



# City of Dripping Springs Implementation Guide 2016

Approved November 15, 2016



## **Implementation Introduction**

The City of Dripping Springs is committed to the sustained work needed to foster a strong community. This commitment is indicated by the success in implementing the goals and objectives from the 2010 Comprehensive Plan. Projects undertaken have led to meaningful change in Dripping Springs and laid the foundation for this implementation guide. It is important to continue that focus going forward to ensure the City continues the progress already made over the next several years.

One reason for the success of the 2010 plan was the creation of a small committee of City Staff and residents who took ownership of the implementation process. This group ensured that City committees and other organizations tasked with projects were aware of their responsibilities and addressed them. This included putting plan related items onto meeting agendas so decision makers were kept informed and able to make decisions related to achieving plan goals. This group also reviewed the plan and tracked progress, ensuring action steps were not overlooked and forgotten. Having a group tasked with this responsibility is a key element to successful implementation and it is recommended a similar committee be appointed at this time.

The Planning and Zoning Commission should also take ownership for the plan and ensure it becomes part of their decision making process. As growth continues around Dripping Springs, it is important to ensure it reflects the goals and values of the 2016 Plan Update. The Commission can ensure this by referring to the plan when considering development plans and promoting development that is in line with plan recommendations.

Finally, the City Council should utilize this document in their deliberations, particularly during budget planning. The goals and objectives clearly outline priorities for the community and represent the will of residents who participated in this effort. Council members should read this plan and commit to using it as a resource to guide their decision making process and help them stay focused on the priorities identified by the residents of Dripping Springs.

## Goal D1: Review and Update Development and Building Ordinances

Action	Timeline	Duration	Responsible Party
Appoint a Land Use Ordinance Task Force to take responsibility for review and recommendations	Upon completion of internal development process review	2 months	City Council; Planning and Zoning Commission, Historic Preservation Commission
Review Best Practices from other communities	Upon completion of internal development process review	2 months	Ordinance Task Force
Develop recommendations for proposed changes to existing ordinances utilizing Future Land Use map and other resources	Upon completion of internal development process review	4 months	Task Force; Planning and Zoning Commission
Conduct public engagement process to allow residents to provide input on proposed changes	Upon completion of internal development process review	2 months	Task Force
Revise ordinances to reflect changes	Upon completion of internal development process review	2 months	Planning and Zoning Commission, City Staff, City Council, City Attorney, Historic Preservation Commission
Adopt revised ordinances	Upon completion of internal development process review	2 months	City Council

Development / Growth Management

**Potential Barriers to Implementation:** Resistance to proposed changes from residents and property owners

**Stakeholders and Partners:** Property owners, residents, City Attorney

**Measures of Success:** Task Force appointed within 2 months of completion of internal review, revised ordinances within one year

**Potential Funding Needs and Sources:** \$15,000 - \$20,000 for consultant and attorney fees (if consultant is used); General Fund

## Goal D2: Support the Expansion of Business and Professional Services

Action	Timeline	Duration	Responsible Party
Update the existing Retail Gap Analysis to identify available and missing services currently available	Fall 2017 (FY 2018)	6 months	Chamber of Commerce; Economic Development Committee
Determine desired and needed services	Spring 2018	3 months	Chamber of Commerce; Economic Development Committee
Develop marketing materials to promote needed services in Dripping Springs	Summer 2018	2 months	Chamber of Commerce; Economic Development Committee
Promote Dripping Springs to desired business and professional services organizations	On-going	On-going	Chamber of Commerce

**Potential Barriers to Implementation:** Lack of sufficient business needed to attract support businesses

**Stakeholders and Partners:** Business owners, residents

**Measures of Success:** Additional professional services available in Dripping Springs

**Potential Funding Needs and Sources:** \$2,500 - \$5,000 for Retail Gap Analysis; Chamber of Commerce

### Goal D3: Support Tourism / Wedding Related Businesses

Action	Timeline		Responsible Party
Ensure appropriate regulation of short term rentals and bed and breakfast facilities as part of development ordinance review	Spring 2017	4 months	City Staff
Continue to promote and market Dripping Springs as a tourism destination	On-going	On-going	Chamber of Commerce
Consider marketing Dripping Springs as a destination for small meetings / professional groups	On-going	On-going	Chamber of Commerce

