



City of Rowlett

Special Work Session Agenda

City Council

4000 Main Street
Rowlett, TX 75088
www.rowlett.com

City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.

Tuesday, November 8, 2016

5:00 P.M.

City Hall Conference Room –
4000 Main Street

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

1. **CALL TO ORDER**
2. **WORK SESSION (5:00 P.M.)*** Times listed are approximate.
 - 2A. Discuss a substantial amendment to both the Community Development Block Grant 2016 Annual Plan and the 2016-2020 Consolidated Plan. (60 minutes)
 - 2B. Joint Planning and Zoning Commission and City Council Work Session: Conduct a training session to discuss Realize Rowlett 2020 Comprehensive Plan and the Form-Based Zoning Code. (60 minutes)
 - 2C. Discuss a request from Keep Rowlett Beautiful to change the permanent location of the Dan Roberts Environmental Learning Center to the property located at 6301 Chiesa Road and approaching other taxing entities (i.e. Dallas County Community College District, Garland Independent School District and Dallas County) to release ownership of the property located at 6301 Chiesa Road, Rowlett, Texas. (30 minutes)

TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS

3. **ADJOURNMENT**

Laura Hallmark

Laura Hallmark, City Secretary

I certify that the above notice of meeting was posted on the bulletin boards located inside and outside the doors of the Municipal Center, 4000 Main Street, Rowlett, Texas, as well as on the City's website (www.rowlett.com) on the 4th day of November 2016, by 5:00 p.m.



City of Rowlett

Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 11/08/16

AGENDA ITEM: 2A

TITLE

Discuss a substantial amendment to both the Community Development Block Grant 2016 Annual Plan and the 2016-2020 Consolidated Plan. (60 minutes)

STAFF REPRESENTATIVE

Marc Kurbansade, AICP, Director of Development Services

SUMMARY

On August 2, 2016, City Council voted to transmit the Community Development Block Grant (CDBG) 2016 Annual Plan and the 2016-2020 Consolidated Plan to the U.S. Department of Housing and Urban Development (HUD). During this meeting, there was discussion regarding the reallocation of funds to different projects. The result was the documents were transmitted in their then-current form with direction to return to City Council for direction on reallocation of funds.

BACKGROUND INFORMATION

On May 3, 2016, staff held a discussion with City Council regarding the potential allocation of funds for the upcoming CDBG plan year. The main purpose of this discussion was to present the program's administrative costs being covered both from CDBG funds as well as the general fund. During this meeting staff was provided direction to further research the cost implications and other potential options for the upcoming City Council strategic planning session.

On July 8-9, 2016, City Council participated in a two-day strategic planning session. On July 8, part of the discussion focused on the allocation of CDBG funds. City Council asked staff to research infrastructure projects that might be able to be funded by CDBG funds. At this meeting City Council was also interested in exploring the option of administering a housing rehabilitation program apart from the CDBG program. Therefore, the funds that otherwise would have been used for an infrastructure project could now be funded by CDBG thus providing funds for administering a housing rehabilitation program.

On August 2, 2016, City Council voted to transmit the CDBG 2016 Annual Plan and the 2016-2020 Consolidated Plan to the U.S. Department of Housing and Urban Development HUD. At the meeting, additional comments from City Council focused on some of the CDBG funds also being used for disaster response purposes. The plan was transmitted as presented with the understanding that a Substantial Amendment to the plan would be forthcoming to ultimately discuss funding allocation.

DISCUSSION

The purpose of this item is to discuss the reallocation of CDBG funds for the 2016 plan year, which began on October 1, 2016 and concludes on September 30, 2017. Funding for the 2016 Annual Plan was apportioned as shown below:

Project Description	2016 Plan Allocation	
	Amt (%)	Amt (\$)
Housing Rehabilitation Program	0%	\$0
Public Facilities – Improvements to Isaac Scruggs Park	65%	\$122,006
Public Services – Funding for Life Message (\$16,577) and Honor Academy (\$11,578)	15%	\$28,155
Administration – Administrative and management costs	20%	\$37,540
Total Grant		\$187,701

Public Facilities

The main discussion point includes the public facilities portion of the grant, which amounts to \$122,006. The Annual Plan includes an allocation for Isaac Scruggs Park. However, the intention was not definitive to move forward with these improvements since City Council still requested more information from staff on use of the funds. In short, this work session will focus on the allocation of the public facilities portion of the grant. The two main options include:

- **Capital improvement project** – City staff has identified work in Lake Country Estates (adjacent to the south of Village of Rowlett) that would be eligible to use the funds.
- **Disaster relief** – There are a number of ways that we could partition out these funds to use for disaster relief efforts. Based upon City Council's direction, projects can be identified during the work session.

