# City Council Regular Called Meeting Agenda

**COUNCIL CHAMBERS - 1209 FIORELLA STREET**

**Tuesday, July 22, 2025**

**6:00 PM**

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**The City Council of the City of Castroville will meet in the Regular Called Meeting beginning at 6:00 p.m. in the Council Chambers at City Hall on the following items listed on the agenda.**

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Invocation**

**V. Citizen Comments**

The City Council will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual council members or staff; stand at the podium, speak clearly into the microphone and state your name residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

**VI. Consent Agenda:**

**a.** Minutes for July 8, 2025 Special Called Meeting Budget Work Session

**b.** Minutes for July 8, 2025 Regular Called Meeting

**c.** Approve of the 2nd Quarter Investment Report.

**d.** Approve 3rd Quarter Investment Report ending June 30, 2025.

**e.** Consider and appropriate action on setting the date, time and place for the public hearing(s) for the proposed tax rate for FY 2026 on August 12 and August 26, 2025 beginning at 6:00 p.m. during the regular scheduled meeting at City Hall, 1209 Fiorella Street, Castroville.

**f.** Consider and take appropriate action on setting the date, time, and place for the public hearings on the FY 2026 Annual Operating Budget for August 26 and September 9, 2025 beginning at 6:00 p.m. during the regular scheduled meeting at the City Hall, 1209 Fiorella Street, Castroville.

**VII. Discussion and Action Items**

a. Discussion and appropriate action an ordinance repealing and replacing the City's 2011 Comprehensive Plan, adopted by ordinance no. 2011-008 and amended by ordinance 2017-007 with the Castroville Back to our Future Comprehensive Plan.

b. Discussion and appropriate action on an ordinance adopting a Unified Development Ordinance that unifies the zoning, subdivision, and sign ordinances and repealing the Comprehensive Zoning Ordinance, Chapter 100 - Subdivision, and Chapter 24 - Signage of the Castroville Code of Ordinances.

c. Discussion and appropriate action to modify or discontinue the City of Castroville Development Agreement Policy.

d. **Development Agreement Workshop Discussion and Direction**

The City Council and Staff will hold a workshop discussion on the status of current and proposed development agreements. The discussion will include when and how the development agreement was negotiated and approved, the size of the development, the benefits of the development to the city, any cost to the city for the development, any entitlements for the developer not set out in current ordinances and the cost for same, and obligations of the developer under the agreement and status of same. The City Council will also discuss the current review and approval process for development agreements, the applicable city codes for development agreements, and any recommendations for changes to the process to be brought back for consideration and adoption. There will be an opportunity for the public to ask questions when deemed appropriate by the Mayor. Specific Development Agreements that may be discussed include:

a. Alsatian Oaks

b. Flat Creek

c. Heights of Castroville

d. Wild Ridge

e. Victory Lane

e. Discussion and appropriate action to award a contract for service for the design, and construction of the city hall remodel and potential future library expansion.

f. Discussion and appropriate action to award a contract for TPO roof replacement at City Hall.

## VIII. City Administrator Report

a. WWTP Dam and ponds, Drainage Project Progress, RRC Gas Audit, Coucil A/V, CPSE Dispute, Community Center Project, Emergency Alert Systems

## IX. Staff Reports

City Council members may request a separate discussion or action on items contained within the submitted reports.

a. Public Works Gas Distribution System Update: Railroad Audit, Cathodic Protection Survey and Capacity Study Overview

b. Airport Monthly Report

c. Animal Control / Code Enforcement June 2025 Monthly Report.

d. Community Development Monthly Report

e. Finance Monthly Report - General, Enterprise, Airport Funds and Municipal Court Report (June 2025).

f. Parks & Recreation, Facilities Monthly Report

g. Public Works Monthly Report

h. Tourism/Business Monthly Report

**X. Discussion on Future Agenda Items**

**XI. Adjourn**

**Accessibility Statement**

The City Hall is wheelchair accessible. The exit and parking ramps are located at the rear of the building.

**Non-Discrimination Statement**

The City of Castroville does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services.

The City Council of the City of Castroville reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, Castroville, Texas on July 18, 2025 before 6:00 p.m.

/s/ Debra Howe

City Secretary

**CITY OF CASTROVILLE CITY COUNCIL**
**SPECIAL CALLED COUNCIL MEETING**
**1209 Fiorella**
**City Council Chambers**
**July 8, 2025**
**Tuesday**
**3:30 P.M.**
**MINUTES**

## I. CALL TO ORDER

Mayor Bruce Alexander called the meeting to order at 3:32 p.m.

## II. ROLL CALL

Present:

| | |
|---|---|
| Mayor Bruce Alexander | Scott Dixon, City Administrator |
| Mayor Pro Tem Sheena Martinez | Debra Howe, City Secretary |
| Councilmember Houston Marchman | Leroy Vidales, Finance Director |
| Councilmember Phil King | Jim Kohler, Police Chief |
| Councilmember David Merz | Jonah Chang, Parks and Recreation Director |
| Councilmember Robert Lee | |

## III. CITZENS COMMENTS

*The City Council will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual council members or staff; stand at the podium, speak clearly into the microphone, and state your name and residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. Speakers making personal, impertinent, profane, or slanderous remarks will be given one warning before losing the privilege to speak or may be removed from the room. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.*

No one requested to speak.

## VI. PRESENTATIONS

**a. FY 25-26 General Fund Budget Workshop – staff will present facts and figures relating to current and proposed expenditures and revenues for each department and service area that is supported by the City of Castroville's General Fund including:**
**Police, Animal Services, Municipal Court, Code Compliance, Parks & Recreation, Community Development, Library Services, Tourism and Economic Development, Streets and City Administration (Finance, City Secretary, City Council, City Administrator)**

Finance Director Leroy Vidales briefed the City Council on the proposed Fy25-26 Budget. Mayor Alexander asked how many days of reserves did the city currently have and what was a good number. Mr. Vidales said 292 days at that time. City Administrator Dixon said the policy required them to have 120 days. Mr. Vidales said the city had collected majority of the property taxes and was doing well. Mr. Dixon said the sales tax was trending at 8% and had an large increase shown for December.

(Cont.)

Mr. Vidales said the upcoming yearly property values were projected at $375,552,838 but could change with the protests going on. Sales Tax was projected in 2026 at an increase of 5% and a chart was shown with 5%, 10% and 15% up or down. Mr. Vidales provided proposed General Fund revenues, Sales Tax, Property Tax, Municipal Court, Parks and Recreation and other revenues. Councilmember Lee asked if the court was paying for itself with the cost of additional police and equipment. Mr. Dixon said they had an increase in patrol and the department was fully staffed. Mr. Dixon said the change to the court budget was for judge and prosecutor due to having two courts a month. Councilmember Lee asked about the transfer from the utility fund being a different amount. Mr. Dixon said it was $254,000 for salaries of various employees, right-of-way maintenance, and franchise fee of 3.5% of gross revenue. Mayor Alexander asked if the CPS franchise fee was in the general fund. Mr. Dixon said yes and the franchise fee was 4.5%. Mr. Dixon said he had challenged the staff to reduce their budget and one of the possibilities was to outsource mowing, if more economical. Mr. Dixon said his department was down 21% due to lower legal counsel fees and no intern position. City Secretary's department increase of 3% due to record retention fees and a line item for legal fees for open records requests. Police Department increased $65,000 for officers pay. Councilmember Lee said council may need to look at an increase in starting pay in the electric department to keep qualified personnel. Municipal Court was a pass through and had increased for prosecutor services twice per month. Community Development Department had a 12% increase that was a pass through. Streets Department was a crossover with Gas Department at 6% decrease and was funded in the gas department. The Pool was 3% decrease due to reduction in maintenance and repairs. Councilmember Lee asked about the revenue amount shown in the RV Park. Mr. Vidales said the revenues were shown as $75,000 budgeted and they had collected $90,000 so far. Mr. Dixon said the park was not full and could be due to the WiFi being down. Councilmember Lee asked if the city should keep the RV Park. Mr. Dixon said staff recommended keeping and the RV Park was beneficial but they had taken out improvements to the RV Park in this budget. Animal Control the budget would increase with 33% due to the third person in the department. The police Department had covered the salary in this budget. The Tourism Budget had 30% removed for Special Events and 4th of July celebration. The Economic Development had $2,200 reduced from travel and training, The IT department was at $246,000 and had an increase of $3,500. Non Departmental had a reduction of 1% for utility expenses. Mr. Dixon said there was a 3% increase for the employees included and this was a balanced budget. Mr. Vidales said the Parks Department was at 50% collected down 25% partly from the revenue projected in this budget for the Community Center Building rentals. The projected revenues included the building, park, pool, and RV Park rental fees. Councilmember King asked what was being projected in the proposed budget. Mr. Vidales said $40,000 for the building and a less amount for the RV Park. Mr. Dixon said the City Council could look at one-time expenditures and operational expenses. Mayor Alexander said the city had to do ongoing drainage and street maintenance programs. Councilmember Lee said the building maintenance for city hall was not shown, the pipes at the wells were uncovered and exposed. He felt they needed to be discussed. Mr. Lee questioned the Mayor on using reserve funds for unfunded projects. Mayor Alexander said he had asked for a needs only budget and it to be balanced. Mr. Lee said they should look at the tax rate with the issuance of debt and staying at a flat rate. Mayor Alexander said issuing Co's causes the O & M to go down but the I & S to go up. Mr. Dixon said the city could do this is because of the increase in sales tax. Mr. Dixon said they would look at what the City Council wanted and would build in with but there were limitations from the State. Mr. Vidales said they had looked at the tax rates of the Medina and Bexar Counties for comparisons.

Councilmember Lee said they should look at an increase to tax rates for maintenance. Councilmember Merz said they should have a discussion on the tax rate. Councilmember King said raising the tax rate did not affect citizens over 65 and disable due to the tax freeze and in a few years there would be more sales tax for the retail that was coming. Mr. King was in favor of using general fund reserves. Mayor Alexander said to use funds and show progress with revenue reserves, then if needed they could look at increasing the property taxes. Councilmember Merz asked if the county would be helping with street maintenance. Mr. Dixon said they would be doing some and he had sent information to the city financial advisor to do a financial forecast. Mr. Dixon said there would be another meeting on July 22nd at 3:30 p.m. to go over the Utility Funds. Mr. Dixon asked what the Mayor wanted for the next meeting. The request was for better numbers and an all in one list.

## V. DISCUSSION AND ACTION ITEMS

**a. Discussion and appropriate action to direct the creation of the FY 25-26 General Fund Budget for the City of Castroville**

This was not discussed.

## VI. ADJOURN

Mayor Schroeder adjourned the meeting at 5:33 p.m.

_____
Mayor

ATTEST:

_____
City Secretary

**CITY OF CASTROVILLE CITY COUNCIL**
**REGULAR CALLED COUNCIL MEETING**
**1209 Fiorella**
**City Council Chambers**
**July 8, 2025**
**Tuesday**
**6:00 P.M.**
**MINUTES**

## I. CALL TO ORDER

Mayor Bruce Alexander called the meeting to order at 6:00 p.m.

## II. ROLL CALL

Present:

| | |
|---|---|
| Mayor Bruce Alexander | Scott Dixon, City Administrator |
| Mayor Pro Tem Sheena Martinez | Debra Howe, City Secretary |
| Councilmember Houston Marchman | Jim Kohler, Police Chief |
| Councilmember Phil King | John Gomez, Public Works Director |
| Councilmember David Merz | Jonah Chang, Parks and Recreation Director |
| Councilmember Robert Lee | |

## III. PLEDGE OF ALLEIGENCE

## IV. INVOCATION

Pastor Allen Deardroff of the Discover Church gave the invocation.

## V. CITZENS COMMENTS

*The City Council will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual council members or staff; stand at the podium, speak clearly into the microphone, and state your name and residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. Speakers making personal, impertinent, profane, or slanderous remarks will be given one warning before losing the privilege to speak or may be removed from the room. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.*

Arnie Dollase, 109 River Bluff, spoke on the 4th of July parade and events held the previous weekend. Mr. Dollase said the event was well attended and thanked sponsors. Mr. Dollase said a Thank You letter would be in the upcoming newspaper.

Priscilla Garrett, 702 Florence, spoke on the UDO document, asking the City Council member who were against the UDO document to give her a few reasons as to what could not be fixed after adoption. Ms. Garrett said after setting through almost three years of meetings and the city spending over $530,000 that some City Council members thought the document was not worth fixing. Ms. Garrett provided a copy of her message to the City Council members.

## VI. CONSENT AGENDA

### a. Minutes for June 24, 2025 Regular Called Meeting

**A motion was made by Councilmember King and duly seconded by Councilmember Martinez to approve the consent agenda. A vote was taken (4 ayes: 1 abstain (Merz)) the motion carried by a majority vote.**

Mayor Alexander moved on to a VIII. Mayor's Report due to presenter from Best Friends Animal Society running late.

## VII. PRESENTATIONS

### a. Recognition Award to Castroville Animal Services from Best Friends Animal Society on achieving 90% save rate for 2024

Skipped.

## VIII. MAYOR'S REPORT

a. 4th of July Parade
b. Transparency/Citizen Engagement
c. Fiscal responsibility / Debt Management
d. Drainage System Maintenance
e. Advisory Boards & Commissions
f. Development Agreements

Mayor Alexander provided a brief on the 4th of July Parade thanking everyone involved with putting the event together. Mayor Alexander said the City Council had just had the second budget work session before this meeting and the next would be on the Utility Funds and the City Council would be looking at the budget on services provided, saying they needed to be proactive on drainage maintenance. Mayor Alexander said at the previous meeting several positions on boards and commissions were filled at the last meeting and thanked all who wish to serve. Mayor Alexander said there would be an overview of current development agreements in an upcoming meeting. Mayor Alexander's opinion was that previous development agreements details had been discussed more in executive session and future development agreements would have more public input and discussion in open sessions.

## IX. CITY COUNCIL LIAISON REPORTS

**Airport Board - June 2, 2025 - Martinez**
**Historic Landmark Commission - June 15, 2025 - King**
**Library Board - June 12, 2025 - Lee**
**Parks and Recreation - June 18, 2025 - Mer**
**Planning and Zoning Commission - No meeting**
**Zoning Board of Adjustment - No meeting**

Councilmember Martinez briefed the City Council on the airport board meeting held June 2nd. Ms. Martinez said they discussed RNAV, runway 16, bringing back night landings, an inspection report on approaches, and agreement for student landings at the municipal airport. Ms. Martinez said the board was working on recommendations for the City Council of the top three budget projects – improve the surface of the south end runway from gravel to concrete, additional hangars, and new courtesy vehicles. Ms. Martinez said the RPZ South needed work and working on an MOA with the Air Force. Ms. Martinez said Arnie Dollase and Airport Manager Mike Haley had verified with State Representative Tony Gonzales there were no federal grant funds remaining.

Councilmember King said he was not at the June 15th HLC meeting but Chairman Priscilla Garrett was in attendance and briefed the City Council on the meeting. Ms. Garrett said the board approved one request for the Saloon and signage for the Castroville BBQ was coming back with a different concept. Ms. Garrett said the temporary signs at the BBQ business were also taken down. Ms. Garrett said the paint used on the BBQ building was also being looked at due to some paints could cause damage to the stone.

Councilmember Lee said he was unable to attend the June 12th Library meeting, but the board did have two openings, the chairman and one other member did not reapply for a position on the board. Mr. Lee said he thought the meeting had been good with the board discussing a possible master plan for the Library with goals. Mr. Lee said he had spoken with Arnie Dollase and they would be working with the Library Board to submit an application for a HEB Grant for the possible remodel of the Library.

Councilmember Merz was out of state and unable to attend the June 18th Parks and Recreation meeting. Mr. Merz said the Parks was awarded a $350,000 grant. Mayor Alexander said both meetings had been livestreamed with no known issues.

## X. DISCUSSION AND ACTION ITEMS

### a. Discussion and appropriate action related to the Garcia Creek Stabilization Drainage Project

City Administrator Scott Dixon introduce Abe Salinas with Friese/Lochten Engineering Firm for the update on the Garcia Creek Stabilization Drainage Project. Mr. Salinas briefed the City Council on the options for the stabilization drainage project to be funded from the debt issued out of the drainage fund. Mr. Salinas provided four options – Alternative #1 Geneva Street Culvert and Channel Wall Stabilization would stabilize culver outfall and target improvements with structure solutions. Alternate #1 would require significant reconstruction of the channel banks, tree removal, with some easement requirements from two property owners. Cost was $1.1 to $1.5 million. Alternate #2 Geneva Street Culvert Stabilization and Channel Armoring would have immediate protection for the culvert and nearby infrastructure and a lower cost than alternate #1 with a cost of $400,000 to $600,000 but would not address the long-term degradation process. Alternate #3 Reinforcement Concrete Box with Secondary Bypass Channel would require installation of a box-culvert to convey 50-year storm event and containing the 100-year within an overflow channel above the pipe. This option would be less disturbance to trees but more costly at $2.0 to $2.5 million. Alternate #4 Property Buyouts would be acquisition of 1206 Chateau where the greatest erosion existed but it would not address ongoing instability upstream or downstream. This would Cost was $700,000 to $1.0 million. Mr. Selinas said the recommendation was for Alternate #1. Councilmember Martinez was in favor of Alternate #1. Councilmember Marchman asked about Alternate #3. Mr. Salinas said it focused on 25-year flood with rock walls and volume plus speed, this option would address this. Councilmember King asked about the numbers being changed. Mr. Salinas said the numbers had changed and was $250,000 less.

Mr. King was in favor of Alternate #1 but recommended they should look at the project carefully as it moved along. Councilmember Merz was in favor of Alternate #1 and asked if property owners could do anything to help with a situation like this. Mr. Selinas said they could do a retention area. City Administrator Dixon said homeowners could look at surface cover such as gravel vs. stone pavers. Councilmember Lee was in favor of Alternate #1 and asked if the city had any liability issues with future homes downstream. Mr. Lee asked if they could work with developers to recoup costs for run off. Mr. Dixon said they could by having a drainage impact fee established and do a detention pond on the property. Councilmember Merz said the drainage easements should be denoted when sale of properties. Councilmember King said these were not the final numbers and to look at Alternate #1 and see how much of a cost reduction they could get. Mr. King said it was more about erosion with drainage being larger. Councilmember Martinez said she had watched the erosion for the last 20 years and wanted the drainage problem taken care of. City Administrator Dixon said the consensus was Alternate #1 and he did not need a motion. Mr. Dixon would start the process of reaching out to the property owners for easements and speak to them on the possibility of purchasing property.

Mayor Alexander went back to Item VII. Presentations.

## VII. PRESENTATIONS

### a. Recognition Award to Castroville Animal Services from Best Friends Animal Society on achieving 90% save rate for 2024

Police Chief James Kohler commended Josh Davidson and Kerl Brooks on a job well done. Chief said they were very passion about their work. Carrie Lalonde with Best Friends Animal Society said the Castroville Shelter had achieved a status of 90% adoption save rate in 2024 and with more training could become a no kill shelter. Ms. Lalonde said it was not just shelter personnel effort it was a community effort that made this happen. Ms. Lalonde presented Mr. Davidson and Ms. Brooks an award for their achievement.

## X. DISCUSSION AND ACTION ITEMS

### b. Discussion and possible action to award Hydro Resources Mid Continent, Inc. to construct Package 1-Flat Creek Water Well and Road Project

Kevin Hunt, P.E. RESPEC Engineering, briefed the City Council on bids received for Package 1 Flat Creek Water Well and Road Project. Mr. Hunt said the city received four bids total from Hydro Resources Mid Continent, Inc. - $2,300,000, RL Jones LP - $2,343,295.00, M5 Utilities $2,520,365.72, and Alsay Incorporated - $3,523,603. Mr. Hunt said this project did include a road project for servicing the well. Mr. Hunt said Package #2 Well Pump, Elevated Tank, and Water Main Extension would come at a later date. Mayor Alexander said the site needed to be secured at the water well and City Administrator Dixon said he would add that to the project for the Texas Water Development Board. Councilmember Martinez asked if the city could do a ground storage tank to save on cost. Mr. Dixon said the city had to have an elevated tank by TCEQ requirements and was needed after a certain number of connections were met. Mr. Dixon said the elevated tank was needed for water pressure. Mr. Dixon said the project did come in under the $3.5 million the City Council approved at the last council meeting. Mayor Alexander asked since the cost was less, what would Mr. Dixon use the extra money on. Mr. Dixon said he would be speaking to the city's financial advisor

to determine if they should borrow all of the $3.5 million. Council asked if there was a start date. Mr. Hunt said possibly 30 days to begin once funding was secured.

