



**COMPREHENSIVE PLAN JOINT COMMITTEE**  
**Draft Minutes**

**REGULAR MEETING**  
**June 11, 2021**

**The Comprehensive Plan Joint Committee convened in a regular meeting on June 11, 2021 at a virtual meeting.**

The meeting was called to order at 3:15 p.m.

**Joint Committee Members in Attendance:**

<b>Planning Commission</b>	<b>Zoning and Platting Commission</b>
Carmen Llanes Pulido	
Grayson Cox	
Yvette Flores	
Rob Schneider	

**City Staff in Attendance:**

Matt Dugan, Housing and Planning Department  
Dee Dee Quinnelly, Housing and Planning Department  
Lacy Patterson, Housing and Planning Department  
Tina Van Wie, Financial Services Department  
Mani Kumar, Public Works Department  
Ming-Ru Chu, Public Works Department

**Others in Attendance:**

None.

**1. CITIZEN COMMUNICATION: GENERAL**

None.

**2. APPROVAL OF MINUTES**

A motion was made to approve the minutes from the August 29, 2019 meeting by Commissioner Flores, seconded by Commissioner Grayson Cox Vote 4-0. Commissioners Smith, Bray, and Acosta were absent.

**3. NEW BUSINESS**

- a. Vote to elect new Chair and Vice-Chair** (Discussion and action). No action was taken.
- b. Long-Range CIP Planning** (Discussion and/or possible action). A motion was made to approve the Transmittal of FYs 2021-2023 Long-Range Capital Improvement Program Planning Memo of Recommendations by Commissioner Cox, seconded by Commissioner Schneider. Vote 4-0. Commissioners Smith, Bray, and Acosta were absent.

#### **4. OLD BUSINESS**

- a. None.**

#### **5. FUTURE AGENDA ITEMS**

*Future agenda items will NOT be discussed at the current meeting, but will be offered for initiation, discussion, and/or possible recommendation to the full Planning Commission at a FUTURE meeting.*

#### **ADJOURNMENT**

The meeting adjourned at 5:00 p.m.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 4 days before the meeting date. Please call Dee Dee Quinnelly at Housing and Planning Department, at 512-974-2036, for additional information; TTY users route through Relay Texas at 711.

For more information on the [Comprehensive Plan Joint Committee](#), please contact Dee Dee Quinnelly at (512) 974-2036 or [deedee.quinnelly@austintexas.gov](mailto:deedee.quinnelly@austintexas.gov).

**ORDINANCE NO. 20160505-038**

**AN ORDINANCE AMENDING CITY CODE CHAPTER 2-1 TO ESTABLISH THE COMPREHENSIVE PLAN JOINT COMMITTEE.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

**PART 1.** City Code Chapter 2-1, Article 3 (*Permanent Joint Committees*) is amended to add a new Section 2-1-208 to read:

**§ 2-1-208 COMPREHENSIVE PLAN JOINT COMMITTEE.**

- (A) The city council creates the Comprehensive Plan Joint Committee to consider and make recommendations to the Planning Commission on issues relating to the comprehensive plan, including:
- (1) proposed amendments to the Comprehensive Plan; and
  - (2) implementation of the Comprehensive Plan, including policy directives or initiatives of the city council or the Planning Commission.
- (B) The committee consists of seven members, which shall include:
- (1) four members of the Planning Commission, selected by the Planning Commission; and
  - (2) three members of the Zoning and Platting Commission, selected by the Zoning and Platting Commission.

