



DESIGN COMMISSION
MONDAY, JUNE 27, 2016 6:00 PM
AUSTIN CITY HALL, BOARDS AND COMMISSIONS ROOM 1101
301 W. SECOND STREET, AUSTIN, TEXAS 78701

Current Commission Members

_____ Evan Taniguchi – Chair	_____ Martha Gonzales
_____ Bart Whatley – Vice-Chair	_____ Conor Kenny
_____ David Carroll	_____ Ben Luckens
_____ Aan Coleman	_____ Melissa Henao-Robledo
_____ Samuel Franco	_____ Heyden Walker
	_____ Jorge E. Rousselin (COA – PZD) Executive Liaison
	_____ Nichole Koerth (COA – PZD) 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. MEETING MINUTES <ul style="list-style-type: none">a. Discussion and possible action on the November 23, 2015 meeting minutes;b. Discussion and possible action on the January 25, 2016 meeting minutes;c. Discussion and possible action on the February 22, 2016 meeting minutes;d. Discussion and possible action on the March 28, 2016 meeting minutes;e. Discussion and possible action on the April 25, 2016 meeting minutes;f. Discussion and possible action on the May 23, 2016 meeting minutes;	6:15 PM
3. NEW BUSINESS (Discussion and Possible Action): None	6:30 PM

4. OLD BUSINESS (Discussion and Possible Action): <ul style="list-style-type: none"> a. Discussion and possible action on the Infrastructure Project application Checklist (Chair Taniguchi); b. Discussion and possible action on the 2016 Design Commission Annual Work Plan; 	6:30 PM
5. COMMITTEE AND LIAISON REPORTS (Discussion and Possible Action): <ul style="list-style-type: none"> a. Standing Committees Reports; b. Working Group Reports; c. Liaison Reports; and d. Appointment of Committee/Working Group members by Chair. 	7:00 PM
6. STAFF BRIEFINGS: None	7:10 PM
7. FUTURE AGENDA ITEMS: None	7:10 PM
8. ANNOUNCEMENTS: <ul style="list-style-type: none"> a. Chair Announcements; b. Items from Commission Members; and c. Items from City Staff: None 	7:15 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 2 days before the meeting date. Please contact Nichole Koerth in the Planning and Zoning Department, at nichole.koerth@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. Executive Committee: E. Taniguchi, B. Whatley

Working Groups

1. Planning and Urban Design Working Group: E. Taniguchi, H. Walker, B. Whatley, A. Coleman
2. Architecture and Development Working Group: B. Whatley, M. Gonzalez, D. Carroll
3. Landscape and Infrastructure Working Group: S. Franco, M. Henao-Robledo, A. Coleman, B. Luckens
4. Public Engagement Working Group: B. Luckens, S. Franco, M. Henao-Robledo; C. Kenny

Design Commission Liaisons

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

Design Commission Executive Liaison:

Jorge E. Rousselin, CNU-A
Development Services Process Coordinator
Urban Design / CodeNEXT, 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

Design Commission Staff Liaison:

Nichole Koerth, 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: nichole.koerth@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, NOVEMBER 23, 2015 6:00 PM
ONE TEXAS CENTER ROOM 325
505 BARTON SPRINGS RD., AUSTIN, TEXAS 78704**

Meeting Minutes

Call to order by Chair E. Taniguchi at 6:25 pm.

Roll Call: S. Franco and M. Gonzales not present.

1. CITIZEN COMMUNICATION: None

2. APPROVAL OF MINUTES (Discussion and Possible Action)

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

The motion to approve the minutes as drafted made by A. Coleman; Second by B. Whatley was approved on a vote of [7-0].

3. NEW BUSINESS (Discussion and Possible Action):

- a. Briefing on the basics of form-based code. ([Jorge Rousselin](#), COA-PZD);
No action by the Commission

- b. Planning and Urban Design Working Group review of the urban area shared values: humane character, density, sustainability ([E. Taniguchi](#), [H. Walker](#), [B. Whatley](#), [A. Coleman](#));

E. Taniguchi gave a quick introduction and then asked the rest of the working groups to share ideas for a more cohesive discussion.

No action by the Commission

- c. Architecture and Development Working Group review of the urban area shared values: diversity, economic vitality, civic art ([B. Whatley](#), [M. Gonzalez](#), [D. Carroll](#));

B. Whatley reviewed the notes of the working group, specifically diversity, and D. Carroll reviewed the value of civic art.

A. Coleman asked about the distinction between pure art in public places and place-making.

No action by the Commission

H. walker left at 6:58pm

- d. Landscape and Infrastructure Working Group review of the urban areas shared values: sense of time, unique character, infrastructure ([S. Franco](#), [M. Henao-Robledo](#), [A. Coleman](#), [B. Luckens](#)); and

No action by the Commission

- e. Public Engagement Working Group review of the urban areas shared values: authenticity, safety, connection to outdoors ([B. Luckens](#), [S. Franco](#), [M. Henao-Robledo](#))

Design Commission discussed all shared values and the definition of infrastructure.

B. Whatley suggested that it will be easier to complete tasks if the commission focuses on certain infrastructure projects and starts small. J. Rousselin suggested that the Design Commission define infrastructure and project types in order to narrow down what projects go to Design Commission. A. Coleman clarified that infrastructure should be thought of as an area that is more unoccupied by the public, but affects the public at a larger scale. The Commissioners agreed to come up with lists of what infrastructure is and bring to the next meeting.

