



City of Colleyville Comprehensive Plan Advisory Committee Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817.503.1000
www.colleyville.com

Wednesday, February 19, 2014
7:00 p.m.

Colleyville Public Library
2nd Floor - 110 Main Street

1. CALL TO ORDER

2. REGULAR AGENDA ITEMS

- 2a** Welcome, Introduction of Committee Members and Role of the Committee
- 2b** Review of Project Tasks and Working Schedule for the Comprehensive Plan
- 2c** General Discussion of Community Needs and Goals Related to the Comprehensive Plan
- 2d** Discussion of Project Specific Issues Related to Plan Scope
- 2e** Meeting Wrap-up and Setting of Next Meeting Date

3. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards February 14, 2014 by 5:00 p.m.

Taci Wrisley
Planning and Zoning Assistant

A quorum of the Colleyville City Council may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Planning and Zoning Assistant at least 48 hours in advance at 817.503.1051, and reasonable accommodations will be made to assist you.

Colleyville Comprehensive Plan Comprehensive Plan Advisory Committee (CPAC) Meeting #1

**February 19, 2014 - 7:00 pm to 9:00 pm
Colleyville Public Library, 2nd Floor Meeting Room**

KICKOFF MEETING AGENDA

Meeting goals are as follows:

- Present planning effort approach and a tentative schedule of meetings with the CPAC, as well as the proposed detailed scope and schedule.
- Identify and discuss key issues and priorities that will shape the comprehensive planning process.
- In conjunction with staff and the CPAC, discuss and create a draft set of vision statements and goals for the planning process, which, will guide plan development and will be modified as appropriate as the planning initiative progresses.
- Identify key stakeholders/groups and entities that should be considered for inclusion during the planning process.

Agenda Item	Time
1. Welcome, Introduction of Committee Members and Role of the Committee	15 minutes
2. Review of Project Tasks and Working Schedule for the Comprehensive Plan	10 minutes
3. Background – Where is Colleyville Today? – Population Trends – Geography – Existing Land Use and Approaching Buildout – Parks and Trail Amenities – Prior Comprehensive Plan and Other Background Plans – A Portrait of Colleyville's Economy	20 minutes (slide presentation)
4. Discussion – Strengths and Concerns – Colleyville's Strengths (best features of the City) – Concerns about Colleyville (areas that need to be improved)	30 minutes
5. Discussion – What Should A Vision for the Future of Colleyville Contain? What should it Articulate? – Colleyville In 5 years – Colleyville In 10 to 20 years	20 minutes
6. Discussion of Project Specific Issues to Provide Guidance – Colleyville Boulevard – Northern Gateway Charette – Neighborhood Issues and Concerns	20 minutes
7. Meeting Wrap-up and Set Next Meeting Date	5 minutes



4030 West Braker Lane, Ste 450
Austin, Texas 78759
(512) 252-8184
Fax (512) 252-8141

Preparation for the Meeting – To prepare for the Comprehensive Plan Advisory Committee meeting on February 19, members are asked to do the following:

Take a driving and walking tour of Colleyville. Visit parts of the City you may not have been to in a while. Note features of the City that you like (from broad elements such roads, green spaces, neighborhoods, and civic features) to smaller details (a particular intersection, a piece of art, one specific building or home, etc.).

Also note areas of concern throughout the City. Again, these may be large (an entire street or neighborhood) or a smaller detail (a street that is too dark at night, a place that is in disrepair, etc.).

Feel free to take family members or neighbors with you, and note their comments.

Take a camera or a cell-phone camera with you and record the things you like and things you are concerned about. Upload your pictures to the Comprehensive Plan website (<http://plancolleyvilletx.wordpress.com/>) before the meeting on February 19th. Or, drop off your digital pictures at City Hall with Mary Elliott at 817-503-1056. Film camera images are also welcome.

City of Colleyville - Comprehensive Plan - Project Schedule 01-02-2014 **DRAFT FOR DISCUSSION**

