## PLANNING \& ZONING COMMISSION

Monday, January 22, 2024 at 6:30 PM

## CORINTH <br> TEXAS

City Hall | $\mathbf{3 3 0 0}$ Corinth Parkway
View live stream: www.cityofcorinth.com/remotesession

## AGENDA

## A. CALL WORKSHOP SESSION TO ORDER AND ANNOUNCE A QUORUM PRESENT

## B. WORKSHOP AGENDA

1. Conduct an informal discussion on the city's current platting process and proposed upcoming Unified Development Code amendments pertaining to the process.
C. ADJOURNMENT
D. CALL REGULAR SESSION TO ORDER AND ANNOUNCE A QUORUM PRESENT
E. PLEDGE OF ALLEGIANCE
F. ESTABLISH VOTING MEMBERS AND DESIGNATE ALTERNATES
G. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine and will be enacted in one motion. Should the Chair, a Commission Member, or any citizen desire discussion of any item, that item will be removed from the Consent Agenda and will be considered separately.
2. Consider the approval of minutes for the Planning \& Zoning Commission Workshop and Regular Session held on December 11, 2023.
3. Consider and act on a request by the Applicant, Eagle Surveying, for a Replat of the Classic Mazda Addition Subdivision, being $\pm 5.36$ acres located at 5000 South I-35E. (Case No. RP23-0004)
4. Consider and act on a request by the Applicant, Bill Utter Ford, for a Replat of the Bill Utter Ford Addition Subdivision, being $\pm 17.226$ acres located at 4901 South I-35E. (Case No. RP23-0005)
5. Consider and act on a request by the Applicant, Skorburg Company, for a Preliminary Plat for the Oak Ridge Park Subdivision, being $\pm 56.129$ acres located at 2300 Lake Sharon Drive. (Case No. PP23-0004)

## H. BUSINESS AGENDA

6. Conduct a Public Hearing to consider testimony and make a recommendation to the City Council on a request to amend Section 2.10.09.C.2.b. - PD, Planned Development Application and Review of the City's Unified Development Code. Case No. ZTA24-0001 - UDC Amendment

## I. DIRECTOR'S REPORT

## J. ADJOURNMENT

The Planning \& Zoning Commission reserves the right to recess into executive or closed session to seek the legal advice of the City's attorney pursuant to Chapter 551 of the Texas Government Code on any matter posted on the
agenda. After discussion of any matters in closed session, any final action or vote taken will be public by the Commission.

As a majority of the Council Members of the City of Corinth may attend the above described meeting, this notice is given in accordance with Chapter 551 of the Texas Government Code. No official action will be taken by the City Council at this meeting.

I, the undersigned authority, do hereby certify that the meeting notice was posted on the bulletin board at City Hall of the City of Corinth, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, January 19, 2024 at 12:00 PM.


Melissa Dailey, AICP
January 19, 2024
Director of Planning and Development Services
City of Corinth, Texas

Corinth City Hall is wheelchair accessible. Person with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf, or hearing impaired, or readers of large print, are requested to contact the City Secretary's Office at 940-498-3200, or fax 940-498-7576 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

BRAILLE IS NOT AVAILABLE

## \|\| CITY OF CORINTH <br> CORINTH <br> Staff Report

| Meeting Date: | $1 / 22 / 2024 \quad$ Title: Platting Process Workshop |
| :--- | :--- |
| Strategic Goals: | $\square$ Resident Engagement $\boxtimes$ Proactive Government $\boxtimes$ Organizational Development |
|  | $\square$ Health \& Safety $\square$ Regional Cooperation $\boxtimes$ Attracting Quality Development |

## Item/Caption

Conduct an informal discussion on the city's current platting process and proposed upcoming Unified Development Code amendments pertaining to the process.

## Item Summary/Background/Prior Action

Miguel Inclan, Planner, will provide the Commission a brief overview of the platting process, explain recent changes to the Texas Local Government Code related to plat approval procedures, and explore proposed amendments to the Unified Development Code in response to those changes.

