



**DESIGN COMMISSION SPECIAL CALLED MEETING
WEDNESDAY, JULY 29, 2015 6:00 PM
CITY HALL BOARDS AND COMMISSIONS ROOM 1101
301 W 2ND ST., AUSTIN, TEXAS 78701**

Current Commission Members

_____ Samuel Franco

_____ Ben Luckens

_____ Evan Taniguchi

_____ Bart Whatley

_____ Heyden Walker

_____ David Carroll

_____ Aan Coleman

_____ Kelsey Oelze (COA – PZD)
Staff Liaison

_____ Jorge E. Rousselin (COA – PZD)
Executive 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 June 22, 2015 Design Commission meeting minutes. (Kelsey Oelze , COA-PZD)	6:15 PM
3. NEW BUSINESS (Discussion and Possible Action): a. Introduction of Design Commission Staff; b. Introduction of new Design Commission Members; c. Briefing and discussion on the mission of the Design Commission, Bylaws and logistical operations; d. Briefing and discussion on the Project Submittal Sheet and project review process; e. Discussion and possible action of Design Commission officer roles and responsibilities and election of Commission Officers; f. Discussion and possible action on Design Commission meeting dates for 2015; and g. Discussion and possible action on appointment of Design Commission member to the Downtown Commission.	6:20 PM

4. OLD BUSINESS (Discussion and Possible Action): None	8:30 PM
5. COMMITTEE AND LIAISON REPORTS (Discussion and Possible Action) a. Standing Committees Reports; b. Working Group Reports; c. Liaison Reports; and d. Appointment of Committee/Working Group members by Chair.	8:30 PM
6. STAFF BRIEFINGS: None	8:35 PM
7. FUTURE AGENDA ITEMS: None	8:35 PM
8. ANNOUNCEMENTS a. Chair Announcements; b. Items from Commission Members; and c. Items from City Staff.	8:35 PM
ADJOURNMENT	8:00 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 2 days before the meeting date. Please contact Kelsey Oelze in the Planning and Zoning Department, at kelsey.oelze@austintexas.gov or (512) 974-2752, for additional information. TTY users route through Relay Texas at 711.

Design Commission Committees, Working Groups, and Liaisons

Committees

1. Bylaws/Policies & Procedures Committee:
2. Executive Committee:

Working Groups

1. Planning and Urban Design Working Group:
2. Architecture and Development Working Group:
3. Landscape and Infrastructure Working Group:
4. Public Engagement Working Group:

Design Commission Liaisons

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

Design Commission Staff Liaison:

Kelsey Oelze, Administrative Senior
Urban Design, Planning and Zoning Department
City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704
Phone: (512) 974-2752 ■ E-mail: kelsey.oelze@austintexas.gov

Design Commission Executive Liaison:

Jorge E. Rousselin, Development Services Process Coordinator
Urban Design, Planning and Zoning 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](#).



ITEM 2A

**DESIGN COMMISSION
MONDAY, JUNE 22, 2015 6:00 PM
ONE TEXAS CENTER ROOM 325
505 BARTON SPRINGS RD., AUSTIN, TEXAS 78704**

Meeting Minutes

Call to order by Chair Almy at 6:04 pm

Roll Call: J. Cotera, J. Shieh, and J. Wiginton not present

1. CITIZEN COMMUNICATION: None

2. APPROVAL OF MINUTES (Discussion and Possible Action):

- a. Discussion and possible action on the February 19, 2014 Design Commission Special-Called meeting minutes ([Jorge Rousselin](#), COA-PZD)

The motion to approve the minutes as drafted made by H. Hasbrouck; Second by E. Taniguchi was approved on a vote of [4-0] [J. Cotera, J. Shieh, and J. Wiginton not present].

- b. Discussion and possible action on the April 23, 2015 Design Commission Executive Committee meeting minutes ([Kelsey Oelze](#), COA-PZD)

The motion to approve the minutes as drafted made by H. Hasbrouck; Second by E. Taniguchi was approved on a vote of [4-0] [J. Cotera, J. Shieh, and J. Wiginton not present].

- c. Discussion and possible action on the May 26, 2015 Design Commission meeting minutes ([Kelsey Oelze](#), COA-PZD)

The motion to approve the minutes as drafted made by B Whatley; Second by H. Hasbrouck was approved on a vote of [4-0] [J. Cotera, J. Shieh, and J. Wiginton not present].

3. NEW BUSINESS (Discussion and Possible Action): None

4. OLD BUSINESS (Discussion and Possible Action):

- a. Discussion and possible action on timelines for Infrastructure Design Guidelines completion ([Chair Almy](#))

The Design Commission reviewed the letter and made basic grammatical changes and edits.

The motion to approve and submit the letter as amended made by H. Hasbrouck; Second by B. Whatley [4-0] [J. Cotera, J. Shieh, and J. Wiginton 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: **B. Whatley stated that the Downtown Commission had to report on the South Central Waterfront Initiative and that he was able to see the next steps going forward. He announced that the South Central Waterfront Initiative had hired a consultant from CMG, that it would be holding a Talkabout #5 on July 8, 2015, and that it would be having a three-day charrette in early September.**
- d. Appointment of Committee/Working Group Members by Chair: **None**

6. STAFF BRIEFINGS: None

7. FUTURE AGENDA ITEMS: None

8. ANNOUNCEMENTS

- a. Chair Announcements: **None**
- b. Items from Commission Members: **None**
- c. Items from City Staff: **J. Rousselin and K. Oelze thanked the Design Commission for their commitment to the City of Austin.**

ADJOURNMENT by consensus at 6:19 pm.

**BYLAWS OF THE
Design Commission**

ARTICLE 1. NAME.

The name of the commission is Design Commission.

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the Commission is:

- A. The commission shall provide advisory recommendations to the city council as requested by the city council to assist in developing public policy and to promote excellence in the design and development of the urban environment.
- B. The commission shall:
 - 1.) offer policy recommendations regarding specific issues of urban design;
 - 2.) participate in developing design guidelines;
 - 3.) unless otherwise directed by the city council, for projects that require the approval of the Planning Commission or the Zoning and Platting Commission:
 - i. review a project only after a formal request by the project sponsor or applicant; and
 - ii. complete the review before the respective Planning or Zoning and Platting Commission takes final action;
 - 4.) provide citizen education and outreach regarding quality urban design;
 - 5.) provide a venue for citizen input on the design and development of the urban environment;
 - 6.) maintain liaison relationships with city staff and other boards and commissions; and
 - 7.) perform other activities as directed by the city council.
- C. The commission may appoint one or more of its members to serve as liaison to a project- specific community advisory group addressing urban design and planning issues at the formal request of the project sponsor.

ARTICLE 3. MEMBERSHIP.

- (A) The commission is composed of seven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Commission members serve for a term of three years beginning August 1st on the year of appointment.

- (D) An individual commission member may not act in an official capacity except through the action of the commission.
- (E) A commission member who is absent for three consecutive regular meetings or one-third of all regular meetings in a rolling twelve month time frame automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the commission member, an illness or injury of a commission member's immediate family member, or the birth or adoption of the commission member's child for 90 days after the event. The commission member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the commission. Failure to notify the liaison before the next regular meeting of the commission will result in an unexcused absence.
- (F) At each meeting, each commission member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- (G) A member who seeks to resign from the commission shall submit a written resignation to the chair of the commission, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

ARTICLE 4. OFFICERS.

- (A) The officers of the commission shall consist of a chair, a vice-chair, and a secretary.
- (B) Officers shall be elected annually by a majority vote of the commission at the first regular meeting after October 1st. In the event a current officer becomes ineligible to serve as an officer, the commission may hold an emergency election as needed.
- (C) The term of office shall be one year, beginning November 1st and ending October 31st. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of a commission for more than three consecutive one-year terms. A person who has served as an officer in a designated position of a commission for three consecutive terms is not eligible for re-election to that designated office until the expiration of two years after the last date of the person's service in that office. The commission may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized commission members.
- (D) A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

- (A) The chair shall preside at commission meetings, appoint all committees, and represent the commission at ceremonial functions and approve each final meeting agenda.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
- (C) The secretary shall support the staff liaison with meeting minutes regarding project review presentations and coordinating outreach to stakeholders affected by project review presentations.

ARTICLE 6. AGENDAS.

- (A) Two or more commission members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
- (B) The commission liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

- (A) The commission meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Commission meetings shall be governed by Robert's Rules of Order.
- (C) The commission may not conduct a closed meeting without the approval of the city attorney.
- (D) The board shall meet monthly. In November of each year, the commission shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.
- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A commission may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless

the meeting is required to comply with a statutory deadline or a deadline established by Council.

- (F) Four members constitute a quorum.
- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) To be effective, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- (I) The chair has the same voting privilege as any other member.
- (J) The commission shall allow citizens to address the commission on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (K) The staff liaison shall prepare the commission minutes. The minutes of each commission meeting must include the vote of each member on each item before the commission and indicate whether a member is absent or failed to vote on an item.
- (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Planning and Development Review Department shall retain all other documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
- (M) The chair shall adjourn a meeting not later than 10 p.m., unless the commission votes to continue the meeting.
- (N) Each person and commission member attending a commission meeting should observe decorum pursuant to Section 2-1-48 of the City Code.

ARTICLE 8. COMMITTEES/WORKING GROUPS.

COMMITTEES

- (A) The Design Commission shall have the following committees:
 - 1. Executive Committee – Consists of the officers of the commission. The purpose of the Committee is to assist the Commission in creating annual reports, creation of monographs, interaction with Council members, and providing outreach to the community on Urban Design issues.
 - 2. By-laws / Policies, Rules, and Procedures – Reviews and propose amendments to the by-laws, policies, rules, and operating procedures of the commission.

- (B) Each committee must be established by an affirmative vote of the commission. A committee cannot meet until its creation is approved by the Council Audit and Finance Committee. Each committee shall consist of at least three commission members appointed by the chair. A staff member shall be assigned to each committee by the director of the Planning and Development Review Department.
- (C) The commission chair shall appoint a commission member as the committee chair, with the member's consent.
- (D) A majority of the total number of appointed committee members constitutes a quorum.
- (E) Each committee shall meet on a regularly scheduled basis at least quarterly.
- (F) Each committee shall make an annual report to the commission at the January commission meeting.
- (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has a conflict of interest.

WORKING GROUPS

- (A) The commission can determine the size of a working group but the number of commission members serving on the working group must be less than a quorum of the commission.
- (B) A working group may designate a chair, with the member's consent, but is not required to do so.
- (C) Quorum requirements do not apply to working groups.
- (D) Staff support will not be provided for working groups.
- (E) Working groups are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 9. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order shall govern the commission in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the commission or city council may adopt.

ARTICLE 10. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Design Commission at their meeting held on February 28, 2011.



Jorge E. Rousselin
Staff Liaison,
Planning and Development Review Department

Development Services Process Coordinator
Title

Design Commission

Overview and Guidelines

July 29, 2015

Today's Presentation

1. Design Commission Overview
2. Commissioner Roles and Responsibilities
3. Agendas and Support

Design Commission Overview

Eligibility

- The member signs the written *Acknowledgements of Requirements* stating that they:
 - Have taken *Oath of Office*
 - Received a copy and agree to comply with *City's Ethics & Personal Responsibilities Guidelines*
 - Agree to complete required training within 90 days
- To maintain eligibility, member must:
 - Comply with attendance/residency requirements
 - Utilize city email address

Design Commission Overview

Membership & Attendance

- 11 members
- Cannot miss 3+ consecutive meetings OR 1/3rd of total meetings within a rolling 12 month timeframe
 - Does not include emergencies/illnesses/etc.
 - Must inform staff liaison if there will be continuous absence

Design Commission Overview

Term Length

- Eventually, all terms will be 4 years and will begin March 1st and end February 28th
 - Since commissions are in a transition, all board members terms begin July 1, 2015. This will be the only time terms begin July 1st
- Term length based on Council Member appointment
 - CM Casar, CM Garza, CM Zimmerman, CM Pool and CM Gallo: Terms are July 1, 2015-February 28, 2017
 - Mayor Adler, CM Houston, CM Renteria, CM Kitchen, CM Troxclair and MPT Tovo: Terms are July 1, 2015-February 28, 2019

Design Commission Overview

Term Length Continued

- Members may only serve 8 consecutive years, starting July 2015
 - After 8 years, must wait 2 years for reappointment
- Officers cannot serve more than 4 consecutive years, including service PRIOR to July 2015

Design Commission Overview

Officers

- Current Design Commission Officers
 - Chair
 - Vice-Chair
 - Secretary
- Officers elected annually by a majority vote of the commission at the first regular meeting after October 1st
- Term of office is 1 year

Commissioner Roles and Responsibilities

Advisory Board

- Provide advisory recommendations to City Council
- Assist in developing public policy
- Make Council Committee Agenda Requests



Commissioner Roles and Responsibilities

Duties

- Come prepared to meetings
- Perform own research for Design Commission
- Provide copies in PDF at least 5 days prior to the meeting of backup that they would like to present
- Write recommendations and requests
- Craft and compile Annual Report
- Serve as Parliamentarian, if needed
- Display a level of decorum expected from a City official

Commissioner Roles and Responsibilities

Meetings

- Meetings are held on the 4th Monday of every month
- Meetings must be at facilities where the meeting may be recorded, is open to the public, and have ADA accessibility
- Chair may call special meeting if requested by 3 or more members
- MUST have a quorum to hold meeting
 - **6 members** constitute a quorum
- Citizens may address commissioners on agenda items via a predetermined process

Commissioner Roles and Responsibilities

Meeting Laws

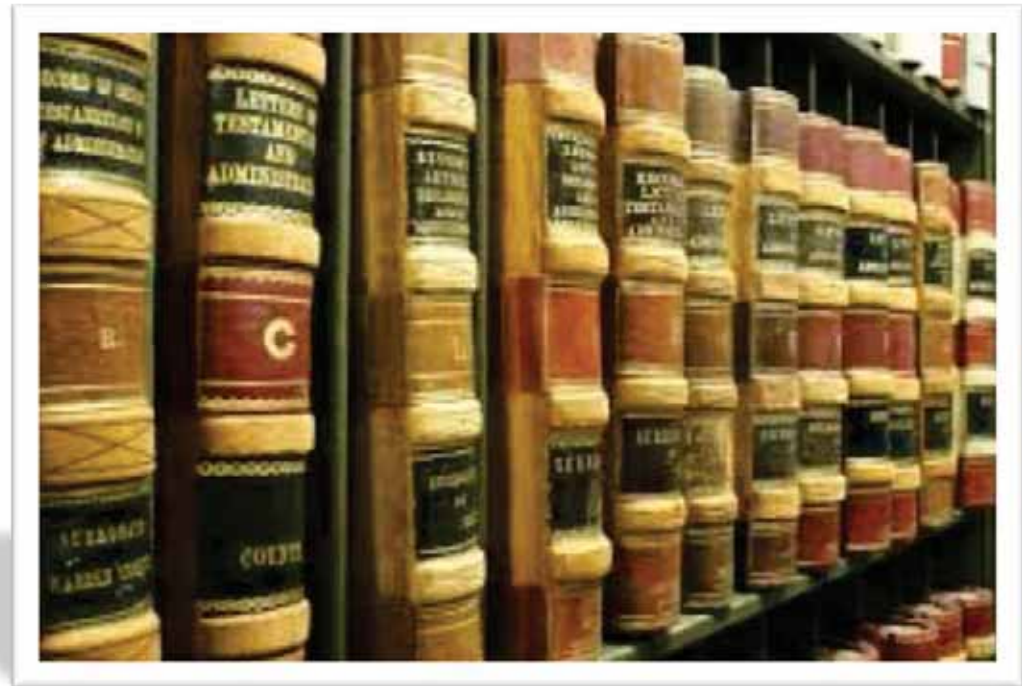
- Must comply with Texas Open Meetings Act
 - Meetings open to public
 - Agendas posted 72 hours before meeting
 - Must have a quorum before beginning meeting
- Meetings are recorded with audio or televised by ATXN
- Recordings are kept for 90 days after meeting minutes are approved



