

ZONING CHANGE REVIEW SHEET

CASE: C14-2019-0084 (13170 G Pond Springs)

DISTRICT: 6

ZONING FROM: I-RR

TO: ~~GR~~ CS

ADDRESS: 13170 Pond Springs Road, Building G

SITE AREA: 1.78 acres

PROPERTY OWNER/ APPLICANT: Setty LLC (Mahmoud Shoa)

CASE MANAGER: Sherri Sirwaitis (512-974-3057, sherri.sirwaitis@austintexas.gov)

STAFF RECOMMENDATION:

Staff recommends CS, General Commercial Services District, zoning.

ZONING AND PLATTING COMMISSION ACTION / RECOMMENDATION:

August 6, 2019

CITY COUNCIL ACTION:

August 22, 2019

ORDINANCE NUMBER:

ISSUES:

The property in question is in violation of City of Austin land use/zoning regulations. On May 15, 2019, the Austin Code Department sent the applicant a Notice of Violation. The notice stated the violations for temporary banners and vertical banners on the fence and for a car sales business and a cross fit gym operating without current Certificates of Occupancy. The applicant filed this application to request a zoning designation to permit the Automotive Sales and Personal Improvement Services uses.

CASE MANAGER COMMENTS:

The property in question is currently developed with a storage use (Pond Springs Econo Storage), an automotive sales business and a personal improvement services use (Voodoo Cross Fit). To the north, there is an office/warehouse development (Pond Springs Business Park) and an automotive repair use (Raul's Automotive). The lots to the south contain an automotive sales use (KIA Southwest) and a detention/a wet pond. To the east, is a detention pond for the Multifamily use to the south (Elan Apartments). The applicant is requesting permanent, GR zoning to bring the existing uses into conformance with the land use regulations in the City of Austin Land Development Code.

The staff recommends CS, General Commercial Services District, zoning for this tract of land because the property meets the intent district. The site under consideration takes access from Pond Springs Road, an arterial roadway. The proposed zoning is compatible and consistent with the adjacent uses because there are commercial and industrial uses surrounding this tract of land to the north, east and west. There is CS-CO zoning to the north and GR-CO zoning to the south of this site.

The applicant agrees with the staff's recommendation of CS, General Commercial Services District, zoning.

BASIS OF RECOMMENDATION:

1. *The proposed zoning should be consistent with the purpose statement of the district sought.*

General Commercial Services district is intended predominately for commercial and industrial activities of a service nature having operating characteristics or traffic service requirements generally incompatible with residential environments.

2. *The proposed zoning should promote consistency and orderly planning.*

The proposed zoning is compatible and consistent with the adjacent uses because there are commercial and industrial uses surrounding this tract of land to the north, east and west. There is CS-CO zoning to the north and GR-CO zoning to the south of this site. There is a precedent for CS-CO, GR, GR-CO and GR-MU zoning along Pond Springs Road in this area of the city.

The applicant agrees with the staff's recommendation.

EXISTING ZONING AND LAND USES:

	ZONING	LAND USES
<i>Site</i>	I-RR	Convenience Storage (Pecan Grove Econo Storage), Automotive Repair (OTS Auto Repair), Personal Improvement Services (Voodoo Cross Fit)
<i>North</i>	I-SF-2, CS-CO, GR-CO	Local Utility Services (AT &T), Office/Warehouse, Automotive Repair (Rauls's Automotive), Office/Warehouse (Pond Springs Business Park)
<i>South</i>	I-RR, GR-CO	Detention/Wet Pond, Automotive Sales (KIA Southwest)
<i>East</i>	I-RR	Detention/Wet Pond
<i>West</i>	GR-CO	Automotive Sales (KIA Southwest)

NEIGHBORHOOD PLANNING AREA: N/A

TIA: N/A

WATERSHED: Lake Creek

NEIGHBORHOOD ORGANIZATIONS:

Bike Austin
 Friends of Austin Neighborhoods
 Homeless Neighborhood Association
 Neighborhood Empowerment Foundation
 Northwest Austin Coalition
 SELTEXAS
 Sierra Club, Austin Regional Group

AREA CASE HISTORIES:

NUMBER	REQUEST	COMMISSION	CITY COUNCIL
C14-2016-0044 (Pond Springs Development: 13130 Pond Springs Road)		6/07/16: Approved staff's recommendation for GR-MU zoning by consent (8-0, D. Breithaupt, J. Kiolbassa, S. Lavani-absent); G. Rojas-1 st , B. Evans-2 nd .	8/11/16: The public hearing was conducted and a motion to close the public hearing and approve Ordinance 20160811-056 for GR-MU combining district zoning was approved on consent on Mayor Pro Tem Tovo's motion, Council Member Pool's second on an 11-0 vote.

