Tuesday, March 17, 2020
6:00 PM
Council Chambers

Study Session Meeting to be held at 3:00 p.m. in the Study Session Room with a Dinner Break at 5:15 p.m.

Absent: 1 - Mayor Pro Tem John Norwood
Presiding: 1 - Mayor Robert Dye
Present: 4 - Council Member Bronson Blackson (Videoconference), Council Member Mike Bomgardner (Videoconference), Deputy Mayor Pro Tem Terry Lynne and Council Member Cristal Retana

Staff: City Manager Charles Cox, Deputy City Manager John Land, Assistant City Manager Benjamin Williamson, City Secretary Amy Piukane, City Attorney Peter G. Smith, Police Chief David Hale, Fire Chief Steve Parker, Director of Human Resources Brian Beasley, Director of Public Works Marc Bentley, Director of Sustainability & Health Shane Davis, Director of Planning & Zoning AICP Tina M. Firgens, Director of Economic Development Allison Cook, Director of Library Denise Wallace, Building Official Hugh Pender, Director of Information Services Mark Samuels, Director of Communications Tom Bryson and Director of Fleet & Facilities Kevin Muenchow

A. CALL TO ORDER - STUDY SESSION (3 P.M.)

A.1 20-160 Discuss regular City Council meeting agenda items

Deputy Mayor Pro Tem Lynne asked for clarification on Agenda Item H.6 (Global Direct) in regards to estimated savings with this new vendor.

City Manager Charles Cox explained the new vendor was chosen due to increased security procedures their company offers at no additional cost to the City.

A.2 20-163 Receive and review a timeline for annual Boards and Commissions appointments

City Secretary Amy Piukane provided City Council with an update and overview of annual Board and Commissions appointments.

Deputy Mayor Pro Tem Lynne stated he would like to consider discussion on combining the Parks and Recreation Board with the Historical Park Board and sunsetting the Sustainability Committee to allow them to combine with Keep Farmers Branch Beautiful.

Ms. Piukane explained these discussions could be a part of the May 27, 2020 appointment review process. She noted this would be an all-day event.
A.3 20-154 Receive a report from Robert Smith, Assistant Vice President of Planning and Development with Dallas Area Rapid Transit (DART), regarding the agency’s redesign of the bus network

Robert Smith, Assistant Vice President of Planning and Development with Dallas Area Rapid Transit (DART) briefed City Council regarding the agency’s redesign of the bus network efforts. Mr. Smith explained DART will redesign the bus network in a manner that is cost neutral compared to current service. There was a need for trade-offs between the member cities regarding the two bus network models that were developed. One model will be designed to maximize ridership, while the other will be designed to provide maximum coverage. He explained City officials and residents of all participating cities will be able to provide their input and feedback regarding the redesign. Mr. Smith suggested anyone seeking more information on Dart to visit dart.org website.

Mayor Dye recognized GIS Manager Renee Esses and Director of Sustainability and Public Health Shane Davis for their efforts.

Council Member Retana asked Mr. Smith if there is anything the City could to assist with transit-oriented developments that align with DART. Mr. Smith stated they are targeting DART users, noting many cities are utilizing bike paths and following the rail corridor.

Deputy Mayor Pro Tem Lynne asked what the average age is of the DART user. Mr. Smith stated majority are under 35 yrs. of age. He urged DART to allow members at the Branch Connection to provide input.

A.4 20-180 Discuss COVID-19 Preparedness

Fire Chief Steve Parker provided a COVID-19 update. He noted a disaster emergency plan was adopted. He stated Dallas County and City of Farmers Branch signed disaster declarations limiting control orders. He stated a disaster declaration is expected and has been added to the March 19th City Council meeting. He noted the City responded with closures to Manske Library, Branch Connection and the Farmers Branch Recreation Center. He reviewed the timeline of closures noting the City will amend control orders and follow Dallas County procedures.

Mayor Dye thanked Chief Parker for his efforts in keeping residents safe. Mayor Dye stated he would update the public with the most accurate information. Mayor Dye urged residents to stay home and to practice social distancing.

Council Member Retana expressed gratitude to Chief Parker and asked that the City be transparent when communicating to the public about outbreaks.

Council Member Blackson thanked staff and suggested everyone practice social distancing.

Deputy Mayor Pro Tem Lynne asked if any additional needs are necessary at this time from City Council and asked the Fire Chief if he could respond to a constituent’s question on, if mosquitos could carry the corona virus.

Chief Parker replied stating mosquitos do not carry the virus and he has no additional needs at this time.

Council Member Bomgardner urged everyone to stay home and quarantine, if symptoms get worse, call the emergency room and they can meet you to transport you to the place of care.

