



**AGENDA  
ECONOMIC DEVELOPMENT COMMITTEE  
MEETING  
CITY OF LEANDER, TEXAS**



Development Services - San Gabriel Conference Room  
201 North Brushy Street - Leander, Texas  
Monday, December 1, 2025  
Regular Meeting at 5:00 PM

Jennifer Austin  
Tiesa Hallaway  
Andy Eis  
Donald Tracy

Committee Chair- Kevin Lancaster  
Council Liaison - Stephen Chang  
Staff Liaison – Randall Malik

**REGULAR MEETING**

1. Open meeting and confirm a quorum.
2. Public comments.

**CONSENT AGENDA: ACTION**

3. Approval of the minutes for meeting held on June 18, 2025.

**REGULAR AGENDA**

4. Staff Liaison update will include prospect activity, current developments, Old Town Master Plan, and an overview of the Economic Development Matrix.
5. Selection of Chair and Vice Chair.
6. Presentation and discussion of the annual review of Board and Commission Rules of Procedure.
7. Closing Statements.
8. Adjournment

**CERTIFICATION**

The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the Economic Development Committee of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 21 day of November 2025 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

Randall Malik, ED Director



**EXECUTIVE SUMMARY  
12/1/2025**

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**AGENDA SUBJECT:**

Approval of the minutes for meeting held on June 18, 2025.

**BACKGROUND:**

Approval of the minutes for the meeting held on June 18, 2025.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**PRESENTER:**

Nichole Vance, Assistant Director of Economic Development

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**Attachments:**

1. Minutes 6.18.2025



**MINUTES  
ECONOMIC DEVELOPMENT COMMITTEE  
MEETING  
CITY OF LEANDER, TEXAS**

Development Services - Brushy Conference Room  
201 North Brushy Street - Leander, Texas  
Wednesday, June 18, 2025  
Regular Meeting at 5:00 PM



**Donald Tracy  
Andy Eis  
Kevin Lancaster- Chair  
Tiesa Hollaway  
Jennifer Austin**

**Council Liaison - Michael Herrera  
Staff Liaison – Randall Malik**

**REGULAR MEETING**

1. Open Meeting and Confirm a Quorum. The meeting was called to order at 5:01 p.m. Confirmed a quorum was present. Committee Member Jennifer Austin was not present.
2. Public Comments.  
A member of the public addressed the committee with an inquiry regarding the City's involvement with the Leander Chamber of Commerce.

**CONSENT AGENDA: ACTION**

3. Approval of the minutes for meeting held on March 10, 2025. Approval of the minutes for the meeting held on Monday, March 10, 2025.

Motion: Approve the consent agenda

By: Committee Member Hollaway

Seconded: Committee Member Tracy

**Vote: 4 - 0**

**REGULAR AGENDA**

4. Council Liaison Update.

Council Liaison Update: included notice of Council member Chang's appointment as the new liaison, Herrera's transition to the Parks and Recreation Committee, and updates on the City's economic development efforts, ICSC participation, infrastructure improvements, and CIP priorities.

5. Staff Liaison Update. Staff Liaison Update: included a review of commercial developments in Leander, with details on recent progress, key projects, and population growth.

6. Committee Updates. Committee Updates: no updates were provided.
7. Future Agenda Items [Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.]
  - Malik, Economic Development Director and Staff Liaison, requested the appointment of a new Committee Vice Chair.
  - Committee Member Eis requested a discussion regarding Old Town funding.
  - Committee Member Eis also requested a discussion regarding the 183 Corridor.
8. Closing Statements. No closing statements were provided.
9. Adjournment. The meeting was adjourned at 5:57 p.m.

APPROVED

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CHAIR

ATTEST:

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STAFF LIAISON



# LEANDER OLD TOWN MASTER PLAN

City Council Workshop



# Agenda

- I. Plan Overview
- II. Engagement Highlights
- III. Framework Plan
- IV. Implementation
- V. Next Steps

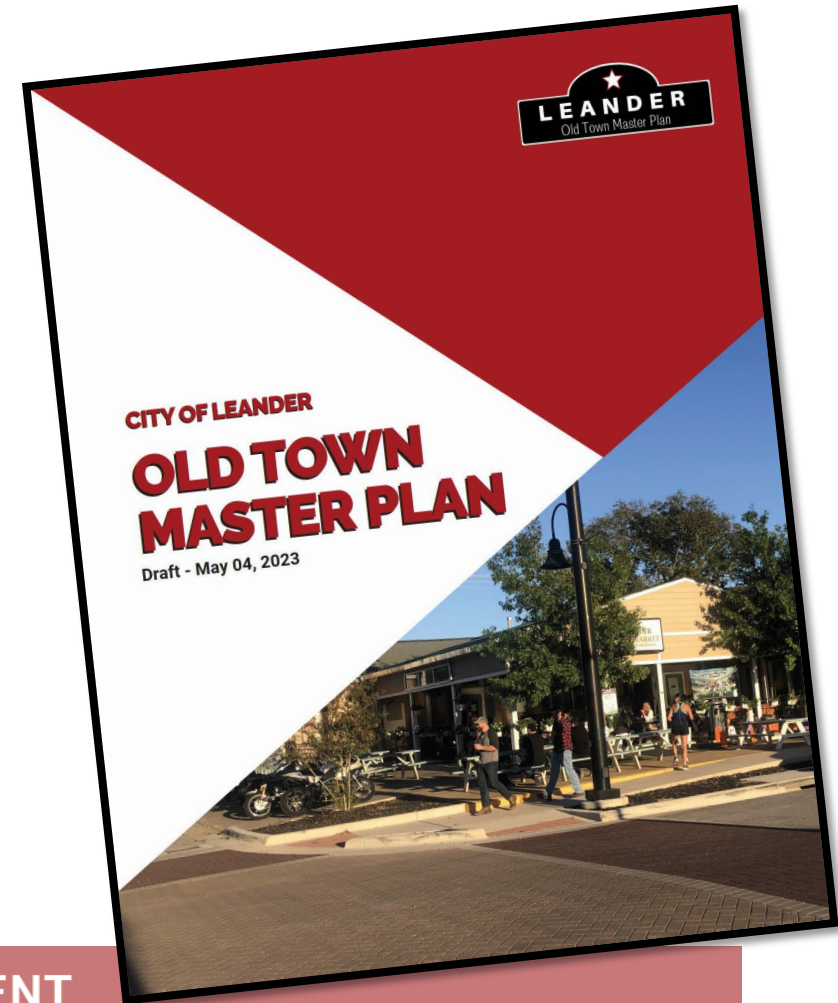


# PLAN OVERVIEW



# Plan Overview

- ★ Chapters 1-2 Introduction & Community Profile
- ★ Chapter 3: Vision & Guiding Principles
- ★ Chapter 4: Framework Plan
- ★ Chapter 5: Character Districts
- ★ Chapter 6: Implementation Toolkit



## VISION STATEMENT

Old Town Leander is anchored by its rail town heritage and neighborhood connections. In 2050, Old Town will continue to celebrate its unique cultural history and provide a highly desirable pedestrian-friendly environment interwoven with trails and open spaces, support local businesses and restaurants, and draw people from the region as a destination of civic activity and old-world charm.

