

PLANNING & ZONING COMMISSION MEETING

Wednesday, March 25, 2026 at 5:30 PM

Glen Rose City Hall, Council

Chambers, 201 NE Vernon, Glen

Rose, TX 76043



AGENDA

A live stream of this meeting is available on the City's YouTube page.

CALL TO ORDER

Pledge of Allegiance, Roll Call

CONSENT AGENDA

1. Consider approval of minutes from February 25, 2026 P&Z Commission Meeting

PUBLIC HEARING

2. Public hearing regarding a request for a Re-plat and Specific Use Permit for building tiny homes on individual parcels for the property located at 800 Clay St, Acres 0.307; Abst: A41, Subd: F0100, Blk: 00017, Lot: 1 & 2, FARR, BLOCK 17, LOT 1 & 2 in a R-1 (Single Family District)
3. Public hearing regarding a request for a Specific Use Permit for Short Term Rental at the property located at 1306 Van Zandt Rd, Tract: B5-21, Abst: A136, A136 MILAM CO SCH LD, TRACT B5-21, ACRES 3.48 to operate in an R-1 (Single Family District)

INDIVIDUAL ITEMS FOR CONSIDERATION

4. Discussion, consideration and possible action regarding a request for Re-plat and Specific Use Permit for building tiny homes on individual parcels for the property located at 800 Clay St, Acres 0.307; Abst: A41, Subd: F0100, Blk: 00017, Lot: 1 & 2, FARR, BLOCK 17, LOT 1 & 2 in a R-1 (Single Family District)
5. Discussion, consideration and possible action regarding a request for Specific Use Permit for Short Term Rental at the property located at 1306 Van Zandt Rd, Tract: B5-21, Abst: A136, A136 MILAM CO SCH LD, TRACT B5-21, ACRES 3.48 to operate in an R-1 (Single Family District)

WORKSHOP

6. Chapter 3, Building Regulations, Article 3.01
7. Article 3.18

ADJOURNMENT

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in the is meeting should contact the City Secretary's office at (254) 897-2272 x 201 at least 48 hours prior to the meeting to request such assistance.

CERTIFICATION

I, Veronica Welch, the undersigned authority, do hereby certify that this NOTICE OF MEETING was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance of the City of Glen Rose City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at www.glenrosetexas.org and said notice was posted on the following date: **Thursday, March 19, 2026**, and remained posted for at least two hours after said meeting was convened.

Veronica Welch, City Secretary

Certification of NOTICE OF MEETING was removed on: _____ at _____ am/pm
by _____ . _____



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	3/25/2026		
AGENDA SUBJECT:	Consider approval of minutes from February 25, 2026 P&Z Commission Meeting		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	2/27/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			
Move to approve or deny as presented.			

Meeting Minutes
Planning & Zoning Commission – City of Glen Rose, Texas
February 25, 2026

- 1) Call to Order
 - a) The meeting was called to order to 5:38 pm by Chairperson, Pam Streeter
 - b) Pledge of Allegiance
 - c) Roll Call: Present: Rex Miller (via Zoom), James (Tony) Gosdin, Pam Streeter and YMKE Condry were in attendance. Meghan Schulke was absent. Additionally, Staff members David Lebron, were present. A quorum was present in the Commissioners Meeting Room.

Work Shop

- a) Preface to include more concise information about current version of ordinances,
 - i) This was found to no longer needed to be updated and was removed from January P&Z, removed from Feb City Council and Removed from agenda for P&Z in February.
 - b) Articles 1.01.018 – after discussion the consensus was keep the language about when a specific date is mentioned in an ordinance but have everything else effective once published in Muni Code. **NOTE: Further Research Provided to Council on Texas Law**
 - c) Article 3.01- Discussion was extensive on what is the thresholds and when should a building be held accountable to upgrading to building code vs city ordinances. **NOTE: Further Research Provided to Council on Texas Law**
 - d) Article 3.18 – Discussion was held around research provided and our original ordinance was in align with the research. The one caveat was this was commercial building geared only. **Note Research Provided to Council on Recommendation and Law**
 - e) Article 4.10.01 – Discussion was held based on research provided. Waiting on council to decide how to proceed but did give council an idea of a combination of caps in areas and zones without caps in other areas and forbidden areas.
- 2) Having no further business before the commission, this meeting is adjourned at 6:30pm

Chairperson

David Lebron,
Building & Planning Department



CITY COUNCIL AGENDA ACTION FORM

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PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	1/16/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	3/25/2026		
AGENDA SUBJECT:	Public hearing regarding a request for a Specific Use Permit for Short Term Rental at the property located at 1306 Van Zandt Rd, Tract: B5-21, Abst: A136, A136 MILAM CO SCH LD, TRACT B5-21, ACRES 3.48 to operate in an R-1 (Single Family District)		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	2/05/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

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PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	1/16/26
EXHIBITS:	1. Re-Plat Application and Request for Specific Use Permit Application 2. Property Notification Letter 3. Property Return Letter 4. Replat 5. 200' Surrounding Property map 6. Ordinance		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: 1/16/2026 – Request for Replat and Specific Use Permit Application was received 3/07/2026 - Notice of Public Hearing was posted in the local newspaper 3/13/2026 - 19 Property owner letters were sent representing 24 properties. 07 Letters have been confirmed as received 12 Letters unconfirmed as received 00 Letters were returned 02 Favorable response has been returned 00 Opposition response has been returned			
RECOMMENDED ACTION: Move to approve or deny as presented.			