C14-2014-0196 (Polo Club: 8519 Cahill Drive)	I-RR to MF-3	1/20/15: Approved staff's recommendation of MF-3 zoning by consent (5-0, B. Baker and S. Compton-absent); R. McDaniel-1 st , C. Banks-2 nd .	2/26/15: Approved MF-3 zoning on consent on all 3 readings (11-0); L. Pool-1 st , O. Houston-2 nd .
C14-2013-0155 (Pond Springs Challenger School: 13015 Pond Springs Road)		2/04/14: Approved GR-CO zoning, with additional condition to prohibit Pawn Shop Services, on consent (6-0, R. McDaniel-absent); P. Seeger-1 st , C. Banks-2 nd .	2/27/14: Approved GR-CO zoning on consent on all 3 readings (7-0); B. Spelman-1 st , S. Cole-2 nd .
C14-2012-0132 (Kenneth L. Bishop: 13039 Pond Springs Road)	I-RR to CS-MU	12/04/12: Approved the staff's recommendation of GR-MU zoning by consent (6-0, S. Compton-absent); C. Banks-1 st , G. Rojas-2 nd .	12/13/12: Approved GR-MU zoning on 1 st reading (7-0); L. Morrison-1 st , B. Spelman-2 nd . 4/11/13: Approved GR-MU zoning on consent on 2 nd /3 rd readings (6-0, K. Tovo- absent); B. Spelman-1 st , L. Morrison-2 nd .
C14-2012-0017 (San Felipe Boulevard Re-Zoning)	GR to GR-MU	3/20/12: Approved staff's recommendation of GR-MU-CO zoning, with the following conditions: add Restaurant (Limited) and Urban Farm back as permitted uses and prohibit Drive-in Services (7-0); P. Seeger-1 st , C. Banks-2 nd .	4/26/12: Approved GR-MU-CO zoning on consent, with conditional overlay to limit the development intensity on the site to less than 2,000 vehicle trips per, prohibit the following uses: Automotive Rentals, Automotive Repair Services, Automotive Sales, and Automotive Washing (of any type), Pawn Shop Services, Personal Improvement Services, Commercial Off-Street Parking, Drop-Off Recycling Collection Facility, Adult Oriented Businesses, Drive-in Services, and require a 10-foot landscape buffer along the eastern property line, on all 3 readings (7-0); B. Spelman-1 st , C. Riley-2 nd .
C14-06-0236 (13201 Pond Springs Road)	I-SF-2 to Tract 1: GR, Tract 2: CS-1	4/17/07: Approved the staff's rec. of GR-CO zoning for Tract 1 and CS-1-CO for Tract 2, with a CO for the following: limit the development intensity on the site to less than 2,000 vehicle trips per, prohibit the following uses: Automotive Rentals, Automotive Repair Services, Automotive Sales, and Automotive Washing (of any type); adding Pawn Shop	5/17/07: Approved GR-CO zoning for Tract 1 and CS-1-CO for Tract 2, with a CO for the following: limit the development intensity on the site to less than 2,000 vehicle trips per, prohibit the following uses: Automotive Rentals, Automotive Repair Services, Automotive Sales, and Automotive Washing (of any type), Pawn Shop Services (7-0); all 3 readings

