



**MINUTES  
SPECIAL MEETING  
HITCHCOCK CITY COUNCIL  
HITCHCOCK CITY HALL COUNCIL CHAMBER  
7423 HIGHWAY 6, HITCHCOCK, TEXAS  
Monday, November 14, 2022, 6:00 P.M.**

**1. Meeting was called to order by Mayor Chris Armacost at 6:00pm.**

**Members Present:**

Mayor Chris Armacost	Ruth Ann Sorrell, City Secretary
Councilmember Mary Combs Demby	Kyle Dickson, City Attorney
Councilmember Shawn Kadlecek	Wilmon Smith, Chief of Police
Councilmember Wayne Newton	Arnie Cross, Comm. Dev. Director
Councilmember Andre Perkins	Jeffery Evans, Police Captain
Marie Gelles, City Manager	Stacey Baker, Comm. Dev. Specialist

**2. Invocation by Mary Combs Demby**

**3. Pledge of Allegiance**

**4. Citizen Comments: None**

**5. Chief Smith recognized Police Captain Jeffrey Evans on successfully completing the Texas Police Chief Association Law Enforcement Command Officer Certification Course.**

**6. Consent Agenda Items (A-F):**

**All consent items listed are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items, unless a Council Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.**

**(A) Approval of minutes for Regular City Council Meeting dated October 24, 2022.**

**(B) Approval of Investment Report for the month ending October 31, 2022.**

**(C) Approval of Accounts Payable Report for the month ending October 31, 2022.**

- (D) **Cancelling the November 21, 2022, Regular City Council meeting.**
- (E) **Approval of an Ordinance of the City Council of the City of Hitchcock amending the FY 2021-2022 Adopted Budget.**
- (F) **Approval of an Ordinance of the City Council of the City of Hitchcock amending the FY 2022-2023 Adopted Tax Increment Reinvestment Zone (TIRZ) Fund Budget.**

Andre Perkins made a motion to approve Consent Agenda Items A-F. Mary Combs Demby seconded the motion. Motion passed 5-0.

**Items for Individual Consideration:**

- 7. **Discussion and appropriate action approving Procurement Policies and Procedures for the Texas General Land Office (GLO) Community Development Block Grant (CBDG) MIT-MOD Grant. (Marie Gelles, City Manager)**  
Wayne Newton made a motion to approve Procurement Policies and Procedures for the Texas General Land Office (GLO) Community Development Block Grant (CBDG) MIT-MOD Grant. Shawn Kadlecek seconded the motion. Motion passed 5-0.
- 8. **Discussion and appropriate action approving a Financial Payment Policy for the Texas General Land Office CBDG MIT-MOD Grant. (Marie Gelles, City Manager)**  
Mary Combs Demby made a motion to approve a Financial Payment Policy for the Texas General Land Office CBDG MIT-MOD Grant. Wayne Newton seconded the motion. Motion passed 5-0.
- 9. **Discussion and appropriate action approving a Citizen Participation Plan for the Texas General Land Office CBDG MIT-MOD Grant. (Marie Gelles, City Manager)**  
Wayne Newton made a motion to approve a Citizen Participation Plan for the Texas General Land Office CBDG MIT-MOD Grant. Andre Perkins seconded the motion. Motion passed 5-0.
- 10. **Discussion and appropriate action regarding an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title IX entitled "General Regulations", Chapter 91 entitled "Fire Prevention and Protection", Article III entitled "Fireworks" to regulate storage and transport requirements for 1.4G Common Fireworks within the City and providing for publication and an effective date.**  
Wayne Newton made a motion to approve an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title IX entitled "General Regulations", Chapter 91 entitled "Fire Prevention and Protection", Article III entitled "Fireworks" to regulate storage and transport requirements for 1.4G Common Fireworks within the City and providing for publication and an effective date. Mary Combs Demby seconded the motion. Motion passed 5-0.

- 11. Discussion and appropriate action regarding an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title XV entitled “Land Usage, “Chapter 156 entitled “Zoning Regulations”, by amending Section 156.70 entitled “Single Family Residential “SFR” District” and providing for publication and an effective date. (Stacey Baker, Community Development Specialist)**

Stacey Baker explained that this Ordinance is to increase the setback requirements to 6 feet on the sides to allow for room for emergency response agencies.