	2013				2014									
Task	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	
Project Management & Coordination														
Project Management (ongoing)														
Progress/Review Meetings														
Phase I Pre-planning														
1.1 Assemble and review background info, prepare GIS/base mapping														
1.2 Kick-off meeting (preparation and meeting)														
1.3 Initial CPAC meeting														
1.4 Project Website Setup														
Phase II Community Profile														
2.1 Population and Demographic Review														
2.2 Baseline Analysis														
2.3 Issues and Opportunities Summary														
Phase III Citizen Engagement														
3.1 CPAC Meeting														
3.2 Stakeholder Interviews														
3.3 Opinion Surveys														
Intercept surveys (at 3 events)														
On-line submittals														
Student Focus Groups/Student surveys tabulation														
3.4 Public Workshop #1														
Phase IV Plan Element Analysis/Recommendations														
4.1 Future Land Use														
4.2 Economic Sustainability Recommendations														
4.3 Colleyville Boulevard Recommendations														
4.4 Neighborhood Areas Recommendations														
4.5 Special Areas Review and Recommendations														
4.6 Colleyville Center Master Plan														
4.7 Infrastructure														
4.8 Parks and Recreation Recommendations														
4.9 Transportation (Update Major Thoroughfare Plan) - includes bicycle lane suggestions and streetlight guidelines														
4.10 Review with Staff														
Phase V Preparation of Draft Plan														
5.1 Prepare Draft Plan Document														
5.2 Draft Plan Review and Response to Comments (staff, then CPAC)														
5.3 Public Meeting/Workshop #2														
Final CPAC Review														
Phase VI Final Plan Adoption														
6.1 Planning and Zoning Commission Review and Recommendation														
6.2 City Council Workshop, City Council Adoption (2 meetings)														
6.3 Plan Printing and Transmission of Files														

Exhibit A

City of Colleyville Preparation of a Comprehensive Plan

Scope of Services to be provided

The scope of work for this planning effort includes the preparation of a Comprehensive Plan for the City of Colleyville. This effort includes public participation; a review of the existing comprehensive plan; an update of existing conditions and projections; a review of current regulations and the development process; preparation of a common vision and goals; preparation of key plan elements including park facilities, environment and natural resources, housing, future land uses, downtown revitalization, transportation, corridor recommendations for Colleyville Boulevard, coordination with ongoing utility infrastructure planning, retail opportunities and economic development; development of future land use recommendations; and identification of specific implementation strategies, including recommendations for changes to development regulations.

PROJECT ASSUMPTIONS

The scope of services for this proposal has been prepared using the following assumptions as a basis for its preparation:

1. The City of Colleyville will be referred to as **City** or **City Staff** in this document, and Halff Associates (and any associated sub-consultants) will be referred to as the Planning Team.
2. The project planning area will encompass the existing Colleyville city limits. Influences from neighboring communities or unincorporated areas will be considered during the planning process.
3. The City will appoint an Advisory Committee to help guide the Planning Team throughout the comprehensive planning process. Composition of the Advisory Committee will be determined by the City Council and City staff. This advisory committee will be referred to as the Comprehensive Plan Advisory Committee (CPAC), unless otherwise designated by the City of Colleyville.
4. The Director of Colleyville's Community Development Department will serve as the main City contact person to work with The Planning Team and to act as an intermediary with the Planning Team, the Advisory Committee, and other city, county and state government staff persons as required. The Planning Team will take direction from the City-appointed contact person.
5. The City of Colleyville will coordinate contact, meetings and the transfer of necessary information from other organizations and entities such as TxDOT, Tarrant County, the North Central Texas Council of Governments (NCTCOG) and other entities as necessary.
6. The City of Colleyville will coordinate arrangements for locations, setup, refreshments, notifications and advertising for all stakeholder, focus group, public meetings/open house events and public hearings. The Planning Team will assist with flyers, e-mail blasts, camera- ready advertisements, and other electronic media used in advertising.
7. Where feasible, meetings shown in this scope of work will be scheduled concurrently (on same or adjacent days) to help increase project efficiency.

8. The City will provide the Planning Team with the most recently updated digital base map and aerial imagery of the planning area with city limit lines, school district lines, roadway centerlines, property lines, buildings, Tarrant Appraisal District (TAD) data, water and sewer facilities, public facilities (including police, fire, hospital, library and other major public facilities), park and open space facilities, and rivers, lakes, and other major drainage ways for use during the master plan preparation process. These files will be in the form of CADD or GIS file types. The City will also provide information from previous and ongoing studies and projects (as available) that may have an effect on the outcome of the long-range City Comprehensive Plan. This information will be provided in digital format when possible and available.
9. Tasks prepared as part of this planning effort may occur concurrently where appropriate, or in some cases may occur differently from the sequence shown in this Scope of Services document.
10. This scope identifies a specific number of meetings for public involvement and board and City Council review. The meeting total excludes periodic review meetings with City staff, which will be provided at key intervals during the planning process. Some review meetings with staff may be via conference call or on-line meetings. Any significant additions to the number of meetings shown will be considered a change in scope and may increase the project cost.
11. Because of the highly graphic nature of the final planning document, the Comprehensive Plan document will be produced in Adobe In-Design and saved in a PDF format. Twenty five (25) final copies of the plan will be printed for use by the City of Colleyville. A budget has been identified for printing, but may vary depending on the number of pages and format of the final document. Original document digital files will be provided to the City of Colleyville in In-Design and/or PDF formats for the production of additional printed copies or for placement on the City's website.
12. This effort is anticipated to take approximately 12 months, but the overall timeframe may vary based on the public input and approval process.

