

PLAN TEAMS

There will be a separate Plan Team for each planning area. Members of these teams are responsible for representing various stakeholder interests as they work to help guide the neighborhood through the planning process. Plan Teams will be formed after the first two public meetings (Kick-Off and Vision & Goals), but before the first Community Meeting.

Membership

The framework of representation on the Plan Team is a flexible structure that allows for varying representation from stakeholder interests. Staff will work with neighborhood stakeholders to ensure that representation can be found for all interest groups. If volunteers cannot be found, then staff will attempt to recruit from existing representative organizations such as chambers of commerce, tenant councils, school groups, and other similar organizations. If, after every avenue of recruiting representation is exhausted, volunteer representatives for certain interest groups can still not be found, then a standard discussion item throughout the planning process will be how decisions and recommendations will affect this interest group.

Resident Interests

(Minimum of 4, Maximum of 9 Representatives)

1. Neighborhood Associations (required – minimum of 3, maximum of 8)
 2. Non-Neighborhood Association Resident Homeowners (optional – maximum of 3)
 3. Renters (required – minimum of 1, maximum of 3)
- Many planning areas have neighborhood associations that enjoy a broad base of support from most resident homeowners and even renters. In these cases there may not be interest in representation

from non-Neighborhood Association (Non-NA) resident homeowners, since these interests would not substantially differ from those of the neighborhood association. For this reason, the Non-NA resident homeowner representative is optional. If this representation is not needed, then more room can be made on the committee for neighborhood association representation.

- In some planning areas, the neighborhoods involved have struggled with divisive issues, and some area residents may not feel that the Neighborhood Association represents their interests. In such cases, all interests should be represented in the process; so room is made on the Plan Team for Non-NA resident homeowner representatives.
- There will be two public meetings (Kick-Off and Visions and Goals) held at the beginning of the process where residents will be given the opportunity to express interest in becoming a member of the Plan Team (notification for these meetings will be to every property owner and utility account owner in the planning area).
- Residents who express interest in the Plan Team will be given the option to register as interested in representation as a Neighborhood Association member, as a non-NA resident homeowner member, or as a renter member (residents will be allowed to register in only one category).
- NPZD staff will invite all those who registered as interested in representation as a non-NA resident homeowner member to a meeting where they will discuss their representation on the Plan Team. If these residents feel that non-NA homeowner representation is desired, then they will be allowed to choose a maximum of three representatives for the team.
- In the same manner, staff will invite all those who would like to represent renters in the process to a meeting where they will discuss their representation on the Plan Team and choose their representative(s).
- Staff will also pass along the names of Neighborhood Association members interested in becoming a representative to the

Neighborhood Association leadership. The Neighborhood Association can then choose its representatives in accordance with its by-laws. If Non-NA resident homeowner stakeholders and renter stakeholders elect not to use their maximum representation (3 each), then the neighborhood association may choose additional representatives (in addition to their minimum of 3 representatives) to fill these positions.

- All [active functioning](#) Neighborhood Associations, [those being active, having bylaws, officers, regular meetings and outreach](#), in a planning area will be given the opportunity of equal representation on the Plan Team.

Other Interests

(Minimum of 3, Maximum of 6 Representatives)

1. Commercial Property Owners (minimum of 1, maximum of 2)
 2. Business Operators (minimum of 1, maximum of 2)
 3. Organizations – churches, schools, non-profits, etc. (minimum of 1, maximum of 2)
- At the two public meetings (Kick-Off and Visions and Goals) held at the beginning of the process, business and organization stakeholders will also be given the opportunity to express interest in becoming a member of the Plan Team.
 - The city will send out targeted notices for both the Kick-Off and Visions and Goals meetings, in addition to the community-wide notice, to commercial and institutional property owners and commercial and institutional utility account holders, emphasizing these stakeholders' opportunity to join the Plan Team at the public meetings.
 - Commercial and organization stakeholders who express interest in the Plan Team will be given the option to register as interested in representation as a Commercial Property Owner, Business Operator, or Organization.