MINUTES

# PLANNING \& ZONING COMMISSION WORKSHOP AND REGULAR SESSION <br> Monday, December 11, 2023, at 6:30 PM <br> City Hall $\mathbf{3 3 0 0}$ Corinth Parkway 

On the $11^{\text {th }}$ day of December 2023, the Planning \& Zoning Commission of the City of Corinth, Texas, met in Regular Session at the Corinth City Hall at 6:30 P.M., located at 3300 Corinth Parkway, Corinth, Texas.

Commissioners Present:
Chair Alan Nelson
Vice-Chair Mark Klingele
KatieBeth Bruxvoort
Adam Guck
Commissioner Absent:
Rebecca Rhule
Crystin Jones
Chris Smith
Staff Members Present:
Melissa Dailey, Director of Development Services
Michelle Mixell, Planning Manager
Miguel Inclan, Planner
Matthew Lilly, Planner

## A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Chair Alan Nelson called the meeting to order at 6:30 PM.

## B. ESTABLISH VOTING MEMBERS AND DESIGNATE ALTERNATES

C. PLEDGE OF ALEGIANCE
D. CONSENT AGENDA

1. Consider the approval of minutes for the Planning \& Zoning Commission Regular Session held on November 13, 2023.
2. Consider and act upon a request by the applicant, Windrose Land Services, for a Conveyance Plat for the Hibberd Addition Subdivision, being $\pm 1.392$ acres of land located at the northeast corner of FM 2181 and Verona Drive. Case No. CONV23-0002

Commissioner Bruxvoort made a motion to approve the consent agenda, seconded by Commissioner Guck.
Motion passed unanimously: 4-for, 0-against.

## E. BUSINESS AGENDA

3. Conduct a Public Hearing to consider testimony and act on a rezoning request by the Applicant, Ridinger Associates, to amend the Zoning Ordinance and Zoning Map of the City of Corinth, each being a part of the Unified Development Code, from SF-2 Single Family Residential to a Planned Development with a base zoning district of SF-4 Single Family Residential for the development of 68 single family lots on approximately $\pm 20$ acres generally located on the east side of Post Oak Drive, north of the Terrace Oaks Subdivision, and south of the Provence Subdivision. (Case No. ZAPD23-0006 - Hillside Corinth)

Melissa Dailey, Director of Development Services, provided a presentation on behalf of Staff and recommended approval as presented.

Chair Nelson asked if the landscape buffer for trees will be used as a utility easement in the future.
Director Dailey stated that this buffer was outside of the future right-of-way of Creekside Drive and would not be impacted by utilities.

Chair Nelson asked what the purpose was of restricting 4 lots to one story.
Dailey stated that this was due to the homes behind the 4 lots being single story homes and there was a concern of people looking into these backyards.

Vice-Chair Klingele asked if the fence along the eastern side would be 6 feet in height.
Dailey confirmed that this fence was a minimum of 6 feet but could be 8 feet if the builder elects to do so.
Chair Nelson asked if the fences would be installed by the developer or as each lot is built.
Dailey stated the fences would most likely be installed as each lot is built.
Commissioner Guck asked if a traffic study had been required as part of the application.
Dailey stated that the threshold was not met to require a traffic study.

## Chair Nelson opened Public Hearing at 6:49 PM.

Richard Weir, 2008 Ledgestone, stated that he had a concern of the access on Ainsley being extended into this neighborhood and asked that the access instead be off of Creekside Drive when this road is constructed in the future.

Chair Nelson closed the Public Hearing at 6:52 PM.

Director Dailey explained that the proposed subdivision is required to have two access points and therefore a connection to Post Oak Drive was required. She stated that the subdivision is planned to connect to Creekside Dr in the future when the expansion is constructed.

Commissioner Guck asked if this neighborhood was within Denton ISD.
Dailey confirmed that the proposed subdivision was within Denton ISD.
Vice-Chair Klingele made a motion to recommend approval as presented subject to the conditions presented by Staff, seconded by Commissioner Guck.