SCOPE OF SERVICES

The Scope of Services for the preparation of the Comprehensive Plan Update is shown below.

PROJECT MANAGEMENT (Continuous throughout the Planning Process) <i>(phase cost for elements below - \$3,300)</i>
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Project Management

- a. Prepare monthly brief summary of efforts to date and necessary invoices and billing.
- b. Establish and maintain monthly calendar and schedule, and adjust as necessary during the duration of the planning effort.
- c. Oversee and maintain schedules, level of effort status and deliverables of sub-consultant firms participating in the development of the Comprehensive Plan.

PHASE I PRE-PLANNING <i>(phase cost for elements below – \$12,580)</i>

Task 1.1 Assemble and Review Background Studies and Data and Prepare GIS Database for Planning Effort

- a. Assemble and review background data (in digital format where feasible) provided by the City. Information will include, but is not limited to:

- Most recent digital aerial photography.
 - Most recent demographic information and population projections (currently in use by the City).
 - Current planning efforts, any previous long range plans.
 - Current Land Use Plan.
 - Current Zoning Map.
 - Current Master Thoroughfare Plan.
 - City regulations and ordinances.
 - Subdivision regulations.
 - Capital Improvements Plan.
 - Current and prior citywide budgets for last three years.
 - Plans and studies related to improvements for SH 26 (Colleyville Boulevard), including recent TxDOT schematics and construction plans.
 - Detailed files on current and historical property values as available, or as provided by the Tarrant County Appraisal District.
 - Ongoing studies, such as median improvements design.
 - Any other relevant planning or policy documents.
- b. Compile digital information identified during data gathering exercises into GIS and graphic maps for use during the planning process.

Product by Planning Team – Review studies and planning documents provided, organize GIS files, prepare working base maps for process.

Task Components by City of Colleyville Staff – Provide digital copies of previous comprehensive plan and all other plans and relevant studies. Provide GIS files in digital format.

Task 1.2 Project Initiation (Kick-off) Meeting

- a. Key Planning Team staff will participate in a work session with City staff to accomplish several pre-planning objectives, including:
- Review the project scope and key tasks.
 - Review projected timeframe and schedule, and determine key milestones.
 - Identify other data that may be necessary for the effort and which has not yet been provided.
 - Discuss public participation strategies and implementation.
 - Review key issues that will shape the planning process, as well planning effort objectives and expectations.
 - Establish a branding identity for the planning effort that will be used throughout the process to focus attention on the effort.
 - Conduct a driving tour of the City with City staff to review key critical areas (after work session meeting).
 - Identify key department staff for follow-up Technical Advisory Group meetings at key intervals during the Comprehensive plan development process.

Product by Planning Team – Attend initial kickoff meeting; develop a draft work schedule and key milestones during the planning process.

Task Components by City of Colleyville Staff – Attend initiation meeting; review work program tasks and schedule.

Conduct Kick-Off Workshop with Comprehensive Plan Advisory Committee (CPAC)

- a. Present planning effort approach and a tentative schedule of meetings with the CPAC.
- b. Identify and discuss key issues and priorities that will shape the Comprehensive Planning process.
- c. In conjunction with staff and the CPAC, discuss and create a draft set of vision statements and goals for the planning process to guide plan development and to be modified as appropriate as the planning initiative progresses.
- d. Identify key stakeholders/groups and entities that should be considered for inclusion during the planning process.

Product by Planning Team – Agenda, presentation materials and mapping for kick-off workshop; facilitate discussion during the kick-off workshop; prepare summary meeting minutes.

Task Components by City of Colleyville Staff – Reserve location for workshop; notify attendees; attend meeting, provide other meeting logistics.

Task 1.3 Create project website and engagement forum

- a. Using Wordpress or a similar simple web-building tool, create a one stop website for information regarding the planning process. Within the parameters of Wordpress, the website will be designed to approximate look of the City of Colleyville's website. The site will include the following components:
 - General information regarding the plan
 - Calendar of planning process events
 - Archive to access presentations and announcements
 - Link to project opinion surveys (by City staff from City's home and planning pages)
 - Feature for resident comments

Product by Planning Team – Draft language and content for website in Wordpress, addition of content throughout the planning process, monitoring of citizen comments.

Task Components by City of Colleyville Staff – Review of draft website content, photography for website, special content as needed (i.e. could include a message from the Mayor).

PHASE II COMMUNITY PROFILE (EXISTING CONDITIONS REVIEW)

(phase cost for elements below - \$28,750)

Task 2.1 Population and Demographic Review

- a. Review most recent current population estimates, demographic data, and socio-economic data from currently available sources, including City projections, appraisal district data, local MPO area projections, Census, and ESRI data. Review available population projections from state and local population projections. Utilize this information to prepare a current demographic "snapshot" of the City.

