

Memorandum



CITY OF DALLAS

DATE December 1, 2025

TO Honorable Members of the City Council Economic Development Committee: Jesse Moreno (Chair), Paul Ridley (Vice Chair), Lorie Blair, Laura Cadena, Zarin Gracey, Bill Roth, Chad West

SUBJECT Off-Street Parking Requirements for Certain Construction Projects in PD193

Planning and Development staff presented the draft amendment to the Chapter 52, “Administrative Procedures for the Construction Codes” for Off-Street Parking Requirements for Certain Construction Projects in PD193 to the Economic Development Committee on November 4, 2024. A follow-up presentation was provided on October 6, 2025, summarizing the ordinance and incorporating stakeholder feedback received over the past year. Additional stakeholder meetings were held in recent weeks, resulting in further refinements to the proposed ordinance. A summary of all key changes include:

- Revised the definition of Responsible Party by changing “24 hours a day, seven days a week” to “during normal City business hours”.
- Clarified that the ordinance applies to new construction under 605.2.1.
- Revised items 7 and 8 under 605.2.2 Required Information
- Added Section 605.2.3 Duty to keep information up to date.
- Revised Section 605.3 from Responsible Party to Enforcement.
- Removed Section 2.3 under Enforcement.
- Revised Section 605.3 to extend the time to update the parking plan from three days to seven calendar days.
- Removed 605.4 Compliance that included Stop Order.

A copy of the proposed ordinance is attached for your reference. Staff will be available at the November 3 meeting. If you have any questions, please contact Emily Liu, yu.liu@dallas.gov.

Service First, Now!

Robin Bentley,
Assistant City Manager

c: Kimberly Bizzor Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Ahmad Goree, Chief of Staff to the City Manager
Directors and Assistant Directors

10-28-25

ORDINANCE NO. _____

An ordinance amending Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code by amending Section 605; providing off-street parking requirements for certain construction projects in PD 193; providing a penalty not to exceed \$2,000; providing a saving clause; providing a severability clause; and providing an effective date.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That Section 605, “Construction Truck Traffic,” of Subchapter 6, “Construction Site Management,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended to read as follows:

**“SECTION 605
OFF-STREET PARKING FOR CERTAIN CONSTRUCTION SITES IN PD 193 [~~TRUCK
TRAFFIC~~]**

605.1 Definitions. The definitions in Section 102.3 apply to this section. For the purpose of this section:

PD 193 means Planned Development District No. 193 as described in Article 193 of Chapter 51P of the Dallas City Code.

RESPONSIBLE PARTY means a natural person who represents the applicant who may be contacted during normal city business hours to address parking issues in connection with a building permit.

605.2 Off-street parking plan.

605.2.1 General. An applicant shall provide the building official an off-street parking plan when:

1. the property or the building permit is for construction in PD 193;

2. construction on the property has continued in duration for more than one year, or the estimated time to complete the construction under the building permit is for more than one year; and
3. the property or the building permit is for new construction of more than 200,000 square feet of floor area.

605.2.2 Required information. An off-street parking plan must contain:

1. a general site plan designating off-street parking locations for contractors, workers, and visitors;
2. the maximum number of anticipated contractors, workers, and visitors at any one time and number of off-street parking spaces available under the general site plan;
3. a list of approved on- or off-site contractor, worker, and visitor parking lots;
4. identification of mass or public transit mediums;
5. confirmation that the applicant will inform contractors and workers of the approved parking plans;
6. acknowledgement that, except as provided in this section, the off-street parking plan must comply with all local, state, and federal laws and regulations;
7. a memorandum of an agreement with a third party to provide off-street parking;
8. the name, address, and telephone number of a responsible party; and
9. any other reasonable and pertinent information that the building official determines is necessary to the administration and enforcement of this section.

605.2.3 Duty to keep information up to date.

1. A parking plan must be updated to reflect the loss of use of any designated parking areas with newly designated parking.
2. The applicant must notify the building official immediately of any change regarding the responsible party or the responsible party's contact information.

