

## **CITY COUNCIL OF THE CITY OF SACHSE**

### **WORKSHOP MEETING MINUTES**

**November 16, 2015**

The City Council of the City of Sachse held a workshop meeting on Monday, November 16, 2015 at 6:30 p.m. at Sachse City Hall, 3815-B Sachse Road, Sachse, Texas. Those present were Mayor Mike Felix, Mayor Pro Tem Brett Franks, Council Members Charlie Ross, Paul Watkins, Bill Adams, Jeff Bickerstaff, and Cullen King. City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; and Community Development Director, Dusty McAfee.

Mayor Felix called the meeting to order at 6:31 p.m.

#### **DISCUSSION OF COMPREHENSIVE PLAN:**

Mr. McAfee presented Council an outline of comprehensive planning, the process and roles of participants, the current plan versus the current situation, and next steps.

Mr. McAfee highlighted that a Comprehensive Plan is regulated by state law, is filed with the state, provides a legal foundation for regulations and policies, provides a shared vision, includes public participation, acts as a policy guide, provides a blue print for growth and development, is evolutionary, explores long range sustainability, requires City Council approval, and typically has an advisory committee.

The Plan allows for community engagement through social media, attendance at special events, HOA meetings, etc. Mr. McAfee commented that the community engagement component is labor and time intensive, but provides an opportunity to reach out to the entire community.

The planning consultant will offer an unbiased view of the community, professional engagement, have experience in similar situations, a proven methodology for plan development and citizen participation, and have experienced and diversified staff to address specific elements of the Comprehensive Plan.

The City staff will be the principal point of contact throughout the process and serve as a liaison between the consultant, City Council, and the advisory committee. Staff will coordinate and attend meetings, review drafts and recommendations, and use the adopted plan in on-going recommendations.

The advisory committee will provide input and discussion from a wide variety of interests, usually includes representatives from boards and commission, will meet with consultant team to review and comment on drafts, recommends the Plan to the Planning and Zoning Commission, and are appointed by City Council.

The Planning and Zoning Commission reviews and considers all the elements of the draft Plan, recommends adoption of the Plan to City Council, uses the Plan when evaluating zoning and development proposals, and recommends updates as needed.

The City Council will review and consider all the elements of the draft Plan, adopt the Plan, use the Plan to consider zoning and development proposals, implement the action steps as appropriate, and consider proposed updates to the Plan if or when needed through a public hearing process.

Mr. McAfee explained that using the Plan will provide a framework for land use decisions, should be a reflection on the community, should not “sit on the shelf” aids staff when meeting with developers, guides decisions for CIP, budget and growth management, and is an on-going process that should be updated on a regular basis.

Mr. McAfee stated that although there are a palette of options to choose from when doing an update, staff is recommending the following items to consider: the Thoroughfare Plan, the Parks Facilities Plan, the Corridor Plan (SH 78), Programs, the Future Land Use Plan (FLUP), the Master Trails Plan, Financial Forecasts, Visioning Exercises, and Commercial Design Standards.

The next steps would include Council direction regarding moving forward and on the elements to include within the Plan. The staff will return with a project scope and budget at the December 7 Council meeting depending on Council direction. This would require a budget amendment and cost estimate would depend on the scope. Staff would like to remain flexible, but prefers a nine to twelve month timeline to complete.

Mrs. Nash stated that moving forward the staff will be defining the project scope, budget amendment, RFP, consultant selection, appointing an advisory committee, and ultimately kick off the project. Mrs. Nash stated that the RFP will be done such as a cafeteria list, where the plan options will be listed so that bids will be done so that it provides an economy of scale and various price points to be considered.

The Council discussed the projected cost of the update, the size of the advisory committee, how the scope is defined, and the value of getting the community involved. The Council requested that more information be brought back on the Programs option.

No action was taken.

**ADJOURNMENT:** At 7:22 p.m. Mayor Felix adjourned the meeting.

  
MIKE FELIX, MAYOR

ATTEST:

  
Michelle Lewis Sirianni, City Secretary