4. OLD BUSINESS (Discussion and Possible Action):

- a. Discussion and possible action on revision of [Urban Design Guidelines](#):

No action by the Commission

- b. Discussion and possible action on creation of Infrastructure Design Guidelines:

No action by the Commission

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:
No action taken by the Design Commission

6. STAFF BRIEFINGS: None

7. FUTURE AGENDA ITEMS: Inviting City Architect Kit Johnson to next meeting

8. ANNOUNCEMENTS

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

ADJOURNMENT by consensus at 7:52 pm

DRAFT



**DESIGN COMMISSION
MONDAY, JANUARY 25, 2016 6:00 PM
AUSTIN CITY HALL, BOARDS AND COMMISSIONS ROOM 1101
301 W. SECOND STREET, AUSTIN, TEXAS 78701**

Meeting Minutes

Call to order by Chair E. Taniguchi at 6:05 pm.

Roll Call: B. Luckens not present.

B. Whatley arrived at 6:12pm

1. CITIZEN COMMUNICATION: None

2. APPROVAL OF MINUTES (Discussion and Possible Action): None

3. NEW BUSINESS (Discussion and Possible Action):

- a. Briefing on the Dove Springs Recreation Center Expansion project. (Laurie Limbacher/ [Kevin Johnson](#), COA-PARD).

David Smythe McCaully, Kevin Johnson and Laurie Limbacher presented the Dove Springs Recreation Center expansion and the need to come back for AEC.

- Dimensions of sidewalks (size of sidewalks) 10' standard
- Tree Irrigation > 2 yrs [Size of trees]
- Public Transportations

No action taken by the Design Commission.

4. OLD BUSINESS (Discussion and Possible Action):

- b. Discussion and possible action on the 2016 Design Commission Meeting Schedule.

Approved by consensus

- c. Discussion and possible action on the revision of Project Review Sheet.

Chair E. Taniguchi introduced Kit Johnson, City Architect. Chair E. Taniguchi presented the Chicago Sustainable Urban Infrastructure Document.

Kit Johnson: Complete Streets & Green infrastructure

- Discussion on Project Types

Below Grade

- **PW Projects**
- **Streetscape Projects**
- **Auxiliary Bldgs**
- **Bridges**
- **Parking Lots**

Underground that does not affect landscaping

**Define what infrastructure is: work on pillars definition
Use facilitator**

No action taken by the Design Commission.

5. COMMITTEE AND LIAISON REPORTS (Discussion and Possible Action):

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

6. STAFF BRIEFINGS: None

7. FUTURE AGENDA ITEMS:

Subchapter E and Parks – Briefing: March 28th

8. ANNOUNCEMENTS:

- a. Chair Announcements: **None**

b. Items from Commission Members: **None**

c. Items from City Staff: **None**

ADJOURNMENT by consensus at 7:45 pm

DRAFT



**DESIGN COMMISSION
MONDAY, FEBRUARY 22, 2016 6:00 PM
AUSTIN CITY HALL, BOARDS AND COMMISSIONS ROOM 1101
301 W. SECOND STREET, AUSTIN, TEXAS 78701**

Meeting Minutes

Call to order by Chair E. Taniguchi at 6:05 pm.

Roll Call: All Commissioners Present

- 1. CITIZEN COMMUNICATION: None**
- 2. APPROVAL OF MINUTES (Discussion and Possible Action): None**
- 3. NEW BUSINESS (Discussion and Possible Action):**
 - a. Discussion and possible action on the Montopolis Water Reclamation Initiative Storage Reservoir and Pump Station design development submittal located at 2711 Montopolis Dr. seeking support for the project. (Shwetha Pandurangi, P.E., COA-AW).**

Ms. Pandurangi presented the Montopolis Reclamation Reservoir with consultants and architects; Joe Jenkins; Jaime Palomo (ARCH)

The motion to support project as presented with recommendation to consider:

Maximum natural tree buffer size

**Made by B. Luckens; Second by C. Kenny was approved on a vote of [9-0].
M. Gonzales absent.**

- 4. OLD BUSINESS (Discussion and Possible Action):**
 - a. Discussion and possible action on creation of Infrastructure Guidelines.**

No action taken by the Design Commission.

Sent to executive committee to meet with facilitators to craft work plan by consensus.

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:

a. March 2016 meeting: Subchapter E and Parkland dedication ordinance Briefing

8. ANNOUNCEMENTS

a. Chair Announcements: **None**

b. Items from Commission Members: **None**

c. Items from City Staff: CodeNext Sound check Report

ADJOURNMENT by consensus at 8:05 pm



**DESIGN COMMISSION
MONDAY, MARCH 28, 2016 6:00 PM
AUSTIN CITY HALL, BOARDS AND COMMISSIONS ROOM 1101
301 W. SECOND STREET, AUSTIN, TEXAS 78701**

Meeting Minutes

Call to order by Chair E. Taniguchi at 6:04 pm.

Roll Call: D. Carrol and B. Whatley not present.

1. CITIZEN COMMUNICATION:

Ms. Patricia Schwab spoke on the Cap Metro DT Station and Peti Cabs

2. NEW BUSINESS (Discussion and Possible Action):

- a. Briefing on the Capital Metro Transportation Authority Downtown Station ([Mark Guerrero, CapMetro](#));

Mr. Mark Guerrero from Cap Metro gave a briefing on the DT station.

No Action taken from the Design Commission

- b. Briefing on Subchapter E and Alternative Equivalent Compliance ([Donna Galati, COA-DSD](#));

Mr. George Adams and Ms. Donna Galati briefed the commission on Sub-Chapter E and Alternative Equivalent Compliance

No Action taken from the Design Commission

- c. Briefing on Parkland Dedication Ordinance ([Marilyn Lamendsorf, COA-PARD](#));

Mr. Randy Scott provided a briefing on the Parkland Dedication Ordinance.

No Action taken from the Design Commission

- d. Discussion and possible action on a Design Commission Resolution to request that the City Council authorize the Commission to utilize the message board at <http://austincouncilforum.org/>. (Commissioner C. Kenny; Chair E. Taniguchi).

