

**PLANNING COMMISSION CONDITIONAL USE SITE PLAN  
REVIEW SHEET**

**CASE NUMBER:** SPC-2021-0284C

**PC HEARING DATE:** June 27, 2023

**PROJECT NAME:** St. Elmo Service Center

**ADDRESS OF SITE:** 4411 Meinardus Drive

**COUNCIL DISTRICT:** 2

**NEIGHBORHOOD PLANNING AREA:** Franklin Park

**WATERSHED:** Williamson Creek

**JURISDICTION:** Austin Full Purpose

**APPLICANT/  
OWNER:** Austin Energy  
Amy Newman  
721 Barton Springs Rd  
Austin, TX 78704  
(512) 322-6323

**AGENT:** Dunaway Associates  
5707 Southwest Pkwy  
Building 2, Ste 250  
Austin, Texas 78735  
J Segura, P.E.  
(512) 399-5367

**CASE MANAGER:** Meg Greenfield  
[Meg.greenfield@austintexas.gov](mailto:Meg.greenfield@austintexas.gov)  
(512) 978-4663

**PROPOSED DEVELOPMENT:**

This is a conditional use site plan for the St. Elmo Service Center. This city-owned site is utilized by Austin Energy, Public Works, and Fleet Services. LDC 25-2-625 requires any project over 1 acre that has P (Public) zoning to submit a conditional use site plan to Land Use Commission.

This site plan proposes to add three warehouse buildings (1 and 2 story) to the existing site. The limits of construction are 3.94 acres. This development will decrease impervious cover by adding landscape islands. The project is located within the Williamson Creek Watershed and is subject to all suburban watershed protection regulations as set forth in Chapter 25 of the City of Austin Code of Ordinances.

**SUMMARY STAFF RECOMMENDATION:**

Staff recommends approval of this site plan.

**25-2-625 - PUBLIC (P) DISTRICT REGULATIONS.**

(A) This section applies in a public (P) district, except for a community events use.

(B) Entities described in Section 25-2-145 (Public (P) District Designation) must comply with the requirements of this section.

(C) For a residential use, the site development regulations of the most comparable residential zoning district apply.

(D) Except as provided in Subsection (E), this subsection applies to a nonresidential use.

- (1) For a site less than one acre, the site development regulations of an adjoining zoning district apply for a distance of 100 feet into the site. The minimum lot size requirement of an adjoining zoning district does not apply to a use by the City.
- (2) For a site of one acre or more, the site development regulations are established by the approval of a conditional use site plan.

**SUMMARY COMPONENTS OF SITE PLAN:**

**LAND USE:** The site is zoned P-NP; site calculations comply with zoning and watershed regulations.

**ENVIRONMENTAL:** All environmental comments have been cleared.

**TRANSPORTATION:** All transportation comments have been cleared.

**PREVIOUS APPROVALS**

Previous site plan: SPC-02-0026A

**PROJECT INFORMATION**

<b>SITE AREA</b>	1,678,367 sq. ft.	37.65 acres
<b>EXISTING ZONING</b>	P-NP	
	<b>Allowed</b>	<b>Proposed</b>
<b>FLOOR-AREA RATIO</b>	NA	.13:1
<b>BUILDING COVERAGE</b>	NA	12.8%
<b>IMPERVIOUS COVERAGE</b>	80%	64.1%
<b>PARKING</b>	NA	612

**EXISTING ZONING AND LAND USES**

	<b>ZONING</b>	<b>LAND USES</b>
<i>Site</i>	P-NP	Public
<i>North</i>	GR-NP & LI-NP	Community Commercial & Light Industrial
<i>South</i>	LI-CO-NP	Light Industrial
<i>East</i>	LI-CO-NP	Light Industrial
<i>West</i>	GR-NP & GR-CO-NP	Community Commercial

**ABUTTING STREETS**

<b>Street</b>	<b>Right-of-Way Width</b>	<b>Pavement Width</b>	<b>Classification</b>
St. Elmo	77 feet (variable)	Approx. 70 feet	Corridor Mobility
Meinardus Drive	50 feet (variable)	Approx. 43 feet	Local Mobility
Freidrich Lane	55 feet (variable)	Approx. 50 feet	Corridor Mobility
Sponberg Drive	NA	0	Local Mobility

