



Neighborhood Plan Contact Teams

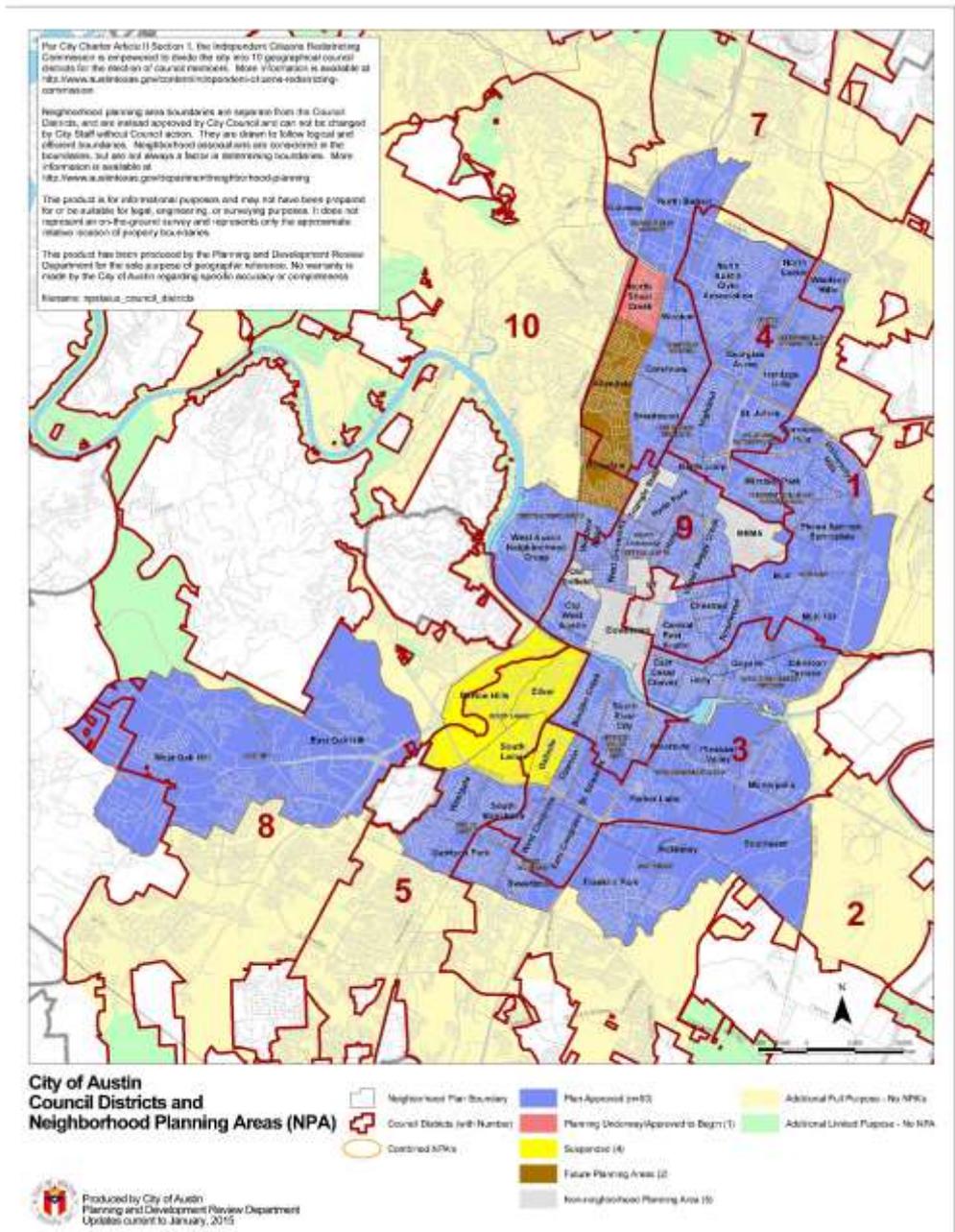
Status of Code Amendments

May 2, 2016

Planning and Zoning Department
(PAZ)