The motion to approve resolution as amended on dias made by C. Kenny; Second by H. Walker was approved on a vote of [9-0] [D. Carroll absent from the Dias].

3. OLD BUSINESS (Discussion and Possible Action):

- a. Discussion and possible action on the Infrastructure Project application Checklist (Chair Taniguchi);

Chair E. Taniguchi presented draft checklist and asked working groups to review. Request to send to working groups for review approved by consensus.

- b. Discussion and possible action on the 2016 Design Commission Annual Work Plan.

No Action taken by Design Commission – Bring back in April

4. COMMITTEE AND LIAISON 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:
Appointed C. Kenny to Public Engagement Working Group

5. STAFF BRIEFINGS: None

6. FUTURE AGENDA ITEMS: None

7. ANNOUNCEMENTS

- a. Chair Announcements: **None**
- b. Items from Commission Members: **None**
- c. Items from City Staff: [CodeNEXT: Natural and Built Environment Code Prescription](#)

ADJOURNMENT by consensus at 9:14 pm



**DESIGN COMMISSION
MONDAY, APRIL 25, 2016; 6:00 PM
AUSTIN CITY HALL, BOARDS AND COMMISSIONS ROOM 1101
301 W. SECOND STREET, AUSTIN, TEXAS 78701**

Meeting Minutes

Call to order by Chair E. Taniguchi at 6:00 pm.

Roll Call: B. Whatley not present; D. Carroll and B. Luckens not arrived yet

1. CITIZEN COMMUNICATION: None

**B. Luckens arrived at 6:01pm
D. Carroll arrived at 6:01pm**

2. NEW BUSINESS (Discussion and Possible Action):

- a. Discussion and possible action on the Third and Shoal design development submittal located at 208 Nueces Street seeking support for the project and review for substantial compliance with the Urban Design Guidelines for Austin in accordance with the Gatekeeper requirements of [LDC 25-2-586](#) for the Downtown Density Bonus Program ([Chi Lee, Gensler](#));

Mr. Chi Lee provided an overview of the request for 2.1 far increases

The motion to come to a finding of substantial compliance as presented made by B. Luckens; Second by M. Gonzales was approved on a vote of [9-0]. B. Whatley not present.

- b. Discussion and possible action on the Austin Energy District Cooling Plant No.3 schematic project submittal located at 812 ½ West Second Street seeking support for the project. ([Phil Reed, Cotera Reed Architects](#));

**Mr. Phil Reed, Jim Collins and Ms. Carol Stewart presented the project.
Mr. Phil Reed presented the Building Design.**

The motion to support project as presented with letter of support with direct chair to draft support with friendly amendments as presented.

Made by C. Kenny; Second by A. Coleman was approved on a vote of [9-0] B. Whatley not present.

- c. Discussion and possible action on the City of Austin Onion Creek Fire and EMS Station design development project submittal located at 11112 Old San Antonio Road seeking support for the project and review of Alternative Equivalent Compliance under [Subchapter E of the Land Development Code](#). ([Craig Russell, COA-PW](#));

Commissioner A. Coleman recused herself from this item.

Mr. Craig Russel presented project to the commission.

Mr. Ray Holiday presented the Building Design.

The motion to postpone to April meeting was approved by consensus.

- d. Discussion and possible action on the Animal Center Kennel Addition and Campus Infrastructure Improvements schematic project submittal located at 7201 Levander Loop seeking support for the project and review of Alternative Equivalent Compliance under [Subchapter E of the Land Development Code](#). ([Kalpana Sutaria, COA-PW](#)).

Ms. Kalpana Sutaria presented project and request for AEC

Mr. Thomas presented site plan and design.

The motion to support project as presented with support for Alternative Equivalent Compliance as presented made by A. Coleman; Second by M. Gonzales was approved on a vote of [9-0]. B. Whatley not present.

3. OLD BUSINESS (Discussion and Possible Action):

- a. Discussion and possible action on the Infrastructure Project application Checklist (Chair Taniguchi);
No Action taken by Design Commission; postponed to April meeting by consensus.
- b. Discussion and possible action on the 2016 Design Commission Annual Work Plan.
No Action taken by Design Commission; postponed to April meeting by consensus.

4. COMMITTEE AND LIAISON 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**

5. STAFF BRIEFINGS: None

6. FUTURE AGENDA ITEMS:

- Draft letter from appointments by Commissioner H. Walker.

7. ANNOUNCEMENTS

- a. Chair Announcements: **None**
- b. Items from Commission Members: **None**
- c. Items from City Staff: CodeNext Sound check Report
No action taken by the Design Commission

ADJOURNMENT by consensus at 8:50 pm



**DESIGN COMMISSION
MONDAY, MAY 23, 2016 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 6:02 PM.

Roll Call: A. Coleman; C. Kenny not yet arrived.

1. CITIZEN COMMUNICATION: None

Commissioner Coleman arrived at 6:08 PM.

Commissioner Kenny arrived at 6:11 PM.

2. NEW BUSINESS (Discussion and Possible Action):

- a. Discussion and possible action on the City of Austin Onion Creek Fire and EMS Station design development project submittal located at 11112 Old San Antonio Road seeking support for the project and review of Alternative Equivalent Compliance under [Subchapter E of the Land Development Code](#). ([Craig Russell, COA-PW](#));

Commissioner Coleman recused herself from this item.

Ms. Lisa Andel and Mr. Craig Russell presented the project and provided background. Mr. John King Assisted. Mr. John Tipton explained the connections and landscape elements.

The motion to support the project with Alternative Equivalent Compliance as presented made by B. Lukens; Second by B. Whatley was approved on a vote of [7-2]; D. Carroll and C. Kenny against; A. Coleman abstained.

