

CITY OF AUSTIN – DEVELOPMENT SERVICES DEPARTMENT
SITE PLAN APPLICATION – MASTER COMMENT REPORT



CASE NUMBER: SPC-2016-0368A
REVISION #: 00
CASE MANAGER: Nikki Hoelter
UPDATE: U3
PHONE #: 512-974-2863

PROJECT NAME: Didactia Preschool
LOCATION: 1507 HETHER ST W/BLDGS

SUBMITTAL DATE: May 30, 2017
REPORT DUE DATE: June 13, 2017
FINAL REPORT DATE: June 29, 2017
16 DAYS HAVE BEEN ADDED TO THE UPDATE DEADLINE

STAFF REPORT:

This report includes all staff comments received to date concerning your most recent site plan submittal. The comments may include requirements, recommendations, or information. The requirements in this report must be addressed by an updated site plan submittal.

The site plan will be approved when all requirements from each review discipline have been addressed. However, until this happens, your site plan is considered disapproved. Additional comments may be generated as a result of information or design changes provided in your update.

If you have any questions, problems, concerns, or if you require additional information about this report, please do not hesitate to contact your case manager at the phone number listed above or by writing to the City of Austin, Development Services Department, P.O. Box 1088, Austin, Texas 78767.

UPDATE DEADLINE (LDC 25-5-113):

It is the responsibility of the applicant or their agent to update this site plan application. **The final update to clear all comments must be submitted by the update deadline, which is September 10, 2017.** Otherwise, the application will automatically be denied. If this date falls on a weekend or City of Austin holiday, the next City of Austin workday will be the deadline.

UPDATE SUBMITTALS:

A formal update submittal is required. Please bring a copy of this report with you upon submittal to Intake. Updates may be submitted between 8:30 am and 4:00 pm. No appointment is necessary. Updates are now required to be submitted within a specific time period or the project will be considered inactive. A fee is required to return the project to active status and to submit a formal update. Additionally, updates beginning at the 4th (U4) require an update fee prior to submitting a formal update.

Please submit 3 copies of the plans and 3.0 copies of a letter that address each comment for distribution to the following reviewers. Clearly label information or packets with the reviewer's name if intended for a specific reviewer. **No distribution is required for the Planner 1 and only the letter is required for Austin Water Utility Development Services.**

REVIEWERS:

Planner 1 : Elsa Garza
Site Plan : Nikki Hoelter
Transportation Planning : Natalia Rodriguez
Fire For Site Plan : Tom Migl

Fire For Site Plan Review - Tom Migl - 512-974-0164

Please provide an AFD sign off on the cover sheet. Once AWU has provided their approval please contact this reviewer to schedule an appointment for final AFD review and sign off.

Site Plan Review - Nikki Hoelter - 512-974-2863

CONDITIONAL USE SITE PLAN

- SP 1. Daycare (general) and daycare (commercial) are conditional uses within the SF-3 zoning districts. The change of use will require the approval of a conditional use site plan permit by the Planning Commission.
All comments will need to be addressed before scheduling for the commission agenda.
An additional fee for public hearing notification fee will also be required at the time it's scheduled for the Planning Commission.
Up#1 & 2– Comment pending.
Up#3- The conditional use site plan will be scheduled for Planning Commission after all comments have been cleared.
- SP 2. Comment cleared.
- SP 4. Comment cleared.

ZONING REQUIREMENTS

- SP 5. Comment cleared.

