



**WATERFRONT PLANNING ADVISORY BOARD  
MINUTES**

**REGULAR MEETING  
10 MARCH 2014**

**The Waterfront Planning Advisory Board convened in a regular meeting on 10 March 2014 in Town Lake Center in Austin, Texas.**

**Chair Brooke Bailey called the Board Meeting to order at 6:06 p.m.**

**Board Members in Attendance:**

**Brooke Bailey, Chair  
Eric Schultz, Vice-Chair  
Andy Hutton  
Roy Mann  
Dean Rindy  
Cory Walton  
Tyler Zickert**

**Staff in Attendance: Michael Simmons-Smith, Board Liaison**

**A. APPROVAL OF MINUTES**

**The minutes from the February 24, 2014 regular meeting were approved 7-0 on a motion by Mr. Walton and a second by Mr. Rindy.**

**B. CITIZEN COMMUNICATIONS – There was no citizen communication.**

**C. NEW BUSINESS**

1. Presentation, discussion and action to consider a recommendation for approval of a conditional use permit for the Town Lake Metropolitan Park Auditorium Shores Improvements Off-Leash Area at 1100 West Riverside Drive (SP-2013-0310C). The applicant is proposing an off-site leash park with associated improvements. Owner: City of Austin (Robert Egan). Applicant: Urban Design Group (J Segura). Staff: Christine Barton-Holmes, Planning & Development Review Department. **The motion to recommend approval of the conditional use permit was made by Mr. Zickert, and then modified by Mr. Walton to “recommend approval of the conditional use permit, with the extension of the dog park to the West Lawn area during non-event times”. Following discussion, the final wording of the motion read into the record was “to recommend approval of the conditional use permit, and to explore extending the dog park to the West Lawn area during non-event times”. The**

**motion was seconded by Mr. Mann, and passed 5-0-2, with Vice-Chair Schultz and Mr. Hutton recused.**

2. Discussion regarding a proposed single-family development to be located at 2605 Canterbury Street in the Festival Beach Subdistrict of the Waterfront Overlay. Applicant: Elizabeth Melvin. **No action was taken on this item, as it has not been filed as a case.**
3. Update, discussion and possible action on the South Central Waterfront Area Plan Initiative. Staff: Alan Holt, Planning & Development Review Department.
4. Discussion and possible action on aspects of the proposed density bonus provision plan for the Waterfront Overlay.

#### **D. ADJOURN**

**Chair Brooke Bailey adjourned the meeting at 9:10 p.m. without objection.**

## EXAMPLES OF PHRASES FOR MINUTES

**Note:** All items in italics need to be filled in when doing the minutes. The bold wording in parenthesis is direction only or further explanation of why it is recommended you use this format.

### APPROVAL OF MINUTES

The minutes from the meeting of (*M/D/YYYY*) were approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

### MINUTES – AMENDED

The minutes for the regular meeting of (*M/D/YYYY*) were approved with the following amendments on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote. The amendments were: (*describe page, paragraph, line, or word that is changed.*)

### RECOMMENDATION

Recommendation adopting (*brief description of topic should match what was on the agenda*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

**VOTE COUNT** (Always shown with the aye votes first, nay votes second, and abstentions or recusal last.)

**Unanimous** - “Recommendation adopting (*brief description of topic should match what was on the agenda*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a 9-0 vote.”

**Split vote** - “...was approved on a 5-4 vote. Those members voting aye were: Board Members Smith, Jones, Brown, Lee, and Johnson. Those voting nay were: Chair Franklin, Vice Chair Gentry, and Board Members Spence and Ybarra.”

**Recusal** - “...was approved on an 8-0-1 vote. Board Member (*name*) recused himself/herself from this item due to a conflict of interest and left the dais”

**Other** - “...was approved on an 8-0 vote. Board Member Gentry off the dais (or absent).” **(The wording should reflect why the vote count does not total the number of board members.)**

### CONFLICT OF INTEREST

#### **Recuse**

Board Member (*name*) recused himself from this item due to a conflict of interest and left the dais. **(Recusal is when the board member is required by law -- state, federal, or City Code -- not to take any part in the action because of a conflict of interest. This means no participation in the discussion and no vote. This requires the board member to complete a conflict of interest statement.)**

## **Abstained**

Board Member (*name*) abstained because (*include the reason if one is given*) (**A board member may abstain, meaning not vote, for any reason whatsoever. For example, they are neutral on the topic and can not decide. Choosing not to vote for personal reasons does not require an affidavit or non-participation in the discussion of an action.**)

## **MOTIONS**

### **Contracts/Agreements**

The motion to recommend or not recommend the negotiation and execution (**could be just negotiation or just execution or both**) of a (*type of agreement or contract – could be a supply agreement or a professional services contract but should agree with the agenda*) with (*name of company*) for (*purpose of the contract*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

The motion recommending the negotiation and execution of an amendment to a (*type of agreement or contract*) with (*name of company*) for (*purpose of the contract*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

### **Zoning**

The motion to recommend general commercial services-conditional overlay (CS-CO) combining district zoning to permit Vertical Mixed Use on the site was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

### **Failed Motion-(Two ways a motion can fail.)**

The motion to (*description of the motion*) failed on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote. Those members voting aye were: Chair Franklin, Vice Chair Gentry, and Board Members Spence and Ybarra. Those voting nay were: Board Members Smith, Jones, Brown, Lee and Johnson.

The motion by Board Member (*name*) failed due to the lack of a second.

### **Deny**

The motion to deny (*list what the request was*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

### **Reconsider-(can only be used if a Board Member changes their mind at the same meeting and can only be done by one who voted with the prevailing side. Any member may second it.)**

A motion to reconsider item (*item number*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

**After this motion, then you need to show the original motion and the new action, which typically is the opposite of what was done earlier in the meeting.**

## **Postponement**

The motion to postpone this item to (*a specific date M/D/YYYY*) was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.

**Withdrawn-(If you do not know a specific postponement date then show the item as withdrawn. It can come back at a later date.)**

This item was withdrawn on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.”

## **AMENDMENTS**

### **Friendly Amendment Accepted**

The motion (*or resolution*) was approved with the following friendly amendment on motion by Board Member (*name*), seconded by Board Member (*name*) on a (*vote count*) vote. The friendly amendment from Board Member (*name*) was (*describe amendment*). This was accepted by the maker of the motion and Board Member (*name*), who seconded the motion.

### **Friendly Amendment Rejected**

There was a friendly amendment from by Board Member (*name*) (*describe friendly amendment offered*). This was not accepted by the maker of the motion (*or the second*). **(If not accepted, board votes on the original motion or a substitute motion can be made.)**

**Substitute Motion-(Two steps involved—first, list the original motion and then the substitute with the vote.)**

There was a motion by Board Member (*name*), seconded by Board Member (*name*), to (*description of the motion*).

The substitute motion to (*insert details of substitution motion*) was approved on Board Member (*name*) motion, Board member (*name*) second on a (*vote count*) vote. – **(If the substitute passes, no vote is taken on the original motion.)**

There was a substitute motion from Board Member (*name*) (*describe substitute motion*). This motion failed for lack of a second (*or enter the vote count if it failed by vote*). **(If substitute fails, repeat original motion with complete vote count.)**

## **AFTER 10:00 P.M.**

The motion to waive the rules and allow the (*name of the board*) to meet after 10 p.m. was approved on Board Member (*name*) motion, Board Member (*name*) second on a (*vote count*) vote.