



NOTICE OF THE REGULAR MEETING OF THE
COMPREHENSIVE PLAN ADVISORY COMMITTEE

January 08, 2026 at 6:00 PM

Argyle Town Hall, 308 Denton Street, Argyle, Texas

AGENDA

Notice is hereby given of the Regular Meeting of the Comprehensive Plan Advisory Committee beginning at 6:00 PM, Thursday, January 08, 2026, at Argyle Town Hall, 308 Denton Street, Argyle, Texas. The Items listed below are placed on the agenda for discussion and/or action.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

American Flag

Texas Flag: "Honor the Texas Flag; I pledge allegiance to thee Texas, one state under God, one and indivisible."

OPEN FORUM

This is an opportunity for the public to address the CPAC Committee on any matter of public business, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Each speaker is limited to five (5) minutes, unless the speaker requires the assistance of a translator, in which case the speaker is limited to ten (10) minutes, in accordance with applicable law. Each speaker shall approach the podium and state their name. Speakers shall address the governing body with civility that is conducive to appropriate public discussion. Speakers can address only the governing body as a whole and not individual city officials or employees. The public cannot speak from the gallery but only from the podium. Per the Texas Open Meetings Act, the Committee is prohibited from deliberating or taking action on any matter not listed on the agenda. The Committee may only: (1) make a statement of fact regarding the item; (2) make a recitation of existing policy regarding the item; or (3) propose the item be placed on a future agenda, in accordance with Council adopted procedures.

CONSENT AGENDA

Any Commission member may request an item on the Consent Agenda to be taken up for individual consideration.

1. Consider approval of the minutes of the Comprehensive Plan Advisory Committee Meeting of July 29, 2025.

SPECIAL PRESENTATION

2. Receive a presentation on the formation of a Capital Improvement Advisory Committee and additional steps in the process of updating impact fees.

WORKSHOP ITEM

3. Discuss the Town Center District and FM 407 small area plan.

ADJOURN

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at Argyle Town Hall, a place convenient and readily accessible to the general public at all times, and to the Town's website in compliance with Chapter 551, Texas Government Code, on **December 31, 2025, by 5:00 p.m.** and remained posted for at least three (3) business days preceding the scheduled time of said meeting.

Harrison Wicks

Harrison Wicks, MPA

Director of Community Development



Persons with disabilities who plan to attend this public meeting and who may need auxiliary aid or services are requested to contact the Argyle Town Hall 48 hours in advance, at 940-464-7273, and reasonable accommodations will be made for assistance.

**MINUTES OF THE TOWN OF ARGYLE
COMPREHENSIVE PLAN ADVISORY COMMITTEE REGULAR MEETING
TUESDAY, JULY 29, 2025**

A meeting of the Comprehensive Plan Advisory Committee was held on Tuesday, July 29, 2025, at 6:00 PM.

COMPREHENSIVE PLAN ADVISORY COMMITTEE MEMBERS PRESENT:

Art Holbrook
Mike Udovic
Cory Rollins
John Critz
Ryan Turner
Joan Delashaw

COMPREHENSIVE PLAN ADVISORY COMMITTEE MEMBERS ABSENT:

Bridget Brandon
Victor Manta
John Adams

STAFF PRESENT:

Mike Sims, Town Manager
Harrison Wicks, Director of Community Development
Kelly Carlson, Principal Planner

REGULAR MEETING AGENDA

CALL TO ORDER

The meeting was called to order at 6:09 PM noting a quorum was present.

CONSENT AGENDA

1. Consider approval of the minutes of the Regular CPAC Meeting of April 29, 2025.

Town Manager Sims motioned to approve the minutes with select revisions identified by CPAC members. Committee member Rollins seconded the motion. The motion carried unanimously by a vote of six (6) in favor to none (0) opposed.

DISCUSSION ITEMS

- 2. Thoroughfare Plan Update.**
- 3. Roadway Impact Study Update.**
- 4. Sanitary Sewer Study Update.**
- 5. Canopy Tree Cover Study Update.**
- 6. Small Area Plan for US 377 - FM 407 Corridor between Cook Street and Frenchtown Road.**
- 7. Small Area Plan for the I35W Corridor.**
- 8. Denton County Greenbelt Plan.**

Town Manager Mike Sims and Director of Community Development Harrison Wicks provided updates on these items and facilitated a discussion with CPAC members. There was a consensus to move forward on these items and advocate for funds in the FY 26 budget to support them.

ADJOURNMENT

The meeting was adjourned at 8:02 PM.

APPROVED THIS THE 8TH DAY OF JANUARY 2026.

WITNESS:

_____, CPAC Member

Harrison Wicks, Director of Community
Development



COMPREHENSIVE PLAN ADVISORY COMMITTEE SPECIAL PRESENTATION

Meeting

Date: January 8, 2026

To: CPAC Members

From: Mike Sims, Town Manager

Subject: Discuss formation of a Capital Improvement Advisory Committee and additional steps in the process of updating impact fees.

Background:

At the October 20th Council meeting, Town Council approved a Professional Service Agreements for a Roadway Impact Fee Update and a Sewer Impact Fee Update. Final adoption of these updated fees requires oversight by a Council appointed Committee and other steps necessary to comply with State requirements for Impact Fees.

This item will provide the CPAC with an overview of the Capital Improvement Advisory Committee (CIAC) and the Impact Fee update project. In order to comply with the requirements, staff will solicit Committee applications publicly and bring applications to Council at a future meeting in 2026.

Staff Recommendation:

This special presentation is for discussion only. No action is required.