SUBDIVISION REQUIREMENTS

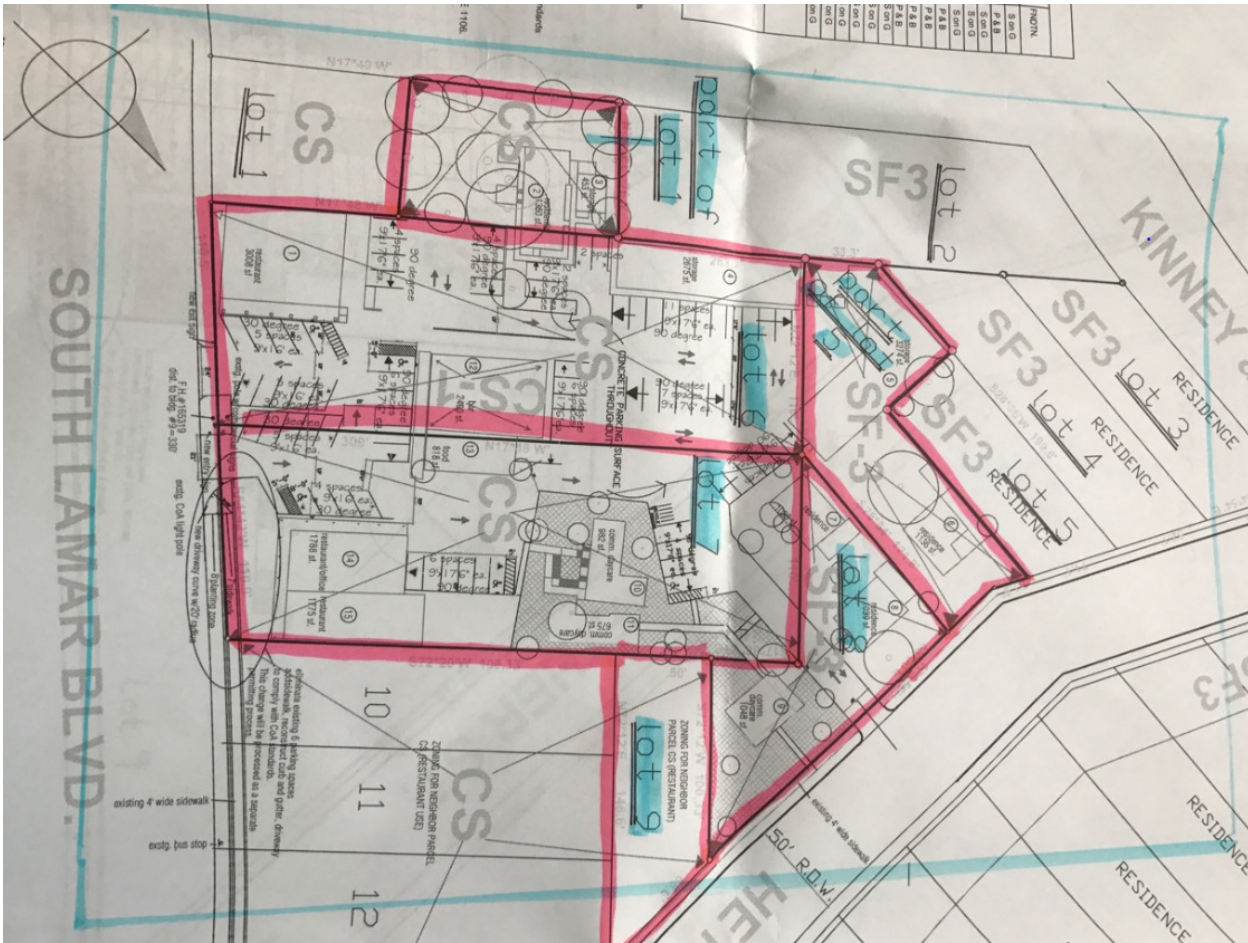
- SP 7. If the development is on more than one lot a Restrictive Covenant regarding Unified Development may be required to be executed. The document allows the development to encroach onto adjacent lots for the purpose of impervious cover, building coverage, joint access and parking.
Up# 1 – Comment not cleared, provide a clean copy of the document, which doesn't show an existing document number or information from another project. The document should be provided in a legible format, with an exhibit showing and labeling all lots being tied together with the document, as well as parking and joint access.
Up#2 – Comments specific to the legal document will be sent under separate cover, through email.

Up#3 –On the first sheet of the document under "Recitals", A should list the legal description as it's shown on the coversheet of the plan. How its currently shown is incorrect.

As shown in the screen shot, the exhibit should include the area within the blue highlighted area. The lots being tied together with document as highlighted in pink should be clearly shown on the exhibit.

(Highlight can be removed, only shown for clarification.)

DO NOT RECORD THE DOCUMENT until staff signs off and provides you back a copy of the signed document by staff and city legal.



SP 8. Comment cleared.