Code Enforcement Office

City of Glen Rose, Texas 76043

Tel: (254) 897-9373 Fax: (254) 897-7989

Date Received

Staff use only

Fee: \$150.00 Paid on

Re-Plat Application

Address of property: 800 Clay St.Applicant's Name: Yuruanid VelazquezDate: 1/5/26

Property Owner Information

Full Name: Patricia Simmons

Address: _____

Telephone No: _____

Email: _____

Applicant/Owner's Representative (if not the owner)

Full Name: Yuruanid Velazquez

Address: _____

Telephone No: _____

Email: _____

Property Information

Present zoning at site: R-1Form of Ownership of the property: ☒ Individual ☐ Partnership ☐ Corporation

Legal Description of current property:

Acres: 0.328Lot # 142Block: 17Subdivision: J.J. Farr Addition

Addition comments/information

I/We, am/are the owner(s) of the property. I/We hereby certify that all the information provided is true and correct.

Owner(s) Signature:

Patricia Simmons

Date: 1/5/26

TEXAS GEOSPATIAL
AND SURVEYING, LLC
P.O. BOX 2396
ROSE, TX 76063
817-441-6199
ENGT@GEO.COM
FIRM NO. 10083300

City of Glen Rose – Building / Planning / Code Enforcement Office
201 NE Vernon Street Tel: (254) 897-2272 Fax: (254) 897-7989
Email: codeenforcment@glenrosetexas.org

Staff use only

Case # _____

Date Received: 1/16/26

Fee : \$ 150.00 Paid on: 1/16/26

Item 4.

Specific Use Permit Application

Address of property: 800 clay st Glen Rose, tx 76043

Applicant's Name: Patricia S Simmons Date: 01-16-26

Property Owner Information

Full Name: Patricia S Simmons

Address: P.O. Box 124 - Glen Rose, tx 76043

Telephone No: _____ Mail: _____

Applicant/Owner's Representative (if not the owner)

Full Name: _____

Address: _____

Telephone No: _____ Email: _____

Present zoning at site: R-1

Form of Ownership of the property: ☒ Individual [] Partnership [] Corporation

Intended use of property:

Build tiny homes

I/We am/are the owner(s) of the property. I/We hereby certify that all the information provided is true and correct.

Owner(s) Signature:

[Signature] Date: 01-16-26



Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

Item 4.

NOTIFICATION

March 13, 2026

NOTICE OF PUBLIC HEARING

Public hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on March 25, 2026 before the Planning and Zoning Commission and on April 14, 2026 before the City Council on a request by applicant/owner's representative, Patricia Simmons and Yuruanid Velazquez, to request a Re-plat and Specific Use Permit for building tiny homes on individual parcels for the property located at 800 Clay St; Acres 0.307; Abst: A41, Subd: F0100, Blk: 00017, Lot: 1 & 2, FARR, BLOCK 17, LOT 1 & 2 in a R-1 (Single-Family Residential District) Zone.

Dear Property Owner:

You are receiving this notice because our records indicate you own property within 200' of the property referenced above that is the subject of these hearings. Included with this letter is a Property Owner Response Form, the application for a Specific Use Permit for Short Term Rental is under consideration, and a map showing all the properties within 200' of the referenced property. If you would like to register your opinion in favor or in opposition to granting the Re-Plat and Specific Use Permit, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

If the owners of 20% or more of the land within 200' of the referenced property provide written notice of their objection to the issuance of the Specific Use Permit Request, instead of a simple majority it will require a vote of $\frac{3}{4}$ of the City Council members present to approve the request.

You are welcome to attend and participate in either or both of the Public Hearings.

Should you have any questions, please contact us at (254) 897-2272 ext. 109.

Sincerely,

Building, Planning, and Code Compliance Department

NOTICE OF PUBLIC HEARING

Item 4.



City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043
Ph: (254) 897-2272 Fax: (254) 897-7989

Email: jodi.holthe@glenrosetexas.org

PROPERTY OWNER RESPONSE FORM

Re: Request for a Re-Plat and Specific Use Permit for building tiny homes on individual parcels for the property located at 800 Clay St; Acres 0.307; Abst: A41, Subd: F0100, Blk: 00017, Lot: 1 & 2, FARR, BLOCK 17, LOT 1 & 2 in a R-1 (Single-Family Residential District) Zone.

This letter may be deposited in either of the two drop boxes located at City Hall, 201 NE Vernon Street, Glen Rose, Texas or mailed to City Hall, Attention: Planning and Zoning Department, PO Box 1949, Glen Rose, Texas 76043.

