



Code SMTX Think Tank Meeting
Wednesday, July 8, 2015
6:00 pm
Old Fish Hatchery, 201 C.M. Allen Pkwy
AGENDA

1. **Call to Order**
2. **Roll Call**
3. **30 Minute Citizen Comment Period.** The Think Tank welcomes citizen comments. Anyone wishing to speak must sign in with the secretary before the meeting and observe a three-minute time limit.
4. **Approval of Minutes from June 17, 2015**
5. **Discussion of updated Planning Road Map and Schedule**
6. **Define the process for Think Tank Review of Code SMTX**
7. **Explore Identified Discussion Topics and Consider Additions**
8. **Next Steps**
 - a. **Future Agenda Items**
 - b. **Coordination with Texas State**
9. **Questions from the Press and Public.**
10. **Adjourn.**

Discussion Topics Identified

Employment Centers

Planned Development Districts (PDD)

How existing conventional zoning districts will be changed through the new Code

Improved development standards, if any, in Areas of Stability

Rezoning of neighborhoods

Accessory Dwelling Units

How the Regulating Plans function

Special Districts

Updated uses within Zoning Districts (e.g. NC, Neighborhood Commercial)

Framework for creating neighborhood embedded schools

Alternative types of housing to provide affordability

Process for existing non-conforming housing types (e.g. houses burning down)

Zoning Translation Table discussion

Minimum acreage required for SmartCode zoning

Existing and future "Light Industrial" uses within Character Districts

Policy for Review of Public Financing Districts

Zoning Intensity Transitions

Parking Standards (Min., Max., Reductions)

Site Development Requirements (Landscaping, Severe Drought)

Floodplain Development Regulations

Procedure for review of City Projects (CIP, etc.) to Code Compliance

1 **Presentation and Discussion Long Range Planning Road Map.**

2
3 Abby Gillfillan gave a presentation on the Long Range Planning Road Map.

4
5 John David Carson suggested that Star Park be included with the standard regulating plan
6 process.

7
8 David Singleton stated that cost implications for street cross sections would be helpful when
9 making decisions.

10
11 Sofia Nelson expressed concern that the Planning & Zoning Commission and City Council
12 Meetings are too close together on the proposed timeline. John David Carson suggested allowing
13 more time to review the draft code to determine if the timeline is reasonable.

14
15 John David Carson also suggested conducting a Planning & Zoning Commission workshop
16 similar to the City Council workshop.

17
18 With several terms being suggested for various aspect of the regulating plan, Chris wood asked
19 staff to compile a list of the terms that the Think Tank could approved.

20
21 Sofia Nelson asked if the Transportation Master Plan is on the same schedule as Code SMTX.
22 Abby Gillfillan explained that staff will try to review and approve them concurrently. Sofia
23 Nelson then explained that knowing the location of corridors within the Areas of Stability would
24 be helpful.

25
26 **Presentation and Discussion regarding “working” draft of CodeSMTX**

27
28 Brian and Bill Wright gave a presentation on the CodeSMTX draft.

29
30 Diann McCabe asked for the best method to review the draft. Brian Write suggested reviewing
31 the document by personal preference, e.g. focus on the visual sections for more visual reviewers.
32 John David Carson suggested using test cases as examples to avoid having to read the entire
33 code. Abby Gillfillan told the Think Tank not to focus on grammatical errors in the code.

34
35 Betsy Robertson and Chris Wood expressed concern regarding a required raised finished floor
36 elevation for all residential development.

37
38 John David Carson asked if the thoroughfare assemblies are connected with transportation
39 master plan. Abby Gillfillan explained that they are.

40
41 **Overarching Code Topics**

42
43 **a. Future Agenda Items**

44
45 Abby Gillfillan suggested puling a few of the existing topics from other agendas to discuss as a
46 group.

1
2 John David Carson suggested that every meeting alternate between a presentation style meeting
3 and a work meeting. The Think Tank as a whole agreed.
4

5 **Next Steps**
6

7 **b. Future Agenda Items**
8

9 John David asked that Think Tank members send additional future agenda items to staff.
10

11 Tom Wassenich said that the City Council is looking at details of the flood and he suggested
12 discussing floodplain regulations at the Think Tank in the future.
13

14 Kristy Stark mentioned that changes may need to be made to reflect flood-prone areas on the
15 regulating plans.
16

17 Sofia Nelson asked to discuss parking and site development requirements.
18

19 John David Carson asked to discuss existing and future light industrial uses within the
20 character districts; a policy for reviewing when public financial districts are appropriate;
21 zoning intensity translation areas; and a procedure for City projects to be reviewed per the
22 Land Development Code, e.g. the Downtown CIP project.
23

24 **Questions from the press and public**
25

26 There were no questions from the press or public.
27

28 **Adjourn**
29

30 **THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 8:18**
31 **P.M.**
32

33 _____
34 John David Carson, Chair
35

36 _____
37 Shawn DuPont
38

39 _____
40 Chris Wood
41

42 _____
43 Nancy Nusbaum
44

45 _____
46 Tom Wassenich

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ATTEST:

