

**Residential Development Regulation Task Force Meeting  
Tuesday, February 28, 2006—7:30-9:00 a.m.  
City Hall—Boards and Commissions Room**

**Meetings Notes & Minutes**

*Meeting began approximately 7:05 a.m., City Hall Boards & Commissions Room*

Task force members:

Chris Allen	<u>  X  </u>	Noah Kennedy	<u>  X  </u>
David Arscott, Co-chair	<u>  X  </u>	Mary Gay Maxwell	<u>  X  </u>
William Burkhardt	<u>  X  </u>	Dennis McDaniel	<u>      </u>
Michael Cannatti	<u>  X  </u>	Karen McGraw	<u>  X  </u>
Danette Chimenti	<u>  X  </u>	Terry Mitchell	<u>  X  </u>
Michael Casias	<u>  X  </u>	Laura Morrison, Co-chair	<u>  X  </u>
Dolores Davis	<u>  X  </u>	Clint Small	<u>  X  </u>
Silver Garza	<u>  X  </u>	Melvin Wrenn	<u>  X  </u>

X = in attendance

Council members and City staff in attendance: Council Member (CM) Brewster McCracken, Laura Huffman, Marty Terry, Ralph Gohring, Greg Guernsey, Joe Pantalion, Leon Barba, Tina Bui

**1. Review meeting schedule and structure, ground rules, and timeline  
David Arscott – 5 minutes**

*This item was discussed as outlined below. No action taken.*

**Task Force Meeting Schedule and Structure**

- Meetings will held each week Tuesdays, 7:30-9:00 a.m. and Fridays, 1:00-3:00 p.m.
- Co-chairs will rotate chairing meetings
- Staff will take minutes, email to Task Force for review
- Set agenda for next meeting at end of each meeting
- No meetings Spring Break week, March 13-17.

**Task Force Ground Rules**

- Pagers/cell phones off/silent
  - Task Force sits at table together
- One person speak at a time

**2. Update on process for stakeholder input and feedback  
David Arscott/Laura Huffman – 5 minutes**

*The below items were discussed. No action taken.*

- Still working on mechanism for stakeholder input. Public hearings discussed but not set.
- There will be the ability for stakeholders to send in information in hard copy.
- Staff is still researching the best system for an online bulletin board but request to hopefully have working by Friday, March 3.

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**3. Discuss and decide Task Force recommendations to Council on Interim Zoning Regulations, based on review of language provided by staff**  
**Council Member Brewster McCracken/Task Force – 50 minutes**

*The task force reviewed the ordinance drafted by City Legal Dept. in response to their direction from Feb. 24 (the 'permanent interim' ordinance). The following provisions of the ordinance were discussed:*

- Front setbacks
  - o Suggestion to consider platted setbacks; average setback in blockface; exclusion of extremely large setbacks when averaging; greater setbacks than prescribed in Code (25 feet required under SF-2 and SF-3); lesser setbacks than prescribed in Code.
  - o Request from CM McCracken to staff for information on neighborhoods with platted setbacks.
  - o Suggestion that perhaps too complex for permanent interim.
- Waiver provision
  - o M. Terry (attorney from Legal) told task force that Legal Dept. would strike out language under waiver section requiring notice of waiver applications to property owners within 300 feet due to administrative difficulty in notifying quickly enough to allow Council to act on waivers quickly.
  - o Request from task force members that City post sign at property requesting waiver.
- Inclusion of 2<sup>nd</sup> and 3<sup>rd</sup> floor covered porches in FAR calculation
  - o Legal Dept. to work on language to more tightly define "covered."
- Exclusion of basements in FAR calculation
  - o Suggestion of 3 feet for part of basement definition instead of 2 feet as prescribed in ordinance.
  - o Request by CM McCracken to task force architects to consider and propose definition of basement as desired and discussed by task force.

*No action taken.*

**4. From Laura M.'s process flowchart, determine process for gathering samples**  
**David Arscott/Council Member McCracken/Task Force – 20 minutes**

*This item was discussed. No action taken.*

- A new process flowchart was distributed. It was the same as what L. Morrison distributed at Feb. 24 mtng but drawn electronically.
- It was discussed that task force should hold meetings for public to attend and perhaps some sort of 'citizen communications' sessions at Friday meetings.
- Discussion on how to sort citizen comments but not pigeonhole them.

**5. Set agenda for next meeting**  
**David Arscott – 10 minutes**

*There was discussion of what items would be reviewed at March 3 meeting but no action taken. The items included:*

- Schedule and process flowchart
- Status of information from staff
- Further review of permanent interim ordinance
- Request for staff to provide prior affordability impact statements from neighborhood plans

*Meeting adjourned approximately 9:00 a.m.*