

Oak Hill Neighborhood Planning Contact Team Meeting Minutes
Wednesday April 15, 2009
Room 1013 and 1015 at ACC Pinnacle Campus
6:30 p.m. to 9:00 p.m.

Call to order

The meeting was called to order at 6:35pm and quorum established.

The below listed voting members were present:

Mickey Bentley	Danielle Lepper _late
Frank Bomar	Brian Reis
Charles Draper	Bill Schultz, Vice Chair
Stacie Engeling	Tom Thayer
Chip Graves _ late	Steffen Waltz _ late
Beki Halpin, Chair	Jackie Waters, Secretary

The below listed voting members were not present:

Richard Armitage
David Hasan
Clark Ross
Chuck Winkley

In addition to the above listed voting members, 0 general members and 2 non-members signed in for the meeting.

Call for additional items

Bill Schultz added Item 5a: Planning commission neighborhood subcommittee meeting is held the same night as our NPCT meeting. Do we move our meeting day?

Charles Draper added Item 5b: Discuss adding sponsor names to agenda items.

Comments from the community

None

Approve March's minutes

The minutes were not approved. A second draft with corrections will be distributed before our May 20th meeting.

5a. Added agenda item: Planning commission neighborhood subcommittee meeting is held the same night as our NPCT meeting. Do we move our meeting day?

The Chair explained the conflict of the two organizations meeting at the same time and will review the City's schedule to determine if changing our meeting to the 4th Wednesday of a month will conflict with related City of Austin meetings.

5b. Added agenda item: Discuss adding sponsor names to agenda items.

Charles Draper discussed our past agenda protocol under our previous Chair: the Chair identified the sponsor by each agenda item. He asked that the NPCT continue the protocol.

Motion made by Jackie Waters and seconded by Bill Schultz to include the sponsor name for each agenda item. Motion passed, Chip Graves not present.

5c. Agenda Item Report from Communication Committee

Tom Thayer presented the committee report, see exhibit 1. As a result of the report the following motions and actions were carried out:

Motion made by Mickey Bentley, seconded by Danielle Lepper and clarified by Tom Thayer that maintenance and oversight of the website resides with the current secretary as directed by the majority of the voting members.

Discussion ensued. Call the Question was raised by Mickey Bentley and seconded by Frank Bomer. Motion passed and discussion ceased. The motion on the table passed with Charles Draper opposing the motion.

Chip Graves made a motion and seconded by Jackie Waters to appoint the Vice Chair as the Communication officer. Motion passed with Charles Draper opposing and Bill Schultz abstaining. It was agreed that the Vice Chair would send the Secretary copies of any correspondences so that the Secretary can blind copy the rest of the voting members.

Brian Reis volunteered to create a "new visitor" info sheet so that new visitors may be better informed at our NPCT meetings.

Tom Thayer made a motion and seconded by Frank Bomer to appoint the Chair as the official liaison between the Oak Hill NPCT and the City of Austin and if the Chair is not available then the Vice Chair will be responsible. Motion passed with Charles Draper and Bill Schultz abstaining.

Brian Reis made a motion and seconded by Jackie Waters to allow the Chair the discretion to discuss with City staff pertinent NPCT information to include in the City's web site. Motion passed.

6. Agenda Item: Report from Town Center Committee

Stacie Engeling presented the report. The committee provided a Mission statement, see exhibit II, which committee members have not fully agreed to; still a work in progress.

The committee created a preliminary list of stakeholders, see exhibit II. It was discussed that the stakeholder list be pared down to prevent a dysfunctional group but it was also discussed that in order to have a legitimate process the list must be more inclusive. It was noted that the list did not include East Oak Hill representation. It was suggested that the list be more inclusive and at the appropriate time give each representation a chance to participate with the understanding that many may not be interested thus the list naturally pared down. We agreed that at the appropriate time we will record our effort of inclusion such as certified mail so there will be no future misunderstandings.

The Chair notes the NPCT will need support from Council and suggested that we wait to interact with Council until after the Council election. We agreed.

