



City of Rowlett
Joint Work Session Minutes
City Council
Planning and Zoning Commission

4000 Main Street
P.O. Box 99
Rowlett, TX 75030-0099
www.rowlett.com

City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6109 or write PO Box 99, Rowlett, Texas, 75030-0099, at least 48 hours in advance of the meeting.

Tuesday, August 31, 2010

6:00 P.M.

Municipal Building – 4000 Main Street

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

1. CALL TO ORDER

1A. City Council

Mayor Pro Tem Gottel called the meeting to order at 6:00 p.m. All Councilmembers were present, with the exception of Mayor Harper who was not in attendance.

1B. Planning and Zoning Commission

Chairman Rick Sheffield called the meeting to order at 6:01 p.m. All Commissioners and Alternates were present, with the exception of Commissioner Charles Alexander who was not in attendance.

2. WORK SESSION ITEMS

2A. Presentation on the Dallas Area Rapid Transit Traction Power Sub Station

Erin Jones, Planning Manager, provided background information by stating that DART anticipates the completion of the rail to Rowlett by 2012. Ms. Jones also stated that to power the trains, DART will need Traction Power Sub Stations and that DART's analysis determined that they will need four Traction Power Sub Stations (TPSS) to power the trains along the four and a half mile expansion from Garland to Rowlett. Ms. Jones stated that two of these stations will be located in Rowlett, with site number three being on Dexham Road and site number four on Coyle Street. Ms. Jones provided examples of current DART TPSS sites, and stated that the main difference between the example and the proposed TPSS building in Rowlett is that the TPSS in Rowlett will have significantly more landscaping to help screen the building from view. Ms. Jones continued with the background stating that due to the sensitive nature of the equipment associated with the TPSS sites, they cannot sit in storage for any length of time and they must be connected immediately upon

the City recovers all of its costs, and from a customer service stand point, the new fee is responsive to the concerns voiced by citizens and small business owners.

Council member Patrick Jackson asked how many minor CUP's or SUP's applications staff receives. Ms. Jones stated that in the calendar year of 2010 staff has received eight, though the number fluctuates. She further stated that if council approves changes to allow medical office uses in commercial zoning without a CUP, the number of CUP's might come down.

Commissioner Chris Cigainero asked if the same amount of work would be required for a one acre tract of land versus 20 acres. Ms. Jones stated that typically the type of uses associated with a 20 acre parcel would not be considered a minor CUP or SUP.

Commissioner Karl Crawley asked if staff was going to create a definition of a Minor CUP/SUP. Ms. Jones stated that the definition that staff has been using internally would be the formal definition.

Commissioner Rick Sheffield stated that from a vision perspective he agrees with the customer service aspect of the proposal. Planning and Zoning Commission Alternate Karl Crawley stated that he feel the commission spends more time apologizing to the citizens for requiring them to pay the higher cost, than discussion of the actual CUP. Commissioner Greg Landry asked if residents would still be required to file separate applicants for different issues on the same property. Ms. Jones stated that she believed that would stay separate because the CUP reflects a use, however, the lower cost should make the process more manageable for property owners.

Council member Doug Phillips asked if the time frame for a minor permit would change or would it stay at about a month. Ms. Jones stated that because of the public hearings, the time frame for a minor permit would not be able to change. She added that if the City changes the approved uses in certain districts that might help the small business community.

Council member Phillips asked if the City can issue conditional Certificate of Occupancy for businesses while it reviews the CUP. Ms. Jones stated that issuing a conditional Certificate of Occupancy prior to approval of the CUP is a complicated matter. Lynda Humble, City Manager, stated that doing that would put staff in a very difficult position.

Mayor Pro Tem Gottel asked what Ms. Jones is looking for from the joint session. Ms. Jones stated that she is seeking a consensus from the Council as it is her intent to put this item on the next Master Fee Schedule amendment. Mayor Pro Tem Gottel stated that he believed there was an overall consensus that this type of amendment could be supported.

2C. Discussion of Incidental Uses specifically as it relates to outside vending machines and other similar uses.

