

City Council and Planning & Zoning Commission  
March 26, 2018

A Joint Work Session of the Mayor and City Council and Planning & Zoning Commission of the City of Waxahachie, Texas were held in the City Council Conference Room at City Hall, 401 S. Rogers on Monday, March 26, 2018 at 5:30 p.m.

Council Members Present: Kevin Strength, Mayor  
Chuck Beatty, Councilmember  
David Hill, Councilmember  
Mary Lou Shipley, Councilmember

Council Member Absent: Mark Singleton, Mayor Pro Tem

P&Z Commission  
Members Present: Rick Keeler, Chairman  
Melissa Ballard, Vice Chairman  
Betty Square Coleman  
Bonney Ramsey  
Jim Phillips

P&Z Commission  
Members Absent: Erik Barnard  
David Hudgins

Others Present: Michael Scott, City Manager  
Albert Lawrence, Assistant City Manager  
Lori Cartwright, City Secretary  
Chelsey Gordon, Assistant to City Manager  
Tommy Ludwig, Exec. Director of Community Services  
Shon Brook, Director of Planning  
Kelly Dent, Planner

**1. Call to Order by Mayor Kevin Strength and Chairman Rick Keeler**

Mayor Kevin Strength called the City Council meeting to order.

Chairman Rick Keeler called the Planning and Zoning Commission meeting to order.

**2. Discussion of modifications to Zoning Ordinance**

City Manager Michael Scott welcomed everyone and thanked Council and the P&Z Commission for their attendance and participation in reviewing the Zoning Ordinance making sure it is a usable document. He encouraged dialogue noting the end game is an Ordinance for consideration.

Mr. Shon Brooks, Director of Planning, stated Kelly Dent and Destiny Wright from his office as well as Mr. Tommy Ludwig, Executive Director of Community Services, has been very instrumental in editing the Zoning Ordinance and preparing for the work sessions. He stated the last meeting was a lot of clean up and organization and this work session will cover more specifics.

Mr. Brooks recapped the previous work session as follows:

### **Zoning Districts**

- Remove parking
- Remove General Retail Limited
- Add Mixed Use Residential
- Add Mixed Use Non-Residential
- Add Downtown Neighborhood

### **Section Reorganization**

- Remove PD districts out of the ordinance (item included in zoning map)
- Remove SUP section out of the ordinance (item included in the zoning map)

### **Development Standards**

- Remove standards from individual chapters and condense in independent sections
- Design Standards to be altered

Mr. Brooks reported the Zoning Ordinance feedback included:

- Concern with affordable housing options
- Increased density and height
- Code Compliance
- Xeriscape
- Definitions
- Organization of Use Chart

Other items from the previous work session included definitions by alphabetical, separating commercial versus residential and organizational use of the Use Chart.

Mr. Brooks reviewed fencing to include:

- Metal support posts every six feet, metal brackets, and metal caps
- 2"x 4" chemically treated cross members
- Chain-link only approved as replacement for existing chain-link in non-residential
- Replacement of 50% must be brought into compliance
- Fences more than 20 degrees off vertical alignment must be brought into compliance
- 100% of pickets missing or broken requires compliance

Discussion of post every 6 feet was discussed. Mayor Kevin Strength stated panels are 8 feet and as long as one installs metal posts, brackets and caps, 8 feet panels is okay.

Mr. Scott stated the thoroughfares now require masonry fencing along the thoroughfare. Mr. Brooks referenced masonry panels and the consensus is to not allow inserts in the masonry walls that are located along the thoroughfare.

Councilmember David Hill stated we need to look at affordable housing because the ordinance is going to drive the cost of what one is building.

Councilmember Mary Lou Shipley suggested a starting point on the standards of the fence noting we would want people to maintain their fences. She stated older neighborhoods should be allowed to maintain the fencing style in their areas.

After further discussion the consensus was require fencing as proposed above with 6 foot centers.

