

Code Amendment Process Meeting Summary

Code Amendment Title: Butler Trail Amendments

Description: Amendments to City Code Title 25 (Land Development) to allow the Butler Trail to remain within the setbacks applicable to Lady Bird Lake; and to allow capital improvements made to the Butler Trail to comply with the recommendations from the 2015 Butler Trail Urban Forestry and Natural Area Management Guidelines, maintenance standards of care listed in the Butler Trail POMA, and the recommendations provided in the Butler Trail Safety and Mobility Study.

Department Sponsor: Watershed Protection Department

Initiated by: City Council

Initiation date: May 18, 2023

Resolution Number: 20230518-044

Deadline: October 1st, 2023

CIUR Number: 2670

Code Amendment Case Number: C20-2023-013

Department Roles:

- Watershed Protection Department: Code Amendment Case Manager (create staff report, respond to public inquiries, present at COJC/EVC/PC/Council, Subject Matter Expert), RCA and Council Backup, Community engagement, and Technical Analysis
- Parks and Recreation Department: Subject Matter Expert, Department review
- Transportation and Public Works: Subject Matter Expert, Department review
- Planning Department, Long-Range Planning: Process and Notification Support, Affordability Impact Statement, COJC Liaison, Planning Commission Liaison
- Law Department: Ordinance Review and Drafting, Posting Review and Drafting, Legal Support at PC and Council
- DSD Notifications: Generates Mailing List and Sends Legally Required Notification with Input from Case Manager and HPD Notification Support

Case Manager: Leslie Lilly

Subject Matter Expert: Danne Williams (PARD), Ann Desantis (TPW, Urban Trails), Hank Marly (TPW), Erin Wood (WPD), Kaela Champlin (WPD)

City Council SPOC: Destiny Brown

Law Department SPOC: Chrissy Mann

PD Process Coordinator: Paul Books

PD Notification and Staff Report Support: Paul Books

DSD Notification Contact: Debra Sustaita

HD AIS Support: Rachel Tepper

COJC Liaison: Jordan Feldman and Paul Books

PC Liaison: Andrew Rivera

PARB Liaison: Tim Dombek

EVC Liaison: Elizabeth Funk

Department Review:

- Watershed Protection: Leslie Lilly, John Clement, Liz Johnston, Katie Coyne, Erin Wood

- Parks and Recreation Department: Danne Williams,
- Transportation and Public Works: Ann Desanctis, Hank Marley

Constituent Review:

- Code Cabinet (Internal)
- Environmental Commission
- Parks and Recreation Board
- Codes and Ordinances Joint Committee
- Planning Commission

Stakeholder Review:

- The Trail Conservancy, Waterloo Greenway, Shoal Creek Conservancy
 - PARD, members involved in Safety and Mobility Study
- TBD

Community Engagement:

- Meeting with the stakeholder groups
- Creation of community engagement deliverables
- Metrics around community engagement

Technical Analysis:

- Urban Forestry and Natural Areas Management Guidelines
- Safety and Mobility Study
- Land Development Code Review
- Deliverables:
 - Synthesis of recommendation maps
 - Draft amendment language
- Urban Trails Plan
- Plans for Parks – Festival Beach, Lamar Park
- TBD

Staff Report:

- Required prior to Planning Commission, best practice prior to COJC
- Provides layperson explanation and background of the amendments to the Commission and Public.
- PD Notification and Staff Report Support can provide template and examples

Notification:

- Requirements spelled out under [25-1-132 \(C\)](#) and (E)
- Law confirms if enhanced, property owner notification is required
- PD staff will provide required notification documents to DSD notification staff at least 2 weeks prior to PC public hearing and at least 4 weeks prior to Council public hearing.
- PD staff will update Code Amendments landing page and web maps with relevant information to assist in public outreach and to act as a resource for notification.