- b. Incorporate community profile and marketing information on Colleyville and surrounding areas from available sources including ESRI (as previously assembled by Catalyst Commercial and updated if necessary).

Product by Planning Team – Summarize analysis in report format, including text, tables, charts, images, and maps. Review information on Colleyville and surrounding areas from various entities; incorporate Community Profile information into Comprehensive Plan database.

Task Components by City of Colleyville Staff – Provide most recent population and demographic data.

Task 2.2 Conduct Baseline Analysis (Existing Conditions) and any necessary field reconnaissance (to serve as a basis for more detailed analysis to follow).

- a. Conduct an internal workshop meeting with City staff to discuss the following items, and conduct field review as necessary.
- b. Ordinances, Subdivision, and Annexation Review
 - Review the City's ordinances and standards, its history of revisions and any related performance requirements.
- c. Existing Land Use
 - Review the City's existing land use map, and update as necessary based on recent development.
 - Analyze and quantify remaining vacant lands and determine potential build-out if current zoning is applied.
 - Prepare projected population range at build-out using existing zoning and absorption of remaining vacant properties. Using current growth trends, project general population in five year increments.
- d. Neighborhoods and Housing Characteristics
 - Conduct a neighborhood-by-neighborhood windshield survey of the existing residential neighborhoods in Colleyville to collect data on unique neighborhood and housing characteristics, opportunities and constraints.
 - Evaluate previously established "neighborhood" boundaries, and consider if adjustments or special character zones (such as Colleyville Boulevard) should be added. Map any recommended boundary adjustments.
 - Summarize housing characteristics and trends (changes in value, average size, subarea demographics)
- e. Transportation
 - Review current Thoroughfare Plan, current cross sections and other area plans (such as the ongoing median design study).
 - Evaluate current roadway classifications and suggest preliminary changes if appropriate.
 - Review and map current non-motorized connectivity in the City (existing sidewalks, bicycle facilities and trails). Review current sidewalk policy and requirements.
- f. State Highway 26 (Colleyville Blvd)
 - Review current TxDOT plans for improvements and evaluate in terms of longer range strategy to create a more context sensitive solution for Colleyville.
 - Recommend short term actions if necessary prior to completion of more detailed recommendations for SH 26.
 - Identify potential boundaries for a Colleyville Boulevard planning "district" for consideration during subsequent phases.

- g. Parks and Recreation
 - Review current parks master plan and note any significant inventory changes or additions since the plan was adopted.
 - Prepare map of city-owned parks, as well as other nearby parks and recreation facilities that may influence City decisions.
 - Review current level-of-service calculations and confirm system deficiencies or surpluses.
- h. Water, Wastewater, and Stormwater Drainage Systems
 - Review current water and wastewater system long-range plans and current CIP proposed improvements.
 - Review current drainage efforts and previously identified deficiencies.
- i. Public Safety (police, fire, emergency medical services)
 - Identify and map existing public safety facilities and services.
 - Incorporate current level-of-service standards used by the City and identify system deficiencies or surpluses.
- j. Civic Facilities (i.e. city hall, other city offices, maintenance facilities, etc.)
 - Identify existing civic facilities and graphically depict on a map.
 - Review condition and document potential preliminary facility and space needs (as identified by City staff).
- k. Economic Development
 - Review information on any current or previous economic development programs, goals, actions, etc.
 - Review general economic performance indicators and trends in recent years (growth, retail sales, tax collections, employment, etc.). If appropriate, compare with other area communities. Provide charts and graphs that illustrate trends.

Product by Planning Team – Graphically depict each baseline analysis item in maps or graphs. Summarize baseline conditions and analysis and present summary and findings to City for review.

Task Components by City of Colleyville Staff – Review and comment on findings of baseline analysis; review baseline analysis maps.

Task 2.3 Issues and Opportunities Summary

- a. Prepare a summary of key findings of the Community profile and discussions with City staff. Include a summary of key issues facing the community, as well as opportunities and constraints that exist in Colleyville today.
- b. Format to be used as a basis for discussions with project stakeholders and Colleyville residents at large.

Product by Planning Team – White paper summary, submitted in draft form for review and comment by Colleyville staff.

Task Components by City of Colleyville Staff – Review white paper and comment as necessary.

PHASE III PUBLIC PARTICIPATION (phase cost for elements below - \$36,840)

Public participation is an essential component of the planning process. Not only does it make the process more transparent, but it engages the community to create a plan that reflects their goals and vision and generates support in the end product.

