



**NOTICE OF SPECIAL JOINT MEETING AGENDA
LANCASTER CITY COUNCIL AND LANCASTER
PLANNING & ZONING COMMISSION**

**LANCASTER RECREATION CENTER, GRAND HALL
1700 SOUTH VETERANS MEMORIAL PARKWAY
LANCASTER, TX 75134**



Monday, October 07, 2013 - 7:00 PM

CALL TO ORDER

Mayor Knight for City Council

Planning and Zoning Commission Chair for Planning and Zoning Commission

1. Receive and discuss a presentation from Jacobs Engineering Group [Planning Consultant] regarding the City's Comprehensive Land Use Plan; consider a resolution accepting the Market Analysis Study from the Planning Consultant as part of the Comprehensive Land Use Plan update.
2. Discuss and consider a resolution establishing a Comprehensive Plan Advisory Committee for making recommendations regarding the Comprehensive Land Use Plan.
3. Discuss and consider appointments to the City of Lancaster Comprehensive Plan Advisory Committee.

ADJOURN

EXECUTIVE SESSION: The Council reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the TEXAS GOVERNMENT CODE to seek legal advice concerning such subject.

ACCESSIBILITY STATEMENT: The Municipal Center is wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on October 4, 2013 @ 9:00 a.m. and copies thereof were hand delivered to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.

Dolle K. Dawne

Dolle K. Dawne, TRMC
City Secretary

LANCASTER CITY COUNCIL

Agenda Communication

October 7, 2013

Item 1

Receive and discuss a presentation from Jacobs Engineering Group [Planning Consultant] regarding the City's Comprehensive Land Use Plan; consider a resolution accepting the Market Analysis Study from the Planning Consultant as part of the Comprehensive Land Use Plan update.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Quality Development

Background

At the August 12, 2013 meeting, City Council approved a resolution authorizing the award of a contract to Jacobs Engineering Group, Inc. to provide an update to the City of Lancaster's Comprehensive Land Use Plan. The updated Comprehensive Plan is to identify community goals and objectives while also adding pertinent elements from existing plans and community input to make the plan comprehensive in scope. This Comprehensive Plan is meant to be the "umbrella" document guiding most aspects of the City's development and growth.

Considerations

- **Operational** –The consultants were tasked with gathering initial data to present the State of the City Market Analysis. The study team reviewed existing conditions, current market information, background data and previous studies to provide a high level of understanding of the City of Lancaster in terms of existing conditions, opportunities and constraints. The Jacobs team also gathered additional data from outside sources that reflect the socioeconomic, psychographic and market trends of the larger trade area that Lancaster is a part of. The consultant team will present their findings and discuss strategic opportunity areas within the City.

Representatives from the Jacobs Engineering Group, Inc. team will give a presentation.

- **Financial** – This study has been budgeted and funded over two fiscal years 2013 and 2014 budget.
- **Legal** – The City Attorney has prepared the resolution to adopt the Market Analysis. The City Attorney reserves the right to advise Council during an Executive Session if needed.

- **Public Information** – The presentation and accompanying resolution is being considered at a special joint meeting with the Planning and Zoning Commission posted in accordance with the Texas Open Meetings Act.

Recommendation

Staff recommends Council accept the presentation and approve the resolution as presented.

Attachments

- Resolution
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Submitted by:

Opal Mauldin Robertson, City Manager

Rona Stringfellow, Managing Director of Public Works and Development Services

Surupa Sen, Senior Planner

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS ACCEPTING A MARKET ANALYSIS STUDY FROM ITS PLANNING CONSULTANT AS PART OF THE COMPREHENSIVE LAND USE PLAN UPDATE; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lancaster, Texas has hired a consulting firm of Jacobs Engineering Group, INC to begin and assist in the process of updating and adopting a new comprehensive land use plan for the City of Lancaster; and

WHEREAS, Jacobs Engineering Group has provided a market analysis to receive background data and prior studies to assist in establishing conditions, opportunities and constraints of the City's future land use plane; and

WHEREAS, the consultant has gathered additional data from outside sources to reflect the social economic and psychographic and market trends within the area as it relates to the City of Lancaster as part of its future development; and

WHEREAS, the consultant has prevented such findings and discussed such strategy opportunities in assisting in the process of establishing a comprehensive land use plan for the City of Lancaster, Texas; and

WHEREAS, such analysis was presented to the City Council of the City of Lancaster, Texas and the City desires to accept the results of such test in helping and assisting in ultimately adopting a comprehensive land use plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS;

Section 1. That the state of the City of Lancaster market analysis presented at a joint meeting of the Lancaster Planning and Zoning Commission and the City Council is hereby accepted by the City Council as a guide and source of data upon which to consider future amendments and/or adoption of the amended comprehensive land use plan.

