



DESIGN COMMISSION
MONDAY, JANUARY 26, 2015 6:00 PM
AUSTIN CITY HALL, BOARDS AND COMMISSIONS ROOM 1101
301 W. SECOND STREET, AUSTIN, TEXAS 78701

Current Commission Members

_____ Dean Almy (DA) – Chair	_____ Juan E. Cotera (JC)
_____ Evan Taniguchi (ET) – Vice Chair	_____ James Shieh (JS)
_____ Hope Hasbrouck (HH) – Secretary	_____ Jeannie Wiginton (JW)
	_____ Bart Whatley (BW)
	_____ Jorge E. Rousselin (COA – PDRD) Staff Liaison

AGENDA

Please note: Posted times are for time-keeping purposes only. The Commission may take any item(s) out of order and no express guarantee is given that any item(s) will be taken in order or at the time posted.

	Approx. time
CALL TO ORDER AND ROLL CALL	6:00 PM
1. CITIZEN COMMUNICATION: GENERAL The first five speakers signed up prior to the meeting being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.	6:00 PM
2. APPROVAL OF MINUTES (Discussion and Possible Action) a. Discussion and possible action on the December 15, 2014 Design Commission meeting minutes. (Jorge Rousselin , COA-PDRD)	6:15 PM
3. NEW BUSINESS (Discussion and Possible Action): a. Briefing and update on the City of Austin Complete Streets Policy, and discussion on how creation of Urban Design Guidelines and Complete streets efforts can be synched up to support mutual goals. (Kit Johnson , COA-PW and Katherine Gregor , COA-ATD); b. Discussion and possible action on Design Commission's role in CodeNEXT; and c. Discussion and possible action on appointing a Design Commission representative to the CodeNEXT working groups.	6:20 PM
4. OLD BUSINESS (Discussion and Possible Action) a. Discussion and possible action on recommended changes to the Design Commission Project Review Sheet.	6:50 PM
5. COMMITTEE AND LIAISON REPORTS (Discussion and Possible Action) a. Standing Committees Reports; b. Working Group Reports; c. Liaison Reports; d. Appointment of Committee/Working Group members by Chair.	7:00 PM
6. STAFF BRIEFINGS: None	7:15 PM
7. FUTURE AGENDA ITEMS: None	7:15 PM

8. ANNOUNCEMENTS <ul style="list-style-type: none"> a. Chair Announcements; b. Items from Commission Members; and c. Items from City Staff. 	7:20 PM
ADJOURNMENT	7:30 PM

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 3 days before the meeting date. Please contact Jorge Rousselin in the Planning and Development Review Department, at jorge.rousselin@austintexas.gov or (512) 974-2975, for additional information. TTY users route through Relay Texas at 711.

Design Commission Committees, Working Groups, and Liaisons

Committees

1. Bylaws/Policies & Procedures Committee: Wiginton (Chair), Cotera, Whatley
2. Executive Committee: Almy (Chair), Taniguchi, Hasbrouck

Working Groups

1. Planning and Urban Design Working Group: Whatley (Chair), Cotera, Shieh
2. Architecture and Development Working Group: Almy (Chair), Taniguchi, Cotera
3. Landscape and Infrastructure Working Group: Hasbrouck (Chair), Wiginton, Almy
4. Public Engagement Working Group: Wiginton (Chair), Taniguchi, Hasbrouck

Design Commission Liaisons

1. Downtown Comm. Liaison / Downtown Austin Plan: Whatley
2. Airport Boulevard Redevelopment Initiative: Whatley

Design Commission Staff Liaison:

Jorge E. Rousselin, Development Services Process Coordinator
Urban Design, Planning and Development Review Department
City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704
Phone: (512) 974-2975 ■ E-mail: jorge.rousselin@austintexas.gov

Resources:

1. The Urban Design Guidelines for Austin can be accessed here:
[Urban Design Guidelines for Austin.](#)
2. Design Commission backup may be accessed here: [Design Commission Backup.](#)



**DESIGN COMMISSION
MONDAY, DECEMBER 15, 2014 6:00 PM
AUSTIN CITY HALL, BOARDS AND COMMISSIONS ROOM 1101
301 W. SECOND STREET, AUSTIN, TEXAS 78701**

Meeting Minutes

Call to order by: E. Taniguchi at 6:07 PM.

Roll Call: DA not arrived yet; JS, BW not present

1. CITIZEN COMMUNICATION: None

2. APPROVAL OF MINUTES (Discussion and Possible Action)

- a. Discussion and possible action on the November 24, 2014 Design Commission meeting minutes. ([Jorge Rousselin](#), COA-PDRD).

The motion to approve the minutes as drafted made by H. Hasbrouck; Second by J. Cotera was approved on a vote of [4-0] [DA not arrived yet; JS, BW not present].

3. NEW BUSINESS (Discussion and Possible Action):

- a. Briefing on the Capital Metro Project Connect Gateway MetroRail Downtown Multimodal Station. ([Javier A. Argüello](#), Capital Metro).

[Chair Almy arrived at 6:34 PM]

Mr. Javier Arguello and Mr. John Michael Cortez from Capital Metro presented the Capital Metro Project Connect Gateway Metrorail Multimodal Station at 4th Street.

Concerns raised by the Commission included:

- 1. Location of new fire station;**
- 2. Waller Grid and 4 squares – chipping at the fabric of this square;**
- 3. Depiction of skybridge and pedestrian realm;**
- 4. Define edges of the squares;**
- 5. No closure of streets; and**
- 6. Explanation of the canopies.**

No action by the Commission.

4. OLD BUSINESS (Discussion and Possible Action)

- a. Discussion and possible action on modifications to the 2015 Design Commission meeting schedule. ([Jorge Rousselin](#), COA-PDRD).

The motion to accept modifications as presented made by J. Cotera; Second by J. Wiginton was approved on a vote of [5-0] B. Whatley and J. Shieh not present.

5. COMMITTEE AND WORKING GROUP REPORTS (Discussion and Possible Action)

- a. Standing Committees Reports: None
- b. Working Group Reports: None
- c. Liaison Reports: None
- d. Appointment of Committee/Working Group members by Chair: None

6. STAFF BRIEFINGS: None

7. FUTURE AGENDA ITEMS: Appoint liaison to Capital Metro

WG dealing with official response to areas of concerns surrounding project submittal sheet

8. ANNOUNCEMENTS

- a. Chair Announcements: None
- b. Items from Commission Members: None
- c. Items from City Staff: None

ADJOURNMENT by consensus at: 7:19 PM



Complete Streets for Austin

5-Year Policy Implementation

The (Complete) Road Ahead



Austin Transportation Department
2015

The (Complete) Road Ahead

Charting a 5-Year Path for Transformation



Launching Implementation

IMAGINE AUSTIN > Complete Streets

Policy to Program to Projects

- > Immediate Opportunities
- > Building Long-Range Program

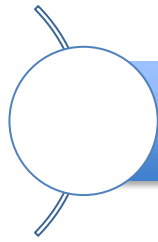
C.S. Design Guidance:
Standards, Criteria, Handbooks

Projects: Checklists and Guidance



PEER CITY REVIEW

Implementation:
From Policy to
Program to
Projects



TORONTO 5 Year Process (Planned)