- b. Discussion and possible action on the Govalle Neighborhood Park Pool schematic project submittal located at 5200 Bolm Road seeking support for the project and review of Alternative Equivalent Compliance under [Subchapter E of the Land Development Code](#). ([Jana McCann](#), McCann|Adams Studio).

Chair Taniguchi recused himself from this item.

Commissioner Coleman rejoined the meeting. Ms. Jana McCann presented the project with assistance from Mr. Brendon Whittstruck, as well as Mr. Rey Hernandez.

The motion to support the project as presented with Alternative Equivalent Compliance request made by H. Walker; Second by S. Franco was approved on a vote of [9-0]; E. Taniguchi abstained.

3. OLD BUSINESS (Discussion and Possible Action)

- a. Discussion and possible action on the Infrastructure Project application Checklist (Chair Taniguchi) started at 8:27 pm

The motion to send to Work Groups for input and comment with the possible conclusion by July 2016 Design Commission meeting was approved by consensus.

- b. Discussion and possible action on the 2016 Design Commission Annual Work Plan

The motion to postpone this discussion until the June Design Commission meeting was approved by consensus.

- c. Discussion and possible action on the election of Design Commission officers.

The motion to nominate Chair E. Taniguchi and Vice-Chair B. Whatley made by B. Luckens; Second by H. Walker was approved on a vote of [10-0].

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

- a. Standing Committees Reports: None
- b. Working Group Reports: Commissioner Kenny gave an update on the Public Engagement Work Group.
- c. Liaison Reports: Commissioner Franco provided a report on the Downtown Commission
- d. Appointment of Committee/Working Group members by Chair: None

6. STAFF BRIEFINGS: None

7. FUTURE AGENDA ITEMS:

General Meeting web changes

8. ANNOUNCEMENTS

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

ADJOURNMENT by consensus at: 8:43 PM

DRAFT



City of Austin

Design Commission

Infrastructure Project Application

City Council Resolution 20100819-035 directs the Design Commission to ensure that proposed infrastructure projects “are carefully planned and executed to respect our City’s quality of life”. Infrastructure projects that have the potential to significantly effect the “public realm” shall be reviewed by the Design Commission and shall address each of the items listed below. These projects include electrical substations, water towers, bridges, transit-oriented infrastructure, etc. The City Architect and the Design Commission Executive Staff Liason will be the gatekeepers for this project submittal process and may identify other projects that might fall into this category requiring DC review. Projects that are already required to conform to existing City of Austin guidelines such as the Great Street Master Plan, are not required to be reviewed by the Design Commission.

Project Name:	
Project Location/Address:	
Applicant:	Property Owner:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Project Architect/Engineer and Contact Info (mailing address, phone no, e-mail address)	
Project Start Date:	Project End Date
Is project subject to redevelopment site plan or zoning application approvals?	Planning Commission Action Date: City Council Action Date:
Narrative Description of Proposed Project (including entitlements that you are seeking; attach or add additional page(s) as necessary)	
Current Status of Submittal: Conceptual Schematic Design Development	

Please provide a concise (brief but comprehensive) response for each item listed below. These responses will be used to evaluate your project and should be included in your presentation as requested. Provide responses as an attachment to this application.

- 1] Is this infrastructure project located in a populated area where it could adversely affect the quality of life for those living/working nearby? Adverse conditions include environmental conditions such as noise, air quality, etc; impact on traffic, visual/aesthetic eyesores; lack of adequate buffer to separate project from those living/working at adjacent locations; etc. Illustrate these issues in presentation images.
- 2] Describe how this project addresses relevant sections of Imagine Austin.
- 3] Has community outreach been implemented for this project? If so, please provide documentation of results.
- 4] Is this project occupied on a regular basis, and if so, how many occupants (maximum)?
- 5] If landscaping is provided, describe the type of planting proposed (native, xeriscape?) and how it will be maintained (irrigation system?). Illustrate these issues in presentation images.
- 6] If this project includes a building or structure that is visible by existing/future neighbors, have any/all potential visual/aesthetic eyesore issues been addressed? This could possibly be associated with Item 3. Illustrate these issues in presentation images.
- 7] Describe buffer between project and existing/future neighbors. Illustrate effectiveness of buffer in presentation images.



DESIGN COMMISSION PROJECT REVIEW

PROJECT REVIEW AND SUBMITTAL 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 be 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.

PROJECT REVIEW AND SUBMITTAL PROCESS

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 of the 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 may 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.

Staff Contact: Jorge E. Rousselin, CNU-A, jorge.rousselin@austintexas.gov; (512) 974-2975

Urban Design Guidelines The Urban Design Guidelines for Austin can be found at the following location: [UDG for Austin](#).



DESIGN COMMISSION PROJECT REVIEW

PROJECT INFORMATION

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 and Phone Number:

Is project subject to site plan or zoning application approvals?

Yes

No

Date of Planning Commission Review (if applicable)

Date of City Council Review (if applicable)

Is Alternative Equivalent Compliance (AEC) under LDC Subchapter E requested for this project?

Yes

No

If yes, please refer to following pages

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 review the guidelines here: [Urban Design Guidelines for Austin](#)

EXISTING CONDITIONS AND CONTEXT

1. Provide project background including goals, scope, budget, and schedule. Attach additional pages as needed.

2. What is the character (context) of the area surrounding the project? (check all that apply)

Urban	Suburban	Mix of Uses	Other (please describe):
Rural	Within ETJ	Downtown	

3. What common destinations might people need to travel to, from your project site? Examples include transit stops, schools, parks, shopping and mixed-use centers, employment centers, housing, etc. Could they walk, bike, or take transit? Are there sidewalks?

4. What regulatory districts, overlays, and policy direction exist in the project area?

Imagine Austin Center	TOD	Great Streets	Sub. E Core Transit Corridor	MUD	NBG
Imagine Austin Corridor	UNO	Neighborhood Plan	Sub.E Urban Roadway	PID	ERC

5. Describe existing entitlements on the project area. (e.g., zoning classification, conditional overlays, combining districts). Attach additional pages as needed.

