



**CITY OF AUSTIN – TRAVIS COUNTY  
SINGLE OFFICE SUBDIVISION  
505 Barton Springs Road  
Austin Texas 78704**



**MASTER REVIEW REPORT**

CASE NUMBER: C8J-07-0055

CASE MANAGER: DON PERRYMAN

PHONE #: 974-2786

REVISION #: 0

UPDATE: U2

PROJECT NAME: WEBB ESTATES

SUBMITTAL DATE: February 12, 2008

REPORT DUE DATE: February 26, 2008

FINAL REPORT DATE: March 4, 2008

REPORT LATE: 6 DAYS

LOCATION: CITY PARK RD

**STAFF REVIEW:**

- This report includes all comments received to date concerning your subdivision. The subdivision will be approved when all requirements identified in this report have been addressed. However, until this happens, your subdivision is considered disapproved.
- PLEASE NOTE: 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 (referenced above) at the CITY OF AUSTIN, WATERSHED PROTECTION AND DEVELOPMENT REVIEW, P.O. BOX 1088, AUSTIN, TX.

**REPORT:**

- The attached report identifies those requirements that must be addressed by an update to your application in order to obtain approval. This report may also contain recommendations for you to consider, which are not requirements.
- ADDITIONAL REQUIREMENTS AND RECOMMENDATIONS MAY BE GENERATED AS A RESULT OF INFORMATION OR DESIGN CHANGES PROVIDED IN YOUR UPDATE.

**UPDATE DEADLINE:**

- It is the responsibility of the applicant or his/her agent to update this subdivision application. All updates must be submitted by **March 6, 2008** which is 180 days from the date your application was filed [Sec. 25-5-113]. 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.
- **180-DAY EXPIRATION DATE INCLUDES EXTENSION AND ALL LATE STAFF DAYS.**

**EXTENSION:**

- An extension to the 180 day deadline may be requested by submitting a written justification to your case manager on or before **March 6, 2008**. If this date falls on a weekend or City of Austin holiday, the next City of Austin workday will be the deadline.

- Extensions may be granted only when there are extenuating circumstances that could not have been reasonably anticipated when the application was submitted. Requests for extensions must clearly document why the additional time is needed.

## Drainage Construction Review - Ron Czajkowski - 974-6307

COMMENT DE 1 CLEARED

DE 2. Submit the revised PondPack analyses for the new CN numbers.

The revised CN numbers for proposed conditions (Sheet 6) assumed impervious cover levels in Areas LA 1 and LA 3 which are based on substantially less impervious cover on individual lots than allowed by zoning (this is true to a lesser extent in Areas WB 1, 2, and 3) and less than impervious covers typically assumed for lots of this size. It is likely that detention would be required in these drainage areas (and somewhat larger detention ponds in areas WB 1, 2, and 3) if lots were built out to maximum allowable limits. Drainage analyses should therefore be conducted using CN parameters associated with maximum impervious cover allowed and detention provided based on those parameters. Alternatively, a plat note will be required at the final plat stage spelling out the maximum square footage of impervious cover allowed for each lot based on the assumptions for impervious cover made in the current drainage analyses.

The drainage analysis in Area LA 1 also needs to be refined to take into account a drainage pathway along Eula Gardens Cove. This is best handled by subdividing the area into smaller drainage areas. This may be addressed at the final plat stage if desired.

COMMENTS DE 3 TO DE 5 CLEARED

## Environmental Review - Betty Lambricht - 974-2696

*FYI-- Please be advised that additional comments may be generated as update information is reviewed.*

*Update #1: 10/03/07*

*Update #2: 2/26/08*

EV 2. Please provide off-site drainage acreage so that any exceptions to the establishment of critical water quality zones may be determined. City of Austin GIS indicates CWQZ/WQTZ areas on the southern portion of the tract.

*Update #1: Comment not addressed. What is the off-site drainage acreage? In addition, show the centerline of the creek.*

*Update #2: Comment cleared.*

- EV 3. Please provide the following plat note: *No construction or placement of structures including buildings, sheds, pools, landscaping or gardens is allowed within a Critical Environmental Feature buffer zone per Section 30-5-281 of the City of Austin's Land Development Code.* In addition, you will need to relocate your detention pond if ERM approves the proposed setback for F30.

*Update #1: The plat note has been added. However, it appears that the detention pond is still within the F30 setback.*

*Update #2: I could not find correspondence from Mike Lyday indicating that the stock tank would not qualify as a CEF. Please provide a copy of that determination.*

- EV 5. This comment pending staff site visits (including ERM) to address CEF and related setbacks.