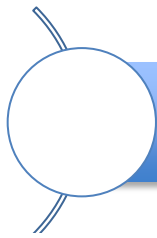
2013:
City
Council
Action

2013-2014:
Exploration
of
approach,
funding,
peer cities

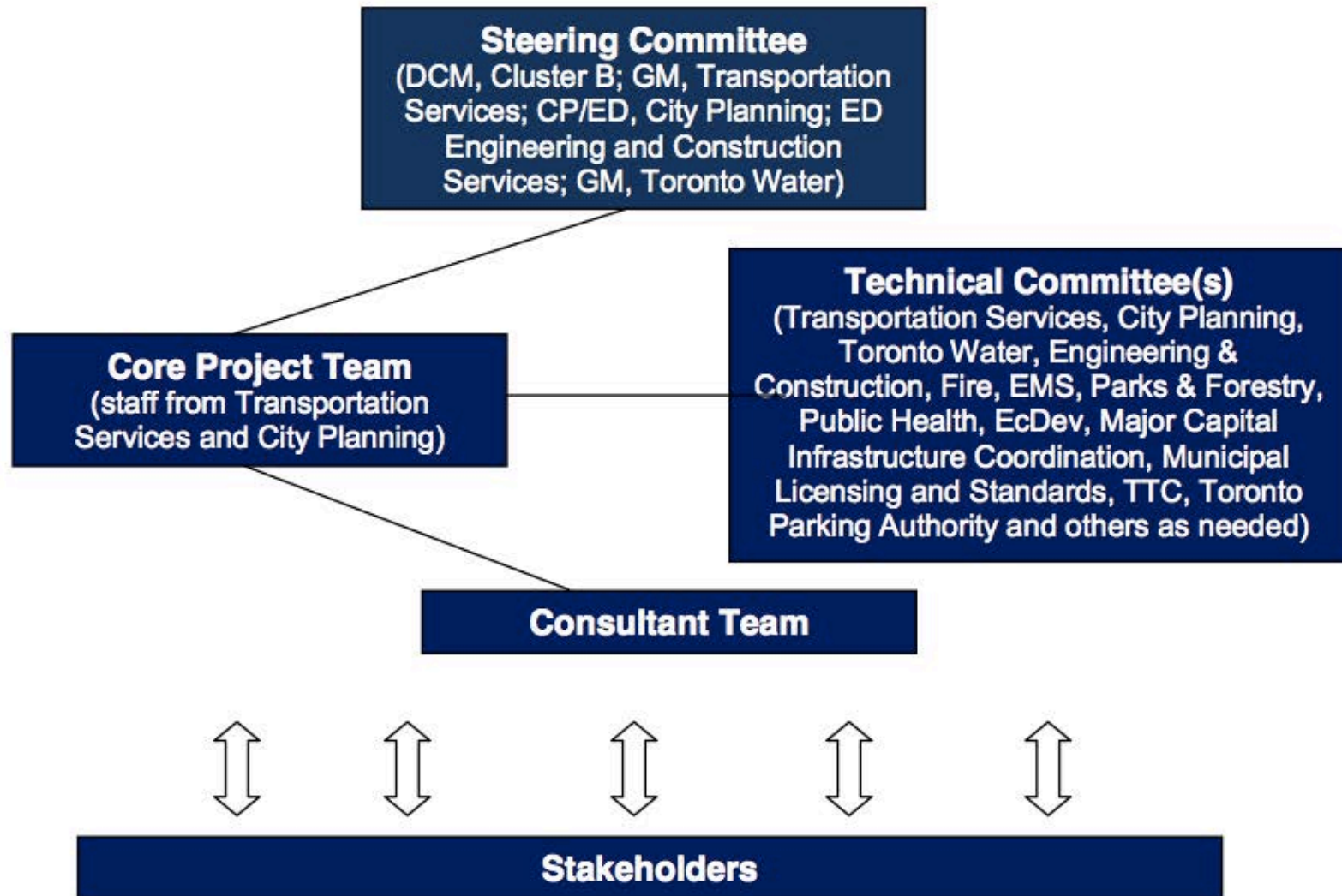
2014-2015:
Development
& delivery of
complete
streets
guidelines

2015-2016:
Training,
outreach &
revisions

2016-2018:
Implementation
& monitoring



Team Approach to Toronto Implementation





SAN FRANCISCO

7 Year Process +

2005:
Better
Streets
Policy

2006:
Complete
Streets
Policy

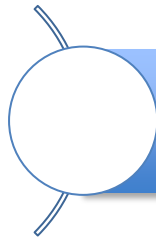
2008:
Better
Streets
Plan:
released for
public
review

2010:
Better
Streets Plan
Final

2012:
Project
Guidance
Issued

Integrated
website





CHICAGO

8 year process

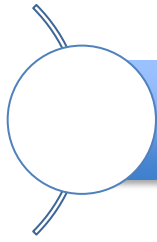
2006:
Complete
Streets
Policy

2011:
"Complete
Streets
Chicago"
**Project
Kickoff**

2012:
"Complete
Streets
Chicago"
**Guidelines
Published**

2013:
*Sustainable
Urban
Infrastructure*
**ROW
Standards**

2014: :
"Complete
Streets
Chicago"
Update



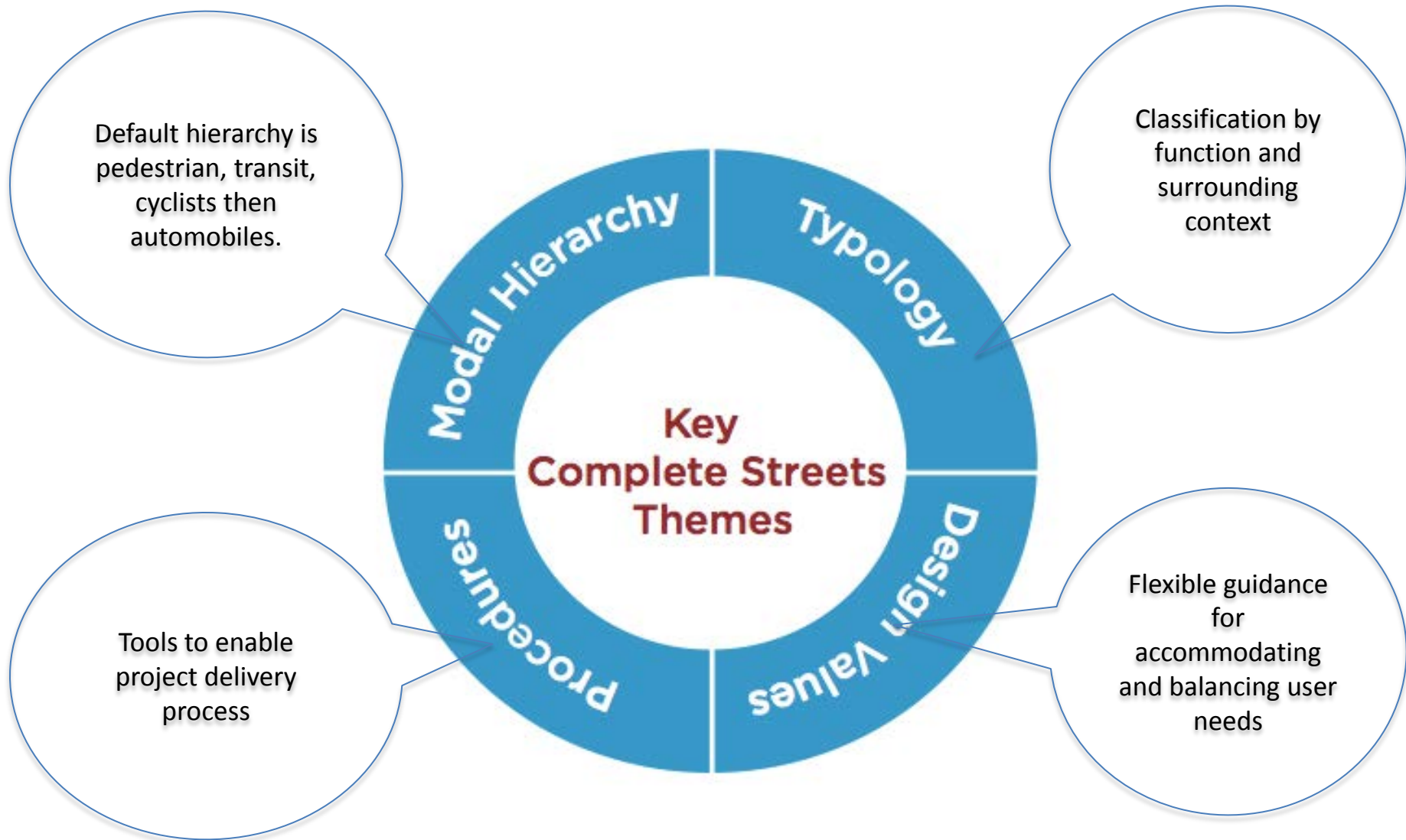
Model For Complete Streets: 3-Phase, 5-Year Approach

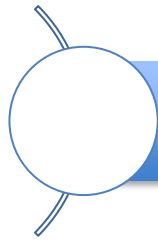
Phase 1: 2 years
Policy Development,
Consultation,
Complete Streets
Guidelines

Phase 2: 1 year
Training, Outreach,
Revisions

Phase 3: 2 years
Metrics, Reporting,
Ongoing revisions

Issues to Address (Chicago)

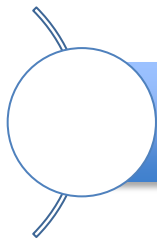




Toronto Implementation (Year 1)