Section 2. That should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

Section 3. This Resolution shall become effective immediately from and after its passage, as the law and charter in such cases provide.

DULY PASSED AND APPROVED by the City Council of the City of Lancaster, Texas
on this 7th day of October, 2013.

APPROVED:

MARCUS E. KNIGHT, MAYOR

ATTEST:

DOLLE K. DOWNE, CITY SECRETARY

APPROVED AS TO FORM:

ROBERT E. HAGER, CITY ATTORNEY
(REH/mpm)

LANCASTER CITY COUNCIL

Agenda Communication

October 7, 2013

Item 2

Discuss and consider a resolution establishing a Comprehensive Plan Advisory Committee for making recommendations regarding the Comprehensive Land Use Plan.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Quality Development

Background

At the August 12, 2013 meeting City Council approved a Resolution authorizing award of a bid to appoint Jacobs Engineering Group, Inc. to provide an update to the City of Lancaster Comprehensive Land Use Plan. A component of the update is to appoint a Comprehensive Plan Advisory Committee. This is the companion item to the presentation on the "State of the City" in initiating the community outreach.

The Comprehensive Plan Advisory Committee will serve as a review, and input body for the Comprehensive Plan throughout the planning process. Discussions with this advisory committee will focus on the community's existing and potential future portfolio of assets. These discussions will assist the Jacobs Team and the community with a framework for community-wide discussions related to the City's future vision.

Considerations

- **Operational** – As part of the Scope of Services for the Comprehensive Plan Update, the Consultants are developing a Public Involvement Plan with assistance from city staff. Residents, property owners, business leaders and other stakeholders in Lancaster must be contributors to the update of the Comprehensive Plan if they are to support its vision and the many projects, programs and investments that will carry it out. It is essential to structure a package of public engagement techniques that achieves four objectives: gives stakeholders multiple choices for participation; engages potential participants through timely and engaging communications; assures stakeholders that their input has been heard and considered; and, produces results that are useful to the City as they inform the plan.

Forming an Advisory Committee to guide the plan update process is very important to the success of the public involvement. The Jacobs Team will meet with the Advisory Committee at key points during the planning process to discuss key issues related to the development of the Comprehensive Plan. Each Councilperson is being asked to appoint a member to this Advisory Committee. The Advisory Committee will be comprised of

approximately 15-20 stakeholders from within the City of Lancaster. In addition to the individuals appointed by Council, representatives will include the following: a) School District Superintendent or his designee; b) a Chamber representative; c) a long term resident or town elder; d) CEO of the Lancaster Medical Center; e) a representative from the Industrial community; f) a representative from the business community; e) a historic district and/or downtown property owner; f) a member of the Planning and Zoning Commission, and g) two members of the City Council.

- **Financial** – This study has been budgeted and funded over two Fiscal Years, FY 2013 and FY 2014 budget.
- **Legal** – The City Attorney has prepared the resolution.
- **Public Information** – This item is being considered at a special joint meeting with the Planning and Zoning Commission posted in accordance with the Texas Open Meetings Act.

Recommendation

Staff is recommending that the Mayor and each City Council member appoint one member each (total seven members) for the Comprehensive Plan Advisory Committee.

Staff is recommending Councilmember Carol Strain-Burk and Councilmember Marco Mejia to be the City Council representatives. Councilmember Strain-Burk has been a long standing member of the community, an advocate for the historic district and a strong proponent of new urbanism planning and land use activities within the city. Councilmember Marco Mejia is also a long-standing member of the community and local business owner. His pragmatic approach to business, development, and finances will serve this advisory committee well in evaluating and providing a business owner perspective on market trends.

Council authorize the City Manager to accept appointments of representatives from the following areas: a) School District Superintendent or his designee; b) a Chamber representative; c) a long term resident or town elder; d) CEO of the Lancaster Medical Center; e) a representative from the Industrial community; f) a representative from the business community; and e) a historic district and/or downtown property owner.