SP 9. A portion of the legal description appears to not be legal by approved plat or recorded subdivision, a Land Status Determination may be required to establish legal lot determination. Contact the Development Assistance Center, for more information. 505 Barton Springs Road, 1st floor, 512-974-2380

Up#1- Comment not cleared. Lots 1 and 9 appear to not be legal by approved plat because the lots are not in their same configuration when platted; a land status will be required for each lot.

Up#2 – A land status determination will also be required for Lot 9, unless after showing the boundary lines and bearing and distance its determined that the entirety of Lot 9 remains as a legally platted lot. This cannot be determined until the boundary lines with bearing and distance for Lot 9, and all other lots in this site plan are shown on the site plan.

Lot 1 is included in the land status determination C8I-2017-0054.

Lot 9 is not included in this land status determination.

Up#3 –Show the bearing and distance for the highlighted boundary lines. Please show ALL bearing and distance darker. (Highlight only shown for clarification, do not show highlight on plan.)



ADMINISTRATIVE REQUIREMENTS

SP 10. Comment cleared.

SP 11. In tabular format on the site plan sheet, show the following site information:

- total site area
- zoning
- gross floor area for each building (in sq. ft. and percentage)
- total gross floor area (in sq. ft. and percentage)
- building coverage (in sq. ft. and percentage)
- impervious cover (in sq. ft. and percentage)
- floor-to-area ratio (expressed as a ratio)
- building height (in stories and feet)
- foundation type

Up#1 – The boundaries of all existing zoning districts on the site will need to be made more clear.

Provide the FAR in a ratio format. Provide the square footage of each use within the table.

Up#2 – The information remains unclear.

Up#3 – Please confirm the square footage of the daycare is 2705 square feet?

Please verify the existing impervious cover for the SF-3 portion of the properties, and show as a percent and in square feet.

SP 13. Provide tax certificates for Lots 5 and 6.

UP#1 – Comment not cleared, the exhibit provided as noted in the response letter is a plat; please submit tax certificates to verify ownership of the lots.

Up# 2 – Provide tax certificates for Lot 1 and Lot 9. The tax certificates provided with this update cover the other lots.

Up#3 – The remaining tax certificated needed is for Lot 1; please provide.

Transportation Planning - Natalia Rodriguez - 512-974-3099

ACCESSIBILITY

TR4. Accessible routes within the boundary of the site must be provided from public transportation stops, accessible parking and passenger loading zones, and public streets or sidewalks to the accessible building entrance they serve. [IBC1104.1]. Provide accessible routes in accordance with TAS standards. Include the accessible route along the sidewalk within the right-of-way.
U3: Comment not cleared. It does not appear that the accessible route has been shown. Please show the route as a dotted or dashed line with a symbol or callout.

TR5. *U3: Comment cleared. The spaces have been dimensioned.*

PARKING

TR20. Clarify if a joint use access easement or UDA with joint use access easement has already been recorded. If not a joint use access easement is required to be recorded in the County deed records. TCM, 5.3.1.H. Contact the transportation reviewer for a sample form. Submit a draft copy of each applicable agreement for approval prior to execution and recording. The agreement must include a clause stating that amendment or termination is allowed only with approval of the Director of the Development Services Department.
U3: Comment not cleared. Please provide the information shown on Sheet 3 as an exhibit on 8 ½ X 11 page for the UDA. Additionally, provide the UDA document for review.

TR21. Currently the parking is not located on the same site as the proposed building. Please provide the recorded Unified Development Agreement (with reciprocal parking) that was recorded with the City or an off-site parking permit is required.
U3: Comment not cleared. Please provide the UDA for review. Include reciprocal parking within the document.

TR22. Revise the parking table to show the proposed land uses, the floor area in square feet for each land use, the parking ratio, the number of parking spaces required by type, and the number of parking spaces proposed by type (standard, compact, handicapped, bicycle, loading, etc.). Include the single family detached homes within the parking table. LDC, 25-6-472, Appendix A.
U3: Comment not cleared. Please revise the following within the table. Please provide the table for review prior to resubmittal.

