



# CITY OF IOWA COLONY

## PLANNING & ZONING COMMISSION WORKSESSION MINUTES

Monday, April 22, 2024  
6:00 PM

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Iowa Colony City Council Chambers, 3144 Meridiana Parkway, Iowa Colony, Texas 77583

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**Members present:** Warren Davis, Terry Hayes, Les Hosey, Robert Wall, Brenda Dillon and Brian Johnson

**Members absent:** David Hurst

**Others present:** Dinh Ho and Robert Hemminger

### CALL TO ORDER

Vice Chair Brenda Dillon called the worksession to order at 6:06 P.M.

### CITIZEN COMMENTS

There were no comments from the public.

### ITEMS FOR CONSIDERATION

1. Review of progress toward comprehensive UDC (Unified Development Code) updates with Kendig Keast Collaborative.


Ashley Woolsey with Kendig Keast Collaborative presented the Module 2 updates to the UDC. The presentation is attached.

### ADJOURNMENT

The worksession was adjourned at 6:35 P.M.

APPROVED THIS 7th DAY OF MAY 2024.

ATTEST:

  
Kayleen Rosser, City Secretary

  
David Hurst, Chair



# Unified Development Code

## Module 2

*Ashley Woolsey, AICP*

*Brian Mabry, AICP*

*Kendig Keast Collaborative*

*April 22<sup>nd</sup>, 2024*





# Brief Recap of Project



# Project Team



**KENDIG KEAST**  
COLLABORATIVE

**Ashley Woolsey, AICP**  
Project Manager



**Brian Mabry, AICP**  
Code Practice Leader and  
Deputy Project Manager



**Bret Keast, AICP**  
CEO and Owner



**City of Iowa Colony**  
Officials, Staff, Residents

**City of Iowa Colony Project Contacts**

Dinh Ho – City Engineer  
Robert Hemminger – City Manager  
Natasha Brooks – City Attorney  
Albert Cantu – Building Official/Fire  
Marshal

**Kendig Keast**

**Bret Keast, AICP**  
CEO and Owner  
**Ashley Woolsey**  
Project Manager  
**Brian Mabry, AICP**  
Code Practice Leader and  
Deputy Project Manager

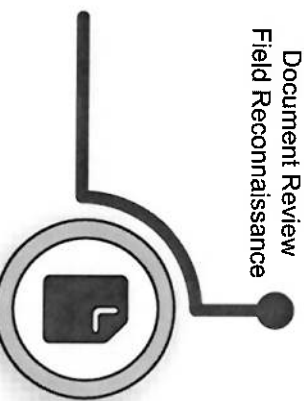


**KENDIG KEAST**  
COLLABORATIVE

# UDC Timeline

## Phase 1: Project Orientation

Staff Coordination  
Document Review  
Field Reconnaissance



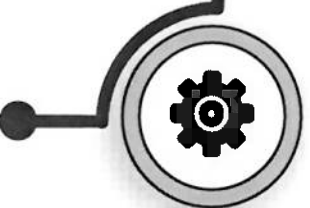
Aug. 2023

Aug.–Sept. 2023



## Phase 2: Code Diagnosis

Review City Documents  
Annotated Outline  
Code Audit



Sept.–April 2024



## Phase 3: Iterative Drafting

Drafting Ordinance Modules (2)  
Joint Presentations to PC & CC for each  
Module  
Draft Updated Zoning Map



May–June 2024



## Phase 4: Adoption

Public Hearing Draft  
Presentations to P&Z / CC  
Adopted UDC Delivered Electronically