Tory Carpenter, Planner

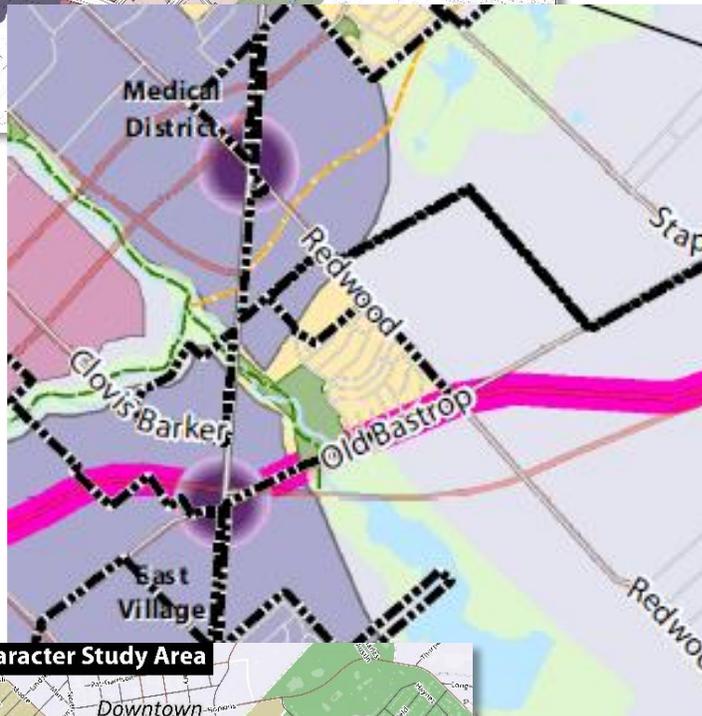
SMTX LONG RANGE PLANNING ROAD MAP



THREE PLANNING INITIATIVES

INTENSITY ZONE PLANNING

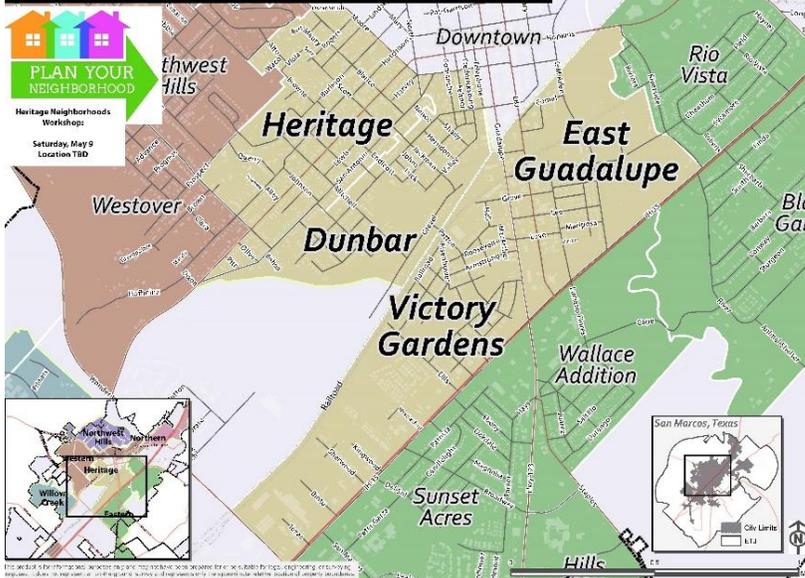
Directly implements Vision San Marcos Comprehensive Plan through the establishment of Regulating Plans



CORRIDOR PLANNING

Directly implements Vision San Marcos and the Transportation Master Plan through the establishment of Corridor on the Preferred Scenario Map and corresponding districts in CodeSMTX

Heritage Neighborhoods- Character Study Area



NEIGHBORHOOD PLANNING

Applies the policies of Vision San Marcos Comprehensive Plan towards a vision for Existing Neighborhood Areas.

SMTX LONG RANGE PLANNING ROAD MAP

HOW THE DIFFERENT PROJECTS FIT IN THIS ROAD MAP

Throughout this document these colors are used to represent which project is responsible for completion of the item:

Transportation Master Plan

CodeSMTX

Vision San Marcos Update

Neighborhood Character Plans

DEFINITIONS

Definitions for all capitalized terms are provided here.

Character Districts: New form based zoning districts created as part of CodeSMTX that address the relationship between building facades and the public realm, the form and mass of buildings, and the scale and types of streets and blocks in addition to use.

Corridor Districts: New form based zoning districts applicable to corridors that are identified during the Transportation Master Plan process.

Intensity Zones: The purple areas of low and medium intensity identified on the Preferred Scenario Map.

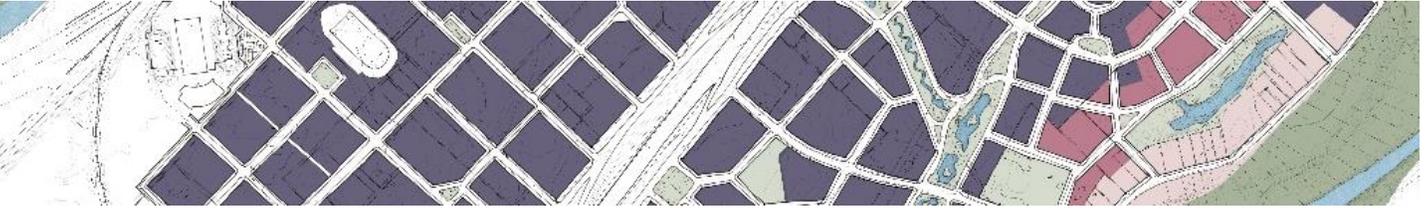
Original Comp Plan Intensity Zones: The six areas identified during Vision San Marcos Comprehensive Plan including: Downtown, Midtown, Triangle, East Village, Medical District, Southend, and Star Park.

Existing Neighborhood Areas: The six different Neighborhood Planning Areas including: Eastern Neighborhood, Northwest Hills Neighborhood, Western Neighborhood, Heritage Neighborhood, Northern Neighborhood, and Willow Creek Neighborhood.

Preferred Scenario Map: The Land Use Map intended to direct growth in San Marcos adopted as part of Vision San Marcos Comprehensive Plan.

Regulating Plans: A plan or map of the regulated area designating the locations where different building form standards apply. Code SMTX is proposing an individual regulating plan for each of the six Original Comp Plan Intensity Zones

INTENSITY ZONE PLANNING



INTENSITY ZONE PLANNING

Planning for Original Comp Plan Intensity Zones will directly implement Vision San Marcos Comprehensive Plan, focusing on creating places to accommodate the City's growing population in well planned and appropriate areas where people can meet their daily needs within a short walk, bike, transit trip, or drive. The planning department will work closely with the Think Tank in reaching out and including residents, businesses, property owners, and others to review and implement Regulating Plans and updates to Vision San Marcos Comprehensive Plan for the Original Comp Plan Intensity Zones. Upon completion, regulating plans will direct the establishment of new Character Districts to replace the existing zoning for properties within Original Comp Plan Intensity Zones.

WHAT

- **Update the Preferred Scenario Map** boundaries for each Original Comp Plan Intensity Zone to account for changes in the location of activity centers, and floodplain boundaries.
- Develop, review and adopt **Regulating Plans** for each Original Comp Plan Intensity Zone
- Establish new **Character Districts** in Original Comp Plan Intensity Zones through replacing the existing zoning districts with Character Districts.

HOW

- A series of Public Workshops held in August targeted to property owners, business owners and residents will be held to review and comment on the individual proposed regulating plans including:
- **City Council Workshop** on **Proposed updates**
- **Adoption of CodeSMTX** establishing Character Districts
- **City Initiated Zoning** of properties within Original Comp Plan Intensity Zones to Character Based Districts.

OUTCOME

Implementation of each Original Comp Plan Intensity Zone.

