

MINUTES
Thursday, February 23, 2017 Regular Meeting
Planning and Zoning Commission
City of Lago Vista

Commissioner Tara Griffin called the meeting to order at 7:03 P.M. in the Council Chambers, City Hall, 5803 Thunderbird St., Lago Vista, Texas. Members present were Tara Griffin, Chair, Jim Moss, Vice-Chair, Gary Zaleski, Tom Monahan, Richard Brown and Andy White. City Attorney Barbara Boulware-Wells, Council Member Ron Smith, Development Services Director David Harrell and Administrative Assistant Alice Drake were also present. Paul Smith was absent.

Citizen Comments for Non-Hearing Related Items

There were no citizen comments.

Consideration of Minutes:

A. January 26, 2017 Planning & Zoning Commission Regular Meeting

David Harrell announced that the meeting minutes for January 26, 2017 would be presented at the next meeting for the Commission's consideration since they were completed that day. He stated that there weren't any additional minutes on the agenda for consideration.

PUBLIC HEARING

1. **ZON-1068** - Recommendation of the Commission to the City Council regarding an Ordinance to amend the 2030 Lago Vista Comprehensive Plan in order to make a map change from high density residential to low density residential on the Future Land Use Plan (Map) (FLUP) for a lot located at 21211 Santa Monica Ave. (Highland Lakes Estates Section 30, Lot 30015A).
2. **ZON-1067** - Recommendation of the Commission to the City Council regarding an Ordinance to amend the 2030 Lago Vista Comprehensive Plan in order to make a text change to the document involving residential density standards.
3. **ZON-1069** – Recommendation of the Commission to the City Council regarding an Ordinance to add Chapter 15, Article 15.100 to the City Code regulating Comprehensive Plan Amendments.

ORDINANCE

1. Recommendation of an Ordinance to the City Council of the City of Lago Vista, Texas, amending Ordinance 16-05-05-02 which adopted the 2030 Lago Vista Comprehensive Plan in order to make a text change to the document involving residential density standards; providing a savings clause; providing a severability clause; and, providing an effective date.
2. Recommendation of an Ordinance to the City Council of the City of Lago Vista, Texas, amending Ordinance 16-05-05-02 which adopted the 2030 Lago Vista Comprehensive Plan in order to make a map change from high density residential to low density residential on the Future Land Use Plan (FLUP) for a lot located at 21211 Santa Monica Ave. (Highland Lakes Estates Section 30, Lot 30015A); providing a savings clause; providing a severability clause; and, providing an effective date.
3. Recommendation of an Ordinance to the City Council of the City of Lago Vista, Texas, to add Chapter 15, Article 15.100 to the City Code regulating Comprehensive Plan Amendments; providing a savings clause; providing a severability clause; and, providing an effective date.

David Harrell asked the Chair to take hearing items ZON-1068, ZON-1067 and ZON-1069 and their corresponding proposed Ordinances off the agenda due to changes that need to be made to them. He stated that once the required changes are made that they will be presented at another meeting.

On a motion by Tara Griffin, seconded by Jim Moss, the Commission unanimously voted to table ZON-1067, ZON-1068 and ZON-1069 until another meeting and approve the 200 foot re-notices for all three items.

BUSINESS ITEM

1. Update regarding Comprehensive Plan implementation.

David Harrell presented his staff report. David stated that this is one of three updates for the proposed Comprehensive Plan which covers the first fiscal year. David said that he will be going over twelve items that will start the first fiscal year. He noted that because these items will start the first fiscal year doesn't mean that they will end the first fiscal year. He stated that the diagram in the packet contains green, yellow and red information bars; the green bar indicates items completed, the yellow bar indicates items still in progress, and the red bar indicates items which have not progressed.

Tom Monahan asked David if the plan begins at the beginning of the fiscal year and not the date the plan was approved. David confirmed that this was the way that they were instructed to apply the standards. He stated that when the plan was approved they needed some time to implement the plan and since some items were budget related, it made sense to start it at the beginning of the fiscal year.