NAME: _____

ADDRESS: _____

DATE: _____

I AM () IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Signature

Date

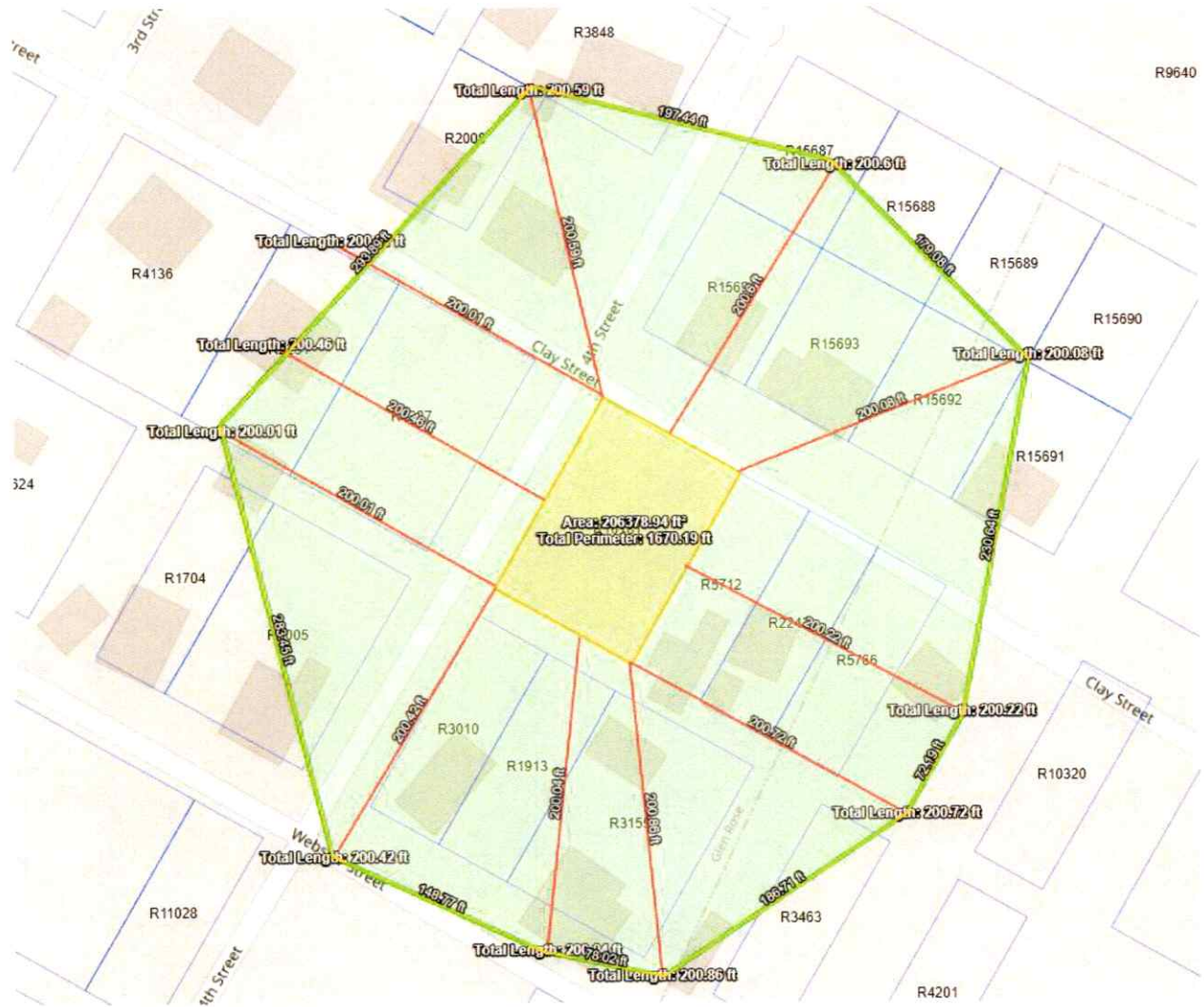
Building and Planning / Code Enforcement

(H) When the total square foot of living area is equal to or less than 800sqft, the minimum lot area (sqft) shall be at least 2500sqft. A specific use permit will be required with all plats and must conform to the following:

- (i) Front setback must be a minimum of 25 feet from all public rights-of-way,
- (ii) Side setbacks must be a minimum of 7 feet
- (iii) The maximum lot coverage remains at 40%
- (iv) This applies to single dwellings only, not applicable to duplexes or other attached multi-family dwellings. All other requirements per the table above are in effect.

800 Clay St

200' Radius





CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	3/25/2026		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding a request for <i>Specific Use Permit for Short Term Rental at the property located at 1306 Van Zandt Rd, Tract: B5-21, Abst: A136, A136 MILAM CO SCH LD, TRACT B5-21, ACRES 3.48 to operate in an R-1 (Single Family District)</i>		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	2/05/26
EXHIBITS:	1. Request for Specific Use Permit Application 2. Property Notification Letter 3. Property Return Letter 4. 200' Surrounding Property map		
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY: 2/05/2026 – Request for Replat and Specific Use Permit Application was received 3/07/2026 - Notice of Public Hearing was posted in the local newspaper 3/13/2026 - 11 Property owner letters were sent representing 24 properties. 07 Letters have been confirmed as received 04 Letters unconfirmed as received 00 Letters were returned 00 Favorable response has been returned 00 Opposition response has been returned			
RECOMMENDED ACTION: Move to approve or deny as presented.			

City of Glen Rose – Building / Planning / Code Compliance Office
201 NE Vernon Street Tel: (254) 897-2272 Fax: (254) 897-7989
Email: code.enforcement@glenrosetexas.org

Staff use only

Item 5.

Case # _____

Date Received: 2/5/26

Fee: \$150.00 Paid on: 2/5/26

Specific Use Permit Application for Short Term Rental

NOTE: As part of the approval process, this application will be shared with property owners within 200' of your property and members of the Planning & Zoning Commission and City Council. If 20% of the owners of property within 200' of your property object to the issuance of this permit, $\frac{3}{4}$ of the City Council must vote to approve it.