# Old Town Master Plan

- Initiated by the City and involved a committee made up of property owners within the Old Town.
- The adoption of the Plan completed a 2020 Comprehensive Plan Goal requiring a small area plan specific to Old Town.
- The Plan included 10 priority projects and identified Capital Improvement Projects necessary to be completed to improve the Old Town area and encourage development.
- The adopted Plan supports ordinance updates and funding opportunities to be considered with the Capital Improvement Plan on an annual basis.
- The preservation of Old Town's charm paired with these upgrades will create a unique destination that supports both the community's identity and economic activity.



# ENGAGEMENT HIGHLIGHTS



# Pop-Up Events



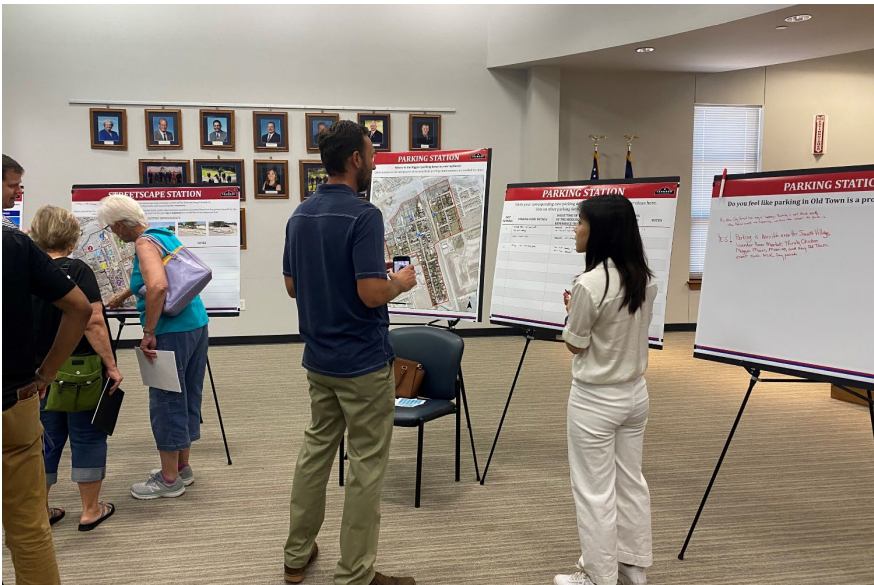
## FUTURE CHARACTER & DESIGN

*Below are several categories of images that display building height, land uses, and urban form of buildings in a downtown setting. Place a dot next to the images you think would fit well in Old Town Leander now or in the future!*

	ONE STORY	TWO STORIES	THREE STORIES	FOUR STORIES
SCALE				
DESIGN				
USE				

**LEANDER**  
Old Town Master Plan

# Community Workshops



# Online Engagement



[Go to the City of Leander Homepage](#)

## Leander Old Town Master Plan

Welcome to *PlanOldTownLeander.com* the project website for the Leander Old Town Master Plan!

The draft Old Town Master Plan is almost ready for public review! Thank you for all your participation throughout this planning process. Stay tuned to see the first draft of the plan.

Leander Old Town Study Area



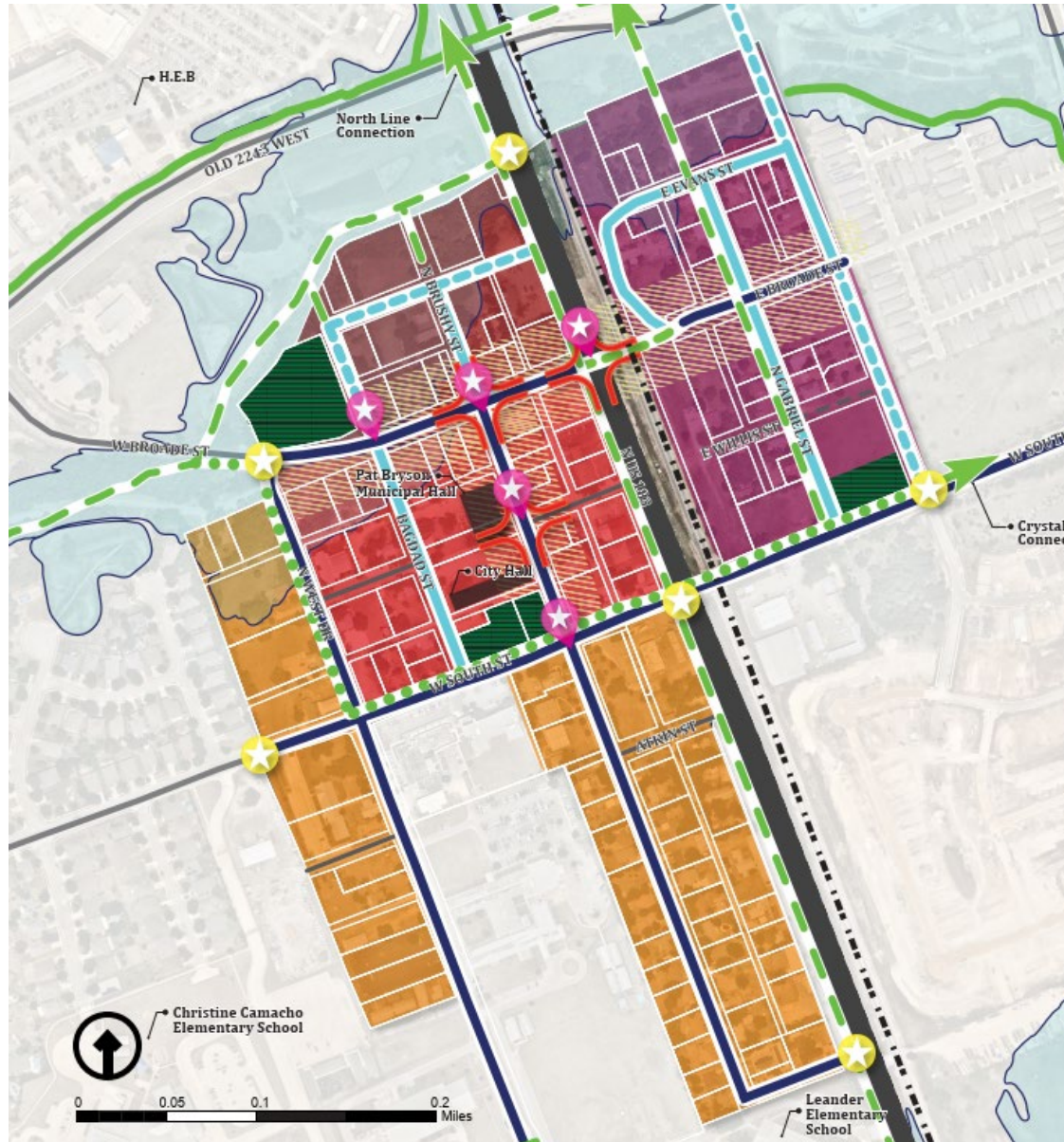
# Key Engagement Takeaways

- Unique and Distinct Destinations
- Keep small town feel and preserve/enhance history
- Improve parking
- Make it a walkable urban environment
- Connect to nearby natural features with trails and parks
- Diversify land uses to promote activity in Old Town



# FRAMEWORK PLAN





## Legend

### Old Town Character Districts

- Old Town Core
- Railway East
- Old Town North
- Transitional
  
- Parcels
- Floodplain
- Existing Trails
- Planned Trails
- Proposed Trails
- Proposed Open Space/ Parks
- Primary Existing Roads
- Primary Proposed Roads
- Secondary Existing Roads
- Secondary Proposed Roads
- Priority Character Corridors
- Downtown Identity Nodes
- Local Roads
- Primary Gateway
- Secondary Gateway
- Railroad
- Highway