Attachments:

Exhibit A – CIAC Presentation

EXHIBIT A

Item 2.



Impact Fees 101

TOWN OF ARGYLE

December 15, 2025

What are Impact Fees?



One-time fee for new development.



Mechanism to recover infrastructure costs required to serve future development.



Legal way to collect a flexible fee for infrastructure.

This gives a City flexibility to spend money on high priority projects within a broader service area.

What are Impact Fees?

What items **are** and **are not** payable with Impact Fees?

*Components that **can** be paid for through an impact fee program:*

- ✓ Construction cost of capital improvements on the Impact Fee CIP
 - Roadway to thoroughfare standard
 - Upsized water/wastewater line
 - Traffic signals, bridges, sidewalks, etc.
- ✓ Survey and Engineering fees
- ✓ Land acquisition costs, including court awards
- ✓ Debt Service of Impact Fee CIP
- ✓ Planning Studies

*Components that **cannot** be paid for through an impact fee program:*

- ✗ Projects not included in the Impact Fee CIP
- ✗ Repair, operation, and maintenance of existing facilities
- ✗ Upgrades to serve existing development
- ✗ Administrative costs of operating the impact fee program

What Goes into the Study?



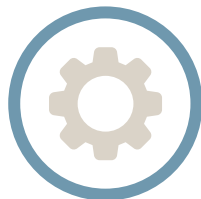
**CIAC /
Public Input**



**Land Use
Assumptions**



**T-Plan &
Traffic
Calming**



Service Units



**Capital
Improvement Plans**



**Maximum
Fee**

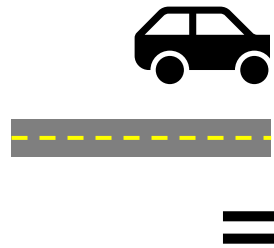
Impact Fee Components



Roadway Service Units



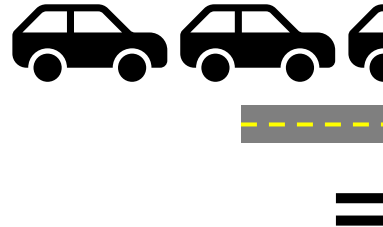
**Single
Family Home**



$$\begin{array}{r}
 0.94 \text{ trips/home (ITE)} \\
 \times \quad 4.90 \text{ miles/trip (NHTS)} \\
 \hline
 4.61 \text{ veh-miles/home}
 \end{array}$$



**Shopping
Center**



$$\begin{array}{r}
 2.24 \text{ trips/1,000 SF (ITE)} \\
 \times \quad 2.8 \text{ miles/trip (NHTS)} \\
 \hline
 6.27 \text{ veh-miles/1,000 SF}
 \end{array}$$

Why use Impact Fees?

Equitable

e

Barring existing ordinances, development pays an equal fee whether first to develop or last to develop

Predictable

e

Fee schedule can be made available online
Developers can rely on land use and IF CIP plans to make decisions about when, where, and what to build.

Ensures Accountability

State law requires that impact fees be spent within a certain amount of time or be refunded to the property owner.

Proportional

I

Directly related to the amount of demand generated by the development.
Calculation based on systemwide impact.

Impact Fees FAQs

Are there any Checks and Balances?

Independent Licensed Professionals Prepare:



Land Use Assumptions



Master Plans



Capital Improvement Plan



Maximum Fee Impact Calculations

Capital Improvement Advisory Committee (CIAC)

- Chapter 395.058 provides the CIAC role and makeup

Role of Advisory Committee During Study

1. Advise and assist the City Council in adopting **land use assumptions**
2. Review the **capital improvements plan (CIP)** and file written comments
3. File written **comments** on the land use assumptions, capital improvements plan, and impact fee



Role of Advisory Committee After Adoption

1. Monitor and evaluate implementation of the **capital improvements plan**;
2. File **semiannual reports** with respect to the progress of the capital improvements plan and report to the political subdivision any perceived inequities in implementing the plan or imposing the impact fee; and
3. Advise the political subdivision of the **need to update** or revise the land use assumptions, capital improvements plan, and impact fee.



Legislative Updates to Ch. 395

Increased Public Involvement

- Made available an additional 60 days prior to date of publication of first notice of public hearing.
- Previously “on or before”

Limitation on Increased Impact Fees

- Requires minimum 3 years before increases
 - Programmed escalation allowed

Revised CIAC Requirements

- 50% representation from real estate, development, or building industries (previously 40%)
- Removed Planning and Zoning Commission as de facto CIAC

