

COMPREHENSIVE PLAN JOINT COMMITTEE MEETING MINUTES (Thursday, November 10, 2022)



**COMPREHENSIVE PLAN JOINT COMMITTEE
REGULAR MEETING
DRAFT MINUTES
NOVEMBER 10, 2022**

The Comprehensive Plan Joint Committee convened in a regular called meeting on November 10, 2022, at Permitting and Development Center, 6310 Wilhelmina Delco Dr., in Austin, Texas.

Chair Yvette Flores called the Comprehensive Plan Joint Committee Meeting to order at 12:05p.m.

Board Members/Commissioners in Attendance:

Yvette Flores, Chair
Hank Smith, Vice Chair
Carmen Llanes Pulido
Carrie Thompson

Board Members/Commissioners in Attendance Remotely:

No board members/commissioners were in attendance remotely.

PUBLIC COMMUNICATION: GENERAL

There were no speakers signed up to speak.

APPROVAL OF MINUTES

1. Approve the minutes of the Comprehensive Plan Joint Committee Regular Meeting on November 10, 2022.

The minutes from the meeting of 06/09/2022 were approved on Commissioner Smith's motion, seconded by Commissioner Flores on a 4-0 vote. Commissioners Boone, Cox, and Schneider were absent.

DISCUSSION ITEMS

2. Discussion and approval of FY22-23 calendar.
The motion to approve the FY22-23 calendar was approved on Commissioner Thompson's motion, Commissioner Llanes Pulido's second on a 4-0 vote. Commissioners Boone, Cox, and Schneider were absent.

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3. Discussion of annual goals.

Discussion of annual goals was conducted, with emphasis on environmental goals in the Imagine Austin Compliance Checklist, industrial studies, and prioritization of racial equity in various City of Austin departments. No action was taken.

Chair Flores adjourned the meeting at 12:54 p.m. without objection.

Complete this after approval:

The minutes were approved at the DATE meeting on BOARD MEMBER's motion, BOARD MEMBER second on a (vote count) vote.

EXAMPLES OF COMMON PHRASES FOR MINUTES

Note: All items in **BOLD** or *italic* need to be filled in with the specifics when drafting minutes. The bold wording in parenthesis is direction only or further explanation of why it is recommended. Be sure to delete all instructions, bold, blue or italic text before posting draft minutes.

APPROVAL OF MINUTES

The minutes from the meeting of DATE were approved on BOARD MEMBER’s motion, BOARD MEMBER second on a VOTE COUNT vote.

MINUTES – AMENDED

The minutes for the regular meeting of DATE were approved with the following amendments on BOARD MEMBER’s motion, BOARD MEMBER second on a VOTE COUNT vote. The amendments were: *(describe page, paragraph, line, or word that is changed.)*

RECOMMENDATION

The motion to approve the recommendation **(description of recommendation/based on agenda posting language)** was approved on BOARD MEMBER’s motion, BOARD MEMBER second on a VOTE COUNT vote.

VOTE COUNT (Always list aye votes first, nay votes second with abstentions/recusal last.)

Unanimous - “Recommendation adopting *(brief description of topic should match what was on the agenda)* was approved on BOARD MEMBER’s motion, BOARD MEMBER second on a 9-0 vote.”

Split vote - “...was approved on a 5-4 vote. Those members voting aye were: BOARD MEMBER NAME, NAME, NAME NAME, and NAME. Chair NAME, Vice Chair NAME, and BOARD MEMBER/COMMISSIONER NAME and NAME.”

Recusal - “...was approved on an 8-0-1 vote. BOARD MEMBER recused from this item due to a conflict of interest and left the dais”

Other - “...was approved on an 8-0 vote. BOARD MEMBER off the dais (or absent).” **(The wording should reflect why the vote count does not total the number of board members.)**

CONFLICT OF INTEREST

RECUSE

BOARD MEMBER recused from this item due to a conflict of interest and left the dais. **(Recusal is when the board member is required by law -- state, federal, or City Code -- not to take any part in the action because of a conflict of interest. This means no participation in the discussion and no vote. This requires the board member to complete a conflict of interest statement.)**