*Update #1: Comment pending.*

*Update #2: You have not addressed all hydrogeologist comments. Comment pending.*

- EV 6. Provide a slope map that is more legible.

*Update #1: The slope map is slightly more legible. Please be aware that color maps will be required as exhibits for the processing of the variances.*

*Update #2: The legend for the slope maps was still in gray-tone, but the actual delineation is nicely colored, so I still cannot identify the slopes. Please correct.*

- EV 7. Demonstrate how the 0 value for roadway impervious cover was calculated in the Q-2 table by providing the actual calculations on the plans. Complete the Q2 tables in regard to impervious cover breakdown on slopes.

*Update #1: Your Q1/Q2/Q3 tables have multiple errors. Please contact me to discuss further.*

*Update #2: On the Q2 tables for both watersheds, you have inserted the proposed impervious cover in the location where allowed impervious cover is to be shown. And you still have not provided information on the roadway deduction.*

- EV 8. The Q3 table was incomplete. In addition, please note that 30-5-455 provides 1 single-family residence for each acre set aside. You are proposing at least 43 lots, but only 11 acres of CEF setback exist. At this point, you will also need a variance to 30-5-454, unless numerous lots have over 2 acres net site area.

*Update #1: This comment will be addressed during our meeting.*

*Update #2: Comment cleared. Your density requirement has been met.*

EV 10. Delete Note #33 and contact me for a site visit after your tree survey is completed. Tree preservation is dealt with at this stage, in order to allow the flexibility to move lot lines that would allow enhanced tree protection.

*Update #1: Comment not cleared. As has been discussed before, I have little authority to enforce tree protection via lot line changes once the preliminary plan is approved.*

*Update #2: Tree survey is acceptable. Comment cleared.*

EV 11. Notes 37 and 38 request administrative variances for construction on slopes and cut/fill. These variances are not allowed to be processed administratively. Please provide variance request letters addressing the findings-of-fact listed in LDC 30-5-41 (A), *Land Commission Variances* and in Appendix U of the Environmental Criteria Manual. An appearance date before the Environmental Board will be set upon substantial completion of this review process. Please pay variance fees.

*Update #1: In your variance request letters, you only address roadways. However, the construction on slopes and cut/fill are also applicable for the buildings. There are several lots that are not buildable unless these variances are approved. The Findings of Fact were not submitted. Please arrange a meeting.*

*Update #2: The variance request letters have been received, and the findings are in the letters. Please contact me to discuss scheduling for EV Board/ZAP.*

**ADDITIONAL COMMENTS:**

EV 14. Please add the plan notes required by 30-5-303.

*Update #2: Comment cleared.*

EV 15. Please provide a copy of documentation addressed to BCCP or USFWS, informing them of the location of this project in the [endangered species] survey area.

*Update #2: Comment cleared.*

EV 16. A residential lot may not contain a CEF or be located within 50', according to 30-5-281(B). Lots 42 and 43 violate this provision. Please redesign.

*Update #2: Comment cleared.*

EV 17. Your 0-15% slope acreage increased from 53.94 to 54.23 acres in the Turkey Creek watershed. Please clarify how this happened.

*Update #2: Comment cleared.*

**Electric Review - David Lambert - 322-6109**

EL 1. Comments clear.

## Subdivision Review - Don Perryman - 974-2786

SR 1. Section 30-2-34, of the Land Development Code, requires that an application for preliminary plan or final plat approval include all land constituting the original tract. It appears that this application does not include the entirety of the original tract. Therefore the balance of the tract should be included in your subdivision plat, or a waiver should be requested in writing to the Case Manager to exclude the balance, in accordance with Section 30-2-34 of the Land Development Code. Requirements related to this issue usually take a minimum of 20 days to resolve. It is imperative that this requirement be resolved as soon as possible so that this issue does not affect your approval date.

**UPDATE #2:** Provide evidence via deeds that the Dunlap tract to the north is not part of the original tract.

SR 2. There appears to be a gap in the connection of City Park Road to the proposed Webb Mountain Drive, how do you plan to resolve this?

**UPDATE #2:** Your comment report noted that this area was historically an access easement and you intended to dedicate the area as public right-of-way at the time of final plat. The area in question appears to be owned by the City of Austin and I believe from conversations that you are working with PARD attorneys to gain either dedicated right-of-way, or an access easement. If this access is to remain an easement, you will need to request a variance I believe for streets not having direct access to a dedicated public street. At any rate, this access issue must be resolved prior to the preliminary plan being recommended for approval.