- Combined notice will be provided with both PC and Council Hearing dates
- Geography of the “site” – parkland containing Butler Trail
- FDU/Funding source for property specific mailers

Agenda Posting:

- Work with Jordan Feldman and Paul Books to schedule and submit materials at least a week ahead of COJC meeting which are held the third Wednesday of the month.
- Agendas to be on
 - Code Cabinet
 - Jordan
 - PARB
 - Tim
 - EVC
 - Elizabeth
 - COJC
 - Jordan
 - PC
 - Andrew
 - Council
 - Destiny Brown
- Destiny Brown (WPD) will be submitting RCAs and council backup

Affordability Impact Statement

- Submit proposal to Rachel Tepper via webform: <https://airtable.com/shr1Tlo3xJlmP9RPs>
- HD AIS Staff will conduct analysis, ask questions, and provide an AIS to be posted as part of Planning Commission and City Council Back Up
- Primary contact: Rachel Tepper

Meetings/Hearings Schedule

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|---|--|
| • Internal Preliminary Meeting | July 14, 2023 |
| • Draft Technical Analysis, Interdepartmental Meeting | Week of August 14 |
| • Review Comments Provided | August 25, 2023 |
| • Updated Technical Analysis | Week of September 4 |
| • Stakeholder Meetings | Week of September 4 |
| • Draft amendment and Department review | Week of September 18 |
| a. Comments submitted by September 22 | |
| • Stakeholder Meeting | Week of September 25 |
| a. Trail Conservancy | |
| • Final Stakeholder and Department Review | 2 nd /3 rd Week of October |
| a. Internal Departments + Trail Conservancy | |
| • Current Issues (WPD, tentative date) | 1 st /2 nd Week of |
| November | |
| • Code Cabinet Review | November 3, 2023 |

- Environmental Commission Coversheet November 24, 2023
- Codes and Ordinances Agenda Language and Backup due to Lisa: November 8, 2023
 - a. Presentation
 - b. Staff Report
 - c. Draft Code language if available
 - d. Affordability impact statement if available/applicable
 - i. AIS is necessary if the code amendment impacts housing affordability per [Ordinance No. 20071129-100](#)
- Codes and Ordinances Joint Committee (COJC): November 15, 2023
 - a. Wednesdays PDC Room 1406 Event Center at 6 pm
 - b. Work with Elizabeth Funk to make sure the agenda allows both to happen
- Parks and Recreation Board Backup to Tim Dombeck November 20, 2023
- Parks and Recreation Board November 27, 2023
- Environmental Commission Backup November 29, 2023
- Environmental Commission December 6, 2023
- Combined Notice Submitted to DSD Notification Staff: November 10, 2023
 - a. Current contact: Debra Sustaita
- Notice Sent by DSD December 1, 2023
 - a. Notice is sent out at least 11 days prior to Planning Commission and 16 days prior to City Council Hearing per [25-1-132](#)
 - b. Online collateral live
- PC Backup due to Andrew: December 5, 2023
 - a. Presentation
 - b. Updated staff report with action taken by COJC
 - c. Draft code language if available
 - d. Affordability impact statement
- Planning Commission Hearing: December 12, 2023
 - a. Tuesday City Hall Council Chambers at 6 pm
- City Council Posting Language due to Destiny: TBD
- City Council Backup Due to Destiny: TBD
 - a. Presentation
 - b. Draft Code language
 - c. Affordability impact statement
 - d. Updated staff report with PC recommendation
- Council Hearing: January/February 2024
 - a. Thursday City Hall Council Chambers at 10 am

Code Text:

25-8-261 (Critical Water Quality Zone Development) in all watersheds, developments is prohibited in a CWQZ...

(B) Open Space is permitted in a CWQZ...

(3) A hard surface trail may cross the CWQZ... a hard surface trail may be located in the CWQZ if

(f) located not less than 50 feet from the shoreline... Lady Bird Lake..

25-8-261 (B)(3)(c) limits the width of a ha...

25-8-261 (B)(3)(c) limits the width of a hard surface trail to 12 ft

25-8-261 (B)(3)(d) limits distance from centerline in urban watershed to 25 ft

25-8-42 (Administrative Variances) (B) ...

25-8-42 (Administrative Variances)

(B) The director may grant a variance from a requirement of:

(2) Section 25-8-261 (Critical Water Quality Zone Development), only if:

(d) necessary to allow a hard surfaced trail to be located in an area not otherwise allowed under Subsection 25-8-261(B)(3);