**Potential Barriers to Implementation:** Minimal

**Stakeholders and Partners:** Business owners, hotel owners, bed and breakfast operators, short term rental owners

**Measures of Success:** Increased visitation and revenues

**Potential Funding Needs and Sources:** Dependent on marketing program; Chamber of Commerce funds

### Goal D4: Develop Plan to Address Becoming Home Rule City

Action	Timeline	Duration	Responsible Party
Determine key issues, challenges, and opportunities that will arise from becoming home rule	When approaching Home Rule population threshold	3 months	City Staff, City Attorney
Establish process and anticipated timeline for transition	When approaching Home Rule population threshold	6 months	City Staff, City Attorney
Develop outreach and education program for residents to inform them of implications of home rule	When approaching Home Rule population threshold	6 months	City Staff, City Attorney

**Potential Barriers to Implementation:** Unclear timeline of when population will reach 5,000 to become Home Rule

**Stakeholders and Partners:** City Attorney, Hays County, residents

**Measures of Success:** Plan in place for transition hen approaching Home Rule population threshold, outreach and education program in place when needed

**Potential Funding Needs and Sources:** Minimal to develop plan

## Goal D5: Explore the Potential for a Co-working Office Space

Action	Timeline		Responsible Party
Market existing facility that has available space	On-going	On-going	Chamber of Commerce, Economic Development Committee
Research examples of these facilities in the region (San Marcos, Austin, others)	Spring 2018	6 months	Economic Development Committee
Work with area work at home individuals to determine if there is a desire for this type of facility	Summer 2018	6 months	Economic Development Committee
If demand is present, develop a plan for providing a space that addresses funding, management, etc. and find development partner	Spring 2019	3 months	Economic Development Committee
Implement plan to develop co-working space	Summer 2019	6 months	Economic Development Committee; Development partner

**Potential Barriers to Implementation:** Lack of funding to develop and operate

**Stakeholders and Partners:** Local professionals, Chamber of Commerce

**Measures of Success:** Determination if there is demand for facility by December 2018, if so, facility in place by 2020

**Potential Funding Needs and Sources:** Dependent on size and amenities of facility; fundraising, sponsorships, user fees

### Goal D6: Support Expanded Broadband Internet Access

Action	Timeline	Duration	Responsible Party
Contact providers to determine requirements for expanded service	Spring 2017	1 month	City Staff
Review City policies to ensure they are not a barrier to broadband expansion	On-going		City Staff

**Potential Barriers to Implementation:** Lack of population to support expanded service, cost of service

**Stakeholders and Partners:** Business owners, residents, developers

**Measures of Success:** Broadband service area expanded by 25% over existing coverage

**Potential Funding Needs and Sources:** Dependent on what, if any, assistance provided

## Goal L1: Support Housing Options in Dripping Springs

Action	Timeline	Duration	Responsible Party
Review best practices that support housing options as part of development review	With development review process	4 months	Ordinance Task Force
Allow for more housing options where appropriate in the updated Zoning Ordinance	With development review process	4 months	Ordinance Task Force
Market Dripping Springs to potential senior (independent, assisted, and continuing care facilities) and workforce housing developers	On-going	On-going	Chamber of Commerce

**Potential Barriers to Implementation:** Resistance from residents to higher density housing

**Stakeholders and Partners:** Property owners, developers

**Measures of Success:** Regulations allow for housing options, more housing of different types becomes available

**Potential Funding Needs and Sources:** Minimal outside of ordinance update process

## Goal L2: Develop a Plan for the Triangle Property

Action	Timeline	Duration	Responsible Party
Appoint the Triangle Committee using approved scope	Spring 2017	2 months	City Council
Develop plan for landscaping, lighting, parking and other improvements with cost estimates within limitations of location within 100 year floodplain	Summer 2017	6 months	City Staff, Parks and Recreation Committee, Triangle Committee, Historic Preservation
Develop fundraising plan to help offset costs	Spring 2018	6 months	Triangle Committee
Raise funds and make improvements as funding allows	On-going	On-going	Triangle Committee; Parks and Recreation Committee, Historic Preservation, City Council
Explore feasibility of moving Water Supply Corporation (WSC) facilities	On-going	On-going	Triangle Committee, WSC, City Council
Improve pedestrian access across RR 12 at Mercer Street	When RR 12 improvements made	On-going	TxDOT, City Staff