Task 3.1 CPAC Working Sessions

- a. The purpose of the Comprehensive Plan Advisory Committee Working Sessions is to review key components of the plan in detail, to explore possible scenarios, to debrief public participation efforts and to receive direction from citizens and stakeholders.
- b. Assist City of Colleyville in determining the composition of the Advisory Committee.
- c. Prepare materials and conduct meetings with the CPAC. CPAC Working Sessions will include an agenda, maps and or handouts for review, and drafts of key tasks for review and comment.
 - A total of four (4) meetings with the CPAC are included in this scope of work, and are intended to occur at key points in the process. (kickoff, after public input, preliminary recommendations, final recommendations). The initial meeting will take place as part of the Comprehensive Plan kickoff meetings.
- d. Two of the four CPAC Work Sessions will be scheduled to review the draft Comprehensive Plan document.

Product by Planning Team – Agenda of work sessions; required materials; summary of comments received.

Task Components by City of Colleyville Staff – Schedule meetings; distribute materials to CPAC; notify attendees; provide meeting refreshments as appropriate; attend meetings.

Task 3.2 Interviews/Round Table Meetings with Key Stakeholders and Elected Officials/Boards

- a. Work with the CPAC and City staff to identify key stakeholders to interview.
- b. Prepare a list of issues/topics/questions for interviews and stakeholder meetings.
- c. Conduct interviews with key stakeholder groups or individuals. A total of up to ten stakeholder interviews are included (Meetings 5 to 14). Stakeholder meetings will be scheduled over a consecutive two to three day period to ensure continuity in the discussion. Some stakeholder meetings may be related to key plan elements listed in Phase IV. Prepare written summary of each interview and stakeholder meeting.
- d. Conduct a joint workshop with the Planning and Zoning Commission, Parks and Recreation Advisory Board, and City Council members. Discuss goals of the plan, process, public involvement, and specific issues and concerns of each board.
- e. Neighborhood focus groups – meet with one focus group assembled by City staff for each of the six current neighborhood groups to identify and discuss key issues related to each area. These meetings will be scheduled concurrently over a two week period.

Product by Planning Team – List of interview questions and issues to be discussed; maps and illustrations for each meeting; summary of interviews and meetings.

Task Components by City of Colleyville Staff – List of key stakeholders or entities for interviews and meetings; schedule interviews and meetings and set up location; notify attendees; Staff to attend interviews.

Task 3.3 Citywide Opinion Surveys and Student Workshops

- a. Assist in preparing questions for a citywide citizen opinion survey to be conducted by a separate supplier and different contract.
 - Assist in developing key questions.
 - One or more prizes donated by local business or civic organizations will be collected by City staff to serve as incentives for completing the survey.
 - Review the summary of results and incorporate into public input summaries.
- b. Intercept survey
 - Prepare a brief intercept survey with appropriate maps and displays, and solicit input from Colleyville residents through brief questionnaires over a one-day period at three key events as identified by City staff. The City will provide tents, tables, and arrangements with the event organizer.
- c. Photography and Comment submissions
 - Through the project website, invite Colleyville residents to submit photographs and comments that express what they like about Colleyville, what they would like to see changed, and what they have seen elsewhere that they would like to consider in Colleyville.
- d. Colleyville student and youth survey
 - Youth opinions are valued as part of the planning process. Prepare a brief two page on-line survey for 7 and 10th grade students. Request District management and school principal approval, and request that students take survey as an assignment. (City of Colleyville staff will coordinate and get approval from CGISD Superintendent to conduct the survey as shown above).
 - Conduct two workshops with a focus group of area students (one with junior high students and one with high school students). These meetings are intended as focus group meetings, and each should be limited to 20 to 30 students and may be conducted as a component of a Civics or Government class. These workshops will be scheduled and coordinated by City of Colleyville staff.
 - The Planning Team will tabulate and summarize student responses and incorporate into the Public Involvement summary.

Product by Planning Team – Assist in developing list of survey questions; review survey results; prepare student survey. Present survey and public involvement summaries results in a report.

Task Components by City of Colleyville Staff – Assist in promoting on-line survey, coordinate CGISD district participation and any necessary approvals, coordinate class workshops.

Task 3.4 Public Input Meetings/Workshops

- a. A public input meeting is typically 3 hours long (including a pre-meeting open house) and is designed to gather ideas and input from the public. Participants will break out into small groups organized around plan elements (housing and neighborhoods, transportation and mobility, economic growth, and quality of life) to discuss issues and work to develop a desired future.
- b. Two citywide public input meetings will be held over the duration of the planning process to gather public input. These will include:
 - a) Initial Citywide Open House/Public Meeting- goals/vision/identify issues and possible solutions meeting, and
 - b) Recommendations Citywide Open House/Public Meeting - draft recommendations and strategies review meeting.
- c. Meetings will be held at a central citywide location with adequate capacity. Meeting dates will be scheduled at an appropriate time during the project schedule. The City of Colleyville will be responsible for reserving the meeting location, promoting the meeting, and providing any door prizes (such as gift certificates to local merchants and restaurants) and refreshments that are provided.
- d. The Planning Team will assist in promoting the meetings in the following ways:
 - Prepare e-mail blast to be distributed by City staff to known email addresses for residents of Colleyville.
 - Prepare flyers to be distributed to residents at key locations such as City Hall.
 - Participate in interviews with local media (radio, TV, and press) to help promote the meeting.
- e. Prepare a summary of each meeting.

