NOTICE OF WORK SESSION AGENDA
LANCASTER CITY COUNCIL
JAMES R. WILLIAMS PUMP STATION
TRAINING ROOM, 1999 JEFFERSON, LANCASTER, TEXAS

Monday, October 18, 2021 - 7:00 p.m.

CALL TO ORDER

1. Discuss and receive a presentation regarding the American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Funds (CLFRF), and proposed projects.

2. Discuss and receive an update on the fourth quarter of Fiscal Year (FY) 2020/2021 for the operations and management of Country View Golf Course.

3. Discuss and receive a presentation regarding the Quarterly Financial Report for the fourth quarter of Fiscal Year (FY) 2020/2021 for the period beginning July 1, 2021, and ending September 30, 2021.

4. Discuss and receive a presentation regarding the City Council's Goals and Objectives established during the annual City Council Strategic Planning Session held on June 26th and 27th, 2020, for the fourth quarter of Fiscal Year (FY) 2020/2021.

5. Discuss the Downtown Design Overlay District.

ADJOURNMENT

EXECUTIVE SESSION: The City Council reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

ACCESSIBILITY STATEMENT: Meetings of the City Council are held in municipal facilities that are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

Certificate

I hereby certify the above Notice of Meeting was posted at Lancaster City Hall on October 14, 2021 @ 9:15 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.

Carey D. Neal, Jr.

Assistant City Manager

CITY OF LANCASTER CITY COUNCIL

City Council Work Session **1.**

Meeting Date: 10/18/2021

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Financially Sound Government
Healthy, Safe & Engaged Community
Sound Infrastructure
Quality Development
Professional and Committed City Workforce

Submitted by: Opal Mauldin-Jones, City Manager

Agenda Caption:

Discuss and receive a presentation regarding the American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Funds (CLFRF), and proposed projects.

Background:

At the November 19, 2020, Special Work Session, City Council received a presentation regarding the FY 2020-2021 Equipment Replacement Plan.

At the August 16, 2021, City Council Work Session meeting, City Council received a presentation regarding the American Rescue Plan Act of 2021, which provides funding to local governments to broadly respond to the COVID-19 public health emergency. As established by U.S. Department of Treasury guidance, the state, through Texas Department of Emergency Management (TDEM), will distribute two separate payments to eligible non-entitlement units of local government (NEUs), which are local governments typically serving populations of under 50,000. The total funding amounts were determined by formula as directed by federal law and Treasury guidance. The state did not have discretion in determining these funding amounts, the eligibility of the NEUs, or how these funds must be spent.

NEUs may use these funds for eligible purposes, as follows:

1. To respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the State, territory, or tribal government that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
3. For the provision of government services to the extent of the reduction of revenue of such State, territory, or Tribal government due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the State, territory, or tribal government prior to the emergency; or
4. To make necessary investments in water, sewer, or broadband infrastructure.

The City of Lancaster's allocation is $9,720,147.20 divided into two equal tranches of $4,860,073.60.

Following City Council direction provided at the August 16, 2021, City Council Work Session meeting, staff met with Lancaster Independent School District (LISD) staff on September 15, 2021, to discuss partnership opportunity that includes cost-sharing for the broadband project. LISD staff expressed they would be interested, however, prior to committing they will need additional information relating to the project scope, cost, and implementation plans.

City Council will receive a presentation on ARPA funds and proposed projects.

CITY OF LANCASTER CITY COUNCIL

City Council Work Session **2.**

Meeting Date: 10/18/2021

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Financially Sound Government
Healthy, Safe & Engaged Community

Submitted by: Carey Neal, Assistant City Manager

Agenda Caption:

Discuss and receive an update on the fourth quarter of Fiscal Year (FY) 2020/2021 for the operations and management of Country View Golf Course.

Background:

On November 1, 2017, the City entered into a short-term management agreement (November 1, 2017, through December 31, 2017) with Touchstone Golf, LLC to oversee the operations at the Country View Golf Course. During this time, Touchstone evaluated operations, the facility, and other items based upon their industry experience to determine next steps.

On January 8, 2018, City Council received a presentation on findings of operations. Staff recommended the City extend the term of the Touchstone Golf, LLC agreement to provide a more comprehensive plan following a full season of golf.

On January 29, 2018, the City Council approved the extended management agreement with Touchstone Golf, LLC and directed staff to provide an update on golf course operations quarterly.

This is the requested quarterly update for the fourth quarter of FY 2020/2021 for the period of July 1, 2021, through September 30, 2021.

Attachments

Quarterly Update

Country View Golf Club
Fourth Quarter Update
July 1, 2021 – September 30, 2021

Summary

- As we continue to actively focus on customer engagement through email/social media campaigns, Country View Golf Club continued to grow in golfers from 171 in the 3rd quarter to 196 in the 4th quarter.

COVID-19 Impact

- To assist with the mitigation of COVID-19, Touchstone staff continues to clean and disinfect carts and surfaces with high customer population.

The Golf Course

- Course surveys are being sent out to all golfers that play the course. These surveys help our team improve to meet the needs of our guests. Golf course staff continue to improve course conditions throughout the golf course making Country View a leading contender in the golf industry.

Golf Operations

- Rounds of golf recorded were 8,895 this quarter compared to 6,142 last year. An increase of 2,753 rounds driven by customer engagement on social media, new members, and improved course conditions.

- Green Fee and Cart Fee revenues for the quarter ended at $193,385.18 compared to $124,493.39 for the same period last year. This is an increase of $68,891.79.

Food & Beverage

- There were 18 reservations for private events and tournaments in the 4th quarter compared to 4 for the same period last year.

CITY OF LANCASTER CITY COUNCIL

City Council Work Session **3.**

Meeting Date: 10/18/2021

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Financially Sound Government

Submitted by: Mike Delmore, Interim Director of Finance

Agenda Caption:

Discuss and receive a presentation regarding the Quarterly Financial Report for the fourth quarter of Fiscal Year (FY) 2020/2021 for the period beginning July 1, 2021, and ending September 30, 2021.

Background:

The broad purpose of the City's Financial and Investment policy statements is to enable the City to achieve and maintain a long-term stable and positive financial position, and provide guidelines for the day-to day planning and operations of the City's financial affairs. The following information is representative of the fourth quarter of fiscal year 2020/2021; July 1, 2021, through September 30, 2021. All figures are preliminary/unaudited and may change as the Comprehensive Annual Financial Report is finalized.

CITY OF LANCASTER CITY COUNCIL

City Council Work Session **4.**

Meeting Date: 10/18/2021

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Financially Sound Government
Healthy, Safe & Engaged Community
Sound Infrastructure
Quality Development
Professional and Committed City Workforce

Submitted by: Opal Mauldin-Jones, City Manager

Agenda Caption:

Discuss and receive a presentation regarding the City Council's Goals and Objectives established during the annual City Council Strategic Planning Session held on June 26th and 27th, 2020, for the fourth quarter of Fiscal Year (FY) 2020/2021.

Background:

City Council conducted an annual Strategic Planning Session on June 26th and 27th, 2020. This report represents activity for the fourth quarter of Fiscal Year 2020/2021 (July 1, 2021, through September 30, 2021). This is a review of the implementation and progress of the goals and objectives outlined in the Fiscal Year 2020/2021 strategic plan, and how said goals and objectives connect to continued progress toward the realization of the Vision.

Attachments

Quarterly Update

Fiscal Year 2020-2021
Third Quarter Update
July 1, 2021 – September 30, 2021

<u>Financially Sound Government</u>
The City has a long-range financial plan and prudent fiscal policies and processes. Appropriate reserve levels and a competitive tax rate ensures the needs of the community and responsibly manages its debt.

1. Prudent fiscal policies and processes:

   A. Debt Procedures were updated and approved by City Council to include policies and procedures regarding derivatives consistent with guidelines suggested by the Government Finance Officers Association (GFOA).
   B. The City received American Rescue Plan Act of 2021 (ARPA) funding during the 4th quarter and maintained prudent fiscal policy and procedures by establishing a unique bank account and its own unique General Accounting Fund Number.
   C. The City made plans with its Financial Advisor Hilltop Securities to request approval from City Council for the GO Refunding of its 2020 Bond Series which will save the city slightly over $500K on a net present value (NPV) basis.

2. Maintain appropriate reserve levels:

   City policy stipulates a reserve fund balance at year end at a minimum of 12%, target of 18% and a maximum of 25%. As of September 30, 2020 the General Fund – Unassigned Fund Balance was 50.5%.

3. Competitive tax rate:
   At the September 20, 2021, City Council meeting, Council unanimously voted to reduce the tax rate for 2021/2022 from $0.819736 to $0.769287.

<u>Healthy, Safe, & Engaged Community</u>
Lancaster is a place where we embrace public safety and compassionate enforcement in our neighborhoods to sustain vibrant residential and business communities. The community celebrates unity and participates in citywide events, recreational and cultural activities. Residents have opportunities for involvement in civic life through boards and commissions, youth and parent volunteer opportunities in recreation, sports teams, City elections, Civic Academies, Schools and citywide celebrations.

1. Continue the Business Retention and Expansion Program.
   A formal visit occurred with
   - Dallas College's HVAC Program,
   - Dallas College's Mobile Training Unit, and
   - Kodiak Robotics.

2. Continue revitalization incentives for commercial and retail centers.
   This program is to encourage retail centers to upgrade their facades and improve appearances.

3. Continue economic development strategic plan – Incentive Policy Update; Retail Recruitment Strategy.
   Staff attended the Retail Live trade show in Austin and utilized the existing Incentive Policy to help recruit ThredUp.

<u>Code Compliance</u>

Commercial Code Compliance Cases

BUSINESS/OWNER	ADDRESS	VIOLATION	ACTION TAKEN	STATUS
BLUE GROVE PLAZA LP % PINNACLE PPTY CO INC /V.I.P. NUTRITION	1450 W PLEASANT RUN ROAD SUITE # 223	CERTIFICATE OF OCCUPANCY VIOLATION	NOV 7/1/2021	ABATED BY OWNER
LANCASTER REAL ESTATE DEVELOPMENT LLC DEVELOPMENT LLC	1104 E BELT LINE ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 7/2/2021	ABATED BY OWNER
D REALTY INVESTMENTS INC	3520 N I-35E	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 7/6/2021	ABATED BY OWNER
LANCASTER I S D	2021 W BELT LINE ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 7/7/2021	ABATED BY OWNER
HURST SHAWNTRELL T & TYRA F TYRA F	1026 HOLLOW OAK ROAD	POOL FENCING VIOLATIONS	NOV 7/8/2021	ABATED BY OWNER
WADDLE LISTON	3213 SHERWOOD AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 7/9/2021	ABATED BY OWNER
LANCASTER CITY OF LUTHER S A ESTATE OF JERRY DAN LUTHER	3351 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 7/9/2021	ABATED BY OWNER
WADDLE LISTON	3147 SHERWOOD AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 7/9/2021	ABATED BY OWNER
ALONZO JACKSON	1234 OAKBLUFF DRIVE	POOL CLEANLINESS VIOLATIONS	NOV 7/14/2021	ABATED BY OWNER
ILLICKAL BONEY /ILLICKAL, BENNY	717 DONLEE ROAD	NO BUILDING PERMIT	NOV 7/20/2021	ABATED BY OWNER
BEVERLEY BENNIE L	538 LAUREL LANE	NO BUILDING PERMIT	NOV 7/20/2021	ABATED BY OWNER
WATSON WILLENE	311 TREVINO TRAIL	POOL CLEANLINESS VIOLATIONS	NOV 7/20/2021	ABATED BY OWNER
EMPRESS RESTAURANT INC FAMILY DOLLAR # 7950	1327 N DALLAS AVENUE	NO SIGN PERMIT	NOV 7/29/2021	ABATED BY OWNER
VELAZQUEZ DANIEL	3250 SHASTA DRIVE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 7/29/2021	ABATED BY OWNER
ARABIL INC	1747 N HOUSTON SCHOOL ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 7/29/2021	ABATED BY OWNER
SIGNATURE LEASING & MGMT INC	810 LEXINGTON DRIVE	NO BUILDING PERMIT	NOV 7/29/2021	ABATED BY OWNER
ENTERPRISE AUTO SALES INC %SHAHID MAHMOOD PRTNR	3225 W PLEASANT RUN ROAD SUITE # 100	ILLEGAL BANNER	NOV 7/29/2021	ABATED BY OWNER
HINOJOSA VICTOR MANUEL	1470 PARK CIRCLE DRIVE	NO BUILDING PERMIT	NOV 8/3/2021	ABATED BY OWNER
LIBERTY PROPERTY LIMITED % PROLOGIS LP	3535 N HOUSTON SCHOOL ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/5/2021	ABATED BY OWNER
LIPPERT	3535 N HOUSTON SCHOOL ROAD SUITE # 100	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/5/2021	ABATED BY OWNER
CARBAJAL LILIANA &CASTELAN STEVE	1620 ENCHANTED LANE	POOL CLEANLINESS VIOLATIONS	NOV 8/5/2021	ABATED BY OWNER
Z&H 1 REALTY LLC	1514 W PLEASANT RUN ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/6/2021	ABATED BY OWNER
Z&H 1 REALTY LLC	1514 W PLEASANT RUN ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/6/2021	ABATED BY OWNER
LANCASTER CITY OF	1011 E BELT LINE ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/6/2021	ABATED BY OWNER
CHASE FINANCIAL SERVICES LLC	1701 N LANCASTER HUTCHINS ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/17/2021	ABATED BY CONTRACTOR
WADDLE LISTON	3240 N I-35E	TEMPORARY OCCASIONAL SALE	NOV 8/17/2021	ABATED BY OWNER
LANCASTER LTD	4201 N DALLAS AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/18/2021	ABATED BY OWNER
BERRY TROY D	3536 N I-35E SUITE # 700	ILLEGAL COMMERCIAL PARKING	NOV 8/18/2021	ABATED BY OWNER
3225 RA LTD	2400 N I-35E	16 - GRAFFITI - DEFACEMENT OF PROPERTY	NOV 8/18/2021	ABATED BY OWNER
PLEASANT RUN ROAD CARWASH LP	1530 W PLEASANT RUN ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/20/2021	ABATED BY OWNER
JCN HOLDINGS LLC	1701 N LANCASTER HUTCHINS ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/6/2021	ABATED BY OWNER
JPMORGAN CHASE BANK NA	1522 W PLEASANT RUN ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/27/2021	ABATED BY OWNER
DEMARQUEZ NORMA ESPERANZA G	3110 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/27/2021	ABATED BY OWNER

