

**TOWN COUNCIL/
PLANNING AND ZONING COMMISSION
SPECIAL JOINT
MEETING MINUTES
September 11, 2014**

The Town Council and Planning and Zoning Commission met in special session on Thursday, September 11, 2014 at 7:00 p.m. at 372 Town Place, Fairview, Texas. Those present were Mayor Darion Culbertson, Council Members John Adler, Ron Samuels, Frank O'Reilly, Paul Hendricks, Renee Powell, and Henry Lessner; Planning and Zoning Chairman Brad Northcutt, Commission Members Pat Friend, Heather Hager, Mike VanNatta, Jim Rushing, Matt Faulkner, and Debbie Flood; Town Manager, Julie Couch; Planning Manager, Ken Schmidt; Town Engineer, James Chancellor; Engineer-In-Training, Danielle Gregory; Police Chief, Granver Tolliver; Town Attorney, Clark McCoy; and Town Secretary/Public Relations Coordinator, Caitlin Scalley.

Mayor Culbertson called the joint meeting to order at 7:00 p.m. and declared a quorum of the Town Council was present.

Chairman Northcutt declared a quorum of the Planning and Zoning Commission was present.

COMPREHENSIVE PLAN ORDINANCE AMENDMENT: Continue a joint public hearing, consider, and take any necessary action on an ordinance amending the town's Comprehensive Plan, specifically, to adopt the Commercial District Area Plan and to make map and text amendments to impacted Comprehensive Plan Sub-Sections.

Mr. Schmidt gave an overview of the steps taken to update the Commercial Planned Development District (CPDD), including work sessions, public meetings and community open houses. Mr. Schmidt stated staff had modified the proposed framework plan as requested by the council and commission at the September 3, 2014 joint Town Council and Planning and Zoning Commission meeting. Modifications included establishing a building height overlay for designated properties within the CPDD with the option to request a major warrant.

There was no discussion among the commission or the council. Mayor Culbertson stated seven (7) work sessions and two (2) community open houses were held in order to update the CPDD and to communicate those updates to residents. He stated the purpose of this update is to define the town's vision and capture the highest quality development.

Mayor Culbertson reopened the public hearings from the July 17, 2014 joint Town Council and Planning and Zoning Commission meeting held at Puster Elementary School. These public hearings were held as one joint public hearing. No comments were made.

Mayor Culbertson closed the public hearing.

There was no discussion among the commission.

Commissioner Friend made a motion to approve an ordinance amending the town's Comprehensive Plan in order to adopt a Commercial District Area Plan and to make map and text amendments to impacted Comprehensive Plan Sub-Sections. Commissioner Faulkner seconded the motion, and the motion was unanimously approved.

The commission had a discussion regarding formal communications for future projects within the CPDD. Mr. Schmidt stated staff would continue to give reports to the commission and use the town's communications outlets for updating residents.

Commissioner Flood made a motion to approve an ordinance amending the town's Zoning Ordinance in order to adopt a Framework Plan. Commissioner Rushing seconded the motion, and the motion was unanimously approved.

There was no discussion among the council.

Councilmember Powell made a motion to approve an ordinance amending the town's Comprehensive Plan in order to adopt a Commercial District Area Plan and to make map and text amendments to impacted Comprehensive Plan Sub-Sections. Councilmember Samuels seconded the motion, and the motion was unanimously approved.

Councilmember Hendricks made a motion to approve an ordinance amending the town's Zoning Ordinance in order to adopt a Framework Plan. Councilmember Adler seconded the motion, and the motion was unanimously approved.

CPDD ZONING ORDINANCE AMENDMENT: Continue a joint public hearing, consider, and take any necessary action on an ordinance amending the town's Zoning Ordinance, specifically, Division 14: Commercial Planned Development District (CPDD), in order to adopt a Framework Plan which shall replace in whole, the existing CPDD Land Use Map and establish four new sub-district classifications to be known as the Urban Village Sub-District, Urban Transition Sub-District, Neighborhood General Sub-District, and the Neighborhood Edge Sub-District, and to amend the CPDD code in order to provide for amended procedural requirements and permitted land uses, and amended standards and guidelines for site design, building form, building design, street design, parking, outdoor lighting, signage, landscaping, and fencing; preserving the special entertainment overlay district.

