



**AGENDA
CITY OF WINDCREST, TEXAS**

Master Plan Review Committee

May 07, 2014

6:00 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 07th DAY OF MAY 2014 STARTING AT 6:00 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 MAY 07, 2014 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, MAY 08, 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

1. Welcome – Pamela Dodson, MPRC Chair, Windcrest Mayor Pro Tem
2. Introduction of Master Plan Review Committee Members

III. Master Plan Review Committee

1. Overview of committee assignments

IV. Draft General Plan (15 min)

1. Review of Community Workshops
2. Presentation of Outcomes
3. Discussion and development of draft components
4. Update of Original Draft

V. Closure (5 minutes)

1. Schedule next work session

VI. 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 May 07, 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 ____ day of May, 2014.

____ Title: _____

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;

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.

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-Provide 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.

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

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

Areas of Focus

- a. growth management
- b. economic development
- c. community identity

Goals

A. Growth Management

Utilize City resources and authority to manage growth and development.

B. Economic Development

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

C. Community Identity

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

NOTE: Lettering has been added as an item reference aid for the work sessions.

City of Windcrest – General Plan
Master Plan Review Committee
Citizen and Stakeholder Work Session

Wednesday, April 16, 2014

6:05 p.m. – 7:29 p.m.

Windcrest City Hall Council Chambers

Work Session Notes

22 citizens/stakeholders participated in this work session

Draft General Plan

Suggested changes to key elements of the draft general plan.

Table One

Vision

- balanced neighborhoods – growth, stability, high quality for families, change of life

Guiding Principles

- security – police, fire
- infrastructure
- job creation
- growth of city to fit needs/requirements of vision
- parks and recreation
- new development

Areas of Focus

- town homes
- shops, businesses – EDC
- streets, water
- codes/ordinances

Goals

- improve water supply
- safer city
- traffic control
- cameras in park

Table Three

Vision

- high quality of life
- responsible growth

Guiding Principles

- build important and lasting relationships with adjoining entities that impact Windcrest

Draft General Plan

Suggested changes to key elements of the draft general plan.

Table Three (continued)

Areas of Focus

-o.k., no comments

Goals

(a.) transformation (traffic)

(b.) with responsible business/

(c.) preservation of homes – pride

Table Four

Vision

-acceptable

Guiding Principles

(a.) improve, recruit

(b.) essential to (a.)

(c.) support existing development

(d.) too specific

(e.) acceptable

Areas of Focus

-o.k.

Goals

(b.) appropriate businesses

(c.) to match our demographics

Table Six

Vision

-question on economic opportunity

Guiding Principles

(b.) not city government role

Areas of Focus

(b.) does it belong here, how is it different from goals

Goals

(b.) one more time – change “development” to “promoting business friendly environment”

Plan Implementation

Where should the community place emphasis to implement the plan over the next several years?

Table One

-city government codes/regulations

-security

-infrastructure, water supply

Plan Implementation

Where should the community place emphasis to implement the plan over the next several years?

Table Three

- safety
- improve golf course area lighting
- improve Walzem Road
- community unity
- emergency education

Table Four

- infrastructure (roads, sewer, water mains, parks)
- specific guidelines for enforcement of master plan
- economic development
- communication

Table Six

- water – amount available and infrastructure
- recycle program
- revise codes

City of Windcrest – General Plan
Master Plan Review Committee
Citizen and Stakeholder Work Session

Thursday, April 17, 2014
6:09 p.m. – 7:27 p.m.
Windcrest City Hall Council Chambers

Work Session Notes

16 citizens/stakeholders participated in this work session

Draft General Plan

Suggested changes to key elements of the draft general plan.

Table One

Vision

- define quality of life and responsible growth

Guiding Principles

- combine b. and c., moving economic viability down
- delete “positive” in e.

Areas of Focus

- combine a. and b.
- change c. to “community built environment”

Goals

- combine a. and b.
- change c to “community build environment”
- define “sustainable”

Table Three

Vision

- building neighborhood stability vague (what does this mean?)
- responsible growing right business to Windcrest
- making sure infrastructure can support growth of business

Guiding Principles

- livability – please consider promoting advancement of school system within guiding principles

Areas of Focus

- c. community identity – continue support of Christmas Light Up

Goals

- Windcrest needs to gain control of utilities for timely repairs
- doesn't address beautifying neighborhoods

Draft General Plan

Suggested changes to key elements of draft general plan.

Table Five

Vision

- no changes

Guiding Principles

- e. provide an environment for positive community input and collaboration in attaining the City Master Plan Goals and Policies

Areas of Focus

- d. city water management

Goals

- add – water management collaboration with external stakeholders to achieve the master plan for the city’s vision

Table Eight

Vision

- safety
- beautification of city
- improve quality of schools

Guiding Principles

- b. empty buildings
- b. tax breaks to attract new small businesses to create new jobs
- d. community garden
- d. park next to Office Max
- d. what is Parks and Recreation Open Space Master Plan (clarify)

Areas of Focus

- a. do not annex undesirable areas
- b. tax breaks for small business
- b. attract more businesses to support Rackspace (subcontractors)
- c. Christmas Light Up, attract more residents, give theme at end of year instead of mid-year

Goals

- create environment to attract younger, professional families
- keep water district

Plan Implementation

Where should the community place emphasis to implement the plan over the next several years?

