

CITY OF DRIPPING SPRINGS, TEXAS

ORDINANCE No. 2018-28

AN ORDINANCE OF THE CITY OF DRIPPING SPRINGS, TEXAS AMENDING THE CODE OF ORDINANCES, CHAPTER 28, ARTICLE 28.04: SITE DEVELOPMENT; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; CODIFICATION; EFFECTIVE DATE; AND PROPER NOTICE & MEETING.

WHEREAS, the City of Dripping Springs (the “City”) City Council seeks to promote the responsible development of land within the incorporated municipal boundaries (“City Limits”) and extraterritorial jurisdiction (“ETJ”); and

WHEREAS, the City seeks to amend the Site Development Ordinance, Code of Ordinances, Chapter 28, Article 28.04, which the City adopted on April 26, 2005; and

WHEREAS, the purpose of the Site Development Ordinance is to provide for the orderly, safe, and healthful development within the City Limits and ETJ of the City, and to promote the health, safety, and general welfare of the community; and

WHEREAS, the nature of the land in the City Limits and ETJ, including rocky surfaces, steep grades, and flash flood runoff potential of creeks can create health and safety hazards and require that future development be Planned on a rational basis; and

WHEREAS, after notice and hearing required by law, a public hearing was held before the Dripping Springs Planning and Zoning Commission on August 28, 2018 to consider the proposed amendments and the Planning and Zoning Commission recommended approval of the proposed amendments; and

WHEREAS, after public hearing held by the City Council on November 13, 2018 the City Council voted to accept the recommendation of the Planning and Zoning Commission; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or policy regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Chapters 211 and 212 of the Texas Local Government Code, the City has the authority to regulate land development and construction; and

WHEREAS, pursuant to Chapter 26 of the Water Code, the City has the authority to regulate water quality within the City Limits and extraterritorial jurisdiction; and

WHEREAS, the City Council finds that it is necessary and proper for the good government, peace or order of the City of Dripping Springs to adopt an ordinance amending the Site Development Ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DRIPPING SPRINGS, TEXAS, THAT:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. ENACTMENT

Chapter 28, Article 28.04 of the Dripping Springs Code of Ordinances is hereby amended to read in accordance with *Attachment "A"* which is attached hereto and incorporated into this Ordinance and the City Code for all intents and purposes. Underlined text shall be added and struck-through text shall be deleted as indicated in *Attachment "A"*.

3. REPEALER

All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. CODIFICATION

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

6. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication.

7. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & APPROVED this, the 13th day of November, 2018, by a vote of 4 (*ayes*) to 0 (*nays*) to 0 (*abstentions*) of the City Council of Dripping Springs, Texas.

CITY OF DRIPPING SPRINGS:

Bill Foulds, Mayor Pro Tem

ATTEST:

Andrea Cunningham, City Secretary

City of Dripping Springs

CODE OF ORDINANCES

CHAPTER 28: SUBDIVISIONS AND SITE DEVELOPMENT

ARTICLE 28.04: SITE DEVELOPMENT

Sec. 28.04.001 Title

This article shall be commonly cited as the Site Development Ordinance.

Sec. 28.04.002 Purpose

This article establishes a Site Plan review process for all proposed nonresidential and certain residential developments. Generally, this article applies to horizontal improvements necessary to develop a site, rather than the vertical improvements involved with erecting buildings. The purpose of the review is to ensure efficient and safe land development, harmonious use of land, compliance with the comprehensive Plan, appropriate design standards, safe and efficient vehicular and pedestrian circulation, parking and loading, and adequate water supply, drainage and stormwater management, sanitary facilities, coverage, and other utilities and services.

Sec. 28.04.003 Scope

This article applies to all property within the incorporated municipal boundaries (i.e., City Limits) and the extraterritorial jurisdiction (ETJ).

Sec. 28.04.004 Site development permit required

No Development shall be undertaken on any land, Tract, parcel, or Lot within the corporate limits or ETJ of the city until a site development permit for said development has been obtained from the city. Exceptions to this prohibition are enumerated in section 28.04.008(b).

Sec. 28.04.005 Exception

This article does not apply to development authorized by the city pursuant to Subdivision final plat and approved Construction Plan.

Sec. 28.04.006 Definitions

(a) Rules of interpretation. Words and phrases used in this article shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in the Code of Ordinances, shall be given the meanings set forth in the code. Words and phrases not defined in the Code of Ordinances shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense, words in the plural number shall include the singular number (and vice versa), and words in the masculine gender shall include the feminine gender (and vice versa). The word "shall" is always mandatory, while the word "may" is merely directory. Headings and captions are for reference purposes only.

(b) Specific definitions.

Applicant. A Person or entity who submits to the city an application for an approval required by this article. To be qualified as an Applicant under this article, the Person or entity must have sufficiently documented legal authority or proprietary interests in the land to commence and maintain proceedings under this article. The term shall be restricted to include only the Property Owner(s), or a duly authorized agent and representative of the Property Owner. In other jurisdictions, the term is sometimes referred to as the “developer,” “subdivider,” “builder,” or other similar title.

Board of Adjustment. The body appointed by the city council to grant variances, waivers, or special exceptions, as allowed by ordinance. In the event that such a body has not been appointed, the city council shall serve as the Board of Adjustment.

City administrator. The City’s chief administrative officer, as appointed by the city council. The term also includes the deputy city administrator, or the city administrator’s designee.

City Limits. The incorporated municipal boundary of the city.

Construction Plan. ~~[no text]~~ Detailed engineered drawings and accompanying text clearly describing public infrastructure improvements.

Development. The erection of buildings, roads, utilities, drainage improvements, or other Structures. The term includes construction, excavation, dredging, grading, filling, and clearing or removing vegetation. Pruning, or other forms of general or regular maintenance of vegetation on developed property, shall not be considered Development for purposes of this article.

Engineer. A Person duly authorized under the provisions of the Texas Engineering Registration Act, as heretofore or hereafter amended, to practice the profession of engineering.

ETJ. The extraterritorial jurisdiction of the City, being that land not within the City Limits, but land over which the City has jurisdiction by virtue of chapter 42 of the Local Government Code, as amended, and other applicable law.

Impervious Cover. Includes all roads, driveways, parking areas, buildings, decking, rooftop landscapes and other impermeable construction covering the natural land surface. Swimming pool surface water area for pools which discharge to the storm drainage system shall also be included. Water quality and detention basins, swales, and other conveyances for drainage purposes only shall not be calculated as Impervious Cover.

Lot. An undivided Tract or parcel of land having frontage on a Street and which is, or in the future may be, sold, conveyed, transferred, or improved, which is designated as a distinct and separate Tract or parcel, and which is identified by a Tract or Lot number or symbol, or by metes and bounds.

Owner. Any Person or firm, association, syndicate, general or limited partnership, corporation, trust or other legal entity, or any agent thereof, that has sufficient proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under this article. In any event, the term “Property Owner” shall be restricted to include only the Owner(s) or authorized agent(s) of such Owner(s), such as a developer, of land sought to be subdivided.

P&Z. The Planning and zoning commission of the city.

Person. Any human individual, association, firm, corporation, governmental agency, or political Subdivision.

Plan. For purposes of compliance with this article, the term refers to a concept Plan or Site

Plan, as may be applicable.

Planned Development Districts (PDDs). Planned associations of uses developed as integral land use units, such as industrial parks or industrial districts, offices, commercial or service centers, shopping centers, residential developments of multiple or mixed housing, including attached single-family dwellings, or any appropriate combination of uses which may be planned, developed or operated as integral land use units either by a single Owner or by a combination of Owners.

Right-of-Way. Any travelway open to the general public for travel or land dedicated for eventual travel by the public. Dedicated Right-of-Way may, in addition to travel by the public, be used for installation of utilities or other public purposes.

