



**SMALL AREA PLANNING JOINT COMMITTEE
REGULAR MEETING MINUTES
July 12, 2017**

The Small Area Planning Joint Committee convened in a regular meeting on June 7, 2017@ 505 Barton Springs Road, Room 325, in Austin, Texas.

Chair James Shieh called the Board Meeting to order at 6:40 P.M.

Board Members in Attendance:

James Shieh, Chair	(Planning Commission)
David King, Vice-Chair	(Zoning and Platting Commission)
Jeffrey Thompson	(Planning Commission) - absent
Trinity White	(Planning Commission)
Jim Duncan	(Zoning and Platting Commission) - absent
Jolene Kiolbassa	(Zoning and Platting Commission)
Stephan Oliver	(Planning Commission)

Staff Present:

Mark Walters — PAZ
Maureen Meredith — PAZ

CALL TO ORDER – 6:40 P.M.

1. CITIZEN COMMUNICATION: GENERAL

None.

2. APPROVAL OF MINUTES

- a. Approval of minutes from the June 7th, 2017 Small Area Planning Joint Committee meetings.**

Commissioner King moved June 7th, 2017 regular meeting minutes, with a second by Commissioner Oliver, on a vote of 5-0. Commissioners Thompson and Duncan were absent.

3. OLD BUSINESS

- a. **Discussion of Complete Communities — The Small Area Planning Joint Committee will discuss the *Imagine Austin Comprehensive Plan* concept of complete communities and the plan’s Vision’s principles. (Discussion and/or Possible Action)**

No discussion or action taken.

- b. **Five-Year *Imagine Austin* Update data — Review and discussion of how the five-year *Imagine Austin* indicators may be used to inform discussions for small area plans and other types of cases that may go before either of the land use commissions. (Discussion and/or Possible Action)**

No discussion or action taken.

4. NEW BUSINESS

- a. **304 E. Cesar Chavez (SP-2016-0300C) — Discussion and review of a proposed site plan for a site plan at 304 E. Cesar Chavez (Marriott Hotel) located within the North Shore Central subdistrict of the Waterfront Overlay Combining District as per Land Development Code section 25-2-715. (Discussion and/or Possible Action)**

Commissioner White moved that the Committee adopt as their recommendation the comments of the Design Commission with the following additions:

- The relocation of the site’s heritage tree
 - Retain and incorporate the existing street trees along Trinity Street
 - Incorporate sound mitigation
 - Activate Trinity Street with pedestrian-oriented uses such as the “Grab and Go “Market.”
 - Increase water quality performance
 - Seek a Three Star Austin Energy rating
 - The hotel’s developer should work with neighboring property owners during construction,
- with a second by Commissioner Oliver, on a vote of 5-0. Commissioners Thompson and Duncan were absent.

- b. **Neighborhood Plan Amendment Process — Review and discussion of the regulations and practices associated with the neighborhood plan amendment process. (Discussion and/or Possible Action)**

Commissioner White moved that the Committee

- Receive an update by Planning and Zoning staff on the indicators that may be used in the GIS planning area selection model
- Receive an update on the “lessons learned” from the North Shoal Creek neighborhood planning process
- Receive clarification if the demographics section of neighborhood plans could be updated as part of the two-year areawide plan amendment process
- Receive information concerning the staff and material resources needed to engage in a more expansive small area planning efforts, specifically:
 - Identify what we need
 - Define the reality of the situation - what is the gap?

- Align expectations and resources with reality
 - Determine what is the core of the process - stay focused and be flexible when needed
- with a second by Commissioner Oliver, on a vote of 5-0. Commissioners Thompson and Duncan were absent.

c. North Lamar Combined Neighborhood Plan Amendments — Review and discussion of the proposed North Lamar Combined Neighborhood Plan Amendments. (Discussion and/or Possible Action)

Commissioner White moved that the Committee

- Recommend to staff that create a “Plan Amendment 101” for contact teams to guide them through the areawide or text plan amendments
- Asked staff to explore the possibility of creating web sites for neighborhood plans that could serve as “clearing houses” for related studies and other pertinent information
- How to include references to related plans or other efforts and initiatives in adopted neighborhood plans and how this information could be updated as part of the two-year areawide or text amendment process
- Research how other cities organize their planning efforts
- Research the appropriate level of funding to establish a more expansive small area planning program

with a second by Commissioner King, on a vote of 5-0. Commissioners Thompson and Duncan were absent.

d. Small Area Plan Joint Committee’s Annual Report — Review and discussion of the Committee’s Annual Report. (Discussion and/or Possible Action)

Discussion but no action.

5. PUBLIC HEARINGS

None.

6. STAFF BRIEFINGS

None.

7. FUTURE AGENDA ITEMS

Chair Shieh adjourned the meeting at 9:37 P.M., without objection.