

**TOWN COUNCIL
SPECIAL JOINT
MEETING MINUTES
February 11, 2014**

The Town Council, Planning and Zoning Commission, and Economic Development Corporation met in special session on Tuesday, February 11, 2014 at 7:00 p.m. at 372 Town Place, Fairview, Texas. Those present were Mayor Darion Culbertson, Council Members Ron Samuels, Frank O'Reilly, Paul Hendricks, and Henry Lessner; Planning and Zoning Commission Members Pat Friend, Renee Powell, Jim Rushing, Matt Faulker, and Brad Northcutt; Economic Development Corporation Members Frank O'Reilly and John Adler; Town Manager, Julie Couch; Planning Manager, Ken Schmidt; Economic Development Manager, Ray Dunlap; Town Engineer, James Chancellor; Engineer in Training, Danielle Gregory; and Town Secretary, Michelle Lewis Sirianni. Town Council Members Mary Price and Jim Cunningham were absent; Planning and Zoning Commission Members Heather Hager and Debbie Flood were absent; Economic Development Board Members Chuck Williams, Warren Westberg, and Sim Israeloff were absent.

Mayor Culbertson called the meeting to order at 7:01 p.m. and declared a quorum was present.

Chairman Northcutt called the meeting to order and declared the Planning and Zoning Commission has a quorum.

Mayor Culbertson stated the Economic Development Corporation does not have a quorum with only two members present.

CPDD MASTER PLAN UPDATE: Consider, discuss, and take any necessary action on a presentation from staff and the town's planning consultant team concerning the status of the CPDD Master Plan update.

Mr. Mark Bowers and consultant team from Jacobs gave a presentation that highlighted the strategic direction for the district, a study area market opportunity, a preliminary development framework, a preliminary code direction, and next steps.

Within the strategic direction for the district, the consultant touched on urban design and character, natural assets and amenities, transportation, and the process on how to update the town's ordinance and have an approach that is clearer and simpler.

Within the study area market opportunity, the consultant discussed the trade area and the residential demand, office demand, and industrial demand. Considerations were also discussed based on factors that influence a study area.

The preliminary development framework entailed key developer points, a site analysis, vision precedents, a framework plan, and a block diagram. Types of districts were introduced including a urban village district, an urban transition district, a neighborhood edge district, and a neighborhood general district. The thoroughfare and pedestrian linkage plan were discussed on how this impacts each district within the streets and trails along with the character of the streets and their impacts on the major intersections. Parkland, trail, and an open space plan were also included within this discussion.

The preliminary code direction proposed would be form based. The consultant encouraged the members to think about what is important whether that was creating a 'sense of place'; and outdoor room with buildings and trees; streetscape and shade for pedestrians; avoiding letting parking lots dominate the streetscape; and/or ensuring ground floors of buildings are permeable and interesting. This also included how the mixing of uses and how housing types can provide for a sustainable development and the key elements within each district. The consultant outlined the administrative process and how to create a successful form-based code.

The consultant stated that a second joint session is scheduled so that they can answer additional questions related to the presentation and to discuss more detailed information related to methods for transitioning/ buffering between land uses, potential cross sections for district streets, and the specific direction of the Fairview code. A community open house is also scheduled to allow for community review and comment, and then the consultant team will initiate the development of a draft code and standards for discussion in March. The final code and standards will be considered for adoption at a public hearing in April.

SPECIAL USE PERMIT FOR CIRCUS: Conduct a joint Town Council and Planning and Zoning Commission public hearing, consider, and take any necessary action on a request for approval of a Special Use Permit in order to allow for the establishment of a temporary circus on properties that are zoned Commercial Planned Development District (CPDD) – Zone K, being Lots 5C and 7C, Block A of the Village at Fairview Addition.

Mr. Dunlap stated that the Carson Barnes has held a circus in Allen on land that is owned by the Allen Economic Development Corporation (AEDC). They are developing an office project on their land which has required the circus to locate an alternate site for the event. They have worked with the Village at Fairview to locate on their property. The event will be held March 7-9 and will have two to three performances each day. Mr. Dunlap stated that public safety officials have both reviewed their plans and will need a final fire inspection before they open on Friday, but otherwise no further concerns or objections.

Commissioner Rushing stated he is very familiar with this event and the City of Allen never had any issues.

Chairman Northcutt opened the public hearing. No comments were made. The public hearing was closed.

Commissioner Rushing made a motion to approve a Special Use Permit for the establishment of a temporary circus. Commission Faulkner seconded that motion and the motion was unanimously approved.

Mayor Culbertson opened the public hearing and asked if any other citizens would like to comment. No additional comments were made. The public hearing was closed.

Councilman Samuels made a motion to approve a Special Use Permit in order to allow for the establishment of a temporary circus. Mayor Pro Tem Lessner seconded that motion and the motion was unanimously approved.

The Town Council and Planning and Zoning Commission adjourned the meeting at 10:30 p.m.


DARION CULBERTSON, MAYOR

ATTEST:


Michelle Lewis Sirianni, Town Secretary