- **Updated Boundaries** and activity nodes for Original Comp Plan Intensity Zones on the Preferred Scenario Map
- **Identification of recommended programs**, such as parking management districts, district-wide water quality management, special taxing districts, affordable housing incentives etc.; needed to implement each Regulating Plan
- **Regulating Plan** for each Original Comp Plan Intensity Zone adopted as part of CodeSMTX adopted in CodeSMTX
- **Establishment of new Character based zoning** in Original Comp Plan Intensity Zones

SMTX LONG RANGE PLANNING ROAD MAP

CORRIDOR PLANNING



CORRIDOR PLANNING

Corridor Planning will directly implement the Transportation Master Plan and Vision San Marcos Comprehensive Plan, focusing on implementing a context sensitive thoroughfare plan that connects Intensity Zones across the City. The planning and engineering departments will work closely with the Think Tank in reaching out and including residents, businesses, property owners, and others to review and implement a corridor plan and complementary corridor districts.

WHAT

- Update the **Transportation Master Plan** to establish major transportation networks
- Update the **Comprehensive Plan** to reflect updated Thoroughfare Master Plan
- Identify and assign **Corridor Districts** applicable to new transportation corridors identified in the Transportation Master Plan
- Identify and **Assign Thoroughfares** within **Regulating Plans**

HOW

- A Discussion and presentation of proposed **Thoroughfare Map** and associated **Preferred Scenario Map Amendments** at Think Tank Meeting
- City Council Workshop
- Public Open House/ Presentation of proposed Thoroughfare and Preferred Scenario Map Amendments

OUTCOME

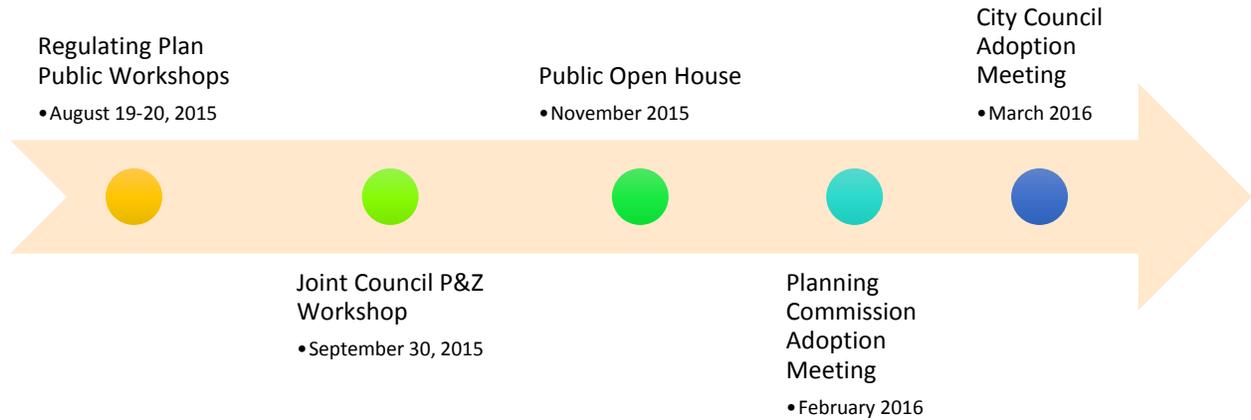
An integrated Transportation and Land Use program for the City of San Marcos that corresponds with Vision San Marcos Comprehensive Plan

- **Major** and **Minor roads** are planned within Original Comp Plan Intensity Zones
- **Major Transportation Thoroughfares** connecting Comprehensive Plan Intensity Zones are established
- **Corresponding Land Use Districts** are planned for major and minor Corridors through CodeSMTX

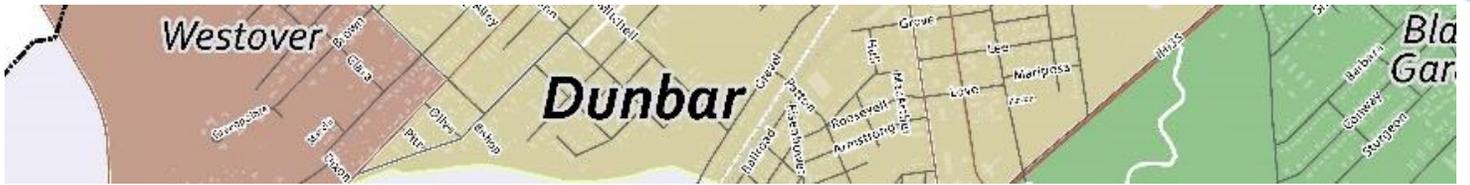
TIMELINE - CORRIDOR AND INTENSITY ZONES



August 19 – 20, 2015	Public Workshops with property owners
September 30, 2015	City Council Workshop
November 2015	Public Open House/ Presentation Update to Comprehensive Plan; CodeSMTX; Thoroughfare Master Plan
February 2016	Planning Commission Adoption Meeting
March 2016	City Council First and Second Reading



NEIGHBORHOOD PLANNING



NEIGHBORHOOD PLANNING

Neighborhood Character Plans directly implement Vision San Marcos Comprehensive Plan, by ensuring that each neighborhood maintains its existing character, and follows development and redevelopment patterns desired by the residents. CodeSMTX will use the input received through the neighborhood planning process to develop appropriate tools that can be utilized within neighborhoods to ensure compatible development

WHAT

- Update the **Comprehensive Plan and Preferred Scenario Map** to reflect the 6 Neighborhood Planning Areas and their general character.
- Build a framework into **CodeSMTX** that allows for the incorporation of detailed regulating plans in each of the six Neighborhood Planning Areas.
- **Amend select conventional zoning districts** to improve development standards so that they are more compatible within existing neighborhoods.
- Draft a **Neighborhood Character Plan** identifying
 - Areas susceptible to growth that need additional planning and the vision for those areas
 - Measurable Objectives in each neighborhood area
- Utilizing the new tools identified in **CodeSMTX**, draft individual **detailed regulating plans for each of the 6 Neighborhood Planning Areas**

HOW

- City Council Workshop describing the proposed updates to the **Comprehensive Plan** and the **CodeSMTX Framework Developed for Neighborhoods**
- Continuous outreach efforts
- Public Workshop in November
- Prioritize **Neighborhood Areas and draft Neighborhood Character Plans** for each Neighborhood Area individually
- Utilize the vision established during **Neighborhood Character Plans** to draft **detailed regulating plans** and code for each of the six neighborhood areas.

