KENNEDALE
Planning and Zoning Commission
www.cityofkennedale.com

# *KENNEDALE PLANNING & ZONING COMMISSION*

**AGENDA**
**COMMISSIONERS - REGULAR MEETING**
**March 21, 2013**
**CITY HALL COUNCIL CHAMBERS, 405 MUNICIPAL DRIVE**

**WORK SESSION - 6:00 PM**
**REGULAR SESSION - 7:00 PM**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. *WORK SESSION***

A. Discuss zoning at Bowman Springs Rd intersection with Kennedale Pkwy

B. Discuss any item on the regular agenda, if needed

C. Discuss items for future consideration
1. Old Town zoning district regulations
2. Green / environmental regulations

**IV. *REGULAR SESSION***

**V. CALL TO ORDER**

**VI. ROLL CALL**

**VII. MINUTES APPROVAL**

A. Review and consider minutes from the February 21, 2013 meeting of the Planning & Zoning Commission

**VIII. VISITOR/CITIZENS FORUM**

*At this time, any person with business before the Planning and Zoning Commission not scheduled on the Agenda may speak to the Commission, provided that an official 'Speaker's Request Form' has been completed and submitted to the Commission Secretary prior to the start of the meeting. All comments must be directed towards the Chair, rather than individual commissioners or staff. All speakers must limit their comments to the subject matter as listed on the 'Speaker's Request Form.' No formal action can be taken on these items.*

**IX. REGULAR ITEMS**

A. Review and consider recommending policy papers to city council on the following issues: (1) zoning and subdivision regulations; (2) zoning in the New Hope / TIRZ area; and (3) zoning/rezoning in the Oak Crest area

B. Recommendation to City Council on appointment of vice-chair of the Planning & Zoning Commission

**X. REPORTS/ANNOUNCEMENTS**

**XI. ADJOURNMENT**

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact Amethyst Cirmo, City Secretary, at 817.985.2104 or (TDD) 1.800.735.2989

**CERTIFICATION**

I certify that a copy of the March 21, 2013, Planning and Zoning Commission agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.

Amethyst G. Cirmo

Amethyst G. Cirmo, City Secretary

# Staff Report to the Commissioners

**Date:** March 21, 2013

**Agenda Item No:** *WORK SESSION* - A.

**I. Subject:**
Discuss zoning at Bowman Springs Rd intersection with Kennedale Pkwy

**II. Originated by:**

Rachel Roberts, City Planner

**III. Summary:**
This item is a continuation of discussions by the Commission about standards for the Urban Village. This month's discussion is on site-related standards such as lot and block width, sidewalk width, and setbacks.

I've been discussing the standards with professionals with experience in form-based codes and infill development and have based my recommendations, in part, on their comments. I've also drawn from a number of other codes in Texas and the U.S.

Attached to this report is a list of recommendations. Some of the items you have seen before, for example, the 20' minimum lot width, and others have not yet been discussed by the Commission. Once you have reviewed the recommendations, I will amend them based on your input and incorporate them into the final document.

We are still discussing the standards among staff and with other professionals, so I may have some revisions to give you at the meeting.

**IV. Notification:**

**V. Fiscal Impact Summary:**

**VI. Legal Impact:**

**VII. Recommendation:**

**VIII. Alternative Actions:**

**IX. Attachments:**

| | | |
|---|---|---|
| 1. | Lot & block standards (draft) | Elements of site design standards rev 2-14-13.docx |

# Site Design Standards

### Elements included in this document.

- Build-to lines
- Lot width
- Block width
- Drive way widths
- Location of parking
- Location and width of sidewalks
- Building disposition types

### Definitions.

*Build-to line*: a line parallel to the property line where the façade of the building is required to be located

*Setback*: the distance by which a building must be separated from the property line or right-of-way

*Maximum lot width*: the largest allowed distance between lot corners along the front right-of-way

*Minimum lot width*: the smallest allowed distance between lot corners along the front right-of-way

### Suggested Regulations

The Commission had been discussing using the concept of a build-to line, rather than a front setback. I had seen this concept used in other cities and liked what it could do for the streetscape. I've been reconsidering my position on the build-to line, however, after running some of the ideas below past a few experts in form-based codes. They suggested that we not use the build-to line unless an unbroken façade is an important feature of the streetscape. Providing a narrow range for the front setback should otherwise accomplish the vision for the Urban village. For example, a front setback of 3' to 10' should work for our purposes. This range would allow some variation in the streetscape while still presenting a fairly uniform presence. It would also allow flexibility in the uses. For example, a restaurant wanting outdoor seating could build at the 10' setback line and have a small eating area in front of the building.