# Framework Plan Highlights

- Establishes multimodal urban street sections with parking
- Opportunities for trails and sidepaths to connect areas
- Parks & Open Space opportunity areas
- Gateway opportunities
- Identity Nodes for placemaking
- Action Items for each theme



Connectivity & Mobility



Economic Growth, Health, and Competitive Positioning



Trails & Open Space



Placemaking and Urban Design



District Identification, Branding, Arts, Culture, and Wayfinding



Parking



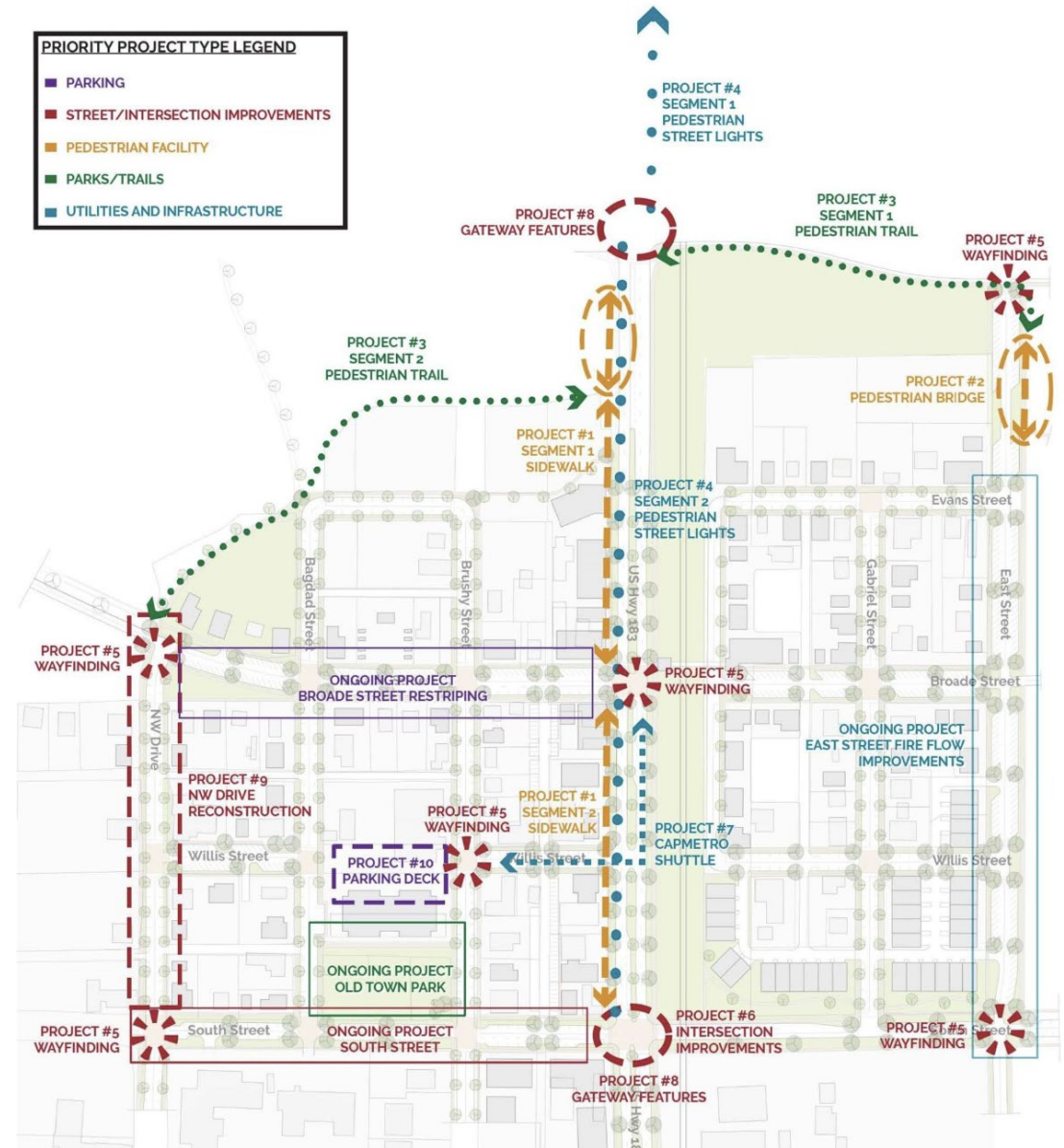


# IMPLEMENTATION



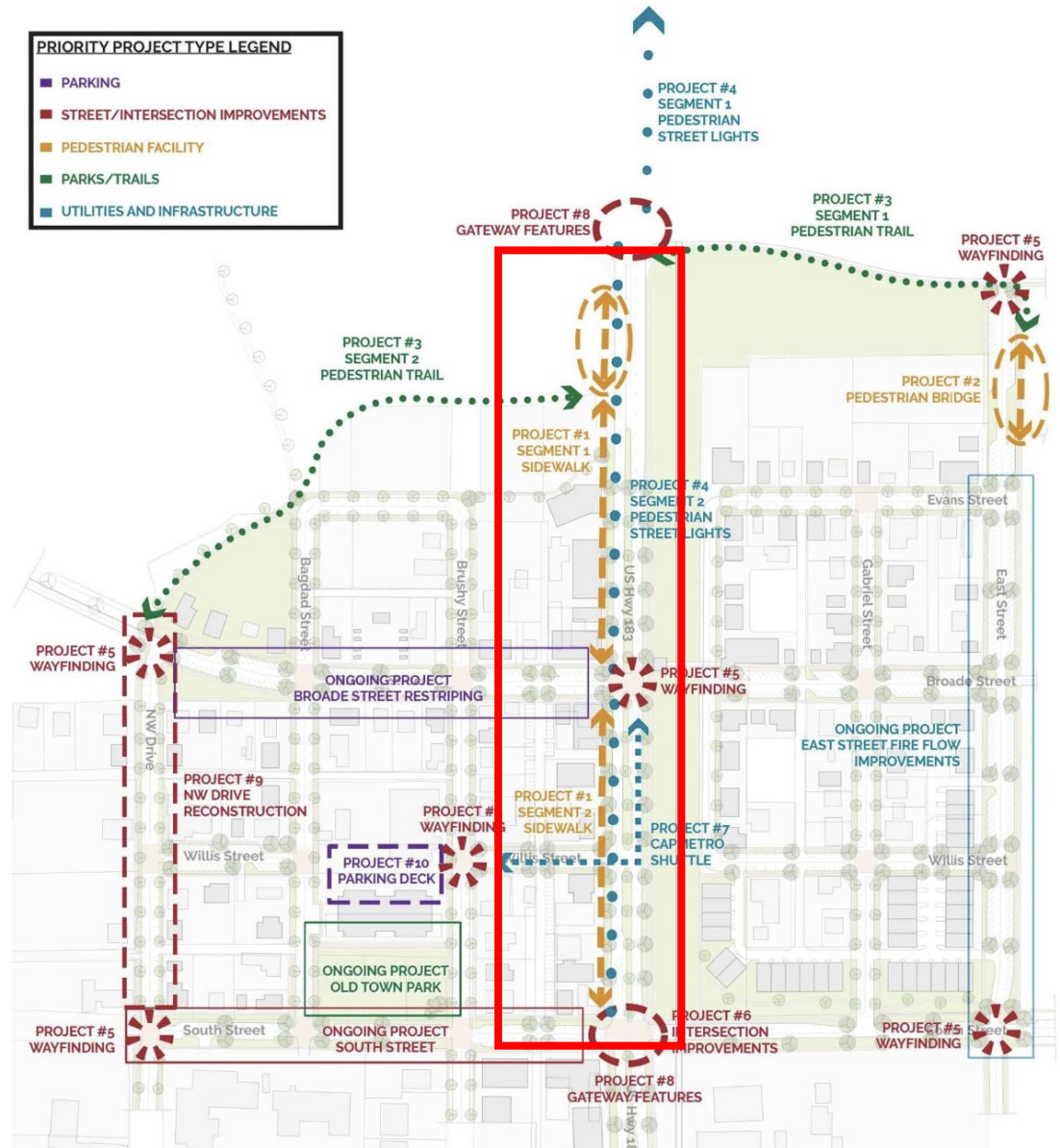
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- Priority Project #2 - Pedestrian Bridge
- Priority Project #3 - Pedestrian Trail
- Priority Project #4 - Pedestrian Street Lights
- Priority Project #5 - Wayfinding
- Priority Project #6 - Intersection Improvements
- Priority Project #7 - CapMetro Shuttle
- Priority Project #8 - Gateway Features
- Priority Project #9 - NW Drive Reconstruction
- Priority Project #10 - Parking Deck