Legislative Updates to Ch. 395

External Financial Audit

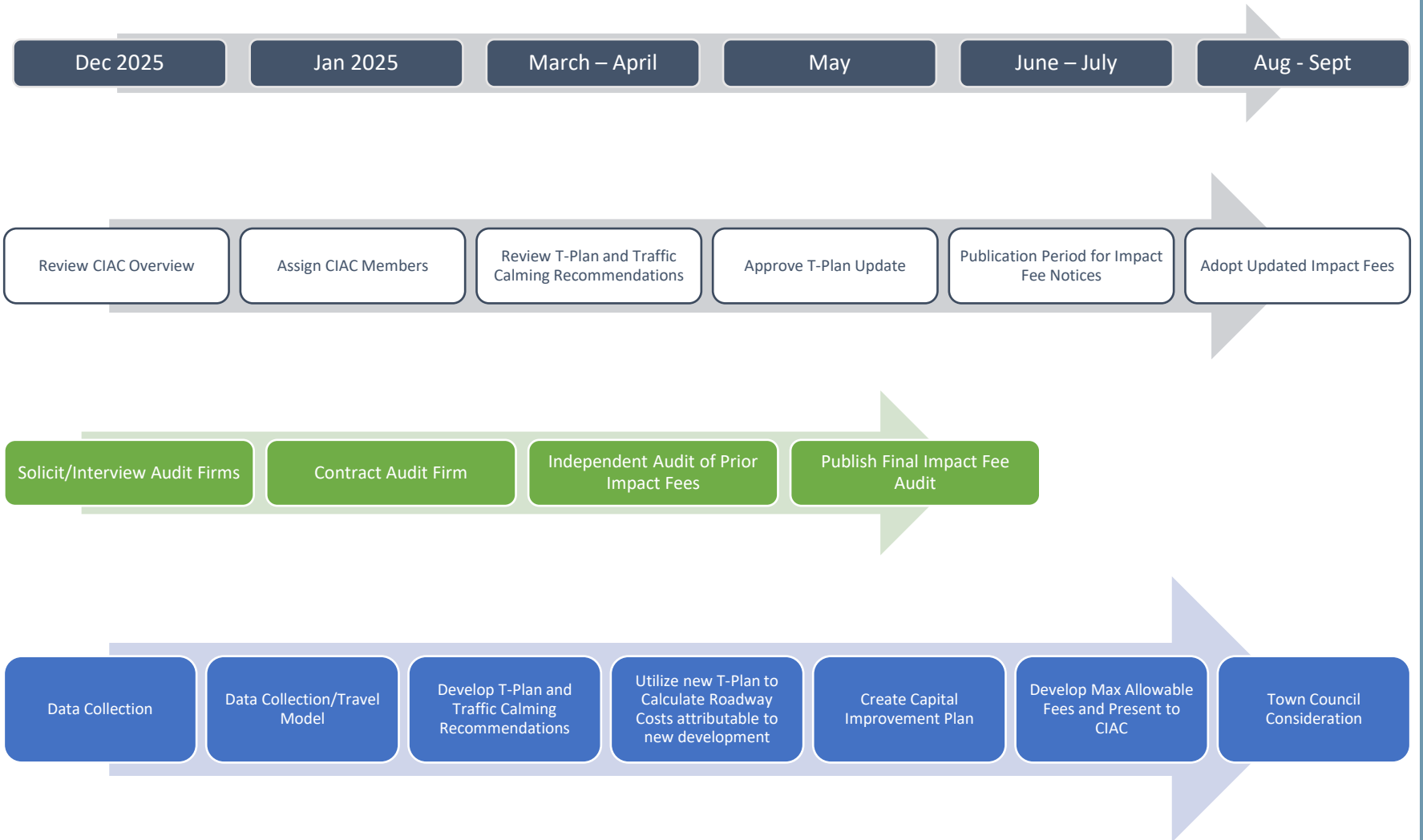
- Only applies to Impact Fee Updates/Changes
- Independent auditor - no work with City within previous 12 months
- Public hearing requirements

Impact Fee Credits

Requires credits for water/wastewater impact fees for developments demonstrating water conservation and reuse technologies.

- Requires entities to adopt procedures for calculating, applying, reviewing, and approving credits.

Overall Schedule (Roadways)





COMPREHENSIVE PLAN ADVISORY COMMITTEE STAFF REPORT

Meeting

Date: January 8, 2026

To: CPAC Members

From: Mike Sims, Town Manager

Subject: Discuss the Town Center District and FM 407 small area plan.

Background:

Town staff is working with GFF Planning on developing a small area plan for the Town Center District, which includes an approximate area of 213 acres south of Cook Street, north of Frenchtown Rd, west of Myrtle Drive, and east of US Hwy 377.

Town staff has previously presented a draft of the small area plan to the P&Z Commission during a special meeting on November 18th and their regular meeting on December 3rd, in order to receive feedback. In general, the Commissioners were favorable to the small area plan and constructive comments included that they liked the Main Street idea on the north side of FM 407. Main Street could achieve more density which would allow for a pedestrian friendly environment. A case example of Serenbe, GA was used as something Argyle could model the Main Street idea on, which emphasizes a blending of urban and natural areas in close proximity. Serenbe does not have a central downtown square or plaza, and instead winds through the nearby hills, creating a meandering downtown feel.

Town staff also presented a draft of the small area plan to the MDD during their regular meeting on December 2nd, in order to receive feedback. In general, the MDD Directors were favorable to the small area plan and expressed a desire for a district where Argyle residents can gather and share in community activities. A sense of place and belonging was encouraged since there is no current place in Argyle that residents can identify as their community gathering place.

This item is to allow the CPAC an opportunity to consider the plan and make recommendations on potential future land use plan amendments that may be needed in order for the land uses in the comprehensive plan and small area plan to be consistent. Once this is completed, the P&Z Commission can consider a final small area plan version during their meeting on February 4, 2026, with final Town Council consideration on February 16, 2026.

