



CITY COUNCIL WORKSHOP ITEM

CITY OF FAIR OAKS RANCH, TEXAS

April 20, 2023

AGENDA TOPIC: Comprehensive Plan Review and Adoption Process
MEETING DATE: April 20, 2023
DEPARTMENT: Public Works and Engineering Services
PRESENTED BY: Katherine Schweitzer, P.E., Manager of Engineering Services
Lata Krishnarao, AICP, LEED ND, Consultant, Ardurra

PURPOSE

The purpose of this workshop is to seek City Council guidance and input on the Comprehensive Plan review and adoption process. Direction may include:

- ✓ Desired time frame on project completion.
- ✓ Determination of review performed by City Council and/or Planning and Zoning Commission or an advisory committee.
- ✓ Preferred communication and engagement methods.

Based on council direction, staff will present an updated plan and timeline.

INTRODUCTION/BACKGROUND

The City of Fair Oaks Ranch Home Rule Charter Section 7.13 requires the City Council to review the adopted Comprehensive Plan every two years. The current Comprehensive Plan was adopted in 2018.

Fair Oaks Ranch Home Rule Charter Section 7.13 - City Comprehensive Plan.

- A. *It is the purpose and intent of this section that the City Council establish comprehensive planning as a continuous and ongoing government function in order to promote and strengthen the existing role, processes and powers of the City to prepare, adopt and implement a City Comprehensive Plan to guide, regulate, and manage the future development within the corporate limits and the extraterritorial jurisdiction of the City to assure the most appropriate and beneficial use of land, water, and other natural resources, consistent with the public interest.*
- B. *The City Council shall adopt a Comprehensive Plan which shall be reviewed and adopted no less than every two years.*

Texas state law (Chapter 213, Texas Local Government Code) authorizes cities to develop and implement a comprehensive plan “for the purpose of promoting sound development of municipalities and promoting public health, safety and welfare.” The Local Government Code further states a Comprehensive Plan may address “but is not limited to, provisions on land use, transportation, and public facilities,” operating as a single plan or a series of plans.

A Comprehensive Plan, and the land use maps that emerge from the process, are also critical for zoning and other development regulations.

PURPOSE OF A COMPREHENSIVE PLAN

The purpose of a Comprehensive Plan is to determine community vision, goals, and aspirations regarding community development. It addresses how “...thoughtful design can maintain and improve quality of life for the people who live in Fair Oaks Ranch, and how to balance personal freedom with rules for common protection of property values, safety, and the preservation (and enhancement) of the community character.”

Per the City of Fair Oaks Ranch Comprehensive Plan – “The Comprehensive Plan will help guide where and how the development happens, and to shape the future growth in ways that will complement and protect the values of the existing community, and serve as a foundational rulebook for the landowners, developers, surveyors, engineers, and architects and for the City employees who will shepherd them.”

The Comprehensive Plan is a living document that is intended to:

- Set goals, objectives, and policies for future growth.
- Act as a decision making tool to help evaluate proposals for future development.
- Help to identify and prioritize capital improvement projects.
- Provide a framework for zoning codes and other ordinances.

CURRENT COMPREHENSIVE PLAN (2018)

Background:

2007 Plan: The City of Fair Oaks Ranch adopted a Comprehensive Plan in 2007. In 2016, due to the tremendous growth since 2007, the City realized that the Plan and the land development codes needed to be updated.

2018 Plan: The City adopted the current Comprehensive Plan in June 2018 as part of a mission to strengthen and preserve the City’s character. The current Comprehensive Plan was created by the citizens of Fair Oaks Ranch to reflect the vision of the community. The update process spanned two years (2017-2018) and was led by a 14-member citizen Stakeholder Committee appointed by the City Council who worked with staff and a professional planning team. The citizens and other stakeholders were engaged through workshops, city-wide Town Hall meetings, numerous smaller meetings, planning exercises, multiple City Council and Planning and Zoning Commission meetings and workshops, and community surveys.