It would be staff's recommendation to identify an eligible capital improvement project as the recipient of funds, since this would be the most efficient use of the funds. Due to the complexity of CDBG funds, multiple recipients would lead to overhead expenses not directly related to disbursement of funds (i.e., more staff time would need to be re-allocated from other projects to assist in administration of the funds).

Public Services

Based on the feedback from City Council, the Public Services portion of the grant does not need to be discussed, as there is an agreement on the allocation of this part of the grant.

Housing Rehabilitation

There are no funds allocated to this portion of the grant. However, as previously discussed in this staff report, the reallocation of funds that otherwise would have been used for an infrastructure project, we could now internally administer a housing rehabilitation program apart from our CDBG

program through the general fund. As would be expected, there would be a lead time of approximately 2-3 months to allow for the establishment of the City's grant criteria, with particular attention being paid to risk exposure and liability concerns associated with administration of the program.

The options for the housing rehabilitation program are as follows:

- 1) Internally administer the program with similar parameters as before. For example, we would process emergency repairs as they are submitted and limit major repairs to \$25,000.
- 2) Limit the program only to emergency repairs not to exceed \$7,000.
- 3) City would donate funds to local non-profit organization, allowing non-profit to administer program and limit assistance to Rowlett residents.
- 4) Use housing rehabilitation funds in coordination with community advocacy program and associated neighborhood outreach/revitalization efforts.

In summary, the direction being sought from City Council is as follows:

- Is there consensus from Council to how it would like to allocate the current public facilities portion of the grant (note: the scope of the project would need to be defined)?
- Is there consensus from Council about specific expectations for the administration of a housing rehabilitation program?

The next steps will include the advertisement and consideration of a Substantial Amendment to our Annual Plan. It is anticipated that this will occur either December 6, 2016 or January 3, 2017.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Provide direction to staff regarding a future substantial amendment to be brought forward for City Council consideration.



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Staff Report

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AGENDA DATE: 11/08/16

AGENDA ITEM: 2B

TITLE

Joint Planning and Zoning Commission and City Council Work Session: Conduct a training session to discuss Realize Rowlett 2020 Comprehensive Plan and the Form-Based Zoning Code. (60 minutes)

STAFF REPRESENTATIVE

Marc Kurbansade, AICP, Director of Development Services

SUMMARY

The purpose of this meeting is to conduct a training course with the existing City Council and Planning and Zoning Commission members. During this Work Session staff will discuss the application of both the *Realize Rowlett 2020* Comprehensive Plan and the Form-Based Code in the context of reviewing development requests.

BACKGROUND INFORMATION

On September 20, 2011, the City of Rowlett adopted *Realize Rowlett 2020* as its Comprehensive Plan. The adoption process included numerous public meetings over a six month period. Phase Two of the *Realize Rowlett 2020* plan included the adoption of the City's Form-Based Zoning Code, as well as a Strategic Downtown Plan. Both of these documents provide guidance and regulatory controls for development requests submitted to the City.

On June 14, 2016, City Council and Planning and Zoning Commission had a joint meeting. During this meeting, the topic of the desire for this training session was discussed both for new and existing Council and Commission members.

This training session will explain the applicability of both documents, including their differences with regard to informing development requests.

DISCUSSION

This training session will explain the applicability of both documents, including their differences with regard to informing development requests. For reference, below are links to both the *Realize Rowlett 2020* Comprehensive Plan and Form-Based Code.