Motion passed unanimously: 4-for, 0-against.
4. Conduct a Public Hearing to consider testimony and make a recommendation to the City Council on a request to amend the Land Use \& Development Strategy Map by changing the Place Type designations of multiple parcels of land totaling approximately $\pm 150$ acres generally located south of Shady Shores Road, along the east and west sides of North Corinth Street, east of I-35 E and north of Corinth Parkway within the City of Corinth. Case No. CPA23-0002 - Land Use Assumptions Mixed Use-TOD

Melissa Dailey, Director of Development Services, provided a presentation on the proposed changes to the Land Use and Development Strategy Map in the 2040 Comprehensive Plan. The area proposed to be updated included the industrial areas and commercial properties currently located northwest of the TOD. The proposal includes changing the designations for these areas to the TOD.

Chair Nelson asked which jurisdiction oversaw the land north of Shady Shores Rd.
Dailey stated that this was Shady Shores.
Chair Nelson asked if this change in designation would be to encourage higher density development and retail.
Dailey stated that it was their goal to create a real downtown in this area and that verticality and higher density would help facilitate this and create a gathering place.

Chair Nelson asked if there were any other cities in the area being reviewed as an example.
Dailey stated that there were several examples of both smaller and larger downtowns in the metroplex and that the density and use would be driven by demand in the area.

Chair Nelson opened and closed the Public Hearing at 7:06 PM.
Commissioner Bruxvoort made a motion to recommend approval as presented, seconded by Commissioner Guck.

Motion passed unanimously: 4-for, 0-against.

## F. ADJOURN REGULAR SESSION

Regular Session adjourned at 7:07 PM.

## G. CALL WORKSHOP SESSION TO ORDER AND ANNOUNCE A QUORUM PRESENT

Chair Nelson called the workshop session to order at 7:08 PM.

## H. WORKSHOP AGENDA

5.Conduct a workshop and hold an informal discussion on proposed amendments to Mixed-Use (MX) Zoning Categories.

Melissa Dailey, Director of Development Services, provided a presentation on the proposed amendments to the mixed-use zoning designations defined in the 2040 Comprehensive Plan. She stated that one of the goals
was to create a new MX zoning type to replace the existing MX-C and MX-R zoning districts which would allow for higher density development with a larger mix of residential and retail types. Another goal would be to create regulations which require less modification and would make it possible for these types of developments to occur without having to go through the planned development process.

Commissioner Bruxvoort stated that there did not appear to be many single family homes touching the edge of the MX districts.

Chair Nelson asked if the existing MX-C and MX-R districts were replaced with one MX district, would the MX district be restricted to one area of the city.

Dailey stated that there would not be a restriction to one of area of the city and that rezoning would be determined on a case-by-case basis. She stated that there are not many areas remaining in Corinth that could accommodate this type of use.

Chair Nelson stated that he liked the idea of developing N. Corinth St as a downtown area. He stated that he would like to see this type of zoning be restricted to certain areas.

Dailey stated that any rezoning requests would come before the $\mathrm{P} \& \mathrm{Z}$ and City Council and reiterated that rezoning would be made on a case-by-case basis.

Commissioner Guck asked if there would be any specified language in the UDC to require that retail be developed prior to or at the same time as the residential components.

Dailey stated that requirements can be included but that incentives may be needed to allow for retail to be viable. She stated that the vision for the downtown needs to be on a larger scale to allow for retail to be viable.

Commissioner Guck stated that he liked the idea of envisioning the downtown as a radius and that this would be helpful to answer questions in the future.

Dailey stated that the retail and residential were both needed for these projects to be viable.
Chair Nelson asked if changing the zoning in these areas would cause any legal issues.
Dailey stated that the proposed changes would be to the comp plan and would not affect existing zoning. She stated that issues may arise if the there is a city-initiated zoning change.