6. Are there environmental features existing within the project site or the ROW, to be preserved, protected or celebrated? (e.g. heritage trees, creek). Attach additional pages as needed.

7. Within the right-of-way (ROW), what accommodations need to be made for drainage and flooding, water quality, or erosion? What opportunities exist for landscaping along the ROW? Attach additional pages as needed.

URBAN DESIGN GUIDELINES INTEGRATION

8. Provide a detailed explanation as to how the project incorporates the [Urban Design Guidelines](#). Be specific and reference specific design guidelines. Attach additional pages as needed.

9. Provide a detailed explanation of how any proposed structures will interface with the public realm. The public realm, for purposes of this discussion, is defined as the area beyond the private property line and includes any public ROW. Attach additional pages as needed.

10. What do you need from the Design Commission? Be specific and reference the Urban Design Guidelines. Attach additional pages as needed.

11. If Alternative Equivalent Compliance is sought, provide a detailed description on the nature of the request, specific LDC sections the project is seeking relief from, and the alternative design solution that is equal to or better than what the LDC requires. Attach additional pages as needed.



DESIGN COMMISSION PROJECT REVIEW

PROJECT INFORMATION

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 and Phone Number:

Is project subject to site plan or zoning application approvals?

Yes

No

What design phase is the project being presented currently at?

Submit list of relevant consultants to be present at the Design Commission meeting

Date of Planning Commission Review (if applicable)

Date of City Council Review (if applicable)

Is Alternative Equivalent Compliance (AEC) under LDC Subchapter E requested for this project?

Yes

No

If yes, please refer to following pages

Do you have a copy of the Urban Design Guidelines for Austin?

Yes

No

If not, please review the guidelines here: [Urban Design Guidelines for Austin](#)

Provide documentation evidence of Neighborhood support for the project

EXISTING CONDITION AND CONTEXT

1. Provide project background including goals, scope, budget, and schedule. Attach additional pages as needed.

reference specific urban design guideline vision that is accomplished: check each that is applied and elaborate

Promote an intuitive understanding of the layout of any urban place.

Reinforce the sense of time and historical continuity.

Foster physical continuity.

Develop the public nature of all urban places.

Encourage a diversity of uses, activities and sizes of development

Encourage public and private investment in the future of Austin.

Reinforce the unique character of Austin.

Create a safe urban environment.

2. What is the character (context) of the area surrounding the project? (check all that apply)

Urban	Suburban	Mix of Uses	Other (please describe):
Rural	Within ETJ	Downtown	

3. What common destinations might people need to travel to, from your project site? Examples include transit stops, schools, parks, shopping and mixed-use centers, employment centers, housing, etc. Could they walk, bike, or take transit? Are there sidewalks?

4. What regulatory districts, overlays, and policy direction exist in the project area?

Imagine Austin Center	TOD	Great Streets	Sub. E Core Transit Corridor	MUD	NBG
Imagine Austin Corridor	UNO	Neighborhood Plan	Sub. E Urban Roadway	PID	ERC

5. Describe existing entitlements on the project area. (e.g., zoning classification, conditional overlays, combining districts). Attach additional pages as needed.

6. Are there environmental features existing within the project site or the ROW, to be preserved, protected or celebrated? (e.g. heritage trees, creek). Attach additional pages as needed.

7. Within the right-of-way (ROW), what accommodations need to be made for drainage and flooding, water quality, or erosion? What opportunities exist for landscaping along the ROW? Attach additional pages as needed.

URBAN DESIGN GUIDELINES INTEGRATION

8. Provide a detailed explanation as to how the project incorporates the [Urban Design Guidelines](#). Be specific and reference specific design guidelines. Attach additional pages as needed.

Does it affect existing neighborhood multi-modal circulation? explain
Does it buffer or enhance neighborhood edges? explain
Does it incorporate civic art? explain
Does it provide pedestrian scale lighting? explain

9. Provide a detailed explanation of how any proposed structures will interface with the public realm. The public realm, for purposes of this discussion, is defined as the area beyond the private property line and includes any public ROW. Attach additional pages as needed.

Does it minimize curb cuts?
Does it reinforce pedestrian activity?
How does it enhance streetscape?
Are you installing street trees?
Are you incorporating open space in new development for light and air
Are you contributing to an open space network of connectivity?
Are you emphasizing connections to parks and greenspaces?

10. What do you need from the Design Commission? Be specific and reference the Urban Design Guidelines. Attach additional pages as needed.

11. If Alternative Equivalent Compliance is sought, provide a detailed description on the nature of the request, specific LDC sections the project is seeking relief from, and the alternative design solution that is equal to or better than what the LDC requires. Attach additional pages as needed.

INFRASTRUCTURE APPLICATION

Suggested open-ended questions to be tailored per project submittal

Building Location

Is the infrastructure project located in a populated area where it interfaces the public realm at any portion above grade?

Where it interfaces the public does it create a street wall that defines the three-dimensional space contributes to its sense of place.