Components of the Comprehensive Plan:

The Comprehensive Plan has two broad components:

- Text: The Comprehensive Plan includes description, analysis, and recommendations for the following areas:
 - Natural and manmade constraints
 - Annexation
 - Future Land Use

- Transportation
- Parks and Trails
- Water and Wastewater
- Drainage
- Implementation
- **Maps:** The Comprehensive Plan includes:
 - The Future Land Use Map (FLUM) shows suitable locations in the City for the various land use classifications. The FLUM classifications are used in conjunction with associated text descriptions to assess the types of land uses and development desired for a particular area.
 - Transportation Map
 - Trails map

SCOPE OF THE UPDATE

Typically, the purpose of the update is to ensure that the Comprehensive Plan:

- Is not outdated.
- Appropriately reflects current and anticipated conditions.
- Embodies the vision of the current residents.
- Targets major issues that the City must address, both short and long-term.
- Complies with state statutes and rules, and
- Is consistent with state and regional policy plans.

The scope of the update can range from a complete rewrite of the entire document to amending specific elements of the Comprehensive Plan, such as the Future Land Use Map, Master Thoroughfare Plan, etc. The scope can also include adding elements that were not previously addressed.

Following directives from the City Council, staff will prepare a detailed scope and a work plan.

ADOPTION PROCESS OF COMPREHENSIVE PLAN UPDATE

The Comprehensive Plan Update process requires a public hearing by the Planning and Zoning Commission and the City Council. The City of Fair Oaks Ranch conducts a joint public hearing process with the Planning and Zoning Commission and the City Council. After the joint public hearing, the Planning and Zoning Commission will forward their recommendation to the City Council. The City Council will consider the Planning and Zoning Commission's recommendation and take final action on the proposed amendments.

PUBLIC NOTIFICATION AND ENGAGEMENT

Notification: In addition to the joint public hearing, public notice(s) published in an official newspaper as required by the City Charter and the Texas Local Government Code will be met.

Public engagement: In addition to notification requirements, numerous avenues for meaningful public engagement and involvement can be incorporated in the process to engage the public in this update, as directed by the City Council. Some examples are:

- Town Hall: City-wide Town Hall meetings to hear all residents and stakeholders.
- Focus group meetings, charettes, and workshops: Held in a range of venues, including municipal buildings, churches, and digital formats if needed.
- Citizen Advisory Committee: Composed of various citizens and representatives of key stakeholder groups within the city and other agencies, working with staff and consultants to help guide the plan development process and provide feedback and direction.
- Printed materials: Distribution of flyers through local businesses, utility bills, school notices, homeowner's associations, etc.
- Social media posts: Use Facebook, Nextdoor, and other social media platforms.
- On-demand community engagement platforms: Use of Zoom, Microsoft Teams, and online survey platforms through computers or smart phones to engage and solicit input from the community.
- Project Newsletters: Provide periodic updates to keep stakeholders informed.

FUNDING

As the City anticipated this update, allocated funds were budgeted. It was also anticipated that this effort would be undertaken with consultant and staff collaboration.

TIME FRAME

The time required to undertake this update will be based on the scope of work identified by the City Council. The proposed work plan is an example of a process that anticipates a 4-5 month process.

PROPOSED WORK PLAN

STEP 1 - City Council Directive	
Workshop with City Council (kick-off) *Purpose and need *Scope *Consultant and staff collaboration *Process	
STEP 2 – Mobilization	Month 1
Finalize detailed work plan with staff	
Advisory Committee formation (if directed by City Council) *	
Activation – City and FORHA website, newsletter, media, on-line forums, etc.	
STEP 3 – Identification of Issues	Month 2
Data collection & research	
Stakeholder interviews, listening sessions	
Draft summary of findings, current conditions and issues	
Advisory Committee meeting - #1	
Townhall meeting - #1	
Work session with City Council and P & Z - #1	
Updates on websites, newsletter, media, on-line forums, etc.	
STEP 4 – Draft Recommendations	Month 3
Prepare draft recommendations	
Advisory Committee meeting - #2	
Work session with City Council and P & Z - #2	
Staff and legal review	
Updates on websites, newsletter, media, on-line forums, etc.	
STEP 5 – Draft Plan & Implementation Strategy	Month 4
Prepare Draft Plan and Implementation Strategy	
Advisory Committee Meeting - #3	
Updates on websites, newsletter, media, on-line forums, etc.	
STEP 6 – Finalization & Adoption	Month 5
Finalize Draft Plan with legal & staff input (as required)	
Public Hearing & adoption	
Final report, (hard copies & online interactive version)	
Updates on websites, newsletter, media, on-line forums, etc.	

* Number of meetings may be reduced if Planning and Zoning Commission is designated as the Advisory Committee.