

The City of Balcones Heights  
City Council Workshop  
3300 Hillcrest Drive  
Balcones Heights, Texas 78201

**MINUTES**

DATE: 12-09-09

TIME: 2:00 p.m.

Members Present: Suzanne de Leon Miguel Valverde Charles Matthies  
Bennie Cass Lamar Gillian

Members Absent: Linda Pohl

**SIGN IN SHEET:** Otto Moellering Jr.

**CALL TO ORDER AND RECORDING OF QUORUM**

Meeting was called to order and quorum was present.

**INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS  
FLAGS**

City Administrator gave the invocation and led pledges.

**WORKSHOP:**

1. Discussion regarding the Redevelopment Task Force, its purposes, its membership, responsibilities, and the protocol for providing recommendations to City Council.

Director, Visitor Initiatives went over the October 21, 2008 Redevelopment Task Force (RTF) overview in detail and suggested expanding the RTF.

Suggestions were made to consider in regards to RTF membership, criteria, and responsibilities in serving on committee.

Mayor asked council to send her an e-mail by December 16<sup>th</sup> with a list recommending citizens or business owners they may know to the committee.

2. Discussion regarding the process and protocols of interaction between the City's Planning and Zoning Commission and Redevelopment Task Force in providing recommendations to City Council.

City Administrator pointed out page 17 of the Zoning Code that states a quarterly report should be given to City Council by the Planning and Zoning Commission.

Protocol progression was discussed - Planning & Zoning and Development Services Coordinator - Redevelopment Task Force - taking recommendations to City Council to be approved.

There was confusion until Protocol of interaction between committee, commission, staff, and council was then stated as follows:

RTF is advisory to initiate Master Plan and make recommendations to City Council. RTF goes to Planning and Zoning with recommendations concerning code changes only. All other recommendations are advisory to City Council.

Planning and Zoning not there to initiate Master Plan only for code changes.

City staff initiates Master Plan on the advisement of RTF.

**ADJOURNMENT:**

Meeting adjourned at 3:30 p.m.

Submitted by:

By: \_\_\_\_\_  
DELIA FLORES  
City Secretary, TRMC

Approved by City Council: January 11, 2010