



## **Annual Internal Review**

**This report covers the time period of 1/1/2013 to 12/31/2013**

### **PLANNING COMMISSION**

#### **The Planning Commission mission statement from the City Charter**

The Planning Commission shall:

- (1) Review and make recommendations to the council regarding the adoption and implementation of a comprehensive plan (as defined by Section 5 of Article 10 in the City Charter) or element or portion thereof prepared under authorization of the city council and under the direction of the city manager and responsible city planning staff;
- (2) After a comprehensive plan or element or portion thereof has been adopted in conformity with this article:
  - (a) Review and make recommendation to the council on all amendments to the comprehensive plan or element or portion thereof;
  - (b) Review and make recommendations to the council on all proposals to adopt or amend land development regulations for the purpose of establishing the relationship of such proposal to, and its consistency with, the adopted comprehensive plan or element or portion thereof. For purposes of this article and subsection, "land development regulations" includes zoning, subdivision, building and construction, environmental, and other police power regulations controlling, regulating, or affecting the use or development of land;
- (3) Pursuant to ordinances adopted by the council, exercise control over platting and subdividing land within the corporate limits and the extraterritorial jurisdiction of the city to insure the consistency of any such plats or subdivision with the adopted comprehensive plan or element or portion thereof;
- (4) Submit annually to the city manager, not less than ninety (90) days prior to the beginning of the budget year, a list of recommended capital improvements, which in the opinion of the commission are necessary or desirable to implement the adopted comprehensive plan or element or portion thereof during the forthcoming five-year period;
- (5) Monitor and oversee the effectiveness and status of the comprehensive plan and recommend annually to the council any changes in or amendments to the comprehensive plan as may be desired or required;

(6) Prepare periodic evaluation and appraisal reports on the comprehensive plan, which shall be sent to the council at least once every five (5) years after the adoption of the comprehensive plan or element or portion thereof;

(7) Require information from the city manager relative to its work;

The commission shall be responsible to and act as an advisory body to the council and shall perform such additional duties and exercise such additional powers as may be prescribed by ordinance of the council not inconsistent with the provisions of this Charter.

**1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**

- A. Recommended Barton Springs Pool General Grounds Improvements project to City Council
- B. Approved Improvements to the ACC Rio Grande Campus
- C. Addressed amphitheaters and temporary outdoor public assembly Code amendments
- D. Addressed cocktail uses in the Rainey Street district Code amendments
- E. Recommended changes to Downtown Parking Code Requirements
- F. Addressed Water and Wastewater Reimbursement and Cost Code Amendments
- G. Addressed North Burnet Gateway: Sign Regulations, Two Story Minimums, Subdistrict Maps, and Water Quality Controls Code amendments
- H. Addressed Plaza Saltillo Code amendment
- I. Addressed Subchapter E changes
- J. Addressed changes to the Waterfront Overlay Boundary
- K. Addressed code amendments related to Short Term Rentals
- L. Addressed code amendments related to Urban Farms
- M. Began discussions on Occupancy Reduction issues
- N. Held discussions on South Shore Central Sub-district of the Waterfront Overlay
- O. Addressed changes to Neighborhood Plan Amendment Procedures
- P. Addressed changes to UNO Affordability
- Q. Addressed Central Urban Redevelopment (CURE) zoning amendments
- R. Addressed Watershed Protection Amendments
- S. Addressed Vested Development Rights Code Amendments
- T. Participated in the annual review of the Imagine Austin Comprehensive Plan (IACP) and recommended adoption of the Imagine Austin: The Way Forward 2013 Annual Report
- U. Initiated numerous City Code Amendments in addition to those presented above
- V. No Neighborhood Plans were adopted in 2013; however 18 Neighborhood Plan Amendments were considered and forwarded to City Council.
- W. Voted on a recommendation on the FY2014-2019 Capital Improvement Plan.
- X. Conducted 24 routine meetings at which zoning cases, conditional use permits, ordinance changes, subdivision cases and other types of cases were handled in fair and thorough manner.

Y. A work group was developed to work with stakeholders to develop new draft rules for Urban Farms and Stealth Dorms. Planning Commission recommendations were provided to City Council.

Standing Subcommittees of the full Planning Commission conducted efforts on several subjects.

