



# City of Pflugerville

## Minutes - Final Planning and Zoning Commission

---

Monday, May 5, 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; Trey Fletcher, Assistant City Manager; Dan Franz, City Engineer; Tom Word, Assistant City Manager and Hazel Sherrod, Planning Administrative Technician.

Chairman Blackburn called the meeting to order at 7:06 p.m.

**Present** 6 - Chairman Rodney Blackburn, Vice Chairman Kevin Kluge, Commissioner Daniel Flores, Commissioner Joseph Marse O'Bell, Commissioner Rachel Nunley and Commissioner Drew Botkin

**Absent** 1 - Commissioner Lisa Ely

#### 2 Citizens Communication

There were none.

#### 3 Consent Agenda

[2014-2368](#)

Approving the Sorento Phase 2 Final Plat; a 25.967-acre tract of land out of the John C. Bray Survey No. 10, Abstract No. 73; in Travis County Texas. (FP1303-05)

**Approved on the Consent Agenda**

[2014-2905](#)

Approving the Planning and Zoning Commission Minutes for the April 7, 2014 regular meeting.

**Approved on the Consent Agenda**

[2014-2848](#)

Approving a Final Plat for Town Center 2; a 5.78-acre tract of land out of the Sefrin Eiselin Survey No. 4, Abstract No. 265, in Travis County, Texas. (FP1403-01)

**Approved on the Consent Agenda**

[2014-2925](#)

Approving a Final Plat for Avalon Phase 15A; a 12.90-acre tract of land out of the Edward Flint Survey No. 11, Abstract No. 277, in Travis County, Texas. (FP1403-03)

**Approved on the Consent Agenda**

[2014-2926](#)

Approving a Final Plat for Avalon Ph. 9B; an 11.01-acre tract of land out of the Edward Flint Survey No. 11, Abstract No. 277, in Travis County, Texas. (FP1404-01)

**Approved on the Consent Agenda.**

**Ms. Sherrod read the Consent Agenda.**

**Vice chairman Kluge made a motion to approve the consent agenda as read. Commissioner Flores seconded that motion. All in favor. Motion carried with a vote of 6-0.**

#### **4 Public Hearing**

[ORD-0202](#)

To receive public comment and consider an application to rezone a 2.670-acre tract of land out of the Alexander Walters Survey No. 67, Abstract No. 791 in Travis County, TX located generally northeast of the Wells Branch Pkwy and Dessau Rd intersection, from General Business 1 (GB1) to Multi-Family Urban (MF-U) district; to be known as The Villages at Wuthrich Hill Rezoning. (REZ1404-01)

**Jeremy Frazzell presented this item.**

**The property is located generally northeast of the Wells Branch Pkwy and Dessau Rd., along the east side of Dessau Rd. The proposed site is a 2.670 acre tract of land that is unimproved. The property is currently zoned General Business-1 (GB-1) and the property owner is requesting a zoning change to Multi-Family Urban (MF-U) district. Currently, GB-1 zoning district allows for a mix of residential and non-residential in a single building, up to 20 units per acre with no ground floor units permitted.**

**Mr. Frazzell gave the history of the property.**

**Tim Moltz with Catalyst Engineering Group, representing the owner, spoke. Mr. Moltz presented a conceptual plan of the multi-family product they are proposing for the site in review. The plan consisted of traditional multi-family structures, townhomes and detached residential units.**

**Chairman Blackburn made a motion to close the public hearing. Commissioner Botkin seconded the motion to close the public hearing. All in favor. Motion carried.**

**Chairman Blackburn made a motion to approve Item ORD-0202 as recommended by staff. Vice-Chairman Kluge seconded that motion. All in favor. Motion carried with a vote of 6-0.**

[ORD-0201](#)

To receive public comment and consider a Special District for a Light Industrial Use in Corridor Urban Level 5 (CL5) for Lot 3D and 3E of the Renewable Energy Park Subdivision, Pflugerville, Travis County, TX known as the 130 Commerce Center Lots 3D and 3E Special District. The property is generally located near the southwest corner of SH 130 and E. Pecan Street. (SD1403-01)

Erin Sellers presented this item.

The owner of the property, Pflugerville Community Development Corporation (PCDC), has requested a Special District zoning. The property is located at the southwest corner of E. Pecan St., and N SH 130 southbound. The proposed overall design is similar to the existing light industrial development known as Project Jersey Special District. Currently, the Comprehensive Land Use Plan shows this area is called out as a mixed use area. The proposed project is compatible with the neighboring light industrial properties.