NEIGHBORHOOD PLANNING

OUTCOME

Detailed sets of plans, rules, and regulations individualized for each neighborhood area that allow and require compatible development and re-development within each of the 6 neighborhood planning areas

- Update of **Vision San Marcos Comprehensive Plan** and the **Preferred Scenario Map**
- **Neighborhood Character Plan** for each of the 6 Neighborhood Areas
- Draft of **Detailed Code and Regulating Plans** for each of the six Neighborhood Areas

TIMELINE

September 30, 2015	City Council Workshop
November 2015	Public Open House
February 2016	Planning Commission Adoption of Comprehensive Plan Update
March 2016	City Council First and Second Reading Comprehensive Plan Update
April 2016	Prioritize Neighborhood Character Plan Areas
May 2016	Begin First Neighborhood Character Plan (approx 4 months/ Area)
October 2016	Begin First Neighborhood Code (approx. 4 months/ Area)

Winter 2015/2016

- CodeSMTX
- Comp Plan Update

Spring 2016

- Neighborhood Character Plan

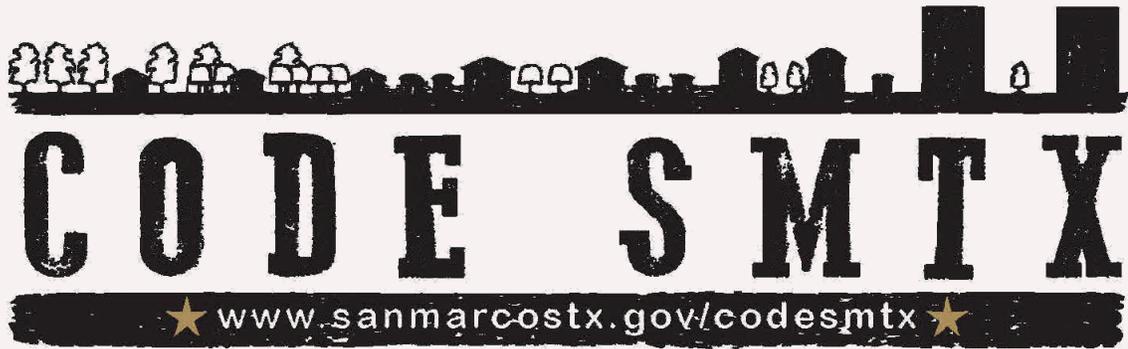
Winter 2016/2017

- Implement Neighborhood Character Plan through the Zoning Code

RESOURCES REQUIRED for NEIGHBORHOOD PLANNING

Projects can be led and managed in house with sub contracts for the following:

1. Planner/ Designer/ Illustrator
2. Process Facilitator



CodeSMTX
Think Tank
Handbook

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ROLES

CodeSMTX Think Tank ~what do we do?

The CodeSMTX Think Tank has the following roles:

- ⇒ Act as a sounding board for testing ideas and brainstorm about questions the City staff and the consultant team have throughout the process of developing CodeSMTX.
- ⇒ Participate in identifying the general issue areas and topics of concern that might be addressed in the code.
- ⇒ Give input during the development of the code.
- ⇒ Support efforts to generate significant public involvement in the process through outreach and educational efforts and assist in marketing the week long Code Rodeo which is intended to ensure widespread resident participation and involvement.
- ⇒ Assist in identifying stakeholders who should participate in the process and work to involve them in that process.

THINK TANK:

Bring ideas and expertise to the table

Reach out to the community

Give input on the code

MEETINGS

CodeSMTX Think Tank

A preferred date and time will be established for the Think Tank. All meetings will last approximately one hour.

Meetings will only be held when there is a specific topic to be discussed and all meeting topics will be substantive. During each meeting the Think Tank will be given a list of topics to think about and provide input on.

Council has directed that meetings of the CodeSMTX Think Tank will follow the standard practices for all Boards and Commissions of the City of San Marcos including Texas Open Meetings Act and City Attendance Policy.

Attendance Policy

The voluntary absence from three consecutive regular meetings will result in automatic resignation.

Excused absences include: medical reasons, caring for a newborn or newly adopted child, family emergency, jury duty.

Voluntary absence is any absence other than an excused absence.

Texas Open Meetings Act

For more information, please view the training materials and video at:

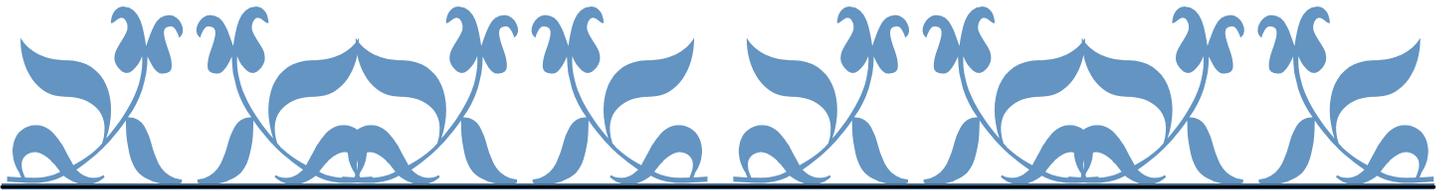
https://www.texasattorneygeneral.gov/open/og_training.shtml

Think Tank Meetings:

Will be held as needed.

Will be substantive.

Will follow the Texas Open Meetings Act

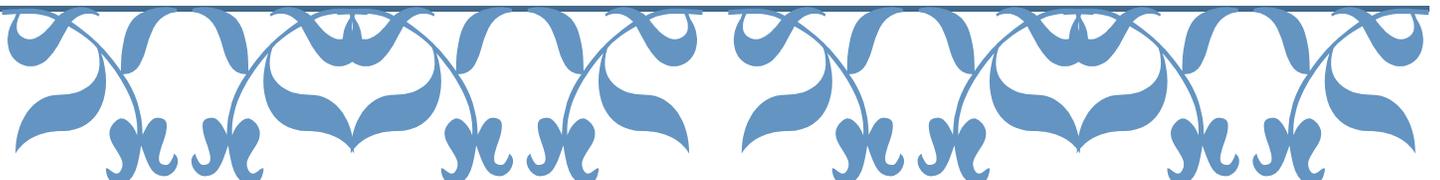


MEMBERSHIP

- ◇ There are nine (9) members in the CodeSMTX Think Tank.
- ◇ Each member was appointed by the City Council through nomination and vote.
- ◇ The Think Tank will dissolve upon completion of CodeSMTX.
- ◇ Any member who is unwilling or unable to fulfill their role on the CodeSMTX Think Tank is responsible for contacting the appropriate City Staff Member to inform them, in writing, of the resignation.