Table One

1. long-term additional plans for the “built environment”
2. infrastructure (long-term and short-term)
3. economic development (long-term and short-term)
4. water plans (procurement and conservation)

Plan Implementation

Where should the community place emphasis to implement the plan over the next several years?

Table Three

1. public education improvements
2. review, revise and enforce codes and zoning
3. emphasis on infrastructure to support community
4. do economic development

Table Five

1. economic development
2. code enforcement
3. infrastructure . . . roads
4. focus attention on water concerns

Table Eight

1. school improvements
2. improve communication between city hall and citizens, including light up time
3. fix sidewalks, roads and beautify city
4. attract new small businesses, desirable businesses

City of Windcrest – General Plan
Master Plan Review Committee
Citizen and Stakeholder Work Session

Saturday, April 19, 2014
9:39 a.m. – 11:01 a.m.
Windcrest City Hall Council Chambers

Work Session Notes

10 citizens/stakeholders participated in this work session

Draft General Plan

Suggested changes to key elements of the draft general plan.

Table Six

Vision

- “viable” economic growth

Guiding Principles

- c. responsible business development that improves quality of life and does not have a negative impact

Areas of Focus

- o.k.

Goals

- a. add citizen input

Table Seven

Vision

- is good as stated

Guiding Principles

- should be identified in detail: preserve; protect; enhance: structural/ethical; integrity?
- move “support the implementation of Parks and Recreation Open Space Master Plan”

Areas of Focus

- redefine identity

Goals

- what are we going to do with growth management, economic development and community identity
- what are the timelines from start to finish
- how do we maintain these goals, and do we have an alternative plan

Draft General Plan

Suggested changes to key elements of the draft general plan (continued).

Table Eight

Vision

- put emphasis on young family living

Guiding Principles

- a. clarify integrity
- d. emphasize walking trails in city

Areas of Focus

- o.k.

Goals

- c. add: for safety and healthiness of residents continuous sidewalks

Plan Implementation

Where should the community place emphasis to implement the plan over the next several years?

Table Six

- protection
- governance
- additional plans
- infrastructure

Table Seven

1. community support infrastructure
2. city governance: noise ordinance needs to be improved
3. protection

Table Eight

- protect and enhance the physical environment
- review and enforce city codes, regulations policies and procedures
- community support infrastructure
- where important, put/apply funds to accomplish

City of Windcrest – General Plan
Master Plan Review Committee
Citizen and Stakeholder Work Sessions
April 16, 17 and 19, 2014

Suggestions for MPRC by Work Session Facilitator

These suggestions for the MPRC are based on the facilitator's observations, what he heard work session participants talk about and a review of work session material and results.

Overall, the suggested changes to key elements of the draft plan: seek clarification of certain terms; offer very few appropriate ideas or concepts to include; but, mainly offer details that are best considered for inclusion as policies or activities/tasks under plan goals. The priorities for implementing the plan show a high degree of agreement for the top 3-4 general areas, e.g., economic/business development, infrastructure, code revision and enforcement, etc.

General Suggestions for Revising the Draft General Plan

- for consistency and clarity, decide if the document is to be called a general plan or a master plan and stick with one term
- the committee as it does its work, might use, as a reference, copies of the "pink sheet" handout from the work sessions (to aid the committee's understanding of the work session notes)
- clarify what is meant by the terms vision, guiding principles, areas of focus, goals and policies, i.e., provide and use operational definitions or a glossary of terms
- add a section to the plan document which talks about plan implementation; describing in general how Windcrest intends to make the plan happen over time and laying out the recommended next steps once the plan has been adopted (see work session notes)

Vision

- many organizations use both a mission statement and a vision statement; and typically a mission statement describes why an organization exists or its essential purpose, while a vision statement describes a picture of future success
- the current draft vision statement mixes the two (it reads/sounds more like a mission statement)
- if the statement remains the same, then it may be useful to have a brief paragraph to clarify key terms in the statement itself, e.g., "balancing," "responsible growth," etc.
- overall, the vision statement should describe a clear and concise picture of what Windcrest seeks to be (what citizens and stakeholders value about Windcrest and what the community should look like and feel like at some point in the future)
- the vision statement should articulate the picture of future success, not how to achieve it (the "how" is articulated in goals, policies, activities/tasks, etc.)

Guiding Principles

- briefly explain what is meant by guiding principles and their intended use in the context of the plan, for example: are the guiding principles values to be held by the community; are they to be long term policies as a guide for the future; or are they the keystone/foundation for Windcrest's future?
- the currently listed fourth guiding principle doesn't seem to fit with the others (and it is specifically mentioned as Policy 2 under the Community Identity goal in the current draft plan)

Areas of Focus

- to aid review of the key elements at the work sessions, "areas of focus" were added and used
- if they are to be used in the plan itself, they might be explained or defined by saying "where the community should, in general, focus its attention, efforts and resources to achieve its vision over time"
- decide if additional areas of focus are needed (see work session notes)

Goals

- decide if additional goals are needed (see work session notes)
- use policies and activities/tasks to both clarify and add specificity to goals
- decide if activities/tasks are to be added to each policy (see work session notes)