

**MINUTES OF THE  
JOINT CITY COUNCIL AND PLANNING AND ZONING COMMISSION  
WORK SESSION  
MONDAY, JUNE 20, 2011 — 6:00 P.M.  
CITY HALL, 209 S. WASHINGTON, KAUFMAN, TEXAS**

**CITY COUNCILMEMBERS**

<b>MAYOR</b>	<b>WILLIAM FORTNER</b>
<b>MAYOR PRO-TEM</b>	<b>JEFF COUNCIL</b>
<b>COUNCILMEMBER</b>	<b>BARRY RATCLIFFE</b>
<b>COUNCILMEMBER</b>	<b>CHARLES GILLENWATER</b>
<b>COUNCILMEMBER</b>	<b>KENNETH MUNDEN</b>
<b>COUNCILMEMBER</b>	<b>TONY RADER</b>
<b>COUNCILMEMBER</b>	<b>LOUIS TIJERINA</b>

**PLANNING AND ZONING COMMISSION**

<b>CHAIRMAN</b>	<b>ANITA HALL</b>
<b>VICE-CHAIRMAN</b>	<b>MARSHALL PARK</b>
<b>COMMISSIONER</b>	<b>BURTON BROWN</b>
<b>COMMISSIONER</b>	<b>PATRICK CARDOZA</b>
<b>COMMISSIONER</b>	<b>BILLY ENGLAND</b>
<b>COMMISSIONER</b>	<b>KAY FERRELL</b>
<b>COMMISSIONER</b>	<b>VACANT</b>

**CALL MEETING TO ORDER:**

Mayor Fortner called the Meeting to order at 6:19 p.m. Councilmember's present were William Fortner, Louis Tijerina, Kenneth Munden and Tony Rader. Charles Gillenwater arrived at 6:40 p.m. Barry Ratcliffe and Jeff Council were absent. Mayor Fortner declared a quorum present. Also present were City Manager Curtis Snow, Assistant City Manager/City Secretary Jo Ann Talbot and Director of Development Services Marcy Ratcliff.

Planning and Zoning Commission Chairperson Anita Hall called the Meeting to order at 6:20 p.m. Members present were Anita Hall, Marshall Park, Burton Brown and Kay Ferrell. Commissioner Hall declared a quorum present. Commissioner Cardoza and Commissioner England were absent.

NOTE: A Work Session is used to explore matters of interest to one or more City Council Members or the City Manager for the purpose of giving staff direction into whether or not such matters should be placed on a future regular or special meeting of the Council for citizens input, City Council deliberation and formal City action. At a work session, the City Council generally receives informal and preliminary reports and information from City staff, officials, members of City committees, and the individual or organization proposing council action, if invited by City Council or City Manager to participate in the session. Participation by individuals and members of organizations invited to speak ceases when the Mayor announces the session is being closed to public input. Although Work Sessions are public meetings, and citizens have a legal right to attend, they are not public hearings, so citizens are not allowed to participate in the session unless invited to do so by the Mayor. Any citizen may supply to the City Council, prior to the beginning of the session, a written report regarding the citizen's opinion on the matter being explored. Should the Council direct the matter be placed on a regular meeting agenda, the staff will generally prepare a final report defining the proposed action, which will be made available to all citizens prior to the regular meeting at which citizen input is sought. The purpose of this procedure is to allow citizens attending the regular meeting the opportunity to hear the views of their fellow citizens without having to attend two meetings.

1. Review, discuss and propose the overall goals and objectives of the Comprehensive Plan. Review the final drafts of the Park and Annexation Plans.

Director of Development Services Marcy Ratcliff informed the City Council and the Planning and Zoning Commission that the Planning and Zoning Commission began the initial review of the Update of the Comprehensive Plan in May, 2008.

The Planning and Zoning Commission, at the June 7, 2011, meeting, reviewed final additions to the draft Park and Annexation Plan's and instructed staff to set a joint workshop with City Council and schedule a public hearing for the Planning and Zoning Commission on July 5 and City Council on July 25, 2011.

Director of Development of Services Marcy Ratcliff reported that the Commission also reviewed the 1999 Comprehensive Plan Goals and Objectives and the Land Use and Thoroughfare Plan map adopted in 2009 and determined not to change the Plan, but add additional goals and objectives to the Comprehensive Plan.

The Comprehensive Plan sets goals and objectives to apply on zone change requests, special use permits, planned developments, plats and possible amendments to the Kaufman Zoning Ordinance and Subdivision

Ordinance. It gives city staff orders on projects to accomplish during the entire planning time. Comprehensive Plans always have ongoing goals and objectives, but they also include specific goals and objectives to accomplish.

