



Planning & Zoning Commission Regular Meeting Agenda
Tuesday, February 13, 2024 6:30 PM
Kyle City Hall, 100 W. Center Street, Kyle, TX 78640

I. Call Meeting to Order and Roll Call

II. Approval of Minutes

1. Approval of the Planning and Zoning Commission January 23, 2024 Meeting Minutes.
[Exhibit 1 - Draft Minutes January 23, 2024, P&Z Regular Meeting](#)

III. Citizen Comment Period with Planning & Zoning Commission

Citizen Comment Period. The Planning and Zoning Commission welcomes comments from Citizens early in the agenda of regular meetings. Speakers are 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.

IV. Consent Agenda

1. Consider approval of a final plat for Trails at Windy Hill Subdivision Section 9 located north of existing Mathias Lane near Windy Hill Road. (SUB-21-0187)
(Item Presenter: Jason Lutz, Senior Planner)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
[Exhibit 3 - Summary Letter](#)
[Exhibit 4 - 1445 Approval Letter and Plat](#)
[Exhibit 5 - Application](#)
[Exhibit 6 - Deed](#)
2. Consider approval of a final plat for Trails at Windy Hill Subdivision, Section 10 located north of existing Mathias Lane rear Windy Hill Road. (SUB-21-0188)
(Item Presenter: Jason Lutz, Senior Planner)
[Exhibit 1 - Staff Memo](#)
[Exhibit 2 - Presentation](#)
[Exhibit 3 - Summary Letter](#)
[Exhibit 4 - 1445 Approval Letter and Plat](#)
[Exhibit 5 - Application](#)
[Exhibit 6 - Deed](#)

V. Consider and Possible Action

1. Consider a request to construct an approximately 51,400-square-foot hotel building located at 22497 IH-35. Country Inn and Suites - Conditional Use Permit (CUP-23-0092).
(Item Presenter: Kaela Sharp, City Planner)
[Exhibit 1 - Staff Memo](#)

Exhibit 2 - Presentation
Exhibit 3 - Summary Request Letter
Exhibit 4 - Architectural Plans
Exhibit 5 - Landowner Authorization Form
Exhibit 6 - Deed
Exhibit 7 - Franchise Tax Account Status Form

2. Consider a request to construct an approximately 3,987-square-foot restaurant building located at 21565 IH-35. Pollo Regio - Conditional Use Permit (CUP-23-0096)
(Item Presenter: Kaela Sharp, City Planner)

Exhibit 1 - Staff Memo
Exhibit 2 - Presentation
Exhibit 3 - Request Letter
Exhibit 4 - Site Plan
Exhibit 5 - Colored Renderings
Exhibit 6 - Elevations
Exhibit 7 - Landscape Plan
Exhibit 8 - Landowner Authorization
Exhibit 9 - Deed
Exhibit 10 - Franchise Tax Account Status

3. Consider a request for an extension of an approved conditional use permit to construct an approximately 53,877-square-foot hotel building located at 5887 Kyle Parkway. Extended Stay Hotel - Conditional Use Permit (CUP-23-0075)
(Item Presenter: Kaela Sharp, City Planner)

Exhibit 1 - Staff Memo
Exhibit 2 - Presentation
Exhibit 3 - Request Letter
Exhibit 4 - Front Elevation
Exhibit 5 - Rear Elevation
Exhibit 6 - Landowner Authorization Form and affidavit of ownership
Exhibit 7 - Site Plan
Exhibit 8 - Franchise Tax Account Status
Exhibit 9 - Deed

VI. Staff Report

- National Planning Conference
 - April 13th-16th (In person)
 - Staff flying out on the 12th and returning on the 17th
- Landscape Code Update
 - Planning & Zoning Commission - Public Hearing and Consideration = Tuesday, March 12
 - City Council - Public Hearing and Consideration = Tuesday, March 19
- Downtown Masterplan Adoption
 - Planning & Zoning Commission - Public Hearing Only = Tuesday, March 12
 - Planning & Zoning Commission - Public Hearing and Consideration = Tuesday, March 26
 - City Council = Public Hearing & Consideration = Tuesday, April 2nd
- Development Code Rewrite
 - RFQ late Spring 2024

VII. Adjourn

One or more members of the board may participate in the meeting by videoconference pursuant to Section 551.127, Texas Government Code, provided that a quorum of the board will be present at Kyle City Hall.

NOTE: There may be a quorum of the City Council of Kyle, Texas present at the meeting who may participate in the discussion. No official action will be taken by the City Council members in attendance.

Posted this 9th day of February, 2024, prior to 6:30 p.m.

At any time during the Planning and Zoning Commission Meeting, the Planning and Zoning Commission may adjourn into an Executive Session, as needed, on any item listed on the agenda for which state law authorizes Executive Session to be held.

Under the Americans with Disabilities Act, an individual with a disability must have equal opportunity for effective communication and participation in public meetings. Kyle City Hall is wheelchair accessible. Individuals who require auxiliary aids, interpretive services, and/or other services for this meeting should submit a request at <https://www.cityofkyle.com/contact> or call (512) 262-1010, 48 hours in advance of the meeting.