



**AGENDA
CITY OF WINDCREST, TEXAS
PLANNING AND ZONING COMMISSION MEETING**

February 6, 2014

6:00 P.M.

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE WINDCREST PLANNING AND ZONING COMMISSION WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 6TH DAY OF FEBRUARY 2014 STARTING AT 6:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COMMISSION MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE PLANNING AND ZONING COMMISSION RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF FEBRUARY 6, 2014 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, FEBRUARY 7, 2014 AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

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

Ordinance No. 618 (09/20/10), Repealing Ordinance No. 593

At all City Council, City Commission or City Board meetings, the agenda shall include a "citizens to be heard" item. It is suggested that Citizens wishing to speak during this item sign in on the sign up roster prior to the meeting. During "citizens to be heard" comments, each individual may speak on an agenda item or any other matter affecting the city. In addition to the "citizens to be heard" portion of meetings, a person may make comments on agenda items prior to the vote on the agenda item. A member of the public will have a total of six (6) minutes to be heard during a City Council, City Commission or City Board Meeting. This does not include any responses from the body. The six (6) minutes time limit authorized herein may not be transferred to another speaker in whole or in part. The presiding Officer or his/her designee will assign a Time Keeper to each meeting. The Time Keeper will maintain strict compliance of the six (6) minute rule, stopping speakers who exceed the allotted time. As authorized by Section 551.042 of the Texas Government Code, the Presiding Officer may direct a City Official to make: a statement of specific factual information in

response to an inquiry made by a member of the public or of the City Council, or; a recitation of existing policy in response to an inquiry made by a member of the public or the City Council. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any question posed by a Citizen, Council Member, Board Member or Commission Member for which an answer is not available at a meeting shall be answered by a member of the staff or Presiding Officer at the next regular meeting of the Body, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

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. Presentation

1. The Planning and Zoning Commission will receive a presentation from Weitzman Group concerning the Frost building and subdivision.
(Ref: 01.16.14 Joint SCC/WEDC Meeting
http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1169 00:03:28)
2. The Planning and Zoning Commission will receive a presentation regarding the City Council action for implementation of the Master Plan process and overview of role of the Planning and Zoning Commission and proposed timetable. (Att. 1)

III. Discuss and Act

1. The Planning and Zoning Commission will consider approval or disapproval of a preliminary plat for Lots 1 and 2, Block 114, Windcrest Unit 28, City of Windcrest, Bexar County, Texas.

IV. General Announcements & Future Agenda Items Requested

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

IV. Adjournment

The Planning and Zoning Commission reserves the right to retire into executive session whenever it is considered necessary and legally justified under the Texas Government Code, Subchapter D, Sections 551.071 et. seq. including, but not limited to, consultation with attorney, real property,

prospective gifts, personnel matters, exclusion of witness, security devices, and economic development matters.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Planning and Zoning Commission 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 February 6, 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 Planning & Zoning Commission 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 Planning and Zoning Commission was removed by me from the City Hall bulletin board on the ____ February, 2014.

____ Title: _____



WINDCREST TEXAS

January 6, 2014

SUBJECT: Master Plan Process

1. BACKGROUND/HISTORY

A Master Plan is the only public document that describes the community as a whole. It is a policy statement that outlines long term goals and a guide to short term decisions. It provides an assessment of the community needs and can be a blueprint for the community's physical development. The Master Plan is a public document adopted by government with full input from the community and is continually adopted as conditions change..

The City of Windcrest currently does not have an approved Master Plan. A Draft Conceptual Plan was developed in 2007 but not adopted.

The City of Windcrest is now re-examining the need to plan comprehensively for the future and has tasked the Planning and Zoning Commission with implementing this task.

2. FINDINGS/CURRENT ACTIVITY

On June 20, 2013 the Planning and Zoning Commission met to discuss the Comprehensive Planning Process and develop a work program for completion. During that Workshop, the Commissioners heard about the various types of Master Plans adopted by communities. They discussed the need for simplicity in approach and the flexibility in having the Master Plan grow with the City and its goals. They decided to use the General Plan concept as its model.

The General Plan outlines the scope of the community Vision with goals, objectives, and basic maps. Attachment 1 is provided for consideration as a first draft of the Windcrest General Plan to be used as a blueprint for preparation. The Draft presented is based on input by the Commission made in workshops over the Summer, 2013.

The contents of the General Plan are as follows:

- 1) **Vision**—how do we see Windcrest in the future?
- 2) **Guiding Principles**—our values and philosophy for insuring that the City grows in the manner agreed upon by the community through their participation.
- 3) The Draft General Plan provides for three major **Goals** agreed upon by the Commission-- Growth Management, Economic Development and Community Identity.