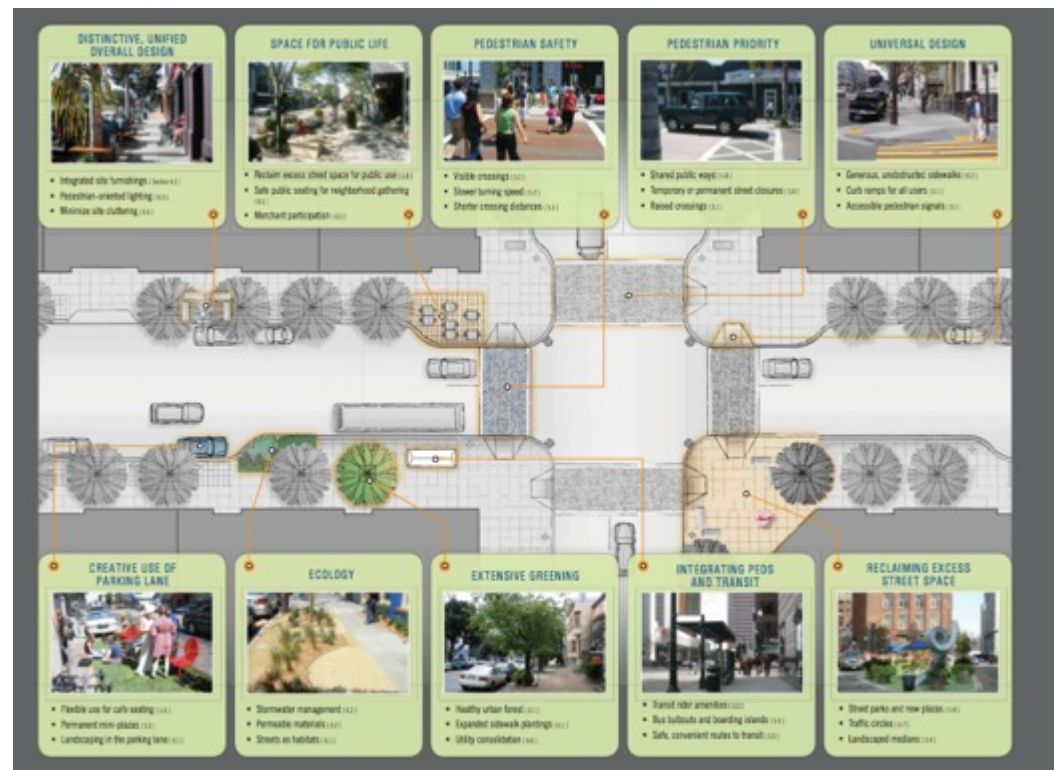
- ✓ Project scoping
- ✓ Peer cities review
- ✓ Internal Review: relevant issues ,policies, procedures, gap analysis
- ✓ Stakeholder Focus Group
- ✓ Launch Steering Committee and Technical Committee
- ✓ Define goals: C.S. Guidelines
- ✓ Proposal for phased approach
- ✓ Guidelines: Define document scope and approach, for RFQ





San Francisco Better Streets Plan: Goals

- ✓ Improved pedestrian environment and public realm
- ✓ Provide a comprehensive update to the City's ROW and **Street Design Standards and Guidelines**
- ✓ Green Streets: Realize the ecological potential of streets
- ✓ Improve public health





San Francisco: Design Guidance by Street Type

Downtown Commercial

Downtown commercial streets such as Grant or Kearny Streets handle high pedestrian volumes and high levels of activity throughout the day. Due to their importance, visibility, and high levels of pedestrian activity, downtown streets should have generous sidewalks, high levels of pedestrian amenities, and distinctive, formal design treatments.

Streetscape guidelines for downtown commercial streets are described in the *Downtown Streetscape Plan*, adopted in 1995.



➤ Downtown streets cater to a high volume of local and visiting pedestrians and should reflect a high level of amenity and quality of care.

Considerations

- High levels of pedestrian activity
- Desire for generous pedestrian environment and public realm
- High volume of through traffic
- Important transit functions
- Access needs for local businesses
- Potential presence of sub-sidewalk basements
- Limited sunlight access to sidewalks

Standard Improvements

Marked crosswalks with curb ramps (Section 5.1)



Sidewalk planters (planter boxes) (6.1)

Pedestrian signals (countdown and APS) (5.2)



Stormwater control measures (6.2)

Corner curb extensions (5.2)



Pedestrian-scale lighting (6.3)

Street trees (6.1)



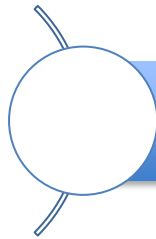
Special paving in furnishings zone (6.4)



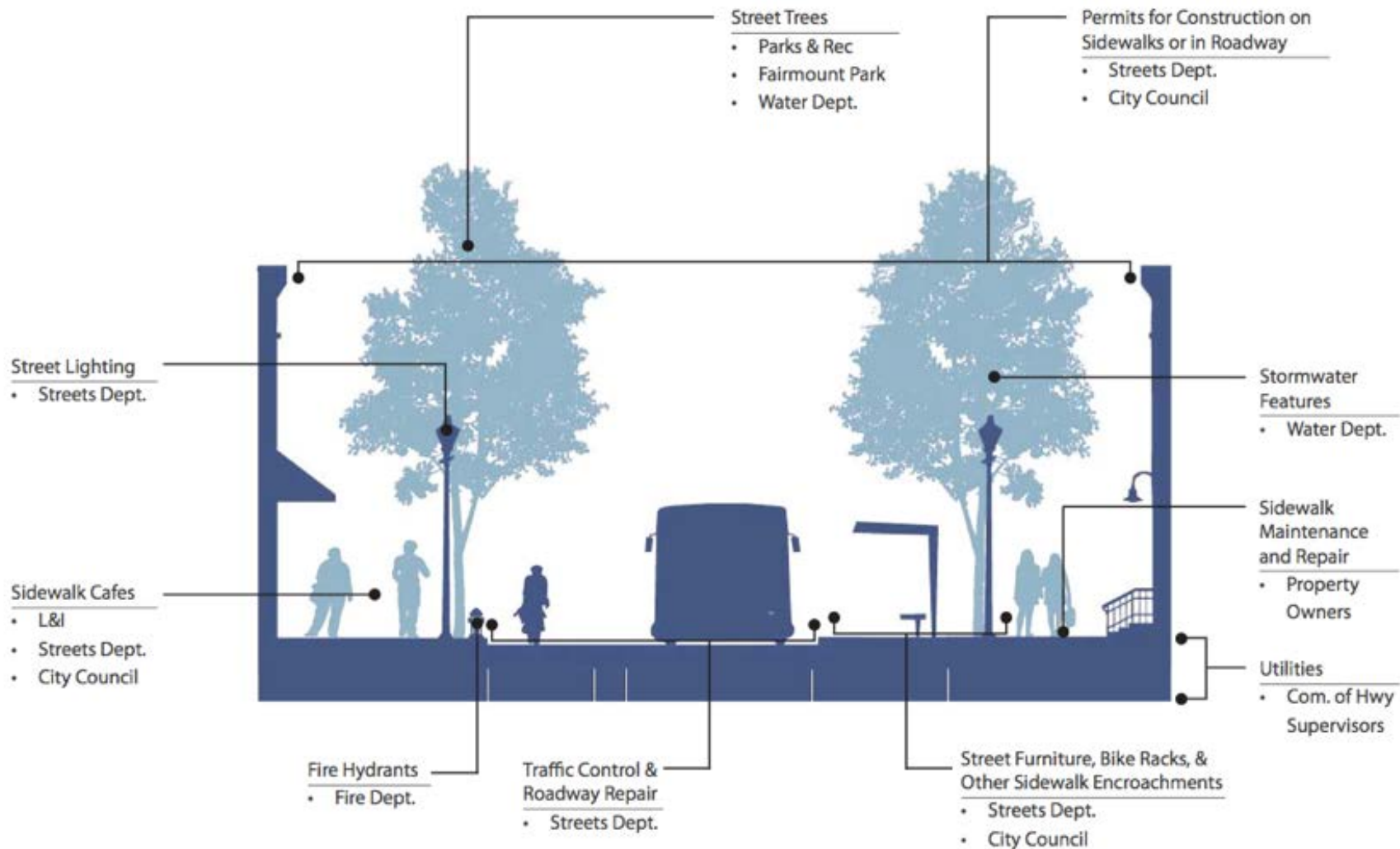
Site furnishings (6.5)

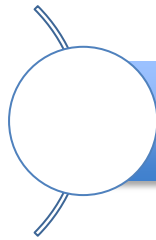
Additional Guidelines

- Downtown Commercial streets should follow the guidelines in the *Downtown Streetscape Plan*
- For specific stormwater control measures, see Section 6.2.



