

CITY OF AUSTIN – PLANNING AND DEVELOPMENT REVIEW DEPARTMENT  
SUBDIVISION APPLICATION – MASTER COMMENT REPORT



CASE NUMBER: C8-2017-0124.1A  
REVISION #: 00  
CASE MANAGER: Don Perryman  
UPDATE: U0  
PHONE #: 512-974-2786

PROJECT NAME: Lightfield (W/R C8-2016-0100.1A)  
LOCATION: 4902 Lott Avenue

SUBMITTAL DATE: July 7, 2017  
REPORT DUE DATE: August 4, 2017  
FINAL REPORT DATE: September 7, 2017  
34 DAYS HAVE BEEN ADDED TO THE UPDATE DEADLINE

**STAFF REPORT:**

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

The subdivision application will be approved when all requirements from each review discipline have been addressed. However, until this happens, your application 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, Watershed Protection and Development Review Department, P.O. Box 1088, Austin, Texas 78704.

**UPDATE DEADLINE (LDC 25-4-56; 25-4-82):**

It is the responsibility of the applicant or his/her agent to update this subdivision application. **The final update to clear all comments must be submitted by the update deadline, which is June 28, 2018.** 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.

**EXTENSION OF UPDATE DEADLINE (LDC 25-1-88):**

You may request an extension to the update deadline by submitting a written justification to your case manager on or before the update deadline. Extensions may be granted for good cause at the Director's discretion.

**UPDATE SUBMITTALS:**

**A formal update submittal is required. You must make an appointment with the Intake Staff (512-974-2689) to submit the update. Please bring a copy of this report with you upon submittal to Intake.**

**Please submit 8.0 of the plans and 8.0 copies of a letter** that address each comment for distribution to the following reviewers. Clearly label information or packets with the reviewer's name that are intended for specific reviewers. **No distribution is required for the Planner 1.**

**REVIEWERS:**

Planner 1 : Ramon Rezvanipour  
911 Addressing : Cathy Winfrey  
Drainage Engineering : Danielle Guevara  
Heritage Tree Review : Patti Dodson  
Environmental : Taylor Horton  
PARD / Planning & Design : Jackie Chuter  
Subdivision : Don Perryman  
Transportation Planning : Natalia Rodriguez  
AW Utility Development Services : Bradley Barron  
Water Quality : Danielle Guevara

Electric Review - Karen Palacios - 512-322-6110

- EL 1. Owner/Developer is responsible for the cost and installation of street lights for the development. This amount shall be determined when the electric facilities to power this project are designed and will be charged as part of the electric design.
- EL 2. Any **relocation** of electric facilities shall be at landowner's/developer's expense.
- EL 3. At the time of electric design you will need to contact **Darren Vicknair at ph. 512-505-7636. Darren** is the initial Austin Energy contact person for electric service design. Provide a point-of-service for your project, as well as the projected load required for service, with completed ESPA form with case number. (Informational)

911 Addressing Review - Cathy Winfrey - 512-974-2398

- AD 1. The location and spelling of the labels for LIGHTFIELD LN, TANNEHILL ST, LOTT AVE, NICKOLS AVE and MASON AVE are located and spelled correctly.
- AD 2. Addressing rejects this plat for the following reason.
- AD 3. A label is required for the portion of MASON AVE that is to be dedicated on this plat.

Drainage Engineering Review - Danielle Guevara - 512-974-3011

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.

The following comments are continued from C8-2016-0100.1A:

- DE 1. Fiscal arrangements are required for street, detention, sidewalk, drainage, restoration, erosion controls, water quality ponds, and boundary street improvements [LDC 25-1-112]. Remember to include fiscal for sidewalks located next to greenbelts, open spaces, landscape areas, drainage easements, etc. Once approved, a percentage of this total estimate is due prior to approval of the final plat. The remainder will be collected at the construction or site plan stage. A fiscal estimate will be prepared pending receipt of additional information. Engineer's construction cost estimate for determining fees and fiscal requirements is requested.
- DE 2. Approval of the preliminary plan required prior to approval of final plat [LDC 25-4-51].

