



City of Abilene

Planning and Zoning Commission Agenda

Notice is hereby given of a Special Called Meeting of the City of Abilene Planning & Zoning Commission to be held on Tuesday, December 9, 2025 at 1:30 p.m. at City Hall, 555 Walnut Street, Council Chambers, Abilene, Texas, for the purpose of considering the following agenda items.

CALL TO ORDER

INVOCATION

MINUTES

1. **Minutes:** Receive a Report, Hold a Discussion and Public Hearing, and Take Action on Approving the Minutes from the Regular Meeting Held on December 2, 2025

ZONING

Receive a Report, Hold a Discussion and Public Hearing, and Take Action on the following Zoning Cases:

2. **OAM-2025-01:** Receive a Report, Hold a Discussion and Take Action on an Amendment to Chapter 4, Article 2, Division 11 – Vacation Travel Trailer/Recreational Vehicle Parks of the Land Development Code (LDC). (Mason Teegardin)

ADJOURNMENT

Notice

In compliance with the Americans with Disabilities Act, the City of Abilene will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received forty-eight (48) hours prior to scheduled meetings. Please contact the City Secretary's Office at 325-676-6208. Telecommunication device for the deaf is 325-676-6360.

CERTIFICATION

I hereby certify the above meeting notice was posted on the bulletin board at the City Hall of the City of Abilene, Texas, on the 2nd day of December, 2025, at 9:00 a.m.

*Kaitlin Richardson, Deputy City
Secretary, TRMC*

**CITY OF ABILENE, TEXAS PLANNING AND ZONING COMMISSION
COUNCIL CHAMBERS, CITY HALL
December 2, 2025, at 1:30 p.m.**

The Planning and Zoning Commission of the City of Abilene, Texas met in a Regular Meeting on December 2, 2025, at 1:30 p.m. at City Hall, 555 Walnut Street, Council Chambers, Abilene, Texas. Chairman Brad Benham was present and presiding, along with **Commissioners** Tyson Strauser, Gary House, Kristen Dressen-Kyker, Kevin Halliburton, Sergeant-at-Arms, Shawnté Fleming-Lewis, Secretary, and Zach Sitzes.

Also present were Mr. Michael Rice, Assistant City Manager, Mr. Tim Littlejohn, Director of Planning and Development Services, Ms. Kelley Messer, First City Attorney, Mr. Adam Holland, Planner III, Ms. Clarissa Ivey, Planner II, Ms. Kera Valois, Planner I, Ms. Melissa Farr, Executive Assistant.

APPROVAL OF MINUTES FOR THE PREVIOUS MEETING

Chairman Benham opened the public hearing. With no speakers coming forward, the public hearing was closed.

The meeting minutes from November 4, 2025, were unanimously approved with the revision to **Z-2025-40** in which Chair Benham abstained from the vote. The motion prevailed by the following vote:

AYES: Strauser, House, Kyker, Halliburton, Lewis, Sitzes, Benham

NAYS: None

INVOCATION

Commissioner Halliburton delivered the invocation.

ZONING

Z-2025-42: Receive a Report, Hold a Discussion and Public Hearing, and Take Action on A Request From The Owner, To Change The Zoning Of Approximately 17.11 Acres From Agricultural Open (AO) And Medium Density (MD) To Multi Family (MF). Located At 2242 Oakland Dr. Legal Description Being Venugopala Addn., Block A, Lot 202, Abilene, Taylor County, Texas. (*Kera Valois*)

The subject property was annexed into the City limits in 1954 and is currently zoned Agricultural Open (AO), Medium Density (MD), and Multi Family (MF). The subject property has remained vacant since its annexation into the city limits.

Chairman Benham opened the public hearing. Seeing no one present and desiring to be heard the public hearing was closed.

Property owners within a 200-foot radius were notified of this request. There were no (0) responses received in favor with three (3) received in opposition.