LANCASTER REALTY PARTNERS LLC	4301 CONNECTICUT AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/27/2021	ABATED BY OWNER
ASHTA VINAYAK LLC	2480 N I-35E	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/27/2021	ABATED BY OWNER
ROBERTS JAMES TRAVIS III	607 E MAIN STREET	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/27/2021	ABATED BY OWNER
VEGA MARBLE & GRANITE LLC	3300 DANIELDALE ROAD	COMMERCIAL DUMPSTER VIOLATION	NOV 8/30/2021	ABATED BY OWNER
LANCASTER I S D	1109 W MAIN STREET	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/31/2021	ABATED BY OWNER
MARTINEZ LOURDEZ & EFREN SALAS	1338 IRENE AVENUE	NO BUILDING PERMIT	NOV 9/3/2021	ABATED BY OWNER
AMS COMMUNICATIONS INC	3160 W PLEASANT RUN ROAD SUITE # B	ILLEGAL BANNER	NOV 9/7/2021	ABATED BY OWNER
RILEY JERRY NORMAN & ROSE CELIA ROSE CELIA	1726 RILEY ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/8/2021	ABATED BY OWNER
WADE RICK	1000 DOGWOOD TRAIL	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/9/2021	ABATED BY OWNER
BEAVER WALTER LEE	1118 N LANCASTER HUTCHINS ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/9/2021	ABATED BY OWNER
LANCASTER CITY OF	1011 E BELT LINE ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/9/2021	ABATED BY OWNER
COX LENARDORE L	1115 W WINTERGREEN ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/10/2021	ABATED BY OWNER
SNAR LODGING INC	930 N I-35E	COMMERCIAL DUMPSTER VIOLATION	NOV 9/14/2021	ABATED BY OWNER
ZAKIR SAKINA	2538 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/16/2021	ABATED BY OWNER
SHAHLA ASSET INC	966 N BLUEGROVE ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/16/2021	ABATED BY OWNER
ALG TRANSPORT	2534 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/17/2021	ABATED BY OWNER
ALG TRANSPORT	2530 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/17/2021	ABATED BY OWNER
GANGA HOTEL LLC	2514 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/17/2021	ABATED BY OWNER
COMMUNITY OUTREACH CHURCH OF GOD IN CHRIST	725 E MAIN STREET	NO SIGN PERMIT	NOV 9/21/2021	ABATED BY OWNER
BOTELLO JESUS	820 TAYLOR STREET	NO BUILDING PERMIT	NOV 9/13/2021	ABATED BY OWNER
IMJ CORPORATION	1118 HARVEST HILL LANE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/22/2021	ABATED BY OWNER
KLALIB ABDUL	1095 W PLEASANT RUN ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/23/2021	ABATED BY CONTRACTOR
GATEWAY TO LANCASTER LLC & FAWAZ KHADIJA NOVANDA PROPERTIES INC	2625 N DALLAS AVENUE SUITE # C	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/24/2021	ABATED BY CONTRACTOR
GATEWAY TO LANCASTER LLC & FAWAZ KHADIJA NOVANDA PROPERTIES INC	2665 N DALLAS AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/24/2021	ABATED BY OWNER
NOVANDA PROPERTIES INC	2613 N DALLAS AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/24/2021	ABATED BY OWNER
LEBANOFF MAURICE M	1518 N DALLAS AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/24/2021	ABATED BY OWNER
LANCASTER ANDERSON FARMS HOA HOMEOWNERS ASSN RILEY ROSE C	1724 RILEY DRIVE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/27/2021	ABATED BY OWNER
PLEASANT RUN HEALTH HLDS LLC	2400 W PLEASANT RUN ROAD	ILLEGAL BANNER	NOV 9/29/2021	ABATED BY OWNER
MEJIA MARCO JAVIER	613 E MAIN STREET	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/23/2021	ABATED BY OWNER
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DEMARQUEZ NORMA ESPERANZA G	3110 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/27/2021	ABATED BY OWNER
LANCASTER REALTY PARTNERS LLC	4301 CONNECTICUT AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/27/2021	ABATED BY OWNER
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LANCASTER I S D	1109 W MAIN STREET	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 8/31/2021	ABATED BY OWNER
MARTINEZ LOURDEZ & EFREN SALAS	1338 IRENE AVENUE	NO BUILDING PERMIT	NOV 9/3/2021	ABATED BY OWNER
AMS COMMUNICATIONS INC	3160 W PLEASANT RUN ROAD SUITE # B	ILLEGAL BANNER	NOV 9/7/2021	ABATED BY OWNER
RILEY JERRY NORMAN & ROSE CELIA ROSE CELIA	1726 RILEY ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/8/2021	ABATED BY OWNER

WADE RICK	1000 DOGWOOD TRAIL	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/9/2021	ABATED BY OWNER
BEAVER WALTER LEE	1118 N LANCASTER HUTCHINS ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/9/2021	ABATED BY OWNER
LANCASTER CITY OF	1011 E BELT LINE ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/9/2021	ABATED BY OWNER
COX LENARDORE L	1115 W WINTERGREEN ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/10/2021	ABATED BY OWNER
SNAR LODGING INC	930 N I-35E	COMMERCIAL DUMPSTER VIOLATION	NOV 9/14/2021	ABATED BY OWNER
ZAKIR SAKINA	2538 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/16/2021	ABATED BY OWNER
SHAHLA ASSET INC	966 N BLUEGROVE ROAD	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/16/2021	ABATED BY OWNER
ALG TRANSPORT	2534 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/17/2021	ABATED BY OWNER
ALG TRANSPORT	2530 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/17/2021	ABATED BY OWNER
GANGA HOTEL LLC	2514 BALOMEDE AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/17/2021	ABATED BY OWNER
COMMUNITY OUTREACH CHURCH OF GOD IN CHRIST	725 E MAIN STREET	NO SIGN PERMIT	NOV 9/21/2021	ABATED BY OWNER
BOTELLO JESUS	820 TAYLOR STREET	NO BUILDING PERMIT	NOV 9/13/2021	ABATED BY OWNER
IMJ CORPORATION	1118 HARVEST HILL LANE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/22/2021	ABATED BY OWNER
GATEWAY TO LANCASTER LLC & FAWAZ KHADIJA NOVANDA PROPERTIES INC	2665 N DALLAS AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/24/2021	ABATED BY OWNER
NOVANDA PROPERTIES INC	2613 N DALLAS AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/24/2021	ABATED BY OWNER
LEBANOFF MAURICE M	1518 N DALLAS AVENUE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/24/2021	ABATED BY OWNER
LANCASTER ANDERSON FARMS HOA HOMEOWNERS ASSN RILEY ROSE C	1724 RILEY DRIVE	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/27/2021	ABATED BY OWNER
PLEASANT RUN HEALTH HLDS LLC	2400 W PLEASANT RUN ROAD	ILLEGAL BANNER	NOV 9/29/2021	ABATED BY OWNER
MEJIA MARCO JAVIER	613 E MAIN STREET	HIGH GRASS AND WEEDS - COMMERCIAL	NOV 9/23/2021	ABATED BY OWNER

Animal Shelter Update

Staff participated in the NBC5 Clear the Shelter event which resulted in 23 adoptions. During Clear the Shelter, staff held an adoption and low cost vaccination event. Over 100 families brought their animals to the event to receive these services. The public received free supplies and all animals in attendance were vaccinated against rabies at no cost.

Animal Services responded to 250 animal complaints that include but are not limited to loose stray animals, aggressive animals, police and fire assist, deceased animal pick up, animal neglect and animal cruelty.

Animal Services recorded a total of 126 rescues, 38 adoptions, 33 redemptions, and 16 euthanizes.

Police Department Update

OFFENSES			
	4Q 2020	**4Q 2021**	**UP/DOWN**
Assault	120	127	7
Burglary Building	19	9	-10
Burglary Habitation	10	6	-4
Burglary Vehicle	47	36	-11
Criminal Mischief	66	70	4

CALLS FOR SERVICE			
	4Q 2020	**4Q 2021**	**UP/DOWN**
Total Calls	18069	14331	-3738
Close Patrols	11241	5526	-5715
House Check Request	4	11	7
House Check Calls	16	47	31

Drug Crimes	30	53	23
DWI	20	12	-8
Financial Crimes	39	25	-14
Information Report	373	423	50
Mental Evaluations	37	36	-1
Murder	0	1	1
Robbery	6	6	0
Runaways	22	18	-4
Sex Assault	7	9	2
Theft	138	165	27
UUMV	52	65	13

ARREST			
	4Q 2020	**4Q 2021**	**UP/DOWN**
Arrest	269	373	104

PATROL			
	4Q 2020	**4Q 2021**	**UP/DOWN**
Traffic Stops	987	2621	1634
Field Contacts	67	111	44
WARRANTS			
	4Q 2020	**4Q 2021**	**UP/DOWN**
New Felony	49	63	14
New Misdemeanor	50	73	23
New Warrants Total	99	136	37
Warrants Served	31	36	5

ACCIDENTS			
	4Q 2020	**4Q 2021**	**UP/DOWN**
Total Accidents	200	205	5

Fire Department Update

Staff donated and delivered 4 bicycles to LISD for the student attendance awards, and assisted with smoke detector installs and battery checks for 9 residences. A fire truck was requested for a Bear Creek Nature Park event, firefighters were ask to speak about fire safety. There were 4 EMT Student riders this quarter. The annual Fire Department awards banquet was held in August. Awards were presented for the past 2 years due to cancellation of the 2020 event. In September, staff hosted a short remembrance ceremony for the fallen heroes of 09/11. Staff held 3 COVID testing sites for city employees, and assisted with an LISD vaccine clinic.

Municipal Court Update

The fourth quarter of FY2020-2021 the Municipal Court collected revenues of $304,706.00. This is a decrease of $21,127.00 from the same period of last year, $325,833.00. 1,369 warrants were issued for the 4th Quarter, and 973 were served/recalled during the same period. The number of cases filed totaled 1,906; 1,714 Trial/Hearings held, and 1,428 dispositions for the 4th Quarter of FY2020-2021.