Address of property: 1306 Van Zandt Rd, Glen Rose, TX 76043

Applicant's Name: Matthew Carter Date: 2/5/26

Property Owner Information

Full Name: Deborah Carter

Address: _____

Telephone No: _____ Email: _____

Applicant/Owner's Representative (if not the owner)

Full Name: Wheeler B Ranch, LLC (Matthew and Amy Carter)

Address: _____

Telephone No: _____ Email: _____

Present zoning at site: R-1

Form of Ownership of the property: ☒ Individual ☐ Partnership ☐ Corporation

Will breakfast or any other meal be served? ☐ Yes ☒ No

What will be rented? ☒ Whole residence ☐ Some rooms ☐ Accessory building

How is the property being marketed? ☒ Airbnb ☐ VRBO ☐ Other _____

What is the vetting process for guests? Airbnb certified user

List any house rules addressing noise, parties, quiet time hours, etc...:

quiet hours after 10 pm

1 of 3

How many on-site parking spaces are available? 5

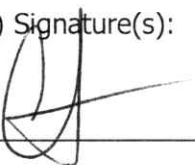
How do you plan to operate your short term rental? *(In the past, neighbors of other properties have expressed concern about potential dangers posed by strangers, noise nuisances, and an increase in traffic. You may want to address these and other concerns.)*

We plan on utilizing reputable marketing sources such as Airbnb. Wheeler B Ranch, LLC is my local operating company that my wife and I run. (Matthew and Amy Carter) We also live in Somervell County about 1 mile away so we can address any issues necessary.

Please feel free to attach any supplemental or supporting documentation to this application.

I/We am/are the owner(s) of the property. I/We do hereby certify that all the information provided is true and correct.

Owner(s) Signature(s):



Matthew Carter

Date: 2/5/26



Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

Item 5.

NOTIFICATION

March 13, 2026

NOTICE OF PUBLIC HEARING

Public hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on March 25, 2026 before the Planning and Zoning Commission and on April 14, 2026 before the City Council on a request by applicant, Wheeler B Ranch, LLC, to request a Specific Use Permit for Short Term Rental at the property located at 1306 Van Zandt Rd, Tract: B5-21, Abst: A136, A136 MILAM CO SCH LD, TRACT B5-21, ACRES 3.48 to operate in an R-1 (Single Family District).

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You are welcome to attend and participate in either or both of the Public Hearings.

Should you have any questions, please contact us at (254) 897-2272 ext. 109.

Sincerely,

Building, Planning, and Code Compliance Department

NOTICE OF PUBLIC HEARING

Item 5.



