



City of Austin - Design Commission Project Review Application

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 Design Commission reviews three types of projects:

1. **City projects** (see page ii for process)

The Commission reviews all municipal buildings and associated site plans to ensure they demonstrate compliance with city design and sustainability standards ([Council Resolution No. 20071129-046](#)), including those seeking [Subchapter E Design Standards Alternative Equivalent Compliance \(AEC\)](#) ([Council Resolution No. 20100923-086](#)).

2. **Destiny Bonus projects** (see page iv for process)

The Commission reviews density bonus projects 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.

3. **Advisory Recommendations for Private projects** (see page ii for process)

The Commission will consider Project Review Applications from private projects during its regularly scheduled monthly public meetings and may issue an advisory recommendation in the form of a Project Review Letter to the Applicant.

This Project Review Application must be submitted before your project can be presented to the Design Commission for their review. Design Commission requests project be presented in their Conceptual/Schematic Design phase. This application primarily addresses inhabited buildings and structures and their effect on the public realm; please refer to Appendix A for infrastructure type projects.

The Commission's review of projects is based on the planning/design principles in the Urban Design Guidelines for Austin. Ensure that all applicable principles are addressed in the application questions and in your presentation.

https://www.austintexas.gov/sites/default/files/files/Boards_and_Commissions/Design_Commission_urban_design_guidelines_for_austin.pdf

The Design Commission supports the vision and principles of [Imagine Austin Comprehensive Plan](#), especially those that affect the urban environment and fabric. All projects should consider this vision and principles, many of which are similar to the Urban Design Guidelines. Refer to Appendix C for the most pertinent sections of Imagine Austin.

The Design Commission expects the applicant's design team to present their project with those most knowledgeable and encourages the inclusion of sub-consultants at the presentation, when deemed necessary.

EXHIBITS TO PRESENT

- 1) Completed Project Review Application (p.1-6)
- 2) Existing zoning classification, adjacent zoning & uses, future land use map classification, topography
- 3) Vicinity plan, including public transportation and connectivity on-site and within quarter mile
- 4) Site plan and landscape plan
- 5) Ground level, basement plan, and typical floor plan
- 6) Elevations and/or 3d views
- 7) Any letters of support or findings by other commissions
- 8) Staff reports, if any
- 9) Records of public participation

PROJECT REVIEW PROCESS: CITY PROJECTS

The Design Commission reviews all municipal buildings and associated site development projects to ensure they demonstrate compliance with city design and sustainability standards ([Council Resolution No. 20071129-046](#)), including those seeking [Subchapter E Design Standards Alternative Equivalent Compliance \(AEC\)](#) ([Council Resolution No. 20100923-086](#)).

1. Applicants are encouraged to meet with the Office of the City Architect prior to submitting a Project Review Application, especially if seeking Alternative Equivalent Compliance (AEC) under Subchapter E Design Standards. (See Staff Contacts on page iv.)
2. Applicant submits completed Project Review Application, including Exhibits, to Commission Liaisons a minimum of ten (10) days prior to the Design Commission meeting. (See and [Calendar of Regular Meetings](#) and "Exhibits to Present" on page i)
3. Commission Liaisons review Project Review Application for completeness. Once the Application is deemed complete, the project will be added to the agenda. (Agendas are posted online 72 hours prior to the meeting.)
4. Commission Liaisons post backup, including complete Project Review Application and letters/decisions from other Boards and Commissions, the Friday before the meeting. (See [Meeting Documents](#) website.)
5. Design Commission meets and hears a 15 minute presentation by the Owner/Applicant/Architect. The Commission asks questions and makes recommendations. At the end of the project review, the Design Commission may rely on the recommendations recorded in their meeting minutes or submit a Project Review Letter to City Staff in Development Services Department.
6. Design Commission may direct a Working Group to write the Project Review Letter. The 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 applicable Development Services Department Staff. The 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 one (1) month time frame.
7. Commission Liaisons will forward approved meeting minutes or Project Review Letters to applicable Development Services Staff.
8. 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 Commission Liaisons determine that the Project Review Application is incomplete, the Application shall be returned to the Applicant and the project will not be posted on the 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.