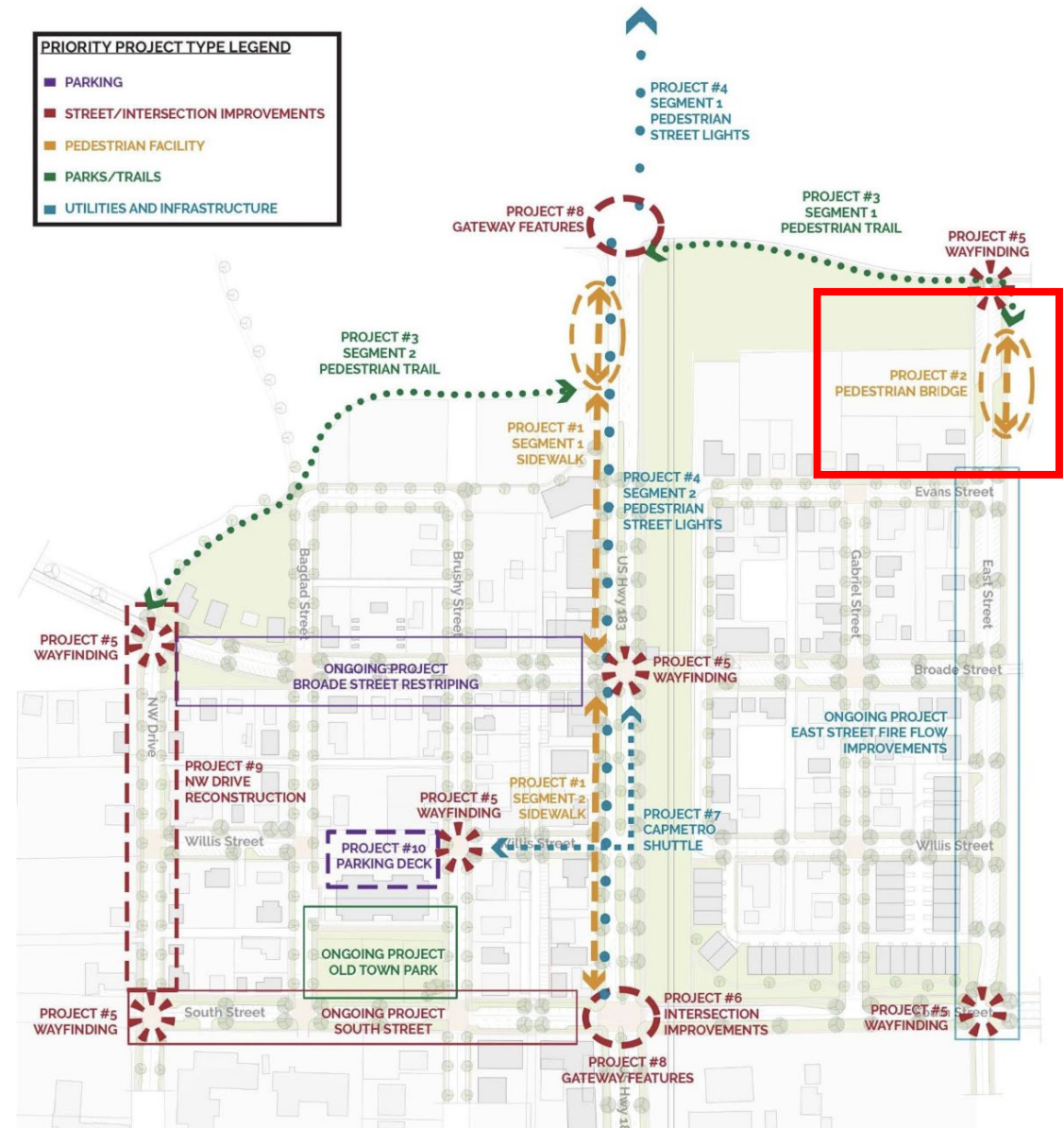
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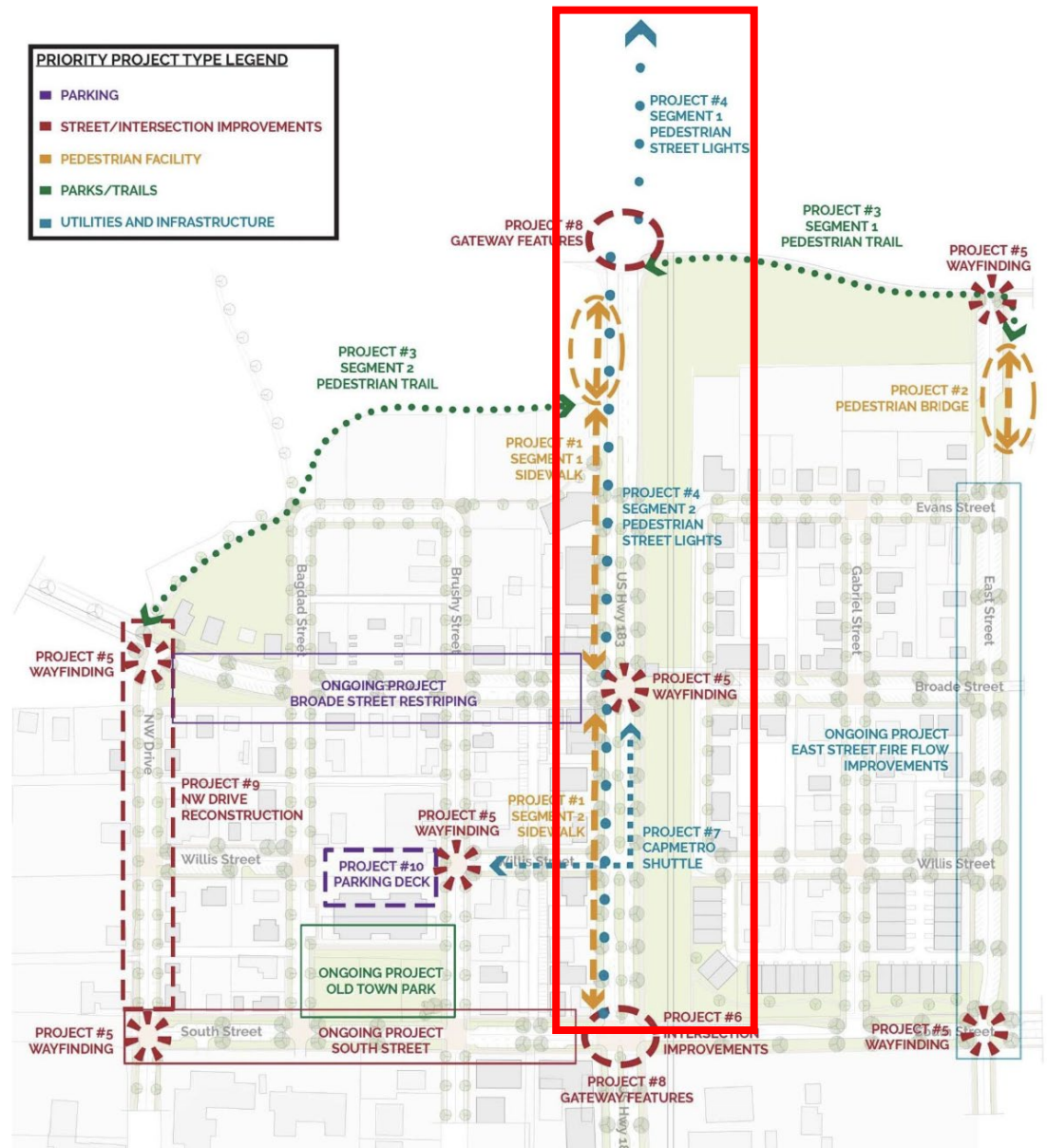
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