Product by Planning Team – Prepare agenda and presentation and displays for meetings; facilitate meetings; facilitate small groups at public input meetings; prepare summary of all public input findings for inclusion in comprehensive plan document.

Task Components by City of Colleyville Staff – Publicize public input meetings; reserve meeting space; assist in meeting planning and facilitation; review meeting summaries provided by Planning Team and comment as appropriate.

Task 3.5 Public Input Summary and Key Findings

- a. Develop and maintain an ongoing summary of citizen input throughout the planning process, and incorporate new citizen input as it takes place. The summary will be in the form of tables, charts, and short verbal statements that highlight key findings and direction provided by the various public involvement components.
- b. Review periodically with City of Colleyville staff. Present to the CPAC during one of the meetings scheduled with the Committee.
- c. Incorporate the final public involvement summary into the Comprehensive Plan document.

Product by Planning Team – Summary of citizen involvement components.

Task Components by City of Colleyville Staff – Review and comment as appropriate.

PHASE IV PLAN ELEMENT ANALYSIS & RECOMMENDATIONS*(phase cost for elements below - \$116,830)*

Key focus or catalytic areas will be analyzed based on the preliminary assessments and issues and opportunities previously identified. These will be included as sections or chapters within the Comprehensive Plan document.

Task 4.1 Future Land Use and Transitional Residential Uses

- a. Identify potential land use policies and development type strategies for transitional areas in or near residential zones. Identify potential areas where transitional standards may be appropriate.
- b. Based on staff and citizen input, develop appropriate land use categories and criteria to address the recommended land use and residential types. Review with staff and adjust as necessary.
- c. Incorporating the recommendations of other plan element recommendations, prepare a draft land-use plan in GIS format that identifies growth and land-use patterns to meet projected population growth needs.
- d. Incorporate transportation strategies identified in the Transportation and Mobility section.

Task 4.2 Economic Growth Strategies

- a. Consolidate economic development strategies that will help advance the vision and goals of Colleyville, and integrate into the Comprehensive Plan.
- b. Analyze the fiscal impacts of the catalytic/focus area recommendations based on potential development and required public infrastructure.

Task 4.3 Colleyville Boulevard Recommendations

- a. Conduct a discussion meeting with property owners, business representatives, City staff, area residents and TxDOT to discuss goals and potential strategies for Colleyville Boulevard. Identify key needs of each entity.
- b. Develop draft recommendations for connectivity, alternative transportation modes, roadway character, and the relationship of adjacent development to the roadway (short and long term). These illustrations may be in section, plan view or illustrative perspective format.
- c. Create an economic “snapshot” of the Colleyville Boulevard. Examine the corridor’s current share of retail, residential, and office space in Colleyville.
- d. Incorporate into a specific Comprehensive Plan section that discusses Colleyville Boulevard findings and recommendations.

Task 4.4 Neighborhood Area Strategy

- a. From input and ideas generated previously in the focus groups held in each neighborhood planning area, prepare recommendations for each area that address resident concerns and desires. These will include street characteristics, mobility (both motorized and non-motorized), connectivity, preservation or enhancement of unique area features, gateways and identity, infill/teardown development, and recommendations to address other development related areas of concern.

- b. Incorporate into a specific Comprehensive Plan section that addresses neighborhood related recommendations, strategies and actions.

Task 4.5 Special Undeveloped Area Strategies

- a. Develop prototype or example development/enhancement scenarios for three key areas in the City, representing:
 - 1. Key north gateway area along Colleyville Boulevard
 - 2. Undeveloped area with transitional residential uses
 - 3. Larger (5 acres or larger) undeveloped non-residential properties
- b. Conduct one (1) two to three day long charette to explore goals and expectations for the areas to explore development scenarios. The charette will focus on all three key areas. The charette will include property owners, City staff, area business/merchant representatives, developers, real estate industry representatives and nearby residents (as appropriate) in providing initial input and review of ideas being explored.
- c. For the Northern Gateway area, develop a prototype plan that identifies potential uses, configuration, volume and densities of structures, buffer areas if required, special features dictated by drainage if needed, and vehicular and walking/bicycling access. The intent of the concept plan for the northern gateway area plan will be to use it as a marketing tool for the property. Include a summary economic snapshot that recommends best potential uses for the site.
- d. For area 3) the focus will be on compatibility with adjacent areas, suggesting potential uses and guiding future development of those areas.
- e. Test potential impact of strategic recommendations on these areas, such as alternative densities, setback, use configurations and form based strategies.
- f. Develop conceptual development guidance plan illustration for each area.
- g. Summarize recommendations and key findings and incorporate into the Comprehensive Plan as an appendix