*Recommendation if using a build-to line:*

Build-to line: 0' from the right-of-way (edge of frontage zone)

If the city decides not to require a frontage zone, then the build-to line should be at a depth of 3' from the property line (edge of sidewalk) to allow a pedestrian clear zone.

Front setback (setback from the build-to line): 0’ minimum, 10’ maximum

Primary structure may be built a maximum of 10’ from the build-to line, located at the property line/edge of the right-of-way. If the city decides not to require a frontage zone, then the build-to line should be 2’ from the property line/edge of right-of-way, and the primary structure may be built a maximum of 12’ from the property line.

*Recommendation if using front setbacks instead of a build-to line:*

Minimum front setback, if city requires a frontage zone: 0’
Minimum front setback, if city does not require frontage zone: 3’

Maximum front setback, if city requires a frontage zone: 10’
Maximum front setback, if city does not require frontage zone: 13’

*Frontage build-out*: 70% of the primary façade of the primary structure must be built no farther back from the right-of-way than the maximum setback line. Façade may vary up to 12” behind the primary setback and count toward this requirement.

*Lot size:*

Single family residential (attached or detached): 20’ minimum width, 60’ maximum
All other uses: 20’ minimum width, 120’ maximum

If this is not feasible for development because developers would prefer to build multiple structures on a single lot, each with frontage on the main road, then this standard may be changed. But in that case, the city should adopt a maximum width and depth for structures in the Urban Village.

*Block size*: maximum perimeter 1,440’

Maximum block width: 480’
Maximum block depth: 240’

Single block faces longer than 360’ must include a publicly-dedicated sidewalk or passage at least 8 feet in width that connects to another street, sidewalk or off-street parking. The passage must be designed to provide a comfortable pedestrian experience [explain/illustrate].

For blocks with residential only use or with off-site parking, alleys must be provided to allow access to the back of structures.

*Lot coverage*: maximum lot coverage 80%

"Lot coverage" is the portion of a lot occupied by buildings (primary and accessory), enclosures, decks, patios, parking areas, driveways, pavements, walkways, or other similar surfaces.

*Sidewalks*: 6' width minimum

Planting strip minimum width 5' (located between the street curb and the sidewalk).

The planting strip zone should be the location of landscaping (continuous or tree wells), utility poles (if utilities are above-ground), mail boxes, fire hydrants, and other necessary or required improvements that would otherwise obstruct the sidewalk. The planning strip zone is also where trash receptacles, bicycle parking, and benches may be provided.

Frontage zone minimum width 3'.

The frontage zone is located in the public right-of-way, but it may be used by building tenants to provide pedestrian amenities, such as benches, and other material that improve the pedestrian experience, such as planters/potted plants. Such amenities may not impair or impede the pedestrian walkway, however.

The frontage zone may be paved or planted. If paved, the frontage zone must be constructed of materials identical to the sidewalk.

*Driveway Access*: driveway access among the lots in the Urban Village must be coordinated; driveway access to each lot will not be permitted for lots less than 100' wide.

*Maximum driveway width*: 12-15' at apron (first 2-3 feet of depth); 10-12' wide in first layer.

*Parking Locations*: Off-street parking areas must be located behind the primary structure on each lot.

On-street parking is permitted but is prohibited within x' of the intersection of Bowman Springs/Dick Price and Kennedale Parkway. [Verify TXDoT requirement] On-street parking facilities must be provided by the developer/builder; on-street parking in the travel lanes is not permitted.