SR 3. FYI: DO NOT GIVE THE MYLARS TO THE CASE MANAGER...After all Departments have signed off please contact Richard Sigmon at 974-2288 to set an appointment to drop off your mylar(s) for final closure check (prior to the Zoning and Platting Commission or Planning Commission meeting). Once the mylar(s) are approved, they will be transferred to the Case Manager. It is the applicant(s) responsibility to allow enough time to ensure that the mylar(s) can be checked (and corrections made if necessary) prior to the public hearing. Failure to do so may cause a delay in obtaining required Commission signatures on the mylar and subsequent recordation of the plat

SR 6. FYI: After all Departments have signed off and the case is placed on a ZAP agenda, I will need 12 half size paper copies of the preliminary plan and one 8 ½" x 11" paper copy of the plan as well as the mylar(s) for ZAP back-up.

## Transportation Review - Amber Mitchell - 974-3428

- TR 1. ~~Show a survey tie across all existing streets bordering or traversing this subdivision to verify right-of-way width (or provide a copy of the street deed). LDC, 25-4-131. This applies to City Park Road. Comment addressed.~~
- TR 2. Residential blocks may not exceed 1200 feet in length unless such blocks are parallel to and adjacent to an arterial street, in which case they may not exceed 1500 feet in length. LDC, 25-4-153. A waiver request has been received and comments will be provided in a separate memo.  
10/02/2007: Staff will support this waiver request.
- TR 3. Cul-de-sac and single-outlet streets with lengths exceeding 2,000 feet require approval by the Land Use Commission. LDC, 25-4-152 TCM, 1.3.2.E. A variance request has been received and comments will be provided in a separate memo. Please provide this reviewer with a copy of the variance fee receipt.  
10/02/2007: Staff will support this variance request.
- TR 4. ~~Maximum length of cul-de-sac or single-outlet street between turnaround bubbles is 1000 ft. (700 ft. desirable). TCM, Fig. 1-40. Please provide turn-around bubbles along Webb Mountain Drive and Eula Mountains Trail.  
10/02/2007: In order to comply with Figure 1-40 and provide adequate space for a turnaround movement, the turnaround bubbles need to be placed on both sides of the street. Please update the plan to reflect this requirement. Comment addressed.~~
- TR 5. ~~A variance to Section 25-4-171 of the LDC must be granted by the Land Use Commission in order to allow private streets in a new subdivision. A note has been provided on the plan regarding private streets. If private streets are proposed, please request a variance and provide this reviewer with a copy of the variance fee receipt. FYI: A variance to allow private streets will not be recommended unless a homeowners association is created to assume responsibility for maintenance and taxation provisions. Draft copies of the following documents must be submitted during review of a 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). In addition, the following note must be placed on the preliminary plan: "All private streets shown hereon [list street names] and any security gates or devices controlling access to such streets will be owned and maintained by the established homeowners association of this subdivision." [TCM, 1.4.3.E.]  
10/02/2007: Response noted. Please remove the mention of private streets from Note 18 on the plat. Comment addressed.~~

TR 6. ~~A private street must be identified on the subdivision as a separate lot, and any easements needed must be dedicated with the final plat. TCM, 1.4.3.E. Please designate all streets as lots if private streets are proposed. Comment addressed.~~

FYI: ~~If security gates are proposed for a private street, their location must be shown on the construction plans; a minimum storage space of 40 feet must be provided between the gates and the nearest street right-of-way; and the design of the gates must be approved the City, County, and emergency service provided. [TCM, 1.4.3.E., and Uniform Fire Code, Sec. 10.302.]~~

TR 7. New subdivisions must have at least two access streets, and each must connect to a different external street, unless otherwise approved by the Director. LDC, 25-4-157(B). Please demonstrate compliance or request a waiver addressing the following:

- A new subdivision may have only one access street if it:
  - does not cross an area with a high wildland fire protection rating;
  - is not inundated by more than nine inches of water by a 100-year flood;
  - has a paved width of at least 36 feet from its intersection with an external street for a distance of 100 feet, or 50 feet if it has curb and gutter; and
  - is not more than 2,000 feet in length and provides access to no more than 30 single-family residential dwellings, or
  - is an arterial or collector street, and its intersection with the external street will function at a level of service of "C" or better during construction and after build-out of the subdivision, as determined by an approved intersection analysis.

