



# APPENDIX H: AMENDMENT PROCESS



## ***AMENDMENTS TO THE AUSTIN 2009 BICYCLE PLAN UPDATE BIKEWAY ELEMENT***

### **A. Procedure for Amendments.**

1. Proposed amendments to the Bicycle Element for any Bicycle Routes on the State roadway system shall be submitted directly to the Capital Area Metropolitan Planning Organization (CAMPO) for consideration by the Metropolitan Planning Organization's (MPO) governing board. The City of Austin will consider proposed amendments for remaining bicycle routes in the Bicycle Element that are within the City's five-mile extraterritorial jurisdiction.
2. City Council approval of an amendment to the Bicycle Element is necessary if:
  - a. A new bicycle route is to be added,
  - b. A bicycle route or portion of a bicycle route is to be deleted, or extended beyond its current limits,
  - c. The classification, rights-of-way, or cross-section of a road or portion of a road in the Austin 2009 Bicycle Plan Update is to be changed,
  - d. The alignment of a road in the Austin 2009 Bicycle Plan Update is to be moved in excess of 1500 feet, or
  - e. Per objective 1.0.2b of this Plan, a development or redevelopment seeks to not provide continuity of an existing or planned route through or within their property.
3. Proposed City Council amendments to the Bicycle Element are processed in batches approximately three times per year, concurrent with amendments to the Roadway Element of the AMATP, unless otherwise directed by the City Council.
4. Applicants submit all requests to amend the Bicycle Element to the Department of Public Works, Bicycle Program, by submitting six copies of the following and the appropriate filing fee, with the exception of administrative amendment which only require one (1) copy.
  - a. Letter of Request;
  - b. A map and cross-section showing the proposed change and modification; and
  - c. Documentation of justification for amendment (refer to "B" below).

All amendment requests are assigned a Case number: Example: BPA-86-01. "BPA" stands for "Bicycle Plan Amendment"; "86" represents the year the amendment was requested; "01" identifies the sequence number of the amendment for that year. A meeting with the appropriate staff and the applicant should be scheduled by the applicant to determine the scope of documentation information that is needed (refer to "B" below) to review the proposed amendment.

5. The proposed amendment is reviewed by affected departments and agencies.
6. City Council amendments are scheduled for consideration by the Environmental Board, The Urban Transportation Commission, and the Planning Commission.
7. Public hearing notices for Planning Commission (when a City Council required amendment) consideration are mailed to affected public officials, property owners, neighborhood associations, and interested citizens.
8. After action by the Planning Commission (when a City Council required amendment), the proposed amendments and recommendations are scheduled for a public hearing before the City Council.
9. An official public notice is printed in the Austin American-Statesman newspaper on the Sunday and Monday before the public hearing scheduled by the City Council.
10. City Council takes action on the proposed amendments.
11. Results of City Council action are provided to CAMPO.

B. Justification for Amendment.

1. All amendment requests shall include the following information:
2. The existing or currently-adopted alignments and the proposed alignments on City of Austin topographic maps, or USGS maps (1 inch = 2000 feet),
3. A drawing or sketch of the existing or currently-adopted cross-section and the proposed cross-section consistent with current City of Austin street design standards (including rights-of-way), if it is proposed to be changed,
4. Locations of existing structures, historic and/or archaeological sites, all known significant and/or sensitive environmental features, steep slopes (proposed grades in excess of 6 percent identified), areas of significant topographic/engineering constraints (sight-distance, intersection geometrics, cut/fill sections, bridges and other physical structures) and extent of 100-year floodplain,
5. Copies of any relevant traffic or transportation studies, such as traffic impact analyses or travel demand forecasts,
6. Names and addresses of adjacent property owners and affected neighborhood associations, and,
7. Maps to identify property ownership (tax plats) to ensure proper notification.
8. A report that evaluates the following
  - a. The need for the proposed amendment and the problem it will solve,
  - b. The compatibility of the proposed amendment with the Austin Metropolitan Area Transportation Plan Roadway and Bicycle Elements (which policies will be reinforced and/or in conflict),
  - c. The effect of the proposed amendment on economic development (including positive and negative economic impacts), the effect of the proposed amendment on tax revenues and public expenditures and the probable source of project financing,
  - d. The environmental impacts of the proposed amendment on air quality, noise pollution, water quality, threatened or endangered species, fauna and flora, and any other significant geologic or topographic constraints,
  - e. Any changes in neighborhoods (positive and negative social impacts) associated with the proposed amendment, potential changes in travel patterns and accessibility (all modes of travel), potential impacts on major public and private facilities, and potential relocation impacts if necessary, and,
  - f. Measures of traffic mobility and safety with and without the proposed amendment (such as, but not limited to, level of service, vehicle hours of delay, vehicle miles of travel, intersection delay, accident data, cyclist and pedestrian safety, compatibility with existing and proposed transit service).
  - g. The compatibility of the amendment with any other relevant City adopted plans.



# AUSTIN BICENTENNIAL



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