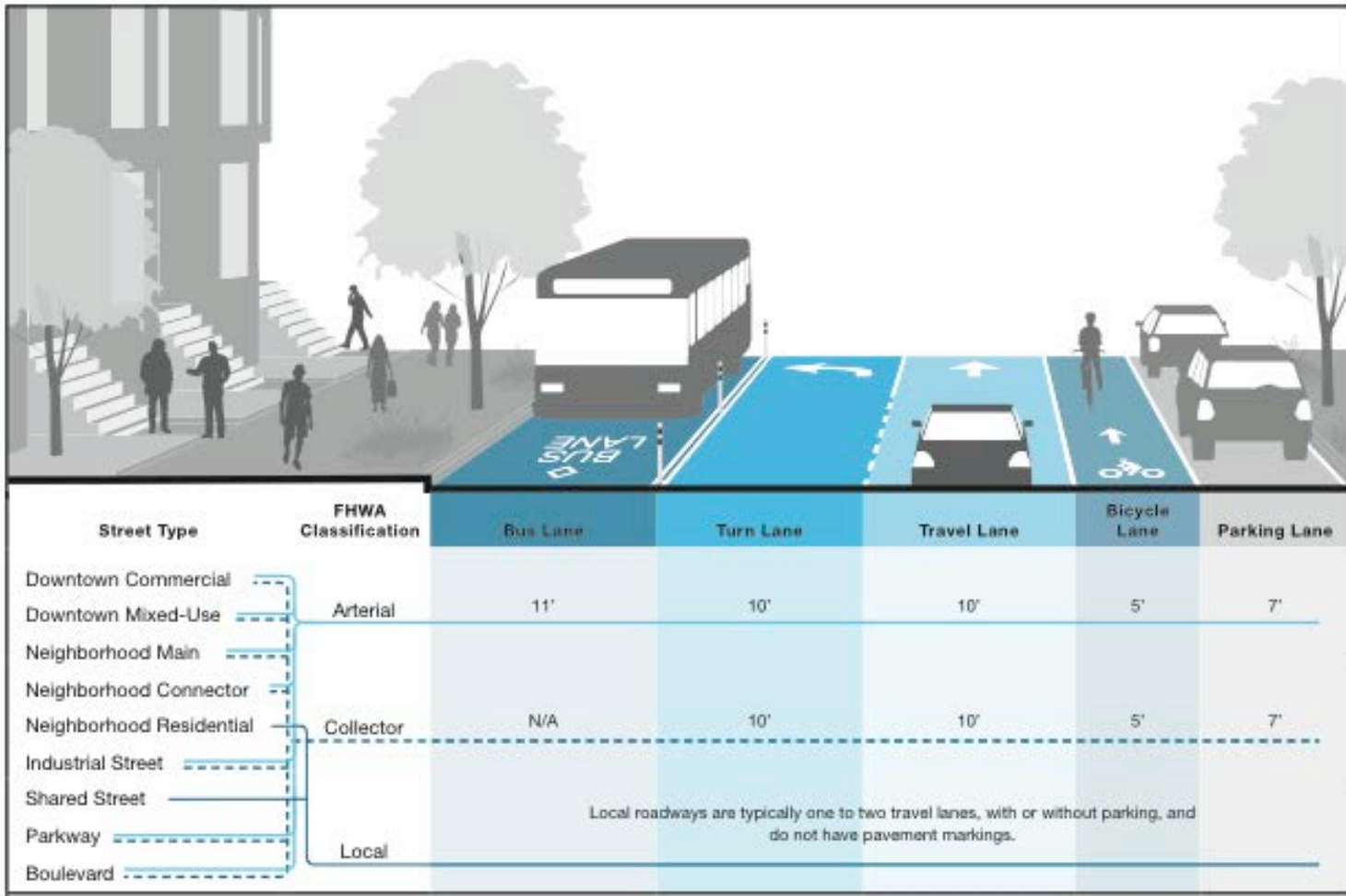
Philadelphia: Who's Who in the R.O.W.

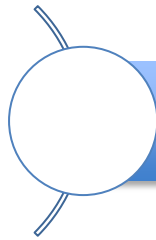




Chicago: Clear Specifications for Roadways

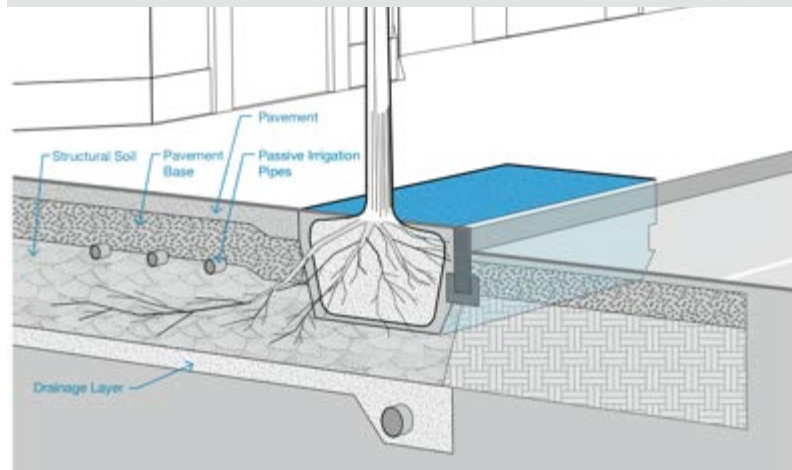
Minimum Widths for Roadway Lanes





Specifications Example: Street Trees

Root Environment for Street Trees



Preferred Tree Spacing and Offsets

	1 Short Stature Ornamental Trees	2 Medium Stature Trees	3 Large Stature Shade Trees
On-Center Spacing	20'	25'	30'
Offset from Curbs or Path Edges	2'-6"	2'-6"	2'-6"
Offset from Light Poles	15'	15'	15'
Offset from Driveways, Fire Hydrants, Loading Zones	10'	10'	10'
Offset from Intersections (Depending on direction of traffic)	20'	20' to 40'	20' to 40'

A Faster Track to the Top for Austin

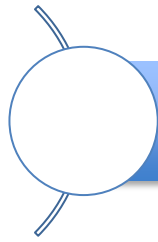
Leveraging Best Practices

- Imagine Austin, Complete Streets Policy
- National Standards: NACTO + ITE/CNU Design Guidelines
- Short-term: Provide interim guidelines, criteria and process for project review
- Long-Term: 5-Year Plan for full realization of Complete Streets Policy

Typical Major Projects

- ✓ **Pedestrian realm/safety plan**
- ✓ **Street Design Guidelines**
- ✓ Classify streets by type
- ✓ Update city code and criteria manuals
- ✓ Integrate all city criteria in one unified ROW manual
- ✓ Green Streets Guidebook

Ready, Set, Go Austin!



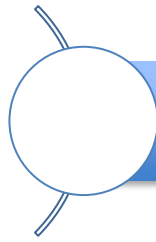
AUSTIN 2014 Accomplishments

- ✓ Complete Streets Steering Committee
Imagine Austin Implementation
- ✓ **Complete Streets Policy Adopted** June 12
National Complete Streets Coalition
Workshops, Sept. 15-16
 - ✓ Staff Training
 - ✓ Community Education
 - ✓ Department Leadership Engaged
 - ✓ Scope and Initial Workplan Developed
- ✓ Assessing landscape: Code, TCM, standard procedures, pilot projects
- ✓ Green Streets Working Group
- ✓ **Bike Plan & Urban Trails Plan Adopted**
- ✓ Developing phased approach



2015 Next Steps:

- Launch Technical Committee
- Stage 1 TCM revision
- Launch **Pedestrian Plan**
- Stakeholder Focus Group(s)
- Finalize, release work plan
- Scope of work: ID resources needed, funds available



AUSTIN 5 Year Process (Envisioned)



2014

City
Council
Action

2014-15

**Launch C.S.
Program;**

TCM
Update
Bike Plan
Trails Plan

2016

Fund major
projects:

- Guidelines
- Pedestrian
Master Plan
- ROW
Standards

2016-2018

Complete &
release:

- C.S.
Guidelines
 - G.S. Guide
 - ROW
Standards
- Education
Funding*

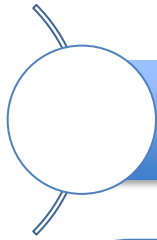
2018-2020

Active
Implementation

**Major C.S.
Projects**

Monitoring &
Metrics

*Continuous
Improvement*



AUSTIN Developing 3-Phase, 5-Year Approach

Phase 1

Year 1: Foundational work

Program Development
Interim Checklist & Design
Review Process

TCM Update

Base Urban Design Standards
Green Streets Plan
ROW Standards Approach
Identify Funding/Resources
Pilot Projects: Corridors

Year 2: If funded, initiate

Complete Streets Guidelines
Green Streets Guidelines
Pedestrian Master Plan
ROW Standards Manual
Community Engagement

Phase 2

Release Guidelines
Release Standards

Staff Training
Community Education
Pilot Project Assessments
Feedback > Updates

Integrate with
CodeNEXT
Adoption

Phase 3

Advance significant
projects
Continuous Improvement
Assessments via metrics
Ongoing Best-Practice
updates

Online Project Guidance

Austin Transportation & Complete Streets

It's about everything we all do, all the time

- Big-Picture Goals | Mobility Planning | GIS street mapping
- **Safety!** Design Controls. Speed Controls.
- Active Transportation: Bicycle & Pedestrian
- Transit Streets
- Parking Management
- Right-of-way Management | Pedestrian Realm | Banners *etc.*
- Integrating Streetscapes, Urban Design, Green Infrastructure
- Traffic Data and Active Management
- **Street Design and Engineering** | Project Design Reviews
- Intersections, Crosswalks, Signals, Signs & Markings, Striping
- Corridor Development: Plans and CIP projects *and more!*

ORDINANCE NO. 20140612-119

AN ORDINANCE ADOPTING THE CITY OF AUSTIN COMPLETE STREETS POLICY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

PART 1. Findings.