Staff recommends approval of the special district application with the following conditions:

1. Condition: Primary Facades shall be oriented to public right-of-ways, while the truck courts shall be shielded from view with the use of wing walls at a minimum height and length of a tractor trailer.

Purpose: Maintain visual aesthetics of development.

2. Condition: Architectural standards to be generally in conformance with Exhibit B – Building Elevations.

Purpose: Ensure quality architectural standards.

3. Condition: Provide a minimum of 15% accent materials on the primary facades (facing public Right-of-Way (R.O.W's)) other than tilt wall.

Purpose: Ensure quality architectural standards.

4. Condition: Outdoor storage is limited to the storage of trailers within the designated truck court area shielded from view by the use of wing walls and landscaping.

Purpose: Maintain visual aesthetics of development; Minimize any perceived negative impacts this development may have on future development in the area.

Commissioner Flores made a motion to close the public hearing.

Commissioner O'Bell seconded that motion. All in favor. Motion carried.

There was discussion among the Commissioners and Staff pertaining to the conditions presented by Staff.

Chairman Blackburn made a motion to approve Item ORD-0201 with Staff's recommendations and adding the provision of the height of the wing wall that will shield the trucks in the truck courts to be 10% higher than the minimum height of the tallest vehicle/tractor trailer anticipated. Commissioner O'Bell seconded that motion. Motion carried with a vote of 6-0.

## 5 Discuss and Consider

### [2014-2941](#)

To discuss and consider a recommendation to the City Council on the 5-year Capital Improvement Plan for FY 2015 - 2019

Ms. Barron stated that this is the annual report on the 5-year Capital Improvement Plan (CIP) for FY 2015-2019 and that Mr. Franz and Mr. Word will make the presentation of the actual CIPs. Per the City Charter and the Code of Ordinances, the P & Z Commission shall submit a 5-year CIP to the City Council and City Manager approximately 100 days prior to the beginning of the budget year.

Ms. Barron also mentioned that the Commission will make their formal recommendation to the City Council on Tuesday, May 13, 2014 at 6:00 p.m., at the annual joint meeting with P & Z and City Council on the CIP, as well as the annexation plan.

Dan Franz presented the annual report on the 5-year CIP for FY 2015-2019 regarding roadways.

Mr. Franz discussed the type of funding sources for the CIP projects; Certificates of Obligation Bonds (COB), General Obligation Bonds (GOB), Economic Development Agreements (EDA) and Grant Funding (GF) which is explained in the staff report in the agenda packet.

Mr. Franz gave an update of the previous CIP roadway projects that are already funded and are in process to include:

Colorado Sand Dr., now open as of November 2013. This includes a four lane urban cross section roadway; water and wastewater improvements.

Kelly Lane Phase 1A is currently under construction, designed to be a four lane widening urban section with traffic signals at Colorado Sand Dr., Kennemer Dr., and Falcon Pointe. This project also includes a 24 inch water main construction along the full limits of the construction project and is completed. The southern portion of the road is anticipated to be completed in June, traffic will be then transitioned to finish the north portion of the roadway with an anticipated completion date of November 2014.

Kelly Lane Phase 1B will be reconstruction of the existing two lanes, not a widening project, from Falcon Pointe to Moorlynch. This project will start approximately September 2014 with an anticipated completion in November 2014.

Heatherwilde Blvd Phase 1 & 2 widening project is approximately 90% design completed, staff is working on right-of-way and easement acquisition. Upon acquisition of the ROW and easements plans will be approved for construction and construction will be contingent upon funding with a bond election.

Pflugger Farm Lane roadway & utilities (water, wastewater and reuse facilities) is completed pending final closeout of documents submitted by the contractor to the City Engineer in the issuance of a memo.

Mr. Franz also discussed other potential street projects.

Staff is proposing a bond package of approximately \$25.6 million that will include roads of E. Pecan St, Pflugerville Pkwy, Weiss Lane, Rowe Lane, Heatherwilde Blvd., widening, Cactus Blossom Dr., (individual local streets of both east and west Heatherwilde subdivisions) are proposed for the general bond election. Staff has also identified other projects with costs: Pfennig Lane, Helios Way extension, Old Austin-Hutto Rd., the middle section of Pflugger Farm Lane (with bridge), collectors A & B connecting Pflugger Farm Lane to N SH 130 SB, and the middle section of Colorado Sand Dr. Staff recommends the \$25.6 Million General Obligation Bond election.

Chairman Blackburn would like for E. Pfennig Lane to be on the GOB election to be constructed as a two lane roadway with a center turn lane to be recommended to City Council for approval and not a project to be temporarily repaired.