Commissioner Bruxvoort asked how this would affect existing MX-C and MX-R districts.
Dailey stated that the UDC would point to the regulations in the MX zoning regulations and that any new mixed-use developments would follow the new regulations.

Miguel Inclan, Planner, stated that most new developments in the city have gone through the PD process, specifically because the base zoning district regulations does not allow for some newer development types.

Vice-Chair Klingele stated that he was excited by this proposed change.
Chair Nelson asked if there would be a form-based code or restrictions on types of materials.

Planning and Zoning Commission
December 11, 2023

Dailey stated that there would be some architectural regulations but nothing overly restricting.
Commissioner Guck stated that he appreciated that these restrictions would be in place.
Dailey stated that it might be beneficial to have exercises where individuals express what consistency they would like to see in terms of building setbacks and walkway elements.

Commissioner Guck stated that he felt it may be helpful for Corinth to have a consistent design scheme to promote more cohesion.

## F. DIRECTORS REPORT

Director Dailey informed the Commission that the Oak Ridge Park PD and the PD-55 Amendment were passed by the City Council at their meeting on December $6^{\text {th }}$.

## J. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 7:57 PM.

MINUTES APPROVED THIS ___ DAY OF ___ 2023.

Alan Nelson, Planning and Zoning Commission Chairman

CITY OF CORINTH
Staff Report

| Meeting Date: | $1 / 22 / 2024 \quad$ Title: Replat: Classic Mazda Addition (RP23-0004) |
| :--- | :--- |
| Strategic Goals: | $\square$ Resident Engagement $\square$ Proactive Government $\square$ Organizational Development |
|  | $\square$ Health \& Safety $\square$ Regional Cooperation $\square$ Attracting Quality Development |

## Item/Caption

Consider and act on a request by the Applicant, Eagle Surveying, for a Replat of the Classic Mazda Addition Subdivision, being $\pm 5.36$ acres located at 5000 South I-35E. (Case No. RP23-0004)


Aerial Location Map

## Item Summary/Background/Prior Action

The purpose of this Replat is to relocate existing easements and dedicate new easements for the construction of a service reception building for a complex of vehicle dealerships that straddles the city limits of Corinth and Denton, requiring approval of this Replat by both cities. The property is zoned PD-6 - Oakmont.

The proposed Replat was reviewed by Planning and the city's consulting Engineering firm, BHC. The review team identified deficiencies in the attached Replat document, which resulted in noncompliance with Unified Development Code (UDC) Subsection 3.03.03.I, Final Plat (Replat) Criteria for Approval, which requires that a plat conform to the city's application checklists and UDC regulations.

Because the Planning and Zoning Commission is required to act on the Replat application at this meeting to comply with Texas Local Government Code Chapter 212, the Staff's recommendation is to disapprove the plat due to the number and extent of deficiencies.

Per Section 212.093 of the Texas Local Government Code, after receiving a written statement of disapproval, an Applicant is afforded an unlimited amount of time to revise the Replat application. Once an Applicant formally resubmits a revised application- on a designated "Agenda Submittal Day" as outlined in the city's Development Calendar - the Planning \& Zoning Commission has 15 days to act on the Replat application.

## Financial Impact

None

## Applicable Policy/Ordinance

- Unified Development Code
- Texas Local Government Code


## Staff Recommendation

Staff recommends disapproval of the Replat.

## Motion

"I move to disapprove Case No. RP23-0004 - Classic Mazda Addition due to noncompliance with UDC Subsection 3.03.03.I, Final Plat (Replat) Criteria for Approval"

## Attachments

1. Proposed Replat with Planning Comments
2. Proposed Replat with Engineering Comments

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## CITY OF CORINTH <br> Staff Report

| Meeting Date: | $1 / 22 / 2024 \quad$ Title: Replat: Bill Utter Ford Addition (RP23-0005) |
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| Strategic Goals: | $\square$ Resident Engagement $\square$ Proactive Government $\square$ Organizational Development |
|  | $\square$ Health \& Safety $\square$ Regional Cooperation $\square$ Attracting Quality Development |

