



Joint City Council & Planning & Zoning Commission Work Session Agenda

Our Vision: A well-planned lakeside community of quality neighborhoods, distinctive amenities, diverse employment, and cultural charm. Rowlett: THE place to live, work and play.

Tuesday, September 30, 2025

6:30 PM

Fire Station #2 - 8602 Schrade Rd

Pursuant to Texas Government Code Section 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this Agenda.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

Process for Public Input: If you are not able to attend in person, you may complete the [Public Input Form](#) on the City's website by 3:30 p.m. the day of the meeting. All forms will be forwarded to the City Council prior to the start of the meeting.

For in-person comments, request to speak forms/instructions are available inside the door of the City Council Chambers.

- 1. Call to Order of the City Council**
- 2. Call to Order of the Planning & Zoning Commission**
- 3. Citizens' Input**

At this time, comments will be taken from the audience on any topic. No action can be taken by the Council during Citizens' Input.

4. Work Session

- 4.A.** Receive an update regarding Planning & Zoning Commission's statistics of cases heard, hearings held, plats considered, and related information.
- 4.B.** Discussion regarding Planning & Zoning Commission's performance, objectives, and responsibilities.
- 4.C.** Receive an update on the Recode Rowlett Committee's progress, next steps, and anticipated completion of work.
- 4.D.** Update from staff regarding continuing education opportunities for Commissioners, as well as required attendance at such opportunities.
- 4.E.** Legislative Update: H.B. 24 and Land Use.

5. Adjournment of City Council

6. Adjournment of Planning & Zoning Commission

Deborah Sorensen

Deborah Sorensen, TRMC, MMC, City Secretary

I certify that the above notice of meeting was posted on the bulletin boards located inside and outside the doors of the Municipal Center, 4000 Main Street, Rowlett, Texas, as well as on the [City's website](#) on the September 24, 2025 by 5:30 p.m.

City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, contact the City Secretary at 972-412-6109 or write 4000 Main St., Rowlett, Texas, 75088, at least 48 hours in advance of meeting.

City of Rowlett ~ 4000 Main Street, Rowlett TX 75088 ~ www.rowlett.com

Meeting Date: 9/30/2025

Agenda Item: 4.A.

Title

Receive an update regarding Planning & Zoning Commission's statistics of cases heard, hearings held, plats considered, and related information.

Staff Representative

Derek Hull, Director of Community Development
John Cote

Executive Summary

P&Z reviewed 53 cases for FY-25 and 34 cases required a public hearing.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 GOVERN TRANSPARENTLY & INCLUSIVELY	1.8 Provide accurate and timely information to policy-makers and the public.

Background Information

For FY-25, the calendar for the Planning and Zoning Commission (P&Z) runs October 1, 2024 - September 30, 2025. The Commission met twice per month on the 2nd and 4th Tuesday of each month, except for the month of August 2025. No meetings were scheduled in August. In total, P&Z heard a total of 53 cases; Thirty-four cases required public hearings. Specific case breakdown is included in the spreadsheet in the Discussion Section.

Discussion

The P&Z Case Activity for FY-25 included review of Plats (Preliminary, Re-Plats, and Final Plats), Rezoning, and Plat Amendments. The majority of cases reviewed by P&Z were Rezoning, SUP, and Warrants (specific to P&Z, and a total of 12 plats were reviewed. Tree Removal Permits rounded out the top three P&Z cases.

More than half the cases heard at P&Z included a public hearing. Thirty-four P&Z cases included a public hearing.

Table 1 Summary of P&Z Cases and Actions

Project Type Per Planning Log - FY2024	October	Approval or Denial	November	Approval or Denial	December	Approval or Denial	January	Approval or Denial	February	Approval or Denial
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Preliminary Plats	1	A								
Re-Plat	1	A			1	A				
Final Plat			1	A					1	
Zoning/SUP/Major Warrants	2	A, A	1	A			4	D, A, A, D	1	
Framework Plan										
Site Development Plan			1	A	1	Tabled	1	A		
Regulating Plan										
Tree Removal							2	A, A	1	
Text Amendments							1	Tabled	1	
Totals	4		3		2		8		4	

Financial/Budget Implications

N/A

Recommended Action

For informational purposes only.