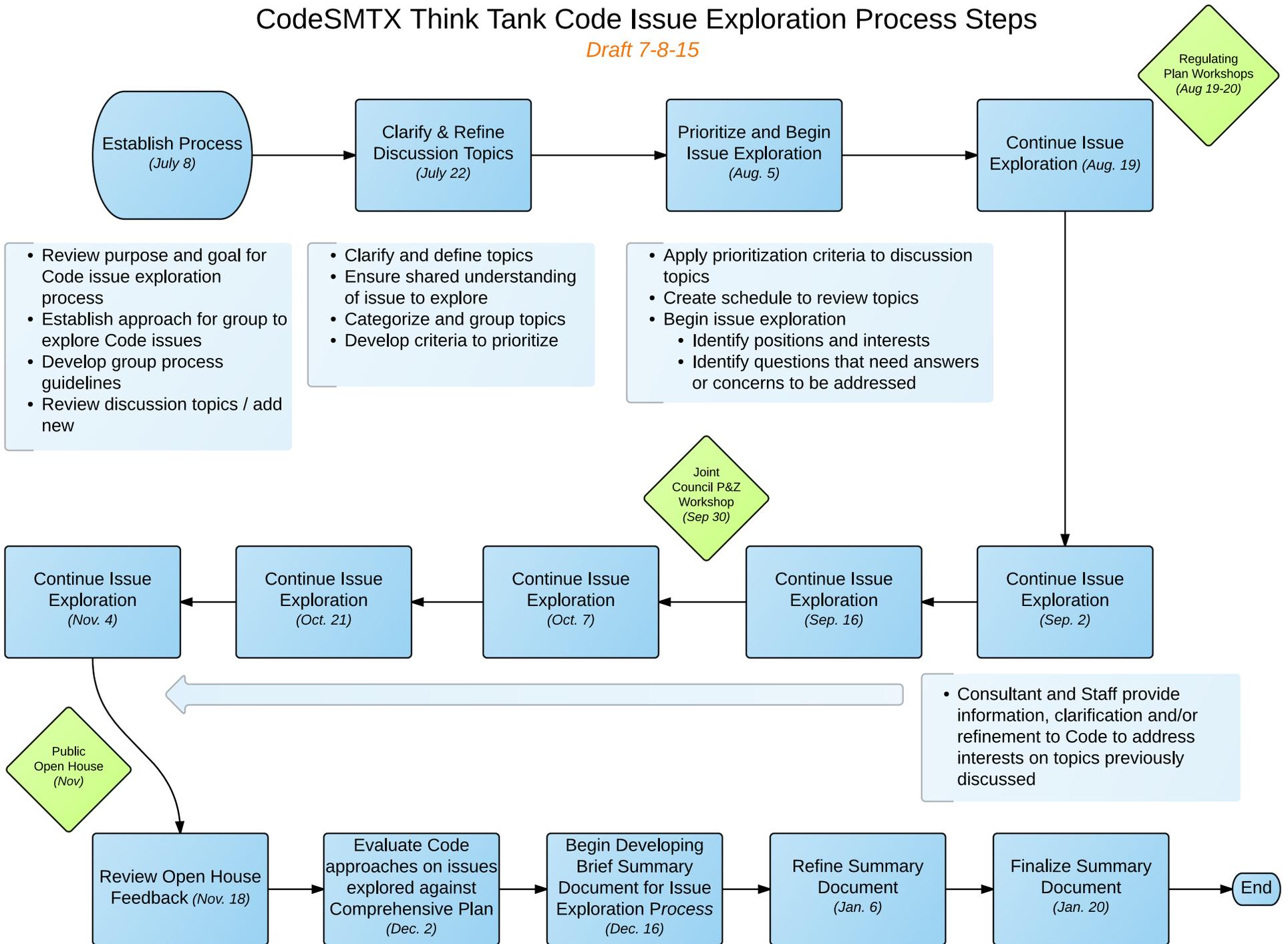
Think Tank Members: appointed July 1, 2014

Engineer:	David Singleton
Environmental:	Tom Wassenich
Planner:	Sophia Nelson
Neighborhood Rep:	Diann McCabe
Local Business Owner:	Patrick Rose
Builder / Construction:	Shawn Dupont
Real Estate / Economic Development:	John David Carson
At Large:	Chris Wood
At Large:	Betsy Robertson

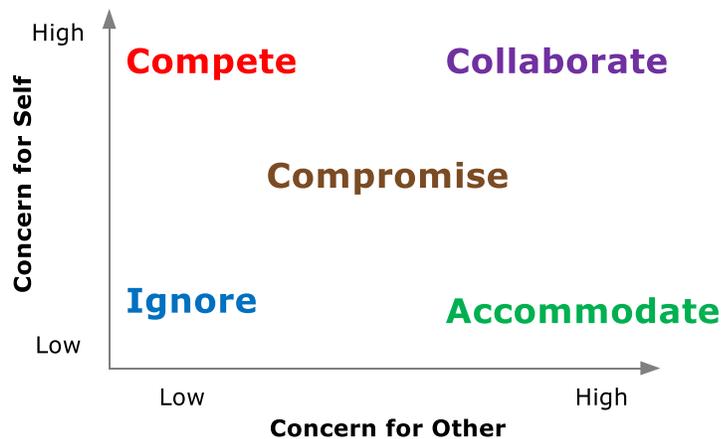


CodeSMTX Think Tank Code Issue Exploration Process Steps

Draft 7-8-15



FIVE APPROACHES TO DECISION MAKING



Descriptions of each approach

Compete – You set out to win or get your way. Indirect competition (gossip, attacking or blaming others “behind their backs”) destroys trust more quickly than direct competition.

Ignore – You let it go, forgive and forget, buy time, don’t make a mountain out of a molehill. What is sometimes called avoiding conflict is actually indirect competition (e.g. prolonged stony silence.)

Accommodate – You give in. You allow the other side to get their way, often for the sake of the relationship.

Compromise – We split the difference. Both may be satisfied or both may be dissatisfied.

Collaborate – We both win. This approach is very cooperative and also very assertive.