## Item/Caption

Consider and act on a request by the Applicant, Bill Utter Ford, for a Replat of the Bill Utter Ford Addition Subdivision, being $\pm 17.226$ acres located at 4901 South I-35E. (Case No. RP23-0005)


Aerial Location Map

## Item Summary/Background/Prior Action

The purpose of this Replat is to dedicate new easements for the construction of a service building for a vehicle dealership that straddles the city limits of Corinth and Denton, requiring approval of this Replat by both cities. The property is zoned PD-43 - Bill Utter Ford.

The proposed Replat was reviewed by Planning and the city's consulting Engineering firm, BHC. The review team identified deficiencies in the attached Replat document, which resulted in noncompliance with Unified Development Code (UDC) Subsection 3.03.03.I, Final Plat (Replat) Criteria for Approval, which requires that a plat conform to the city's application checklists and UDC regulations.

Because the Planning and Zoning Commission is required to act on the Replat application at this meeting to comply with Texas Local Government Code Chapter 212, the Staff's recommendation is to disapprove the plat due to the number and extent of deficiencies.

Per Section 212.093 of the Texas Local Government Code, after receiving a written statement of disapproval, an Applicant is afforded an unlimited amount of time to revise the Replat application. Once an Applicant formally resubmits a revised application- on a designated "Agenda Submittal Day" as outlined in the city's Development Calendar - the Planning \& Zoning Commission has 15 days to act on the Replat application.

## Financial Impact

None

## Applicable Policy/Ordinance

- Unified Development Code
- Texas Local Government Code


## Staff Recommendation

Staff recommends disapproval of the Replat.

## Motion

"I move to disapprove Case No. RP23-0005 - Bill Utter Ford due to noncompliance with UDC Subsection 3.03.03.I, Final Plat (Replat) Criteria for Approval"

## Attachments

1. Proposed Replat with Planning Comments
2. Proposed Replat with Engineering Comments








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| Meeting Date: | $1 / 22 / 2024 \quad$ Title:Extension Request - Preliminary Plat: Oak Ridge Park (PP23- <br> $0004)$ |
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| Strategic Goals: | $\square$ Resident Engagement $\square$ Proactive Government $\square$ Organizational Development |
|  | $\square$ Health \& Safety $\square$ Regional Cooperation $\square$ Attracting Quality Development |

## Item/Caption

Consider and act on a request by the Applicant, Skorburg Company, for a Preliminary Plat for the Oak Ridge Park Subdivision, being $\pm 56.129$ acres located at 2300 Lake Sharon Drive. (Case No. PP23-0004)


Aerial Location Map

## Item Summary/Background/Prior Action

The purpose of this Preliminary Plat is to establish a subdivision consisting of 310 residential lots and 9 open space/tree preservation/drainage lots on approximately 56.129 acres. The property is zoned Planned Development No. 68 - Oak Ridge Park (Base Zoning: SF-4).

The Applicant formally requested an extension per UDC Subsection 3.02.01 D(b) - Extension by Agreement, which reads: "(b) Extension by Agreement. The applicant may request in writing and the Planning Commission, may approve the request for an extension of the time for Plat or Subdivision Plan approval required by subsection (a) or (b) for a period not to exceed thirty (30) days. The written request must be made within fifteen (15) days of the date the application is filed and approved by the Commission prior to the time for a decision on the application required by subsection (a) or (b)."

If the Planning \& Zoning Commission approves the extension request, the Applicant will continue to work to revise the application and exhibits prior to the February $5^{\text {th }}, 2024$, Planning \& Zoning Commission Special Session.

If the Planning \& Zoning Commission does not approve the extension request, Staff requests that the Commission vote to disapprove the Application, as noncompliance with Unified Development Code (UDC) Subsection 3.03.02.G, Preliminary Plat (Replat) Criteria for Approval, which requires that a plat conform to the city's application checklists and UDC regulations.