About Contact Teams

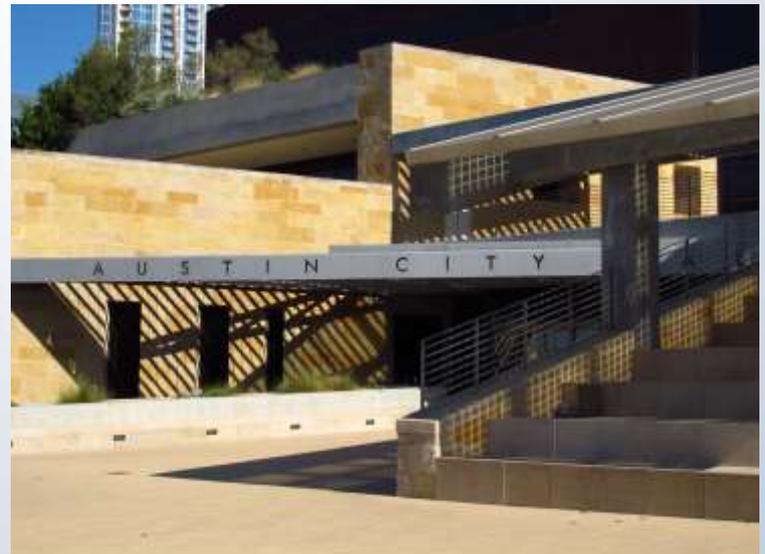
- Geography
 - 31 Teams Currently Active
 - 25% of City Geography (42% of Population)
- Role
 - Implementation of Neighborhood Plans
 - Defined by Article 16, Section 25-1-805 of Land Development Code
- History
 - 1997 Initiation of Neighborhood Planning Program
 - 2003 Ordinance defined Neighborhood Plan Amendment Process



Direction from City Council



- Council adopted Resolution 20151001-045 on October 1, 2015 which directed:
 - Outreach to stakeholders
 - Develop draft code language to add oversight and compliance requirements for contact teams
 - Return to City Council in 120 days (By January 28, 2016)



Code Amendment Process



October 1	City Council Adopts Resolution
October 17 and 26	Stakeholder Meetings, Stakeholder Survey
November 4 and December 9	Small Area Plan Joint Committee Meetings
January 12	Planning Commission Hearing
January 19	Planning and Neighborhoods Committee of Council
January 28	City Council Adopts Code Changes
February 8	Code Changes in Effect

Stakeholder Input



- 110 attended stakeholder meetings
- 300+ responded to on-line survey
- Overview of Responses:
 - NPCTs are functioning well, would benefit from extra support, training
 - NPCT structure is failing and needs to be overhauled/replaced
 - Additional measures are needed to ensure inclusiveness, transparency
- Improvement Themes:
 - Transparency
 - Training
 - Accessible meetings
 - Clear minimum standards
 - Complaint-based dispute resolution



Code Amendments and Direction



- **Amend Land Development Code Section 25-1-805 to:**
 - Clarify the role of the NPCT bylaws template
 - Create a complaint-based dispute resolution process
- **Direct Staff to:**
 - **Bylaws.** Modify the existing NPCT Bylaws template.
 - **Web Support.** Identify staff resources to maintain a clearinghouse website for public NPCT info.
 - **Training.** Develop an NPCT orientation manual and materials.
 - **Continue to evaluate** public involvement in development processes through CodeNEXT.
- **Report back** to Council on status of improvements by December 31, 2016.

Code Amendment



- Adopted by Ordinance No. 20161028-084 on January 28, 2016
- Effective February 8, 2016
- Amends Section 25-1-805 Neighborhood Plan Contact Team
- Amendment includes:
 - Clarification of role of bylaws template
 - Creation of a Dispute Resolution Process

ORDINANCE NO. 20160128-084

AN ORDINANCE AMENDING CITY CODE TITLE 25 REGARDING NEIGHBORHOOD PLAN CONTACT TEAMS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

PART 1. Subsection (E) of City Code Section 25-1-805 (*Neighborhood Plan Contact Team*) is amended to read as follows:

- (E) The neighborhood plan contact team shall submit new bylaws or changes in existing bylaws to the director. The bylaws shall ~~be based upon a standardized template provided by the director and shall~~ address roles and responsibilities, boundaries, membership, decision-making, meetings and meeting notification, officers and duties, amendments to the bylaws, finances, and conflicts of interest. The bylaws shall be consistent with the standardized bylaws template and instructions provided by the director.