# UDC Drafting Modules

1

## General Provisions

### Zoning Districts

- Establishment
- Purpose Statements
- Dimensional Standards

### Land Uses Table and Standards

- Permitted, Limited, Special Uses
- Accessory and Temporary Uses

### Site Development Standards

- Landscaping & Buffering
- Signs
- Parking, Loading, & Stacking

### Definitions

2

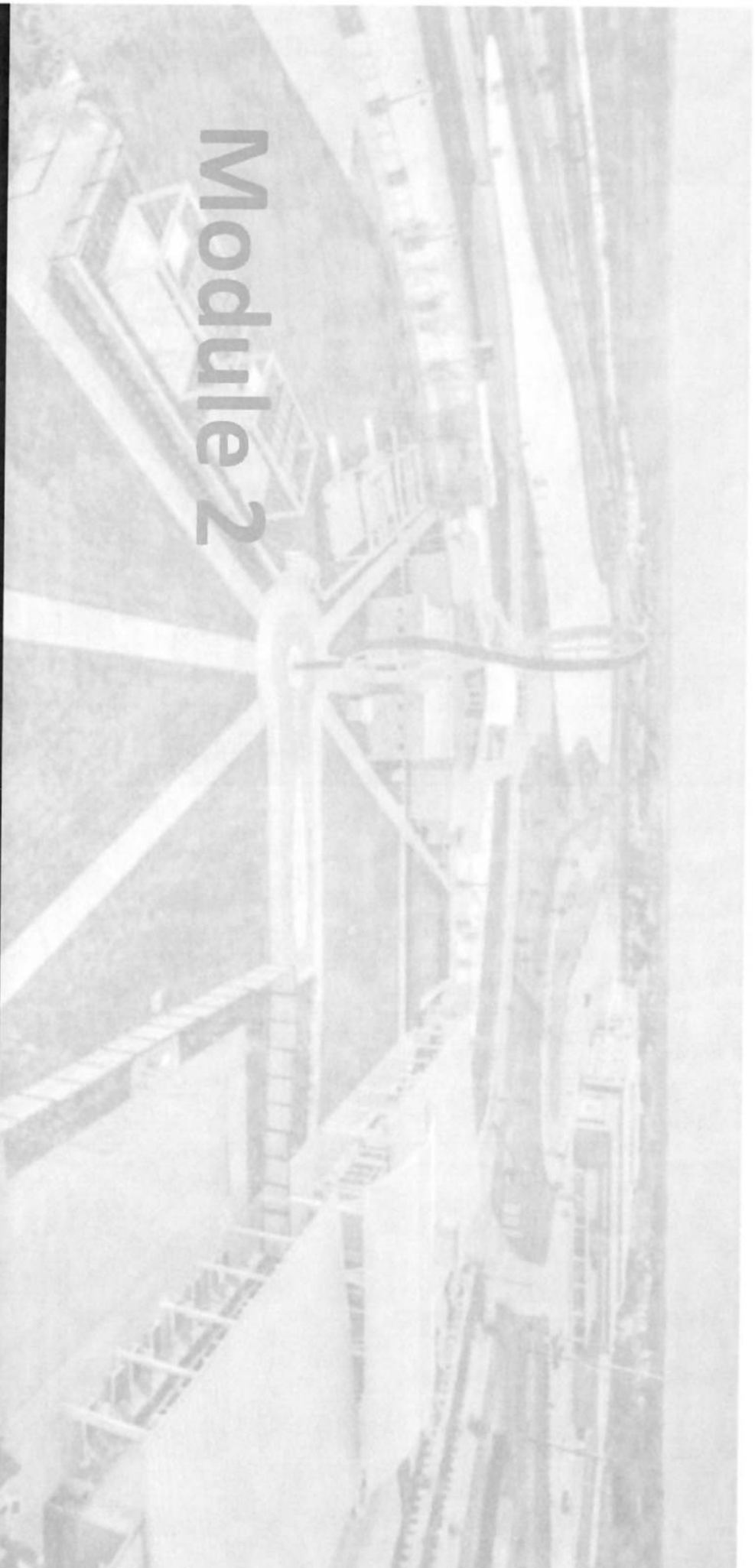
## Subdivision Standards

- Street widths
- Sidewalks
- Utilities
- Improvement Acceptance

## Administration

- General Provisions
- Review Bodies
- Review Procedures
- Nonconformities
- Enforcement, Violations, & Penalties