This public hearing was held in conjunction with the Comprehensive Plan amendment public hearing. As stated above, the council approved this item.

ZONING CHANGE SOUTHEAST CORNER OF BLUEBIRD LANE AND HIGHWAY 5: Continue a joint public hearing, consider, and take any necessary action on an ordinance rezoning and adopting a Framework Plan for a 0.95± acre tract situated in the John A. Taylor Survey – Abs. No. 909, which is currently zoned One-Acre Ranch Estate (RE-1) and is generally located at the southeast corner of State Highway 5 (SH 5) and Bluebird Lane, to the Commercial

Planned Development District (CPDD), specifically, to apply the Urban Transition Sub-District standards and guidelines to the subject property. (ZA2014-14)

Mr. Schmidt stated the Town of Fairview is the applicant for this zoning change request. Mr. Schmidt gave a presentation regarding the zoning change request for the subject property, generally located at the southeast corner of State Highway 5 and Bluebird Lane. The property is currently zoned One-Acre Ranch Estate (RE-1) and is categorized as Residential Suburban on the Future Land Use Plan. The town has requested to rezone the property to the CPDD zone and apply the Urban Transition Sub-District and Overlay "D" to the subject property. Mr. Schmidt stated this would permit only single-family residential uses to be constructed.

Mr. Schmidt stated 52 property owners were notified. Town staff received two (2) statements of support and one (1) statement of opposition. Mr. Schmidt the town recommends approval of the request.

There was no discussion among the commission or the council.

Mayor Culbertson reopened the public hearing from the July 17, 2014 joint Town Council and Planning and Zoning Commission meeting held at Puster Elementary School. No comments were made.

Mayor Culbertson closed the public hearing.

There was no discussion among the commission.

Commissioner Friend made a motion to approve an ordinance rezoning and adopting a Framework Plan in order to apply the Urban Transition Sub-District standards and guidelines to the subject property. Commissioner VanNatta seconded the motion, and the motion was unanimously approved.

There was no discussion among the council.

Councilmember Lessner made a motion to approve an ordinance rezoning and adopting a Framework Plan in order to apply the Urban Transition Sub-District standards and guidelines to the subject property. Councilmember O'Reilly seconded the motion, and the motion was unanimously approved.

Mayor Culbertson thanked the Petefish family and other property owners for their support throughout the process. He also thanked members of town staff, Planning and Zoning Commission and Town Council for their time and effort.

Chairman Northcutt adjourned the Planning and Zoning Commission at 7:25 p.m.

Mayor Culbertson welcomed Alex, a Boy Scout, who was in attendance as part of earning a merit badge.

FEE SCHEDULE ORDINANCE AMENDMENT: Consider and take any necessary action on an ordinance amending the town's Fee Schedule, specifically, Appendix A, Article A3.000 (Miscellaneous Fees), in order to amend the fee schedule for planning and development application review within the Commercial Planned Development District (CPDD).

Mr. Schmidt stated the proposed fees are necessary in order to implement the Urban Design Officer review process. Mr. Schmidt stated there are four (4) development application types these fees would apply to: 1) Regulating Plan Review 2) Regulating Plan Amendment 3) Development Plan Review and 4) Development Plan Amendment within the CPDD. The Urban Design Officer fee is a variable fee. Mr. Schmidt stated two fees were added for Development Plan Review and Development Plan Amendment within the Planned Center district. These fees will be received by the town from the applicant at the conclusion of the application review process. Mr. Schmidt stated staff will present the council with a proposed service agreement with Townscape for Urban Design Officer services at the next meeting.

The council had a discussion regarding notification fees, major warrant fees and pass-through costs.

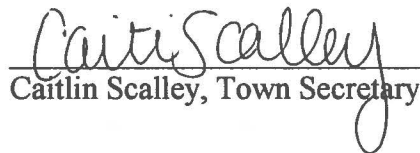
Councilmember O'Reilly made a motion to approve an ordinance amending the town's Fee Schedule in order to amend the fee schedule for planning and development application review within the CPDD. Councilmember Powell seconded the motion, and the motion was unanimously approved.

Mayor Culbertson adjourned the joint meeting at 7:37 p.m.



DARION CULBERTSON, MAYOR

ATTEST:



Caitlin Scalley, Town Secretary

