



**City Planning Commission  
Codes and Ordinances Committee  
DRAFT MINUTES  
Tuesday September 21, 2010, 6:00 P.M.  
301 West 2<sup>nd</sup> Street, City Hall Conference Room 1029, Austin, Texas**

*(Note: These are draft minutes and will be reviewed at the Committee's next meeting on October 19, 2010)*

**The Planning Commission Codes and Ordinances Committee convened in a regular meeting on Tuesday, September 21, at 301 West 2<sup>nd</sup> Street (aka Willie Nelson Blvd), City Hall Conference Room 1029, in Austin, Texas.**

**Commissioner Sullivan, acting as Chair, called the Meeting to order at 6:02 P.M.**

**Committee Members Present:**

- Dave Sullivan, acting Chair
- Danette Chimenti
- Saundra Kirk
- Kathryne Tovo

**Committee Members Not Present:**

- Mandy Dealey, Chair

**Staff in Attendance:**

- Carol Gibbs, PDR
- Robert Heil, PDR
- Jerry Rusthoven, PDR
- Susan Scallon, PDR
- George Zapalac, PDR

**A. Citizen Communication**

**No citizens signed up to speak on items not listed on the agenda,**

**B. Approval of Minutes**

**A motion to approve the August 17, 2010 minutes was approved on a 3-0 vote.**

**C. Potential Code Amendments Proposed for Initiation**

1. **Small Scale Outdoor Events** Discussion and action on initiating a code amendment to create a new land use definition for venues for small scale outdoor events such as weddings, receptions, and small parties. (Staff Contact: Robert Heil, Planning and Development Review Department at 974-2330).

**A motion by Commissioner Kirk to forward this item to the Planning Commission for initiation failed for lack of a second.**

2. **Expiration Requirements for Development Projects** - Discussion and action on initiating a code amendment to the City Code, Chapter 25 relating to expiration requirements for permits, site plans and subdivisions. (George Zapalac, Planning and Development Review Department, 947-2725).

**A motion by Commissioner Kirk to forward this item to the Planning Commission for initiation failed for lack of a second.**

**D. Regular Agenda** (Discussion and Possible Action on the following items)

1. **Community Gardens** – Discussion and action on proposed amendments to support community gardens. (Staff Contact: Margaret Russell, Parks and Recreation Department, 974-3867)

**This item was pulled by staff and will be considered at a future meeting.**

**E. Staff Updates and Briefings** (Discussion and Possible Action on the following items)

1. **Heritage Trees** – Staff Briefing on options related to the enforcement and Mitigation for Heritage Trees (**Staff Contact:** Michael Embesi, Planning and Development Review Department, 974-1876).

**No formal action was taken. The Committee did request a status update on the joint meetings which have been taking place to discuss this item.**

2. **NCCD** – Staff Briefing on an Council-initiated amendment to designate the Board of Adjustment as the body to (1) hear and decide a request for a variance from a requirement of the NCCD and (2) consider an appeal of a decision of the building official regarding a site development regulation prescribed by the NCCD. (Staff Contact: Robert Heil, Planning and Development Review Department at 974-2330).

**No formal action was taken.**

3. Status update of other pending code amendments.

**No formal action was taken.**

**F. Other Business**

**No formal action was taken.**

**Acting Chair Sullivan adjourned the meeting at 7:36 P.M. without objection.**