Municipal Court FY 2020-2021 Report

	Cases Filed						Trials/Hearings				Dispositions			
	Traffic	Penal	City Ord	Parking	Other	Total	Jury	Bench	Appeals	Total	Paid	Time Served	Dismissed	Total
October	295	41	47	11	4	398	0	362	0	362	192	11	241	444
November	254	23	32	28	4	341	0	552	0	552	165	5	221	391
December	208	28	68	26	4	334	0	355	0	355	152	9	188	349
January	202	28	20	17	5	272	0	793	0	793	211	1	88	300
February	120	31	23	4	3	181	0	133	0	133	131	0	34	165
March	395	27	53	11	7	493	2	145	0	147	375	74	243	692
April	282	86	93	13	7	481	2	291	0	293	298	26	378	702
May	370	21	19	25	5	440	5	612	0	617	283	4	363	650
June	546	57	89	31	10	733	2	643	0	645	271	20	343	634
July	413	52	32	8	8	513	1	674	0	675	218	1	253	472
August	635	41	49	15	8	748	1	514	0	515	220	2	228	450
September	514	53	48	18	12	645	4	520	0	524	220	3	283	506
						0				0				0
2020-2021	4234	488	573	207	77	5579	17	5594	0	5611	2736	156	2863	5755

Parks and Recreation

Recreation Division

The Recreation Center remained open to the public Monday through Thursday from 8:00 a.m. to 1:00 p.m. and 5:00 p.m. to 8:00 p.m.; Friday 8:00 a.m. to 5:00 p.m. and Saturday 8:00 a.m. to 12:00 p.m.

Membership scans totaled 7,447 in the 4th quarter.

Aquatics and Athletics

During the 4th quarter the Aquatics structured programs included: Fitness Swim with 2,160 participants, Water Aerobics with 255 participants, Aqua Babies with 78 participants, Semi Private (up to 7 participants) Adult Swim Lessons with 37 participants, and Family Swim Night with 16 participants.

The Athletics division relaunched all partnerships with local youth sports associations. Over 500 participants have registered through 1 soccer association, 3 football associations and 1 baseball association this summer.

Facility Reservations and Special Events

The July 4th Celebration showcased approximately 9 sponsors, 30 paid vendors and 10 local artists. The event received approximately 5,000 attendees.

Staff received approximately 98 facility reservations in the 4th quarter.

Senior Life Center

This Senior Life Center remains open to the public, with the membership growing. This quarter, the center received approximately 16 new members. The center offers several in-person programs such as Crochet and Knitting, Croquet and Card Making, Senior Walking Club and Reading/Sewing & Quilting.

Library Services Division Update

Staff offered virtual Toddler story-time on Tuesdays and Virtual Family Story-time on Wednesdays. The Teen club was available the first Thursday of the month. The library offered a Junior Volunteer program for high school students, which allowed them to complete a number of virtual activities to earn volunteer hours for school such as writing book reviews, proofreading the Library's webpage, etc.

July 2021

During the month of July members continued their participation with the Summer Reading Program. All programs were available virtually and targeted Adults, Teens and Children. Virtual Story-Time for Toddlers was provided by the Fort Worth Zoo every Tuesday at 10:30 a.m. and the Fort Worth Museum provided Craft Kits for kids.

August 2021

The library issued Do It Yourself (DIY) activity kits for Teens in the 7th through 12th grades. Kits were available for checkout to complete at home with family and friends. Also, August marked the beginning of the annual Teens' Top Ten, which is a "teen choice" list, where teens nominate and choose their favorite books from the previous year. Teens voted for their favorite titles. Readers ages twelve to eighteen voted online from August 15 to October 15 on the Teens' Top Ten site.

September 2021

The month of September began with the annual Library Card Sign-Up Month. This year's sign-up month was special because it involved introducing the new Library Partnership cards of the Best Southwest Libraries. The partnership cards allow members of the Lancaster, DeSoto, Duncanville and Cedar Hill libraries to check out books from each member's library. The Library also celebrated Hispanic Heritage Month with dedicated displays located around the library. Banned books week was acknowledged September 26 thru October 1 with a display. The Friends of the library held its annual Book Sale from September 16 through September 18th and sold approximately 2500 books.

Veterans Memorial Library 4th Quarter Statistics				
	July	**Aug.**	**Sep.**	**Quarter 3 Totals**
Hours Open	152	176	160	488
Door Count	2299	1685	1379	5363
New Library Cards				
Youth	37	35	24	96
Adult	51	43	52	146
TexShare	4	1	1	6
Nonresident	2	1	0	3
Total New Cards	94	80	77	251
Circulation				
Adult Books	830	533	314	1677
Juvenile Books	564	259	115	938
Audio	14	18	11	43
Periodicals	10	8	7	25
Videos	395	211	134	740
Interlibrary Loans	15	33	7	55
Total Circulation	1828	1062	588	3478
Program Attendance				
Children	29	4	4	37
Young Adult	0	0	6	6
Adult	2	3	6	11
Total Program Attendance	31	7	16	54
Program Offered				
Children	6	5	4	15
Young Adult	3	2	1	6
Adult	2	3	4	9
Total Programs Offered	11	10	9	30

Sound Infrastructure

The City has preventative maintenance programs to ensure well-maintained infrastructure, including streets, water, storm water, wastewater and other assets.

Special Projects

Streets

Road Reconstruction Projects

- 5th Street – Completed
- Cumberland Street – Completed
- Trippe Street complete – Completed

Special Projects

Water Main Line Replacement

- Poinsettia Drive from Westridge Avenue to Kiowa Circle – Upcoming
- Kiowa Circle from Poinsettia Drive to Sequoia Drive – Upcoming
- Sequoia Drive from Kiowa Circle to Westridge Avenue – Upcoming

Wastewater Main Line Replacement

- Katy Street – Completed
- Riverdell Court – Completed
- Elikins Street – Completed
- Wastewater Main Replacement at the dead end of Katy Street (under BNSF Railroad) – Upcoming

Professional & Committed Workforce

Lancaster City government is an employer of choice with competitive pay that attracts an engaged, responsive, customer-oriented, innovative, and effective workforce. Some employees live in the City and all have a sense of ownership of the community. City employees feel needed and appreciated by elected officials, residents and businesses and are respectful to and appreciative of their customers and the City's governing body. The City's executive staff is engaged with residents and attends community events, upholds strong customer service, and uses technology to aid them in working smarter.

Evaluate compensation to address compression:

City Council received a presentation regarding compensation from the City Manager during the budget process for FY 2021/2022.

On Monday, September 20, 2021, City Council unanimously approved the 2021/2022 fiscal year budget. City Council has committed to annually evaluating compensation as a strategic goal. With the approval of the budget was a 3% increase to the pay plan for all (full-time and part-time) general government employees; and a 5% increase to the pay plan for all public safety employees.

In addition to the across the board increases, Council also approved implementation of the pay plan allowing for those (general government) who have been here five (5) years or longer (as of October 1, 2021) to step within the pay plan on their designated anniversary date with an evaluation that meets and/or exceeds expectations submitted to the Human Resources Department. From fiscal year 2013/2014 to the adoption of this budget, City Council has approved a 29% increase overall to the pay plan. This demonstrates continuous commitment to investing in realizing the goal of a professional and committed City workforce.

Continue Lancaster University:

Lancaster University was held March 12, 2021 virtually to ensure employees continue personal and professional development in a safe environment. Topics ranged from leadership, customer service, financial wellness, physical wellness, diversity and inclusion (D&I), active shooter training, fun games, and professional dress and appearance. All teams and departments worked together to actively engage in the virtual event through chat, audio interaction as well as use of fun interactive mobile app devices to answer quizzes and questions. Employees continue to be grateful for the opportunity to fellowship with their coworkers and receive a positive and well-rounded personal and professional development.

Quality Development

The City encourages high quality, diverse housing, Commercial and retail development and public facilities. Policies encourage sustainable building practices, conservation and the use of alternative energy sources.

1. Complete Loop 9 and I35E Corridor Studies and make Implementation Decisions:

   Halff Associates kicked off I-35E and Loop 9 Overlay District Corridor Studies in August 2020; gathering pertaining current data from Staff that would aide to the studies.

   On September 22, 2020, Halff Associates held meetings with stakeholders, allied organizations, city staff and first joint work session with City Council and the Planning & Zoning Commission. These different groups participated in visioning exercises to provide input on existing conditions, future opportunities, and potential barriers for both the I-35E and Loop 9 corridors.

   On October 15, 2020, City staff and the consultant team participated in a driving tour of the I35E & Loop 9 corridors to get familiar with and gain further insight on the existing conditions of the corridors to inform future recommendations.

On December 17, 2020, City staff, City Council, and the consultant team participated in a regional driving tour of the two project corridors as well as two visionary corridors (I-20 in Grand Prairie/Arlington and SH 161 in Las Colinas) to view examples of other corridors in the DFW Metroplex that have elements that could work in Lancaster in the future.

On January 14, 2021, the first Virtual Open House was held to provide information about the project and input opportunities for the public. Two engagement methods were made available at this time, an online community survey and a virtual public engagement room, which was a virtual platform that included the type of engagement opportunities seen at a traditional in-person open house.

January 25, 2021 – Scenario Workshop Sessions were separately held for City Council, Planning & Zoning Commission, City Staff, Allied Organizations and Stakeholders. During these sessions the focus was on identifying needs in areas such as connectivity, access, development/redevelopment, and land use.

April 19, 2021 – City Council and the Planning & Zoning Commission participated in a joint work session #2 and reviewed the draft scenarios for the two corridors and provided feedback on the overall draft vision.

July 19, 2021 - Halff Associates gave an update related to the I-35E and Loop 9 corridor studies in a joint meeting with the City Council and Planning & Zoning Commission. During the meeting, the project team discussed the draft preferred scenarios, character sub-district information, and fiscal analysis of the scenarios.

Halff Associates is finalizing the draft for the Loop 9 & I35E Overlay District Corridor Study for final presentation and adoption by City Council.

2. Review the 2016 Comprehensive Plan for updates/revisions

   In 2020, the City Council adopted the updated Parks, Recreation & Open Space, Hike & Bike Trails, the Streetscape and Thoroughfare master plans that align with the 2016 adopted Comprehensive Plan. As noted above, staff is working with Halff Associates on I-35E and Loop 9 on the final draft in preparation for the Planning and Zoning Commission presentation and final adoption by the City Council.

   Staff is also reviewing the overlay districts to ensure consistency between zoning and the Future Land Use Plan of the Comprehensive Plan. Staff will be bringing rezoning requests before the Planning & Zoning Commission and the City Council to consider zoning changes on parcels that are currently in conflict with the Future Land Use Plan of the Comprehensive Plan.

3. Evaluate strategies to attract low density, high-quality single-family residential development

   At the June 22, 2020 Work Session, staff updated the City Council on the project status. Additionally, at the City Council Strategic Planning meeting on June 27, 2020, staff provided answers to the City Council's questions regarding the program.

   On April 24, 2021, City Council participated in a full-day work session building towards the implementation of a residential architectural and urban character pattern book and blueprint that outlines a framework with unique characteristics to establish a benchmark for future development within Lancaster; and to align zoning districts with given standards. Halff Associates Inc. also conducted interviews with various residential developers who are currently engaged in a project, own land in the City or have expressed interest in developing within Lancaster.

   On June 24, 2021, City Council participated in a facilitated discussion regarding the data collected from the previous session as well as developer interviews in an effort to wrap up the pattern book and blueprint that will consist of the following four-phase process:

Phase 1 - Discovery and Analysis –
Each Council member had the opportunity to share their individual input.
Phase 2 - Council Workshop
Phase 3 - Draft Report
Phase 4 - Final Plan

4. Revitalize Downtown – Downtown TIF

   Downtown TIF project is currently on hold as staff reviews the Downtown overlay district to ensure consistency between zoning and the Future Land Use Plan of the Comprehensive Plan. Staff has already identified parcels and tracts of land within the overlay district that are not in consistency with the Future Land Use Plan. Staff will be bringing such parcels and tracts of land before the Planning & Zoning Commission and the City Council for zoning changes that align with the Future Land Use Plan.

   On June 21, 2021 Work session, City Council discussed the Downtown Design District and asked staff to bring back the item for the City Council to vote on RFQ/RFP issuance.