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- NPZD staff will invite all those who registered as interested in serving as a Plan Team representative to a meeting (or possibly several meetings) to discuss their role in the Plan Team and choose their representatives.

Participation Agreement

After the members of the Plan Team have been selected, members will meet to establish a Participation Agreement and generally discuss their role in the planning process. The Plan Team Participation Agreement should include the following elements:

- Committee members are accountable for communicating with and soliciting input from the stakeholders they represent
- Basic participatory and attendance guidelines for members
- Procedures for filling vacancies

Responsibilities of the Plan Team

- Plan Team members will work within the agreed-upon framework to help guide the planning process for their planning area.
- Committee members are responsible for communicating with and reporting to the stakeholders they represent and receiving any needed input and approval for stakeholder positions on various issues.
- When possible, Plan Team members will assist staff in logistical planning for meetings (finding locations, establishing workable dates and times, helping ‘get the word out,’ etc.).
- Plan Team members should make every effort to attend all Community Meetings and be aware of the recommendations and strategies resulting from these meetings.
- Based on the strengths and challenges provided by stakeholders at the Visions & Goals meeting, Plan Teams will help staff determine the topics that will need to be addressed by Community Meetings.
- After the Community Meetings have been completed, and before the Mid-Process Meeting, Plan Teams will assist staff in consolidating the recommendations from these meetings, reconciling any conflicts, and responding to comments from other departments and agencies.

- Plan Team members will assist staff in presenting and discussing recommendations at the Mid-Process Meeting and will work with staff after this meeting to respond to and/or incorporate community input from this meeting into the plan.
- The Plan Teams will be responsible for conducting a series of Land Use Meetings and making recommendations to Planning Commission and City Council concerning land use in their planning area as these relate to the process of creating the neighborhood plan.
- Plan Teams will assist staff in presenting a draft version of the final plan at the Open House and will work with staff after this meeting to respond to and/or incorporate community input from the Open House.
- Plan Team members will attend the Planning Commission and City Council hearings for adoption of the Plan.

Land Use Meetings

- After the Mid-Process Meeting, Plan Teams, with support from staff, will be responsible for conducting a series of Land Use Meetings and making recommendations to Planning Commission and City Council concerning land use in their planning area as these relate to the process of creating the neighborhood plan.
- For every Land Use Meeting, all Plan Team members and all stakeholders on the Interest List will be notified of meetings at least one week in advance. An agenda of what will be discussed at the upcoming meeting shall be included in every notice.
- All property owners and utility account holders for the parcels to be discussed at the relevant meeting will also be notified.
- Land Use Meetings will be led by a facilitator who is not an employee of the Neighborhood Planning and Zoning Department (but who may be an employee of the City of Austin).
- NPZD staff will be present at these meetings to serve as a resource to the Plan Team. Staff will prepare and send out a notice of each

meeting, including an agenda, and will post periodic updates of Plan Team progress. Staff will also provide materials and help to structure meetings so that they proceed efficiently and effectively.

- Planning area stakeholders may attend any Land Use Meetings and at each meeting there will be an allotted time for public comment and discussion.
- All decisions of the Plan Team will be made through a consensus-building process guided by the facilitator. Consensus is defined as the point in which all committee members can live with and support a decision, even if the decision is not exactly what each member originally advocated for.
- For decisions where total consensus cannot be reached, ~~then two or three alternatives may be brought forward by the Plan Team (if more than three alternatives are under discussion, then the Plan Team should continue discussion until at most three alternatives remain). When these alternatives are a majority of 75% of more will determine the decision. Should a minority position reach a level greater than 25%, that position will also be~~ brought forward to Planning Commission and City ~~Council, each~~ Council as a minority alternative ~~will be presented~~ position and the stakeholder groups supporting ~~each~~ the alternative will be identified.
- At Land Use Meetings only the properties and issues listed on the agenda, which will be distributed with the notice of the meeting, will be discussed. Issues and properties raised at a meeting that have already been discussed and decided upon in previous meetings, or that will be discussed in the future, will be noted but not discussed at the meeting.
- At times, Plan Team members may need time to consult with the stakeholder groups they represent before agreeing to (or not agreeing to) a recommendation. In these situations, these items can be added to the next meeting's agenda. Similarly, staff may need time to further discuss an issue with other departments or agencies, and may request that the Plan Team postpone discussion of this issue or