LDC, 25-4-157(C)(1)

- A new subdivision may have only one access street if the Director determines that providing more than one access street is undesirable, unnecessary, or impractical after considering:
  - traffic circulation
  - traffic safety
  - flood and fire safety
  - topography
  - density of the subdivision and surrounding developed property
  - whether later development of adjacent property is anticipated to provide additional access
  - whether traffic through the subdivision should be limited
  - the environmental effect of a cut or fill, waterway crossing, or other surface disturbance necessary to provide more than one access street
  - whether the access street is a divided street
  - whether adverse effects from permitting one access street are mitigated, including whether secondary pedestrian access is provided, and
  - whether the subdivider owns adjacent property through which access can be provided; has the right to provide a second access across another person's property; or is able to develop the subdivision if more than one access street is required.

10/02/2007: Applicant is working with staff to address this comment.

02/29/2008: Staff will not support this waiver until the following issues have been addressed: 1) the safety concerns presented by Travis County Fire Control in a letter dated June 28, 2007 have been allayed, and 2) further information is provided documenting why the site cannot achieve a direct access to City Park Drive from Webb Mountain Drive.

TR 8. A joint use driveway may be utilized to access up to 8 residential units as an alternative to direct access to an abutting public or private street. The use of joint use driveways does not eliminate the requirements of adequate road frontage for each lot. The developer must include a plat note and provide dedication documents indicating that maintenance of the joint use driveway shall be the responsibility of the lot owners served by the joint use driveway.

If more than 3 residences are served by a single joint use driveway, the following requirements shall apply: (this applies to the joint access easement provided to Lots 4, 5, 6, and 7)

-The developer must post fiscal surety for the construction of the driveway prior to plat approval and must construct the driveway during construction of the streets within the subdivision, or within the term of the fiscal instrument if no streets are constructed within the subdivision.

-The developer must construct a driveway, designed by a professional engineer, to have an all-weather surface and a pavement structure meeting at least private street standards. The driveway must be designed to have no more than 9 inches of water overtopping the driveway during the 100-year storm event.

-The developer must construct a turnaround meeting City of Austin Fire Criteria at the end of the driveway, or no further than 200 feet from the end of the driveway, and must obtain a written signature from the area fire service providers acknowledging their approval of the joint use driveway.

-The joint access easement must be dedicated as a public utility easement and may be required to be dedicated as a drainage easement. The access agreement must include a clause indicating that the driveway may be use by public service personnel and equipment for servicing public utilities.

-If the developer does not use a restrictive covenant to require homeowners to park all vehicles off the joint use driveway surface, then the joint use driveway surface must be at least 24 feet wide. Otherwise, the driveway surface may be no less than 20 feet wide.

-The developer must erect signs indicating "private driveway" at the driveway entrance.

LDC, 25-6-451; TCM, 5.3.1.H

10/02/2007: Response noted. Comment will be cleared when all requirements are met.

## Austin Water Utility Review - Howard Neil Kepple - 974-3003

WW1. The previous comments are still pending. In such case, the preliminary plan should not be approved.

The landowner intends to serve each lot with a connection to the River Place Municipal Utility District water utility system. The landowner must provide written evidence that River Place MUD will provide out-of-district water utility service to each. As of this date, the River Place MUD and landowner has not executed an out-of-district agreement.

The landowner intends to serve each lot with an onsite septic system. The landowner must provide written evidence that the County approves the preliminary plan and each lot with an onsite septic system.

## Water Quality Review - Ron Czajkowski - 974-6307

COMMENT WQ 1 CLEARED

WQ 2. Additional comments may be generated after verification of impervious cover by EV reviewer.

## Mapping Review - Richard Sigmon - 974-2288

\* SUCCESSFUL PRELIMINARY PLAT 'UPDATE' REVIEW ... 02/13/2008

1. **Labels for Segments L1 and L2 not Depicted on Plat**

\*\*DISTRIBUTION TO MAPPING OF COPIES FOR ANY AND ALL UPDATES OR CORRECTIONS IS REQUIRED

## Travis Co. Subdivision Review - Sarah Sumner - 854-7687

### **Travis County Subdivision:**

CY 1. This subdivision is in the limited purpose/extraterritorial jurisdiction of the City of Austin. Consequently, it is subject to Title 30, Austin/Travis County Subdivision Regulations, which requires approval by the City of Austin Zoning and Platting Commission and the Travis County Commissioners Court. All Single Office

review comments must be cleared prior to requesting action by the Commission and Court. **Update 1 and 2- information**