Site. An area of ground occupied or to be occupied by a Structure.

Site Development Review Committee. A group consisting of the city administrator or designee, the city engineer, and the city planner.

Site Plan. Detailed ~~line~~-engineered drawings and accompanying text clearly describing the site development improvements.

Small Project. Those being 3,500 sf in total cumulative area or less, or as determined by the city engineer or city administrator.

Soil tests. Percolation tests, soil boring profiles, geotechnical and geological tests and profiles, groundwater table tests, and any other tests which may be required by the county environmental health department or the city.

Street. An area open to the use of the public, serving as a pathway for vehicular traffic within a business or residential area and serving more than one Tract or parcel of land.

Structure. Anything constructed or erected, the use of which requires location on or in the ground or attachment to something having location on the ground.

Subdivider. Any Person or any agent thereof dividing or proposing to divide land so as to constitute a Subdivision as that term is defined herein. In any event, the term "Subdivider" shall be restricted to include only the Owner, equitable Owner or authorized agent of such Owner or equitable Owner, of land sought to be subdivided.

Subdivision. Shall be defined as is set forth in the City Subdivision [ordinance], as may be amended.

Surveyor. A registered state land Surveyor or a registered professional land Surveyor, as authorized by the state statutes to practice the profession of surveying.

Tract. A defined area of land.

Utility Easement. An interest in land granted to the City, to the county, to the public generally, and/or to a private utility corporation, which authorizes the installation or maintenance of a utility across, over, or under land, and which authorizes ingress and egress thereon with machinery and vehicles necessary for the maintenance of said utilities.

Sec. 28.04.007 Enforcement; penalties

(a) Criminal penalty.

(1) A Person who violates, causes, allows or permits a violation of a section of this chapter designated as an offense in subsection (c) of this Section commits a misdemeanor offense. Each violation shall be punished by a fine not to exceed two thousand dollars (\$2,000.00) per violation if the violation is of a provision of this article

that governs public health or sanitation. A violation shall be punished by a fine not to exceed five hundred dollars (\$500.00) per violation if the violation is of a provision of this article that does not govern public health or sanitation.

(b) Each day a violation of this chapter designated as an offense constitutes a distinct and separate offense.

(c) Violation of any of these sections is considered an offense:

Sec. 28.04.004 – Site Development permit required

Sec. 28.04.014 – Site Plan requirements – city limits

Sec. 28.04.015 – Site Plan requirements – ETJ

Sec. 28.04.016 – Erosion control

Sec. 28.04.017 – Clearing and rough-cutting

Sec. 28.04.018 – Cuts and fills

Sec. 28.04.019 – Post-construction restoration Plan

(b) Civil remedies.

(1) If any building, Structure, or land is used, constructed, maintained, repaired, or altered, or any Development is commenced or continued, in violation of this article, the City and its officers may institute any appropriate action to prevent, restrain, correct, or abate the violation, including all remedies available pursuant to state law.

(2) The City is authorized to seek civil penalties not to exceed one hundred dollars (\$100.00) per violation, with each day a violation of this article continues constituting a distinct and separate offense.

(3) The imposition of any penalty shall not preclude the City and its officers from instituting any other appropriate action to require compliance with this land development code and with administrative orders and determinations made pursuant to this article.

(c) Administrative actions.

(1) Stop work orders. When an appropriate authorized official of the City determines that there has been noncompliance with any material term, condition, requirement or agreement under this article, the Person obtaining such approved Plan shall be ordered by the City in writing to cease and desist from further Development or construction material to the alleged noncompliance until corrected by compliance.

(2) Withholding of other authorizations. The City may refuse to grant Development, construction, or occupancy approvals for improvements for a property that does not fully and completely comply with all terms and conditions of this article. Without limiting the type or number of approvals the City may withhold, the City is specifically authorized to refuse to grant site development permits, building permits, utility connections, and certificates of occupancy.

(3) Appeals. Said Person may appeal an administrative order to the city administrator by giving written notice. The city administrator shall hear the appeal within five (5) days of receiving such notice. Said Person may appeal in writing a negative ruling by the city administrator to the city council, which shall hear the appeal at the next regular meeting following receipt of the notice.

Sec. 28.04.008 Applicability

(a) Approval requirements.

(1) Site Plan review and approval shall be required for all nonresidential and specified residential projects and any Planned Development District (PDD) or conditional use permit (CUP) public hearings may also be required, as set forth in these regulations.

(2) Building permits shall be required in the ETJ only in accordance with any applicable Development agreements or other authorizations approved by the council that mandate building permits.

(3) No building permit shall be issued for any of the above Developments until a Site Plan and all other required engineering or Construction Plans are first approved by the City. No certificate of occupancy shall be issued until all construction and Development conforms to the Site Plan and engineering/Construction Plans, as approved by the City. The Site Plan review process shall include four (4) steps:

(A) Pre-application conference;

(B) Concept Plan review (if applicable);

(C) Site Plan review; and

(D) Construction of the project after City approval of the required Site Plan and other associated Plans, including engineering Plans.

(4) Although the concept Plan and Site Plan review steps are listed as separate steps in the approval process herein, these two steps can be combined if the Applicant so chooses by submission of a Site Plan. This step can be achieved through the submission of one unified Plan. Per Sec. 28.04.013 (a), a concept Plan may be required by the city engineer if a project will be developed in phases, or unless otherwise determined by the city engineer.

(b) Exemptions. Site Plan review shall not be required for the following:

(1) The cultivation of land for agricultural purposes, fence building or rebuilding.

(2) Street construction and maintenance projects that do not increase the Impervious Cover beyond that of the original Street.

(3) Construction or reconstruction of duplex residential housing and associated buildings, drives, and other appurtenances provided:

(A) No more than one Structure is constructed per legal Lot;

(B) No proposed improvement is located in the 100-year floodplain;

(C) The city engineer has determined that the proposed improvement would not have an effect on the waterway; and

(D) City erosion and sedimentation control regulations are complied with.

(4) Structural repairs or replacements to existing Structures.

(5) Construction or reconstruction of barns, silos, livestock pens, sheds, and other agriculturally related Structures.

(6) Selective clearing of vegetation performed in conjunction with Subdivision Development, and in compliance with the permitting and platting requirements of the Subdivision ordinance of the City.

(7) Any site fully developed prior to the effective date of this article.

(8) Any site for which a permit was issued under a previous version of this article.

(9) Construction of a new public primary or secondary educational facility, or expansion thereof, located within the City's municipal boundaries (City limits and ETJ). This exception shall apply only if the Dripping Springs Independent School District submits Plans and specifications to the city ~~engineer for a courtesy review, and the city engineer concludes the proposed construction and use of the facility will comply with all applicable requirements of this article.~~ DSISD is hereby requested to voluntarily comply with all Site Development rules and regulations promulgated by the City, to the extent reasonably possible, necessary. For purposes of City records, DSISD shall submit a letter notifying the City that they are proceeding with any such improvements described herein.

(10) Above-ground utility installations that are not located within critical water quality zones, buffer zones or the Edwards Aquifer recharge zone.

(11) Single-family detached residential developments, unless the proposed Subdivision will include a private amenity or facility comprised of one or more buildings, such as a private recreation or swimming facility or clubhouse or a golf course. Also, this exemption shall not apply if the proposed Subdivision will have private (not public) Streets. In these instances, Site Plan submission and approval is required for the private amenity or facility, the golf course clubhouse/hospitality area, and the gated entrances.

(12) Construction projects by other political Subdivisions including the state, county, and federal agencies are exempt from the Site Development ordinance. For City record purposes, such political Subdivisions are required to submit project information to the City for a courtesy review.