**Potential Barriers to Implementation:** Cost of improvements, inability to move WSC facilities

**Stakeholders and Partners:** Farmers Market, WSC, Historic Preservation, Parks and Recreation Committee

**Measures of Success:** Plan developed for improvements by December 2017

**Potential Funding Needs and Sources:** Dependent on improvements; fundraising, grants, sponsorships, General Fund

## Goal L3: Develop Conceptual Plan for Road, Drainage, and Lighting Improvements along Old Fitzhugh

Action	Timeline	Duration	Responsible Party
Develop conceptual plan for needed road, drainage, lighting, sidewalk, and other improvements to Old Fitzhugh Rd	Summer 2017	6 months	City Staff, Transportation Committee, Historic Preservation Commission
Determine how funding will be provided (bond, certificates of obligation, TIRZ District, other)	Fall 2017	3 months	City Council, Transportation Committee
Develop detailed plan for improvements based on conceptual plan	When funding is available	On-going	City Staff, City Council
Implement improvement plan	When funding is available	On-going	City Staff, City Council

**Potential Barriers to Implementation:** Cost of needed improvements

**Stakeholders and Partners:** Property owners, Hays County, TxDOT

**Measures of Success:** Conceptual Improvement plan developed by December 2017

**Potential Funding Needs and Sources:** Dependent on needed improvements; General Fund, bonds, certificates of obligation, TIF District

## Goal L4: Expand Parking Options in Downtown

Action	Timeline	Duration	Responsible Party
Inventory existing parking including opportunities for shared parking (after hours at banks, city hall, etc.)	Spring 2018	3 months	City Staff, Historic Preservation Commission
Identify potential locations for new parking	Summer 2018	3 months	City Staff, Historic Preservation Commission
Budget for new signage pointing to existing parking	Fall 2018 (FY 2019)	1 month	City Council
Determine potential funding for new parking facilities (bonds, certificates of obligation, TIRZ District)	On-going	On-going	City Staff, City Council, Historic Preservation
Develop additional parking as funding is available	When funding is available	On-going	City Council

**Potential Barriers to Implementation:** Lack of support for shared parking, cost of new parking facilities

**Stakeholders and Partners:** Downtown business and property owners, developers

**Measures of Success:** Existing parking used more efficiently, signage in place by January 2019, increased number of available parking spaces

**Potential Funding Needs and Sources:** \$4,000 - \$9,000 per space for surface parking lot; General Fund, bonds, certificates of obligation, TIRZ District

## Goal L5: Develop a Facilities Plan for City-owned properties

Action	Timeline	Duration	Responsible Party
Develop inventory of city-owned property, its current condition and use	Summer 2017	6 months	City Staff
Develop estimated staff projections and other facility needs for the next 5 – 10 years	Spring 2018	6 months	City Staff
Evaluate Stephenson Building and determine needed repairs/changes to meet building codes	Spring 2019	6 months	City Staff, Historic Preservation
Identify funding source for renovations of Stephenson Building	Summer 2019	3 months	City Staff, City Council, Historic Preservation
Develop plan for repair/renovation and reuse, including potential tenants of Stephenson Building and adjoining land	Fall 2019	6 months	City Staff, Historic Preservation
Renovate Stephenson Building when funding is available and make improvements to adjoining land	When funding available	On-going	City Staff, City Council, Historic Preservation
Implement Facilities Plan as funding allows (may include sale of some properties with money reinvested in improvements on others)	On-going	On-going	City Staff, City Council
Support Public Art by allowing local artists to display art on City-owned properties, etc.	On-going	On-going	City Council, City Staff

