



**SMALL AREA PLANNING JOINT COMMITTEE
PLANNING COMMISSION/ZAP
REGULAR MEETING MINUTES**

The Small Area Planning Joint Committee convened in a regular meeting on July 13, 2016 at 505 Barton Springs Road, Room 500, in Austin, Texas.

Board Members in Attendance:

Jolene Kiolbassa - ZAP
Gabriel Rojas – ZAP - absent
James Shieh- Planning Commission
Stephan Oliver – Planning Commission
Trinity White- Planning Commission
Susan Harris- ZAP
Jeffrey Thompson – Planning Commission - absent

Staff Present:

Mark Walters – PAZ
Donna Arwood – PAZ

Chair Shieh called the meeting to order at 6:48 P.M.

1. CITIZEN COMMUNICATION: GENERAL

None.

2. APPROVAL OF MINUTES

- a. **Approval of minutes from the June 1, 2016 meeting** – Motion to approve the June 1, 2016 regular meeting minutes was made by Commissioner White, seconded by Commissioner Harris and approved on a vote of 5-0. Commissioners Rojas and Thompson were absent.

3. OLD BUSINESS

- a. **Developing a strategic work plan for the Small Area Planning Joint Committee — The Committee will work on developing a strategic work plan and discuss issues related to its regulatory purview. This item is continued from the Committee’s April and Jun 2016 meetings. (Discussion and/or Possible Action)**

Commissioner Kiolbassa moved to support, with a second by Commissioner White, the mission statement, strategic work plan and issues related to the committee's regulatory purview as follows:

Mission Statement:

The Small Area Planning Joint Committee is an advisory body to City Council and the Land Use Commissions. With a holistic overview of planning and zoning matters, it addresses reactive and specific issues from the Land Use Commissions and City Council. In addition, it evaluates the proactive process of planning focused areas in the City. Due to the limited public attendance and input, our recommendations and resolutions shall serve as general policy guidance to the Land Use Commissions and City Council.

Strategic Work Plan:

- Assist City staff with matters regarding the selection process for future planning areas
- Review small area plans as they become available
- In matters regarding planning for small areas, create consistency in approach between the Planning Commission and Zoning and Platting Commission by determining roles of each in the process and how to best use the joint committee in doing so.
- Study the concept of Complete Communities to create a common evaluation system for use by the Land Use Commissions.
- With respect to the Waterfront Overlay Combining District:
 - Becoming more aware of Code provisions of the Waterfront Overlay
 - Review variances and other planning issues within the Waterfront Overlay Combining District

The motion passed on a vote of 5-0. Commissioners Rojas and Thompson were absent.

4. NEW BUSINESS

- a. None

5. PUBLIC HEARINGS

- a. None

6. STAFF BRIEFINGS

- a. None

7. FUTURE AGENDA ITEMS

* Discussion of Complete Communities

* Waterfront Overlay 101

Chair Shieh adjourned the meeting at 7:45 P.M., without objection.