



# City of Grand Prairie

City Hall  
317 College Street  
Grand Prairie, Texas

## Meeting Agenda City Council Development Committee

---

Tuesday, November 12, 2013

4:00 PM

Council Briefing Room

---

### Regular Meeting

#### Call to Order

#### Agenda Items

- 1      [13-3221](#)      Consider Minutes of October 8, 2013  
**Attachments:**    [CCDC Minutes 10-08-2013.doc](#)
  
- 2      [13-3220](#)      Establishment of a Unified Development Process  
**Attachments:**    [UDC Draft Document.docx](#)

#### Executive Session

*The City Council Development Committee may conduct a closed session pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A. to discuss the following:*

1. *Section 551.071 "Consultation with Attorney"*
2. *Section 551.072 "Deliberation Regarding Real Property"*
3. *Section 551.074 "Personnel Matters"*
4. *Section 551.087 "Deliberations Regarding Economic Development Negotiations"*

#### Adjournment

*Certification*

*In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A. the City Council Development Committee agenda was prepared and posted by 5:00 p.m. on November 8, 2013.*

---

*Gloria Colvin, Secretary*

*City Hall is wheelchair accessible. If you plan to attend this public meeting and you have a disability that requires special arrangements, please call Gloria at 972 237-8018 at least 24 hours in advance. Reasonable accommodations will be made to assist your needs.*



Legislation Details (With Text)

<b>File #:</b>	13-3221	<b>Version:</b>	1	<b>Name:</b>	CCDC Minutes October 8, 2013
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready - Committee
<b>File created:</b>	11/8/2013	<b>In control:</b>		<b>In control:</b>	City Council Development Committee
<b>On agenda:</b>	11/12/2013	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider Minutes of October 8, 2013				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">CCDC Minutes 10-08-2013.pdf</a>				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**Title**  
Consider Minutes of October 8, 2013

**Presenter**  
Tony Shotwell, Chairman

**Recommended Action**  
Approve

**City Council Development Committee  
Regular Meeting  
October 8, 2013  
City of Grand Prairie, City Hall  
Council Briefing Room  
317 College Street  
Grand Prairie, Texas**

**Minutes**

Council Member Tony Shotwell, Chairman, called a regular meeting of the City Council Development Committee to order at 4:05 p.m.

**Members Present**

Council Member Tony Shotwell  
Council Member Jeff Wooldridge

**Guest Present**

Council Member Jim Swafford

**Staff Present**

Tom Cox, Deputy City Manager  
Anna Doll, Deputy City Manager  
Bill Crolley, Planning Director  
Jim Hinderaker, Chief City Planner  
Marshall Warder, Building Projects Manager  
Jim Cummings, Environmental Services Director  
Cindy Mendez, Environmental Quality Manager  
Danielle Tate, Animal Services Manager  
Steve Alcorn, Assistant City Attorney  
Paul DeBuff, Intern CMO Office  
Gloria Colvin, Recording Secretary

**1. Consider Minutes for August 27, 2013**

The City Council Development Committee minutes for August 27, 2013 were approved. The motion carried unanimously.

**2. Consider Proposed City Entry Art Tower**

Mr. Cox presented to the committee a proposed art tower created by Catherine Woods of C Glass Studios for Fire Station 1. The art tower will represent how Grand Prairie has grown from 1876 to 2012; it will be made out of bullet proof glass, illuminate in the dark and the approximate cost is \$125,000.

Mr. Shotwell inquired where the funds for this art tower would come from. Mr. Cox mentioned that the funds for this art tower would come from the monies not used for Fire Station 7 that were moved to the bottom line. Mr. Cox mentioned that this item was presented to the Public Safety, Health and Environmental Committee and would be presented to the Finance and Government Committee and then to City Council for final approval.

The committee supports the proposed art tower and recommends going forward to City Council for final approval.

### **3. Discuss Smoking Ordinance Timeline**

Mr. Cummings informed the committee that he worked with the Public Health Advisory Committee on the presented smoking ordinance timeline. Mr. Cummings mentioned that a survey is available on the City's website for comments and will meet again with the Public Health Advisory Committee after their October 14<sup>th</sup> meeting to get their exact feelings on the ordinance. Mr. Cummings said that Mayor Jensen would like a briefing to Council on the draft ordinance on November 19<sup>th</sup> and then brought back to Council for final consideration on December 10<sup>th</sup>.

