
TIRZ BOARD MEETING

October 20, 2016

Minutes

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

Staff Present: Dana Schoening, Director of Planning and Development
Kelley Messer, Assistant City Attorney
Zack Rainbow, Planning and Development Services Manager
Melissa Farr, Administrative Secretary

Others present: Bruce Kreitler, Councilman

Item One: Call to Order

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

Item Two: Approval of Minutes

Mr. Higgins moved to approve the minutes for October 15, 2015, and Mr. Vinson seconded the motion. The vote was approved by four (Young, Higgins, Black, and Vinson) and none opposed.

Mr. Higgins moved to approve the minutes for January 21, 2016, and Mr. Vinson seconded the motion. The vote was approved by four (Young, Higgins, Black, and Vinson) and none opposed.

Item Three: Discussion and possible approval of cover letter, evaluation matrix, and evaluation response for project proposals

Mr. Schoening provided the review of a draft for the cover letter, with revisions that were requested at the last meeting. Mr. Young inquired about the simplicity of the application. The discussion was based upon concern of attracting applicants rather than making the process difficult and driving them away. It was concluded that a good foundation for the process has been laid, and it is understood that more information will be necessary for larger projects than those smaller in nature.

Mr. Black shared his concern about the time period allowed for the Commission to meet and review in accordance with the application process. Mr. Higgins agreed a pre-consultation sounds like a good idea, but it should not be a requirement.

Mr. Higgins moved to approve the process discussed for application, and Mr. Black seconded the motion. The vote was approved by four (Young, Higgins, Black, and Vinson) and none opposed.

Item Four: Discussion on Scope of Powers for the Board

Ms. Messer read a portion of the Texas Tax Code 311.10, which states “The governing body of the municipality by ordinance or resolution or the county by order or resolution may authorize the board to exercise any of the municipality's or county's powers with respect to the administration, management, or operation of the zone or the implementation of the project plan for the zone,…”

Mr. Schoening mentioned the Board can take two different paths; react to projects or promote areas. The Board will approve a project plan, or it could establish an area or support infrastructure before a project is proposed.

Discussion centered on the question regarding the intent of this established Board. Are we taking action, or are we gaining advice and/or a vote from City Council?” Mr. Schoening answered that it may be both. The Board may perform as an advisory board and also ask how the City intends for the funds to be spent.

Mr. Higgins indicated much of this could depend upon the complexity of the project. Mr. Black questioned the amount of time necessary to respond in an appropriate manner after consulting with Council. Upon review of the time evaluation, Mr. Vinson agreed that he also wondered if fourteen days might be enough time.

Ms. Messer reminded everyone that the City Manager could provide great insight to the PDS staff, which would assist with the timeline. Everyone agreed they would like to move forward with this plan.

Item Five: Financial Report for TIRZ #2

The financial report was reviewed and discussed, which promoted items to be placed on the next meeting's agenda. In order to increase funding and move forward with applications for development projects, a marketing plan is necessary to promote the services and efforts of the TIRZ organization.

Item Six: Adjournment

The TIRZ meeting was adjourned at 9:45 A.M.

Approved: _____
Chairman 