Commissioner Roles and Responsibilities

Meeting Laws Continued

- Meetings governed by Robert's Rules of Order
 - Filing, seconding, and voting on a motion
 - Silence means consent
- Meeting Documents are public records under Texas Public Information Act



Commissioner Roles and Responsibilities

Bylaws

- Must adopt Bylaws
- Standard set of Bylaws include:
 - Mission
 - Procedures for selecting offices
 - Outline of office duties
 - Requirements for establishing committees and working groups
 - Guidelines for posting meetings
- Most current Bylaws found on [Design Commission webpage](#)
- As meetings start, will need to review Bylaws

Commissioner Roles and Responsibilities

Bylaw Approval Process

- Amendments to bylaws first approved by Design Commission
- Commission submits proposed changes to Office of the City Clerk (OCC)
- Once reviewed, OCC submits the proposed changes to Council Audit & Finance Committee (CAF)
 - Changes must be approved to be effective
- OCC notifies of CAF's decision
- Commission must approve adopted changes
- ****Note:** all current bylaws will need to be revised and submitted to CAF for review in the next 60 days

Commissioner Roles and Responsibilities

Board Recommendations

➤ Purpose

- Used to communicate with Council details, explanations, and rationale for a decision on a significant issue
- Concerns an item or topic currently on a Council agenda or Council Committee agenda
- Used to express support or lack of support for an item being discussed by Council

➤ Process

- Use standard template provided by City Clerk's office
- Upload to Board and Commission Information Center (BCIC) using document type of "Recommendation" for the meeting in which it was approved



Commissioner Roles and Responsibilities

Annual Internal Review & Report

- Each calendar year, the Chair must conduct an internal review of the board and prepare a report using the template provided by city clerk
- Must be filed with the City Clerk and City Department supporting the Design Commission by July 31st of each year
- Includes:
 - Statement of mission and description of actions in furtherance of mission during the previous calendar year
 - Goals and objectives for new calendar year

Commissioner Roles and Responsibilities

Committees and Working Groups

- Committees (3-5 members; comply with Texas Open Meeting Act)
 - Executive
 - Consists of Design Commission Officers
 - Assists in creating Annual Reports and interacts with City Council
 - By-laws/Policies, Rules, and Procedures
 - Reviews and proposes amendments to by-laws, policies, rules, etc.
- Working Groups
 - Must be less than a quorum of the Commission
 - Staff support is NOT provided – but
 - Working Groups do NOT need to post meetings

Commissioner Roles and Responsibilities

Committees v. Working Groups

Committees	Working Groups
Permanent Bodies	Temporary Bodies
Meet quarterly	No meeting requirements
Present annual report to full board	Can make no final decision, must report back to Commission for action
Comply with TOMA: Post agendas 72 hours in advance, record meetings, a quorum of members must be present	Does NOT comply with TOMA
Only Commissioners may be appointed (at least three, but no more than five)	May appoint stakeholders (less than a quorum of commissioners appointed)
Dissolves after approval by Council Audit & Finance	Automatically dissolves after it reports recommendations to the board
Long term matters	Assigned specific, short term assignments
Requires approval by Council Audit & Finance Committee & name and duties listed in bylaws	

Commissioner Roles and Responsibilities

What Staff expects from the Commission:

1. Attend all Commission meetings unless an excused absence is warranted;
2. Thoroughly familiarize yourself with the backup material prior to the meeting;
3. Be thoroughly familiar with the Urban Design Guidelines;
4. Come prepared with questions on any item on the agenda or backup;
5. When committing to do a particular task, a completion date and specific deliverables will be expected;
6. Hold each other accountable for project/task deliverables;
7. Be clear on recommendations and input provided to Staff and applicants;

Commissioner Roles and Responsibilities

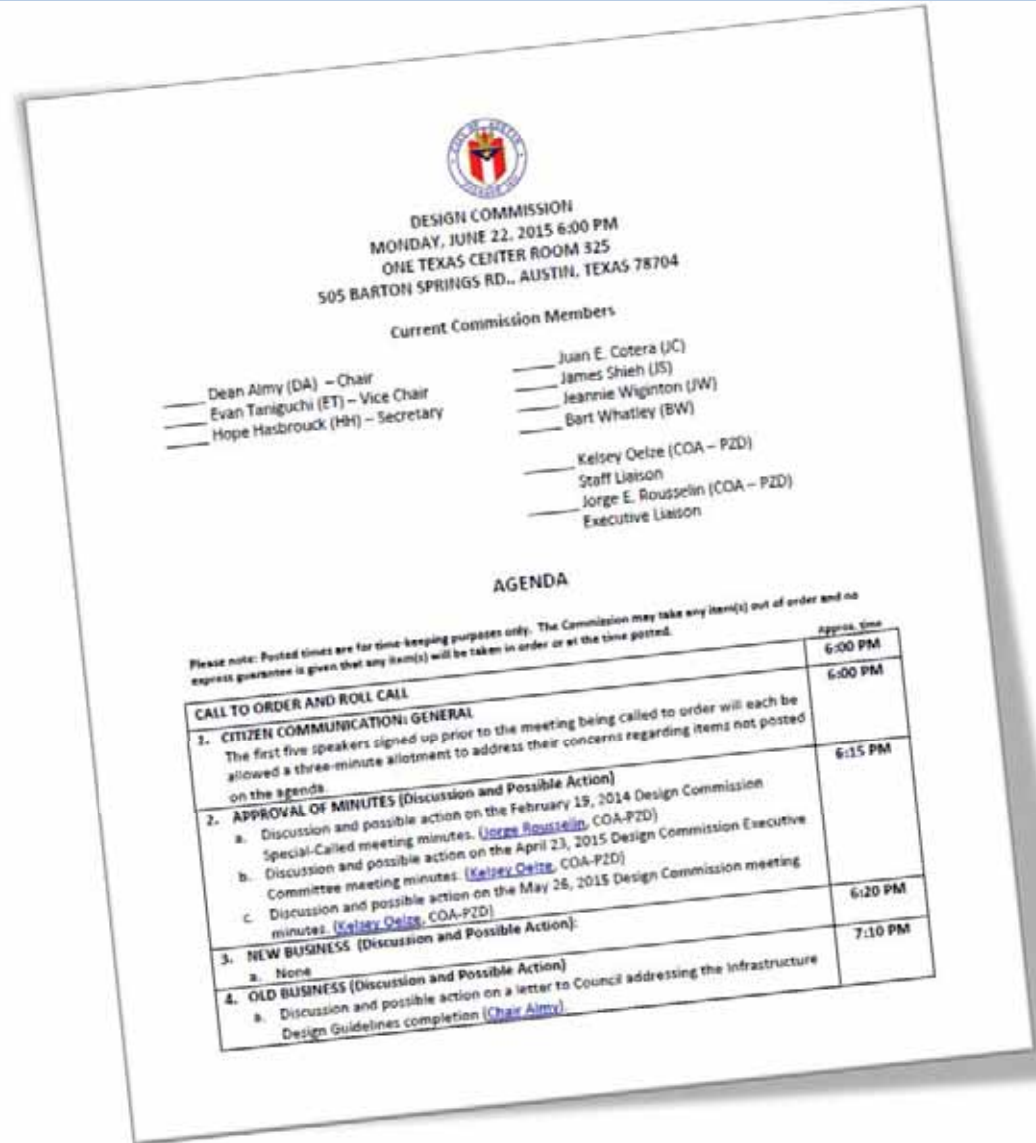
What Staff expects from the Commission Continued:

8. Provide Commissioner backup material five days in advance of the meeting (for a co-sponsored item placed on an agenda);
9. Provide final versions of recommendation letters to Council in a timely manner;
10. Follow-up with working group meetings and prepare recommendation reports to the Commission prior to the next meeting;

Agendas and Support

Agenda Requirements

- Must be written so that any reasonable person can understand
- Includes all issues to be considered and any action or vote scheduled
- Allows for general citizen communication



Agendas and Support

Placing Items on Agenda

- Two or more commission members may place a request to place an item on agenda to staff liaison at least 5 days before the meeting
- Oral OR written request
- Must be requested during a meeting under “New Business-Future Agenda Items” from 2+ members
- Must have:
 - Co-sponsorship by two or more members 5 business days before meeting
 - Briefing language
 - Backup

Agendas and Support

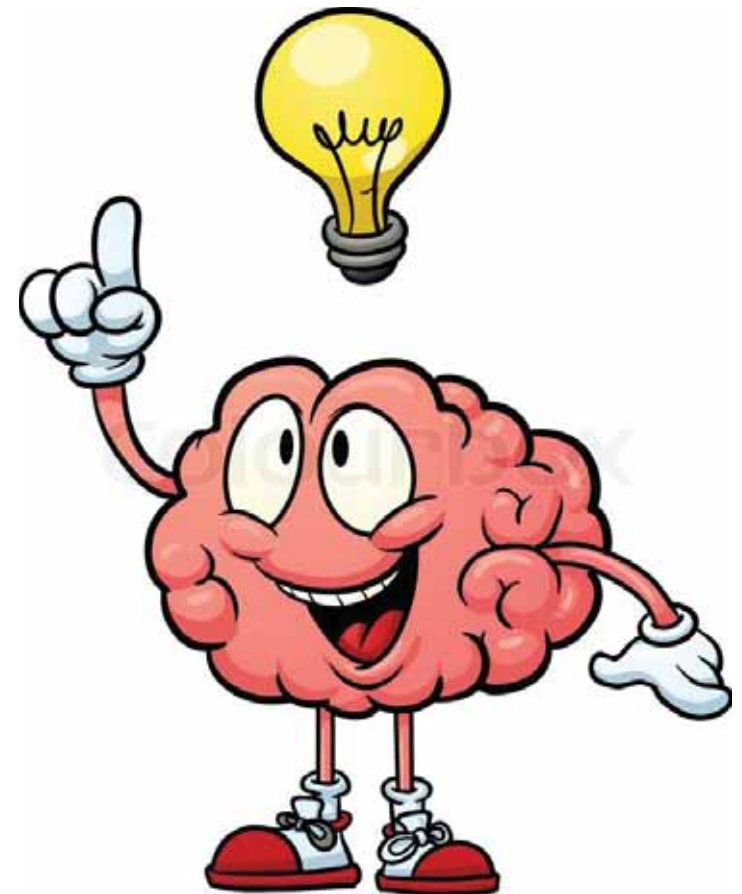
Council Committee Agenda Request

- Used to communicate with Council details and a request to have an item or topic placed on a future Council Committee agenda for discussion; used to submit a NEW item for Council Discussion, cannot be included on Council agendas already
- Agenda Request must be approved at the Design Commission meeting as an item on agenda
 - Use standard form provided by City Clerk's office
 - Uploaded to the BCIC as the document type "Council Committee Agenda Request" for the meeting in which it was approved
 - Mayor will review and refer it to appropriate Council Committee(s)

Agendas and Support

Important Things to Know

- An individual commissioner may not act in an official capacity except through the action of a majority of the board
- Cannot create a joint committee with another board unless directed by a formal action of Council
- Meetings may NOT extend beyond 10:00 pm, unless Design Commission votes to continue



Agendas and Support

Relationship with Staff

- The Commission and the staff do not supervise each other
 - Members do not direct staff to perform work;
 - Members and staff work together collaboratively; and
 - Professionalism and courtesy are expected from both parties.



Agendas and Support: Staff Roles

➤ Executive Liaison: Jorge Rousselin

- Ensure Design Commission complies with deadlines and code provisions
- Ensures DC remains within the mission statement
- Ensure compliance with TOMA
 - Discuss **only** agenda items; if needed, place on other items on future agenda
- Support, advise, and provide resources as needed

➤ Staff Liaison: Kelsey Oelze

- Post agendas/all supporting documents
- Prepare action minutes and post in timely manner
- Monitor and submit sign-in sheets/attendance reports
- Report any changes involving membership/meetings
- Schedule meetings and make room arrangements

Agendas and Support: Staff Roles

What the Commission should expect from Staff:

1. Provide support for all regularly and special-called posted meetings of the Commission;
2. Prepare meeting agendas and draft minutes;
3. Ensure backup material is complete;
4. Provide and post backup material on a timely basis to give opportunity for advanced review;
5. Notify Commissioners of quorum and attendance issues;
6. Be the point of contact/coordination for other City departments;
7. When directed by the City Manager, Assist the Commission to draft specific Council directives;
8. Keep Commission informed on projects of interest; and
9. Support, advise, and provide resources as needed.

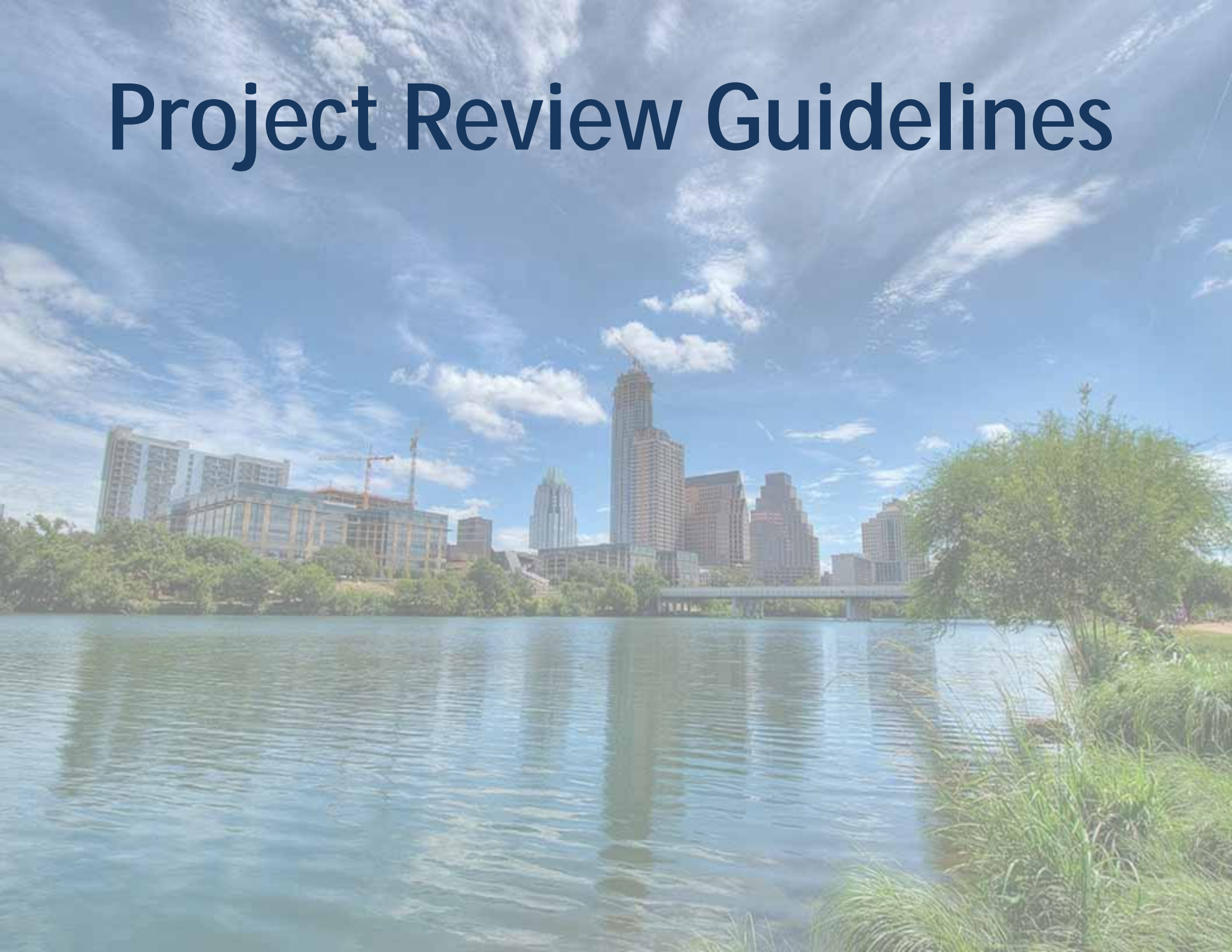
Agendas and Support

Staff Contact

- Executive Liaison: Jorge Rousselin
 - Jorge.rousselin@austintexas.gov
 - (512) 974-2975

- Staff Liaison: Kelsey Oelze
 - Kelsey.oelze@austintexas.gov
 - (512) 974-2752

Project Review Guidelines



Project Review Sheet

- Processing tool to understand the project presented
- Contains baseline information about the project;
- Used to provide context and specify request;
- Explains need for Alternative Equivalent Compliance under Subchapter E of the Land Development Code; and
- Specifies which Urban Design Guidelines the project endeavors to meet.

