



**CITY OF FAIR OAKS RANCH**  
**AGENDA – CITY COUNCIL and PLANNING AND ZONING COMMISSION**  
**SPECIAL CALLED JOINT MEETING**

November 8, 2018; 6:30 PM  
City Hall Council Chambers  
7286 Dietz Elkhorn, Fair Oaks Ranch

**I. OPEN MEETING**

- A. Roll Call – Declaration of a Quorum
- B. Pledge of Allegiance

**II. PURPOSE OF THE JOINT WORKSHOP.**

- A. Conduct a City Council and Planning & Zoning Commission joint workshop led by Gap Strategies (Planning Consultant) regarding the Unified Development Code (UDC).

**III. ADJOURNMENT**

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Signature of Agenda Approval:

I, Christina Picioccio, City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the city's website [www.fairoaksranchtx.org](http://www.fairoaksranchtx.org), both places being convenient and readily accessible to the general public at all times. Said Notice was posted by 5:00 PM, November 5, 2018 and remained so posted continuously for at least 72 hours before said meeting was convened.

The Fair Oaks Ranch City Hall is wheelchair accessible at the side entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary's office at (210) 698-0900. Braille is not available. The City Council reserves the right to convene into Executive Session at any time regarding an issue on the agenda for which it is legally permissible; pursuant to *Texas Government Code* Chapter 551. Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).



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**CITY COUNCIL & PLANNING AND ZONING COMMISSION**  
**CONSIDERATION ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**November 8, 2018**

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AGENDA TOPIC: Conduct a City Council and Planning & Zoning Commission joint workshop regarding the Unified Development Code (UDC).

DATE: November 8, 2018

DEPARTMENT: Administration

PRESENTED BY: City Manager and Gap Strategies

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**INTRODUCTION/BACKGROUND:**

In late 2016, the City engaged a planning team, led by Gap Strategies, to develop a series of planning tools: an update to the 2007 comprehensive plan, a Zoning Ordinance and maps, and an update of the City's subdivision regulations. Later, this charge was amended to create a Unified Development Code (UDC), re-thinking, updating, centralizing and knitting together the City's land use and land development policies – a more complex but ultimately more effective (and user-friendly) tool for the City.

Comprehensive planning and zoning considerations are key elements when it comes to implementing growth management plans. The comprehensive plan is the City's long-range plan intended to manage the growth and physical development of the community over a defined planning horizon, in our case through the projected "build out" of Fair Oaks Ranch over the next one-to-two decades. Zoning and subdivision regulations are the primary entitlement tools utilized to implement the comprehensive plan.

In FY 2017-2018, the City utilized a planning process that included broad and persistent public involvement to develop and adopt interim zoning regulations to protect the public welfare and property values while the full UDC is considered in detail by our citizens, city staff, the Planning and Zoning Commission, and the City Council.

The purpose of tonight's joint workshop is to restart the planning process necessary to finalize the UDC as referenced above.

**Attachments:**

- Draft Schedule, Focus, and Dates for Consideration
- Summary of the UDC content by chapter

To: Council and P&Z  
From: The Gap Strategies team  
Oct. 31, 2018

### Schedule, Focus, and Dates For Consideration at Nov. 8 Workshop (Proposed)

- 1. Public Meeting #1 (joint workshop, P&Z and Council) – Nov. 8: Review and Process**  
This will be a refresher on where we've been and what yet needs to be accomplished to adopt a Unified Development Code (UDC). We will review the sections in the draft UDC. We will be looking for consensus about a schedule, and a process to get there. Little advance preparation is expected of Council and P&Z members, except to come prepared to discuss possible meeting dates (specific or approximate) for the work outlined here. This is the time also to discuss if meetings should be re-arranged or approached differently.
- 2. Work session #1 with staff – Nov. 27 (tentative): Policies and Technical Issues**  
This is intended primarily for City staff who work on land development issues. Our team will come to City Hall for a long workshop session working through technical issues in the current draft in advance of the next meeting with P&Z.
- 3. Public Meeting #2 (P&Z) – Dec. 13: Design and Zoning**  
This meeting will focus on how the zoning code adopted by the City (and now to be amended to fit within the UDC) will work with other chapters of the UDC to govern land use and architectural design. We will cover how projects will relate to streets and public ways from a design perspective, form-based code, and design standards as they relate to lots and building scale. This is where we will pick back up the conversation of "Hill Country aesthetics" that we started with the P&Z during workshops last spring. If there is time, we may begin to address signage at this meeting. We will be providing reading material and draft language a week or more in advance of this meeting.
- 4. Public Meeting #3 (P&Z) – January (exact date TBD): Subdivisions and Infrastructure**  
We will address process, permits, and give a fast-paced overview of technical recommendations from your consulting team and staff regarding: site development standards, infrastructure, environmental protection, and special issues such as wireless facilities. This will be a lot of ground to cover. We will provide reading materials and draft language at least two weeks in advance. There will not be time to go through every standard in detail; we will highlight issues we think demand policy direction from the P&Z, and, of course, there may be other issues that individual P&Z members want to highlight. Be prepared for a long meeting. One possible date for this would be the P&Z's regularly scheduled meeting Jan. 10.

