the drainage plan for the site. Ms. Manglaris explained driveways and engineered grading plans would be evaluated at the time of site development and shall conform to the City's Engineering Design Standards.

The Commission also inquired if the change from commercial to residential would be in line with the developments in existence in the Downtown Overlay. Ms. Manglaris and John Cabrales, City Manager, explained to the Commission that the site could be suitable for either residential or commercial development given the Comprehensive Plan's vision

for the area, but the configuration of the lot could present challenges to commercial development.

The public hearing opened at 7:41 p.m. No public input was received. The public hearing was closed 7:41 p.m.

Additional discussion was held surrounding the driveway configuration, the proposed concept, and the number of allowable homes as part of the Planned Development.

Motion: Alt. Member Parlett motioned to recommend City Council approve an ordinance amending the development and use regulations applicable to the property described as Block 1, Lot 7, Providence Addition generally located at the northwest corner of Betchan Street and Main Street by changing the zoning classification from Retail (C-1) with a Downtown Overlay to Planned Development Residential R-1-6000 and adopting a site plan and development regulations with the condition the applicant and City staff work together before the City Council meeting to determine the feasibility of sidewalk installation. Member Rayburn seconded the motion.

Ayes: Member Ben Gilbert, Member Adam Peabody, Member Jayme Potter, Member Lester Rayburn and Alt. Member, Melody Parlett.

Nays: None.

Motion Passed 4-0

- 6. Conduct a public hearing and consider an ordinance amending the development and use regulations applicable to property described as Lot 2-A, Block A, Gatlin Addition generally located north on Carlisle Drive and to the east of the DCTA Rail Trail from by changing the zoning classification from Retail (C-1) to Commercial District (C-3).**

Ms. Manglaris provided the Commission with background information regarding the history of the subject tract, presented the staff report gave and overview of the Zoning Change request. Ms. Manglaris provided the Commission with the analysis of the case, including the existing conditions, proposed development plan for storage units, and all land uses that are allowed in the Commercial (C-3) District should the request be approved. Ms. Manglaris explained this is step one in a multi-step development process and, should the development be approved, a detailed Site Plan would be required by the applicant as part of the next phase in development.

Mr. John Smith, owner and applicant, addressed the Commission, explained the concept plan and intent of the request, and made himself available for any questions.

The public hearing opened at 7:55 p.m. No public input was received. The public hearing was closed 7:55 p.m.

Discussion was held among the Commission regarding the drainage of the site, access off Carlisle, the requirements and vision of the 2030 Comprehensive Plan and the proposed land use. Mr. Smith addressed the Commission's concerns and explained the reasoning for his request. Mr. Smith explained to the Commission that after listening to feedback regarding his last proposal for the site, he felt storage units would be a more suitable use for his property.

Motion: Member Peabody motioned to recommend City Council approve an ordinance amending the development and use regulations applicable to property described as Lot 2-A, Block A, Gatlin Addition generally located north on Carlisle Drive and to the east of the DCTA Rail Trail from by changing the zoning classification from Retail (C-1) to Commercial District (C-3). Member Rayburn seconded.

Ayes: Chairperson Ben Gilbert, Member Adam Peabody, Member Jayme Potter, Member Lester Rayburn

Nays: Alt. Member, Melody Parlett

Motion Passed 3-1

7. Receive a report and hold a discussion on draft changes to the Use Charts.

Ms. Manglaris provided the Commission with background information on the project and explained the purpose of the discussion was to review changes staff has made to the Use Chart since the Commission last reviewed them in August 2020 and determine if any additional changes to the proposed Use Charts would be needed.

The Commission reviewed the proposed Use Charts line-by-line and discussed the possibility of adding a use that would allow for modular/manufactured/tiny homes and where it would appropriate to situate the use.

The Commission requested before moving forward with the project, staff confirm the proposed Use Tables will not conflict with existing Livestock Ordinances.

8. Receive a report, hold a discussion, and provide staff with direction regarding proposed amendments to the City sign regulations set forth in Chapter 80 of Lake Dallas Municipal Code.

Ms. Manglaris gave a history of the project and explained the intent of the proposed updates was to address concerns City Council had regarding the Sign Ordinance and start addressing areas that will help the City achieve Scenic City Designation.

Ms. Manglaris gave an overview of the areas in Chapter 80 that staff was considering making amendments to including:

- Allowance of Wind Signs.

- Amending the Political Signs section to be in line with State Law.
- Incorporating L.E.D standards into the Code.
- Modifying the Monument Signs section to be more inclusive and detailed.
- Modifying how wall sign coverage is measured by switching from a percentage to an allowable area.
- Amending the Prohibited Signs section to reflect changes recommended and adopted as part of these revision.
- Adopting a Sign Table to make the Chapter more user-friendly and streamline the review process.

