



**AGENDA
CITY OF WINDCREST, TEXAS**

Master Plan Review Committee

March 20, 2014

6:30 P.M.

NOTICE IS HEREBY GIVEN THAT A MASTER PLAN REVIEW COMMITTEE MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 20th DAY OF MARCH 2014 STARTING AT 6:30 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COMMITTEE MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE MPRC RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF MARCH 20, 2014 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, MARCH 21, 2014 AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

IT IS ANTICIPATED THAT MEMBERS OF OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY ATTEND THE MEETING IN NUMBERS THAT MAY CONSTITUTE A QUORUM OF SUCH OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES, SO THAT NOTICE IS HEREBY GIVEN THAT THE MEETING IS ALSO A MEETING OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE. THE MEMBERS OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY PARTICIPATE IN DISCUSSIONS WHICH OCCUR AT THE MEETING, BUT NO ACTION WILL BE TAKEN BY THE OTHER BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE.

REQUEST ALL PAGERS AND CELL PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL. CITIZENS ARE ASKED TO REFRAIN FROM TALKING DURING COUNCIL PROCEEDINGS.

Meeting Chair: please remind each participant in your meeting that they must speak into a microphone; the recording is the Official Minutes of your meeting and all who speak must be recorded. All guest speakers and citizens to be heard must speak from podium. Please interrupt speakers during meeting if you recognize that they are not speaking into microphone and have them do so.

I. Call to Order

II. Opening (15 min)

1. Welcome – Pamela Dodson, MPRC Chair, Windcrest Mayor Pro Tem
2. Self Introductions
3. Review Meeting Purpose (orientation and getting organized), Agenda and Logistics
4. Questions for Clarification

III. Master Plan Review Committee (15 min)

1. Review Committee Membership, Purpose and Charge
2. Questions for Clarification

IV. Draft General Plan (15 min)

1. Review Plan Approach and Development
2. Review Draft Plan Document
3. Questions for Clarification

V. Proposed Citizen and Stakeholder Work Sessions (20 min)

1. Review Work Session Purpose, Focus, Format, Facilitator Role, MPRC Member Role and Schedule
2. Review Work Session Discussion Topics
3. Questions for Clarification

VI. Committee Work Program and Meeting Schedule (20 min)

1. Discuss and Agree on Committee Work Program and Meeting Schedule.

VII. Closure (5 minutes)

1. Next MPRC Meeting (purpose, date, time, location)
2. Closing Comments

VIII. Adjournment

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Master Plan Review Committee of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to the meeting on March 20, 2014.

By:  , City Secretary

In compliance with the Americans With Disabilities Act, the City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. The City of Windcrest will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact Kelly Rodriguez, City Secretary, at 210-655-0022 ext. 2150 or Fax 210-655-8776.

I certify that the attached notice and agenda of items to be considered by the Master Plan Review Committee was removed by me from the City Hall bulletin board on the ____ March, 2014.

_____ Title: _____

City of Windcrest – General Plan Background Information

General Plan Approach

The proposed general plan is substantially different from the last master plan effort in Windcrest. First, the current plan describes a vision and articulates principles, areas of focus, goals and policies to achieve that vision over time; rather than employing graphics to depict what a future community should look like. Second, rather than relying on outside professionals to do the work, the current effort engages the mayor, city council, planning and zoning commission, plan review committee and citizens and stakeholders to collaboratively develop the general plan.

General Plan Development Process

During 2013 the Windcrest Planning and Zoning Commission developed the current draft general plan. In March 2014 City Council appointed and charged a Master Plan Review Committee (MPRC) to solicit input from citizens and stakeholders and to oversee refinements to the draft general plan.

General Plan Elements

The draft general plan lays out policies to guide both short- and long-term decisions about Windcrest's development. The draft plan contains the following elements:

- introduction and purpose
- vision statement
- guiding principles
- areas of focus
- goals and policies

Schedule for Citizen and Stakeholder Work Sessions

Conduct three identical, facilitated work sessions for citizens and stakeholders at the Windcrest City Hall Council Chambers, as follows:

Wednesday, April 16, 2014, 6:00 p.m. – 7:45 p.m.