		Services as a prohibited use (7-0, Jackson and Hammond-absent)	
C14-06-0157 (Pond Springs Plaza: 13233 Pond Springs Road)	I-SF-2 to Tract 1: CS, Tract 2: CS-1	<p>11/07/06: Approved staff's recommendation of GR-CO zoning for Tract 1 (shopping center), CS-1-CO zoning for Tract 2 (bar area), and GR-CO zoning for newly created Tract 3 (deck area). The conditional overlay would limit the site to uses that generate no more than 2,000 vehicle trips per day and prohibit Automotive Rentals, Automotive Repair Services, Automotive Sales, Automotive Washing-of any type, and Service Station uses on the property. The Commission added the following conditions to Tract 2: 1) Prohibit Adult Oriented Businesses; 2) To require double door access to the deck from the bar (if allowable by Code and Building Permit regulations); 3) To place permanent signage on the property at the driveway entries to restrict motorcycle parking in the rear/alleyway. 4) To place permanent signage along the fence/property line between the residential site to the west and the property in question designating the parking spaces in the rear/alleyway as, "Employee Parking Only". 5) To construct an 8-foot masonry/or sound retardant fence around the deck to mitigate sound emanating from the deck. The Commission also placed the following conditions on Tract 3 (the deck area): 1) Place an 85 decibel limit (in accordance with LDC Sec. 9-2-4) on the deck to reduce noise emanating from the deck. 2) Restrict amplified sound on the deck. 3) Place permanent signage on the deck for noise mitigation. 4) Remove the pool table off of the deck. Vote: (7-2, B. Baker, J. Martinez- No); J. Shieh-1st, S. Hale-2nd.</p>	<p>12/07/06: Approved the ZAP recommendation, striking the requirement for double door access from the bar (Tract 2) to the deck (Tract 3) and adding a condition for speakers be removed from the deck area (7-0).</p> <p>4/12/06: Approved GR-CO zoning for Tract 1, CS-1-CO zoning for Tract 2, and GR-CO zoning for Tract 3 (6-0); 2nd/3rd readings</p>

C14-04-0157 (Nouri Project: 186 Pond Springs Road)	I-RR to CS	11/2/04: Approved staff's recommendation of CS-CO zoning, the CO would limit the site to uses that generate no more than 2,000 vehicle trips per day by consent (9-0); J. Martinez-1 st , J. Gohil-2 nd .	12/02/04: Approved CS-CO (7-0); all 3 readings
C14-04-0070 (12952 Pond Springs Road)	I-RR to GR-CO	7/20/04: Approved staff's recommendation of GR-CO zoning, with CO to impose the following conditions: 1) The only permitted GR uses are Auto Sales and Auto Repair; 2) Permit LR Uses, with the exception of the following LR uses: Service Station; Restaurant (General); Restaurant (Limited); 3) Limit the development intensity to less than 2,000 vehicle trips per day; 4) Require a 25' vegetative buffer along the northern property line; by consent (8-0, J. Pinnelli-absent)	8/26/04: Granted GR-CO (7-0); all 3 readings
C14-03-0080 (Goodson 4.4 acres: San Felipe Blvd)	MF-3-CO to GR	6/10/03: Approved staff's alternate recommendation of GR-CO zoning with the following conditions: 1) Limit the site to 2,000 vehicle trips per day; 2) Prohibit the following uses: Automotive related uses [Automotive Rentals, Automotive Repair Services, Automotive Sales, and Automotive Washing (of any type)], Pawn Shop Services, Restaurant (Drive-In, Fast Food), Personal Improvement Services, Commercial Off-Street Parking, Drop-Off Recycling Collection Facility, Adult Oriented Businesses, Urban Farm, and 3) Require a 10-foot landscape buffer along the Eastern property line. Vote: (8-0, J. Martinez-absent); M. Whaley-1 st , K. Jackson-2 nd .	7/17/03: Approved ZAP rec. of GR-CO (7-0); with the following additional permitted uses: Personal Improvement Services use and permit Drive-In Facilities, only as an accessory use to a Bank (Financial Services use). 8/14/03: Approved (7-0); 2 nd /3 rd readings.
C14-02-0132 (Goodson 8 Acres: Pond Springs Road at San Felipe Boulevard)	MF-3-CO to GR	10/22/02: Approved GR-CO zoning with the following conditions: 1) The only permitted GR uses are Automotive Sales and Automotive Repair Services; 2) Permit LR uses, with the exception of the following	11/21/02: Granted ZAP rec. of GR-CO zoning w/ conditions and a public restrictive covenant (6-0, Goodman-absent); 1 st reading 12/5/02: Granted GR-CO zoning (7-0); 2nd reading, with the following conditions: 1) No structural detention or water