Attachments

None

Meeting Date: 9/30/2025

Agenda Item: 4.B.

Title

Discussion regarding Planning & Zoning Commission's performance, objectives, and responsibilities.

Staff Representative

Jeff Winget, Mayor

Executive Summary

The staff report outlines general performance, objectives, and responsibilities of the Planning and Zoning Commission.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 Govern Transparently & Inclusivity	1.8 Provide accurate and timely information to policy makers and the public.

Background Information

The Rowlett Planning and Zoning (P&Z) Commission was created in accordance with V.T.C.A. Local Government Code chapter 211, a commission to be known as the Planning and Zoning Commission of the City through adoption of Ordinance No. 9-4-01 C on September 18, 2001.

The membership consists of seven voting members who shall be appointed by the City Council to serve two-year staggered terms or until their successors are duly appointed.

City Council shall appoint two alternates annually who may serve in the place of a voting member due to absence or disqualification of a voting member. All alternates when serving in place of a voting member shall enjoy the same rights, privileges and responsibilities in their role as a voting member.

The P&Z shall, either at its discretion or as requested by the city council, submit its report, plans and recommendations for the orderly growth, development and welfare of the city in accordance with V.T.C.A., Local Government Code chapter 211. Specifically, the planning and zoning commission shall be responsible for carrying out the duties set forth in Table 8.2-1 in the Code of Ordinances, including but not limited to final decisions on plats (Preliminary, Final, Vacating, and Replat), Subdivision Variances, Development

Plans, Special Use Permits (SUP), Warrants, Oil and Gas Well plans, and recommendations to City Council for Text Amendments and Rezoning.

Discussion

The Rowlett Development Code provides a table which summarizes administration and review roles of P&Z.

Table 8.2-1

Table 8.2-1: Summary of Administration and Review Roles					
NOTE: This table summarizes the general review and decision-making responsibilities for the procedures contained in Chapter 77-800 . Exceptions to these general rules apply. See subsequent sections of Chapter 77-800 for details on each procedure.					
R = Review (Responsible for Review and/or Recommendation) H = Hearing (Public Hearing Required)		D = Decision (Responsible for Final Decision) A = Appeal (Authority to Hear/Decide Appeals)			
Action Type	Chapter	City Council	Planning and Zoning Commission	Board of Adjustment	City Staff
Amendments to Text of this Code	77-804	D-H	R-H		R
Rezoning	77-805	D-H	R-H		R
Preliminary Plat	77-806.D		D		R
Final Plat	77-806.E		D		R
Vacating Plat, if no lots have been sold	77-806.F.1.a				R,D
Vacating Plat, if lots have been sold	77-806.F.1.b		D		R
Replat without vacation	77-806.F.2		D-H		R
Minor Plats	77-806.F.4		A		R,D
Conveyance Plats	77-806.G				R
Subdivision Variance	77-806.I		D		R
Amendments to Approved Plats	77-806.F.4		A		R-D

P&Z has decision making authority on matters related to plats, Development Plans, and Subdivision Variance. For all other matters, including zoning changes and Comprehensive Plan amendments, P&Z provides recommendations to City Council.

Specific to rezonings, an affirmative vote of at least three-fourths of the City Council members present and voting is required to overrule a P&Z recommendation of denial when P&Z's recommendation was approved by at least three-fourths of the members of the P&Z present and voting.

P&Z is required to hold public hearings on any discretionary items in accordance with the guidance outlined in the Rowlett Development Code and to publish notice of those public hearings. Meetings are held on the 2nd and 4th Tuesday of each month unless a Special Meeting is required to conduct the business of the Commission.

Financial/Budget Implications

N/A

Recommended Action

For information purposes only.

Attachments

None

Meeting Date: 9/30/2025

Agenda Item: 4.C.

Title

Receive an update on the Recode Rowlett Committee's progress, next steps, and anticipated completion of work.

Staff Representative

Kristoff Bauer, Deputy City Mgr
Derek Hull, Director of Community Development

Executive Summary

The Recode Rowlett Committee has made significant progress in reviewing zoning ordinances for the Rowlett Development Code (RDC) and the Form Based Code (FBC) and will share updates during the Joint Meeting of P&Z and City Council.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
STRENGTHEN NEIGHBORHOOD LIVABILITY	3. Value existing neighborhoods. 3. Sustain a community that is appealing to people at all stages of life. 4. Support efficient development patterns and communicate clear policy guidance. 5. Ensure that the Comprehensive Plan is observed and followed.