- **Code & Ordinance Subcommittee:** In 2013, the Planning Commission Codes and Ordinances Subcommittee met eleven (11) times. They held discussions and made recommendations to the full Commission on a wide range of land development code ordinances and policies including urban farms, downtown density bonus program/CURE amendments and Rainey Street issues, helicopter-facilities, various parking policies, watershed protection amendments, Lake Austin approvals, vested development rights, affordability issues for PUDs and UNO, ADA ramps, signage, short term rental amendments, waterfront overlay boundaries, subchapter E and F corrections and amendments, Barton Springs grounds improvements, staging, outdoor public assembly, and enhanced penalties.

They also held discussions on stealth dorm/occupancy limits issues and formed a work group focused on solutions to problems posed by stealth dorms in central neighborhoods. They also initiated a standing agenda topic on important policy and priority issues related to IACP, starting with ongoing discussions on affordability.

Table 1 presents 2013 code amendments recommended by Planning Commission:

**Table 1. Code Amendments Recommended by Planning Commission to Council in 2013**

CASE NUMBER	Name	Description	PC hearing date	Recommended by full PC to go to CC?	Council hearing date	Council action
C20-2012-010	<b>Amphitheater Use</b>	Makes amphitheater use a conditional structure in all zoning districts	1/22/2013	Yes, vote: 5-3	2/28/13	Adopted 7-0
C20-2012-003	<b>Cocktail Lounges in Rainey Street</b>	Makes cocktail lounge a conditional use in Rainey Street Waterfront Overlay Subdistrict	1/22/2013	Yes, vote: 7-1	2/28/2013	Adopted 7-0
C20-2012-023	<b>Water and Wastewater Reimbursement and Cost</b>	Amends regulations for cost participation of certain water and wastewater infrastructure that is oversized at the request of the City	2/12/2013	Yes, vote: 8-0	3/21/2013	Adopted 7-0

<b>C20-2012-013</b>	<b>Parking Downtown</b>	Parking reductions downtown (DMU, CBD)	2/12/2013	Yes, vote: 8-0	4/11/2013	Adopted 6-0
<b>C20-2013-001</b>	<b>Barton Springs Pool</b>	SOS site-specific amendments to make general improvements to Barton Springs Pool	2/26/2013	No (denied), vote: 5-2	4/11/2013	Adopted 6-0
<b>C20-2012-017</b>	<b>Rainey St. Density/Height</b>	Changes Rainey St. Density and Height regulations, allows points for structure moved out of Rainey St.	2/26/13	Yes, vote: 8-0	5/23/13	Adopted 6-0
<b>C20-2013-003</b>	<b>Conservation Residential</b>	Allows single family residences to be clustered to preserve open space. Amendment is to re-insert a provision that was inadvertently deleted	3/12/13	Yes, vote: 8-0	0 4/25/13	Adopted 6-0
<b>C20-2012-016</b>	<b>Public Assembly</b>	Amends where public assembly is allowed, would allow schools and churches in any zoning district to get temp pub assembly permit	3/12/13	Yes, vote: 8-0	6/6/13	Withdrawn
<b>C20-2011-031</b>	<b>Residential Design &amp; Compatibility</b>	Amendment to Subchapter F to add a provision to count 15ft ceilings twice, which was inadvertently removed	3/12/2013	Yes, vote: 8-0	4/25/13	Adopted 6-0
<b>C20-2012-005</b>	<b>North Burnet Gateway – Two Story Minimum</b>	Amends regulations requiring two story minimums in NBG	3/26/13	Yes, vote: 9-0	4/25/13	Adopted 6-0
<b>C20-2012-006</b>	<b>North Burnet Gateway – Sign Regulations</b>	Amends sign regulations related to size of sign in NBG	3/26/13	Yes, vote: 9-0	4/25/13	Adopted 6-0
<b>C20-2012-007</b>	<b>North Burnet Gateway – Subdistrict Map</b>	Changes subdistrict map amendment requirements	3/26/13	Yes, vote: 9-0	4/25/13	Adopted 6-0
<b>C20-2012-008</b>	<b>North Burnet Gateway – Water Quality Control</b>	Amends NBG regulations to reference correct LDC water quality regulations	3/26/13	Yes, vote: 9-0	4/25/13	Adopted 6-0
<b>C20-2013-004</b>	<b>Plaza Saltillo</b>	Amendment to allow indoor entertainment as a conditional use in TOD mixed use district	3/26/13	Yes, vote: 9-0	4/25/13	Adopted 6-0
<b>C20-2012-020</b>	<b>Waterfront Overlay Boundary</b>	Adjustment to the Waterfront Overlay boundary between Auditorium Shores and Butler Shores	3/26/13	Yes, vote: 9-0	4/25/13	Adopted 6-0
<b>C20-2011-027</b>	<b>Design Standards and Mixed Use</b>	Suite of amendments to Subchapter E	4/9/13	Yes, vote: 8-0	6/6/13	Adopted 7-0
<b>C20-2011-023</b>	<b>Bicycle Parking</b>	Clarifications, definitions, incentives for bicycle parking	4/9/2013	Yes, vote: 8-0	5/23/13	Adopted 7-0

