

VILLAGE OF WIMBERLEY
Comprehensive Plan Review Commission

Minutes of Meeting
April 10, 2007

This first Commission meeting was convened at City Hall at 3:00 PM

PRESENT:

CPRC MEMBERS: Frank Austin, John Hyink, Steve Klepfer, Dick Larson, Bert Ray, Jean Ross and Lewis Smith.

CITY OFFICIALS: None

CITY ADMINISTRATION: Don Ferguson

VISITORS: None

MINUTES OF PREVIOUS MEETING:

This being the first Commission meeting, there were no minutes.

PUBLIC COMMENTS: None

A. ELECTION OF OFFICERS:

City Administrator Don Ferguson guided the new Commission through election of officers. Frank Austin was elected Chair and Bert Ray was elected Vice Chair/Secretary.

New Chair Frank Austin made a plea for the members of our Commission to adopt and maintain a non-partisan approach to the task at hand. He said that we must listen to the public and be open to their ideas, and he expressed the need for public meetings and the desirability of attracting as many people as possible. There was brief discussion and general agreement that these will be important points to remember as we progress.

B. PRESENTATION --- CITY ADMINISTRATOR:

City Administrator Don Ferguson reviewed several important issues that the Commission must keep in mind in order to conform with applicable laws and policies:

1. Open Meeting Laws and Requirements: Our Commission is legally required to comply with the Texas Open Meetings Laws. Major points are:

- a. There can be no deliberations outside of our official meetings. We cannot communicate with other members except at meetings, even in groups smaller than a quorum.
- b. The above rules also apply to all other forms of communication, such as email, voice mail, etc. The Public Information Act allows examination of public and private computers.
- c. If communication with the other members becomes necessary, sent the message to the City Administrator, and he will distribute it to the whole Commission.

2. Executive Sessions: The need for holding executive sessions is not anticipated. If this becomes necessary, the City attorney will review the circumstances and advise.

3. Meeting Notices: Notification of meetings must be posted 72 hours in advance. The Notice will be the actual Agenda for the meeting.

4. Public Comments: The Commission can establish the rules for hearing comments from members of the public---time limits, place in the agenda, etc.

5. Meeting Minutes Procedures: The CPRC Secretary will email draft minutes to the City Administrator who will distribute them to the members. Members will email him their corrections or comments, and he will make the appropriate changes and redistribute them to the members for further review. This second draft will be reviewed at the next CPRC meeting and be approved with or without corrections.

6. Agenda Items: Agenda items will be proposed by the Chair, but will be reviewed and approved by the City Administrator.

The City Administrator also distributed copies of: (1) "Report by Planning and Zoning Commission to Village Council on Review of the Comprehensive Plan" dated January 31, 2006 and (2) "Master Plan—Parks and Recreation, Wimberley Texas" dated July 19, 2001. Both documents have been adopted by City Council.

C. PRESENTATION---PLAN AND CITIZENS SURVEY BACKGROUND

There was a short general discussion of the current Comprehensive Plan and how it was developed. Some topics discussed were:

1. Public Input: Review of the implementation of the Citizens Survey and Citizen Workshops and how the resulting information was incorporated into the Plan.

2. Citizens Survey: From the Plan Appendix, the actual survey form and the response percentages were reviewed. The challenge of appropriate structure and wording of survey questions was briefly discussed.

3. Recent Survey: The City commissioned a second Citizens survey last year, and the return response was excellent. This survey included some of the original questions, but also allowed for more open, unstructured commentary. The City Administrator will have copies for our next meeting.

D. FUTURE AGENDA ITEMS:

The Commission's assignment for next meeting is to review pages 23 thru 42 of the Comprehensive Plan and make notes regarding items that were goals four or five years ago, but which have now been accomplished or have become obsolete. Contradictions or discrepancies should also be noted.

E. FUTURE MEETINGS SCHEDULE:

The Commission voted to establish a regular schedule for meetings: The first and third Tuesdays of the month at 9:00 AM at City Hall. However, to keep the process moving, the next meeting will be an exception: Tuesday, April 24 at 9:00.

Motion: Larson, second: Klepfer. Passed 7-0

F. ADJOURNMENT:

The meeting adjourned at 4:20 PM

Submitted by Bert Ray, CPRC Secretary

Approved as amended at CPRC meeting April 24, 2007