



GARLAND

MINUTES

The Development Services Committee of the City of Garland convened in regular session at 4:45 pm, on November 4, 2025, in the Work Session Room at the William E. Dollar Municipal Building, 200 North Fifth Street, Garland, Texas, with the following members present:

Present: Margaret Lucht, Mayor Pro Tem - Chair
Jeff Bass, Council Member
Joe Thomas, Council Member

Staff Present: Andy Hesser, Assistant City Manager
Brian England, City Attorney
Al Raymond, Managing Director of Building Inspection
Nabila Nur, Director of Planning and Development
Carma Potter, Policy & Outreach Coordinator

1. APPROVAL OF MINUTES

a. Approval of the October 14, Meeting Minutes.

Motion was made by Council Member Bass and seconded by Council Member Thomas to approve the October 14, 2025, meeting minutes. Motion passed unanimously.

2. PUBLIC COMMENTS

Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak.

There were no speakers for public comments.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

a. Review the SUP Process

Staff will brief the Committee on the current SUP process. This item was referred by Council Member Carissa Dutton, with a second from Mayor Pro Tem Lucht, at the May 5, 2025 Work Session.

Nabila Nur, Planning and Development Director, led the committee discussion on the review of the Special Use Provision (SUP) process. This item was referred by Council Member Carissa Dutton and Mayor Pro Tem Lucht during the May 5, 2025, Work Session. She provided the committee a quick recap of the background:

- Concerns had been raised about how SUPs were being tracked, especially when it came to time limits on permits.
- There wasn't a reliable system in place for managing expiration dates.

The city is now using Salesforce to manage permitting. The new system will require SUP expiration dates before closing a project. It will also send out automated reminders at 6 and 3 months before a permit expires. This should take care of most of the operational issues around tracking.

Staff revisited the 2021 Time Period Guide for SUPs and found that it lacked consistency. For example, there wasn't much reasoning behind why one use was given 30 years and another only 10.

The committee agreed that having SUP time limits still makes sense, especially as the city continues to rapidly redevelop. These limits help the city evaluate whether a use still fits its location over time.

Director Nur also highlighted to the committee what other cities are doing.

- Only a few nearby cities (like Dallas and Flower Mound) use time-limited SUPs.
 - Dallas uses them regularly, with some as short as 2–3 years.
 - Flower Mound has the policy but hasn't actively used it.

Staff proposed a three-tiered approach based on how much investment is being made:

1. 25–30 Years:

- For major new construction or full site redevelopment (e.g., new gas stations, car washes).
- These are long-term investments, so the permit should reflect that level of commitment.

2. 8–15 Years:

- For partial redevelopments or expansions, like adding a drive-thru to an existing restaurant or updating a cell tower.
- These involve moderate investment and may be impacted by evolving technology or future land use changes.

3. 5–8 Years:

- For cases where no major site work is needed, like a new tenant moving into an existing retail suite (e.g., a tattoo shop or salon).
- These are more flexible and could easily change in the near future.

The Committee members expressed support for:

- Aligning SUP durations with level of investment.
- Using Salesforce to ensure better tracking and consistency.

Staff is requested to wait for Salesforce to go live before formalizing new policies. Additionally, staff will bring back to the Committee real-world examples/case studies of current SUPs under the proposed framework.

4. ADJOURN

With no further business to discuss, the meeting was adjourned at 5:15pm.

Submitted By:

/s/ Mayor Pro Tem Margaret Lucht, Chair

/s/ Carma Potter, Policy and Outreach Coordinator