



Neighborhood Plan Contact Team Training Sheet

HOW TO WRITE A PLAN AMENDMENT RECOMMENDATION

City of Austin
Planning and Zoning Department
June 2017

HOW TO WRITE CLEAR AND CONCISE RECOMMENDATIONS

A contact team recommendation letter needs to include the following points:

- ◆ NPA case number, date, name of contact team, name of president or chair, and contact information
- ◆ Applicant's proposed request
- ◆ State if the contact team is in favor or opposed to the proposed amendment
- ◆ Contact teams may also suggest an alternative to the application if they feel it is appropriate
- ◆ Reference specific language in your adopted neighborhood plan that is relevant to the proposed amendment
- ◆ Letter may include an associated zoning recommendation
- ◆ Letter can be submitted through email, fax, postal mail, or hand-delivery

EXAMPLE: RECOMMENDATION LETTER IN SUPPORT OF AMENDMENT

To: Planning Commission and City Council members

Re: NPA-2008-0012.01

Date: July 28, 2009

On July 28, 2009, ABC Contact Team held a meeting in accordance with our bylaws to discuss the applicant's proposed future land use amendment from Single Family to Neighborhood Mixed Use for several properties along Logan Street. Several members of the contact team attended the community meeting on May 19, 2009 and relayed feedback from surrounding neighbors which was taken into consideration by the contact team.

Based on a change of conditions since the plan was adopted including an increased amount of traffic along Logan Street, and nearby properties transitioning from single family to neighborhood-serving mixed use, the **ABC Contact Team recommends the Neighborhood Mixed Use** land use category for this portion of Logan Street. Although the Future Land Use Map and Goal 3 of the Land Use Section (pg. 27) supports single family along this portion of Logan Street, we believe that transitioning to Neighborhood Mixed Use is now appropriate because it would be compatible to adjacent single family land uses as well as the newly developed mixed use project located along Pine Street to the south. In addition, the zoning that is permitted within the Neighborhood Mixed Use land use category would allow for uses that would supply needed services to our neighborhood, while maintaining the scale and massing. For the same reason discussed above, **we support a rezoning from SF-3-NP to LO-MU-NP** for these properties.

Joan Smith, ABC Contact Team President

Phone and email



See other side for more information...



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EXAMPLE: RECOMMENDATION LETTER OPPOSED TO AMENDMENT

To: Planning Commission and City Council members
Re: NPA-2008-0007.02
Date: July 16, 2009

On July 16, 2009, ABC Contact Team held a meeting in accordance with our bylaws to discuss the applicant's proposed future land use amendment from Single Family to Commercial for the property located at 848 Lawless Street. Several members of the contact team attended the community meeting on June 28, 2009 and relayed feedback from surrounding neighbors which was taken into consideration by the contact team.

The contact team voted in **opposition to the applicant's request for a Commercial land use designation**. This vote was made with the following considerations:

- ◆ Page 47 of our Land Use Section, Objective 3 states, "Enhance and protect existing single family housing."
- ◆ Action 12 also states: "Preserve the existing single family uses and zoning in the older, established areas of the ABC Neighborhood."
- ◆ The ABC Contact team believes that the adjoining single family land uses adjacent to the subject property are still viable and should be preserved.
- ◆ The ABC Plan supports the retention of the affordable housing located along Lawless Street, which is supported by Land Use Goal 5 in our Plan.

In addition, we **do not support the proposed GR-NP rezoning request**. The contact team requests that Planning Commission and City Council retain SF-3-NP zoning because it is consistent with our Plan as referenced above.

Joan Smith, ABC Contact Team President
Phone and email

Neighborhood Plan Amendment (NPA) recommendations received from contact teams are sent to the Planning Commission and City Council for consideration when they are deliberating NPA cases.

Remember to:

- ✓ *Stay On Message*
- ✓ *Say It Clearly—Once*
- ✓ *Use Plain Language*
- ✓ *Reference the plan*



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