## Applicable Policy/Ordinance

- Unified Development Code
- Texas Local Government Code


## Staff Recommendation

Staff Recommends the Commission approve the applicant's request for a 30-day extension request.

## Motion

"I move to approve the request for a 30-day extension for Case No. PP23-0004 - Oak Ridge Park Preliminary Plat."

## Alternative Action by the Planning and Zoning Commission

The Planning and Zoning Commission may disapprove the application.

## Attachments

1. Extension Request Letter
2. Plat and Preliminary Engineering Review Comments



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LOTS 1-6, BLOCK E
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TOTAL RESIDENTIAL LOTS 310
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CITY OF CORINTH DENTON COUNTY, TEXAS

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CITY OF CORINTH
Staff Report

| Meeting Date: | $1 / 22 / 2024 \quad$ Title: UDC Amendment (ZTA24-0001) |
| :--- | :--- |
| Strategic Goals: | $\square$ Resident Engagement $\boxtimes$ Proactive Government $\boxtimes$ Organizational Development |
|  | $\square$ Health \& Safety $\square$ Regional Cooperation $\boxtimes$ Attracting Quality Development |

## Item/Caption

Conduct a Public Hearing to consider testimony and make a recommendation to the City Council on a request to amend Section 2.10.09.C.2.b. - PD, Planned Development Application and Review of the City's Unified
Development Code. Case No. ZTA24-0001 - UDC Amendment

## Item Summary/Background/Prior Action

The proposed amendment is to allow for narrative components of the PD Design Statement to be included within Planned Development Ordinances as needed to provide supporting information that assists in providing context for PD requirements.
Specifically, staff recommends amending Section 2.10.09.C.2.b to remove the text:
"(Narrative components of the PD Design Statement are supporting information for staff and elected or appointed officials and will not be included in the adopted PD ordinance)."

## Public Notice

Notice of the public hearing was provided in accordance with the City Ordinance and State Law by,

- Publishment in the Denton Record-Chronicle
- The Public Hearing notice was posted on the City's Website


## Staff Recommendation

Staff recommends approval of the proposed amendment as presented.

## Motion

"I move to recommend approval of Case No. ZTA24-0001 as presented."

## Alternative Actions by the Planning and Zoning Commission

The Planning and Zoning Commission may also,

- Recommend approval with additional stipulations
- Continue the Public Hearing and table action on the request to a definitive or non-defined date
- Recommend denial of the request