Heritage Tree Review - Patti Dodson - 512-974-9371

- HT 1. Please provide a tree survey for trees 19" and greater in diameter.

Environmental Review - Taylor Horton - 512-974-1218

*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.*

- EV 1. The following Environmental Commission Variances are possibly required (based on responses to comments):
- Construction in the CWQZ
  - SF lot less than 5750 square feet that has a CWQZ
  - CEF setback reduced to less than 50 feet; contact ERM
  - CEF located on a SF lot
- EV 2. Environmental variance package preparation will not take place until review is substantially complete and the environmental variance fee is paid. In addition, the project cannot go before the Environmental Board until the project is substantially compliant with Code. For questions regarding variance fee amount, please call 512- 974- 6338.
- EV 3. A Land Use Commission environmental variance from LDC 25-8-XXX is required. Please submit a request letter that identifies the scope of the environmental variances and addresses the findings of fact per LDC 25-8- 41(A). Contact this reviewer to discuss required environmental variances and to determine information needed to assess and present the environmental variance request. Once it is determined which variances are required (*based on responses to comments including*) payment is required for each Land Use Commission environmental formal and or administrative variance.
- EV 4. This comment pending environmental variance approval. Please include a plat note stating: “A Land Use Commission environmental variance to Section 25-8-X of the COA Land Development Code, for X, was approved for this site by the Zoning and Platting Commission on *insert date*.”
- EV 5. Provide a tree survey of all trees 19 inches and greater located within or adjacent to the proposed subdivision along with proposed lot lines, water quality / detention pond location, utilities, and ROWs. Include a tree survey table indicating species, ID numbers, caliper inches, and whether trees are proposed to be removed or preserved. The tree survey table must indicate the particular tree types (such as Live Oak, Cedar Elm, Texas Ash, etc). Indicating only Oak or only Ash does not comply with ECM requirements. Be sure to indicate which trees are proposed to be removed and which trees are proposed to be preserved.
- EV 6. Provide a conceptual ESC plan along with the fiscal estimate for erosion/sedimentation controls and revegetation based on Appendix S-1 of the Environmental Criteria Manual. For sites with a limit of construction greater than one acre, the fiscal estimate must include a \$3000 per acre of LOC clean-up fee. *A conceptual ESC plan is necessary to assess the accuracy of the ESC fiscal estimate. Additional fiscal posting might be required at the time of construction plan ESC review.* [LDC 25-8-186, ECM 1.2.1, ECdix S- 1]
- EV 8. Please clearly show and label the creek centerline, COA fully-developed 100 year floodplain, CWQZ, and WQTZ on the construction plans. [LDC 25-8-92]
- EV 9. A residential lot that is 5,750 square feet or less in size may not include any portion of a critical water quality zone. [LDC 25-8-261(I)]
- EV 10. Provide an exhibit demonstrating how the proposed utility(ies) will cross the Critical Water Quality Zone in accordance with LDC 25-8-261(D).
- EV 11. The final plat proposes single family residential lot(s) with slopes in excess of 15%. Per LDC 25-8-303, please stating: “Slopes in excess of 15% exist on Lots XX. Construction on slopes is limited per the Land Development Code.”

Subdivision Review - Don Perryman - 512-974-2786

- SR 1. After all comments have been cleared, the applicant must provide the Case Manager with the original mylar containing the original signatures.

