

**ORDINANCE NO.**

**AN ORDINANCE AMENDING CHAPTER 25-1, ARTICLE 16 OF THE CITY CODE RELATING TO NEIGHBORHOOD PLAN AMENDMENTS.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

**PART 1.** City Code Chapter 25-1 (*General Requirements and Procedures*), Article 16 is amended to read:

***ARTICLE 16. NEIGHBORHOOD PLAN AMENDMENTS.***

**§ 25-1-801 DEFINITIONS.**

In this article:

- (1) DIRECTOR means the director of the Neighborhood Planning and Zoning Department.
- (2) NEIGHBORHOOD PLAN CONTACT TEAM means the individuals designated ~~[by the person involved in the development of a neighborhood plan]~~ to implement ~~[the]~~ an adopted neighborhood plan. ~~[The term includes a “neighborhood planning team”.]~~ The neighborhood plan contact team is a separate body apart from any existing or future neighborhood association.

**§ 25-1-802 DIRECTOR’S REVIEW OF NEIGHBORHOOD PLAN.**

The director shall conduct a general review of a neighborhood plan not earlier than five years after the adoption of the plan and may recommend amendments of a plan to the Planning Commission and council. The director shall include neighborhood stakeholder input in the review process.

**§ 25-1-803 INITIATION OF NEIGHBORHOOD PLAN AMENDMENT.**

A neighborhood plan amendment may be initiated by:

- (1) for an amendment regarding an individual property:
  - (a) the owner of the subject property;
  - (b) the council;

1 (c) the Planning Commission [~~planning commission~~];

2 (d) the director; or

3 (e) the neighborhood plan contact team for the planning area in which the  
4 property is located; or

5 (2) for an amendment regarding an area-wide or subdistrict-wide  
6 recommendation:

7 (a) the council;

8 (b) the Planning Commission [~~planning commission~~];

9 (c) the director; or

10 (d) the neighborhood plan contact team for the affected neighborhood plan  
11 area.

12 **§ 25-1-804 APPLICATION TO AMEND NEIGHBORHOOD PLAN.**

13 (A) A pre-application meeting between the director's staff and an applicant is  
14 required before the applicant may submit an application to amend a  
15 neighborhood plan to the director. At the meeting:

16 (1) the staff shall describe the application process to the applicant;

17 (2) the applicant shall describe the proposed neighborhood plan amendment to  
18 the staff;

19 (3) if the applicant is proposing a change to the future land use map, the  
20 applicant shall provide the staff with information regarding the proposed  
21 change, including the address, boundaries, acreage, current and proposed  
22 future land use map categories, and current and proposed uses; and

23 (4) if the applicant is proposing a text change, the applicant shall provide the  
24 proposed language and an explanation of the change.

25 (B) For an application regarding an individual property, [E]except as provided in  
26 Subsection (C):

27 (1) the director may accept an application to amend a neighborhood plan not  
28 earlier than one year after the adoption of the plan;

1 (2) after the one year anniversary of a plan adoption, the director may accept  
2 an application to amend a plan recommendation relating to an individual  
3 property not more frequently than once every 12 months; and

4 (3) an application may be filed only during the month established by the  
5 director under Section 25-1-809 [~~25-1-808~~] (*Map; Filing Dates*), unless:

6 (a) the application is submitted by a neighborhood plan contact team for  
7 the planning area in which the property is located; or

8 (b) a neighborhood plan contact team for the planning area in which the  
9 property is located has given written approval of the application.

10 (4) An applicant may not file an application for an amendment that is  
11 substantially the same as an application denied by council until after one  
12 year after the council action denying the prior application.

13 (C) The director may accept an application [~~to amend a neighborhood plan~~]  
14 regarding an individual property at a time other than as provided in Subsection  
15 (B) if the director determines that:

16 (1) prohibiting the filing would result in a hardship to the applicant, and the  
17 development proposed by the applicant will not adversely affect public  
18 health, safety, and welfare;

19 (2) a clerical error regarding the designated use of the subject property exists  
20 on the future land use map of the neighborhood plan or in the text of the  
21 plan;

22 [~~(3) the application is submitted by a neighborhood plan contact;~~]

23 [~~(4) the amendment allows the development of a S.M.A.R.T. Housing certified~~  
24 ~~project in which at least 40 percent of the proposed units are reasonably~~  
25 ~~priced; or]~~

26 (3)[~~(5)] the person submitting the application has received a letter from the~~  
27 ~~director of the appropriate City department stating that the project:~~

28 (a) is not subject to current City environmental regulations, but is  
29 proposed to be developed under current City environmental  
30 regulations;

31 (b) promotes the recruitment or retention of an employment center with  
32 100 or more employees; [~~or~~]

1 (c) is a S.M.A.R.T. Housing certified project in which at least 40 percent  
2 of the proposed units are reasonably priced as provided in Section 25-  
3 1-703 (C) and (D) (Program Requirements); or

4 (4) council has initiated the application.