Andre Perkins made a motion to approve an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title XV entitled “Land Usage, “Chapter 156 entitled “Zoning Regulations”, by amending Section 156.70 entitled “Single Family Residential “SFR” District” and providing for publication and an effective date. Shawn Kadlecek seconded the motion. Motion passed 5-0.0

- 12. Discussion and appropriate action regarding an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title XV entitled “Land Usage,” Chapter 156 entitled “Zoning Regulations” by amending Section 156.68 entitled “Height and Area Matrix” and providing for publication and an effective date. (Stacey Baker, Community Development Specialist)**

Stacey Baker explained that this Ordinance is to update the Height and Area Matrix to reflect the previously approved setback increase.

Andre Perkins made a motion to approve an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title XV entitled “Land Usage,” Chapter 156 entitled “Zoning Regulations” by amending Section 156.68 entitled “Height and Area Matrix” and providing for publication and an effective date. Mary Combs Demby seconded the motion. Motion passed 5-0.

- 13. Discussion and appropriate action regarding an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title XI entitled “Business Regulations,” by adding Chapter 124 entitled “Mobile Food Units” and providing for publication and an effective date. (Stacey Baker, Community Development Specialist)**

Wayne Newton made a motion to approve an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title XI entitled “Business Regulations,” by adding Chapter 124 entitled “Mobile Food Units” and providing for publication and an effective date. Shawn Kadlecek seconded the motion. Motion passed 5-0.

- 14. Discussion and appropriate action regarding an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title XV entitled “Land Usage”, by amending Chapter 153 entitled "Mobile Homes and Mobile Home Parks" and providing for publication and an effective date. (Stacey Baker, Community Development Specialist)**

Stacey Baker explained that this Ordinance is to adopt the newest codes for mobile homes and mobile home parks.

Andre Perkins made a motion to approve an Ordinance by the City Council of

the City of Hitchcock, Texas amending the Code of Ordinances Title XV entitled "Land Usage", by amending Chapter 153 entitled "Mobile Homes and Mobile Home Parks" and providing for publication and an effective date. Shawn Kadlecek seconded the motion. Motion passed 5-0.

**15. Discussion and appropriate action regarding a Resolution adopting a Drainage Policy and Design Criteria Manual. (Arnold Cross Jr., Community Development Director)**

Wayne Newton made a motion to approve a Resolution adopting a Drainage Policy and Design Criteria Manual. Shawn Kadlecek seconded the motion. Motion passed 5-0.

**16. Discussion and appropriate action regarding an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title XV entitled "Land Usage", Chapter 152 entitled "Flood Hazard Areas" and providing for publication and an effective date. (Arnold Cross Jr., Community Development Director)**

Arnold Cross Jr. explained that this Ordinance is to update some wording required by FEMA guidelines, limit fill dirt usage, increase the base elevation to 2 feet above flood elevation, and to prohibit mobile homes in VE flood zones. Shawn Kadlecek made a motion to approve an Ordinance by the City Council of the City of Hitchcock, Texas amending the Code of Ordinances Title XV entitled "Land Usage", Chapter 152 entitled "Flood Hazard Areas" and providing for publication and an effective date. Wayne Newton seconded the motion, Motion passed 5-0.

**17. Discussion and appropriate action approving the 2023 Employee Holiday Schedule and amending Chapter 12, Section 12.13 E. entitled "Holidays", of the City of Hitchcock Personnel Policies & Procedures Manual, for any changes to the listed Holiday Schedule. (Marie Gelles, City Manager)**

Andre Perkins made a motion to approve the 2023 Employee Holiday Schedule removing the Floating Holiday and adding Juneteenth and Veterans Day. Shawn Kadlecek seconded the motion. Motion passed 3-2.

**EXECUTIVE SESSION: None**

18. Meeting was adjourned at 6:57 by Mayor Chris Armacost.



Chris Armacost, Mayor

Attest:



Ruth Ann Sorrell, City Secretary