- SR 2. Preliminary plan, currently under review, must be approved prior to, or concurrently with this final plat application.
- SR 3. Fees are required PRIOR to placing a case on for public hearing. Examples of the most common fees are parkland, water and wastewater review, as well as any additional application fees such as variance(s), hearing or notification fees. Please make an appointment with the "Intake Center" on the 4<sup>th</sup> floor at 974-2680 to pay the fees.
- SR 4. GIVE THE MYLARS TO THE CASE MANAGER after all Departments have signed off, with one 8 ½" x 11" paper copy of the plat or plan.  
\*Please note, if you are submitting a preliminary plan that is required to go before the Commission, you must submit fifteen 18" x 24" reduced and folded paper copies of the preliminary plan (do not include the drainage plan, tree protection and erosion plan, etc.) to the Case Manager one week prior to the public hearing. This is the backup material for the Commission. Failure to do so may cause a postponement for your case.
- SR 5. **If** fiscal is required, add the following note. The subdivision construction agreement (SCA) will be prepared by the fiscal officer.  
"This subdivision plat was approved and recorded before the construction and acceptance of streets and other subdivision improvements. Pursuant to the terms of a Subdivision Construction Agreement between the subdivider and the City of Austin, Dated \_\_\_\_\_, 20\_\_, the subdivider is responsible for the construction of all streets and facilities needed to serve the lots within the subdivision. This responsibility may be assigned in accordance with the terms of that agreement. For the Construction Agreement pertaining to this subdivision, see the separate instrument recorded in Doc#. \_\_\_\_\_, in the Official Public Records of Travis/ Williamson County, Texas."
- SR 6. Show signatures of owner(s), notary public(s) with appropriate seals and dates. Print names under signatures with addresses. These items must be complete on the original mylar prior to approval.
- SR 7. Add or amend the Zoning & Planning Commission approval block as follows:  
Accepted and authorized for record by the Planning Commission of the City of Austin, Texas, this, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.
- \_\_\_\_\_ Chair  
\_\_\_\_\_ Secretary
- SR 8. After the plat has been approved by the Commission (or Director if administrative), the plat is sent to Millers to have 2 mylar copies made (this takes 1-3 working days). **The following items that are needed to record the plat at Travis County:**
- Mylar(s) containing original signatures, with appropriate seals and dates
  - One 8 ½" x 11" paper copy of the plat
  - Original tax certificate(s) showing all taxes paid for the previous year.
  - Check for the plat recordation fee and any document to be recorded with the plat (like a subdivision construction agreement)
- SR 9. Travis County plat recording fees are \$58.00 per sheet for the first sheet and \$27.00 per sheet for any additional sheets. Other instruments (including Tax Certificates) are \$26.00 for the first page and \$4.00 for all other pages. The last page must have a bottom margin of 4 inches, or an additional \$4.00 will be charged. Recording fees must be paid by separate check made payable to the Travis County Clerk.

Transportation Planning - Natalia Rodriguez - 512-974-3099

- TR 1. Approval of the Lightfield Preliminary Plan (C8-2017-0124) is required prior to approval of this final plat.
- TR 2. Streets of new subdivisions must be in line with existing streets in adjoining property except where the Comprehensive Plan, topography, requirements of traffic circulation or other considerations make it

desirable to depart from such alignment. LDC, 25-4-151. Extend Lott Avenue or request a variance from the Land Use Commission. If a variance is requested, then you will be required to pay the variance fee and submit a copy of the receipt to the transportation reviewer before the item can be scheduled for Land Use Commission.

- TR 3. A residential block that is more than 900 feet in length must be transected by a pedestrian path that is located not less than 300 feet from each block end. The pedestrian path must be not less than five feet wide, comply with City standards for sidewalk or trail, and be located within an easement or ROW, as determined by the director, that is not less than 15 feet wide. LDC, 25-4-153(C). Provide the pedestrian path from Lightfield Lane to the northern property line.
- TR 4. Staff recommends extending Mason Avenue and Lott Avenue to terminate in an open-ended cul-de-sac at the adjoining property to the north, in order to provide connectivity for the neighborhood to the adjacent park (Springdale Park). LDC, 25-4-153. Staff is in communication with PARD and Urban Trails Program to determine the appropriate connectivity to the adjacent Springdale Park. Specific design requirements may be required for the park connections upon further review.
- TR 5. New subdivisions must have at least two access streets, and each must connect to a different external street, unless otherwise approved by Director. LDC, 25-4-157(B). Provide connections to Lott Avenue.
- TR 6. Local streets serving SF-3 densities must be designed with 56 ft. ROW, 36 ft. pavement. TCM, Fig. 1-23. Revise the streets to comply with the TCM standards, or request a waiver.
- TR 7. Clarify if the area between Lot 1 and Lott Avenue is within this subdivision. Please round the intersection of Lott Avenue and Mason Avenue to provide a 15 ft. right-of-way radius, as ROW dedication. TCM, 1.3.1.D.3.
- TR 8. Show the location of sidewalks and pedestrian paths by a dotted line within all pedestrian access ways, and include all streets (Mason Avenue) within the sidewalk plat note #13.
- TR 9. Clarify if construction (i.e. driveways) can occur within the CEF buffer. Access denial within the CEF buffer may be required upon further review.
- TR 10. Show a survey tie or show the ROW widths for Mason Avenue and Lightfield Avenue to verify right-of-way width. LDC, 25-4-131.
- TR 11. Common areas such as medians, traffic circles, and pedestrian access ways are separate lots to be owned and maintained by the Homeowners Association for this subdivision. Draft copies of the following documents must be submitted during review of the preliminary plan, and approved copies must be recorded with the final plat: Covenants, Conditions, and Restrictions (outlining ownership, maintenance, fee assessment, association dues, and any other requested restrictions); Association Bylaws (outlining membership, voting rights, and similar items). Provide a note on the plat showing recording information for the CCR's and HOA Bylaws. Label common areas with lot numbers.
- TR 12. Additional comments may be provided as a result of information or design changes provided in update.

