



PLANNING
DEPARTMENT

C20-2023-020: Zoning Application Processes and Deadlines

Planning Commission

September 26, 2023

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Background

- In 2023, zoning staff have had to postpone numerous zoning applications due to record high case volume, complexity of cases, the need for continued interdepartmental review, and staff vacancies
- In response, City Council on June 8, 2023, initiated code amendments to create a six-month pilot program extending certain deadlines related to zoning and rezoning applications through [Resolution No. 20230608-078](#)



Description of Proposed Code Amendments

- Amendments to City Code Title 25-1 and 25-2 to create a six-month pilot program modifying certain deadlines related to zoning and rezoning applications and neighborhood plan amendment applications.
- Neighborhood plan amendment and rezoning and zoning applications are often submitted and approved concurrently, so to align the case types, certain neighborhood plan amendment deadlines are also proposed to be extended.



Summary of Proposed Code Amendments

Deadline Types	Section 25-2: Zoning & Rezoning Extensions	Section 25-1: Neighborhood Plan Amendment Extensions
1. Land Use Commission to hold a public hearing after an application is filed:	Change from 60 days (current) to 120 days (proposed)	Change from 90 days (current) to 120 days (proposed)
2. City Council to hold a public hearing after the Land Use Commission makes recommendation:	Change from 40 days (current) to 80 days (proposed)	Change from 40 days (current) to 80 days (proposed)
3. Application expiration if a Land Use Commission public hearing has not been scheduled:	Change from 181 days (current) to 362 days (proposed)	Change from 181 days (current) to 362 days (proposed)
4. Application expiration if the Land Use Commission or City Council grant an indefinite postponement:	Change from 181 days (current) to 362 days (proposed)	Change from 181 days (current) to 362 days (proposed)



Proposed 6-Month Pilot Program

- The Pilot Program expires after 6 months from commencement unless terminated earlier by City Council or Manager.
- City Manager is authorized to end the pilot program without additional Council approval.
- City Council can consider a potential 6-month extension prior to the expiration date in the Ordinance.



Staff Recommendation

- **Staff Recommendation: Recommended**
- Staff recommends the 6-month pilot program to modify certain deadlines for zoning and rezoning applications and neighborhood plan amendment applications.
- The proposed changes will:
 - Decrease the need for staff postponements, providing more predictability for applicants, commission members, Council, and community stakeholders
 - Mitigate the possible expiration of zoning applications for applicants that require additional review time
 - Align deadlines for zoning/rezoning applications and neighborhood plan amendment applications to allow for concurrent review and approval



Anticipated Timeline

- City Council – October 19, 2023



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Thank You