

**MINUTES OF THE REGULAR MEETING
OF THE STRATEGIC PLAN COMMITTEE OF THE
CITY OF NORTH RICHLAND HILLS, TEXAS
MARCH 9, 2017**

REGULAR MEETING

The Strategic Plan Committee of the City of North Richland Hills, Texas met in regular session on the 9th day of March, 2017 at 6:00 p.m. in the Grand Hall at the NRH Centre.

Present:	Tim Welch	Mayor Pro Tem
	Tim Barth	Council, Place 4
	Rita Wright-Oujesky	Council, Place 5
	Jerry Tyner	Planning & Zoning, Place 2
	Justin Welborn	Planning & Zoning, Ex-Officio
	Amy Steele	Member-at-Large
	Blake Hedgecock	Member-at-Large
	Brent Barrow	Member-at-Large
	Brian Crowson	Member-at-Large
	Danny Beltran	Member-at-Large
	Mark Wood	Member-at-Large
	Melissa Kates	Member-at-Large
	Skip Baskerville	Member-at-Large
	Suzy Compton	Member-at-Large
	Tracye Tipps	Member-at-Large
	Lee Knight	Alternate Member-at-Large

Staff Members:	Paulette Hartman	Assistant City Manager
	Craig Hulse	Director of Economic Development
	Tina Hansen	G.I.S. Analyst
	Clayton Comstock	Planning Manager
	Clayton Husband	Principal Planner
	Chad VanSteenberg	Planner
	John Chapman	Planning Technician

1. CALL TO ORDER

Mayor Pro Tem Tim Welch called the meeting to order at 6:06 p.m.

2. INTRODUCTIONS OF COMMITTEE MEMBERS AND STAFF

Mayor Pro Tem asked for each committee member and staff present to introduce them self.

3. REVIEW STRATEGIC PLAN COMMITTEE CHARGE, ROLES, AND RESPONSIBILITIES

Mayor Pro Tem explained the roles and charges of the Strategic Plan Committee.

The Strategic Plan Committee shall recommend a Strategic Plan for the physical development of the City as well as other relevant policy goals that impact the sustainability and vitality of the City of North Richland Hills. The Strategic Plan shall contain recommendations for growth, development, revitalization and beautification of the City and contain a ten-year Implementation Plan.

Council member Rita Wright-Oujesky briefly explained the City's vision.

Council member Tim Barth briefly stated the importance of having citizens help with the strategic plan of the City.

4. DISCUSSION OF STRATEGIC PLAN COMMITTEE CODE OF CONDUCT

Mayor Pro Tem explained the Code of Conduct to the Committee.

- Conscious of others' rights
- Concern for long-range consequences of present actions
- Attention to interrelatedness of decisions
- Accept final decisions
- Be prepared
- Look out for NRH, not your household or neighborhood
- Golden Rule
- Follow Open Meetings laws and be mindful of electronic communication

Planning Manager Clayton Comstock asked the Committee to read through the Code of Conduct and sought input and recommendations from the Committee. This item was pushed to a later time in the meeting to give the Committee time to read through the Code of Conduct.

5. REVIEW OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT

Mayor Pro Tem introduced Assistant City Manager Paulette Hartman to speak about the Open Meetings Act, Public Information Act, and conflict of interests. Ms. Hartman explained public hearings would become more prevalent as time goes by.

- Committee meetings must be in accordance with the Texas Open Meetings Act
 - Proper notice must be posted by the City
 - Meetings must be open to the public
- A quorum of the Committee (7 members) is required to have a meeting
- Law requires all Committee members have Open Meetings training
 - Training can be taken at your convenience online

- Certificate must be printed and filed with the City Secretary

A Committee member shall disqualify himself/herself and refrain from voting or deliberating if:

- He/she has personal or monetary interest in the subject property;
- He/she will be directly affected by the decision of the Committee; or
- If a member has a substantial interest in the case under Chapter 171 of the Texas Local Government Code, the member shall file an affidavit with the City Secretary
- In all cases, file a Statement of Disqualification with the Secretary of the Committee and announce such disqualification on the record

Public Information / Electronic Communication

- Any communication with City officials or staff about City business or matters that will come before the Committee is subject to disclosure under the Texas Public Information Act
- Committee Records – All records of Committee meetings and matters heard before the Committee are public records open to public inspection
- Emails – Public Information
 - Avoid “reply all” to emails from City staff that includes all Committee members or a quorum of Committee members
 - Star-Telegram Test - Always be mindful of what you write in emails because it might end up on the front page of the newspaper
- Social media postings and responses

6. NOMINATION AND ELECTION OF STRATEGIC PLAN COMMITTEE VICE CHAIR

Mayor Pro Tem opened the nomination period for the Committee's Vice Chair. Rita Wright-Oujesky was nominated to Committee Vice Chair. With no other nominations, Mayor Pro Tem closed the nomination period.

A MOTION WAS MADE BY COMMITTEE MEMBER MARK WOOD, SECONDED BY COMMITTEE MEMBER SUZY COMPTON TO ELECT COUNCIL MEMBER RITA WRIGHT-OUJESKY AS VICE CHAIR.

MOTION TO APPROVE RITA WRIGHT-OUJESKY AS THE STRATEGIC PLAN COMMITTEE VICE CHAIR CARRIED 15-0.

