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**TIRZ BOARD MEETING**  
**July 16, 2015**  
**Minutes**

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Members Present: Kelly Young ~ Chairman  
Robert (Stormy) Higgins ~ Vice Chairman  
Charles Black  
Sam Vinson

Members Absent: Chris Evatt

Staff Present: Jon James, Director of Planning & Development Services  
Dan Santee, City Attorney  
Mindy Patterson, Director of Finance  
Ed McRoy, Asstant Director of Planning & Development Services  
Ben Bryner, Planning Services Manager  
Donna Boarts, Secretary (recording)

Others present: None

**Item One: Call to Order**

The meeting was called to order at 9:00 a.m. in the Basement Conference Room of City Hall.

**Item Two: Approval of Minutes**

Corrections were made to the minutes.

**Mr. Higgins moved to approve the minutes. Mr. Black seconded the motion and the motion carried by a vote of four (4) in favor (Higgins, Young, Vinson, & Black) and zero in opposition.**

**Item Three: Discussion and possible approval of amendment to the TIRZ boundary to include additional property owned by Abilene Christian University (ACU)**

Mr. Black asked if the area is currently non-taxable.

Mr. James responded in the affirmative.

Mr. Black questioned the process and whether the City Council will approved this item.

Mr. James explained that the Council will consider the amendment based on the recommendation of the TIRZ Board.

Mr. Higgins inquired about the inclusion of park properties.

Mr. James explained that park properties are included so that potential improvements can be made using TIRZ funds.

Additional discussion was had regarding zoning of the property.

**Mr. Black moved to approve the amendment to the TIRZ #2 boundary to include property owned by ACU. Mr. Vinson seconded the motion and the motion carried by a vote of four (4) in favor (Vinson, Higgins, & Black), zero in opposition, and one (1) abstained (Young).**

**Item Four: Discussion and possible approval of development policy and project worksheet for project proposals**

Mr. James provided the TIRZ Board members with a draft policy document and the sample worksheet from Midland, TX.

A suggestion was made to add a title to the policy document.

Mr. Higgins proposed a correction to the last paragraph. A suggestion was also made that if a project is large and has a 380 Agreement or MOU (Memorandum of Understanding), it could/should be completed prior to presentation to the TIRZ Board.

Mr. Black asked for a definition for “zone”. A question was asked about the practical implementation tools.

Mr. McRoy explained that applicants should highlight specific parts of a project to make it more desirable. He led a brief discussion on the use of developer’s agreements.

Mr. Black discussed the main objectives with the other board members & staff. He suggested the addition of a bullet-point to the policy. Other minor amendments were identified.

Discussion was held on the independent review by the TIRZ Board. A suggestion to add the clause “if appropriate” was made.

A consensus was made that the considerations and project submittal information on page 2 of the policy should be combined and added to the application & checklist packet that will be provided to applicants.

Brief discussion was held on the remainder of the document.

**The Board asked staff to revise the development policy and project worksheet and present at the next meeting on October 15, 2015.**

Mr. Young inquired about the procedure for projects and going to Council.

Mr. Santee explained that either a resolution or ordinance (depending on the TIRZ regulations) will be considered for approval by the City Council after recommendation by this Board.

Changes to the by-laws and boundaries to the TIRZ also go to Council. In all instances staff will make the presentation to Council.

**Item Five: Workshop regarding policies and procedures for development proposals being placed on the Board agenda**

No additional discussion was taken on this item.

Next TIRZ meeting scheduled on October 15<sup>th</sup> at 9:00 AM. Need to add Kelley Messer as the attorney for this Board.

Brief discussion was had for advertising to potential applicants about the TIRZ. Dates for Council meetings regarding the boundary change item were discussed.

**Item Six: Adjourn**

The TIRZ meeting was adjourned at approximately 10:05 A.M.

Approved: \_\_\_\_\_,  
Chairman