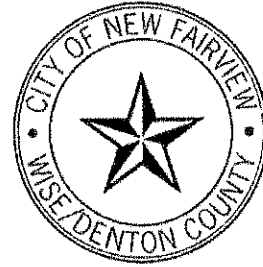


**City of New Fairview  
Planning & Zoning Commission Special Meeting  
999 Illinois Lane  
Monday, September 11, 2023, at 6:00 pm**

- 1. Call to Order and Determination of Quorum**
- 2. Pledge to the Flags.**
  - A. United States of America**
  - B. Texas Flag Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible.**
- 3. Public Comment:** The Planning and Zoning Commission invites persons with comments or observations related to city planning and zoning issues, projects, or policies to briefly address the Commission. Anyone wishing to speak should sign in with the City Secretary before the beginning of the Planning and Zoning Commission Meeting. In order to expedite the flow of business and to provide all citizens with the opportunity to speak, there is a three-minute limitation on any person addressing the Planning and Zoning Commission. State law prohibits the Planning and Zoning Commission from discussing or acting on any item not listed on the posted agenda.
- 4. Work Session:**
- 5. New Business:** All matters listed in New Business will be discussed and considered separately.
  - A. Receive and consider approval of the minutes for the July 24, 2023, meeting.**
  - B. Consider updating the New Fairview Capital Improvements Plan and Land Use Assumptions by the Capital Advisory Committee.**
- 6. Commissioner Announcements:** The Planning and Zoning Commission may hear or make reports of community interest provided no action is taken or discussed. Community interest items may include information regarding upcoming schedules of events, honorary recognitions, and announcements involving imminent public health and safety threats to the city. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.
- 7. Adjournment**

I, the undersigned authority, do hereby certify the above notice of the meeting of the Planning and Zoning Commission of New Fairview, is a true and correct copy of the said notice that I posted on the official posting at Fairview City Hall, FM 407, New Fairview, Texas, a place of convenience and readily accessible to the general public at all times, and on its website, said notice being posted this 7<sup>th</sup> day of September, 2023 at 5:00 PM at least 72 hours proceeding the meeting time.

*Susan Greenwood*  
Susan Greenwood, Assistant City Secretary



SEAL:

This facility is wheelchair accessible; parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at City Hall 817-638-5366 or fax 817-638-5369 or by email at [citysecretary@newfairview.org](mailto:citysecretary@newfairview.org) for further information.



**City of New Fairview  
Planning & Zoning Commission Special Meeting  
Regular Meeting  
999 Illinois Lane  
Monday, July 24, 2023, at 6:00 pm**

**STATE OF TEXAS  
COUNTY OF WISE  
CITY OF NEW FAIRVIEW**

**THE CITY COUNCIL CONVENED INTO A CITY COUNCIL MEETING THE SAME BEING OPEN TO THE PUBLIC, THE 24th DAY OF JULY IN THE NEW FAIRVIEW CITY HALL AND NOTICE OF SAID MEETING GIVING THE TIME PLACE AND SUBJECT THEREFORE HAVING BEEN POSTED AS PRESCRIBED BY ARTICLE 5 OF THE TEXAS GOVERNMENT CODE WITH THE FOLLOWING**

**MEMBERS PRESENT:**

**PLANNING & ZONING COMMISSIONERS**

**Commissioner Rebecca McPherson**

**Commissioner Denis Sansoucie**

**Commissioner Lisa Cabrera**

**ABSENT**

**Commissioner Julie Burger**

**CITY STAFF**

**John Cabrales Jr, City Administrator**

**Susan Greenwood, Court Administrator/Assistant City Secretary**

**Stephen Cook, City Planner**

1. **Call to Order and Determination of Quorum (Meeting called to order by Commissioner Rebecca McPherson at 6:11 PM, Roll Call with the above-mentioned names)**
2. **Pledge to the Flags.**
  - A. **United States of America**
  - B. **Texas Flag Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible.**
3. **Public Comment:** The Planning and Zoning Commission invites persons with comments or observations related to city issues, projects, or policies to briefly address the Planning and Zoning Commission. Anyone wishing to speak should sign-in with the City Secretary before the beginning of the Planning and Zoning Commission Meeting. In order to expedite the flow of business and to provide all citizens the opportunity to speak, there is a three-minute limitation on any person addressing the Planning and Zoning Commission. State law prohibits the Planning and Zoning Commission from discussing or taking action on any item not listed on the posted agenda.