City of Glen Rose, Texas

Building, Planning, Code Enforcement Department

P.O. Box 1949, Glen Rose, TX 76043

Ph: (254) 897-2272

Fax: (254) 897-7989

Email: developmentsservices@glenrosetexas.org

PROPERTY OWNER RESPONSE FORM

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NAME: _____ DATE: _____

ADDRESS: _____

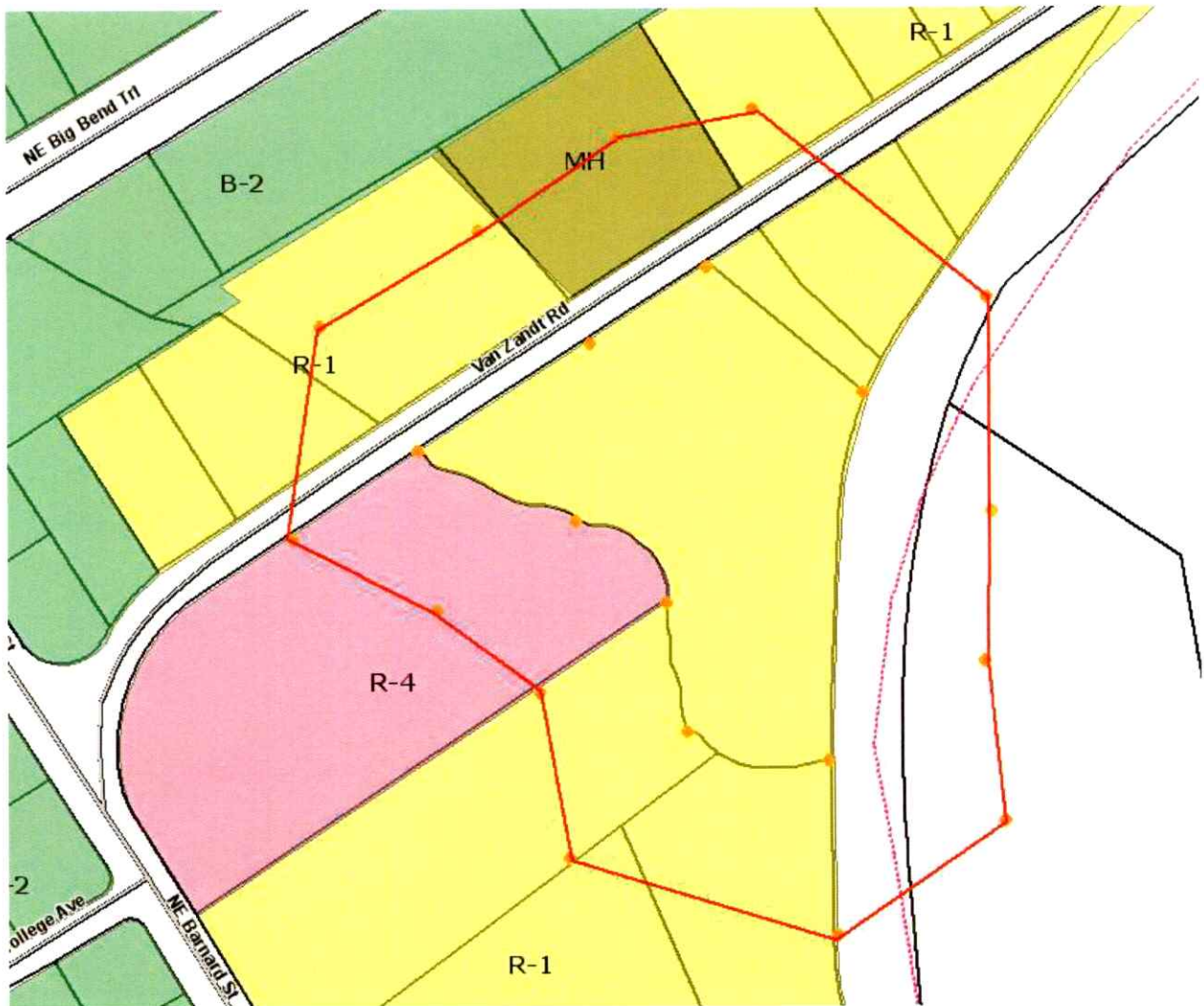
SIGNATURE: _____

I AM () IN FAVOR () IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Building Official, Planning and Zoning (P&Z)

1306 Van Zandt Rd - SUP





CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	3/25/2026		
AGENDA SUBJECT:	Chapter 3, Building Regulations, Article 3.01		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/15/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

3.01 General Provisions

In order to ensure the safety, integrity, and consistency of all structures within the city, any substantial remodeling, renovation, or expansion of existing buildings shall comply with the city's most recently adopted Building Code and relevant City Ordinances.

For the purposes of this section, "substantial improvement" shall mean any reconstruction, rehabilitation, addition, or other improvement of a structure where the cost of the work equals or exceeds twenty-five percent (25%) or fifty percent (50%) of the current market value of the structure, prior to the commencement of such work.

When a proposed project exceeds these thresholds, the property shall be considered as being brought into compliance with the requirements of the latest adopted codes and standards, including but not limited to building, electrical, plumbing, mechanical, and zoning regulations.

This provision promotes public safety, maintains uniform development standards, and upholds the integrity of the city's environment.

In Texas, when adding a new portion to an existing commercial building, the **existing structure typically does not need full IBC compliance**—only the new addition and affected areas must meet current code standards.[\[allensworthlaw\]](#)

Scope of Compliance

Texas Local Government Code §214.216 mandates IBC application to "any alteration, remodeling, enlargement, or repair" of commercial buildings, but this targets the work being done, not retrofitting unaffected original parts. Local jurisdictions (like Granbury) enforce the active IBC edition (often 2021+ with amendments) for the expansion itself, ensuring compatibility where connected (e.g., fire safety, structural ties)

Existing Building Limits

Undisturbed portions of the pre-existing building remain grandfathered under their original code if compliant at construction—upgrading only triggers for safety hazards, accessibility (via TDLR/TAS for projects over \$50K), or if the addition exceeds 50% of the building's value (potentially requiring full upgrades). Always confirm with local building officials during permitting, as they assess "affected areas"

No, in Texas, when adding a new portion to an existing commercial building, the **existing structure typically does not need full IBC compliance**—only the new addition and affected areas must meet current code standards.[\[allensworthlaw\]](#)

Scope of Compliance

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Existing Building Limits

Undisturbed portions of the pre-existing building remain grandfathered under their original code if compliant at construction—upgrading only triggers for safety hazards, accessibility (via TDLR/TAS for projects over \$50K), or if the addition exceeds 50% of the building's value (potentially requiring full upgrades). Always confirm with local building officials during permitting, as they assess "affected areas" case-by-case.^{mckinneytexas+1}

In Texas, the entire existing commercial property **rarely must be fully upgraded to the current IBC** during remodeling, expansion, or renovations—grandfathering protects compliant undisturbed portions.^{allensworthlaw+1}

Full Upgrade Triggers

Local authorities may require whole-building compliance if work scope exceeds 50% of the assessed value (substantial improvement threshold, akin to flood zones), triggers a major occupancy change, or reveals life-safety violations during inspection. No fixed statewide percentage applies universally; it's jurisdictional discretion under Texas Local Government Code §214.216.mmcginvest+2

Practical Avoidance

Most projects limit upgrades to renovated/added areas plus connections (e.g., egress, fire systems); TDLR-mandated accessibility applies project-wide only for costs $\geq$ \$50,000, not full IBC retrofit. Consult Granbury officials pre-permit to scope "affected areas" and avoid escalation.eb3construction+1

In general-law Type A cities, commercial property owners must comply with the most current ordinances as of their **effective date**, typically stated within the ordinance itself (often 30 days after adoption to allow publication and notice).[beckreitcre+1](#)

Existing Uses

Established businesses often qualify as **legal nonconforming uses** (grandfathered) if operating lawfully before the ordinance's effective date. Texas Local Government Code Chapter 211 protects continuation of such uses unless abandoned or the city invokes remedies like compensation.[\[beckreitcre\]](#)

New Development

For **new construction, renovations, or changes in use**, full compliance with current ordinances applies immediately upon permit application or project start. Variances or conditional-use permits may be sought if needed.[\[knowledge.anbtx\]](#)