**A motion was made by Councilmember Lee and duly seconded by Councilmember Martinez to approve staff and RESPEC Engineering's recommendation to award Hydro Resources Mid Continent, Inc. to construct Package #1 Flat Creek Water Well Road Project using the bond funds that will be received in 2025. A vote was taken (5:0 all ayes) the motion carried by all present.**

**c. Discussion and appropriate action on approval of the revision of Section 14.C(2) and the addition of new Section14.C(4) to allow staff discretion is adjusting sewer billing due to anomalous usage**

City Administrator Scott Dixon briefed the City Council on the revision of the Utility Service Policy, Section 14, C. (2) Wastewater Charge related to winter averaging and including a new Section 14, C. (4) to allow staff to have discretion for sewer billing adjustments due to anomalous usage. Mr. Dixon said at the last meeting City Council agreed on having the winter averaging stay the same (October thru January) but change the number of months thrown out. Mr. Dixon said they agreed to throw out top two highest months and average the remaining two months to determine the base rate for the wastewater. Mr. Dixon said the second change was to allow the staff to have discretion on adjusting of the winter averaging months' calculations, if there was unusual high usage due to an isolated water leak or short-term anomaly.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to approve the revisions to the Utility Service Policy, Section 14 C. (2) Wastewater Charge – winter averaging and adding Section 14 C. (4) to allow city staff to discretion in adjusting sewer billing due to anomalous usage. A vote was taken (5:0 all ayes) the motion carried by all present.**

**d. Discussion and appropriate action to authorize the Mayor to sign a contract for solid waste services with South Texas Refuse Disposal (STRD) with a commencement date of October 01, 2025**

Councilmember Lee briefed the City Council on his concerns with the solid waste services contract. Mr. Lee said the contract still had only the number 48 on Page 23 and needed to be clarified hours or days. Mr. Lee said he was confused on where the recycle would be taken, on page 16 the contractor was responsible for at least a 60 day advanced notification of the proposed service provider change out, any proposed route or schedule changes and other appropriate operational information and this had not been done. Mr. Lee did not feel the commercial customers should have to secure their own source if, the current provider could not in a timely manner meet the service requirements. Mr. Lee felt the hazardous waste was not addressed properly, did not know where/how customer complaints would be handled and he did not think the little league ballfields should get free trash pickup. Mr. Lee said they should pay for the service. Councilmember King asked if the baseball league received free trash pickup now and was good with whatever the current status was. Mr. Dixon said he thought they did but that had not been initiated through the city but between the current provider as a good will jester. Mr. King said the big difference was the anytime brush pickup, not just once a month. Mr. Dixon said they were working on the hazardous waste pickup with the new contractor.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to authorize the Mayor to sign a contract for solid waste services with South Texas Refuse Disposal (STRD) with a commencement date of October 01, 2025 with the clarification of the baseball field collection and hazardous waste pickup. A vote was taken (4 ayes: 1 nay (Lee)) the motion carried by a majority vote.**

**e. Discussion and appropriate action regarding the acquisition of additional water rights**

Councilmember Lee briefed the City Council on using the Water Acquisition Fund to buy water rights. Mr. Lee said it was established years back and there was enough in the fund to purchase 32 acre ft. of water. Mayor Alexander suggested looking at going back and taking the 10 year water rights lease monies paid to the airport and only lease year to year and purchasing more rights. Airport Consultant Chuck Friesenhahn, spoke on the 136 acre ft. and what they looked at to get the amount the city had to pay. Mr. Friesenhahn said they had Trigon do a study to look at what the cost would be in 10 years and they felt it was a reasonable amount for the rights. Councilmember Merz said they did not need to revisit and take money back from the airport. Mr. Merz agreed they needed to buy rights now. Councilmember King asked if there was any reason they should keep the money in the bank. Mr. Dixon said there was not. Mr. King was in favor of purchasing water rights with the funds from the acquisition fund and not borrowing any funds. Councilmember Marchman asked what the current consumption was and would the permit change. Mr. Dixon said it would increase with any purchase. Councilmember Lee said he was not in favor of going to a yearly water lease with the airport. Mr. Lee said they would look at the language in the future development agreements and have more restrictions.

**A motion was made by Councilmember King and duly seconded by Councilmember Merz to authorize the purchase of water rights, the amount to be determined by the amount of funds in the water acquisition fund. A vote was taken (5:0 all ayes) the motion carried by all present.**

**f. Discussion and appropriate action to authorize the City Administrator to negotiate a contract for the design of the City Hall project**

City Administrator Scott Dixon briefed the City Council on the city receiving proposals for the design build of the City Hall. It was determined the information on this item did not get included in the packet for review. Councilmember Lee did not want to move forward with the item without the backup material.

**A motion was made by Councilmember King duly seconded by Councilmember Marchman to authorize the city administrator to negotiate a contract for the design of the City Hall Project.** Further discussion was had before the vote and the motion was withdrawn. Councilmember Merz said the City Council had seen the bids previously and a committee was formed to review and he wanted to hear back from the committee.

**A motion was made by Councilmember King and duly seconded by Councilmember Martinez to table the item to be brought back at the next meeting. A vote was taken (5:0 all ayes) the motion carried by all present.**

**g. Discussion and take appropriate action regarding the Medina County First Responder event sponsorship**

City Administrator Scott Dixon briefed the City Council on the city being a sponsor for the third annual Medina County First Responder event supported by the Rotary Club. Mr. Dixon said this was would be the first time the city would be a sponsor along with the other cities within Medina County. Mr. Dixon said the fee was $2500 and after discussion council decided to split between the city and the utility department.

**A motion was made by Councilmember Marchman and duly seconded by Councilmember King to approve the city to be a sponsor of the Medina County First Responder Event for a fee of $2500, the**

**amount to be split between the city and the utility department. A vote was taken (5:0 all ayes) the motion carried by all present.**

**h. Discussion and appropriate action regarding a proposed remodel of the municipal airport terminal to relocate the manager's office and pilot's lounge**

Councilmember Lee briefed the City Council on his proposal to change the current location of the airport manager's office and the pilot's lounge. Mr. Lee said the manager's office had been moved from the original southwest corner and was now in a small space in the front hallway that was intended for retail space. Mr. Lee said the corporate pilot's lounge was not being utilized and felt the space in the front lobby could be reconfigured with professional grade partitions to accommodate the pilots and put the airport manager back into the original office for a better working environment. Mr. Lee said he had spoken with the airport board chairman and he was not in favor of using partitions. Mr. Lee said the city facilities were the City Council's responsibility. All the councilmembers said the proposal needed to go to the airport board for discussion and a recommendation. Airport Board liaison Councilmember Martinez would take to the board and report back.

**i. Discussion and appropriate action regarding the price charged for full service Jet A fuel at the municipal airport**

Councilmember Lee briefed the City Council on the full service Jet A fuel service at the municipal airport. Mr. Lee said the city was not charging an extra fee for refueling of turbine powered aircraft as was the standard nationwide. Mr. Lee felt the city should consider going up on price and still be competitive. Councilmembers agreed the proposal should go to the airport board for discussion and a recommendation. Airport Board liaison Councilmember Martinez would take to the board and report back.

## XI. CITY ADMINISTRATOR REPORT

**a. WWTP Dam and ponds, Drainage Project Progress, RRC Gas Audit, Council A/V, CPSE Dispute**

City Administrator Scott Dixon reported the Geneva Street drainage project was beginning with the heavy equipment having been rented, with delivery the week of July 8th. Mr. Dixon said the city had received an email from TCEQ that the city could move forward with the WWTP East Pond closure. Mr. Dixon said staff would be working with Councilmember King on scope of work, details and a timeframe for the project. He anticipated the work would begin late summer or early fall, after the Geneva Street Drainage project was complete. Councilmember Lee asked if there was a less expensive way to do a pond revision , instead of a closure. Councilmember King said they would have to rebuild the dam if they kept the pond and that could cost $3 million. Mr. Dixon said staff was working on the video/audio issues and the city's IT company – VC3 would be working with Vimeo personnel to determine the issue.

## XII. DISCUSSION ON FUTURE AGENDA ITEMS

City Administrator Dixon said the next budget meeting was July 22nd at 3:30 p.m.
Councilmember King requested the UDO discussion and vote be placed on the first meeting in August.

## XIII. ADJOURN

Mayor Alexander adjourned the meeting at 8:35 p.m.

_____
Mayor

ATTEST:

_____
City Secretary

# CITY COUNCIL AGENDA REPORT

DATE: July 10, 2025

**AGENDA OF:** July 22, 2025

**DEPARTMENT:** Finance

**SUBJECT:**
Quarterly Investment Report for the period ending March 31, 2025

**RECOMMENDATION:**
Accept FY 2025 2nd Quarter Investment Report.

**BACKGROUND:**
The Public Funds Investment Act requires the Investment Officer to prepare and submit to City Council a report on investment transactions for all funds on a quarterly basis

**DISCUSSION:**
As reflected on the Schedule of Investments, the Texas Water Development Funds are invested in Money Market funds. These funds were disbursed to the City of Castroville and invested in money market funds with BOK. Staff will continue monitoring interest rate activity and act accordingly when opportunities arise and in keeping with our investment policy requirements of safety, liquidity yield, and diversity.

**FISCAL IMPACT/SOURCE OF FUNDING:** N/A

☐ Budgeted ☐ Requires Budget Amendment

**ATTACHMENTS:**

**Urgency (0-5) = Low Urgency to High Urgency):** 3
**Impact (0-5) = Low Impact to High Impact):** 3

Submitted and Approved by:

Leroy Vidales Finance Director

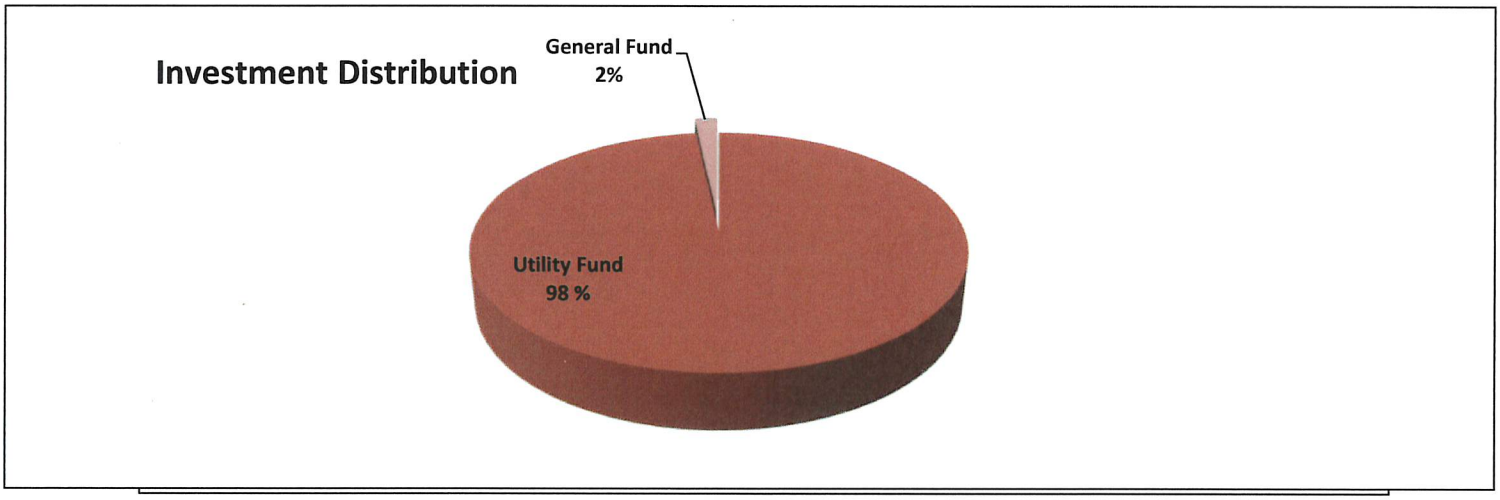
ATTACHMENTS/ADDITIONAL INFORMATION:
Investment Report

*Schedule of Investment Activity - By Fund*
*For the quarter ending March 31, 2025*

***Money Market-Dollar Value Distribution**

| FUND | Financial Institution | Maturity Date | Book Value 9/30/2020 | Value | Additions/ Deletions | Current Period Income | Book Value 9/30/2020 | % of Total Investments |
|---|---|---|---|---|---|---|---|---|
| CWSRF Ser 2015 Escrow | BOK *013 | n/a | 841,753.07 | - | (18,077.27) | 8,673.66 | 832,349.46 | 83.57% |
| DWSRF Ser 2015A Escrow | BOK *021 | n/a | 107,207.75 | - | - | 1,109.33 | 108,317.08 | 10.88% |
| DWSRF Ser 2013 Escrow | BOK *017 | n/a | 54,704.83 | - | - | 566.09 | 55,270.92 | 5.55% |
| **Yearly Weighted avg interest rate** | | **0.41%** | 1,003,665.65 | - | (18,077.27) | 10,349.08 | 995,937.46 | 100.0% |
| **Total Investments-All Types** | | | **$ 1,003,665.65** | **$ -** | **$ (18,077.27)** | **$ 10,349.08** | **$ 995,937.46** | **$ 1.00** |

**CWSRF - Clean Water State Revolving Fund**
**DWSRF - Drinking Water State Revolving Fund**
**These instruments are short-term cash equivalents: book value and market value are equal unless otherwise noted.*




*This quarterly investment report complies with the investment strategy as enumerated in the City of Castroville Investment Policy and all provisions of the Public Funds Investment Act (GC § 2256.023).*
*We hereby certify, the above Investment Report is a true and correct representation of the investment position of the City of Castroville, Texas as of March 31, 2025.*

Signed this 10 day of July 2025

Leroy Vidales 7.10.25

Leroy Vidales
Investment Officer
Fiance Director

7/10/25

Scott Dixon
Investment Officer
City Administrator

# CITY COUNCIL AGENDA REPORT

DATE: July 10, 2025

**AGENDA OF:** July 22, 2025

**DEPARTMENT:** Finance

**SUBJECT:**
Quarterly Investment Report for the period ending June 30, 2025

---

**RECOMMENDATION:**
Accept FY 2025 3rd Quarter Investment Report.

---

**BACKGROUND:**
The Public Funds Investment Act requires the Investment Officer to prepare and submit to City Council a report on investment transactions for all funds on a quarterly basis

---

**DISCUSSION:**
As reflected on the Schedule of Investments, the Texas Water Development Funds are invested in Money Market funds. These funds were disbursed to the City of Castroville and invested in money market funds with BOK. Staff will continue monitoring interest rate activity and act accordingly when opportunities arise and in keeping with our investment policy requirements of safety, liquidity yield, and diversity.

---

**FISCAL IMPACT/SOURCE OF FUNDING:** N/A

☐ Budgeted ☐ Requires Budget Amendment

**ATTACHMENTS:**

**Urgency (0-5) = Low Urgency to High Urgency): 3**
**Impact (0-5) = Low Impact to High Impact): 3**

Submitted and Approved by:

Leroy Vidales Finance Director

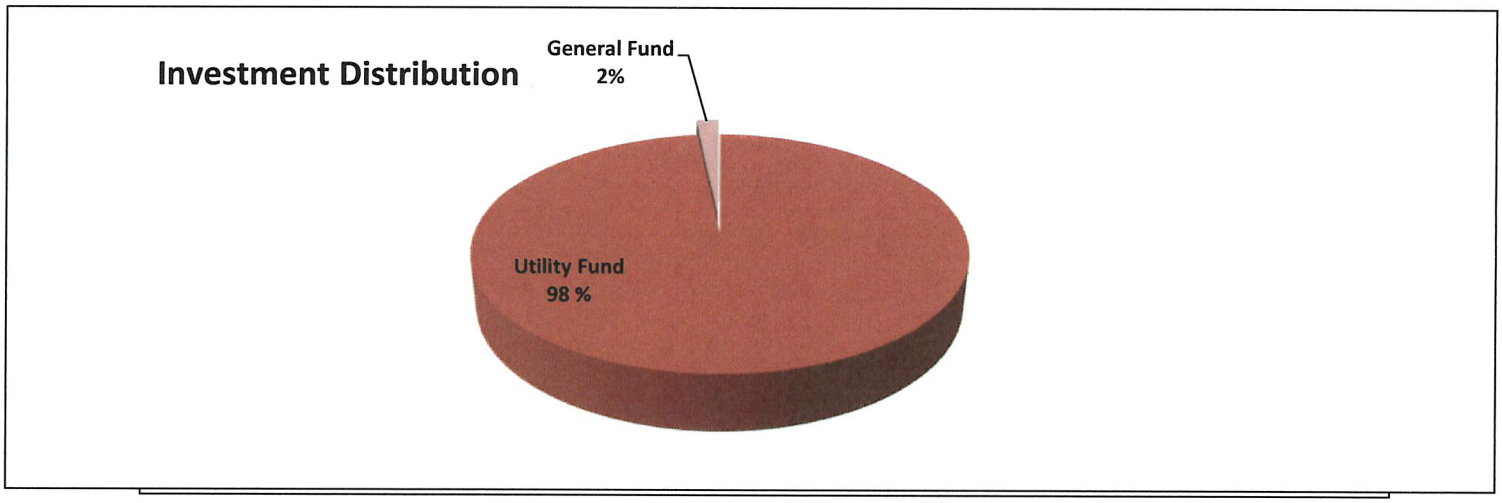
ATTACHMENTS/ADDITIONAL INFORMATION:
Investment Report

*Schedule of Investment Activity - By Fund*
*For the quarter ending June 30, 2025*

***Money Market-Dollar Value Distribution**

| FUND | Financial Institution | Maturity Date | Book Value 9/30/2020 | Value | Additions/ Deletions | Current Period Income | Book Value 9/30/2020 | % of Total Investments |
|---|---|---|---|---|---|---|---|---|
| CWSRF Ser 2015 Escrow | BOK *013 | n/a | 832,349.46 | - | - | 8,570.87 | 840,920.33 | 83.57% |
| DWSRF Ser 2015A Escrow | BOK *021 | n/a | 108,317.08 | - | - | 1,115.32 | 109,432.40 | 10.88% |
| DWSRF Ser 2013 Escrow | BOK *017 | n/a | 55,270.92 | - | - | 569.18 | 55,840.10 | 5.55% |
| **Yearly Weighted avg interest rate** | | **0.41%** | 995,937.46 | - | - | 10,255.37 | 1,006,192.83 | 100.0% |
| **Total Investments-All Types** | | | **$ 995,937.46** | **$ -** | **$ -** | **$ 10,255.37** | **$ 1,006,192.83** | **$ 1.00** |

**CWSRF - Clean Water State Revolving Fund**
**DWSRF - Drinking Water State Revolving Fund**
**These instruments are short-term cash equivalents: book value and market value are equal unless otherwise noted.*




*This quarterly investment report complies with the investment strategy as enumerated in the City of Castroville Investment Policy and all provisions of the Public Funds Investment Act (GC § 2256.023).*
*We hereby certify, the above Investment Report is a true and correct representation of the investment position of the City of Castroville, Texas as of June 30, 2025.*

Signed this 10 day of July 2025

Leroy Vidales 7.10.25
Leroy Vidales
Investment Officer
Fiance Director

7/10/25
Scott Dixon
Investment Officer
City Administrator

# CITY COUNCIL AGENDA REPORT

DATE: July 9, 2025

**AGENDA OF:** July 22, 2025

**DEPARTMENT:** Finance

**SUBJECT:** Discussion on Fiscal Year 2026 Proposed Tax Rate and set public hearing(s) (if required) on tax rate.

---

**RECOMMENDATION:**
Consider and appropriate action on setting a date, time, and place for the public hearing(s) for the proposed tax rate for FY 2026.

---

**BACKGROUND:**
The City's current tax rate is $0.5233/$100 assessed valuation. The 2025-2026 Voter-Approval Tax Rate (Rollback Rate) is $_____and the No-New-Revenue Tax Rate (Effective Rate) is $_____.

If the City Council anticipates adopting a tax rate at or below the No-New-Revenue Tax Rate, no public hearing is required. However, if the City Council anticipates adopting a tax rate in excess of the No-New-Revenue Tax Rate, the City is required to hold two (2) public hearings and publish newspaper ads before adopting a tax rate that exceeds the Voter-Approval Tax Rate, whichever rate is lower.