<b>C20-2012-021</b>	<b>Heli-facilities</b>	Changes process for establishing heli-facilities and creates different types of heli-facilities	4/23/13	Yes, vote: 9-0	6/20/13	Adopted 7-0
<b>C20-2013-012</b>	<b>Historic Landmark Commission Review</b>	Extends to 60 days the amount of time before a public hearing must be held for a demolition or relocation application	4/23/13	Yes, vote: 9-0	8/29/13	Adopted 7-0
<b>C20-2013-007</b>	<b>STR Updates</b>	Updates, clarifications, to the short-term rental ordinance	4/23/13	Yes, vote: 8-1	9/26/13	Adopted 6-1
<b>C20-2012-011</b>	<b>UNO Affordability</b>	Changes affordability requirements in UNO	5/28/13	Yes, vote: 7-0	2/13/14	Adopted 7-0
<b>C20-2013-008</b>	<b>Downtown Density Bonus Program + CURE Amendments</b>	Codifies a streamlined downtown density bonus program, and simplifies CURE	6/11/13	Yes, vote: 8-0	6/7/13	Adopted 6-0
<b>C20-2011-032</b>	<b>Land Uses in DMU and CBD</b>	Adds electronic testing and electronic prototype assembly to conditional uses in DMU and CBD	6/11/2013	Yes, vote: 8-0	6/20/2013	Adopted 7-0
<b>C20-2013-013</b>	<b>BOA Special Exceptions</b>	Extends window during which special exceptions may be sought at BOA	6/25/13	Yes, vote: 7-0	8/22/13	Adopted 6-0
<b>C20-2013-017</b>	<b>Watershed Protection Ordinance</b>	Changes to chapters 25-7 and 30-4 relating to drainage; amending sections of city code chapters 25-8, subchapter a and 30-5; amending various sections of city code title 25 and title 30 relating to environmental protection	8/27/13	Yes, vote: 8-0	10/17/13	Adopted 7-0
<b>C20-2013-005</b>	<b>Urban Farms</b>	Amendments to regulations for urban farms and where and what they are permitted to do	9/24/13	Yes, vote: 6-1	11/21/13	Adopted 7-0
<b>C20-2013-014</b>	<b>PUD Affordable Housing</b>	Amends PUD affordable housing requirements	9/24/13	Yes, vote: 6-0	10/3/13	Adopted 5-2
<b>C20-2013-015</b>	<b>LO Off-Site Parking</b>	Allows off-site parking in the LO zoning district	9/24/13	Yes, vote: 7-0	10/17/13	Adopted 5-2
<b>C20-2013-016</b>	<b>Lake Austin Approvals</b>	Makes Planning Commission the review body for certain approvals of docks, bulkheads, marinas	9/24/13	Yes, vote: 7-0	10/17/13	Adopted 7-0
<b>C20-2013-030</b>	<b>Temporary Special Events Signs (Non-Projected)</b>	Creates new regulations for temporary non-projected signs for special events	12/10/13	Yes, vote: 5-0	2/13/14	Adopted 7-0
<b>C20-2013-006</b>	<b>Temporary Special Events Signs (Projected)</b>	Creates new regulations for temporary projected signs for special events	12/10/13	Yes, vote: 5-0	2/13/14	Adopted 7-0