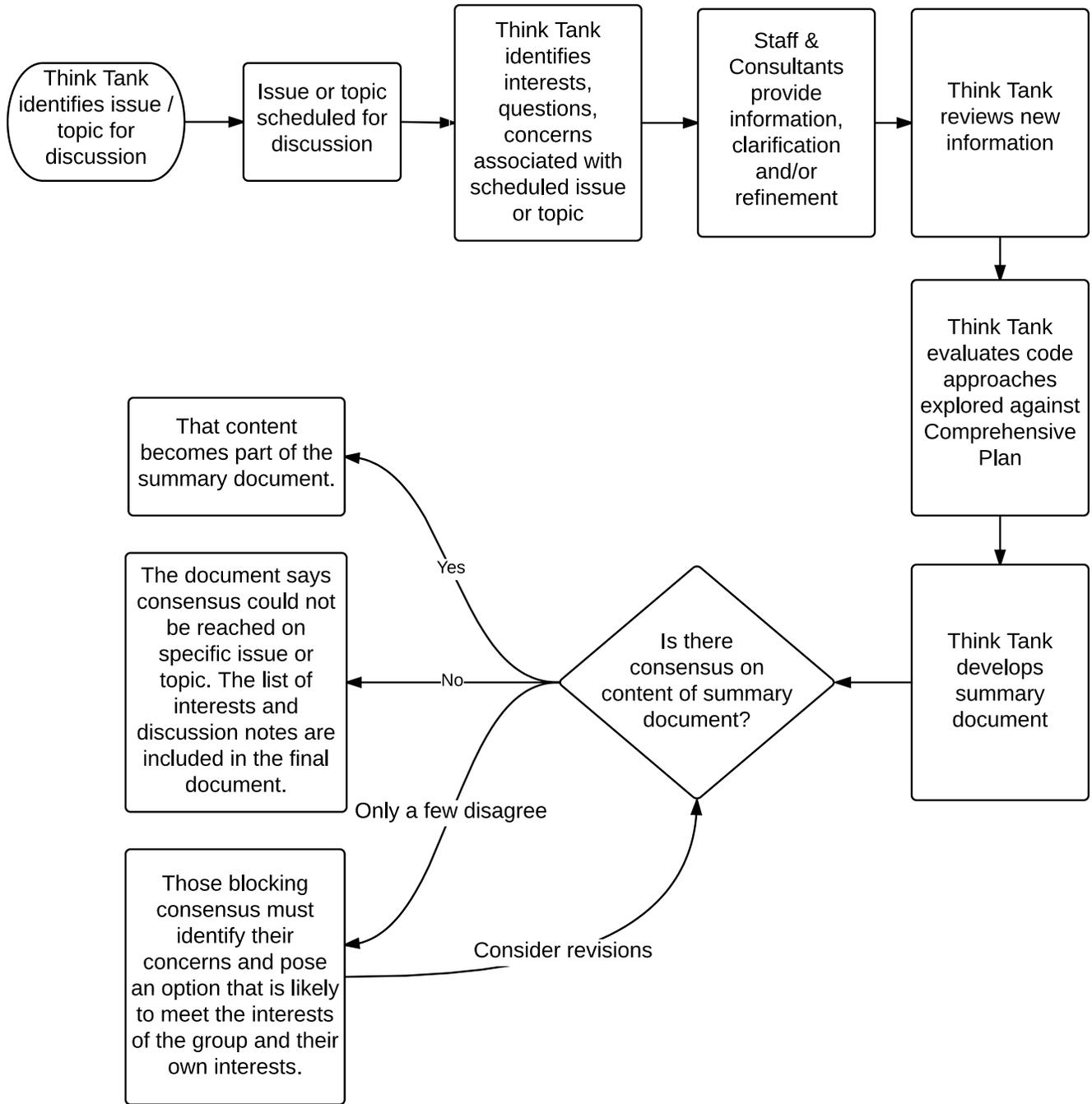
FIVE BASIC STEPS IN COLLABORATION

1. Identify the issues.
2. Identify the INTERESTS, reframe the issue (in terms of the interests).
3. Brainstorm options [to meet the interests].
4. Evaluate the options based on interests.
5. Develop a plan.

Definition of Terms

- a) An **Issue** – is an identifiable and concrete question that must be addressed in order to reach an agreement (*i.e. the issue is what the conflict is about or for which a decision needs to be made*).
- b) A **Position** – is where a party stands on an issue and what solution or outcome they desire.
- c) An **Interest** – is what motivates people. It is a concern, desire, need or something a person values. (*i.e. what is their true motive for wanting a particular outcome*).

Proposed Consensus Process for CodeSMTX Think Tank Code Issue Exploration Process



Consensus is defined as:

- Everyone in attendance can live with the decision.
- The decision meets enough of your interests that you will publicly support it.

The Think Tank will not revisit issues or topics for the benefit of members who were not in attendance for that issue's scheduled discussion.



C O D E S M T X

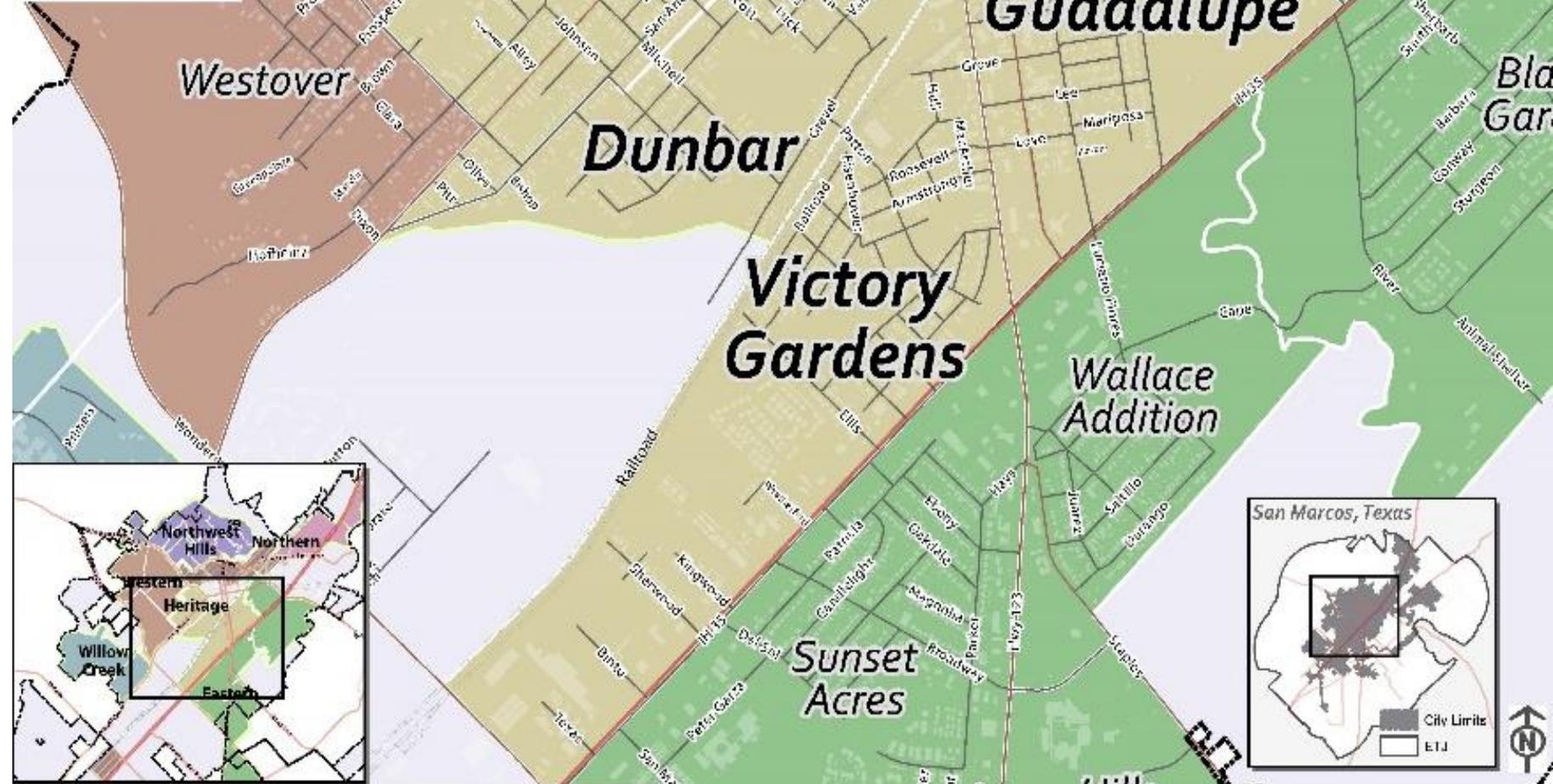
5. Discussion of Updated Planning Road Map