Staff recommendations are for the City Council to call the public hearings for August 12, 2025, and August 26, 2025, to be conducted during the regular scheduled council meetings beginning at 6:00 p.m. in the City Council Chambers.

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**DISCUSSION:**

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**Next Steps:**

**Fiscal Impact: N/A**

**☐ Budgeted ☐ Requires Budget Amendment**

**Source of Funding:**

**Attachments: Budget Tax Rate Calendar (July and August 2025)**

**Urgency (0-5 = Low Urgency to High Urgency): 5**
**Impact (0-5 = Low Impact to High Impact): 3**

**Submitted by: Leroy Vidales**

****Please note at the time of compiling the council packet information, we had not received the certified appraisals rolls from Medina County.**

# July 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8<br>City Council Meeting<br>Budget Workshop #2 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22<br>City Council Meeting<br>Budget Workshop #3<br>- Set Public Hearing Dates for Tax Rate and Budget | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

## Upcoming Events/Notes

August 12, 2025: City Council Meeting & Tax Rate Public Hearing #1

August 26, 2025: City Council Meeting & Tax Rate Hearing #2, Budget Hearing #1 & Approve PROPOSED Tax Rate (Melissa Lutz @ Tax Office)

**June '25**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

**August '25**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

# August 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12<br>City Council Meeting<br>Tax Rate Public Hearing #1 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26<br>City Council Meeting<br>Tax Rate Hearing #2<br>Budget Hearing #1 | 27 | 28 | 29 | 30 |

## Upcoming Events/Notes

**September 9, 2025: Final Budget Hearing #2 - City Council Meeting**
**Adopt Tax Rate, Ratify Tax Rate and Adopt 2025-2026 Proposed Budget**

**September 23, 2025: City Council Meeting**
**Adopt Comprehensive Fee Schedule, Investment Policy and Financial Policy**

**July '25**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

**September '25**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

# CITY COUNCIL AGENDA REPORT

DATE: July 9, 2025

**AGENDA OF:** July 22, 2025

**DEPARTMENT:** Finance

**SUBJECT:** Set public hearing dates for FY 2026 Annual Operating Budget

---

**RECOMMENDATION:**
Consider and take appropriate action on setting a date, time, and place for the public hearings on the FY 2026 Annual Operating Budget.

---

**BACKGROUND/DISCUSSION:**
Local Government Code 102.0065, Public Hearing on Proposed Budget, requires a public hearing be set after the 15th day after the date of the proposed budget is filed with the municipal clerk and before the 30th day after the date of the governing body makes its tax levy. The notice of the Public Hearing must be published in the official newspaper at least once 10 days before the hearing. Staff plans to hold two public hearings, one on August 26, 2025, and the official public hearing on September 9, 2025, with adoption of the FY 2026 Annual Operating Budget at the conclusion of the September 09, 2025, public hearing.

---

**DISCUSSION:**
Recommendation to set the Public Hearing dates for August 26th and September 09, 2025, during the regularly scheduled City Council Meeting beginning at 6:00 p.m.

---

**Next Steps:**

**Fiscal Impact:**

**☐ Budgeted ☐ Requires Budget Amendment**

**Source of Funding:**

**Attachments: Budget Hearing Calendar (August and September 2025)**

**Urgency (0-5 = Low Urgency to High Urgency): 5**
**Impact (0-5 = Low Impact to High Impact): 3**

**Submitted by: Leroy Vidales**

# August 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12<br>City Council Meeting<br>Tax Rate Public Hearing #1 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26<br>City Council Meeting<br>Budget Hearing #1<br>Approve PROPOSED Tax Rate | 27 | 28 | 29 | 30 |

## Upcoming Events/Notes

**September 9, 2025: Final Budget Hearing #2 - City Council Meeting**
Adopt Tax Rate, Ratify Tax Rate and Adopt 2025-2026 Proposed Budget

**September 23, 2025: City Council Meeting**
Adopt Comprehensive Fee Schedule, Investment Policy and Financial Policy

**July '25**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

**September '25**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

# September 2025

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9<br>**Final Budget Hearing City Council Meeting Adopt Tax Rate, Ratify Tax Rate, Adopt 25/26 Budget** | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23<br>**City Council Meeting Adopt Comprehensive Fee Schedule, Investment Policy & Financial Policy** | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

## Notes

**October 1, 2025: Start of Fiscal Year 2025-2026**

**August '25**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

**October '25**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

# Agenda Report

**Agenda of:** July 22, 2025

**Department:** Community Development Department

**Subject:** Discussion and possible action on the adoption of the Comprehensive Plan.

**Recommended Motion:**

I move to adopt an ordinance repealing and replacing the City's 2011 Comprehensive Plan, adopted by ordinance no. 2011-008 and amended by ordinance 2017-007 with the Castroville Back to our Future Comprehensive Plan.

**Background:**

A comprehensive plan is a strategic framework that guides the long-term development and preservation of a city. It encompasses various elements such as land use, transportation, housing, economic development, and environmental sustainability. By integrating these components, a comprehensive plan ensures that growth is managed in a way that maintains the city's unique character. Preservation efforts within the plan focus on natural resources and the distinctive elements of Castroville, ensuring that the city's identity is retained for future generations. The Comprehensive Plan addresses growth guidance, the Highway 90 scar, streets and drainage, and outlines an action plan with both short-term and long-term goals.

The first meeting on this topic was held on January 16, 2024, with about 80 attendees. There was great discussion, much of it centered around Highway 90 and future connectivity possibilities but also covering other visions that would benefit the community.

The Planning and Zoning Commission held a public hearing on January 8, 2025, regarding the Comprehensive Plan. Following the staff's recommendation, they did not act but instead listened to citizens' comments and discussed their concerns and questions.

The Planning and Zoning Commission held another public hearing on February 12th to discuss each the Downtown Plan, Comprehensive Plan, and Unified Development Ordinance. The Planning and Zoning Commission recommended approval of the Downtown Plan but requested a joint workshop with the Council to discuss policy decisions.

On March 17, 2025, the Planning and Zoning Commission and City Council held a joint workshop to discuss policy decisions. Topics and concerns brought up at that workshop have been addressed in the updated documents.

One May 13, 2025, the Planning and Zoning Commission recommended approval of the Comprehensive Plan.

**Attachments:**

- Adopting Ordinance
- Comprehensive Plan

**Submitted by: Breana Soto**

**ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY OF CASTROVILLE, TEXAS, REPEALING AND REPLACING THE CITY'S 2011 COMPREHENSIVE PLAN, ADOPTED BY ORDINANCE NO. 2011-008 AND AMENDED BY ORDINANCE 2017-007 WITH THE CASTROVILLE BACK TO OUR FUTURE COMPREHENSIVE PLAN; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, pursuant to the Texas Local Government Code § 213.002, the City Council of Castroville, Texas may adopt and maintain a comprehensive plan for the long-range development of the City and to be used to coordinate and guide the establishment of development regulations for the purpose of promoting sound development and promoting public health, safety, and welfare; and

**WHEREAS**, the City previously adopted the 2011 Comprehensive Plan by Ordinance No. 2011-008 and amended the plan by Ordinance No.2017-007; and

**WHEREAS**, the City of Castroville values its historic design rooted in walkable, small-scale neighborhoods with a flexible street grid and close connection to nature and local commerce; and

**WHEREAS**, the community has expressed strong support for preserving the character of the original Castro area and avoiding development patterns, such as suburban sprawl, that conflict with the city's identity and lifestyle; and

**WHEREAS**, the updated Comprehensive Plan aligns Castroville's core values with current planning policies, providing clear guidance to protect the city's distinct physical patterns while accommodating appropriate growth; and

**WHEREAS**, the Plan establishes a Growth Guidance Map and organization zones to direct development in a logical, productive manner that maintains Castroville's unique character and prepares the community for future needs.

**WHEREAS**, the consultant, Simple City, was retained by the City of Castroville to develop the Castroville Back to Our Future Comprehensive Plan; and

**WHEREAS**, the Planning and Zoning Commission recommended _____ of the Castroville Back to Our Future Comprehensive Plan on _____, 2025; and

**WHEREAS**, the City Council held the required public hearing for the Castroville Back to Our Future Comprehensive Plan on _____, 2025; and

**WHEREAS**, the City Council of the City of Castroville has determined that it is necessary and beneficial to update the City's Comprehensive Plan to reflect the City's vision, guiding principles, goals, policies and action items; and

**WHEREAS,** the City Council desires to adopt the Castroville Back to Our Future Comprehensive Plan, provided in Exhibit A.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTROVILLE, TEXAS, THAT:**

**Section 1. Findings of Fact.** All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of the ordinance as if copied in their entirely.

**Section 2. Comprehensive Plan Adoption.** That the City Council of the City of Castroville, Texas hereby adopts the Castroville Back to Our Future Comprehensive Plan, provided in Exhibit A, which is attached hereto and incorporated herein for all purposes.

**Section 3. Severability.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**Section 4. Repealer.** Ordinance No. 2011-008, which adopted the City's 2011 Comprehensive Plan, and Ordinance No. 2017-007, which amended that Plan, are hereby repealed in their entirety. This Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**Section 5. Proper Notice and Meeting.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**Section 6. Effective Date.** This Ordinance will take effect upon passage by City Council.

**PASSED, APPROVED, AND ADOPTED** this ____ day of _____, 2025.

CITY OF CASTROVILLE, TEXAS.

By:

_____

Bruce Alexander, Mayor

ATTEST:

_____

Debra Howe, City Secretary

APPROVED AS TO FORM:

_____

T. Daniel Santee, City Attorney

DENTON NAVARRO RODRIGUEZ BERNAL SANTEE & ZECH, PC

**EXHIBIT A**

# Agenda Report

**Agenda of:** July 22, 2025

**Department:** Community Development Department

**Subject:** Discussion and possible action of the Unified Development Ordinance.

**Recommended Motion:**

I move to adopt the Unified Development Ordinance that unifies the zoning, subdivision, and sign ordinances and repealing the Comprehensive Zoning Ordinance, Chapter 100 - Subdivision, and Chapter 24 - Signage of the Castroville Code of Ordinances.

**Background:**

The City of Castroville has undertaken a comprehensive review of its existing development regulations, including zoning, subdivision, and sign ordinances. These regulations, originally adopted in 1975, 2002, and 2017, respectively, and have been amended numerous times. The need for a Unified Development Ordinance (UDO) has been identified to streamline and modernize these regulations, ensuring they are clear, consistent, and aligned with development practices and community goals.

**Discussion:**

The proposed UDO consolidates and updates the existing development regulations into a single, cohesive document. Key features of the UDO include:

1. **General Provisions:** Establishes the purpose, scope, and applicability of the UDO.
2. **Review Authority & Procedures:** Defines the roles and responsibilities of various review bodies and outlines the procedures for applications and permits.
3. **Zoning District & Use Regulations:** Updates zoning districts and permitted uses to reflect current and future land use needs.
4. **Site Development & Design Standards:** Provides guidelines for site development.
5. **Environmental Protection:** Incorporates standards for stormwater management.

The UDO has been developed with extensive public input, including community workshops, public hearings, and consultations with stakeholders. It aims to promote sustainable development, protect natural resources, and enhance the quality of life for residents.

Community engagement for this process:

- November 28, 2023 – DNA Roundup: An analysis of Castroville's built environment and building patterns that begins the assessment of any inconsistencies between what the zoning

codes tell developers to build and what the town wants to look like. This is Castroville, from the ground, up.

- January 16-17, 2024 – Castroville Dreaming: Stakeholder input is concurrently informing the city-wide Comprehensive Plan as well as the more focused Downtown Plan.
- March 27-28, 2024 – Design Rodeo: This phase begins the analysis of development standards, building upon input shared thus far.
- April 12, 2024 – Walkabout Code Tour: Walkabout Code walking tour of to see how development codes impact everyday buildings in Castroville.
- August 6-7, 2024 – Code Rodeo: This phase aligns all development codes together, in the Unified Development Ordinance.
- September 23, 2024 – Community Roundup: Find your property on the draft maps, explore the draft development standards, and review their applicability across Castroville. Submit recommended changes to the Place Type map as well as recommended changes to the Place Type zoning categories themselves.
- December 10-11, 2024 – Code Walkthrough: The Draft Comprehensive Plan, Downtown Masterplan, and Unified Development Ordinance documents will be reviewed publicly at Plan Commission and City Council before adoption.

**Attachments:**

- Adopting Ordinance
- Unified Development Ordinance

**Submitted by: Breana Soto**

**ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY OF CASTROVILLE ADOPTING A UNIFIED DEVELOPMENT ORDINANCE THAT UNIFIES THE ZONING, SUBDIVISION, AND SIGN ORDINANCES AND PROVIDES A PENALTY FOR VIOLATIONS OF THE ORDINANCE THAT MAY BE PUNISHED WITH FINES UP TO $2,000.00 FOR EACH SEPARATE OFFENSE; AND REPEALING THE COMPREHENSIVE ZONING ORDINANCE, CHAPTER 100 SUBDIVISION, AND CHAPTER 24 SIGNAGE OF THE CASTROVILLE CODE OF ORDINANCES, AND REPEALING ALL OTHER ORDINANCES OR PARTS THEREOF IN CONFLICT WITH THIS ORDINANCE; AND PROVIDING FOR FINDINGS, SEVERABILITY, REPEALER, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.**

**WHEREAS**, the City of Castroville has previously adopted a comprehensive plan pursuant to Texas Local Government Code Chapter 213 to promote health, safety, good morals, and general welfare of the community; and

**WHEREAS**, the City of Castroville has previously adopted zoning regulations designed to accomplish the goals as delineated in Section 211.004 of the Texas Local Government Code and for the purpose of regulating those issues as delineated in Section 211.003 and Chapters 51 and 52 of the Texas Local Government Code; and

**WHEREAS**, the City of Castroville intends to consolidate in one place and in logical order to avoid duplication and conflicts in terms and definitions all of its regulations pertaining to land use and development; and

**WHEREAS**, the City of Castroville desires to make available to all those who are concerned with land use and development to have access to the regulation thereof in one convenient ordinance which is capable of being published and distributed as a separate and comprehensive segment of the City Code as a whole; and

**WHEREAS**, these regulations have been designed to lessen congestion in the streets, to secure safety from fire, panic, and other dangers; and

**WHEREAS**, these regulations have been adopted to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to conserve energy; to facilitate the adequate provisions of transportation, water, sewerage, schools, parks, and other public interests; and

**WHEREAS**, the City of Castroville desires to achieve orderly land development through land subdivision; to promote and develop land to attain the best possible community environment in accordance with the comprehensive plan; minimize damage to public and private property due to flooding; and to provide for adequate municipal services and safe streets; and

**WHEREAS**, the City Council of the City of Castroville is of the opinion that this ordinance accomplishes such goals and is in the best interest of the City of Castroville; and

**WHEREAS**, on [insert date], [insert year], notice of a public hearing was published in a newspaper of general circulation in the City; and

**WHEREAS**, on [insert date], notice of the public hearing was mailed to property owners whose property is affected by the proposed change; and

**WHEREAS**, at a regularly scheduled meeting on [insert date], the Planning and Zoning Commission held a public hearing, reviewed, and recommended adoption of the proposed Unified Development Ordinance.

**WHEREAS**, at a regularly scheduled meeting on [insert date], the City Council held a public hearing, and, after review, determined that the ordinance be approved as provided herein; and

**WHEREAS**, the City has fulfilled all obligations necessary to take this action and has properly noticed and conducted all public hearings and public meetings pursuant to the Texas Local Government Code and Texas Government Code, as applicable.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTROVILLE, TEXAS:**

**Section 1**. **Findings of Fact**. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of the ordinance as if copied in their entirely.

**Section 2. Amendments to Code.** The City of Castroville, Texas Code of Ordinances, are hereby amended as follows: the Comprehensive Zoning Ordinance, Chapter 100 Subdivision, and Chapter 24 Signage are repealed and replaced with the Unified Development Ordinance attached hereto as Exhibit A.

**Section 3. Severability.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**Section 4. Repealer.** This ordinance shall be cumulative of all other ordinances of the City of Castroville, and this ordinance shall not operate to repeal or affect any other ordinances of the City of Castroville except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any, are hereby repealed.

**Section 5. Savings Clause.** The repeal or amendment of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City of Castroville under any section or provisions of any ordinances in effect at the time of passage of this ordinance.

**Section 6. Proper Notice and Meeting.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all required by Chapter 551, as amended, Texas Government Code.

**Section 7. Effective Date.** This Ordinance will take effect upon its adoption by the City Council.

**PASSED AND APPROVED** this _____ day of _____, 2025.

CITY OF CASTROVILLE, TEXAS.

By:

_____

Bruce Alexander Mayor

ATTEST:

_____

Debra Howe, City Secretary

APPROVED AS TO FORM:

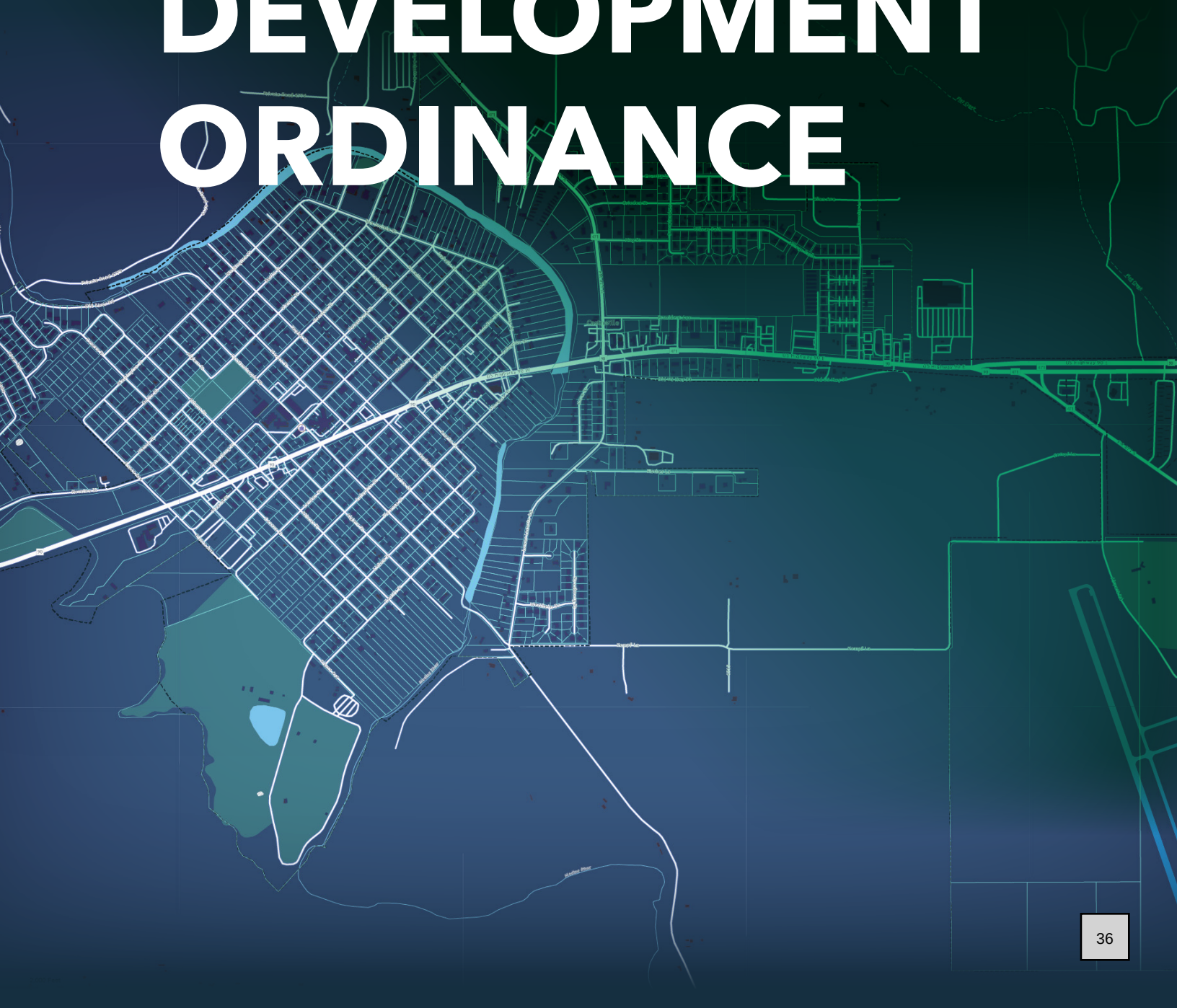
_____

T. Daniel Santee, City Attorney

DENTON NAVARRO RODRIGUEZ BERNAL SANTEE & ZECH, PC

# Castroville

# UNIFIED DEVELOPMENT ORDINANCE



## MAYOR & CITY COUNCIL

Mayor - Bruce Alexander
District 1 - Sheena Martinez
District 2 - Houston Marchman
District 3 - Phil King
District 4 - David Merz
District 5 - Robert Lee

## CITY STAFF

City Administrator - Scott Dixon
Community Development Director -Breana Soto
City Secretary - Debra Howe
Financial Director- Leroy Vidales
Accounting Manager - Hilda Bernal-Chavez
Public Works Director - John Gomez
Tourism & Business Development Director - Darin Hamm

## PLANNING & ZONING COMMISSION

Jim Welch, Chair
Priscilla Garrett
Kyle McVay
Melanie Knous
Bryan Griffin

## PROJECT ADVISORY COMMITTEE

Darrin Schroeder
Phil King
Kyle McVay
Priscilla Garret
William Jette
Breana Soto
Scott Dixon

## SIMPLECITY DESIGN

Matt Lewis, CNUa
Zach Lewis
Lacy Patterson
Lisa Sutton
Grace Hartman
Milosav Ceckic
JJ Zanetta

## POPKEN POPUPS

Amanda Popken McCullough, AICP, CNUa
Amy Albright

## CRABTREE GROUP INC

Paul Crabtree, PE
Aaron Cook, PE
Jacob Hyman, PE

# EXECUTIVE SUMMARY

The City of Castroville's new Unified Development Ordinance (UDO) is designed to shape the future of the city by preserving and building upon its beloved historical development patterns. Drawing inspiration from the city's historic districts, the UDO will integrate development standards rooted in the building types and places that have long defined the community's identity. It will accommodate a range of building types and lifestyle options, from natural spaces to house-form commercial buildings, and will include a wide variety of residential building types that foster identifiable neighborhoods functioning as cohesive additions to the community. By providing clear and strategic guidance on development, the UDO will enable Castroville to navigate the complexities of growth while maintaining its unique character.

