

Date: July 22, 2020

To: City Council
Mark Israelson, City Manager

From: Christina Day, AICP, Director of Planning
Michael Bell, AICP, Comprehensive Planning Manager

Subject: Comprehensive Plan Review Committee Progress

The purpose of this memo is to update the City Council regarding the status of the Comprehensive Plan Review Committee ("Committee").

Background

In November 2019, the City Council appointed a 16-member Comprehensive Plan Review Committee to diagnose and recommend necessary changes to the city's Comprehensive Plan in four areas: future land use, transportation, housing density, and growth management. The Committee kicked off meetings on Saturday, January 11, 2020, and has had 16 meetings scheduled through July. Four meetings have been cancelled due to COVID-19 related issues.

Status

The Committee has accomplished the following:

- review of initial survey of the plan (January 11)
- review of vision and direction (January 22)
- study and discussion of housing density topic (January 22, February 4, February 20, March 3, April 14, June 16)
- study and discussion of transportation topic (April 21)
- create and adopt guiding principles (June 30, July 7)
- discuss policies and actions related to transportation topic (June 2, June 16, June 30, July 7, July 21)
- recommendations to P&Z on nine total policies, including policies with all associated actions and three policies with some associated actions (July 7, July 21)

Based on feedback from the Committee, staff has identified 2 (of 6) maps, 17 (of 41) policies and 95 (of 274) actions for the primary focus of the work. The process requires the following:

1. Review by the CPRC with 75% approval;
2. Review by the Planning & Zoning Commission with 50% approval;
3. Public outreach by the CPRC once agreement is reached by CPRC and Planning & Zoning;

4. Final review and any changes by CPRC with 75% approval;
5. Planning & Zoning Commission public hearing, consideration, and recommendation; and
6. City Council public hearing and consideration.

CPRC Work Steps (As Noted Above)							
	Total	Initial Rec. to P&Z (Step 1)	Percent Complete (Step 1)	Public Outreach (Step 3)	Percent Complete (Step 3)	Final Rec. to P&Z (Step 4)	Percent Complete (Step 4)
Contract Funding	\$ 900,000	\$ 312,185					35%
Policies	17	9	53%	0	0%	0	0%
Actions	95 +2 added	45 +2 added -3 removed	47%	0	0%	0	0%
Maps	2	0	0%	0	0%	0	0%
Guiding Principles	+12 added	+12 added	100%	0	0%	0	0%

Contract funding through June 30; progress through July 7.

Review of the plan is progressing at an average rate of 2 policies and 10 actions per full meeting. At the current pace and including map revisions, it will take approximately 8 meetings (four months) fully devoted to policy consideration to complete the initial review of the remaining policies. This would place initial consideration for remaining items on P&Z's agenda in October or November of 2020, with public outreach in November 2020 – January 2021 if substantial changes are not further debated. Final CPRC edits and voting, as well as the P&Z and City Council public hearings are on pace for February or March 2021.

If costs remained steady, the current pace of expenditures would allow approximately 24, or one year, of additional meetings. However, consultant time will be needed in upcoming months with presentation and agenda items at both CPRC and P&Z meetings, likely increasing monthly expenditures. Outreach meetings to the public will also add costs. Staff anticipates that the funding may run short if the process extends beyond March 2021, depending on demand for services.

The consulting team is proposing an additional Saturday work session and adding meetings to the calendar to accommodate additional time necessary for the process.