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 Letter.

Rebuttal of Project Review Letter

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 city department, planning commission, or City Council in accordance with applicable standard processes and procedures.

STAFF CONTACTS

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

City of Austin, One Texas Center, 505 Barton Springs Rd., Austin, TX 78704

Commission Liaisons: jorge.rousselin@austintexas.gov, (512) 974-2975
Executive Liaison: aaron.jenkins@austintexas.gov, (512) 974-1243
Staff Liaison: Patrick.Colunga@austintexas.gov, (512) 974-2752
Urban Design Division, Planning and Zoning Department, 5th floor

City Architect: Janice.White@austintexas.gov, (512) 974-7997
Office of the City Architect, Public Works Department, 9th floor

Density Bonus Program Coordinator: jorge.rousselin@austintexas.gov, (512) 974-2975
Urban Design Division, Planning and Zoning Department, 5th floor

A. PROJECT INFORMATION

Project Name

Project Type:

Infrastructure

City building & site

Density bonus

Private project

Other

Project Location/Address

Applicant

Property Owner

Applicant Mailing Address

Property Owner Mailing Address

Applicant Telephone Number

Property Owner Telephone Number

Project Start Date

Project Completion Date

Applicant's Architect

Applicant's Engineer

1] Indicate if proposed Project is required by City Ordinance to be reviewed by the Design Commission.

2] Describe the recommendation that you are requesting from the Design Commission.

3] Current Design Phase of Project (Design Commission prefers to see projects right after approved schematic design).

4] Is this Project subject to Site Plan and/or Zoning application approvals? Will it be presented to Planning Commission and/or City Council? If so, when?

5] Does this Project comply with Land Development Code Subchapter E? List specifically any Alternative Equivalent Compliance request if any. Please refer to website for Alternate Equivalent Compliance (AEC) requirements.
https://www.municode.com/library/tx/austin/codes/code_of_ordinances?nodetid=TIT25LADE_CH25-2ZO_SUBCHAPTER_EDESTMIUS

B. PROJECT BACKGROUND

6] Provide project background including goals, scope, building/planning type, and schedule. Broadly address each of the “Shared Values for Urban Areas” that are listed on Page 6 of the Urban Design Guidelines. Attach additional pages as needed.

7] Has this project conducted community/stakeholder outreach? If so, please provide documentation to demonstrate community/stakeholder support of this project.

8] Is this project submitting for the Downtown Density Bonus Program? If so, please provide a completed Downtown Density Bonus Application.

9] Has the project been reviewed by COA Department (i.e. DAC) Staff? If so, please describe and cite any relevant comments or feedback that the Commission should be aware of.

10] Are there any limitations to compliance or planning principles due to the specific requirements of this project that the Commission should be aware of?

C. EXISTING CONDITIONS AND CONTEXT

11] Identify connectivity to public transportation including, bicycle and pedestrian routes and/or multi-modal transportation. Does the project comply with ADA requirements? Provide a site context map and attach additional pages as needed.

12] Identify and describe any existing features that are required to be preserved and/or protected such as heritage trees, creeks or streams, endangered species (flora and/or fauna)? Attach additional site diagrams as needed.

13] Is this project within any City of Austin planning district, master plan, neighborhood plan, regulatory district, overlay, etc.? If so, please illustrate how this project conforms to the respective plan. Attach additional pages as needed. (See below for requirements.)

14] List any project program and/or site constraints that should be considered.

D. RELATIONSHIP TO PUBLIC REALM

Public realm is defined as any publically owned streets, pathways, right of ways, parks, publicly accessible open spaces and any public and civic building and facilities. The quality of our public realm is vital if we are to be successful in creating environments that people want to live and work in.