Focus on the relationship between public and private spaces becomes more significant as the place becomes more intense; using Place Types to categorize places, the intensity of P5 is more intense than P4. Our development standards are the communities tools to ensure quality development. The tools within this and partnering ordinances are written with flexibility and clear intent.  Providing creativity and allowances for different sites and development types.

Castroville's potential is accomplished by rules that maintain the Original Castro Area and when adjacent lands have a range in lifestyle options from rural living to downtown urban dwellers is attainable. A responsibly built range of patterns is most organically accomplished by locals and small-scale builders partaking in restoring, reusing, rebuilding, and maintaining buildings, lots, and land in Castroville.

The standards established in this ordinance provide flexibility and adjustability to accommodate modern construction while maintaining the qualities essential to the community fabric.

FIGURE 1: CASTROVILLE PLACE TYPE ZONING TRANSECT.

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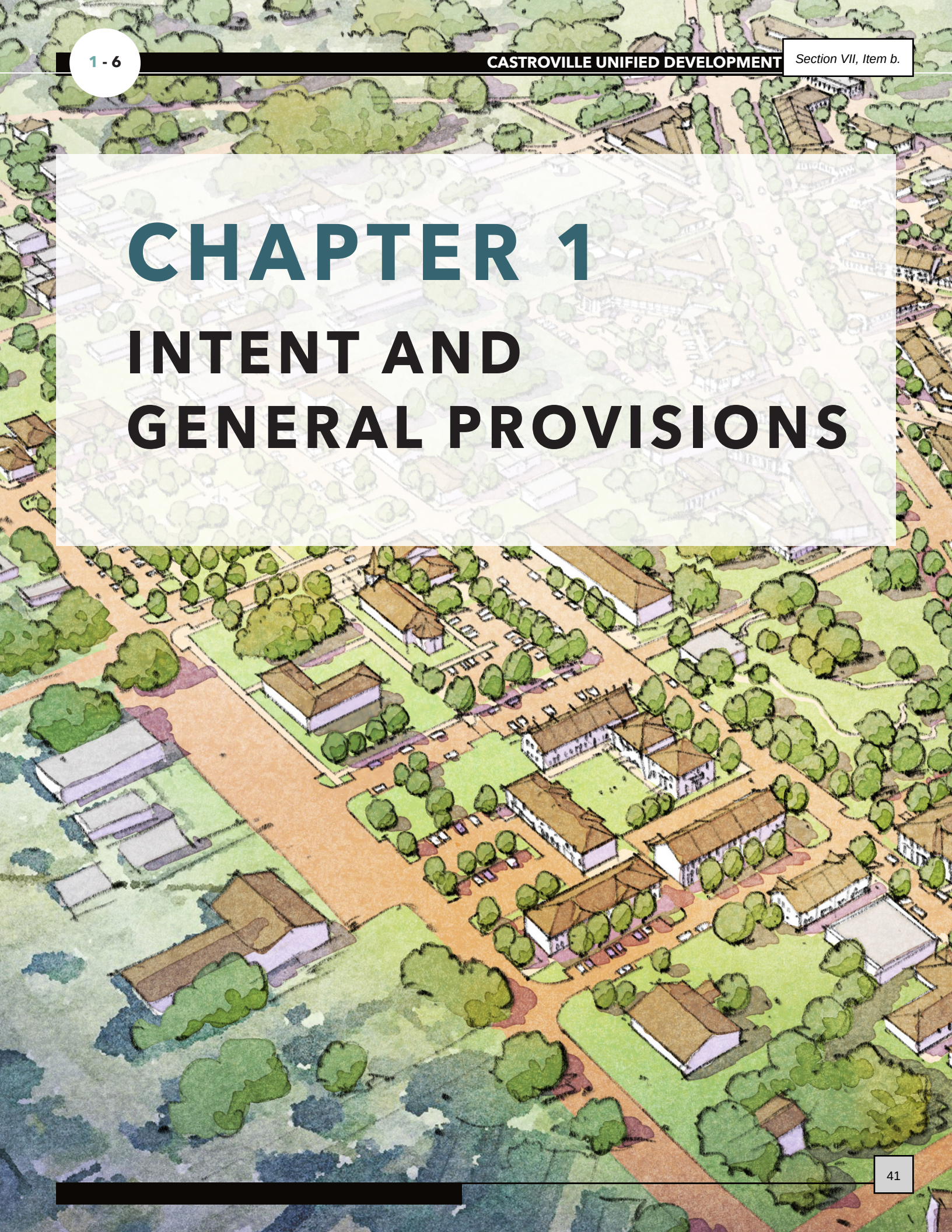
# CHAPTER 1
# INTENT AND GENERAL PROVISIONS



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## 1.1 TITLE.

This Ordinance shall be known and may be cited as the "Unified Development Ordinance" or the "UDO" of the City of Castroville, Texas. (Originally adopted by Ordinance on April 22nd 2025).

## 1.2 PURPOSE.

1.2.1 The purpose of this UDO is to align the land development policies, including subdivision, zoning, and signs, to the Castroville Back To Our Future Comprehensive Plan community goals:

- COMMUNITY CHARACTER:

  Maintain Castroville's unique rural-urban character and small-town atmosphere where people feel connected to nature and town.

- INTERCONNECTIVITY:

  Castroville is interconnected through the use of a small block grid. The continuation of the small block grid is part of Castrovilles daily lifestyle. Additions to the town must integrate this pattern to protect the community character.

- STORM-WATER MANAGEMENT AND INFRASTRUCTURE:

  Make smart investments that maximize the use of existing infrastructure and provide sufficient resources for long-term maintenance, repairs, and replacement. Storm-water management is critical to preserving existing land values and must be integrated at a block level.

- DIVERSE HOUSING:

  Ensure that housing accommodates all ages, abilities, household types, and income levels.

- ECONOMIC RESILIENCE:

  Support and promote unique, local businesses.

1.2.2 The land development policies are adopted to promote the public health, safety, and general welfare and protect and preserve places and areas of historical, cultural, or architectural importance and significance and promote the safe, orderly, and healthful development of the City and extraterritorial jurisdiction (ETJ). Further, these policies are designed to lessen the congestion in the streets; secure safety from fire and other dangers; ensure adequate light and air; prevent the overcrowding of land, to avoid undue concentration of population; and facilitate the adequate provision of transportation, water, wastewater treatment, schools, parks, and other public requirements.

# 1.3 INTENT.

The intent section of this UDO is organized at three scales:

① The City.

② The Neighborhood.

③ The Block, Street, Lot, and Building.

## 1.3.1 THE CITY.

(1) The City is a finite place with geographic boundaries derived from topography, watersheds, parks and open spaces, and other natural and man-made features. Within the City, a collection of neighborhoods are seamlessly connected to and integrated with each other through a well-planned and interconnected street network.

(2) The City shall grow in a logical progression from the center outward and new neighborhoods will be designed as additions to the existing urban fabric.

(3) Wherever possible, natural features including streams, creeks, rivers, trees, and wildlife habitat shall be preserved and natural drainage systems shall be enhanced.

(4) Historic buildings and sites are valuable pieces of the City's heritage and shall be preserved and protected whenever possible.

(5) The City is intended to be a self-sustaining economic unit with ties to the surrounding region. Toward that end, the City shall strive to maintain a balance between the creation of jobs and housing units for its residents and avoid becoming a bedroom community.

## 1.3.2 THE NEIGHBORHOOD.

(1) The neighborhood is the primary organizing unit of the City. The formation of neighborhoods encourages residents to know their neighbors, to help maintain the neighborhood and to be responsible for guiding the evolution of the neighborhood over time.

(2) Neighborhoods are walkable and connected with a mixture of uses and parks where activities of daily living occur within a close distance.

(3) Within neighborhoods, a broad range of housing types, sizes, and price levels allows a diversity of people and households to interact with and get to know each other which strengthens civic bonds and helps maintain Castroville's small-town character.

(4) The intensity of buildings within the neighborhood is related to the infrastructure systems that support the neighborhood so that sufficient tax revenues will be generated to pay for the long-term maintenance of those systems.

(5) Concentrations of civic, institutional and commercial uses shall be integrated into neighborhoods so that most residents of the neighborhood may comfortably walk to them.

(6) School sites should be planned so that children within the surrounding neighborhoods may safely walk or bicycle to and from school.

(7) A variety of parks and open spaces are integrated into the design of neighborhoods and parks and trails connect neighborhoods to each other.

### 1.3.3 THE BLOCK, STREET, LOT, AND BUILDING.

(1) Castroville's DNA is comprised of a network of streets that form small, walkable blocks. This form shall be extended as the City grows.

(2) Streets define the character of neighborhoods and provide the framework for private development to occur.

(3) Streets are designed at the scale of humans and provide a means to walk, bicycle, and drive within the neighborhood and between neighborhoods.

(4) Streets provide areas for public landscaping and street trees to occur which provide shade and character for the neighborhood. Public landscaping shall be informed by native and adaptive plants that can thrive with minimal irrigation.

(5) Lots are where private development occurs. Lots should be sized to accommodate the desired development and to make the most efficient use of public infrastructure.

(6) Buildings help frame public spaces including streets, parks, plazas and paths. Buildings shall be placed on lots with this goal in mind. The parking of vehicles on private lots shall not detract from the streetscape and should generally be located to the side or rear of the buildings.

(7) Civic buildings are places for people to gather and should be located on important and prominent sites within neighborhoods. Civic buildings should be distinctive and designed to last for generations.

## 1.4 AUTHORITY.

1.4.1 The Castroville UDO is adopted pursuant to the powers granted to the City including any limitations imposed by the Constitution and laws of the State of Texas, particularly Texas Local Government Code Chapters 211, 212, 213, 216 and 242.

1.4.2 Zoning regulations are adopted and administered by the City pursuant to the Local Government Code, Chapter 211 and all other applicable State and Federal laws, now written or hereafter amended or passed, allowing the City authority to promote public health, safety, morals, or the general welfare and to protect and preserve places and areas of historical, cultural, or architectural importance and significance.

1.4.3 Subdivision regulations are adopted and administered by the City pursuant to Local Government Code, Chapters 212 and 242 and all other applicable State and Federal laws, now written or hereafter amended or passed, allowing the City to adopt rules governing plats and subdivisions of land within city limits and extraterritorial jurisdiction to promote the health, safety, morals, or general welfare of the City and the safe, orderly, and healthful development of the City.

1.4.4 Sign regulations are adopted and administered by the City pursuant to Local Government Code, Chapter 216 and all other applicable State and Federal laws, now written or hereafter amended or passed, allowing the City to adopt rules governing signs.

## 1.5 APPLICABILITY.

The provision of this UDO, including its Appendices, including the "City of Castroville Application Checklist," and the "City of Castroville Engineering Standards," shall apply to the subdivision and development of all land within the City of Castroville, Texas, and, where applicable, the extraterritorial jurisdiction unless specifically provided otherwise in the UDO.

## 1.6 JURISDICTION.

1.6.1 Within the city limits all provisions of this UDO shall apply.

1.6.2 Within the extraterritorial jurisdiction, the applicable provisions related to the subdivision of land and sign regulations shall apply, but standards related to the following shall not apply:

- The use of any building or property for business, industrial, residential, or other purposes;
- The bulk, height, or number of buildings constructed on a particular tract of land;
- The size of a building that can be constructed on a particular tract of land, including without limitation any restriction on the ratio of the building floor space to the land square footage; and
- The number of residential units that can be built per acre of land.

## 1.7 MINIMUM STANDARDS AND CONFLICTING PROVISIONS.

The provisions of this UDO, including its Appendices, are the minimum standards necessary to accomplish its stated purposes. It is not the intent of this UDO to interfere with, abrogate or annul any private easement, covenant, deed restriction or other agreement between private parties. When the provisions of this UDO impose a greater restriction than imposed by such private agreements, the provisions of this UDO shall control. When private agreements impose a greater restriction than imposed by this UDO, such private agreements shall control.

## 1.8 RULES OF CONSTRUCTION.

### 1.8.1 MEANING AND INTENT.

All provisions, terms, phrases, and expressions contained in this UDO shall be construed in accordance with its stated purpose.

### 1.8.2 TEXT.

In case of any difference of meaning or implication between the text of this UDO and any drawing or figure, the text shall control.

### 1.8.3 COMPUTATION OF TIME.

The time within which an act is to be completed shall be computed by excluding the first day and including the last day; if the last day is a Saturday, Sunday or legal holiday, that day shall be excluded. In the computation of time for public hearing notice, both the first day (day of the advertisement) and the last day (day of the hearing) shall be excluded.

### 1.8.4 DELEGATION OF AUTHORITY.

Whenever a provision requires the City Administrator or their designee to do some act or perform some duty, it is to be construed to authorize the head of the department or other officer to designate, delegate, and authorize subordinates to perform the required act or duty unless the terms of the provision specify otherwise.

### 1.8.5 NON-TECHNICAL AND TECHNICAL WORDS.

Words and phrases shall be construed according to this UDO, including the "City of Castroville Engineering Standards" and all appendices to this UDO, and then according to the common and approved usage of the language, but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in law shall be construed and understood according to such meaning.

### 1.8.6 PUBLIC OFFICIALS, BODIES, AND AGENCIES.

All public officials, bodies, and agencies to which references are made are those of the City of Castroville unless otherwise indicated.

### 1.8.7 MANDATORY AND DISCRETIONARY TERMS.

The words "shall" and "must" are always mandatory. The words "may" and "should" are permissive.

### 1.8.8 CONJUNCTIONS.

Unless the context clearly indicates the contrary, conjunctions shall be interpreted as follows:

- "And" indicates that all connected items, conditions, provisions or events shall apply; and
- "Or" indicates that one or more of the connected items, conditions, provisions or events shall apply.

### 1.8.9 TENSES AND NUMBERS.

Words used in the past or present tense include the future as well as the past or present, unless the context clearly indicates the contrary. The singular shall include the plural and the plural shall include the singular, as the context and application of this UDO may reasonably suggest.

## 1.9 TRANSITIONAL PROVISIONS.

The following transitional provisions shall apply to various matters pending or occurring prior to the effective date of this UDO.

### 1.9.1 ZONING UPON ANNEXATION.

1.9.1.1 Any land which comes under the zoning jurisdiction of the City of Castroville by reason of its annexation to the City shall be classified as "P2" Rural Place Type zoning district unless otherwise stipulated in the annexation ordinance annexing the property. The procedure for establishing Zoning other than "P2" on annexed territory shall conform to the procedure set forth in Chapter 2 of this UDO. Following annexation, the Community Development Director shall schedule public hearings to allocate the Place Type Zoning classification of the recently annexed land.

1.9.1.2 In an area classified as "P2" Rural:

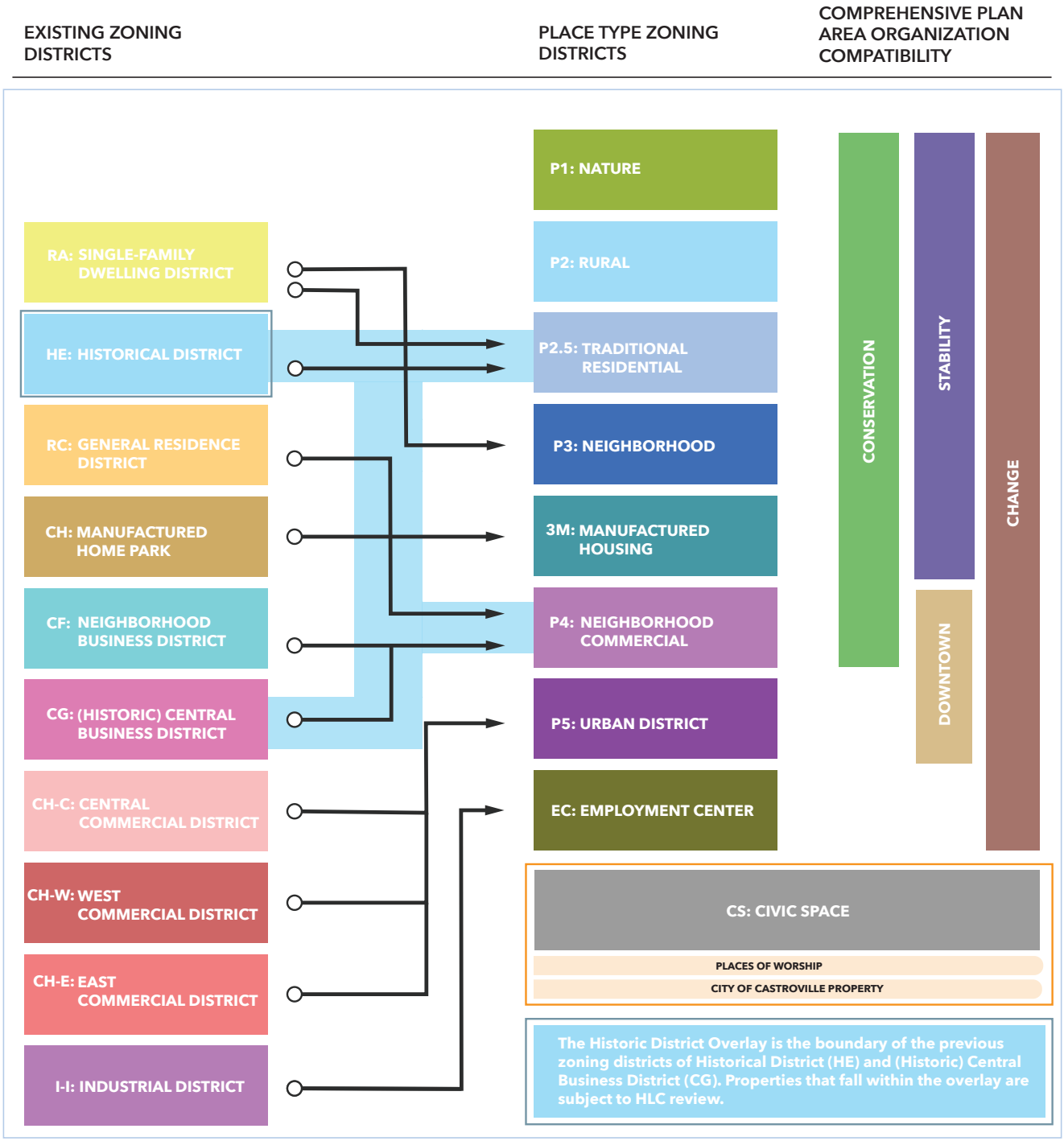
(A) No permit for the Construction of a Building or use of land shall be issued by the Building Official other than a permit that will allow the Construction of a Building permitted in the "P2" District, unless and until such territory has been classified in a Place Type Zoning District other than the "P2" District.

