



**ENVIRONMENTAL COMMISSION SPECIAL CALLED MEETING MINUTES**  
**Thursday, July 13, 2017**

**The Environmental Commission Retreat convened in a public meeting on Thursday, July 13, 2017 at City Hall in the Executive Session Room at 301 W. 2<sup>nd</sup> Street, Austin, Texas 78701.**

**Commissioners in Attendance:**

**Andrew Creel  
Marisa Perales  
Pam Thompson  
Mary Ann Neely  
Brytne Kitchin  
Peggy Maceo  
Hank Smith  
Linda Guerrero  
Wendy Gordon  
Brian Smith**

**Commissioners Absent:**

**Alesha Istvan**

**Staff in Attendance:**

**Sue Barnett  
Kaela Champlin  
Chuck Lesniak  
Mike McDougal  
Atha Phillips**

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**1. CALL TO ORDER**

**Commissioner Perales called the meeting to order at 6:10 P.M.**

**2. Discuss Environmental Commission highlights and accomplishments from FY 2016-17 (10 minutes)**

**Item conducted as posted. No action taken.**

**3. Discuss Bylaws and scope of the Environmental Commission (15 minutes)**

**Item conducted as posted. No action taken.**

**4. Discuss internal communication systems, including email correspondence and requests for agenda items (10 minutes)**

**Item conducted as posted. No action taken.**

**5. Discuss Environmental Commission actions (30 minutes)**

**a. Consider adding suggested time allotments for agenda items at regular meetings**

**Item conducted as posted. No action taken.**

b. Structure of a motion  
**Item conducted as posted. No action taken.**

c. Resolutions vs. Recommendations  
**Item conducted as posted. No action taken.**

**6. Commission Development (45 minutes)**

a. Discuss variances and Environmental Review—Sue Barnett, Environmental Policy Program Manager, Development Services Department  
**Item conducted as posted. No action taken.**

b. New language for Findings of Fact—Chuck Lesniak, Environmental Officer, Watershed Protection Department  
**Item conducted as posted. No action taken.**

**7. Next Steps (10 minutes)**

a. 2016 Annual Review Report  
**Item conducted as posted. No action taken.**

b. New items  
**Item conducted as posted. No action taken.**

**8. ADJOURNMENT**

**Commissioner Perales adjourned the meeting at 8:15 P.M.**

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days before the meeting date. For additional information, please call **Kaela Champlin**, Watershed Protection Department, at (512) 974-3443; TTY users route through Relay Texas at 711. For more information on the Environmental Commission, please contact **Kaela Champlin**, Watershed Protection Department, at (512) 974-3443.

*\* A member of the public may not address a board or commission at a meeting on an item posted as a briefing, per City Code Section 2-1-144(E).*