



**PLANNING COMMISSION  
NEIGHBORHOOD PLAN SUBCOMMITTEE MINUTES**

**REGULAR MEETING  
Wednesday, March 21, 2012**

**The Planning Commission Neighborhood Plan Subcommittee convened in a regular meeting on Wednesday, March 21, 2012, at 301 W. 2<sup>nd</sup> Street, City Hall, Room #2016, in Austin, Texas.**

Commissioner Chimenti called the meeting to order at 6:03 p.m.

**Subcommittee Members in Attendance:**

Danette Chimenti - Chair  
Saundra Kirk  
Dave Sullivan

**City Staff in Attendance:**

Greg Dutton, Senior Planner, Planning and Development Review  
Jody Zemel, Neighborhood Advisor, Planning and Development Review  
Margaret Valenti, Senior Planner, Planning and Development Review  
Maureen Meredith, Senior Planner, Planning and Development Review  
Melissa Laursen, Principal Planner, Planning and Development Review

**Others in Attendance:**

Sebastian Wren, North Loop Neighborhood Contact Team  
Jeff Wheeler, observer  
Stanton Strickland, President – Organization of Central East Austin Neighborhoods, Robertson Hill Neighborhood Association

**1. CITIZEN COMMUNICATION: GENERAL**

**a. None**

**2. APPROVAL OF MINUTES**

**a.** The minutes for the regular meeting of February 15, 2012, were approved on Commissioner Kirk's motion; Commissioner Chimenti's second on a 2 to 0 vote.

**3. OLD BUSINESS**

**a. Neighborhood Plan Amendment Ordinance** – Kathleen Fox, Senior Planner, (512) 974-7877, will present an update about an ordinance amending Chapter 25-1, Article 16 of the City Code to amend the requirements for neighborhood plan amendment and neighborhood plan contact team procedures. This is a continuation from the February 15<sup>th</sup> meeting. (Discussion and/or Possible Action)

Melissa Laursen explained that Planning and Development Review (PDR) staff wanted to come back to the subcommittee for clarification on possible code changes to the Neighborhood Plan Amendment (NPA) process. After reviewing the decisions made at the last subcommittee meeting, the Commissioners indicated that they would like Planning Commission to have the ability to initiate NPAs (both for individual properties and subdistrict/area-wide) at any time for minor changes, such as oversights, errors, or residual issues. In addition, the Commissioners stated that they would like Planning Commission to have the ability to give permission for an NPA for an individual property owner, outside of the regular application cycle, in areas where a Contact Team does not exist, as long as the property owner has shown an attempt to reach out to the surrounding neighborhood(s). Staff will work with Law to draft these changes and then take them to the full Planning Commission for consideration.

The Commissioners recommended making the above changes and taking them to the full PC, on Commissioner Sullivan's motion, Commissioner Kirk's second, on a 3 to 0 vote.

#### **4. NEW BUSINESS**

**a. North Loop Planning Contact Team Zoning Change Request** – Request by North Loop Planning Contact Team to put on a full Planning Commission agenda an item that directs staff to initiate a zoning change application on behalf of the North Loop Neighborhood Planning Contact team so they can add proposed Infill Design Tools to the planning area. (Discussion and/or Possible Action)

Maureen Meredith explained that the North Loop neighborhood planning Contact Team wished to have design tools adopted for their planning area, but that this is in part a rezoning request and requires Planning Commission to direct staff to make the change, as the Contact Team cannot initiate it. Sebastian Wren explained that the North Loop neighborhood wanted to adopt all three design tools: front yard impervious cover, front porch setback, and garage placement.

The Commissioners recommended that the request go ahead to the full Planning Commission, such that the needed zoning change can be initiated; on Commissioner Kirk's motion, Commissioner Chimenti's second, on a 2 to 0 vote.

#### **5. STAFF BRIEFINGS**

**a. Land Development Code Article 16 Section 25-1-805, Neighborhood Plan Contact Team – requirements** – Margaret Valenti, Senior Planner, (512) 974-2648, will present information on these requirements and ask for direction on procedures to address contact teams that fail to meet these requirements. (Discussion and/or Possible Action)

Margaret Valenti went over Contact Team responsibilities and code that spells out the requirements that must be met for a Contact Team to be formed in a neighborhood that has an adopted neighborhood plan. She explained that although most Contact Teams follow the requirements that are spelled out in the code, some do not, and that at some point there would be a need to do something about Contact Teams that are choosing not to follow the code requirements. Commissioners suggested possibly sending a letter to non-compliant Contact Teams to let them know their status, or possibly having the Commissioners mediate a discussion

with the Contact Teams in question. Ms. Valenti indicated that she would work on the proposals and bring them back to the subcommittee at a later date.

No action was taken.

**b. East 11<sup>th</sup> and 12<sup>th</sup> Street Corridors, NCCD Amendments** – Greg Dutton, Senior Planner, (512) 974-3509, will present information on the potential for amending the East 11<sup>th</sup> and 12<sup>th</sup> Street Corridor NCCDs. (Discussion and/or Possible Action)

Greg Dutton explained that he met with the City's Law Department to find out about a question raised at the last subcommittee meeting: who can initiate and participate in an NCCD amendment for the East 11<sup>th</sup> and 12<sup>th</sup> Street corridors? Law indicated that the question could be somewhat complex, as there is both an Urban Renewal Plan (URP) and an NCCD that control the regulations for the corridors, and it might be possible to amend either one of them and achieve the same outcome. Neighborhoods around the East 11<sup>th</sup> and 12<sup>th</sup> corridors are concerned that recommendations from a new development strategy report could lead to relaxation of URP project controls and standards. Commissioners suggested getting in touch with the Urban Renewal Board (URB) to: 1) See if the URB could attend a joint meeting the subcommittee regarding possible amendments to the URP or NCCD; 2) Ask the URB if a staff member might be able to give a presentation to the subcommittee on the differences between the URP and NCCD; and 3) contact the URB to see if they are contracted with the consultant such that the consultant might give a briefing to the full PC. Mr. Dutton indicated that he would look into these matters.

No action was taken.

## **6. FUTURE AGENDA ITEMS**

**a. None.**

## **ADJOURNMENT**

Commissioner Chimenti adjourned the meeting without objection at approximately 7:45 pm.