5 (D) An applicant may appeal a decision of the director under Subsection (C)(1) to  
6 the Planning Commission [~~planning commission~~].

7 (E) For an area-wide or subdistrict-wide application:

8 (1) the director may accept an application to amend a neighborhood plan not  
9 earlier than two years after the adoption of the plan;

10 (2) the director may accept an application not earlier than two years after the  
11 most recent council action on the plan; and

12 (3) an application initiated by council may be filed at any time.

13 [~~(E) The director may accept an application to amend an area-wide or subdistrict-~~  
14 ~~wide recommendation not earlier than two years after the most recent Council~~  
15 ~~action on an area-wide or subdistrict-wide recommendation of a plan. An~~  
16 ~~application may be filed only during the month established by the director~~  
17 ~~under Section 25-1-808 (Map; Filing Dates).]~~

18 [~~(F) An applicant may not file an application for an amendment that is substantially~~  
19 ~~the same as an application denied by council until after one year after the~~  
20 ~~council action denying the prior application.]~~

21 **§ 25-1-805 EXPIRATION OF APPLICATION.**

22 (A) A neighborhood plan amendment application expires if the director does not  
23 schedule the application for a public hearing:

24 (1) by the Planning Commission before the 181st day after the date of filing;  
25 or

26 (2) by the Planning Commission or council before the 181st day after the date  
27 on which the Planning Commission or council grants an indefinite  
28 postponement of a scheduled public hearing.

29 (B) Except as provided in Subsection (D), a neighborhood plan amendment  
30 application expires if the council does not adopt an ordinance before the 361st  
31 day after council closes the public hearing on the application.

1 (C) Except as provided in Subsection (D), a neighborhood plan amendment  
2 application initially submitted before the effective date of this section expires  
3 180 days after the effective date of this section.

4 (D) An applicant may file one request with the director and one request with  
5 council to extend an application that will expire under Subsection (B) or  
6 Subsection (C). The request must be in writing, be filed before the application  
7 expires, state good cause for the extension, and be for not more than 180 days.

8  
9 **§ 25-1-806 [~~§ 25-1-805~~] NEIGHBORHOOD PLAN CONTACT TEAM.**

10 (A) The director shall initiate the formation of a neighborhood plan contact team.  
11 [The persons involved in a neighborhood plan shall designate a neighborhood  
12 plan contact team before the plan is submitted to council].

13 (B) [~~Among others as determined appropriate, †~~] The neighborhood plan contact  
14 team, at a minimum, shall to the greatest extent practicable include at least one  
15 representative from each of the following groups within a neighborhood plan  
16 area:

17 (1) property owners;

18 (2) residential renters [~~non-property owner residents~~];

19 (3) business owners; and

20 (4) neighborhood [associations] organization members owning or renting  
21 property within the neighborhood plan area.

22 (C) The neighborhood plan contact team shall annually submit a list of its officers  
23 and members, including individual contact information and applicable  
24 membership category under Section 25-1-806(B), to the director.

25 (D) [~~(C)~~] The neighborhood plan contact team shall annually submit bylaws to  
26 the director. The bylaws shall be based upon a standardized template provided  
27 by the director and shall address roles and responsibilities, boundaries,  
28 membership, decision-making, meetings and meeting notification, officers and  
29 duties, amendments to the bylaws, finances, and conflicts of interest [~~prepare~~  
30 ~~by laws that address operating procedures for the group, including~~  
31 ~~membership, meetings, notice procedures, and decision-making and voting~~  
32 ~~procedures~~].

1 (E) [~~D~~] Before the date on which the Planning Commission [~~planning~~  
2 ~~commission~~] is scheduled to consider a proposed neighborhood plan  
3 amendment, the neighborhood plan contact team may [~~shall~~] submit a letter to  
4 the director stating its recommendation on the proposed amendment. The  
5 neighborhood plan contact team shall also identify any conflict of interest as  
6 defined in the bylaws of the neighborhood plan contact team.

7 ~~(E) A member of a neighborhood plan contact team shall comply with the conflict~~  
8 ~~of interest provisions in this subsection.~~

9 ~~(1) A member may not participate in a decision of a neighborhood plan contact~~  
10 ~~team on a matter affecting a person, entity, or property in which the~~  
11 ~~member has a substantial interest.~~

12 ~~(a) “Substantial interest” and “substantial interest in real property” have the~~  
13 ~~meanings assigned by Section 2-7-2 (Definitions).~~

14 ~~(b) “Decision” includes a decision to file an application for a plan~~  
15 ~~amendment and a final recommendation on a proposed plan~~  
16 ~~amendment.~~

17 ~~(2) A member who has a substantial interest that disqualifies the member from~~  
18 ~~participating in a decision under Paragraph (1) shall submit a disclosure~~  
19 ~~statement to the director describing the substantial interest. The member~~  
20 ~~shall submit the disclosure statement when the neighborhood plan contact~~  
21 ~~team files an application for a plan amendment or a final recommendation~~  
22 ~~on a proposed plan amendment, as applicable.~~

23 **§ 25-1-807 [~~§ 25-1-806~~] NOTICE AND PUBLIC HEARING.**

24 (A) The director shall give notice of the filing of an application for a proposed  
25 neighborhood plan amendment under Section 25-1-133 (*Notice Of*  
26 *Applications And Administrative Decisions*).