City of Austin
Design Commission - Project Submittal Consideration Sheet

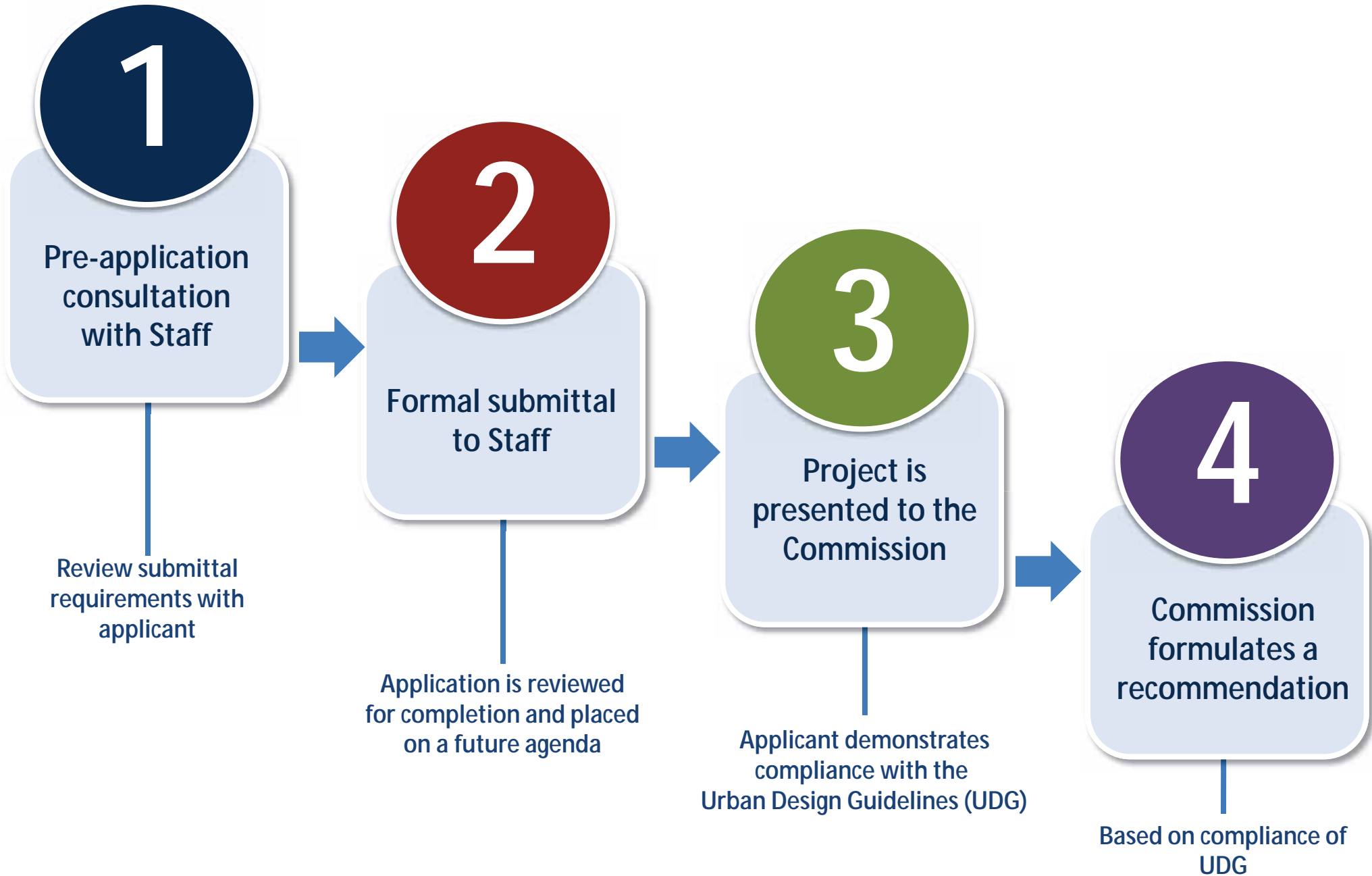
Project Name: Town Lake Metropolitan Park - Auditorium Shores Improvements - Off-Leash Area	
Project Location/Address: 1100 West Riverside Drive, 78704	
Appoint: TBG Partners	Property Owner: PARO
Mailing Address: 901 N. Moser, Box 11, Suite 300, Austin, Texas 78704	Mailing Address: 200 South Lamar Blvd, Austin, Texas 78704
Phone Number: 512-327-1011	Phone Number: 512-374-6700
Project Architect/Engineer: TBG Partners	Project Start Date: May 2014
Mailing Address: 901 N. Moser, Box 11, Suite 300, Austin, Texas 78704	Project End Date: February 2015
Phone Number: 512-327-1011	Anticipated Date of Action
Is project subject to redevelopment site plan or zoning application approval? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Planning Commission: City Council	
Narrative Description of Proposed Project (including entitlements that you are seeking, attach or add additional page(s) as necessary): This project is located at the corner of Riverside Drive and West Bouldin Creek. The project consists of off-leash improvements at Auditorium Shores and is part of the overall Town Lake Metropolitan Park Masterplan. The off-leash area design provides expansive lawn spaces for dogs and dog owners, dog water access into Lady Bird Lake, shoreline restoration, landscape buffering, and shade trees.	
Is Alternative Equivalent Compliance (AEC) requested for this project? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please refer to following page	
Current status of Submittal: Conceptual <input type="checkbox"/> Schema <input type="checkbox"/> Design Development <input checked="" type="checkbox"/>	
Do you have a copy of the Urban Design Guidelines for Austin? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If not, please see: http://www.austintx.gov/urban-design-guidelines-for-austin.pdf	
Please fill in the subsequent information on the following pages.	

Project Review Sheet

Minimal submittal requirements

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. 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.
3. List any **sustainability highlights and community benefits offered.**
4. Relate the project to applicable items addressed in the **Urban Design Guidelines.**
5. Describe how the **Commission can assist** in making your project better for the community. Please be as specific as possible.

Project Review Process



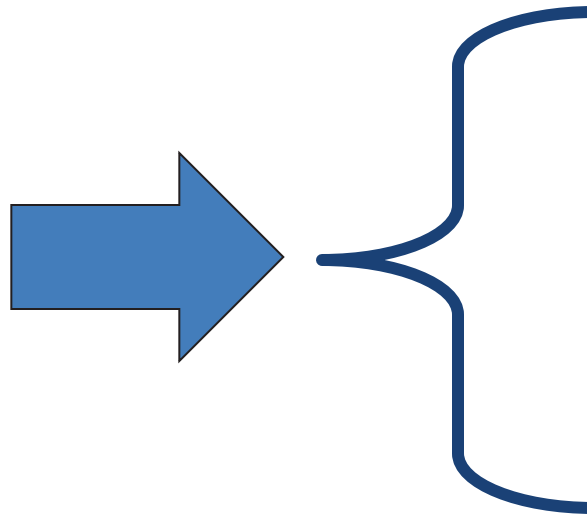
Updates to the Project Review Sheet

Future Considerations

- Commission has been working on revising submittal requirements to elevate the quality of submittals;
- A revamp of the project review sheet was in the works by the previous membership;
- Review criteria was based on areas of focus and consistency on all projects – referred to as “the pillars”

A sample of the current Project Review Sheet form. It is a structured document with various fields for project information, design team details, and review criteria. The form includes sections for project name, location, design team, and a list of review criteria with checkboxes for each.

Current guidelines



Examples of “Pillars”

1. Interface of project with the street
2. Relationship of building to its surrounding
3. Interface with the pedestrian realm
4. Activation of ground floor
5. Scale and proportion to other buildings
6. Public benefits
7. Integration of landscape elements
8. Vehicular access and circulation
9. Activities and uses
10. Sustainability elements

In narrative form

Questions?





ITEM 3D

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

Project Name: Town Lake Metropolitan Park - Auditorium Shores Improvements - Off-Leash Area		
Project Location/Address: 1100 West Riverside Drive, 78704		
Applicant: TBG Partners	Property Owner: PARD	
Mailing Address: 901 S Mopac, Bldg II, Suite 350, Austin, Texas 78746	Mailing Address: 200 South Lamar Blvd, Austin, Texas 78704	
Phone Number: 512-327-1011	Phone Number: 512-374-6700	
Project Architect/Engineer: TBG Partners	Project Start Date: May 2014	Project End Date: February 2015
Mailing Address: 901 S Mopac, Bldg II, Suite 350, Austin, Texas 78746	Phone Number: 512-327-1011	
Is project subject to redevelopment site plan or zoning application approvals? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	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) : This project is located at the corner of Riverside Drive and West Bouldin Creek. The project consists of off-leash improvements at Auditorium Shores and is part of the overall Town Lake Metropolitan Park Masterplan. The off-leash area design provides expansive lawn spaces for dogs and dog owners, dog water access into Lady Bird Lake, shoreline restoration, landscape buffering, and shade trees		
Is Alternative Equivalent Compliance (AEC) requested for this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please refer to following page		
Current Status of Submittal: <input type="checkbox"/> Conceptual <input type="checkbox"/> Schematic <input checked="" type="checkbox"/> Design Development		
Do you have a copy of the Urban Design Guidelines for Austin? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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

2. Minimize curb cuts

☐ incorporated, ☐ need input, ☒ N/A

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

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



TOWN LAKE METROPOLITAN PARK

Auditorium Shores Improvements - Off-Leash Area

Design Commission

MARCH 24, 2014



PROJECT VICINITY MAP

AUDITORIUM SHORES IMPROVEMENTS - Off-Leash Area

MARCH 24, 2014

The information shown is based on the best information available and is subject to change without notice.



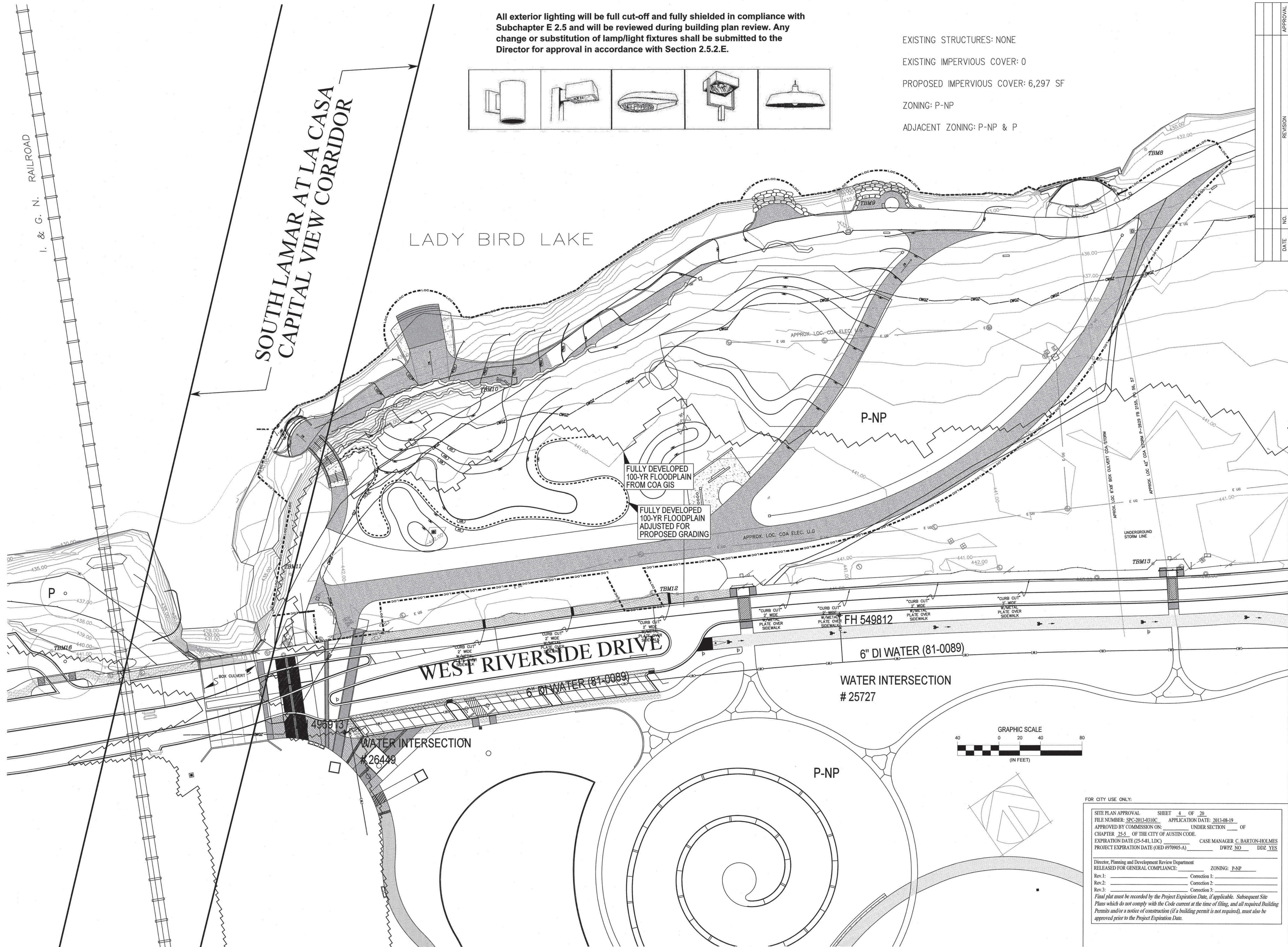
OVERALL CONTEXT AERIAL

AUDITORIUM SHORES IMPROVEMENTS - Off-Leash Area

MARCH 24, 2014

The information shown is based on the best information available and is subject to change without notice.