**4. Work Session:**

A. Receive a report and hold a discussion regarding a Dark Sky Community Designation.

**City Administrator John Cabrales Jr. gave an update on the Dark Sky Initiative. Cabrales explained that the city needed to purchase a device to take readings at night to submit to the Dark Skies for review and approval of data and he explained he would like to have a joint Council and P & Z Meeting to discuss the Dark Skies so Council will understand why the P & Z Commission would like to participate in the Dark Skies.**

**City Planner, Stephen Cook, explained it would be beneficial to have a community Dark Skies event. Cook also suggested that the city needs to purchase a sky quality meter to do multiple readings in multiple locations and also discussed the next steps to start the process of filing an application to receive the Dark Sky Community Designation. Commissioner McPherson asked about Constellation Lakes following the Dark Skies. Cabrales stated that we can look at amending the Developer's Agreement so we can look at adding it to the agreement.**

**5. New Business:** All matters listed in New Business will be discussed and considered separately.

A. Receive and consider approval of the minutes for the June 26, 2023, meeting.

**Motion: Commissioner Denis Sansoucie**

**Second: Commissioner Lisa Cabrera**

**Vote: All in Favor**

**Result: Motion to approve the June 26, 2023, minutes.**

B. Consider recommending approval of a final plat for Lots 1, 2, and 3, Block A, Lovely Home Addition, 6.115 acres in M.E.O & P.R.R. Co. Survey, Abstract No. 633 and A.J. Walker Survey, Abstract No. 861 generally located in the 100 block of Ridge Trail.

**City Planner, Stephen Cook gave a presentation on the Lovely Home Addition.**

**6. Commissioner Announcements:** The Planning and Zoning Commission may hear or make reports of community interest provided no action is taken or discussed. Community interest items may include information regarding upcoming schedules of events, honorary recognitions, and announcements involving imminent public health and safety threats to the city. Any deliberation shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

**City Administrator John Cabrales Jr. gave an update on the park, the school supply drive for the community and that Council approved \$3.5 million dollars for roads and drainage. Cabrales explained that in the near future, staff will be developing a Parks Master Plan.**

**7. Adjournment**

**Motion: Commissioner Lisa Cabrera**

**Second: Commissioner Denis Sansoucie**

**Vote: All in Favor**

**Result: Planning and Zoning adjourned the meeting at 6:43 pm.**

**MINUTES APPROVED ON THIS 10th DAY OF SEPTEMBER 2023**



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Rebecca McPherson, Commissioner

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Susan Greenwood, Assistant City Secretary

This facility is wheelchair accessible; parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at City Hall 817-638-5366 or fax 817-638-5369 or by email at [citysecretary@newfairview.org](mailto:citysecretary@newfairview.org) for further information.



AGENDA ITEM: 5B

## PLANNING AND ZONING COMMISSION AGENDA MEMO

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Prepared By: John Cabrales Jr, City Administrator

September 11, 2023

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### Capital Improvement Plan and Land Use Assumptions

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#### **DESCRIPTION:**

Consider updating the New Fairview Capital Improvements Plan and Land Use Assumptions by the Capital Advisory Committee.

#### **BACKGROUND INFORMATION:**

In August 2021, Pacheco Koch concluded a roadway capital improvements plan and transportation impact fee study. The purpose of the study was to have a tool (impact fees) to help fund necessary public infrastructure improvements by new developments within the City of New Fairview. Cities across the country use impact fees to help municipal growth pay for its impact on public infrastructure, like roads.