Staff Recommendation:

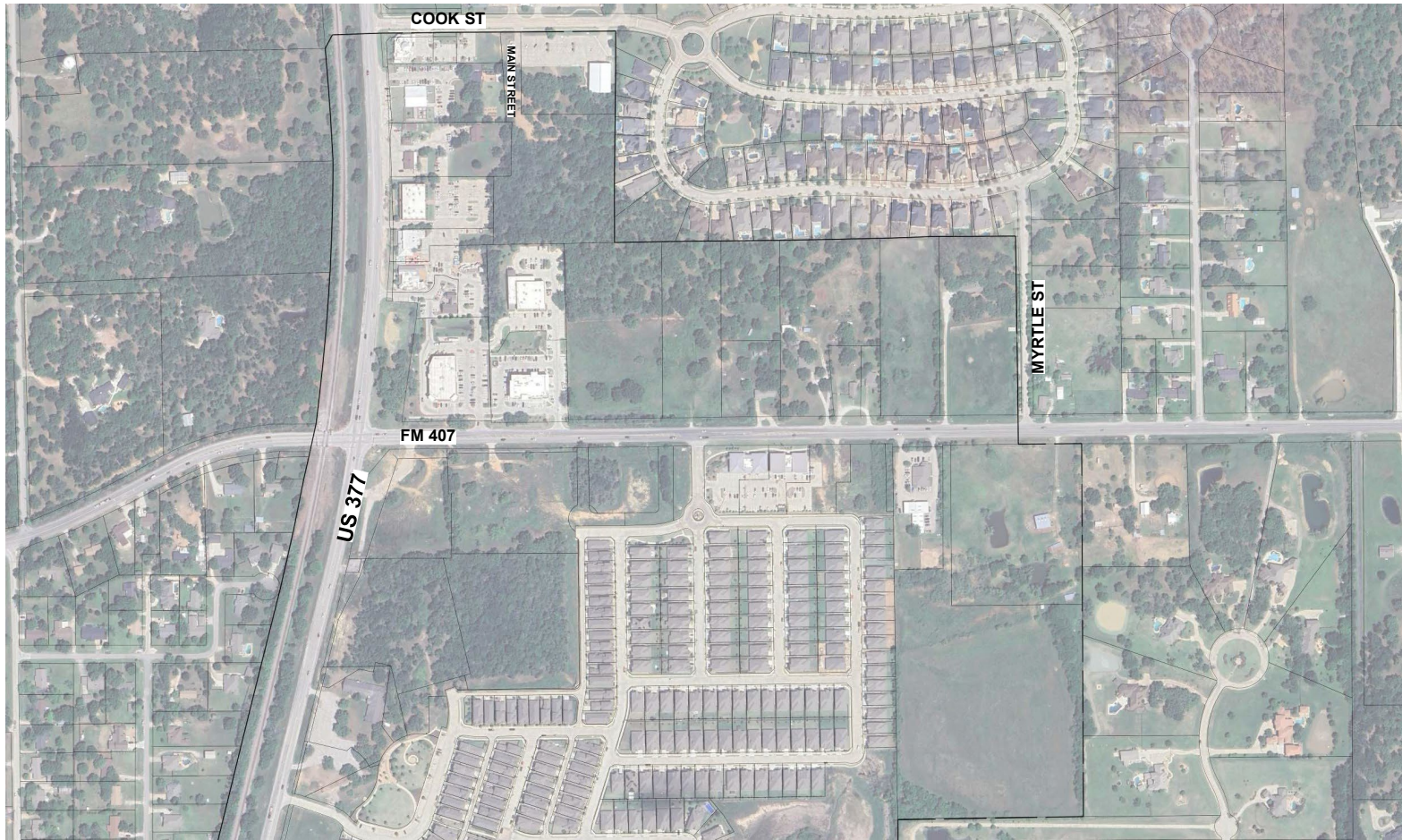
This workshop is for discussion only. No action is necessary.

Attachments:

Exhibit A – Town Center - Small Area Plan Presentation

EXHIBIT A

Item 3.



0 50 100 200
407 Area

Town of Argyle Masterplan // November 10 2025 // Site Planning

Guiding Principles

Place Authenticity

Establish a culturally rich, town center destination in a pastoral community through residential-scaled mixed-use development, vibrant public realm design, and curated local experiences that foster authentic character and community pride.

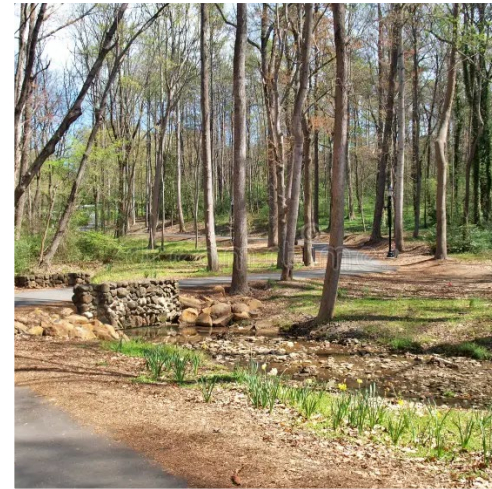
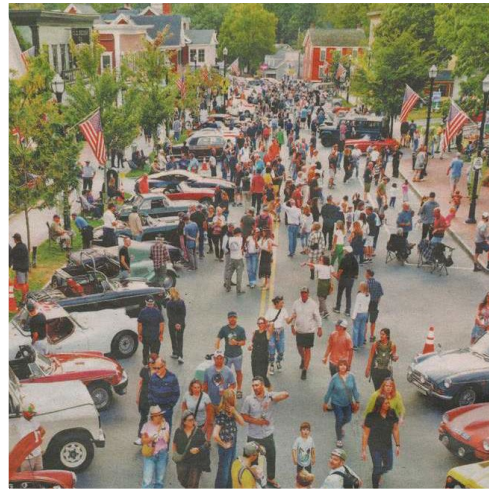
Local Economic Engine

Establish Argyle's town center as a hub for business, innovation, and investment to drive economic growth.