STAFF RECOMMENDATION: Approval

Commissioner Halliburton moved to approve this request. Commissioner Kyker seconded the motion. The motion to **approve** prevailed by the following vote:

AYES: Strauser, House, Kyker, Halliburton, Lewis, Sitzes, Benham

NAYS: None

Z-2025-43: Receive a Report, Hold a Discussion and Public Hearing, and Take Action on A Request From The Owner, To Change The Zoning Of Approximately 5.1 Acres From Heavy Industrial (HI) To Light Industrial (LI) Zoning. Located At 2258 South Treadaway Boulevard. Legal Description Being Lot 1, Block A, Chittum Subdivision, Abilene, Taylor County, Texas. (*Adam Holland*)

The subject property was annexed into the City in 1951. The owner intends to keep the current business and use a portion of the property for automotive sales.

Chairman Benham opened the public hearing. Seeing no one present and desiring to be heard the public hearing was closed.

Property owners within a 200-foot radius were notified of this request. There were no (0) responses received in favor nor in opposition.

STAFF RECOMMENDATION: Approved

Commissioner Halliburton moved to approve this request. Commissioner Lewis seconded the motion. The motion to **approve** prevailed by the following vote:

AYES: Strauser, House, Kyker, Halliburton, Lewis, Sitzes, Benham

NAYS: None

Z-2025-44: Receive a Report, Hold a Discussion and Public Hearing, and Take Action on A Request From The Owner, to Change the Zoning of Approximately 109.8 Acres from Light Industrial (LI) to General Commercial (GC). Located at 1202 Elmdale Road. Legal Description Being Approximately 109.8 Acres Out of the Southeast Quarter of Section 44, Blind Asylum Lands, Abilene, Taylor County, Texas. (*Clarissa Ivey*)

The applicant is seeking to rezone the property to be able to obtain a Conditional Use Permit that would allow an RV park.

Chairman Benham opened the public hearing. Those who stepped forward were Mr. Corder Norris, Mr. Greg Gachassin, Mr. Mark Colman, Ms. Alisha Moore, and Ms. Jan Price.

Property owners within a 200-foot radius were notified of this request. There were no (0) responses received in favor with three (3) received in opposition.

STAFF RECOMMENDATION: Approval

Commissioner Sitzes moved to approve this request. Commissioner House seconded the motion. The motion to **approve** prevailed by the following vote:

AYES: Strauser, House, Kyker, Halliburton, Lewis, Sitzes, Benham

NAYS: None

CUP-2025-18: Receive a Report, Hold a Discussion and Public Hearing, and Take Action on a Request from the Owner to Apply a Conditional Use Permit to a Property to Allow an RV Park. Located At 1202 Elmdale Road. Legal Description Being Approximately 109.8 Acres Out of the Southeast Quarter of Section 44, Blind Asylum Lands, Abilene, Taylor County, Texas. (*Clarissa Ivey*)

The property was annexed in 1964 and has an abandoned structure that was built in 1926. The applicant is proposing 945 self-contained RV units on improved pads with full utility hookups. The Plan of Operation states that the park will serve as a quiet, secure, and well-maintained residential environment, operating similarly to a small, gated community rather than a traditional transient RV park. All structures on the property will be owned by the park owner.

Chairman Benham opened the public hearing. Those who stepped forward were Ms. Erika Vreeland, Mr. Corder Norris, Mr. Erik Johnson, Ms. Alisha Moore, Mr. Mark Colman, Mr. Greg Gachassin, and Ms. Jan Price.

Property owners within a 200-foot radius were notified of this request. There were no (0) responses received in favor with three (3) received in opposition.

STAFF RECOMMENDATION: Staff recommends approval of the Conditional Use Permit, subject to the plan of operation and concept plan.

Commissioner House moved to approve this request. Commissioner Lewis seconded the motion. The motion to **approve** prevailed by the following vote:

AYES: Strauser, House, Kyker, Halliburton, Lewis, Sitzes, Benham

NAYS: None

Z-2025-45: Receive a Report, Hold a Discussion and Public Hearing, and Take Action on A Request From The Owner, To Change The Zoning Of Approximately 2.5 Acres From Agricultural Open (AO) To Residential Single Family (RS-6) Zoning. Located At 3557 FM 1750. Legal Description Being Approximately 2.5 Acres Out Of An Original 25.5-acre Tract Out Of The West 40 Acres Of The Northwest Quarter Of Section 7, Lunatic Asylum Lands Abilene, Taylor County, Texas. (*Kera Valois*)

The subject property was annexed into the City limits in 2009 as Agricultural Open (AO). There is currently a residence on the property that was built in the 60s.