On September 13, 2021, the City Council approved a Transportation Impact Fee and accompanying Capital Improvement Plan (CIP) for the use of these fees (Resolution #202108-01-178). In an effort to have growth pay for growth, specifically its impact on city roads, this fee is to be used for improvements and expansion of roads on the CIP. To date there is approximately \$197,570 in the Transportation Impact Fee Special Revenue Fund.

On July 17, 2023, the City entered into a Professional Services Agreement with the City's contract engineer, Pacheco Koch Consulting Engineers, LLC a wholly owned subsidiary of Westwood Professional Services Inc., to revise the CIP and the Transportation Impact Fee. The update is needed due to anticipated growth patterns for the city. Cities must follow the procedures and requirements specified in Subchapter C, Procedures for Adoption of Impact Fee, Chapter 395 of the Texas Local Government Code, to enact impact fee ordinances. The first phase of this process requires public hearings to secure approval of the land-use assumptions and comprehensive capital improvements plan. On July 17, 2023, the City Council passed a resolution calling for a notice to be published for the public hearing and appointed the Planning and Zoning Commission to be the "Capital Advisory Committee". Below is the anticipated schedule for this process.

- August 21st – City Council to accept updated Capital Improvements Plan and MTP Map, call for update to Impact Fees.
- August 24th - Wise County Messenger posting of public notice for acceptance of updated Impact Fees.
- September 11th – Planning and Zoning to review updates to impact fees and land use assumptions. They have a five-day window to share comments. The City appointed the P&Z Commission to be the “Capital Advisory Committee” on the initial creation of the CIP Plan and Transportation Impact Fees. We need to make sure this committee is set up prior to having this meeting.
- October 2nd – City Council: action to accept updated impact fees.

Pacheco Koch is ready to discuss the recommended revisions to the CIP and Land Use Assumptions, which is needed before they can proceed with the update to the Transportation Impact Fees. As the “Capital Advisory Committee” you are being asked to review the updated CIP and Land Use Assumptions and make a recommendation to the City Council prior to the public hearing on the revisions to the Transportation Impact Fee. The Capital Advisory Committee will have five days from today to submit any recommendations to the City Council for the Oct. 2, 2023 meeting.

### **FINANCIAL CONSIDERATION:**

None

### **RECOMMENDED MOTIONS:**

I move to **Recommend/Not Recommend** approval of updating the New Fairview Capital Improvements Plan and Land Use Assumptions and the Transportation Impact Fee.

### **ATTACHMENT(S):**

1. CIP Presentation
2. Land Use Assumptions
3. CIP Map

# CAPITAL IMPROVEMENT PLAN & LAND USE ASSUMPTIONS UPDATE

**NEW FAIRVIEW, TEXAS  
CAPITAL IMPROVEMENTS ADVISORY  
COMMITTEE MEETING**

PREPARED BY: RYLEY PAROULEK, CITY ENGINEER



**Westwood**



# WHAT IS A CAPITAL IMPROVEMENT PLAN?

- A CIP IS TOOL USED BY CITIES TO HELP MANAGE AND PLAN THEIR ANTICIPATED FUTURE GROWTH WITHIN THEIR CITY LIMITS OVER THE NEXT 10-YEARS.
- IMPROVEMENT PLANS WORK WITH THE LAND USE ASSUMPTION MAP, TO MODEL WHERE ADDITIONAL STREETS ARE NEEDED AS THE CITY GROWS.
- AN IMPROVEMENT PLAN IS THE FIRST STEP TO BEING ABLE TO CREATE A TRANSPORTATION IMPACT FEE SCHEDULE, USED TO HELP FUND ROADS IN AREAS OF HIGH GROWTH.
- A CAPITAL IMPROVEMENT PLAN IS A FLUID, EVERGROWING DOCUMENT THAT NEEDS CONTINUOUS UPDATES AS THE CITY GROWS AND CHANGES.