		<p>uses:</p> <ul style="list-style-type: none"> a) Service Station b) Food Sales c) Accessory Off-Site Parking d) Restaurant (Drive-In, Fast Food) e) Restaurant (Limited); <ul style="list-style-type: none"> 3) 2,000 vehicle trip per day limit; 4) Require that protected trees shall remain undisturbed; 5) Require that Compatibility Standards be applied along the eastern property line; 6) Require a 25' vegetative buffer along the eastern property line; 7) Limit structures to 40' in height, with an increase in height according to Compatibility Standards; 8) Require that all Automotive Maintenance and Repair be contained within a structure; 9) Restrict access to San Felipe Boulevard to emergency access only; 10) Allow no inoperable vehicle storage on the site; 11) Parking lot not allowed adjacent to the proposed vegetative buffer along the eastern property line. 	<p>quality facility shall be allowed within the proposed 25' vegetative buffer;</p> <ul style="list-style-type: none"> 2) Grow green standards shall be utilized; 3) Structural parking shall be prohibited <p>12/12/02: Granted GR-CO zoning (7-0); 3rd reading [valid petition withdrawn]</p>
--	--	---	--

RELATED CASES:EXISTING STREET CHARACTERISTICS:

Name	ROW	Pavement	Classification	Sidewalks	Bike Route	Capital Metro (within ¼ mile)
Pond Springs Road	100'	MAD-4	Arterial	No	Bike Lane	Yes

OTHER STAFF COMMENTS:Comprehensive Planning

Please note: The City of Austin Code Department sent a code compliance letter to the property owner, informing them that the commercial uses and advertisement banners on the property were not permitted on a residentially zoned lot and the City of Austin would apply monetary fines if the owner did not obtain the necessary zoning and permitting for the commercial uses and signage. This zoning request was triggered by the code enforcement letter.

This zoning case is located on the west side of Pond Springs Road on a residentially zoned lot that is approximately 1.78 acres in size and contains a variety of commercial uses. The property is not located within the boundaries of a neighborhood planning area. Surrounding land uses include to the north a gas station, several restaurants, a liquor store, auto-centric uses (tire store, car repair, glass shops) and single family housing; to the south is a large detention pond and several large apartment complexes; to the east is a design studio and a tree supplier; and to the west are a number of auto-centric commercial uses, a church and a variety of light industrial/warehouse uses. The existing and proposed use is auto sales, a gym, storage facility and office. The request is to obtain commercial zoning to acknowledge the existing commercial uses on the site to be in compliance with the City Code.

Connectivity: Public sidewalks are located on the north side of Pond Springs Road, while the south side of the street is unwalkable due to an open and recessed sewer system. A Cap Metro transit stop is located less than 200 ft. walking distance from the subject property. A bike lane is located on the south side of the Pond Springs Road. The Walkscore for this is **62/100, Somewhat Walkable**, meaning some errands may be accomplished on foot.

Imagine Austin

The property is not located along an Activity Center or Corridor.

The following Imagine Austin policy is applicable to this case:

- **LUT P4.** Protect neighborhood character by directing growth to areas of change that include designated redevelopment areas, corridors and infill sites. ***Recognize that different neighborhoods have different characteristics and new and infill development should be sensitive to the predominant character of these communities.***

Based on comparative scale of the site relative to other commercial use in this area, this project appears to support the policies of the Imagine Austin Comprehensive Plan.

Environmental

The site is located over the North Edwards Aquifer Recharge Zone. The site is in the Lake Creek Watershed, which is classified as a Suburban Watershed by Chapter 25-8 of the City's Land Development Code. It is in the Desired Development Zone.

Under current watershed regulations, development or redevelopment on this site will be subject to the following impervious cover limits:

<i>Development Classification</i>	<i>% of Gross Site Area</i>	<i>% of Gross Site Area with Transfers</i>
Single-Family Residential (min. lot size 5750 sq. ft.)	45%	50%
One or Two Family Residential (lot size < 5750 sq. ft.)	55%	60%
Multifamily Residential	60%	65%
Commercial	65%	70%

According to floodplain maps there is a floodplain within or adjacent to the project location. Based upon the location of the floodplain, offsite drainage should be calculated to determine whether a Critical Water Quality Zone exists within the project location.

Standard landscaping and tree protection will be required in accordance with LDC 25-2 and 25-8 for all development and/or redevelopment.

At this time, site specific information is unavailable regarding vegetation, areas of steep slope, or other environmental features such as bluffs, springs, canyon rimrock, caves, sinkholes, and wetlands.

Under current watershed regulations, development or redevelopment requires water quality control with increased capture volume and control of the 2-year storm on site.