**PART 2.** This ordinance takes effect on May 16, 2016.

**PASSED AND APPROVED**

\_\_\_\_\_, May 5 \_\_\_\_\_, 2016

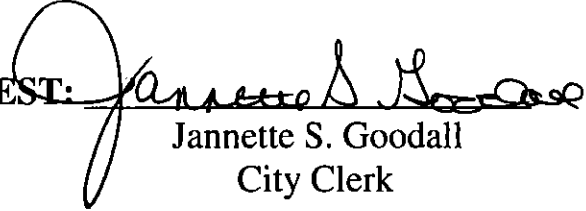
**APPROVED:**

  
Anne L. Morgan  
City Attorney

§  
§  
§

**ATTEST:**

  
Steve Adler  
Mayor

  
Jannette S. Goodall  
City Clerk

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4  
5 **BYLAWS OF THE**  
6 **Comprehensive Plan Joint Committee**  
7

8  
9 **ARTICLE 1. NAME.**  
10

11 The name of the board is Comprehensive Plan Joint Committee  
12

13 **ARTICLE 2. PURPOSE AND DUTIES.**  
14

15 The purpose of the board is to consider and makes recommendations to the Planning Commission on  
16 issues relating to the comprehensive plan, including: (1) proposed amendments to the Comprehensive  
17 Plan; and (2) implementation of the Comprehensive Plan, including policy directives or initiatives of  
18 the city council or the Planning Commission.  
19

20 **ARTICLE 3. MEMBERSHIP.**  
21

- 22 (A) The board is composed of seven members appointed by the city council which include four  
23 members of the Planning Commission nominated by the Planning Commission and three members  
24 of the Zoning and Platting Commission nominated by the Zoning and Platting Commission.  
25
- 26 (B) A member serves at the pleasure of the city council.  
27
- 28 (C) Board members serve for a term of two years for Planning Commissioners and four years for  
29 Zoning and Platting Commissioners beginning March 1<sup>st</sup> on the year of appointment.  
30
- 31 (D) An individual board member may not act in an official capacity except through the action of the  
32 board.  
33
- 34 (E) A board member who is absent for three consecutive regular meetings or one-third of all regular  
35 meetings in a "rolling" twelve month timeframe automatically vacates the member's position  
36 subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an  
37 absence due to illness or injury of the board member, an illness or injury of a board member's  
38 immediate family member, active military service, or the birth or adoption of the board member's  
39 child for 90 days after the event. The board member must notify the staff liaison of the reason for  
40 the absence not later than the date of the next regular meeting of the board. Failure to notify the  
41 liaison before the next regular meeting of the board will result in an unexcused absence.  
42
- 43 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member  
44 does not have a conflict of interest with any item on that agenda, or identifies each agenda item on  
45 which the member has a conflict of interest. Failure to sign the sheet results in the member being  
46 counted as absent and his/her votes are not counted.  
47

- 1 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the  
2 board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a  
3 thirty day notice so the city council can appoint a replacement.  
4

5 **ARTICLE 4. OFFICERS.**  
6

- 7 (A) The officers of the board shall consist of a chair and a vice-chair.  
8  
9 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after  
10 April 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may hold  
11 an emergency election as needed.  
12  
13 (C) The term of office shall be one year, beginning May 1<sup>st</sup> and ending April 30<sup>th</sup>. An officer may  
14 continue to serve until a successor is elected. A person may not serve as an officer in a designated  
15 position of a board for more than four consecutive one-year terms. A person who has served as an  
16 officer in a designated position of a board for four consecutive terms is not eligible for re-election  
17 to that designated office until the expiration of two years after the last date of the person's service in  
18 that office. The board may override the term limit provision for an officer by an affirmative vote of  
19 two-thirds of the authorized board members.  
20  
21 (D) A member may not hold more than one office at a time.  
22  
23

24 **ARTICLE 5. DUTIES OF OFFICERS.**  
25

- 26 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial  
27 functions and approve each final meeting agenda.  
28  
29 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.  
30  
31

32 **ARTICLE 6. AGENDAS.**  
33

- 34 (A) Two or more board members may place an item on the agenda by oral or written request to the staff  
35 liaison at least five days before the meeting. After first consulting with and receiving input from  
36 the staff liaison, the chair shall approve each final meeting agenda.  
37  
38 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for  
39 each meeting not less than 72 hours before the meeting.  
40  
41 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open  
42 Meetings Act).  
43  
44

45 **ARTICLE 7. MEETINGS.**  
46

- 47 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open  
48 Meetings Act).