   On June 28, 2021 City Council meeting, Council tabled the Downtown Design District request for RFQ/RFP to October 2021.

Effective Municipal Operations
The City delivers financial sustainability and quality services utilizing delivery methods that engages residents to take pride in our City.

1. Hold bi-annual Council Strategic Planning sessions: FY 2020/2021 City Council Strategic Planning Sessions. City Council had an update on March 4, 2021 and met with consultants on June 25-26, 2021 for the FY 2021-2022 goals and objectives.

CITY OF LANCASTER CITY COUNCIL

City Council Work Session **Item 5.**

Meeting Date: 10/18/2021

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Quality Development

Submitted by: Vicki D. Coleman, Director of Development Services

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Agenda Caption:

Discuss the Downtown Design Overlay District.

Background:

As prescribed in the City Council Rules and Procedures as amended November 2020, Section D. City Council Agenda Process, Subsection 1.b, Council Member Carol Strain-Burk requested that an item be included on a City Council work session for the purpose of discussing the Downtown Design Overlay District.

The City Council approved an ordinance adopting the Downtown Design Overlay District on February 25, 2008 (Ordinance 2008-02-11). The City's master plan for downtown was prepared with the assistance of a consultant, 5G Studios. The plan was developed using a series of four community design workshops and meetings collaborating with the community, city staff and City Council members.

During the June 21, 2021, Work Session, City Council discussed the Downtown Design District overlay. During this same meeting, staff was directed to bring an item for Council to consider an issuance of a Request For Qualification/Request For Proposals (RFQ/RFP) for the purpose of reviewing the Downtown Design Overlay District.

At the June 28, 2021, Regular Meeting, City Council considered action on issuing an RFQ/RFP for professional consulting services regarding amending, repealing, or updating the Downtown Design Overlay District. The item was tabled to an October meeting for further discussion.

Operational Considerations:

The Downtown Design District is a master plan for downtown district development. The Downtown Design District has five sub-districts which include: Hall's Branch, Downtown, Town Square, East Side Strand, and Keller Branch. An overlay design district seeks to address standards such as, but not limited to, land use, density, and street appearance. The overlay district establishes standards that take priority over any underlying zoning district's standards. Specifically, the overlay district prohibits certain land uses despite an underlying zoning district permitting that allowable use.

The Comprehensive Plan is a policy document that also guides development within the City's downtown. The future Land Use Map and policies of the Comprehensive Plan also establish the long term vision for the downtown district related to density and land use. The Comprehensive Plan has multiple designations for areas with the overlay district as follows: 1) Town Center, 2) Mixed Use, and 3) Suburban Neighborhood. The Comprehensive Plan, along with the Downtown Overlay, provide the vision for the long term growth and development of the district. The vision of the Comprehensive Plan and Downtown Overlay both seek to encourage residential development, supportive commercial and

office uses; while the overlay includes a design aesthetic that maintains historical context of the area. The residential standards with the Downtown Design District promote higher densities of residential development such as townhomes and condominiums while seeking to prohibit single family uses. Despite the prohibition of single family detached homes within the Downtown Design District, the Comprehensive Plan supports the long term development of single family uses within downtown.

The Downtown Design District nor the Comprehensive Plan supports industrial uses with the downtown.

The purpose of this item is for City Council discussion.

Attachments

Downtown Design Overlay Standards

Downtown Design Overlay District Map

Downtown District - Prohibited Uses

Comprehensive Plan Excerpts

DESIGN GUIDELINES

FOR THE CITY OF LANCASTER

DOWNTOWN DISTRICT

LANCASTER, TEXAS

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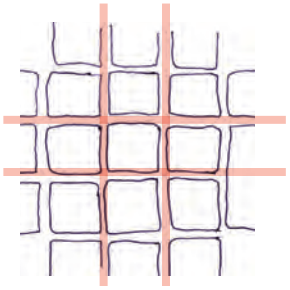
BACKGROUND

Lancaster was founded in 1852 and incorporated in 1866; it is one of the oldest communities in the Dallas County. The city plan was modeled after Lancaster, Kentucky which was modeled after Lancaster, Pennsylvania. This type of layout is fairly rare (see image below). The revitalization of the Downtown District is a development that will be based on a set of principles which are rudimentary to any successful urban setting. A successful downtown is a healthy environment that is designed and built based on the needs and usage of its habitants.

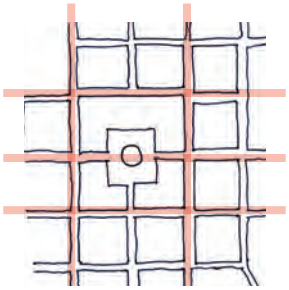
New Urbanism movement began in the 1980's; it has become more widespread as communities are seeing the advantage of such improvements. Some cities are building such environments from the ground-up and some are revitalizing deserted and depressed parts of their cities. Principles of New Urbanism consist of walk-ability, connectivity, mixed-use density, public transportation and sustainability. With the right relationship between all the components the quality of life is increased with the use of close proximity and density.

The notion of "New Urbanism" ironically is not so new; cities and towns have always been organized around walk-able street systems with mixed-use programming prior to the domination of the automobile. Villages and towns were placed according to geography and the limits of economic circumstance; for the past sixty years we have pushed the limits and extended our cities beyond their natural radius of sustainability. The strip shopping centers, big box stores, large parking lots, deserted downtowns, rows of one-size-fits-all developer houses, and mega-highway systems connecting sprawls have taken the place of pedestrian paths that connect our lives, pastures and natural resources and the integral influences of our built environment. Now we spend more time in our cars, more money on gas and all the other economic fall backs regarded to the automobile, roads, insurance and etc; we have come to realize that urbanism and integral town planning offers a much more fulfilling lifestyle and more economically sensible. We must accommodate for the automobile and traffic flow, however, we don't necessarily need to build our entire environment according to those standards. We will make more room for the pedestrians and furnish the streets with the right elements in order to create a comfortable environment.

These guidelines outline the components that equate to quality needed to bring back richness into the neighborhoods which will affect the community as a whole. Across the nation towns and suburbs are creating centers with new town squares; older cities are revitalizing old deserted industrial hubs. Old down-town-like gathering places are being created in-between suburbs in order to reduce the sense of de-centralization due to sprawl. In Lancaster the citizens have a strong sense of place and identify with their heritage; authenticity is at the core of this place and there is no need to re-create anything it simply requires some polishing and implementing the standards.



Typical downtown layout, usually the Town Hall building or a significant building is located in the center of the layout with shops surrounding it.



Downtown Lancaster layout, streets enter into the central core as well as the perimeter.

DEFINITIONS

Articulation -

Block -

Buffer -

Building Envelope -

Building Massing -

Built-to-line -

Detailed Site Plan -

Facade -

Greenbelt -

Plaza -

Promenade -

1.1 INTENT

This Design Guideline is intended to raise the level of quality for all residential, non-residential and mixed-use development; within a regulatory structure offering options and flexibility. Refer to section *1.2 Applicability,* developments are subject to a set of minimum site and building design standards, recognizing that all new development and some existing, regardless of size, should be subject to minimum standards.

1.2 APPLICABILITY

1.2.1 This guideline applies to
- A. All new construction
- B. Any exterior renovation or alteration
- C. Any addition to an existing building
- D. Any existing condition that needs to meet code and requires to be updated

1.2.2 Site updates and alterations include not limited to:
- A. Refer to section 1.3.4.E for all site applicability

1.3 DESIGN REVIEW PROCESS

All applicants must submit drawings and documents subject for approval (reference section 1.2 for applicability) to the Design Committee prior to submittal for building permit.

1.3.1 Determine applicability [1.2]

1.3.2 Determine location of development
District [2.1]

1.3.3 Determine type of development allowed in the designated area [2.1]

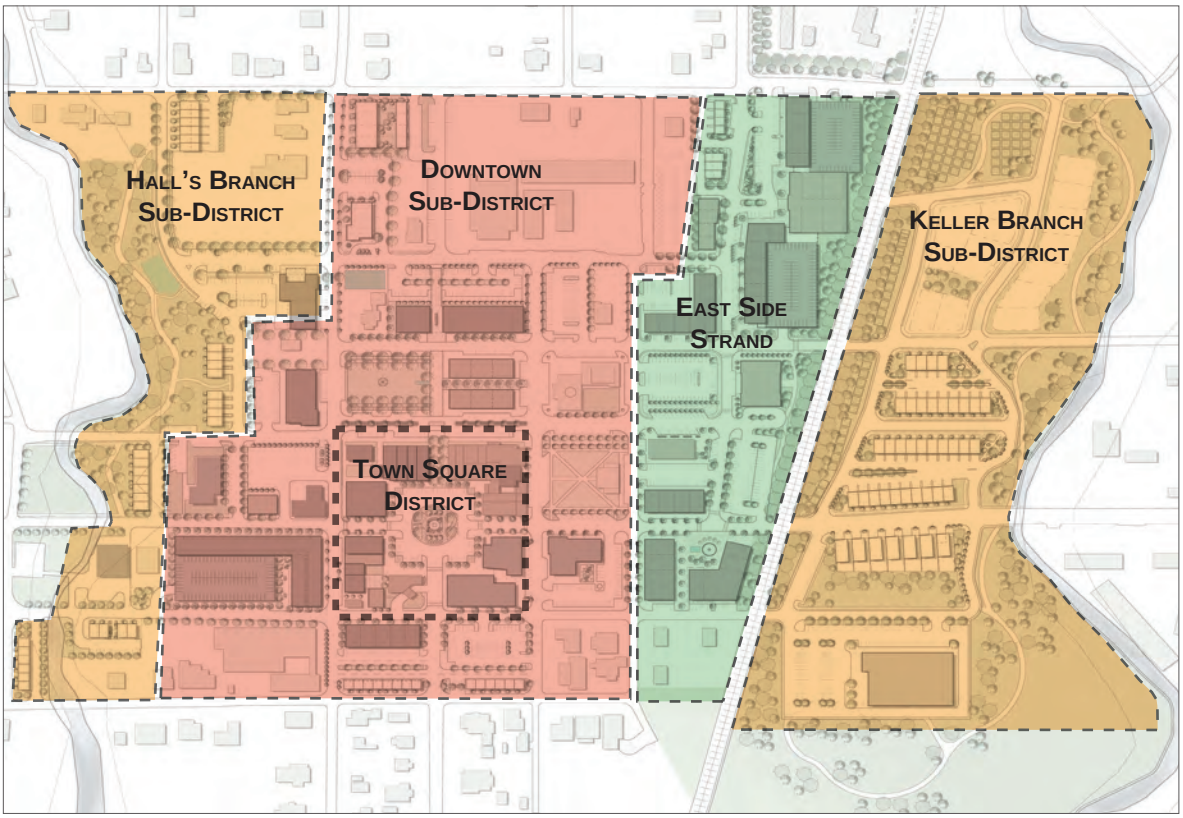
1.3.4 Check “Site Development Guidelines” [2.0, 2.2, 2.3]

1.3.5 Check “Design Guidelines” [3.0]

2.0 SITE DEVELOPMENT GUIDELINES

The Site Development Guidelines determine the density, dimension, street appearance and land-use for each district. Downtown Lancaster already has a wide range of land usage, this guideline will enhance the framework which the city has been build upon.

2.1 LAND USE & SETBACK



The districts have been created for design purposes and programming which creates a variety of neighborhood clusters as well as options. The transition between each district should not be an obvious change but a gradual difference due to services which than change the architecture and building layout. Continuity should be the goal within the districts and between them as well. Any time there is a sub-district within a district the guidelines for the sub-district prevail for that area.