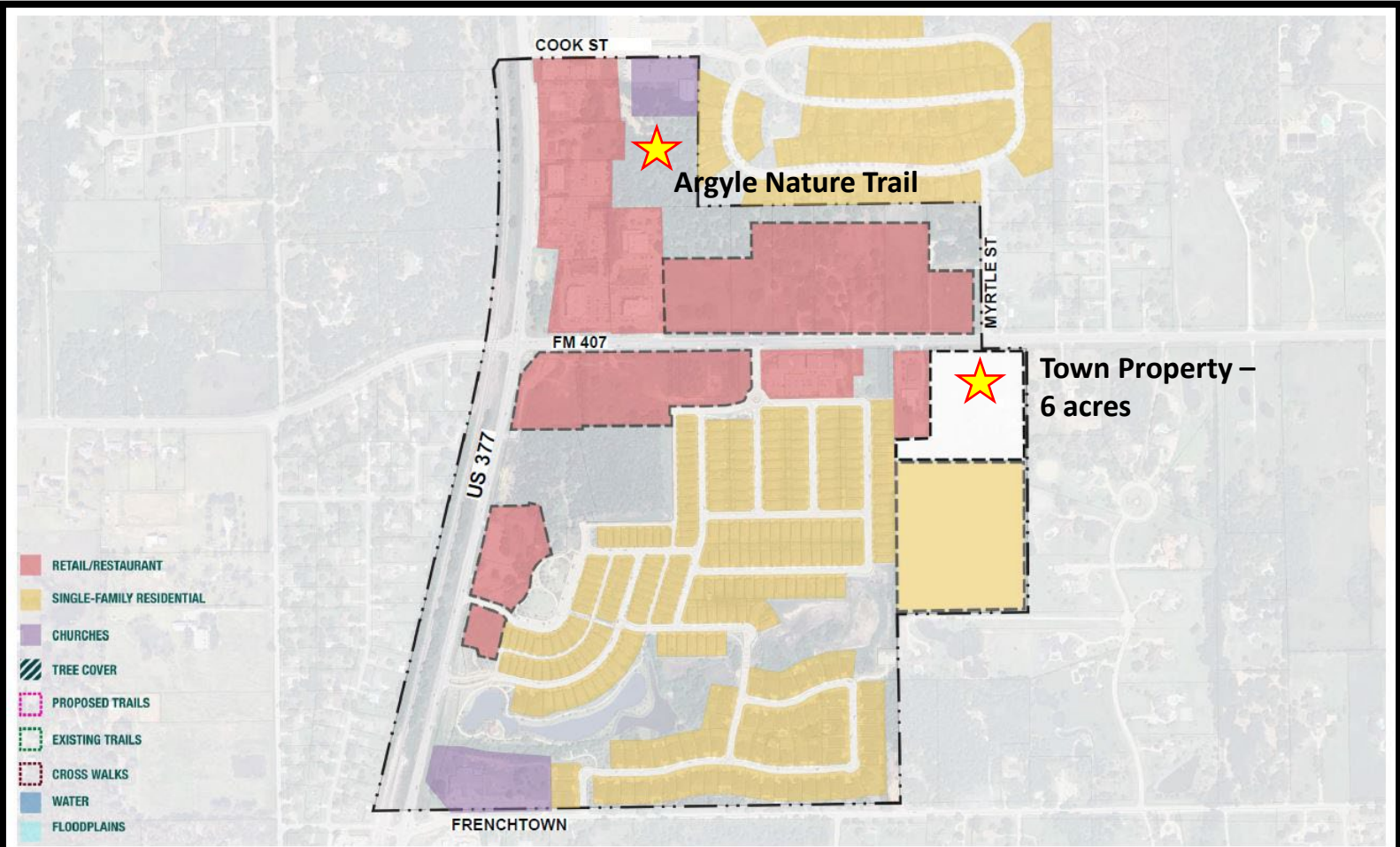
Active & Natural

Prioritize health and well-being through walkable, tree-shaded environments that honor the Cross Timbers landscape - preserving mature tree species as integral wellness assets and community identity markers.