Discussion was held among the Commission regarding the proposed changes. The Commission had questions regarding how the City tracks permits and who is responsible for monitoring them. Ms. Manglaris explained it is the responsibility of staff to track and monitor these permits.

The Commission expressed concerns with requiring there be a sixty (60) day period of separation between wind sign use on commercial property. Member Peabody suggested the City explore the option of altering the time between wind signs to be thirty (30) days. Staff agreed to make note and look into the alternative option.

No further discussion was held on the item.

Prior to adjournment, Chairperson Gilbert inquired if staff had updates regarding the Development Services Department. Ms. Manglaris gave an overview of projects the Department was working on and explained that the next several months will be focused on Code amendments so that the City may begin applying for various accreditation programs in the near future.

Adjournment 8:46 p.m.

Passed and approved on the _____ day of _____, 2021

Ben Gilbert, Chairperson

Glenda Cowling, Permit Tech



PLANNING AND ZONING COMMISSION
AGENDA MEMO

Prepared By: Angie Manglaris, Director of Development Services

January 21, 2021

APPOINTMENT OF PLANING AND ZONING COMMISSIONERS

DESCRIPTION:

Receive a report, hold a discussion, and make a recommendation to City Council regarding the appointment of members to the City of Lake Dallas Planning and Zoning Commission.

BACKGROUND INFORMATION:

The Planning and Zoning Commission is charged with the review of development plans, policies, and programs in the City of Lake Dallas. The Planning and Zoning Commission consists of five (5) members appointed by City Council. Members of the Commission are appointed to two (2) year terms. In December 2020, City staff received an application to serve on the Planning and Zoning Commission from Mr. Christian Cline.

The Planning and Zoning Commission currently has one (1) vacancy for Alternate Member Place 1.

Mr. Cline has lived in Lake Dallas for six (6) months and meets the residency requirement for serving on a Board or Commission in the City.

FINANCIAL CONSIDERATION:

There is no financial impact to the taxpayers of Lake Dallas.

RECOMMENDED MOTIONS:

I make a motion to recommend City Council appoint Christian Cline to serve as a member on the Planning and Zoning Commission.

ATTACHMENT(S):

1. Application for Boards and Commissions- Christian Cline



Boards and Commissions

Welcome to the City of Lake Dallas. Are you interested in serving your community on a board or commission? Volunteer today for one of the seven boards and commissions that support City Council. Thank you in advance for your interest in serving on one of our Boards and Commissions.

Boards and Commissions comprised of these volunteers are an integral and necessary part of local government and are highly appreciated. Typically, members are appointed to the Boards and Commissions by the Lake Dallas City Council by submitting an application, interviewing, and undergoing a background check. If approved, the City Council initiates an appointment in accordance with this policy.

Applications can be dropped off at City Hall, 212 Main Street, Lake Dallas. Candidates must be registered to vote in Lake Dallas. Candidates must have been a resident for at least six months and agree to serve a two-year term. Applicant must be twenty-one years of age.

If you have any questions, please call City Hall at 940-497-2226. Applications can be emailed to cdelcambre@lakedallas.com, mailed to City Hall, or faxed to 940- 497-4485.

Lake Dallas Boards and Commissions

Animal Shelter Advisory

Board Board of Adjustments

Board of

Appeals

Library Board

Parks and Recreation Board

Community Development Corporation (4-

B) Planning and Zoning Commission

Boards and Commissions

The City of Lake Dallas Animal Shelter Advisory Board

The City of Lake Dallas Animal Shelter Advisory Board. The board consists of six members. The Board meets three times a year.

Appeals Board

The purpose of this board is to hear testimony of terminated City workers as well as for hearing charges of corruption, discrimination, abuse of power, or abuse of policies from active City workers or citizens. The board consists of five regular members and three alternate members serving a two year term.

Board of Adjustment

Members of this board meet at the call of the chairperson within 30 days of receipt of written notice from anyone aggrieved as a result of the refusal of a building permit or administrative decision by the City Building Official. The board consists of five members and four alternate members serving a two year term.

Community Development Corporation (4B)

The Community Development Corporation (CDC) was created in January 2003 to foster improvements in the commercial area of the city and to enhance the quality of life in the city as a tool for attracting new businesses and residents. The board consists of seven members serving a two year term. The meetings are held 2nd Monday of every month at 7:00 p.m. at City Hall.

Library Advisory Board

The library advisory board is organized to advise the city council and act as a coordinating body through which individual citizens, business and industry, government, and private organizations may work together in the best interest of the people of the city concerning the constructive use of the city's public library. The board consists of five regular members and 2 alternate members serving a two year term.