Sec. 28.04.009 Site Plan submission; notices

- (a) Required submissions. Plan submission shall be comprised of the items set forth below:
- (1) An application form, in the format provided by the city, with notarized signatures of the Owner.
 - (2) Filing fee.
 - (3) Verification that all taxes and assessments on the subject property have been paid.
 - (4) Two (2) Copies of the Site Plan, on 22"x 34" 24" x 36" sheets, and drawn to a known engineering scale that is large enough to be clearly legible, and other required information, the quantity of which shall be determined by the city administrator. Digital copies of the application and Site Plan set shall be submitted in PDF format and be provided to the City via email, on a USB stick, on a CD or another method acceptable to staff.
 - (5) The Plans shall include ~~General~~ general layout for the required public improvements, including water, wastewater, grading and storm drainage, Streets, water quality, alleys, fire lanes and hydrants. The quantity of which shall be determined by the city administrator.
 - (6) Two (2) Reduced copies (11" x 17" or smaller) of the Site Plan or as required requested by the city engineer administrator.
 - (7) Landscaping and irrigation Plans, the quantity of which shall be determined by the city administrator, and requests for any variances from the City's landscaping ordinance as applicable. For Site Development permit applications within the City Limits, landscaping Plans shall be submitted with the Site Development Plan

application. For Site Development permit applications in the ETJ voluntarily with the City's landscaping ordinance, the applicant shall submit landscaping plans with the site development plan application.

~~(8) Building facade (elevation) Plans drawn to scale, the quantity of which shall be determined by the city administrator.~~

~~(8_9) Any additional information/materials, such as Plans, maps, exhibits, legal description of property, and information about proposed uses, as deemed necessary by the city administrator, in order to ensure that the written request is understood.~~

~~(10) Sign Plan and requests for any variances from the city's sign ordinance.~~

~~(9_11) Lighting (illumination) Plan and requests for any variances from the City's lighting ordinance as applicable. For Site Development permit applications in the ETJ complying voluntarily with the City's outdoor lighting ordinance, lighting Plans shall be submitted with the Site Development Plan application. If any Site Development permit applications for projects in the ETJ are seeking any variances to the site development ordinance, compliance with the City's outdoor lighting ordinance may be mandatory and lighting Plans shall be submitted with Site Development permit application if required by the City.~~

~~(12) Exterior design plan and explanation of how the project complies with the city's exterior design standards.~~

~~(10_13) A statement listing the utilities that will service the project and letters of service availability from the water and wastewater service providers.~~

~~(11_14) Any variances requested for Development of the project.~~

~~(12) Any approved permits that are applicable to the Site Development application (i.e. driveway permit, TCEQ permit, utility provider permit, etc.)~~

(b) Incomplete submissions. All required items and information must be received by the city administrator in order for a concept Plan or Site Plan submission and zoning change request to be considered complete. Incomplete submissions will not be reviewed until all deficient items or information has been received.

(c) Waivers. Upon request by the Applicant, the city administrator may waive requirements for certain information or tests if submittal of such information or test results is not necessary for the City's determination that the issuance of the Site Development permit for the intended purpose of the Applicant would meet the standards and objectives of this article. Prior to making this determination the city administrator may consult with the city engineer.

(d) Official submission date.

(1) For the purpose of these regulations, the "official submission date" shall be the date upon which a complete application for approval of a concept Plan or Site Plan, that contains all elements and information required by this article, including all related administrative fees, is first submitted to the city administrator.

(2) No application shall be deemed officially submitted until the city administrator determines that the application is administratively complete and a fee receipt is issued by the city. Failure by the city administrator to make a certification of incompleteness within fifteen (15) calendar days following the date on which the application was first received by the City shall result in the application being deemed complete, and the "official submission date" shall become the fifteenth (15th) calendar day following initial receipt of the application by the city.

(3) Concept Plan and Site Plan applications that do not include all required information and materials designated under this article will be considered incomplete. Such incomplete Plans shall not be accepted for official submission by the city, and shall not be scheduled for any action by the City until the proper information is provided to city staff.

(e) Notice of submittal. ~~An applicant must provide written notification~~ Notification shall be provided in accordance with this subsection. Notice must be distributed no more than thirty (30) nor less than fifteen (15) days after a completed application has been submitted to the city. This notice shall be distributed as follows:

(1) ~~Delivery to all property owners within three hundred feet (300') of the periphery of the land subject to the site development permit application.~~

Erection of weather-resistant signs on the property under application for the purposes of advertising said permit.

(A) The signs shall be provided by the city.

(B) Signs placed on the property involved must be within ten (10) feet of any property line paralleling any established or proposed Street, and must be visible from that Street.

(C) All required signs shall remain on the property until final disposition of the permit request is determined.

(2) Notice of application shall be placed on the City website.

(f) Notice of hearing. ~~An applicant must provide written notification~~ Notification shall be provided in accordance with this subsection if the application is scheduled for a public hearing. Notice of the hearing must be published in the City's official newspaper no more than thirty (30) nor less than fifteen (15) days before the first hearing at the P&Z. The notice shall be distributed as follows:

(1) Delivery of letters to all Property Owners immediately abutting the property boundary of the land subject to the Site Development permit application.

(2) Erection of weather-resistant signs on the property under application for the purposes of advertising said permit.

(A) The signs shall be provided by the city.

(B) Signs placed on the property involved must be within ten (10) feet of any property line paralleling any established or proposed Street, and must be visible from that Street.

(C) All required signs shall remain on the property until final disposition of the permit request is determined.

(3) Notice shall be placed on the City website.

(g) Notice to P&Z and city council. Notice of all Site Development permit applications shall be provided in writing by the City to all members of the city council and P&Z.

(h) Additional information. The City's staff may require information and data other than that set out in this section for specific concept Plans and Site Plans. This information and data may include but is not limited to geologic information, water yields, flood data and hydrological studies, environmental information, traffic impact analysis, road capacities, market information, historic Structure(s) and/or land, economic data for the proposed Development, hours of operation, elevations and perspective drawings, lighting, and similar information.

Approval of a concept Plan or Site Plan may establish conditions for construction based upon such information.

Sec. 28.04.010 Evaluation standards

(a) The following criteria have been set forth as a guide for evaluating the adequacy of proposed Development within the city, and to ensure that all Developments are, to the best extent possible, constructed according to the City's codes and ordinances.

(b) The city administrator shall review the concept Plan or Site Plan for compliance with all applicable city ordinances and with the comprehensive Plan; for harmony with surrounding uses and with long-range Plans for the future Development of the city; for the promotion of the health, safety, order, efficiency, and economy of the city; and for the maintenance of property values and the general welfare.

(c) Concept Plan or Site Plan review and evaluation by the city administrator for projects located in the City Limits shall be performed with respect to the following:

(1) The Plan's compliance with all provisions of the zoning ordinance, when applicable, and other ordinances of the city.

(2) The impact of the Development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.

(3) The relationship of the Development to adjacent uses in terms of harmonious design, ~~facade treatment~~, setbacks, ~~building materials~~, maintenance of property values, and any possible negative impacts.

(4) The provision of a safe and efficient vehicular and pedestrian circulation system.

(5) The design and location of off-Street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged.

(6) The sufficient width and suitable grade and location of Streets designed to accommodate prospective traffic and to provide access for firefighting and emergency equipment to buildings.

(7) The coordination of Streets so as to arrange a convenient system consistent with the transportation Plan of the city.

(8) When applicable, ~~The~~ the use of landscaping and screening to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties when necessary, and to complement and integrate the design and location of buildings into the overall site design. See Section 28.04.009(a)(7) for applicability.