(B) An Application for a building permit for any proposed use other than those specified in the "P2" District must be made to the Community Development Director. If the Applicant shows that plans and other preparation for developing the property commenced prior to annexation by the City, as established by the Texas Local Government Code Chapter 43, City Council shall authorize the Construction of the Project by a majority vote.

### 1.9.2 ZONING DISTRICT NAME AND STANDARDS CHANGES.

1.9.2.1 All zoning districts in the City of Castroville are renamed as shown in Table 1.9.2(A) Zoning Translation. The development standards associated with the renamed districts shall apply to all properties in the city limits except as provided for in legal conforming planned developments approved prior to the effective date of this UDO and which are still active.

## TABLE 1.9.2(A): ZONING TRANSLATION.



## 1.9.3 VIOLATIONS CONTINUE.

Any violation of the previous Zoning Ordinance of the City of Castroville shall continue to be a violation under this UDO and shall be subject to prosecution pursuant to Chapter 1, unless the use, development, construction, or other activity is clearly consistent with the express terms of this UDO.

## 1.9.4 COMPLETION OF DEVELOPMENT PLANS.

### 1.9.4.1 UNEXPIRED BUILDING PERMITS.

Building permits issued or completed building permit applications submitted prior to the effective date of this UDO may proceed without any changes required because of new regulations in this UDO.

### 1.9.4.2 UNEXPIRED PRELIMINARY PLATS.

All preliminary plats or complete preliminary plat applications submitted prior to the effective date of this UDO which have not expired may proceed without any changes required to the preliminary plat because of new regulations in this UDO. However, new standards in this UDO for subdivision infrastructure shall apply if the subdivision improvement plans have not yet been approved or a complete application submitted.

### 1.9.4.3 EXISTING PLANNED DEVELOPMENT ZONING ORDINANCES.

Planned Development Districts (PDDs) in Castroville were established to promote innovative developments that are sensitive to surrounding land uses and the natural environment. Each PDD adopted modified development standards unique to its area, allowing for flexibility beyond conventional zoning districts. With the adoption of the Unified Development Ordinance (UDO) in March 2025, which introduced new Place Type zoning categories, PDDs have been phased out. However, existing PDDs remain as legacy zoning districts, meaning that developments approved under these districts continue to adhere to their original, customized standards. This approach ensures that prior development agreements are honored while the city transitions to the new zoning framework.

Major PDD amendments could trigger a neighborhood regulating plan unless an alternative process is specified in the PDD-adopting ordinance.

# 1.10 EFFECT ON EXISTING CONDITIONS (NONCONFORMITIES).

## 1.10.1 INTENT.

Within the city limits and extraterritorial jurisdiction, exist lots, sites, structures, signs, uses of land, and characteristics of use that were lawful before this UDO was enacted, amended or otherwise made applicable to such lots, sites, structures, signs or uses, but that do not now conform to the standards of this UDO. It is the intent of this UDO to permit such nonconforming lots, sites, structures, signs or uses to continue, if the conditions within this section and other applicable sections are met.

## 1.10.2 DETERMINATION OF NONCONFORMING STATUS.

Determination of nonconforming status shall be made by the City Administrator or their designee or successor, subject to appeal to the ZBA.

## 1.10.3 LEGAL NONCONFORMING STATUS.

Any lots, sites, structures, signs, or uses of land which do not conform with the regulations of this UDO shall be deemed legal nonconforming when:

(1) Such lots, sites, structures, signs, or uses of land were in existence and lawfully operating as of the effective date of this UDO, and have since been in regular and continuous use; or

(2) Such lots, sites, structures, signs, or uses of land were in existence and lawfully operating as of the effective date of any amendment to this UDO, but by such amendment are no longer in conformance with this UDO, and have since been in regular and continuous use; or

(3) Such lots, sites, structures, signs, or uses of land were in existence and lawfully operating on the date that annexation proceedings were instituted and have since been in regular and continuous use.

## 1.10.4 ILLEGAL NONCONFORMING STATUS.

Any lots, sites, structures, signs, or uses of land that are in violation of the requirements of this UDO and were constructed or established since its adoption or amendment without the necessary approvals, permits, or authorizations from the City are considered illegal nonconforming. The owner and/or operator of an illegal nonconforming lot, site, structure, sign, or use of land shall be subject to actions and penalties allowed by this UDO and all other applicable City ordinances and shall be required to correct the nonconforming situation to come into conformance with all applicable standards and regulations of this UDO.

## 1.10.5 ABANDONMENT OF LEGAL NONCONFORMING STATUS.

1.10.5.1 Abandonment of legal nonconforming status shall be determined as follows:

(1) A legal nonconforming lot shall be considered abandoned after an application to amend or replat the lot has been approved.

(2) A legal nonconforming site shall be considered abandoned after the site has been vacated and all legal uses of the site have been discontinued for a period of twelve (12) months.

(3) A legal nonconforming structure shall be considered abandoned after the structure has been vacant and/or no certificate of occupancy has been in place for a period of eighteen (18) months.

(4) A legal nonconforming sign shall be considered abandoned after the entity that the sign advertised has ceased operating or the premises on which the sign is located have been vacated for a period of ninety (90) days.

1.10.5.2 Occurrence of a combination of one or more of the following situations shall be a sign of vacancy or lack of occupancy for the purposes of determining abandonment:

(1) The building, structure, activity, or land has been unoccupied or out of use;

(2) The intention of the owner to discontinue the use is apparent;

(3) One or more utility accounts have been discontinued;

(4) Utility meters are removed;

(5) The occupant or owner has allowed any taxes to not be paid thereon;

(6) The site or structure has not been maintained;

(7) The unit has not been made available for occupancy;

(8) The characteristic equipment and furnishings of a nonconforming use have been removed from the premises; or

(9) A nonconforming use has been replaced by a conforming use.

## 1.10.6 NONCONFORMING LOTS.

Legal nonconforming lots may continue to be used for all legal purposes under this UDO until the nonconforming status has been abandoned. No additional division of a legal nonconforming lot shall occur that will increase the level of nonconformity of the lot.

## 1.10.7 NONCONFORMING SITES.

Legal nonconforming sites are legally occupied properties whose site improvements do not meet one or more provisions of this UDO such as parking location, landscaping, lighting, storm-water drainage, etc.

1.10.7.1 Prior to reoccupying a legal nonconforming site that has been abandoned pursuant to Section 1.10.5, the owner of the site must prepare a plan for the proposed reoccupation of the site that demonstrates how the site may be brought into substantial compliance with this UDO. The Development Review Committee (DRC) shall have review and approval authority for the reoccupation of abandoned nonconforming sites. The ZBA shall hear appeals of DRC decisions regarding the reoccupation of abandoned nonconforming sites.

1.10.7.2 Legal nonconforming sites may not be expanded or modified in a way that increases or adds to the nonconformities of the site.

## 1.10.8 NONCONFORMING STRUCTURES.

Legal nonconforming structures are those that do not meet one or more of the standards of this UDO such as build-to line, height limitations, design standards, performance standards, etc.

### 1.10.8.1 MAINTENANCE AND REPAIRS.

Legal nonconforming structures may be maintained in accordance with the applicable building codes. Maintenance shall not increase the structure's nonconformities.

Repairs to legal nonconforming structures shall be allowed if the value of the repair does not exceed fifty percent (50%) of the market value of the structure. Repairs shall not increase the structure's nonconformities.

1.10.8.2 Reoccupation of abandoned nonconforming structures.

Prior to reoccupying a legal nonconforming structure that has been abandoned pursuant to Section 1.10.5, the owner of the structure must prepare a plan for the proposed reoccupation of the structure that demonstrates how the structure may be brought into substantial compliance with this UDO. The DRC shall have review and approval authority for the reoccupation of abandoned nonconforming structures. The ZBA shall hear appeals of DRC decisions regarding the reoccupation of abandoned nonconforming structures.

## 1.10.9 NONCONFORMING SIGNS.

Permitted signs erected before the adoption of the UDO that do not meet the current standards of this UDO are considered to be legal nonconforming signs.

### 1.10.9.1 MAINTENANCE, UPDATES AND REPAIR.

(1) A legal nonconforming signs may be maintained in accordance with the applicable building codes. Maintenance shall not increase the sign's nonconformities.

(2) Legal nonconforming signs may be updated with new lettering, logos, etc. so long as the update does not exceed fifty percent (50%) of the sign's replacement value. Updates may not increase the sign's nonconformities.

(3) Repairs to legal nonconforming signs shall be allowed if the value of the repair does not exceed fifty percent (50%) of the sign's replacement value. Repairs shall not increase the sign's nonconformities.

## 1.10.10 NONCONFORMING USES OF LAND.

Permitted uses in existence before the adoption of the UDO that do not meet the current standards of this UDO are considered to be nonconforming uses.

1.10.10.1 A nonconforming use may be replaced by the same specific use as long as the nonconforming use has not been abandoned.

1.10.10.2 The Community Development Director may approve the replacement of a nonconforming use with a different nonconforming use if it is determined that the new nonconforming use will have a lesser impact on the surrounding neighborhood than the existing nonconforming use.

## 1.11 WRITTEN INTERPRETATIONS.

The City Administrator, or their designee shall have the authority to issue interpretations concerning the provisions of this UDO. Interpretations may be initiated by the City Administrator or their designee, or may be issued upon request through an application for a written interpretation. Appeals of written interpretations relating to zoning regulations shall be heard by the ZBA and appeals of interpretations relating to subdivision regulations shall be heard by the Planning & Zoning Commission.

## 1.12 FEES.

Applications under this UDO shall be deemed incomplete until all applicable fees associated with the application have been paid in full. Refer to the City's adopted fee schedule for all fees associated with applications or permits governed by this UDO.

## 1.13 ADOPTION.

This UDO was originally adopted by the City Council on the twenty second day of April 2025.

## 1.14 ENFORCEMENT.

### 1.14.1 ENFORCEMENT RESPONSIBILITY.

This UDO shall be administered and enforced by the City Administrator or their designee.

### 1.14.2 COMPLIANCE REQUIRED.

No person may use, occupy, or develop land, buildings or other structures, or authorize or permit the use, occupancy or development of land, buildings or other structures except in accordance with all provisions of this UDO.

### 1.14.3 REMEDIES AND ENFORCEMENT POWERS.

#### 1.14.3.1 VIOLATIONS.

Any person, firm or corporation violating the provision of this UDO shall be deemed guilty of a misdemeanor and, upon conviction in the municipal court of the city of Castroville, Texas, shall be subject to a fine not to exceed the sum of five hundred dollars ($500.00) for each offense, except however, where a different penalty has been established by state law for such offense the penalty shall be that fixed by state law, and for any offense which is a violation of any provision of law that governs fire safety, zoning, or public health and sanitation, including dumping of refuse, the penalty shall be a fine not to exceed the sum of two thousand dollars ($2,000.00) for each offense; and each and every day said violation is continued shall constitute a separate offense.

### 1.14.3.2 STOP WORK.

Whenever any construction work is being done contrary to the provisions of this UDO, the City Administrator, or their designee, may order the work stopped by notice in writing served on the owner or contractor doing or causing such work to be done, and such person shall forthwith stop such work until authorized by the City Administrator, or their designee, to proceed with the work.

### 1.14.3.3 INSPECTIONS.

The City Administrator, or their designee, shall have the right to enter upon any premises at a scheduled time for the purpose of making inspections of buildings or premises necessary to carry out his duties in the enforcement of this UDO.

## 1.14.4 ENFORCEMENT PROCEDURES.

### 1.14.4.1 NOTICE.

The City Administrator, or their designee, shall give written notice as required by law to the owner of land on which a violation exists. The notice shall state the nature of the violation.

### 1.14.4.2 NOTICE OF CRIMINAL PENALTY.

In no case shall any person acting on behalf of the City seek a criminal penalty for violation of this UDO without giving thirty (30) days prior notice of the violation, specifying the action necessary to correct the violation and avoid criminal prosecution.

## 1.14.5 OTHER ENFORCEMENT POWERS.

In addition to the enforcement powers specified in this UDO, the City may exercise any and all enforcement powers granted to it by Texas law, as it may be amended from time to time.

### 1.14.5.1 CONTINUATION.

Nothing in this UDO shall prohibit the continuation of previous enforcement actions, undertaken pursuant to previous, valid resolutions, ordinances and laws.

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# CHAPTER 2
# DEVELOPMENT PROCESS

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# 2.1 PROCESS OVERVIEW.

The development process typically begins with a pre-application meeting with City staff to determine what application(s) is necessary, the review process for the required application(s), and to answer the applicant's questions about the process and the required content of the application(s).

The steps in the process will vary depending upon the location of the property, whether it has been platted or needs to be platted, and whether the applicant seeks to modify the property's current zoning or comprehensive plan designations.

The following sections describe the various application types, the review process and how to submit an application.

# 2.2 APPLICATION.

## 2.2.1 GENERAL REQUIREMENTS.

### 2.2.1.1 APPLICATION MATERIALS.

The applicant shall submit all the information required in the Application Checklist as specified on the corresponding application checklist. Applications will not be accepted for review until all items required to be submitted with the application have been received by the City.

### 2.2.1.2 APPLICATION SUBMITTAL PROCEDURES.

The City may establish and modify the procedures for submitting applications including the date that applications are received, the format for submitting the application, and the process for dissemination of staff review comments. Those procedures are included in the Application Checklist.

### 2.2.1.3 APPLICATION EXPIRATION

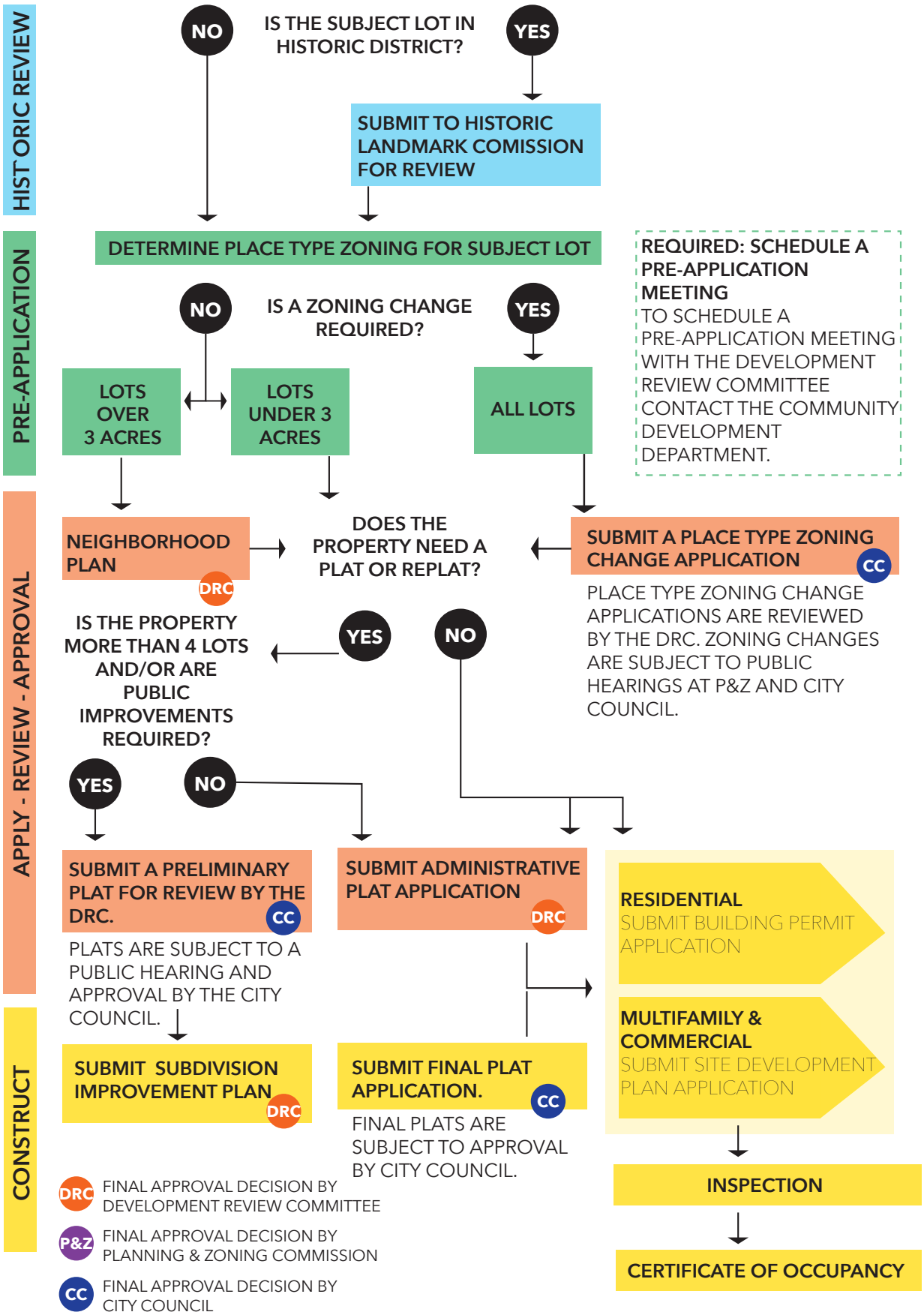
All applications shall expire on the forty-fifth (45th) day after the date the application was submitted if:

(1) The applicant fails to provide documents or other information necessary to comply with the technical requirements relating to the form and content of the application;

(2) The City provides to the applicant not later than the tenth (10th) business day after the date the application is submitted written notice of the failure that specifies the necessary documents or other information and the date the application will expire if the documents or other information is not provided; and

(3) The applicant fails to provide the specified documents or other information within the time provided in the notice.

## TABLE 2.1.A GENERAL DEVELOPMENT PROCESS STEPS.



### 2.2.1.4 FILING DATE DETERMINATION

For the purposes of compliance with the deadlines for action on applications governed by Chapter 212 of the Texas Local Government Code, the filing date of the application is the date that the City determines that the applicant provided a complete application including all documents or other information necessary to comply with the technical requirements related to the form and content of the application as stipulated in the Application Checklist and this UDO.

## 2.2.2 PRE-APPLICATION MEETING.

Development activities begin with a pre-application meeting request to the City. The primary purpose of the pre-application meeting is for staff to help identify the scope of the development proposal, so that the City can determine the appropriate submittal requirements and process(es), including whether the development will require administrative or public approval.

## 2.2.3 THE DESIGN CHARRETTE (OPTIONAL).

A Design Charrette is a collaborative urban design and development workshop to create a fiscally viable and geographically appropriate development project. The development team and the City team have the option to work together to achieve common project goals for the development. The development proposal will be facilitated through a Charrette process with the development team and the city team, including a hired consultant to facilitate the Design Charrette.

(1) A schedule will be established at a kickoff meeting after a complete application has been accepted by city staff.

(2) The kickoff meeting will include a site tour, a presentation by the applicant, and a review of the development proposal.

(3) The Charrette process will facilitate the creation of a draft site development plan and development standards for the project.

## 2.2.4 ANNEXATIONS.

### 1 APPLICABILITY.

Annexation applications are used by property owners who would like to request that their property be annexed into the city limits of Castroville.

### 2 APPROVAL CRITERIA.

Prior to considering an annexation application, the applicant must schedule a pre-application meeting with the City to discuss the proposed annexation. Requests for annexation shall be reviewed by staff to determine whether they are in keeping with the policies and goals of the Comprehensive Plan and authorized by applicable State laws.

### 3 APPROVAL PROCEDURE.

The procedure for processing an annexation application shall follow the requirements established in Chapter 43 of the Texas Local Government Code. City staff will prepare a report for consideration by City Council regarding the advisability of the annexation. The City Council is the final approval authority for annexation applications. Annexations are completed through the adoption of an annexation ordinance by the City Council.

## 2.2.5 COMPREHENSIVE PLAN AMENDMENT.

### 1 APPLICABILITY.

The City Council may approve amendments to the Comprehensive Plan for unique or extraordinary situations that were not anticipated when the Plan was adopted so long as the proposed amendment is clearly in the public interest and meets the spirit and intent of the goals and policies of the Plan.

