



City of Pflugerville

Minutes - Final Planning and Zoning Commission

Monday, July 7, 2014

7:00 PM

100 E. Main St., Suite 500

Regular Meeting

1 Call to Order

Staff present was: Emily Barron, Planning Director; Jeremy Frazzell, Senior Planner; Erin Sellers, Planner II; Chuck Foster, Planner I; Trey Fletcher, Assistant City Manager; and Dana Lively, Administrative Technician.

Chairman Blackburn called the meeting to order at 7:00 p.m.

Present 7 - Chairman Rodney Blackburn, Vice Chairman Kevin Kluge, Commissioner Daniel Flores, Commissioner Lisa Ely, Commissioner Joseph Marse O'Bell, Commissioner Rachel Nunley and Commissioner Drew Botkin

2 Citizens Communication

There were none.

3 Consent Agenda

A [2014-3039](#) Approving the Planning and Zoning Commission Minutes for the June 2, 2014 regular meeting.

Approved on the Consent Agenda

B [2014-3101](#) Approving a Preliminary Plan for Pflugerville U-Haul Addition, a 9.996-acre tract of land out of the Jacob Casner League, Abstract No. 2753 in Travis County, Texas.

4 Discuss and Consider

A [2014-2942](#) Discussion and possible action regarding Community Development Block Grant (CDBG) program Consolidated Plan and Action Plan.

Ms. Barron, Planning Director, presented this item.

The background for the Community Development Block Grant (CDBG) was presented. We are entitled to the annual grants from 2014 forward. A PowerPoint presentation was shown with information. The City of Pflugerville's CDBG allocation for this year is \$232,501. We have identified several projects that we can consider to use the funding. We are asking for City Council approval. We must use 70% of our funding each program year which starts on Oct 1st and ends Sept 31st of the next year. Only 30% of the

funds may be rolled over to the next year.

The Consolidated Plan is designed to assess affordable housing and community development needs and market conditions to make data-driven, place based investment decisions, which must be submitted to HUD every 5 years. This process requires two public hearings.

Action Plan specifies the actions to address the needs identified in the Consolidated Plan. It has to be submitted annually.

Projects Identified:

#1 – Sidewalks/Trails/Streetlights (Infrastructure) - \$116,251

Proposed Project – Heatherwilde Blvd sidewalks/barriers (est. \$92,000)

Chairman Blackburn asked why the initial table printouts show the estimate to be \$82,000. Ms. Barron stated that it was a misprint. We had initial shown the estimate to be \$82,000, but added some contingency funds which we were allowed to do. So the estimate stands at \$92,000 which will be allocated for this project.

Commissioner Ely asked what size the sidewalks will be. Ms. Barron responded that the sidewalks will be 5'. Sidewalks will be placed behind the trees and potentially only removing 1 tree.

#2 – Sidewalks/Trails/Streetlights (Infrastructure) - \$116,251

Proposed Project – Edgemere Drive sidewalks/barriers (est. \$24,251)

Chairman Blackburn asks if there will be any code enforcement with vehicles that are parked across the sidewalks. Ms. Barron responded that when the project starts, they will encourage the business to have the vehicles parked up closer in the driveway and out of the right-of-way.

Commissioner Ely states that there is a double gate on the other side of the driveway shown in the Google picture. She asks about how the resident will get into their backyard since there is a double gate and no curb entrance. Will he just drive over the curb to enter the property? Ms. Barron answered that she is unsure what the function of that particular gate was since there is no driveway or inlet. Since this is an older section of housing, it could have been used for drainage for the property. When the sidewalks are installed, they will look at improving that area also. The Engineering team will look more into this issue when we begin the project.

Part of the Edgemere sidewalk will be torn up and replaced with the new sidewalk. Barriers will also be fixed and made accessible.

#2 – Parks, Windermere Park Playscape and Accessibility - \$86,250

Proposed Project – New playscape and accessibility improvements at Windermere Park. Metal is showing on the playscape and sun damage is reported which causes concerns. The park will also be made accessible. All proposed CDBG projects are linked together in order to provide that accessibility thru the community.

Commissioner Botkin asks how we came up with the estimate to replace the playscape and make accessibility improvements. Ms. Barron answered that those numbers were provided to us by the Parks Director based on his estimates to meeting all of the safety and accessibility standards for what playscapes should be. Commissioner Botkin says that we could possibly be a little low on the proposal as he is serving a couple of these types of areas now and the estimates are a little higher. Ms. Barron stated that we will research

the estimate further.