### Definitions



# Module 2



KENDIG KEAST  
COLLABORATIVE



# Module 2 Contents

- Chapter 6 Subdivision Design and Improvements
- Chapter 7 Development Review Bodies
- Chapter 8 Development Review Procedures
- Chapter 9 Nonconformities and Enforcement of UDC
- Chapter 10 Measurements and Word Usage



## Chapter 6 Subdivision Design and Improvements

- Outlines standards for street network and design, easements, sidewalks, parkland dedication, etc.
- Describes when platting is required and any exemptions

### *Key Changes:*

- Made a change where the Administrator can approve street names rather than having to be approved by Council
- Removed specific requirements that are already detailed in the Engineering Design Criteria Manual and instead stated compliance with the manual was required for the applicable topic and inserted a linked referenced the manual
- Requiring sidewalks in all subdivisions, not just “large” ones and increased sidewalk minimum width to 6 ft., which is more standard

# Essential of Chapter 7 Development Review Bodies

- Describes each administrative, elected, or appointment review body and lists powers and duties related to this UDC

- **Key Changes:**

- Consolidated all development review bodies to one Chapter
- Added City Manager
- Changed when “responsible official” was used to list the specific role or their designee who is responsible

## Administrative Review Bodies

- Administrator
- City Engineer
- Building Official
- City Manager
- Floodplain Administrator
- Other City Officials



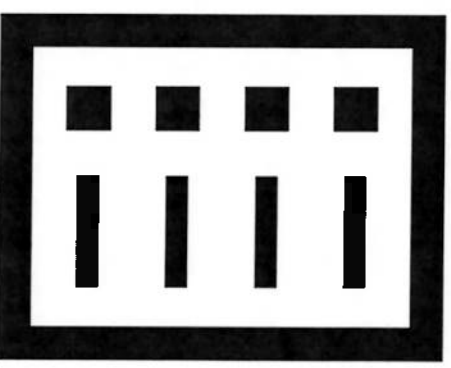
## Elected or Appointed Review Bodies

- City Council
- Planning Commission
- Zoning Board of Adjustment



# Essentials of Chapter 8 Development Review Procedures

- Universal Review Procedures that are applicable to all the development review procedures covered in the UDC
  - Pre-Submission Conference
  - Application Submission and Fees
  - Completeness Review
  - Staff Review, Distribution, and Report
  - Public Notice, Meetings, and Hearings
    - Timing, contents, and recipients of notice
    - How public hearings are to be conducted
    - Continuances and Withdrawals
  - Recommendation and Decision Making
    - Common review criteria
    - Timelines for decisions on applications
  - Post-Decision Provisions
  - Expiration, Extensions, and Reinstatement
- Each individual procedure has a section with any additional information that is specific to that procedure and not covered in the common review criteria.



# Chapter 8 Development Review Procedures

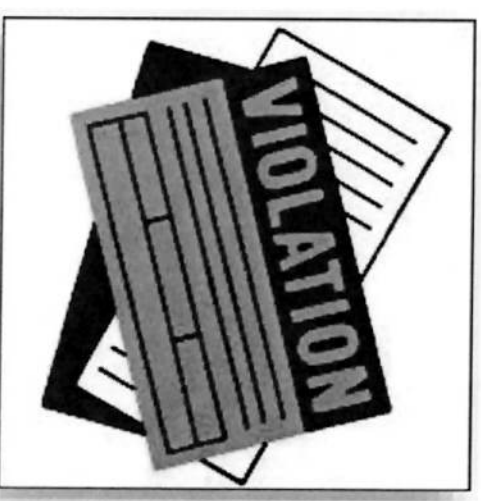
## • Key Changes:

- Consolidates language regarding processes for review and decisions on all development procedures in one Chapter
- Establishes clear review criteria to facilitate review and final decisions
- Created a Development Review Summary Table
  - Lists applications and provides cross reference
  - Shows timing or when needed
  - Shows expiration time if no action is taken
  - Establishes who makes recommendation and who takes final action
  - Cross-references related standards (for example, Sign Permit points to Sign standards)
- Renaming and/or adding more details to various procedures (e.g. Master Preliminary Plat was changed to Platting Concept Plan to avoid confusion with a Preliminary Plat or Master Development Plan)