Prohibited Uses:

The following uses are explicitly prohibited in the Downtown District, Hall's Branch District, Keller Branch District and East Side Strand, regardless, if said uses are stated as permitted or conditional uses in the underlying districts:

Wireless Communication Facilities (except for antennas attached to existing building)

Temporary Asphalt or Concrete Plants

Rock Crushing

Mining and Quarrying

Solid Waste Incinerators

RV Campgrounds

Riding Academy or Stable

Warehouse, Self-service storage

Welding or Machine Shop

Vehicle Storage Yard

Correctional Placement Residence

Car Wash

Outdoor Storage

Commercial Parking area (other than parking lots stated in the guidelines)

Pawnshop

Outdoor Vehicle & Equipment Sales

Recycling Processing Center

Tattooing & Body Piercing Facility

Manufacturing

Warehousing

Gas and Fuel Storage and Sales

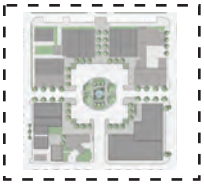
Oil or Gas Drilling

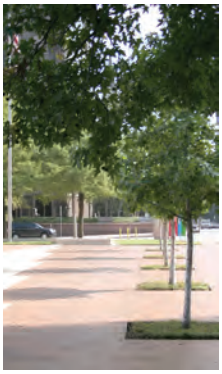
Vehicle Repair, General

Medical Services within a "B - Multifamily" District

Single-Family Dwelling (other than areas designated for this use *Keller Branch District under special conditions)

2.1.1 Town Square Sub-District





232,190 sf (5.32 acres)
The Town Square Sub-district is the core of downtown and the location of City Hall facilities. Roughly seventy percent of the original Town Square still remains with the new part being built in such a manner that blends the new and the old most effectively. It is recommended that City Hall occupy the southeast corner to complete the square as well to set a hierarchical height in building structure. This will aid in creating an iconic element within the core of the downtown area.

All sides of the square should be treated as frontal storefronts and not “back of house”.

Resurfacing of the entire are is highly recommended. Reconstruction of the center piece with the well being the focal point is necessary. The diameter of the roundabout should extend out to create two clearly marked lanes, as a one-way traffic and parking only on the perimeter.

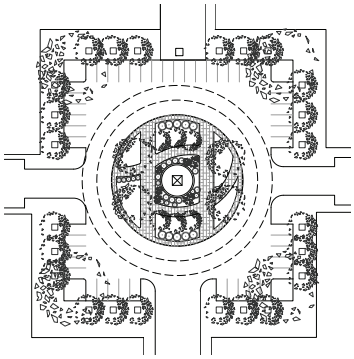
Land Use / Size Limitations:

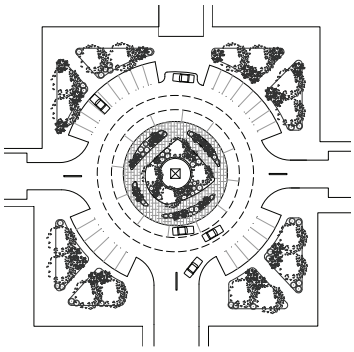
Mixed-use
- Retail with Residence above
- Retail with Office above
- Office / Services

Retail	8,000 sf maximum [single tenant]
Restaurant	5,000 sf maximum
Residential	
Condominium	1,200 sf minimum
Efficiency / Studio	1,000 sf minimum
Office	no maximum

Site Setbacks:

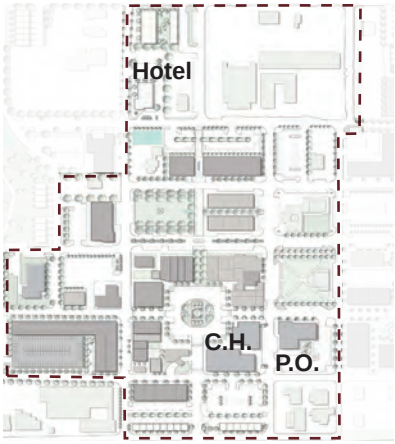
Mixed-Use, Retail, Restaurant:
30’ maximum or Match existing setback





ROUNDABOUT OPTIONS

2.1.2 Downtown District



1,390,700 sf (31.9 acres)
This area is mostly retail and mixed-use. It is generally 70% of the downtown district; and designated to public use. There are many opportunities in this area for mixed-use with residential or office above, public plaza for events and public service buildings. The post office and City Hall should be located in a central vicinity with clear access from main roads. A large portion of this area is occupied by the Baptist Church of Christ to the immediate north. The southern most edge of Downtown District sits single-family residence. Single-family residence also occupies the perimeter of the area. A transition zone is recommended for any low-density to high-density setting. Along Dallas Ave is the ideal location for a unique small scale hotel that marks the corner of the shopping area. There are many opportunities for a full service post office within the entire area, one recommendation is immediately to the east of the Town Square next to City Hall recommended location on Main Street.

Land Use / Size Limitations:

Mixed-Use
- Retail / Restaurant with Residence above
- Retail / Restaurant with Office above

Retail / Services
- Boutique Hotel
- Post Office
- Single story Retail Service

Town Homes / Condominium / Studio

Retail	10,000 sf maximum [single tenant]
Restaurant	7,000 sf maximum
Residential	
Condominium	1,600 sf minimum [multi-story] - 50% use in Downtown District
Town home	1,200 sf minimum [multi-story] - 25% use in Downtown District
Efficiency / Studio	1,000 sf minimum - 25% use in Downtown District
Office	no maximum
Hotel	20,600 sf maximum [10 rooms maximum]

Site Setbacks:

Mixed-Use, Retail, Restaurant:	
	30’ maximum provided parking in front
	15’ maximum without parking in front
Residential:	12’ minimum, 30’ maximum
Hotel:	35’ with drop-off
	20’ maximum without drop-off

2.1.3 Hall's Branch Sub-District

718,700 sf (16.5 acres)
Along Hall's Branch Creek is best suited for higher density residential and public paths for recreation use. This will add to ambiance of the down town area creating the amenities of a larger foot print in a fairly small setting, all within walking distance. It is crucial to segment the large city blocks in this area (refer to Master Plan Book Chapter 2, sect. 2). The majority of the Hall's Branch District is suited for residential in the form of town homes / condominiums. These units are positioned looking onto the creek with open preserved green space and along the side streets that run into the downtown core. Retail and Mixed-Use in this area is to be minimum and only at the eastern most edge to transition into the Downtown District along Dallas Ave.

Land Use / Size Limitations:

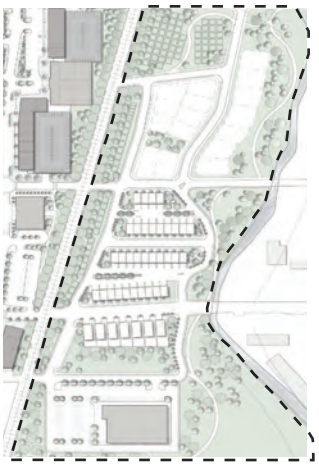
Town Homes / Condominium
Mixed-Use
Retail with Residence above
Preserve Open Land

Retail	10,000 sf maximum [single tenant] only along Dallas Ave
Restaurant	5,000 sf maximum
Residential	
Condominium	1,600 sf minimum [multi-story] - 40% use in Hall's Branch District
Town home	1,400 sf minimum [multi-story] - 40% use in Hall's Branch District
Efficiency / Studio	1,000 sf minimum - 20% use in Hall's Branch District
Open Space	25% minimum - public space along Hall's Branch Creek

Site Setbacks:

Mixed-Use, Retail, Restaurant:
30' maximum on Dallas Ave provided parking in front
15' maximum on Dallas Ave without parking in front
Residential: 15' minimum, 30' maximum
(For units facing Hall's Branch Creek measure setback from back of unit)
No habitable space on 100 year flood plain, units may be elevated above flood plain

2.1.4 Keller Branch Sub-District



1,081,360 sf (24.8 acres)
Similar to Hall's Branch District, Keller Branch District is mainly residential with more exclusivity. The goal for this district is to create options for different types of housing with close proximity to downtown. Keller Branch Creek defines the edge of this neighborhood with trails and access along the length of the creek for public use.

BNSF tracks divides this neighborhood from downtown area, this can be an advantage to the residence of this location who want the close proximity to the core, yet with a more private setting. A buffer zone is highly recommended along both sides of the tracks. Along the residence side a minimum of two rows of wide canopy trees and a setback of minimum of 50' between the road and the outer edge of tracks. This buffer zone (recommended at 70') is also ideal for gardens and neighborhood activity to crop locally.

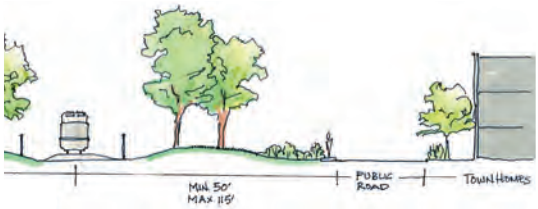
There are about 16 plats available for single-family residence with special conditions. This is intended to be reserved for an architectural competition (locally or nationally). This can be a high-profile competition for an Arts and Craft Style and Modern Prairie Style with specific restrictions. This would raise awareness and create a good quality control for types of homes being built in the area.

Retail services and any type of light or regular industrial use is highly rejected; in order to preserve the land, environment and reduce unnecessary traffic to the neighborhoods. This area is currently zoned LI, we are recommending a rezoning for the entire area and further north in order to benefit the Downtown district indirectly. Due to the logistic hub a few miles north, it is essential to set boundaries for areas that may be affected indirectly in the future and irreversible.

Land Use / Size Limitations:

Town Homes / Condominium
Single-Family (special condition)
Community Garden
Preserve Open Land

Residential	
Condominium	2,500 sf minimum [multi-story] - 40% use in Hall's Branch District
Town home	2,000 sf minimum [multi-story] - 40% use in Hall's Branch District
Single-Family	2,000 minimum [special conditions set by City]
Open Space	40% minimum - public space along Hall's Branch Creek and BNSF
Community Gardens	10'x20' or 20'x20' each plat



Site Setbacks:

Residential:	15' minimum, 25' maximum
	No habitable space on 100 year flood plain
Community Gardens	30' minimum from center-line of rail road tracks
	10' minimum from edge of curb

2.1.5 East Side Strand Sub-District

660,000 sf (15.1 acres)
The ES Strand stretches from north to south of the entire development site and alongside the BNSF tracks. The second major road to the site is Jefferson Street and is located in this district.

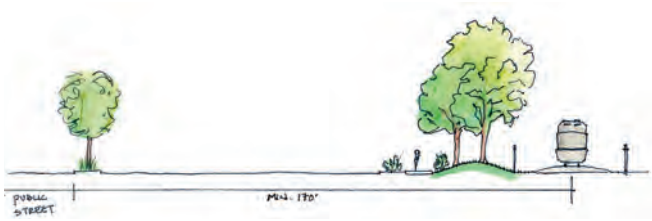
The goal for this area is to provide larger footprint amenities with parking garage located behind the buildings. A buffer zone is highly recommended along both sides of the tracks. A minimum of two rows of wide canopy trees and a minimum of 55' setback from the center-line of tracks. Berms are also recommended, for areas with no structure between street and tracks for example a surface parking or back of buildings that set back from the tracks more than two lines of trees. There should only be access roads for service within 100' of tracks, all other roads shall be setback from center-line of tracks a minimum of 170'.

Land Use / Size Limitations:

Anchors
- Cinema 4-8 screen
- Single footprint Store
- Restaurants

Live-Work
Mixed-Use
- Service with Residence above
- Service with Office above

Parking Garages (attached)
Open Space / Plaza
Town Homes / Condominium



Retail / Service	21,000 sf maximum [single tenant with maximum square footage be located east of Jefferson Street]
Restaurant	10,000 sf maximum
Live-Work	500 sf maximum [service on ground level]
	1,200 sf minimum [residence above]
Residential	
Condominium	1,500 sf minimum [multi-story]
Town home	1,100 sf minimum [multi-story]
Efficiency / Studio	1,000 sf minimum

Site Setbacks:

Residential	15' minimum, 25' maximum
Retail/Mixed-Use/Services	20' minimum, 30' maximum with parking in front, 115' maximum with two rows of parking in front [this may only occur for maximum of 45% of retail and/or mixed-use development

2.1.6 Setback Restrictions

Setback restrictions apply to all districts. Building features or architectural attachments to the primary building facade may encroach up to 5 feet from the building face into the setback area. These features include, but are not limited to:

Awnings
Balconies
Bay windows
Chimneys
Canopies
Eaves
Planters
Porches
Signage
Patio dining
Pilasters
Retail displays
Stoops
Tower elements

2.2 PARKING

2.2.1 Parking Requirements

The purpose of creating parking requirements is to make sure the adequate needs are met and to ensure that the parking areas are not the dominant features of the development. It is also essential to reduce pollution and land development impacts especially for single occupancy cars. A recommendation to share parking between larger entities such as the Baptist Church of Christ and the surrounding smaller shops; the East Side Strand and its surrounding smaller shops The parking garages are to serve the surrounding needs as well as the immediate. It is essential for the downtown to maintain the intimacy of the small town scale, while it is important to provide visitors with convenient parking locations, it is also estimated that many locals will visit by foot, bike or in groups (from our survey).