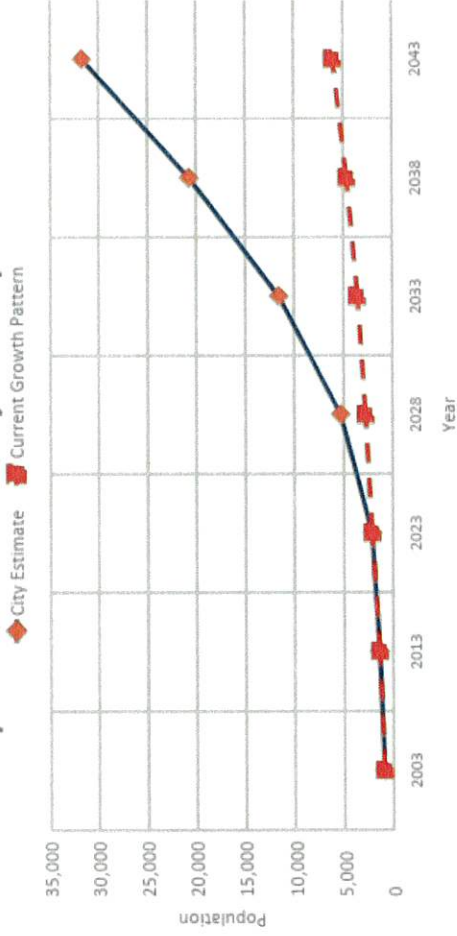
# WHAT IS CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

- CAPITAL IMPROVEMENTS ADVISORY COMMITTEE IS FORMED TO LOOK AT UPDATED LAND USE ASSUMPTIONS, CAPITAL IMPROVEMENTS AND ULTIMATELY IMPACT FEE
- FOCUSING ON LAND USE ASSUMPTIONS TO MAKE SURE DENSITY OF FUTURE GROWTH IS CORRECT AND ANTICIPATES NEEDS OF FUTURE DEVELOPMENT
- CAPITAL IMPROVEMENTS (PROJECTS) SHOULD BE LOOKED AT TO MAKE SURE APPROPRIATELY SERVE FUTURE DEVELOPMENT
- IMPACT FEE IS MATHEMATICALLY DERIVED FROM LAND USE AND CAPITAL IMPROVEMENTS



# PROJECTED GROWTH RATES

City of New Fairview Projected Population Growth



Year	2003	2013	2023	2028	2033	2038	2043
City Estimate	905	1,370	2,119	5,322	11,540	20,692	31,703
Current Growth Pattern	905	1,370	2,119	2,755	3,582	4,657	6,054

