



**Zoning & Platting Commission  
Work Session  
March 31, 2012 8:30 AM to 1:00 PM  
One Texas Center Room 325  
505 Barton Springs Road  
Austin, TX. 78704**

## **MINUTES**

Betty Baker – Chair  
Sandra Baldrige – Parliamentarian  
Cynthia Banks – Assist. Secretary  
Gregory Bourgeois - Secretary

Jason Meeker  
Gabriel Rojas  
Patricia Seeger – Vice-Chair - *Absent*

### **CALL TO ORDER**

#### **A. NEW BUSINESS**

1. Introductions

*Introductions of Commissioners and staff were made; staff present were Greg Guernsey, Jerry Rusthoven, Sabine Romero and Dora Anguiano*

2. Purpose, Scope, Roles and Responsibilities of Zoning & Platting Commission and City Processes

*Greg Guernsey presented the purpose, scope, roles and responsibilities of the Zoning & Platting Commission and City Processes; no discussion took place on this topic by the Commission.*

3. Open Meetings and Legal Issues

*Sabine Romero, City Attorney, discussed open meetings and legal issues; Ie: Open Records Requests whether through emails or hard copies, social gatherings with other commissioners, what constitutes a quorum, accepting gifts. Sabine discussed that the City is working on issuing all Commissioners a personal City email address for City business only.*

4. Approve 2011 Annual Report and Work Plan for 2012

*Jerry Rusthoven presented the Zoning & Platting Commissions' 2011 Annual Report and discussed the 2012 Work Plan. Motion was made by Commissioner Sandra Baldrige to approve the Annual Report and Work Plan, Commissioner Gregory Bourgeois seconded the motion on a vote of 6-0; Commissioner Patricia Seeger was absent.*

5. Imagine Austin Comprehensive Plan – Approve final recommendations and comments to Planning Commission.

*ZAP Commissioners requested that staff gather all Commissioner's comments/inputs and compile as individual comments, not compile all together; Commissioners comments due to Dora by April 4, 2012; comments will be forwarded to Planning Commission by April 6, 2012.*

6. Miscellaneous Topics, Directives to staff

*Only directive was the IACP comments (Item #5).*

## **B. ADJOURNMENT**

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 4 days before the meeting date. Please call Dora Anguiano at Neighborhood Planning & Zoning Department, at 974-2194, for additional information; TTY users route through Relay Texas at 711.

For more information on the work session, please contact Dora Anguiano at 974-2104.