Parks and Recreation Board

The members of the Parks, Recreation and Keep Lake Dallas Beautiful Board serve in an advisory capacity to the City Staff and Council on the planning and development of parks and recreation facilities and regulations governing their use and for the planning of special events. The board consists of seven regular members and four alternate members serving a two year term. The meetings are held on the 3rd Monday of every month at 7:00 p.m. at City Hall.

Planning & Zoning Commission

The Planning and Zoning Commission is charged with the responsibility of proposing plans, policies, and programs addressing the physical development and planning of the City. The board consists of five regular members and two alternate members serving a two year term. The meetings are held on the 3rd Thursday of the month at 7:00 p.m. at City Hall.

CITY OF LAKE DALLAS
212 Main Street, Lake Dallas, Texas 75065

**APPLICATION TO SERVE ON BOARD OR
COMMISSION**

Notice: The City of Lake Dallas requires that all potential candidates for a City Board or Commission undergo a background check to ensure that no one with a criminal background or with inappropriate social media content is representing the city in any capacity. By signing this application you agree to undergo such background check and social media scrutiny. The applicant must also meet the requirements specified on the back of this form.

An acknowledgement and consent to a background check must be signed on the back of this form.

Name: Christian Cline Date: 12/10/2020

Street Address: 602 Wedgewood Way, Lake Dallas

Mailing Address: 602 Wedgewood Way, Lake Dallas

Employer: Dematic Home/Cell Phone: 682-551-6849

E-mail address: ctc2tx@yahoo.com

Length of time as resident _____ Yrs 5 Months Date of Birth 04/18/1997

Please number your choice of the boards, commissions or committee you would like to serve on by numbering your first, second and third choices:

_____ Board of Adjustment (Building)
X _____ Planning & Zoning Commission

_____ Community Development Corporation
_____ Park & Recreation Board

_____ Board of Appeals
_____ Animal Shelter Advisory Board

_____ Library Board

List any board, commission or committee you currently serve on: None

Please provide any education, experience, memberships or knowledge that you wish to be considered for your request to be appointed to the above: Im highly educated with a MBA from the University of Dallas, and I served as a student senator there. I am also a lifelong Texan, and look forward to serving my community.

Boards, commissions, and committees meet a minimum of one night each month and the meetings typically last 2 - 4 hours.

Please see reverse side

**City of Lake Dallas
Boards and Commissions Requirements**

All applicants for Boards or Commissions must meet the following requirements:

- Must be a qualified (registered) voter.
- Must be at least twenty-one (21) years of age.
- Must be a resident of the city for at least six months preceding the appointment.
- Must be current on payment of all taxes.
- Must be of good moral character.
- Must agree to comply with the attendance policy for Board and Commission meetings as outlined below.
- Must interview with the City Council. (You will be contacted when an interview is scheduled)

Attendance / Conduct Policy:

If you choose to apply, it must be understood that as a member of a City Board or Commission you are a government representative and must conduct yourself in a professional and ethical manner at all times.

Furthermore, it is necessary that you accept your responsibilities and make every effort to attend each of the meetings as called and posted, generally once per month. We understand that there will be occasions when it is not possible to be in attendance, but establishing a quorum (the number of members necessary to hold a legal meeting) is often difficult if members do not make the necessary commitment to attend meetings.

Your service to the City is greatly appreciated and highly regarded since the City could not conduct all of the City's official duties without volunteers who willingly give time to our Boards and Commissions. But if you cannot meet the meeting requirement it would be in the best interest of the applicant as well as the City if you reconsider your application.

Currently, a position to a Board or Commission is relinquished if three consecutive meetings are missed or more than five in any calendar year.

Permission for Background Checks:

I (Print Name) Christian Cline, understand the meeting requirement and that by signing this form I am granting the City of Lake Dallas, through its officers, agents and administrative staff, permission to conduct a third party criminal history check. The results of the check will be utilized only to determine eligibility for membership to a City Board or Commission. Furthermore, I will agree to befriend a designated agent of the City to any and all Social Media Networks to which I belong including Facebook, Twitter, Skype or any other to which I am a member. I understand that the posting of inappropriate content on any social media as determined by the City of Lake Dallas is grounds for

disqualification to any Board or Commission. Any false statement made in this application is also grounds for disqualification for membership to any City Board or Commission.

By signing this form I also acknowledge my commitment to serve if selected.

Signature:

A handwritten signature in black ink, appearing to read "Christina" followed by a stylized monogram or initials.

Date 12/10/2020

List All Social Media Memberships: Facebook and LinkedIn