PART 2. City Code Section 25-1-805 (*Neighborhood Plan Contact Team*) is amended to add a new Subsection (G) to read as follows:

Dispute Resolution Process



- **Purpose:** Provides a process which can be used by a member of the public who believes that their NPCT has violated the Code or their Bylaws
- **Process:**
 - Incident
 - Written Complaint
 - Investigation and Director Report
 - Informal Dispute Resolution
 - Formal Dispute Resolution
 - Remedy
 - Appeal
- **Next Steps:** Instructions and complaint form will be finalized

Bylaws Template



- Bylaws Template is an **administrative document** created by Director of PAZ
- Bylaws Template was based on input and distributed to City Council
- NPCT Website includes Bylaws Template
- Intended to remain fairly flexible; Bylaws Template instructions clarify which language may be modified
- **Next Steps:** Staff are reviewing existing bylaws against Bylaws Template and will provide comments to NPCTs

Web Support



- Develop a website/collection of webpages
- Include pages for public-facing NPCT information by team
- Maintained by PAZ staff (contingent on budget request)
- **Next Steps:** Staff is coordinating internally and beginning pre-planning for the site; PAZ will be requesting an additional 1 FTE of neighborhood engagement support in the FY 2017 Budget that could help with this function

Orientation and Training Materials



- Develop an orientation manual for NPCTs
- We gathered input on content at October 2015 Stakeholder meetings and December 2015 NPCT Quarterly Training
- **Next Steps:** Staff will prepare a draft of the Manual for NPCTs to review.

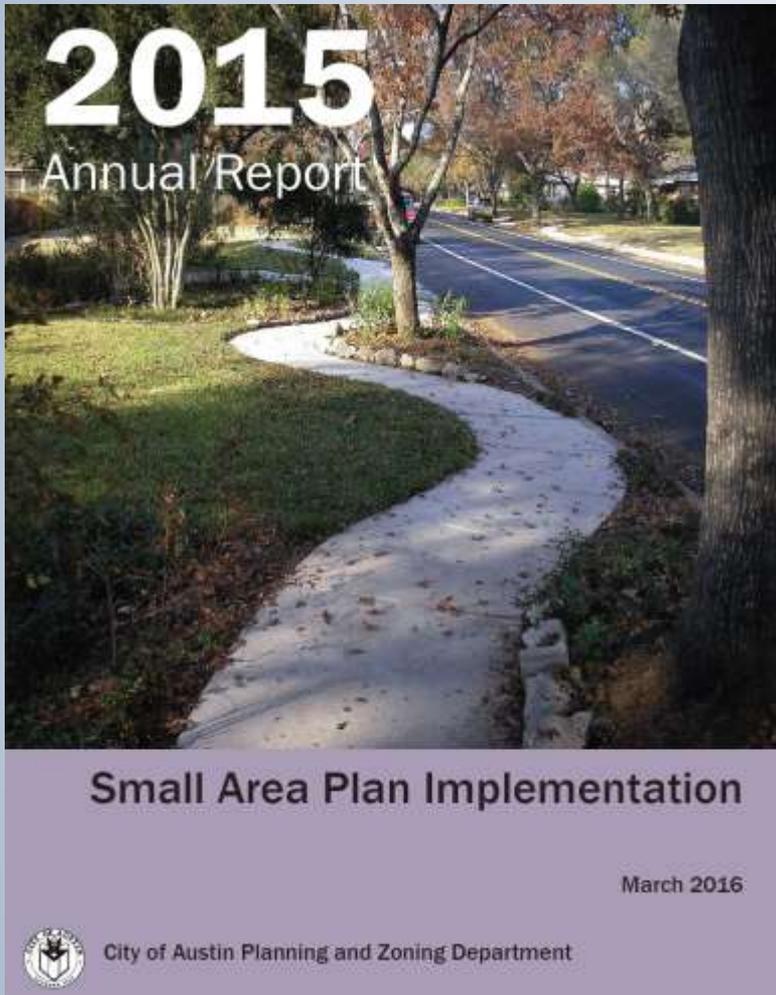
Next Steps



- Staff
 - Finalize and post dispute resolution process instructions
 - Send bylaws comments to NPCTs
 - Identify resources and develop beta-version website
 - Develop draft NPCT orientation manual
 - Report back to City Council by December 31, 2016

- NPCTs
 - Understand dispute resolution process
 - Prepare to update bylaws
 - Stay tuned for draft orientation manual
 - Stay tuned for beta version of webpages

Announcement....



Available at:

<http://www.austintexas.gov/department/implementation-program>



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