Realize Rowlett 2020 Comprehensive Plan

<http://www.rowlett.com/DocumentCenter/View/8858>

Form-Based Code

<http://www.rowlett.com/DocumentCenter/View/8842>

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

No action required. Information only.



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AGENDA DATE: 11/08/16

AGENDA ITEM: 2C

TITLE

Discuss a request from Keep Rowlett Beautiful to change the permanent location of the Dan Roberts Environmental Learning Center to the property located at 6301 Chiesa Road and approaching other taxing entities (i.e. Dallas County Community College District, Garland Independent School District and Dallas County) to release ownership of the property located at 6301 Chiesa Road, Rowlett, Texas. (30 minutes)

STAFF REPRESENTATIVE

Angela Smith, Director of Parks and Recreation

SUMMARY

On January 12, 2012, the City of Rowlett and Keep Rowlett Beautiful (KRB) agreed in principle to move the Dan Roberts Environmental Learning Center (ELC) to Scenic Point Park. The purpose of this item is to discuss a request from KRB to move the Dan Roberts Environmental Learning Center from Scenic Point Park back to its original location at 6301 Chiesa Road. This will require negotiations with other taxing entities (i.e. Dallas County, Garland Independent School District (GISD), etc.) to release ownership interests to the City of Rowlett for Rowlett to own the property outright..

BACKGROUND INFORMATION

Planning for an official master plan of an Environmental Facility dates back as early as 2001. Minutes from the August 21, 2001 Council work session provide a very detailed outline of KRB's plans to develop a facility that would include ponds, water gardens, butterflies and demonstration gardens, xeriscaping and other plant life. At that time, the Environmental Learning Center (ELC) was envisioned to provide residents information on the conservation of Urban Forestry, Horticulture, Wildlife Wetlands and the introduction of Alternate Fuels and Renewable Energy Sources. The conversation between City Council, Parks Advisory Board and KRB has continued throughout the last 15 years including approval of a master plan for trees, trail, fencing and some landscape. This item has been presented before City Council in 2001, 2003, 2004, 2006, 2008, 2009, 2012 and 2013. Most recently of note is in January 2012, when KRB and the Parks Advisory Board presented to the City Council the idea of officially moving the idea of an ELC to become a part of the development of Scenic Point Park. On July 2, 2013, the City Council officially changed the name of the Environmental Learning Center to the Dan Roberts Environmental Learning Center.

DISCUSSION

The Parks and Recreation Department, the Parks Advisory Board and KRB have met and have determined a path that will let the official idea of an Environmental Learning Center be developed.

Lonnie Cornwell, current president of KRB made a presentation to the Parks Advisory Board on June 8, 2016, to outline the request to change the permanent location of the Dan Roberts Environmental Learning Center from Scenic Point Park to the existing site at 6301 Chiesa Road. KRB believes that Scenic Point Park is not a suitable location and they are prepared to move forward with fundraising for features from their 2011 Environmental Learning Center Master Plan. The facilities as designed in that Master Plan will not fit within the confines of Scenic Point Park.

The first step to ensure success of this project is to approach local taxing entities (i.e. Dallas County Community College District, GISD and Dallas County) and request that each release their interests in the property located at 6301 Chiesa Road, Rowlett, Texas to Rowlett. The City of Rowlett will ask for a resolution from each entity to release ownership of the property located at 6301 Chiesa Road to the City of Rowlett. Such a resolution is common practice for properties that have been struck to one entity for management. GISD is on board with this project and has previously approved such a resolution; therefore, we do not expect their participation to be an issue. We will work with the City Attorney to complete this step with Council's approval.

FINANCIAL/BUDGET IMPLICATIONS

With a successful request from the taxing entities that currently have an interest in the property, there will be no cost to the City of Rowlett at this time to become the sole owner of the property.

RECOMMENDED ACTION

Provide direction to staff on the following items:

- Is there consensus from Council to move the permanent location for the Dan Roberts Environmental Learning Center from Scenic Point Park to the property at 6301 Chiesa Road?
- Is there consensus from Council to approve approaching other taxing entities (i.e. Dallas County Community College District, GISD and Dallas County) to retain full ownership of the property located at 6301 Chiesa Road, Rowlett, Texas?