(9) When applicable, ~~E~~ exterior lighting to ensure safe movement and for security purposes, which shall be arranged so as to minimize glare and reflection upon adjacent properties. See Section 28.04.009(a)(9) for applicability.

(10) The location, size, accessibility, and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.

(11) Protection and conservation of soils from erosion by wind or water or from excavation or grading.

(12) Protection and conservation of watercourses and areas subject to flooding.

(13) The adequacy of water, drainage, sewer facilities, solid waste disposal, and other utilities necessary for essential services to residents and occupants.

(14) Consistency with the comprehensive Plan.

(d) Concept Plan or Site Plan review and evaluation by the city administrator for projects located in the extraterritorial jurisdiction shall be performed with respect to the following:

(1) The impact of the Development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.

(2) When applicable through voluntary agreement, exterior lighting to ensure safe movement and for security purposes, which shall be arranged so as to minimize glare and reflection upon adjacent properties.

(3) The location, size, accessibility, and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.

(4) Protection and conservation of soils from erosion by wind or water or from excavation or grading as it relates to water quality.

(5) Protection and conservation of watercourses and areas subject to flooding.

(6) When applicable through voluntary agreement or due to services requested of the City, the adequacy of water, drainage, sewer facilities, solid waste disposal, and other utilities necessary for essential services to residents and occupants.

(7) Any items agreed to by voluntary agreement with the property owner through a development or other

Sec. 28.04.011 Approval process; modifications

~~(a) Informal consultation. The applicant(s) shall consult with the city administrator, the city engineer, and/or other designated administrative officers before preparing a concept Plan or a site Plan in order to save time and money and to avoid potential unnecessary delays.~~

~~(b)~~ (ba) Pre-application conference. Prior to formal application for approval of any concept Plan or Site Plan, the Applicant(s) shall request and attend a pre-application conference with the city administrator, the city engineer, and any other pertinent city official(s) in order to become familiar with the City's Development regulations and the Development process. At the pre-application conference, the developer may be represented by its land planner, Engineer, and Surveyor.

~~(e)~~ (eb) City staff review. Upon official submission of a complete application for concept Plan or Site Plan approval, the city shall commence technical review of the Development proposal by forwarding a copy of the application to Development review team members, such as the city administrator, city engineer, and any other pertinent city official(s). Development review team members shall review the application and shall ascertain its compliance with these and other applicable city regulations. Following city staff review of the Plan and supporting documents, and following discussions with the Applicant on any revisions deemed advisable and the kind and extent of improvements to be installed, the Applicant shall resubmit additional copies of the corrected Plan to the city administrator within ~~sixty (60)~~ ninety (90) calendar days following the date on which the Applicant received official notification of the completion of the review by the city administrator.

~~(d)~~ (dc) Action by city administrator.

(1) The city administrator may:

(A) Deem the Site Plan approved;

(B) Deem the Site Plan denied; or

(C) Make an initial determination and refer the matter to the P&Z and council.

(2) If the city administrator approves the Plan, no approval by the P&Z or city council is required. Any concept Plan or Site Plan that includes property that is within the historic district may not be approved or denied by the city administrator; such a Plan shall be reviewed by the city administrator and shall then be reviewed by the P&Z and the city council through the review process outlined herein. Plans that include variance requests, PDDs, or CUPs must be reviewed by the Site Development Review Committee. ~~P&Z and council after initial determination by the administrator.~~

(3) The city administrator, in consultation with the city engineer, may approve applications for Small Projects, being those consisting of 3,500 square feet, cumulative, or larger projects determined to warrant Small Project status by the city engineer or city administrator. Applications reviewed under this subsection shall be exempt from all public notice requirements stated in section 28.04.009. The city engineer may also waive a submittal requirement that the city engineer determines is not essential to demonstrate compliance with this code. A record of submittal requirements that are waived under this subsection shall be maintained. At the city administrator or city engineer's discretion, Small Projects may be referred to the P&Z and council for approval or denial. In making the decision to refer a Small Project application to the P&Z and council, the administrator may consider the following factors:

- (A) Amount of Impervious Cover proposed;
- (B) Proximity to nearby developed properties; and
- (C) Anticipated impact of project on neighbors.

~~(e-d)~~ Denial by city administrator or Site Development Review Committee. The city administrator's or Site Development Review Committee's denial of a Plan shall ~~then~~ be reviewed by the P&Z and city council through the review process outlined herein. The Plan that was denied shall be submitted to the city administrator no later than ~~seven (7)~~fourteen (14) calendar days prior to the P&Z meeting. Copies of the Plan resubmitted to the city less than ~~seven~~fourteen days prior to the meeting date shall not be accepted or forwarded to the P&Z. If the city administrator determines that the application is still incomplete or not correct, the Plan application shall be subject to denial.

~~(f e)~~ Action by P&Z and city council.

(1) Without regard to the final action by the city administrator, the P&Z shall review an application upon receipt of written request from:

- (A) The mayor;
- (B) Two (2) city council members;
- (C) The P&Z chairman; and/or
- (D) Three (3) P&Z members.

All applications reviewed by the P&Z under this subsection shall then be referred to the city council for approval or denial.

(2) The P&Z and city council shall consider an application for a Site Development permit that involves a variance, PDD, or CUP where the Site Development permit application has been denied by the Site Development Review Committee and the Applicant has appealed, at a public meeting no later than thirty (30) calendar days after the ~~completed application appeal~~ was filed with the city administrator.

(3) All Plan applications that were denied by the city administrator or the Site Development Review Committee, or that include property that is within the historic district shall be submitted to and reviewed by the P&Z, and if in conformance with the provisions of this article and all other applicable regulations and codes of the city, they shall then be considered for approval by the city council. It should be noted also that additional action with regard to permitting procedures applies within the historic district.

(4) The city administrator shall schedule consideration of the concept Plan or Site Plan on the regular agenda of the P&Z, within thirty (30) days after the submission (where the city administrator has referred the site or concept Plan to the P&Z pursuant to Section 28.04.011 (c)) or an appeal is received, or, in the case of an incomplete submission, after the submission is deemed complete. The P&Z shall review the concept Plan or Site Plan and shall recommend approval, approval subject to certain conditions, or disapproval of the concept Plan or Site Plan. If the P&Z recommends approval, with or without conditions, of the Plan, then it will be forwarded to the city council for consideration. If the P&Z recommends disapproval of a Plan application, the P&Z shall state such disapproval and the reasons thereof.

(5) The Applicant or Property Owner may appeal such decision to the city council by filing a written notice of appeal in the office of the city administrator no later than ten (10) calendar days after the date upon which the P&Z denied the application. The notice of appeal shall set forth in clear and concise fashion the basis for the appeal. The city council shall consider the appeal at a public meeting no later than thirty (30) calendar days after the date upon which the notice of appeal was filed. The city council may override the decision of the P&Z by vote of the majority of the councilmembers present. The city council may also, where appropriate, remand the Plan application back to the P&Z for reconsideration if it believes that there is a compelling reason to do so, such as the introduction of significant new facts or testimony. The city council shall determine final approval or disapproval of all Plan appeals.

(f) Revisions to approved plan. Revisions to an approved concept Plan or Site Plan shall be processed in accordance with the above.

~~(h-g)~~ Revisions to site development permit.

(1) Minor deviations or design modifications requiring changes in a Site Development permit may be approved by the city administrator without formal application or public hearing. For purposes of this subsection, minor deviations or design modifications are determined by the city engineer to have no significant impact on neighboring properties, the public, or Persons who will occupy or use the proposed Development. An Applicant requesting changes to a released Site Plan shall submit a written request identifying the requested changes to the city engineer. Any changes approved by the city engineer shall be in writing.