PARD / Planning & Design Review - Jackie Chuter - (512)974-9457

- PR 1. The parkland dedication and park development fee is required (City Code §25-1-601) and must be paid prior to approval. When ready to make payment, please contact this reviewer at [jackie.chuter@austintexas.gov](mailto:jackie.chuter@austintexas.gov) for a PARD-approved worksheet.
- PR 2. Add following note to the plat, entering the total number of dwelling units in the brackets: A fee-in-lieu of parkland dedication and park development has been paid for [ ] dwelling units due to SF-3 zoning.

- PR 3. Please clarify the number of buildable lots and the number of dwelling units that will be constructed. The application lists 25 lots whereas the plat shows 20 lots. Please keep in mind that all lots that are at least 5,750 square feet in area can accommodate 2 units each.
- PR 4. A Sidewalk Trail and Recreation Easement leading to Springdale Neighborhood Park is requested in partial satisfaction of parkland requirements. The standard width is 15'. The easement could be located along the boundary between Lots 4 and 5 or Lots 5 and 6. Show the easement on the final plat and provide a callout label reading "Sidewalk Trail and Recreation Easement Doc. No. \_\_\_\_\_".
- PR 5. Provide the square footage of the trail easement. This acreage will be credited toward the parkland dedication requirement, and the fee will be reduced in proportion.
- PR 6. Park development or a fee in-lieu thereof is required. If the developer is willing to build a trail to the park boundary in easement mentioned above, the cost of the trail would be deducted from the fee owed. The parkland dedication note would need to be modified accordingly. Please contact reviewer to discuss.
- PR 7. Label Springdale Park to the north as follows: City of Austin (Parkland)

Water Quality Review - Danielle Guevara - 512-974-3011

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.

The following comments are continued from C8-2016-0100.1A:

- WQ 1. Clarify whether sufficient space between the water quality controls and the adjacent, existing subdivision has been provided.
- WQ 2. Clarify whether water quality controls have been located in the floodplain.

AW Utility Development Services - Bradley Barron - 512-972-0078

- WW 1. The landowner intends to serve each lot with City of Austin water and wastewater utilities. Each lot must have a separate water and wastewater utility connection and no existing or proposed plumbing may cross lot lines. The landowner, at own expense, will be responsible for providing the water and wastewater utility improvements, offsite main extensions, system upgrades, utility relocations and or abandonments to serve each lot.
- WW 2. Easements shown on the plat must be approved by Pipeline Engineering as to form, width, and type. Contact Lonnie Robinson (or his designee) with AW Pipeline Engineering at 512-972-0212 for review and approval of the water and wastewater easements as proposed. Additional plat notes may be required with the Pipeline Engineering review.
- FYI. The landowner must pay the tap and impact fee once the landowner makes an application for a City of Austin water and wastewater utility tap permit.

End of report