

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



CASE NUMBER: SP-2016-0481C  
REVISION #: 00  
CASE MANAGER: Michael Simmons-Smith  
UPDATE: U3  
PHONE #: 512-974-1225

PROJECT NAME: Bouldin Creek Commons  
LOCATION: 2043 South Lamar Blvd

SUBMITTAL DATE: September 5, 2017  
REPORT DUE DATE: September 19, 2017  
FINAL REPORT DATE: September 25, 2017  
6 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 December 3, 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 4<sup>th</sup> (U4) require an update fee prior to submitting a formal update.**

**Please submit 9 copies of the plans and 10.0 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 : Ramon Rezvanipour  
Electric : Karen Palacios  
AW Pipeline Engineering : Daniel Lofton  
Drainage Construction : David Marquez  
Environmental : Jonathan Garner  
Fire For Site Plan : James Reeves  
Flood Plain : Hanh Thai  
Site Plan : George Zapalac  
R.O.W. : Reza Sedghy  
Transportation Planning : Katie Wettick  
AW Utility Development Services : Neil Kepple  
Water Quality : David Marquez

- EL 2. **Fifteen foot electric and telecommunications easement** requested adjacent to East Oltorf Street and South Lamar Boulevard, to be dedicated by separate instrument. Contact this reviewer to **discuss. Show easement on the site plan.**

**Update 1:** Comment stands.

**Update 2:** - Comment clear. **\*Noted on site plan**

The **Fifteen foot aerial electric distribution, aerial electric telecommunications, and aerial electric fiber easement** is requested adjacent to South Lamar Boulevard, to be dedicated by separate instrument. Contact this reviewer to **discuss. Show the easement on the site plan with the appropriate recording information.** \*

**Update 2 - Revisions to site plan.**

An additional electric easement on the north ROW of East Oltorf Street will be required to for the proposed the three phase transformer, along the south property line. This easement will be dedicated by separate instrument –

The panhandle portion of Phase 2, which faces South Lamar, will need to be revised for electric service, which will need to accommodate additional electric facilities to serve your development so they meet our (AE) clearance criteria.

Please revise water meter location to be outside of the 15' aerial easement on South Lamar Blvd. Please plan on allocating area for a secondary riser to be installed within the Phase 2 portion of your plan, which will need to meet said clearances and will require a second electric easement.

**Show both easements on the site plan with the appropriate recording information.** \*

Please contact **Christine Esparza**, Public Involvement - Real Estate Agent for Austin Energy for the easement dedications at 512-322-6112 or [Christine.Esparza@austinenergy.com](mailto:Christine.Esparza@austinenergy.com)

**UPDATE 3: The field notes will need to be submitted to the agent Christine Esparza, 512-322-6112 to start the process. Once the field notes are given to her I can clear AE comments for this site plan.**

Release of this application does not constitute a verification of all data, information, and calculations supplied by the applicant. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not the application is reviewed for code compliance by city engineers.

- DC 1. Comment cleared
- DC 2. A drainage easement will be required to contain the 100-year floodplain. This comment will be cleared once the floodplain reviewer's comments are cleared regarding floodplain and a drainage easement is dedicated. U1- Plans were not distributed to me and I borrowed a set. Please resend the drainage easement document to begin the dedication process. **U2- Comment pending approval. U3- Per comment response, comment pending.**
- DC 3. The detention pond appears to use underground detention and will need to follow applicable sections of ECM 1.6.2E. This includes a restrictive covenant. Contact this reviewer if you need the subsurface pond RC document. U1- Clearly show details of where the deck will start and end to demonstrate that the ponds have enough space for access and will not need a restrictive covenant. U2- Pending comment pending approval of legal document. **U3- Per comment response, comment pending.**
- DC 4. - DC 12. Comment cleared

DC 13. There was a UDA included in the submittal. The drainage portion of the UDA will begin once the model, the dam and the deck comments are addressed to a point that ensures the size and location of pond is sufficient. U2 - Comment pending legal approval. **U3 - Per comment response, comment pending.**

Transportation Planning - Katie Wettick - 512-974-3529

### **TRAFFIC IMPACT ANALYSIS**

TR 1. Comment cleared.