Enforcement Timing

Cities enforce via inspections, notices, or citations post-effective date. Owners should register nonconforming status with evidence (e.g., permits, leases) for protection.[\[beckreitcre\]](#)

In general-law Type A cities, commercial property owners must comply with the most current ordinances as of their **effective date**, typically stated within the ordinance itself (often 30 days after adoption to allow publication and notice).[beckreitcre+1](#)

Existing Uses

Established businesses often qualify as **legal nonconforming uses** (grandfathered) if operating lawfully before the ordinance's effective date. Texas Local Government Code Chapter 211 protects continuation of such uses unless abandoned or the city invokes remedies like compensation.[\[beckreitcre\]](#)

New Development

For **new construction, renovations, or changes in use**, full compliance with current ordinances applies immediately upon permit application or project start. Variances or conditional-use permits may be sought if needed.[\[knowledge.anbtx\]](#)

Enforcement Timing

Cities enforce via inspections, notices, or citations post-effective date. Owners should register nonconforming status with evidence (e.g., permits, leases) for protection.[\[beckreitcre\]](#)

No universal threshold exists for when commercial property renovations trigger full compliance with current city ordinances in general-law Type A cities; this varies by jurisdiction and specific ordinance. In Texas cities (common for Type A classifications), key benchmarks often include projects valued at **\$50,000 or more**, which require Texas Department of Licensing and Regulation (TDLR) registration for ADA compliance review.^{eb3construction+1}

Common Triggers

- **Structural, electrical, plumbing, or occupancy changes:** These mandate full code upgrades under the International Building Code (IBC), regardless of cost.^{capitalconstructiongrp+1}
- **Value-based rules:** Many municipalities (e.g., Mansfield, Dallas-area) flag \$50,000+ remodels for enhanced scrutiny, including energy reports and accessibility plans.^{mansfieldtexas+1}
- **Percentage of value:** Some areas apply a "50% rule" where repairs exceeding half the building's assessed value require total compliance, though this is more common in flood zones or fire codes.^[from prior]

Texas-Specific Notes

Local amendments to IBC (adopted statewide as of 2023) govern; cosmetic work like paint often skips permits, but anything affecting safety systems does not. Owners should check their city's building department for exact thresholds, as nonconforming properties lose grandfathered status upon major alterations.^{eb3construction+1}

Commercial property owners in these Texas cities (Granbury, Stephenville, Waxahachie, Denton, Lewisville, Fredericksburg) enforce current ordinances primarily through **permitting, inspections, and code compliance** during renovations or changes in use, with variations by city.^{granbury+1}

Granbury

Requires permits for remodels or alterations beyond cosmetics (e.g., paint); inspections ensure 2021 I-Codes compliance post-Dec 2023. Certificate of Occupancy (CO) mandates for tenant changes or occupancy, revokable for violations; enforcement via notices from Building Inspections.^{granbury+2}

Stephenville

(No specific details from searches; generally follows Texas model.) Permits and inspections for structural work trigger current code review; contact local building dept for thresholds like 50% value rule in some areas.^{[[blog.eb3construction](#)]}

Waxahachie, Denton, Lewisville

Home-rule cities enforce via **building permits** for major remodels (often \$50K+), requiring full ADA/IBC upgrades. Inspections at key stages; nonconforming uses lose protection on substantial improvements (e.g., >50% assessed value).capitalconstructiongrp+1

Fredericksburg

Similar process: Permits needed for electrical/plumbing changes; CO required for new occupancy. Enforcement through proactive inspections and violation notices; local amendments to state codes apply.[[blog.eb3construction](#)]

Common Practices

All use Texas Local Gov't Code Ch. 214/211 for abatement of substandard buildings; major triggers include value thresholds (\$50K common), % of building value (50%), or safety system changes. Check each city's OpenGov portal or building official for precise rules.statutes.capitol.texas+1

Texas cities like Granbury, Stephenville, Waxahachie, Denton, Lewisville, and Fredericksburg generally remove permitted legal nonconforming uses (grandfathered rights) under similar triggers governed by Texas Local Government Code Chapters 211 and 214, though exact timelines vary by local ordinance.grapevinetexas+2

Common Termination Triggers

- **Abandonment:** Ceasing operations for 6-24 months (e.g., 1 month for land uses, 24 months for buildings in some codes); must prove continuous use with evidence like permits or bills.beckreitre+1
- **Substantial Destruction:** Damage >50-60% of replacement value ends rights; rebuilding must conform.crowley+1
- **Major Expansion/Remodel:** Alterations exceeding 50% of value or changing use/structure often require full compliance, voiding nonconforming status.grapevinetexas+1
- **Ordinance Violations:** Immediate termination for code breaches on the property.crowley+1

City-Specific Practices

Local zoning codes align with state law; no unique rules found for these cities beyond standards (e.g., Grapevine/Fort Worth models apply regionally). Amortization (phased elimination over 2-10 years) is rare post-2020s court limits but possible via Board of Adjustment hearings with owner compensation. Owners can register nonconforming status for protection.txplanningguide-ojs-utexas.tdl+2



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	3/25/2026		
AGENDA SUBJECT:	Article 3.18		
PREPARED BY:	P&Z Chairperson Pam Streeter	DATE SUBMITTED:	1/15/26
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

3.18 Conversion of Single-Occupant Commercial Buildings to Multiple-Occupant Commercial Buildings

3.18.001 Purpose.

The purpose of this ordinance is to ensure public safety, health, and compliance with applicable codes when a structure originally designed or used for a single occupant or business is converted into a multiple-occupant or multi-tenant facility. This regulation establishes uniform standards for such conversions, protecting both occupants and the community at large.