**NEIGHBORHOOD ORGANIZATIONS:**

Austin Independent School District  
 Austin Lost and Found Pets,  
 Austin Neighborhoods Council  
 Caracol Southeast  
 Del Valle Community Coalition  
 Dove Springs Proud, Friends of Austin  
 Neighborhoods  
 Go Austin Vamos Austin 78744  
 Homeless Neighborhood Association

Kensington Park Homeowners Assn.  
 Neighborhood Empowerment Foundation  
 Onion Creek Homeowners Assoc.  
 Paisano Mobile Home Park Neighborhood  
 Assn  
 SELTexas  
 Sierra Club  
 Austin Regional Group Southeast Combined  
 Neighborhood Plan Contact Team



July 19, 2021

City of Austin  
Development Services Department  
6310 Wilhelmina Delco Drive  
Austin, TX 78752

Re: Site Plan for St Elmo Service Center  
Engineer's Summary Letter

St. Elmo Service Center project is a redevelopment of an existing 38.53-acre City property that is currently shared by the Public Works Department, Austin Energy and Fleet Services. This project is being developed for Austin Energy for the addition of covered parking bays, storage rooms, personnel restrooms, landscaped islands and a truck scale to the existing site located at 4411 Meinardus Drive, Austin, Texas 78744. The limit of construction/redeveloped area is 3.94 acres. The proposed improvements are functionally industrial utility uses and are not for customer/citizen interactions.

The site is located within the Williamson Creek watershed, classified as Suburban Watershed. This tract is bounded by St. Elmo Road on the north, Sponberg Drive right-f-way to the south, Meinardus Drive to the west, and Freidrich Lane to the east. It should be noted that although Google Maps identify the private drive that serves this facility and connects to Meinardus Drive and Freidrich Lane as Sponberg Drive, real estate property records identify the undeveloped right-of-way along the south property line as Sponberg Drive.

The site is zoned Public Neighborhood Plan Combining District (P-NP) and lies within the Zoning Overlay of Franklin Park Neighborhood and Southeast Combined Neighborhood Plan, per the COA Ordinance No. 021010-12a.

The legal description of the site is 38.53 acres of land, same being out of and a part of the remaining portion of that certain 41.97-acre tract of land out of the Santiago del Valle Grant in the City of Austin, Travis County, Texas.

The total maximum allowed impervious cover for the tract is 80% (or 90% with a transfer of development intensity from another site) based on the watershed. The existing development has 64% (24.72 acres of 38.53 acres gross site area) of

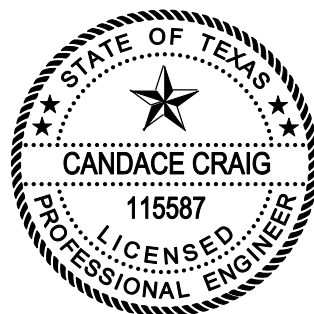
impervious cover. The proposed redevelopment decreases the impervious cover slightly, to add proposed landscape islands. The proposed redevelopment has 64% (24.70 acres of 38.53 acres gross site area) of impervious cover.

Water Quality and Detention requirements are satisfied by the existing onsite retention pond, constructed in the early 1990's (record development permit SP-97-0072B). An analysis with current Atlas 14 frequency storm events was performed with a current survey of the pond. Our analysis concludes that the existing pond has capacity for the current detention and water quality requirements of the proposed site.

No portion of this site is within a 100-year floodplain according to FEMA map no. 48453C0585H, dated 09/26/2008 (**Exhibit A-4, FEMA Map**). Accordingly, there are no critical or water quality transition zones on the site.

Water and Wastewater service is provided by the City of Austin. The redeveloped area will connect to the existing domestic water service and a fire line located south of the proposed buildings. The wastewater from the proposed site will be collected by gravity into a proposed grinder pump. A 1 ½" forcemain will then connect to the existing wastewater manhole onsite, north of the proposed buildings.