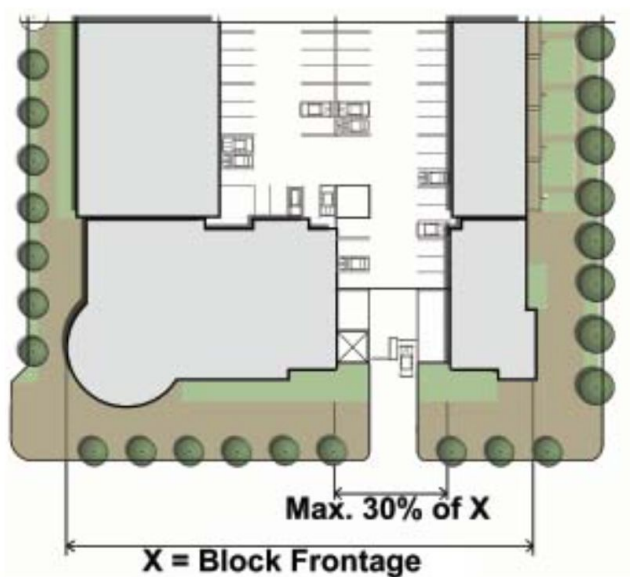
Does it locate and orient uses in a way that encourages and intensifies pedestrian activity and interest along the street.

Parking Location & Orientation

Does the project locate and orient surface parking on the site in a way that reduces its visual and environmental impact

Does the parking have large areas of asphalt, dark-colored paved areas, and dark-colored roofing can create heat island effects?

Urban areas are particularly susceptible to the heat island effect, which can create fluctuations in local climate and temperature that may adversely affect nearby landscaping and increase the energy costs of buildings.



2.4a Structured Parking frontage limit

Site Circulation

Does the project establish a logical and interconnected system of sidewalks, and pathways that balance mobility with the making of significant urban places.

Does the project provide adequate and safe access for automobiles, cyclists, and pedestrians by incorporating the best characteristics of Austin's multi-modal urban street system.

Does it minimize the visual presence of service functions or is the vehicular entrance combined with a pedestrian entrance?



Example of a screened service area

Pedestrian Access

Define the relationships to the corners of blocks or major site entrances. Does it provide intent to promote pedestrian scale and visual interest at street level?

Does the project provide a system of street and open space furnishings that unifies and adds character to the urban environment?



Open Space Layout

Does the project provide open space of an adequate size and proportion to serve a variety of community recreation and leisure needs to complement but not replace existing public parks?

Does the project attempt to creatively implement a variety of urban open spaces - i.e. parks, plazas, and expanded streetscapes - that will help define neighborhoods and nodes

Does the open space encourage pedestrians to inhabit and engage the streetscape and open spaces through activities such as relaxing, eating, browsing, gathering, and reading?



Landscape

How does the project encourage the use of plant materials which are resource efficient?

How does the project integrate landscaping to enhance pedestrian streetscape experience?

Does the landscape accommodate detention of stormwater on site in a way that is a positive part of an integrated landscape design?

Does the project provide stormwater detention areas that are attractively landscaped and can serve the active and passive recreational needs of the community?

4. STREETSIDE STORMWATER PLANTER

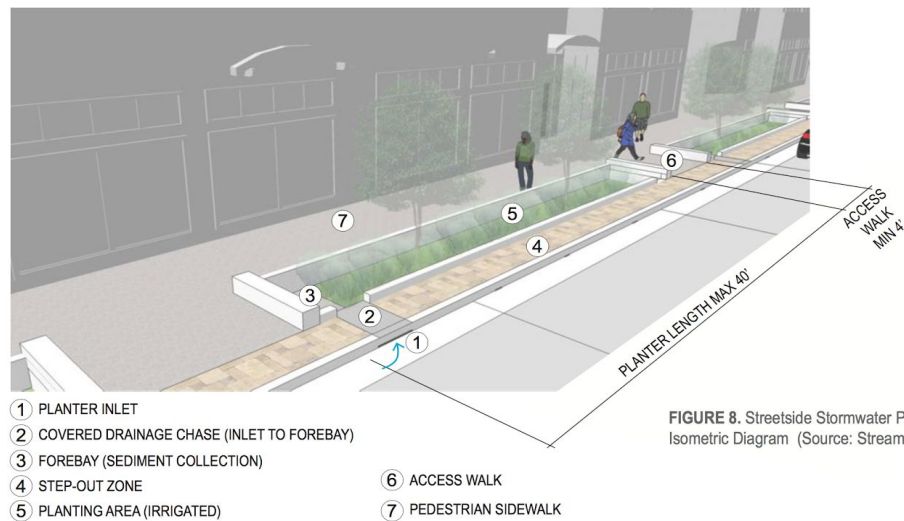


FIGURE 8. Streetside Stormwater Planter
Isometric Diagram (Source: Stream Design.2015.)