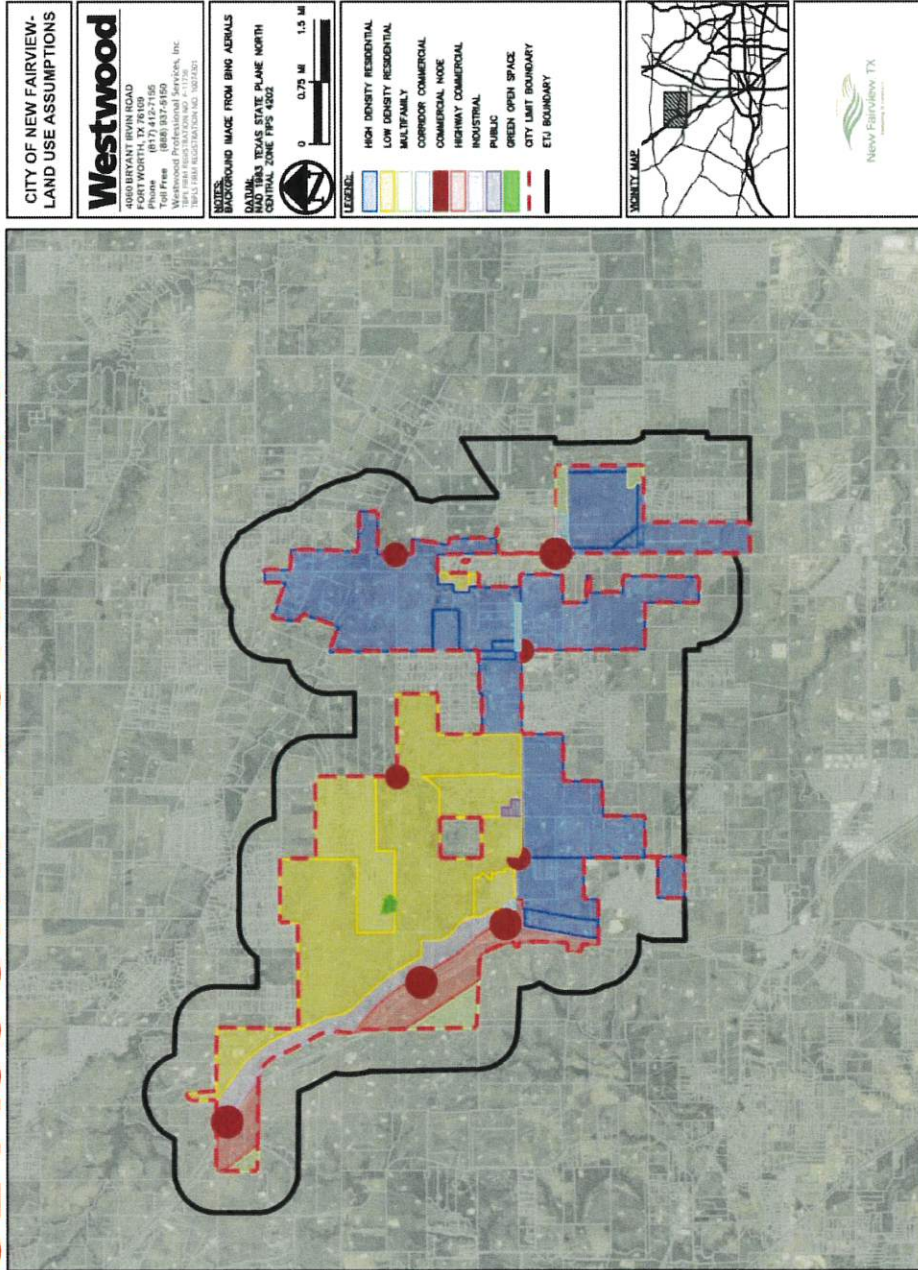


# LAND USE ASSUMPTIONS

- LAND USE ASSUMPTIONS LOOK AT LOCATIONS WITHIN CITY LIMITS TO FORECAST WHERE AND WHAT TYPE OF GROWTH WILL HAPPEN IN THE NEXT 10-YEARS.
- THE CITY AND WESTWOOD USED PREVIOUS INFORMATIONS FROM MEETINGS WITH DEVELOPERS TO GAUAGE THE LOCATIONS OF INTERESTED PROJECTS, AND THE SPEED IN WHICH THEY COULD BE IN THE CITY.
- ASSUMPTIONS TAKE INTO ACCOUNT CURRENT ZONING AND TYPICAL DEVELOPMENT PATTERNS IN ALREADY DEVELOPED CITIES.
- THESE ASSUMPTIONS ARE FIRST NEEDED TO HELP PUT TOGETHER THE CAPITAL IMPROVEMENT MAP.