- **Comprehensive Plan Subcommittee:** In 2013, the Comprehensive Plan Committee focused its efforts on the implementation of the Imagine Austin Comprehensive Plan. The Committee met a total of ten (10) times during the year. As this was the first year Annual Report, the Committee worked with City staff to establish the schedule, the list of indicators that were ultimately included in the 2013 report, drafted the Planning Commission letter attached to the Annual Report, as well as refined the draft report that was submitted to Planning Commission. The Committee also worked directly with the priority program teams that are focusing on Compact and Connected, Nature and City, Creativity and Economy, and Healthy and Affordable Austin.
- **Capital Improvement Program (CIP) Subcommittee** worked with the new Capital Planning Office, city departments and neighborhood plan contact teams to put together a recommendation for the FY 2013 - 2014 CIP Plan. In addition, this Subcommittee worked with the City staff in developing a different reporting mechanism to more closely align the CIP plan with the Comprehensive Plan. This Long Range Plan is currently being developed and will be ready for presentation to the CIP Subcommittee in the spring of 2014.
- **Neighborhood Plan Subcommittee:** In 2013, the Neighborhood Plan Subcommittee held seven (7) meetings. On January 16, 2013, Gary Schatz, AD ATD, spoke about how neighborhoods can handle parking during special events. A zoning request for a property within the S. Manchaca NPA was also discussed. On March 20, 2013: Stevie Greathouse, Principal Planner in PDRD, and Margaret Valenti, Senior Planner, presented an amendment to Article 16, Neighborhood Plan Amendments to reorganize and clarify amendment procedures. A motion to forward to full PC was approved. On April 17, 2013: Briefing by Alyson McGee, Deputy Historic Preservation Officer, on regulations relating to Natl. Register Historic Districts, specifically in reference to Rainey Street. Presentation by Michael Gerber and Sylvia Blanco, Housing Authority of the City of Austin, on Rosewood Choice Neighborhood process and Neighborhood Plans/Contact Teams. Presentation on redevelopment plans near the Rio Lado apartments by Mr. Gerber and Ron Kowal. On June 19, 2013: Staff briefing on the South Austin Combined NP process to-date. On August 21, 2013: Greg Weaver, Kelly Weiss and Frances Ferguson presented on affordability issues at Mueller. Stevie Greathouse, Principal Planner, requested a discussion with the subcommittee on forwarding the amendments to Article 16 to Opticos as part of CodeNEXT, rather than taking the amendment as a single item to City Council. On October 16, 2013: Ron Kowal, VP for the Austin Affordable Housing Corporation, briefed commissioners on redevelopment plans near the Rio Lado apartments. Staff briefing on the South Austin Combined Neighborhood Plan. On November 20, 2013: Michael Gerber and Eileen Schrandt, Housing Authority of the City of Austin, presented on how the process for Rosewood Choice will work with relevant Neighborhood Plans and NPCTs.

**2. Determine if the board's actions throughout the year comply with the mission statement.**

All of the Planning Commissions actions comply with the mission statement.

**3. List the board's goals and objectives for the new calendar year.**

In 2014, the Planning Commission will continue to conduct public hearings and process zoning, conditional use permits, ordinance changes, variance requests, subdivision cases, and other types of cases in an effective, efficient, and proper manner. Specific activities may include:

- Working with the Boards and Commissions Task Force to transition to the new 10-1 form of government;
- Review the Imagine Austin Comprehensive Plan annually as required by the City Charter.
- Forward to the City Council recommendations on neighborhood plans and special area plans.
- Forward to the City Council a recommendation on the FY 2014 - 2015 Capital Improvement Plan and the associated Long Range Strategic Plan.
- Evaluate membership requirements for subcommittees

For 2014, the Codes and Ordinances subcommittee will continue to make recommendations on both initiating and adopting potential amendments to the code that are brought forward by city staff, City Council or the Planning Commission itself.

Specific activities may include:

- Developing and communicating a policy on how to deal with Code changes in the wake of the CodeNEXT process (i.e., should Code changes be made the closer we get, what is a reasonable turnaround period for resolutions contemplating Code changes, etc.);
- Developing and communicating a policy related to requiring draft ordinance language prior to C&O voting;
- Making additional recommendations on the Occupancy Reduction/Stealth Dorm issue;
- Ongoing discussions on affordability;
- Recommendations on parking management issues;
- Impacts of density on drainage;
- Compatibility issues associated with cocktail lounge use
- Develop a policy on developing "working groups"

Tables 2 and 3 present the 2014 Code amendments evaluated to date along with expected Code amendments through the next six (6) months of 2014.

**Table 2. Code Amendments Recommended by Planning Commission to Council in 2014 (to date)**

CASE NUMBER	Name	Description	PC hearing date	Recommended by full PC to go to CC?	Council hearing date	Council action
C20-2013-035	<b>Occupancy Limits</b>	Amends city code to allow up to 4 unrelated individuals per dwelling unit (vs. 6)	1/28/14	Yes, vote: 7-0	2/13/14	Approved on first reading
C20-2013-027	<b>Downtown Density Bonus Program and Rainey St. amendments</b>	Expands benefits of Downtown Density Bonus Program and aligns with Rainey St. Density Bonus; adds affordability period to Rainey St. units	1/28/14	Yes, vote: 7-1	2/13/14	Approved on first reading
C20-2013-023	<b>Accessible Ramps</b>	Allows ramps to be built in required setbacks for accessibility purposes	1/28/14	Yes, vote: 8-0	2/27/14	TBD