- (A) Austin City Council Resolution No. 20131212-080 directed the City Manager to create and implement a comprehensive Complete Streets Policy.
- (B) The intent of this policy is to implement the Imagine Austin Comprehensive Plan and to enhance Austin's quality of life over the long-term by advancing mobility; economically sound, compact, and connected development patterns; public health and safety; livability; environmental enhancement; sustainability; equity; affordability, economic activity; climate resiliency; and excellence in urban design and community character.
- (C) The Imagine Austin Comprehensive Plan established a Priority Action to "Develop complete streets design guidelines for all new road construction and reconstruction," to include: "Pedestrian and bicycle facilities and amenities;" "Green Street Techniques/Green Infrastructure Best Management Practices;" "Interconnected, navigable, grid-like streets and blocks;" "Transit accommodations;" and other measures.
- (D) Streets are the public realm and should be designed to a higher standard as beautiful, safe, and comfortable places for all people, in order to equitably support the common good and the Imagine Austin vision statement: "Austin Values and Respects its People."
- (E) City staff has developed a policy reflecting national best practices that provides a vision and intent, Complete Streets principles, applicability and jurisdiction, implementation guidance, a high bar for exceptions, and guidance on potential Code amendments and metrics for evaluation.

PART 2. Council adopts the Complete Streets Policy attached to this ordinance as Exhibit 1.

PART 3. This ordinance takes effect on June 23, 2014.

PASSED AND APPROVED

_____, June 12, 2014 §
§
§

Leo Leffingwell
Mayor

APPROVED: _____
Karen M. Kennard
City Attorney

ATTEST: _____
Jannette S. Goodall
City Clerk

EXHIBIT 1

COMPLETE STREETS POLICY

CITY OF AUSTIN

VISION & INTENT

Complete Streets are necessary to advance multiple long-term community goals defined by the vision and policies of the Imagine Austin Comprehensive Plan.

Complete Streets will enhance Austin's quality of life over the long-term by advancing mobility, economically sound compact and connected development patterns, public health and safety, livability, environmental protection and enhancement, sustainability, equity, affordability, economic activity, climate resiliency, and excellence in urban design and community character. As the public realm, streets should be designed to a higher standard for the common good of all people, in keeping with the Imagine Austin vision: "Austin Values and Respects its People."

Specifically, this Complete Streets Policy is integral to a core Imagine Austin Priority Program: "Invest in a compact and connected Austin." Achieving this goal requires a shift in how we define the role of roadways: They are public spaces that serve people first. Therefore, the City of Austin commits to improvements that support safe, efficient, and convenient mobility for all roadway users – pedestrians, bicyclists, transit riders, and motorists – regardless of age or ability. Complete Streets are necessary to support compact development patterns. They expand everyone's mobility choices for safe and convenient travel by different modes between destinations throughout Austin. As appropriate for their context, they are designed to balance safety and convenience for everyone using the road.

Safety, including a reduction in hazards for pedestrians and bicyclists on Austin roadways, is a fundamental consideration of this Complete Streets policy. Complete Streets also encourage people to make active transportation choices, which are associated with improved health outcomes for people at all stages of life. To improve community health, Austin seeks to transform its street network from a barrier to an asset for regular walking and biking. The City also recognizes the multiple public health benefits of reducing the air and climate pollution caused by vehicles.

The City of Austin recognizes that the planning and design of streets and regional roadways should holistically include the entire right-of-way and public realm – defined as the entire area between building fronts. A Complete Streets approach provides a unique opportunity to thoughtfully integrate and advance multiple objectives for our community, now and in the future, while delivering maximum benefits from both public and private investments.

A. COMPLETE STREETS PRINCIPLES

1. **Complete Streets serve all users and modes.** The City of Austin commits to design, operate and maintain the community's streets and right-of-way so as to promote safe, comfortable and convenient access and travel for people of all ages and abilities. This is the core intent of this policy. All streets and roadways within

the city shall provide basic safe access and crossings for all allowed categories of users – people traveling as pedestrians and by bicycle, transit riders, motorists and others. City streets and/or street networks shall accommodate emergency responders and freight needs as well, in a manner consistent with this policy. The City recognizes that children, seniors, and persons with disabilities may require inclusive accommodations.

- 2. Complete Streets require connected travel networks.** The City of Austin shall prioritize opportunities to create a complete transportation network that provides connected facilities to serve all people and modes of travel, now and in the future. Streets shall be connected to create complete street networks that provide travelers with multiple choices of travel routes and that help to reduce congestion on major roadways. This network includes off-street hard-surface trails for biking and walking. All roadways and routes need not be optimized for all modes; however, people using each mode require a network of safe and convenient travel routes and crossings throughout the city.
- 3. Complete Streets are beautiful, interesting and comfortable places for people.** The design of cities begins with the design of streets, as community places where people want to be. As part of Austin's public realm, streets shall be held to a higher standard for urban design at a human scale. Multi-modal accommodations and all City projects in the right-of-way shall be approached as opportunities to enhance the aesthetic qualities of Austin and its public realm through the thoughtful creation of place. Wherever feasible, streetscapes shall protect and include street trees and native plants, and incorporate landscape architecture, public art, pedestrian amenities and wayfinding signage, sidewalk cafes and street-facing retail, and/or other elements that enhance the attractiveness of Austin and foster healthy economic development.
- 4. Complete Streets require best-practice design criteria and context-sensitive approaches.** The City will align land use and transportation goals, policies and code provisions to create Complete Streets solutions that are appropriate to individual contexts; that best serve the needs of all people using streets and the right-of-way; and that support the land-use policies of the Imagine Austin Comprehensive Plan. Context sensitive design allows roadway design decisions to be more flexible and sensitive to community values, and to better balance economic, social and environmental objectives. The City will take a flexible, innovative, and balanced approach to creating context-sensitive Complete Streets that meet or exceed national best-practice design guidelines. This includes a shift toward designing at a human scale for the needs and comfort of all people and travelers, in considering issues such as street design and width, desired operating speed, hierarchy of streets, mode balance, and connectivity. Design criteria shall not be purely prescriptive but shall be based on the thoughtful application of engineering, architectural and urban design principles.
- 5. Complete Streets protect Austin's sustainability and environment.** By reducing automobile dependence, Complete Streets will help Austin advance toward its goals of sustainability and carbon neutrality. In the design, operation, and maintenance of its transportation system, the City shall seek opportunities to integrate best-practice "Green Street" principles, features and metrics adapted for

the Austin climate. These may include stormwater management, tree canopy, shade structures, landscaping, climate protection and resiliency, urban heat island mitigation, accessible and integrated parks and natural areas, and other measures. Projects in the public right-of-way and their landscape elements shall seek to advance sustainable management and conservation practices for water, energy, materials and other resources, balanced with other goals.

- 6. Complete Streets are the work of all City departments.** The City shall approach every public or private project, program, and practice that affects the transportation network or occurs in the right-of-way as an opportunity to improve street conditions and travel routes for everyone. City departments, inclusive of utilities, shall work in coordination and collaborate with other entities to maximize current and future opportunities for Complete Streets, enhancement of the public realm, and street connectivity.
- 7. Complete Streets include all roadways and all projects and phases.** The City shall apply this policy in a context-sensitive manner to all private and public routes and roadways. It applies to both new streets and retrofit projects, including the construction, reconstruction, retrofit, resurfacing, alteration and major repair of streets. It shall provide guidance to all City capital improvement projects. It includes parking facilities, alleys, bridges, frontage roads, private drives or streets and internal circulation routes, temporary traffic zones, off-street bicycle-pedestrian paths, park roads, and other elements of the transportation system.
- 8. Complete Streets require appropriate performance measures.** The City will track and report performance measures for the transportation system that measure how well the City is conforming to this policy. Indicators shall reflect safe and efficient mobility for all users – pedestrians, bicyclists, transit riders, motorists, and freight. A system of Green Streets metrics will be adopted and reported as well. For multimodal mobility, performance indicators shall be utilized and weighted in a manner that reflects context and community values.

B. APPLICABILITY AND JURISDICTION

This policy is applicable to all development and redevelopment in the public domain within the City of Austin. It applies to the work of all City Departments and entities. It is intended to guide all private development that affects streets, the transportation system, and the public realm.