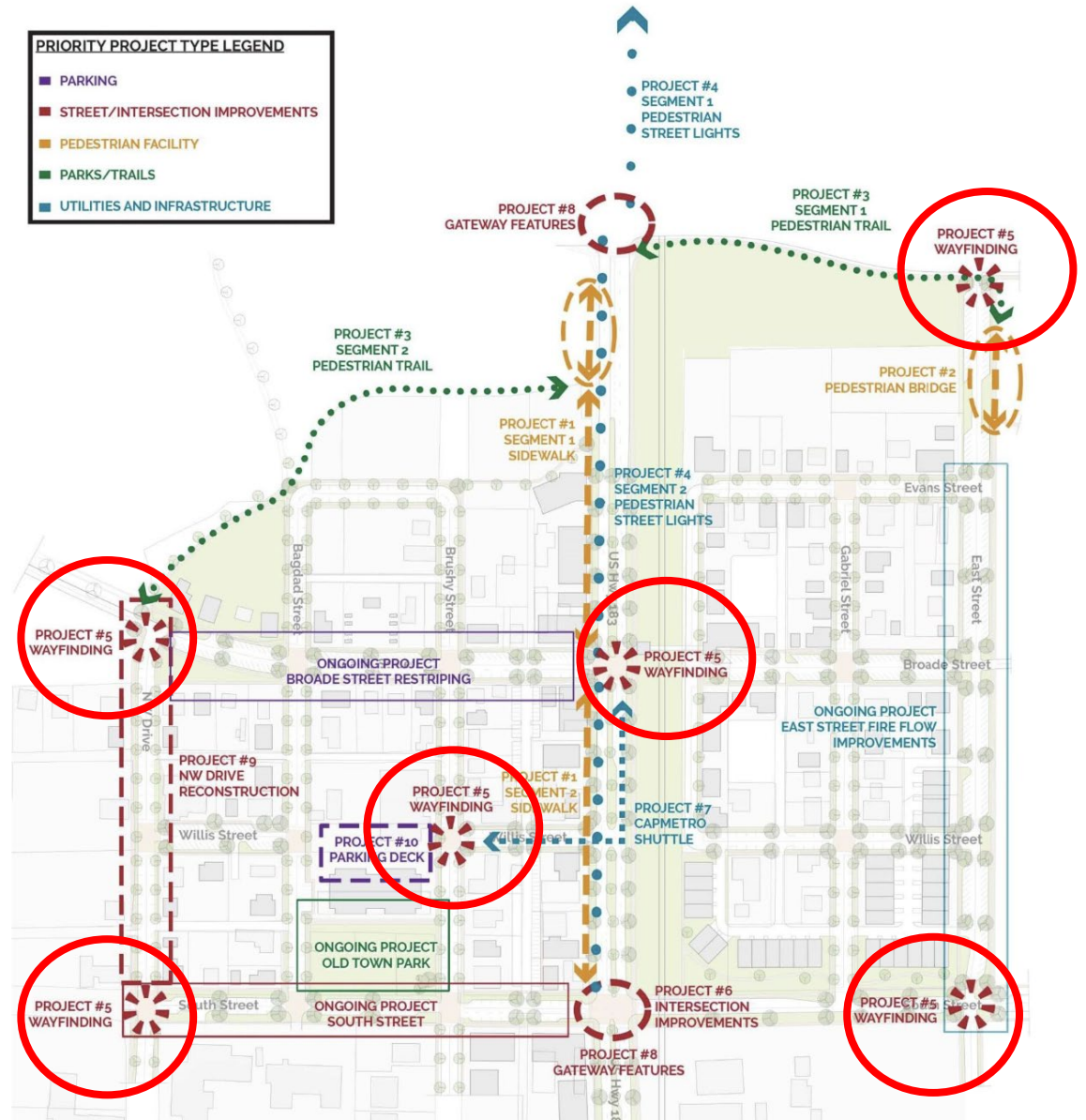
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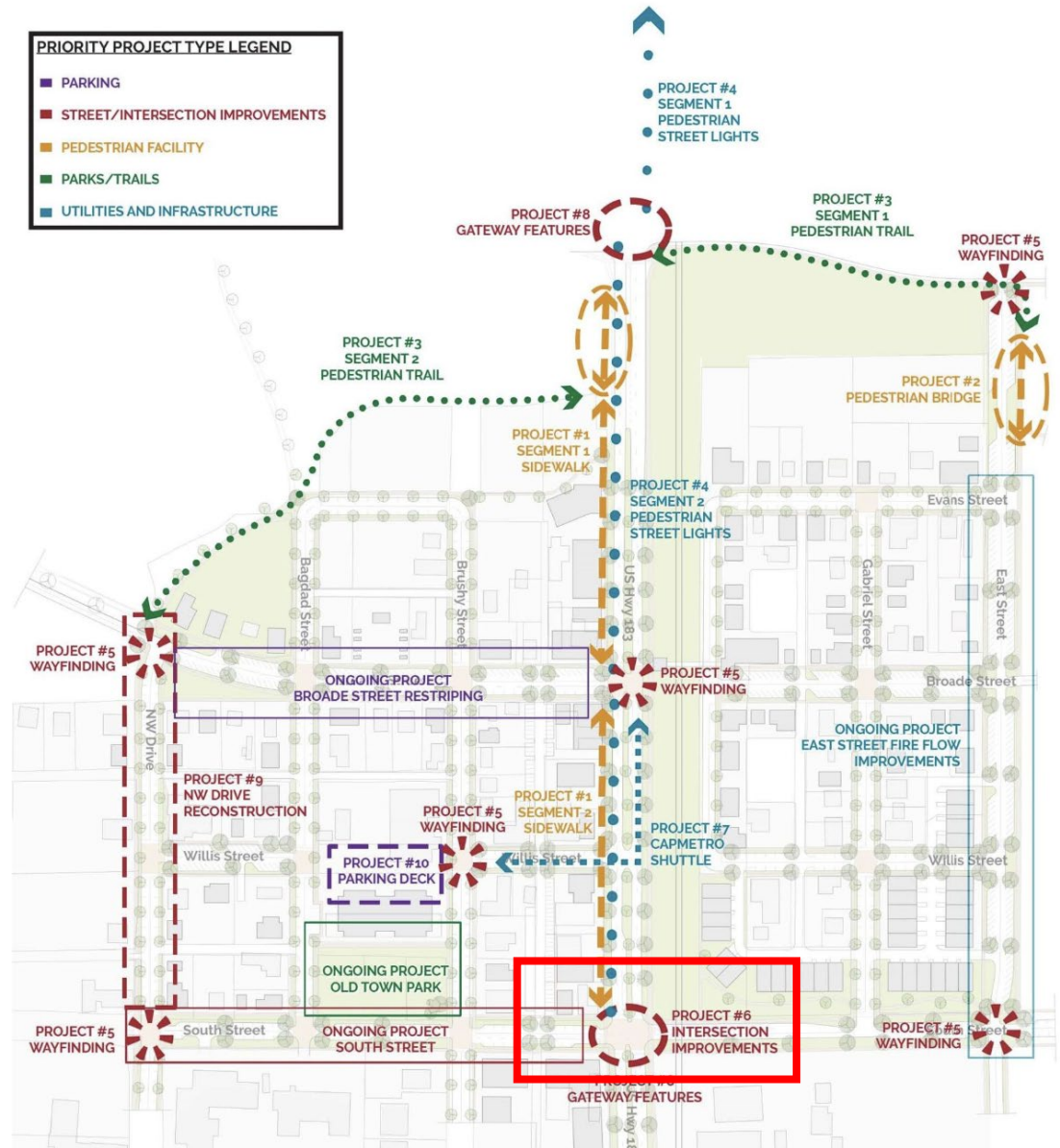
