



**NOTICE OF SPECIAL WORK SESSION AND SPECIAL MEETING  
AGENDA  
LANCASTER CITY COUNCIL  
MUNICIPAL CENTER CITY COUNCIL CHAMBERS  
211 N. HENRY STREET, LANCASTER, TEXAS**



**Monday, November 7, 2022 - 7:00 PM**

**Please click the link below for forms:**

<https://www.lancaster-tx.com/1413/Notice-Regarding-Public-Participation>

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/meeting/register/tZwvc-mggjwjHN1kNZ7QqmVCRNp56Tw5WKFi>

**The meeting will be broadcast live via video at the following address:**

<http://www.lancaster-tx.com/324/Watch-Meetings>

**7:00 SPECIAL WORK SESSION**

**CALL TO ORDER**

1. Receive a presentation from GAP Strategies inc. regarding the Comprehensive Plan Update.
2. Receive a presentation from Halff Associates, Inc. regarding the Quality Residential Development planning initiative.

**ADJOURN SPECIAL WORK SESSION**

**7:15 SPECIAL MEETING**

**CALL TO ORDER**

**PUBLIC TESTIMONY:**

At this time, citizens who have pre-registered before the call to order will be allowed to speak on any matter for a length of time not to exceed three minutes. No Council action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

**CONSENT AGENDA:**

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Council Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Discuss amending the Code of Ordinances, Chapter 10, Article 10.04 (Fire Code).

**EXECUTIVE SESSION:**

- 2.

The City Council shall convene into closed executive session pursuant to:

- a. Section 551.074(a)(2) of the Texas Government Code to hear a complaint or charge against an officer or employee, and
- b. Section 551.071(2) of the Texas Government Code to seek legal advice from the City Attorney regarding the same.

3. Reconvene into open session. Consider and take appropriate action(s), if any, on closed/executive session matters.

## ADJOURNMENT

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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.

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ACCESSIBILITY STATEMENT: Meetings of the City Council are held in municipal facilities and 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.

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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.

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## Certificate

**I hereby certify the above Notice of Meeting was posted at Lancaster City Hall on November 3, 2022 @ 8:10 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 Special Work Session and Special Meeting

Item 1.

**Meeting Date:** 11/07/2022

**Policy Statement:** This request supports the City Council 2022-2023 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

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### **Agenda Caption:**

Receive a presentation from GAP Strategies inc. regarding the Comprehensive Plan Update.

### **Background:**

The Comprehensive Plan is a city's policy document that guides long-range growth, development, and service delivery. Generally, a major plan update occurs every 10 years unless community conditions significantly change (i.e. population, development), which would cause an update to occur sooner. The Comprehensive Plan establishes the City Council's vision and goals for the following key areas: Future Land Use, Transportation, Infrastructure, Economic Development, Open Space and Recreation, Community character and Design, Historic Preservation, Public Facilities. The 2016 Comprehensive Plan update was developed through the use of an 18-member Advisory Committee that consisted of two City Council members, the LISD Superintendent, as well as Lancaster residents and business owners. Additionally, there were also extensive efforts to engage and obtain feedback from the public through multiple community workshops and public hearings.

The Comprehensive Plan has also been amended to incorporate and prioritize other guiding principle documents such as the Master Throughfare Plan (updated September 2020), Parks and Open Space Master Plan (updated June 2020), Trails Master Plan (updated September 2020), Streetscape Master Plan (updated September 2020), Water/Wastewater Master Plan (updated June 2021) and the Stormwater Master Plan (estimated to be complete June 2022).

The City Council engaged in additional efforts to further clarify, define and plan for the implementation of the comprehensive plan vision through the I-35E/Loop 9 corridor studies (adopted February 2021) and the Quality Residential Pattern Book and Guide to define through text and pictures the quality, character, and style of residential development the community desires (in progress, to be complete June 2022).

An item was placed on the City Council agenda for May 2, 2022, at the request of Councilmember Marco Mejia to discuss the 2016 Comprehensive Plan. During the discussion, City Council provided direction to open bids seeking a company that would facilitate a comprehensive plan update.

On August 1, 2022, staff issued a Request for Qualifications (RFQ) and received a proposal from Gap Strategies.

The purpose of this item is to provide City Council with a presentation and allow Council to ask questions of GAP Strategies.



# CITY OF LANCASTER CITY COUNCIL

## City Council Special Work Session and Special Meeting

Item 2.

**Meeting Date:** 11/07/2022

**Policy Statement:** This request supports the City Council 2022-2023 Policy Agenda

**Goal(s):** Sound Infrastructure  
Quality Development

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

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### **Agenda Caption:**

Receive a presentation from Halff Associates, Inc. regarding the Quality Residential Development planning initiative.