Town Center Area Plan Precedent Imagery



SMALL AREA PLAN – FM 407 & US HWY 377



ARGYLE NATURE TRAIL

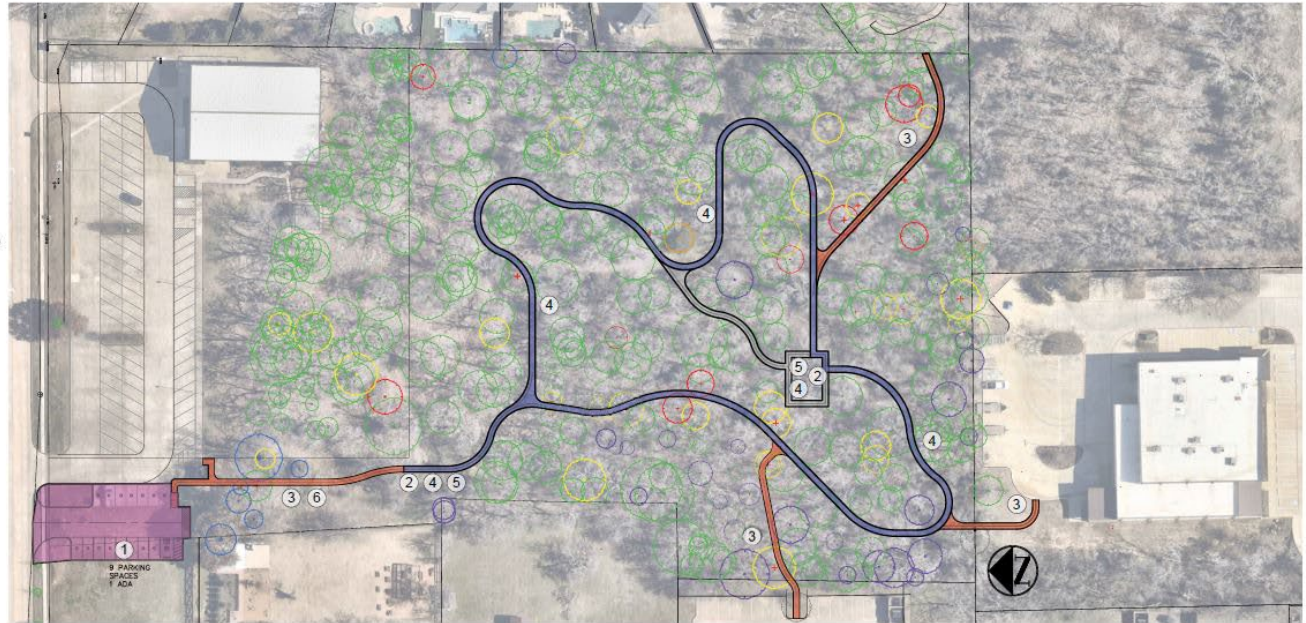
- 1 PARKING LOT - OPT. 1
- 2 ENTRY PLAZA
- 3 SIDEWALK CONNECTION
- 4 SEATING AREA
- 5 MONUMENT
- 6 MONUMENT SIGN

1/4TH MILE
 MAIN TRAIL (1320 LF)
 ACCESS TRAILS (N=206, W=132, S=90, E=164 LF)
 CONNECTOR TRAIL (285 LF)
 PARKING LOT

OPT. 1 TREE DEMO

Tree #	Species - Common	DBH (in.)
1038	POST OAK	12.0
1102	POST OAK	12
1113	POST OAK	12
1144	POST OAK	16
1150	POST OAK	16
1157	POST OAK	19
1108	POST OAK	11.0
1159	POST OAK	16.0
1209	POST OAK	9
1211	POST OAK	14
1215	POST OAK	12
1241	POST OAK	12
1244	POST OAK	7.5
1245	POST OAK	11
1262	POST OAK	16.0
1281	POST OAK	11
3019	POST OAK	12
8960	POST OAK	13
9458	POST OAK	24.5
9409	BLACKOAK OAK	12
9485	POST OAK	8
9489	POST OAK	9.5

22 TREES TO BE REMOVED



Surface Type	Estimated Cost /Linear Foot	Cost /0.25 Mile (1,320 ft)	5' Nature Trail Maintenance
Boardwalk	\$180 - \$325	\$237,600 - \$429,000	Moderate durability, some maintenance required. Product assumed to be Permatrack. Least impact on trees.
Brick Pavers	\$70 - \$90	\$92,400 - \$125,400	Moderate durability, some maintenance required
Concrete	\$35 - \$65	\$46,200 - \$85,800	High durability, low maintenance, best for high-use areas
Asphalt	\$25 - \$40	\$33,000 - \$52,800	Moderate durability, some maintenance required
Decomposed Granite (DG)	\$10 - \$20	\$13,200 - \$26,400	Low cost, rustic look, higher maintenance, and concerns with ADA-compliance over time

*33% INCREASE FOR 1/3 MILE TRAIL OPTION

Westwood

Phone: (972) 235-3031 7557 Rambler Road, Suite 1400
 Fax: (972) 933-5190 Dallas, TX 75228
 Firm No. P-11756 www.westwoodpa.com
 Westwood Professional Services, Inc.

1/4 MILE - PLAN CONCEPT
 ARGYLE PARK
 TOWN OF ARGYLE



SCALE: N.T.S.