Mr. Brooks reviewed Drive Through and Parking Areas to include:

- Screening shrubs, planted at two-feet in height
- Shrubs must be evergreen
- Tree requirements remain the same (one per 40 feet, may be grouped)
- Texas Xeriscape standards may be used by right in all required landscape areas

Discussion was held and the consensus was to move forward with the proposed as listed above.

Mr. Brooks reviewed Screening for Dumpsters enclosures and Mechanical Equipment. He stated additional requirement were added requiring greenery around the dumpster and add more curb appeal and landscaping which will soften the appearance. Screening shrubs will be planted at 3 feet in height and shrubs must be evergreen.

Mr. Brooks reviewed Buffering noting as follows:

- 10-foot buffer required between commercial or multi-family and single-family residential
- Tree planted for every 500 square feet
- No parking or drive isles in the buffer. Driveways permitted where required.

Discussion held and members concurred.

Mr. Brooks reviewed parking noting non-residential parking is preferred behind the front face of the building. He explained the incentive is bringing the building closer to the street and by having buildings closer to the street allows for better walkability. He stated it is not a requirement, just an incentive.

Discussion held and Mrs. Bonney Ramsey stated she likes to park in front of a store and walk in.

Mr. Brooks discussed Hotel Design reviewing the following:

- 100% masonry construction with the ground floor being brick or stone. Front façade treatment on all sides
- Restaurant, food or coffee shop that is staffed during daylight hours
- Board, meeting, or hospitality room of minimum of 1,000 square feet
- Pool with a minimum 1,000 square feet of water surface area
- Breakfast area that opens into seating area minimum 500 square feet
- Extended stay hotel limited to 30 nights
- A Porte cochere is required at the main entrance

Mr. Brooks stated we have hotels that built up to the standards and beyond. He stated this is not applicable in a Central Area.

Mr. Brooks reviewed Single Family Attached requirements as listed below:

- 100% masonry construction. 75% brick in Central Area. 25% brick in MF1 and MF2
- Must match Downtown Development requirements when built in Central Area or Downtown Neighborhood (DN)
- Maximum 3 stories in MF1, MF2 or DN
- Maximum 4 stories in Central Area
- Must be platted as individual lots
- Roof pitch 7:12, architectural shingles
- Two parking spaces required per unit, one must be enclosed

Mr. Brooks reviewed the following requirements of promotional Signs:

- Maximum number of signs allowed based on street frontage
- One sign per 100 feet of street frontage
- Permit required for every promotional sign
- Clarifies allowance timeframe. Allows for two weeks, two times a year. Four weeks must separate display times.
- Fifty square foot maximum per sign

Discussion held pertaining to human signage being ones who dress up and stand by the road promoting a business. Mr. Brooks stated staff will visit with the City Attorney. Discussion was held pertaining to grand openings and Mr. Brooks stated he will make provisions for grand openings.

Mr. Brooks discussed the Infill Ordinance noting it must be a buildable lot and lot sizes must average no less than 10% the size of all lots within 50 feet of the property line. He stated lots may be created by replat noting another option is an applicant requesting a Planned Development for infill standards.

Mr. Brooks reviewed Alternative Compliance noting it is a procedure that allows a development to meet the intent of the provisions of the Zoning Ordinance with an alternative design. An alternative compliance approach is designed to provide flexibility in order to respond to unique site conditions or circumstances, design elements, or abutting or surrounding uses, and must not result in reductions in the amount or quality of the particular standard.

Mr. Brooks reviewed the application process noting the application is free and puts the burden on the applicant to prove their request is deemed appropriate. It allows an approval process at staff level and allows more flexibility to staff to determine the applicant's intent.

Mr. Brooks stated the next step will be a meeting with the stakeholders from the development community to hear feedback. He announced that meeting is tentatively slated for April 9, 2018. Mr. Brooks stated the next joint work session with Council and the Commission is scheduled for April 23, 2018.

Mayor Strength thanked Council members and P&Z Commissioners for serving in this capacity.

### **3. Adjourn**

There being no further business, the meeting adjourned at 7:36 p.m.

Respectfully submitted,

Lori Cartwright  
City Secretary