(2) All other requests for modifications to a Site Development permit shall be processed as a new application. If the council acts on the request, new conditions may be imposed, but the Applicant may reject the additional conditions by withdrawing the request for an amendment and proceeding in accordance with the previously released Site Development permit.

Sec. 28.04.012 Plan duration

(a) Generally. The approval of a concept Plan or Site Plan shall be effective for two (2) years. ~~the periods indicated in the chart below.~~ If construction has not commenced within the effective

period. ~~If this is not accomplished, then the approved Plan shall be deemed to have expired and shall become null and void. Plans expire if the applicant has not submitted [or] achieved the benchmark listed in the second column by the timeline listed in the third column. For concept Plans, the benchmark is submitting to the city a completed application for the next required authorization. For site Plans, the benchmark is the commencement of construction.~~

TABLE 1. DURATION OF CONCEPT PLANS AND SITE DEVELOPMENT PLANS

Approved Plan	Progress Benchmark	Expires
Concept Plan	Plat (subdivision ordinance)	One year
-	Site Plan (article 28.04)	One year
-	Planned development (article 30.03)	Two years
-	Conditional use permit (zoning ordinance)	6 months
-	Development agreement (article 22.02)	One year
Site Plan	Construction commences	2 years

(b) “Year” defined. A year shall mean a period of three hundred sixty-five (365) calendar days. A year ceases on 12:01 a.m. on the 365th day following city approval of the Plan.

(c) Extensions.

(1) Authorized. Prior to the lapse of approval for a Plan, the Applicant may petition the city, in writing, to extend the Plan approval. Such petition shall be considered by the city administrator for administrative approval. The decision made by the city administrator may be appealed by the Applicant to the Board of Adjustment, at a public meeting before the P&Z and the city council, and an extension may be granted by the city council at such meeting. ~~One (1) extension of one (1) year in length may be granted, unless otherwise specified by ordinance. Two (2) extensions of six (6) months each in length may be granted, unless otherwise specified by ordinance.~~ If no petition for extension of Plan approval is submitted, then the Plan shall be deemed to have expired and shall become null and void.

(2) Determination. In determining whether to grant a request for extension, the ~~city council~~ city administrator shall take into account the reasons for the lapse, the ability of the Property Owner to comply with any conditions attached to the original approval, and the extent to which Development regulations would apply to the Plan at that point in time. The ~~city administrator P&Z and city council~~ shall either extend the concept Plan or Site Plan or deny the request, in which instance the originally approved Plan shall be deemed null and void. However, the ~~one two~~ (1 2) aforementioned extensions shall not be unreasonably withheld without due cause. The Property Owner must thereafter submit a new Plan application for approval, and shall conform to the regulations then in effect.

Sec. 28.04.013 Concept Plan

(a) Applicability. ~~The city engineer may require a concept Plan if an Applicant is developing a project in phases, unless otherwise determined by the city engineer. Submission and approval of a concept Plan is required for development necessitating a site development permit, Planned developments, and conditional use zoning requests.~~ When required by the city, the concept Plan is the first step in the approval process for a Development project. No Development rights (if any) shall vest when a concept Plan is voluntarily submitted by an applicant.

(b) Benefits. City review and approval of a concept Plan has many benefits for both the city and the Applicant.

(1) Applicant. The Applicant benefits by gaining preliminary review and scrutiny, as well as input and suggestions, on the overall conceptual layout of the proposed Development from the City's Development review team. Approval of a concept Plan may offer the Applicant some level of confidence that subsequent Plan submissions will be favorably received and approved with few major changes to the project's design and layout provided that the project complies with City regulations. For example, once the Site Plan and corresponding engineering Plans are submitted for a nonresidential project, unforeseen changes in site layout can prove to be expensive in terms of design and engineering costs and time lost during major Plan revisions.

(2) City. The City benefits in that it is allowed to become familiar with and involved in the project early in the Development process, which is particularly important for large-scale Developments and Subdivisions. This allows the City to Plan for and closely coordinate the provision of public facilities and services, thereby potentially avoiding future problems such as undersized utility lines, inadequate roadway capacities, unanticipated shortfalls in public services, and fiscal inefficiencies resulting from lack of Planning and coordination.

(c) Purpose. The purpose of a concept Plan is to allow opportunity for the City to preview various Development-related aspects of the project, including proposed major thoroughfare and collector Street patterns; land use patterns and trends; historic Structure(s) and/or land; environmental issues and constraints; building orientation and massing; conformance to the comprehensive Plan, zoning ordinance, future land use Plan, transportation Plan and other applicable Plans and guidelines; and the property's relationship to adjoining Subdivisions or properties. Review of a concept Plan would also assist the City in evaluating the possible impacts of the proposed Development in terms of provision of essential public facilities and services, respecting and preserving important natural features and the environment, provision of open space and recreational opportunities, and protecting the general health, safety and welfare of the community.

(d) Area in concept Plan. When the overall Development project is to be developed in phases, the concept Plan area shall include the entire zoned property from which the phases are being developed and an approximate development schedule. Where significant natural or man-made features, such as thoroughfares or creeks, make inclusion of the entire property in the concept Plan unnecessary to adequately review the items to be shown on a concept Plan, the Plan may include a smaller study area. Boundaries such as major thoroughfares, whether existing or proposed, creeks, political Subdivisions, or other such natural or man-made features may be used to delineate the smaller study area.

(e) Procedures and requirements. Submission of an application for concept Plan approval

shall be preceded by a pre-application conference with the City. The concept Plan shall be prepared at a scale no smaller than one inch equals two hundred feet (1" = 200') or other legible scale and on sheets twenty-two inches by thirty-four inches ~~twenty-four inches by thirty-six inches (24" x 36") (22"x34")~~, and it shall show the following:

- (1) A title block within the lower right-hand corner of the concept Plan with the proposed name of the project or Subdivision, the name and address of the Owner and the land Planner, engineer, architect or Surveyor responsible for the design or survey, the scale of the drawing, both written and graphic scale, the date the drawing was prepared, total site acreage, and the location of the property according to the abstract and survey records of the county;
 - (2) A vicinity or location map that shows the location of the proposed Development within the City or its ETJ and in relationship to existing roadways;
 - (3) The boundary survey limits of the Tract and scale distances with north clearly indicated;
 - (4) The names of adjacent additions or Subdivisions, or the name of the Owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads and creeks. The concept Plan shall include a depiction of all contiguous holdings of the property Owners, the existing and proposed uses of the subject property, a general arrangement of future land uses, including the approximate number of Lots and any residential uses anticipated, and a generalized circulation Plan for the subject property;
 - (5) The existing zoning and existing and proposed uses on adjacent land; the location, width and names of all existing or platted Streets or other public ways within or adjacent to the Tract; any existing easements with recording information; existing buildings; railroad rights-of-way; topography, including contours at two-foot intervals with existing drainage channels or creeks, including the 100-year floodplain, if applicable; any other important natural features (such as rock outcroppings, wildlife habitats, etc.); all substantial natural vegetation; and adjacent political Subdivisions, corporate limits, and/or school district boundaries;
 - (6) Proposed strategies for tree preservation showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction;
 - (7) The layout and width, including Right-of-Way lines and curblines, of existing and proposed thoroughfares, collector Streets and/or intersections, and a general configuration of proposed Streets, Lots and blocks, including proposed median openings and left-turn lanes on future divided roadways. Existing and planned driveways on the opposite side of divided roadways must also be shown for coordination and sharing of future median openings;
 - (8) A general arrangement of land uses and buildings, including but not limited to proposed nonresidential and residential densities; building heights, square footages, massing, orientation, loading and service areas, recycling containers, compactors and dumpster enclosures, pedestrian walkways, and parking areas; any proposed sites for parks, schools, public facilities, public or private open space; floodplains and drainageways; and other pertinent Development-related features; and
 - (9) The phasing of Development.
- (f) Effect of review. The concept Plan shall be used only as an aid to show the anticipated

layout of the proposed Development, and to assess the adequacy of public facilities or services that will be needed to serve the proposed Development. Any proposed use or Development depicted on the concept Plan shall not be deemed formal authorization or approval by the City until a final Site Plan is approved for the Development. The concept Plan approval is to be thought of as a general acknowledgment by the City that the proposed layout generally conforms to the City's regulations, and that the proposed Development can be adequately served by required public facilities or services. If the Applicant chooses to construct only the initial phase or phases of a multi-phase project designated in the concept Plan, a new concept Plan may be required for Site Plan approval of subsequent phases, if the proposed Development layout, character, or other conditions affecting the Development substantially change from one phase to the next.