Attachment: CPRC Work Plan

Plano Comprehensive Plan Review Committee

Work Plan and Calendar

Tuesday, July 21, 2020

Items to Consider Throughout the Review Process		Date
1	Be mindful of taxpayers – partner with private companies.	Continuous
2	How to retain existing population and attract new residents.	Continuous
3	Maintain parks and transportation via solid economic development goals and efforts.	Continuous
4	Have a plan to prevent crime and support police.	Continuous
5	Actions to execute what is in the plan.	Continuous
6	The City should move in the same direction of Plano 2045.	Continuous
7	The purpose of the comprehensive plan relating to density, land use, growth management, and transportation.	Continuous
8	We all want to live in the best community.	Continuous
9	Think about how we deliver the city to future generations.	Continuous
10	Strive for factual support.	Continuous
Education and Training Items		Date
1	Plano Facts and Figures	Jan 22
2	Zoning change notice procedures	Feb 4
3	Executive Session for Legal Advice: Respond to questions and receive legal advice regarding the Fair Housing Act and legal issues related to comprehensive planning	Feb 4
4	Undeveloped Land Map & Population Projections Part 1	Feb 4
5	Active Residential Projects and Population Projections Part 2	Feb 20
6	Police Department and Fire Rescue Facts and Figures	Feb 20
7	Future Land Use Plans from Surrounding Cities	Feb 20
8	Review Middle Housing Types	March 3
9	Plano ISD Facts and Figures (Presentation by Plano ISD Superintendent)	June 16
10	How does DART membership work? How is DART funded? (Survey Question Response)	April 21
11	Define what counts as a “journey to work trip” related to transportation demand management. (Survey Question Response)	April 21
Past Meetings		
Meeting #	Meeting Topic and Agenda	Meeting Dates
CPRC #1	Kickoff Meeting <ol style="list-style-type: none"> 1) Introductions 2) Purpose of Project 3) Ice Breaker Exercise 4) Planning 101 5) Review CPRC Survey Results 6) Issue Identification Exercise 7) Discussion of Topics for Next Meeting 	Saturday, January 11, 2020

Plano Comprehensive Plan Review Committee
Work Plan and Calendar
Tuesday, July 21, 2020

CPRC #2	<u>Vision and Direction</u> <ol style="list-style-type: none"> 1) Approval of Minutes: January 11, 2020 2) Discussion: Plano Tomorrow Vision Statement 3) Discussion and Direction: Analysis of Survey Results and Kickoff 4) Meeting Feedback 5) Presentation: Plano Facts and Figures 6) Discussion: Residential Density 	Tuesday, January 22, 2020
CPRC #3	<u>Density Topic, Housing Type Discussion</u> <ol style="list-style-type: none"> 1) Approval of Minutes: January 22, 2020 2) Presentation: Zoning Change Public Notification and Participation 3) Presentation: Undeveloped Land Map 4) Executive Session for Legal Advice: Respond to questions and receive legal advice regarding the Fair Housing Act, Court Cases, and HUD Interpretations Related to Planning 5) Presentation: Fair Housing Act, Court Cases, and HUD Interpretations Related to Planning 6) Discussion and Direction: Housing Types 7) Discussion: CPRC Work Plan Updates 	Tuesday, February 4, 2020
CPRC #4	<u>Density Topic, Housing Type Discussion Cont.</u> <ol style="list-style-type: none"> 1) Approval of Minutes: February 4, 2020 2) Presentation: Plano Police Department and Plano Fire-Rescue 3) Presentation: Population Projections Part 2 4) Presentation: Future Land Use Plans from Surrounding Cities 5) Discussion and Direction: Missing Middle Housing 6) Discussion and Direction: Housing Types 7) Discussion and Direction: Future Land Use Map Categories and Housing Approach 8) Work Plan Updates 	Tuesday, February 20, 2020
CPRC #5	<u>Density Topic, Housing Type Discussion Cont.</u> <ol style="list-style-type: none"> 1) Approval of Minutes: February 20, 2020 2) Discussion and Direction: Middle Housing 3) Discussion and Direction: Housing Types 4) Discussion and Direction: Future Land Use Map Categories and Housing Approach 5) Work Plan Updates 	Tuesday, March 3, 2020
CPRC #6	Meeting Canceled	Tuesday, March 18, 2020
CPRC #7	Meeting Canceled	Tuesday, March 31, 2020
CPRC #8	<u>Density Topic, Housing Types Cont. & Housing Mix Discussions</u> <ol style="list-style-type: none"> 1) Approval of Minutes: March 3, 2020 2) Presentation: Changes to Committee Work Plan in Response to COVID-19 3) Discussion: Freese and Nichols, Inc. Summary of Issues 4) Discussion: Committee Homework Results 	Tuesday, April 14, 2020