Strategic Priority	Strategic Goal
FOSTER ECONOMIC VITALITY	5. Attract specialty retail development. 5. Develop the North Shore as a mixed-use urban environment. 5.8 Responsibly develop identified economic opportunity areas.

Background Information

The City initiated a process to review its zoning and development regulations in 2022 with the hiring of Clarion and the appointment of a Recode Rowlett steering committee. The goals of that effort were identified as:

The initial assessment developed by Clarion was completed in March 2023. The Council, however, didn't believe that the assessment and recommendations were aligned with their policy direction.

A contract with Sanchez & Associates was finalized in late October 2023 with a more focused scope of work. Munal Mauladad, prior Assistant City Manager and Community Development Director for the City of Rowlett, was the primary consultant assigned to this contract. She describes the focus of her efforts as:

- Eliminate Form Based Code (FBC) zoning and related development regulations, and
- Create a functional code which can easily be enhanced in the future, and
- Establish a basic zoning ordinance that is simple to enforce and does not create obstacles to realizing compatible and cohesive development.”

On February 17, 2025, Deputy City Manager Bauer sought guidance from City Council regarding the following items:

Process for finalizing the proposed zoning & development code amendment

- Target time to complete,
- Inclusion of an advisory committee,
- Inclusion of a Council subcommittee
- Clarification of the Scope of the potential code amendment
 - Carry forward current non-form-based code zoning with little change
 - Consider revised zoning approaches,
 - Consider new use forms

The Council provided direction to create a Committee comprised of Council Members, P&Z Members, Developers, Land Use/Legal Professionals, and Youth Advocates to address ongoing issues of having two competing zoning ordinances — the Rowlett Development Code (RDC) and the Form Based Code (FBC). The first meeting of Recode Rowlett commenced on April 22, 2025, to establish the objectives, goals, planning principles, and to offer a comparison of density-based zoning to current zoning practices. The Committee established a bi-weekly meeting, on the 2nd and 4th Tuesday of each month, endeavoring to work through critical elements of each ordinance.

Since the first Committee meeting in April, Recode Rowlett has convened eight (8) meetings to consider the appropriateness of each zoning district's purpose statement (intent), baseline zoning data, design and dimension standards, including lot coverage, height limitations and setbacks. In addition to finalizing the remaining zoning districts,

the Committee will also consider reviewing and updating the Zoning Use Table, Transitional Standards, and other standalone development standards that will impact the orderly growth and development of the City.

Discussion

Recode Rowlett has made remarkable progress toward simplifying Rowlett's two competing zoning ordinances: RDC and FBC. To date, the Committee has examined and provided recommendations for all Residential and Commercial Zoning Districts, including neighborhood commercial and office uses, and light and heavy manufacturing uses. The remaining Zoning Districts in the RDC include Institutional Use (I), Special Use Permits (SUP), and Planned Development (PD), and in the FBC include Urban Village (UV) and Commercial Center (CC) respectively. The Committee anticipates that it will get through the remaining zoning districts by the beginning of November, before tackling the Use Table, Transitional Standards, and standalone development requirements. Additional community meetings may be required to discuss conformity to and applicability of the new Zoning Ordinance prior to consideration by Council. The Committee proposes to have the recommended zoning ordinance to City Council by the end of 2025.

Financial/Budget Implications

N/A

Recommended Action

For information puposes only.

Attachments

None

Meeting Date: 9/30/2025

Agenda Item: 4.D.

Title

Update from staff regarding continuing education opportunities for Commissioners, as well as required attendance at such opportunities.

Staff Representative

Derek Hull, Director of Community Development

Executive Summary

The Community Development staff has identified several training opportunities for Planning and Zoning Commissioners to attend.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 Promote Operational Excellence	7.4 Improve organizational capacity and effectiveness.