continue discussion at the next meeting so that staff can provide the most informed input possible.

- Other than the situation mentioned above, if the Plan Team determines that there is significant interest in revisiting a particular property or issue, then a final meeting can be held towards the end of the process to revisit and discuss these issues.
- At the end of each committee meeting, the Plan Team shall determine what issues and what properties will be discussed at the next meeting. These properties and issues will become the agenda for the next meeting.

Land Use Meeting Outcomes

- At the Land Use Meetings, using goals and vision statements created by the community as a foundation, and incorporating other input from the community (from community meetings and surveys), the Plan Team will craft objectives and principles that will guide land use recommendations made by this committee throughout the planning process.
- Guided by the agreed upon objectives and principles, the Plan Team will create recommendations to Planning Commission and City Council on how to improve and protect their neighborhood through land use.
- Guided by the agreed upon objectives and principles and with the input of affected property owners and residents, the Plan Team will create a Future Land Use Map for the planning area which will help guide future land use policy decisions in the planning area.

COMMUNITY MEETINGS

The planning process will begin with a series of community meetings open to all stakeholders. The first two meetings will be:

- Kick-Off Meeting - An introduction to the restart of the planning process
- Visions & Goals - A review of vision statements previously created and a discussion of community strengths and challenges

After these two meetings, all community stakeholders will be given the opportunity to participate in a series of Community Meetings on various topics, including, but not limited to:

- Transportation/Infrastructure
- Parks/Open Space/Environmental Concerns
- Urban Design/Housing/Historic Preservation

Kick-Off Meeting

- Staff will send out notice to all stakeholders (all property owners and utility account locations) for the Kick-Off and Vision & Goals meetings.
- [The use of yard signs and properly posted public noticing should also be used.](#)
- This meeting will be open to all neighborhood stakeholders.
- At the Kick-Off meeting staff and the neighborhood leadership group (those who have been participating in the discussions with staff and the University of Texas facilitators) will review with the community the discussions and decisions reached through the facilitation process.
- Staff will present an overview of the planning process (as agreed upon through the facilitation process).
- Community stakeholders will be given the opportunity to include their contact information on the Interest List, which will ensure that they are sent notice of all future meetings for the planning process.
- Stakeholders will also be given the opportunity to indicate their interest in being part of the Plan Team.

Vision & Goals Meeting

- This meeting will be open to all neighborhood stakeholders.
- Meeting participants will be given the opportunity to review the Vision statements created in previous neighborhood planning meetings.
- Participants will also discuss the strengths and challenges of their neighborhoods. The main points from these discussions will be recorded on tablets and summarized by planning staff.
- Community stakeholders will be given another opportunity to include their contact information on the Interest List, which will ensure that they are sent notice of all future meetings for the planning process.
- Stakeholders will also be given a final opportunity to indicate their interest in being part of the Plan Team.

Community Meetings

- Staff will send notice for these meetings to all stakeholders on the Interest List.
- These meetings are open to participation from any and all stakeholders.
- Each community meeting will discuss specific topics. Topics will include parks, open space, and environmental concerns; transportation and infrastructure; and urban design, housing, and historic preservation. Using information from the strengths and challenges discussion, staff and the Plan Team can determine any other issues that may need to be addressed through community meetings.
- Community meetings will treat each topic consecutively, not simultaneously. Discussion on a new topic will not commence until discussion on the previous topic is completed.
- For each topic discussed, NPZD staff will invite staff from related departments and agencies to discuss neighborhood concerns and

ideas relating to this topic and assist in formulating strategies and recommendations.