S:\Projects\Town Lake Park North - 13-742\CAD\Site Development Permit\Dog Park\Sheets\04 TLPN-S-JDG-SITE PLAN.dgn



T B G

3660 STONERIDGE ROAD
SUITE E101
AUSTIN, TEXAS 78746
PHONE: (512) 347-0040
FAX: (512) 347-1311
TBPB FIRM F-1543
WWW.UDG.COM

UDG
Urban Design Group

Landscape Architects • Planners

901 South MoPac, Building II, Suite 350
Austin, Texas 78746
(512) 327-1011 Fax: (512) 327-0488

Austin • Dallas • Fort Lauderdale
Fort Worth • Houston • San Antonio • Tulsa

Project:

TOWN LAKE
METROPOLITAN PARK

AUDITORIUM SHORES
IMPROVEMENTS -
OFF-LEASH AREA

1100 WEST RIVERSIDE DR

Project Number:

A13426

J. SEGURA
87045
LICENSED
PROFESSIONAL ENGINEER

1/20/2014

Designed:

Drawn:

Reviewed:

Date Issued:
AUGUST 14, 2013

Revisions:

Sheet Title:

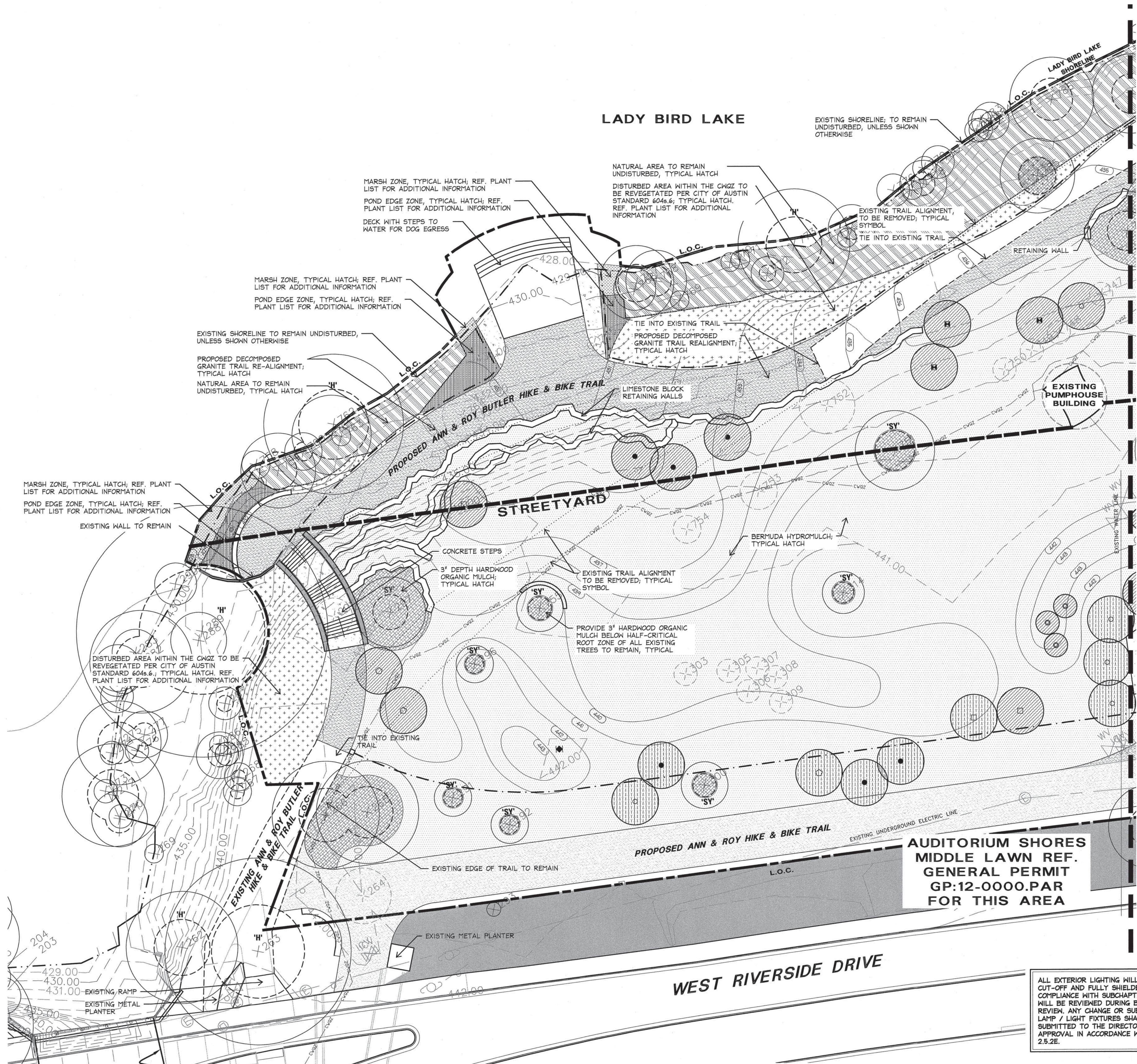
SITE PLAN

Sheet Number:

SHEET 4 OF 20

SPC-2013-0310C

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MATCHLINE: REF. LP 1.02

PROPOSED TREE LEGEND:					SPECIES & SIZE
SYMBOL	TOTAL	QTY (A)	QTY (B)	QTY (C)	
	5	3	2	N/A	LACEY OAK <i>Quercus virginiana</i> 2.5\"/>
	3	3	0	N/A	CHINQUAPIN OAK <i>Quercus muhlenbergii</i> 2.5\"/>
	8	3	5	N/A	SHUMARD OAK <i>Quercus shumardii</i> 2.5\"/>
	14	8	6	N/A	LIVE OAK <i>Quercus virginiana</i> 2.5\"/>
	12	8	4	N/A	CEDAR ELM <i>Ulmus crassifolia</i> 2.5\"/>
	5	0	5	N/A	ANACACHO ORCHID <i>Bauhinia lunarioides</i> 1.5\"/>
					PROPOSED STREETYARD TREE
					PROPOSED REPLACEMENT TREE

PROPOSED GROUND COVER LEGEND:	
	BERMUDA - SOLID SOD
	HARDWOOD ORGANIC MULCH, 3\"/>
NATIVE REVEGETATION	
	NATIVE SEED, PER CITY OF AUSTIN SPECIFICATION 604s.6
	MARSH ZONE PLANTS
	POND EDGE ZONE PLANTS
REVEGETATION NOTES:	
1. PRIOR TO CONSTRUCTION, ALL HEALTHY SHORELINE PLANTING TO BE DISTURBED SHALL BE HARVESTED AND STORED FOR RE-USE IN BARE SOIL AREAS DURING RE-VEGETATION.	
2. MARSH ZONE: ALL BARE AREAS AT SHORELINE EDGE INSIDE LIMITS OF CONSTRUCTION TO BE FIELD VERIFIED AND RE-VEGETATED WITH ROOTED PLANTS AT 5\"/>	
3. POND EDGE ZONE: ALL BARE AREAS 2'-3' ABOVE THE MARSH ZONE AREA AND INSIDE LIMITS OF CONSTRUCTION TO BE FIELD VERIFIED AND RE-VEGETATED WITH PLANTS SPACED AT 5\"/>	

EXISTING TREE LEGEND:	
	'SY' REPRESENTS EXISTING STREET YARD TREES
	'H' REPRESENTS EXISTING HERITAGE TREES
ALL PROPOSED TREES HAVE BEEN COUNTED TOWARDS STREETYARD (SY) OR REPLACEMENT (R) REQUIREMENTS. REFERENCE LANDSCAPE CALCULATION TABLES ON SHEET LP 2.02.	
	EXISTING TREE TO REMAIN
	EXISTING TREE TO BE REMOVED
	HALF CRITICAL ROOT ZONE (CRZ)
	UNDISTURBED NATURAL AREAS
	TREE PROTECTION FENCING



FOR CITY USE ONLY:

SITE PLAN RELEASE		Sheet ___ of ___
FILE NUMBER: _____	EXPIRATION DATE: _____	
CASE MANAGER: _____	APPLICATION DATE: _____	
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APPROVED BY PLANNING COMMISSION ON: _____		
APPROVED BY CITY COUNCIL ON: _____		
Under Section _____ of Chapter _____ of The Austin City Code.		
Signing For Director, Watershed Protection and Development Review Department		
DATE OF RELEASE: _____	of _____ Zoning: _____	
Rev. 1 _____	Correction 1 _____	
Rev. 2 _____	Correction 2 _____	
Rev. 3 _____	Correction 3 _____	
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ALL EXTERIOR LIGHTING WILL BE FULL CUT-OFF AND FULLY SHIELDED IN COMPLIANCE WITH SUBCHAPTER E 2.5 AND WILL BE REVIEWED DURING BUILDING PLAN REVIEW. ANY CHANGE OR SUBSTITUTION OF LAMP / LIGHT FIXTURES SHALL BE SUBMITTED TO THE DIRECTOR FOR APPROVAL IN ACCORDANCE WITH SECTION 2.5.2E.

TB&G

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Austin • Dallas • Fort Lauderdale
Fort Worth • Houston • San Antonio • Tulsa

Project:

TOWN LAKE METROPOLITAN PARK

AUDITORIUM SHORES IMPROVEMENTS - OFF-LEASH AREA

1100 W. Riverside Dr.
AUSTIN, TEXAS

Project Number:
A13426

Designed: BO, JL

Drawn: BA, KT

Reviewed: BO, JL

Date Issued:
JANUARY 21, 2014

Revisions:

Sheet Title:
LANDSCAPE PLAN

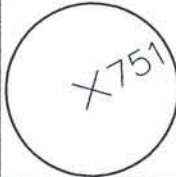


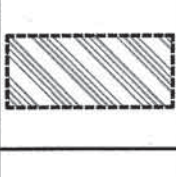
Sheet Number: (LP 1.01)
8 of 20

SP-2013-0310C

LADY BIRD LAKE

POND EDGE ZONE, TYPICAL HATCH; REF. PLANT LIST FOR ADDITIONAL INFORMATION
MARSH ZONE, TYPICAL HATCH; REF. PLANT LIST FOR ADDITIONAL INFORMATION
BOULDER STEPS TO WATER (DOGS ONLY)
NATURAL AREA TO REMAIN UNDISTURBED, TYPICAL HATCH
BOULDER STEPS TO WATER (DOG ACCESS ONLY)
POND EDGE ZONE, TYPICAL HATCH; REF. PLANT LIST FOR ADDITIONAL INFORMATION
MARSH ZONE, TYPICAL HATCH; REF. PLANT LIST FOR ADDITIONAL INFORMATION
NATURAL AREA TO REMAIN UNDISTURBED, TYPICAL HATCH
EXISTING OVERLOOK
LADY BIRD LAKE SHORELINE
EXISTING ANN & ROY BUTLER HIKE & BIKE TRAIL
STEEL EDGING BETWEEN TRAIL AND HALF CRITICAL ROOT ZONE
CONNECT INTO EXISTING TRAIL
RETAINING WALL
TIE INTO EXISTING TRAIL; TYPICAL SYMBOL
PROVIDE 3" HARDWOOD ORGANIC MULCH BELOW HALF-CRITICAL ROOT ZONE OF ALL EXISTING TREES TO REMAIN, TYPICAL
DECOMPOSED GRANITE TRAIL
RETAINING WALL
3" DEPTH HARDWOOD ORGANIC MULCH; TYPICAL HATCH
BERMUDA HYDROMULCH; TYPICAL HATCH
APPROX. L.O.C.
STREETYARD
PROPOSED ANN & ROY BUTLER HIKE & BIKE TRAIL
BICYCLE PARKING
LP 3.01
ALL EXTERIOR LIGHTING WILL BE FULL CUT-OFF AND FULLY SHIELDED IN COMPLIANCE WITH SUBCHAPTER E 2.5 A. ANY CHANGE OR SUBSTITUTION LAMP / LIGHT FIXTURES SHALL BE SUBMITTED TO THE DIRECTOR FOR APPROVAL IN ACCORDANCE WITH SECTION 2.5.2E.

Z:\TBC\TLP - Auditorium Shores (A13426)\SDP (OFF-LEASE)\02 Permit\Sheets\A13426-LP1-01.dwg

EXISTING TREE LEGEND:	
'SY'	REPRESENTS EXISTING STREET YARD TREES
'H'	REPRESENTS EXISTING HERITAGE TREES
ALL PROPOSED TREES HAVE BEEN COUNTED TOWARDS STREET YARD (SY) OR REPLACEMENT (R) REQUIREMENTS, REFERENCE LANDSCAPE CALCULATION TABLES ON SHEET LP 2.02.	
	EXISTING TREE TO REMAIN
	EXISTING TREE TO BE REMOVED
	HALF CRITICAL ROOT ZONE (CRZ)
	UNDISTURBED NATURAL AREAS
REF. CIVIL PLANS	TREE PROTECTION FENCING

SITE PLAN RELEASE		Sheet <u> </u> of <u> </u>
FILE NUMBER: _____	EXPIRATION DATE: _____	
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APPROVED BY PLANNING COMMISSION ON: _____		
APPROVED BY CITY COUNCIL ON: _____		
Under Section _____ on Chapter _____ of The Austin City Code.		
Signing For Director, Watershed Protection and Development Review Department DATE OF RELEASE: _____ of _____, _____ Zoning: _____ Rev. 1 _____ Correction 1 _____ Rev. 2 _____ Correction 2 _____ Rev. 3 _____ Correction 3 _____		
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Sheet Title:
**LANDSCAPE
PLAN**

Sheet Number: (LP 1.02)

9 of **20**

SP-2013-0310C



PRECEDENT & MATERIAL IMAGERY

AUDITORIUM SHORES IMPROVEMENTS - Off-Leash Area

MARCH 24, 2014

The information shown is based on the best information available and is subject to change without notice.

