

City Council Meeting Minutes

The City Council and the Planning & Zoning Commission of the City of Kyle, Texas met in Special Session on January 23, 2018 at Kyle City Hall with the following persons present:

Mayor Travis Mitchell	Lila Knight
Mayor Pro Tem Shane Arabie	
Council Member Dex Ellison	
Council Member Tracy Scheel	
Council Member Daphne Tenorio	
P&Z Chairman Rick Koch	
P&Z Commissioner Paul Scheibmeir	
P&Z Commissioner Pete Oppel	
P&Z Commissioner Travis Robinson	
P&Z Commissioner Leslie Denise Blok	
P&Z Commissioner Timothy Kay	
P&Z Commissioner Jo Fenety	
Scott Sellers, City Manager	
James Earp, Assistant City Manager	
Jessie Lopez, Assistant City Attorney	
Jerry Hendrix, Chief of Staff	
Jennifer Vetrano, City Secretary	
Matt Dawson, IT Director	
Howard Koontz, Community Dev Director	
Jeff Barnett, Chief of Police	

I. Call Meeting to Order

Mayor Mitchell called the meeting to order at 6:31 p.m. Mayor Mitchell asked the city secretary to call roll.

Present were: Mayor Mitchell, Council Member Ellison, Council Member Scheel, and Council Member Tenorio; and Chairman Koch, Commissioner Scheibmeir, Commissioner Oppel, Commissioner Robinson, Commissioner Blok, Commissioner Kay, and Commissioner Fenety.

Mayor Pro Tem Arabie, Council Member Villalobos, and Council Member Fogley were absent. Mayor Mitchell stated that Mayor Pro Tem Arabie was running late due to travel from work, and Council Member Fogley had to work this evening. He stated he had not heard from Council Member Villalobos.

All members of Planning & Zoning Commission were present. A quorum was present.

II. Citizen Comment Period with City Council

The City Council welcomes comments from Citizens early in the agenda of Workshop meetings. Those wishing to speak are encouraged to sign in before the meeting begins. Speakers may be provided with an opportunity to speak during this time period on any agenda item or any other matter concerning city business, and they must observe the three-minute time limit.

Mayor Mitchell opened citizen comments at 6:33 p.m.

Lila Knight was called to speak. She stated that she has attending meetings like this in the past which have included the upcoming work agenda for Planning and Zoning, and to discuss the City's goals. She didn't see these items on the agenda for tonight's meeting. Ms. Knight mentioned that there are some things that need to be addressed such as the annexation plan, overlapping overlay districts, and a new comprehensive plan.

With no one else wishing to speak, and no objections to closing citizen comments, Mayor Mitchell closed citizen comments at 6:36 p.m.

III. General Discussion

1. Presentation and discussion regarding the overall structure of Kyle City Government and where P&Z fits into that structure. ~ *Howard J. Koontz, Director of Planning and Community Development*
 - a. Charter, ordinances, and code
 - b. Staff organizational chart
 - c. Boards and commissions

Mayor Mitchell brought forward Item No. 1 for discussion. Mr. Koontz and Mayor Mitchell presented the item. No action was taken.

2. Presentation and discussion regarding the function of P&Z, including roles, authority, and limitations. ~ *Travis Mitchell, Mayor*
 - a. Article 10 of the Kyle City Charter
 - b. Discussion regarding the role of development agreements. (*James R. Earp, Assistant City Manager*)
 - c. Relationship between council and P&Z
 - e. Relationship between staff and P&Z
 - f. Discussion regarding Legislative vs. Ministerial (*J. Scott Sellers, City Manager*)
 - g. Discussion of parliamentary procedure. (*J. Scott Sellers, City Manager*)

Mayor Mitchell brought forward Item No. 2 for discussion and presented the item. Discussion took place on whether the Planning & Zoning Commission could participate in the RFP process related to the comprehensive plan. Council will consider the bounds of that at a later date. Mayor Pro Tem Arabie arrived at 6:55 p.m. Discussion took place regarding exceptions to the Comprehensive Plan. They also discussed the process of amending the comprehensive plan. They discussed the Planning & Zoning Commission's participation in the capital improvements plan. A suggestion was made to make note of this conflicting charter issue for the next Charter Review.

Mr. Earp presented information related to Chapter 380, Chapter 42, and Chapter 212 development agreements.

Mayor Mitchell announced a 10 minute recess at 8:36 p.m. Mayor Mitchell called the meeting back to order at 8:48 p.m. Mayor Pro Tem Arabie and Commissioner Scheibmeir were not present. Council Member Scheel left the meeting at 8:50 p.m. and returned at 8:51 p.m. Mayor Pro Tem Arabie and Commissioner Scheibmeir returned at 8:56 p.m.

Mayor Mitchell presented Items 2c and 2e. Mr. Sellers presented Items 2f and 2g. No action was taken.

3. Presentation and discussion related to Kyle's CORE values. ~ *J. Scott Sellers, City Manager*
 - a. "Knowledge" – master your craft
 - b. "Yes attitude" – not a rubber stamp, it's a mindset
 - c. "Leading Edge" – risk taking and problem solving
 - d. "Employee Accountability" – Planning staff is held accountable by CM, P&Z is held accountable by council.

Mayor Mitchell brought forward Item No. 3 for discussion. Mr. Sellers presented the item. Discussion took place. No action was taken.

4. Discussion regarding processes for P&Z to identify appropriate long-term projects. ~ *Rick Koch, Planning & Zoning Chair & Travis Mitchell, Mayor*
 - a. Subcommittees
 - b. Staff involvement
 - c. Collaborative discussion related to city-wide initiatives
 - d. Council direction

Mayor Mitchell brought forward Item No. 4 for discussion and gave the floor to Chairman Koch. Discussion took place related to Open Meetings Act, how to go about placing items on the Planning & Zoning agenda, and how to obtain direction from Council. Subcommittees as a council function of appointment was presented by Mayor Mitchell. No action was taken.

5. Discuss future training opportunities such as conferences like the National Planning Conference in New Orleans from April 21st - April 24th. ~ *Howard J. Koontz, Director of Planning and Community Development*

Mayor Mitchell brought forward Item No. 5 for discussion. Commissioner Blok spoke about the benefit of having gone to an educational conference. Chairman Koch stated that the conference was invaluable. Mr. Koontz spoke about the national conference and the UT CLE conference. Commissioner Fenety advocated for more money for training of Planning & Zoning Commissioners. Mr. Sellers recommended Howard attend the national conference and then bring that training to the Commission. No action was taken.

IV. Adjourn

Council Member Tenorio moved to adjourn. Council Member Ellison seconded the motion. All votes aye; motion carried 5-0.

With no further business to discuss, the City Council and Planning & Zoning Commission adjourned at 10:34 p.m.

Attest:

Travis Mitchell, Mayor

Jennifer A. Vetrano, City Secretary

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