Maureen Bullet with Facilities Management provided City Council with an update on facility cleaning.
A.5  20-158

**Discuss Comprehensive Zoning Ordinance requirements as it relates to front-entry garages within residential zoning districts**

Director of Planning and Zoning Tina Firgens briefed City Council regarding this item. Ms. Firgens reviewed the current regulations. She noted if 75% of the buildings that front any street in a residential neighborhood do not have garage doors that face the street in the front half of the lot, then the front facing garage doors must maintain a setback of 10 ft. or greater than that of the main structure. She noted by allowing front facing garages in the front half of the lot it would provide the following: 1) increased flexibility and allow for more usable rear yard area since the garage will be located within the front half of the lot; 2) for lots backing up to the golf course, this would assist with preserving the golf course view from the backyard and reduce potential vehicular damage by golf balls.

The City Council discussed the need for flexibility, safety concerns, garage requirements and existing nonconforming garages.

Deputy Mayor Pro Tem Lynne stated this will affect Tom Cusick’s build, noting he requesting flexibility.

Mr. Pender stated Mr. Cusick prefers having the view in the back of the lot when building around the golf course.

Council Member Blackson asked for the number of front facing garages within our community. He noted the vast majority of west side have front facing garages.

Mayor Dye requested Ms. Firgens to move forward with an Ordinance allowing flexibility and requested she provide Council Member Blackson with his data request.

A.6  20-167

**Discuss accessory dwelling units and the Comprehensive Zoning Ordinance (CZO) requirements as it relates to guest/servants quarters**

Director of Planning and Zoning Tina Firgens briefed City Council regarding this item. Ms. Firgens explained staff is presenting information related to accessory dwelling units (ADUs) and the city’s current development standards. The Comprehensive Zoning Ordinance (CZO) allows accessory dwelling units as guest/servants quarters within some residential zoning districts with a Specific Use Permit (SUP). As affordable housing options continue to be a topic of discussion in many municipalities and states, accessory dwelling units have also become increasingly popular in this conversation. Many cities in the Dallas-Ft. Worth area have some form of ordinance for ADUs. Most recently, the City of Plano has adopted the backyard cottage ordinance that allows ADUs by right. A summary of the City of Plano’s backyard cottages was presented.

Mayor Dye asked if the City could limit short term rentals with these types of units. Mr. Pender explained our current short-term rental ordinance does not address this type of use for accessory dwelling units.

Council Member Retana stated she supports allowing accessory dwelling units to be used for family care. She asked to review City of Plano’s provisions and stated this could be beneficial to the elderly.

City Manager Charles Cox asked if a resident builds an accessory building out of wood, if it would be allowed.

Ms. Firgens stated this would need to be reviewed.
Council Member Blackson and Deputy Mayor Pro Tem Lynne stated they do not support rental of the accessory dwelling units.

Council Member Bomgardner stated he supports accessory dwelling units, if they are owner occupied. He does not support rentals of the dwelling units.

Ms. Firgens stated she would move forward with this item and allow the Planning and Zoning Commission to review and provide recommendations.

**A.7 20-164**

**Discuss tree stump removal options**

This item was not discussed.

**A.8 20-177**

**Identify Council representatives for the Manske Library needs assessment and implementation plan review**

Assistant City Manager Ben Williamson briefed City Council regarding the Library Needs Assessment Plan. He explained the City is surveying Library users, and plan to hold three meetings: (Meeting #1) Virtual focus group for library users by function, (Meeting #2) Virtual focus group same as meeting #1 plus key stakeholders. He noted we need two Council Members to assist the Needs Assessment Group.

Mayor Dye stated he would like input from people who do not utilize the Library and why. Mayor Dye would like to nominate Council Member Blackson.

Council Member Retana suggested the Youth Council Commission be involved with the Library Needs Assessment.

Council Member Lynne asked for clarification on what a virtual meeting is.

Mr. Williamson stated its utilizing technology to engage with a group of people.

Deputy Mayor Pro Tem Lynne asked for a public meeting to allow the public to provide input, noting his opinion the City needs a Town Hall.

Mr. Williamson stated he would meet initially with the virtual group and then engage the public with some of the ideas and seek their feedback.

Council Member Retana stated the City should hold several forums and allow different populations to provide input.

Mr. Williamson stated Ginsler will assist with providing a questionnaire and this will be distributed throughout the community.

Council agreed to allow Council Member Retana and Council Member Blackson to assist with Library Needs Assessment meetings.

**A.9 20-161**

**Discuss agenda items for future City Council meetings**

Deputy Mayor Pro Tem Lynne stated the City needs to plan for a drop-in appraisal values due to the economy. He suggested the Economic Development Department implement a call program to ensure businesses are doing well. He further stated it's critical to manage finances due to these impacts.

