



**SMALL AREA PLANNING JOINT COMMITTEE
PLANNING COMMISSION/ZAP
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 9, 2015**

The Small Area Planning Joint Committee convened in a regular meeting on Wednesday, December 9, 2015 at 505 Barton Springs Road, Room 325, in Austin, Texas.

Board Members in Attendance:

Jolene Kiolbassa - ZAP

Gabriel Rojas - ZAP

James Shieh- Planning Commission

Jean Stevens – Planning Commission

Trinity White- Planning Commission

Susan Harris- ZAP - absent

Jeffrey Thompson – Planning Commission - absent

Staff in Attendance:

Mark Walters- PAZ

Stevie Greathouse - PAZ

Donna Arwood- PAZ

Chair Jean Stevens called the meeting to order at 6:30 P.M.

1. CITIZEN COMMUNICATION: GENERAL

None.

2. APPROVAL OF MINUTES

- a. Approval of minutes from the November 4th, 2015 meeting** – Commissioner White moved to approve the minutes from the November 4, 2015 regular meeting, with a second

by Commissioner Kiolbassa, on a vote of 4-0. Commissioner Rojas was not on the dais. Commissioners Harris and Thompson were absent.

3. OLD BUSINESS

- a. Neighborhood Plan Contact Teams-Related Recommendations including Proposed Code Amendments — Staff will present recommended policy and code changes to improve the function of Neighborhood Plan Contact Teams. Recommendations are based on the results of a stakeholder involvement process discussed at the Joint Committee’s November 2015 meeting. (Discussion and/or Possible Action)**

Stevie Greathouse presented. In addition to recommendations presented in backup, recommendations were requested to modify the bylaws template and add timeline clarifications to code amendment.

- b. Development and land use issues along the East Cesar Chavez Street corridor — Discussion of community members’ request to restrict certain land uses along the East Cesar Chavez street corridor from I-35 to US 183 and to initiate a small area planning process and/or develop a land use regulations to address development-related issues and associated community concerns (Discussion and/or Possible Action)**

Mark Walters presented. It was recommended that Greg Guernsey and a representative from legal be present at the next meeting. Staff was directed to come back with an outreach strategy, previous analysis with Envision Tomorrow and current analysis with CodeNext.

- c. Small Area Planning Joint Committee standing meeting time and date and 2016 schedule — Set a standing meeting date of alternating first and second Wednesdays of the month and review a tentative schedule of Committee meetings for 2016.**

A tentative meeting schedule for 2016 was presented. Bylaws will need to be amended to accept the schedule.

4. NEW BUSINESS

- a. None

5. PUBLIC HEARINGS

- a. None

6. STAFF BRIEFINGS

- a. Presentation of the draft future planning area selection process — Staff will present the draft of the Phase 1 mapping exercise and the draft Phase 2 selection matrix. (Discussion and/or Possible Action)**

Mark Walters presented.

- b. Responsibilities of the Small Area Planning Joint Committee relative to the Waterfront Overlay Combining District — Staff will present an overview of the Land Development Code sections relative to the Small Area Planning Joint Committee’s responsibilities regarding the Waterfront Overlay Combining District. (Discussion and/or Possible Action)**

Mark Walters presented. A handout was passed for review at a later meeting.

Chair Jean Stevens adjourned the meeting at 9:30 P.M. without objection.