Vice-Chairman Kluge agrees with Chairman Blackburn. Commissioner Nunley agrees with Chairman Blackburn.

Tom Word, Assistant City Manager, presented on the Water and Wastewater Utility 5-YR CIP projects with an approximate cost of \$49 million. The construction of the utility projects will require additional funding aside from the Utility Fund Balance and Capital recovery fees.

No other comments.

Staff recommends approval.

Chairman Blackburn made a motion to approve staff's recommendation for potential GOB street projects that will include Pfennig Lane, Other Street projects, WW utility projects, Miscellaneous System Improvements, Water Utility projects, as recommended by staff. Commissioner O'Bell seconded that motion. All in favor. Motion carried.

[RES-0197](#)

Discuss and consider recommending approval of a resolution adopting an annual annexation plan.

Ms. Barron presented this item.

The annexation plan is the annual adoption of a plan for 2015-2016, the P & Z Commission is required to annually recommend an annexation plan to the City Council. Staff have no proposals for a 3-year annexation plan for 2015-2016.

Chairman Blackburn made a motion to approve Item RES-0197, as presented by staff. Vice-Chairman Kluge seconded that motion. All in favor. Motion carried.

This item will be discussed and presented to the City Council on Tuesday, May 13, 2014.

**6 Discuss Only**

[2014-2942](#)

Discussion regarding project prioritization for the Community Development Block Grant (CDBG) program.

Emily Barron presented on the CDBG Project Prioritization 2014-2942. This is brought before the Commission to receive feedback, no recommendation is required. The CDBG program provides annual grants from the Federal Department of Housing and Urban Development (HUD) to entitled communities like Pflugerville. A city becomes entitled when they reach a population of 50,000 or greater and it is to help develop viable urban communities and expand economic opportunities towards low- and moderate-income persons within the City.

An annual allocation is provided to the City for selected projects. The allocation for this year and what is anticipated over the next five years is approximately \$232,000 yearly. The bulk of the allocated funds must be spent yearly to fund eligible projects which are established by HUD, to benefit a low to moderate income area or person. A low to moderate income person or area is generally a person that falls below the median family income, for our area

(Austin, Round Rock, and San Marcos) for a family of 4, 30% of the median income is \$21,950 a year. The projects that the City pursues are geared towards benefitting those citizens in specific areas of town. To Pflugerville's benefit, we do not have an area that specifically meets the HUD requirements for 51% or greater low to moderate income threshold. The City of Pflugerville received an exemption for that to be 24.7%, which has to meet the low to median income threshold requirements. Staff has selected a variety of projects by speaking to the Planning, Engineering, Parks & Recreation, and Public Works Departments to select projects that would benefit those areas. Staff also met with Travis County Health & Human Service & Veterans Affairs Services to get their input on projects and programs that they hear from those citizens that are in need in our community.

Some of the potential projects are:

Parks - 9 projects are proposed

Sidewalks and Trails - Unlimited projects proposed having those safe connections is very much needed

Infrastructure - 1 project proposed

Programs - 4 projects proposed

Streets - No projects proposed, because they are so large our allocation would not be sufficient to complete a street project.

Park projects that are being considered are Windermere Park - plays cape improvement and amenity additions that can be done in approximately 3 phases. Black Locust Neighborhood Park development which was completed with our parks plan and can be combined with other City resources and funding elements to complete development of the park. Old Town Park - playground replacement. Downtown Plaza-park development located between Hanover's and City Hall. Parkland acquisition and development - Heatherwilde @ Pfennig Lane, Poe Circle Dr., and Skyview.

Staff is considering projects, which fall on the 2030 Comprehensive Plan as areas that are underserved by developed parks and area that meet the HUD requirements for low to moderate income areas. Staff is trying to marry the two so the project meets the needs of the Comprehensive Plan as well as provide park services to areas that are otherwise underserved by developed parks.

Ms. Barron showed a slide presentation with examples of what some of the potential park projects would be, a new pavilion at Windermere, a plays cape replacement at Old-Town, a potential new splash pad and new amenity at Windermere, and development of Black Locust Park. These are the types of projects that Staff is considering.

Sidewalks, Trails and infrastructure projects:

Sidewalk Improvements: New or Replaced. Several areas need sidewalk improvements, whether it is a replacement, or filling in gaps.

Barrier removal: Improvement in accessibility. It is considered a barrier when someone in a wheelchair can't cross the street without crossing the curb. Projects constructing adequate ramps at intersections in order to make those connections, whether walking or mobility impaired are being considered as well.

