

Minutes
DDC Advisory Committee
March 28, 2018

After determining that a quorum was present, the DDC Advisory Committee of the City of Denton, Texas convened in a Work Session on **March 28, 2018 at 9:00 a.m.** in the City Council Work Session Room at City Hall, 215 E. McKinney Street, Denton, Texas at which time the following items were considered:

PRESENT: Council Members: Sara Bagheri, John Ryan, and Keely Briggs. Planning and Zoning Commissioners: Andrew Rozell, Larry Beck and Margie Ellis.

ABSENT: None.

STAFF: Athenia Green, Scott McDonald, Ron Menguita, and Richard Cannone.

WORK SESSION

1. [Receive a report, hold a discussion, and provide direction to staff on the Denton Development Code Update, specifically regarding Administration and Procedures \(Module 2\).](#)

Chair Bagheri called the Work Session to order at 9:03 a.m. Scott McDonald, Director of Development Services, discussed the formation of the Advisory Committee. He stated staff would like to create an upcoming agenda to discuss the frequency of the committee meetings, subjects of the meetings, and Modules to review. Chair Bagheri stated she has six weeks left on City Council and suggested her replacement on the Committee with someone else on Council that will be able to serve a longer term.

The members discussed what number of members would make up a quorum for this Committee.

Committee Member Rozell questioned the Planning and Zoning Commissioners (PZC) role on this Committee. Chair Bagheri stated it would be nice to receive feedback from the PZC. She stated this is a recommendation committee to City Council. McDonald stated this is a Council Committee, which is why the PZC members are asked to participate on the Committee.

McDonald requested the Committee start meeting on a weekly basis in order to get through the Modules in a timely manner. Chair Bagheri stated she would like to see the meeting minutes added to the agenda as well. Committee Member Ryan stated he would like to see the Concluding Agenda Items added to the agenda.

Committee Member Beck questioned where they could comments regarding the Modules. McDonald stated they could be emailed to him.

Tareq Wafaie, Clarion Associates, provided the presentation. He provided the Administration and Procedure processes and goals. Committee Member Ryan requested a hard copy of the current

Denton Development Code (DDC) in order to compare the updates as they are being provided. McDonald stated binders will be provided to each member.

Jim Spung, Clarion Associates, presented the Summary of the Development Review Procedures.

Matt Goebel, Clarion Associates, stated Denton has historically had a “one size fits all” approach. There are a lot of processes that are currently being updated. The Development Review Committee process is also being updated at the same time as the DDC update.

Committee Member Ryan questioned if uses will clearly be defined within the update of the DDC. Spung confirmed.

Spung stated the Summary of the Development Review Procedures will define who will have the authority to review and approve plats and the appealing authority. He provided an update regarding the Planned Development process, which will replace the Master Planned Community process. He also provided the timelines and the list of upcoming events. McDonald stated there will be similar presentations provided to the Planning and Zoning Commission as well as City Council.

Spung requested the best use of the Committees time over the next couple of weeks, he asked if they wanted to review the items section by section during the meetings. Committee Member Ellis agreed that it would be best to review the Modules chunk by chunk. McDonald agreed.

Goebel discussed the process for the update to the Zoning Map and the Comment Card process. He provided the open house meeting dates and locations, along with the intended goals. McDonald stated every property owner within the City will be notified of the open houses and the process of the Zoning Map update.

The Committee discussed how many members would be needed for a quorum. Chair Bagheri stated she will get with Legal to determine the exact number of members needed. There was no further discussion. Chair Bagheri adjourned the Work Session at 10:47 a.m.