



**PLANNING COMMISSION
CODES AND ORDINANCES SUBCOMMITTEE MINUTES**

**REGULAR MEETING
Tuesday, October 21, 2014**

The Planning Commission Codes and Ordinances Subcommittee convened in a regular meeting on Tuesday, October 21, 2014, at 505 Barton Springs Rd, Room 500, One Texas Center, in Austin, Texas.

Commissioner Nortey called the meeting to order at 6:02 p.m.

Subcommittee Members in Attendance:

Danette Chimenti
Jeff Jack – Ex-Officio
James Nortey

Jean Stevens
Nuria Zaragoza

City Staff in Attendance:

Greg Dutton, Planning and Development Review
George Adams, Planning and Development Review
Carol Gibbs, Planning and Development Review
David Wahlgren, Planning and Development Review

Others in Attendance:

Stuart Hersh
Mike Conner
Peggy Butler
David Whitworth
Ryan Homan
Robert Kleeman
Ken Johnson
Andrei Lubomudrov

1. CITIZEN COMMUNICATION: GENERAL

- a. Robert Kleeman explained that the Covered Bridge and Hill Country Estates associations had attempted to appeal a site plan extension and were unable to do so for reasons unknown to them. They requested that the Codes and Ordinances have an item on an upcoming agenda so that the provisions of the code on site plan appeals can be discussed.

No action was taken.

- b. Stuart Hersh expressed concern that some code amendments that had been initiated by PC or Council would not make it back to the current Council by the end of the year.

No action was taken.

2. APPROVAL OF MINUTES

- a. A motion was made to approve the September 16, 2014 minutes by Commissioner Stevens, seconded by Commissioner Chimenti. Vote: 4-0 (Commissioner Oliver absent).

3. UNFINISHED BUSINESS

- a. **Residential Over-Occupancy (Stealth Dorm) Working Group Recommendations** – Discuss ongoing working group activity and recommendations related to over-occupancy of residential dwellings. Commissioner Stevens. (Discussion and/or Possible Action).

Postponed to the December 16 subcommittee meeting by Commissioner Stevens, seconded by Commissioner Chimenti. Vote 4-0 (Commissioner Oliver absent).

4. POTENTIAL CODE AMENDMENTS: Proposed for Discussion and/or Initiation

Potential amendments to the code are offered for discussion and/or possible recommendation for initiation. If initiated, Staff will research the proposal and report back to the subcommittee.

- a. **NONE.**

5. REGULAR AGENDA: Previously Initiated

Previously initiated amendments to the code are offered for discussion and possible recommendation to the full Planning Commission.

- a. **STAFF BRIEFING: Small Lot Amnesty** – Discuss amendment to limit the ability of using small lot amnesty to disaggregate contiguous substandard lots to create a site that is smaller than the minimum lot area requirement. City Staff: Greg Dutton, Planning and Development Review Department, 974-3509, Greg.Dutton@austintexas.gov; (Discussion and/or Possible Action).

Greg Dutton went over a proposed amendment that would clarify that the small lot amnesty tool, opted-in to or opted-out of during the neighborhood planning process, cannot be used to disaggregate sites into lots smaller than 5750 square feet. Current code doesn't specify that the tool can't be used to do so, so it has been used to disaggregate in the past, but staff feels that this was never the intent of the tool.

Commissioners had several questions and concerns:

- Does the infill tools handbook specify how the tool is to be used?
- Would this change go against the Imagine Austin comprehensive plan?
- Can neighborhoods opt-in/opt-out of this clarification to the tool?

Commission directed staff to look at the feasibility of creating a revised small lot tool and keeping the current small lot tool, and letting neighborhoods opt-in or opt-out of either one.

No action was taken.

- b. **Reduced Parking** – Consider an ordinance to Title 25 of the City Code to clarify that certain parking reductions cannot be applied to single family developments or site plan exemptions. City Staff: Greg Dutton, Planning and Development Review Department, 974-3509, Greg.Dutton@austintexas.gov; (Discussion and/or Possible Action).

Greg Dutton went over a code amendment that clarifies how parking reductions can be taken. When parking reductions were recently relocated to a new part of the code, they were inadvertently restructured so that it appeared that certain reductions could be taken for one and two family projects, which was never the intent. The proposed change would correct the error.

A motion was made to recommend the item to the full Planning Commission by Commissioner Chimenti, seconded by Commissioner Zaragoza. Vote: 4-0 (Commissioner Oliver absent).

6. OTHER BUSINESS

- a. **(TENTATIVE) Plat Amendments and Vacations** – Discuss existing process for amending and vacating plats. (Sponsor: Commissioner Chimenti; Co-Sponsor: Commissioner Zaragoza). City Staff: TBD (Discussion and/or Possible Action).

David Wahlgren spoke to the commissioners about various types of subdivisions and the steps involved for an applicant, including costs, complexity, and extensions for re-subdivisions, preliminary plans, final plans, amended plats, and plat vacations.

Commissioners asked that the “Subdivision 101” presentation be sent to them, and that in the future a one page outline of different plats/processes would be useful.

No action was taken.

- b. **Policy Issues and Priorities Standing Item: Affordability and Transportation** – Discuss issues around affordability and transportation in the City of Austin. (Sponsor: Commissioner Nortey; Co-Sponsor: Commissioner Oliver) (Discussion and/or Possible Action).

Postponed without objection to the November subcommittee meeting.

- c. **Update on potential upcoming and current code amendments, and the amendment process** – City Staff: Greg Dutton, Planning and Development Review Department, 974-3509, Greg.Dutton@austintexas.gov; (Discussion and/or Possible Action).

Greg Dutton went over a summary of recently adopted and ongoing code amendment cases. Commissioner asked that all cases (even those that were not adopted) be included in future lists.

No action was taken.

7. FUTURE AGENDA ITEMS

Future agenda items will NOT be discussed at the current meeting, but will be offered for initiation, discussion, and/or possible recommendation to the full Planning Commission at a FUTURE meeting.

- a. Commissioner Stevens and Nortey asked that an item related to Citizen Communication 1.a. be added to the November agenda, so that the appeal determination process and right to appeal can be discussed, possible during executive session.

ADJOURNMENT

Commissioner Nortey adjourned the meeting without objection at 8:40 p.m.

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For more information on the Planning Commission Codes and Ordinances Subcommittee, please contact Greg Dutton at (512) 974-3509 or at greg.dutton@austintexas.gov