Heritage Neighborhoods- Character Study Area

Neighborhood Planning



Heritage Neighborhoods Workshops:
Saturday, May 9
Location TBD



- Update Comprehensive Plan
- Complete Neighborhood Character Plan for each Neighborhood
- Complete Regulating Plan and Code for each Neighborhood Area

Winter 2015/2016

- CodeSMTX
- Comp Plan Update

Spring 2016

- Neighborhood Character Plan

Winter 2016/2017

- Implement Land Use Recommendations of Plan through Zoning Code

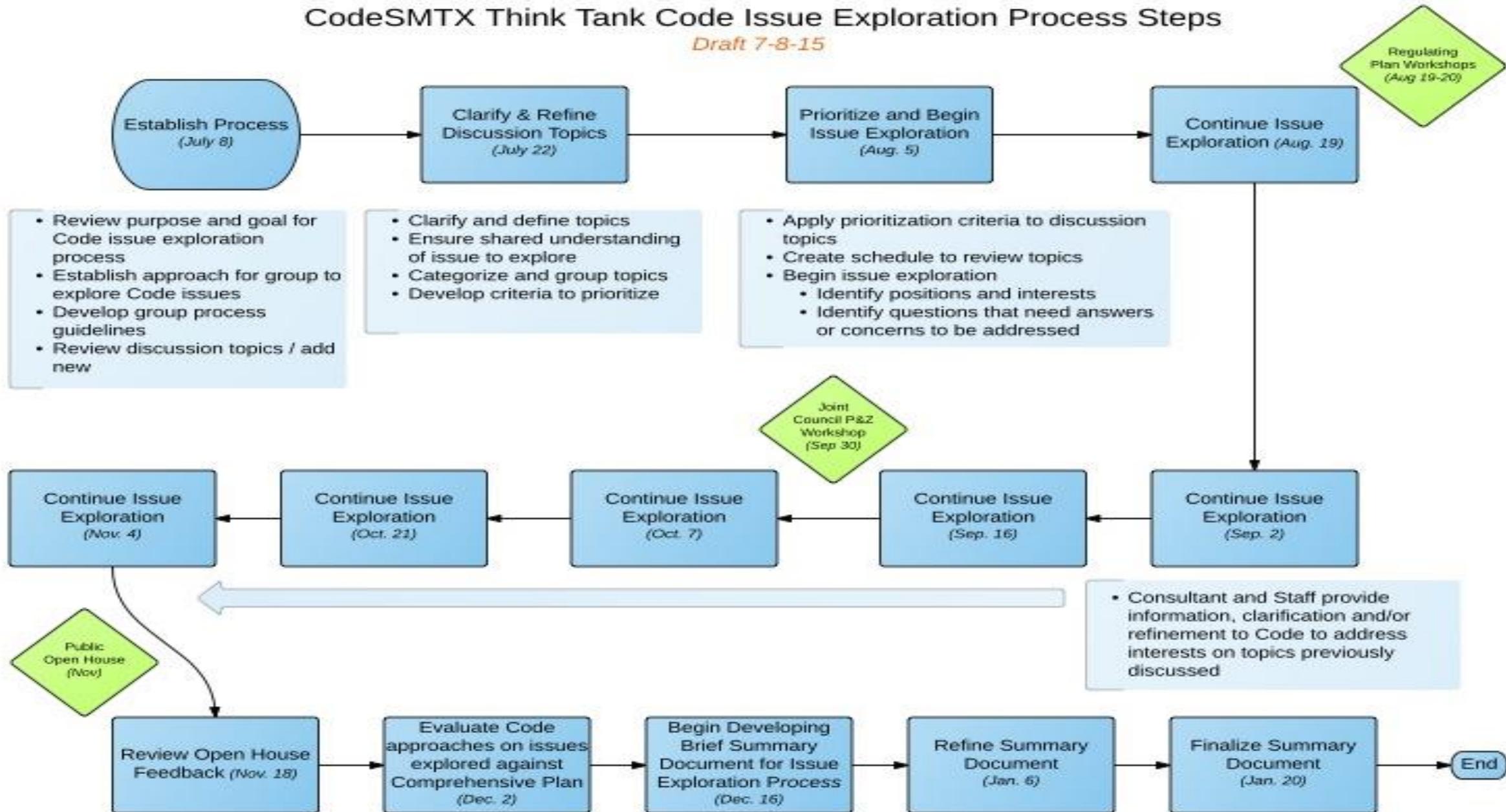
6. Define the Process for Think Tank Review of Code SMTX

Role of the Think Tank:

- Act as a sounding board for testing ideas
- Participate in identifying the general issue areas
- Give input during the development of the code
 - *Provide a Summary Report to Council*
- Support public involvement efforts
- Assist in identifying stakeholders

CodeSMTX Think Tank Code Issue Exploration Process Steps

Draft 7-8-15



FIVE APPROACHES TO DECISION MAKING



FIVE BASIC STEPS IN COLLABORATION

1. Identify the issues.
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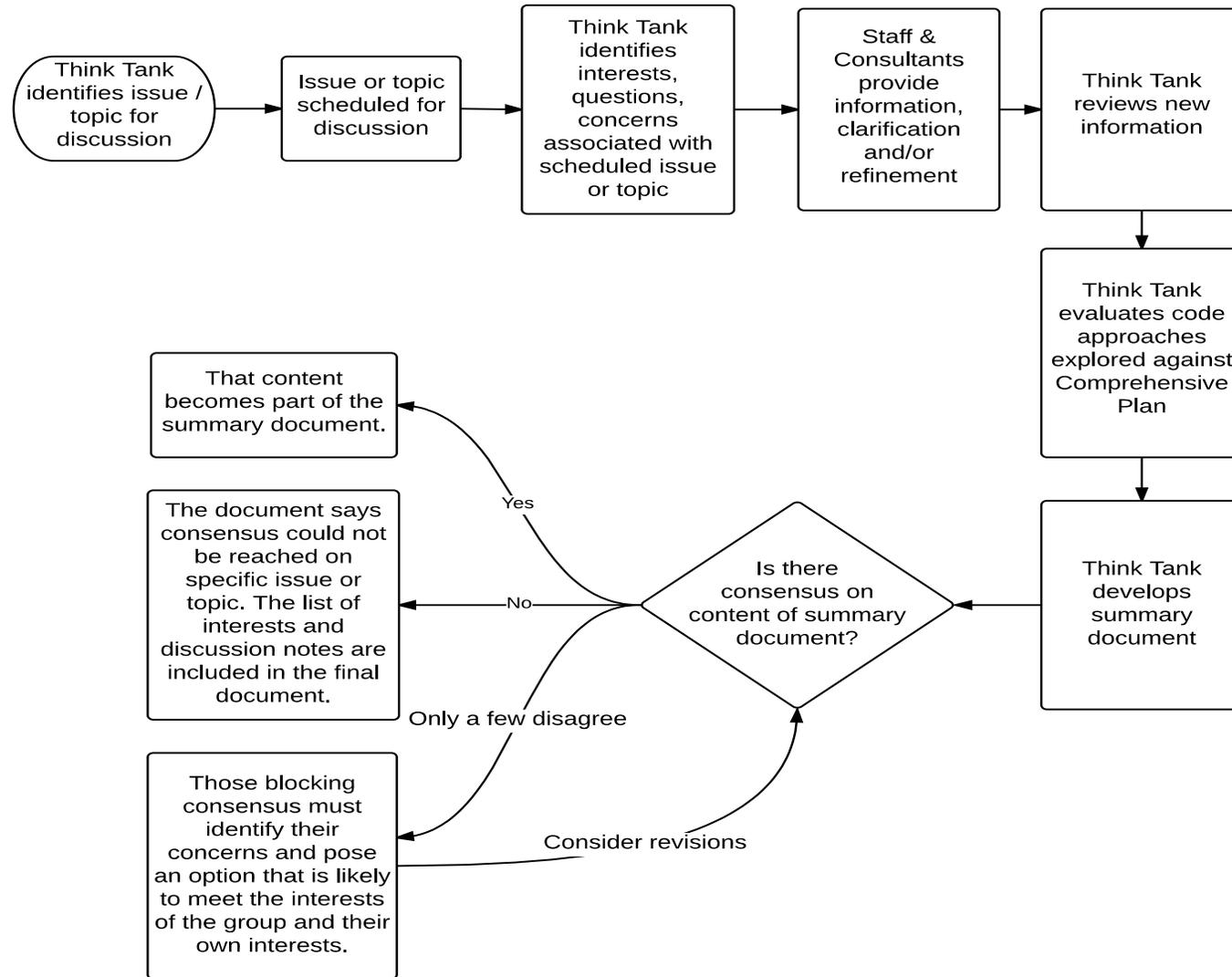
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Discussion Guidelines

- Speak one at a time.
- Be concise and help everyone participate.
- Treat differences as assets.
- Don't gossip about what is said in meetings.
- Seek common ground, don't argue over positions.
- Give the group your full attention.

7. Explore Identified Discussion Topics and Consider Additions

Discussion Topics

Notes

- Employment Centers
- Planned Development Districts
- How Existing Conventional Districts
will be changed through the new code
- Improved Development Standards, if
any, in Areas of Stability
- Rezoning of Neighborhoods
- Accessory Dwelling Units

Discussion Topics

Notes

- Updated Uses within zoning districts
- Framework for creating neighborhood embedded schools
- Alternative types of housing to provide affordability
- Process for existing non-conforming housing types
- Zoning Translation Table

Discussion Topics

Notes

- Zoning Intensity Transitions
- Parking Standards (Min., Max., Reductions)
- Site Development Requirements (Landscaping, Severe Drought)
- Floodplain Development Regulations
- Procedure for review of City Projects (CIP, etc) to Code Compliance

Discussion Topics

Notes

- How do Regulating Plans Function
- Special Districts
- Minimum Acreage Required for SmartCode Zoning
- Existing and future “Light Industrial” uses within Character Districts
- Policy for Review of Public Financing Districts

8. Next Steps

a. Future Agenda Items

b. Coordination with Texas State

Meeting Schedule

		Wed, May 6	Wed, May 20	Wed, Jun 3	Wed, Jun 17	Wed, Jul 8	Wed, Jul 22	Wed, Aug 5	Wed, Aug 19	Wed, Sep 2	Wed, Sep 16
Abigail Gillfillan		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tom Wassenich		✓	✓	✓	✓	✓	✓		✓	✓	✓
Diann Mccabe		✓	✓		✓	✓	✓			✓	✓
Betsy Robertson		✓	✓	✓	✓	✓				✓	✓
John David Carson		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Shawn Dupont		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sofia Nelson		✓	✓	✓	✓	✓	✓	✓		✓	✓
Nancy Nusbaum		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
chris wood		✓	✓	✓	✓	✓	✓	✓	✓		
Patrick Rose		✓		✓		✓	✓	✓		✓	
David Singleton		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10 Responses		10	9	9	9	9	9	7	6	9	7