Sec. 28.04.014 Site Plan requirements – city limits

(a) Applicability and purpose. Submission of a Site Plan and City approval of a Site Development permit is required as stated above. The purpose of the Site Plan approval is to ensure that a Development project is in compliance with all applicable City ordinances and guidelines prior to commencement of construction. Approval of the Site Plan, landscape Plan (if applicable), ~~building facade Plan~~, and engineering Plans is required prior to site construction.

(b) Area in Site Plan. When the overall Development project is to be developed in phases, the Site Plan area shall include only the portion of the overall property that is to be developed or constructed.

(c) Submission requirements. Submission of an application for a Site Development permit approval shall be preceded by a pre-application conference with the City. The Site Plan shall be prepared at a scale no smaller than one inch equals one hundred feet (1" = 100') and on sheets twenty-two inches by thirty-four inches (22" x 34") ~~twenty-four inches by thirty-six inches (24" x 36")~~, and it shall clearly show in detail how the site will be constructed such as paving, buildings, landscaped areas, and utilities. The Site Plan shall include but not be limited to the following:

- (1) A title block within the lower right-hand corner of the ~~concept~~ Site Plan with the proposed name of the project or Subdivision, the name and address of the Owner and the land planner, engineer, architect or Surveyor responsible for the Plan, the scale of the drawing, both written and graphic scale, the date the drawing was prepared, total site acreage, and the location of the property according to the abstract and survey records of the county;
- (2) A vicinity or location map that shows the location of the proposed Development within the City or its ETJ and in relationship to existing roadways;
- (3) The most current property plat or boundary survey limits of the Tract and each proposed Lot, and scale distances with north clearly indicated;
- (4) The names of adjacent additions or Subdivisions, or the name of the Owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads and creeks;
- (5) The existing zoning and existing and proposed uses on adjacent land; the location, width and names of all existing or platted Streets or other public ways within or adjacent to the Tract; any existing easements, with recording information; existing buildings; railroad rights-of-way; topography with contours at two-foot intervals with existing drainage channels or creeks, including the 100-year floodplain, if applicable; any other

important natural features such as rock outcroppings, caves and wildlife habitats; and all substantial natural vegetation;

(6) Proposed strategies for tree preservation, showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction;

(7) The layout and width, including Right-of-Way lines and curblines, of existing and proposed thoroughfares, collector streets and intersections, and specific configuration of proposed Streets, Lots and blocks, proposed driveways, showing driveway widths and distances between driveways, and proposed median openings and left turn lanes on future divided roadways. Existing and planned driveways on the opposite side of divided roadways must also be shown for coordination and sharing of future median openings;

(8) Specific locations and footprints of buildings, including but not limited to proposed nonresidential and residential densities; building heights; square footages, which for multi-tenant or multi-purpose buildings must show square footage for each intended use; massing, orientation, loading and service areas, including proposed screening, recycling containers, compactors and dumpster enclosures, including proposed screening, pedestrian walkways, and parking areas including parking ratio calculations; any proposed sites for parks, schools, public facilities, public or private open space; floodplains and drainageways; all proposed and existing utilities and easements; drainage Structures; retention/detention ponds with proposed aesthetic treatments; screening walls; fences; signage, if applicable; fire lanes and fire hydrants; lighting, if applicable; visibility easements; and other pertinent Development-related features;

(9) If required by staff, a landscape Plan showing turf areas, tree types and sizes, screening walls, ornamental plantings, planting schedule, including species, planted height, spacing, container and caliper size, numbers of each plant material, any existing wooded areas, trees to be planted, and irrigation Plans, if required;

(10) complete erosion and sedimentation control Plan as required by Section 24.04.016.

~~(10) Building facade (elevation) Plans showing elevations with any wall-mounted signage to be used, as determined appropriate by the city administrator.~~

(d) Conformance to requirements. Provision of the above items shall conform to the principles and standards of this article and the comprehensive Plan. To ensure the submission of adequate information, the City is hereby empowered to maintain and distribute a separate list of specific requirements for Site Plan review applications. Upon periodic review, the City administrator shall have the authority to update such requirements for Site Plan and Development review application forms. It is the Applicant's responsibility to be familiar with, and to comply with, these requirements.

(e) Effect of review. Approval of the Site Plan shall result in the issuance of a Site Development permit. The permit shall be considered authorization to proceed with construction of the site provided all other required City approvals are obtained, such as engineering Plans, landscape Plan, building facade Plans, and building permits.

(f) Validity. The approved Site Plan shall be valid for a period of two (2) years ~~one (1) year~~ from the date of approval, ~~by the city council.~~

Sec. 28.04.015 Site Plan requirements – ETJ

(a) Applicability and purpose. Submission of a Site Plan and City approval of a Site

Development permit for a project located in the ETJ is required as stated above. The purpose of the Site Plan approval is to ensure that a Development project is in compliance with all applicable City ordinances and guidelines prior to commencement of construction. Approval of the Site Plan and engineering Plans is required prior to site construction. Landscape and lighting Plans shall be submitted if applicable through voluntary agreement to comply by the property owner.

(b) Area in Site Plan. When the overall Development project is to be developed in phases, the Site Plan area shall include only the portion of the overall property that is to be developed or constructed.

(c) Submission requirements. Submission of an application for a Site Development permit approval shall be preceded by a pre-application conference with the City. The Site Plan shall be prepared at a scale no smaller than one inch equals one hundred feet (1" = 100') and on sheets twenty-two inches by thirty-four inches (22" x 34"), and it shall clearly show in detail how the site will be constructed such as paving, buildings, landscaped areas, and utilities. The Site Plan shall include but not be limited to the following:

(1) A title block within the lower right-hand corner of the Site Plan with the proposed name of the project or Subdivision, the name and address of the Owner and the land planner, engineer, architect or Surveyor responsible for the Plan, the scale of the drawing, both written and graphic scale, the date the drawing was prepared, total site acreage, and the location of the property according to the abstract and survey records of the county;

(2) A vicinity or location map that shows the location of the proposed Development within the ETJ and in relationship to existing roadways;

(3) The most current plat or boundary survey limits of the Tract and each proposed Lot, and scale distances with north clearly indicated;

(4) The names of adjacent additions or Subdivisions, or the name of the Owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads and creeks;

(5) The location, width and names of all existing or platted Streets or other public ways within or adjacent to the Tract; any existing easements, with recording information; existing buildings; railroad rights-of-way; topography with contours at two-foot intervals with existing drainage channels or creeks, including the 100-year floodplain, if applicable; any other important natural features such as rock outcroppings, caves and wildlife habitats; and all substantial natural vegetation;

(7) The layout and width, including Right-of-Way lines and curblines, of existing and proposed thoroughfares, collector Streets and intersections, and specific configuration of proposed Streets, Lots and blocks, proposed driveways, showing driveway widths and distances between driveways, and proposed median openings and left turn lanes on future divided roadways. Existing and Planned driveways on the opposite side of divided roadways must also be shown for coordination and sharing of future median openings;

(8) Specific locations and footprints of buildings, including but not limited to proposed nonresidential and residential densities; building heights; square footages, which for multi-tenant or multi-purpose buildings must show square footage for each intended use; massing, orientation, loading and service areas, including proposed screening, recycling containers, compactors and dumpster enclosures, including

pedestrian walkways, and parking areas; any proposed sites for parks, schools, public facilities, public or private open space; floodplains and drainageways; all proposed and existing utilities and easements; drainage Structures; retention/detention ponds with proposed aesthetic treatments; screening walls; fences; signage, if applicable; fire lanes and fire hydrants; lighting, if applicable; visibility easements; and other pertinent Development-related features.