There are no new proposed access driveways to the site. The existing site has sufficient parking and meets current parking requirements. One handicap-accessible parking space is being striped on an existing paved parking area that is currently unstriped. An accessible route from the new buildings to this new handicap space will be striped along the pavement.

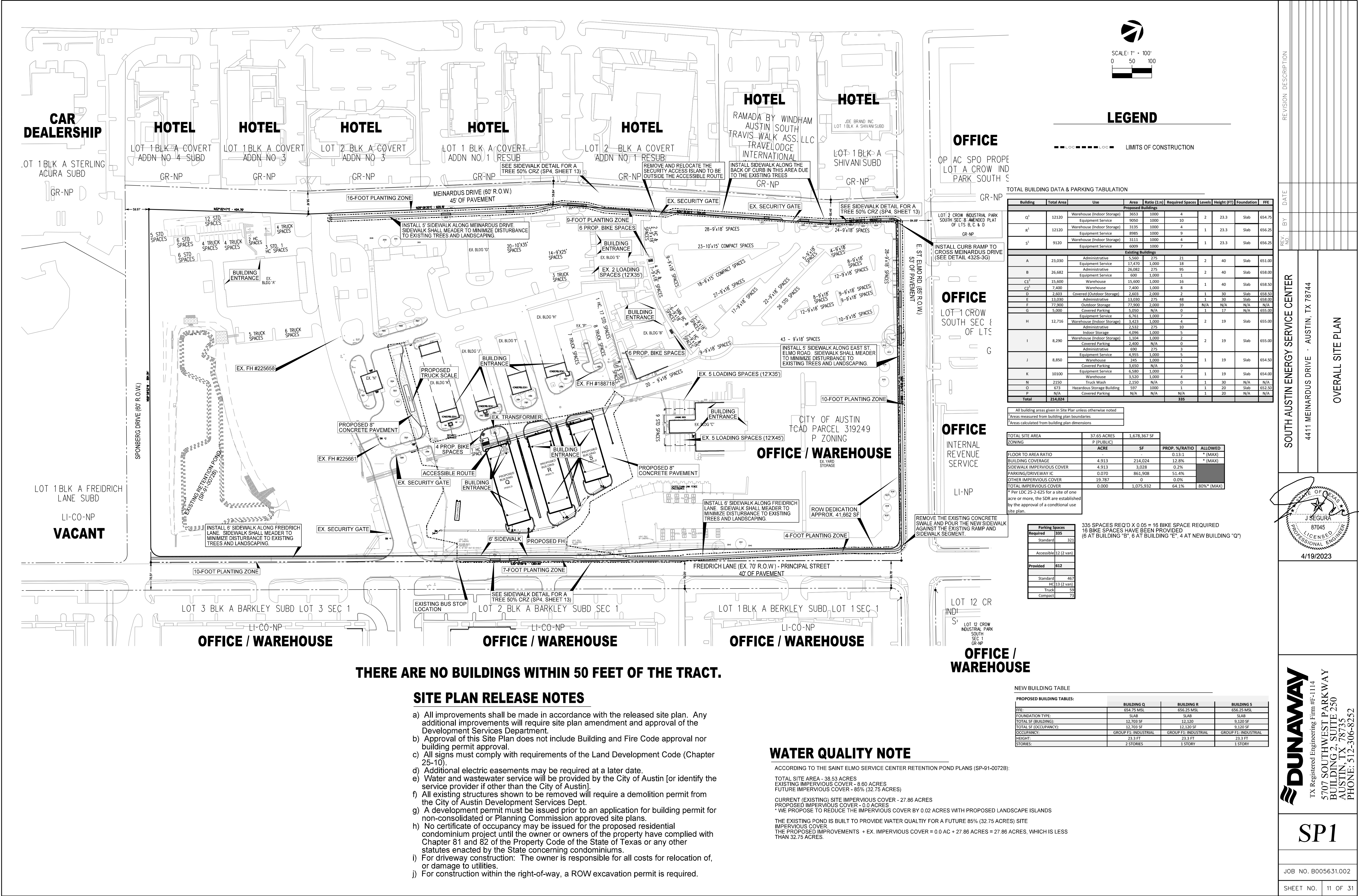


Sincerely,  
Dunaway Associates, L.P.

