WINDCREST
TEXAS

AGENDA
CITY OF WINDCREST, TEXAS
PLANNING AND ZONING COMMISSION MEETING

September 05, 2013

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 05TH DAY OF SEPTEMBER 2013 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 SEPTEMBER 5, 2013 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, SEPTEMBER 6, 2013 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. Oath of Office

1. Rainbeau Presti and Majie Takas the newly appointed Commission Members of the Planning and Zoning Commission will be sworn in.

III. Discuss and Act

1. The Planning and Zoning Commission will review, discuss and may recommend action for an ordinance amending Chapter 23 of the Code of Ordinances to create a new "B-3" business district zoning designation. (Att. 1)

2. The Planning and Zoning Commission will review the proposed Draft of the General Plan outlining the Vision, Guiding Principles, Goals and Objectives for the Windcrest master plan development.. (Att. 2)

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.

V. 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 September 5, 2013.

By: Kelly Rodriguez **, 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 ____ September, 2013.

_____ Title: _____

WINDCREST
TEXAS

ORDINANCE NO. 2013-*(O)**

AN ORDINANCE AMENDING CHAPTER 23 OF THE CODE OF ORDINANCES OF THE CITY OF WINDCREST, TEXAS TO CREATE A NEW "B-3" BUSINESS DISTRICT

WHEREAS, the City of Windcrest desires to create a new "B-3" Business District zoning category in accordance with Chapter 211 of the Texas Local Government Code; and

WHEREAS, these regulations are established for the purposes of promoting health and the general welfare; and

WHEREAS, the Planning and Zoning Commission, after a public meeting was held by it on July 11, 2013, recommended that Chapter 23 of the City Code of the City of Windcrest be amended by the City Council of the City of Windcrest; and,

WHEREAS, the City Council at a public meeting held by it on ____, 2013 received said recommendation from the Planning and Zoning Commission and, after considering said recommendation and hearing the proponents and opponents to said recommendation, is of the opinion that such regulations be adopted.

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

Section 1. That, Chapter 23, Zoning, Subchapter 23.1400 Parks and Other Areas for Public Use, of the Code of Ordinances of the City of Windcrest, Texas is hereby repealed.

Section 2. That, Chapter 23, Zoning, Subchapter 23.1400, "B-3" BUSINESS DISTRICT, is hereby adopted as follows:

"The following regulations shall apply to the "B-3" Business District:

23.1401 Use Regulations

A building or premises shall be used for the following purposes:

1. Any use permitted in the "B-2" Business District;

2. Certain Business Park uses not requiring City Council approval (wholesaling; research and development and laboratory);

3. Specific Business Park uses to be designated as B-3CC which require City Council approval (manufacturing; processing; fabrication; assembly; testing; repair; servicing; storage; warehousing; construction equipment rental, sales, service and outdoor storage; displaying or distribution of goods, materials or products);

4. Grocery stores; and

5. Uses may be combined vertically, in the same building, or horizontally in multiple buildings, or through a combination of the two.

23.1402 Height Regulations

No building or structure shall exceed sixty-five (65) feet in height.

23.1403 Yard Regulations

The yard regulations for "B-2" shall apply.

23.1404 Intensity of Use

There are no minimum lot area or lot width requirements.

23.1405 Parking Regulations

1. For parking regulations in the "B-3" District and Business Park uses, the parking regulations and table of off street parking requirements for the "B-1" District shall apply.

23.1406 Minimum Area Requirement

A "B-3" Business District shall consist of a minimum of forty (40) contiguous acres, which may include multiple tracts that are either abutting or separated by a manmade or natural feature (e.g. street, railroad line, river, or right of way).

23.1407 Screening of Refuse Areas

All commercial establishments shall screen areas wherein garbage containers and other refuse are stored with a permanent type masonry or wooden enclosure on all sides exposed to public view with a concrete base and apron.

23.1408 Platted Lots

Platted lots used for commercial purposes may contain one (1) or more main buildings.

23.1409 Areas for Public Use

A reasonable percentage of any property zoned "B-3" Business District shall be set aside for use as a community playground and recreational area."

That, in the event any provision of this Ordinance is held to be invalid, it is the intention of the City Council that this Ordinance be of no force and effect whatsoever. That, this Ordinance shall become effective immediately upon its passage.

PASSED AND APPROVED, on the ____ day of _____ 2013 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

APPOVED:

_____
Michael S. Brenan, City Attorney

WINDCREST
TEXAS

September 5, 2013

SUBJECT: Draft General Plan Workshop

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..Attached for the Commission's consideration is a first draft of the Windcrest General Plan.

The contents of the General Plan are as follows:

Vision—how do we see Windcrest in the future?
Guiding Principles—our values and philosophy for insuring that the City grows in the manner agreed upon by the community through their participation.

The Draft General Plan provides for three major Goals agreed upon by the Commission--
Growth Management, Economic Development and Community Identity.

Each Goal in turn has a series of Policies that must be implemented for achieving that Goal. Along with the Policies, a detailed ActionPlan/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

It is anticipated that once the Draft General Plan outline and concept is approved by the Commijssion it will be forwarded to City Council for review.

ACTION OPTIONS/RECOMMENDATION

It is recommended that upon approval by the Commission, the Draft General Plan is forwarded to City Council for preliminary review. At such time, the City Council shall establish a General Plan Review Committee made up of Windcrest community residents and business owners to further develop the Policies and related Action Plan components. The Committee will report its findings to the Commission and then forward to City Council for adoption after community meetings and Public hearings are held to insure all opportunities for input.

GENERAL PLAN

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 affect 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;

- 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.

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.

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.

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.