Attachments

- Resolution

Submitted by:

Opal Mauldin Robertson, City Manager
Rona Stringfellow, Managing Director of Public Works and Development Services
Surupa Sen, Senior Planner

CITY OF LANCASTER, TEXAS

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS ESTABLISHING A COMPREHENSIVE PLAN ADVISORY COMMITTEE FOR MAKING RECOMMENDATIONS REGARDING A COMPREHENSIVE LAND USE PLAN; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lancaster, Texas has previously determined to undertake a unqualified review of its land use plan; and

WHEREAS, a need for community involvement in addition to the required reviews has been recommended by the City's consultants; and

WHEREAS, the City Council has determined that it is in the best interest of the City to involve citizens in such an advisory committee; and

WHEREAS, the City Council desires to establish such committee for the purposes of conducting the review as recommended by the City's consultants.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS;

Section 1. That a Comprehensive Plan Advisory Committee of a minimum of seventeen (17) person(s) is hereby established as ad hoc committee to perform such periodic review of the elements of the comprehensive planning process and to conduct such public meetings to receive community comment regarding the future land use plan.

Section 2. The Comprehensive Plan Advisory Committee of a minimum of seventeen (17) person(s) shall be appointed by the city council, as follows:

- a. Seven (7) citizens;
- b. Two (2) current councilmembers;
- c. School District Superintendent or his designee;
- d. Chamber representative;
- e. Long term resident or town elder;
- f. Chief Executive Officer of the Lancaster Medical Center;
- g. Representative from the Industrial Community;
- h. Representative from the Business Community;
- i. Historic district and/or downtown property owner;
- j. Member of the Planning and Zoning Commission; and
- k. Three (3) to Five (5) additional land use stakeholders.

Section 3. That following appointment of the seven (7) citizens by councilmembers and the (2) councilmembers, the City Council hereby delegates to the City Manager, based upon recommendations of the Planning Consultant, the remaining eleven (11) to thirteen (13) appointments.

Section 4. That should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

Section 5. This Resolution shall become effective immediately from and after its passage, as the law and charter in such cases provide.

DULY PASSED AND APPROVED by the City Council of the City of Lancaster, Texas on this 7th day of October, 2013.

APPROVED:

MARCUS E. KNIGHT, MAYOR

ATTEST:

DOLLE K. DOWNE, CITY SECRETARY

APPROVED AS TO FORM:

ROBERT E. HAGER, CITY ATTORNEY
(REH/mpm)

LANCASTER CITY COUNCIL

Agenda Communication

October 7, 2013

Item 3

Discuss and consider appointments to the City of Lancaster Comprehensive Plan Advisory Committee.

This request supports the City Council 2013-2014 Policy Agenda.

Goal: Quality Development

Background

This is a companion item to the resolution establishing the Comprehensive Plan Advisory Committee. Following adoption of the resolution, City Council may appoint members to the Comprehensive Advisory Committee.

Considerations

The Comprehensive Plan Advisory Committee serves as a review, input and directional ad hoc committee for the update of the Comprehensive Plan. The Committee works closely with the Jacobs Group to facilitate stakeholders' input.

Each Councilmember may appoint the citizen of their choice from their district and the Mayor may make an appointment at-large for a total of seven appointees to the Comprehensive Plan Advisory Committee. In addition, Council may appoint two current councilmembers to serve on the committee.

The remaining appointments to the Comprehensive Plan Advisory Committee are delegated to the City Manager for appointment based upon recommendations of the Jacobs Group as outlined in the resolution. This appointment process provides maximum flexibility to ensure that all stakeholders are represented on the committee.

Recommendation

Staff recommends that the Mayor and each Councilmember appoint one person (seven members) to the Comprehensive Plan Advisory Committee.

Staff recommends Councilmember Carol Strain-Burk and Councilmember Marco Mejia be appointed as the City Council representatives. Councilmember Strain-Burk has been a long standing member of the community, an advocate for the historic district and a strong proponent for new urbanism planning and land use activities within the city. Councilmember Marco Mejia is also a long standing member of the community and local business owner. His

pragmatic approach to business, development, and finances will serve the Advisory Committee well in evaluating and providing a business owner perspective on market trends.

Submitted by:

Opal Mauldin Robertson, City Manager

Rona Stringfellow, Managing Director of Public Works and development Services