# LAND USE ASSUMPTIONS MAP



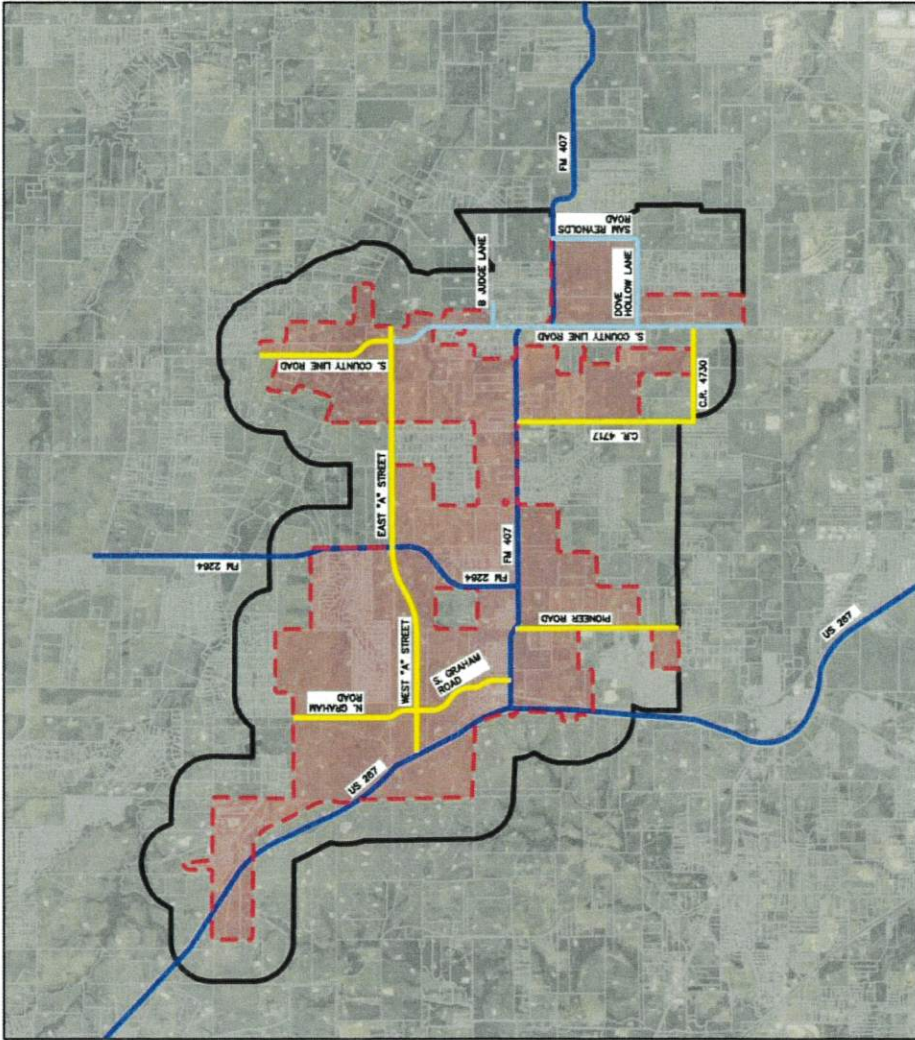
<p><b>CITY OF NEW FAIRVIEW- LAND USE ASSUMPTIONS</b></p> <p><b>Westwood</b> 4000 BRYANT IRVIN ROAD FORT WORTH, TX 76109 Phone: (817) 412-1100 Fax: (817) 412-1105 Westwood Professional Services, Inc. 3815 SHILBROOK LANE, SUITE 200 FORT WORTH, TEXAS 76107</p>	<p><b>NOTES:</b> BACKGROUND IMAGE FROM Bing Aerials DATE: 03/11/2011 DRAWN BY: TEXAS STATE PLANE NORTH CENTRAL ZONE FIPS 4302</p> <p>0 0.75 MI 1.5 MI</p>	<p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li>HIGH DENSITY RESIDENTIAL</li> <li>LOW DENSITY RESIDENTIAL</li> <li>MULTIFAMILY</li> <li>CORRIDOR COMMERCIAL</li> <li>COMMERCIAL NODE</li> <li>HIGHWAY COMMERCIAL</li> <li>INDUSTRIAL</li> <li>PUBLIC</li> <li>GREEN OPEN SPACE</li> <li>CITY LIMIT BOUNDARY</li> <li>EIU BOUNDARY</li> </ul>	<p><b> vicinity map</b></p> <p>New Fairview, TX www.newfairviewtx.com</p>
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## CIP MAP