### **Background:**

During the FY 2020-2021 Strategic Planning Session, City Council identified the goal of evaluating strategies to attract low-density, high-quality single-family residential development. Halff Associates, Inc. proposed to implement 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 with our zoning districts and standards.

The proposed process of development for the pattern book and blueprint were to consist of the following four-phase process with opportunities for Council to participate with a Halff Associate representative to identify critical goals and needs. The four phases are as follows:

- Phase 1 - Discovery and Analysis - Each Council member had the opportunity to share their input.
- Phase 2 - Council Workshop (April 24, 2021, and June 24, 2021)
- Phase 3 - Draft Report (February 21, 2022)
- Phase 4 - Final Plan

City Council participated in a full-day work session on April 24, 2021. Halff, also conducted interviews with various residential developers who were engaged in recent projects, own land in the City, or have expressed interest in developing within Lancaster.

At the February 21, 2022, work session meeting, Halff presented a draft of the pattern book and blueprint. The City Council requested additional time to review the document and provide feedback. An item was placed on the April 18, 2022, City Council agenda to receive comments and feedback from the Council regarding the document.

Staff provided the two attached memos requesting comments and feedback on the pattern book.

This item is to receive additional comments or feedback from City Council regarding the pattern book.

### **Attachments**

Memo's Provided to Council

Quality Residential Development Pattern Book



# CITY OF LANCASTER CITY COUNCIL

## City Council Special Work Session and Special Meeting

Item 1.

**Meeting Date:** 11/07/2022

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**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  
David Ritter, City Attorney

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### **Agenda Caption:**

Discuss amending the Code of Ordinances, Chapter 10, Article 10.04 (Fire Code).

### **Background:**

The International Codes and National Electrical Code are construction codes published by The International Code Council (ICC). The ICC is a model code organization established in 1994 after three previous regional code agencies, Building Officials and Code Administrators International Inc. (BOCA), International Conference of Building Officials (ICBO) and Southern Building Code Congress International Inc. (SBCCI) merged together to form the International Code Council.

The International Codes have been adopted by the State of Texas as the state code for Texas. The majority of municipalities within Texas and the nation have adopted the International Codes as their minimum construction standards. In an effort to facilitate regional consistency, the North Central Texas Council of Governments (NCTCOG) proposed amendments to most of the 2015 ICC codes. These amendments with some modifications, serve as the basis for the set of codes for the City of Lancaster.

Every three years the ICC prepares a series of new codes for each municipality to consider and adopt as their minimum construction standards. Currently, the 2012 International Codes, 2012 International Energy Conservation Code and the 2011 National Electrical Code are the adopted codes of the City of Lancaster.

The State Legislature approved HB 1736 signed into law by Governor Abbott, mandated that all cities utilize the 2015 International Code Council Energy Codes effective September 1, 2016.

During the April 10, 2017, Regular Meeting, the City of Lancaster City Council previously adopted the 2015 International Fire Code, with local amendments and all appendix chapters, on April 10, 2017 via City Ordinance No. 2017-04-15

### **Operational Considerations:**

The adoption of more current construction and fire codes, along with regional amendments, allows the Building Inspections, Code Compliance Divisions as well as the Fire Department to remain aligned with the regional inspection community. The 2015 ICC codes were adopted by the majority of municipalities within this region and the State. The adopted codes allowed for more regionally consistent construction practices and construction/code compliance.

### **Legal Considerations:**

The City Attorney has prepared the ordinances and approved them as to form.

**Public Information Considerations:**

This item is being considered at a meeting of the City Council noticed in compliance with the Texas Open Meetings Act.

**Options/Alternatives:**

1. City Council may approve all of the ordinances.
2. City Council may approve only certain ordinances.
3. City Council may postpone this matter.

**Recommendation:**

Staff recommends approval of the ordinances as presented.

**Attachments**

Ordinance

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## CITY OF LANCASTER CITY COUNCIL

### City Council Special Work Session and Special Meeting

Item 2.

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Quality Development  
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**Submitted by:** Opal Mauldin-Jones, City Manager

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# LANCASTER CITY COUNCIL

## City Council Special Work Session and Special Meeting

Item 3.

**Meeting Date:** 11/07/2022

**Policy Statement:** This request supports the City Council 2022-2023 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

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### **Agenda Caption:**

Reconvene into open session. Consider and take appropriate action(s), if any, on closed/executive session matters.

### **Background:**

This agenda item allows City Council to take action necessary, if any, on item(s) discussed in Executive Session.