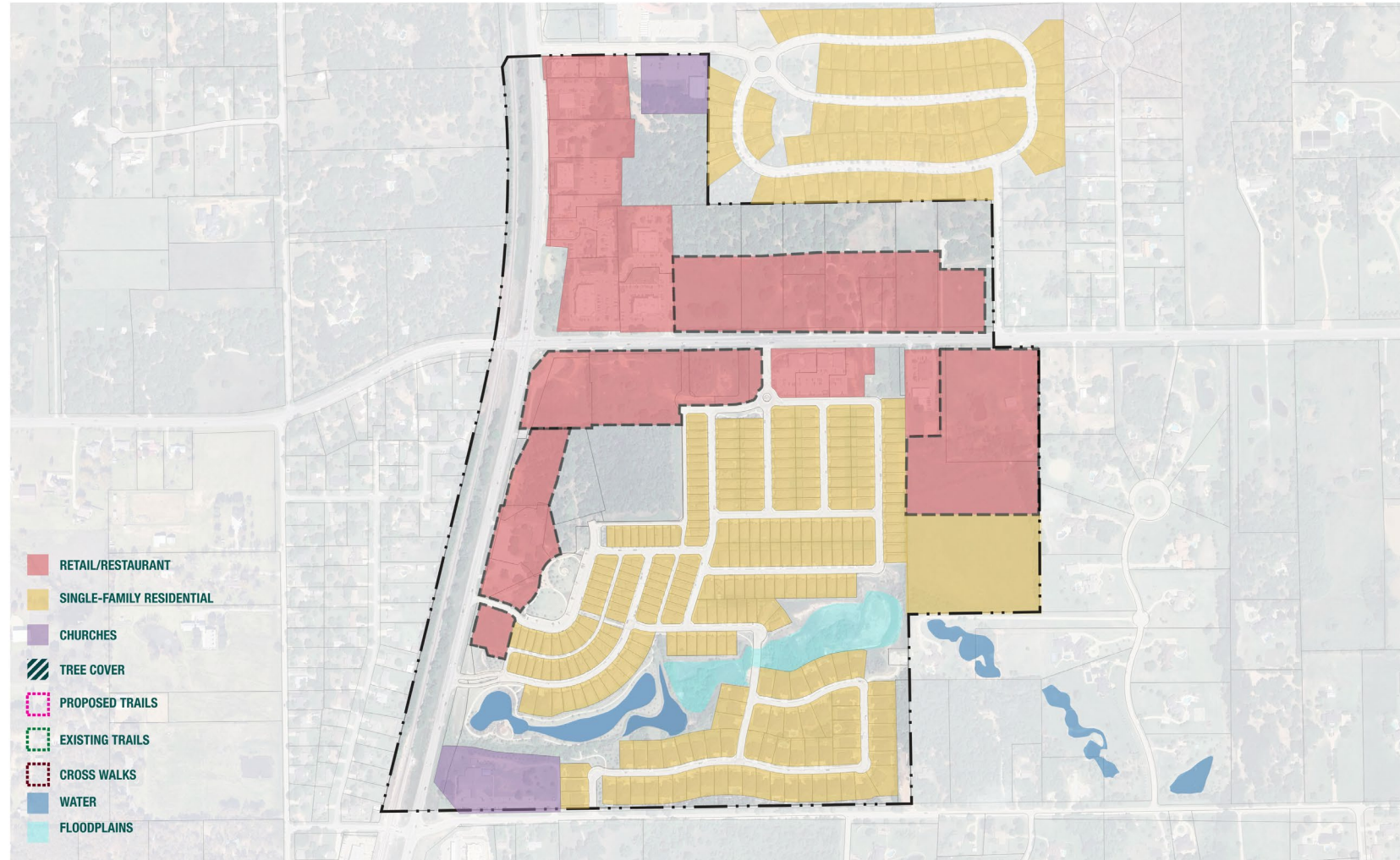
JULY 2025
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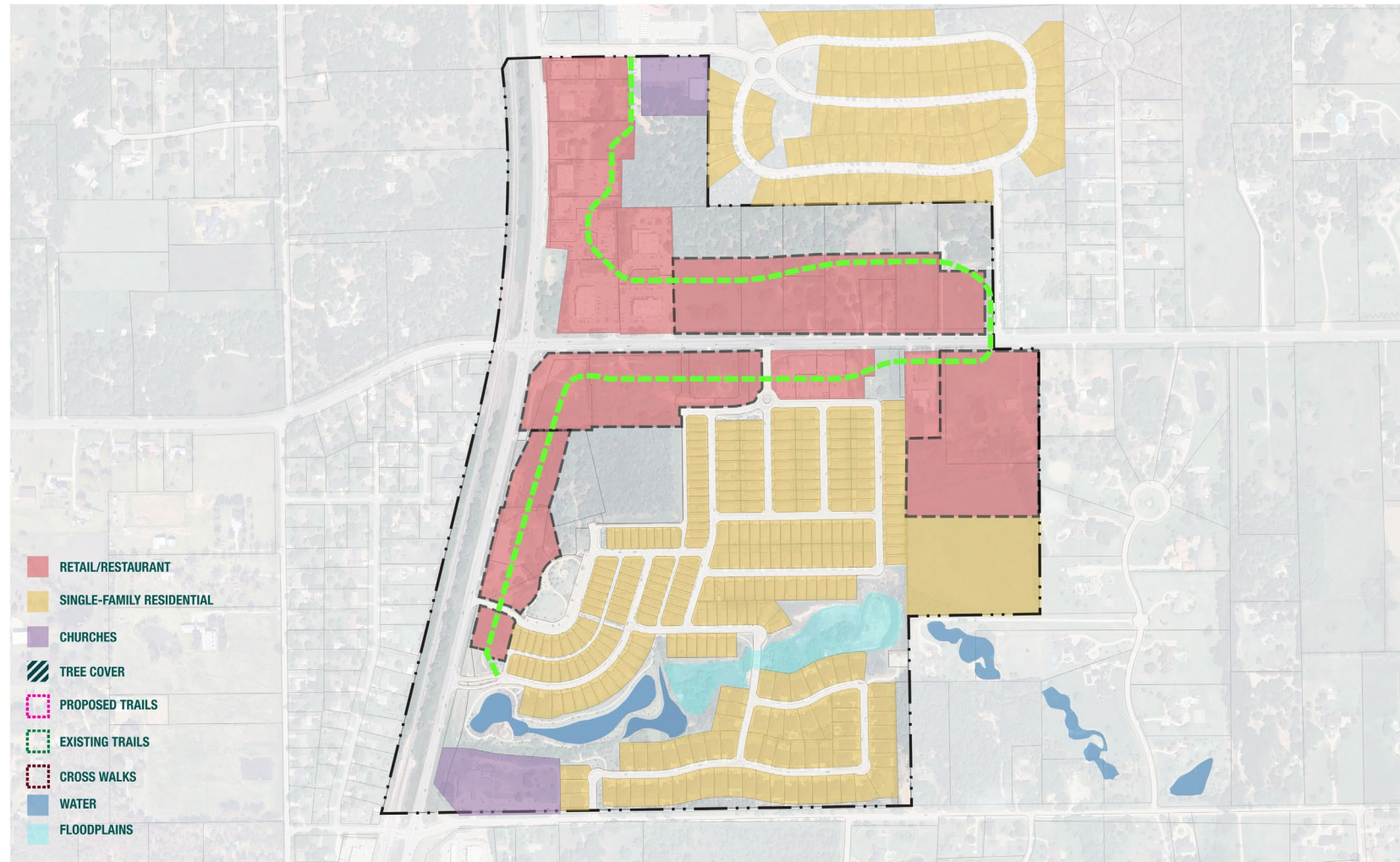
POLICE AND TOWN HALL MASTER PLAN