15] The shared values outlined in the Urban Design Guidelines include Human Character, Density, Sustainability, Diversity, Economic Vitality, Civic Art, A Sense of Time, Unique Character, Authenticity, Safety and Connection to the Outdoors. How is the project addressing these unique community characteristics? Is the project developing any public amenities for urban continuity and vital place making?

16] Does this project encourage street level activity to engage and respond to functional needs such as shade, rest areas, multi-modal transportation storage and paths?

17] How will the project be a good neighbor to adjacent properties? For example, describe the treatment of the transition area between properties, i.e. fence, landscape improvements, etc.

E. ENVIRONMENTAL/SUSTAINABLE ISSUES

The Austin Urban Design Guidelines set a goal that, "All development should take into consideration the need to conserve energy and resources. It should also strive for a small carbon footprint."

18] Please list any significant components of the project that contribute to meeting this goal. If the project has been designed to accommodate future inclusion of such components (for example, by being built "solar ready") please list them.

19] If the project is being designed to meet any sustainability/environmental standards or certifications (for example, LEED Silver), please list them here and attach relevant checklists or similar documents that demonstrate how the standard or certification will be achieved.

20] If the project contains other significant sustainability components not included above that the Commission should note, please list them here.

APPENDIX C

IMAGINE AUSTIN RELATED POLICIES

Land Use and Transportation Building Block

LUT P30: Protect and enhance the unique qualities of Austin's treasured public spaces and places such as parks, plazas, and streetscapes; and, where needed, enrich those areas lacking distinctive visual character or where the character has faded.

LUT 31: Define the community's goals for new public and private development using principles and design guidelines that capture the distinctive local character of Austin.

LUT P35: Infuse public art into Austin's urban fabric in streetscapes along roadways and in such places as parks, plazas, and other public gathering places.

LUT P41: Protect historic buildings, structures, sites, places, and districts in neighborhoods throughout the City.

LUT P43: Continue to protect and enhance important view corridors such as those of the Texas State Capitol District, Lady Bird Lake, and other public waterways

LUT P44: Preserve and protect historic parks and recreation areas.

Economy Building Block

E P6: Support up-to-date infrastructure, flexible policies, and programs, and adaptive reuse of buildings, so that local, small, and creative businesses thrive and innovate.

Conservation and Environment Policies Building Block

CE P3: Expand the City's green infrastructure network to include such elements as preserves and parks, trails, stream corridors, green streets, greenways, and agricultural lands.

CE P11: Integrate development with the natural environment through green building and site planning practices such as tree preservation and reduced impervious cover and regulations. Ensure new development provides necessary and adequate infrastructure improvements.

City Facilities and Services Building Block

CFS P14: Integrate erosion, flood, and water quality control measures into all City of Austin capital improvement projects.

CFS P24: Increase the share of renewable energy sources, such as wind, solar, and biomass, used by Austin Energy to generate electricity, including infrastructure for on-site sources throughout the City.

CFS P29: Increase the use of joint or shared facilities between public safety and other service providers, when possible, to provide residents with efficient services, reduce costs, and maintain public safety infrastructure.

CFS P35: Distribute public buildings where neighborhood services are located and other accessible locations throughout the City.

Design Commission - Project Review Application

CFS P36: Improve multimodal public transportation access to the City's public buildings and facilities, including the Austin-Bergstrom International Airport.

CFS P37: Integrate public buildings and facilities into active, walkable, mixed use neighborhoods and complete, healthy communities.

CFS P38: Reduce energy consumption and waste generation in all public buildings to meet the City's greenhouse gas reduction and zero waste goals.

CFS P39: Develop public buildings and facilities that create healthy work environments and educate the public about energy-efficient, sustainable building, and greening best practices.

CFS P44: Feature superior design in parks and recreational facilities and include opportunities for public art and sustainable design solutions.

Society Building Block

S P14: Locate emergency services within close proximity to all neighborhoods and continue to improve community outreach and relationships between police and neighbors

S P25: Increase sidewalks and bicycle lanes in neighborhoods to create safer routes to schools, parks, and transit stops.