Where new streets and subdivisions are subject to the City of Austin Land Development Code and/or Transportation Criteria Manual, the City shall fully and consistently refer to this policy for guidance. In the City's extra-territorial jurisdiction, applicability to specific projects shall be reviewed, determined and overseen with the appropriate county in accordance with the provisions of Title 30 (§ 30-I-1).

In existing developed areas of the City, roadway improvements that implement this policy shall be achieved as individual projects advance, as sites and corridors are developed and improved, and as needs and travel-mode balance evolve over time.

For activity centers and corridors identified in the Imagine Austin Comprehensive Plan, and areas with high levels of pedestrian activity, the City shall seek and prioritize funding sources for strategic Complete Streets improvements.

The City of Austin requires all agencies over which it has permitting authority to comply with this policy. At a minimum, they should not adversely affect multimodal travel conditions and future opportunities. These include, but are not limited to, water agencies, electric utilities, gas and petroleum utilities, communications utilities, and service contractors. Provisions that support this Complete Streets policy shall be added to new franchise agreements affecting the City right-of-way.

For all transportation projects designed by other agencies or entities that require funding or approval by the City, Austin Transportation Department shall, in advance of finalizing such funding or approval: (1) evaluate the proposed project for compliance with this Complete Streets Policy, and (2) where needed, recommend measures and require appropriate changes to bring it into compliance.

The City of Austin encourages entities not under its jurisdiction to satisfy this policy, including school districts, counties, and State of Texas agencies with facilities in the City of Austin and its extra-territorial jurisdiction. Partner agencies are encouraged to adopt this Complete Streets Policy or an equivalent.

For regional transportation projects, the City will promote compliance with this Complete Streets Policy by its partners, including Capital Area Metropolitan Planning Organization, Capital Metropolitan Transit Authority, Texas Department of Transportation, Central Texas Regional Mobility Authority, and neighboring cities, counties and other agencies as applicable.

C. EXCEPTIONS

The City expects full compliance with this policy. An exception for a specific project may be requested and granted when:

- Use of the roadway is prohibited by law for a specified category of users (e.g. pedestrians on an interstate freeway, vehicles on a pedestrian or transit mall);
- The costs of providing accommodation are excessively disproportionate to the need or probable use;
- The application of Complete Streets principles would be contrary to public safety;
- An absence of current and future need to serve a category of users is documented (e.g. in a rural or low-density area). In determining future need, applicants and City review staff shall consult relevant City and regional long-range plans for land use and transportation, including the Imagine Austin Comprehensive Plan.

A request for an exception should be submitted to the Director of Austin Transportation Department at the earliest project phase (e.g. during initial project planning and budgeting). The request submitted must include a narrative, site photographs, project site map and drawings if available, and supporting data.

The request shall be jointly considered by the Director of Public Works, Director of Austin Transportation Department, and Director of Planning and Development Review or their designees. In the City's extraterritorial jurisdiction, exceptions also shall be considered by the relevant county, which may have final authority.

For all project elements constructed in the City right-of-way, final determination and approval of exceptions shall reside with the Director of Public Works. Exceptions granted shall be publicly reported on the City's website. Reports shall include the applicant's documentation as backup and indicate the basis for the decision.

Where exceptions are granted, parallel accommodations for the category of users excluded shall be sought on alternate routes within the transportation system.

D. CODE AMENDMENTS

The City of Austin Land Development Code, including Subdivision Regulations, shall be revised to incorporate the principles and provisions of this Complete Streets Policy. This policy in itself does not change the Land Development Code.

All City of Austin criteria manuals referenced in the City Code that affect the design of roadways and facilities sited in the right-of-way, which affect the implementation of this policy, shall be reviewed and updated to make them consistent with its goals and support its implementation. These include the Transportation Criteria Manual, Utility Criteria Manual, Environmental Criteria Manual, and Drainage Criteria Manual. Related administrative rules also shall be reviewed and updated as needed.

The City's Transportation Criteria Manual shall be reviewed and revised to make it consistent with this policy. To facilitate near-term compliance with this policy, an interim advisory on the design of streets and subdivisions that references national guidelines and manuals shall be issued as an administrative rule.

By September 15, 2014, the City Manager shall report to Austin City Council on any future code amendments needed to support implementation of this policy. The report also will address the applicability of this policy to private development.

E. IMPLEMENTATION

The City of Austin shall make Complete Streets practices a routine part of everyday operations and procedures. The Complete Streets principles of this policy shall inform all transportation planning, design, maintenance, and funding decisions. In addition, they shall inform the early scoping phase of all City capital improvement projects that include or affect roadway elements and the right-of-way.

As needed to ensure robust implementation of this policy, the City shall develop or update City design policies, guides, and manuals across disciplines. It also shall reference the most up-to-date national standards, design guides, and best practices supportive of Complete Streets.

Guidance on Implementation is provided in "Exhibit A," attached to this policy.

Complete Streets Policy Implementation Guidelines shall be developed, to provide more detailed direction. These Guidelines shall be adopted as a separate document as an administrative rule. The Guidelines shall be provided to all City departments, regional transportation agencies, and the public by September 15, 2014.

The City will actively seek sources of funding to implement this policy.

EXHIBIT A: GUIDANCE ON IMPLEMENTATION

1. Application to City Projects

- a. Austin City Council Resolution No. 020418-40 required major City roadway projects to budget up to 20% for appropriate sidewalk and bicycle facilities. Major roadway projects initiated *prior* to adoption of this Complete Streets Policy shall continue to adhere to its provisions. In keeping with this Complete Streets Policy, available budget within the 20% criteria also may be allocated to address the needs of transit users; integrate Green Street practices, including street trees and landscape elements; and/or provide other amenities that invite walking and create a sense of place.
- b. All City capital improvement projects, including roadways, initiated *subsequent* to the adoption of this Policy shall fully integrate its Complete Street goals and principles from the earliest project scoping and budgeting phases. As this Complete Streets Policy establishes higher and more comprehensive goals and criteria than Resolution No. 020418-40, this policy shall supersede it for roadway projects. All projects shall be initially defined such that the overall project budget is sufficient to assure conformance with this policy.

2. **Capital Improvement Projects.** Consideration of this Complete Streets Policy and its long-range goals shall be incorporated into the planning, scoping, budgeting, funding, design, approval and implementation process for all City facilities, roadways, and right-of-way infrastructure. The Capital Planning Office shall provide coordination and support. Departments shall consult the Imagine Austin Comprehensive Plan, Long-range Capital Improvement Program Strategic Plan, Capital Improvement Program Five-Year Plan, and other relevant City master plans for guidance.

In planning and designing City projects that include or impact roadways, City Departments shall consult the Austin Transportation and Public Works Departments and shall consult City master plans and policies related to pedestrian, bicycle, transit, and vehicle transportation. All projects shall strive to advance and integrate multiple goals, including a high-quality public realm, placemaking, Green Streets, and economic development. City projects shall seek cost-saving opportunities through such integration.

Projects shall anticipate opportunities to incrementally achieve fully complete streets and networks over time, and in future phases of work. Departments shall take care that their work does not adversely affect the pedestrian realm and opportunities for multimodal travel and facilities.

Projects should anticipate funding needs and seek resources to acquire necessary right-of-way and/or easements. Where the costs of acquiring right-of-way to provide separate accommodations for each mode of travel are cost-prohibitive, innovative or multi-use facilities within the existing right-of-way that accommodate both pedestrians and bicyclists may be considered, if appropriate for the roadway and its context.

For City parks projects, park land may be used for bicycle/pedestrian trails and other elements of the transportation system that provide connectivity and support people's access to parks and recreational/outdoor activities.

City utilities will provide guidance on ensuring that Complete Streets Policy implementation does not create public safety hazards or reductions in levels of utility service unacceptable to utility customers. Utility projects will seek to support and advance implementation of this policy and related right-of-way conditions.

3. **Project Budgets.** It is the responsibility of each project to budget appropriately for implementation of this policy, in a context-sensitive manner. This includes budgeting for right-of-way and/or easement acquisition. Where primary funding sources for City projects are narrowly constrained (e.g. restricted to utility, affordable housing, or other purposes), the City will actively pursue additional funding sources to allow implementation of this policy to a high standard.
4. **Private Projects.** In reviewing zoning, site plans, subdivision plans, planned unit developments, and other projects that include streets or private drives or other internal circulation routes, City staff shall seek full compliance with the intent of this Complete Streets Policy. To ensure that its goals and principles are fully incorporated into the City of Austin zoning and development review process, City zoning and development review staff across departments shall receive appropriate training. The Planning and Development Review Department also shall provide appropriate information and education to the development community and applicants.