After a short break, Mayor Pro Tem Tim Welch opened discussion on item four concerning the Code of Conduct. With no questions or comments Mayor Pro Tem closed the discussion and called for the motion.

A MOTION WAS MADE BY COMMITTEE MEMBER BRIAN CROWSON, SECONDED BY COMMITTEE MEMBER DANNY BELTRAN TO APPROVE THE STRATEGIC PLAN COMMITTEE CODE OF CONDUCT.

MOTION TO APPROVE CARRIED 15-0.

7. DISCUSS AND REVIEW THE STRATEGIC PLANNING PROCESS

Planning Manager Clayton Comstock explained what a comprehensive plan is:

- A reflection of our values, aspirations and shared vision
- The foundation for policies, strategies and actions
- Guides decision making processes
- Provides predictability
- Illustrates the future through plans, maps, illustrations and pictures

Mr. Comstock continued to explain the importance of a comprehensive plan and why North Richland Hills should have one:

- Current plan based on 1990 census data, development patterns, and market assumptions
- Stay current with market trends, political atmosphere and emerging technologies
- Demonstrate a government responsive to the needs of the community
- Marketing tool for future citizens and businesses

7.A REVIEW CURRENT COMPREHENSIVE LAND USE PLAN

Planning Manager Clayton Comstock reviewed the history of NRH plans.

2007 Comprehensive Plan:

Major Contributing Factors:

- Residential Infill Development
- Commuter Rail
- Loop 820 Improvements

Strategic Planning Areas

- Loop 820 Corridor
- Boulevard 26 Corridor
- Town Center / HomeTown
- Smithfield Conservation District
- Iron Horse Transit District

Mr. Comstock explained that comprehensive plans today:

- Includes implementation strategies and annual monitoring requirements
- Prioritization of projects, infrastructure and expenditures
- Economic, fiscal & sustainability components
- In the context of a wider region
- A document utilized by all city departments, public officials, residents, business owners and developers

- Strategically aligned throughout the organization & community

Mr. Comstock explained the vision of the strategic plan and comprehensive plan and what the end product will depict.

7.B REVIEW RELATED PLANNING USE DOCUMENTS

Planning Manager Clayton Comstock reviewed the *Sustaining Places: Best Practices for Comprehensive Plans* and that the City should create a “SMART” strategic plan.

- 10-year horizon
- “SMART” goals guided by principles
- Action-oriented and prioritized implementation plan
- Inform budget/finance and zoning/development decisions
- Strong focus on reinvestment, redevelopment and revitalization
- Guided by Sustaining Places: Best Practices for Comprehensive Plans

Mr. Comstock reviewed the Land Use Plan and Thoroughfare Plan and what the update will include.

8. DISCUSS ANTICIPATED COMPONENTS OF THE 2018 STRATEGIC PLAN

Planning Manager Clayton Comstock explained upcoming actions the Committee will take during the analysis of existing condition and then the visions, goals, and objectives are of the Committee for the City.

The general project timeline was presented as follows:

Jan – Mar 2017	April – June 2017	July – Sept 2017	Oct – March 2018
<ul style="list-style-type: none"> • Joint Work Session • Appoint Strategic Plan Committee (SPC) • Transportation Request for Quotation 	<ul style="list-style-type: none"> • SPC Foundation Meetings • Outreach Meetings 	<ul style="list-style-type: none"> • Vision, Goals, & Objectives Meeting(s) • Transportation Plan Recommendations • Land Use Plan Recommendations 	<ul style="list-style-type: none"> • Target Plan Areas • Outreach Meetings • Public Hearing & Final Approval

9. SMALL GROUP DISCUSSIONS REGARDING POSITIVE ATTRIBUTES OF THE CITY OF NORTH RICHLAND HILLS

Following a break, the Committee members were split into three groups to discuss positive attributes of NRH:

Group A:	Paulette Hartman Tim Welch	Lee Knight Amy Steele
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Blake Hedgecock
Brent Barrow

Group B:

Clayton Comstock
Rita Wright-Oujesky

Jerry Tyner
Brian Crowson
Danny Beltran
Mark Wood

Group C:

Clayton Husband
Tim Barth
Justin Welborn
Melissa Kates
Skip Baskerville
Suzy Compton
Tracye Tipps

10. REPORTS FROM SMALL GROUP DISCUSSIONS

Each group discussed what they voted on to be some of the positive attributes to NRH, which included, but were not limited to:

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|---|---|--|
| <ul style="list-style-type: none">• Parks• Schools• Family Friendly Community• Business Oriented• Forward Looking• Opportunities for Housing Improvement | <ul style="list-style-type: none">• Connectivity• Safety & Security• NRH Pride• City Government• Affordable Housing• Citizen Engagement• Diverse Socioeconomic & Demographics | <ul style="list-style-type: none">• Sense of Community• History of NRH• Public Art• Retail• Transportation |
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Mr. Comstock asked the Committee to begin thinking about what this plan will be titled. Examples were provided of other communities' plan titles. Action will not be necessary on this for a few months.

11. ADJOURNMENT

Mayor Pro Tem Welch adjourned the meeting at 7:59 p.m.

Tim Welch, Mayor Pro Tem

John Chapman, Planning Technician