Table 8.1.10-1, Development Review Summary						
Key: ♦ = Pre-Development Conference Required   Pu = Published Notice Required   M = Mailed Notice Required   [ ] = Public Meeting or Hearing Required   -- = Not Required/Not Applicable						
Development Application (Cross-Reference to Procedure)	Submittal Timing	Pre-Development Conference	Public Notice ( [ ] )	Review / Recommendation and Decision	Expiration <sup>1</sup> ( [ ] )	Cross-Reference to Related Standards
Administrative Improvement Plan and Permit Procedures						
<b>Floodplain Development Permit</b> (Section 8.2.6)	Prior to development activity within any special flood hazard area	--	--	Floodplain Administrator	1 year	Chapter 5, Floodplain and Floodway Development
<b>Sign Permit</b> (Section 8.2.7)	Prior to installing, relocating, or substantially modifying a sign	--	--	Administrator	6 months	Article 4.8, Signage
Site Development Procedures						
<b>Site Development Permit</b> (Section 8.3.1)	Prior to any development of a site unless specifically exempted in this UDC	♦	Pu	Administrator	2 years	
<b>Master Development Plan</b> (Section 8.3.2)	As part of a PUD Zoning Map Amendment	♦	Pu	Review/Recommendation: Administrator Final Decision: Planning Commission	2 years	

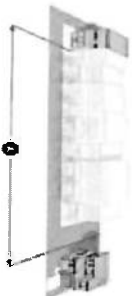
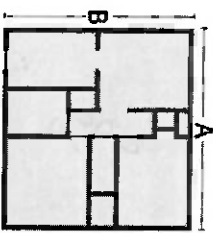
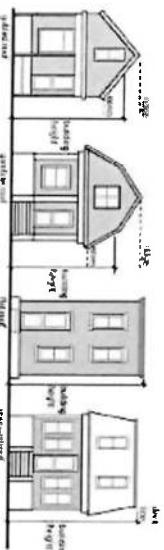
# Essentials of Chapter 9 Nonconformities and Enforcement of UDC

- Nonconformities
  - Describes types of nonconformities and outlines under what circumstances one may continue (aka grandfathered in) and what terminates it.
- Enforcement of the UDC
  - Describes what constitutes a violation and outlines the process for enforcement (how owners are notified of violations, timeframe for corrections, which entity can impose which remedies and penalties, etc.)
- **Key Changes:**
  - Consolidates all language regarding nonconformities and enforcement of the UDC and removed duplicative processes from the various documents



