

MEMORANDUM

TO: The Mayor and Members of the City Council
FROM: Glenn Brown, Assistant City Manager
SUBJECT: Recommendations from Neighborhood Ad Hoc Task Force
DATE: September 23, 2004

The purpose of this memo is to be an informational tool for the September 28th City Council Workshop by highlighting the key policy decisions for City Council consideration. The memo also summarizes the recommendations from the Neighborhood Ad Hoc Task Force and City Staff.

One general comment before discussing the specific recommendations. All of the recommendations fall into two categories: (1) those which will be applicable on a city basis, and (2) those that would apply to a zoning overlay district only. Recommendations regarding parking, code enforcement, noise and rental registrations would be applied city wide in all R-1 and R-2 areas. Recommendations regarding an overlay zoning district would apply to a specific geographic region of the City. Overlay districts could address such issues as: lot size, number of unrelated, percent of green space on individual lots, contextual set backs, architectural controls and preservation of building plots. Also, as a reminder, all aspects of the zoning ordinance are subject to grandfathering or amortization.

CODE ENFORCEMENT

KEY POLICY ISSUES FOR COUNCIL CONSIDERATION: ADDITIONAL STAFFING/SPEED UP PROCESS

- **With adoption of the budget, Council approved an additional position for Code Enforcement.**
- **To speed up the process, staff recommends we return to the use of certified mail for all code enforcement letters sent out. By knowing the date of receipt we can begin enforcement activities in a time span that will be reduced by 2 to 5 days. There is an additional cost of approximately \$13,000 per year to do this.**

Task Force Recommendations:

1. Provide more personnel and resources
2. Provide more education
3. Work to speed up the process

See ATTACHMENT A for all staff Code Enforcement related recommendations.

NOISE

KEY POLICY ISSUES FOR COUNCIL: HIGHER FINES/ADDITIONAL RESOURCES

- **Regarding fines, maximum limits are established by State Law, so this is not a decision point for the Council. Also, it should be pointed out that the City's Municipal Judge establishes a window for fines that fall within state statute. In comparison to windows established by municipal judges in other cities, it appears noise/code enforcement fines are higher in College Station.**
- **Regarding more stringent enforcement, staff believes the current programs have reduced loud party complaints by 52% in four years, and we recommend continuing the programs with the existing resources that have been allocated.**

Task Force Recommendations:

1. Increase fines for violations
2. Provide more stringent Police and Code enforcement
3. Fine landlords where violations occur
4. Police response/TABC/Code Enforcement

Summary of all staff recommendations regarding Noise enforcement issues can be found in ATTACHMENT B of this memo.

OVERLAY ZONING DISTRICTS

KEY POLICY DECISION FOR COUNCIL:

- **Consider directing staff to develop an ordinance for the establishment of Overlay Zoning District.**

Task Force Recommendations:

- That the use of overlay districts should be a tool encouraged by the City and used by neighborhoods wanting to identify and preserve the existing character of their neighborhoods.

For all staff related comments and recommendations on the creation of an overlay ordinance, see ATTACHMENT C.

RENTAL REGISTRATION AND RENTAL INSPECTION PROGRAMS

KEY POLICY ISSUES FOR COUNCIL: RENTAL REGISTRATION PROGRAM AND FUNDING

- **Consider directing staff to prepare an ordinance creating a rental registration program. Staff also recommends that ordinance establish a fee so the program will have offsetting revenues in compliance with the city's financial management policies.**

Task Force Recommendations:

1. Implement a rental registration program, at no cost to the owner of the rental property.
2. Do **not** implement a rental inspection program.

See ATTACHMENT A for additional information from staff.

NUMBER OF UNRELATED PER SINGLE FAMILY DWELLING

KEY POLICY ISSUES FOR COUNCIL:

- **Consider changing the current ordinance, or leaving it at four. (The staff recommends the number remain at four.)**
- **Consider directing staff to address the issue in a zoning overlay ordinance**

The Task Force recommended the number be left at **four**.

PARKING RECOMMENDATIONS

KEY POLICY ISSUES FOR COUNCIL: ON-STREET PARKING LIMITATIONS

- **Consider the establishment of a process for limiting on-street parking that has not been identified as a public health/safety issue by staff. ATTACHMENT D is the staff recommendation for addressing this.**
- **Consider a change to the Zoning Ordinance to require one off-parking space per bedroom for new construction, or include in an overlay zoning district. (Current requirement is two spaces for a single family home.)**

The Task Force Recommended:

1. Parking be limited to one side of street
2. Change requirement to one off-street space per bedroom
3. Limit on-street parking hours
4. Investigate a on-street parking permit system

Staff will have a power point presentation at the Workshop on September 28th with the items that we have identified the **KEY POLICY ISSUES**. Please let me know if you questions in the mean time.