Task 4.6 Colleyville Center Concept Plan

- a. Conduct a workshop with the Colleyville Center Advisory Committee and the Events Steering Committee as well as City staff to prepare list of issues and potential modifications and improvements to the Colleyville Center area.
- b. Develop a preliminary concept plan for the area, illustrating potential changes and additions.
- c. Review in a workshop with City staff and key Committees/stakeholders, and modify concept plan once to reflect comments received. Develop preliminary cost estimates and potential phasing for proposed improvements (at a concept level of detail).
- d. As part of other Comprehensive Plan presentations, present Colleyville Center recommendations, and summarize for inclusion as appendix of Comprehensive Plan document.

Task 4.7 Infrastructure Issues and Strategies

- a. Review existing water and sewer master plans, proposed capital improvement efforts, and other ongoing but separate infrastructure plan studies or designs.
- b. Based on the review and citizen/stakeholder/city comments received, recommend actions related to sewer and water systems.

- c. Review storm water master plan and proposed capital improvement efforts, and recommend actions related to addressing stormwater needs.

Note: the infrastructure items prepared in this task will provide strategic direction and broad scale recommendations, but will not constitute specific stand-alone infrastructure master plans.

Task 4.8 Park and Recreation Master Plan Recommendations

- a. Incorporate citizen input related to parks, trails, and recreation issues during the planning process.
- b. Adjust current Park Master Plan recommendations and strategic actions as appropriate per comments received.
- c. Review tree planting and preservation requirements. Review landscape requirements for non-residential properties and summarize areas to be adjusted as appropriate.
- d. Using the current Parks Master Plan language and recommendations, develop summary chapter related to parks, trails, and recreation for inclusion in the Comprehensive Plan document.
- e. Review with City staff and the Parks Advisory Board, and modify as appropriate per comments received.

Task 4.9 Transportation Strategies

- a. Working with the City of Colleyville, obtain the latest traffic projection model (Year 2035) from the North Central Texas Council of Governments (NCTCOG) for the Colleyville area.
- b. Review the traffic demand model from NCTCOG and adjust model as necessary to account for changes in land use, zoning, development and/or roadways within Colleyville that are not reflected in NCTCOG model.
- c. Develop traffic volume projections for the year 2035 for the thoroughfare plan roadways based on the updated model.
- d. Review model data to identify roadways/critical intersections with deficiencies and develop possible strategies and recommended actions to resolve identified problems. Solutions may include recommendations for additional roadways, changes to roadway classifications, alternative roadway cross-sections, intersection capacity improvements, policies, restrictions, and/or enforcement. Where appropriate, include bicycle lanes.
- e. Prepare recommendations for review and comment by City staff.
- f. Based on input from City of Colleyville, prepare update to the Master Thoroughfare Plan (MTP) for inclusion in the Comprehensive Plan document. Updated MTP will include cross-sections for each roadway classification.
- g. In map format, incorporate recommendations on the location and type of way finding sign elements to be placed throughout the City,
- h. Include recommendations for street lighting types and placement.

Task 4.10 Review all Plan Element Recommendations with City staff

- a. Review all draft focus area recommendations with City staff from all related departments, and adjust per comments received.
- b. Address comments received and incorporate into overall plan.

PHASE V PREPARATION OF DRAFT PLAN DOCUMENT*(phase cost for elements below - \$25,900)***Task 5.1 Prepare draft Comprehensive Plan components, including key plan element sections developed in Phase IV**

- a. Prepare draft plan document, to include the following sections. These may be adjusted, combined or added to as the planning process moves forward. The plan is envisioned to include:
 1. Vision and Goals - prepare draft vision and goals statements that capture the direction for the city as provided by residents during the public input process.
 2. Citizen Input and Direction Provided by Colleyville Residents - summarize findings of the public involvement process, and direction provided by the residents of the City.
 3. Future Land Use recommendations
 4. SH 26 Corridor recommendations
 5. Recommendations for key undeveloped areas and the Colleyville Center
 6. Thoroughfare and mobility recommendations (including sidewalks and bicycle facilities)
 7. Infrastructure recommendations
 8. Parks, Trails, and Recreation recommendations
 9. Economic growth/sustainability recommendations
 10. Implementation Strategies. Include a review of the City's zoning regulations and recommend areas where adjustments should be made to conform with direction provided by the Comprehensive plan goals and vision.

