



City of San Marcos

630 East Hopkins
San Marcos, TX 78666

Meeting Minutes City Council

Tuesday, September 17, 2019

3:00 PM

City Council Chambers

630 E. Hopkins - Work Session

I. Call To Order

With a quorum present, the work session meeting of the San Marcos City Council was called to order by Mayor Hughson at 3:02 p.m. Tuesday, September 17, 2019 in the City Council Chambers, 630 E. Hopkins, San Marcos, Texas 78666.

II. Roll Call

Present: 7 - Mayor Pro Tem Lisa Prewitt, Council Member Saul Gonzales, Council Member Melissa Derrick, Mayor Jane Hughson, Council Member Ed Mihalkanin, Council Member Joca Marquez and Council Member Mark Rockeymoore

PRESENTATIONS

1. Receive a Staff presentation and hold discussion regarding Downtown Architectural and Design Standards, and provide direction to the City Manager.

Alison Brake, Historic Preservation Officer and Planner, reviewed the discussion regarding design standards applicable in downtown, and design standards applicable in Historic Districts held by the City Council on August 20, 2019. Ms. Brake reviewed the outline of what will be presented to the Council. Topics covered included: Process for reviewing properties zoned CD-5D, Process for reviewing properties within the Downtown Historic District, Recent legislation and an example from McKinney, TX.

Ms. Brake introduced Abigail Gillfillan, Planning Manager, who provided the review of the of the process for reviewing properties zoned CD-5D. Ms. Gillfillan explained that the downtown boundary was first developed as part of 2008 Downtown Master Plan. She provided that the zoning was established in 2011 with adoption of the Downtown SmartCode. Following adoption the City contracted with Nore Winters to develop architectural standards in 2012. She explained that through that process context-sensitive design standards were added, as well as, supplementing with design guidelines for special cases, & revising sign standards for downtown area.

Ms. Gillfillan reviewed downtown properties that are zoned CD-5D and reviewed the differences between Downtown Architectural Standards and Downtown Design Guidelines. She explained that the Downtown Architectural Standards are required and that they were approved in 2012 following an extensive public process. She explained that the Downtown Architectural Standards provide the following: Expression Tools, Upper Floor Window Design, Varied Upper-Floor Massing, and Step-Downs in Height. Ms. Gillfillan explained that Downtown Design Guidelines were adopted to be used in special cases as identified below:

- As advisory information for those who wish to better understand the intent of the design standards**
- As part of design review when an administrative approval process is specifically allowed by the code**
- As part of design review for the alternative compliance process approved by the Planning Commission**

Ms. Gillfillan explained that both of these were both carried into and adopted within the new San Marcos Development Code in 2018.

Ms. Gillfillan reviewed the process for approval process for projects not in a historic district as follows:

Step 1: Pre-Development Meeting

Step 2: Application Submitted

Step 3: Plan Review

Step 4: Alternative Compliance or Administrative Adjustment - If the applicant is requesting an alternative way to meet the design requirements the request is reviewed against the Design Guidelines.

Step 5: Staff Recommendation - Staff reviews a request for alternative compliance against the Design Guidelines and makes a recommendation

Step 6: Final Determination – Planning and Zoning Commission considers the request for alternative compliance utilizing the design guidelines as criteria and may approve, approve with conditions, or deny a request for alternative compliance.

Step 7: Permit Issued

Ms. Brake reviewed the history of the Downtown Historic District. She explained that the Downtown Historic District was established in 1986 and is a zoning overlay district, and generally consists of all properties located adjacent to the Courthouse Square. She explained that properties within the district are subject to all architectural and design requirements of San Marcos Development Code.

Ms. Brake explained that in regards to Downtown Historic District Standards that Certificates of Appropriateness are reviewed against the Construction and Repair Standards of Section 4.5.2.1(I) of San Marcos Development Code. Any change to a building that is a change in design or material is reviewed.

Ms. Gilfillan spoke on the City of McKinney Town Center Regulating Plan and Building Design Standards.

Building Design Standards Include:

Building Orientation

Residential Garages

Building Massing and Scale

Roof Forms

Façade Composition

Building Materials

The next steps include:

Land Development Code Amendments - Typos and Technical Errors

- November 6th-City Council (Initial Authorization)**
- November 12th-Planning & Zoning Commission (Recommendation)**
- December 3rd-City Council First Reading, Final Approval**

Staff Recommendation

- Update Downtown Master Plan including updated goals and objectives for development**
- Amend the Development Code to match the updated Vision for Downtown**

After questions and discussion by Council, consensus is to:

- 1. Engage consultant(s) with standards that can be brought back to Council, but while procurement is happening, Staff can work in parallel to get this completed. Staff will still need to schedule public meetings and outreach throughout the process.**
- 2. Look at creating a regulating plan similar to McKinney**
- 3. Prior to initiation of work on the development, the goal is to ensure that developers and others are aware of what the City seeks in the design of the project.**

- 2. Receive a Staff presentation and hold a discussion regarding the proposed Workforce Housing Task Force Strategic Housing Action Plan, and provide direction to the City**

Manager.

Abigail Gilfillan, Planning Manager and Andrea Villalobos, Senior Planner provided a brief presentation.

Due to the large amount of information on this topic and limited amount of time to discuss Council consensus was to provide questions on the message board and allow Staff time to get these answered. This is scheduled to be discussed further at the October 15th meeting with possible adoption of the Strategic Housing Action Plan.

EXECUTIVE SESSION

3. Executive Session in accordance with the following Government Code Sections:
 - A. Section § 551.074 - Personnel Matters: discuss duties and responsibilities of the City Manager
 - B. Section § 551.072 - Real Property: to receive a staff briefing and deliberate regarding the potential acquisition of property in the downtown area for municipal use.
 - C. Section 551.087 - Economic Development: to receive a staff briefing and deliberate regarding Project World Series.

A motion was made by Council Member Mihalkanin, seconded by Council Member Gonzales, to enter into Executive Session at 5:32 p.m. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Council Member Derrick, Mayor Hughson, Council Member Mihalkanin, Council Member Marquez and Council Member Rockeymoore

Against: 0

III. Adjournment.

Council returned from Executive Session and the Mayor adjourned the work session meeting of the City Council at 5:58 p.m., Tuesday, September 17, 2019.

Jamie Lee Case, TRMC, City Clerk

Jane Hughson, Mayor