- 4) Each Goal in turn has a series of **Policies** that must be implemented for achieving that Goal.
- 5) Along with the Policies, a detailed **Action Plan/Task** statement for implementation must be prepared.

These will be the guiding tenets for staff as approved by the City Council and budgeted for future work programs as the General Plan is carried out over time.

3. FINAL IMPACT

The Commission has approved the Draft General Plan outline and concept and forwards it to City Council for community review and preparation.

ACTION/RECOMMENDATION

- 1) On November 18, the Draft General Plan (Attachment 1) was forwarded to City Council for preliminary review.
At that time, it was agreed that the Windcrest community go forward with the process.
- 2) The City Council shall establish a Master Plan Review Committee (MPRC) made up of Windcrest community residents and business owners to further develop the Policies and related Action Plan components.
 - a) As appointees of the City Council, the MPRC may comprise residents from several areas of the City representing a variety of neighborhoods, businesses and other stakeholders.
 - b) The MPRC may also have representatives from key boards and Commissions.
 - c) The Committee may also contain a roster of alternate members available for participation, to assure continuity during the process.
 - d) It shall be the responsibility of each Committee member to communicate with their constituencies as the Planning process goes forward.
 - e) The MPRC should be of a number that fully represents the Windcrest community.
 - f) In the initial phase, the MPRC may hold a community workshop(s) to promote full input of ideas and opportunities.
 - g) The MRPC will then hold a series of public meetings to insure that the Draft meets the intent and spirit of the Windcrest Vision.
 - h) The MPRC shall meet regularly with the Planning and Zoning Commission to report its progress.
- 3) The Committee will report its findings to the Commission. The Commission will hold public hearings on the final draft as presented by the MPRC.
- 4) At such time it will then be forwarded to City Council for adoption after community meetings and Public hearings are held to insure all opportunities for input.

The roles and responsibilities of the Committee as well as a proposed timeline are outlined in Attachment 2. It is anticipated that the process will be completed by mid-year 2014.

GENERAL PLAN

ATTACHMENT 1

WINDCREST

INTRODUCTION

Every city is different. Each a mixture of old and new homes, shopping centers, markets, shaded walkable streets, and busy commercial corridors. Whatever the combination, it is still a collection of people. People with different tastes, interests and resources who have settled in that special geographic area because they found employment, schools for their children or a place to retire.

What makes it a community and differentiates itself from other places is its economic condition, culture and its history. These factors and more affect the nature of a community. However, the one pivotal factor that makes a difference is the extent to which the community has guided the use and development of its environment through a Master Plan.

A Master Plan helps a community effect its growth and development. As a balance, it can be an important tool to prevent degradation of resources, maintain the commercial and economic base, provide good public facilities or improve housing stock and infrastructure.

PURPOSE

The Master Plan is the only public document that describes the community as a whole in terms of its complex and mutually supporting networks.

As a policy statement of long-term goals, it provides both a broad long-term perspective and a guide to short-term community decisions.

A Master Plan is prepared and implemented with an eye to:

- Influence and manage the development of the community;
- Coordinate public and private investment;
- Minimize conflict between land uses;
- Increase both the benefits and cost-effectiveness of public investment;

GENERAL PLAN

- Forecast and ensure that infrastructure and community facilities are established in advance of demand and located to best serve the community.

Master plans provide the basis for rational decision making but do not replace the decision-making process, nor take the place of the City's codes and other ordinances in establishing regulations. In applying such regulations, consideration should be given to the principles, goals and policies of the Master Plan.

The Master Plan is intended to provide guidance in the evaluation of future decisions on land use, infrastructure improvements, transportation and other issues. In addition, ordinances proposed and considered after the Master Plan adoption should be consistent with the relevant goals and policies contained in the Plan. If an ordinance establishing or modifying rules or regulations is being considered contrary to the goals and policies of the Plan, either the Plan should be reviewed and amended prior to the adoption of the ordinance, or it should clearly state those circumstances that necessitate its conflict with the Plan.

Community planning is a continuous and dynamic process. It helps the community achieve goals important to its citizens and the community at large. Over time, these goals will likely change. At that time the community must again review where they have been, how they got there and what has changed and where they want to go next.

The Planning and Zoning Commission should perform an annual review of the Master Plan principles, goals and policies and forward recommendations for amendments to the Plan to the City Council. The Commission should also prepare an annual report on development and planning activities. The report should indicate changes in current trends and appropriate laws and regulations, include recommendations for changes to the Master Plan's implementation and evaluate the City's progress.