*Building Disposition:*

The following are permitted:

- Sideyard
- Rearyard
- Courtyard

Edgeyard is permitted by special exception for single family detached residential uses only.

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# Staff Report to the Commissioners

**Date:** March 21, 2013

**Agenda Item No:** *WORK SESSION* - B.

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**I. Subject:**
Discuss any item on the regular agenda, if needed

**II. Originated by:**

**III. Summary:**
The Commission may discuss any item on the regular agenda, but no action may be taken until the item is considered under the regular agenda.

**IV. Notification:**

**V. Fiscal Impact Summary:**

**VI. Legal Impact:**

**VII. Recommendation:**

**VIII. Alternative Actions:**

**IX. Attachments:**

# Staff Report to the Commissioners

**Date:** March 21, 2013

**Agenda Item No:** MINUTES APPROVAL - A.

**I. Subject:**
Review and consider minutes from the February 21, 2013 meeting of the Planning & Zoning Commission

**II. Originated by:**

Rachel Roberts, City Planner

**III. Summary:**
Attached to this page are the minutes from the February meeting for your review and consideration for approval.

**IV. Notification:**

**V. Fiscal Impact Summary:**

**VI. Legal Impact:**

**VII. Recommendation:**
Approve

**VIII. Alternative Actions:**

**IX. Attachments:**

| | | |
|---|---|---|
| 1. | 02.21.2013 PZ Minutes | 02.21.2013 PZ Minutes.doc |

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*KENNEDALE PLANNING & ZONING COMMISSION*
**MINUTES**
**COMMISSIONERS - REGULAR MEETING**
**February 21, 2013**
**CITY HALL COUNCIL CHAMBERS, 405 MUNICIPAL DRIVE**

## I. CALL TO ORDER

Chairman Harvey called the meeting to order at 6:04 PM.

## II. ROLL CALL

Commissioners present: Ernest Harvey (chair); Ray Cowan, Adrienne Kay, Michael Herring, Thomas Pirtle, Carolyn Williamson, Donald Rawe (alternate), Martin Young (alternate)

Staff present: Rachel Roberts (planner); James Cowey (director of development services; arrived at 6:30 P.M.)

A quorum was present.

## III. *WORK SESSION*

### A. Discuss policy papers for addressing upcoming development issues

Ms. Roberts handed out revised versions of the policy papers, with changes made by her and by Mr. Harvey. Ms. Roberts said that if the Commission would read through the papers and let her know if they approved the changes, the papers would be put on the regular session agenda for the next meeting and would go to city council after that.

Mr. Harvey asked Ms. Roberts if she thought the New Hope paper would be the first priority, given the activity going on, and Ms. Roberts said she did.

The Commission read through the reports and discussed wording.

Commissioners will consider all three policy papers at the next regular session in March.

### B. Discuss zoning at Bowman Springs Rd intersection with Kennedale Pkwy

The Commission did not have time to discuss this item.

**C. Discuss any item on the regular agenda, if needed**
The Commission did not have time to discuss this item.

**D. Discuss items for future consideration**
1. Old Town zoning district regulations
2. Green / environmental regulations

The Commission did not have time to discuss this item.

The work session closed at 7:00 P.M.

**IV. *REGULAR SESSION***

**V. CALL TO ORDER**
Chairman Harvey called the meeting to order at 7:00 P.M.

**VI. ROLL CALL**

Commissioners present: Ernest Harvey (chair); Ray Cowan, Adrienne Kay, Michael Herring, Thomas Pirtle, Carolyn Williamson, Donald Rawe (alternate), Martin Young (alternate)

Staff present: Rachel Roberts (planner); James Cowey (director of development services)

A quorum of the Commission was present.

**VII. MINUTES APPROVAL**
A. Review and consider approval of minutes from the January 17, 2013 Planning & Zoning Commission meeting

Mr. Cowan made a motion to approve the minutes, seconded by Ms. Williamson. The motion passed with all in favor.

