

**City of Austin**  
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**MEETING MINUTES**  
**AUSTIN CITY PLANNING COMMISSION**  
**TUESDAY, JANUARY 11<sup>TH</sup>, 2022**  
**AUSTIN CITY COUNCIL CHAMBERS**  
**5:30 PM**

**COMMISSIONERS PRESENT:** **Melissa Swenson, Aaron Stewart, Jay Lutz, Andrew Klenner, Bradley Lindberg, Megan Burroughs**

**COMMISSIONERS ABSENT:** **Jana Norman, Rita Srock, Karem Salas Ramirez**

**OTHERS PRESENT:** Planning & Zoning Administrator Holly Wallace, Craig Byram

Commissioner Swenson called meeting to order at 5:30 pm and asked if all commissioners had a chance to review the minutes from the Tuesday October 12th, 2021 meeting.

Commissioner Swenson orders Roll Call.

Lutz – Aye  
Klenner – Aye  
Lindberg - Aye  
Stewart – Aye  
Burroughs – Aye  
Swenson- Aye

Ayes – 6 Nays – 0

Commissioner Lutz motioned to approve the October 12<sup>th</sup> 2021 minutes. Commissioner Lindberg seconded. All in favor, none opposed. Roll Call below. Motion carried.

Lutz – Aye  
Klenner – Aye  
Lindberg – Aye  
Stewart – Aye  
Burroughs – Aye  
Swenson- Aye

Ayes – 6 Nays – 0

**OPEN PUBLIC HEARING:** To consider a petition from Gregory Hovland at 800 38<sup>th</sup> Ave NE for a variance from City Code Section 11.01 Subd.1 limiting the total aggregate area of all "accessory" structures to 1,584 sq ft for properties over one acre in an "R-1" Residential district.

Holly Wallace went over the petition and referred to the ordinance in an R-1 district. The petitioner is requesting a 40x60 ft shed to be installed. Petitioner will exceed the maximum sq ft coverage for accessory structures in an R-1 district with a lot size over 1 acre. The petitioners lot size is approximately 1.4 acres.

If approved the petitioner will have a total of 8% lot coverage.

Commissioner Lindberg questioned the petitioners' combined parcels on the ariel photo.

Holly Wallace clarified the property boundaries on the GIS map.

Ms. Wallace went over the variance requirements.

Commissioner Burroughs questioned what building material will be used.

Greg Hovland spoke to the structure, describing steel vertical siding and a steel roof, matching other sheds in the neighborhood. There is already a partial in drive and culvert where the entrance of the shed will be.

Commissioner Stewart questioned if there was any neighborhood feedback.

The city mailed notice to all surrounding neighbors with no objection received.

Commissioner Lindberg made a motion to recommend approval for the variance to the City Council. Commissioner Klenner seconded. All in favor, none opposed. Roll Call below. Motion carried.

Lutz – Aye  
Klenner – Aye  
Lindberg - Aye  
Stewart – Aye  
Burroughs – Aye  
Swenson- Aye

Ayes – 6 Nays – 0

**OPEN PUBLIC HEARING:** To accept input text amendments to numerous chapters and sections of the city code. The city is proposing to repeal the existing Chapter 11 Zoning Regulation and Chapter 13 Subdivision Regulation and replace them with a new Zoning Ordinance.

Holly Wallace introduces our guest Eric Zweber and goes over the objective of the zoning code update.

Eric provided a power point giving information regarding the update project timeline, purpose, UDC general provisions, zoning districts, eliminating B-1 district, use & use standards, development standards, subdivisions, administration and procedures, definitions, and the zoning map.

Mailings were sent out to 8 owners of the 14 properties affected by eliminating the B-1 district with no response.

Zweber opened for questions.

Commissioner Lutz questioned the ability for administrative lot splitting, platting, and the minor subdivision process expressing concern that neighbors will not have a chance to have their voice heard if the public hearing does not take place.

Zweber went over the differences in the state statute between platting and a minor subdivision.

Holly Wallace advised the commissioners that the city would still have input on these processes as well as City Council.

Commissioner Lutz still had concerns about neighboring properties if one of these situations could take place without a public hearing.

Eric Zweber recommended that commissioner Lutz add that in his recommendation to council regarding the update.

Holly Wallace went over a few examples of simple changes and the city trying to not create hurdles for minor changes.

Craig Byram added that administrative lot splits have been occurring in Austin forever, people sell pieces of their land for other people to build on them. A quick claim deed is filed and the city does not become aware of it until the building permit process starts. This ordinance will give more define structure to the process and requirements without taking away from citizen input. This update meets all of the legal requirements for public hearings.

Swenson asked if anyone of the public was present or had any questions with no response.

Commissioner Stewart motioned to recommend to council to adopt the UDC as presented. Commissioner Burroughs seconded that motion. 5 in favor, 1 opposed. Roll Call below. Majority Vote. Motion carried.

Lutz – Nay  
Klenner - Aye  
Lindberg – Aye  
Stewart – Aye  
Burroughs - Aye  
Swenson - Aye

Ayes – 5 Nays – 1

**DISCUSSION:** Holly Wallace mentioned that it is time to pick a new chair and vice chair position asking the commissioners to consider taking the position and to get in touch with her prior to the next Planning Commission meeting.

Commissioner Burroughs motioned to adjourn. Commissioner Stewart seconds. All in favor, none opposed. Roll call below. Motion carried.

Lutz – Aye  
Klenner – Aye  
Lindberg - Aye  
Stewart – Aye  
Burroughs – Aye  
Swenson - Aye

Ayes – 6 Nays – 0

Meeting adjourned at 6:30 pm.