TOWN COUNCIL
AND THE
PLANNING AND ZONING COMMISSION,
SPECIAL JOINT
MEETING MINUTES
June 18, 2013

The Town Council and Planning and Zoning Commission met in special session on Tuesday, June 18, 2013 at 6:30 p.m. at 372 Town Place, Fairview, Texas. Those present were Mayor Darion Culbertson, Council Members Ron Samuels, Jim Cunningham, Frank O'Reilly, Paul Hendricks, Henry Lessner, and Mary Price; Planning and Zoning Commissioners present were Debbie Flood, Brad Northcutt, Renee Powell, Jim Rushing, and Pat Friend. Town Manager, Julie Couch; Town Engineer, James Chancellor; Economic Development Director, Ray Dunlap; Planning Manager, Ken Schmidt; Engineer in Training, Danielle Gregory; Town Attorney, Pete Eckert, and Town Secretary, Michelle Lewis Sirianni. Planning and Zoning Commissioner Ricardo Doi was absent.

Mayor Culbertson called the council meeting to order at 6:41 p.m. and declared a quorum was present.

Vice Chairman Northcutt called the Planning and Zoning Commission to order at 6:41 p.m. and declared a quorum was present.

Mayor Culbertson invited everyone to stand for the Pledge of Allegiance.

CONCEPT PLAN - HOTEL: Conduct a public hearing, consider, and take any necessary action on a request for approval of a Concept Plan for a proposed hotel development on an 8.480± acre tract of land that is zoned Commercial Planned Development District (CPDD), Zone K, and is generally located east of Convention Drive and north of Murray Farm Road, being Lot2R, Block A, of the Village at Fairview – North Addition.

Mr. Schmidt stated that the applicants for this Concept Plan are Ajay Desai and Sanjay Naik of Lowen Hospitality management, LLC. The project architect is David Powyszynski. The Concept Plan is to provide for a Marriot Residence Inn (extended stay) hotel. The subject property is 2.73± acres in size and is located next to the existing apartments in the commercial district. The proposed hotel is a six story structure comprised of 119 guest rooms and a gross floor area of 112,000 SF. The proposed hotel will include a pool, guest laundry area, a study with computer access, fitness center, meeting space, and a dining area. The dining area will not serve as a public restaurant, but will offer a complimentary breakfast, dinner, and social hour for guests. Mr. Schmidt added that the typical client will stay 5-7 nights, with some staying several months. If

approved, the project will proceed in 2016. Mr. Schmidt stated that this use is permitted by right in Zone K. Upon approval of the Concept Plan, the applicant obtains rights to move forward, and would be required to submit a Site Plan, which would require public hearings. Mr. Schmidt discussed the staff review of the proposed Concept Plan and there have been no concerns raised. However, the applicant has requested a variation request on the 90% masonry requirement. The building provides for 83% masonry coverage as submitted and the applicant is willing to provide for a metal material or another satisfactory non-masonry material in lieu of the stucco. Mr. Schmidt commented that most if not all of the existing adjacent development is well below this requirement, which was permitted at that time. Mr. Schmidt stated that staff has received no public feedback, and recommends approval.

Mr. Naik, applicant, stated that he believes this will be a great asset to the community. He added that their designs are similar to the Courtyard Marriot, but is an extended stay hotel. Mr. Naik stated that this hotel will complement the community.

Mayor Culbertson and Vice Chairman Northcutt opened the public hearing. No comments were made and the public hearing portion of the meeting was closed.

Vice Chairman Northcutt opened discussion to commission members.

Commissioner Friend questioned the the start date of 2016. Mr. Naik replied that they have a number of projects being developed and they are a small family business. He stated that the estimated time for completions allows time for them to handle the land contract, which has a timeframe and would rather project out so that they meet their expectations.

Commissioner Powell asked what the actual timeframe to build the hotel is. Mr. Naik replied it is normally twelve to sixteen months.

Commissioner Rushing stated he likes the location and asked if the height of the building is an issue for public safety vehicles. Mr. Schmidt replied that Assistant Fire Chief Bell has reviewed the plans and the trucks can accommodate the size of the structure.

Vice Chairman Northcutt asked why they chose the particular parcel to build on and if there were any water drainage concerns. Mr. Naik responded that in their opinion it is better to have an inside lot so that other entities can have a corner lot, which is more marketable. Mr. Chancellor stated in regards to the drainage, the water flows northeast and is designed to flow into the detention pond; therefore, are no concerns.

Commissioner Friend made a motion to approve a Concept Plan for a hotel with a variation request that provides for 83% masonry coverage. Commissioner Rushing seconded that motion and the motion was unanimously approved.

Mayor Culbertson opened discussion to council members.

Councilman Samuels asked if the access points affect the other parcel(s). Mr. Schmidt replied they will not affect the other parcels and will in turn help provide improvements for future development.

Councilman O'Reilly asked if there will be signage on the side fronting US 75. Mr. Naik replied yes there will be signage there.

Councilman Hendricks asked if there was sufficient parking for guests as well as staff. Mr. Naik replied that parking is more than sufficient and added that they build to Marriot specifications; therefore, they inspect their plans and standards.

Council discussed the stucco color of the building within the renderings and asked if there were other prototypes or preferences by the applicant. Mr. Naik responded that he likes neutral colors such as beige, but input and suggestions from the council is encouraged.