Residence	1 space per Room (not to exceed 2 spaces)
Retail	1 space per 300 sf
Office	1 space per 350 sf
Hotel	1 space per Room
Other	Refer to Development Code for City of Lancaster

Parking is allowed to occur underneath the building, however, this type of parking may not exceed above requirements and may not be located on a street face. Landscape screening is also required to screen the parking from all adjacent uses and streets. All surface parking lots shall be screened by miniature trees or mature trees. It is recommended that parking lot surfaces be constructed of permeable material to maintain drainage and run-off.

All roads are to be paved with curbs and proper drainage, no parking or driveways shall be made of unpaved roads.

2.2.2 Parking Garage

Parking garages may not be visible from streets on more than two (2) sides of each block. Whenever possible parking garage should be designed to hide the longer facade with development such as town houses, offices, live-work, lofts and/or retail in order to screen the garage from the street view. The visible facade of the parking garage shall be screened [refer to section 2.3.4].

2.2.2 Off-street Parking

To maintain visual standard all off-street parking space shall have a tree canopy for every 5 spaces. Landscape may protrude out next to the parking space or located in front of parking space within the setback [refer to section 2.3.3]. No more than 15% of required parking shall be located off-street.

Refer to Lancaster Development Code for any specifics not covered in this guideline.

2.3 STREET GUIDELINES

2.3.1 Street Guidelines

Street guidelines are intended to enhance the appearance of the streetscape, ensure safety and comfort for inhabitants. This section applies to all the districts, unless otherwise noted.

2.3.2 Pedestrian Paths

An improved access and mobility benefits pedestrians on a personal level ; the increase of exercise and by enjoying the ambiance of pedestrian-friendly streets. A safe and accessible pedestrian movement is critical to establishing livable communities. Bringing pedestrian movement into the community reaps the benefits in several ways: reduction in traffic congestion and air pollution; global warming gases, and energy consumption; quieter streets; safer environment; and healthier economic conditions for local merchants. Our surveys indicated that in conjunction with other means of transportation (car, bike or public transportation) 90% prefer to experience the downtown area by walking. Therefore, during the design process of roadways, walkways and transitions it is critical to consider the needs and identify areas to improve safety for pedestrians and persons with physical challenges.

Ideal pedestrian paths should be between 6 feet and 12 feet. Wider sidewalk should occur in front of businesses or areas where the space for activities is needed. Grades that meet ADA provisions and local codes are important to accommodate all users.

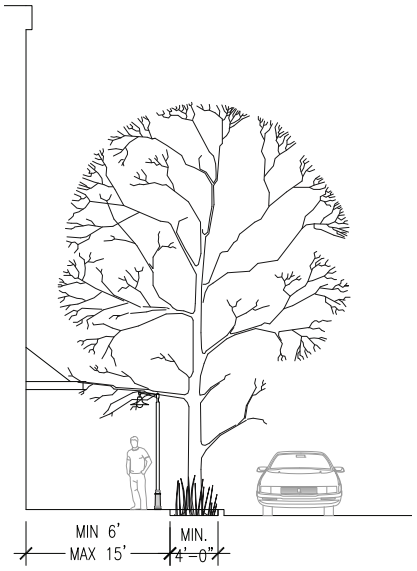
Unpaved smooth shoulders two to four feet in width should be provided where feasible for pedestrians and runners. The shoulders provide a softer running and walking surface, increase capacity of the path where needed. The use of sidewalks as bicycle facilities should not be encouraged especially as a bike route.

2.3.3 Landscape

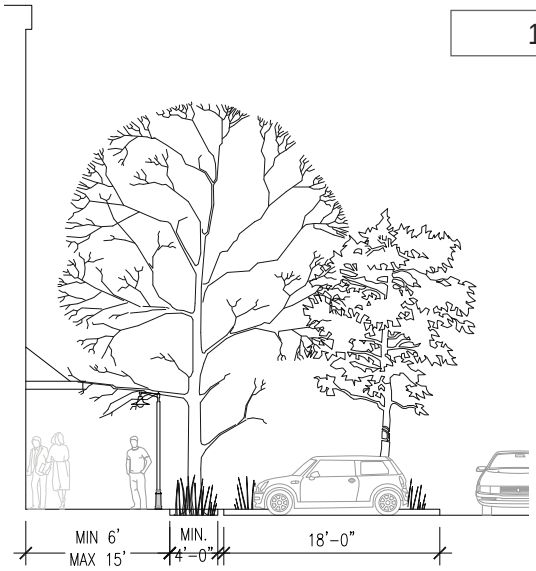
Landscape should be used to enhance the city's streetscape along with providing shade for pedestrians and bicyclist as a continuous design element. Landscaping for shared-use paths should generally be low water with native species. Selecting species that require minimal maintenance and less debris is an important consideration.

Trees trunks are recommended to be located in a minimum of four (4) feet width bed [preferably 6 feet]. This to ensure that the tree does not cause future pavement damage from root intrusion. All beds should have edging to keep a clean appearance and maintain overgrowth into the sidewalk.

When development is placed next to an existing historic single-family residence a line of trees [15 feet apart for trees, 6 feet apart for medium size hedges] or high hedges needs to be planted as a screening element along the property line.



OPTION A



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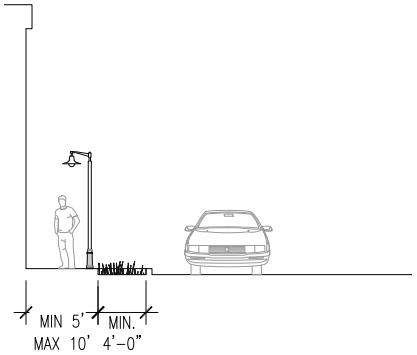

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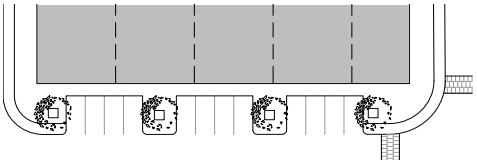
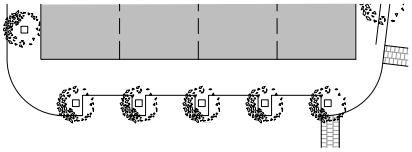


OFF-STREET PARKING WITHIN SETBACK

OFF-STREET PARKING WITHIN SETBACK - PARALLEL PARKING



OFF-STREET PARKING WITHIN SETBACK - PARALLEL PARKING

Trees along major streets should be at an average spacing not greater than 30 feet on center, or up to 60 feet on center if parallel or head-in parking. Town house developments should require a tree for every unit, tree should be placed with other native plants as a front yard element facing the main street. Dallas Avenue and Jefferson Street are the two major access roads in and out of the site, both streets should be lined with continuous trees, planters and or shrubs.

Guidelines for Roads:

Dallas Avenue
Jefferson Street
Main Street
1st Avenue

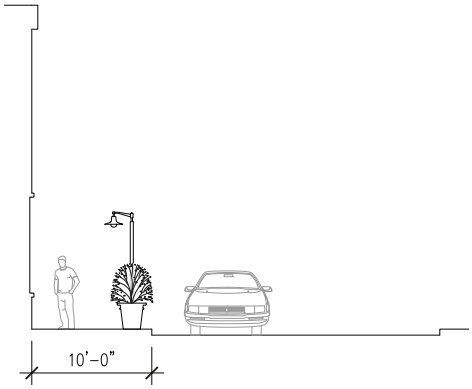
35% of roadside (area between curb and setback) should consist of the following landscape:

60% Trees
of which 70% evergreens
of which 50% large canopy trees
20% Native plants or shrubs
of which 70% evergreens
20% Other or grass

All other roads in the District:

20% of roadside (area between curb and setback) should consist of the following landscape:

50% Trees
of which 70% evergreens
of which 50% large canopy trees
20% Native plants or shrubs
of which 70% evergreens
30% Other or grass



OPTION D

GOOD EXAMPLE OF UTILIZING SIDEWALKS WITH MINIMUM PLANTING SPACE

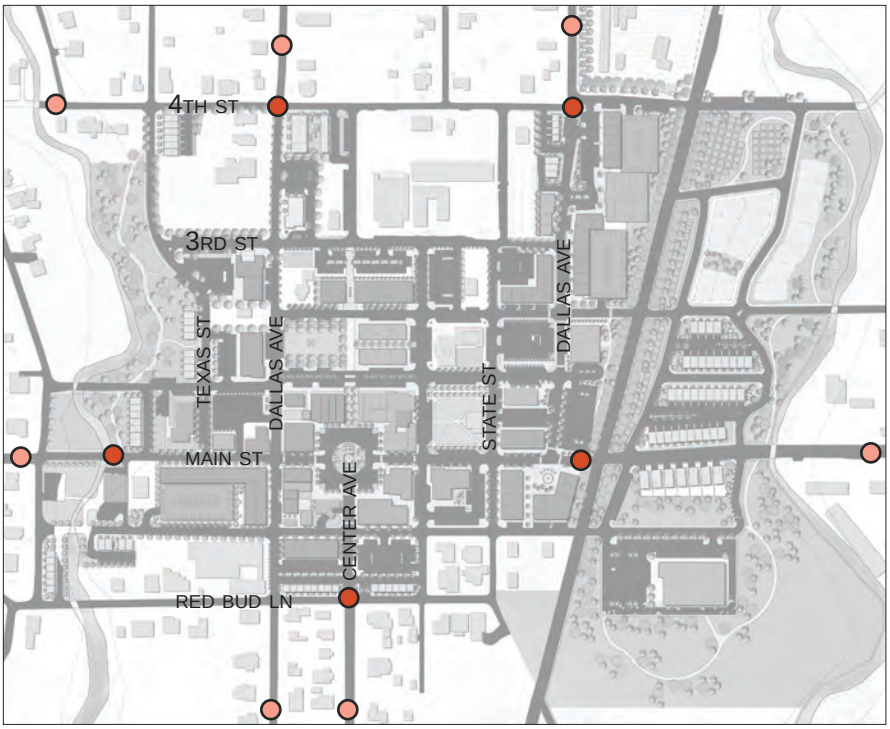
STREET PLANTER AND SHADED AREA FOR RESTING, WHICH WILL BE LIT WHEN DARK

TREE AND STREET LAMPS SHOULD BE IN LINE IN ORDER NOT TO CREATE CLUTTER, WHEREVER POSSIBLE

2.3.4 Signage

Types of Signs required:

- Threshold / Entry designation
- Way-finding
  - Into Downtown District and all other Sub-District locations
  - Trail system for pedestrians and bikers
- Historic markers
- Street Signs



It is recommended that all street signage (including traffic signs) be a standardized and of the same style, this will create a cohesive street environment. All historic buildings shall be marked with an emblem visible to the public

Historic Residence within the downtown district should have a consistent numbering plate of substantial material with sufficient lighting in the dark.