Chairman Benham opened the public hearing. Seeing no one present and desiring to be heard the public hearing was closed.

Property owners within a 200-foot radius were notified of this request. There were no (0) responses received in favor with three (3) received in opposition.

STAFF RECOMMENDATION: Approval

Commissioner Halliburton moved to approve this request. Commissioner Kyker seconded the motion. The motion to **approve** prevailed by the following vote:

AYES: Strauser, House, Kyker, Halliburton, Lewis, Sitzes, Benham

NAYS: None

CUP-2025-19: Receive a Report, Hold a Discussion and Public Hearing, and Take Action on A Request From The Owner, To Apply A Conditional Use Permit To A Property To Allow Duplexes In Residential Single Family (RS-6) Zoning. Located At 3557 FM 1750. Legal Description Being Approximately 2.5 Acres Out Of An Original 25.5-acre Tract Out Of The West 40 Acres Of The Northwest ¼ Of Section 7, Lunatic Asylum Lands, Abilene, Taylor County, Texas. (*Kera Valois*)

The subject property was annexed into the City limits in 2009 as Agricultural Open (AO). There is currently a residence on the property that was built in the 60s. The applicant is proposing to subdivide the existing lot into 9 individual lots. One lot will include the existing residence, while the remaining 8 lots will each have a duplex.

Chairman Benham opened the public hearing. Stepping forward to speak was Mr. Christopher Hart. Seeing no one else present and desiring to speak the public hearing was closed.

Property owners within a 200-foot radius were notified of this request. There were no (0) responses received in favor with three (3) received in opposition.

STAFF RECOMMENDATION: Staff recommends approval of the Conditional Use Permit, subject to the concept plan.

Commissioner Halliburton moved to approve this request with the recommended conditions. Commissioner Lewis seconded the motion. The motion to **approve** prevailed by the following vote:

AYES: Strauser, House, Kyker, Halliburton, Lewis, Sitzes, Benham

NAYS: None

Z-2025-46: Receive a Report, Hold a Discussion and Public Hearing, and Take Action on A Request From The Owner, To Change The Zoning Of Approximately 0.74 Acres From Mobile/Manufactured Home (MH) To Multifamily (MF) Zoning. Located At 317 Neas Road.

Legal Description Being Lots 1, 2, And 3, Block 9, Pleasant Hill Estate, Section 2, Abilene, Taylor County, Texas. (*Adam Holland*)

The subject property was annexed into the City in 1980. The owner intends to use the property as a multifamily residence.

Chairman Benham opened the public hearing. Seeing no one present and desiring to be heard the public hearing was closed.

Property owners within a 200-foot radius were notified of this request. There were no (0) responses received in favor nor in opposition.

STAFF RECOMMENDATION: Approval

Commissioner Kyker moved to approve this request. Commissioner Strauser seconded the motion. The motion to **approve** prevailed by the following vote:

AYES: Strauser, House, Kyker, Halliburton, Lewis, Sitzes, Benham

NAYS: None

Z-2025-47: Receive a Report, Hold a Discussion and Public Hearing, and Take Action on A Request From The Owner, To Amend The Terms Of PDD-181. Specifically, To Amend The Boundaries Of This Planned Development District. Located At 5502 Spinks Road. Legal Description Being 314.48 Acres Out Of Section 53 And 54, Block 16, T. & P. RR Co. Surveys; 296.36 Acres Out Of Section 55, Block 16, T. & P. RR Co. Surveys; 474.57 Acres Out Of Section 23 And 24, W. W. Sills Survey; And 368 Acres Of The Robert Turner Survey No. 25, Taylor County, Texas. (*Adam Holland*)

The owner of this property would like to amend the terms of Planned Development District 181 to include additional parcels south of the existing planned development and to provide a buffer around the new boundary.

Chairman Benham opened the public hearing. Those who stepped forward were Mr. Rusty Towell, Mr. Joseph Cychosz, Ms. Amy Towell, and J. Barker.

Property owners within a 200-foot radius were notified of this request. There were no (0) responses received in favor with four (4) received in opposition.