Livability / Quality of Life

**Potential Barriers to Implementation:** Cost of facilities, cost of renovation of Stephenson Bldg., lack of interested tenants

**Stakeholders and Partners:** Chamber of Commerce, other civic groups, business owners

**Measures of Success:** Facilities Plan adopted by June 2018, Stephenson Bldg. plan adopted funding determination by August 2019

**Potential Funding Needs and Sources:** \$25,000 - \$35,000 for Facilities Plan (if using consultant), Dependent on needed improvements (\$500,000 - \$1.5 million); General Fund, bonds, fundraising, grants, sponsorships

## Goal L6: Bring City Properties into Compliance with Lighting Ordinance

Action	Timeline	Duration	Responsible Party
Update inventory of City-owned properties and develop prioritized list of needed improvements	Spring 2017	3 months	City Staff
Determine costs and funding availability for improvements	Summer 2017	3 months	City Staff, City Council
Make improvements as funding is available using prioritized list to target work and ensuring compliance with lighting ordinance	On-going	On-going	City Staff

**Potential Barriers to Implementation:** Cost of improvements

**Stakeholders and Partners:** PEC, rate payers, park user groups

**Measures of Success:** All City-owned lights in compliance as quickly as financially feasible

**Potential Funding Needs and Sources:** Dependent on scope of improvements; General Fund

## Goal L7: Implement Trails Master Plan

Action	Timeline	Duration	Responsible Party
Review Trails plan to identify opportunities to connect proposed developments	On-going	On-going	Parks and Recreation Commission
Adopt trail guidelines	Spring 2017	2 months	Parks and Recreation Commission, City Council
Determine priority projects based on plan and needed funding to implement	On-going	On-going	Parks and Recreation Commission
Explore potential for connections to Violet Crown Trail and other regional networks through expansion of plan into the ETJ	2018	On-going	Parks and Recreation Commission
Consider all funding options to implement trail program	On-going	On-going	City Council

**Potential Barriers to Implementation:** Cost of trails, lack of support from property owners for needed easements

**Stakeholders and Partners:** Property owners, developers, TxDOT, Hays County

**Measures of Success:** Trails developed as funding allows, increased number of miles of trails available

**Potential Funding Needs and Sources:** \$50,000 - \$150,000 per mile of trail, depending on materials, easement availability, etc.; General Fund, bonds, certificates of obligation, fundraising, sponsorships

## Goal L8: Encourage Preservation and Stewardship of Area Historic Springs

Action	Timeline	Duration	Responsible Party
Reach out to property owners to inform and educate them on the importance of the Springs	On-going	On-going	City Staff
Explore opportunities for partnerships with property owners to preserve and maintain the springs	On-going	On-going	City Staff, Parks and Recreation Commission
Ensure appropriate development standards to protect water quality of the springs and other area waterbodies	On-going	On-going	City Staff, City Council

**Potential Barriers to Implementation:** Lack of interest from property owners

**Stakeholders and Partners:** Property owners

**Measures of Success:** Water quality of springs preserved

**Potential Funding Needs and Sources:** Minimal

## Goal I1: Revise Wastewater Allocation Policy

Action	Timeline	Duration	Responsible Party
Review existing policy, available LUE's, etc.	Spring 2017	2 Months	City Staff
Incorporate Water Reuse Ordinance into revision process	Spring 2017	3 Months	City Staff
Update policy to support overall community goals and ensure adequate LUE's available for desired growth	Summer 2017	3 Months	City Staff, City Council
Educate residents, property owners, developers and others on the policy and the priorities	On-going (once policy revised and updated)	On-going	City Staff, City Council, other City Commissions

**Potential Barriers to Implementation:** Lack of capacity at wastewater plant to implement policy if updated

**Stakeholders and Partners:** Business owners, developers, property owners

**Measures of Success:** Policy revised by June 2017

**Potential Funding Needs and Sources:** Minimal

## Goal I2: Explore All Options for Wastewater Reuse and Disposal

Action	Timeline	Duration	Responsible Party
Continue to expand irrigation and other reuse of wastewater	On-going	On-going	City Staff, City Council
Expand education and outreach of need for wastewater expansion and benefits that can come from service	On-going	On-going	City Staff, City Council
Explore new options for wastewater reuse, including potable reuse	On-going	On-going	City Staff, City Council

