



**PLANNING COMMISSION
MINUTES**

**SPECIAL CALLED MEETING/RETREAT
APRIL 27, 2013**

The Planning Commission convened in a special-called work session/retreat on Saturday, April 27, 2013, at 505 Barton Springs Road, Room 325, in Austin, Texas.

Board Members Present:

Dave Anderson – Chair
Danette Chimenti – Vice-Chair
Richard Hatfield
Alfonso Hernandez – Parliamentarian
Jeff Jack – Ex-officio member
James Nortey
Stephen Oliver - absent
Brian Roark
Myron Smith
Jean Stevens – Secretary

Staff Members Present:

Carol Haywood – PDRD
Greg Guernsey – PDRD
Jerry Rusthoven – PDRD
Garner Stoll – PDRD
Deborah Thomas – Law
David Sorola – Law
Donna Arwood - PDRD

CALL TO ORDER – Chair Dave Anderson called the meeting to order at 9:00 A.M.

A. NEW BUSINESS

1. Introductions

Brief introductions were given by all present.

2. Planning 101

Garner Stoll gave a presentation on factors that go into decision making and planning principles, along with the roles and responsibilities of elected policy makers, Planning Commission members, staff and members of the public.

Questions/comments from Board members:

- The importance of planning background/education and the best ways to obtain
- Commitment to the job as a form of education
- Staff reports – are we getting everything we need? New information is often presented at last minute without time for review – establish a firm submittal deadline – PC authority to postpone an item if too much additional information is presented without time for review
- If policy isn't working or not feasible – what to do then?
- When to use certain tools
- Code/Comprehensive Plan rewrites and frequency of updates
- Attendance at State planning conferences
- Criteria for review of Imagine Austin Comprehensive Plan Compliance Review
- Request for books/publications that would be helpful for education/training
- When to make appeals to City Council vs. recommendations – is there a ready reference?

3. Basic Review Of Roberts Rules Of Order

Deborah Thomas gave a presentation on the basic rules of Roberts Rules of Order.

Questions/comments from Board members:

- Cheat sheet with basics would be very helpful
- Process for substitute motions
- Structure rules in a way that works best for the board
- Proper protocol after a public hearing is closed
- Denial of staff recommendations
- Motions before or after a discussion
- Process for friendly amendments
- Motions to postpone
- Recording of amended votes in written meeting minutes

A break was taken at 10:45 A.M., with the meeting reconvening at 11:00 A.M.

4. Purpose, Scope, Roles and Responsibilities of Planning Commission and City Processes

Greg Guernsey gave presentations on Charter provisions and functions of the Commission. Deborah Thomas and David Sorola gave presentations on by laws review, Commission rules and procedures and ex-officio member roles.

Questions/comments from Board members:

- Making recommendations to City Council
- Ex-officio members who cannot attend meetings – can there be a designee?
- Individual board members acting in official capacities
- The purpose of the Open Meetings Act is to provide transparency
- Rolling quorums, i.e. through email, etc.

- Definition of a 'meeting'
- Placing items on an agenda
- Do you vote or appoint members to other committees?
- Staff support not provided for working groups
- Amendments to rules of procedure – Greg Guernsey will research
- Value of ex-officio members
- Clarification on procedure to change ex-officio roles and responsibilities – Deborah Thomas will research
- Allowing ex-officio discussion in areas not related to their expertise and after a motion has been made
- Mechanisms to make meetings more efficient

5. Planning Commission and the Development of Good Planning Policy

Dave Anderson led discussion regarding Planning Commission mechanisms to address in the following areas:

- Permitting process
- Capital budget review
- Meeting efficiency
- Housing affordability
- Density
- Economic impact
- Valid petitions
- Reports from discussions at this meeting to be made at the next regular Planning Commission meeting

Dave Anderson adjourned the special called meeting/retreat at 12:33 P.M. with no objection.