**Street Lights: New or Replaced.** We get several requests for street lights, whether the street lights are not bright enough or tall enough, or not existent. In some of the older areas of town the street lights do not meet the current standards and improvements are needed.

Other programs Staff are looking at are:

- Small business incubator
- Community Center
- Food Distribution and Learning Center
- Microenterprises - encourages small business owners
- Parks and Recreation Scholarships

Often times, because we do not receive a large allocation, programs are very difficult because the CDBG program is run by the Planning Department and is a small component of what we do overall. We do not have the staff to fully facilitate many projects. These other projects did not fall very high on the list of priority projects in the long range staff will look more closely at these programs. But considering the shorter time frame that we are on now, we are not considering many of these in our current scope of work. With the exception of the Parks and Recreation Scholarships, which was proposed by the Parks and Recreation Director. This is a scholarship program similar to one that the City of Round Rock does. This is a \$200 allocation to children who meet the low to moderate income threshold, to participate in programs offered by the City of Pflugerville Parks and Recreation Department, such as a Pfun Camp, or dance lessons for example. This will help pay for up to 80% of what the program costs.

Staff recommendation:

**Project Priority: Parks** - fund approximately \$80,000 in parks annually in areas defined as low-moderate income and are underserved by developed parks or are in need of improvements.

**Sidewalks/Trails/Streetlights (infrastructure)** - Fund approximately \$110,000 in infrastructure related to sidewalks, trails and streetlight improvement, additions and/or barrier removals in areas defined as low-moderate income.

**Programs - Parks and Recreations Scholarship Programs (\$30,000/year);** provide scholarships to 150 low-moderate income children annually to participate in Pfun Camp or other related Parks and Recreation Programs.

These recommendations total \$220,000/year with a bit of flexibility in case a parks project comes in a bit over or we would need to fill in another sidewalk gap. This will be on an annual basis. The Consolidated Plan and the Annual Action Plan will be provided to the Commission in more detail in the coming months.

HUD allows for the City to take a portion of the CDBG fund for Administrative cost up to 20%, however, the City is not taking that cost. We are allocating all the funds to projects, the City will pay for the Administrative cost portion of the projects.

Ms. Barron asked for input and comments from the P & Z Commission.

Vice-Chairman Kluge commented that he likes the idea of the projects and the program, and particularly the amount of money allocated to the programs and scholarships.

Commissioner Flores asked if the amount (\$30,000) of scholarship money is sufficient, would it leave kids without.

Ms. Barron answered that staff has not gotten into the number of kids that may have been turned away because they could not afford programs. The amount suggested for this program was from our Parks and Recreation Director based on his experience working for another city. Staff will also have the opportunity to revisit this program annually to view the allocation to see if this is working and whether we need to reallocate funds

The City is on an accelerated schedule and the Consolidated Plan is due to HUD by August 15, 2014. The City needs to hold two public hearings which must be 30 days apart and allow for the opportunity for citizens to give input on the Consolidated Plan. The draft of the Consolidated Plan has to primarily be done by the end of May 2014. The City Council public hearings will be on May 27, 2014, and July 8, 2014 at 7pm. June 2, 2014-July 2, 2014 - draft of the Consolidated Plan and Action Plan will be available online for review, at the Pflugerville Public Library and at the Travis County Community Center. On July 7, 2014, the CDBG Advisory Committee review and make a recommendation at 7pm. On July 22, 2014 the proposed adoption of the Consolidated Plan and Action Plan by City Council is expected. This will be an electronic submittal and will be sent to HUD by August 15th.

Ms. Barron mentioned to the Commissioners that there is a portion of our website that is dedicated to CDBG and the website address is: [pflugervilletx.gov/community development](http://pflugervilletx.gov/community%20development) if they or anyone they know or come in contact with are interested in providing any input.

Commissioner Flores commented that he has not seen many parks projects recommended knows of many parks that need improvement.

Ms. Barron answered that the Parks Commission offers a CIP list to the City Council based on the Parks needs of the City, as was done tonight with the CIP projects presented by Tom Word and Dan Franz.

## 7 Future Agenda Items

The Planning and Zoning Commission will have a joint worksession meeting with the City Council on May 13, 2014 at 6:00 p.m.

## 8 Adjourn

Chairman Blackburn made a motion to adjourn at 8:49 p.m. Commissioner Flores seconded that motion. All in favor. Meeting adjourned.

---

Rodney Blackburn, Chairman  
Planning and Zoning Commission

Respectfully, submitted on this 2nd day of June, 2014.