Candace Craig, P.E.  
Associate  
Senior Discipline Lead

G:\PRODUCTION4000\005600\5631\002\CIVIL\DOCUMENTS\SITE PLAN\ENGINEERING REPORT\SITE PLAN - SUMMARY LETTER.DOCX





THERE ARE NO BUILDINGS WITHIN 50 FEET OF THE TRACT.

**SITE PLAN RELEASE NOTES**

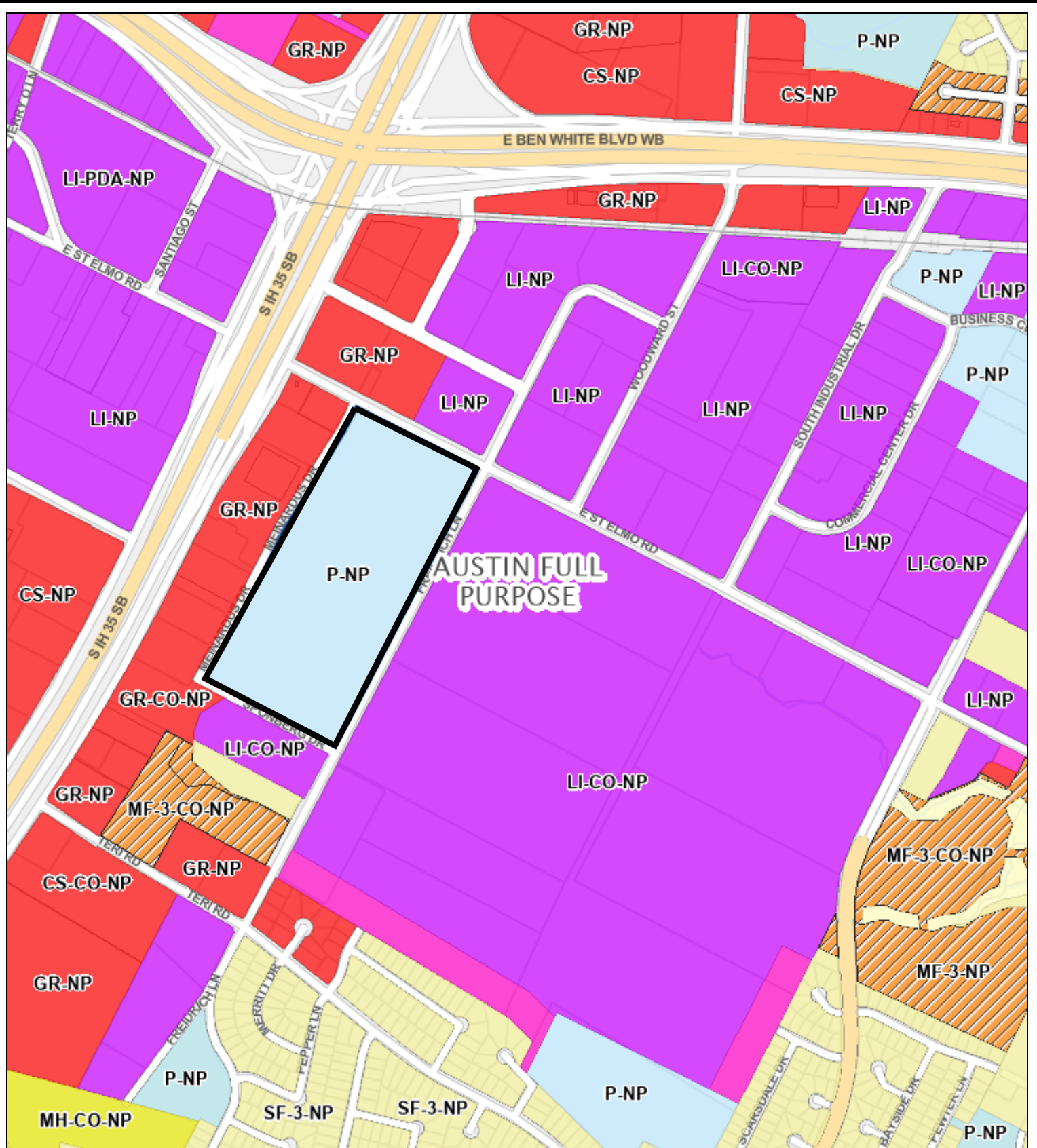
- All improvements shall be made in accordance with the released site plan. Any additional improvements will require site plan amendment and approval of the Development Services Department.
- Approval of this Site Plan does not include Building and Fire Code approval nor building permit approval.
- All signs must comply with requirements of the Land Development Code (Chapter 25-10).
- Additional electric easements may be required at a later date.
- Water and wastewater service will be provided by the City of Austin [or identify the service provider if other than the City of Austin].
- All existing structures shown to be removed will require a demolition permit from the City of Austin Development Services Dept.
- A development permit must be issued prior to an application for building permit for non-consolidated or Planning Commission approved site plans.
- No certificate of occupancy may be issued for the proposed residential condominium project until the owner or owners of the property have complied with Chapter 81 and 82 of the Property Code of the State of Texas or any other statutes enacted by the State concerning condominiums.
- For driveway construction: The owner is responsible for all costs for relocation of, or damage to utilities.
- For construction within the right-of-way, a ROW excavation permit is required.