Mayor Dye recessed the Study Session meeting at 5:25 p.m.
B. **CALL TO ORDER - REGULAR MEETING (6 P.M.)**

Mayor Dye called the regular meeting to order at 6:01 p.m.

C. **INVOCATION & PLEDGE OF ALLEGIANCE**

Mayor Dye provided the invocation and led the Pledge of Allegiance and Pledge to the Texas Flag.

D. **CEREMONIAL ITEMS**

Mayor Dye noted the Ceremonial Items will be presented at a future meeting.

D.1 20-162 Recognition of Cedar Creek Brewhouse and Eatery for hosting the Craft Beer Chili Challenge to benefit Metrocrest Services and child homelessness

Not discussed.

D.2 20-122 Presentation of the 2020 Texas Recreation and Park Society State Award for Park Design Excellence

Not discussed.

E. **REPORT ON STUDY SESSION ITEMS**

Mayor Dye provided an overview on Study Session items.

F. **MAYOR AND CITY MANAGER'S REPORT ON ITEMS OF COMMUNITY INTEREST**

City Manager Charles Cox provided a report on items of community interest. Mayor Dye reminded residents to complete the Census questionnaire.

G. **CITIZEN COMMENTS**

David Prince with Eagle Gun Range spoke expressing concerns with overreaction from decisions made to close facilities, noting this will have negative implications to restaurants, hotels and his business.

H. **CONSENT AGENDA**
H.1 20-159 Consider approving the following City Council meeting minute(s); and take appropriate action
   • March 3, 2020

H.2 ORD-3632 Consider adopting Ordinance No. 3632 amending Chapter 22, Building and Building Regulations, Article III Construction Standards, Section 22-87 Amendments to the International Building Code of the Farmers Branch Code of Ordinances by adding the language requiring a prorated permit fee to be paid once a permit expires; and take appropriate action

H.3 ORD-3633 Consider adopting Ordinance No. 3633 amending Chapter 22, Building and Building Regulations, Article III.5 Residential Code, Section 22-101 Amendments to the International Residential Code of the Farmers Branch Code of Ordinances by adding the language requiring a prorated permit fee to be paid once a permit expires, requiring all new and added foundations to have an engineered design, requiring a soil test for all new home construction; and take appropriate action

H.4 R2020-38 Consider approving Resolution No. 2020-38 authorizing the execution of a Residential Demolition/Rebuild Program Incentive Agreement for the owner of the property located at 3309 Rolling Knoll; and take appropriate action

H.5 R2020-40 Consider approving Resolution No. 2020-040 authorizing an agreement with O'Brien Engineering, Inc. for professional design services of the FB Creek Erosion Repair Reach 3 Project; and take appropriate action

H.6 R2020-41 Consider approving Resolution No. 2020-41 authorizing the execution agreement for credit card processing financial services to Global Direct; and authorizing future renewal terms; and take appropriate action

Motion made by Deputy Mayor Pro Tem Lynne to approve Consent Items H.1 through H.6, as presented. Motion seconded by Council Member Retana. Motion approved unanimously.

I. PUBLIC HEARING
I.1 ORD-3631 Conduct a public hearing and consider adopting Ordinance No. 3631 for an amendment to Planned Development District No. 86 (PD-86) as it relates to, including but not limited to, development standards for multi-family and townhome uses and amendments to the definitions for uses within the district, approximately 143.39 acres generally bounded by: Havenhurst Street on the north; Harry Hines Boulevard/IH35 frontage road on the west; Farmers Branch Lane on the south; Rawhide Creek, Valley View Lane, and the rear property line of properties on Nestle Street on the east; and take appropriate action

Director of Planning and Development Tina Firgens briefed City Council regarding this item. Ms. Firgens reviewed PD-86 Station Area Code Amendments. (Density minimums and Definitions). She explained the proposed minimum density multifamily 55 dwelling units per acre and single family attached or townhome 20 dwelling units per acre.

Council Member Blackson, Council Member Retana and Deputy Mayor Pro Tem Lynne stated they support these amendments.

Council Member Bomgardner stated the Council has reviewed and discussed this item before, and he agrees to move forward.

Mayor Dye opened the Public Hearing. There were no citizens present that wished to speak.

Motion made by Mayor Dye to close the public hearing and adopt Ordinance No. 3631, as presented. Motion seconded by Deputy Mayor Pro Tem Lynne. Motion approved unanimously.

J. ADJOURNMENT

Mayor Dye made a motion to adjourn at 6:41 p.m. Motion seconded by Deputy Mayor Pro Tem Lynne. Motion approved unanimously.

The meeting was adjourned at 6:41 p.m.

Signed by:  
Mayor Robert C. Dye

Attested by:  
City Secretary Amy M. Piukana