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**NEW BUSINESS: Initiate a Code Amendment – Neighborhood Plan Amendment Process**

**Background**

Discussion and possible action to initiate an ordinance to modify Article 16 of Chapter 25-1 of the City Code to reorganize, clarify, and improve the neighborhood plan amendment procedures.

The ordinance to establish and codify a procedure for neighborhood plan amendments was adopted in March 2003. Since then, there have been three revisions to the neighborhood plan amendment provisions of the City Code, including the addition of Article 16, Neighborhood Plan Amendments to Chapter 25-1 of the City Code. Staff is recommending additional changes to Article 16 to reorganize, clarify and improve the neighborhood plan amendment procedures.

In particular, staff is recommending modifying the code to:

- Add Neighborhood Plan Amendments to the Fee Waiver list for SMART Housing and indicate that Neighborhood Plan Contact Teams are subject to Plan Amendment Fee Waivers
- Indicate that an application regarding an individual property or area-wide amendment may be filed at any time by the Planning Commission and add criteria that specify the limited circumstances under which the Planning Commission may initiate an amendment outside of the regular amendment cycle
- Clarify that each neighborhood contact team is allowed to submit an amendment application every 2 years
- Make additional corrections and clarifications

This proposed amendment was discussed at the January 17, 2012 meeting of the Codes and Ordinances Committee and the February 15, March 21, and May 16, 2012 meetings of the Neighborhood Plan Committee. Based on discussion at those meetings, the proposal was modified to no longer include the removal of provisions related to the timing of amendments and to no longer include the addition of a provision that would have allowed the Director to propose an amendment out of cycle.

On December 19, 2012, the Neighborhood Plan Subcommittee recommended initiation of this code amendment.

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