STAFF RECOMMENDATION: Approval

Commissioner Halliburton moved to approve this request. Commissioner Sitzes seconded the motion. The motion to **approve** prevailed by the following vote:

AYES: Strauser, House, Kyker, Halliburton, Lewis, Sitzes, Benham

NAYS: None

ADJOURNMENT

There being no further discussion, Commissioner Benham adjourned the meeting at 3:42 p.m.

APPROVED

Mr. Brad Benham, Chairman

ZONING CASE OAM-2025-01 STAFF REPORT

Scheduled Hearings

Planning & Zoning Commission: December 9, 2025
City Council 1st Reading: December 18, 2025
City Council 2nd Reading: January 8, 2026

Applicant

City of Abilene

Case Manager

Mason Teegardin – Planning Manager

Request

An amendment to Chapter 4, Article 2, Division 11 – Vacation Travel Trailer/Recreational Vehicle Parks of the Land Development Code (LDC).

Background

The LDC currently has standards for Vacation Travel Trailer/Recreational Vehicle Parks, but they have not been revised since 2010. As we are seeing an influx in these requests, City Council has provided us with the ability to amend the current code to reflect how these parks should continue to develop moving forward. We have received four Conditional Use Permit requests for RV Parks within the last year, all of which have been approved. The CUPs that already have approval are grandfathered with pre-amendment regulations.

Proposed Amendment

The proposed LDC amendment would affect Chapter 4, Article 2, Division 11 of the LDC. A redline version of the current ordinance is attached to the agenda packet for your reference. The only existing text in this section to be amended is red. No other section of the LDC is to be amended.

Staff Recommendation

Staff recommends **approval**.

Attachments

Proposed Ordinance
Presentation



LDC TEXT AMENDMENT REQUEST

Case: OAM-2025-01

Applicant: City of Abilene

Request: An amendment to Chapter 4, Article 2, Division 11 – Vacation Travel Trailer/Recreational Vehicle Parks of the Land Development Code (LDC).

Planning & Zoning: December 9, 2025

City Council Hearing: December 18, 2025
January 8, 2026





PROPOSED AMENDMENTS

- Reducing the maximum site density from twelve (12) units per acre to ten (10) units per acre.
- Increasing the minimum site size from two (2) acres to five (5) acres.
- Allowing the site location to abut AO zoning.
- Increasing the setbacks within the entire park to have a cohesive fifteen-foot (15') setback from property lines, trailers, structures, and interior streets.
- Requiring each pad site to have available space for two (2) vehicles as opposed to one (1).
- Requiring all paving to be concrete or hot mix.
- Requiring more space for amenities and accessory uses.
- Requiring additional landscape regulations.
- Adding signage regulations for emergency services.





RECOMMENDATION

Staff Recommendation:
Approval





Questions?



DIVISION 11. VACATION TRAVEL TRAILER/RECREATIONAL VEHICLE PARKS

Section 4.2.11.1 Applicability and Approvals Required

- (a) *Applicability.* This division is applicable in the City limits.
- (b) *Land Use Matrix.* For locations within the City limits, vacation travel trailer parks shall be permitted as outlined in the Land Use Matrix, Chapter 2, Article 5 [Article 4], Division 2.
- (c) *Site Plan Required.* For locations within the City limits, development of a vacation travel trailer park shall require submittal and approval of a Site Plan depicting the information described in Article 1, Division 1 [Division 2] of this chapter.
- (d) *Subdivision Required.* Vacation travel trailer parks shall be located on land formally subdivided according to the subdivision regulations within this LDC, specifically within Chapter 3.
- (e) *Annual Licensing Required.* Vacation travel trailer parks shall be required to meet annual licensing requirements, ~~with the Building Inspection Department.~~ Issuance of the required license shall be dependent upon compliance with all applicable health, fire, building, and other City of Abilene Codes and Ordinances to ensure the safe operation of the park. The license shall be conspicuously posted in the park office.
- (f) *Conformance to Other Codes.* All facilities at vacation travel trailer parks shall conform and comply with City of Abilene health, fire, building and other such codes.
- (Ord. No. 8-2010, pt. 1(Exh. A), 4-22-10; Ord. No. 58-2013, pt. 1(Exh. A), 10-24-13)

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Section 4.2.11.2 Size, Density, Location, Setbacks