- A CIP MAP ILLUSTRATES TO THE LOCATION OF NEEDED ROAD CONSTRUCTION TO HANDLE ANTICIPATED GROWTH OVER THE NEXT 10-YEAR PERIOD.
- THIS MAP PIGGYBACKS OFF THE LAND USE ASSUMPTIONS TO BUILD ROADS IN LOCATIONS WHERE GROWTH IS MOST LIKELY TO HAPPEN WITHIN THE NEXT 10-YEARS.
- ROADS LISTED ON THIS MAP WILL BE ABLE TO BE FUNDED BY IMPACT FEES, PAID BY DEVELOPERS, TO HELP PAY FOR ANY AND ALL NECESSARY COSTS ASSOCIATED WITH FUTURE CONSTRUCTION.



# CIP MAP



**CITY OF NEW FAIRVIEW- CIP MAP**

**Westwood**  
 4000 BRYANT BRINN ROAD  
 FORT WORTH, TX 76108  
 Phone: (817) 437-1500  
 Fax: (817) 437-1500  
 Westwood Professional Services, Inc.  
 1001 S. WOODLAND DRIVE, SUITE 100  
 FORT WORTH, TEXAS 76104

**NOTES:**  
 BACKGROUND MADE FROM Bing AERIALS  
 MAP TO THE TEXAS STATE PLANE NORTH  
 CENTRAL ZONE FIPS 4302

0 0.75 M 1.5 M

**LEGEND:**  
 65' B-B 4 LANE ROAD  
 41' B-B 2 LANE ROAD  
 EXISTING MAJOR ROADS  
 CITY LIMIT BOUNDARY  
 CITY LIMIT AREA  
 ETJ BOUNDARY

INTEGRITY MAP

New Fairview, TX  
 A CITY OF TEXAS

# CONCLUSION

- WHATS NEXT? ACCEPTANCE OF THE LAND USE ASSUMPTIONS MAP AND CIP MAP WILL ALLOW MYSELF AND THE CITY TO MOVE FORWARD TO THE NEXT STEP OF CREATING IMPACT FEES.
- IMPACT FEES LOOK AT ESTIMATED CONSTRUCTION COSTS FOR THE ROADS ON THE CIP MAP AND CREATE A UNIT RATE TO CHARGE A DEVELOPER FOR THEIR “50%” BASED OFF THEIR DEVELOPMENT TYPE.
- QUESTIONS OR COMMENTS?





**CITY OF NEW FAIRVIEW-  
LAND USE ASSUMPTIONS**

**Westwood**

4060 BRYANT IRVIN ROAD  
FORT WORTH, TX 76109  
Phone (817) 412-7155  
Toll Free (888) 937-5159  
Westwood Professional Services, Inc.  
TYPE FIRM REGISTRATION NO. F-11736  
TYPE FIRM REGISTRATION NO. 10024001