Thursday, April 17, 2014, 6:00 p.m. – 7:45 p.m.

Saturday, April 19, 2014, 9:30 a.m. – 12:15 p.m.

Work Sessions Follow-Up

The Master Plan Review Committee will use the results from the three work sessions to revise the draft general plan. The revised draft plan will be reviewed and recommended for approval by the Planning and Zoning Commission and then approved by the City Council; in each case public hearings will be conducted to seek input from citizens and stakeholders. This process will occur over the coming months with the eventual adoption of the general plan expected during summer 2014.

City of Windcrest – General Plan
Master Plan Review Committee (MPRC)
Committee Purpose, Charge, Role, Program and Schedule

Committee Purpose: To review, revise and expand the draft general plan.

Committee Charge: -obtain input from citizens and stakeholders about the draft general plan
-use citizen and stakeholder input to revise and expand the draft general plan
-provide recommendations on the general plan to the Planning and Zoning Commission

Committee Role at Citizen and Stakeholder Work Sessions:

The MPRC is the convener of the work sessions for citizens and stakeholders. Each MPRC member should attend and actively participate in one of the work sessions. This will give committee members valuable first-hand experience rather than simply relying on work session written reports.

Suggested Committee Work Program

- attend and participate at citizen and stakeholder work sessions
- carefully review and consider work session results/reports
- use input from citizens and stakeholders to make revisions to the draft general plan
- refine and expand the draft general plan:
 - policies and activities/tasks
 - suggestions for general plan implementation
- finalize and agree on a recommended general plan document
- provide any supplemental recommendations to the Planning and Zoning Commission

Committee Schedule

Schedule and conduct necessary committee work sessions during May and June to complete its assigned tasks.

City of Windcrest – General Plan

Key Elements of Draft General Plan

Vision

The City of Windcrest promotes a high quality of life, balancing neighborhood stability, economic opportunity and responsible growth.

Guiding Principles

- preserve, protect and enhance the integrity, economic viability and livability of Windcrest's neighborhoods
- promote economic diversity and jobs creation
- encourage a balance of new development and redevelopment
- support the implementation of the Parks and Recreation Open Space Master Plan, adopted on July 25, 2012 (Resolution 2012-385R)
- provide an environment for positive community input and collaboration in attaining the Master Plan Goals and Policies

Areas of Focus

- growth management
- economic development
- community identity

Goals

Growth Management

Utilize City resources and authority to manage growth and development.

Economic Development

Promote a business-government relationship that addresses the need of businesses to operate in a positive and mutually beneficial environment.

Community Identity

Plan, locate and maintain infrastructure, utilities and facilities to aid and maintain a safe, healthy and sustainable environment for community activity.

City of Windcrest – General Plan
Citizen and Stakeholder Work Sessions
April 16, 17, and 19, 2014
Windcrest City Hall Council Chambers

Draft Work Session Overview

Convener:	City of Windcrest Master Plan Review Committee (MPRC)
Purpose:	To obtain considered and informed input about Windcrest's draft general plan.
Focus:	Key Elements of Draft General Plan
Format:	An organized and facilitate work session to inform and engage participants.
Product:	Participant suggestions about the draft general plan and its implementation.

Draft Work Session Agenda

Opening (10 minutes)

Welcome

Review Work Session Purpose, Focus, Format, Resources, Agenda and Logistics

Stage Setting (10 minutes)

Review Background Information

Draft General Plan (45 minutes)

Table/Group Roles

Discussion and Identification of Suggested Changes

Review Table/Group Suggestions

Priorities for Plan Implementation (35 minutes)

Discussion and Identification of Priorities

Review Table/Group Priorities

Closure (5 minutes)

Next Steps

For Information, Please Contact: (need staff name and contact info)

Adjourn