

## CNA Steering Committee Meeting

9 April 2014

### *Steering Committee (\*Members in attendance):*

Spencer Duran

Terry Dyke \*

Katie Halloran (Interim Chair) \*

Justin Irving

Girard Kinney \*

Jules Kniolek \*

Rebecca Kohout

Jeremy Mazur \*

Jennifer Potter-Miller \*

Mark Schiff \*

Emily Schwartz \*

Brendan Wittstruck (Secretary) \*

### *Visitors in attendance:*

Regina Rogoff

### *Call to Order (6:30 PM)*

#### **Adoption of Agenda**

- Communications Committee (Jennifer Potter-Miller) to be included in future meeting reports;
- SC to practice effort toward keeping committee reports brief to allow time for other agenda;

#### **Announcements**

- *District 9 Working Group*; second meeting Saturday has been posted to calendar;
- *CodeNEXT*; meeting last week produced good response and traffic to website;

#### **Approval of Meeting Notes**

- Clerical edits to January meeting notes; **Motion to adopt January notes passes;**
- Clerical edits to February meeting notes; **Motion to adopt February notes passes;**
- **Motion to adopt March notes passes;**

#### **Treasurer's Report** (Rebecca Kohout)

- Treasurer not present at meeting; Chair will request reports by email in the future for meetings Treasurer is unable to attend;

#### **Land Use & Transportation Report** (Girard Kinney)

- *711 @ 38 1/2/Airport*; Project nearing completion; neighbor concerns over stormwater and light intrusion; LUT Chair has been in communication with owners; no action taken by SC;
- *AMANDA* (Jules Kniolek); plan to share prototype for automated system at next LUT meeting;
- *Residential Parking Permit Program*; Article will appear in Flea; one program approved, one pending; three others in various stages of completion;
- *Sidewalk Pay-in-Lieu*; some conflicts with CNA sidewalk plan; LUT Chair in communication with City toward third option of building sidewalk where neighborhood wants it;
- *TXDOT/Mobility 35 Study*; LUT Chair reported on new developments:
  - TxDOT "War Room" at HNTB office open to public until today; Downtown Stakeholders Group met today (LUT Chair in attendance);

- “Superstreets” have been tabled, per TxDOT press release;
- TxDOT now says Sixth Street crossing will not be closed; CapMetro to reroute rail to accommodate ramp;
- Access ramp closure at Manor not planned; Closures of Manor, 32<sup>nd</sup>, 38 ½th Streets still in TxDOT plan;
- TxDOT conducting public survey through April 11;
- *North Central I-35 Neighborhood Coalition 2*; NCINC2 formed as neighborhood stakeholder group; preparing press release and seeking participation from neighborhoods west of IH35;
- *CNA SC Letter to TxDOT*; Letter drafted by Emily Schwartz requesting TxDOT meeting with CNA (attached); **Motion to accept language, type letter and mail to TxDOT passes;**

#### **ANC Report** (Justin Irving)

- ANC Rep not in attendance; Girard Kinney announces release of The Voting App, a free voting information app now available;

#### **Communications Committee** (Jennifer Potter-Miller)

- Using Google analytics for website; Over 900 unique visitors and nearly 2500 page views in April; Blog posts are read by 50-270 visitors; the recent post on the CodeNEXT project is the most-read post since the website was launched;

#### **Unfinished Business**

- *Pedestrian Advisory Council*; PAC has adopted list of recommendations to CodeNEXT;

#### **New Business**

- *Resolution for the Creation of a Standing Rule for the recording and distribution of SC meeting minutes and note* (Brendan Wittstruck); **Motion to adopt resolution with amended language passes on consent** (attached); this is the first Standing Rule; Secretary responsible for keeping record of Standing Rules;
- *Meeting Attendance*; Discussion for improving meeting attendance and diverse representation added to next meeting agenda;
- *Mission Statements of Current Committees* (Terry Dyke); effort to collect mission statements from all CNA committees, requesting written description by May 14<sup>th</sup> SC meeting and given to Secretary to be kept on file; existing committees only—no present language regarding future committees; **By consensus approval, SC Chair will email committee chairs requesting mission statements before May 14;**
- *Flea*; Agenda items due this week; Mobility35 Update (possible action, possible TxDOT presentation), NCINC2 Presentation by Chair Mateo Barnstone, By-Laws Amendment (Action required); other agenda may include (if time): Bruce Elfant (Tax Office) presentation, Safety, November election, Project Connect;
- *November Election*; To be added to future agenda for further discussion;