The committee members will provide their next meeting time to the voting members but will exclude general membership participation due to initial phase of committee.

7. Agenda Item: Discussion of role of NPCT in regards to Council initiated plan amendments

The Chair discussed her conversation with Maureen Meredith, NPZD staff person, about the lack of timely notice regarding zoning and plan amendment notifications from staff, see agenda item 8. It was determined that timely notice was sent but sent to the wrong person. The error has been corrected and we will be given sufficient notices by the City staff.

Procedural discussion ensues. Can the NPCT ask for postponements? Maureen indicates that the NPCT can request of Council a postponement. Who brings a matter to the agenda? Does the City, the NPCT, the applicant, the neighborhood or other request the matter be placed on the agenda?

It was agreed that whoever requests zoning or plan amendment discussion that proper notification must given so that interested parties have the opportunity to express their concerns or support.

8. Agenda Item: Discussion of and possible action on plan amendment for Tract AD- 6102 and 6110 Hill Forest Drive

No action taken

9. Agenda Item: Report from Charles Draper regarding funding possibilities for NPCT- possible action on this item

Charles Draper reported that he met with Maureen Meredith, NPZD staff person about ways to fund NPCT administrative activities. It was asked if the NPCT could require a zoning and/or plan amendment application fee of \$25, which will be used by the NPCT for administrative purposes. [Maureen suggested the application fee is currently around \$475, capped at \$500 per month and not to exceed \$6000 a year and that the City would become the escrow agent disbursing funds as needed by the NPCT.]

NPCT Discussion ensues. Does the NPCT need to be autonomous? What is the fund process? What is the mechanism? By-laws have provision for fund handling so we must be able to administer. What do we charge an applicant?

As of this writing, Maureen is still inquiring with her supervisor, Carol Hayward, and it was agreed to wait until Maureen responds to Charles Draper's questions before we make a decision or provide follow up questions.

10. Agenda Item: Discussion of tools needed by NPCT in general, for new members, and tools and information that should be passed on to future OHNPCTs

Mickey Bentley makes a motion seconded by Frank Bomer to table the discussion. Motion passes.

Meeting adjourned at 8:52pm

Minutes Approved 06/17/2009
/s/ Jackie Waters, Secretary

Exhibit I

Communications Committee Report

Our first meeting [April 1, 2009] *emphasis added* was attended by Tom, Danielle, Brian and Mickey. Jackie was unable to attend and provided suggestions via email. Tom, Danielle and Brian had a follow up meeting on April 10 to finalize a few points and issues (shown in *red italics*).

The following meeting minutes and notes document the Communications Subcommittee's suggestions regarding communications:

1. Stakeholder Communications

GOAL: stakeholder communications should be easy to maintain and accurate

It is recommended that the Oak Hill Neighborhood Planning Contact Team select 1 individual to serve as its communication officer to respond to stakeholder's questions and comments. The individual may:

- use discretion at times on how to manage and respond inquiries. When in doubt, they would seek the advice of the chair who might submit the inquiry to the voting members if it is not easily resolved or answered. It was suggested that all responses be submitted to the voting members for information and possible correction purposes. Perhaps by blind copy (Bcc).
- maintain a log of questions and comments for historical reference and consistency to be passed on to future generations.
- develop a list of frequently asked questions (FAQ) that could be posted on the web site.

In short, the communications officer would take an appropriate action for each inquiry. The following general categories were discussed:

- **General** questions about us could be answered by the communications officer and may not need any input from the chair and/or the voting members (e. g. When's the next meeting? Where can I find the Plan? How can I join? etc.).

OHNPCT process questions could be directed to our web page (or information could be mailed). *[We may not have any money to mail out information to interested parties.] added*

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- **COA process** - request for information about COA rules and permits, zoning, street reconstruction projects, trash pick up etc. should be directed to the City of Austin (web page and phone number(s)).