At this time, no information has been provided as to whether this property has any preexisting approvals that preempt current water quality or Code requirements.

Site Plan

Site plans will be required for any new development other than single-family or duplex residential.

Any development which occurs in an SF-6 or less restrictive zoning district which is located 540 feet or less from property in an SF-5 or more restrictive zoning district will be subject to compatibility development regulations.

Any new development is subject to Subchapter E. Design Standards and Mixed Use. Additional comments will be made when the site plan is submitted.

FYI: Additional design regulations will be enforced at the time a site plan is submitted.

The site is subject to compatibility standards due to adjacency of I-SF-2 zoning to the north and proximity to I-SF-2 zoning to the west. The following standards apply:

- No structure may be built within 25 feet of the property line.

- No structure in excess of two stories or 30 feet in height may be constructed within 50 feet of the property line to the north or west.
- No structure in excess of three stories or 40 feet in height may be constructed within 100 feet of the property line to the north or west.
- No parking or driveways are allowed within 25 feet of the property line to the north.
- Landscaping or screening is required along the north property line in accordance with the screening requirements (Section 25-2-1006 and ECM 2.9.1.), Parking Design Standards (Section 25-6-563) and/or Screening Standards (Section 25.2.1066) to screen adjoining properties from views of parking, mechanical equipment, storage, and refuse collection.
- For a structure more than 100 feet but not more than 300 feet from property zoned SF-5 or more restrictive, height limitation is 40 feet plus one foot for each 10 feet of distance in excess of 100 feet from the property zoned SF-5 or more restrictive.
- For a structure more than 300 feet but not more than 540 feet from property zoned SF- 5 or more restrictive, 60 feet plus one foot for each four feet of distance in excess of 300 feet from the property zoned SF-5 or more restrictive.
- An intensive recreational use, including a swimming pool, tennis court, ball court, or playground, may not be constructed 50 feet or less from property in an SF-5 or more restrictive zoning district.
- A landscape area at least 25 feet in width is required along the property line if the tract is zoned LR, GO, GR, L, CS, CS-1, or CH.

DEMOLITION AND HISTORIC RESOURCES

The applicant is responsible for requesting relocation and demolition permits once the site plan is approved. The City Historic Preservation Officer will review all proposed building demolitions and relocations prior to site plan approval. If a building meets city historic criteria, the Historic Landmark Commission may initiate a historic zoning case on the property.

Transportation

Existing Street Characteristics:

Name	ROW	Pavement	Classification	Sidewalks	Bicycle Route	Capital Metro (within ¼ mile)
Pond Springs Rd	100'	44'	Level 3 ASMP classification	No sidewalks	Yes	Yes