**VIII. VISITOR/CITIZENS FORUM**
No one registered to speak.

**IX. REGULAR ITEMS**
**A. Case PZ # 13-01 to receive comments and consider action on an ordinance amending Chapter 17 "Planning and Land Development," Article VI "Zoning" of the Code of Ordinances of the City of Kennedale, Texas, by adding additional criteria for determining a reasonable amortization period for the purpose of discontinuing nonconforming uses by a date certain.**

**1. Staff Presentation**
Ms. Roberts gave an overview of the proposed ordinance. She said it provides a process for

hearing amortization cases and rests authority for initiating amortization proceedings with the city council, rather than the Board of Adjustment. Mr. Harvey made a correction, saying that the Board of Adjustment still maintains the process of making decisions on non-conforming uses, but the city council can give direction to the Board of Adjustment on amortization.

**2. Public Hearing**
No one registered to speak.

**3. Staff Response and Summary**
Ms. Roberts recommended approval.

Mr. Harvey asked if the third Whereas statement should say "public health, safety, and welfare," rather than simply "public welfare." Ms. Roberts said she would check with the attorney.

Ms. Kay made a motion to approve Case PZ 13-01. After a brief discussion about the Whereas statement, Ms. Kay amended her motion to approve Case PZ 13-01, subject to any appropriate changes by the attorney.

Mr. Pirtle seconded the motion. The motion passed with all in favor.

**X. REPORTS/ANNOUNCEMENTS**
Ms. Roberts mentioned the Texas Independence Day Parade on March 2 and the Board appreciation dinner on February 28. James mentioned the Art in the Park silent auction the next night, on February 22.

Ms. Kay asked about the status of Art in the Park.

Mr. Cowan asked about the status of the Green Ribbon project. Mr. Cowey said TxDOT has put the project on hold temporarily.

Mr. Harvey asked about the status of the Transportation Enhancement grant application. Ms. Roberts said the application had received a high score during initial reviews, but TxDOT had some questions about it, so they may have to tweak their application.

**XI. ADJOURNMENT**
Mr. Pirtle motioned to adjourn the regular session and resume the work session. Ms. Kay seconded the motion, and it passed with all in favor.

The regular meeting adjourned at 7:24 P.M.

The work session resumed at 7:24 P.M.

The Commission continued discussion of the policy papers.

Mr. Harvey mentioned that the Commission may be able to identify districts for the New Hope area in terms of identifying space for development and putting instruments in place to ensure the right form is used.

Ms. Kay asked about the need for a school in the TIRZ district as development increases, and Mr. Harvey said most of the property was in the Mansfield school district, so there wasn't much the city could do about requesting a school be built there.

Mr. Pirtle made a motion to adjourn the work session, seconded by Mr. Cowan. The motion passed with all in favor.

The work session closed at 7:54 P.M.

## Staff Report to the Commissioners

**Date:** March 21, 2013

**Agenda Item No:** REGULAR ITEMS - A.

**I. Subject:**
Review and consider recommending policy papers to city council on the following issues: (1) zoning and subdivision regulations; (2) zoning in the New Hope / TIRZ area; and (3) zoning/rezoning in the Oak Crest area

**II. Originated by:**

**III. Summary:**
Staff recommends not considering the New Hope policy paper at this time, as it is not ready for review, and we request the item be pulled from consideration. The other two policy papers are ready for consideration.

**IV. Notification:**

**V. Fiscal Impact Summary:**

**VI. Legal Impact:**

**VII. Recommendation:**
None

**VIII. Alternative Actions:**

**IX. Attachments:**

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**Staff Report to the Commissioners**

**Date:** March 21, 2013

**Agenda Item No:** REGULAR ITEMS - B.

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**I. Subject:**
Recommendation to City Council on appointment of vice-chair of the Planning & Zoning Commission

**II. Originated by:**

**III. Summary:**
The Commission does not have a vice-chair, since your previous vice-chair (Charles Overstreet) was elected to City Council. If the Commission is prepared to make a recommendation to City Council about who should be the vice-chair, we will present the recommendation to the Council during its regular meeting in April.

**IV. Notification:**

**V. Fiscal Impact Summary:**

**VI. Legal Impact:**

**VII. Recommendation:**

**VIII. Alternative Actions:**

**IX. Attachments:**