



**SMALL AREA PLANNING JOINT COMMITTEE  
REGULAR MEETING MINUTES  
September 13, 2017**

**The Small Area Planning Joint Committee convened in a regular meeting on September 13, 2017@ 505 Barton Springs Road, Room 325, in Austin, Texas.**

**Chair James Shieh called the Board Meeting to order at 6:32 P.M.**

**Board Members in Attendance:**

James Shieh, Chair	(Planning Commission)
David King, Vice-Chair	(Zoning and Platting Commission)
Greg Anderson	(Planning Commission) - <b>absent</b>
Trinity White	(Planning Commission)
Jim Duncan	(Zoning and Platting Commission)
Jolene Kiolbassa	(Zoning and Platting Commission)
Stephan Oliver	(Planning Commission) - <b>absent</b>

**Staff Present:**

Mark Walters – PAZ  
Donna Arwood - PAZ

**1. CITIZEN COMMUNICATION: GENERAL**

None.

**2. APPROVAL OF MINUTES**

**a. Approval of minutes from the July 12, 2017 Small Area Planning Joint Committee meetings.**

Commissioner White moved approval of the July 12, 2017 meeting minutes, with a second by Commissioner Kiolbassa on a vote of 5-0. Commissioners Anderson and Oliver 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)

Discussion only on this item, no action.

- 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)

There was no discussion on this item.

- c. **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 to direct staff to provide and/or be prepared to discuss the following items requested from the discussion at the July 12 regular meeting:

- 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 area-wide 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 Kiolbassa on a vote of 5-0. Commissioners Anderson and Oliver were absent.

#### 4. NEW BUSINESS

- a. **Ex Officio Members for the Small Area Planning Joint Committee** — The Committee will discuss writing a memo to be sent to the City Council's Audit and Finance Committee requesting that the SAPJC's bylaws be amended to allow ex officio members who have expertise and knowledge of development issues in the area covered by the Waterfront Overlay Combining District. (Discussion and/or Possible Action)

Commissioner King moved to have Mark Walters write a draft letter/memo, for board review, requesting that the SAPJC's bylaws be amended to allow ex officio members who

have expertise and knowledge of development issues in the area covered by the Waterfront Overlay Combining District, with a second by Commissioner Kiolbassa on a vote of 5-0. Commissioners Anderson and Oliver were absent

## **5. PUBLIC HEARINGS**

None

## **6. STAFF BRIEFINGS**

- a. Small Area Planning Geographies in Other Large Cities — Staff will present an overview of what large US cities use for small area planning geographies and the types of small area plans they create. (Discussion and/or Possible Action)**

Mark Walters presented.

Commissioner Duncan moved to request that staff present to the board a full review and understanding of current resources available to the Planning and Zoning department, to include, staff and their responsibilities, divisions and their responsibilities within the department, along with a current organizational chart, with a second by Commissioner King on a vote of 5-0. Commissioners Anderson and Oliver were absent

## **7. FUTURE AGENDA ITEMS**

Further discussion on agenda items 3a, 3b, 3c, 4a and 6a.

Chair Shieh adjourned the meeting at 8:34 P.M., without objection.