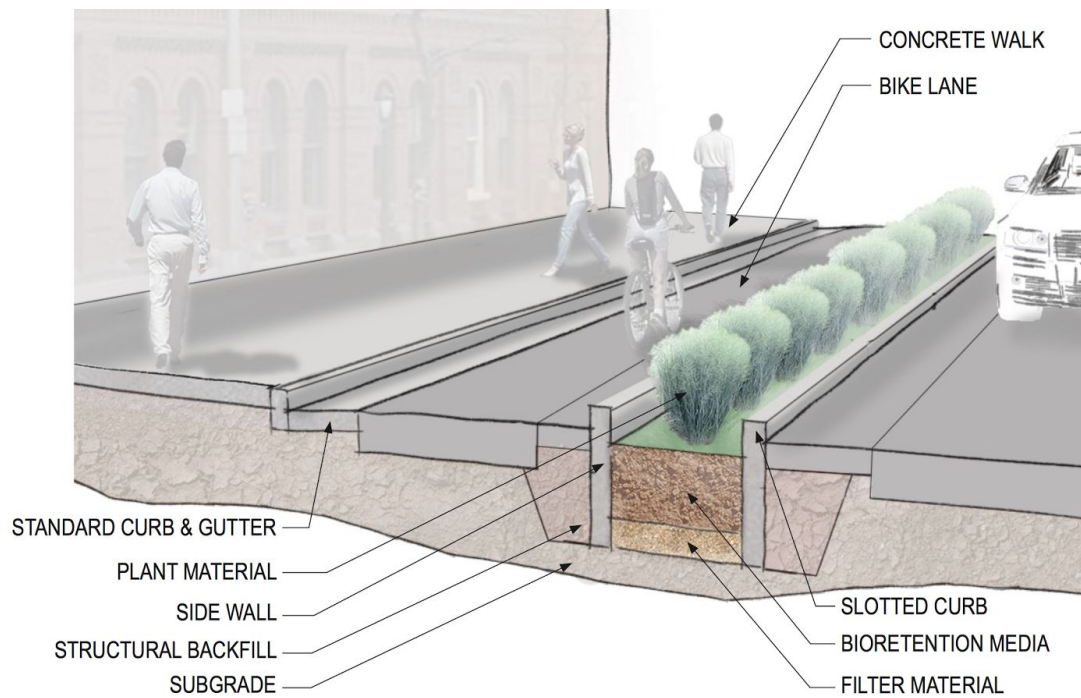


FIGURE 23. Green Gutter
(Source: Stream Design, 2015.)

Pedestrian Lighting

Is there abundant lighting on the street intended to provide additional streetscape ambience?

Does the project provide a buffer such as a: Private Amenity Zone – A portion of the Streetscape between the unobstructed Pedestrian Walk (or street) and the building face. This area is reserved for Streetscape Elements that transition between Pedestrian Active Uses within buildings or plazas and the Pedestrian Walk.

Does the project provide a buffer from vehicular circulation: Public Amenity Zone – A portion of the Streetscape between the curb and the unobstructed Pedestrian Walk reserved for Streetscape Elements that serve and enhance the pedestrian experience.



Klyde Warren Park attracts a variety of visitors, including tour groups from the nearby museums. (Photos by the author)

Monday	Tuesday	Wednesday	Thursday	Friday
		Submittal deadline	Initial staff review	
Initial staff review			Staff communicates with applicant/ resubmittal review	
Staff communicates with applicant/ resubmittal review		Revised submittal deadline - 16 copies and 1 electronic copy	Preparation of staff report and packets for the board	
Preparation of staff report and packets for the board		No new information	No new information submitted prior to the meeting	
No new information		Planning Board Meeting - 3 pm		

Timeline for planning and zoning commission review from the city of Denver, Colorado

SUBMITTAL CHECKLIST

- ☐ A written narrative describing how the proposed development meets the applicable Design Standards and Guidelines. The narrative should detail how the project conforms to all of the design standards and guidelines.
- ☐ A map showing the location of your building/site.
- ☐ A detailed site plan (to scale and dimensioned) showing the location of the building, property line, site access and circulation, set-backs and all site amenities including a landscape plan, streetscape plan, and civil engineer plan.
- ☐ Photograph(s) showing the project location in relationship to all of the surrounding buildings and context. These photos should include a comprehensive view of the adjacent building elevations and any other existing development or features that could influence the proposed development.
- ☐ Colored and fully dimensioned building sections, floor plans and elevations, including indication of potential future locations for signage. While renderings, models and digital representations are not requirements, you are encouraged to provide sufficient information for the Board to understand the project in the context of the neighborhood surrounds. The Board may request additional information to assist in their review.
- ☐ A list of all external building materials.
- ☐ Color and/or material samples to depict color, texture and material quality for construction, if requested.
- ☐ Other materials as requested.

Examples of infrastructure guideline application submittals from the city of Denver, Colorado



City of Austin Design Commission Infrastructure Project Application

City Council Resolution 20100819-035 directs the Design Commission to ensure that proposed infrastructure projects "are carefully planned and executed to respect our City's quality of life". Infrastructure projects that have the potential to significantly effect the "public realm" shall be reviewed by the Design Commission and shall address each of the items listed below. These projects include electrical substations, water towers, bridges, transit-oriented infrastructure, etc. The City Architect and the Design Commission Executive Staff Liason will be the gatekeepers for this project submittal process and may identify other projects that might fall into this category requiring DC review. Projects that are already required to conform to existing City of Austin guidelines such as the Great Street Master Plan, are not required to be reviewed by the Design Commission.

COMMENTED [BL6]: Does this leave project selection and timing of the DC review to staff?

Project Name:	
Project Location/Address:	
Applicant:	Property Owner:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Project Architect/Engineer and Contact Info (mailing address, phone no, e-mail address)	
Project Start Date:	Project End Date
Is project subject to redevelopment site plan or zoning application approvals?	Planning Commission Action Date:
	City Council Action Date:
Narrative Description of Proposed Project (including entitlements that you are seeking; attach or add additional page(s) as necessary)	
Current Status of Submittal: Conceptual Schematic Design Development	

COMMENTED [BL1]: Construction?

COMMENTED [BL3]: As applicable (Site plans per § 25-5-142 - Land Use Commission Approval. CC for appeals).

COMMENTED [BL2]: Is a redevelopment site plan a site plan under § 25-8-25?
We're seeing the project at site plan stage; zoning should already have been resolved.

COMMENTED [BL4]: As applicable

COMMENTED [BL5]: We should specify that we prefer to see the site plan at conceptual/schematic stage

Please provide a concise (brief but comprehensive) response for each item listed below. These responses will be used to evaluate your project and should be included in your presentation as requested. Provide responses as an attachment to this application.

1] Is this infrastructure project located in a populated area where it could adversely affect the quality of life for those living/working nearby? Adverse conditions include environmental conditions such as noise, air quality, etc; impact on traffic, visual/aesthetic eyesores; lack of adequate buffer to separate project from those living/working at adjacent locations; etc. Illustrate these issues in presentation images.

COMMENTED [BL7]: I think we make this our determination to make based on the submittal materials.

2] Describe how this project addresses relevant sections of Imagine Austin.

COMMENTED [BL8]: What are the relevant sections? Maybe we can just ask the proponent to explain how the project supports Imagine Austin/other adopted plans.

