



**PLANNING COMMISSION
JOINT MEETING OF THE COMPREHENSIVE PLAN AND CAPITAL IMPROVEMENT
PROGRAM COMMITTEES
APPROVED MINUTES**

January 12, 2015

The Planning Commission Imagine Austin Comprehensive Plan Committee (IACP) and Capital Improvement Program (CIP) Committee convened on January 12, 2015 at One Texas Center, 505 Barton Springs Road, 13th Floor Conference Room, in Austin, Texas.

Commissioner Hatfield called the joint committee meeting to order at 5:12 p.m. A quorum was present.

Committee Members in Attendance:

Alfonso Hernandez (CIP, IACP), Richard Hatfield (CIP, IACP), Stephen Oliver (IACP)

City Staff in Attendance:

Annick Beaudet, Capital Planning Office
Liane Miller, Capital Planning Office
Mike Trimble, Capital Planning Officer
Paul DiGiuseppe, Planning and Development Review
George Zapalac, Planning and Development Review

1. CITIZEN COMMUNICATION: GENERAL

No citizens signed up to speak during Citizen Communication.

2. APPROVAL OF MINUTES

The minutes from the December 8, 2014 meeting of the Comprehensive Plan Committee were approved on Commissioner Hernandez's motion and Commissioner Oliver's second, with a 3-0 approval vote.

3. STAFF BRIEFINGS

- a. Staff Presentation – Review of committee roles and responsibilities and coordination

Annick Beaudet, Capital Planning Office, reviewed the Planning Commission's charter requirement to annually recommend to the City Manager capital improvement projects that implement the comprehensive plan. The CIP Committee assists in fulfilling this charter requirement by reviewing the Long-Range CIP Strategic Plan and drafting a recommendation letter that is approved by the full Planning Commission. It was also noted that the committee meetings provide an opportunity for public input on the plan.



The commissioners discussed how Imagine Austin can inform what CIP needs to address moving forward, including the need to maintain existing infrastructure. There was also a discussion of connectivity needs and potential strategies to address these needs.

Paul DiGiuseppe, Planning and Development Review, reviewed the roles of the Planning Commission required by City charter related to the City's comprehensive plan, including the approval of an annual report and evaluation of the comprehensive plan every five years. The charter also identifies the ability of the Planning Commission to forward any proposed amendments to the comprehensive plan to the City Council. The Comprehensive Plan Committee's role is to provide information related to these charter requirements to the full Planning Commission. Paul DiGiuseppe also reviewed the proposed work plan of the Comprehensive Plan Committee for 2015.

There was a discussion about opportunities for coordination on the two recommendations letters that the Planning Commission provides during the year, for the Long-Range CIP Strategic Plan and for the Imagine Austin Annual Report. Commissioners discussed the various topics to focus on for future recommendations related to implementing Imagine Austin.

b. Staff Presentation – New administrative procedures for boards/commission recommendations

Liane Miller, Capital Planning Office, reviewed a recent resolution regarding City board and commission recommendations and how those recommendations are required to be posted on the City's website and forwarded to all City Council members. There was a discussion about how the recommendation of the Long-Range CIP Strategic Plan this year will be subject to this resolution. She also reviewed a recent change to the City Code requiring board and commission members to use their City-assigned board or commission email address for all email communication related to the board or commission.

c. Staff Presentation – LRCSP production schedule/timeline

Annick Beaudet discussed the status and upcoming milestones of the Long-Range CIP Strategic Plan, including the Planning Commission's April 28, 2015 meeting that is being targeted for review of the recommendation letter for the plan, and the update of the Strategic Investment maps. Staff intends to deliver the draft plan to the CIP Committee members on April 10, 2015.

4. NEW BUSINESS – DISCUSSION AND ACTION ITEMS

a. Revise 2015 work plan and meeting schedule

Commissioners directed staff to bring back a status update on the recommendations made by the Planning Commission in the FY 2014-15 Long-Range CIP Strategic Plan at the next joint meeting of the CIP Committee and the Comprehensive Plan Committee on February 9, 2015. The commissioners decided that March 9, 2015 will also be a joint meeting of the CIP Committee and Comprehensive Plan Committee. The CIP Committee's April 13, 2015 and



April 20, 2015 meetings will be dedicated to writing the recommendation letter for the FY 2015-16 Long-Range CIP Strategic Plan.

There was also a discussion about public input and the vehicles for the public to learn about and provide input on the Long-Range CIP Strategic Plan and Imagine Austin.

b. Discussion about providing information to new City Council members

Commissioner Hatfield proposed discussing the Planning Commission committee roles with new Council Members over the next several months. He noted that he would propose this item at the next Planning Commission meeting on January 13, 2015.

c. Coordination with CodeNEXT Citizen Advisory Group

George Zapalac, Planning and Development Review, provided an update on the CodeNEXT Citizen Advisory group working group meetings that are scheduled for January 20 through March 9. The working group topics are code issues for affordability; infill, compatibility and missing middle housing; and obstacles for small business.

The commissioners discussed the need to attend meetings of the working groups and assigned one group to each commissioner (Commissioner Hatfield for affordability; Commissioner Oliver for infill, compatibility, and missing middle housing; and Commissioner Hernandez for obstacles for small business).

5. FUTURE AGENDA ITEMS

No future agenda items were identified, other than those described during the work plan discussion (4a).

ADJOURNMENT

Commissioner Hatfield adjourned the joint committee meeting at 6:30 pm without objection.