Creativity Building Block

C P16: Increase the availability of significant public art to designate districts and/or their entrances and to assist visitors in navigating the area.

C P17: Define Austin's sense of place through high standards for architecture and urban design, public art, public spaces and parks, and arts education.



EMS Station 10 / Fire Station 25 Addition and Renovations

The following is a description of Urban Design Standards compliance issues applicable to this project, the renovation and expansion of the existing EMS Station 10 / Fire Station 25 which share a single building. The stations are located at 5228 Duval Road, Austin, Texas 78727.

The project addresses the Shared Values for Urban Areas as Follows

HUMANE CHARACTER

This design of this project improves the character of the existing EMS Station 10 / Fire Station 25 by updating the exterior of the building through the addition of higher quality and more visually interesting materials, with more glazing, and placed as close to the right of way as site constraints allow. Redesign also includes the provision of a new, fully accessible entrance to the station, connected to the public sidewalk on Duvall Road. At present the station has no accessible pedestrian connection to the right of way.

DENSITY

By increasing the footprint of the existing EMS station, this project increases the utilization of the site and hence the practical density of use, this is being achieved despite a net increase in impervious cover through the provision of a more compact and efficient site plan.

SUSTAINABILITY

The renovation of EMS Station 10 / Fire Station 25 is a LEED project, and will attain at least a Silver rating. This represents not only the creation of an inherently more sustainable building, but the enhancement of an inefficient existing building with one of much higher performance across all applicable LEED categories.

DIVERSITY

This project is for the renovation of an EMS and Fire station. This is a community facility, and moreover a facility dedicated to the protection of public health and safety in the neighborhood it serves.

ECONOMIC VITALITY

This project is essential to the economic vitality of the community it serves. The primary goals of the project are improving the infrastructure supporting EMS Station 10 / Fire Station 25. It is our expectation that these improvements will have a corresponding impact on the performance and operational efficiency of the station. Everything we, as designers, can do to support our first responders is of benefit to our community. A neighborhood without efficient emergency medical services cannot be economically viable.

CIVIC ART

This project will participate in the Art in Public Places program and feature works of civic art as elements of the design.



A SENSE OF TIME

The project has been designed to preserve and restore enough of the existing EMS Station 10 / Fire Station 25 to make evident both the previously existing and the new elements of the enlarged building. Although all of the interior finishes, appurtenances and systems of the expanded station will be new, this will not be a new station. The project will maintain the history and traditions of the site and previous phases of development.

UNIQUE CHARACTER

The fully-developed project site has a unique character, established over decades of service to the neighborhood as an EMS and Fire station. The renovated station will maintain this unique character while improving the functionality of the station. Although a large existing tree is being removed in conjunction with the project, doing so has allowed for an improvement in the conditions of existing heritage trees, which are being preserved. The renovated station will maintain the same relationship to the site, and to the neighborhood, as the existing station.

In this project, unique character is being preserved.

AUTHENTICITY

This project includes the preservation of the existing EMS Station 10 / Fire Station 25. This will not be a new station, but a more accessible, more sustainable, more efficient rehabilitation of the existing station. The stations have been serving the community for decades: the project will allow the stations to continue to serve into the future.

Nothing about the project is deceptive. The new elements of the building will look new, and the renovated elements of the building will retain their existing character.

SAFETY

This is a public safety project. It is being undertaken to improve the efficiency of EMS Station 10 / Fire Station 25 and the safety of the community it supports. As with the existing station, the renovated building will look like an EMS station, and provide an obvious, if contextually sensitive, statement of its function in the neighborhood.

CONNECTION WITH OUTDOORS

Opportunities to provide meaningful connections to the outdoors are limited on this fully developed site. The project site plan includes the provision of an outdoor patio for the use of station crews as well as multiple connections between the living quarters and landscaped areas of the site. The project has been designed to protect existing trees on the site wherever possible and to enhance existing landscaping.