3] Has community outreach been implemented for this project? If so, please provide documentation of results.

4] Is this project occupied on a regular basis, and if so, how many occupants (maximum)?

5] If landscaping is provided, describe the type of planting proposed (native, xeriscape?) and how it will be maintained (irrigation system?). Illustrate these issues in presentation images.

6] If this project includes a building or structure that is visible by existing/future neighbors, have any/all potential visual/aesthetic eyesore issues been addressed? This could possibly be associated with Item 3. Illustrate these issues in presentation images.

COMMENTED [BL9]: Have potential visual/aesthetic issues been addressed?

7] Describe buffer between project and existing/future neighbors. Illustrate effectiveness of buffer in presentation images.

COMMENTED [BL10]: and how they were mitigated

Vicinity map/aerial

Topo for viewshed analysis

Adjacent uses

Adjacent zoning

Connections to adjacent transit/sidewalks

Future land use map (FLUM) for sites within adopted neighborhood plan

Is the site within an Imagine Austin activity center or corridor

- 1) The applicant should not decide whether the project could adversely affect the area. They are bias. This should be left up to the Commission to determine. The applicant should be responsible for providing the necessary information so that the Commission can be informed. The Commission should clearly indicate what information they want to see (i.e. geographic maps, demographics, masterplans, ROWs, etc.)
- 2) The applicant will surely fail at this. We should provide some sort of spreadsheet or checklist with infrastructure priorities from Imagine Austin. The PM can then more easily complete the application.
- 3) Community outreach should include all interested parties and stakeholder groups. It should be made clear that without documentation it will be assumed that no outreach has occurred. In addition, without written documentation from these groups it will be assumed that they have not supported the project.
- 4) Whether or not the structure is occupied has little impact on the design aesthetics and/or how the building will interact with the public. Not sure the reasoning behind this question.
- 5) Good question, but we should out why we are asking so they know what to present to satisfy us.
- 6) Instead of "visible" I suggest we say "above ground." This means if any part of the infrastructure project is above ground, we want to see it. Otherwise we do not need to see it.
- 7) I suggest we avoid using buffers and instead encourage applicants/projects to embrace the public and interact with the ROW as much as possible. Encourage a street friendly project. Only in the event this is not feasible for programming reasons should a project use buffering strategies.

Other Notes:

Application should state that we want to see projects at 30% deadline. Some bigger politically charged projects we might want to see again at 60%

Staff should prepare PMs before coming to commission; including reminding them to bring appropriate design team members.

DRAFT

Annual Internal Review

This report covers the time period of 1/1/2016 to 12/31/2016

THE DESIGN COMMISSION

The Commission's Mission Statement per City Code (Section 2-1-129) is:

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 Austin's urban environment.

The Commission shall:

- (1) Offer policy recommendations regarding specific issues of urban design;
- (2) Participate in developing urban 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:
 - (a) Review a project only after a formal request by the project sponsor or applicant; and
 - (b) 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.
- (7) Serve as gatekeeper for the Density Bonus Program by reviewing projects for conformance with Urban Design Guidelines.
- (7) Perform other activities as directed by the City Council.
- (8) 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.

Describe how the Commission's actions supported their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.

1. Because this was the first Design Commission appointed under the new 10-1 City Council, a great deal of time has been spent orienting the Commissioners to their role and responsibilities. There are two members with previous Design Commission experience, so one of them was elected Chair, which helped bring continuity from the previous Commission.

Design Commission Annual Review and Work Plan 2016

2. The Design Commission continued with the development of the Infrastructure Design Guidelines which was started by the previous Commission.
3. The Design Commission revised its project review checklist to make the process more efficient and predictable for the applicants.
4. The Design Commission continued its review of public and private projects to ensure compliance with the Urban Design Guidelines, as demonstrated in the backup materials for each meeting.
5. The Design Commission reviewed one Density Bonus Program project.
6. Commissioners were assigned to Working Groups where their special expertise is best utilized.
7. The Design Commission wrote project review letters when required.
8. The Design Commission provided agendas and meeting minutes for each meeting.
9. Working Groups met frequently to focus in on complex issues as they came up.

Determine if the Commission's actions throughout the year complied with the Mission Statement.

The Design Commission uses the Mission Statement as it's modus operandi. All actions taken by the Commission complied with the Mission Statement.

List the Commission's goals and objectives for the new calendar year.

- A. [Finalize](#) Infrastructure Design Guidelines in accordance with City Council directive under Resolution No. 20120816-060.
- B. Update current Urban Design Guidelines to keep up with changing Austin, especially since the adoption of Imagine Austin.
- C. Work closely with CodeNext (Land Development Code rewrite) efforts to ensure quality of urban environment and fabric is maintained.
- D. Raise awareness of the Design Commission and our mission through education of the public.
- E. Efficiently and effectively evaluate projects in a manner that shows that the Design Commission is a help and not a hindrance.
- F. Continue mentoring of new members into valuable Commissioners.

Proposed activities for the next year to achieve the Commission's goals and objectives.

- A. [Finalize](#) the Infrastructure [Design](#) Guidelines.
- B. Begin review of current Urban Design Guidelines for possible revisions.
- C. Keep up with CodeNext (Land Development Code rewrite) and work as closely as possible with their efforts.
- D. Reach out to the public to let them who we are and what we do, possibly through a new website.

Design Commission Annual Review and Work Plan 2016

- E. Streamline the project application and review process so applicants know clearly what is expected and follow-up with applicants as expeditiously as possible when required.

Design Commission proposed work schedule for next year

- A. Regular public meetings will continue to be held on the fourth Monday of every month unless determined otherwise.
- B. Special meetings will be called when requested by City management, other City departments, and/or the City Council.
- C. Working Groups (not public meetings) will meet as needed.