- 1  
2 (B) Board meetings shall be governed by Robert's Rules of Order.  
3  
4 (C) The board may not conduct a closed meeting without the approval of the city attorney.  
5  
6 (D) The board shall meet quarterly. In November of each year, the board shall adopt a schedule of the  
7 meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled  
8 meetings.  
9  
10 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three  
11 or more members. The call shall state the purpose of the meeting. A board may not call a meeting  
12 in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more  
13 often than once a quarter, unless the meeting is required to comply with a statutory deadline or a  
14 deadline established by Council.  
15  
16 (F) Four members constitute a quorum.  
17  
18 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,  
19 then the meeting may not be held.  
20  
21 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members  
22 necessary to provide a quorum.  
23  
24 (I) The chair has the same voting privilege as any other member.  
25  
26 (J) The board shall allow citizens to address the board on agenda items and during a period of time set  
27 aside for citizen communications. The chair may limit a speaker to three minutes.  
28  
29 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include  
30 the vote of each member on each item before the board and indicate whether a member is absent or  
31 failed to vote on an item.  
32  
33 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The  
34 Planning and Zoning Department shall retain all other board documents. The documents are public  
35 records under Texas Local Government Code Chapter 552 (Texas Public Information Act).  
36  
37 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the  
38 meeting.  
39  
40 (N) Each person and board member attending a board meeting should observe decorum pursuant to  
41 Section 2-1-48 of the City Code.  
42  
43 (O) A member of the public may not address a board at a meeting on an item posted as a briefing.  
44

## 45 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

### 46 **COMMITTEES**

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48

- 1  
2 (A) The Comprehensive Plan Joint Committee will have no committees.  
3  
4 (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet  
5 until its creation is approved by the Council Audit and Finance Committee. Each committee shall  
6 consist of at least three board members appointed by the chair. A staff member shall be assigned to  
7 each committee by the director of the *Planning & Zoning Department*.  
8  
9 (C) The board chair shall appoint a board member as the committee chair, with the member's consent.  
10  
11 (D) A majority of the total number of appointed committee members constitutes a quorum.  
12  
13 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.  
14  
15 (F) Each committee shall make an annual report to the board at the January board meeting.  
16  
17 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551  
18 (Texas Open Meetings Act).  
19  
20 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall  
21 indicate that the member has no conflict of interest with any item on the committee meeting agenda,  
22 or identify each agenda item on which the member has a conflict of interest.  
23  
24

### 25 **WORKING GROUPS**

- 26  
27 (A) The board can determine the size of a working group but the number of board members serving on  
28 the working group must be less than a quorum of the board.  
29  
30 (B) A working group may designate a chair, with the member's consent, but is not required to do so.  
31  
32 (C) Quorum requirements do not apply to working groups.  
33  
34 (D) Staff support will not be provided for working groups.  
35  
36 (E) Working groups are not required to post their meetings in accordance with the Texas Government  
37 Code Chapter 551 (Texas Open Meetings Act).  
38  
39

### 40 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

41  
42 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all  
43 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of  
44 procedure which the board or city council may adopt.  
45

### 46 **ARTICLE 10. AMENDMENT OF BYLAWS.**

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48 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

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2  
3 The bylaws were approved by the Comprehensive Plan Joint Committee at their meeting held on  
4 November 3, 2016.  
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\_\_\_\_\_  
Matt Dugan, Planning and Zoning Department

11/8/2016  
\_\_\_\_\_  
Date





**Comprehensive Plan Joint Committee  
Proposed 2022 Meeting Schedule**

**Item 2-B - Approve for Adoption the following, proposed CPJC 2022 Quarterly Meeting Schedule:**

<b>2022 Quarter</b>	<b>Date / Time</b>
Quarter 1	January 13, 12 p.m.
Quarter 2	March 10, 12 p.m.
Quarter 3	June 9, 12 p.m.
Quarter 4	October 13, 12 p.m.