PROJECT AMENITIES

- 4.7 Acres of open space
- Approx. 860 LF unobstructed run areas (lawn)
- Approx. 215 LF dog water access
- Shoreline restoration
- Entry Plazas with water station and bike racks
- Shade trees and landscape buffering
- Seating areas



OFF- LEASH AREA SCHEMATIC PLAN- 4.7 ACRES

AUDITORIUM SHORES IMPROVEMENTS - Off-Leash Area

MARCH 24, 2014

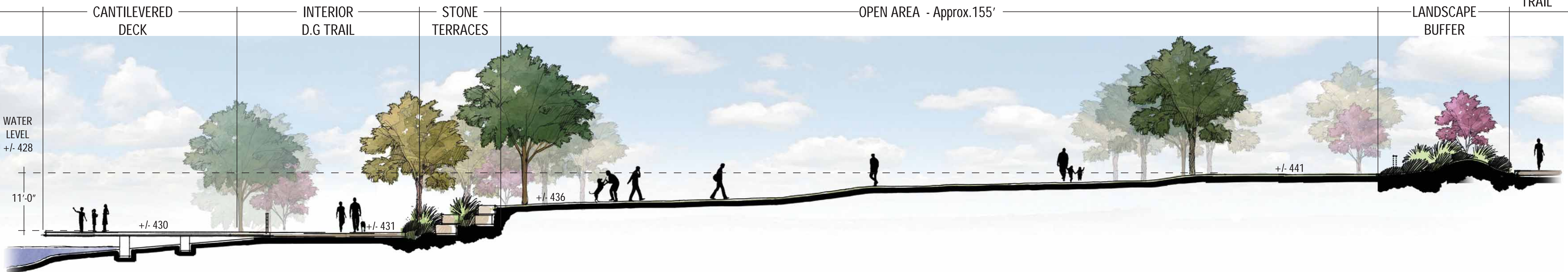
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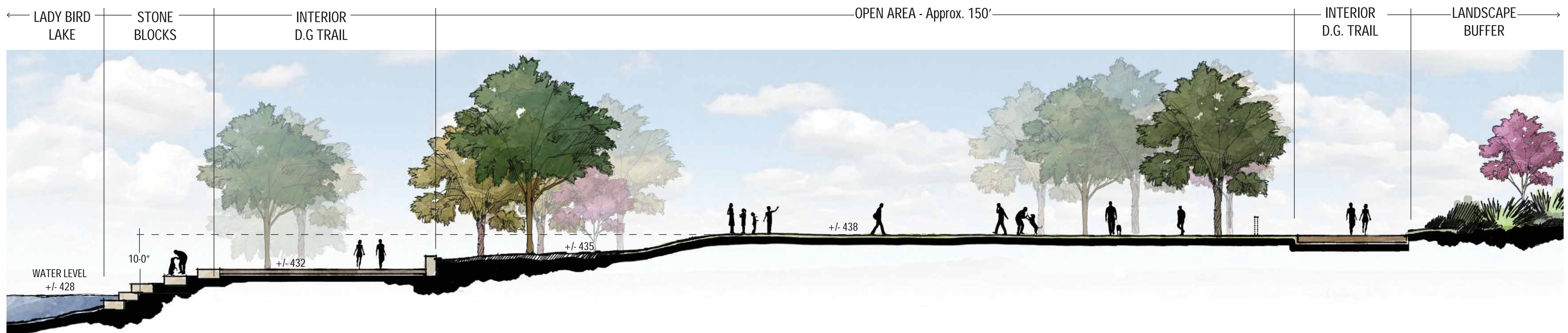
ELEVATION - Split Rail Barrier Fence Option (N.T.S.)



LADY BIRD
LAKE



SECTION A



SITE SECTIONS

AUDITORIUM SHORES IMPROVEMENTS - Off-Leash Area

MARCH 24, 2014

The information shown is based on the best information available and is subject to change without notice.



FUTURE PARK AMENITIES

AUDITORIUM SHORES IMPROVEMENTS - Off-Leash Area

MARCH 24, 2014

The information shown is based on the best information available and is subject to change without notice.



MILESTONES:

Waterfront Advisory Board
(Recommendation of Approval to Planning Commission)

March 10, 2014

Design Commission

March 24, 2014

Planning Commission

April 2014 (Estimated Date)

Site Development Permit Approval

April 2014 (Estimated Date)

Completion of Construction Drawings

May 2014

Construction Phase

May 2014 - February 2015

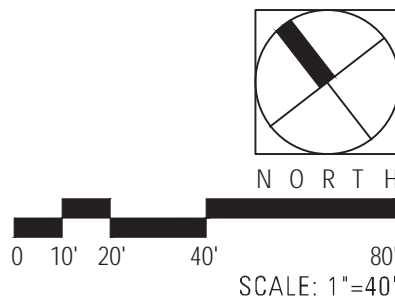
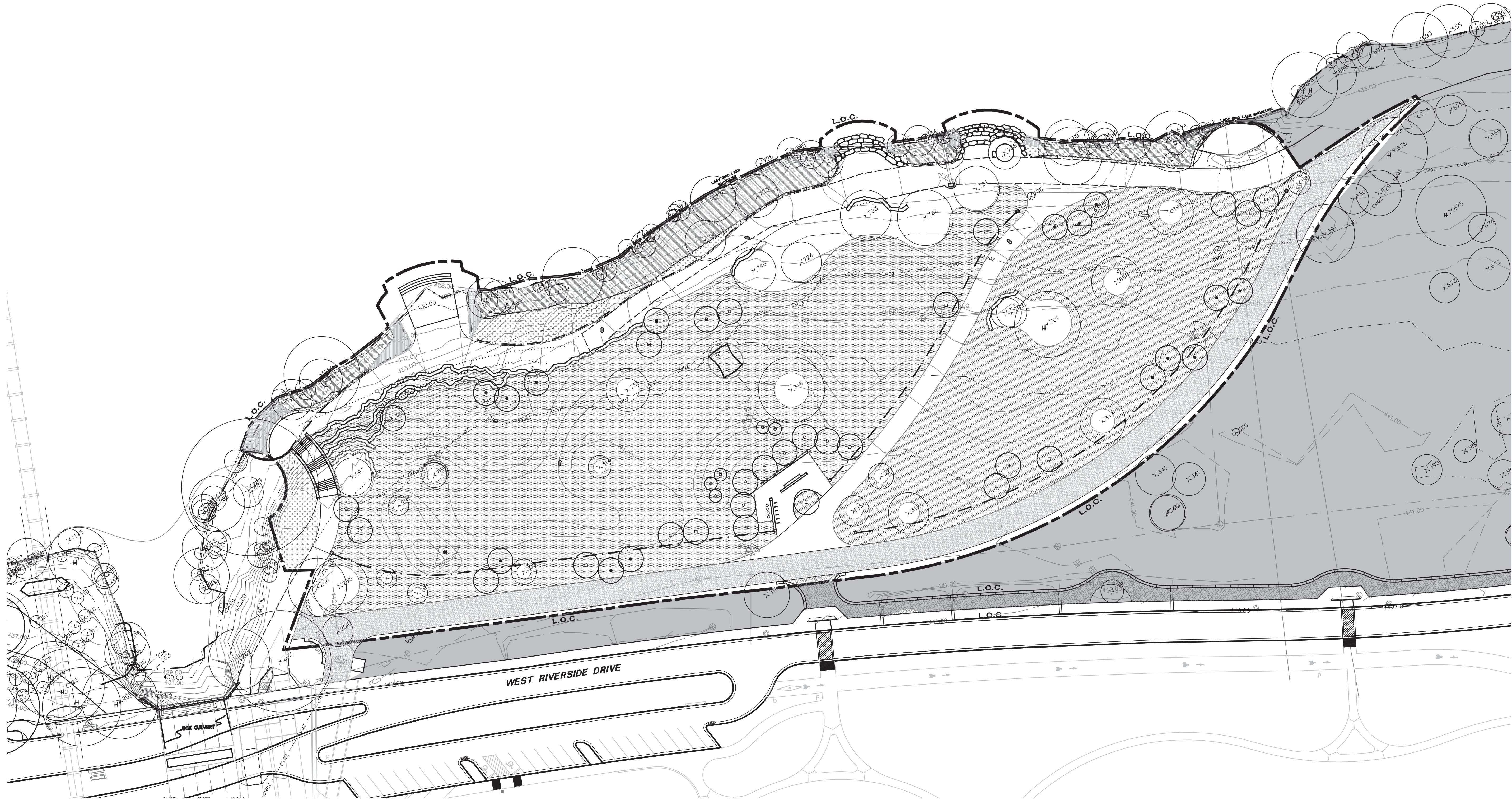
A detailed landscape architectural plan of a park area. The plan features a winding path (brown) through a green field (light green). Numerous trees are depicted as green circles of varying sizes. A road (grey) runs horizontally across the bottom of the plan. A parking lot with several spaces is located near the bottom left. A small building or structure is shown near the center. The plan includes contour lines and elevation markers (e.g., 435.00, 440.00, 441.00, 442.00).

QUESTIONS?

Design Commission

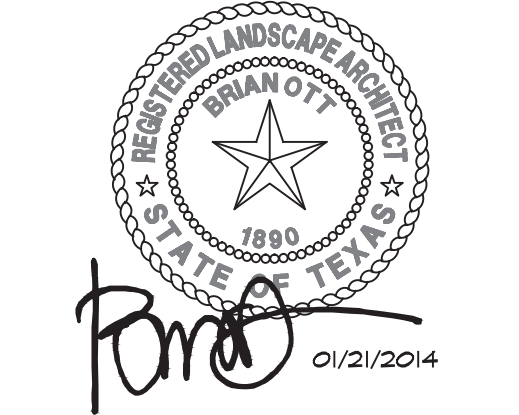
MARCH 24, 2014

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FOR CITY USE ONLY:

SITE PLAN RELEASE		Sheet ___ of ___
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APPROVED BY PLANNING COMMISSION ON:		
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Austin • Dallas • Fort Lauderdale
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Project:
**TOWN LAKE
METROPOLITAN
PARK**
AUDITORIUM SHORES
IMPROVEMENTS -
OFF-LEASH AREA

1100 W. Riverside Dr.
AUSTIN, TEXAS

Project Number:
A13426

Designed: BO, JL
Drawn: BA, KT
Reviewed: BO, JL

Date Issued:
JANUARY 21, 2014

Revisions:

Sheet Title:
**OVERALL
REFERENCE PLAN**

Sheet Number: (LC 1.00)

7 of 20

SP-2013-0310C



**DOWNTOWN DENSITY BONUS PROGRAM (DDBP)
SUBMITTAL APPLICATION**

1. Submission Date:

2. Project Name:

5th & Brazos

3. Property Owner

Name:

WM Austin LLC

Address:

225 N Columbus Drive Suite 100 Chicago IL 60601

Phone:

312 642 8869

E-mail:

dcarlins@magellanddevelopment.com

4. Applicant

Name:

David Carlins

Address:

225 N Columbus Drive Suite 100 Chicago IL 60601

Phone:

312 642 8869

E-mail:

dcarlins@magellanddevelopment.com

5. Project Address:

501 Brazos Street Austin, Texas 78701

6. Site Information

a. Lot area:

35,419

b. Existing zoning (include any zoning suffixes such as "H," "CO," etc. If the property has a conditional overlay (CO), provide explanation of conditions:

CBD

c. Existing entitlements:

▪ Current FAR limitation:

8:1

▪ Current height limitation:

No limit

▪ Affected by Capitol View Corridors (CVCs) Yes/No?

☐ Yes

☒ No

If yes, please provide specify height allowed under CVC:

N/A

7. Existing Deed Restrictions

Detail existing deed restrictions on the property (if any):

N/A

8. Building Information

- a. Total square footage - Only include the square footage that counts towards FAR; see [LDC 25-1-21\(40\), \(44\), and \(45\)](#):

692,351

- b. Gross floor area devoted to the different land use categories included in the project (e.g., retail/restaurant, office, apartment, condominium, hotel):

Hotel:	341,484 sf
Apartment:	340,435 sf
Retail:	10,432 sf

- c. Number or units (if residential development):
- d. Number of rooms (if hotel or similar use):
- e. Number of floors:
- f. Height:
- g. FAR requested:

9. Gatekeeper Requirements

Provide an explanation of how this project meets the *Gatekeeper* requirements of the DDBP as described in [Ordinance No. 20140227-054](#). Attach additional page(s) as necessary:

Below are primary ways that the project meets the *Gatekeeper* requirements:

1. The project will comply with the Urban Design Guidelines. Detailed points are outlined in Item 12.
2. The project will conform to the Austin Great Streets Standards, and a restrictive covenant shall be executed that commits to these standards.
3. The project will achieve at least a two star rating under Austin Energy's Green Building Program. Attached is the letter of intent from Austin Energy. In addition, a restrictive covenant shall be executed that commits to a two star rating.

10. Community Benefits

Detail which community benefits will be used and how they will be applied (affordable housing on site, fee in lieu of, affordable housing + community benefit, etc.). Attach additional page(s) as necessary:

Community Benefits:

.

The project will achieve a LEED for New Construction Silver rating for additional bonus area. In addition, the project will pay a development bonus fee. The exact funds and percentages to each fund are to be determined.

11. Density Bonus Calculation

Provide a calculation method of how the additional FAR is sought including site area and amount per square foot. Calculation should include all *Gatekeeper* items plus all community benefits:

Site Area:	35,419 sf
Current FAR:	8 to 1, which is 283,352 sf
Additional FAR request:	11.7 to 1, which is 414,403 sf
Total FAR:	19.7 to 1, which is 697,755 sf

Gatekeeper Requirements:

Compliance with the Urban Design Guidelines

Compliance with Great Streets Standards

Compliance with a two star rating under the Austin Energy Green Building Program

Community Benefits:

Green Building: Providing LEED for New Construction Silver rating. This equates to 2 FAR, which is 70,838 sf.

Development Bonus Fee: 4.77 FAR, which is 169,034 sf. The cost for this fee is \$1,690,340.

Current FAR:

The residential portion of the total area is 341,484 sf / 689,351 sf = 49.2%

-The current FAR is 8 to 1, which is 283,352 sf

-The residential portion of the FAR is 283,352 sf * 49.2% = 139,402 sf [3.94 FAR]

-The development bonus fee associated with the current FAR is \$0

Additional FAR request:

-The additional FAR request is 11.7 to 1, which is 9.7 [343,565 sf] + 2 [70,838 sf] (from the Green Building Community Benefit)

-The residential portion of the FAR request is 343,565 sf * 49.2% = 169,034 sf [4.77 FAR]

-The development bonus fee associated with the additional FAR request is 169,034 sf * \$10/sf [Core/Waterfront District Bonus Fee] = \$1,690,340.

The exact fund and percentages to each fund are to be determined.

12. Relate Project to the Urban Design Guidelines for Austin

Provide detailed explanation of how the project substantially complies with the [Urban Design Guidelines for Austin](#) with reference to specific guidelines. Attach additional page(s) as necessary.

Below is an explanation of how the project substantially complies with the *Urban Design Guidelines for Austin*.

1. Approximately 90% of the project is built to the property line for the first 5 floors, reinforcing the streetwall. Where the building does not meet the property line, the sidewalk is wider to accommodate more pedestrian uses.
2. Along San Jacinto, 5th Street and Brazos Street, there are entries to hotel and residential lobbies and restaurants along the street. Each of these uses have their own entries from different streets, which align with the Multi-Tenant, Pedestrian-Oriented Development goal of the Austin Urban Design Guidelines.
3. Primary entries have canopies, which help to set a hierarchy along the street. Pedestrian entries along the street are recessed to reduce conflicts with pedestrians. The façade has space for a art piece, which will be integrated with the building facade and signify a primary entry to one of the building uses and accentuate the local character of the area.
4. All parking will be located below grade, with an entry off of Brazos Street in order to reduce the impact of cars on the goal of creating pedestrian oriented street-level activity. The different building uses will share the below grade parking.
5. The project will be built of brick, stone and glass, metal panel, materials that have a proven record of being low maintenance and durable.
6. The careful use of materials, their locations, the size of openings and massing on the project attempt to bring the character of the project to that of the human scale, especially where pedestrians actually come into contact with the building. The sizing of fenestration, the deployment of architectural elements and the use of landscaping and streetscaping on the project will also help to create a building that is at a human scale.

13. Acknowledgements

- a. Applicant understands that a standard restrictive covenant template will be drafted by the City of Austin to address Gatekeeper requirements in accordance with 25-2-586(C)(1):

☒ Yes

☐ No

- b. Applicant understands that will be required to submit a copy of the project's signed Austin Energy Green Building Letter of Intent:

☒ Yes

☐ No

- c. Applicant has received and reviewed a copy of the [Downtown Density Bonus Ordinance](#):

☒ Yes

☐ No

- d. Applicant has received and reviewed a copy of the [Urban Design Guidelines for Austin](#):

☒ Yes

☐ No

- e. Applicant has scheduled presentation to the Design Commission Working Group and follow-up Design Commission Meeting by coordinating dates with Design Commission Liaison (Jorge.rousselin@austintexas.gov):

☒ Yes

☐ No

Signed: Owner or Applicant

Date



AUSTIN ENERGY GREEN BUILDING

Letter of Intent

This Letter of Intent demonstrates the intent of WM Austin LLC (Participant's Company Name) to complete the necessary requirements to achieve an Austin Energy Green Building (AEGB) Two Star Rating for a development / project that requires this rating.