TR 2. Please post \$300,000 towards the identified improvements listed in the TIA.  
**U1/U2/U3: Comment not cleared.**

TR 3. Comment cleared. Per email dated 9/12/17, ATD approved site plan layout.

TR 4. – TR 18. Comments cleared.

TR 19. – TR 23. Comments cleared. Per email dated 9/12/17, ATD approved site plan layout which includes location and dimensions of driveways.

TR 24. -TR 30. Comments cleared.

### **CORE TRANSIT CORRIDOR**

TR 31. As the sidewalk along South Lamar extends into private property a sidewalk easement is required. U1: Comment not cleared. No exhibit was submitted with the draft easement. Please include full easement with next submittal or provide in email to this reviewer. Be sure to include an additional 2' for maintenance purposes.  
**U2/U3: Comment not cleared. Pending recorded document.**

TR 32. Comment cleared; AEC approved.

TR 33. – TR 38. Comments cleared.

TR 39. Comment cleared. Maneuverability template was received showing trucks turning into the open space adjacent to the garage to maneuver in and out of the loading spaces.

TR 40. – TR 45. Comments cleared.

TR 46. Comment cleared. Access easement is per Austin Water.

TR 47. Please revise parking table to show 2 loading spaces are required and revised “70% required parking” to “80% required parking.”  
**U3: Comment not cleared. Please show 2 required loading spaces in parking table.**

### **PARKING REDUCTIONS FOR PROJECTS PARTICIPATING IN A CAR SHARING PROGRAM**

TR 48. Under LDC 25-6-478, the Director of the Development Services Department may reduce the total parking requirement for projects participating in a car sharing program. The Director shall determine whether the program complies with the requirements and provide reasons for approval and disapproval.  
**U3: Comment not cleared. Please provide car sharing service contract.**

TR 49. Comment cleared.

### **NEW COMMENT U3**

TR 50. Based on conversations between Urban Design and ATD regarding coordination with the S. Lamar Corridor Plan, please add note on site plan that a fee in lieu of planting street trees will be required at time of building permit.

EV 1. – EV 21. Cleared.

EV 22. Provide a fiscal estimate for erosion/sedimentation controls and revegetation based on Appendix S-1 of the Environmental Criteria Manual. For sites with an LOC greater than one acre, the fiscal estimate must include a \$3000 per acre of LOC clean-up fee. The approved amount must be posted with the City prior to permit/site plan approval. [LDC 25-8-186, ECM 1.2.1, ECM Appendix S-1]

**Update 1** Comment pending.

**Update 2** The ESC fiscal estimate is approved. This comment is pending posting of ESC fiscal surety. Please note that fiscal surety is accepted during the following hours:

**Monday – Thursday 8:00 – 11:30 a.m. & 1:00 – 3:30 p.m., and Friday 8:00 – 11:30 a.m.**

**This comment will clear once this reviewer is provided a receipt of payment.**

**Update 3** Comment pending.

EV 23. Cleared.

EV 24. Payment of the landscape inspection fee is required prior to permit/site plan approval. Please obtain the invoice at Intake on the fourth floor. For questions regarding landscape fee amount, please call 512-974-6338. Payment of the fee is made at the first floor Cashier's Window. Upon payment, please notify the environmental reviewer.

**Update 1** Comment pending.

**Update 2** This comment will clear once this Reviewer is provided a receipt of payment.

**Update 3** Comment pending.

EV 25. – EV 30. Cleared

EV 31. This comment pending approval of a license agreement for work in the R.O.W. Please provide this reviewer a copy of this license agreement. [Contact Andy Halm at 974-7185 – use for Great Streets].

**Update 1** Comment pending.

**Update 2** Comment pending. This comment can be cleared through informal review by emailing this Reviewer a copy of the approved license agreement.

**Update 3** Comment pending.

EV 32. – EV 38. Cleared.