- (a) *Maximum Site Density.* The maximum site density for vacation travel trailer parks shall be ~~ten (10) twelve (12)~~ units per acre.
- (b) *Minimum Site Size.* The initial development of any vacation travel trailer park shall not be less than ~~five (5) two (2)~~ acres fully developed.
- (c) *Site Location.* Vacation travel trailer parks shall be located at least three hundred feet (300') from any residential zoning district, ~~with the exception of Agricultural Open (AO) zoning.~~
- (1) No vacation travel trailer shall be placed or erected closer than ~~fifteen feet (15') five feet (5')~~ from the property line separating the recreational vehicle park from adjoining property, measuring from the nearest point of the vacation travel trailer.
- (d) *Size, Marking and Separation of Individual Sites.* Each individual site within the vacation travel trailer park that is reserved for the accommodation of any vacation travel trailer shall ~~have an area of not less than one thousand (1,000) square feet, or forty feet (40') by twenty-five feet (25'), to~~ provide adequate space for a recreational vehicle, ~~two individual vehicles, a car,~~ and a picnic table/grill. Each individual site shall be defined clearly by proper markers at each corner, shall be level, paved, and well drained.
- (1) Trailers and other recreational vehicles shall be separated from each other and permanent structures by ~~fifteen feet (15'). ten feet (10').~~

- (e) *Setback Requirements for Vacation Travel Trailers.* Setback requirements for vacation travel trailers shall be as outlined in Table 4-4.

TABLE 4-4: REQUIRED SETBACKS FOR TRAVEL TRAILERS

Element From Which Setback Is Measured	Required Setback
The edge of cul-de-sac streets	20 feet
The edge of other interior streets	15 40 feet
The front property line of the vacation travel trailer park*	25 feet
The rear and side (exterior and interior) property lines of the vacation travel trailer park	15 feet

*Main office is to be included within this required setback.

(Ord. No. 8-2010, pt. 1(Exh. A), 4-22-10; Ord. No. 58-2013, pt. 1(Exh. A), 10-24-13)

Section 4.2.11.3 Ingress and Egress

- (a) *Public Street.* All vacation travel trailer parks shall be directly linked by an entranceway with a public street.
- (b) *Width and Radius.* The entranceway shall be at least ~~thirty-six feet (36')~~ forty feet (40') in pavement width with a twenty-foot (20') curb radius, ~~on collector and arterial streets and fifteen feet (15') on local streets.~~
- (c) *Connection to Construction Standards.* The connection of the entranceway with the public street shall be constructed according to municipal construction standards.
- ~~(d) *Paving.* The entrance roadway from the public street to the main office plus the parking for the office and all uses accessible by the general public shall be paved. All other surfaces intended for regular vehicular use shall have a durable surface, such as compacted base material. (d) Paving. For the purpose of this Division, paving shall be defined as concrete, chip seal, or hot mix. The entrance roadway from the public street and all surfaces intended for vehicular use and/or parking shall be paved.~~
- (e) *Private Streets.* Entranceways and interior streets shall be considered private streets.
- (f) *No Access Through Residential Zoning Districts.* There shall be no entrance or exit from the vacation travel trailer park through a residential zoning district.

(Ord. No. 8-2010, pt. 1(Exh. A), 4-22-10; Ord. No. 58-2013, pt. 1(Exh. A), 10-24-13)

Section 4.2.11.4 Miscellaneous Requirements

- (a) *Infrastructure Systems.* Vacation travel trailer parks shall have the option of connecting to municipal water and sewage systems or of seeking appropriate waivers and installing private systems. Private sanitation facilities shall meet all State and City of Abilene health standards and regulations.
- (b) *Refuse Containers or Areas.* Refuse containers or collection sites shall be conveniently located for park residents. A central refuse collection site for the park as a whole shall be provided. Such a container shall be water tight and rodent proof. If refuse is to be collected by the City of Abilene, central refuse collection areas shall be located in conformance with City standards.
- (c) *Accessory Uses.* Accessory uses such as ~~an office~~, recreation facilities, toilets, dumping stations, laundries, etc., shall be permitted, subject to the following restrictions:
 - (1) Such facilities and the parking area primarily related to operations and/or amenities shall be provided at a minimum rate of 10% of the gross area of the lot for any park larger than 10 units. Such

Commented [MT1]: 11/05 meeting with Tal & BJ - it was recommended to change the curb radius to 20' on local streets. It made more sense to change the sentence to read as currently stated. Instead of ' 20' curb radius on collector and arterial streets and 20' on local streets.