Project Name: 5th & Brazos Mixed Use Project
Project Address: 5th & Brazos, Austin, TX 78701
Developer/Owner: WM Austin LLC

This Letter of Intent must be included with the Administrative Site Plan application for all projects requiring an AEGB Rating. Signing this Letter demonstrates knowledge of this requirement and the process necessary to achieve an AEGB Rating. For best results, meet with an AEGB representative early in the design process. To achieve an AEGB Rating:

- I. Submit a **Participation Request** or Completed **"Project Team"** and **"Project Information"** Tabs within the **AEGB Rating Packet** to an AEGB representative prior to or within Schematic Design Phase.
- II. Submit a completed and signed **AEGB Conditional Approval** with the Building Permit application. AEGB will issue a Conditional Approval upon satisfactory review of the project's construction documents, including plans, specifications, mechanical plans, Manual J calculation (applicable for multi-family and single family projects), and the AEGB Rating Packet.
- III. Schedule AEGB inspections (separate from City of Austin inspections) of the project with the AEGB representative
 - a) After interior mechanical equipment has been installed and prior to installation of insulation.
 - b) At substantial completion of construction.
- IV. Submit a completed and signed **AEGB Final Approval** to receive the Certificate of Occupancy for this project. AEGB will issue a Final Approval upon substantial completion of the project and satisfactory fulfillment of the AEGB Rating, as described in Section 7 of the Building Criteria Manual.

This Letter of Intent is entered into by the parties, acting through their duly authorized representatives, effective as of the later of two signature dates entered below:

PARTICIPANT:

Name: David Carlins
Signature: 
Title: Manager
Phone Number: (312) 642.8869
Date: 2014.10.03

AUSTIN ENERGY GREEN BUILDING:

Name: Liana Kallivoka, PhD, PE
Signature: _____
Title: Project Manager
Phone Number: (512) 482-5406
Date: _____

Area Wide Guidelines

	Guideline	Achieved? (Yes/No)	Applicant's Comments
1	AW-1: Create dense development	Yes	Target FAR 20:1
2	AW-2. Create mixed-use development	Yes	The development contains a hotel with 332 keys and event spaces, 340 residential units with amenity spaces and retail spaces. A public garage is located below grade
3	AW-3. Limit development which closes downtown streets	Yes	The development is limited to the site and won't exceed its boundaries.
4	AW-4. Buffer neighborhood edges	N/A	Project is not located on a neighborhood edge
5	AW-5. Incorporate civic art in both public and private development	Yes	Parts of the exterior wall of the building will incorporate large scale murals or mosaics by (local) artists
6	AW-6. Protect important public views	N/A	Site is outside of Capitol View Corridor
7	AW-7. Avoid historical misrepresentations	Yes	The development is unique and contemporary and does not attempt to mimic historical architecture.
8	AW-8. Respect adjacent historic buildings	Yes	
9	AW-9. Acknowledge that rooftops are seen from other buildings and the street	Yes	The roof surfaces of the podium and level 17 will host a pool, terrace bar and abundant landscaped spaces for use of both, hotel guests and residents.
10	AW-10. Avoid the development of theme environments	Yes	The development is unique and contemporary and does not attempt to mimic themed environments
11	AW-11. Recycle existing building stock	N/A	The site is currently a parking lot without existing building stock on it.

Public Streetscape Guidelines

12	PS-1. Protect the pedestrian where the building meets the street	Yes	All main entrances into the building are protected by either canopies or insets into the building. Canopies along the building façade on 5th Street will protect pedestrians from sun and rain. The development meets Great Streets Standards.
13	PS-2. Minimize curb cuts	Yes	One curb cut for garage parking on Brazos provided.
14	PS-3. Create a potential for two-way streets	Yes	Design and access points accommodate both one and way streets

Review of Substantial Compliance with UD Guidelines

15	PS-4. Reinforce pedestrian activity	Yes	Hotel and Residential entrances are located on Brazos and San Jacinto. A restaurant and a retail space within the podium of the building will encourage pedestrians to walk along 5th Street.
16	PS-5. Enhance key transit stops	Yes	The development is located directly on 5th Street which hosts several major bus routes. The site is also within walking distance of major commuter rail stations.
17	PS-6. Enhance the streetscape	Yes	The development will meet the City of Austin's Great Streets Requirements
18	PS-7. Avoid conflicts between pedestrians and utility equipment	Yes	All major utility connections happen from the alley side or are under ground and won't obstruct pedestrian circulation.
19	PS- 8. Install street trees	Yes	The development will meet the City of Austin's Great Streets Requirements
20	PS- 9. Provide pedestrian-scaled lighting	Yes	The development will meet the City of Austin's Great Streets Requirements
21	PS- 10. Provide protection from cars/promote curbside parking	Yes	Lay-by lanes along San Jacinto and Brazos will allow quick access to hotel and residential units. All parking is located under the building.
22	PS-11. Screen mechanical and utility equipment	Yes	All equipment will be located either in, under or on top of the building - not visible to pedestrians or building users.
23	PS-12. Provide generous street-level windows	Yes	The facade along all major street sides provides generous glazed openings to promote views in as well as out of the building.
24	PS-13. Install pedestrian-friendly materials at street level	Yes	Project will conform to Great Streets Standards

Building Guidelines

	B- 1. Build to the street	Yes	90% of the project is built to the property line for the first 5 floors, reinforcing the street wall. Where the building does not meet the property line, the sidewalk is wider to encourage pedestrian use
	B- 2. Provide multi-tenant, pedestrian-oriented development at the street level	Yes	Along San Jacinto, 5th Street and Brazos Street, there are entries to hotel and residential lobbies and restaurants along the streets.

Review of Substantial Compliance with UD Guidelines

	B-3. Accentuate primary entrances	Yes	Primary entrances have canopies to establish a hierarchy along the streets. Pedestrian entrances are recessed to avoid conflicts with passer-bys.
	B- 4. Encourage the inclusion of local character	Yes	Parts of the exterior wall of the building will incorporate large scale murals or mosaics by (local) artists
	B- 5. Control on-site parking	Yes	All parking will be located below grade, with an entry off of Brazos Street.
	B- 6. Create quality construction	Yes	The building will be built of brick, stone and glass, metal panel, materials that have a proven record of being low maintenance and durable.
	B- 7. Create buildings with human scale	Yes	The sizing of fenestration, the deployment of architectural elements and the use of landscaping and streetscaping on the project will create a building at a human scale

Plaza and Open Space Guidelines

	PZ-1. Treat the four squares with special consideration	N/A	
	PZ- 2. Contribute to an open space network	N/A	
	PZ- 3. Emphasize connections to parks and greenways	N/A	
	PZ- 4. Incorporate open space into residential development (pool, deck, dog area)	Yes	The roof deck on top of the podium integrates a lap pool and cold tubs into its design. The east side of the podium hosts a terrace bar. A dog run is integrated into the layout of the third floor mezzanine.
	PZ- 5. Develop green roofs	Yes	The roof deck above the podium as well as the roof of level 17 will receive abundant landscaped spaces.
	PZ- 6. Provide plazas in high use areas	N/A	
	PZ- 7. Determine plaza function, size, and activity	N/A	
	PZ- 8. Respond to microclimate in plaza design	N/A	

Review of Substantial Compliance with UD Guidelines

	PZ- 9. Consider views, circulation, boundaries, and subspaces in plaza design	N/A	
	PZ- 10. Provide an appropriate amount of plaza seating	N/A	
	PZ- 11. Provide visual and spatial complexity in public spaces	N/A	
	PZ- 12. Use plants to enliven urban spaces	Yes	The development will meet the City of Austin's Great Streets Requirements
	PZ- 13. Provide interactive civic art and fountains in plazas	N/A	
	PZ- 14. Provide food service for plaza participants	N/A	
	PZ- 15. Increase safety in plazas through way finding, lighting, & visibility	N/A	
	PZ- 16. Consider plaza operations and maintenance	N/A	

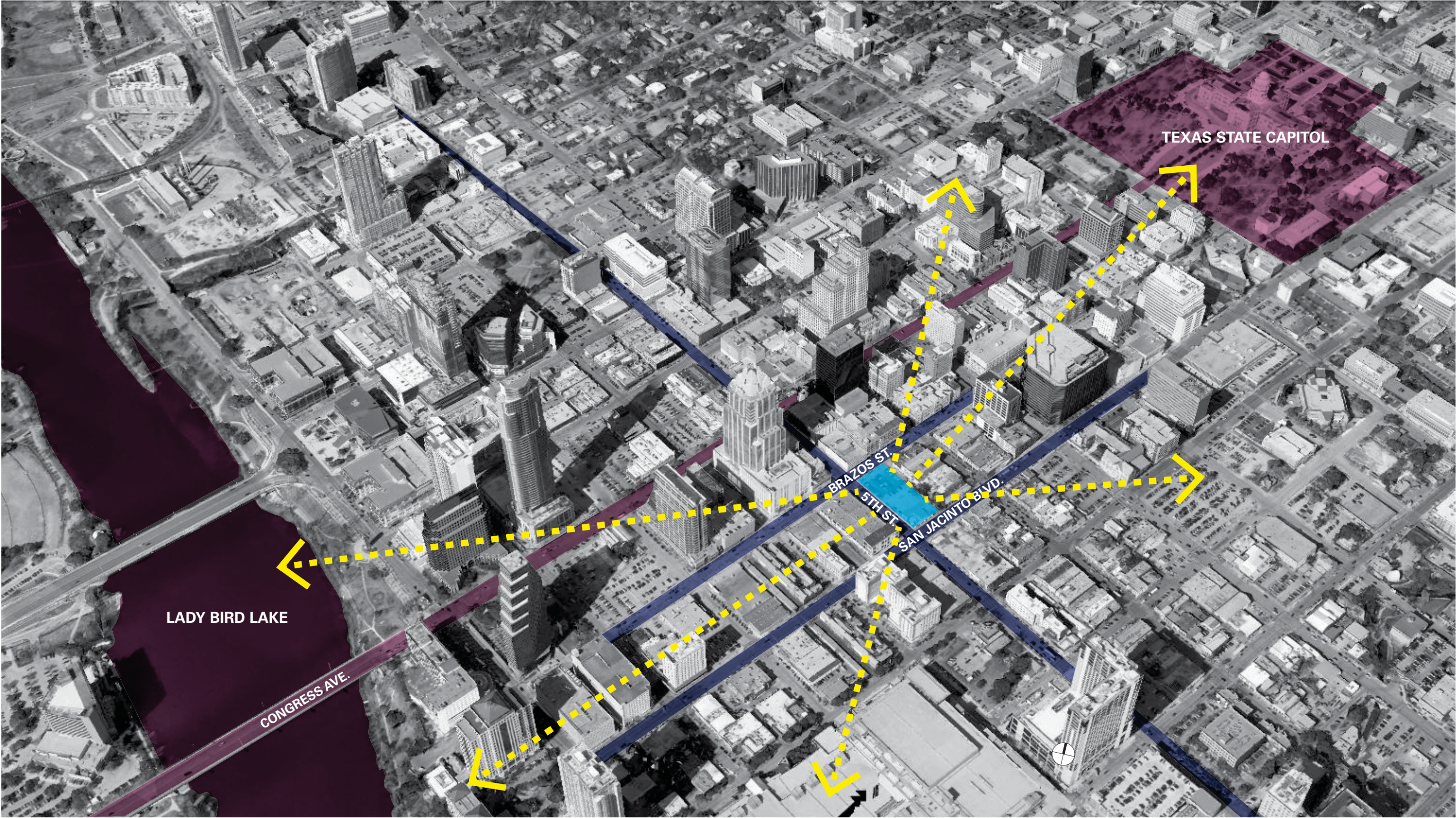
Conclusions

	Total number of Urban Design Guidelines	47	
	Number of Guidelines applicable to 5th & Brazos:	31	
	Number of Guidelines met by 5th & Brazos:	31	

