

SRCC Planning and Zoning Committee (PZC)  
REVIEW POLICY & PROCESS for VARIANCE, WAIVER & MODIFICATION REQUESTS

A. Preliminary Assessment and Recommendation:

1. The APPLICANT (one seeking OR considering a variance, waiver or modification request, herein referred to as “Request”) contacts the SRCC Planning and Zoning Committee (PZC) Chair, to discuss the Request.

2. As needed, PZC may schedule a meeting with the APPLICANT, possibly on site, and may invite nearby neighbors to expedite understanding of Request.

3. APPLICANT should if possible bring to the meeting, copies of relevant information, including, as appropriate, request application, relevant calculations, site plan, photos of the property and photos of adjacent property.

PZC will advise APPLICANT of its recommendation based on the information provided with the understanding that this is subject to change if more information is made available. APPLICANT should also understand that PZC recommendation is limited to:

- a. Approve,
  - b. Disapprove,
  - c. No Objection (the remedy may be available in the building code)<sup>1</sup>
4. The recommendation will then be taken to the neighborhood organization if a formal Request application is made.

B. Neighborhood Association Formal Review and Notification<sup>2</sup>:

1. If the APPLICANT decides to move forward with a formal Request application, APPLICANT should inform PZC as soon as possible.

2. The City will send SRCC a notification of the application, the case number, and the date of the appropriate City Board or Commission hearing.

3. If time allows, SRCC will put the case on the agenda of the next regularly scheduled monthly General Membership meeting.

4. If there is not a regular SRCC meeting prior to the APPLICANT’S scheduled Board or Commission hearing, the PZC and President may take several actions:

- a) Schedule the case for the next scheduled SRCC Executive Committee meeting (every 3<sup>rd</sup> Monday)
- b) Solicit the SRCC Executive Committee to review and vote on the case via email
- c) Solicit a postponement of the hearing date by the reviewing Board or Commission until after SRCC next regular meeting.

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<sup>1</sup> See section § 25-2-473 - VARIANCE REQUIREMENTS

<sup>2</sup> This assumes that the Preliminary Assessment has been completed--if not, there may be a delay.

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d) If the Request application is to be considered at the SRCC regular monthly membership meeting, it shall have a place on the agenda, which is posted on the website (<http://www.srccatx.org/>) approximately one week prior to the meeting date.

C. Procedural review of the Request at the SRCC meeting will be as follows, briefly<sup>3</sup>, taken in the agenda order:

1. PZC will make a succinct presentation of the Request and findings (3 minutes max.)
2. APPLICANT may add comments (3 minutes max.)
3. PZC will make a motion; and if there is a second to the motion, PZC will guide discussion and Q&A. (3 minutes max.)
4. PZC restates the motion with amendments, as appropriate.
5. SRCC President leads the vote of eligible members

D. Notification:

1. PZC prepares draft letter to appropriate Board or Commission reporting SRCC's vote on the Request, and sends to SRCC President.
2. President sends final letter to appropriate Board or Commission with copies to the Executive Committee and PZC.
3. PZC makes arrangements to have SRCC attendees at the Board or Commission hearing, as deemed necessary.

In general, SRCC policy is to follow the City's regulations for reviewing variance requests, as found in the City of Austin Land Development Code, Sections 25-2-471 through 25-2-476. The complete code, requirements, and procedures can be found on the City of Austin website. Section 473 is provided below:

§ 25-2-473 - VARIANCE REQUIREMENTS.

- (A) A variance from the requirements of this chapter, or a Neighborhood Conservation Combining District adopted under this chapter, may be granted under this division if, because of special circumstances of a property, the strict application of this chapter deprives the property owner of privileges that are enjoyed by another person who owns property in the area that has the same zoning designation as the property for which the variance is requested.
- (B) A variance to a regulation may not grant special privileges that are inconsistent with the limitations on other properties in the area or on the district in which the property is located.

Also, SRCC Bylaws supersede all provisions contained in this policy and procedure document.

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<sup>3</sup> According to Robert's Rules of Order used for SRCC meetings.