1. Updating Subdivision & Zoning Codes and Design Standard. David Harrell stated that the subdivision code was recently approved by the City Council. He reported that there will be new Sign Code changes also, which will be heard by the Building Committee and the City Council.
2. Apply and receive the designation for the Scenic City designation. David reported that this was a task for the City Manager and has been delayed for an upgrade in the City Code to receive a more favorable point standard to prepare for the designation.
3. Prioritize the area surrounding the Rusty Allen Airport for land acquisition and assembly. David stated that this is a long-term airport action plan item. He said that there is a long-term CIP which is 10 years and beyond. It consists of two five-year segments and 2026 and beyond segment associated with the actual plan itself. This is currently being implemented. He stated that they have bought the first lot at the airport, which is one of 15 land acquisitions within the plan.
4. Establish a taskforce to work towards an agreement with the POA to allow non-POA residents POA access. David reported that this is currently being worked on by the Parks and Recreation Advisory Committee. He said that he doesn't have much information about this but the next update should contain more information regarding the item.
5. Creation of the Parks and Recreation Board which contains members representing the City and the POA. David reported that this item is completed. He said the Board is assembled and working on the Parks & Recreation Master Plan, which addresses how to develop parkland (based on the Comprehensive Plan) and contains a plan for a trail system as well.

6. Begin acquisition of future park land and trail easements by working with developers to donate parkland or trail easements during the initial phases of development to ensure well-connected park and trails system. David stated that this is currently delayed at this time due to the Parks and Recreation Advisory Committee. However, they have completed the Parks & Recreation Master Plan, which will be an item coming up for the City Council in the future. He stated that once the City Council approves the plan, staff will be in place in the Public Works Department and in other areas to start implementation of the plan.
7. Develop a list/map of specific roads to be vacated and converted into trails, which allows maintenance efforts to be targeted toward the more traveled roadways. David stated that the Master Plan will cover this and that converting the roads into trails will entail land acquisition for those lots. He also said that the resources and funding for it will need to be obtained.
8. Develop a detailed sidewalk plan that indicates areas that are appropriate for retrofitting efforts. Allocate budget and identify incentives for retrofitting sidewalks in target locations. David stated that there will be an individual sidewalk plan that will be put together. He said it's a first year item that has been slightly delayed since the sidewalk plan has not been completed yet. He reported that they are currently working on ideas for the plan and the target areas will be sidewalks around the schools. He reported that they received an award from the Capital Area Metropolitan Planning Organization (CAMPO) last year for Safe Routes to Schools, which is a 70/30 Grant, which means that they pay 70 percent and we pay 30 percent of the construction cost along with 100 percent of the cost of construction plans. The plans for this are almost complete. He stated that the construction for the sidewalks should begin either late this calendar year or early next year. This will involve sidewalks on campus, a sidewalk going through the park across the street, and also a 6 foot sidewalk down Bar-K Ranch Road that goes down a mile to Frontier Cove.
9. Conduct a feasibility study for a multipurpose sports complex to identify the highest demand sports for Lago Vista. David stated that while not complete as an independent study, the Comprehensive Plan outlines the open parks and recreation sports elements and what to put in the systems as we get them. He reported that they have started a submittal to the State for a 50/50 Grant with the Texas Parks & Wildlife Department. He said that this grant involves providing \$500,000 in either cash or land and the State will provide \$500,000 for the creation of a park. He reported that the City will be using a land match for that, providing \$500,000 worth of land to receive the grant. He said that the Parks Plan Proposal through the Texas Parks and Wildlife Department included park space along FM 1431, at the entrance to the cedar breaks area, and will consist of 33 acres. He stated that the elements in the Comprehensive Plan were incorporated into the concept plan, and that they are working with our Grants Administrator who works with the Safe Routes to School Project and also Freese and Nichols engineers to come up with a plan for it. He reported that later on this year the State should be notifying the City if the grant has been awarded or not.
10. Meet with private capital partners to share the comprehensive plan efforts and promote nonresidential development. David reported that this item has been delayed and is scheduled to start the last quarter of the fiscal year. He stated that when the new City Manager comes in that this item may be revisited at that time.
11. Subscribe to a "text-blast" messaging program and use email listservs to reach a wider population. David stated that they have a new Communications and Marketing Manager with the City and the plan is to start this program during the third quarter of this year. He said that they will be utilizing a system to reach everyone in the City.

