



**PLANNING COMMISSION  
CODES AND ORDINANCES SUBCOMMITTEE MINUTES**

**REGULAR MEETING  
Tuesday, February 16, 2016**

**The Planning Commission Codes and Ordinances Subcommittee convened in a regular meeting on Tuesday, February 16, 2016, at 505 Barton Spring Road, One Texas Center, Room #500, in Austin, Texas.**

Commissioner Zaragoza called the meeting to order at 6:01 p.m.

**Subcommittee Members in Attendance:**

Fayez Kazi

Patricia Seeger

Nuria Zaragoza

James Schissler

**City Staff in Attendance:**

Greg Dutton, Planning and Zoning

Erica Leak, Neighborhood Housing and Community Development

Lauren Avioli, Neighborhood Housing and Community Development

Donna Galati, Development Services Department

Andy Linseisen, Development Services Department

**Others in Attendance:**

None

**1. CITIZEN COMMUNICATION: GENERAL**

- a. None

**2. APPROVAL OF MINUTES**

- a. Approval of the November 17, 2015 minutes.
- b. Approval of the January 19, 2016 minutes.

A motion was made to approve the minutes by Commissioner Schissler, seconded by Commissioner Seeger. Vote: 3-0 (Commissioner Kazi absent).

**3. NEW BUSINESS**

- a. None.

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

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

- a. None.

## 5. REGULAR AGENDA: Previously Initiated

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

- a. **STAFF BRIEFING: Tenant Relocation** - Discuss draft recommendations regarding tenant relocation assistance requirements. City Staff: Lauren Avioli, Neighborhood Housing and Community Development, 974-3141, [Lauren.Avioli@austintexas.gov](mailto:Lauren.Avioli@austintexas.gov); (Discussion).

Lauren Avioli went over a proposed amendment that would establish relocation assistance requirements for tenants in developments undergoing renovation or demolition. Although the recommendations are not yet finalized, they could include temporary and emergency relocation standards, assistance finding new housing, and moving stipends.

Ms. Avioli indicated that the item would likely be back to the subcommittee in March.

No action was taken.

- b. **Review Times** – Discuss and consider amendments to Chapter 25 and Title 30 of the Land Development Code to remove staff review time for development applications (Site Development, Subdivision, and Building Permits) from the Land Development Code and define them by administrative rule, modify the life of a site plan or subdivision application from 180 days with an available 180 day extension to one year with no extension provision, establish a stop-clock provision for development application life for related applications that require a public hearing, establish a clear process for the review and approval of subdivision vacation applications, and establishes an expiration for subdivision construction plan applications consistent with other development permit applications. City Staff: Donna Galati, Development Services Department, 974-2733, [Donna.Galati@austintexas.gov](mailto:Donna.Galati@austintexas.gov); (Discussion and/or Possible Action).

Andy Linseisen and Donna Galati went over a proposed amendment that would remove review times from Title 25 and Title 30, and place them in a criteria manual (rules). Calendar days would be changed to business days, and some application lifespans would be changed.

A motion was made to recommend the item to full Planning Commission by Commissioner Schissler, seconded by Commissioner Seeger, with an amendment to change PART 13(D) from 120 days to 135 days.

Vote: 4-0.

- c. **Sidewalk Fee-in-Lieu Criteria** - Discuss and consider an amendment regarding sidewalk fee-in-lieu criteria. City Staff: Greg Dutton, Planning and Zoning Department, 974-3509, [Greg.Dutton@austintexas.gov](mailto:Greg.Dutton@austintexas.gov) (Discussion and/or Possible Action).

Greg Dutton went over a proposed amendment directing staff to look at discretion in applying fee-in-lieu criteria for sidewalks. The amendment was initiated in September of 2015, but was temporarily suspended while staff looked into rolling the amendment into CodeNEXT. Commissioners felt that due to the potentially lengthy timeframe for CodeNEXT that it would be worth staff taking up the item now, separately.

Because the item had been previously initiated, no action was taken.

## **6. OTHER BUSINESS**

- a. Update on potential upcoming and current code amendments** – City Staff: Greg Dutton, Planning and Zoning Department, 974-3509, [Greg.Dutton@austintexas.gov](mailto:Greg.Dutton@austintexas.gov); (Discussion and/or Possible Action).

The item was not discussed and no action was taken.

## **7. FUTURE AGENDA ITEMS**

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

- a. None.**

## **ADJOURNMENT**

Commissioner Zaragoza adjourned the meeting without objection at 7:50 p.m.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 4 days before the meeting date. Please call Greg Dutton at Planning and Development Review Department, at 512-974-3509, for additional information; TTY users route through Relay Texas at 711.

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