



Board and Commission Recommendations

Bob Guz
Office of the City Clerk

May 1, 2013

Resolution 20120301-049

- **Requires posting all Board and Commission Recommendations on the City's website via the Boards and Commissions Information Center (BCIC)**
- **Requires that the City Council be notified when Recommendations have been posted**
- **If a Recommendation is related to a Council agenda item, requires including the Recommendation in the item's backup**

Goals

- **Increase transparency internally and externally**
- **Establish standardized practices, naming conventions, and records management**
- **Ensure that the City Council is notified of all Board and Commission Recommendations**
- **Make the procedure as simple as possible, using existing processes**
- **Implementation Date: April 1, 2013**

Scope

- **Intended for cases where a Board/Commission**
 - Would previously approve a Resolution, or issue a Memorandum or Letter to Council
 - Wants to issue a formal communication to Council on a significant issue
 - Wants to share with Council the details, explanations, and rationale for their decision
- **In these cases a Recommendation document should be created and uploaded to BCIC**
 - Use the template/guidelines provided by OCC
- **Not intended for routine matters**

Example

6. PUBLIC HEARINGS AND ACTION

- a. **Name:** ThinkEAST PUD C814-2012-0128.SH
Applicant: ThinkEAST Austin Mgmt, LLC. Richard deVarga - Agent
Location: 1141 Shady Lane
City Staff: Liz Johnston, PDRD Environmental Reviewer
Ordinance: Comprehensive Watershed Ordinance (current Code)
Watershed: Boggy Creek and Tamehill Creek (Urban), Desired Development Zone
Request: Review and consider for recommendation rezoning the subject property from LO-MU-CO-NP, SF-3NP to PUD-NP. The following environmental code exception is requested:
1. To allow removal of a Heritage Tree; [LDC Section 25-8-641]
- Staff Recommendation:** Recommended

ENVIRONMENTAL BOARD MOTION 20130403 6a

Date: April 3, 2013

Subject: ThinkEAST PUD C814-2012-0128.SH

Motioned By: Bob Anderson

Seconded By: Mary Ann Neely

Recommendation

The Environmental Board recommends approval with conditions of the ThinkEAST PUD.

Staff Conditions for Environmental Superiority

- Provide a Health and Safety Plan for construction contractors to address the potential for encountering residual hydrocarbons that may remain in the soils or groundwater from historical releases in the area,
- Removal of trash and non-native, invasive woody species within the riparian corridor of the tributary to Boggy Creek

New Procedure

- 1. Board approves Recommendation**
- 2. Recommendation document finalized and signed**
- 3. Upload Recommendation document into BCIC**
- 4. Document posted to Board's meeting documentation page**
- 5. An email notification is sent to Mayor and Council staff and ACMs indicating:**
 - Name of the Board/Commission
 - Meeting/approval date
 - Brief description of the Recommendation
 - A link to the posted document

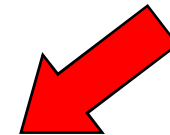
Document Requirements

- **Board/Commission Name**
- **Recommendation Number**
- **Date of Approval (Meeting date)**
- **Subject or Brief Description of the Topic**
- **Record of the Vote**
- **Signature of Board member (Chair preferred, but not required) or staff liaison**

Recommendation Number

- Recommendations use the same naming convention as Council Resolutions
- Every Recommendation must have a unique number in the format: **yyymmdd-###**
 - **yyymmdd** = The meeting date
 - **###** = The agenda item number, padded to three digits
- If letters are also part of the agenda item number, use them as well
 - Example: 20130403-006a

Example



ENVIRONMENTAL BOARD RECOMMENDATION 20130403-006a

Date: April 3, 2013

Subject: ThinkEAST PUD C814-2012-0128.SH

Motioned By: Bob Anderson

Seconded By: Mary Ann Neely

Recommendation

The Environmental Board recommends approval with conditions of the ThinkEAST PUD.

Staff Conditions for Environmental Superiority

- Provide a Health and Safety Plan for construction contractors to address the potential for encountering residual hydrocarbons that may remain in the soils or groundwater from historical releases in the area,
- Removal of trash and non-native, invasive woody species within the riparian corridor of the tributary to Boggy Creek

Example



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April 3, 2013

Regular Meeting of the Environmental Board

 **Agenda** (168KB)

 **Play video**


 **Backup** - 20130403_item 5a part 1 (820KB)

 **Backup** - 20130403_item 5a part 2 (318KB)

 **Backup** - 20130403_item 6a part 1 (1.9MB)

 **Backup** - 20130403_item 6a part 2 (726KB)

 **Backup** - 20130403_item 6a part 3 (857KB)

 **Backup** - 20130403_item 6b part 1 (1.0MB)

 **Backup** - 20130403_item 6b part 2 (4.7MB)

Summary

- 1. Board approves Recommendation**
- 2. Recommendation document finalized and signed**
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- 5. An email notification is sent to Mayor and Council staff and ACMS indicating:**
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Discussion / Questions

Thank You