605.2.4 Lot surface and lighting. Parking provided in accordance with this section is not required to comply with the lot surface and lighting requirements of Section 51A-4.301.

605.3 Enforcement.

1. If the building official determines a parking plan needs to be updated, the building official will notify the applicant in writing. The applicant shall provide the building official with an updated parking plan within seven calendar days.
2. The building official may enforce this section by issuing notices and citations to the applicant if the applicant fails to:
 - 2.1. submit an off-street parking plan as required by Section 605.2.1; or
 - 2.2. keep the information in an off-street parking plan up to date as required by Section 605.2.3.

~~[General. A contractor shall limit and regulate construction truck traffic to, from, and around the construction site in accordance with regulations established by the director of transportation relating to the following:~~

- ~~1. Truck routes to and from the nearest major thoroughfare.~~
- ~~2. Truck ingress, egress, and on-street loading and unloading locations.~~
- ~~3. Truck parking or staging locations, including restrictions on the number of vehicles authorized at any given time of day.~~
- ~~3. Special restrictions based on vehicle weight, vehicle length, street width, and general traffic requirements as necessary to limit damage to public property and to avoid impeding traffic flow in the general vicinity of the construction site.]”~~

SECTION 2. That a person violating a provision of this ordinance, upon conviction, is punishable by a fine not to exceed \$2,000.

SECTION 3. That Chapter 52 of the Dallas City Code shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 4. That any act done or right vested or accrued, or any proceeding, suit, or prosecution had or commenced in any action before the amendment or repeal of any ordinance, or part thereof, shall not be affected or impaired by amendment or repeal of any ordinance, or part

thereof, and shall be treated as still remaining in full force and effect for all intents and purposes as if the amended or repealed ordinance, or part thereof, had remained in force.

SECTION 5. That the terms and provisions of this ordinance are severable and are governed by Section 1-4 of Chapter 1 of the Dallas City Code, as amended.

SECTION 6. That this ordinance shall take effect on *[30 days after passage in accordance with Texas Local Government Code § 214.218]*, and it is accordingly so ordained.

APPROVED AS TO FORM:

TAMMY L. PALOMINO, City Attorney

By _____
Assistant City Attorney

Passed _____



City of Dallas

Off-Street Parking Requirements for Applicable Construction Projects in PD-193

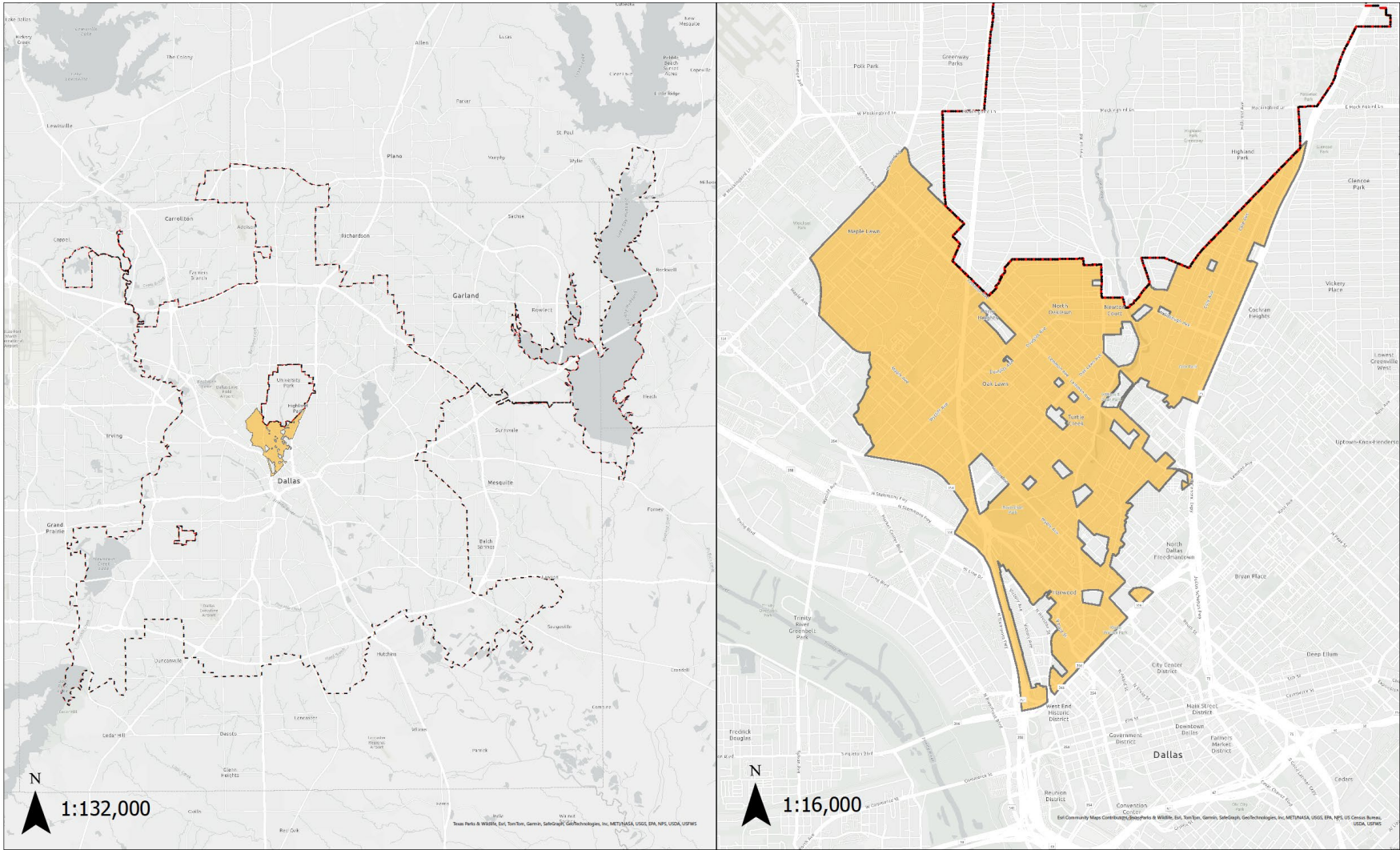
**Economic Development Committee
December 1, 2025**

Emily Liu, FAICP, Director
Sam Eskander, Deputy Director
Planning & Development Department
City of Dallas

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Location Map



Origin of the Request



- Complaints from Council office about contractors taking up on-street/metered parking in PD-193
- Parking Enforcement efforts viewed as limited
- Council office recommended requiring off-street parking plans to be reviewed and approved during construction permitting stage



Background



- First briefed: November 2024 Economic Development Committee
- Feedback from development community: feasibility & enforcement concerns
- Ordinance revised in May 2025
 - Narrowed scope, adjusted requirements



Background



- Follow-up presentation provided on October 6, 2025
- Additional stakeholder meetings held in October of 2025
- Further refinements made to proposed ordinance



Recent Updates



- Clarified that the ordinance applies to new construction
- Agreement with 3rd party to be in memorandum format
- Extend the time to update the parking plan from three days to seven calendar days
- Removed Section 2.3 under Enforcement



Key Ordinance Provisions



Parking Plan Required If:

- New project is in PD 193
- Construction exceeds 1 year (or expected to)
- Project > 200,000 sq. ft.

Plan Must Include:

- Site plan of parking for workers/visitors
- Number of anticipated workers vs. spaces
- List of approved parking lots (on/off-site)
- Responsible party contact info
- Transit options and compliance statement



Points for Consideration



Pros

- Addresses community complaints
- Improves accountability
- Protects nearby parking for businesses/residents

Cons

- Adds cost/administrative burden to applicants and staff
- May slow project delivery



Request for Committee Policy Direction:

- Advance the draft ordinance for City Council consideration
- Direct further refinement of the draft ordinance
- Table the draft ordinance for future considerations



City of Dallas

Off-Street Parking Requirements for Applicable Construction Projects in PD-193

**Economic Development Committee
November 3, 2025**

Emily Liu, FAICP, Director
Sam Eskander, Deputy Director
Planning & Development Department
City of Dallas