FP 1. **U3: awaiting easement recordation.** U2: pending. A pdf file of easement document number may be emailed to reviewer. U1: pending. This comment will be cleared once easement has been dedicated and recorded. The drainage reviewer will assist the applicant with this process. U0: Please dedicate easement to contain the limits of FEMA and the City of Austin fully developed 100-year floodplain.

FP 2. U3: awaiting easement recordation. U2: ditto. **U1: ditto.** U0: Please clearly delineate and label easement and easement document number on applicable sheets.

FP 3. **U1: cleared.** U0: Please show finished floor elevations of buildings adjacent to floodplain.

FP 4. U2: cleared. U1: More comments may be added on subsequent submittals.

FR 1. This project appears to be on two lots. Provide a copy of the easement or UDA.

- FR 2. The riser rooms have been omitted from the plans. Riser room must be shown, otherwise a post indicator valve in the underground lead-in will be required. A wall post indicator valve will be accepted as an alternate.
- FR 3. The hydrant locations have changed and they appear to be too close to the building.

Site Plan Review - George Zapalac - 512-974-6335

Record a Unified Development Agreement (UDA) that clearly ties these lots together for the construction, use, and maintenance of the stormwater facilities. If necessary, this reviewer will coordinate with the Legal Department for review and approval. For any legal document questions, please contact Annette Bogusch, the Legal Liaison at 974-6483.

**Update #1-3 – This comment will remain until the UDA has been approved and recorded. David Marquez, the Drainage Construction Engineering reviewer for this case, will be your primary Land Use Review contact for this matter.**

- SP 9. Place the following note on the cover sheet and site plan sheet: “This site is composed of \_\_\_ lots, and has been approved as one cohesive development as Document No. \_\_\_\_\_. If portions of the lots are sold, application for subdivision and site plan approval may be required”. Once recorded, add the document number for the UDA to the note.

**Update #1 – It appears that this development consists of five (5) legal lots. Please revise the note accordingly, as it now reads “six lots”.**

**Update #2-3 – Thank you for the clarification. Please add the document number for the UDA after it is recorded.**

- SP 11. Confirm that all existing and future dedicated easements, including joint access, drainage, conservation, utility, communications, etc. have been depicted on the plans. Indicate volume/page, document number, or dedication by plat.

**Update #1-3 – This comment will remain until all proposed easements have been shown on the site plan along with the document numbers.**

SP 12. Comment cleared.

SP 16. Comment cleared.

SP 21. Comment cleared.

SP 22. Comment cleared.

SP 35. Comment cleared.

- SP 37. If any vertical improvements are planned for the right-of-way, such as trees, furniture, or irrigation, a license agreement is required. Please contact Andy Halm with Real Estate Services at 974-7185.

**Update #1-3 – This comment will remain until the license agreement has been approved.**

- SP 38. FLASH DRIVE REQUIREMENT - All applications submitted for completeness check 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 Division by the applicant after site plan approval. For more information, contact the Intake Staff.

**Update #1-3 – This comment will remain for informational purposes.**

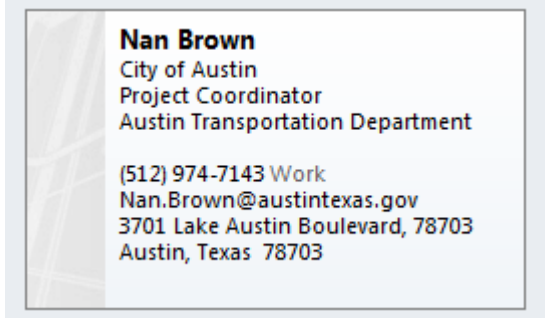
R.O.W. Review - Reza Sedghy - 512-974-7912

**INFORMAL UPDATE 9-15-2017**

**ROW 1 All utilities must be approved prior to ROW.**

**ROW 2 AULCC is pending (UCC-170601-03-01). Pending comments: AEU, TGS. Please provide updated AULCC Minutes for clearance.**

**FYI. DAPCZ Coordination is required. Please contact Nan Brown**



Approval for this Site Plan is related to the plans received in this update. All revisions required to satisfy any other reviewer's comments, must not affect construction in the ROW. If revisions to this plan require changes to any elements or proposed construction within the Right-of-Way, a formal review by ATD- ROW and ATD-Traffic Control will be required.