In reviewing projects subject to Design Standards and Mixed Use Chapter 25-2 Subchapter E ("Commercial Design Standards") and Specific Area Regulating Districts, the City shall approve Alternative Equivalent Compliance only as it conforms to the goals and intent of this Complete Streets Policy. A system shall be developed to track approvals of Alternative Equivalent Compliance; such approvals shall be reviewed annually by a multidisciplinary staff team to assess impacts on Complete Streets and the pedestrian realm.

If City staff recommends additional measures regarding private projects, that process will include public review and input.

5. **Complete Streets Program.** The City will implement this policy through a Complete Streets Program based in Austin Transportation Department. The Program will be developed and implemented in consultation with the Public Works Department and other departments and partners. It will be appropriately staffed to provide multi-modal transportation planning; it will be coordinated with City programs and initiatives for bicycling, pedestrians, transit and on trails. Program staff will facilitate development of a Pedestrian Master Plan.

The Complete Streets Program will be structured as an element of Imagine Austin Comprehensive Plan implementation and be inclusive of all relevant City Departments. The Program shall facilitate citywide staff training, public education,

document development and/or updates, departmental Complete Street efforts, and other actions as necessary to fully implement this Complete Streets policy.

An interim report on the development and progress of this program shall be delivered to Austin City Council within 12 months of policy adoption.

6. **Modal Networks.** The City shall advance projects that are needed to close gaps and to complete priority transportation networks and routes for people using each individual travel mode.
7. **Street Design Standards.** The City shall refer to the following national guidelines, recognized by Austin City Council:
 - a. *Designing Walkable Urban Thoroughfares: A context sensitive approach* (Institute of Transportation Engineers/Congress for the New Urbanism)
 - b. *Urban Street Design Guide*, and *Urban Bikeway Design Guide* (National Association of City Transportation Officials)

Flexible and innovative context-sensitive design solutions that conform to these guidelines are encouraged for both public and private projects. Updated street design standards and criteria that reflect these national guides will be developed in the course of revising the Transportation Criteria Manual.

The design of roadway water quality controls and storm drain infrastructure (as required by ordinance for new roadways and major roadway reconstructions) shall be incorporated into this approach.

In Downtown, Great Streets Design Standards shall continue to apply.

8. **Green Streets Guidelines.** A multi-disciplinary City staff team shall develop specific Green Streets principles, guidelines, and metrics. The guidelines shall reflect national best practices as well as green infrastructure goals referenced in Imagine Austin. They shall address roadway-design related stormwater infrastructure and management, for both water quality and runoff volume; the linking of trails and greenbelts with roadway networks; and other relevant sustainability, environmental and ecosystem goals.

The integration of Green Streets principles and metrics shall be overseen by the Imagine Austin Green Infrastructure Priority Program Team, in coordination with the Compact and Connected Priority Program Team. They shall be administered as an integral part of street design and project reviews.

9. **Staff Training.** The City will provide information and training on this Complete Streets policy and its principles, and best practices for implementation, to relevant City staff across departments within 150 days of policy adoption. Continuing education inclusive of all aspects of this policy shall be provided on an annual basis. The training materials shall be offered to regional and City partner agencies.
10. **Outreach and Education.** The City and partner organizations will provide ongoing public information and education about Complete Streets to Austin residents; community groups and leaders; transportation, planning, design and engineering professionals; and the private development community. The City will meet at least

annually with representatives of Capital Metropolitan Transit Authority, Travis County, Central Texas Regional Mobility Authority and TxDOT to review best practices in Complete Streets Implementation and evaluate cross-agency efforts.

11. **Metrics for Evaluation.** Complete Streets Policy metrics will be tracked and reported in coordination with metrics and monitoring established for Imagine Austin implementation. For mobility goals, they include miles of new and improved sidewalks and bicycle facilities and number of accessible transit stops. Additional metrics that reflect the comprehensive goals of the policy will be developed within 12 months of policy adoption. A Complete Streets performance report will be included as a section in the Imagine Austin Comprehensive Plan Annual Report.
12. **Code Amendments.** City staff will conduct a diagnosis to identify: 1) what, if any, provisions in current code or criteria are in conflict with implementation of this Complete Streets policy, or otherwise present impediments, and 2) what code and criteria amendments are needed, if any, to address impediments or to otherwise advance the implementation of the Complete Streets policy.

Upon adoption of a major revision to the Land Development Code by Austin City Council, necessary updates on this policy shall be issued to create consistency with all Land Development Code provisions and language related to roadways, right-of-way, street classifications, character districts, and other applicable elements.

13. **Roles and Responsibilities.** Austin Transportation Department, as the administrator of the Complete Streets Program, shall have lead responsibility for implementation of this policy.

Final authority for the construction of elements in the City right-of-way, as well as reporting responsibility for exceptions granted to this policy, resides with the Public Works Department.

Per City Code, the Director of Public Works is responsible for the functionality of streets as defined by their utility, durability, condition and serviceability and has final authority over related decisions. The City Traffic Engineer is responsible for the design and functionality of streets and the roadway network as it relates to providing safe, efficient, and comfortable travel for roadway users. The Public Works Department and Austin Transportation Department shall jointly and collaboratively address these goals for the community's roadways, coordinating with other City departments and partner agencies as needed.

14. **Exceptions Reporting.** The Public Works Director shall report each exception granted through the mechanism established in this policy, including for City projects, and shall oversee the timely public posting of such reports on the City of Austin website.

Quarterly, a summary report on exceptions granted shall be provided to a multidisciplinary City staff team responsible for guiding Complete Streets implementation. Annually, a report shall be provided to the Urban Transportation Commission.

January 13, 2015

Design Commission
Attn: Dean Almy

The process of the code revisions (CODENEXT) promises to be long and difficult at best. The good news is that we could not have a better consultant team for the task.

It has long been my opinion that the code issues have increased costs significantly and unnecessarily and have compromised the quality of design in our city. As you well know good design cures most concerns.

Since the Design Commission is the only group I can think of that is official and knowledgeable I am hoping that the Commission will step up to lead the discussion as the process unfolds. Under the leadership of the Design Commission the conversation can deal with possibilities rather than ill-conceived limitations; can be based on good design principles not on no growth politics.

Our urban life is less robust and less pervasive than it could be, and our taxes are higher due to the politics of "No". Let's just do something about that in 2015.

DESIGN COMMISSION WORKING GROUP ON PROJECT REVIEW APPLICATION

Question #__?__

How does this project serve to enhance the urban environment in which it “resides”? Does it respond to the structure and quality of life illustrated by the Urban Design Guidelines, the Great Streets Program, the Commercial Design Standards, _____, (we need to insert other COA guides)? Describe how this project serves to make the city more walkable, humane, dense, diverse, pedestrian friendly, responsive to public art, unique and authentic in character, safe and connected to the outdoors.



DESIGN COMMISSION PROJECT REVIEW SUBMITTAL AND PROCESS

INTRODUCTION

The Design Commission provides advisory recommendations to the city council to assist in developing public policy and to promote excellence in the design and development of the urban environment. The Commission seeks to foster a pedestrian-oriented, walkable city.

It is requested projects are presented to the Design Commission in their Conceptual/Schematic Design phase. For municipal buildings and associated site development projects seeking Subchapter E Design Standards Alternative Equivalent Compliance (AEC) shall be presented to the Commission before AEC is granted accordance with City Council Resolution No. 20100923-086.

It is strongly recommended that each applicant meet with Staff to make submission for Design Commission review. Please see Staff contact information at the end of this document.

MINIMUM ITEMS TO BE SUBMITTED IN AN ELECTRONIC (Adobe PDF) BACKUP PACKET TO CITY STAFF:

1. Complete Project Submittal Consideration Sheet. In the narrative, include (as applicable) project use(s), square footage of use(s), number of dwelling units, number of floors, height, amount of open space, FAR, nearby transportation, and surrounding context.
2. Describe how the Commission can assist in making your project better for the community. Please be as specific as possible.
3. Provide vicinity plan locating the project in the city, vicinity plan showing a minimum 9 block area around the project, conceptual site plan, floor plan diagram, exterior elevation and/or conceptual 3D view. Sheets to be no larger than 11x17. Submitted drawings should demonstrate compliance with Subchapter E Design Standards, as applicable.
4. List any sustainability highlights and community benefits offered.
5. Relate the project to applicable items addressed in the Urban Design Guidelines.

OTHER ITEMS THAT MAY BE SUBMITTED / PRESENTED (but not included in printed Commissioner standard backup package)

Provide any other materials (narrative / graphics / slide images) to further describe the project.

