TOWN COUNCIL
SPECIAL JOINT
MEETING MINUTES
October 24, 2013

The Town Council and Planning and Zoning Commission met in special session on Thursday, October 24, 2013 at 7:00 p.m. at 372 Town Place, Fairview, Texas. Those present were Mayor Darion Culbertson, Council Members Jim Cunningham, Ron Samuels, Frank O'Reilly, Paul Hendricks, Henry Lessner, and Mary Price; Planning and Zoning Commission members Brad Northcutt, Debbie Flood, Matt Faulkner, Jim Rushing, Renee Powell, Heather Hager, and Pat Friend; Town Manager, Julie Couch; Town Engineer, James Chancellor; Planning Manager, Ken Schmidt; Engineer in Training, Danielle Gregory, and Town Secretary, Michelle Lewis Sirianni.

Mayor Culbertson called the Town Council portion of the meeting to order at 7:02 p.m. and declared a quorum was present.

SERVICE AGREEMENT JACOBS ENGINEERING GROUP: Discuss, consider, and take any necessary action on a request to approve a Service Agreement authorizing Jacobs Engineering Group, Inc. to serve as the town's planning consultant for an update of the CPDD Master Plan.

Mr. Schmidt stated that council selected Jacobs to be the planning consultant for the update of the CPDD Master Plan. The staff has worked with Mr. Mark Bowers to refine the scope of services and project timeline, and to negotiate an appropriate service fee. Mr. Schmidt stated that they have divided the project into six phases with the first two phases being mostly data collection and analysis; the third phase initiating the vision process, phase four and five will be developing and drafting the plan components and implementation, and phase six being the adoption of the plan. Mr. Schmidt stated that there will be five public meetings, with four joint meetings and one community open house. Mr. Schmidt stated that the proposed service agreement has a completion date of June, 2014 unless a project timeline extension is provided by the town, but if pursued efficiently, this would allow for a completion date of April, 2014. The agreement has been negotiated between the town staff and Jacobs at a proposed cost not to exceed $250,000. Mr. Schmidt added the attorneys are still reviewing minor details, but recommends council to allow the Town Manager to approve the final draft subject to legal form.

Mrs. Couch added that the funds for the project would be 50% from the General Fund and 50% from EDC funds, and the town would be billed monthly based on hours, expenses, and work completed. Councilwoman Price asked if the EDC had voted on the funding of the project. Mrs. Couch responded that they have not yet voted.

Councilman O'Reilly asked if the council would get to review each phase. Mr. Schmidt replied that council would get to review each phase and they plan on involving the subcommittee as much as possible to have lots of intervention. Mr. Bowers added that there will be several check points with each step refined based on comments as each phase is completed with a presentation each time.

Councilwoman Price made a motion to approve a service agreement authorizing Jacobs Engineering Group, Inc. to serve as the town's planning consultant for an update of the CPDD Master Plan at a cost not to exceed $250,000, subject to legal form. Councilman O'Reilly seconded that motion and the motion was approved with a 6-0 vote. Councilman Cunningham was not present for this item.

Mayor Culbertson called for a break at 7:20 p.m. to allow the Planning and Zoning Commissioners to take their seats.

At 7:30 pm, Mayor Culbertson called the council into a joint session with all members present.

At 7:30 pm, Chairman Northcutt called the Planning and Zoning Commission into a joint session and declared a quorum was present.

LAND US PLAN WORKSHOP: Receive a presentation from staff and conduct a workshop in order to discuss potential updates to the town's Future Land Use Plan and take any necessary action.

Mr. Schmidt stated that current events have driven staff to begin engaging council for further guidance concerning the land use component to the Comprehensive Plan. Mr. Schmidt stated largely due to substantial upswing in the residential market, and the desirability to be in Fairview, current property owners and developers have been pursuing development opportunities within the town. Current known development proposals are conflicting with the current zoning on these properties. Mr. Schmidt provided the council and commission with population projections along with current land development and "underdeveloped" land within the town as well as current development and population. Mr. Schmidt provided examples of feedback he has received from property owners and developers, as well as, existing resident feedback, and outlined the different points of view from their perspective.

Mr. Schmidt reviewed the elements of the Comprehensive Plan and the history of the development and updates to the plan. He indicated that the town council has identified that the Comprehensive Plan needs to be revisited with a review of the Land Use Plan as well as updates of the CPDD Mater Plan, Parks and Recreation Plan, Transportation Plan, Utilities Plan, and the development of a Municipal Facilities Master Plan. Mr. Schmidt stated that staff is seeking direction from the council and commission on how they would like to determine the process to update the Land Use Plan. Option A would undertake a full update of the Plan including a full update of the Vision, Values, Goals, and

Objectives along with an update of the Land Use Map. Option B would be concurrent with the update of the CPDD portion of the Plan, undertake a review of the remaining undeveloped land outside of the CPDD to determine if changes to land use designations are appropriate. This review would include a review of density and preservation goals for remaining parcels. Mr. Schmidt outlined a density analysis for individual remaining tracts and the adjacent land uses/zoning for each, as well as considering any additional impacts such as infrastructure, transportation, utilities, etc. Mr. Schmidt stated that based on how the council and commission would like to proceed; town staff would develop a review process to accomplish the review.

Chairman Northcutt asked what the timeline would be on Option A versus Option B. Mr. Schmidt stated Option A would be 6 to 12 months and Option B would be approximately six months.

Mayor Culbertson stated that he was in favor of Option B. Mayor Culbertson believes that the vision set in 2005 is clear and that Fairview is a unique town, and that for any change(s) to be granted, a compelling reason would need to be given. Commissioner Powell agreed along with Councilman Cunningham adding that they shouldn't change what's not broken.

Commissioner Rushing stated that he doesn't see the need to make any changes.

Mayor Pro Tem Lessner stated that he is in favor of Option B and reminded everyone of the flow of density within the town having the higher density on the west side of town moving east to maintaining low density. Councilman Samuels commented that residents like to migrate within the town. People like to stay in Fairview.

Commissioner Friend stated he likes Option B and believes that they should put more emphasis on hike and bike trails so that residents can enjoy their community.

Councilwoman Price commented that as roads are being widened, they are adding trails to the park plans. Mayor Culbertson added that the council is planning on doing a workshop with the Parks and Recreation Board.

Councilwoman Price would like to maintain everything as is. She believes that they should look at development plans based on merit and uniqueness, essentially on a case by case basis.

Councilman O'Reilly stated that he is in favor of Option B. He stated that they should keep the vision, but should review it and provide any tweaks.

Councilman Hendricks is also in favor of Option B and allowing citizens to speak.

Commissioner Hager stated between the two options, she would choose Option B. She suggested strengthening some of the language within the goals and visions.

Commissioner Powell made a motion recommending a joint P&Z and Council review of the goals and objectives, and reviewing the remaining undeveloped land outside of the

CPDD to determine if changes to land use designations are appropriate. Commissioner Rushing seconded that motion and the motion was unanimously approved.

Councilman O'Reilly made a motion to approve a joint P&Z and Council review of the goals and objectives, and reviewing the remaining undeveloped land outside of the CPDD to determine if changes to land use designations are appropriate. Mayor Pro Tem Lessner seconded that motion. The motion was unanimously approved.

Chairman Northcutt adjourned the Planning and Zoning Commission at 9:14 p.m.

Mayor Culbertson adjourned the Town Council at 9:14 p.m.

DARION CULBERTSON, MAYOR

ATTEST:

Michelle Lewis Sirianni, Town Secretary