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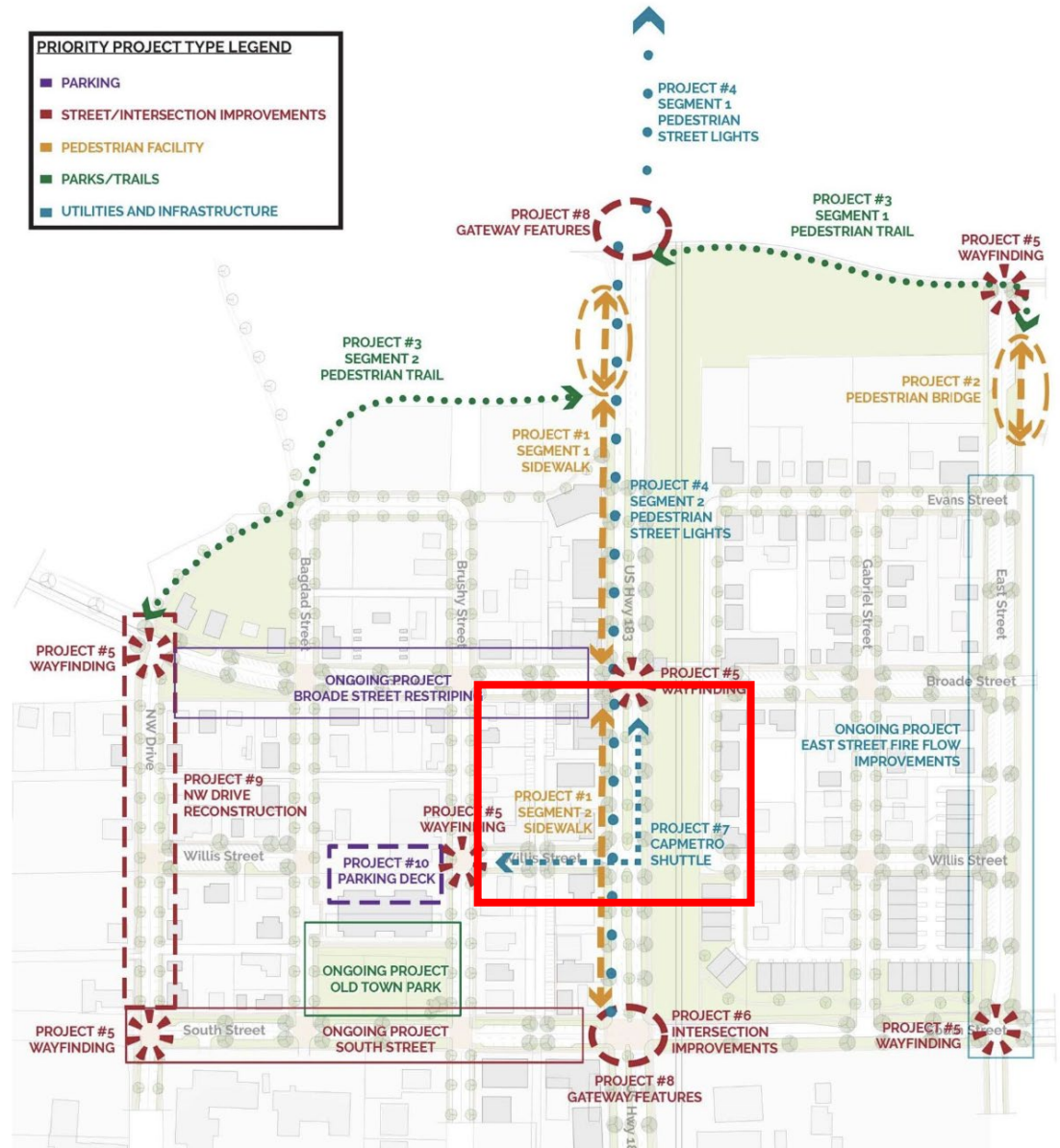
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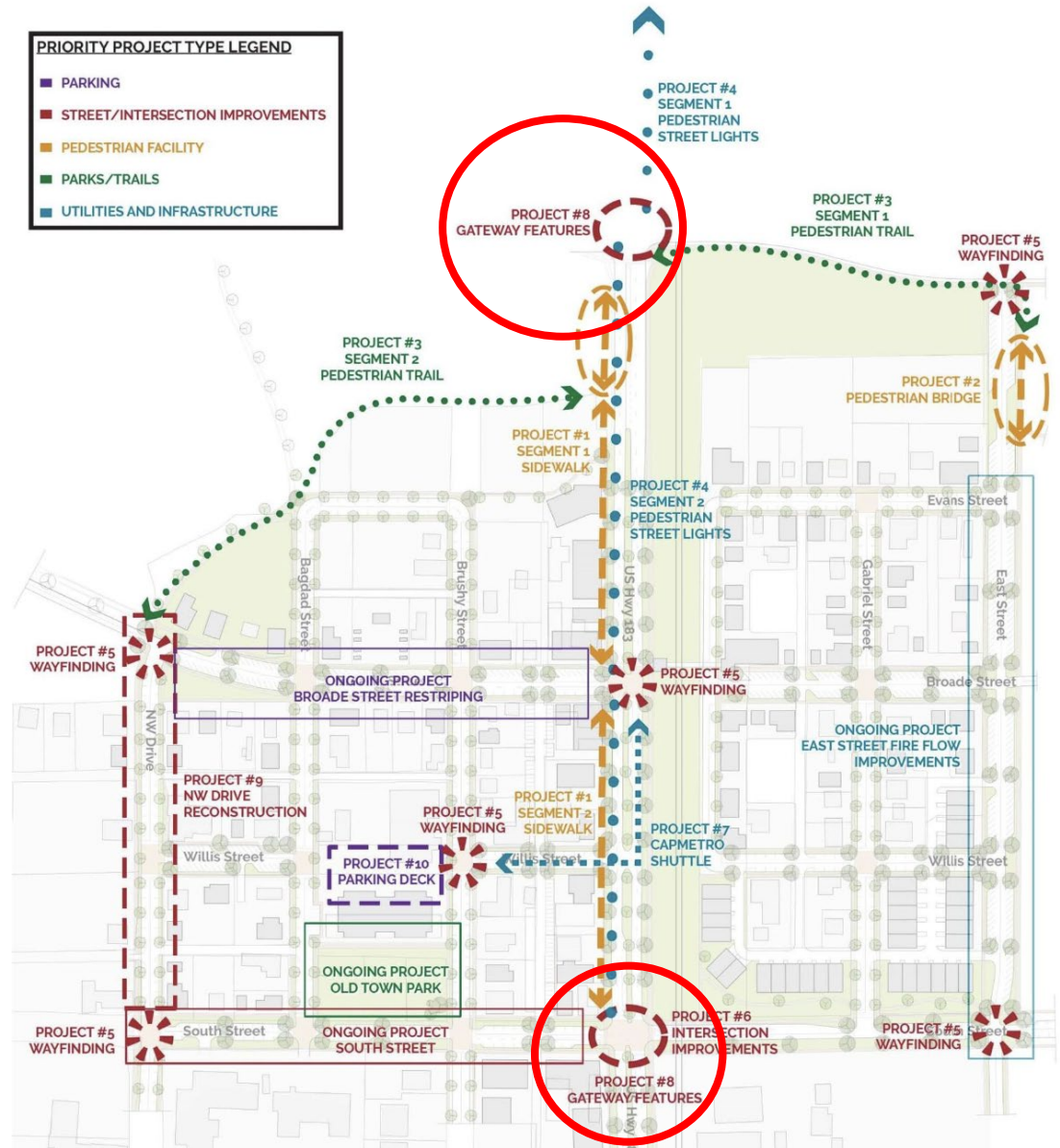
