Minutes of February 27th, 2019 Zoning Action Committee

Meeting generally followed the agenda (attached) as provided by Valerie Keese, TAMU AgriLife Extension.

Welcome:
During the Welcome, everyone introduced themselves and provided brief background.
Meeting logistics were discussed and the following decisions were made:
- Marcela Gonzales will take meeting minutes and email to all committee members after each meeting
- Valerie Keese, or her proxy, will develop and send out agendas prior to each meeting, and be the principal person responsible for each meeting.
- In absence of AgriLife representative, Bill DeLibero, City Manager, will run the meeting.
- Meetings will be scheduled every other Wednesday, at 1:00PM, unless otherwise discussed and agreed.

Committee makeup was discussed and it was agreed to add 4 members from the public (not an elected official, city employee or appointed board member) to be in place for the next scheduled meeting. Names decided were Sam Silva, Jodi Thorne, Rashanda Thompson, and ????????

Discussion:
During the Discussion Items, Ms. Keese presented the objective of this committee - To Propose a Uniform Code with Zoning Ordinances to City Council, discussed why a city would have a Uniform Building Code and Zoning Ordinances and then provided a primer on what a Uniform Building code is and is not, how Zoning ordinances fit with the UBC and how these items support a city's Comprehensive Plan. There were several questions and discussions during the presentation titled Zoning 101. Some of the highlights of this discussion included:
- A Comprehensive Plan not supported by zoning or other such ordinances has no legislative teeth.
- Zoning Ordinances need to follow the Comprehensive Plan as adopted in content and intent, so it is important to update them together.
- How general or how specific zoning ordinances are defined is up to each city, but is important to obtain public buy-in.
- Need to have enough detail to avoid arbitrary and capricious decisions regarding requests for interpretation that may come before the planning and/or zoning board.
- A discussion regarding a separate or combined planning and zoning boards/committees. It was noted that the Port Lavaca City Charter defines the establishment of a Planning and Zoning Board.
- No decisions were made in this part of the discussion.

Timeline:
Ms. Keese presented a proposed timeline (attached) for completing the task before this committee, including meeting dates and general goals of each meeting. Timeline begins with the committees 2nd meeting, 2/13/2019, and concludes with a final workshop debrief on 2/18/2019. Everyone was in general agreement with the proposed timeline. Steven Mikulencuk, AICP, TAMU AgriLife Extension, provided some comments on how AgriLife's main function in this process is to help guide and educate our team, to help show us what to do, not specifically how to do it, and to help present and explain to the public.

Next Meeting
Next meeting is scheduled for 3/13/2019 and homework was assigned and handed out as prework for this next meeting. The homework assigned was for everyone to review Chapter1 of the Draft UBC for Port Lavaca and be prepared to discuss at the next meeting. After some discussion it was decided to add Chapter2 to this assignment as well.

Action Items:
ITEM1: Bill DeLibero to contact and confirm the 4 new committee members.  Estimated Completion
Date: 3/6/2019
ITEM2: Bill DeLibero to send out Chapter 2 of the Draft UBC to all committee members. Note that Chapter 1 was provided in the meeting.  Estimated Completion Date: by March 1, 2019.
ITEM3: Jody Weaver and Joyti Naik to work on providing an online location (Google Drive or other such site) to provide repository for all committee agendas, minutes and working documents.  Estimated Completion
Date: Before 3/13/2019.

Attachments:
Meeting Agenda
Project Timeline
Port Lavaca Unified Development Code Draft - Chapter 1
- No decisions were made in this part of the discussion.

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Action Items:
ITEM1: Bill DeLibero to contact and confirm the 4 new committee members. Estimated Completion Date: 3/8/2019
ITEM2: Bill DeLibero to send out Chapter 2 of the Draft UBC to all committee members. Note that Chapter 1 was provided in the meeting. Estimated Completion Date: by March 1, 2019.
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