### 2 APPROVAL CRITERIA.

In determining whether an amendment to the Comprehensive Plan should be adopted, the following criteria shall be applied:

- ✓ The need for the proposed amendment.
- ✓ The effect of the proposed amendment on the need for City services and facilities.
- ✓ Whether the proposed amendment is consistent with the intent of the goals and policies of the Plan.
- ✓ The implications, if any, that the amendment may have for other parts of the Plan.
- ✓ Whether unforeseen circumstances or new information has emerged (such as a significant economic development opportunity).

### 3 APPROVAL PROCEDURE.

The procedure for approval of a Comprehensive Plan Amendment shall follow the requirements of Chapter 213 of the Texas Local Government Code and the following process.

(1) Prior to submitting an application for a Comprehensive Plan Amendment, the applicant shall schedule a pre-application meeting with the City.

(2) Once a complete application is received, City staff will prepare a staff report and submit it to the Planning & Zoning Commission for consideration.

(3) Public notice of the proposed amendment will be completed in accordance with State law and City ordinance.

(4) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the requested amendment and make a recommendation to the City Council.

(5) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the amendment, they will adopt it by ordinance in accordance with State law.

## 2.2.6 ZONING APPLICATIONS

### 2.2.6.1 GENERAL REQUIREMENTS.

(A) As authorized by Chapter 211 of the Texas Local Government Code, the Place Type Zoning Standards and Districts, as herein established, have been made in accordance with an adopted Comprehensive Plan to promote the public health, safety, morals and general welfare, and protecting and preserving places and areas of historical, cultural or architectural importance and significance in the City.

(B) Standards have been designed to lessen the congestion in the Streets; to secure safety from fire, and other dangers; to ensure adequate light and air; to prevent the overcrowding of land, to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, wastewater treatment, schools, parks, and other public requirements.

(C) The standards for building neighborhoods require the distribution of Place Types to provide lifestyle and living variation that define distinct physical environments of varying degrees of urbanity and development intensity. The "P" designation represents each Place Type's relative place on a continuum of low-intensity to high-intensity development, from rural to urban, with the character and associated Standards of "P5" being more urban than those of "P4".

(D) Where a property over 3 acres without an adopted Neighborhood Plan has a Place Type designation, that designation indicates the most intense Place Type that may be allocated to the property during the neighborhood planning process and does not entitle the entire property to be designated with that Place Type.

## 2.2.7 NEIGHBORHOOD PLAN.

### 1 APPLICABILITY.

Neighborhood Plans are for development projects over 3 acres on previously undeveloped and/or unplatted land. Neighborhood Plan applications are used to layout new neighborhoods or portions thereof including streets, blocks, lots, Civic Spaces, a parking plan, etc. and to allocated Place Type zoning districts within the new neighborhood. Neighborhood Plans include a general subdivision layout which shall serve as the guide for the preliminary plat(s) that will be submitted after the Neighborhood Plan is adopted.

### 2 APPROVAL CRITERIA.

Neighborhood Plans are reviewed for compliance with the Comprehensive Plan and the requirements of this UDO.

### 3 APPROVAL PROCEDURE.

The procedure for approval of a Neighborhood Plan shall follow the requirements of Chapters 211 and 212 of the Texas Local Government Code and the following process.

(1) Prior to submitting an application for a Neighborhood Plan, the applicant shall schedule a pre-application meeting with the City.

(2) Once a complete application is received, City staff will schedule a Neighborhood Plan design charette or urban design consultation depending upon the scale and complexity of the development proposal.

(3) Upon completion of the design charette or urban design consultation, City staff will prepare a staff report and submit it along with the Neighborhood Plan to the Planning & Zoning Commission for consideration.

(4) Public notice of the application will be completed in accordance with State law and City ordinance.

(5) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Neighborhood Plan and make a recommendation to the City Council.

(6) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Neighborhood Plan, they will adopt it by ordinance in accordance with State law.

### 4 EXPIRATION.

Neighborhood Plans will expire twenty-four (24) months after approval if a complete Preliminary Plat application has not been accepted by the City. Upon expiration, the property will revert to the Place Type zoning that was in place prior to approval of the Neighborhood Plan.

## 2.2.8 INFILL NEIGHBORHOOD PLAN.

### 1 APPLICABILITY.

Infill Neighborhood Plans are for development projects over 3 acres in an infill location. Infill Neighborhood Plan applications are used to layout infill neighborhoods or portions thereof including streets, blocks, lots, Civic Spaces, a parking plan, etc. and to allocated Place Type zoning districts within the infill neighborhood. The Infill Neighborhood Plan may include amending, re-platting or vacating of existing platted lots and/or the adoption of a new preliminary plat. This process is intended to be expedited in order to encourage infill development.

### 2 APPROVAL CRITERIA.

Infill Neighborhood Plans are reviewed for compliance with the Comprehensive Plan, the requirements of this UDO, and the context of the infill location.

### 3 APPROVAL PROCEDURE.

The procedure for approval of an Infill Neighborhood Plan shall follow the requirements of Chapters 211 and 212 of the Texas Local Government Code and the following process:

(1) Prior to submitting an application for an Infill Neighborhood Plan, the applicant shall schedule a pre-application meeting with the City.

(2) Once a complete application is received, City staff will schedule an Infill Neighborhood Plan design charette or urban design consultation depending upon the scale and complexity of the development proposal.

(3) Upon completion of the design charette or urban design consultation, City staff will prepare a staff report and submit it along with the Infill Neighborhood Plan to the Planning & Zoning Commission for consideration.

(4) Public notice of the application will be completed in accordance with State law and City ordinance.

(5) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Neighborhood Plan and make a recommendation to the City Council.

(6) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Infill Neighborhood Plan, they will adopt it by ordinance in accordance with State law.

### 4 EXPIRATION.

Infill Neighborhood Plans will expire twenty-four (24) months after approval if a complete plat, site development plan or building permit application has not been accepted by the City. Upon expiration, the property will revert to the Place Type zoning that was in place prior to approval of the Infill Neighborhood Plan.

## 2.2.9 EMPLOYMENT CENTER PLAN.

### 1 APPLICABILITY.

All areas designated as EC – Employment Center Place Type require an Employment Center Plan to be approved prior to any development or redevelopment activity on the property. Employment Center Plans are intended to allow for the customization of development standards for sites that are intended to provide locations for job centers that may require deviations from the development standards of the other Place Type zoning districts.

### 2 APPROVAL CRITERIA.

Employment Center Plans are reviewed for compliance with the Comprehensive Plan, the requirements of this UDO, the special needs of proposed employment land uses, and the context of the Employment Center's location.

### 3 APPROVAL PROCEDURE.

The procedure for approval of an Employment Center Plan shall follow the requirements of Chapters 211 and 212 of the Texas Local Government Code and the following process:

(1) Prior to submitting an application for an Employment Center Plan, the applicant shall schedule a pre-application meeting with the City.

(2) Once a completed application is received, City staff will schedule an Employment Center Plan design charette or urban design consultation depending upon the scale and complexity of the development proposal.

(3) Upon completion of the design charette or urban design consultation, City staff will prepare a staff report and submit it along with the Employment Center Plan to the Planning & Zoning Commission for consideration.

(4) Public notice of the application will be completed in accordance with State law and City ordinance.

(5) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Employment Center Plan and make a recommendation to the City Council.

(6) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Employment Center Plan, they will adopt it by ordinance in accordance with State law.

### 4 EXPIRATION.

Employment Center Plans will expire twenty-four (24) months after approval if a complete Preliminary Plat application has not been accepted by the City. Upon expiration, the property will revert to the Place Type zoning that was in place prior to approval of the Employment Center Plan.

## 2.2.10 PLACE TYPE ZONING MAP AMENDMENT.

### 1 APPLICABILITY.

Place Type Zoning Map Amendment applications are used by property owners to request a change to the Place Type zoning district of their property. If the property meets the criteria for a New or Infill Neighborhood Plan, that application type shall be used and not a Place Type Zoning Map Amendment application.

### 2 APPROVAL CRITERIA.

Place Type Zoning Map Amendment applications are reviewed for compliance with the Comprehensive Plan and the requirements of this UDO.

### 3 APPROVAL PROCEDURE.

The procedure for approval of a Place Type Zoning Map Amendment application shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

(1) Prior to submitting a Place Type Zoning Map Amendment application, the applicant shall schedule a pre-application meeting with the City.

(2) Once a complete application is received, City staff will prepare a staff report and submit it to the Planning & Zoning Commission for consideration.

(3) Public notice of the application will be completed in accordance with State law and City ordinance.

(4) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Place Type Zoning Map Amendment application and make a recommendation to the City Council.

(5) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Place Type Zoning Map Amendment application, they will adopt it by ordinance in accordance with State law.

## 2.2.11 SPECIAL USE PERMIT (SUP).

### 1 APPLICABILITY.

Special Use Permits allow for the approval of land uses with characteristics or operating conditions that do not meet one or more of the criteria of this UDO, but which are in keeping with the intent of the UDO and the Comprehensive Plan.

### 2 APPROVAL CRITERIA.

Special Use Permit applications are reviewed for compliance with the Comprehensive Plan, the intent statements of this UDO and for overall compatibility with the surrounding neighborhood in which the property is located.

### 3 APPROVAL PROCEDURE.

The procedure for approval of a Special Use Permit application shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

(1) Prior to submitting a Special Use Permit application, the applicant shall schedule a pre-application meeting with the City.

(2) Once a complete application is received, City staff will prepare a staff report and submit it to the Planning & Zoning Commission for consideration.

(3) Public notice of the application will be completed in accordance with State law and City ordinance.

(4) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the Special Use Permit and make a recommendation to the City Council.

(5) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the Special Use Permit application, they will adopt it by ordinance in accordance with State law.

### 4 EXPIRATION.

The City Council may establish an expiration date and/or renewal criteria for the Special Use Permit in the adopting ordinance.

## 2.2.12 PLACE TYPE ZONING VERIFICATION LETTER.

### 1 APPLICABILITY.

Zoning verification letters allow a property owner to receive a formal determination from the City as to whether a proposed use of land is permitted within the property's zoning district. The letter does not authorize the property owner to commence any development activity on the property.

### 2 APPROVAL PROCEDURE.

Upon receipt of a complete zoning verification letter application, City staff will research the proposal and the Community Development Director will issue a letter determining whether the proposed use is permitted within the property's zoning district.

### 3 EXPIRATION.

Zoning verification letters expire the earlier of six (6) months after issuance or when an amendment to this UDO is adopted that would change the determination in the letter.

## 2.2.13 PLACE TYPE ZONING ORDINANCE TEXT AMENDMENT.

### 1 APPLICABILITY.

Amendments to this UDO may be made to correct errors in the text or because of changed conditions or better practices having been developed. All amendments shall be consistent with the Comprehensive Plan. City staff will periodically identify necessary amendments to the UDO and present them for consideration to the Planning & Zoning Commission. Property owners or citizens of Castroville may also propose text amendments.

### 2 APPROVAL CRITERIA.

Text amendments are reviewed for compliance with the Comprehensive Plan and other provisions of this UDO.

### 3 APPROVAL PROCEDURE.

The procedure for approval of a text amendment shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

(1) If the text amendment is proposed by a property owner or citizen, the applicant shall schedule a pre-application meeting with the City.

(2) Whether city-initiated or applicant-initiated, City staff will prepare a staff report on the proposed text amendment and submit it to the Planning & Zoning Commission for consideration.

(3) Public notice of the text amendment will be completed in accordance with State law and City ordinance.

(4) Following public notice, the Planning & Zoning Commission will hold a public hearing and consider the text amendment and make a recommendation to the City Council.

(5) City Council will hold a public hearing and consider the recommendation of the Planning & Zoning Commission. If the City Council is in favor of the text amendment, they will adopt it by ordinance in accordance with State law.

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## 2.2.14 APPEAL OF A PLACE TYPE RELATED ADMINISTRATIVE DECISION.

### 1 APPLICABILITY.

Pursuant to the provisions of Chapter 211 of the Texas Local Government Code, a person may appeal an order, requirement, decision, or determination made by an administrative official in the enforcement of zoning regulations adopted under Chapter 211.

The following persons are authorized to file an appeal of an administrative decision that is not specific to an application, address or project:

(1) a person aggrieved by the decision; or

(2) any officer, department, board, or bureau of the municipality affected by the decision.

The following persons are authorized to file an appeal of an administrative decision that is related to a specific application, address, or project:

(a) a person who filed the application that is the subject of the decision;

(b) a person who is the owner or representative of the owner of the property that is the subject of the decision; or is aggrieved by the decision and is the owner of real property within 200 feet of the property that is the subject of the decision; or

(c) a person who is aggrieved by the decision and is the owner of real property within 200 feet of the property that is the subject of the decision; or

(d) any officer, department, board, or bureau of the municipality affected by the decision.

### 2 APPROVAL CRITERIA.

The ZBA may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision, or determination, and for that purpose the ZBA has the same authority as the administrative official.

The ZBA shall consider the following in rendering its decision:

(1) The administrative official's action is presumed to be valid. The applicant shall present sufficient evidence and have the burden to justify a reversal of the action being appealed. The administrative official may present evidence and argument to the contrary.

(2) All findings and conclusions necessary to the appeal shall be based upon reliable evidence.

# APPEAL OF A PLACE TYPE RELATED ADMINISTRATIVE DECISION.

## 3 APPROVAL PROCEDURE.

(1) A person wishing to file an appeal shall submit a complete appeal application to the City not later than the twentieth (20th) day after the date the administrative decision is made.

(2) Pursuant to Section 211.010 of the Texas Local Government Code, an appeal stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the ZBA facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed only by a restraining order granted by the ZBA or a court of record on application, after notice to the official, if due cause is shown.

(3) The administrative official shall submit to the ZBA all the documents constituting the record of the action taken by the official.

(4) The ZBA shall set a reasonable time for the appeal hearing and shall give public notice of the hearing and due notice to the parties in interest. A party may appear at the appeal hearing in person or by agent or attorney. The ZBA shall decide the appeal at the next meeting for which notice can be provided following the hearing and not later than the 60th day after the date the appeal is filed.

(5) At least seventy-five percent (75%) of the members of the ZBA must be present to hear the appeal.

(6) The concurring vote of seventy-five percent (75%) of the members of the ZBA is required to reverse an order, requirement, decision, or determination of an administrative official.

(7) Judicial review of a decision of the ZBA shall follow the procedures in Chapter 211.011 of the Texas Local Government Code.

## 2.2.15 PLACE TYPE ZONING VARIANCE

### 1 APPLICABILITY.

In specific cases a variance from the terms of this UDO may be authorized by the ZBA if the variance is not contrary to the public interest and due to special conditions, a literal enforcement of the UDO would result in unnecessary hardship, and so that the spirit of the UDO is observed and substantial justice is done.

### 2 APPROVAL CRITERIA.

No variance shall be granted or imposed unless the ZBA finds:

(1) That there are special circumstances or conditions affecting the property involved such that the strict application of the provisions of this UDO would deprive the applicant of the reasonable use of their property; and

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

(3) That the granting or imposition of the variance will not be detrimental to the public health, safety and welfare; and

(4) That the granting or imposition of the variance will not have the effect of preventing the orderly development of other property in the area in accordance with the provisions of this UDO.

Such findings of the ZBA together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the meeting at which such variance is granted or imposed. Variances may be granted or imposed only when in harmony with the general purpose and intent of this UDO and the Comprehensive Plan so that the public health, safety, and welfare may be secured. Financial hardship to the applicant, standing alone, except as provided for below, shall not be deemed to constitute undue hardship. All variances shall be granted or imposed on a case-by-case basis and no variance shall be construed to serve as a precedent for subsequent variances.

The ZBA may consider the following as grounds to determine whether compliance with the UDO as applied to a structure that is the subject of the appeal would result in unnecessary hardship:

(1) the financial cost of compliance is greater than fifty percent (50%) of the appraised value of the structure as shown on the most recent appraisal roll certified by the assessor for the municipality under Section 26.01, Tax Code;

(2) compliance would result in a loss to the lot on which the structure is located of at least twenty-five percent (25%) of the area on which development may physically occur;

(3) compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement;

(4) compliance would result in the unreasonable encroachment on an adjacent property or easement; or

(5) the municipality considers the structure to be a nonconforming structure.

# PLACE TYPE ZONING VARIANCE.

## 3 APPROVAL PROCEDURE.

The procedure for approval of a Zoning Variance shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

(1) Prior to submitting a Zoning Variance application, the applicant shall schedule a pre-application meeting with the City.

(2) Once a complete application is received, City staff will prepare a staff report and submit it to the ZBA for consideration.

(3) Public notice of the application will be completed in accordance with State law and City ordinance.

(4) Following public notice, the ZBA will hold a public hearing and consider the Zoning Variance.

(5) Record of the ZBA's action regarding the Zoning Variance Application shall be recorded in the official meeting minutes.

(6) Judicial review of a decision of the ZBA shall follow the procedures in Chapter 211.011 of the Texas Local Government Code.

## 4 EXPIRATION.

Zoning Variances expire twenty-four (24) months after approval if a building permit, site development permit or certificate of occupancy has not been issued for the property that incorporates the provisions of the variance.

## 2.2.16 PLACE TYPE SPECIAL EXCEPTION.

### 1 APPLICABILITY.

The ZBA may hear and decide Special Exceptions to the following terms of the zoning provisions of this UDO.

(1) Time extensions for abandoned non-conforming structures, sites and uses.

(2) Expansions of non-conforming structures, sites and uses.

(3) Setback exceptions that are not eligible for a zoning variance

### 2 APPROVAL CRITERIA.

The ZBA may approve a Special Exception if it determines that it is not contrary to the public interest, is in keeping with the intent of the Comprehensive Plan and this UDO, and so that the spirit of this UDO is observed and substantial justice is done.

### 3 APPROVAL PROCEDURE.

The procedure for approval of a Special Exception shall follow the requirements of Chapter 211 of the Texas Local Government Code and the following process:

(1) Prior to submitting a Special Exception application, the applicant shall schedule a pre-application meeting with the City.

(2) Once a complete application is received, City staff will prepare a staff report and submit it to the ZBA for consideration.

(3) Public notice of the application will be completed in accordance with State law and this UDO.

(4) Following public notice, the ZBA will hold a public hearing and consider the Special Exception.

(5) Record of the ZBA's action regarding the Special Exception Application shall be recorded in the official meeting minutes.

(6) Judicial review of a decision of the ZBA shall follow the procedures in Chapter 211.011 of the Texas Local Government Code.

### 4 EXPIRATION.

Special Exceptions expire twenty-four (24) months after approval if a building permit, site development permit or certificate of occupancy has not been issued for the property that incorporates the provisions of the Special Exception.

## 2.2.17 SUBDIVISION APPLICATIONS.

### 2.2.17.1 GENERAL REQUIREMENTS.

Subdivision applications are considered filed for the purposes of Texas Local Government Code Section 212.009 on the date a complete application, including all fees and other information required by this UDO or other applicable requirements, is accepted by the City as a complete application.

Any private drives constructed in the subdivision must be constructed to city standards.

## 2.2.18 PRELIMINARY PLAT.

### 1 APPLICABILITY.

A Preliminary Plat, showing the proposed layout of the neighborhood that complies with the approved Neighborhood Plan, Infill Neighborhood Plan, or Employment Center Plan, if applicable, shall be required before approval of any division of land or platting activity that requires or proposes the extension of public infrastructure, including, but not limited to, water, sewer, drainage, streets, sidewalks, paths, trails, Civic Spaces, fire water systems, right-of-way, etc.

### 2 APPROVAL CRITERIA.

Preliminary Plats are reviewed for compliance with the approved Neighborhood or Employment Center Plan, if applicable, the Comprehensive Plan, the requirements of this UDO, the Engineering Standards and all other applicable City, State and Federal laws and requirements.

### 3 APPROVAL PROCEDURE.

The approval procedure for Preliminary Plat applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process:

(1) Prior to submitting an application for a Preliminary Plat, the applicant shall schedule a pre-application meeting with the City.

(2) Subdivision applications are only received by the City on the dates shown on the application calendar.

(3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(4) All deficiencies in the plat submittal shall be resolved with City staff.

(5) The Planning & Zoning Commission shall take action to recommend approval, approval with conditions, or disapproval to City Council with public hearing.