*Adjourn* (8:40 pm)

**Text of Letter to TxDOT by Emily Schwartz**

CNA Letterhead with address

[Date]

Dear [ ],

The Cherrywood Neighborhood Association is concerned about TxDOT's proposed changes to I-35, which is the western border of our neighborhood. The Steering Committee of the Association hereby requests that a representative of TxDOT attend a meeting of our Association at the earliest possible date to present and discuss the current plans for changes to I-35.

Please contact [ ] to arrange for such a meeting.

Sincerely yours,

[signature]

Katie Halloran

Chair, Cherrywood Neighborhood Association

## **Resolution for the creation of a Standing Rule for the recording and distribution of Steering Committee meeting minutes and notes**

**Whereas**, the duty of the Secretary is to "keep a complete record of all actions (including a separate list of policies) of membership and SC meetings"; and

**Whereas**, this record serves as an official public record of Steering Committee decisions and proceedings; and

**Whereas**, a timely and consistent procedure for making the record publicly accessible by CNA members is desirable for the good of the Association;

**Therefore, be it resolved** that a Standing Rule for the Steering Committee shall be adopted toward this end, reading as follows:

### **CNA Steering Committee Standing Rule 201404 [we can talk about a numbering system] Distribution and Review of Steering Committee Meeting Minutes and Notes**

For every meeting of the Steering Committee, the following procedure shall occur:

- 1) The Secretary shall, within 72 hours following the meeting, deliver typed copies **via email** of the draft minutes and notes to all committee members and guests present at the meeting, and call for review and comment, with any comments due back to the Secretary within 72 additional hours; the Secretary shall also include pertinent additional documents presented at the meeting, to be distributed along with the draft minutes and notes;
- 2) Following the specified 72-hour comment period, the Secretary shall deliver the collected comments to Steering Committee members, post the draft minutes and notes to [cherrywood.org](http://cherrywood.org) and NeighborNet;
- 3) Within the 24 hour period before the Steering Committee meeting in which the draft minutes and notes are to be approved, Secretary shall deliver a reminder via email to Steering Committee members that includes the draft minutes and notes, together with the collected comments; Secretary shall bring these to the meeting, whereupon the minutes and notes may be considered for adoption, with the comments serving as discussion points for any revisions that might be considered;
- 4) The Secretary shall post the minutes and notes as adopted to [cherrywood.org](http://cherrywood.org) within 72 hours after the meeting in which they were adopted.

## **Amended Suggested Talking Points for CNA Letter to TxDOT**

9 April 2014

### **Justification for Action & Involvement of the CNA**

- History of consistent engagement by CNA and its members; and publicly stated position in favor of east-west connectivity;
- Mutual interests of CNA and other Council District 9 neighborhoods to inform questions for candidates for Council position in November.
- Implications on City of Austin planning and the deliberate and consistent guidance upon the Action Areas of the Imagine Austin Plan;

### **Intention to join Working Group**

- CNA interest in joining citizens' Working Group;
- Coalition of affected neighborhood associations and their assembled working groups (*i.e.* CNA, RMMA NA, SWNA, Wilshire, Delwood 2, Windsor Park, Blackland, Highland, Hancock, Hyde Park, *et al*);

### **Demand for an Open Process & Dialogue**

- Transparency of public process between TxDOT, The City of Austin and their contractors;
- Acknowledgement of and consistent, timely engagement with citizens' Working Group;

### **Implications of Project on Local Urban Fabric**

- Local Connectivity (Physical) and its implications for distance of east-west routes, business development, localized traffic patterns and (multi-modal) transit (*et cetera*);
- Local Connectivity (Psychological) and its implications for community, residential access, business development and bicycle and pedestrian comfort (*et cetera*);

### **Legitimate Consideration of Alternative Traffic Routes**

- Alternative routes for freight, NAFTA, and regional traffic not directed to or from downtown area destinations;
- Role of rail, other public transit options in future planning of IH35/East Avenue development and co-ordination with Project Connect and other regional vision planning efforts;
- Feasibility of ReConnect Austin proposal;