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ABSTAIN

BOARD MEMBER abstained because *(include the reason if one is given)*. **(A board member may abstain, meaning not vote, for any reason whatsoever. For example, they are neutral on the topic and can not decide. Choosing not to vote for personal reasons does not require an affidavit or non-participation in the discussion of an action.)**

MOTIONS

CONTRACTS/AGREEMENTS

The motion to recommend or not recommend the negotiation and execution **(could be just negotiation or just execution or both)** of a *(type of agreement or contract)* **(could be a supply agreement or a professional services contract but should agree with the agenda)** with *(name of company)* for *(purpose of the contract)* was approved on BOARD MEMBER's motion, BOARD MEMBER second on a *(vote count)* vote.

The motion recommending the negotiation and execution of an amendment to a *(type of agreement or contract)* with *(name of company)* for *(purpose of the contract)* was approved on BOARD MEMBER's motion, BOARD MEMBER second on a *(vote count)* vote.

ZONING

The motion to recommend general commercial services-conditional overlay (CS-CO) combining district zoning to permit Vertical Mixed Use on the site was approved on BOARD MEMBER's motion, BOARD MEMBER second on a *(vote count)* vote.

FAILED MOTION (Two ways a motion can fail)

The motion to *(description of the motion)* failed on BOARD MEMBER's motion, BOARD MEMBER second on a *(vote count)* vote. Those members voting aye were: Chair NAME, Vice Chair NAME, and BOARD MEMBERS/COMMISSIONERS NAME and NAME. Those voting nay were: BOARD MEMBERS/COMMISSIONERS NAME, NAME, NAME AND NAME.

The motion by BOARD MEMBER failed due to the lack of a second.

DENY

The motion to deny *(list what the request was)* was approved on BOARD MEMBER's motion, BOARD MEMBER second on a *(vote count)* vote.

RECONSIDER (can only be used if a Member changes their mind at the same meeting and can only be done by one who voted with the prevailing side. Any member may second it)

A motion to reconsider item *(item number)* was approved on BOARD MEMBER's motion, BOARD MEMBER second on a *(vote count)* vote.

After this motion, then you need to show the original motion and the new action, which typically is the opposite of what was done earlier in the meeting.

POSTPONEMENT

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The motion to postpone this item to *(a specific date M/D/YYYY)* was approved on BOARD MEMBER's motion, BOARD MEMBER second on a *(vote count)* vote.

WITHDRAWN (If you do not know a specific postponement date then show the item as withdrawn. It could still be added to an agenda at a later date.)

This item was withdrawn on BOARD MEMBER's motion, BOARD MEMBER second on a *(vote count)* vote.

AMENDMENTS

FRIENDLY AMENDMENT ACCEPTED

The motion *(or resolution)* was approved with the following friendly amendment on motion by BOARD MEMBER, seconded by BOARD MEMBER on a *(vote count)* vote. The friendly amendment from BOARD MEMBER was *(describe amendment)*. This was accepted by the maker of the motion and BOARD MEMBER, who seconded the motion.

FRIENDLY AMENDMENT REJECTED

There was a friendly amendment by BOARD MEMBER *(describe friendly amendment offered)*. This was not accepted by the maker of the motion *(or the second)*. **(If not accepted, board votes on the original motion or a substitute motion can be made.)**

SUBSTITUTE MOTION (two steps: first, list original motion and then substitute and vote)

There was a motion by BOARD MEMBER, seconded by BOARD MEMBER, to *(description of the motion)*.

The substitute motion to *(insert details of substitution motion)* was approved on BOARD MEMBER's motion, BOARD MEMBER second on a *(vote count)* vote. **(If the substitute passes, no vote is taken on the original motion.)**

There was a substitute motion from BOARD MEMBER *(describe substitute motion)*. This motion failed for lack of a second *(or enter the vote count if it failed by vote)*. **(If substitute fails, repeat original motion with complete vote count.)**

AFTER 10:00 P.M.

The motion to waive the rules and allow the *(name of the board)* to meet after 10 p.m. was approved on BOARD MEMBER's motion, BOARD MEMBER second on a *(vote count)* vote.