(9) complete erosion and sedimentation control Plan as required by Section 24.04.016.

(d) Conformance to requirements. Provision of the above items shall conform to the principles and standards of this article. To ensure the submission of adequate information, the City is hereby empowered to maintain and distribute a separate list of specific requirements for Site Plan review applications. Upon periodic review, the City administrator shall have the authority to update such requirements for Site Plan and Development review application forms. It is the Applicant's responsibility to be familiar with, and to comply with, these requirements.

(e) Effect of review. Approval of the Site Plan shall result in the issuance of a Site Development permit. The permit shall be considered authorization to proceed with construction of the site provided all other required City approvals are obtained, such as engineering Plans, landscape Plan, building facade Plans, and building permits.

(f) Validity. The approved Site Plan shall be valid for a period of two (2) years from the date of approval.

Sec. 28.04.0165– Variances

(a) Presumption. There shall be a presumption against variances. However, if the Applicant requests a variance in writing, the Site Development Review Committee ~~board of adjustment~~ may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance.

(b) Identification. All variances requested for a project must be identified during the Site Plan approval process.

(c) Conditions. In granting a variance, the Site Development Review Committee ~~board of adjustment~~ shall prescribe upon the Applicant only conditions that it deems necessary to or desirable in the public interest.

(d) General criteria. In making the findings required below, the Site Development Review Committee ~~board of adjustment~~ shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of Persons who will reside or work in the proposed Development, and the probable effect of such variance upon traffic conditions and upon the public health, safety, convenience and welfare in the vicinity.

(e) Required findings. No variance shall be granted unless the Site Development Review Committee ~~board of adjustment~~ finds that all of the following provisions are met, and the burden shall be on the developer to show that the following provisions are met:

(1) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this article would deprive the Applicant of the reasonable use of this land;

(2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the Applicant;

(3) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area; and

(4) That the granting of the variance will not have the effect of preventing the orderly Development of other land in the area in accordance with the provisions of this article.

(f) Pecuniary hardship. Pecuniary hardship to the Applicant, Property Owner or developer, standing alone, shall not be deemed sufficient to constitute undue hardship.

(g) Restrictions. When the ~~Site Development Review Committee~~ board of adjustment determines that a variance is warranted, the variance permitted shall be the minimum departure from the terms of this article necessary to avoid such deprivation of privileges enjoyed by such other property to facilitate a reasonable use, and which will not create significant probabilities of harmful environmental consequences.

(h) Adequate basis for variance. It shall be an adequate basis for granting a variance that doing so will enable the Applicant to create additional open space, reduce Impervious Cover, preserve trees, maintain critical environmental features, ensure more wildlife preservation, or bring nonconforming Structures (including signs) into compliance with current regulations. This section is designed to achieve a more favorable outcome for the general public than would be possible complying with the strict mandates of this article.

(i) Variances for projects in ETJ. Should an Applicant apply for any variances for Site Development applications for projects located in the ETJ, the project shall comply with the City's outdoor lighting ordinance.

(j) Recommendation by Site Development Review Committee. The Site Development Review Committee shall take action on a proposed variance. At the recommendation of the Site Development Review Committee, variances may be referred to the Planning and Zoning Commission for their consideration and recommendation. Recommendations of the Planning and Zoning Commission on each item shall be made and provided to the City Council for final

(k) Appeals. The Applicant may appeal the ~~city administrator~~ Site Development Review Committee's decision to the Planning and Zoning Commission. The Planning and Zoning Commission shall hold a public hearing for consideration of the appeal after completion public notice procedures described in this article.

~~(i) Recommendation by P&Z and city engineer~~. The board of adjustment shall seek the recommendation of the P&Z and the city engineer prior to taking any action on a proposed variance.

~~(l) (j) Record~~. Such findings of the board of adjustment, together with the recommendation of the P&Z, and the specific facts upon which such findings are based, shall be incorporated into the official minutes of the board of adjustment meeting at which such variance is granted. Such findings of the Site Development Review Committee shall be kept on file at City hall in accordance with the City's record retention policies. Shall a decision be appealed to the P&Z, the finding shall be incorporated into the official minutes of the P&Z meeting at which the variance is considered. Variances may be granted only when in harmony with the general purpose and intent of this article so that the public health, safety, and welfare may be secured and substantial justice is done.

Sec. 28.04.0167 Erosion control

(a) The purposes of controlling erosion and sedimentation during the construction stages in a Site Development are to minimize nuisances on adjacent properties, avoid siltation and water quality degradation of streams, and preserve the natural and traditional character of watercourses running through the area.

(b) The developer shall submit as a part of the final ~~construction~~ Site Development Plans a complete erosion and sedimentation control Plan specifying the type, physical details,

installation procedures, and location of controls to be used, the timing in relation to each stage of the construction sequence, maintenance of controls, and Plans and techniques to be used for revegetation and slope stabilization, as specified in this article.

(c) The accepted guides for preparing control Plans are the City of Austin Erosion and Sedimentation Control Manual, and TCEQ TPDES TXR150000. U.S. Department of Agriculture, Erosion and Sediment Control Guidelines for Developing Areas in Texas. Other generally accepted or innovative and effective engineering procedures may be used in conjunction with, or instead of, those prescribed in this section if approved by the city engineer.

Sec. 28.04.0178 Clearing and rough-cutting

(a) Prohibition. No Right-of-Way clearing or rough-cutting shall be permitted prior to the issuance of a Site Development permit by the City. ~~by the council.~~ Limited clearing for Soil Testing and surveying shall be allowed.

(b) Inclusion in Plan. Clearing for the temporary storage of spoil or construction equipment, or for permanent disposal of fill material or spoils, shall be so designated on the Site Plan. The developer must provide erosion and sedimentation controls and the continuing maintenance thereof acceptable to the city engineer.

(c) Initial brush removal.

(1) Applicants may mechanically remove brush without material soil surface disruption prior to receiving approval of plats in order to determine the location of roads, Lots, utilities and drainage areas with regard to preservation of environmental features. Applicants may exercise this option only by utilizing rubber-tired equipment for brush removal.

(2) Prior to Site Plan approval, Owners may neither remove any tree (other than cedar trees) with a trunk having a diameter greater than six (6) inches measured four and a half feet (4.5') above the base (ground elevation) of the tree, nor materially alter the existing drainage patterns, prior to receiving City approval for Site Plans. Owners shall ensure that as much area as possible is left undisturbed for as long as reasonably possible.

(3) Agricultural and farming operations on land subject to the Ag exemption for tax purposes are exempt from the restrictions of this section.

(d) Time period before final surfacing. The length of time between rough-cutting and final surfacing shall not exceed twelve (12) months.

(e) Vegetation in ~~critical~~ water quality buffer zone. Vegetation within the ~~critical~~ water quality buffer zone shall not be disturbed except for purposes consistent with Development activity permitted by this article.