Plano Comprehensive Plan Review Committee

Work Plan and Calendar

Tuesday, July 21, 2020

	<ul style="list-style-type: none"> 5) Presentation: Committee Perspectives on the Plano Tomorrow Plan 6) Work Plan Updates 	
CPRC #9	<p><u>Transportation Topic, Introduction Transportation</u></p> <ul style="list-style-type: none"> 1) Approval of Minutes: April 14, 2020 2) Presentation: Transportation Overview 3) Presentation: Transportation and Comprehensive Plans 4) Discussion and Direction: Transportation Actions in Plano Tomorrow 5) Work Plan Updates 	Tuesday, April 21, 2020
CPRC #10	Meeting Canceled	Tuesday, May 5, 2020
CPRC #11	Meeting Canceled	Tuesday, May 19, 2020
CPRC #12	<p><u>Transportation Topic, Bundles 1 - 3 Discussion</u></p> <ul style="list-style-type: none"> 1) Approval of Minutes: April 21, 2020 2) Discussion: Committee Perspectives on Transportation Topics 3) Discussion & Direction: Transportation Themes Voting Exercise 4) Work Plan Updates 	Tuesday, June 2, 2020
CPRC #13	<p><u>Transportation Topic, Bundles 1 - 6 Discussion</u></p> <ul style="list-style-type: none"> 1) Approval of Minutes: June 2, 2020 2) Presentation: Plano ISD Information 3) Work Plan Updates 4) Plano Tomorrow Video Scripts 5) Discussion and Direction: Transportation Themes Voting Exercise 	Tuesday, June 16, 2020
CPRC #14	<p><u>Transportation Topic, Bundles 2 - 11 Discussion</u></p> <ul style="list-style-type: none"> 1) Approval of Minutes: June 16, 2020 2) Discussion and Direction: Comprehensive Plan Guiding Principles 3) Discussion and Direction: Transportation Themes Polling Exercise 4) CPRC Work Plan Updates 	Tuesday, June 30, 2020
CPRC #15	<p><u>Transportation Topic, Transportation Bundles 1 - 11 Discussion & Vote</u></p> <ul style="list-style-type: none"> 1) Approval of Minutes: June 30, 2020 2) Consideration: Comprehensive Plan Guiding Principles 3) Consideration: Transportation Bundle 1 4) Consideration: Transportation Bundles 2-6 5) Discussion and Direction: Transportation Bundles 7-11 Polling Exercise 6) Presentation: Returning to Density Discussion 7) CPRC Work Plan Updates 	Tuesday, July 7, 2020

Plano Comprehensive Plan Review Committee
Work Plan and Calendar
Tuesday, July 21, 2020

Upcoming Meetings		
Meeting #	Meeting Topic and Agenda	Meeting Dates
CPRC #16	<p><u>Complete Bundles 8-11 and Preview Bundles 12-22</u></p> <ol style="list-style-type: none"> 1) Work Plan Updates: Discuss expansion of schedule 2) Discussion & Consideration of Transportation Bundles 8-11 3) Presentation: Bundles 12-22 <ol style="list-style-type: none"> a. Description of Bundles 4) Homework Assigned: Bundles 12-22 (due August 9, after the next CPRC meeting on August 4) 	Tuesday, July 21, 2020
CPRC #17	<p><u>Open Discussion on Density, Land Use, and Growth Management Topics</u></p> <ol style="list-style-type: none"> 1) Open Discussion on Density, Land Use, and Growth Management <ol style="list-style-type: none"> a. Before the discussion, review the original survey results from the kickoff meeting and discuss related items. 2) Dan's Big Picture Approach: Dan explains the density solution is both the policies / actions and the maps that control density. <ol style="list-style-type: none"> a. Example: Density Guidance Map 3) Homework due in 5 days, on August 9. 	Tuesday, August 4, 2020
CPRC #18	<p><u>Bundles 12, 13, 14, and 15</u></p> <ol style="list-style-type: none"> 1) Discussion & Consideration: <ol style="list-style-type: none"> a. Bundle 12 (Land Use) b. Bundle 13 (Community Design) c. Bundle 14 (Redevelopment of Regional Transportation Corridors) d. Bundle 15 (Undeveloped Land) 	Tuesday, August 18, 2020