Ms. Mendez stated that the smoking ordinance survey is also on the Environmental Services Department webpage, notices were mailed to all Food Service permit holders, some private organizations were contacted and had conversations with Verizon, Lone Star Park and other stake holders that might have an interest. The notice that was sent was to inform them of the Public Meeting and if they could not attend the meeting then they could leave their response on the survey. Mr. Cummings said that he didn't think the National chain restaurants would have a problem with the smoking ordinance but is open for comment from all.

The committee supports the presented smoking ordinance timeline.

### **4. Ordinance Amending the Code of Ordinances, Chapter 13, Health and Sanitation, Article XII, "Mobile Food Vendors"**

Ms. Mendez informed the committee that currently mobile food vendors are required to change their location every 15 minutes. Recently, the City Council received a request to ease this requirement for mobile hot trucks (commonly known as mobile kitchens or food trucks). The request was to allow for some time in the area of the city that contains the salvage yards.

Ms. Mendez mentioned that paragraph D was added to this ordinance as follows:

As an exception to 13-243(a) above, a mobile hot truck shall be allowed to establish a stationary location on private property upon compliance with the following:

- (1) Written permission is obtained from the private property owner for the establishment of the stationary location and this permission authorizes utilization of the on-site restroom facilities for the employees of the mobile hot truck. This permission shall be submitted to the Regulatory Authority prior to initiation of such activity.
- (2) A mobile hot truck shall only be allowed on the premises from 7:00 am until 7:00 pm.
- (3) The mobile hot truck shall be required to return to a commissary for daily cleaning and maintenance as required by this article.
- (4) Only one (1) mobile hot truck shall be allowed to operate at a stationary location at any one time.

- (5) This exception shall only apply to property zoned as heavy industrial as designated by the city's Planning and Development Department.

The committee supports the proposed amendment and recommends going forward to City Council for final approval.

### **5. Capacity Expansion for Equipment Services and Animal Shelter Operations**

Mr. Cummings presented to the committee the capacity expansion options for the city's Equipment Services and Animal Shelter operations. The existing Equipment Services facility was constructed in 1988 and the Prairie Paws Adoption Center was open for business in 2003.

Mr. Cummings mentioned that staff is proposing that architects be engaged over the next several months to explore expansion options for these two city facilities. The products from these studies would include conceptual expansion designs and preliminary construction budgets.

The committee supports the expansion for the equipment services and animal shelter operations and recommends going forward to City Council for final approval.

### **5. Establishment of a Unified Development Process**

Mr. Hinderaker presented to the committee an amendment to the Unified Development Code for the establishment of a Unified Development Process that would allow for unified development, such as an apartment complex or retail center, to cross property lines of lots that may or may not be under different ownership. This process would establish a tool that could be utilized by a property owner or developer, to develop a tract of land with multiple lots under different ownership that for financing reasons cannot be joined. The Unified Development Process would essential treat multiple lots as a single tract of land when determining density, dimensional, and other requirements of the UDC.

Mr. Shotwell mentioned that he would like a landscaping requirement on these properties. Mr. Wooldridge stated that he would like to see a timeline to ensure that the project is done as the developer has stated it would be done.

The committee supports the amendment to the Unified Development Code and recommends going forward to City Council for final approval.

### **7. Update of the Group Home Text Amendment**

Mr. Hinderaker presented to the committee a text amendment to Article 4, "Permissible Uses," and Article 30, "Definitions," of the Unified Development Code. The amendment will modify existing definitions and establish new definitions that more closely match State definitions related to group living, and will establish a 2,500 foot minimum separation standard between group living uses, and establish a process for exceptions to the minimum separation requirement through the specific use permit process.

Mr. Hinderaker stated that this would not impact registered group homes or assisted living homes that are regulated by the State.

The committee requested that the registered group homes or assisted living homes that are regulated by the State also be considered.

**8. Update on the Pawn Shop Text Amendment**

Mr. Hinderaker presented to the committee a text amendment update on Pawn Shops. Mr. Hinderaker also presented a Pawn Shop Zone Selection map, including the parcels zoned commercial, light industrial and planned development.

Mr. Hinderaker stated that if your planned developed already excludes it. The change will be made to all zones except light industrial.