Austin Water Utility

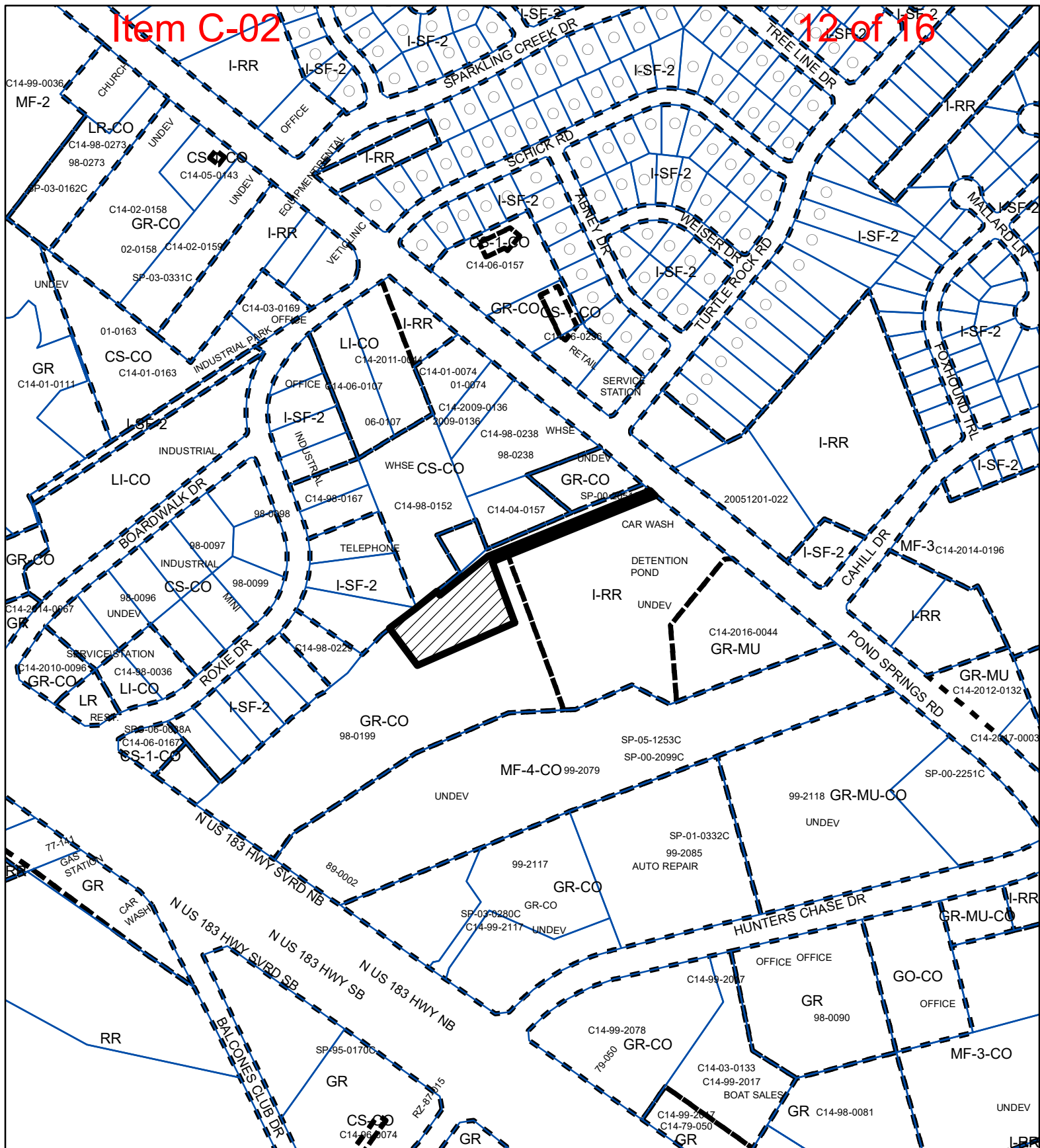
The landowner intends to serve the site with City of Austin water and wastewater utilities. The landowner, at own expense, will be responsible for providing any water and wastewater utility improvements, offsite main extensions, utility relocations and or abandonments required by the land use. The water and wastewater utility plan must be reviewed and approved by Austin Water for compliance with City criteria and suitability for operation and maintenance.

Depending on the development plans submitted, water and or wastewater service extension requests may be required. All water and wastewater construction must be inspected by the City of Austin.

The landowner must pay the City inspection fee with the utility construction. The landowner must pay the tap and impact fee once the landowner makes an application for a City of Austin water and wastewater utility tap permit.

INDEX OF EXHIBITS TO FOLLOW




- A: Zoning Map
- B. Aerial Map
- C. Notice of Code Violation



ZONING

ZONING CASE#: C14-2019-0084



-  SUBJECT TRACT
-  PENDING CASE
-  ZONING BOUNDARY

1" = 400'

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 and represents only the approximate relative location of property boundaries.

This product has been produced by CTM for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.



Created: 6/12/2019



NORTH



City of Austin

P.O. Box 1088, Austin, TX, 78767

AUSTIN CODE DEPARTMENT

NOTICE OF VIOLATION

Case Number: CV-2019-076433

Via Certified Mail # 7014 2120 0004 2992 2999

May 15, 2019
MAHMOUD SHOA
2004 DEGAMA DRIVE
CEDAR PARK TX 78613

RE: 13170 POND SPRINGS RD AUSTIN TX 78729
Locally known as 13170 POND SPRINGS RD AUSTIN TX 78729
Legally described as AW0522 RHODES, H. SUR., ACRES 1.775
Zoned as I-RR
Parcel Number R056453

Dear MAHMOUD SHOA:

The City of Austin Code Department investigated the property described above. Austin City Code violations were found that require your immediate attention. A description of the violation(s) and compliance timeframe(s) are provided in the attached violation report.

After receipt of this Notice, and until compliance is attained, the Austin City Code prohibits the sale, lease, or transfer of this property unless:

- You provide the buyer, lessee, or other transferee a copy of this Notice of Violation; and
- You provide the name and address of the buyer, lessee, or other transferee to the Code Official.