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 July 25, 2012 (Resolution 2012-385 R).
- Provide an environment for the positive community input and collaboration in attaining the Master Plan Goals and Policies.

Realizing both the Vision and Guiding Principles require clear attainable Goals that address basic issues for Windcrest. Policies for attaining the goals must direct the City's planning and implementation strategies.

The key is to create goals and policies that Windcrest can use to measure its progress in fulfilling the vision for the future.

These goals and policies are dynamic. It is important that the entire community, citizens and organizations continue to share their ideas regarding the future.

GENERAL PLAN

GOALS AND POLICIES

Growth Management: Utilize City resources and authority to manage growth and development.

Policy 1-Conduct a review of city codes, ordinances and the Master Plan and revise all outdated, conflicting or ineffective requirements and definitions.

Activity/Task 1

Activity/Task 2

Activity/Task 3 etc....

Policy 2-Develop a process for responding to projected change.

Policy 3-Develop, implement and annually update a comprehensive five-year Capital Improvements Plan that sets priorities for specific projects.

Policy 4-Minimize the negative impact and maximize the benefit from development located outside and adjacent to Windcrest.

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

Policy 1-Recognize and support the efforts of the Windcrest Economic Development Corporation.

Policy 2-Encourage economic diversity and jobs creation compatible with the quality of life values of Windcrest.

Policy 3-Create an environment of entrepreneurship, productivity and innovation in Windcrest that promotes business start-up and growth.

Policy 4-Take advantage of the proximity of Windcrest to both information technology and large military posts/bases as magnets for growth.

GENERAL PLAN

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

Policy 1-Locate police, fire, and code compliance facilities to provide effective service and support the efforts of volunteer services on the community behalf of safety and security.

Policy 2-Ensure that components of the Windcrest Parks and Recreation Open Space Master Plan are supported for implementation.

Policy 3-Provide and encourage transportation options that emphasize convenience, safety, environmental quality and efficiency.

Policy 4-Provide safe, attractive, well-maintained neighborhoods for all residents.

ATTACHMENT 2

ROLE OF CITIZEN COMMITTEE

Reaching consensus on goals, policies, objectives, strategies and tasks for adoption is an intensive, time-consuming and at times, controversial process. Through public discussion, the proposed Goals and related elements are analyzed, tested and verified.

People will differ in their opinions and it is important for the community to spell out its objectives/policies. These provide the criteria by which the community measures its progress and success in meeting its goals. They help the community to evaluate how well it has accomplished them.

As differences of opinion arise it is imperative they all be given consideration. They will cause further and deeper reexamination of the Goals and Policies/Objectives to assure that they meet the community's values and Vision.

As the Master Planning Process goes forward, this process of questioning, discussion and resolution will lead to a commitment to the Goals. The entire City of Windcrest will acknowledge its full participatory role in the Plan's preparation and its implementation.

ROLE OF CITIZEN COMMITTEE: **DUTIES**

Duty of Care

Act in good faith for the best interests of the Community

Act reasonably, competently and prudently

Duty of Loyalty

Put interests of Windcrest above all else

No self-dealing; No self-interest

Duty of Obedience

Obligation to advance Mission for preparing Master Plan

Duty to act ethically and consistent with Mission

ROLE OF CITIZEN COMMITTEE: **MAJOR RESPONSIBILITIES**

Define the Character of the Community

- Establish, disseminate and steward the Mission

- Preserve the autonomy of the elected and appointed officials and their roles

- Engage with community at all levels

Provide Effective Leadership

- Support the Master Planning Process established

- Promote the Master Plan

Chart a course for the Future

- Set major direction for the Master Plan preparation

- Develop a strategy to meet the requirements set out by the City Council

- Eg., Outreach/education methods, timing, budget...

ROLE OF CITIZEN COMMITTEE: **SETTING DIRECTION**

Strategic Leadership: Community Engagement

Where are we now?

How did we get here?

Where do we want to be in 5-10 years?

How do we meet the challenges?

Does the way we operate help to meet our Goals?

How do we invest in our future?

How do we maximize what we have now?

How do we inspire and invite the Possibilities?!

ROLE OF CITIZEN COMMITTEE: **COMPOSITION**

1. As appointees of the City Council the Committee may comprise residents from several areas of the City representing a variety of neighborhoods, businesses and other stakeholders.
2. The committee may also have representatives from key Boards and Commissions.
3. The committee may also have a roster of alternates available for participation, to assure continuity during the process.
4. It shall be the responsibility of each member to communicate with their constituencies as the Planning process goes forward and encourage their participation.
5. The committee should be of a number that fully represents the Windcrest community.