## Attachment

1. Proposed UDC Amendment

### 2.10.09. - PD, Planned Development Application and Review

A. General

1. PD, Planned Development Zoning District Establishment. An Application for a PD, Planned Development Zoning District shall be made to the Planning and Zoning Commission and City Council in the same manner that an Application for any Zoning Map Amendment (Rezoning) is made.
2. Submission of PD Related Plats and Site Plans Shall Occur After PD Establishment. The subsequent Applications for Plats and Site Plans within an established PD, Planned Development Zoning District shall be reviewed and approved separately and independently in accordance with established procedures.
3. Upon a written request from the applicant the Director at their discretion may allow for review of submitted development items (Site Plan, Plat, Landscape Plan etc.) concurrently with a completed PD application.
B. Planned Development (PD) Submission Requirements
4. The Developer and/or builder of a PD shall comply with the following procedures:
a. Pre-Application Conference, as outlined in Section 1.03.02. Pre-Application Conference.
b. Zoning Map Amendment (Rezoning) Application shall be included with the submission of Planned Development Proposal, and shall include the:
i. PD Design Statement;
ii. PD Concept Plan; and
iii. Proposed Building Elevations identifying materials, colors and general percentages of materials used if varying from City design guidelines as outlined in Section 2.09.04.
C. Planned Development (PD) Steps for Creation and Development
5. Step 1. Pre-Application Conference Review.
a. At least ten (10) business days prior to submission of an Application for Zoning Map Amendment (Rezoning) to a PD, Planned Development, the Applicant shall submit to the Director of Planning and Development a Sketch Plan drawn to approximate scale showing streets, lots, public areas, and other significant features. The Applicant shall execute an acknowledgment that the Pre-Application Conference was not intended to and does not initiate a vested right.
b. The Applicant shall discuss with the Director of Planning and Development the procedure for adopting a PD, Planned Development and the requirements for the general layout of streets and utilities, access to arterials, or general design, the availability of existing services, and similar matters.
c. The Director of Planning and Development shall also advise the Applicant, where appropriate, to discuss the proposed PD, Planned Development with those officials charged with responsibility to review the various aspects of the proposal coming within their jurisdiction.
d. The intent of this Step 1. Pre-Application Conference Review is to expedite and facilitate the approval of a Planned Development Proposal.
6. Step 2. PD Application for Rezoning and Planned Development Proposal.
a. Procedures and Requirements.
i. The PD Zoning Map Amendment (Rezoning) Application shall be filed in accordance with regular procedures required by the UDC and state law and shall be on Application Forms of the City.
ii. The Planned Development Proposal, which is submitted with the Application for rezoning, shall consist of a PD Design Statement and a PD Concept Plan.
iii. The Applicant shall also provide other supporting maps as necessary to meet the submission requirements of this UDC.
iv. The Applicant is strongly encouraged to conduct a neighborhood meeting with the area homeowners within the vicinity of the request prior to appearing before the Planning and Zoning Commission. The Applicant shall provide written notice to the Director of Planning and Development of any scheduled neighborhood meetings at least seven (7) days prior to the P\&Z commission meeting.
b. PD Design Statement. The PD Design Statement shall be a written report submitted as a part of the Planned Development Proposal and shall contain a minimum of the following elements, (Narrative components of the PD Design Statement aro supporting information for staff and olected or appointed officials and will not be included in the adopted PD ordinance):
i. Title of PD;
ii. List of the owners and/or Developers;
iii. Statement of the general location and relationship to adjoining land uses, both existing and proposed;
iv. Description of the PD concept, including an acreage or square foot breakdown of land use areas and densities proposed, a general description proposed, a general description of building use types, proposed restrictions, and typical site layouts;
v. The existing PD zoning districts in the development area and surrounding it;
vi. Selection of one conventional zoning district as a base zoning district to regulate all uses and development regulations not identified as being modified (Multiple base zoning districts may be selected to accommodate a mixture of land uses in different geographic areas, if multiple base districts are being utilized in a PD proposal, a separate metes and bounds exhibit shall be provided to identify the area to be covered by each base district.);
vii. A list of all applicable special development regulations or modified regulations to the base zoning district; plus a list of requested Subdivision Waivers to the Subdivision Regulations or other applicable development regulations;
viii. A statement identifying the existing and proposed streets, including Right-of-Way standards and street design concepts;
ix. The following physical characteristics: elevation, slope analysis, soil characteristics, tree cover, and drainage information;
x. A statement of utility lines and services to be installed, including lines to be dedicated to the City and those lines and services which will remain private;
xi. The proposed densities, and the use types and sizes of structures; and
xii. A description of the proposed sequence and time frames of development.
c. PD Concept Plan.