- Before staff from other departments and agencies attend a community meeting, NPZD staff will provide them a summary of the strengths and challenges (as discussed at the Visions & Goals meeting) relating to their area of expertise, so that they are prepared to discuss issues specific to planning area neighborhoods.
- Using goals and vision statements created by the community as a foundation, community meeting participants will create recommendations on how to achieve the neighborhood's goals and address neighborhood concerns as they relate to the meeting's topic area.
- NPZD staff will provide materials and help to structure community meetings so that they proceed efficiently and effectively.
- All recommendations will be created through a facilitated consensus-building process.
- At certain community meetings there may be a need and desire for stakeholders from each individual planning area within the combined planning area to meet separately to discuss area-specific issues and recommendations. In these instances, meeting participants can divide into their respective planning area groups for separate discussion.
- After each community meeting staff will begin compiling and writing the recommendations made at the meeting. These compilations will become the foundation for writing corresponding chapters of the plan. Staff will also send these compilations to appropriate departments for their comments.

“Consolidation” Meeting

- After the last of the topical community meetings, staff and the Plan Teams will meet to consolidate the recommendations from the previous community meetings.
- At this meeting staff will distribute its compilation of the recommendations from all community meetings, organized by topic, and any additional comments from related departments or agencies.
- Staff and the Plan Teams will work together to consolidate recommendations and reconcile any conflicts.
- Staff will use the resulting recommendations of the Consolidation Meeting to write a draft of the corresponding chapters of the plan for presentation at the Mid-Process Meeting. [The plan team will review the document and make any necessary edits or corrections.](#)

Mid-Process Meeting

- Staff will send out notice to all stakeholders (all property owners and utility account locations) for the Mid-Process Meeting.
- This meeting will be open to all neighborhood stakeholders.
- At the Mid-Process Meeting, staff and the Plan Teams will present draft versions of the plan chapters that correspond to Community Meeting topics.
- Community stakeholders can view these draft chapters and provide input.
- Community stakeholders who are not yet on the Interest List, will be given an opportunity to include their contact information on this list.
- After the Mid-Process meeting, Plan Teams and staff will meet one last time to incorporate and/or respond to input from the public meeting.

Open House

- At the completion of the planning process, there will be a final Open House public meeting where the public will have the opportunity to see a draft of the plan in its entirety and to provide any final input they may have for the plan. This input will be addressed by staff and the Plan Team in follow-up meetings after the open house.

THE ROLE OF NPZD STAFF

The overall goal of the NPZD staff and the City of Austin is to advance planning area stakeholders' vision. City staff is both responsible for assisting neighborhoods in developing a neighborhood plan and providing regulatory oversight and looking at a neighborhood planning area in context of the entire City (the greater good). During the planning process staff will:

Provide technical and data support to the process:

- Research data sources and work as a liaison with other City departments and agencies to gather information such as statistical profiles, zoning information, wastewater capacity, and affordable housing data.
- Research existing conditions throughout the combined planning area such as land use, flooding, and sidewalks.
- Produce draft plans, maps, and other graphic illustrations for consideration by stakeholders in the process.
- ~~Develop and administer~~ Assist in developing and administering surveys to obtain additional information from residents and other stakeholders of the area.
- Present meeting results in the form of minutes, documents, charts and graphs.
- Maintain planning area websites with up-to-date information.

Provide a framework for participants to develop goals and recommendations for their area:

- Provide an outline and draft timeline of the process.
- Use various methods of outreach/notification to gather public input from a variety of interests.

- Provide staff resources and information such as survey results, other public input and educational materials to aid in making informative decisions.
- Plan and facilitate community meetings.