5th & Brazos

AUSTIN DESIGN COMMISSION

27 OCTOBER 2014



PERSPECTIVE LOOKING NORTHEAST



PERSPECTIVE LOOKING SOUTHWEST



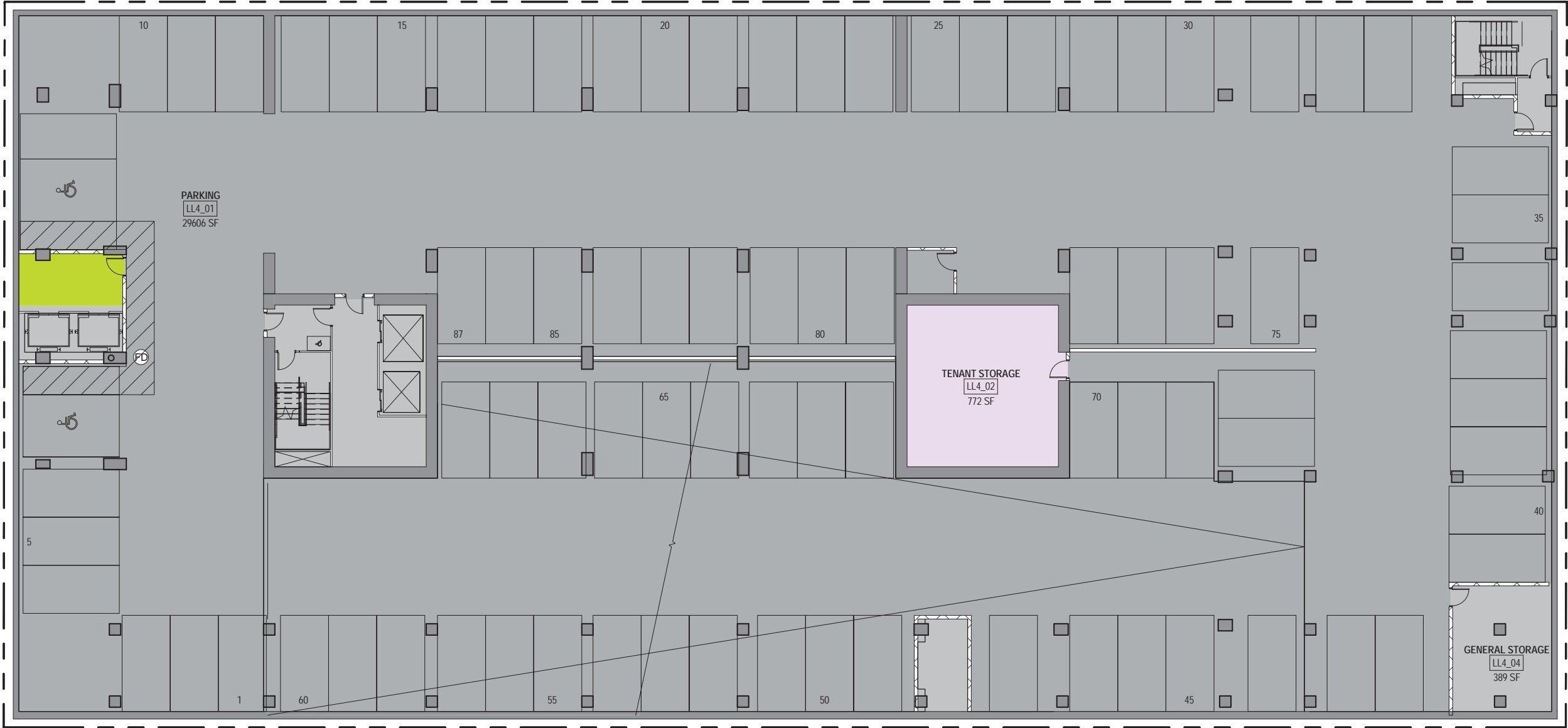
STREET LEVEL VIEW LOOKING NORTHEAST



STREET LEVEL VIEW LOOKING NORTHWEST



TYPICAL PARKING PLAN

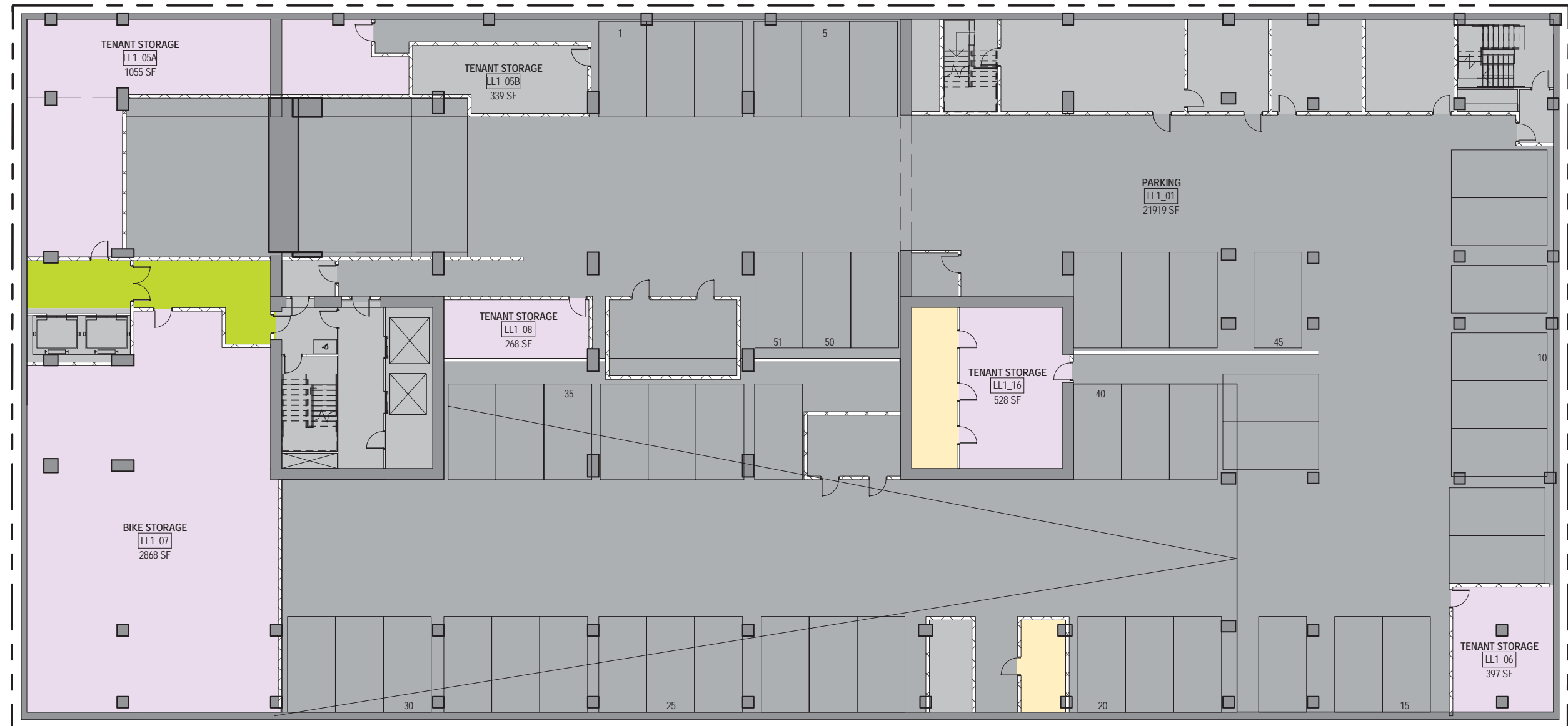


PROGRAM KEY

- RESIDENTIAL BOH
- SHARED BOH
- PARKING
- SHARED FOH - AMENITY

SCALE: 3/64" = 1'-0"

LOWER LEVEL 1 PLAN



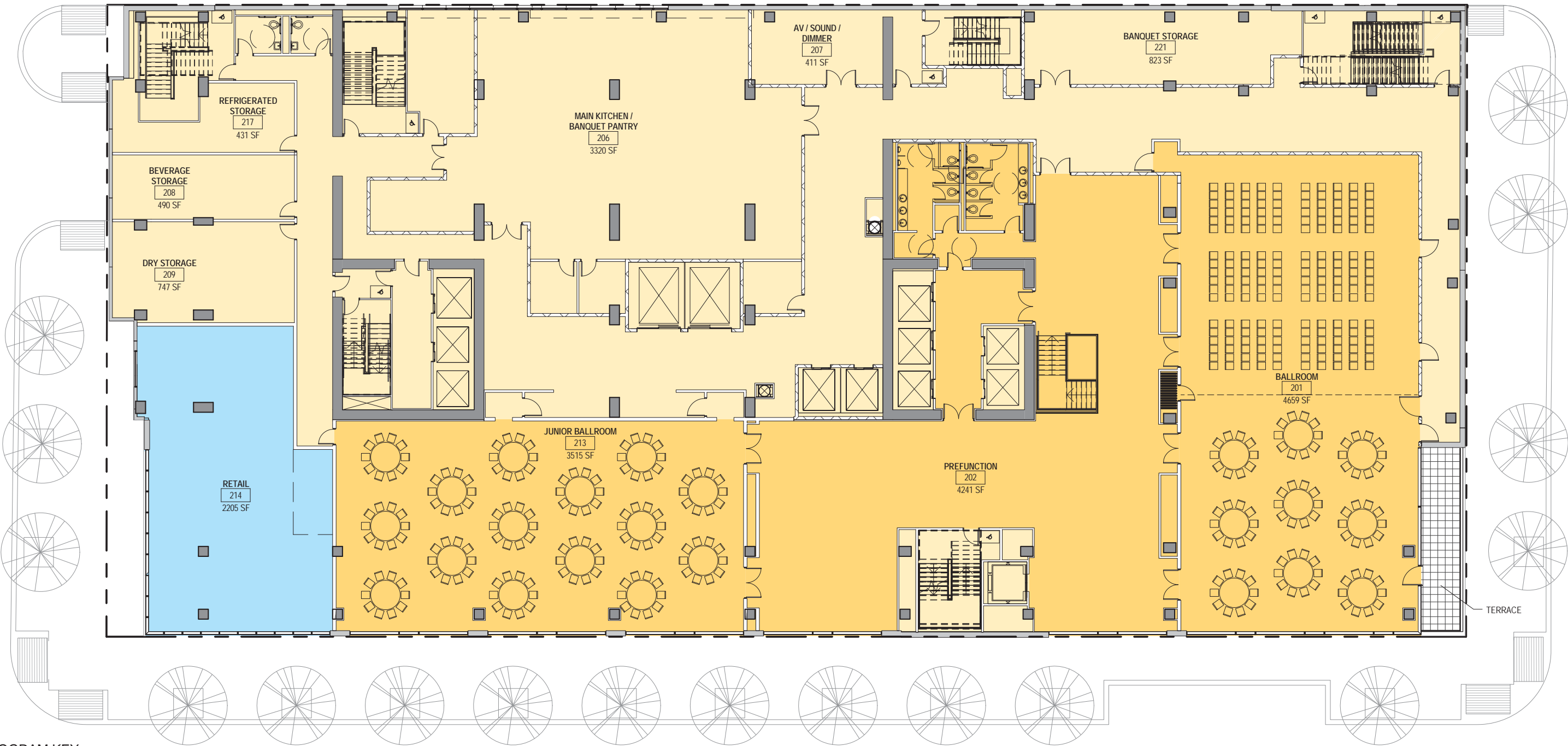
PROGRAM KEY

- HOTEL BOH
- RESIDENTIAL BOH
- SHARED BOH
- PARKING
- SHARED FOH - AMENITY

GROUND LEVEL PLAN - LANDSCAPE (GREAT STREETS LAYOUT)



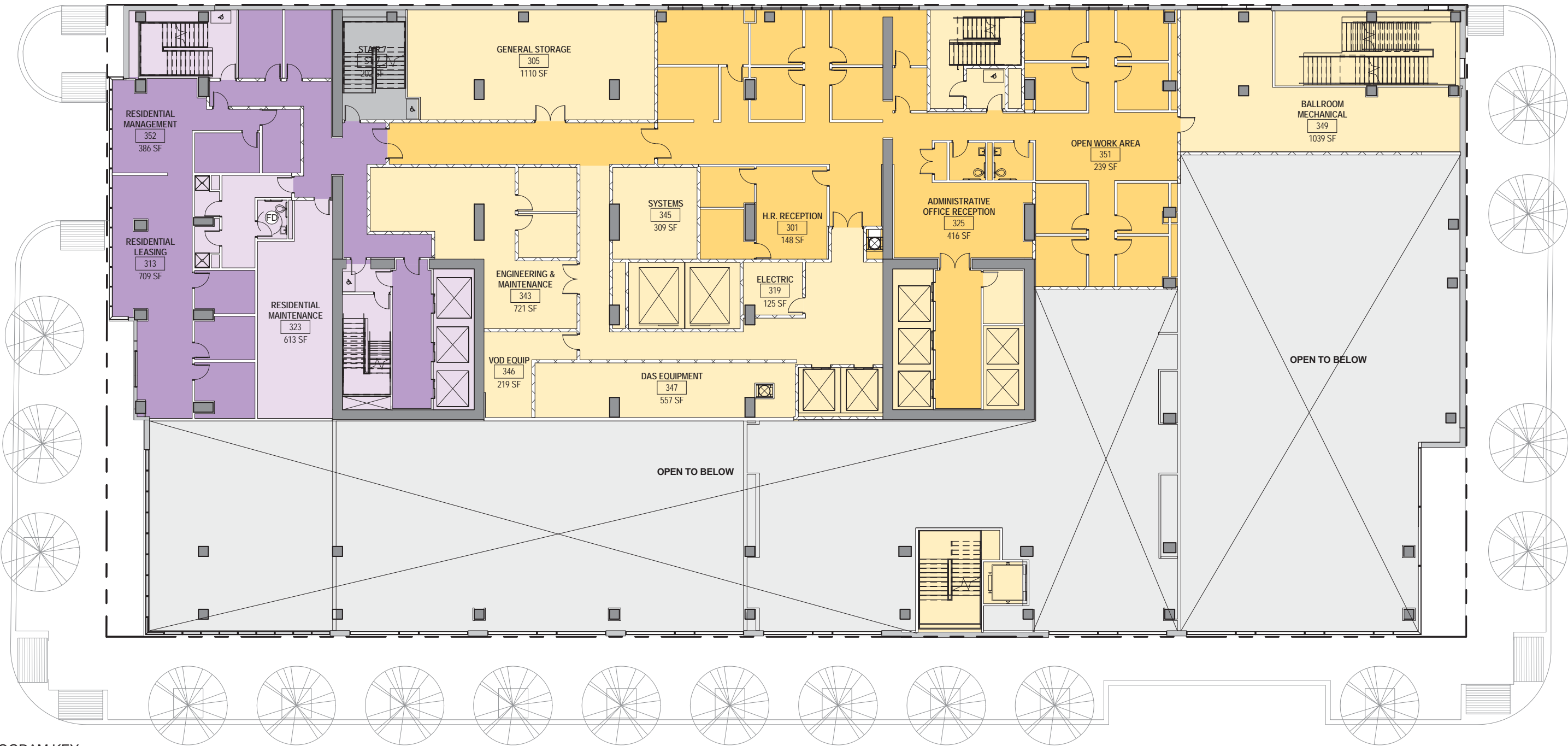
LEVEL 2 PLAN



PROGRAM KEY

- HOTEL
- HOTEL BOH
- RETAIL

SCALE: 3/64" = 1'-0"

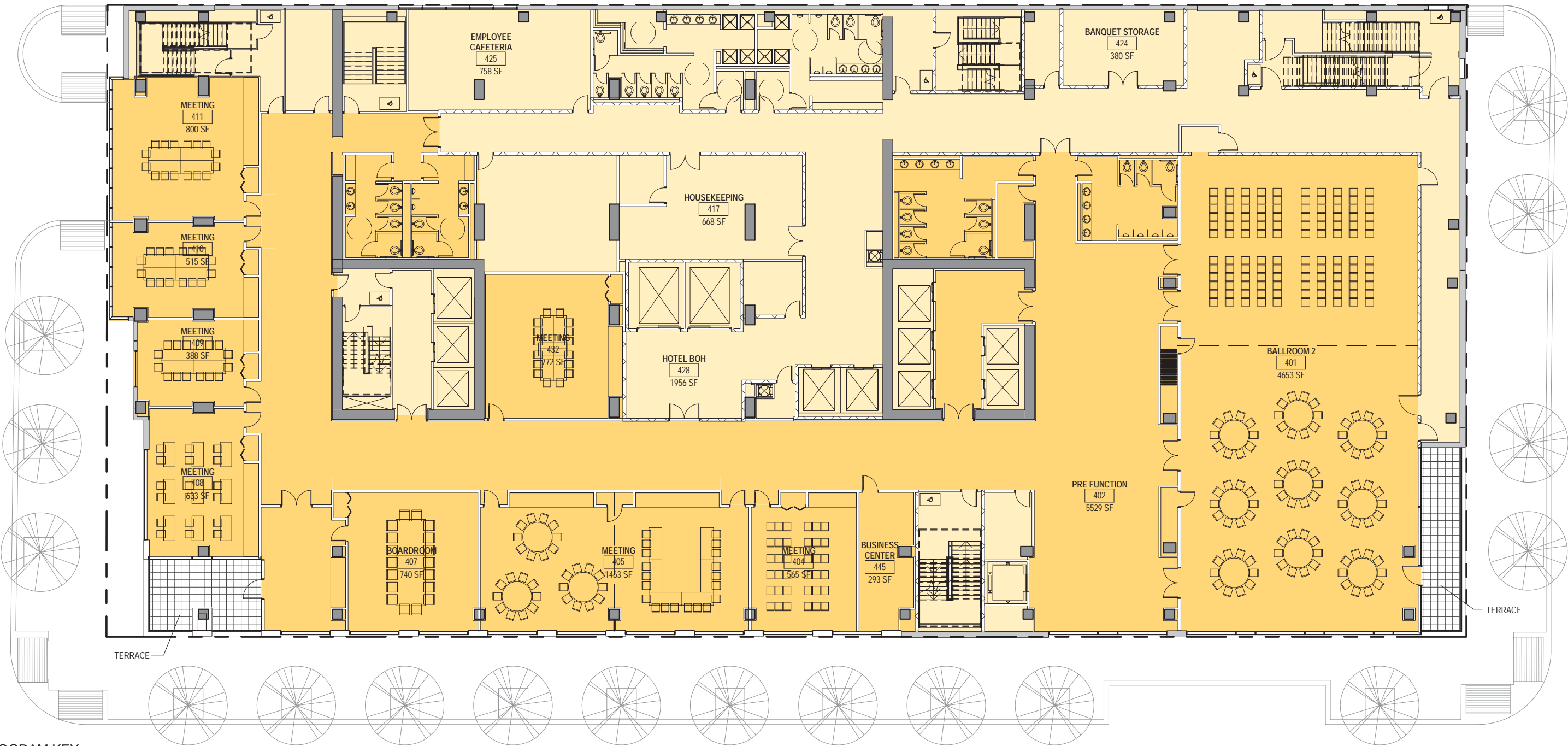


PROGRAM KEY

- HOTEL
- HOTEL BOH
- RESIDENTIAL
- RESIDENTIAL BOH

SHARED BOH

SCALE: 3/64" = 1'-0"