**DUNAWAY**  
TX Registered Engineering Firm #1114  
5707 SOUTHWEST PARKWAY  
BUILDING 2, SUITE 250  
AUSTIN, TX 78735  
PHONE: 512-306-8252

**SP1**

JOB NO. B005631.002

SHEET NO. 11 OF 31



## St. Elmo Service Center



Property

Jurisdictions (No Fill)

FULL PURPOSE

Zoning 1

Zoning

CS

GN

1: 9600

6/22/2023

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey. This product has been produced by the City of Austin for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.



**CITY OF AUSTIN – DEVELOPMENT SERVICES DEPARTMENT  
SITE PLAN APPLICATION – MASTER COMMENT REPORT**



CASE NUMBER: SPC-2021-0284C  
REVISION #: 00  
CASE MANAGER: Meg Greenfield  
UPDATE: U3  
PHONE #:

PROJECT NAME: St. Elmo Service Center  
LOCATION: 4411 MEINARDUS DR W/BLDGS

SUBMITTAL DATE: June 1, 2023  
REPORT DUE DATE: June 15, 2023  
FINAL REPORT DATE: June 15, 2023

**STAFF REPORT:**

This report includes all staff comments received to date concerning your most recent site plan submittal. The comments may include requirements, recommendations, or information. The requirements in this report must be addressed by an updated site plan submittal.

The site plan will be approved when all requirements from each review discipline have been addressed. However, until this happens, your site plan is considered disapproved. Additional comments may be generated as a result of information or design changes provided in your update.

If you have any questions, problems, concerns, or if you require additional information about this report, please do not hesitate to contact your case manager at the phone number listed above or by writing to the City of Austin, Development Services Department, P.O. Box 1088, Austin, Texas 78767.

**CONFLICT RESOLUTION PROCESS PILOT:**

We are piloting a new Conflict Resolution Process. Please complete this [form](#) if you have identified two or more comments in your Master Comment Report that are in conflict, meaning that you do not believe that both comments can be satisfied. Conflicts can only be submitted and resolved between review cycles; they cannot be submitted while the site plan is in review.

**UPDATE DEADLINE (LDC 25-5-113):**

It is the responsibility of the applicant or their agent to update this site plan application. **The final update to clear all comments must be submitted by the update deadline, which is July 3, 2023.** Otherwise, the application will automatically be denied. If this date falls on a weekend or City of Austin holiday, the next City of Austin workday will be the deadline.

**UPDATE SUBMITTALS:**

**A formal update submittal is required. Please bring a copy of this report with you upon submittal to Intake.** Updates may be submitted between the hours of 8:30 am and 4:00 pm. Updates submitted after 3 pm may be processed on the following business day.