3.18.002 Applicability.

This ordinance shall apply to any property owner, developer, or occupant who seeks to modify or convert a building presently approved, permitted, or utilized as a single-occupant structure into one intended for two or more separate occupants, tenants, or business entities.

3.18.003 Required Actions and Compliance

1) Permit and Plan Submission.

Prior to initiating construction or reconfiguration, the property owner must submit updated site plans, floor plans, and occupancy details to the Building Department and obtain approval through a valid building permit.

2) Building Code Compliance.

The building shall be brought into compliance with the latest adopted Building Code, including all structural, electrical, mechanical, plumbing, and accessibility requirements applicable to multi-tenant occupancies.

3) Fire and Life Safety.

The building must be reviewed and approved by the Fire Marshal or designated authority. Compliance shall include, but is not limited to:

- a) Installation or upgrade of fire-rated walls, doors, and separations between tenant spaces.
- b) Adequate emergency exits and signage for each tenant space.
- c) Fire alarm and sprinkler systems appropriate for the new occupancy classification.

4) Zoning and Parking Requirements.

The conversion shall comply with all zoning regulations and parking requirements applicable to multiple-occupant use, including minimum parking ratio adjustments, accessibility, and landscaping standards.

5) Utilities and Addressing.

Each tenant space shall have individually metered utilities where appropriate, approved waste disposal services, and assignment of unique suite or unit addresses to ensure proper emergency and mail service identification.

6) Certificate of Occupancy.

No tenant shall occupy the unit until a new or updated Certificate of Occupancy is issued verifying compliance with this ordinance and all applicable codes.

3.18.004 Enforcement and Penalties.

Failure to comply with this ordinance shall constitute a violation subject to enforcement under the city's building and zoning regulations, including stop-work orders, revocation of permits, or applicable fines as prescribed by law.

Section 1. Purpose and Intent

1.1 The purpose of this ordinance is to establish clear procedures and minimum standards for converting existing commercial buildings from single-occupant to multi-occupant use, in order to protect public health, safety, and welfare.

1.2 This ordinance is intended to work in conjunction with the City’s zoning ordinance, building codes, fire code, and other applicable regulations, and shall not be construed to reduce any requirement imposed by those codes.

Section 2. Definitions

For the purposes of this ordinance:

2.1 “Commercial building” means any building or structure used primarily for business, office, retail, service, or similar non-residential purposes.

2.2 “Single-occupant building” means a commercial building designed, approved, and occupied by a single business or user under one certificate of occupancy.

2.3 “Multi-occupant building” or “multi-tenant building” means a commercial building designed, approved, or occupied for use by two or more separate businesses, tenants, or users, whether or not they share common areas.

2.4 “Common areas” means corridors, lobbies, restrooms, mechanical rooms, stairways, elevators, loading docks, parking areas, and other spaces intended for joint use by multiple occupants or the public.

2.5 “Change of occupancy” and “change of use” have the meanings established in the adopted building code and fire code.

Section 3. Applicability

3.1 This ordinance applies to:

- Any existing commercial building approved as single-occupant that is proposed to be subdivided into two or more separately leasable or occupiable spaces; and
- Any alteration that changes exits, fire-resistance features, shared utilities, or life-safety systems to serve more than one occupant.

3.2 This ordinance does not apply to:

- New ground-up multi-tenant construction (which must comply with all current codes); or
- Situations where multiple departments of a single legal entity occupy the building under one certificate of occupancy and are not separated into distinct tenant spaces.

Section 4. Permit and Approval Requirements

4.1 Change-of-Use/Change-of-Occupancy Permit.

No person shall convert a single-occupant commercial building to multi-occupant use without first obtaining a building permit and any required change-of-use or change-of-occupancy approvals from the Building Official.

4.2 Site Plan and Floor Plan Submission.

Applicants must submit, at minimum:

- A site plan showing property lines, parking, driveways, sidewalks, accessible routes, loading areas, and fire lanes.
- Scaled floor plans showing tenant suite boundaries, common areas, exits, fire separations, restrooms, mechanical/electrical rooms, and accessible features.
- Occupant load calculations for each tenant space and for common areas.
- A code analysis identifying the occupancy classification(s), construction type, fire-resistance requirements, and method of mixed-occupancy compliance, if applicable.

4.3 Certificates of Occupancy.

(a) A new certificate of occupancy is required for the building when it is converted from single-occupant to multi-occupant.

(b) A separate certificate of occupancy shall be required for each tenant space prior to use or occupancy.

(c) Certificates of occupancy shall be posted in a conspicuous place within each tenant space or as otherwise required by the Building Official.

Section 5. Building and Fire Code Compliance

5.1 Occupancy Classification and Mixed Use.

The building and individual tenant spaces shall comply with the adopted building and fire codes, including:

- Proper occupancy classifications for each use.
- Mixed-occupancy provisions where two or more occupancy types are present in the building.
- Any required fire-resistance-rated separations between different occupancies and between tenant spaces and common areas.