Town Center Area Plan



Town Center Area Plan





NORTH SIDE FM 407 – LOOKING EAST FROM EVANS TRACT

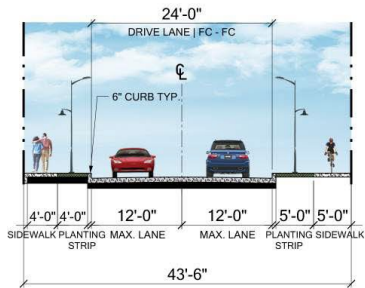
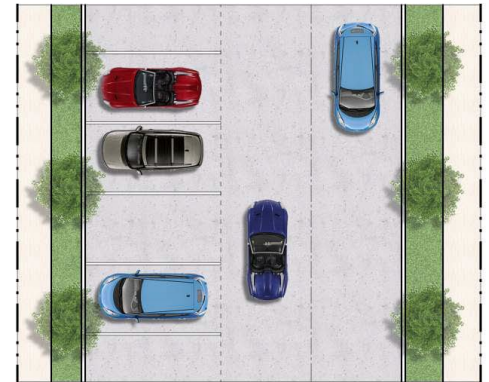
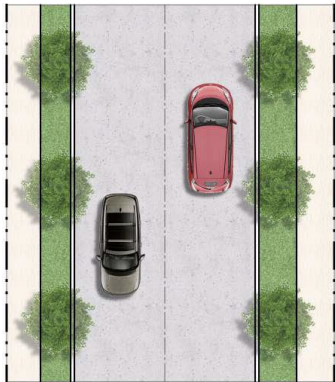


Town Center Area Plan

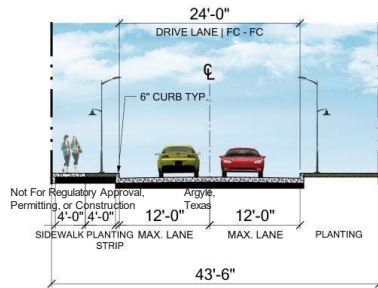
3D Perspective Main Street Concept

Item 3.

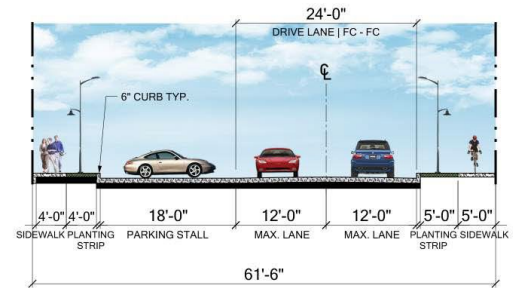




STREET SECTION 1A



STREET SECTION 1B



STREET SECTION 1C



MIDDLEBURG, VA

MIDDLEBURG, VA

Date of Founding: 1787

Size of Town: +/- 1.04 Sq. Miles

Population: 834

Median Household Income: \$115,724

Median Age: 54.6

Middleburg's Washington Street corridor maintains an unbroken rhythm of two- and three-story historic buildings housing independent retailers, restaurants, and galleries that reflect the town's equestrian heritage. Wide sidewalks, mature street trees, and minimal chain retail preserve a legible 19th-century fabric where brick facades and locally owned businesses create coherent sense of place. The town center functions as a genuine social hub through continuous residential use, architectural stewardship, and constraint on modern intrusions that honors historic character without freezing it in time.





STOWE, VT

STOWE, VT

Date of Founding: 1763
Size of Town: +/- 72 Sq. Miles
Population: 5,223
Median Household Income: \$84,429
Median Age: 71.1

Stowe's Mountain Street balances tourist appeal with residential life through careful preservation of New England vernacular architecture at pedestrian scale. The compact commercial district features wood-frame buildings housing local businesses, farm-to-table restaurants, and craft retailers that reflect Vermont's maker culture. Mature trees frame views to Mount Mansfield, and the village green serves as both community gathering space and trailhead. Architectural restraint, active year-round residential use, and commercial programming serves daily needs without surrendering to resort-style development.





SERENBE, GA

SERENBE, GA

Date of Founding: 2004

Size of Town: 1,000 Acres (+/- 1.5 Sq. Miles)

Population: +/- 1,000

Average Individual Income: \$87,474 Median

Age: 47

Serenbe's hamlets demonstrate contemporary placemaking rooted in biophilic design and agrarian landscape integration. Buildings are organized around preserved forest corridors, community greens, and working farms that supply on-site restaurants. The architecture employs residential scale, regional materials, and porch-fronted commercial buildings that maintain visual connection to surrounding woodland. Residents live above shops, children walk through forest paths to school, and operational commitments to preserved open space, organic farming, and walkable infrastructure align physical design with stated values.



Reynolda Village Shopping and Trails Wake Forest Campus, North Carolina