PROGRAM KEY

- HOTEL
- HOTEL BOH



PROGRAM KEY

- HOTEL
- HOTEL BOH
- RESIDENTIAL
- RESIDENTIAL BOH
- SHARED BOH
- SHARED FOH - AMENITY

SCALE: 3/64" = 1'-0"

LEVEL 4M ENLARGED PLAN - DOG RUN LANDSCAPE



LEVEL 5 PLAN - AMENITY DECK

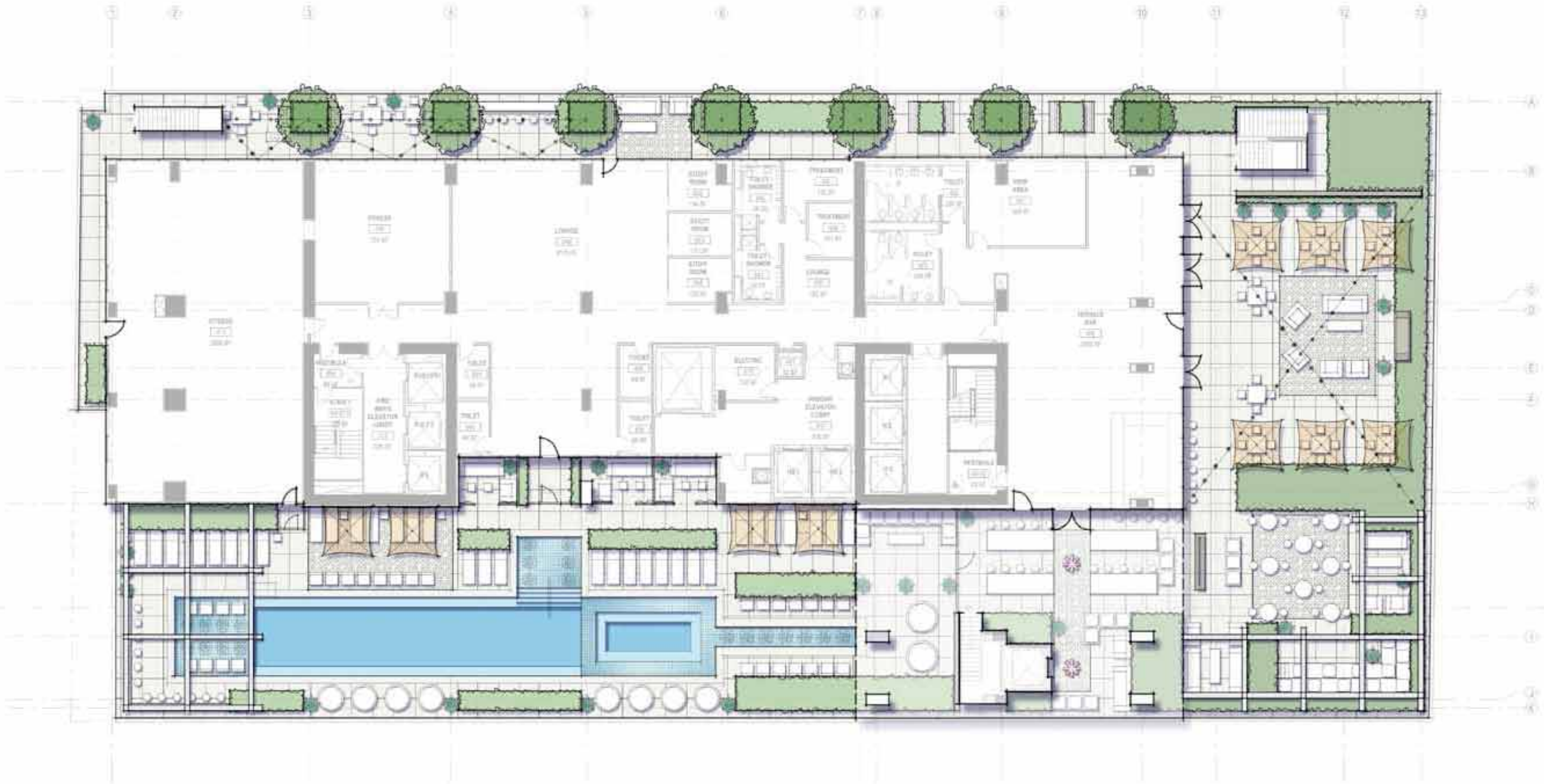


PROGRAM KEY

- HOTEL
- HOTEL BOH
- RESIDENTIAL
- RESIDENTIAL BOH
- SHARED BOH
- SHARED FOH - AMENITY

SCALE: 3/64" = 1'-0"

LEVEL 5 PLAN - AMENITY DECK LANDSCAPE



LEVEL 6-16 TYPICAL HOTEL PLAN



PROGRAM KEY

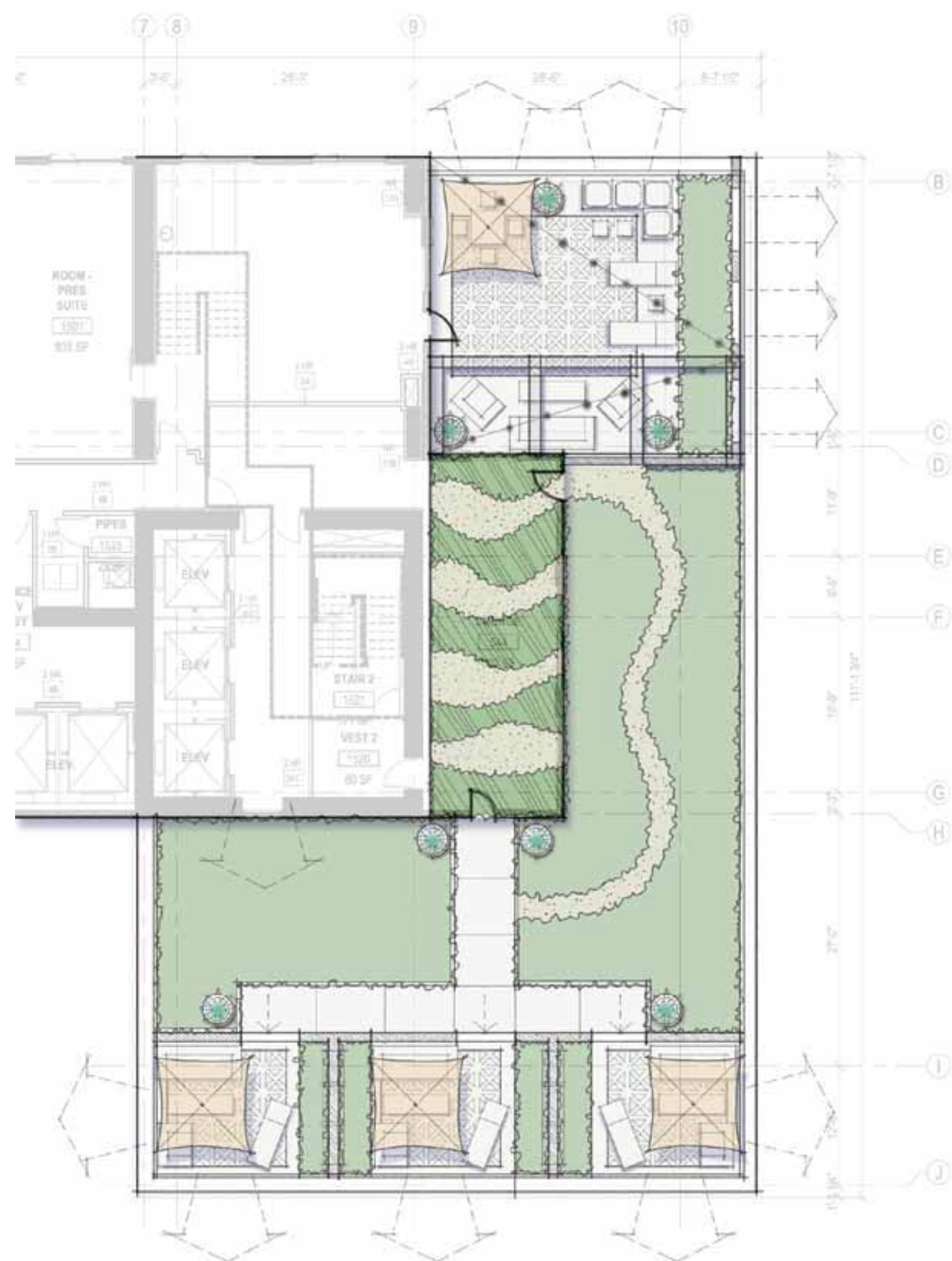
- HOTEL NET RENTABLE
- HOTEL
- HOTEL BOH



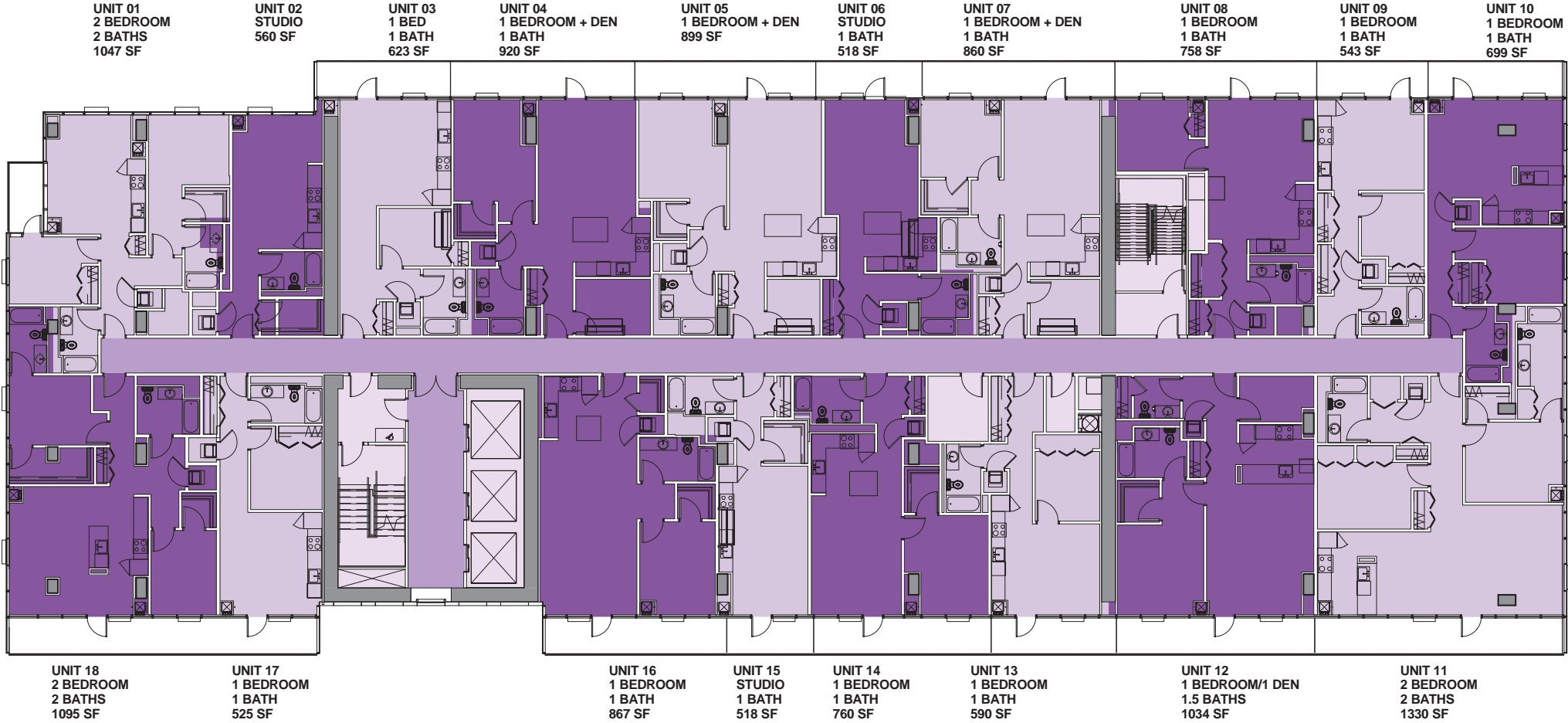
PROGRAM KEY

- HOTEL NET RENTABLE
- HOTEL
- HOTEL BOH

LANDSCAPE - LEVEL 17 GARDEN



LEVEL 18-36 TYPICAL RESIDENTIAL LEVEL



PROGRAM KEY

- RESIDENTIAL NET RENTABLE
- RESIDENTIAL
- RESIDENTIAL BOH

SCALE: 3/64" = 1'-0"



Project Number: 13004
2014.10.27 Pg 20 of 21

5th & Brazos



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AERIAL PERSPECTIVE LOOKING NORTHWEST



Date: 10-22-14

To: Austin Design Commission

From: Planning & Urban Design Working Group

Re: Working Group review of 5th & Brazos Hotel for substantial compliance with the Urban Design Guidelines

The applicant is seeking a density bonus. Per ordinance, the applicant is required to provide streetscape improvements along all public street frontages consistent with the Great Streets Standards, and the applicant shall commit to a minimum of 2 star green building rating. The Mayor and Council and the Planning & Development Review Director is to determine appropriate bonus area and in light of community benefits to be provided.

Positive attributes of the project include:

1. Below grade parking.
2. Electrical vault at back along alley.
3. Minimized curb cuts.
4. No building projections are proposed in the ROW.
5. Building has glazing and areas for active uses along the majority of street frontages.
6. Balcony at level 2 can add to the street life.
7. Material variety used to break up scale.
8. Roof decks add to the building live and create attractive areas that may be seen from other buildings.

Suggestions/concerns raised include:

1. Kitchen placement is along the active portion of the ground floor façade at East 5th Street.
2. Driveway should have a character to help pedestrians realize that there is a change of function of what they are walking on – for safety concerns.
3. In conjunction with the bicycle room for employees, showers and lockers should be included for them in order to encourage this means of transportation.
4. If possible add a tree at the corner where the driveway is adjacent to the alley.
5. Back of house area for the ballroom – add some windows instead of blank wall. Helps with ambient light and less reliance on electricity. Can be high windows if needed.
6. Water reclamation and use such as condensate and rain water encouraged.
7. Addition of some color would be nice since everything seems grey and muted.
8. Should have some adaptability of more canopies at street level (for the retail areas) to help protect the pedestrians in harsh weather.

We recommend that the project, as presented, is in substantial compliance with the Urban Design Guidelines.

The working group appreciates the opportunity to comment on this project.

Respectfully,

Planning & Urban Design Working Group of the Design Commission

DRAFT