Director of Development Services Marcy Ratcliff informed the Commission and City Council that they will review the Annexation and Park Plans, and will be proposed to be adopted in July. The Commission has reviewed the 1999 Goals and Objectives and has recommended we keep them with some new additions to include in the final adoption of the plan.

Director of Development Services Marcy Ratcliff gave an overview of the 1999 Goals and Objectives including the proposed new objectives that were added to the Plan. Those items that were addressed are as follows:

1.04 Develop a municipal water pollution control and abatement plan in accordance with the Texas Water Code.

2.08 Development regulations requiring cross access easements in nonresidential zoning districts to provide coordinated access between properties.

2.09 Create and maintain development strategies in mixed use zoning districts to encourage nonresidential uses on the lower floors and residential uses on the upper levels.

3.04 Develop regulations requiring minimum parkland dedication in new residential neighborhoods.

4.04 Develop corridor plans/corridor zoning for East Mulberry establishing development standards to encourage new commercial development on the smaller lots.

4.05 Develop corridor plans/corridor zoning for Ed Hall Drive to encourage developments and other uses associated with the Presbyterian Hospital and Trinity Valley Community College for nursing.

7.06 Develop a downtown plan for implementing physical improvements to the street lighting, exterior building lighting, sidewalk improvements and handicapped accessibility and landscaping maintenance.

10.05 Develop a building/facilities plan to meet the physical space needs of the city.

12.03 Develop a strategic sidewalk plan to physically and financially plan for improvements to existing sidewalks and creation of new sidewalks in developed areas.

Items that were mentioned during the discussion of the Plan were as follows:

Use better attractive lighting downtown. Use lighting that is for security and safety of the public. Lighting that promotes downtown.

Install tree lighting around the County Courthouse.

Create a group of interested citizens to develop a plan for lighting, physical appearance, color, landscaping, etc., for downtown.

Requirements and regulations for improvements to existing buildings, not just suggested regulations.

Install parking meters or parking pay stations for the downtown district for the hours from 8 to 5. Use funds to make improvements to downtown, such as, sidewalks, lighting, etc. This will increase value to the property owner's downtown.

Mayor Fortner would like Planning and Zoning Commission to work on a plan for downtown.

Section 7.06 - It was recommended to add a parking plan in regards to downtown.

Section 10.05 – Development of building/facility needs. It was discussed to move City Hall to the downtown district in the future. City Hall has grown out of its current location and needs a lot of repair.

City Manager Curtis Snow informed the Boards that the City has a sidewalk improvement plan. The City budgets \$5,000 a year to pay one half of the cost for sidewalk replacement to share with the property owners.

### PARK PLAN

It was reported that the Prairie Creek green space is maintained by the City.

Mr. Arlton White, 6947 Meadowview, Kaufman, Texas reported that the north end of the creek was stopped up by beavers, causing some of the trees to die due to no water flow.

Commissioner Park reported that there were no parks on the south end of town. He suggested that the County property known as the Poor Farm, the Library, the Fair Grounds and the Veterans Memorial could serve as park area. The Poor Farm could be a joint venture with the County.

Commissioner Hall discussed a Community Garden in Kaufman.

Mayor Fortner reported that every neighborhood needs park space.

Councilmember Rader suggested to place on the Park Plan map liner trails to go all round the city for long term future needs and place in the long term goals. All agreed to include in the Park Plan.

The Council and Planning and Zoning Commission discussed adding to the medical corridor walkways and workout stops stations.

#### ANNEXATION PLAN

Director of Development Services Marcy Ratcliff gave an overview of the proposed Annexation Plan. Three (3) areas were suggested to concentrate on for annexation. They are: West Highway 175, East Highway 175 and north on Highway 34.

Annexation strips cannot exceed one-thousand feet in width and is measured in the center of the road. The City can annex up to thirty percent of land this year because no annexation has taken place recently. The City can annex ten percent each year. The Annexation Plan is required to be renewed every five years.

City Manager Curtis Snow reported that Mr. Terry Welch will be present at the Regular City Council meeting to address the process of annexation, service plans time frame, regulations on providing utilities, services, etc. of newly annexed areas.

Mayor Fortner wants to move forward on annexing west Highway 175 and east Highway 175.

#### **PLANNING AND ZONING COMMISSION ADJOURNMENT.**

There being no further business the meeting was adjourned at 7:45 p.m.

#### **CITY COUNCIL ADJOURNMENT.**

There being no further business the meeting was adjourned at 7:45 p.m.

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**WILLIAM FORTNER  
MAYOR**

**ATTEST:**

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**JO ANN TALBOT  
CITY SECRETARY**