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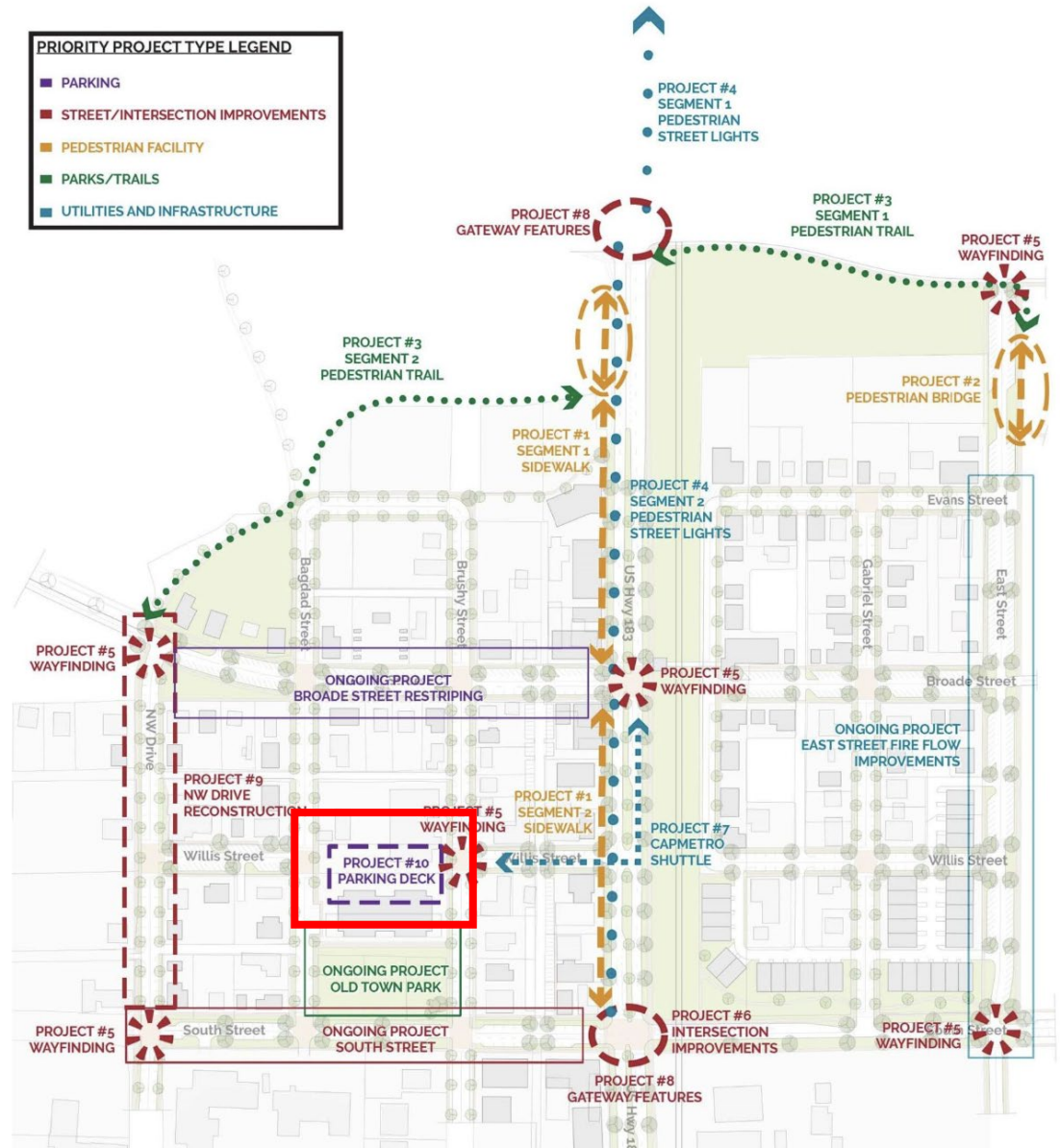
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# Capital Improvement Plan (CIP)