#3 – Community Service Programs, Youth Recreation Scholarships - \$30,000
Youth Program Scholarships will be a program that provides scholarships to help low to moderate income children participate in programs that are available thru the Parks and Recreation department. We anticipate funding this program annually depending on its success. The scholarships will be a \$200 maximum scholarship per child. We hope to make this easy so that children who show their “free and reduced” lunch card from PISD and City address to the Parks and Recreation department to utilize the scholarship. The child will be able to take as many classes as they want up to the \$200 maximum. Our Parks and Recreation department will help facilitate this program.

Commissioner Flores asks what the income threshold compared to the free to reduce lunch program. Ms. Barron answered that it varies, but is the same as the low to moderate income that is used for CDBG. We want to make it as easy as possible for the citizens to use this program.

Commissioner Ely asks if the program is for “citizens” or “residents” of Pflugerville. She stated that a while back there was a debate about the difference.

Ms. Barron stated that you must be a resident of Pflugerville and be low to moderate income to be able to use the program scholarships.

Additional remarks:

Ms. Barron stated that we do not have a lot of funds to take on big projects, but we feel that these little projects are small and meaningful to the community. We have some “alternate” projects that we can use if something happens that a project can't be completed in time or if there are some other extenuating circumstances.

Alternate Project #1: Parkway Drive Sidewalk (up to \$92,000)

Alternate Project #2: Windermere Park Pavilion Addition (up to \$75,000)

Commissioner Botkin asked how big the Windermere Park Pavilion will be that we are anticipating. Ms. Barron responded that she does not recall at the moment, but can get the information to you.

Commissioner O’Bell asked what will happen if the projects end up costing more money. He wanted to know where the “extra” money will come from. Ms. Barron answered that there are no contingency funds that we can draw from. The contractors will have to submit itemized budgets so that we can see what the figures show. If needed, we can complete one project and start the secondary project later to ensure that we don't go over budget. We have no leverage funds for these projects.

Commissioner Nunley asks if it is possible, if there are extra contingency funds, to allow more kids to attend the camp. Ms. Barron responded that we can add this as an alternate project.

Commissioner Ely asked if it is because of cost that we will allow “residents” to participate in the program and not “citizens”. She has heard this discussion a lot out in the community here recently. Ms. Barron answered that the grant is specifically targeted to our city limits so that is the reason we have to have those guidelines. The program will not include students in the ETJ.

Commissioner Flores made a motion to approve Item 2014-2942 as read. Commissioner O’Bell seconded that motion. All in favor. Motion carried.

B [2014-3103](#)

Update on proposed amendments to the Unified Development Code (UDC)

Ms. Barron presented the update on the proposed amendments to the Unified Development Code (UDC).

A refresher overview of the UDC was provided to the Commissioners tonight. The overview also highlights the changes in each chapter. Graphics and wording are still being worked on. The Master Transportation Plan and the Trail Master Plan are also still being worked on.

We are working with a consultant to build a program to show our code. The program is called “EnCode 360”. The program will be more user friendly and will provide a better/easier way to research the code. Our GIS team is working with our consultant on incorporation of city zoning maps.

Commissioner Blackburn asked if we are still working on the code. Ms. Barron responded yes. She wants to ensure that our legal team has time to complete their review before submitting the final draft for approval to the Planning and Zoning Commission and City Council.

Commissioner Blackburn asked if it will go on to City Council for approval once they approve it. Ms. Barron responded yes.

Commissioner Flores asked when we anticipate that it will happen. Ms. Barron answered that she hopes that it will be at the end of August when we are ready to go. She is hoping within the next month or two. Some plans/reviews are still being worked on and she is hesitant to give an exact date.

Vice Chairman Kluge stated that since she mentioned the other plans that were wrapping up, will those be wrapped up toward the end of August also. Ms. Barron responded that our Master Transportation Plan final draft has been received, but that there are some other components that need to be incorporated. Once the components are inserted, it will be completed. It should be completed pretty shortly. The Trail Plan will also be completed shortly also. We want to make sure all plans are linked together and incorporated into one package.

No action was taken on this item.

5 **Future Agenda Items**

None at this time.

6 **Adjourn**

Commissioner Blackburn made a motion to adjourn the meeting at 7:40 pm. Commissioner Flores seconded that motion. All in favor. Meeting adjourned.

Rodney Blackburn, Chairman
Planning and Zoning Commission

Respectfully, submitted on this _____ day of _____, 2014.