27 (B) The director shall conduct a community meeting on a proposed neighborhood  
28 plan amendment prior to the date on which the Planning Commission is  
29 scheduled to consider the amendment. The director shall give notice of the  
30 meeting as prescribed under Section 25-1-132(A) (*Notice of Public Hearing*).

31 (C)[~~B~~] The Planning Commission [~~planning commission~~] and the council  
32 shall each hold a public hearing on a proposed neighborhood plan amendment.

33 (D)[~~C~~] This subsection prescribes notice for a public hearing on a proposed  
34 neighborhood plan amendment regarding an individual property.

- 1 (1) For a hearing before the Planning Commission [~~planning commission~~], the  
2 director shall give notice under Section 25-1-132(A) (*Notice Of Public*  
3 *Hearing*).
- 4 (2) For a hearing before council, the director shall give notice under Section  
5 25-1-132(B)(2) (*Notice Of Public Hearing*).
- 6 (3) The applicant is responsible for the cost of notice, unless the applicant is a  
7 neighborhood plan contact team. In that event, the City is responsible for  
8 the cost of notice.

9 (E)[~~(D)~~] This subsection prescribes notice for a public hearing on a proposed  
10 neighborhood plan amendment regarding an area-wide or subdistrict-wide  
11 recommendation.

- 12 (1) The director shall give notice of a public hearing before the Planning  
13 Commission [~~planning commission~~] or council to:
- 14 (a) each notice owner of property located within the proposed amendment  
15 boundaries [~~in the neighborhood plan area~~];
- 16 (b) each City of Austin utility account address within the proposed  
17 amendment boundaries [~~in the neighborhood plan area~~]; and
- 18 (c) each neighborhood plan contact team and registered neighborhood  
19 organization within the proposed amendment boundaries and within  
20 500 feet of the proposed amendment boundaries [~~association whose~~  
21 ~~boundaries include or are within 300 feet of a neighborhood plan~~  
22 ~~amendment area~~].
- 23 (2) The City is responsible for the cost of notice.

24 **§ 25-1-808 [~~§ 25-1-807~~] RECOMMENDATION CRITERIA.**

- 25 (A) The director may not recommend approval of a neighborhood plan amendment  
26 unless the requirements of Subsections (B) and (C) are satisfied.
- 27 (B) The applicant must demonstrate that:
- 28 (1) the proposed amendment is appropriate because of a mapping or textual  
29 error or omission made when the original plan was adopted or during  
30 subsequent amendments;
- 31 (2) the denial of the proposed amendment would jeopardize public health,  
32 safety, or welfare;

- 1 (3) the proposed amendment is appropriate:
- 2 (a) because of a material change in circumstances since the adoption of the
- 3 plan; and
- 4 (b) denial would result in a hardship to the applicant;
- 5 (4) the proposed project:
- 6 (a) provides environmental protection that is superior to the protection that
- 7 would otherwise be achieved under existing zoning and development
- 8 regulations; or
- 9 (b) promotes the recruitment or retention of an employment center with
- 10 100 or more employees;
- 11 (5) the proposed amendment is consistent with the goals and objectives of the
- 12 neighborhood plan; or
- 13 (6) the proposed amendment promotes additional S.M.A.R.T. Housing
- 14 opportunities.

15 (C) The applicant must demonstrate that:

16 [~~(1)~~] outreach has been conducted to the following groups:

17 (a) ~~neighborhood associations in the plan area;~~

18 (b) ~~the neighborhood plan contact team; and~~

19 (c) ~~property owners of land 300 feet or less from the subject property;]~~

20 (1)[~~(2)~~] the proposed amendment complies with applicable regulations and

21 standards established by Title 25 (*Land Development*), the objectives of

22 Chapter 25-2 (*Zoning*), and the purposes of the zoning district proposed for

23 the subject property; and

24 (2)[~~(3)~~] the proposed amendment is consistent with sound planning principles.

25 **§ 25-1-809 [~~§ 25-1-808~~] MAP; FILING DATES.**

26 The director shall establish a map designating the area of the City for which an

27 application to amend a neighborhood plan must be submitted in February and the area for

28 which an application must be submitted in July.

29 **PART 2.** This ordinance takes effect on \_\_\_\_\_, 2009.

**PASSED AND APPROVED**

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Lee Leffingwell  
Mayor

**APPROVED:** \_\_\_\_\_  
David Allan Smith  
City Attorney

**ATTEST:** \_\_\_\_\_  
Shirley A. Gentry  
City Clerk

Draft