For additional information, I can be reached at 512-974-1955 or William.Evans@austintexas.gov. Please reference case number CV-2019-076433. Hours of operation are: Monday – Friday, 7:30 a.m. - 4:00 p.m. If I am unavailable, contact the Code Connect line at (512) 974-CODE (2633) or codeconnect@austintexas.gov.

Para obtener más información, llame al 512-974-1955 o envíe un correo electrónico a William.Evans@austintexas.gov. Por favor, consulte caso número CV-2019-076433. El horario de atención es: lunes a viernes, 7:30 a.m. - 4:00 p.m. Si no estoy disponible, comuníquese con Code Connect marcando al (512) 974-CODE (2633) o por correo electrónico codeconnect@austintexas.gov.

Sincerely,

William "Bill" Evans

William Evans, Austin Code Officer
City of Austin Code Department



FOR CODE QUESTIONS, CONTACT:
512.974.CODE (2633)
CODECONNECT@AUSTINTEXAS.GOV
MONDAY - FRIDAY 8:30 AM - 4:50 PM



VIOLATION REPORT

Date of Notice: May 15, 2019

Code Officer: William Evans

Case Number: CV-2019-076433

Property Address: 13170 POND SPRINGS RD AUSTIN TX 78729
Locally known as 13170 POND SPRINGS RD AUSTIN TX 78729
Zoned as I-RR

The items listed below are violations of the Austin City Code, and require your immediate attention. If the violations are not brought into compliance within the timeframes listed in this report, enforcement action may be taken. Timeframes start from the Date of Notice.

Violation Type: LAND USE

Austin City Code Section: Sign Regulations (§25-10)

Description of Violation: There are temporary banners and vertical banners on the fence and property.

Date Observed: 05/13/2019

Timeframe to Comply: 7 Day(s)

Recommended Resolution: Remove all banners.

Austin City Code Section: Certificate of Occupancy (R110)

Description of Violation: This address has three businesses operating on the property. A storage rental business which has an amnesty Certificate of Occupancy. There also are a car sales business and a cross fit gymnasium operating without current Certificates of Occupancy.

Date Observed: 05/15/2019

Timeframe to Comply: 30 Day(s)

Recommended Resolution: Contact Development Services at 311 and request a plan review for issuance of Certificates of Occupancy for both the auto sales business and the gymnasium.

Notes: Permit violations require the permit(s) to be issued and all required inspections to be completed to attain compliance. For questions concerning land use violations, please contact the Development Services Department at 311. You can also visit <http://www.austintexas.gov/department/development-services> for more information.

IMPORTANT INFORMATION**Failure to Correct**

If the violations are not brought into compliance within the timeframes listed in the violation report, enforcement action may include:

- Criminal charges in the City of Austin Municipal Court subjecting you to fines of up to \$2,000 per violation, per day.
- Civil penalties in an Administrative Hearing subjecting you to fines of up to \$1,000 per violation, per day, along with additional fees.
- Suspension or cancellation of existing site plan, permit or certificate of occupancy. If the site plan, permit or certificate of occupancy is suspended or revoked, the utility service to this property may be disconnected.
- Civil injunctions or penalties in State court.

- For dangerous or substandard buildings, the City of Austin may also take action with the Building and Standards Commission (BSC) to order the vacation, relocation of occupants, securing, repair, removal or demolition of a building, and civil penalties.

Ownership Information

According to the records of the County, you own the property described in this notice. If this property has other owners, please provide me with this information. If you no longer own this property, you must execute an affidavit form provided by our office. This form should state that you no longer own the property, the name of the new owner, and their last known address. The affidavit must be delivered in person or by certified mail, with return receipt requested, to the Austin Code Department office no later than 20 days after you receive this notice. If you do not submit an affidavit, it will be presumed that you own the property described in this notice.

An affidavit form is available at www.austintexas.gov/code-resources, or at the office at 1520 Rutherford Lane. The completed affidavit should be mailed to: **City of Austin Code Department, P.O. Box 1088, Austin, Texas 78767.**

Complaints

You may file a written complaint or commendation regarding an Austin Code Department Officer no later than 3 days after you receive this notice. Please reference your case number. The complaint or commendation should be mailed to: **City of Austin Code Department, ATTN: Code Official, P.O. Box 1088, Austin, Texas 78767.**