The City must take into account proposals for all areas of the City to address the needs of the community. Staff has the opportunity to propose CIP projects every year and makes recommendations based on the adopted plans, including the Old Town Master Plan. The following recommendations have been proposed as a CIP project:

- Bagdad St. North Extension
- Brushy St. North Extension
- Brushy St. South Extension
- South St. and US 183 Intersection Improvement and Gateway Enhancement
- Replace 29 street trees along Brushy Street.
- Install a NO TRUCKS (R5-2) sign at US 183 and W Broade St. and at Hero Way and W Broade St.
- Crosswalk striping at Brushy Street and W Broade St.
- Sidewalk Broade Street to Hero Way
- Sidewalk Broade Street to South Street
- Paved Trail US 183 to Broade Street
- Street Lights Hero Way to South Street
- Wayfinding Signs in Old Town
- Crosswalk striping across W Broade St. at the intersection of US 183.
- Complete the sidewalk gaps in Old Town along Broade St.

# Capital Improvement Plan (CIP)

The Planning & Zoning Commission discusses proposals and makes a recommendation on CIP projects on an annual basis. In addition to Staff's recommendations, the Commission has recommended connecting the CapMetro Station to Old Town with a bus shuttle service.

# Capital Improvement Plan (CIP)

The W.20 Fire Flow Improvements in Old Town project was completed in 2024.

For FY2025/2026 and beyond, the following CIP projects are approved:

- T.17 South Street and West Drive Improvements
- T.56 East South Street (RM 2243) Improvements
- T.138 Old Town – Sidewalk and Pedestrian Signals at South Street, US 183, and RM 2243
- T.139 North West Drive Improvements

# Ongoing Development

## Under Construction:

1. Lioness Books remodel

## Under Review:

1. Raincheck Commercial Development
2. Shady Brew Beer Garden
3. Whiskey Tango Foxtrot
4. South Street and West Drive Improvements

## Coming Soon:

1. 5<sup>th</sup> Element Brewing Special Use
2. Desi Hangout Special Use



# Zoning Requests

Staff and the Planning and Zoning Commission review the Old Town Master Plan when making recommendations on zoning requests within Old Town. The intent statements of the Plan and the respective Character Districts are taken into consideration.

1. Z-25-0161 Desi Hang Out SUP – Approved
2. Z-25-0165 Paradox Smoke Shop SUP – Approved
3. Z-25-0167 5<sup>th</sup> Element Brewing SUP – Recommended Approval
4. Z-25-0184 Kettas Social SUP – Denied





# NEXT STEPS



# Next Steps

- Identify areas of improvement
- Identify a schedule for implementation
- Approve CIP Projects within Old Town
- Establish Entertainment District for Old Town



# QUESTIONS?





**EXECUTIVE SUMMARY**  
**12/1/2025**

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**AGENDA SUBJECT:**

Selection of Chair and Vice Chair.

**BACKGROUND:**

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**PRESENTER:**

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**Attachments:**



**EXECUTIVE SUMMARY**  
**12/1/2025**

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**AGENDA SUBJECT:**

Presentation and discussion of the annual review of Board and Commission Rules of Procedure.

**BACKGROUND:**

In August 2021, the City Council discussed creating a policy that would establish rules of procedure for all Board, Commission and Committee members appointed by the City Council. The Rules of Procedure were originally adopted in November 2021, with the request that the City Secretary's office provide an annual review of the policy immediately following annual appointments in October.

The City Secretary will cover general guidelines, agendas, conducting the meeting, interaction with staff, open record requests, and council liaison responsibilities.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**PRESENTER:**

Dara Crabtree, City Secretary

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**Attachments:**

1. Board Rules of Procedure

**CITY OF LEANDER, TEXAS  
BOARD AND COMMISSION RULES OF PROCEDURE**

The City Council hereby adopts the following Rules of Procedure.

**A. GENERAL GUIDELINES**

- 1) Treat everyone with respect. No personal attacks on City Council, Staff or each other.
- 2) Address the present issue and let each item stand on its own.
- 3) Be brief and concise. Focus comments for item under consideration.
- 4) Support the validity and integrity of the process even when you disagree with the outcome.
- 5) Listen before judging or taking action. Do not pre-judge the motives of your fellow Boardmembers.
- 6) Wait for recognition from the Chair before speaking.
- 7) Agree to disagree. No need to over-talk an issue.
- 8) Be clear on directions, follow plans, and support City policies.

**B. AGENDAS**

- 1) Preparation of the Agenda. The staff liaison share prepare the agenda for the Chair's review and approval.
- 2) Boardmember Requested Agenda Items.
  - a. A Boardmember that wishes to place an item on an agenda must submit the agenda item and the background material described in subsection (b) below to the Staff Liaison by 5:00 p.m. on the Wednesday prior to the posting of the meeting agenda. A Boardmember may submit no more than two (2) agenda items per meeting. All items submitted by the deadline will appear on the agenda for the meeting unless the Boardmember agrees to delay the agenda item to a later meeting. Items that are submitted after the deadline or that do not include the required background material will not appear on the agenda.
  - b. The Boardmember shall provide the Staff Liaison with materials providing background information on the agenda item that consists of, at a minimum, a written explanation about the purpose of the agenda item and any additional relevant information or documents. The Staff Liaison will prepare the Executive Summary based on the Boardmember's written explanation.
  - c. Boardmember requested items will be placed at the end of the agenda.

**C. CONDUCTING THE MEETING**

- 1) Presiding Officer. The Chair and Vice Chair shall be elected at the first meeting following annual appointments. The Chair shall serve only one year per their term appointment.
- 2) General Conduct. Boardmembers shall show respect and courtesy to, and refrain from making disparaging comments about, fellow Boardmembers, the public, City Council and City staff in the conduct of a board meeting, outside of board meetings, in social settings, and on social media.
- 3) Consideration of Agenda Items.
  - a. Councilmembers shall confine their discussions concerning a motion or a question to the merits of a motion made and seconded or to a question already presented to them.
  - b. When an item is raised for discussion, the Chair will ask for input from each member of the Boardmember. Each Boardmember will be given an opportunity to speak before a Boardmember who has spoken may speak again.
  - c. Previously discussed agenda items shall not be re-discussed to accommodate boardmembers who did not participate due to absence or late arrival.
- 4) Adjournment (excludes Planning & Zoning Commission). After 2 hours, if more than two items remain on the agenda, the Boardmembers may vote on the question of adjourning the meeting and postponing the remaining items. If three-fourths of Boardmembers present and voting at the meeting (but no less than four) vote to postpone the items and adjourn the meeting, then the remaining items will be posted on the next regular board. Such agenda items shall be the first items listed under the regular agenda.

#### **D. INTERACTION WITH CITY STAFF**

- 1) Boardmember Request for Information. The Board and/or Boardmember may ask for information from City Staff by making the request to the Staff Liaison. Written materials or written responses to questions or requests for information shall be provided to the entire Board. Boardmembers are prohibited from contacting City Staff directly.

#### **E. MISCELLANEOUS**

- 1) Email and Electronic Devices. Planning & Zoning Commission members to the greatest extent possible will use city-issued email accounts and city issued electronic devices to conduct City business.
- 2) Personal Business. Personal business and/or non-profit work must be separate from the city.

## F. COUNCIL LIAISON ROLES AND RESPONSIBILITIES

The City Council adopted on December 1, 2022, the following guidelines for Council Liaison members on City appointed Boards, Commissions, and Committees (Boards).

- **Definition.** The Council Liaison acts as spokesperson on behalf of the Council when so directed by the Council as a body.
- **Purpose.** The role of the Council Liaison is to facilitate communication from the Council to the Board by providing information about Council actions and related discussions.
- **Appointments.** No Council member is required to serve as Council Liaison to a Board. Council Liaison appointments will be conducted annually in October at the same meeting during which annual Board appointments are made. Councilmembers desiring to serve as Council Liaison to multiple Boards will be considered for appointment to one Board and then may be considered for additional appointments once other Council members have an opportunity to serve.
- **Attendance.** Attendance by Council Liaisons at Board meetings is not required and is not counted for the purposes of establishing and maintaining Board quorum. However, attendance at all or most Board meetings is encouraged. Frequency of attendance may be determined by each Council Liaison.
- **Participation.** Council Liaisons do not have voting or agenda setting privileges on the Board. Although Council Liaisons may participate in Board discussion, they should not advocate positions before the Board, nor should they attempt to influence Board decisions.

These guidelines apply when a Council member is acting as liaison to a City appointed Board. It does not apply when the Council member is appointed to a Board of non-city bodies where the Council member serves as a representative of the City.