12. Compile a list of volunteer representatives from organizations within the City who are willing to convey information. David stated that this will be a task for the new Communications and Marketing Manager. He said that this task will be implemented later on this year.

Andy White asked David how many points it takes to obtain the Scenic City designation. David told him that he hasn't looked at it in a while but that there are set point categories with a limit that should be reached, but that he didn't remember how many points it requires.

Andy White asked if the 15 land acquisitions have been made for item number three. David responded that the land acquisitions have not been made and he based his number on the planned property acquisitions at the airport. He stated that the ballpark figure was based on the property located to the East and West of the entryway. He said that it was based on the study done by Parkhill, Smith and Cooper, through the Airport Action Plan, which was adopted the same way the Comprehensive Plan was adopted. Andy asked if there were any plans for Eminent Domain or seizure. David responded that they might have to do that in the future since they have acquired lot 15, which is Phase 1 and 2 across Rolling Hills Trail and will be the future taxiway for access to the single family lots that were zoned across the street.

Andy White asked about item number 4, if they have an acronym for the new Parks and Recreation Advisory Committee. David responded that it will be called PRAC, which is an independent advisory board, similar to the Library Advisory Board which meets once a month on the second Wednesday of the month. Andy asked David how he gets updates from the committee. David reported that PRAC worked with him and he gave his input for the new Parks and Recreation Plan. He stated that the City Manager was in charge of handling the plan. Andy asked if PRAC was working on item nine, the proposed multipurpose sports complex. David replied that PRAC may be expanding their role and might be working with item number nine. Andy and Tara asked if PRAC has been incorporated into the City's Ordinances. David stated that it's in Chapter 9 of the Code and it was the Administration's task to appoint an independent board to address some of the items in the Comprehensive Plan.

Tara Griffin spoke about her concerns regarding the roads in infrastructure, as well as water within the City. David added that the roads are being addressed through the City's Capital Improvement Program. He stated that the roads would probably be addressed when the new water treatment plant and the wastewater plant improvements are addressed. Tara asked why these items were not on the list. David responded that there are road related items in Year Two, but that they are just covering Year One items now. Tara asked why the roads were not put into Year One on the plan. David stated that the items were prioritized by the input received by Freese and Nichols. Tara stated that the items should be reprioritized to address the roads and infrastructure earlier in the plan.

The Commission discussed the Comprehensive Plan, sidewalks, curbs and gutters, roadways, and parkland. They also discussed the items to be delayed until the new City Manager is hired. They also discussed volunteer organizations, items on the Comprehensive Plan that may involve the Planning and Zoning Commission, the 33 acres of land for parkland and its acquisition and accessibility, connecting Tesserera with Sierra Trail and Surrey via parkland. They also discussed the matching parkland grant with the Texas Parks and Wildlife Department, CAMPO, and amending the Comprehensive Plan. The Commission discussed effluent issues for the parkland, City Codes that need revision and roads and infrastructure as a priority for the City. They discussed proposed items for Year Two of the Comprehensive Plan, Scenic City designation criteria and timeline, certification and infrastructure standards, and a road bond proposal for the November election. They discussed plans for a workshop to discuss proposed developments and scheduled a special meeting on March 16, 2017 for the workshop.

FUTURE AGENDA ITEMS

Tom Monahan suggested that an action plan should be established for affordable housing, as discussed in the Comprehensive Plan.

Richard Brown stated that he would like to work on a recommendation to the City Council.


Andy White suggested that whenever they have a zoning change, variance or special exception through the Planning and Zoning Commission, he would like to discuss setting up a waiver that is signed by the property owner so that they can have access to the property. David Harrell responded that this is one of the things that he is going to add, something like a waiver or a property owner's affidavit.

Tara Griffin stated that she and Gary would like name badges for the members of the Planning & Zoning Commission.

Ron Smith asked how often is the Master Plan revised and how involved will the Planning and Zoning Commission be in the future. Tara said that this should be a future agenda item.

ADJOURNMENT

On a motion by Tara Griffin, seconded by Andy White, the Commission voted unanimously to adjourn at 8:25 P.M.



Tara Griffin, Chair



Alice Drake, Development Services Admin. Assist.

On a motion by Tom Monahan, seconded by Andy white, the foregoing instrument was passed and approved this 30 Day of March, 2017.