Erin Jones, Planning Manager provided background information on the item. She stated that in July of 2009, the Planning and Zoning Commission approved a Conditional Use Permit for a Redbox DVD vending machine to be placed outside of the Walgreens located at Lakeview Parkway. A CUP was required because the former Director of Planning had interpreted the Redbox machine to be outdoor sales, and a CUP is required for outdoor sales in the C-2 zoning district. Ms. Jones stated staff had not received any similar request before so staff went with the strictest interpretation possible. However since 2009 similar uses have become common place through the metroplex. Ms. Jones also stated that in July 2009, Rowlett had several machines in the city, though they were

Commissioner Rick Sheffield asked what staff's basis for determining approval is if the City went with option two and considered Redbox machines incidental accessory uses. Ms. Humble stated that she believes there are some aesthetic issues that Councilmembers and the Commissioners have issues with that the code does not address. Commissioner Sheffield stated he agrees with the City Manager.

Commissioner Landry asked if there is a way to have the Planning and Zoning commission still make the decisions without the public hearing and lengthy process.

Commissioner Crawley asked if there was a way for the incidental accessory uses to be allowed if it met certain conditions without going before the commission. But if they do not meet the conditions, they can still go before the commission for approval.

Ms. Humble asked Councilmember Kilgore what would make him say no if a similar item came before the Commission. Councilmember Kilgore summarized that he does not believe the City can write an ordinance that will fully protect against all unforeseen issues so it is best to keep it as a discretionary approval. He further stated that he believes looking at each outdoor sales use on a case by case basis, as in option one, is the right choice.

Ms. Humble stated that the development code is not written for the code enforcement. And that both options fail to fix the problem of aesthetics.

Mayor Pro Tem Gottel asked if Council should give a list of pre-approved incidental accessory uses that would not be required to go through the CUP process. Chairman Rick Sheffield stated that providing pre-approved incidental accessory uses to staff would be more practical than having the same uses apply for a CUP over and over again.

Mayor Pro Tem Gottel asked if staff could examine the issue further. Ms. Humble agreed.

2D. Discuss the Comprehensive Plan Update

Marc Kurbansade, Planner II, presented this item. Mr. Kurbansade stated that the purpose of the Comprehensive Plan is to provide a measure of predictability and clarity for all the stakeholders involved. He stated that the Comprehensive Plan also provides a vision for the City. The plan has not been updated since 2001 and with the development of the PGBT, DART's Blue line extension, and other significant changes in the community, an update is necessary. He stated that the City issued a Request for Qualification, (RFQ) on August 16th, 2010, and that the city has received a lot of interest from consulting firms. Mr. Kurbansade stated that RFQ's are due September 9th.

Mr. Kurbansade described the Comprehensive plan as a roadmap to achieve what the community wants. He stated that the plan needs to have measurable goals and that the plan should further identify areas for development and redevelopment. Mr. Kurbansade stressed that the City should strive to incorporate all the voices of the City. He stated that the visioning process should help lay the foundation for citizen participation as the community endeavors to guide the overall goals of the City. Whichever consultant is selected, they need to work to get as much citizen participation as possible. He stated that the visioning process can be as important as the plan itself and if there is good citizen participation, then the City can use that

Commissioner Chris Cigainero expressed his interested in the scenario planning and also suggested examining other cities around the area for successful developments and failed developments. Alternate Kittrell suggested adding questionnaires to the water bills to gather resident's opinions. Mayor Pro Tem Gattel suggested public forums to gather resident opinions. Ms. Humble stated that through public meetings, the citizens would be engaged and educated; thereby enabling them to provide a more informed opinion.

Mayor Pro Tem Gattel stated that there appears to be consensus that the Council and Commission is looking for a wide variety of public involvement to gather opinions from citizens who have not necessarily expressed their opinions to the City before.

Commissioner Landry stated that he agreed with Commissioner Cigainero that the city should look at other communities around the Metroplex for successful developments and that the plan should provide a good guide to tell developers, what will and will not be acceptable in Rowlett. Mayor Pro Tem Gattel stated that he believes as long as the city has a plan or vision, they will be able to find the right developer.

Councilmen Kilgore and Vice-Chairman Peebles both mentioned that the City should look at North Texas 2050 plans and other areas around the country but keep in mind Rowlett is unique and what works in one city may not work in Rowlett.

Mayor Pro Tem Gattel stressed the PTA idea as an innovative method for receiving public input and engage the public.

Ms. Humble also stated that when the process of public input begins that all the Commissioners and Councilmembers should reach out to the community to gather public input as they all have different contacts throughout the community.

3. ADJOURNMENT

3A. Planning and Zoning Commission
Commissioner Rick Sheffield adjourned the meeting at 7:39 p.m.

3B. City Council
Mayor Pro Tem Gattel adjourned the meeting at 7:40 p.m.



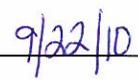
Planning and Zoning Commission Chairman



Planning Secretary



Date



Date