**REVIEWERS:**

Planner 1 : Shakayla Stevenson  
City Arborist : Dillon Olsen  
ATD Engineering : Adrianna Morrow  
Site Plan : Meg Greenfield

**ATD Engineering Review - Adrianna Morrow - 512-978-6403**

**RIGHT-OF-WAY**

ATD 1. The ASMP requires 80 feet of right-of-way for Freidrich Lane. Dedicate 40 feet of right-of-way from the existing centerline in accordance with the ASMP (LDC 25-6-55). Provide a street deed showing right-of-way to be dedicated to the reviewer for processing through City legal.

U1/U2: Response noted. Please provide the metes and bounds for ATD review. These can be sent via email for an expedited review to [Adrianna.Morrow@austintexas.gov](mailto:Adrianna.Morrow@austintexas.gov).

**U3: The field notes for the ROW declaration have been reviewed and sent to legal. Pending action from the law department.**

ATD 2. The ASMP requires 92 feet of right-of-way for St. Elmo Road. Dedicate 46 feet of right-of-way from the existing centerline in accordance with the ASMP (LDC 25-6-55). Provide a street deed showing right-of-way to be dedicated to the reviewer for processing through City legal.

U1/U2: Response noted. Please provide the metes and bounds for ATD review. These can be sent via email for an expedited review to [Adrianna.Morrow@austintexas.gov](mailto:Adrianna.Morrow@austintexas.gov).

**U3: The field notes for the ROW declaration have been reviewed and sent to legal. Pending action from the law department.**

---

## **SIDEWALKS**

ATD 4. ***U3: Comment cleared.***

ATD 5. Show the location of 5 foot sidewalks according to City Standards along Meinardus Drive. LDC 25-6-352; TCM, 4.2.1.

U1: Comment remains. Per the sidewalk ordinance, sidewalk requirements are based on the property as a whole and not the limits of construction.

U2: Please show how the sidewalks will meander on the site plan.

Please provide a sidewalk easement for ATD review. Provide an additional two feet within the easement for maintenance purposes.

**U3: Sidewalk field notes have been reviewed and sent to legal. Pending action from the law department.**

ATD 7. ***U3: Comment cleared. Please be sure to show the existing 4' sidewalk to be removed on the demolition plan.***

---

## **OTHER**

ATD 19. ***U3: Comment cleared.***

ATD 20. ***U3: Comment cleared.***

ATD 21. ***U3: Comment cleared. The curb ramps may remain.***

ATD 22. ***U3: Comment cleared.***

**FYI – ATD recommends providing crosswalk striping across Meinardus Drive between the new curb ramps at the intersection of Meinardus Drive and E St Elmo.**

<b>Environmental Review - Brad Jackson - 512-974-2128</b>
---

EV 01-04 **Cleared.**

**FEES AND ESC FISCAL SURETY [LDC 25-1-82, 25-7-65, 25-8-234]**



EV 05 Payment of the landscape inspection fee is required prior to permit/site plan approval. To obtain invoice and get payment instructions, contact Intake at [LURIntake@austintexas.gov](mailto:LURIntake@austintexas.gov) or 512-974-1770. Provide a receipt of payment to the Environmental Reviewer to clear this comment.

**U1: Pending.**

**U2: Comment pending.**

**U3: Cleared.**

EV 06 Provide a fiscal estimate for erosion/sedimentation controls and revegetation based on ECM Appendix S-1 and a fee-in-lieu memorandum from the City project manager to the Environmental Reviewer. If you would like a sample of the memo, contact this reviewer. [LDC 25-8-186, ECM 1.2.1.1]

**U1: Fiscal estimate approved for \$52,588. Please provide memo in lieu of fiscal posting.**

**U2: Revised fiscal estimate approved for \$79,962. Please provide memo in lieu of fiscal posting.**

**U3: Cleared.**

### **LANDSCAPE AND TREE REPLACEMENT**

EV 07-17 **U1: Cleared.**

<b>Site Plan Review - Meg Greenfield - <a href="mailto:meg.greenfield@austintexas.gov">meg.greenfield@austintexas.gov</a></b>
---

SP 1. Show the following site information (show proposed and allowed) in a Site Data Table:

- ~~total site area~~
- zoning and proposed use
- minimum site area required
- gross floor area for each building (in sq. ft.)
- total gross floor area (in sq. ft.)
- ~~building coverage (in sq. ft. and percentage)~~
- ~~impervious cover (in sq. ft. and percentage)~~
- ~~floor-to-area ratio (expressed as a ratio)~~
- open space (in sq. ft. and percentage) NA
- ~~building height (in stories and feet)~~
- ~~foundation type and finished floor elevation~~

U1: Comment remains; Please add 'allowed' and 'proposed'. See example below. Also please use similar formatting, font size, and font type for all tables on the site plan sheet so that it's easier to read. Also please remove GIS photo so that site plan is easier to read.

U2: Comment partially cleared. Shouldn't this be 25.75 per sheet 9?

FYI: The new building table in the bottom right corner of the site plan sheet is redundant given the same info is listed in the building data and parking tabulation table above.

**U3: Comment cleared.**

SP 2. U1: Comment cleared.

SP 3. U2: Comment cleared.

SP 4. U2: Comment cleared.

SP5. Obtain all required signatures on the cover sheet prior to site plan approval.

**U1-3: Comment Pending.**

SP6. U2: Comment cleared; no tax certificate required.

SP7. Confirm that all existing and future dedicated easements, including joint access, drainage, conservation, utility, communications, etc. have been depicted on the plans. Indicate volume/page, document number, or dedicated by plat.

**U1-3: Comment pending; comment will be cleared when street deed instrument number is added to the cover sheet; please let this reviewer know if there are any other proposed legal instruments.**

SP8. U1: Comment cleared.

SP9. Please indicate the case number SP-2021-0284C in the lower right margin of each sheet.

U1: Comment remains; case number is missing from sheet 18.

U2: Comment not cleared. Case number missing from multiple sheets. Also please make sure project title is consistent on all sheets (elevations).

**U3: Comment partially cleared; elevations still have different project title.**

SP10. Show the following site plan release notes on the site plan:

- a) All improvements shall be made in accordance with the released site plan. Any additional improvements will require site plan amendment and approval of the Development Services Department.
- b) Approval of this Site Plan does not include Building and Fire Code approval nor building permit approval.
- c) All signs must comply with requirements of the Land Development Code (Chapter 25-10).
- d) Additional electric easements may be required at a later date.
- e) Water and wastewater service will be provided by the City of Austin [or identify the service provider if other than the City of Austin].
- f) All existing structures shown to be removed will require a demolition permit from the City of Austin Development Services Dept.
- g) A development permit must be issued prior to an application for building permit for non-consolidated or Planning Commission approved site plans.
- h) No certificate of occupancy may be issued for the proposed residential condominium project until the owner or owners of the property have complied with Chapter 81 and 82 of the Property Code of the State of Texas or any other statutes enacted by the State concerning condominiums.
- i) For driveway construction: The owner is responsible for all costs for relocation of, or damage to utilities.
- j) For construction within the right-of-way, a ROW excavation permit is required.

**U1-3: Repeat note: Comment cleared; please note that you have these notes on both the cover page and site plan sheet, you only need them in one place. And you can remove the note re condos but please include all the other notes listed above.**

SP11. U1: Comment cleared.

SP12. U2: Comment cleared.

SP13. Please correct for clarity.

U3: Comment cleared.

<b>City Arborist Review - Dillon Olsen - 512-974-2515</b>
---

**Note:** Please e-mail me if you have any questions, concerns, or require additional information about these comments: [Dillon.Olsen@austintexas.gov](mailto:Dillon.Olsen@austintexas.gov). You may also e-mail me if you would like to schedule a phone or virtual meeting to clarify the review comments. Updates cannot be reviewed outside of the update review cycle.

Update 3; 06/09/2023.

**Tree Protection Requirements [LDC 25-8-604, 624, ECM 3.3.0, 3.4.0, 3.5.0]**

CA 1. U0: The proposed trail/walkway along Friedrich Ln does not meet minimum preservation criteria for trees #3049 and #3050. Please provide mitigation for these trees. See mitigation comment and preservation comment for more information.

