



## MEMORANDUM

**To:** Mayor and City Council Members

**From:** Spencer Cronk, City Manager *sc*

**Date:** May 14, 2019

**Subject:** **Land Development Code Revision: Process and City Team Structure**

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At your special-called meeting on May 2, 2019, Council provided responses to the five policy questions presented in my March 15<sup>th</sup> memo. Your responses plus additional direction provided, which is now posted to the City website ([austintexas.gov/lcd](http://austintexas.gov/lcd)), will guide the City staff efforts to finalize a draft Land Development Code.

This memo outlines the basic elements of a process to adopt a new Land Development Code and introduces the City team that I have designated to complete the work in a thorough, deliberative, and efficient manner.

### **1. Overview of Land Development Code Revision Process**

#### **A. *Code Development***

The critical first step is for my team to prepare a draft Land Development Code and zoning map that revises Draft 3 to reflect Council's policy direction and addresses valuable feedback previously received for Draft 3. I am assigning a substantial investment of staff resources toward this effort. Staff estimates that at least 3-4 months will be required to produce a draft code and map.

#### **B. *Public Review & Comment***

Once the draft code and map are complete, we will dedicate time for public review and comment before beginning the Planning Commission process. During the public review period, staff will hold regular office hours to answer questions and meet with the public. The feedback received

through this informal process will build on the deliberations that occurred last year and provide a valuable point of reference for the subsequent Planning Commission and Council process.

**C. *Planning Commission: Public Hearing & Report to Council***

As required by state law and the City Charter, the Planning Commission will conduct a public hearing on the draft Land Development Code and then provide a report to Council. The Planning Commission's deliberations will be informed both by the report it produced last year and by valuable input previously received from other boards and commissions, including the Zoning & Platting Commission, Environmental Commission, Parks Board, Transportation Commission, Board and Adjustment, and Community Development Commission. Going forward, while the formal hearing process will be limited to Planning Commission, staff will be available to provide briefings on topics of interest to other boards and commissions.

**D. *City Council: Public Hearings & Action***

Once the Planning Commission issues its report, I will confer with Council as to the process for conducting Council deliberations and taking final action. For simplicity, I recommend that Council's vote on first reading provide specific direction as to which elements of the Planning Commission report should be incorporated into the draft code. That direction will serve as the basis for preparing a final revised code for adoption on second and third readings.

**2. City Team Structure & Membership**

I want to recognize and thank the Planning and Zoning Department staff, in particular Greg Guernsey, Jerry Rusthoven, and Jorge Rousselin for their leadership and dedication during the previous code development process. As we embark on this new effort, rather than assigning this project to one department, I am assembling a broad-based and cross-functional team that will collaboratively share in the responsibility of drafting a revised code for our community.

The Land Development Code Revision team will report directly to my office on all matters related to the code revision. This reporting structure will ensure that all team members, while cognizant of their departments' individual perspectives, also actively consider the bigger picture when prioritizing Council's policy direction.

As shown in the Land Development Code Revision Team Structure (attached), the team is comprised of executive and senior-level staff from multiple City departments and includes each of the individuals who assisted in helping Council provide policy direction in response to my March 15<sup>th</sup> memo. Having a cross-functional and multi-departmental team reporting to my office will allow any issues that arise during code revision to be resolved in an efficient manner. The role of each team member emphasizes specific areas of expertise, as well as broader understanding of the Land Development Code and land use planning.

The Land Development Code Revision will be led primarily by members of the Leadership Team and Core Team identified in the attachment. However, as we progress in code development, a project coordinator as well as additional City staff and consultants may be brought on board to assist and guide key areas of the project.

**3. Next Steps**

While it is premature to commit to a firm deadline, we are mindful of Council's stated goal of considering an ordinance for first reading this Fall 2019. After the entire team assembles and begins its work, we will be able to provide a more detailed timeline to complete the code revision process, including proposing dates for public hearings at the Planning Commission and Council.

If you have any questions, please contact Rodney Gonzales, Assistant City Manager, at 512-974-2313.