2.3.5 Screening & Buffering elements

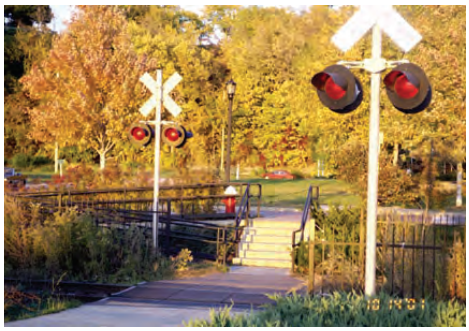
Elements that need to be screened:

100 %	Utility [on the ground and above buildings]
60%	Service areas for businesses [maintained and clean]
100%	Dumpsters [must be screened on all visible sides by masonry wall with access doors]
100%	Train tracks [lined with two rows of trees and berms where ever possible and low fence]
75%	Parking garages [non-invasive plants, trees and/or low reflective screen]
60%	Surface Parking lots [trees, shrubs or low wall]

EXISTING CONDITIONS

EXISTING CONDITIONS

EXAMPLE OF LINE OF TREES SCREENING A SERVICE WALL



EXAMPLE OF TRACK CROSSING SHOWING FENCE AND DENSE TREES WITH CLEAR CROSSING PATH

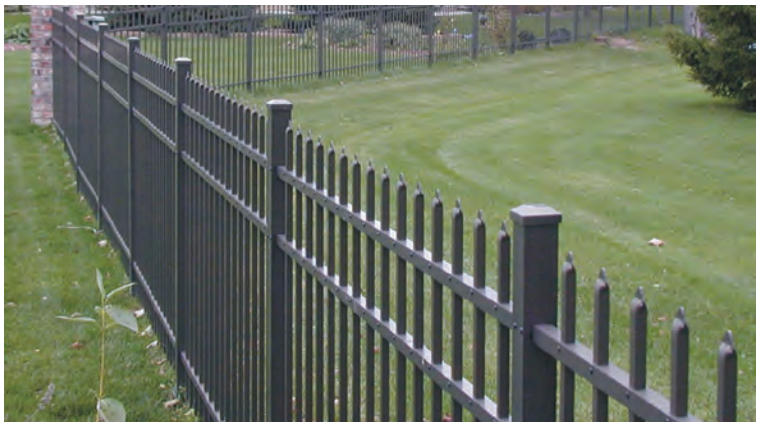
Fencing should be kept to a minimum when possible, if due activity or program fencing is required we recommend the use of the following:

Ornate iron fence
Aluminum fence
Wood fence (well maintained)
Picket fence
Board on board

The following is not accepted:

Barbed wire fence
Chicken wire fence
Electric fence
Chain link fence [may be used for construction sites on a temporary basis with advertisement of the project or signage screening the fence itself]

EXAMPLE IRON AND WOOD COMBINATION



EXAMPLE ALUMINIUM FENCE

2.3.6 Lighting

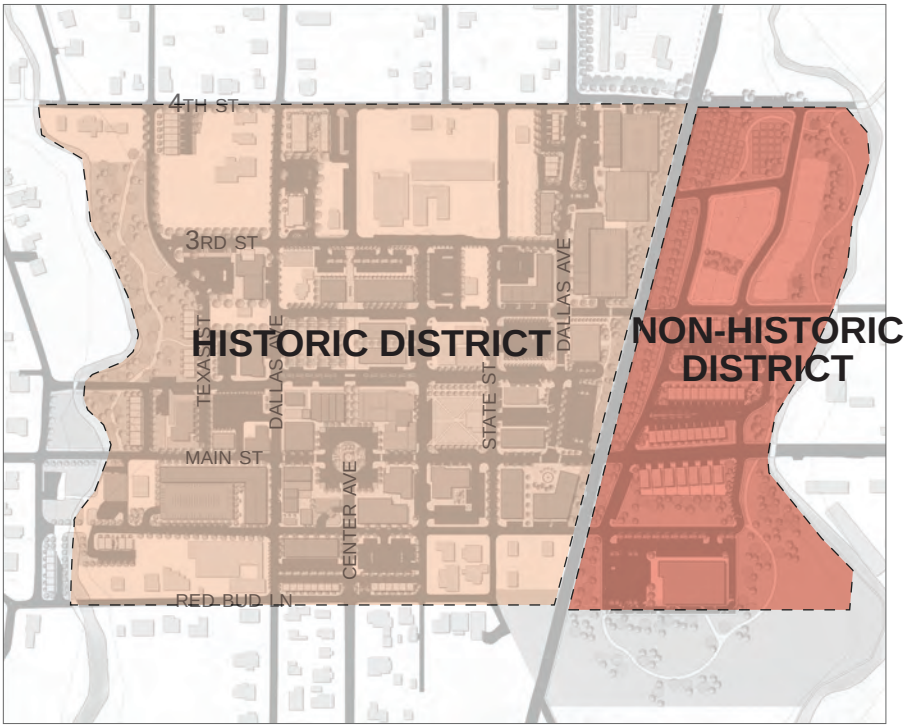
All public roadways should be well lit for automobile and pedestrian use. Pedestrian-scale lighting should be considered to avoid glare that is associated to large-scale street lamps. Lighting is critical for pedestrian safety at intersections, mid-block crossing points and along sidewalks. At intersections and mid-block street crossings, overhead illumination should be considered so pedestrians in crosswalks are visible. Blocks that are larger that downtown city blocks should place lamps at 80 feet on center. Directional lighting should not be excessive and no lighting towards the sky in order to avoid light pollution, no spot-lighting, except when lighting a flagpole or a specific object. When flood-lighting a facade it should remain consistent without hot spots.

Road lights and pedestrian lights should be consistent in style with the signage poles and traffic signage.

3.0 BUILDING DESIGN GUIDELINES

The intent is to set a standard for building mass, height, dimensions, opacity, material, and openings. These design guidelines will enhance the overall appearance of the district, although, all the buildings will not look the same it is a means to sustain continuity in the architectural environment.

3.1 SITE MAP



Sub-Districts rule over Districts outline.

3.2 HISTORIC DISTRICT

3.2.1 Historic District

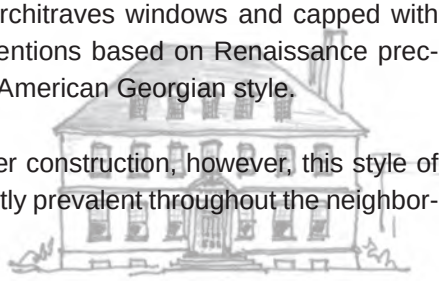
The architecture in the downtown district ranges from homes built in 1890's, 1920's and some 1950's. The style of all these are significantly diverse; they are from different time periods and were influence by a variety of people arriving to settle.

There exist over ten historic American house styles. Some vary drastically and some have a few different articulations. Most historic style architecture within the last century has been a revivalism of some sort from the past 500 years and on. In combination with a lot of these types are more modern styles, which in our eyes are still vernacular type structures, but for their setting they were progressive. Various styles emerge as a result of challenging and diversifying the previous style of architecture. Inevitably there has always been new versions and additive to the previous style.

The historic buildings that exists in the downtown district are explained below with their original intent and time period when the specific styles were flourished. Many styles came about due to conditions of the climate, material availability and external influence. Today we can build freely and resemble any style and often the architect will allow for modern interpretation in the design so that the needs of the site's climate are met and so that newer building technology is taken into account to benefit the project. In addition to that people's needs are different in terms of program and size, which in effect changes proportions and influences the style. In this process the authenticity of the historic style is often lost, however, it is not feasible for us to build with the same methods that these historic structures were build.

American Georgian also referred to as Colonial Revival

This was and still is widespread in the Eastern coast of America. Proliferation of this style flooded the northern, middle and southern colonies from 1715 – 1780. Characteristics of this style include a strict symmetry, aligned windows, accented panel doors, molded architraves windows and capped with classical crown molding or cornices. The acceptance of conventions based on Renaissance precedents including the classical order was a characteristic of the American Georgian style.



Some reminisce of the Classical order is apparent in the newer construction, however, this style of architecture is not in line with the historic Texas style that is mostly prevalent throughout the neighborhoods.

Tudor (Neo-Tudor or Tudor Revival) 1890 - 1930

This style has been misnamed and mis-characterized. There are actually three different styles that are usually mistaken for Tudor Revival. It was originated by Henry Tudor (Henry VIII) than fallowed by his daughter Elizabeth who died in 1603 which ended the Tudor line. Jacobean fallowed suit and has been mistaken for Tudor. All three have much in common. Tudor is mainly stucco or masonry, Elizabethan known for half-timbered structures and Jacobean for masonry with Dutch or Flemish gables. Tudor Revival characteristics are the oriel windows, parapet gables, large windows with details of stone with the Tudor arch.

CLYDE MCCURDY _ 1914

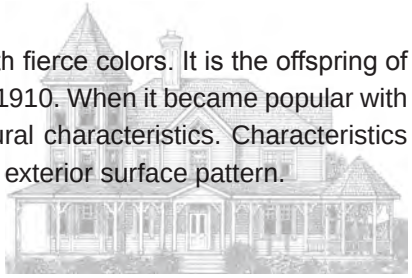
Craftsman Style, Bungalow type, Arts and Crafts Style

This is the newer of all the styles originally from India (Bangla = house) a rural type house. The original bungalow had one story, few rooms and cross ventilation, the overhangs and verandas help deal with the direct sun and reduce the heat. This style became popular in Southern California in the late 1800's and took a different shape from there. This did not form from a revival order of architecture yet a type of building based on functionality and assembly, the bungalow, which is not a style but a type of building was prefabricated as early as 1908 with pre-cut boards and timbers.

A similar style that was articulated well was the Prairie also developed in the early 1900's by Frank Lloyd Wright echoing the Midwestern prairie type low-horizontal homes with an eastern flair in articulation.

Victorian Queen Anne Style

Victorian Style also called Queen Anne style is fairly elaborate with fierce colors. It is the offspring of the Arts and Crafts movement that evolved in England from 1880-1910. When it became popular with mail-in order it was stripped of some of its elaborative architectural characteristics. Characteristics consist of half-timbering, assertive chimneys, varied but cohesive exterior surface pattern.



3.2.2 Design Guidelines

We recommend Texas vernacular for the commercial buildings that occupy the Historic District. Any of the above mentioned styles are sufficient for town houses, condominiums, hotel, City Hall and single-family residence. These buildings are individual structures which entails the styles mentioned above, while the mixed-use and retail buildings along the streets are to be continuous and would require a different typology of building structure.

EXAMPLE OF FACADE ELEVATION

Commercial buildings - 75% of the frontage should be dedicated to the business on the ground level. The remaining shall be dedicated to lobby or entrance to facilities on the upper levels. Signage for each business must be located within their designated area.

Each ground-floor commercial space must have a customer entrance that opens directly onto the sidewalk; a glazing height of not less than 10 feet, measured from the finished floor to the bottom of mullion and a maximum of 15 feet glazing dedicated to the ground level.

Glazing on the ground floor should be minimum 60% and maximum of 90% with enough visibility for merchandize. Display windows must be maintained; for retail they should be used as display cases and not windows into retails spaces.

Window on the upper levels should not be spaced more than 6 feet apart. Above the ground level all windows shall be operable windows and inset from the building face 6 inches minimum. Vertical bays between B1 and B2 should not be more than 12 feet in height, see elevation (previous page).

Height - To ensure vertical consistency all buildings should be
24 feet minimum
35 feet maximum, with the following exception(s)
City Hall - 45 feet maximum height, not including tower element if applicable

Maximum building length in any direction shall not exceed 350 feet. Buildings shall reinforce and pronounce corner condition at street intersections that occupy commercial use. Corner clips and other design approaches that do not form an orthogonal corner shall be considered as well as height change in the corner.

Parapets concealing flat roofs and rooftop equipment from public view is encouraged. Parapets shall feature three dimensional cornice treatments.