5.2 Exiting and Egress.

Conversion to multi-occupant use shall not reduce the level of life-safety from that required by the adopted codes. At a minimum:

- Number, location, and width of exits shall comply with current code, based on calculated occupant loads.

- Exit access travel distances, dead-end corridors, and exit signage/emergency lighting shall comply with the adopted building and fire codes.
- Each tenant space shall have the required number and arrangement of exits or direct access to required exits through common corridors designed for multi-tenant use.

5.3 Fire Protection Systems.

Where required by the adopted codes, the building shall be provided with:

- Automatic fire sprinkler systems, standpipes, and fire alarm/detection systems sized and zoned for multi-occupant use.
- Fire department connections, fire hydrant spacing, and fire lanes as required by the Fire Code Official.
- Fire-resistance-rated tenant and corridor separations, shaft enclosures, and firestopping of penetrations, as applicable.

5.4 Structural Integrity.

Any alterations affecting structural elements, floor openings, or new penetrations for stairs, shafts, or mechanical systems shall be designed and sealed by a licensed professional engineer or architect where required by state law.

Section 6. Accessibility

6.1 All newly created tenant spaces, common areas, parking, and routes to public entrances shall comply with applicable federal and state accessibility laws and the City's adopted accessibility standards.

6.2 At a minimum:

- There shall be at least one accessible route from accessible parking to the primary building entrance and to accessible tenant spaces.
- Common restrooms and shared facilities provided for multiple tenants shall be accessible and sized for the occupant load they serve.
- Any change in level, ramps, stairs, and door hardware shall conform to accessibility requirements.

Section 7. Parking, Loading, and Site Requirements

7.1 The change to multi-occupant use shall comply with off-street parking and loading requirements in the zoning ordinance, based on the combination of uses and calculated parking demand.

7.2 Where additional parking or loading is required, the applicant shall demonstrate compliance through:

- On-site reconfiguration or expansion, if feasible; or

- Shared-parking, off-site parking, or other arrangements approved under the zoning ordinance.

7.3 Bicycle parking, landscaping, screening, and lighting shall be provided in accordance with current development standards to the extent triggered by the scope of work or required by the approving authority.

Section 8. Utilities and Building Services

8.1 Separate Metering.

Where multiple tenants will occupy the building, electrical, gas, and water service shall be metered or sub-metered in accordance with applicable codes and utility policies. The City may require separate meters for each tenant space where practical.

8.2 Mechanical, Electrical, and Plumbing Systems.

Shared systems shall be designed for the combined loads of all tenant spaces and shall meet current code requirements for:

- Ventilation and indoor air quality.
- Energy code compliance where applicable alterations occur.
- Backflow prevention, grease interceptors, and special waste requirements for restaurants, salons, and similar uses.

8.3 Access to Shutoffs and Panels.

Tenants shall have safe, code-compliant access to electrical panels, gas shutoffs, water shutoffs, and similar equipment serving their space, subject to any security and fire-code requirements.

Section 9. Management, Maintenance, and Common Areas

9.1 The property owner or designated building manager shall be responsible for:

- Maintenance of common areas, building structure, roofs, exterior walls, parking, and site improvements.
- Maintenance and testing of fire-protection and alarm systems, emergency lighting, and exit signage.
- Keeping all means of egress free and clear of obstructions, including storage in corridors and exit stairways.

9.2 Lease agreements shall not assign or transfer the owner's obligations under this ordinance to tenants in a way that diminishes code compliance or enforcement against the owner.

Section 10. Inspections and Enforcement

10.1 The Building Official, Fire Code Official, and other authorized inspectors may enter and inspect the building and tenant spaces at reasonable times to verify compliance with this ordinance and other applicable codes.

10.2 A building or tenant space found in violation may be posted as unsafe or unfit for occupancy, and the certificate of occupancy may be suspended or revoked as provided by the building code and municipal code.

10.3 It is unlawful for any person to occupy, or permit occupancy of, any tenant space or multi-occupant building created under this ordinance without the required permits, approvals, and certificates of occupancy.

Section 11. Penalties

11.1 A person who violates this ordinance commits a misdemeanor punishable by a fine not to exceed \$_____ per day, as provided in the City Code.

11.2 Each day a violation continues constitutes a separate offense.

Section 12. Conflicts and Severability

12.1 In the event of a conflict between this ordinance and any other ordinance or regulation of the City, the more restrictive provision shall control, unless otherwise required by state or federal law.

12.2 If any section, subsection, sentence, clause, or phrase of this ordinance is held invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 13. Effective Date

13.1 This ordinance shall take effect on _____, after publication as required by law.

PASSED AND APPROVED this ____ day of _____, 20.

Practical Rules and Regulations Checklist

When you actually implement or apply this ordinance, you typically need to make sure:

- The proposed multi-tenant layout fits within the existing zoning district (use allowed, intensity, parking, buffering).

- A design professional prepares a code summary: construction type, occupancy groups for each tenant, occupant loads, mixed-occupancy strategy, fire-separation needs, and egress plan.
- Fire marshal reviews sprinkler/alarm upgrades, fire lanes, hydrants, and fire-department access.
- Building department verifies exits, exit signs, emergency lights, accessibility, structural changes, and MEP modifications.
- New or revised certificates of occupancy are issued for the building and each tenant before anyone moves in.
- Owner sets up a management/maintenance plan for shared systems and common areas.

If you tell me the city (or if this is for an internal policy for a company or landlord), I can tighten this language further and add any special local requirements you may need.