(6) City Council shall take action to approve, approve with conditions, or disapprove with public hearing.

(7) If a plat submittal is disapproved or approved with conditions, the applicant shall resubmit the plat to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above.

## PRELIMINARY PLAT.

(9) Approval of the preliminary plat does not constitute acceptance of the subdivision, but only constitutes authority to proceed with the preparation of Subdivision Improvement Plans.

(10) Preliminary Plats shall not be recorded in the real property records of Medina County.

### 4 EXPIRATION.

Preliminary Plats expire twelve (12) months after approval if a complete Subdivision Improvement Plans application for one or more phases of the Preliminary Plat has not been accepted by the City.

## 2.2.19 SUBDIVISION IMPROVEMENT PLANS.

### 1 APPLICABILITY.

Subdivision Improvement Plans conforming to the Engineering Standards and this UDO must be submitted for the construction, improvement, modification or reconstruction of all existing or proposed streets, public lighting, sidewalks, paths, trails, Civic Spaces, drainage, water, and sewer utilities and any other infrastructure or public improvements that are required or proposed to be constructed, reconstructed, improved or modified. Subdivision Improvement Plans may be standalone plans for a specific improvement but are more typically associated with a phase(s) of an approved Preliminary Plat. Subdivision Improvement Plans are intended to provide detailed engineering drawings for all improvements required to serve the development.

### 2 APPROVAL CRITERIA.

Subdivision Improvement Plans are reviewed for compliance with the approved Preliminary Plat, the Comprehensive Plan, the requirements of this UDO, the Engineering Standards and all other applicable City, State and Federal laws and requirements.

### 3 APPROVAL PROCEDURE.

The approval procedure for Subdivision Improvement Plans applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process.

(1) Prior to submitting an application for Subdivision Improvement Plans, the applicant shall schedule a pre-application meeting with the City.

(2) Subdivision applications are only received by the City on the dates shown on the application calendar.

(3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(4) All deficiencies in the plat submittal shall be resolved with City staff

(5) City staff shall consider all improvement plans applications for disapproval.

(6) If an improvement plans submittal is disapproved the applicant shall resubmit the improvement plans to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

## SUBDIVISION IMPROVEMENT PLANS.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above if the resubmitted plans are still deficient. If the resubmitted plans meet all applicable approval criteria, the plans shall be administratively approved.

(9) Approval of the subdivision improvement plans does not constitute acceptance of the subdivision, but only constitutes authority to proceed with the scheduling of a pre-construction meeting.

(10) Upon approval of the Subdivision Improvement Plans, the applicant shall schedule a pre-construction meeting with the City prior to commencing any construction activity.

(11) Following the pre-construction meeting, the applicant may begin construction of the scope of work contained in the approved Subdivision Improvement Plans and shall schedule all necessary City inspections throughout the construction process.

(12) Upon completion of all work and passage of all required City inspections and after the Final Plat has been approved for recording (if applicable), the applicant may request City acceptance of the Subdivision Improvements for operations and maintenance. Prior to scheduling the Subdivision Improvements for acceptance by the City Council, the applicant must provide the following to the City:

(a) A two (2) year, ten percent (10%) maintenance bond of the contract price of the public improvements being accepted, if the improvements value is greater than five thousand (5,000) dollars, issued by a corporate surety licensed to do business in the State of Texas, conditioned that the improvements are free from defects in materials and workmanship.

(b) One electronic copy of record drawings, "as-builts", of the improvements that meet the criteria for electronic files in the Engineering Standards.

(c) An affidavit from the owner of the property stating that, to the best of their knowledge, the contractor who constructed the improvements has complied with the regulations and standards of this UDO.

(d) A sealed letter of concurrence from the design engineer stating that all the subdivision improvements were constructed in accordance with the approved engineered plans.

(13) Once the City has determined that all required documentation has been provided, the City Engineer shall prepare a letter of recommendation to the City Council for acceptance of the public improvements and schedule the acceptance on the next available City Council meeting agenda.

### 4 EXPIRATION.

Subdivision Improvement Plans expire twenty-four (24) months after approval if all improvements have not been constructed and passed all required City inspections. Upon request of the applicant, the Planning & Zoning Commission may consider an extension of the expiration date due to unforeseen or unusual circumstances.

## 2.2.20 WATER RIGHTS TRANSFER

Prior to a final plat being approved, the subdivider must provide to the City of Castroville ample water supply for the subdivision. If water rights are unavailable for the subdivided property, subdivider shall pay an equivalent fee to be spent in accordance with the city's water acquisition policy. Ample water supply or the equivalent payment shall be determined by the City of Castroville. Funding provided to the city for purchase of water rights shall be determined by the City of Castroville using the prevailing water rate at the time of the final plat or upon obtaining service within the extraterritorial jurisdiction.

Residential subdivisions. For single family residential subdivisions, the Subdivider shall transfer water rights accordingly:

For purposes of determining ample water supply, the city will utilize living unit equivalents as set forth below. A living unit equivalent ("LUE") means the typical flow that would be produced by a single family residence.

(1) For subdivisions resulting in lots of less than one acre, water rights dedication will be .612 acre feet per lot.

(2) For subdivisions resulting in lots greater than or equal to one acre, water rights dedication will be one acre foot per lot.

Non-residential subdivisions. For subdivisions other than single-family residential subdivisions, the subdivider shall transfer water rights in accordance with the LUE chart in the City of Castroville impact fee ordinance. Water rights dedication required for such subdivisions will be 0.612 acre feet per LUE.

## 2.2.21 FINAL PLAT.

### 1 APPLICABILITY.

Final Plats are complete, recordable versions of an already approved Preliminary Plat. Except as otherwise noted within this section, no Final Plat may be considered or approved unless the Preliminary Plat for the same land has been approved and has not expired and the Final Plat is consistent with such Preliminary Plat or revision thereof. The Final Plat must incorporate all approved changes from the Preliminary Plat.

A Final Plat may be approved without approval of a Preliminary Plat if the division of land would otherwise qualify as a Minor Plat, but proposes more than four lots. A Final Plat under this provision may not include the dedication of land or require or propose the extension of any public infrastructure, including, but not limited to, public utilities or roadways.

### 2 APPROVAL CRITERIA.

Final Plats are reviewed for compliance with the approved Preliminary Plat, the approved Subdivision Improvement Plans (if applicable), the Comprehensive Plan, the requirements of this UDO, the Engineering Standards and all other applicable City, State and Federal laws and requirements.

### 3 APPROVAL PROCEDURE.

The approval procedure for Final Plat applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process:

(1) Prior to submitting an application for a Final Plat, the applicant shall schedule a pre-application meeting with the City.

(2) Subdivision applications are only received by the City on the dates shown on the application calendar.

(3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(4) All deficiencies in the plat submittal shall be resolved with City staff.

(5) The Planning & Zoning Commission shall take action to recommend approval, approval with conditions, or disapproval to City Council.

(6) City Council shall take action to approve, approve with conditions, or disapprove with. If a plat submittal is disapproved or approved with conditions, the applicant shall resubmit the plat to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

## FINAL PLAT.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above.

(9) Approval of the final plat does not constitute acceptance of the subdivision.

(10) Final plats shall not be recorded until the associated subdivision improvements have been constructed and accepted by the City Council or a performance bond executed by a corporate surety licensed to do business in the State of Texas, has been issued to the City in an amount equal to the cost, as certified by the design engineer and approved by the City Engineer, of the uncompleted and unaccepted improvements conditioned that the improvements will be completed within two (2) years from the date of final plat approval.

### 4 EXPIRATION.

Final Plats expire twenty-four (24) months after approval if they have not been recorded in the real property records of Medina County.

## 2.2.22 MINOR PLAT.

### 1 APPLICABILITY.

A Minor Plat is a plat involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities.

### 2 APPROVAL CRITERIA.

Minor Plats are reviewed for compliance with the approved Preliminary Plat (if applicable), the approved Subdivision Improvement Plans (if applicable), the Comprehensive Plan, the requirements of this UDO, the Engineering Standards and all other applicable City, State and Federal laws and requirements.

### 3 APPROVAL PROCEDURE.

The approval procedure for Minor Plat applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process.

(1) Prior to submitting an application for a Minor Plat, the applicant shall schedule a pre-application meeting with the City.

(2) Subdivision applications are only received by the City on the dates shown on the application calendar.

(3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(4) All deficiencies in the plat submittal shall be resolved with City staff

(5) City staff shall consider all improvement plans applications for disapproval.

### 4 EXPIRATION.

Minor Plats expire twenty-four (24) months after approval if they have not been recorded in the real property records of Medina County.

## 2.2.23 AMENDING PLAT.

### 1 APPLICABILITY.

Amending plats are changes to an already recorded plat that meet the requirements of Section 212.016 of the Texas Local Government Code.

### 2 APPROVAL CRITERIA.

Amending Plats are reviewed for compliance with the approved and recorded Final Plat, the approved Preliminary Plat (if applicable), the approved Subdivision Improvement Plans (if applicable), the Comprehensive Plan, the requirements of this UDO, the Engineering Standards and all other applicable City, State and Federal laws and requirements.

### 3 APPROVAL PROCEDURE.

The approval procedure for Amending Plat applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process:

(1) Prior to submitting an application for an Amending Plat, the applicant shall schedule a pre-application meeting with the City.

(2) Subdivision applications are only received by the City on the dates shown on the application calendar.

(3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(4) All deficiencies in the plat submittal shall be resolved with City staff.

(5) City staff shall consider all improvement plans applications for disapproval.

### 4 EXPIRATION.

Amending Plats expire twenty-four (24) months after approval if they have not been recorded in the real property records of Medina County.

## 2.2.24 REPLAT.

### 1 APPLICABILITY.

Replats are changes to or further divisions of already recorded plats without vacating the preceding plat.

### 2 APPROVAL CRITERIA.

Replats are reviewed for compliance with the approved and recorded Final Plat, the Preliminary Plat (if applicable), the approved Subdivision Improvement Plans (if applicable), the Comprehensive Plan, the requirements of this UDO, the Engineering Standards, and all other applicable City, State and Federal laws and requirements.

### 3 APPROVAL PROCEDURE.

The approval procedure for Replat applications shall follow the requirements of Chapter 212 of the Texas Local Government Code and the following process.

(1) Prior to submitting an application for a Replat, the applicant shall schedule a pre-application meeting with the City.

(2) Subdivision applications are only received by the City on the dates shown on the application calendar.

(3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(4) All deficiencies in the plat submittal shall be resolved with City staff.

(5) City staff shall bring reccomendation to Planning and Zoning once deficiencies are resolved.

(6) The Planning & Zoning Commission shall consider all plat applications referred to them and take action to approve, approve with conditions or disapprove.

(A) Certain Replats described in Section 212.015 of the Texas Local Government Code require notice and a public hearing and may trigger the affirmative vote of three-fourths of the members present.

(7) If a plat submittal is disapproved or approved with conditions, the applicant shall resubmit the plat to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

(8) Upon resubmittal, the application shall follow steps 3 through 6 above. If the Replat meets the requirements of Section 212.0145 of the Texas Local Government Code, it may be administratively approved.

### 4 EXPIRATION.

Replats expire twenty-four (24) months after approval if they have not been recorded in the real property records of Medina County.

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## 2.2.25 VACATING PLAT.

### 1 APPLICABILITY.

A previously recorded plat may be vacated in accordance with Section 212.013 of the Texas Local Government Code. If no lots have been sold within the plat, the owner of the property covered by the plat may file the Vacating Plat application. If lots have been sold, all owners of lots in the plat must sign the application for the Vacating Plat.

### 2 APPROVAL CRITERIA.

Vacating Plat applications are reviewed for compliance with applicable State law and this UDO.

### 3 APPROVAL PROCEDURE.

The procedure for approving a Vacating Plat is the same as the procedure for approving the original plat.

### 4 EXPIRATION.

A plat vacation expires six (6) months after approval if the vacating instrument has not been recorded in the real property records of Medina County.

## 2.2.26 SUBDIVISION VARIANCE.

### 1 APPLICABILITY.

A variance of certain subdivision standards of this UDO, as provided for within this UDO, may be considered concurrently with a Preliminary Plat, Subdivision Improvement Plans, Final Plat, Minor Plat, or Replat to address unforeseen circumstances or other difficulties in developing a property under the specific provisions of this UDO. A Subdivision Variance application may be filed without a companion plat application in limited circumstances if the granting of the variance would eliminate the requirement of the plat.

### 2 APPROVAL CRITERIA.

A Subdivision Variance may be approved, conditionally approved, or disapproved. The P&Z must find that the following factors are applicable in order to approve the variance:

(1) 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 or to the City in administering this UDO.

(2) That the granting of the variance would not substantially conflict with the Comprehensive Plan and the purposes of this UDO.

(3) That the conditions that create the need for the variance do not generally apply to other property in the vicinity.

(4) That application of a provision of this UDO will render subdivision of the land impossible.

(5) Where the literal enforcement of these regulations would result in an unnecessary hardship.

### 3 APPROVAL PROCEDURE.

(1) Prior to submitting an application for a Subdivision Variance, the applicant shall schedule a pre-application meeting with the City.

(2) Subdivision applications are only received by the City on the dates shown on the application calendar.

(3) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(4) All deficiencies in the plat submittal shall be resolved with City staff.

(5) The Planning & Zoning Commission shall take action to recommend approval, approval with conditions, or disapproval to City Council with public hearing.

(6) City Council shall take action to approve, approve with conditions, or disapprove with public hearing.

(7) If a plat submittal is disapproved or approved with conditions, the applicant shall resubmit the plat to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

## SUBDIVISION VARIANCE.

3 (8) Upon resubmittal, the application shall follow steps 3 through 6 above.

4 **EXPIRATION.**

Subdivision Variances expire if the plat that they are associated with expires or six (6) months after approval if a complete application for a plat which incorporates the approved variance has not been received by the City.

## 2.2.27 SITE DEVELOPMENT APPLICATIONS.

### 2.2.27.1 GENERAL REQUIREMENTS.

A Site Development Application submittal shall include all of the required information from the Application Checklist in order to be considered a complete submittal. All submittals shall be delivered to the Community Development Department in accordance with the approved submittal schedule. Incomplete submittals will not be accepted by the Community Development Department.

## 2.2.28 SITE DEVELOPMENT PLAN.

### 1 APPLICABILITY.

An approved Site Development Plan is required prior to construction of any improvements on a site including but not limited to buildings, driveways, sidewalks, a parking plan, outdoor storage areas, trash and recycling enclosures, stormwater facilities, utilities, site lighting, landscaping, walls and fences, etc for commercial/multifamily projects or sites. An approved Site Development Plan is required prior to submittal of a Building Permit application.

### 2 APPROVAL CRITERIA.

Site Development Plans shall be reviewed for compliance with the Comprehensive Plan, the standards of this UDO, the Engineering Standards, and all other applicable City, County, State and Federal laws.

### 3 APPROVAL PROCEDURE.

The following procedure shall be followed for Site Development Plan applications:

(1) Prior to submitting a Site Development Plan application, the applicant shall schedule a pre-application meeting with the City.

(2) Once a complete application is received, City staff will review the application for compliance with all applicable criteria.

(3) All deficiencies in the submittal shall be listed in a plan review comment letter that shall be provided to the applicant.

(4) Upon resubmittal, the application shall follow steps 2 and 3 above if the resubmitted plan is still deficient. If the resubmitted plan meets all applicable approval criteria, the plan shall be administratively approved.

(5) Once the Site Development Plan has been approved, applications for Building Permits on the site may be submitted.

### 4 EXPIRATION.

Site Development Plans expire twelve (12) months after approval if a pre-construction meeting has not been completed and construction activities associated with the approved Site Development Plan have not commenced.

## 2.2.29 SIGN APPLICATIONS.

### 2.2.29.1 GENERAL REQUIREMENTS.

This Section is authorized by Article XI § 4 of the Texas Constitution, and the Texas Local Government Code including, but not limited to Chapter 211, Municipal Zoning Authority, and Chapter 216, Regulation of Signs by Municipalities.

During the site development process, model homes and temporary work trailers can obtain construction permits.

## 2.2.30 SIGN PERMIT.

### 1 APPLICABILITY.

(1) After a complete application is filed, the Community Development Director or their designee shall approve, approve with conditions as needed to ensure compliance with Chapter 5.10 of this UDO, or deny the sign permit.

(2) No person may install a sign or structurally alter an existing sign except in conformity with this Chapter and all other applicable City ordinances.

### 2 APPROVAL CRITERIA.

The applicant shall submit all the information required in the Application Checklist as specified on the sign permit checklist. Applications will not be accepted for review until all the items required to be submitted with the sign permit have been received by the City.

### 3 APPROVAL PROCEDURE.

(1) After a complete application is filed, the Community Development Director or their designee shall approve, approve with conditions as needed to ensure compliance with Chapter 5.10 of this UDO or deny the sign permit.

(2) If the sign permit is denied the reasons for the denial will be provided in writing.

### 4 INSPECTIONS.

After the sign permit has been issued and the sign is being constructed or erected, the sign contractor performing the work or service shall request that the Community Development Director or their designee conducts necessary inspection such as, but not limited to, foundation inspection, electrical inspection and final inspection.

### 5 EXPIRATION.

If the approved sign(s) are not completely installed within six (6) months following the issuance of a sign permit, the sign permit shall expire.

## 2.2.31 MASTER SIGN PLAN.

### 1 APPLICABILITY.

(1) The purpose of the master sign plan program is to allow a property owner or developer, subject to approval, the option of creating a sign management program for multi-tenant or mixed- use developments. The Master Sign Plan will ensure that the proposed signage meets certain standards and are consistent with the character and quality of development in the City of Castroville. Once the Master Sign Plan has been approved it, would enable individual sign permits which fully comply with the Master Sign Plan to be promptly approved and displayed.

(2) The benefits of a master sign program include the following:

i. Allows for a unified presentation of signage throughout parcels proposed for development;

ii. Allows creativity and flexibility to provide for unique environments;

iii. The uniformity, creativity and flexibility is in exchange for a cumulative reduction in sign area, sign height or the total number of signs; and

iv. Gives pre-approval of designs and design elements that will make subsequent applications for sign permits more efficient.

v. To this end, a master sign program alternative is created.

(3) The minimum requirements to qualify for a master sign plan must include:

i. One whole parcel or two or more contiguous parcels that are not included in any other master sign plans and

ii. The property owner(s), or authorized representatives of the owner(s) of all parcels within the proposed master plan sign area must sign the application for the master sign plan.

### 2 APPLICATION MATERIALS.

The applicant shall submit all the information required in the Application Checklist as specified on the master sign checklist. Applications will not be accepted for review until all the items required to be submitted with the sign permit have been received by the City.

### 3 APPROVAL CRITERIA.

(1) A master sign program for a multi-tenant or mixed use development may be approved, as proposed, if it will result in a substantially improved, comprehensive and unified proposal which would enhance the character and visual amenities of the City of Castroville. This will be determined by a comparison exercise undertaken by the Community Development Director or their designee.

## MASTER SIGN PLAN.

The comparison exercise will assess the combined impacts of the proposed Master Sign submission by considering all the factors listed (i) through (viii) below and comparing them to what is allowed through strict compliance with all other provisions of this UDO in Chapter 5.10. The standards being considered in the comparison exercise include, but not are limited, to:

i. Consistent materials, sizes, styles, and colors across the development;

ii. Use of landscaping around the sign base;

iii. Use of channel lettering;

iv. Fewer incidental signs;

v. Greater spacing between signs along street frontages;

vi. Fewer total number of signs;

vii. Signs of reduced heights and area; and

viii. Impact from any proposed prohibited signs or sign elements or illumination.

(2) The Community Development Director or their designee shall review all sign types (e.g., attached, freestanding, or illumination etc.) for the parcel or parcels proposed for development, to determine the degree of compliance with this article as a supplement to, or in lieu of, the sign standards otherwise applicable. Any deviations to the number, dimensions, locations, or design characteristics of attached or freestanding signs that are sought by an applicant shall be justified in writing, and shall clearly demonstrate a standard of design and quality that exceeds those provided in Chapter 5.10.

### 4 APPROVAL PROCEDURE.

(1) The Community Development Director or their designee may administratively deny or approve a master sign plan, with or without conditions. If the master sign permit is denied, the reasons for the denial will be provided in writing.

