




## MEMORANDUM

TO: Mayor and City Council

CC: Spencer Cronk, City Manager  
J. Rodney Gonzales, Assistant City Manager

FROM: Denise Lucas, Director   
Development Services Department

DATE: November 19, 2019

SUBJECT: Demolition Permitting Process Update

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On December 14, 2017, City Council passed Resolution No. 20171214-066 which directed the City Manager to conduct stakeholder meetings and develop a proposal to redesign the demolition permitting process. This Resolution followed the Audit of Demolition Permits issued by the Office of the City Auditor in August 2017. In response to the resolution, the Development Services Department (DSD) engaged stakeholders online and at in-person meetings in March through September 2018, and in October 2018 issued the ["Recommendation on Changes to the Demolition Process"](#) report. The purpose of this memo is to provide an update on the department's progress on implementing the recommended changes.

In December 2018, DSD hired a project manager in the Building Plan Review and Inspections group to direct its portfolio of projects including the demolitions permitting process. The project manager divided the nine recommendations from the report into discrete projects. In March 2019, teams of DSD employees began work on these projects. The project work continues and will result in a new demolitions permitting process that will require new ordinances and changes to requirements prescribed in the Building Criteria Manual.

The report anticipated that the new process would be implemented by spring of 2019, however this goal could not be met. Each member of the project team continues to work on duties related to the daily business of the department. The team members have limited time to contribute to the projects in order to prevent a negative impact on the department's performance measures. In addition, the project teams discovered complexities in designing a new process that increased the scope of work required to achieve the outcomes of the recommendations. This increased scope means additional time is required for implementation.

Based on current team productivity, the department expects to bring proposed ordinances to Council and to propose rules for changes to the Building Criteria Manual beginning in spring 2020 and continuing through the year. The attached chart outlines target completion dates for the nine recommendations from the report. The recommendations are ordered by the anticipated completion date.

Should you have additional comments or questions, please contact me at 512-974-2614 or Beth Culver, Building Official / Acting Assistant Director at 512-974-3111.

**Development Services Department  
Recommendations on Changes to the Demolition Process**

<b>Recommended Completion Order</b>	<b>Report Recommendation</b>	<b>Date to Propose Rule or Present Ordinance</b>
Complete	<u>Consolidate location for obtaining demolition permits</u> - Restructure the demolition permitting process so that residential and commercial demolition permits are obtained through a single point. (#1)	October 2018*
1	<u>Compliance Affidavit</u> - For total demolition applications, require an affidavit from the contractor confirming compliance with applicable City, State, and Federal regulations for safety and for the removal and disposal of asbestos, lead, and other hazardous material. (#5)	January 2020
2	<u>Provide time for registration as an interested party</u> - Provide time for an individual or neighborhood organization representative to register as an interested party on a demolition permit application. (#7)	January 2020
3	<u>Notify adjacent properties of demolition activity</u> – Require posted notice via door hangers and a yard sign between five (5) and 10 business days before demolition activity starts. (#8)	January 2020
4	<u>Provide notification tools</u> - Enhance existing public access to geographic information system (GIS) data for demolition permits and provide a mechanism for the public to subscribe and get notifications when new demolition applications are submitted and permits are issued. (#9)	April 2020*
5	<u>Automatic final inspections</u> - Automatically schedule a final inspection within five (5) business days of permit expiration if a final inspection has not been requested. (#6)	June 2020
6	<u>On-site pre-demolition meeting</u> - Require an on-site pre-demolition meeting before activating a demolition permit and allowing the initiation of demolition activities. (#4)	June 2020
7	<u>Expand departments participating in the review</u> - Provide a coordinated review process including the City Arborist, Flood Plain, Historic Preservation, Austin Resource Recovery, Austin Energy, and Austin Water. (#3)	October 2020
8	<u>Enhance information on DSD website and brochure</u> - Enhance information available to stakeholders on the DSD website in regard to the demolition permitting process, application requirements, inspection process requirements, both construction and demolition materials recycling and salvage information, and safety regulations. (#2)	Ongoing / January 2021

\*Rule not required.