Councilman Hendricks made a motion to approve a Concept Plan for a hotel as submitted with the 83% masonry requirement. Councilwoman Price seconded that motion and the motion was unanimously approved.

The Planning and Zoning Commission adjourned at 7:21 p.m.

The council then adjourned into executive session at 7:23 p.m. to consult with legal counsel regarding pending or contemplated litigation, personnel, and economic development.

The council reconvened back into regular session at 8:24 p.m.

ECONOMIC DEVELOPMENT PROGRAM: Discuss and consider approving staff recommendations regarding an economic development program in the CPDD.

Councilman O'Reilly made a motion to authorize the town staff to negotiate and prepare agreements with the Lowen Hospitality Group in accordance with the terms negotiated by staff and previously reviewed by the council. Mayor Pro Tem Lessner seconded that motion and the motion was unanimously approved.

SALARY CLASSIFICATION PLAN: Discuss and consider approving the town's salary classification plan/benefits study and take any necessary action.

Matt Weatherly, Public Sector Personnel Consultants, presented to council their findings regarding the salary and benefits survey. Mr. Weatherly touched on the principal project components, tasks, and results of the classification process, as well as the methodology behind the salary survey and the implementation process. He touched briefly on the benefits survey and stated that the town is very competitive except in the area of premium cost for group health insurance. The other is the town's retirement. The town is currently at a 25 year retirement, while most others are at 20 years, which he understands the town has previously discussed changing this, and was awaiting their findings for confirmation.

Council discussed how and the timeframe for the implementation of the plan as well as discussed the tables provided by the consultant.

Councilwoman Price made a motion to approve the classification and compensation plan and authorize the Town Manager to proceed with the implementation of the plan. Councilman O'Reilly seconded that motion and the motion was unanimously approved.

UPDATING CPDD MASTER PLAN: Discuss the proposed request for qualifications for an update of the CPDD Master Plan, and the proposed process for review of submittals and take any necessary action.

Mrs. Couch stated that one of the goals that came out of the Council retreat as the need to update the town's CPDD Master Plan. A Request for Qualifications has been prepared by Mr. Schmidt and the document summarizes the discussions and concerns that were addressed at the council retreat. Mrs. Couch stated that staff is recommending establishing a process so that both staff and council are involved as well as any property owners. The staff will receive and conduct the initial review of all submittals. The council will appoint a subcommittee of three members who will work with staff to narrow the scope to one or two firms to interview with the full Council. The council will then interview the finalist(s) as recommended by the subcommittee and approve the contract that would be developed. Once a contract is approved, the Council can decide if the subcommittee has a continuing role in the completion of the project. Mrs. Couch stated that staff is recommending council consider approving the form of the RFQ and authorize staff to move forward with the project and to consider appointing three members to a subcommittee to work with staff on the RFQ selection process.

Councilman Samuels made a motion to approve the appointment of a subcommittee of which includes: Councilman Hendricks, O'Reilly, and Mayor Pro Tem Lessner, to work with staff on the RFQ selection process. Councilwoman Price seconded that motion and the motion was unanimously approved.

Councilman Samuels made a motion to authorize staff to move forward and approve the form of the RFQ. Mayor Pro Tem Lessner seconded that motion and the motion was unanimously approved.

STACY ROAD CONSTRUCTION: Discuss and consider authorizing the Town Manager to execute an agreement with Collin County for construction of Stacy Road and take any necessary action.

Mr. Chancellor stated that plans are now complete for the construction of the widening of Stacy Road from SH5 to FM 1378. The project is now set for December of 2014 with TxDOT waiting for utilities to be moved out of the way. The funding of the project includes a split between Collin County, the City of Allen, and the town. Fairview is only expected to cost share on the original middle section from SH5 to Angel Pkwy. This amount comes out to $650,000.00. The county will approve an ILA with TxDOT for the

entire $3,000,000 and Fairview would approve an ILA with Collin County for the $650,000. Mr. Chancellor stated to date, the town has entered into an agreement with TxDOT to participate in the right of way and obligated $89,000 for the Town's share. There was a partial trade off with the acquisition of some town owned property for the project. The town has paid a total of $26,160 plus the right of way dedication to TxDOT. Mr. Chancellor stated that the county is ready to finalize the costs for the local match and ready to proceed with the ILA.

Mayor Pro Tem Lessner asked if the plan was still only for four lanes. Mr. Chancellor replied yes it is.

Mayor Culbertson asked what the recommendation was in order to pay for these costs. Mrs. Couch responded that there were funds in the reserves but that the costs could be included in an upcoming debt issue for the next phase of road improvements and would recommend including these costs in that and reimburse at a later date.

The council discussed median openings along Stacy Road, the hike/bike trail on the north side, and if any pedestrian crossings would be done.

Councilman Cunningham expressed his difficulty in approving and the town providing additional funding. Councilman Cunningham commented on the history of this project from the plan not matching initially the town's Master Thoroughfare Plan to the City of Allen wanting to fund the whole project.

Council requested the Town Manager to have additional conversations expressing council concerns regarding the project funding with the County related to the purchase of excess right of way adjacent to Stacy Road.

No action taken.

Mayor Culbertson adjourned the meeting at 10:25 p.m.

DARION CULBERTSON, MAYOR

ATTEST:

Michelle Lewis Sirianni, Town Secretary

TOWN OF FAIRVIEW