**Please note:**

1. Approval of Site Plan does **not** permit any work in the Right-of-Way to be conducted without approved permit:
  - a. Excavations for utilities require an Excavation Permit (EX)
  - b. Driveways and Concrete work require a Driveway/Sidewalk Permit (DS)
  - c. Traffic Control and Pedestrian protection require a Temporary Use of Right-of-Way Permit (TURP)
  - d. All other permits such as Building Permit (BP) must be approved before use of the ROW will be allowed
2. Approved set of plans must be submitted to ROW Management before Excavation permits will be approved. Please deliver to:

Isaiah Lewallen  
3701 Lake Austin Blvd. Austin TX 78703  
([Isaiah.Lewallen@austintexas.gov](mailto:Isaiah.Lewallen@austintexas.gov)) 512-974-1479

3. Development Services inspection fees must be paid and recorded, and DSD inspector assigned to job **before excavation permit can be issued**. Contact [Stephen.Castleberry@austintexas.gov](mailto:Stephen.Castleberry@austintexas.gov)
4. If License Agreements or Encroachment Agreements are required all agreements must be approved and recorded before ROW permits can be approved. This also includes:
  - a. All Plan Revisions/Corrections be submitted and approved
  - b. All updated engineering estimates for any plan revision/correction be submitted to Development Services
5. Coordinate with Austin Center for Events ([Betty.Torres@austintexas.gov](mailto:Betty.Torres@austintexas.gov)), Public Works Department, and any other projects identified as conflict at time of permitting
6. Most ROW permits can be applied for online at: <http://www.austintexas.gov/rowman>

Water Quality Review - David Marquez - 512-974-3389

Comments cleared

AW Utility Development Services - Neil Kepple - 512-972-0077

WW 1. The review comments will be satisfied once Pipeline Engineering has approved water and wastewater utility plan. For plan review status, contact Daniel Lofton with Pipeline Engineering at 972-0235.

Red-lined comments have been provided on the plans submitted to the Development Service Department.

The red-lined plans are ready to be picked up at Waller Creek Center, 625 E. 10<sup>th</sup> Street, Suite #300, Austin, 78701.

The applicant is responsible for submitting the red-lined plans along with the updated revised plan set to the Development Services Department as part of the formal update submittal process. **The applicant shall provide a response to all questions and comments on the red line plans provided from the reviewer.** If the red-lined plans are not submitted with the formal update, the formal update will not be accepted for review by the Development Services Department. Please be advised that additional comments may be generated as update information is reviewed. If an update has been rejected, reviewers are not able to clear comments based on phone calls, emails, or meetings, but must receive formal updates in order to confirm positive plan set changes.

**Effective on January 30, 2017**, as part of the completeness check review, Austin Water will **require an e-mail or letter submitted with the plans** from the Engineer of Record indicating that information about existing and proposed utilities has been incorporated into the design of the water and/or wastewater utility infrastructure. While the City's Utilities Criteria Manual already requires existing and proposed utilities to be shown on construction plans, adherence to such will be more closely reviewed in order to reduce the number of plan reviews for a project.

Planner 1 Review – Ramon Rezvanipour – 512-974-3124

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

- P 1. 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 Planner I listed above to set up an appointment to receive site plan permit.
- P 2. FYI – Fill out the Site Plan Approval blocks with the following information in **bold**.
- **Sheet numbers**
  - File number: **SP-2016-0481C**
  - Application date: **10/14/2016**
  - Under Section **112** of Chapter **25-5** of the City of Austin Code
  - Case Manager: **Michael Simmons-Smith**
  - Zoning: **Please add zoning**

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.

- P 3. 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.