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PLANNING  
DEPARTMENT

# C20-2024-024 Area Planning Process

Stevie Greathouse, Division Manager

April 22, 2025



# Background

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2005+

Neighborhood Plans (LDC 25-1, Article 16)

TOD Station Area Plans and Regulating Plans (LDC 25-2-766)

North Burnet Gateway Master Plan and Regulating Plan (LDC 25-2-767)

East Riverside Corridor Master Plan and Regulating Plan (LDC 25-2-768)

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2022

City Council approved [Resolution No. 20221208-036](#), which initiated planning for the North Lamar and South Congress Transit Center station areas

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2023

City Council approved [Resolution No. 20230309-016](#), which initiated code amendments necessary to support the implementation of the ETOD Policy Plan

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# Summary

- Amend Chapter 25-1 of the Land Development Code to add a new section that:
  - Specifies amendment process for geographically focused land use plans that do not already have a process defined
  - Provides cross-references to existing plan amendment processes
- Topics:
  - Initiation
  - Timelines and Notification
  - Required Community Meeting
  - Recommendation Criteria
- Based on 25-1, Article 16 Neighborhood Plan Amendments



# Purpose

- Prepare for continued transition to new plan types
- Clarify amendment process and criteria
- Provide a path for property owners to initiate changes
- Ensure adequate public notice
- Ensure consistent processes where possible



# Definitions

- Defines plans that will be covered by the amendment process—intent is to use this amendment process for station area plans, district plans, and other future plans that include a property-specific future land use map
- Defines Director



# Who Can Initiate Amendments

- Property-specific amendment:
  - Property owner
  - Council
  - Planning Commission
  - Director
- Area-wide amendment:
  - Council
  - Planning Commission
  - Director
- Neighborhood Plan Contact Teams will not be able to initiate



# Process and Timelines (Based on NPA Process)

- Pre-application meeting required between applicant and staff
- Applications may not be submitted less than one year after:
  - adoption
  - similar application denial
- Notice required, must meet requirements of LDC 25-1-132
- Community meeting required
- Expiration and process deadlines
- Recommendation criteria
- Neighborhood Plan Contact Team (NPCT) provisions from Article 16 will not be incorporated, but NPCTs would continue to receive notice and could participate as community organizations



# Notice

- Notice required for:
  - Filing
  - Community Meeting
  - PC Hearing
  - Council Hearing
- Notice goes to:
  - Property Owners
  - Utility Account Holders
  - Registered Community Organizations
  - Within 500'
- Applicant responsible for cost of notice





# Community Meeting

- Intent is for property owner/applicant to describe amendment to nearby property owners, residents, and interested neighborhood organizations and to receive feedback before the proposal moves forward to Planning Commission
- Meeting would be facilitated by City staff, similar to existing process for Neighborhood Plan Amendments



# Recommendation Criteria

- Guides staff review of proposed plan amendments
- Based on existing NPA recommendation criteria
- Covers:
  - Errors and omissions
  - Public health, safety, welfare
  - Change of circumstances since adoption of plan
  - Environmental protection
  - Economic development
  - Housing opportunities
  - Overall goals and objectives of the plan
  - Comprehensive Plan Policies and sound planning principles



# Business Processes/Case Management

- Changes to business processes would be needed to implement the new plan amendment process
- Business process changes will include:
  - Streamlining existing amendment processes
  - Identifying case managers/allocating staffing
  - Creating/revising AMANDA Folders
  - Making additional process improvements with an eye to future plan development



# Timeline

- ✓ Process Code Amendment is part of a package of actions related to review and adoption of North Lamar and South Congress Transit Center Station Area Vision Plans
- ✓ Codes and Ordinances Joint Committee – February 19, 2025
- ✓ Planning Commission – March 25, 2025
- **City Council – April 24, 2025**



# Recommendation

Approve proposed amendment to Land Development Code Chapter 25-1 related to creation of an Area Plan Amendment process and forward to City Council for their consideration.



# Contact Us

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Thank You