The committee supports the text amendment update on pawn shops.

**9. Adjourn**

With no other business, the meeting was adjourned at 5:28 p.m.

---

Tony Shotwell, Chairman



Legislation Details (With Text)

<b>File #:</b>	13-3220	<b>Version:</b>	1	<b>Name:</b>	Establishment of a UDC
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Agenda Ready - Committee
<b>File created:</b>	11/8/2013	<b>In control:</b>		<b>In control:</b>	City Council Development Committee
<b>On agenda:</b>	11/12/2013	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Establishment of a Unified Development Process				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">UDC Draft Document.pdf</a>				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**Title**

Establishment of a Unified Development Process

**Presenter**

Jim Hinderaker, Chief City Planner

**Recommended Action**

Approve

**Analysis**

Following an initial discussion with the City Council Development Committee during the October 8, 2013 CCDC meeting regarding the possibility of establishing a Unified Development Process, staff has prepared the attached draft text amendment for continued review and discussion.

Outstanding Discussion Items:

1. Limiting process to only multi-family development.
2. Application of density throughout unified development.
3. Restricting buildings from crossing lot lines.
4. Application of common elements (i.e. parking, landscaping, buffering, fencing, signage, etc.)

**Financial Consideration**

None

## SECTION 13 –UNIFIED DEVELOPMENT OVER COMMON LOT LINES

6.13.1 When a lot is used together with one (1) or more contiguous lots for a single use or unified development, all of the lots so uses, shall be considered a single lot for the purposes of applying the development standards of the Unified Development Code, without requirement to replat, under the following conditions.

- A. That the owner(s) of two (2) or more platted lots, that are adjoining and contiguous, that desire to establish a single use or unified development, shall entry into a Declaration of Lot Combination. (see Section 6.13.2)
- B. That the zoning district designation of all lots included in the single use or unified development shall be the same.
- C. That the minimum development standards; including, but not limited to: parking, landscaping, buffering, fencing, and signage, shall be applied to the single use or unified development as if the multiple contiguous lots are a single lot, providing that all new building construction shall not encroach over any property lines.
- D. That the new building shall not be allowed to encroach over any existing utility easements or rights-of-way established by plat or separate recording instrument. Such easements or rights-of-way shall be abandoned in accordance with the procedure administered by the Engineering Division of the Planning and Development Department.
- E. That the single use or unified development shall be reviewed and approved by the City Council in accordance with the Article 16: Site Plan Approval.

### 6.13.2 Declaration of Lot Combination

- A. The Director of Planning and Development or designee shall prescribe the form and content for a complete Declaration of Lot Combination made pursuant to this section.
- B. The landowner shall submit to the Director of Planning and Development or designee a signed and notarized “Declaration of Lot Combination” on the form made available by the Director of Planning and Development or designee, which includes the following:
  - a. Legal description of all lots to be combined;
  - b. Site plan depicting all proposed improvements;
  - c. Acknowledgement that the lots are combined for the purpose of development only;
  - d. Acknowledgement that the combined lots may only be uncombined provided that the common elements that tie the individual parcels together as one are altered, removed, or made whole in such a fashion so that each individual lot is once again able to meet the minimum development standards as a standalone lot;

- e. Acknowledgement that all covenants, restrictions, or provisions pertaining to the lots to be combined shall remain in full force and effect.
- C. The proposed Declaration of Lot Combination shall be reviewed by the applicable review and decision-making bodies at the same time the Site Plan is reviewed.
- D. Upon receipt of the final Declaration of Lot Combination, the Director of Planning and Development or designee shall check the Declaration of Lot Combination to ascertain its compliance with these regulations and the action of the Planning and Zoning Commission and City Council, as applicable. When the copy of the Declaration of Lot Combination has been checked and found to meet all requirements, the developer shall submit to the Director of Planning and Development or designee an adequate number of copies as needed to be signed for filing at the appropriate county. The Director of Planning and Development or designee shall stamp on each of the copies the certificate of approval of the Planning and Zoning Commission attested by the Chairman of the Planning and Zoning Commission, and the Director of Planning and Development or his designee, when such Declaration of Lot Combination has been approved. The developer shall have the responsibility to record said Declaration of Lot Combination with the County Clerk at Dallas, Tarrant, Johnson and/or Ellis County, Texas, within one year of the date of the final approval.