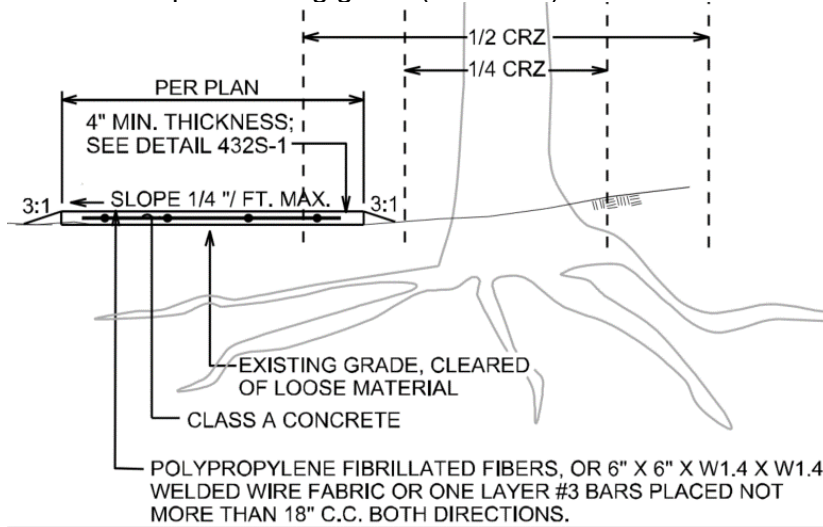
U1: Plans were submitted with details for specially constructed sidewalks within the CRZ's of trees. Please update the details to show the thickness of the concrete in the detail. Please provide callouts, or provide a unique graphic, on the Erosion & Sedimentation Control Plan and

Site Plan showing where the alternate sidewalk construction method will be used. Further review pending.

U2: The proposed sidewalk does not meet preservation criteria for trees #3012, 3016, #3018, #3022, #3024, #3030, and #3052, as the sidewalk impacts their Quarter CRZs.

Please remove sidewalk from within their Quarter CRZs or provide mitigation.

**U3: Comment pending.** Trees #3015, #3016, #3018, #3020, #3022, #3024, and #3030 do not meet preservation criteria, as the modified sidewalk detail provided on sheet 13 shows fill greater than 4" on top of existing grade (Half CRZ):



CA2 U0-U2: Trees proposed to be preserved must meet the following criteria:

- (a) A minimum of 50% of the critical root zone must be preserved at natural grade, with natural ground cover;
- (b) Cut or fill is limited to 4 inches from the  $\frac{1}{2}$  critical root zone to the  $\frac{1}{4}$  critical root zone; and
- (c) No cut or fill is permitted within the  $\frac{1}{4}$  critical root zone.

[ECM 3.5.2, ECM Appendix V Figure 3-6]

See CA1.

**U3: Comment pending.**

CA3 U0-U2: Provide a Tree Mitigation Plan compliant with Chapter 25-8, Subchapter B, Article 1, Division 2, of the City of Austin Land Development Code and Section 3 of the City of Austin Environmental Criteria Manual. Further tree mitigation review and comments are pending.

Tree mitigation must be provided (at minimum) at the following rates:

- Heritage trees: 300%
- 19 inches and greater, ECM Appendix F trees: 100%
- 8 to 18.9 inches, ECM Appendix F trees: 50%
- 19 inches and greater, all other trees: 50%
- 8 to 18.9 inches, all other trees: 25% [ECM 3.5.4]

Note: No mitigation is required for the removal of non-native invasive species.

Review of mitigation requirements pending the resolution of any preservation-related comments.

**U3: Comment pending.**

**Planner 1 Review - Shakayla Stevenson – Shakayla.Stevenson@austintexas.gov**

P1. Fill out the Site Plan Approval blocks with the following information in **bold**.

- **Sheet numbering**
- File number: **SPC-2021-0284C**
- **Application date**
- Under Section **112** (or 142) of Chapter **25-5** of the City of Austin Code
- Case Manager: **Meg Greenfield**

- Zoning

**End of Master Comment Report.**