- CY 2. Please add “not to scale” to the Site Location Map. Update 1– cleared, please consider zooming in on Site Location Map so that streets are more legible. **Update 2 - cleared**
- CY 3. Please make the subdivision boundary one solid, bold line and add a legend for all lines and symbols on the plan. Update 1– comment stands, subdivision boundary should be solid, bold line. **Update 2 - cleared**
- CY 4. Please identify the rectangle adjacent to Westminster Glen Lot 57-A with owner and document number/ volume and page and acreage. Update 1– please identify which deed includes that acreage. **Update 2 - cleared**
- CY 5. Please note the location of any existing or proposed utilities or easements within subdivision boundary. Update 1– is the dashed line in the back of lot 74 an easement? What kind? **Update 2 - cleared**
- CY 6. Please remove private drive A and B and replace with joint use access easement. Update 1– the easement will not be recorded until the final plat, please remove references to document numbers in plat notes 21 and 22. **Update 2 - cleared**
- CY 7. Please add survey ties across City Park Road near where intersections would be to verify ROW and please show clearly both sides of the road. Update 1– survey ties not found. **Update 2 - cleared**
- CY 8. Please verify ownership of entrance from City Park Road to Webb Mountain Drive. A subdivision cannot take access through an access easement. **Update 1 and 2 – comment stands until easement issue is resolved.**
- CY 9. Please advise on the status of your water service contract and Fish and Wildlife permit. **Update 1– water letter received; please provide copy of permit and final conservation plan (received draft from Jan. 07).**
- CY 10. Please contact the local emergency services provider for approval of the street grade and layout of the preliminary plan. **Update 1– comment stands pending approval from ESD 4 regarding plans for fire flow, street width and single access through a high wildland fire risk area.**
- CY 11. Please verify all residential lots have space for septic fields not on 30-degree slopes and contact Robert Morriss, P.E. Acting Division Manager at Travis County (512) 854-7581 for an appointment to review the on site septic system layout and notes. Update 1 - Robert Morriss has now retired, please contact Phil Ice at 512-854-7581 **Update 2 – in progress with Phil Ice.**

- CY 12. Please verify if all cef's have to be in separate lots. Update 1 - please see the following section of code and redesign if necessary- § 30-5-281 CRITICAL ENVIRONMENTAL FEATURES (B) A residential lot may not include a critical environmental feature or be located within 50 feet of a critical environmental feature. **Update 2 - cleared**
- CY 13. Please leave a blank 4"x6" space on the cover sheet for the approval sticker. Update 1 – please leave an additional 3"x5" space for the Travis County approval sticker. **Update 2 - cleared**
- CY 14. Please remove the first sentence of the flood plain statement. **Update 2 – comment stands, should start with “No portion of...”**
- CY 15. Please add lot 65 to the list of lots with joint use access easements per note 21.
- CY 16. Please remove Lot 1 from note 22 and restrict access to only via the joint use driveway.
- CY 17. Please revise the engineer's certification to refer to Title 30 not 13.
- CY 18. Please verify Lot 52 will have adequate space for a house pad, driveway and septic drainfield without infringing on the 100' sanitary easement around the well on Lot 51.
- CY 19. Please show that the easement for the adjacent property owner Mr. Dunlap has been released and rededicated with his permission following the new configuration of the preliminary plan.
- CY 20. Please verify the subdivision boundary has not been drawn in City Park Road ROW.
- CY 21. The Match Lines for Eula Gardens Cove sheets ST 10 and ST 11 do not match at station 16 both horizontally and vertically.

**CASE MANAGER – DON PERRYMAN 974-2786**

A formal update is required. Please submit 8 copies of the plans and 1 memo to INTAKE for distribution to the following reviewers. PLEASE CLEARLY LABEL ALL PACKETS WITH THE REVIEWER'S NAME.

NOTE->you must make an appointment with the Intake Staff (974-2681 or 974-2689) to submit the update. PLEASE BRING ALL COPIES OF THIS REPORT WITH YOU UPON SUBMITTAL TO INTAKE. YOUR EXPIRATION DATE IS **March 6, 2008.**

**Additional comments may be generated as requested information is provided. Please include a comment response letter indicating how comments have been addressed. Please address all fiscal/fee requirements as needed and provide copies of the receipts to the Planner.**

**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 city engineers review the application for code compliance.**

Reviewers:

Case Manager / Subdivision: Don Perryman

Travis County: Sarah Cairney

Drainage Construction / Water Quality: Ron Czajkowski

Environmental: Betty Lambright

Mapping: Richard Sigmon

Transportation: Amber Mitchell

Water & Wastewater: Paul Urbanek

Planner I: C. Zavala (no distribution)