ROLE OF CITIZEN COMMITTEE: **MEMBERSHIP**

The Committee shall be comprised of:

Two City Council members—One of which will act as Chair

Two members of the Economic Development Council

One member of the Parks Advisory Board

Two members representing neighborhood/resident interests

Two members representing commercial/business interests

Member of Planning and Zoning Commission (acts as oversight and non-voting)

Technical Advisory members including:

TXDOT

NEISD

SA Economic Development Foundation (which will include all utilities)

Bexar County Economic Development Office (which will include all
County services)

ROLE OF CITIZEN COMMITTEE: **OUTREACH/INPUT**

In the initial phase, the Committee may hold a community workshop(s) to promote full input of ideas and opportunities.

The Committee will then hold a series of public meetings to insure that the Draft meets the intent and spirit of the Windcrest Vision.

The committee shall utilize all methods of technological opportunities as well as traditional measures to assure maximum participation at all sessions.

The Committee shall meet regularly with the Planning and Zoning Commission to report its progress.

ROLE OF CITIZEN COMMITTEE: **APPROVAL PROCESS**

The Committee will report its findings to the Planning and Zoning Commission. The Commission will hold public hearings on the final draft as presented.

At such time it will then be forwarded to City Council for adoption after community meetings and public hearings are held to insure all opportunities for input.

IMPLEMENTATION

Once adopted, the Master Plan will be used as a guideline for scheduling future projects and programs with related budgetary and policy considerations.

It will be reconsidered for updates as directed by the City Council.

ROLE OF CITIZEN COMMITTEE: **SCHEDULE****

JANUARY, 2014

January 6—City Council approves process and appoints Committee

Mid-January—Committee convenes and develops work program

Week of January 27—Committee hosts community meetings to gather input

FEBRUARY

Week of February 3—Committee hosts community meetings to gather input

Week of February 10—Update presented to Planning and Zoning Commission

Week of February 17-28—Committee convenes to prepare DRAFT Plan outline

MARCH

Week of March 3—Presentation of update to Planning and Zoning Commission
and public hearing schedule for PZ and City Council

Schedule: continued

Week of March 24—First Public hearing for Planning and Zoning commission

APRIL

Week of April 7—Second PZ public hearing

Week of April 21—First City Council public hearing

MAY

Week of May 5—Second City Council Public Hearing and approval

****TENTATIVE SCHEDULE BASED ON COMMUNITY INPUT, AVAILABILITY AND LEGAL POSTING REQUIREMENTS.**



ORDINANCE NO. 2014-707 (O)

**AN ORDINANCE AUTHORIZING COMMENCEMENT OF THE
WINDCREST MASTER PLAN DEVELOPMENT PROCESS
AND APPOINTMENT OF A MASTER PLAN REVIEW
COMMITTEE.**

WHEREAS, Section 23.703 of the City Code of the City of Windcrest provides for the function and duty of the Planning and Zoning Commission to develop and recommend a comprehensive plan for the City; and

WHEREAS, the Commission has met and developed a DRAFT General Plan Concept for review by the City Council; and

WHEREAS, based on review and discussion on November 18, 2013, the City Council refined the DRAFT General Plan Concept purpose and direction and forwarded it to staff to prepare the process for community engagement; and

WHEREAS, a Master Plan Review Committee will be appointed by the City Council to provide oversight and insure community participation; and

WHEREAS, the Planning and Zoning Commission is charged with the responsibility of direction and review for the Plan as it evolves.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF WINDCREST:**

SECTION 1. City Council approves the following appointments:

City Council— (who will serve as Chair)

City Council—

Economic Development Council—

Economic Development Council—

Member of Parks Commission—

Representative of Resident/Neighborhood—
Representative of Resident/Neighborhood—
Representative of Commercial/Business—
Representative of Commercial/Business—
Member of Planning and Zoning Commission

Technical Advisory Members:

TXDOT

NEISD

San Antonio Economic Development Foundation (will include all utilities and related agencies)

Bexar County Economic Development (includes all County services)

The Planning and Zoning Commission member will be non-voting.

The City Council will appoint the vice-chair.

SECTION 2. The Master Plan Review Committee will follow the process outlined in Attachment 1 and Attachment 2 of the City Council memorandum approved on January 6, 2014.

SECTION 3. The Master Plan Review Committee will serve until the Master Plan is approved by the City Council.

PASSED AND APPROVED, on the _____ day of _____, 2014 at a regular meeting of the City Council of the City of Windcrest, Texas which meeting was held in compliance with the Open Meetings Act, Tex. Gov't Code, §551.001, et.seq. at which meeting a quorum was present and voting.

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brenan, City Attorney