Serve as a professional planning and policy resource:

- Provide professional [direction/guidance](#) and information regarding the art and craft of neighborhood and land use planning.
- Provide stakeholders information regarding the Comprehensive Plan, The Land Development Code, the Capital Improvement plan, and other [written](#) policies and plans that are relevant to the development of neighborhood plans.
- To the extent possible, provide feedback in response to stakeholder suggested policy initiatives in relationship to precedent and how similar issues have been resolved by Planning Commission and City Council.
- Serve as a liaison between City departments and stakeholders.

Participate as a City of Austin Stakeholder:

- Provide input and recommendations, based on [written](#) city policies and [approved](#) practice.
 - Staff will provide input and recommendations for an issue at the time it is discussed.
 - In situations where staff has a concern with a recommendation that conflicts with (1) City policies; (2) City ordinances and regulations; ~~and (3) general planning principals;~~ staff will work with stakeholders and/or Plan Team members to develop an alternative recommendation that is satisfactory to all parties.
 - If staff and a committee cannot come to an agreed-upon recommendation that adequately addresses all interests, then staff will bring to City Council the stakeholder or Plan Team

recommendation and staff's recommendation separately if and only if the staff separately-position reaches the 25% minority level. City Council will make the final determination as to which recommendation will be included in the plan.

- Staff will only do so if the stakeholder's or Plan team's recommendation violates city code or approved written city policies.
- Staff will discuss their position with stakeholders before finalizing it. After staff has provided a recommendation to stakeholders and participated in mediation on difference with the plan team, staff will not change this recommendation unless new information or circumstances arise that requires such a change. Such situations could include:
 - New information from other departments
 - Changes in City policy
 - Direction from management
 - New input from property owners
- If a situation arises that requires staff to adjust its initial recommendation, staff will immediately inform stakeholders and the Plan Team of this change with an explanation of why this change occurred. If desired, staff will work with stakeholders to craft a recommendation that both addresses will both address the new information and also supports the stakeholders' position on the issue.

Staff does not:

- Represent or have a preference for any particular neighborhood interest over another. While staff's job is to provide information regarding the City's adopted policies and adopted procedures it must maintain professional neutrality in terms of the various interests and policy views that are represented in the planning process.

- Serve as a member of the Plan Team.

THE CONTACT TEAM

After adoption of the plan by City Council, each planning area ~~will form a team will then become the~~ Contact Team to serve as caretakers of the plan. These contact teams will function in accordance with a set of agreed-upon by-laws that ~~will govern the structure of the Contact Team, how reflect the same composition and decision members are chosen, and how decisions are made within the team-making process used in the plan team processes.~~

Rezoning Meetings

- After adoption of the Neighborhood Plan and creation of the Contact Teams, these Teams, with staff support, will host a series of Rezoning Meetings to formulate rezoning recommendations that help to implement the land use goals, objectives, and recommendations of the Plan.
- For these Rezoning Meetings, staff will assist the Contact Team by notifying all stakeholders on the Interest List of meetings at least one week in advance. An agenda of what will be discussed at the upcoming meeting shall be included in every notice.
- All property owners and utility account holders for the parcels to be discussed at the relevant meeting will also be notified.
- The proceedings of Rezoning Meetings shall be conducted in accordance with the Contact Team's by-laws.
- NPZD staff will be present at these meetings to serve as a resource to the Contact Team, providing materials and information as needed and posting periodic updates of the progress of these Rezoning Meetings.

Rezoning Meeting Outcomes

- Guided by the adopted Neighborhood Plan and Future Land Use Map, and with input of affected property owners, the Contact Team will formulate rezoning recommendations, if any, to Planning Commission

and City Council that help to implement land use recommendations for improving and protecting the neighborhood.

- Notification on any rezoning action will be given with an extended 30 day notice. Such notices will inform interested parties that they should immediately contact the Plan Contact Team or the City of Austin of their issues. The Plan Contact Team will work with those interested parties to resolve any issue prior to being presented to PC or Council.