**Potential Barriers to Implementation:** Cost of implementation, lack of support for potable reuse

**Stakeholders and Partners:** Developers, property owners

**Measures of Success:** Wastewater reuse expands; percentage of waste water reused increased

**Potential Funding Needs and Sources:** Dependent on treatment levels, etc.; Utility service fees, grants, bonds

### Goal I3: Begin Emergency Management Planning Efforts

Action	Timeline	Duration	Responsible Party
Review Hays County plan to identify equipment and facilities needed in Dripping Springs	Spring 2017	6 Months	Emergency Management Commission
Provide budget requests to City Council for initial needs in FY 2018 budget process	Summer 2017	3 Months	Emergency Management Commission, City Council
Plan and conduct Emergency Response Drills	2019	1 Year	Emergency Management Commission, City Staff, Hays County, ESD's
Develop local Emergency Management Plan	2021	1 Year	Emergency Management Commission

**Potential Barriers to Implementation:** Lack of staff, lack of facilities, lack of control over public safety services

**Stakeholders and Partners:** Hays County, ISD, WSC, ESD's

**Measures of Success:** Initial needs identified and funded in FY 2018, first exercise conducted in 2019, local plan adopted in 2021

**Potential Funding Needs and Sources:** Dependent on local needs, \$25,000 - \$50,000 for plan; General Fund

## Goal I4: Identify Unsafe Intersections and Roadways and Make Needed Improvements

Action	Timeline	Duration	Responsible Party
Develop prioritized list of dangerous intersections and roadways using local knowledge, accident reports, etc.	Spring 2017	6 Months	City Staff, Hays County, TxDOT, Transportation Committee
Determine needed improvements and establish cost estimates for high priority intersections	Summer 2017	3 Months	City Staff, TxDOT, Hays County
Identify funding availability and seek additional funding from TxDOT, Hays County, and others	On-going	On-going	City Council
Make improvements as funding is available	On-going	On-going	City Council, City Staff, Hays County, TxDOT

**Potential Barriers to Implementation:** Cost of improvements, lack of jurisdiction on state roads

**Stakeholders and Partners:** TxDOT, Hays County, ESD, CAMPO

**Measures of Success:** Accidents reduced as improvements are made; number of accidents per 1000 vehicles traversing intersection reduced

**Potential Funding Needs and Sources:** Dependent on needed improvements; bonds, certificates of obligation, TxDOT, Hays County

## Goal I5: Develop a Mobility Plan that Incorporates Transportation Plan, Trails Plan, Transit, and Other Modes

Action	Timeline		Responsible Party
Review Mobility Plans from other communities to identify best practices	Spring 2018	6 Months	Transportation Committee, Parks and Recreation Commission
Develop Mobility Plan incorporating best practices and existing City plans	Fall 2018	4 Months	Transportation Committee, Parks and Recreation Commission
Ensure new development connects to existing development and develop additional connectivity where feasible in existing development	On-going	On-going	City Council, Transportation Committee, Parks and Recreation Commission
Explore opportunities for transit into Austin including van share, car pooling, ridesharing, etc.	On-going	On-going	Transportation Committee

**Potential Barriers to Implementation:** Lack of interest in transit options, cost of services

**Stakeholders and Partners:** Business owners, residents, Hays County, Cap Metro

**Measures of Success:** Mobility Plan adopted by December 2018

**Potential Funding Needs and Sources:** \$20,000 - \$35,000 for Mobility Plan; General Fund

### Goal I6: Ensure Adequate Long Term Water Supply

Action	Timeline	Duration	Responsible Party
Continue partnership with WSC	On-going	On-going	City Council, City Staff
Engage with LCRA and Region K Long Range Water Planning process	On-going	On-going	WSC; City Staff
Continue to support rainwater harvesting, xeriscaping, wastewater reuse, and other conservation efforts	On-going	On-going	City Council, City Staff