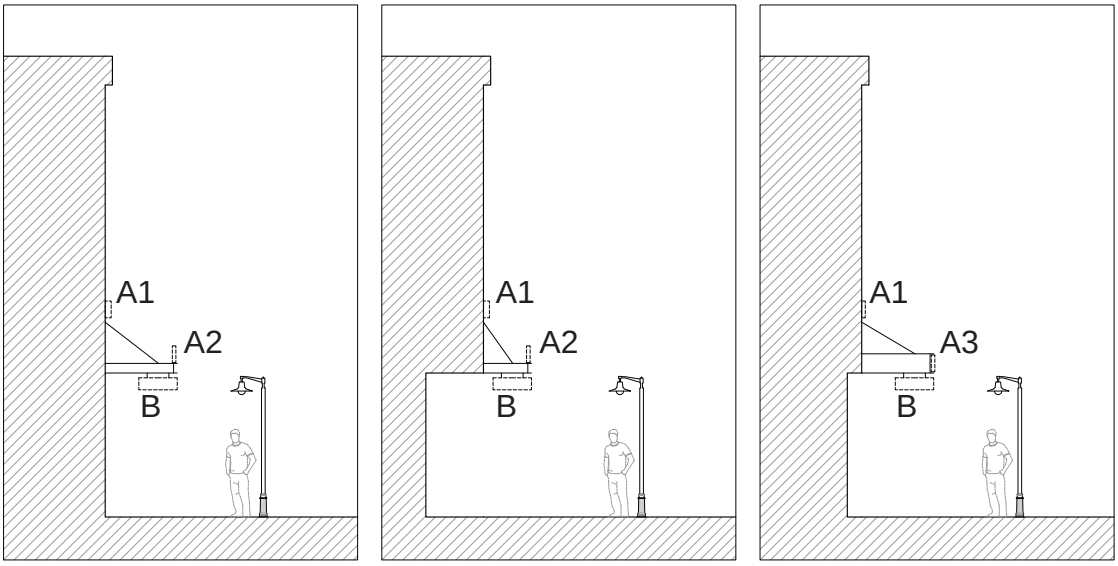
Canopy should be placed above entrance for all ground level commercial buildings. The bottom of all canopies should be one of the following:
10 feet (minimum) above finish grade
12 feet above finish grade
12 feet - 10 inches above finish grade
Overhanging canopies shall not extend more than 7 feet out the face of the building.
Canopies should be metal material with a slope enough for water drainage and attached to the building by means of cable tension.
8 inches minimum and 14 inches maximum canopy thickness

NOT A GOOD EXAMPLE OF CORNER BUILDING

A GOOD EXAMPLE OF CORNER BUILDING

Signage shall be located:

A1 Above canopy on face of building
A2 On canopy face
A3 On canopy face [signage font can not extend outside of canopy bottom or top, 10 inches minimum in order to apply text, 14 inches maximum.
B Hung from the bottom of canopy, bottom of sign can not be less than 8 feet 10 inches (8'-10") from finish floor



Signage letters shall be 4 inches thick minimum and 10 inches thick maximum. Letters may directly mount flush with canopy/ ledge or be attached with stand-offs. Lighting must be provided for all type A signage. Exterior signage shall be internally illuminated channel letters. Methods of lighting may include but not be limited to:

Halo illumination
Illuminated surface
Back-lit

Exposed neon tubes shall not permitted, all exterior signage must withstand weather conditions. Signs may be controlled by time-clock and stay lit while business is in operation. All lamps must be fully concealed within letters and not visible from any location accessible to the public. All transformers and electrical hardware shall be concealed and not visible to the public.

Materials used in the historic district shall consist of
Masonry (brick, stone, slate) 55% minimum / 70% maximum
Glazing 30% minimum / 45% maximum
Optional
Stucco for accents (External Insulated Finish System Prohibited) 10% maximum
Split-wood frame residential use only
Metal articulations

Prohibited cladding materials:

- Smooth, unfinished or no textured concrete masonry units or concrete walls
- Natural or simulated wood siding
- Vinyl or plastic siding
- Wood roof shingles
- Reflective glass
- Metal siding without an architectural finish
- Architectural foam detailing
- EIFS (for the first three building stories)
- Un-fired or under-fired clay, brick or other masonry product

Use of brick is recommended for most of the commercial buildings, use of other masonry may be used for accenting. Use of brick can be used in various ways to accent with itself by indenting, rotating and change of color.

3.3 NON-HISTORIC DISTRICT

3.3.1 Non-Historic District Guidelines

All of Keller's Branch District lays in the Non-Historic District which is separated by the BNSF tracks from downtown. This is great opportunity for the city to bring something new and different to the area in order to attract a variety of people to the site. We recommend the residence to be build on interpretations of some of the historic styles, so that there are some consistencies within the whole district.

Height - To ensure vertical consistency all buildings should be

35 feet maximum for single-family
30 feet minimum for town houses and condominiums
42 feet maximum height town houses and condominiums

Maximum building length in any direction shall not exceed 200 feet. Buildings shall consist of breaks along the facade. It is recommended and each town house be articulated individually.

Parapets concealing flat roofs and rooftop equipment from public view is encouraged.

Overhanging canopies shall not extend more than 7 feet out the face of the building into the setback

Materials used in the historic district shall consist of

Masonry (brick, stone, slate)	55% minimum / 70% maximum
Glazing	30% minimum / 45% maximum

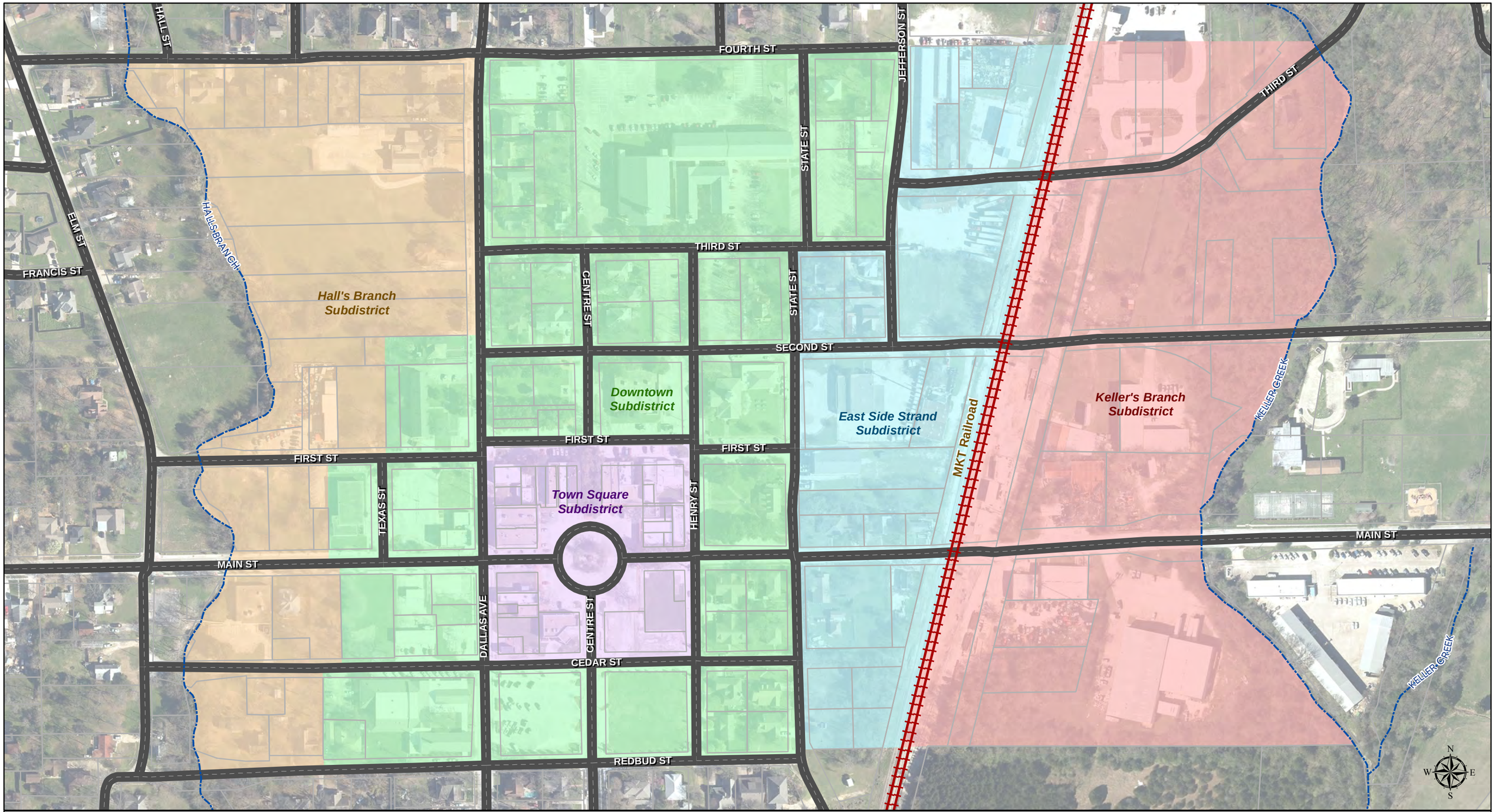
Optional

- Stucco for accents (External Insulated Finish System Prohibited) 10% maximum
- Split-wood frame residential use only
- Metal articulations

Prohibited cladding materials:

- Vinyl or plastic siding
- Wood roof shingles
- Reflective glass
- Architectural foam detailing
- EIFS (for the first three building stories)
- Un-fired or under-fired clay, brick or other masonry product

It is recommended for this area to be unique and experimental with it's architectural style.



Railroads

Creeks

Parcels

Keller's Branch Parcels

Downtown Design Districts

Subdistrict

Downtown

East Side Strand

Hall's Branch

Keller's Branch

Town Square

Lancaster
The Shining Star of Texas

City of Lancaster

Downtown Design Overlay District

0 125 250 500 Feet

Prohibited Uses:

The following uses are explicitly prohibited in the Downtown District, Hall's Branch District, Keller Branch District and East Side Strand, regardless, if said uses are stated as permitted or conditional uses in the underlying districts:

Wireless Communication Facilities (except for antennas attached to existing building)

Temporary Asphalt or Concrete Plants

Rock Crushing

Mining and Quarrying

Solid Waste Incinerators

RV Campgrounds

Riding Academy or Stable

Warehouse, Self-service storage

Welding or Machine Shop

Vehicle Storage Yard

Correctional Placement Residence

Car Wash

Outdoor Storage

Commercial Parking area (other than parking lots stated in the guidelines)

Pawnshop

Outdoor Vehicle & Equipment Sales

Recycling Processing Center

Tattooing & Body Piercing Facility

Manufacturing

Warehousing

Gas and Fuel Storage and Sales

Oil or Gas Drilling

Vehicle Repair, General

Medical Services within a "B - Multifamily" District

Single-Family Dwelling (other than areas designated for this use *Keller Branch District under special conditions)

Urban Neighborhood

Character & Intent

Urban neighborhoods provide a range of housing choices, including higher densities that target residents from young professionals to empty nesters. The urban neighborhood will encourage active living, walkable streets and open space access.

Land Use Considerations

Primary Land Uses

Townhomes, urban residential, live/work/shop units

Secondary Land Uses

Single-family detached, civic and institutional uses, parks and community buildings

Precedent Photos

Mixed-Use Neighborhood

Character & Intent

Mixed-use neighborhoods will offer Lancaster residents the ability to live, work and play in the same location. These neighborhoods will offer a mix of housing types and residential densities ranging from single-family attached units to urban residential structures within walking distance of the goods and services required for daily living. They will include both vertically and horizontally integrated mixed-use buildings in a highly walkable environment.

Land Use Considerations

Primary Land Uses

Retail, restaurants, townhomes, urban residential, senior housing, professional office, live/work/shop units

Secondary Land Uses

Civic and institutional uses, parks, community buildings

Precedent Photos

Town Center

Character & Intent

The Town Center will be the focal point for economic, entertainment and community activity, focusing as an employment center and shopping destination. A civic component is envisioned for City administration and operations as well as community gathering and event space. This area will include active living and is highly walkable.

Land Use Considerations

Primary Land Uses

Single family detached, duplex, urban residential, senior housing, restaurants, retail, professional office, live/work/shop units

Secondary Land Uses

Civic and institutional uses, parks, community buildings

Precedent Photos

Village Center

Character & Intent

The Village Center will be an area for entertainment and community activity while serving as an employment center and shopping destination. It will be an active living area that is highly walkable with areas for community gathering and events. This will be achieved through vertically and horizontally integrated buildings.

Land Use Considerations

Primary Land Uses

Single-family detached, duplex, townhomes, urban residential, senior housing, restaurant, retail, professional office, live/work/shop units.

Secondary Land Uses

Civic and institutional uses, parks, community buildings.

Precedent Photos

Suburban Mixed-Use Center

Character & Intent

The Suburban Mixed-Use Center will create regional destinations, including entertainment venues, regional oriented retail and lifestyle centers.

Land Use Considerations

Primary Land Uses

Regional retail, urban residential, senior housing, hotels, professional office, restaurants, multi-tenant commercial, live/work/shop units

Secondary Land Uses

Civic and institutional uses, parks

Precedent Photos

Commercial Corridor

Character & Intent

The Commercial Corridor focuses on single and multi-tenant commercial developments along major transportation routes in the City. Typically, commercial corridors are adjacent to the Suburban Neighborhood Place Types providing everyday goods and services for residents. Commercial corridors are also automobile oriented and readily accessible by car from nearby neighborhoods.

Land Use Considerations

Primary Land Uses

Retail, restaurants, multi-tenant commercial, junior anchor commercial

Secondary Land Uses

Civic and institutional uses, parks

Precedent Photos