Plano Comprehensive Plan Review Committee
Work Plan and Calendar
Tuesday, July 21, 2020

<p style="text-align: center;">*** CPRC Special Event #1 ***</p>	<p>***Self-Guided Tour***</p> <ol style="list-style-type: none"> 1) The purpose of the tour is to help CPRC members understand Plano's retail corners. 2) CPRC members are to drive to four locations and consider the future of the retail corners. 3) The self-guided tour replaces the bus tour. 4) CPRC members to ask themselves questions similar to the following: <ol style="list-style-type: none"> a. "How would I want this area to redevelop?" b. "Should this area remain exactly the same as it exists today?" c. "What land uses do I think should be in a neighborhood center?" 5) CPRC members bring their thoughts and comments to September 1 meeting and present individually. 	<p style="text-align: center;">*** Saturday, August 22, 2020 through Monday, August 31, 2020 ***</p>
<p style="text-align: center;">CPRC #19</p>	<p><u>Bundles 16, 17, 18, and 19</u></p> <ol style="list-style-type: none"> 1) CPRC members present their thoughts from the self-guided tour 2) Discussion & Consideration: <ol style="list-style-type: none"> a. Bundle 16 (Transit-Oriented Development) b. Bundle 17 (Neighborhood Conservation) c. Bundle 18 (Redevelopment of Neighborhood Centers) d. Bundle 19 (Special Housing Needs) 	<p style="text-align: center;">Tuesday, September 1, 2020</p>
<p style="text-align: center;">CPRC #20</p>	<p><u>Bundles 20, 21 and 22</u></p> <ol style="list-style-type: none"> 1) Discussion & Consideration: <ol style="list-style-type: none"> a. Bundle 20 (Population Growth) b. Bundle 21 (Consistency with Neighboring Cities) c. Bundle 22 (Regional Education) 2) Present: Future Land Use Map, Growth & Change Map, & new Density Guidance Map 	<p style="text-align: center;">Tuesday, September 15, 2020</p>

**Plano Comprehensive Plan Review Committee
Work Plan and Calendar**

<p style="text-align: center;">*** CPRC Special Event #2 ***</p>	<p>***Saturday Workshop on Land Use and Maps***</p> <ol style="list-style-type: none"> 1) Purpose of the Saturday Workshop is to discuss land uses and the comprehensive plan's maps. 2) Discuss the Future Land Use Categories and descriptions. CPRC to have a guided discussion on specific land use categories: <ol style="list-style-type: none"> a. Neighborhood Center (NC), b. Compact Complete Center (CCC), c. Transit Corridor (TC), and d. Expressway Corridor (EXC). 3) Discuss the housing menu types and non-residential types for each land use category. 4) Possible exercises include Lego placements, large map mark-ups with idea presentations, or online exercise (COVID-Safer and allows online participation). <ol style="list-style-type: none"> a. Purpose is to engage the CPRC in more creative and interactive ways. 5) One key issue to address is the location of mixed-use areas. 	<p style="text-align: center;">*** Saturday, September 19, 2020 ***</p>
<p>CPRC #21</p>	<p><u>Discuss and Refine Maps</u></p> <ol style="list-style-type: none"> 1) Discussion and Direction: Future Land Use Map, Growth & Change Map, & Dan's Density Guidance Map. 	<p>Tuesday, September 29, 2020</p>
<p>CPRC #22</p>	<p><u>Vote on Maps</u></p> <ol style="list-style-type: none"> 1) Discussion and Consideration: Future Land Use Map, Growth & Change Map, & New Density Guidance Map. 2) CPRC to vote to send all remaining items to P&Z for P&Z's feedback. 	<p>Tuesday, October 6, 2020</p>
	<p>***P&Z REVIEWS CPRC'S EDITS & SENDS COMMENTS BACK TO CPRC***</p>	<p>OCT-NOV</p>
	<p>***PUBLIC MEETING ON PLANO TOMORROW REVISIONS***</p>	<p>NOV-DEC</p>
	<p>***PUBLIC MEETING ON PLANO TOMORROW REVISIONS***</p>	<p>DEC-JAN</p>