



PLANNING
DEPARTMENT

C20-2024-024 Area Planning Process

Stevie Greathouse, Division Manager

March 25, 2025



Background

2005+

Neighborhood Plans (LDC 25-1, Article 16)
TOD Station Area Plans and Regulating Plans (LDC 25-2-766)
North Burnet Gateway Master Plan and Regulating Plan (LDC 25-2-767)
East Riverside Corridor Master Plan and Regulating Plan (LDC 25-2-768)

2022

City Council approved [Resolution No. 20221208-036](#), which initiated planning for the North Lamar and South Congress Transit Center station areas

2023

City Council approved [Resolution No. 20230309-016](#), which initiated code amendments necessary to support the implementation of the ETOD Policy Plan



Summary

- Amend Chapter 25-1 of the Land Development Code to add a new section that:
 - Specifies amendment process for geographically focused land use plans that do not already have a process defined
 - Provides cross-references to existing plan amendment processes
- Topics:
 - Initiation
 - Timelines and Notification
 - Required Community Meeting
 - Recommendation Criteria
- Based on 25-1, Article 16 Neighborhood Plan Amendments



Purpose

- Prepare for continued transition to new plan types
- Clarify amendment process and criteria
- Provide a path for property owners to initiate changes
- Ensure adequate public notice
- Ensure consistent processes where possible



Definitions

- Defines plans that will be covered by the amendment process—intent is to use this amendment process for station area plans, district plans, and other future plans that include a property-specific future land use map
- Defines Director



Who Can Initiate Amendments

- Property-specific amendment:
 - Property owner
 - Council
 - Planning Commission
 - Director

- Area-wide amendment:
 - Council
 - Planning Commission
 - Director

- Neighborhood Plan Contact Teams will not be able to initiate



Process and Timelines (Based on NPA Process)

- Pre-application meeting required between applicant and staff
- Applications may not be submitted less than one year after:
 - adoption
 - similar application denial
- Notice required, must meet requirements of LDC 25-1-132
- Community meeting required
- Expiration and process deadlines
- Recommendation criteria
- Neighborhood Plan Contact Team (NPCT) provisions from Article 16 will not be incorporated, but NPCTs would continue to receive notice and could participate as community organizations



Notice

- Notice required for:
 - Filing
 - Community Meeting
 - PC Hearing
 - Council Hearing

- Notice goes to:
 - Property Owners
 - Utility Account Holders
 - Registered Community Organizations
 - Within 500'

- Applicant responsible for cost of notice



Community Meeting

- Intent is for property owner/applicant to describe amendment to nearby property owners, residents, and interested neighborhood organizations and to receive feedback before the proposal moves forward to Planning Commission
- Meeting would be facilitated by City staff, similar to existing process for Neighborhood Plan Amendments



Recommendation Criteria

- Guides staff review of proposed plan amendments
- Based on existing NPA recommendation criteria
- Covers:
 - Errors and omissions
 - Public health, safety, welfare
 - Change of circumstances since adoption of plan
 - Environmental protection
 - Economic development
 - Housing opportunities
 - Overall goals and objectives of the plan
 - Comprehensive Plan Policies and sound planning principles



Business Processes/Case Management

- Changes to business processes would be needed to implement the new plan amendment process
- Business process changes will include:
 - Streamlining existing amendment processes
 - Identifying case managers/allocating staffing
 - Creating/revising AMANDA Folders
 - Making additional process improvements with an eye to future plan development



Timeline

- ✓ Process Code Amendment is part of a package of actions related to review and adoption of North Lamar and South Congress Transit Center Station Area Vision Plans
- ✓ Codes and Ordinances Joint Committee – February 19, 2025
- ✓ Planning Commission – March 25, 2025
- **City Council – April 24, 2025**



Recommendation

Approve proposed amendment to Land Development Code Chapter 25-1 related to creation of an Area Plan Amendment process and forward to City Council for their consideration.



Contact Us

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Thank You