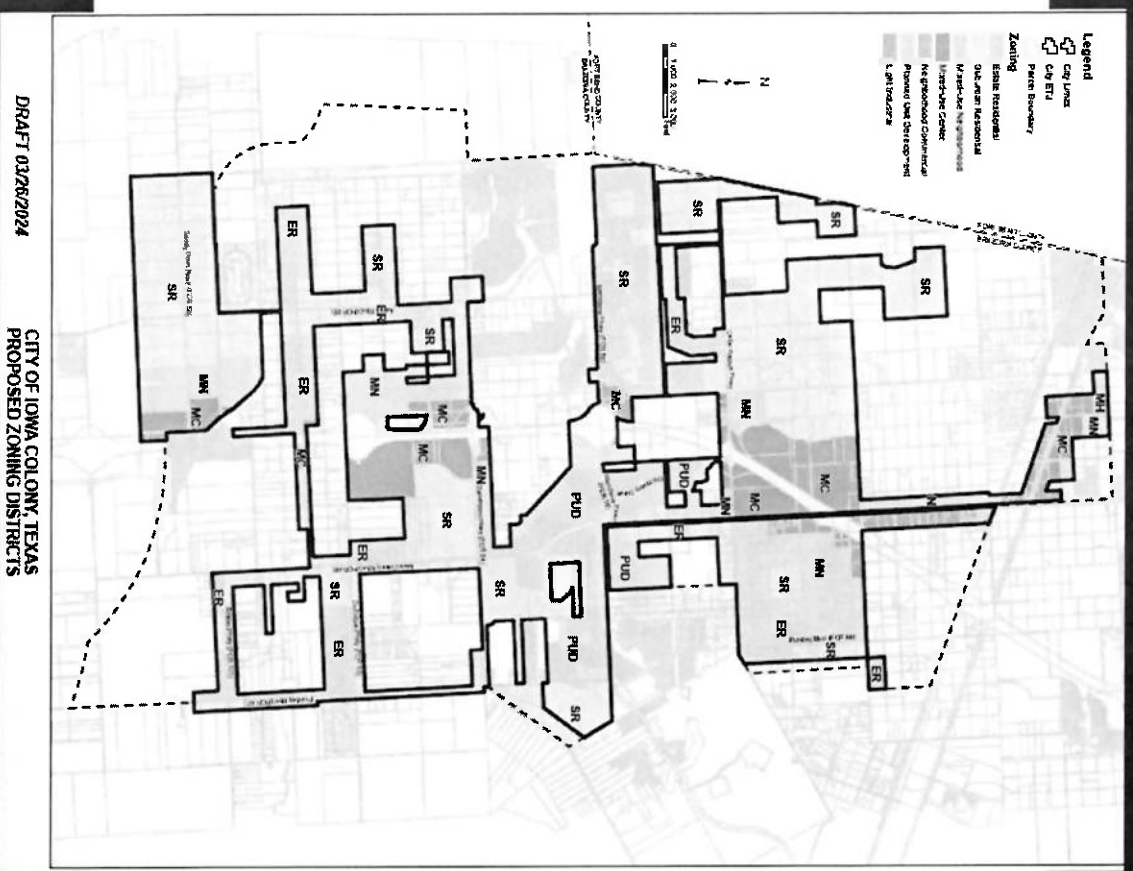
# Essentials of Chapter 10 Measurements and Word Usage

- Shows how to measure building height, lot area, lot width, sign height, etc.
- Describes how to interpret language used in UDC such as:
  - Meaning of “shall” versus “may”
  - “And” versus “or”
  - Rounding of numbers
  - How to calculate number of “days”
- **Key Changes:**
  - Added methodology for new measurements (e.g. how to measure when a minimum distance is between uses)
  - Included graphics for each measurement

Measurement	Methodology	Illustration
Distance/Separation Between Uses	The horizontal distance (measured along the shortest line that can be drawn) from the property line of the lot containing the first subject use to the closest property line of the lot containing the other subject use.	
Gross Floor Area	The total area of all the floors of a building, including basements, intermediately floored tiers, mezzanines, etc., as measured from the exterior surfaces of the outside walls of the building.	
Height	Buildings: The vertical distance from the grade level of that portion of a parcel covered by the building to the highest point of the coping of a flat roof; the deck line of a mansard roof; or to the ridge of a gable, hip, or gambrel roof. Asymmetrical or dynamic roof forms shall be measured from the grade level to the highest point of the building, as measured with a flat roof.  Buildings on Sloped Lots: The height shall be measured as the vertical distance from the average ground level to the topmost point of the roof. The average ground level shall be determined by adding the lowest and highest points at the building wall and dividing by two.	

# Draft Zoning Map

- Based on the Future Land Use Map that was adopted as part of the most recent Comprehensive Plan update





## Next Steps

- Comments on Module 2 due to KKC – May 10<sup>th</sup>
- Public Review Draft of UDC – Week of May 20<sup>th</sup>
- Draft Development Guidebook – Week of May 20<sup>th</sup>
- Planning and Zoning Public Hearing – June 3<sup>rd</sup> (Tentative)
- City Council Public Hearing – June 17<sup>th</sup> or July 15<sup>th</sup> (Tentative)



Thank You!

*Questions or Comments?*



# Unified Development Code

## Module 2

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*April 22<sup>nd</sup>, 2024*