REVIEW PROCESS

1. Applicant submits documents to Staff a minimum of ten days prior to the posted item for review on the agenda (see Design Commission Calendar of Regular Meetings).
2. Staff reviews submittal for completeness.
3. Design Commission meets and hears a presentation by the Owner/Applicant/Architect. Staff provides backup to Commissioners, including letters/decisions from other Boards and Commissions.
4. Design Commission may direct a Project Review Working Group to meet on a project and further refine Commission comments. If this happens, the Project Review Working Group will take comments from the full Design Commission meeting, add their comments, and coordinate with the Design Commission Chair to issue a letter to Council. The Project Review Working Group shall meet prior to the next regularly-scheduled Design Commission to finalize comments on any project submittal. The goal is for this to happen in a 1 month timeframe.
5. At the end of a project review, the Design Commission will submit a letter to City Council, or it will rely on comments at a meeting being recorded in meeting minutes.
6. After completion of a Project Review Letter, either by the full Commission or by the Project Review Working Group. Staff will forward any Design Commission letter to applicable Boards/Commissions and the Council department liaison for distribution to the Mayor and City Council.
7. Design Commission may request that an Owner/Applicant or City Staff submit an update report in the future so that the Commission can review progress as a project is further detailed.

GENERAL CONSIDERATIONS

Incomplete Applications

Should Staff determine that the application is incomplete; it shall be returned to the applicant and not be posted on agenda for consideration by the Commission.

Submissions without the required Adobe PDF electronic file shall be deemed incomplete.

Public Notice

Posting of public notices on the proposed project site or giving notice to adjacent property owners is not required by the enabling ordinance for the Austin Design Commission. The posted agenda for the Design Commission meetings serves to inform the public of subjects considered by the Commission. The applicant shall note that the concomitant regulatory procedures by other boards and commissions have legal public

notice requirements. Actions taken by the Austin Design Commission shall be in respect of and in compliance with such local ordinances and project review procedures.

Design Commission Advisory Recommendations

The Commission will consider Project Review Applications during its regularly scheduled monthly public meetings and issue an advisory recommendation in the form of a Project Review Letter. The Letter will be sent to the applicant, the chair of the applicable planning commission of the City, the liaison department and the City Council.

Limits on Resubmissions

Applicants are limited to two (2) resubmissions per design phase (as described herein) and shall notify Commission Staff of the intent and desire to resubmit project(s) for review within seven (7) days of the action vote by the Commission. The Commission shall consider such resubmissions prior to issuing the Project Review Report.

Rebuttal of Project Review Report

Since the Commission issues advisory recommendations only, there is no instance for appeals to the Commission. Rebuttals of such advisory recommendations may be made by the Applicant to the applicable planning commission, city department or City Council in accordance with applicable standard processes and procedures.

Urban Design Guidelines

A copy of the Urban Design Guidelines for Austin can be found at the following location:
http://www.ci.austin.tx.us/downtown/downloads/urban_design_guidelines_for_austin.pdf

Staff Contact

By appointment, City Staff is available for consultation on submittal requirements. To schedule a pre-submission conference or for information on any of the above submittal requirements please contact:

Jorge E. Rousselin, Development Services Process Coordinator
Urban Design - Planning and Development Review Department
City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704
P: (512) 974-2975 F: (512) 974-2269
E-mail: jorge.rousselin@ci.austin.tx.us

Christine Freundl, Senior Planner
Urban Design - Planning and Development Review Department
City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704
P: (512) 974-2868 F: (512) 974-2269
E-mail: christine.freundl@ci.austin.tx.us



**City of Austin
Design Commission – Project Submittal Consideration Sheet**

Project Name:		
Project Location/Address:		
Applicant:	Property Owner:	
Mailing Address:	Mailing Address:	
Phone Number:	Phone Number:	
Project Architect/Engineer:	Project Start Date:	Project End Date:
Mailing Address:	Phone Number:	
Is project subject to redevelopment site plan or zoning application approvals? Yes No	Anticipated Dates of Action Planning Commission: City Council:	
Narrative Description of Proposed Project (including entitlements that you are seeking; attach or add additional page(s) as necessary) :		
Is Alternative Equivalent Compliance (AEC) requested for this project? Yes No If yes, please refer to following page		
Current Status of Submittal:		
Conceptual	Schematic	Design Development
Do you have a copy of the Urban Design Guidelines for Austin? Yes No		
If not, please see: http://www.ci.austin.tx.us/downtown/downloads/urban_design_guidelines_for_austin.pdf		
Please fill in the subsequent information on the following pages.		



**City of Austin
Design Commission – Project Submittal Consideration Sheet (Continued)**

Relate the project to applicable items addressed in the Urban Design Guidelines for Austin. For an explanation of each guideline, please review the document at:
http://www.ci.austin.tx.us/downtown/downloads/urban_design_guidelines_for_austin.pdf

ALTERNATIVE EQUIVALENT COMPLIANCE (AEC)

Is AEC being requested for this project? **Yes** **No**

If yes, please explain nature of request including alternatives offered and entitlements sought. Attach additional page if necessary.

AREA WIDE GUIDELINES

1. Create dense development

incorporated, need input, N/A

2. Create mixed-use development

incorporated, need input, N/A

3. Limit development which closes downtown streets

incorporated, need input, N/A

4. Buffer neighborhood edges

incorporated, need input, N/A

5. Incorporate civic art in both public and private development

incorporated, need input, N/A

6. Protect important public views

incorporated, need input, N/A

7. Avoid historical misrepresentations

incorporated, need input, N/A

8. Respect adjacent historic buildings

incorporated, need input, N/A

9. Acknowledge that rooftops are seen from other buildings and the street

incorporated, need input, N/A

10. Avoid the development of theme environments

incorporated, need input, N/A

11. Recycle existing building stock

incorporated, need input, N/A

GUIDELINES FOR THE PUBLIC STREETSCAPE

1. Protect the pedestrian where the building meets the street

incorporated,	need input,	N/A
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2. Minimize curb cuts

incorporated,	need input,	N/A
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3. Create a potential for two-way streets

incorporated,	need input,	N/A
---------------	-------------	-----

4. Reinforce pedestrian activity

incorporated,	need input,	N/A
---------------	-------------	-----

5. Enhance key transit stops

incorporated,	need input,	N/A
---------------	-------------	-----

6. Enhance the streetscape

incorporated,	need input,	N/A
---------------	-------------	-----

7. Avoid conflicts between pedestrians and utility equipment

incorporated,	need input,	N/A
---------------	-------------	-----

8. Install street trees

incorporated,	need input,	N/A
---------------	-------------	-----

9. Provide pedestrian-scaled lighting

incorporated,	need input,	N/A
---------------	-------------	-----

10. Provide protection from cars/promote curbside parking

incorporated,	need input,	N/A
---------------	-------------	-----

11. Screen mechanical and utility equipment

incorporated,	need input,	N/A
---------------	-------------	-----

12. Provide generous street-level windows

incorporated,	need input,	N/A
---------------	-------------	-----

13. Install pedestrian-friendly materials at street level

incorporated,	need input,	N/A
---------------	-------------	-----

GUIDELINES FOR PLAZAS AND OPEN SPACE

1. Treat the four squares with special consideration

incorporated,	need input,	N/A
---------------	-------------	-----

2. Contribute to an open space network

incorporated,	need input,	N/A
---------------	-------------	-----

3. Emphasize connections to parks and greenways

incorporated,	need input,	N/A
---------------	-------------	-----

4. Incorporate open space into residential development

incorporated,	need input,	N/A
---------------	-------------	-----

5. Develop green roofs

incorporated,	need input,	N/A
---------------	-------------	-----

6. Provide plazas in high use areas

incorporated,	need input,	N/A
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7. Determine plaza function, size, and activity

incorporated, need input, N/A

8. Respond to microclimate in plaza design

incorporated, need input, N/A

9. Consider views, circulation, boundaries, and subspaces in plaza design

incorporated, need input, N/A

10. Provide an appropriate amount of plaza seating

incorporated, need input, N/A

11. Provide visual and spatial complexity in public spaces

incorporated, need input, N/A

12. Use plants to enliven urban spaces

incorporated, need input, N/A

13. Provide interactive civic art and fountains in plazas

incorporated, need input, N/A

14. Provide food service for plaza participants

incorporated, need input, N/A

15. Increase safety in plazas through wayfinding, lighting, & visibility

incorporated, need input, N/A

16. Consider plaza operations and maintenance

incorporated, need input, N/A

GUIDELINES FOR BUILDINGS

1. Build to the street

incorporated,	need input,	N/A
---------------	-------------	-----

2. Provide multi-tenant, pedestrian-oriented development at the street level

incorporated,	need input,	N/A
---------------	-------------	-----

3. Accentuate primary entrances

incorporated,	need input,	N/A
---------------	-------------	-----

4. Encourage the inclusion of local character

incorporated,	need input,	N/A
---------------	-------------	-----

5. Control on-site parking

incorporated,	need input,	N/A
---------------	-------------	-----

6. Create quality construction

incorporated,	need input,	N/A
---------------	-------------	-----

7. Create buildings with human scale

incorporated,	need input,	N/A
---------------	-------------	-----