

**STATE OF TEXAS §**  
**COUNTIES OF POTTER §**  
**AND RANDALL §**  
**CITY OF AMARILLO §**

On August 8, 2012, the Comprehensive Plan Implementation Advisory Committee met in a scheduled session at 12:00 P.M. in Room 306 on the third floor of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following members present:

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD	NO. MEETINGS ATTENDED
Bill Chudej	Yes	13	7
Leon Church	Yes	13	11
Bob Juba, Chair	Yes	13	9
Wes Knapp	No	13	11
Don Sanders, Vice Chair	Yes	13	13
Eddie Scott	Yes	13	9
Howard Smith	Yes	13	12
Dana Walton	Yes	13	9
Milford Burrell	Yes	10	10

CITY STAFF:  
Kelley Shaw, Planning Director

OTHERS IN ATTENDANCE:  
Alan Abraham, LWV

Chairman Bob Juba opened the meeting, established a quorum, and conducted the consideration of the following items beginning with ITEM 1.

ITEM 1: Approve the minutes of the Committee's July 11, 2012 meeting

Mr. Juba asked if there were any questions on the previous meeting's minutes. Mr. Milford Burrell suggested adding a representative from the Potter/Randall Appraisal District to the development stakeholder group. Mr. Juba asked for additional changes or comments, hearing none, Mr. Sanders motioned to accept the minutes with the suggestion that was made, Mr. Burrell seconded the motion and it was unanimously approved.

ITEM 2: Discuss Development Review Policy Action/Workplan

Mr. Juba invited Mr. Shaw to discuss the development review policy action/workplan. Mr. Shaw stated that City staff established a development timeline categorized into two stages:

- 1) Development Stage - includes annexation, rezoning, platting (with related density/lot size requirements, drainage plans, and right-of-way widths)
- 2) Construction phase- site plan preparation, building/construction plans are prepared, reviewed, and permits are issued

Planning staff's mission is to coordinate with each relevant City department to update the City's primary development related ordinances, regulations, and review procedures within the next year. Zoning regulations will be specifically examined after that. Ms. Walton clarified with Mr. Shaw that

any amendments to current processes and/or regulations would be brought to the public and this group before implementation. Mr. Shaw stated that she was correct.

Mr. Juba questioned if all types of development should go thru the same site review process? Mr. Shaw noted that it may not be necessary for smaller residential developments to go thru the a site plan review process. Mr. Shaw also mentioned staff may establish a minimum acreage or zoning/land use requirement which will justify a complete review process. He went on to say that an internal development review committee reviewing site plans may be more efficient even though it is creating an extra step in the process. Ms. Walton questioned if a certificate will be available indicating a project has been reviewed by the internal development review committee? Mr. Shaw noted that something of that sort would be needed. He also noted that City staff will have additional information to present to this group as well as the stakeholder group as the review progresses, all with the goal of creating an efficient and effective set of developmental policies and review procedures.

ITEM 3: Discuss Comprehensive Plan Internal Implementation Committee's Review of Primary Development Related Policies and Review Process

Mr. Shaw noted that looking at the timeline; the current primary focus will be placed on updating subdivision and site development related areas of the development policy manual. Staff's goal is to meet internally on a semimonthly basis to discuss specific updates to the manual and formulated amendment recommendations. The target date for completion and implementation is January 2013. Staff will request stakeholder input soon. Internal updates will be presented on a monthly basis.

ITEM 4: Public Forum: Comments from interested citizens on matters directly pertaining to City policies, programs or services

Mr. Juba asked for public comments. Hearing none, the meeting was adjourned.

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Kelley Shaw  
Planning Director