



Technical Advisory Review Panel (TARP)

The following outlines the structure and processes that implement the Technical Advisory Review Panel as directed by Council in [Resolution No. 20230323-057](#).

Land Development Rules Administrator

The Land Development Rules Administrator (LDRA) position was created and funded in 2022 to “provide substantive review, oversight, and coordination of the interdepartmental rules posting process, with the goal of better aligning criteria manuals to larger City goals and policies.” -FY22-23 Approved Budget

The LDRA will coordinate the TARP’s operations and have some authority to develop recommendations on criteria manual rules.

Panelists

The following COA departments have a representative as an panelist:

- Resource Recovery
- Watershed Protection
- Austin Fire Department
- Transportation-Public Works
- Austin Energy
- Austin Water
- DSD Building Review
- DSD Site Plan Review
- Planning
- Project Connect Office
- Capital Delivery Services
- Austin Public Health*
- Travis County*

*Included when reviewing applicable rules

Each department appoints a Single Point of Contact (SPOC) to participate on the TARP. This person should play a leadership role in rule-making within their department.

External Panelists Composition

External panelists are housing and development industry professionals who possess experience and subject matter expertise. The following areas may be represented, either individually or as a representative of a trade or professional association:

- Infill Construction
- Affordable Housing Development
- Project Development
- Civil Engineering
- Architecture
- Traffic Engineering
- Landscape Architecture
- Arborists

Panelist Selection Process and Length of Service

Panelists are selected by the Land Development Rules Administrator (LDRA) and approved by the Office of the City Manager. Industry professionals can indicate their interest to join through the [Land Development Rule Posting and Technical Criteria Manuals Website](#). Prospective panelists will be screened to understand their relevant experience before being admitted to the TARP.

Term: 2 Years

Equity and Inclusion

The TARP was developed utilizing the Govt Alliance on Race and Equity's [Racial Equity Toolkit](#) and in collaboration with the Development Services Department Equity and Inclusion Program Manager.

The LDRA will strive to ensure a diversity of panelists that are representative of the larger Austin community.

Timeline and Frequency

The TARP meets monthly for at least two hours.

Meeting Agendas

The LDRA develops meeting agendas and distributes them to TARP panelists in advance of the meetings. Topics may include proposed criteria manual updates or established criteria manual rules that the LDRA determines would benefit from TARP review. To the extent possible, topics will be grouped to encourage attendance from experts in those fields.

Decision Making and Outputs

The LDRA facilitates discussion on agenda topics. Generally, the TARP will not engage in vote taking to formally adopt a position, but may utilize straw polling to better understand the opinions of the group.

The TARP uses the following standards to evaluate criteria manual rules and identify topics where a discussion may be appropriate:

- Health and safety
- The relationship of the rule to City Code or Council initiatives
- Preserving the maximum entitlements intended under City Code
- Impacts on housing capacity
- Relevant policies in peer cities
- Minimizing cross-departmental conflicts and redundancies
- Cost estimates for City staff to review for compliance
- Cost and time estimates for developers to comply with rule

The LDRA captures the main issues, themes, and possible recommendations to improve criteria manuals that are discussed. This information is refined into reports and recommendations that panelists review for accuracy and completeness.

The LDRA produces a Rules Administration Quarterly Report that consolidates summaries and recommendations for rules discussed during that quarter. This report is posted on the [Land Development Rule Posting and Technical Criteria Manuals Website](#).

Recommendations from the LDRA are provided to relevant department directors. As needed, recommendations may also be circulated to appropriate boards and commissions and City Council.

Transparency

Standing meetings are open to panelists only. However, public meetings may be held from time to time as determined by the LDRA with input from panelists. Meeting reports, recommendations, and all other TARP documents are publicly available.