**Potential Barriers to Implementation:** Minimal

**Stakeholders and Partners:** Residents, Property owners, LCRA, Hays County, developers

**Measures of Success:** Long term water planning in place

**Potential Funding Needs and Sources:** Minimal

## Goal P1: Explore Potential for Facility Sharing and / or Consolidation with Hays County, DSISD, others

Action	Timeline	Duration	Responsible Party
Work with ISD and local sports groups to develop shared access agreements and joint use facilities to benefit all parties	On-going	On-going	City Staff, City Council, ISD, Local Sports Organizations
Discuss potential for joint purchases of office and other equipment (either shared use or bulk purchases for office supplies and equipment, etc.)	Spring 2017	1 Month	City Staff, City Council, ISD, County Commissioners, other Cities
Discuss shared access to technology, particularly broadband internet	Spring 2017	1 Month	City Staff, City Council, ISD, County Commissioners, other Cities
Consider joint facilities, such as vehicle maintenance, that are common across jurisdictions	Spring 2018	1 Month	City Staff, City Council, ISD, County Commissioners, other Cities

**Potential Barriers to Implementation:** Lack of cooperation from other entities; different needs, schedules, priorities, etc. between groups, ensuring adequate access for all parties to shared facilities

**Stakeholders and Partners:** County, ISD, neighboring cities

**Measures of Success:** Discussions underway by March 2017

Updated Goals from Previous Plans

**Potential Funding Needs and Sources:** Minimal to begin discussions, costs dependent on what is done

## Goal P2: Develop City Water Quality and Drainage Plan

Action	Timeline	Duration	Responsible Party
Research best practices from other cities	Spring 2018	3 Months	City Staff
Consider funding for engineering consultant	Summer 2018	3 Months	City Council, City Staff
Fund studies in FY 2019 budget	Fall 2018	1 Month	City Council
Conduct study and develop implementation plan	Spring 2019	6 Months	City Staff
Implement plan recommendations	On-going as funding allows	On-going	City Staff, City Council

**Potential Barriers to Implementation:** Cost of study

**Stakeholders and Partners:** Hays County, TCEQ, Hays-Trinity Groundwater Conservation District

**Measures of Success:** Plans developed by June 2019

**Potential Funding Needs and Sources:** \$100,000 - \$200,000; General Fund

Approved 11/15/16

### Goal P3: Explore Options for Increased Law Enforcement Presence

Action	Timeline	Duration	Responsible Party
Contact Sheriff and Constable to determine if partnership is feasible to fund additional officers with City support	Spring 2018	6 Months	City Staff
If support from County officials, determine needed funding and if it is available	Summer 2018	3 Months	City Staff, City Council
Include in FY 2018 budget for additional staff (If feasible and funding available)	Fall 2018	1 Month	City Council
Explore costs of establishing a City Marshal position	Spring 2019	6 Months	City Staff, City Council
If feasible, fund and hire City Marshal	2020	1 Year	City Council

**Potential Barriers to Implementation:** Cost, County officials unwilling to support additional staffing

**Stakeholders and Partners:** Hays County

**Measures of Success:** Improved law enforcement presence in Dripping Springs; reduced response time

**Potential Funding Needs and Sources:** \$75,000 - \$125,000 per year for additional staff (salary, benefits, etc.)

## Goal P4: Continue Discussions with Water Supply Corporation Regarding Consolidation of Operations and Maintenance

Actions	Timeline	Duration	Responsible Party
Conduct regular planning workshops with the WSC to ensure City and WSC work together	On-going	On-going	City Staff, WSC Staff
Explore establishment of Public Utility Board to manage water and wastewater utilities	On-going	On-going	City Staff, WSC Staff
Determine feasibility of City purchase of water system	2020	1 Year	City Staff, City Council, WSC Board, WSC Staff
Develop funding for purchase (if feasible)	2020 – 2021	2 Years	City Council
Purchase System	2022	1 Year	City Council, WSC Board

**Potential Barriers to Implementation:** Lack of support from WSC, cost to acquire system

**Stakeholders and Partners:** WSC

**Measures of Success:** Discussions underway

**Potential Funding Needs and Sources:** Dependent on price to acquire