**NOTES:  
BACKGROUND IMAGE FROM BING AERIALS**

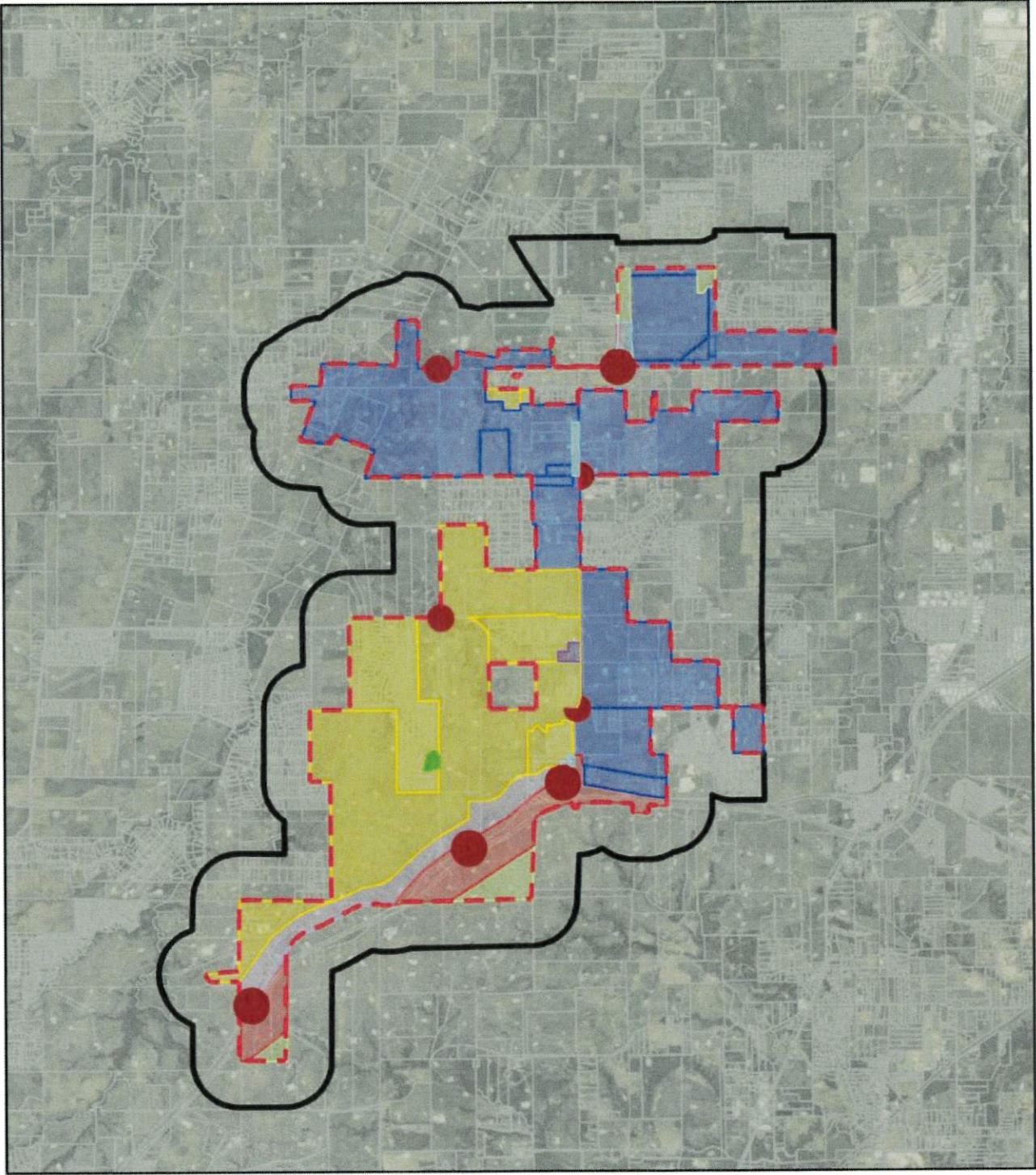
DATUM:  
NAD 1983 TEXAS STATE PLANE NORTH  
CENTRAL ZONE FIPS 4202



**LEGEND:**

- High Density Residential
- Low Density Residential
- Multifamily
- Corridor Commercial
- Commercial Node
- Highway Commercial
- Industrial
- Public
- Green Open Space
- City Limit Boundary
- ETJ Boundary

**VICINITY MAP**



**CITY OF NEW  
FAIRVIEW-CIP MAP**

**Westwood**

4860 BRYANT IRVIN ROAD  
FORT WORTH, TX 76109  
Phone (817) 412-7155  
Toll Free (888) 937-5150  
Westwood Professional Services, Inc.  
TPEL FIRM REGISTRATION NO. F-11726  
TPEL FIRM REGISTRATION NO. 1007601

**NOTES:**

BACKGROUND IMAGE FROM Bing Aerials  
DATUM: NAD 83, TEXAS STATE PLANE NORTH  
CENTRAL ZONE FIPS 4202



**LEGEND:**

- 65' B-B 4 LANE ROAD
- 41' B-B 2 LANE ROAD
- EXISTING MAJOR ROADS
- CITY LIMIT BOUNDARY
- CITY LIMIT AREA
- ETJ BOUNDARY