Task 5.2 Preliminary Draft Plan Review

- a. Submit digital draft files for review by Staff, and modify per comments received.
- b. Submit draft copies to staff to distribute to CPAC members. Review draft with the CPAC at the 3rd of 4 meetings (discussed in Task 3.2) scheduled with the CPAC. Address comments received from CPAC.

Product by Planning Team – Preliminary draft of plan update; work with CPAC to review draft and make necessary modifications.

Task Components by City of Colleyville Staff – Schedule work session and reserve location; distribute materials; notify attendees; attend if desired.

Task 5.3 Final Draft Plan Review

- a. Incorporate comments from CPAC working session and draft a final comprehensive plan document. For graphic quality, the document will be prepared in In-Design. Place on Project website for Colleyville residents' review and comment.
- b. Final Public Review Meeting (discussed in Task 3.6) - Present to public for review and comment at a citywide meeting. Compile resident feedback from meeting and as submitted directly or via website, review comments and recommend adjustments to the plan per comments received.
- c. A final CPAC working session will be scheduled to review feedback from public presentation meeting, consider changes to the final draft, and to formally endorse the plan.

Product by Planning Team – Final draft of plan update; prepare presentation and attend public presentation meeting; summarize public feedback; attend final CPAC work session.

Task Components by City of Colleyville Staff – Reserve location of final public presentation meeting; schedule work session and reserve location; distribute materials; notify attendees; attend if desired.

PHASE VI FINAL PLAN ADOPTION AND PRODUCTION
(phase cost for elements below - \$10,900)

Task 6.1 Planning and Zoning Commission Recommendation

- a. Along with City staff, present the final draft plan to the Planning and Zoning Commission in a workshop meeting for review and comment.
- b. Present the final plan to the Planning and Zoning Commission for recommendation to City Council for approval.

Product by Planning Team – Prepare final draft of plan update; attend Planning and Zoning Commission meeting to answer questions.

Task Components by City of Colleyville Staff – Assist in presenting final draft of plan update to Planning and Zoning Commission.

Task 6.2 City Council Final Review and Adoption

- a. Present the draft plan to the City Council in a workshop session. Review all areas of the plan, and address concerns expressed by the City Council. Advertise as formal public hearing if required.
- b. Present the final draft plan to the City Council for adoption. Advertise as formal public hearing if required.

Product by Planning Team – Presentation of Plan at Workshop with City Council, attend final adoption meeting.

Task Components by City of Colleyville Staff – Schedule presentation to City Council.

Task 6.3 Report Production

- a. Following the presentation to City Council and adoption, The Planning Team will provide twenty-five (25) final printed copies of the Plan report in full color, and will provide a digital original (in both PDF and In-Design format on CD-ROM).
- b. GIS shape files developed as part of the process will be transmitted to the City of Colleyville.
- c. Jpegs and/or PDF files for graphics, illustrations and other unique components prepared during the planning process specifically for the City of Colleyville will be transmitted in digital format.

Product by Planning Team – Twenty-five (25) copies of final Plan; digital original of the Plan on CD-ROM, GIS shape files, electronic copies of illustrations, maps, etc.

End of Exhibit A – Scope of Services

Exhibit B

**City of Colleyville
Preparation of a Comprehensive Plan****Exhibit B – Basis of Compensation**

Basic professional services as described in Exhibit 'A' – Scope of Services will be provided on a lump sum basis, excluding reimbursable expenses, with an authorized fee of \$ 249,850. The overall authorized fee will not be exceeded without City authorization. Invoices will be submitted monthly based on the overall percentage of work completed. The overall fee will generally be allocated as follows:

I.	Professional Services Fees		\$ 235,100
	Project Management (ongoing throughout process)	\$ 3,300	
I.	Pre-Planning	\$ 12,580	
II.	Technical Analysis (Existing Conditions)	\$ 28,750	
III.	Public Participation	\$ 36,840	
IV.	Plan Element Analysis and Recommendations	\$116,830	
V.	Draft Plan Document and Draft Review	\$ 25,900	
VI.	Final Plan Adoption Process and Final Deliveries	\$ 10,900	
II.	Base Reimbursable Expenses (<u>estimated</u> , will be invoiced as incurred)		\$ 11,750
	Printing of final report (estimated)		\$ 3,000

Base Reimbursable Expenses – Reimbursable expenses incurred as part of the Comprehensive Plan effort will be submitted for reimbursement on a monthly basis. Reimbursable expenses include costs associated with acquiring maps and information, travel related expenses, photographic printing, printing of required background reports and other documents, printing of final reports, delivery services, large format maps and prints, computer plots, and computer charges normally associated with production of these services.

End of Exhibit B – Basis of Compensation