- **For buildings 1, 12, 14, and 15 clarify if the office use is an accessory use. If not, provide additional lines with square footage, parking ratio, and required parking. Each line should be one use and ratio. Separate the uses.**
- **Revise the restaurant uses to comply with Appendix A (i.e. either 1 space per 100 sq.ft. or per 75 sq.ft.)**
- **Revise the residential uses to SF Residential, or MF Residential, etc. Revise the ratio to comply with Appendix A residential uses.**
- **Revise the storage use (indoor or outdoor storage) and revise the ratio.**
- **Identify the number of employees within the table for commercial daycare.**
- **“Bar” and “Food” uses are not within Appendix A. Please revise the use and ratio.**
- **Provide the Land Development Code citation for 20% parking reeducation within the table.**

- TR23. All parking must be provided in accordance with design and construction standards of the Transportation Criteria Manual. LDC, 25-6-563; TCM, Table 9-1. Show dimensions for: stall width, depth of stall 90 degrees to aisle, aisle width, width of stall parallel to aisle, module width, angle of parking stalls.
U3: Comment not cleared. Please enlarge the dimensions for the drive aisle widths.
- TR24. Identify the location of bicycle parking on the site plan, note the number of spaces to be provided, and show a detail of the bike rack (City of Austin standard detail #710S-1 or S-2, approved 2012). The minimum requirement is 5% of the motor vehicle spaces prior to reductions, or 5 spaces whichever is greater, LDC, 25-6-476, Appendix A. TCM, 9.2.0, #11.
U3: Comment not cleared. Clarify why 15% bicycle parking is proposed. The required bicycle parking is 5% of the required parking, or 5 spaces, whichever is greater. Please revise the table.

RIGHT-OF-WAY

- TR27. Show the existing right-of-way and pavement width for South Lamar and Hether Street.
U3: Comment not cleared. Staff could not locate the pavement width for Hether Street and South Lamar. Please provide the dimensions.

MISCELLANEOUS

- TR30. *U3: Comment cleared. The information has been shown.*

Additional Comments with Update 1 changes:

- TR31. One-way driveways separated by more than 15 feet (measured from edge to edge) must be signed for one-way operation. TCM, 5.3.1.D Indicate the location of one-way signs on the site plan and indicate that they shall be provided to City of Austin standards under a separate permit.
U3: Comment not cleared. Please provide a callout that the signs (and other proposals) will be provided under a separate permit.
- TR32. *U2: Comment cleared. The driveways are 24 ft. and 21 ft. and have been dimensioned.*
- TR33. Dimension the driveway curb return radii on site plan. The curb return radii must be between 20 feet and 30 feet. TCM, Table 5-2.
U3: Comment not cleared. Please enlarge the dimension. It is very difficult to read the dimension.
- TR34. Additional comments may be provided as a result of information or design changes provided in your update.

Planner 1 Review - Elsa Garza - 512-974-2308

THE FOLLOWING COMMENTS APPLY PRIOR TO THE RELEASE OF THE SITE DEVELOPMENT PERMIT.

- P1. FYI – An appointment is required in order to receive the site development permit. The permit will be released after the flash drive has been submitted with the Intake Staff and the site plan approval blocks have been finished. Contact the Planner I listed above to set up an appointment to receive the site plan permit.
- P2. FYI – Fill out the Site Plan Approval blocks with the following information in **bold**.
- **Sheet numbers**
 - File number: **SPC-2016-0368A**
 - Application date: **August 8, 2016**
 - (if the case is approved by Commission) Under Section **142** of Chapter **25-5** of the City of Austin Code

- Case Manager: **Nikki Hoelter**
- Zoning: **Please Add the Zoning on the mylars.**

If the Site Plan Approval Blocks are not filled out, the applicant will need to make an appointment to fill them out by hand. If the applicant wishes the Planner 1 to fill them out, there could be a delay in receiving the site development permit.

P3. FYI – FLASH DRIVE REQUIREMENT

All applications submitted for completeness check after 5/10/10 for Administrative Site Plan Revision, Consolidated Site Plan, Non-Consolidated Site Plan, CIP Streets and Drainage, Major Drainage/Regional Detention, and Subdivision Construction Plans will require the additional items listed in Exhibit VII of the application packet on a USB flash drive prior to release of permit. The flash drive must be taken directly to the Intake Department by the applicant after site plan approval. For more information, contact the Intake Staff.

End of Report