**Table 3. Upcoming Code Amendments (anticipated at PC within the next 6 months)**

CASE NUMBER	Name	Description	PC hearing date	Recommended by full PC to go to CC?	Council hearing date	Council action
C20-2013-026	<b>Breweries</b>	Allows the sale of beer/ale produced on-site, for consumption on-site	3/11/14	TBD	4/10/14	TBD
C20-2013-025	<b>LA Suite of Amendments</b>	Amends regulations for docks, bulkheads, marinas, and other shoreline development	3/25/14	TBD	4/10/14	TBD
C20-2013-024	<b>LA Overlay</b>	Creates an overlay to apply regulations of the LA base district to all properties within a certain distance of the Lake Austin shoreline	3/25/14	TBD	4/10/14	TBD
C20-2013-034	<b>Mobile Retail</b>	Allows for mobile vending of retail good	3/25/14	TBD	4/10/14	TBD
C20-2013-011	<b>Vested Development Rights</b>	Amends regulations for project duration and dormancy	3/25/14	TBD	4/10/14	TBD
C20-2014-001	<b>Micro Units</b>	Amends code to remove impediments to micro unit construction	TBD	TBD	TBD	TBD
C20-2013-019	<b>Temporary Staging</b>	Allows temporary staging of equipment for city and utility projects on non-city owned property	TBD	TBD	TBD	TBD



C20-2013-036	<b>Temporary School Signs</b>	Allows schools to install signs (non-electronic) on a temporary basis	TBD	TBD	TBD	TBD
C20-2013-033	<b>Metered Parking</b>	Allows metered parking to be used to meet minimum parking requirements	TBD	TBD	TBD	TBD
C20-2013-032	<b>Mobile Food Court</b>	Creates regulations and site development standards for mobile food courts	TBD	TBD	TBD	TBD

The Neighborhood Plan Subcommittee will continue to meet to review Neighborhood Plans, procedures and significant Neighborhood Plan amendments in 2014. Specific activities may include:

- Corridor study for Burnet Road/Anderson Lane, Rosedale, and the North Shoal Creek areas
- Work with staff to evaluate current neighborhood planning process (i.e., earlier involvement, larger Planning Commission involvement, social media approaches) Develop plan for how Neighborhood Plans should be updated based on IACP requirements and CodeNEXT process.
- Continue in role as a venue for hearing neighborhood concerns (especially proactive concerns).

The Comprehensive Plan Subcommittee has created a work plan for 2014. During the winter and spring, attention will be focused on the issues that were identified in the Planning Commission’s Annual Report letter to City Council dated September 10, 2013. The subcommittee will also focus on establishing goals for determining successful outcomes for the implementation of the Imagine Austin Comprehensive Plan. During the summer the focus will be on refining the 2014 Annual Report that will be submitted to the Planning Commission in September. Afterwards, the Subcommittee will focus on each of the priority program teams to ensure they are progressing in their implementation responsibilities.

Specific activities may include:

- Develop a plan and schedule (with Staff) to address Issues referenced in the Planning Commission-authored IACP cover letter
- Develop plan to address policies listed within the IACP that impact – or are impacted by - Planning Commission goals and objectives
- *February:* Discuss South Austin Combined Neighborhood Plan; Elect Chair
- *March:* Discuss Transportation Issues, future small planning area effort in North Central Austin, and Bike and Urban Trails Master Plan.
- *April:* Discuss affordable housing and water issues
- *May:* Discuss neighborhood plans and parks issues
- *June:* Discuss economic issues; review goal setting process
- *July:* Review first draft of Annual Report
- *August:* Review second draft of Annual Report, if necessary
- *September:* Updates on Compact & Connected, CodeNEXT Priority Programs

- *October:* Updates on Green Infrastructure and Water Priority Programs
- *November:* Updates on Creative Economy and Economic Priority Programs
- *December:* Updates on Healthy Austin and Household Affordability Priority Programs.

The Capital Improvement Program Subcommittee will continue to review the annual CIP budget as required by City Charter in 2014. Additional activities could include:

- More frequent meetings to ensure successful integration of the Long Range Strategic Plan in the CIP planning process.
- Development of metrics to measure alignment of LRSP, CIP, and IACP
- Monitor progress on completeness of long-range estimates
- Evaluate portfolio of potential funding sources and compare to best practices (i.e., public-private, public-public models)