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~~establishments and the parking area primarily related to their operations shall not occupy more than ten percent (10%) of the gross area of the park.~~

- (2) ~~The structures housing s~~ Such facilities shall not be located closer than fifty feet (50') to any public street.

(d) *Duration of Stay.*

- (1) Up to seventy-five percent (75%) of trailer sites may be allowed as long-term stay. Long-term stay trailers may be allowed for up to 12 months and must leave for a minimum of 60 days prior to returning.
- (2) Twenty-five percent (25%) of trailer sites must be designated as short-term stay. Short-term stay trailers may be allowed for up to 3 months and must leave for a minimum of 60 days prior to returning.

(3) Any park owned infrastructure including but not limited to vacation travel trailers, campers, facilities, etc. are exempt from duration of stay regulations.

(e) *Sanitary Facilities.*

- (1) *Requirements:* Each recreational vehicle park upon which two (2) or more recreational vehicles are erected or placed and where private conveniences for each site are not provided shall provide, at locations described in this section, toilets, urinals, washbasins, slop basins, showers or baths, water faucets or spigots in accordance with the following:
- a. One (1) toilet, sink, and shower for each sex per twenty (20) travel trailer sites or fraction thereof.
 - b. All toilets, basins and showers shall be placed in properly constructed buildings located not more than three hundred feet (300') from any recreational vehicle unit served.
 - c. Buildings shall be well lighted at all times, day or night, well ventilated with screened openings, and constructed of moisture-proof material to permit rapid and satisfactory cleaning, scouring and washing.
 - ~~d. The floors shall be of concrete or other impervious material, elevated not less than four inches above grade, and each room shall be provided with floor drains.~~
 - ~~e.d.~~ Slop sinks or basins with water supply shall be provided to serve each four units and shall be constructed in accordance with design, size and material approved by the health officer.
- (2) *Toilet and Bathing Facilities:* Toilet and bathing facilities shall be in separate rooms or partitioned apart in any manner as to provide privacy and promote cleanliness. Each toilet provided in a community toilet house shall be partitioned apart from any other toilet in the same room. The floor surface around the commode shall not drain onto the shower floor.

- (f) *Register of Guests.* A register containing the name and address of each occupant of all the park, as well as the date of arrival and departure, the make, model, year, and the license number and state, of vehicles shall be kept and available for periodic inspection.

(g) *Landscape Requirements.*

(1) *Type B Buffer is required along all side and rear property lines. A Type B Buffer shall consist of a 5-foot-wide buffer yard plus at least 25 points based on the points listed below:*

- a. *Opaque masonry wall with 6 foot minimum height = 15 points.*
- b. *Opaque fence with 6 foot minimum height = 5 points.*

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c. An existing, continuous fence or wall on the adjacent property = ½ the points of a fence or wall on the subject property.

d. Each additional 5 feet of buffer yard = 5 points (maximum of 15 points).

e. One tree with a mature height of at least 20 feet and height of at least 8 feet at time of planting per 25 lineal feet of buffer yard = 10 points.

f. Three smaller trees per 25 lineal feet of buffer yard = 10 points.

(2) A minimum of 2.5% of the area of a site must be landscape area. Landscape area consists of the following:

a. A minimum 10-foot-wide landscape area shall be provided along all property lines adjacent to a street.

b. Required trees and shrubs:

1. One tree plus three shrubs are required per 500 square feet of required landscape area, rounded up to the nearest whole tree or shrub.

2. Street trees are required at a rate of 1 per 60 feet of street frontage along arterials and collectors. Placement of trees may be varied but may not result in fewer than the required number of trees for a property.

(3) Parks are subject to all additional landscaping requirements set out in Chapter 4, Article 2, Division 2 of this code.

(h) Signage. All parks over 50 units must include directional signage and site numbers for emergency services.

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(Ord. No. 8-2010, pt. 1(Exh. A), 4-22-10; Ord. No. 58-2013, pt. 1(Exh. A), 10-24-13)