Background Information

The City Council approved \$15,000 in the FY-2026 budget for training opportunities for Planning and Zoning Commissioners. Community Development staff has identified several local, state and national workshops and conferences that can provide additional opportunities to learn about changes to Planning and Zoning laws, Planning Best Practices, and new trends that can assist in decision-making activities for the Commission. Three Commissioners attended the 2024 APA Texas Planning Conference in Allen, TX, October 22–24, 2024. In addition, two Commissioners and one ReCode Rowlett Committee member, attended the APA Texas Midwest Section training for 2025 Elected and Appointed Officials Workshop on July 25, 2025, which covered proposed legislative updates, relative to land use matters.

Discussion

For the start of FY-26, staff has identified additional training opportunities for the Commission:

- American Planning Association Texas Conference College Station, TX Oct. 22-24, 2025. **One Commissioner is scheduled to attend.**

- National Planning Association Conference, Detroit, MI, April 25-28, 2026 (In person) and May 27–29, 2026 (Online). **One Commissioner is scheduled to attend.**
- North Texas COG Planning and Zoning Training Arlington, TX July 9 and 10, 2026 **Registration will be available after Jan. 1, 2026.**

In addition, staff will organize in-house training sessions on recent Planning and Zoning law changes and Best Practice updates for FY-26.

Financial/Budget Implications

Conference attendance will be paid from the P&Z Training Allocation of \$15,000.00.

Recommended Action

This is an informational item only.

Attachments

None

Meeting Date: 9/30/2025

Agenda Item: 4.E.

Title

Legislative Update: H.B. 24 and Land Use.

Staff Representative

Victoria Thomas, City Attorney

Executive Summary

House Bill 24, effective September 1, 2025, made several major changes in the procedures regarding zoning amendments and protests of those amendments. This presentation will provide an overview of those changes.

Strategic Priority and Goal(s)

Strategic Priority	Strategic Goal
 GOVERN TRANSPARENTLY & INCLUSIVELY	1.8 Provide accurate and timely information to policy-makers and the public.

Background Information

Texas House Bill 24 of the 89th legislative session modified municipal zoning procedures for public notices and protest procedures, effective September 1, 2025. The bill distinguishes between comprehensive and non-comprehensive zoning changes and also introduces procedural reforms to govern public notification, protests and legal presumptions related to these changes.

Discussion

H.B. 24, enacted by the Texas Legislature in the 89th Session, became effective September 1, 2025. This presentation provides a review of the changes in the law made by H.B. 24.

The new law defines a “proposed comprehensive zoning change” as a municipal action that either uniformly increases residential development across zoning districts, adopts an entirely new zoning code or map, or creates an overlay district increasing residential capacity along major roadways or transit corridors. For these comprehensive changes, HB 24 clarifies that the standard notice requirements—publishing in a newspaper and on the city's website—are sufficient, preventing municipalities from being required to provide additional individualized notice.

For non-comprehensive zoning changes, the new law provides that the following will trigger a super majority vote requirement (3/4 of full Council) when the matter is before the City Council:

1. Written signed protests are received from at least 20% of the area of lots or land covered by the proposed change or
2. Except as provided in 3, written signed protests are received from at least 20% of the area of lots or land within the 200 foot radius of the property that is the subject of the zoning change; or
3. Written, signed protests are received from at least 60% of the area of lots or land in the 200 foot radius if the proposed change has the effect of allowing more residential development than the existing zoning and does not have the effect of allowing additional commercial or industrial uses unless that additional use is limited to the first floor of any residential development and does not exceed 35% of the overall development.

For 1 and 2, 3/4th of all members of the governing body must vote in the affirmative in order to pass the zoning ordinance.

For 3, a majority of all members of the governing body must vote in the affirmative in order to pass the zoning ordinance.

The bill also clarifies how land areas are calculated for protest purposes, including public rights-of-way in the total.

Finally, HB 24 includes a “presumption of validity” for zoning changes that increase residential development, stating such changes are conclusively presumed valid and legally compliant.

Finally, the new law requires that the P&Z Commission post a notice sign at least 10 days before the hearing before the P&Z Commission and ending after the Council's consideration of the requested zoning change. The sign must be posted on the property that is the subject of the proposed zoning change or in the public right of way if the change is initiated by the City and affects multiple properties. The sign must be at least 24 inches long by 48 inches wide. The sign should provide the date, time, and location of the public hearing on the proposed rezoning. The P&Z may opt to have the applicant pay for the sign.

Financial/Budget Implications

None.

Recommended Action

No action; discussion item only.

Attachments

None