Attachment: Land Development Code Revision City Team Structure

cc: Executive Team

**Attachment: Land Development Code Revision City Team Structure**

**Table 1. Leadership Team**

In addition to their individual roles, members of the Leadership Team will work collaboratively to set direction on code development and implementation and to approve the City staff-recommended draft of the Land Development Code Revision. They serve as liaisons between the Core Team and members of the City Council and Planning Commission.

<b>Rodney Gonzales</b> Assistant City Manager	Executive lead, general guidance and leadership, mediates and brings to resolution conflicting issues during the code revision in consultation the Leadership Team and the City Manager’s Executive Team.	
<i>Name</i>	<i>Position, Department</i>	<i>Role</i>
Andrea Bates	Environmental Program Coordinator, Watershed Protection Department	Environment   Policy guidance and content development, with emphasis on watershed and drainage regulations.
Annick Beaudet	Assistant Director, Austin Transportation Department	Transportation   Policy guidance and content development, with emphasis on mitigating impacts of development on the transportation system through demand management and transit-oriented design.
Greg Dutton	Principal Planner, Planning & Zoning Department	Zoning   Policy guidance and content development, with emphasis on land use and site development regulations.
Jessica King	Interim Director, Communications & Public Information Office	Communications   Public and stakeholder messaging, responsible for ensuring that LDC Revision is presented in a manner accessible to all audiences.
Erica Leak	Acting Asst. Director, Neighborhood Housing & Community Development Department	Housing   Policy guidance and content development, with emphasis on density bonus and affordability.

<b>Leadership Team (continued)</b>		
<b>Name</b>	<b>Position, Department</b>	<b>Role</b>
Brent Lloyd	Development Officer, Development Services Department	Master Editor   Final responsibility for code text. Policy guidance and content development emphasizing administrative procedures, subdivision, parkland, signs, and transportation.
Erika López	Assistant City Attorney, Law Department	Primary legal advisor   The Law Department’s representative continues reporting to the City Attorney on all legal matters.

**Table 2.      Core Team**

Responsible for day-to-day project management, as well as content development and policy analysis. Chosen for broad-based knowledge of the Land Development Code and land use planning principles, as well as mix of departmental affiliations.

<b>— Dedicated Core Team   Day-to-day project management and coordination, in addition to responsibility for content development and ensuring consistency with council policy direction.</b>		
<b>Name</b>	<b>Position, Department</b>	<b>Role</b>
Lauren Avioli	Senior Planning, Neighborhood Housing & Community Development Department	Housing affordability specialist, with emphasis on calibrating and revising density bonus programs and analyzing affordability impacts.
Donna Galati	Planning Officer, Development Services Department	Plan review specialist, with particular emphasis on administrative process and site development regulations.

<b>Core Team (continued)</b>		
<b>Name</b>	<b>Position, Department</b>	<b>Role</b>
Lyndi Garwood	Senior Planner, Planning & Zoning Department	Urban planning and design generalist, with particular emphasis on parking, land use, and site development regulations.
Matt Hollon	Environmental Policy Program Manager, Watershed Protection Dept.	Watershed and environmental specialist, with particular emphasis on water quality and drainage regulations.
Laura Keating	Planner, Planning & Zoning Department.	Zoning specialist, with emphasis on mapping and housing capacity goals.
Lacy Patterson	Planner, Planning & Zoning Department.	Zoning and GIS specialist, with emphasis on mapping and compatibility standards.
Brydan McNeely	Consumer Services Manager, Development Services Department	Implementation and process specialist, with emphasis on interdepartmental coordination and ensuring that administrative procedures are sufficient to support the LDC Revision.
<p>— <b>Auxiliary Core Team</b>   Additional City staff, not listed here, to assist in content development on specific issues and ensure that perspectives of individual departments are considered. Includes the City Demographer as well as representatives of Austin Energy, Austin Water, Code Department, Equity Office, Historic Preservation Office, Public Works, Parks &amp; Recreation, and other affected departments.</p>		