The individual could be selected by any method. Some options include:

- Communications could be the default responsibility of one of the officers (chair, vice-chair or secretary). It was suggested that the vice-chair has few duties and therefore would be a good candidate.
- They could be selected / appointed by the chair. The reason would be to ensure confidence that the communication officer and chair are somewhat aligned in their thoughts.
- They could be elected by the voting members; or
- other

2. Political Activities - Mickey also discussed his concern regarding political action and his belief that the OHNPCT should not be a political organization. Brian agreed and suggested that Mickey develop a position statement for discussion and possible for in the next meeting.

At the time of the second meeting, we had not heard from Mickey regarding this topic; therefore, we did not have his follow up input on this topic. Nevertheless, we agreed that the contact team should not endorse political candidates seeking office or referendums put before voters. It was also discussed that the contact team could probably not stop someone from making political statements during citizen communications. Furthermore, the contact team may be called upon at times to make decisions or interpretations regarding current policies that are, have been, of a political nature (e. g. SOS, etc.). It was agreed that decisions should be made based on the interpretation of policies or rules that are in effect at that time and not pending legislation or ordinances.

3. Web site – in the absence of an operating budget, the committee expressed concerns regarding the long term sustainability and maintenance of a web site. Can we get the City to post basic information on their web site that will provide reliability maintain consistency? *Tom agreed to contact Maureen with COA regarding this question.*

The subcommittee agreed that the responsibility of maintaining and overseeing the contact team's web site should reside with the contact team's secretary. The secretary should post meeting agendas, meeting minutes, other key information and make any changes as directed by the majority of voting members. The secretary will also make information available, as directed by the majority of voting members, to other interested parties (e. g. COA, OHAN, individuals, etc.) for posting on the internet. It is understood that the current secretary's web site will be conveyed to the contact team in its entirety (including the address, www.ohnpct.org) once she leaves the post as secretary. While the secretary might be responsible for maintaining and overseeing the web site, actual maintenance could be performed by another voting member or 3rd party as needed with the appropriate technical expertise.

4. Information Page / Handout – Brian suggested that a brief information page could be developed as a hand out to new comers at each meeting. The document would be general in nature and easy to maintain that might explain OHNPCT history and mission, upcoming schedule, contact information, etc. Danielle suggested a marker board could also be used to help attendance follow the agenda topics, be made aware of the next meeting, etc.

5. Communications with the COA (not discussed in the first meeting but added for discussion in the follow up meeting) – Should communications, such as request for information, request for direction, notices of OHNPCT decisions and recommendations, etc., with the COA be limited to 1 individual. Should it be the communications officer?
It was agreed by the subcommittee that the Chair, or designee of the Chair, should be the single point of contact with the COA regarding the official business of the contact team for continuity.

Exhibit II

Town Center Committee Preliminary Report

MISSION STATEMENT for committee

Create a cohesive and constructive group of diverse stakeholders, experts, and locals representing the interests of the majority of stakeholders to distill and define objectives in regard to Town Center through thought and compromise that reflects the desires of the community for the creation and realization of the Town Center Area (as defined on the FLUM).

OAK HILL TOWN CENTER STAKEHOLDERS

Land Owners:

1. Rudy Belton
2. ACC
3. Steve Scott/Jacoby
4. HEB (former Albertson)
5. Boderman
6. Kimco

Neighborhood Organizations:

1. Oak Hill NPCT – 4 members?
2. OHAN - ?
3. OHBPA - ?
4. Oak Hill Trails Org - ?

Surrounding Neighborhoods:

1. Scenic Brook
2. Windmill Run
3. South Windmill Run
4. Loma Vista
5. Granada Hills
6. Covered Bridge

Political Entities:

1. City of Austin
2. TX DOT/CTRMA
3. CAP Metro
4. CAMPO
5. Travis County

Environmental Groups:

1. SOS
2. Envision Central Texas
3. Edwards Aquifer District
4. Save Barton Creek
5. Hill Country Alliance

Pro Bono Planners:

1. City of Austin
2. UT
3. ROMA