Sec. 28.04.0189 Cuts and fills

(a) No fill ~~on any building site~~ shall exceed a maximum of six (6) feet of depth, except as approved by the city engineer, in the areas designated as permanent on-site spoils disposal sites; provided, however, that fill placed under foundations with sides perpendicular to the ground, or with pier and beam construction, need not comply with this requirement.

(b) No cut on any ~~building~~ site shall be greater than six (6) feet, unless approved by the ~~city council~~ Site Development Review Committee, except for structural excavation.

(c) All new drainage channels on the site shall be designed to minimize potential erosion.

All constructed and altered drainage channels shall be stabilized and vegetated immediately after final grading.

Sec. 28.04.01920 Post-construction restoration plan

The Plan and report must describe the developer's proposed measures for post-construction restoration, including restoring cuts and fills, spoil disposal and equipment storage sites and other land disturbances. (Ordinance 3000.1, ex. A, sec. 14, adopted 4/26/05)

Sec. 28.04.0201 Inspections

(a) Consent. Any Person or successor and assigns who has filed a Site Development Plan for approval pursuant to this article agrees to allow entry on the Tract or premises which are the subject of such applications for the purpose of inspection of conditions during the approval stage and during Development and construction by duly authorized inspectors of the City.

(b) Costs. Inspections mandated under this section shall be at the Applicant's expense, or at the expense of the Owner, at the time the inspection is performed, in accordance with the fee schedule adopted by the city council.

(c) Construction phase. The City shall cause such inspection to be made of the land or premises during Development and construction so as to assure full compliance with all terms, conditions, requirements, and agreements to which the Person obtaining approval of a Site Development Plan under this article is bound.

(d) Notices. The Applicant shall designate one Person or legal entity, with a current address, to which any notice of noncompliance shall be given pursuant to this section.

Sec. 28.04.0212 Construction performance

(a) Review by city engineer.

(1) All Plans and actual construction of improvements required under this article shall be ~~inspected~~ reviewed by the city engineer or a designated City representative.

(2) No Plans or completed construction will be considered for approval or acceptance by the ~~City council~~ without certification from the Applicant, including an engineer's concurrence letter from the engineer of record, that such Plans and calculations and such construction are complete, and that they are in accordance with specifications and standards contained or referenced herein, and/or with Plans previously approved for the subject Site Development permit.

(3) The city engineer or a designated City representative ~~shall~~ may make field inspections during the construction period. If requested by the city engineer, the design engineer of record shall provide all records of materials testing in accordance with standard civil engineering practice.

(4) If the city engineer rejects such construction, the city attorney shall, on direction of the council, proceed to enforce the guarantees provided in this article.

(5) If requested by the city engineer, the design engineer of record shall submit written progress reports ~~to the council~~ during construction periods. ~~These reports shall be made available for public review public [sic] upon submission to the city council.~~

(6) The final responsibility for adequacy and acceptability of all construction shall rest with the developer and his design engineer of record.

(b) Right of entry.

(1) Whenever necessary for the purpose of investigating or enforcing the provisions

of this article, or whenever any enforcement officer has reasonable cause to believe that there exists in any Structure or upon any premises any condition which constitutes a violation of this article, the officer may enter such Structure or premises at all reasonable times to inspect the same, or to perform any duty imposed upon any said officer by law.

(2) Any permit holder shall agree to allow entry on the land or premises which are the subject of the permit for the purpose of inspection by City officials.

Sec. 28.04.023 Required signature blocks

(a) Projects located in the City Limits shall include the following language on the cover sheet:

Reviewed By:

City of Dripping Springs City Administrator Date

City Engineer Date

Emergency Services District # 6 Date

(b) Projects located in the ETJ shall include the following language on the cover sheet:

Reviewed by:

City of Dripping Springs City Administrator Date

City Engineer Date

Emergency Services District # 6 (if applicable) Date

Sec. 28.04.024 Approval process of pool encroachment waiver

(a) City staff review. Upon official submission of a complete application that requests a pool waiver encroachment, the city shall commence review of the request by forwarding a copy of the application to the city building official and city engineer. The city building official and city engineer shall review the application and shall ascertain its compliance with these regulations. Following city staff review of the plan and supporting documents, and following discussions with the applicant on any revisions deemed advisable and the kind and extent of the pool improvements to be installed, the applicant shall resubmit additional copies of the corrected plan to the city building official within sixty (60) calendar days following the date on which the applicant received official notification of the completion of the review by the city building official and city engineer.

(b) Action by city building official.

(1) The city building official may:

(A) Deem the pool encroachment approved;

(B) Deem the pool encroachment denied; or

(C) Make an initial determination and refer the matter to the P&Z and council.

(2) If the city building official approves the pool encroachment waiver, no approval by the P&Z or city council is required. Pool encroachment waiver requests must meet the requirements of Chapter 28, Exhibit A, Section 1.6 and this section in order to be reviewed and approved by the city building official.

(3) The city building official may approve applications for the installation of pools within setback area on a property so long as the pool does not encroach within five (5) feet of a neighboring property. The city building official shall not administratively approve an encroachment by a pool pump or other pool equipment, other than the pool itself, into the setback. Any application for a pool encroachment requires notification as outlined in Section 1.6.2.1 of Exhibit A: Chapter 28 of the Subdivision Ordinance. At the city building official's discretion a request for a pool encroachment waiver may be referred to the P&Z and council for approval or denial. In making the decision to refer a request for a pool encroachment waiver to the P&Z and council, the building official may consider the following factors:

(A) Amount of impervious cover proposed;

(B) Proximity to nearby developed properties; and

(C) Anticipated impact of project or encroachment on neighbors.

(c) Denial by the city building official. The city building official's denial of a pool encroachment may be reviewed by the P&Z and city council through the review process outlined herein. If the applicant desires to appeal the city building official's denial then the applicant shall submit the denial and application to the city administrator no later than seven (7) calendar days prior to the P&Z meeting. Copies of the denied application resubmitted to the city less than seven days prior to the meeting date shall not be accepted or forwarded to the P&Z.

(i) Action by P&Z and city council.

(1) Without regard to the final action by the city building official, the P&Z shall review an application for a pool encroachment waiver upon receipt of written request from:

(A) The mayor;

(B) Two (2) city council members;

(C) The P&Z chairman; and/or

(D) Three (3) P&Z members.

(1) All applications reviewed by the P&Z under this subsection shall then be referred to the city council for approval or denial.

(2) The city council shall consider an application for a pool encroachment when required by this section or Chapter 28, Exhibit A, Subdivision Ordinance, Section 1.6.

(4) Once the appeal is received, the city building official shall schedule consideration of the pool encroachment waiver on the regular agenda of the P&Z, within thirty (30) days after the submission is received, or, in the case of an incomplete submission, after the submission is deemed complete. The P&Z shall review the appeal and shall recommend approval, approval subject to certain conditions, or disapproval of the pool encroachment. If the P&Z recommends approval, with or without conditions, of the plan, then it will be forwarded to the city council for consideration. If the P&Z recommends disapproval of a plan application, the P&Z shall state such disapproval and the reasons thereof.

(5) The applicant or property owner may appeal such decision of the P&Z to the city council by filing a written notice of appeal in the office of the city administrator no later than ten (10)

calendar days after the date upon which the P&Z denied the application. The notice of appeal shall set forth in clear and concise fashion the basis for the appeal. The city council shall consider the appeal at a public meeting no later than thirty (30) calendar days after the date upon which the notice of appeal was filed. The city council may override the decision of the P&Z by vote of the majority of the councilmembers present. The city council may also, where appropriate, remand the plan application back to the P&Z for reconsideration if it believes that there is a compelling reason to do so, such as the introduction of significant new facts or testimony. The city council shall determine final approval or disapproval of all plan appeals.