i. The PD Concept Plan shall be a graphic representation of the development plan for the area of a PD, Planned Development.
ii. (a) Residential Concept Plan. A proposed Concept Plan for residential land uses shall provide the following items:
7. Lot Layout, including street patterns and product locations;
8. Topography ( 5 feet contours, or smaller if needed to understand natural features) and boundary of PD area;
9. Thoroughfares;
10. Size, type, height and location of buildings and building sites (attached residential i.e. apartments and townhomes);
11. Access;
12. Density;
13. Fire lanes, attached townhomes and multifamily only;
14. Screening;
15. Landscaped areas and concepts;
16. Project phasing;
17. Existing and Proposed (FEMA approval required) 100-Year Floodplain;
18. Existing tree cover; and
19. Any other pertinent development data as identified by the Director of Planning and Development.
(b) Non-Residential Concept Plan. A proposed concept plan for non-residential land uses shall provide the following items:
20. Types of uses;
21. Topography ( 5 feet contours or smaller if needed to understand natural features) and boundary of PD area;
22. Physical features of the site;
23. Existing streets, alleys, and easements;
24. Location of current/future public facilities;
25. Building height, locations and elevations;
26. Parking areas and ratios;
27. Proposed driveway locations;
28. Project scheduling and phasing;
29. Landscaped areas and concepts;
30. Screening;
31. Existing and Proposed (FEMA approval required) 100-Year Floodplain;
32. Existing tree cover; and
33. Any other pertinent development data as identified by the Director of Planning and Development.
d. Approval of the Planned Development Proposal.
i. Upon final approval of the Planned Development Proposal and the appropriate ordinance of rezoning by the City Council, these elements shall become a part of the Section 2.01.02. Official Zoning District Map.
ii. The ordinance of rezoning shall adopt the Planned Development Proposal by reference, shall be attached to the adopted ordinance, and shall become a part of the official records of the City.
e. Use and Development of the Property.
i. The Planned Development Ordinance shall control the use and development of the property. Building permits and development requests for the property shall be issued only in accordance with the approved Ordinance, and in accordance with any amendments thereto approved by the City Council.
ii. The Planned Development Ordinance shall be made a part of the official records of the City and shall be maintained by the City Secretary.
D. Planned Development (PD) Modifications and Amendments
34. Minor PD Amendment and Adjustment. The Director of Planning and Development may approve or defer to City Council consideration a Minor PD Amendment and Adjustment to the Planned Development Ordinance provided all of the following conditions are satisfied:
a. The project boundaries are not altered.
b. Uses other than those specifically approved in the Planned Development Ordinance are not added. Uses may be deleted but not to the extent that the character of the project is substantially altered from the character described within the PD Ordinance.
c. The allocation of land to particular uses or the relationship of uses within the project are not substantially altered.
d. The density of housing is not increased by an amount greater than ten (10) percent of the approved density for all phases of the development or decreased by an amount greater than thirty (30) percent of the approved density for all phases of the development. Ex. "300 lots to 330 lots."
e. The land area allocated to non-residential uses is not increased or decreased by an amount greater than ten (10) percent of the approved land area allocated to non-residential uses for all phases of the development provided that increases in land area are directly adjacent to non-residential uses.
f. Floor Area, if prescribed, is not increased or decreased by an amount greater than ten (10) percent of the approved Floor Area.
g. Floor Area ratios, if prescribed, are not increased.
h. Open space ratios, if prescribed, are not decreased.
i. Building material percentages may be amended up to $10 \%$ upon the submission of an report prepared by an engineer stating that the use of a particular material will result in a structural deficiency, or if the Director of Planning and Development determines that strict application of prescribed percentages will detract from the overall design of the structure.
35. Partial Amendments.
a. In situations where only a portion of an existing PD Ordinance is proposed to be amended, the Director of Planning and Development shall review the amendment request to verify its compatibility with the area of the existing PD Ordinance to remain. In the event that the proposed amendment is not compatible with the remaining area, the Director may require that the existing PD ordinance be amended in its entirety.
36. Director of Planning Approval.
a. The Director of Planning and Development shall, in his/her discretion, determine if proposed amendments to an approved Planned Development Ordinance satisfy the above criteria and comply with all ordinances and regulations of the City.
b. If the Director of Planning and Development finds that the foregoing criteria are not satisfied, an amended Planned Development Proposal shall be submitted for full review and approval according to the procedures set forth in these regulations.
E. Existing planned development ordinances The Planned Development District Ordinances previously adopted by the City Council prior to which do not include Concept Plans that meet the requirements of this section shall be required to follow procedures for amendment(s) as outlined in this section.
(Ord. No. 18-10-04-31, § 2.02, 10-4-18)