5. **Work session #2 with staff -- January (exact date TBD): Refine Final Direction**  
We will be looking for the opportunity to review direction from the P&Z in a comprehensive way with staff, and to tighten down the last of the technical standards. This may be in person or by phone. We anticipate a number of shorter conferences with staff throughout the process, but have programmed in two extensive work sessions with staff.
6. **Public Meeting #4 (P&Z Public Hearing) and vote on recommendation – Feb?**  
At this meeting we expect to review proposed language and recommendations for City Council, including revisions agreed to earlier. **We are tentatively recommending this be a joint meeting of P&Z and Council** so that Council members get the opportunity to come up to speed, saving time and money. This meeting will give the public a chance to weigh in, and for the P&Z to make final amendments if needed – amendments that would be reflected in the formal recommendations to Council.
7. **Public Meeting #5 (Council review and Public Hearing) – Feb / March**  
The Council will take up the P&Z's recommendations at this meeting. If the Council as a body, or through individual members, is able to sit in on previous meetings – we've recommended the Council sit in on Public Meeting #4 (Item 6, above), then we will be able to go straight into a brief review with the main focus on specific policy questions. To maintain the schedule – and the current scope of work – the Council will have to delegate non-controversial areas of technical review to the staff and consulting team. We recommend the Council consider using this as an additional public hearing, even if the Council meets jointly with the P&Z for the P&Z public hearing. This will be the Council's best opportunity to mark-up the P&Z recommendations and for members to propose their own amendments. One of the things we'd like to know from Council is how much time to plan between the P&Z public hearing (Item #6 above) and this meeting.
8. **Public Meeting #6 (Council review and vote on 1<sup>st</sup> Reading) – March / April?**  
Our team will be at this meeting prepared to give a wrap-up presentation, to address any changes to the draft document from the previous meeting (based on Council direction), and to answer questions. How quickly this meeting can be scheduled will depend in part on the breadth of the changes requested by Council after it reviews the P&Z recommendations.



## Unified Development Code (UDC) Contents

### **Chapter 1 General Provisions**

Identifies the purpose of the Code particularly as it relates to the Comprehensive plan.

### **Chapter 2 Review Authority and Procedures**

Describes the responsibilities of the Owner/Applicant, City Manager, City Engineer/Director of Public Works, the Planning and Zoning Commission, the Zoning Board of Adjustment, City Council and the County.

### **Chapter 3 Application and Permits**

Establishes application procedures, internal review procedures, public notice and hearing procedures, and review criteria for the processing of application and actions that effect the development and use property.

### **Chapter 4 Zoning Districts and Use Regulations**

Establishes the various zoning districts, the allowable uses within district, and procedures for special and temporary uses within each district.

### **Chapter 5 Subdivision Standards**

Describes subdivision and lot development standards.

### **Chapter 6 Site Development and Building Placement**

Covers site development and building form standards for applicable development including details like landscaping/irrigation standards, access, circulation, and parking.

### **Chapter 7 Design Standards**

Provides design standards at a lot and building scale to achieve a minimum level of quality and compatibility in order to implement goals of quality and Hill County aesthetics.

### **Chapter 8 Environmental Protection**

Requirements for the protection of environmental resources within the City including: LID standards, promotion of water conservation practices, storm water quality management, Tree and Habitat Protection, and Open Space Dedication, and the FORHA or HOA role in dedication.

### **Chapter 9 Infrastructure and Public**

Assures that development projects constructed within the City are adequately furnished with necessary public infrastructure: water, wastewater, storm drainage, and streets.

### **Chapter 10 Signs**

Regulates the placement and specification of signs within the City to promote safety, aesthetics, and enhance the overall appearance and economic value of the landscape.

### **Chapter 11 Wireless Transmission Facilities**

Provides regulations and standards while providing for the communication needs of the residents and businesses in the City.

### **Chapter 12 Compliance and Enforcement**

Provides for compliance, enforcement, penalties, civil remedies and fiscal sureties.

### **Chapter 13 Definitions**