



# Neighborhood Plan Contact Team Training Sheet

## YOUR ROLE IN PLAN AMENDMENTS

City of Austin  
Planning and Zoning Department  
June 2017

### WHAT IS A PLAN AMENDMENT?

A neighborhood plan amendment (NPA) allows for changes to be made to an adopted neighborhood plan and/or Future Land Use Map (FLUM). A plan amendment is required if a proposed zoning change is inconsistent with the plan's FLUM. The plan amendment process ensures that stakeholders in the neighborhood and the neighborhood planning contact team will be notified of proposed amendments.

### PLAN AMENDMENTS AND THE ROLE OF THE CONTACT TEAM

The contact team is responsible for:

- ◆ Attending city organized community meetings to review & discuss proposed plan amendments
- ◆ Writing a letter of recommendation for proposed plan amendments
- ◆ Initiating plan amendments for the planning area

### REVIEW PROPOSED PLAN AMENDMENTS

When the City of Austin receives an application for a neighborhood plan amendment (NPA), the contact teams review the NPA to determine if it is consistent with the goals, objectives, recommendations and the Future Land Use Map (FLUM) of their adopted neighborhood plan.

The City of Austin is responsible for holding a community meeting at which the applicant presents the proposal and answers questions from the audience. The city mails notice of the community meeting to all property owners, renters, and registered community organizations within 500 feet of the proposed amendment site.

Staff encourages applicants to talk to the contact team early in the process, even before the community meeting. Although this is encouraged, the contact team should wait until after the community meeting takes place to make any formal decisions on the proposed amendment. In addition to the plan document, the contact team should take into consideration feedback from neighbors who attend the community meeting before a decision is made to support or not support the proposed amendment.

### WRITE LETTER OF RECOMMENDATION

Once a decision is made, a letter of recommendation should be submitted to staff prior to the public hearings. Staff will submit the letter and any other correspondence to the Planning Commission and City Council along with the staff report.

See NPCT Training Sheet—HOW TO WRITE A PLAN RECOMMENDATION for more information.



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## INITIATION OF A PLAN AMENDMENT

A neighborhood planning contact team can initiate three types of plan amendments: individual, subdistrict or area-wide. By initiating a plan amendment, the contact team is listed as the applicant. These types of amendments can include both changes to the text of the plan and/or FLUM. Planning and Zoning staff will assist you in determining if a plan amendment is considered individual, subdistrict or area-wide.

### ***Individual plan amendments***

An individual plan amendment can be applied for at any time during the year by a contact team. An application cannot be filed that is substantially the same as an application denied by council until one year from the previous council action. (Note: a contact team cannot initiate a zoning change; this can only be done by the property owner, Planning Commission or City Council)

### ***Subdistrict and area-wide plan amendments***

A subdistrict or area-wide plan amendment can be applied for any time of the year by the contact team. However, this type of amendment can only be applied for once every two years.

A representative from the contact team will need to schedule a pre-application meeting with the plan amendment case manager, Maureen Meredith at 512-974-2695. At this meeting Maureen will describe the plan amendment process and review the application. The representative will also be asked to describe the proposed amendment. Once this meeting is complete, an appointment can be scheduled with the City's Intake Division at 512-974-2681 to complete the application process.

### **City of Austin Contact Information**

**Maureen Meredith, Senior Planner**  
Plan Amendment Case Manager  
512-974-2695  
maureen.meredith@austintexas.gov  
One Texas Center  
505 Barton Springs Rd., 5th Floor

**Intake Division**  
512-974-2681 or 512-974-2689  
One Texas Center  
505 Barton Springs Rd., 4th Floor

### **City of Austin Resource Information**

**Neighborhood Plan Amendment  
Resources and Application Materials**

[austintexas.gov/department/plan-amendment-resources](http://austintexas.gov/department/plan-amendment-resources)

[austintexas.gov/page/forms-and-applications](http://austintexas.gov/page/forms-and-applications)

**Land Development Code, Section 25-1  
Article 16 -Neighborhood Plan Amendments**

[austintexas.gov/development](http://austintexas.gov/development)