(2) The Community Development Director or their designee may impose reasonable conditions on the master sign program relating to the design, locations, placements, or orientations, and sign specifications that are not related to the content of the signs or the viewpoints of the sign users, in order, to ensure continuing compliance with the standards of this UDO and the approved master sign program.

(3) If the master sign permit is denied the reasons for the denial will be provided in writing.

### 5 EXPIRATION.

An approved Master Sign plan shall expire one (1) year from the date of such approval if no progress has been made towards completion of the project.

## 2.2.32 SIGN VARIANCE.

### 1 APPLICABILITY.

The applicant who is seeking a variance from this UDO, including a Master Sign Plan, must file a request for a variance with the Community Development Director or their designee along with a variance application fee, as stated in the City's most recent fee schedule.

### 2 APPLICATION MATERIALS.

The Community Development Director or their designee will indicate what documentation the responsible party must provide in support of the variance request.

### 3 APPROVAL CRITERIA

(1) In determining the sign variance request the P&Z shall consider:

i. Special or unique hardship because of the size or shape of the property on which the sign is to be located, or the visibility of the property from public roads.

ii. Hardship claim based on the exceptional topographic conditions or physical features uniquely affecting the property on which a sign is to be located.

iii. Proposed sign location, configuration, design, materials, and colors are harmonious.

iv. The sign and its supporting structure are in architectural harmony with the surrounding structures.

v. Mitigation measures related to the sign in question or other signs on the same premises.

vi. Demonstrated and documented correlation between the variance and protecting public health and safety.

(2) The P&Z may decide, based on the evidence presented, that strict compliance with the requirements of this UDO will result in:

i. A substantial undue hardship (not for financial gain) to the applicant, or

ii. The applicant providing sufficient mitigation, or

iii. An inequity to the applicant without sufficient corresponding benefit to the City and its citizens in accomplishing the objectives of the this UDO.

When the P&Z is satisfied that a granting of such variation will not merely serve as a convenience to the applicant, but will alleviate some demonstrable and unusual hardship or difficulty the variance can be granted with or without conditions. Alternatively, the P&Z can deny the variance request.

(3) All variances shall be granted or imposed on a case-by-case basis and no variance shall be construed to serve as a precedence for subsequent variances to this UDO.

# SIGN VARIANCE.

## 4 APPROVAL PROCEDURE.

The procedure for approval of a sign variance shall follow the requirements of Chapters 211 and 216 of the Texas Local Government Code and the following process:

(1) Once a complete variance submission is received, the Community Development Director or their designee will prepare a staff report and submit to the City Council for consideration.

(2) Public notice of the variance request will be completed in accordance with State law and this UDO.

(3) Following public notice, the City Council will hold a public hearing and determine the variance request after the public hearing has closed.

(4) The reasoning for each and every decision taken by the City Council shall be clearly expressed and referenced to approval criteria above and the relevant sections of this UDO before a vote is taken by the City Council. Such findings shall be incorporated into the official minutes of the City Council.

## 2.2.33 HISTORIC PRESERVATION APPLICATIONS.

2.2.33.1. General Requirements. To secure a Certificate of Appropriateness, compliance with the Castroville Design Guidelines "Appendix A" must be met. All submittals shall be delivered to the Community Development Department in accordance with the approved submittal schedule. Incomplete submittals will not be accepted by the City of Castroville.

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## 2.2.34 CERTIFICATE OF APPROPRIATENESS.

### 1 APPLICABILITY.

A certificate of appropriateness is required for portions of buildings and sites visible from adjacent public rights-of-way, streets or alleys prior to undertaking any of the following activities in a local Historic District or at a local Historic Landmark:

(1) Construction and reconstruction, including fences and walls;

(2) Alteration, additions, restoration and rehabilitation;

(3) Relocation;

(4) Signage;

(5) Construction or reconstruction of a parking lot;

(6) Demolition.

### 2 APPROVAL CRITERIA.

The following criteria shall be used to determine whether the application for a certificate of appropriateness shall be approved, conditionally approved or denied:

(1) Consideration of the effect of the activity on historical, architectural or cultural character of the Historic District or Historic Landmark and compatability;

i. The proposed work will not have an adverse effect on the architectural features of the structure;

ii. The proposed work will not have an adverse effect on the historic district;

iii. The proposed work will not have an adverse effect on the future preservation, maintenance, and use of the structure or historic district; and

iv. For noncontributing structures within a historic district, the proposed work is compatible with the historic district.

(2) The proposed work is consistent with the regulations contained in Chapter 6, and, if applicable, with State and National historic landmark or historic district regulations;

(3) Whether the property owner would suffer extreme hardship, not including loss of profit, unless the certificate of appropriateness is issued; and

(4) The proposed work is consistent and aligns with Castroville's Overlay Design Guidelines for Historic Properties.

# CERTIFICATE OF APPROPRIATENESS.

## 3 APPROVAL PROCEDURE.

The following procedure shall be followed for a Certificate of Appropriateness:

(1) The Historic Preservation Officer (HPO) shall review the application for a certificate of appropriateness in accordance with the criteria and provide a report and acommendation to the Historic Landmark Commission.

(2) The HPO shall schedule a public hearing and prepare a posted notice before the public hearing in accordance with this UDO.

(3) The Historic Landmark Commission shall conduct a public hearing concerning the application in accordance with this UDO.

(1) The Historic Landmark Commission shall approve, approve with conditions or deny the application for a certificate of appropriateness after consideration of the request during the public hearing.

(2) If the Historic Landmark Commission determines that a certificate of appropriateness should not be issued, or should be issued subject to conditions, it shall place upon its records the reasons for its determination.

(3) The Historic Landmark Commission shall render its decision on the request within forty-five (45) days of the date the application is deemed complete and adequate for review, subject to the supplemental options available.

(4) If a submittal is disapproved or approved with conditions the applicant shall resubmit the application to address and correct all deficiencies on an approved resubmittal date as shown on the application calendar.

(5) Applications denied by the Historic Landmark Commission are appealable to the Zoning Board of Adjustments.

Upon resubmittal, the application shall follow steps 3 through 6 above.

## EXPIRATION.

(1) Time of Expiration. A certificate of appropriateness shall expire one year from the date it is issued if the proposed activity has not commenced, or two years from the date the cer tificate isissued, if the proposed activity has not been completed.

(2) Extension. A certificate of appropriateness may be extended by the Historic Landmark Commission for a period not to exceed one year from the date required for commencement and two years from the date required for completion of the activity authorized by the certificate.

# 2.3 REVIEW AUTHORITY.

## 2.3.1 OVERVIEW.

The process overview defines the application type and review and approval authority for each application. *Properties in the ETJ receive final approval by the P&Z

| APPLICATION TYPE | REVIEWING PARTY | | | | |
|---|---|---|---|---|---|
| | CITY STAFF | ZONING BOARD OF ADJUSTMENTS | PLANNING & ZONING COMMISSION | HISTORIC LANDMARK COMMISSION | CITY COUNCIL |
| Annexation | R | | | | [D] |
| Comprehensive Plan Amendment | R | | [R] | | [D] |
| Neighborhood Plan* | R | | [R] | | [D] |
| Employment Center Plan* | R | | [R] | | [D] |
| Place Type Zoning Map Amendment | R | | [R] | | [D] |
| Special Use Permit | R | | [R] | | [D] |
| Place Type Zoning Verification Letter | D | | | | |
| Place Type Zoning Ordinance Text Amendment | R | | [R] | | [D] |
| Place Type Zoning Variance | R | [D] | | | |
| Place Type Zoning Special Exception | R | [D] | | | |
| Administrative Decision Appeal - Place Type Zoning | | [D] | | | |

R = Recommendation - D = Decision Maker - A = Appeal - [ ] = Public Hearing Required

| APPLICATION TYPE | REVIEWING PARTY | | | | |
|---|---|---|---|---|---|
| | CITY STAFF | ZONING BOARD OF ADJUSTMENTS | PLANNING & ZONING COMMISSION | HISTORIC LANDMARK COMMISSION | CITY COUNCIL |
| Preliminary Plat Approval/ Disapproval | R | | [R] | | [D] |
| Subdivision Improvement Plans Approval/ Disapproval | D | | | | |
| Final Plat Approval/ Disapproval | R | | R | | D |
| Minor Plat/Replat Approval/Disapproval | D | | | | |
| Amending Plat Approval/ Disapproval | D | | | | |
| Replat Approval/ Disapproval | D | | | | |
| Plat Vacation | D | | | | |
| Plat Certification | D | | A | | |
| Subdivision Variance | R | | [R] | | [D] |
| Administrative Decision Appeal - Subdivision | | D | | | |
| Site Development Plan | D | | A | | |
| Sign Permit | D | A | | | |
| Master Sign Plan | D | | | | |
| Sign Variance | R | | | | [D] |
| Certificate of Appropriateness | R | A | | D | |

R = Recommendation - D = Decision Maker - A = Appeal - [ ] = Public Hearing Required

## 2.3.2 PLANNING & ZONING COMMISSION.

### 2.3.2.1 ESTABLISHMENT AND MEMBERSHIP.

The Planning & Zoning (P&Z) Commission is established in Chapter 2, Article IV of the City of Castroville Code of Ordinances.

### 2.3.2.2 AUTHORITY.

The Planning & Zoning Commission has the authority granted to it by State Law and City ordinance. Its authority related to the applications, processes and procedures of this UDO is summarized below.

The Planning & Zoning Commission has final decision-making authority over the following processes and applications:

(1) Disapproval of all subdivision applications

(2) Review and approval or disapproval of appeals of the following:

The Planning & Zoning Commission makes recommendations to the City Council on the following processes and applications:

(1) Comprehensive Plan adoption or amendment

(2) Approval of Preliminary Plats

(3) Approval of Final Plats

(4) Approval of Subdivision Variances

(5) Place Type Zoning Map Ammendments

(6) Special Use Permits

(7) Neighborhood Plans

(8) Infill Neighborhood Plans

(9) Employment Center Plans

(10) Zoning Ordinance adoption and text amendments

### 2.3.2.3 MEETINGS.

The Planning & Zoning Commission shall meet as necessary to conduct its business, comply with State law mandates and City UDO requirements.

## 2.3.3 ZONING BOARD OF ADJUSTMENT.

### 2.3.3.1 ESTABLISHMENT AND MEMBERSHIP.

The Zoning Board of Adjustment (ZBA) is established in Chapter 2, Article IV of the City of Castroville Code of Ordinances.

### 2.3.3.2 AUTHORITY.

The Zoning Board of Adjustment has the authority granted to it by State Law and City ordinance. Its authority related to the applications, processes and procedures of this UDO is summarized below.

The ZBA has final decision-making authority over the following processes and applications:

(1) Review and approval or disapproval of appeals of the following:

  (a) Zoning-related Administrative Decisions

  (b) Administrative decisions on Sign Permit applications

  (c) Certificate of Appropriateness

  (d) Subdivision-related Administrative Decisions

(2) Zoning Variances

(3) Zoning Special Exceptions

(4) Administrative decisions on Subdivision-related applications

(5) Appeal of administrative decisions on Subdivision-related applications

### 2.3.3.3 MEETINGS.

The ZBA shall meet as necessary to conduct its business, comply with State law mandates and City ordinance requirements.

## 2.3.4 HISTORIC LANDMARK COMMISSION.

### 2.3.4.1 ESTABLISHMENT AND MEMBERSHIP.

The Historic Landmark Commission (HLC) is established in Chapter 2, Article IV of the City of Castroville Code of Ordinances.

### 2.3.4.2 AUTHORITY.

The Historic Landmark Commission has the authority granted to it by State Law and City ordinance. Its authority related to the applications, processes and procedures of this UDO is summarized below.

The Historic Landmark Commission has final decision-making authority over the following processes and applications:

(1) Certificate of Appropriateness

### 2.3.4.3 MEETINGS.

The Historic Landmark Commission shall meet as necessary to conduct its business, comply with State law mandates and City ordinance requirements.

## 2.3.5 DEVELOPMENT REVIEW COMMITTEE.

The Development Review Committee (DRC) shall be organized to generally ensure compliance by the applicant with all applicable codes, regulations, laws, ordinances, and plans associated with applications within this UDO and to coordinate the examination of development proposals to ensure that all City requirements, established by ordinance, resolution or policy, have been met without conflict. The Development Review Committee shall have all the power and duties specifically provided for herein.

### 2.3.5.1 ESTABLISHMENT AND MEMBERSHIP.

The DRC shall comprise a core membership and additional membership depending on project necessities. The City Administrator will determine the inclusion of additional membership on a project-to-project basis :

(1) City Administrator

(2) Community Development Department.

(3) Building Permitting / Inspections Department.

(4) Public Works Department (Water/Sewer/Drainage)

Additional project to project membership options

(1) Engineering Department.

(2) Parks and Recreation Department.

(3) Fire Marshal or Public Safety.

(4) Other designees as determined by the City Administrator.

### 2.3.5.2 AUTHORITY.

(1) Provide a series of technical reviews and analyses of each project in a holistic manner to provide quick turnaround reviews, reduce comment conflicts, provide consistent feedback to each applicant and project, and ensure all recommendations for disapproval have clear and convincing evidence to meet the requirements of state law and this UDO.

(2) Approve applications that meet the intent, development standards, and UDO requirements, if Administrative Approval is allowed, is required by state law.

(3) Recommend approval or disapproval of exceptions or waivers to Planning & Zoning Commission in accordance with the City's Code of Ordinances, the Engineering Standards, or other standards.

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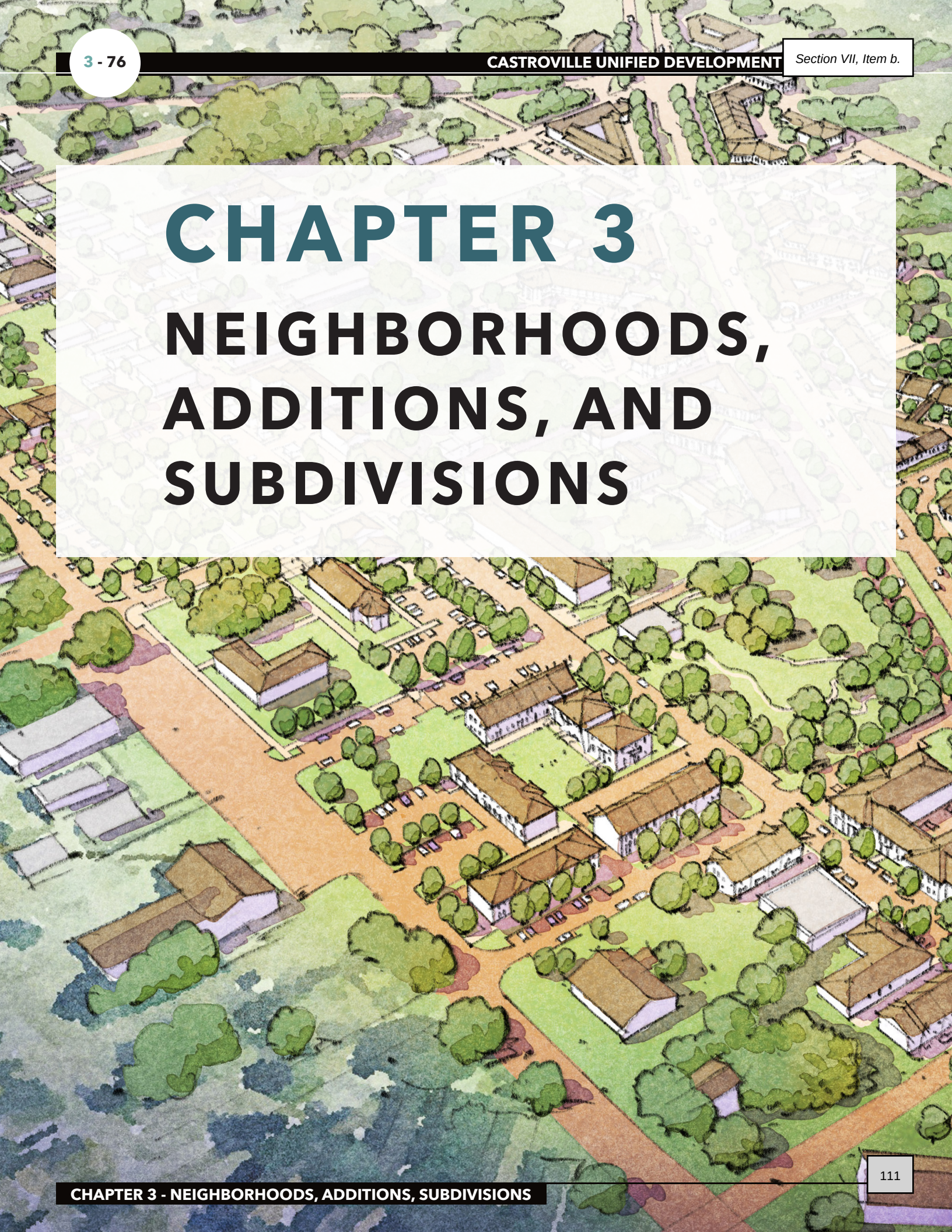
# CHAPTER 3
# NEIGHBORHOODS, ADDITIONS, AND SUBDIVISIONS



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## 3.1 GENERAL PROVISIONS

## 3.2 PURPOSE

The purpose of this Chapter is to provide standards and guidance for the creation of neighborhoods, and divisions of land through the preparation of neighborhood plans, employment center plans, engineer plans, and plats. The standards in this Chapter are intended to promote the health, safety, and general welfare of the City and the safe, orderly, and healthful development of the City.

## 3.3 AUTHORITY.

Subdivision regulations are adopted and administered by the City pursuant to Local Government Code, Chapters 212 and 242 and all other applicable State and Federal laws, now written or hereafter amended or passed, allowing the City to adopt rules governing plats and subdivisions of land within city limits and extraterritorial jurisdiction to promote the health, safety, or general welfare of the City and the safe, orderly, and healthful development of the City.

(1) The process for land division shall follow the requirements of Chapter 212 of the Texas Local Government Code.

(2) It shall be unlawful for any owner or agent of any owner of land to lay out, subdivide, plat or replat any land into lots, blocks, and streets within the City or within the extraterritorial jurisdiction without the approval of the Planning & Zoning Commission. The City shall withhold all City improvements, including the maintenance of streets and furnishing of sewage and water service from all additions and subdivisions, the platting of which has not been approved by the Planning & Zoning Commission.

(3) It shall also be unlawful for any such owner or agent to offer for sale or sell property therein or thereby, which has not been laid out, subdivided, platted or replatted with the approval of the Planning & Zoning Commission

(4) No street number and no building permit shall be issued for the erection of any building in the City on any piece of property, other than an original or a resubdivided lot in a duly approved and recorded subdivision, without the written approval of a plat or subdivision by the Planning & Zoning Commission, the approval of construction plans, the acceptance of the public improvements, and a duly approved and recorded subdivision or plat recorded with the Medina County Clerks Office, except as otherwise provided for in this UDO.

(5) This chapter shall apply to any land within the corporate limits and extraterritorial jurisdiction (ETJ) of the City of Castroville, unless specifically exempted by this article.

## 3.4 ENGINEER REQUIRED.

The applicant shall retain the services of a professional engineer, licensed in the State of Texas, whose seal shall be placed on each sheet of the drawings, and who shall be responsible for the design and inspection of the drainage, roads, and streets, and sewer, and water facilities within the subdivision.

# 3.5 APPLICABILITY.

## 3.5.1 PLAT REQUIRED

Prior to the subdivision, resubdivision, assembly or development of any land within the City or its extraterritorial jurisdiction (ETJ), a subdivision plat and, where public improvements are proposed, subdivision improvement plans must be approved in accordance with all relevant City requirements.

The owner of a tract of land located within the city limits or the ETJ who divides the tract into two or more parts to lay out a subdivision of the tract or to lay out streets, parks, or other parts of the tract intended to be dedicated to public use shall submit a plat of the subdivision in accordance with this UDO.

A division of a tract under this section includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract for sale or other executory contract to convey or by using any other method.

No permit or certificate of occupancy may be issued, or utility services established for any parcel or tract of land unless such property has been platted or determined to be exempt from platting in conformity with the provisions of this UDO.

The division of any lot or any parcel of land by the use of a metes and bounds description for the purpose of development is prohibited.

## 3.5.2 EXCEPTIONS FROM REQUIRED PLAT.

Exceptions to the requirement for a recorded plat prior to the issuance of a development permit may be approved as follows:

(1) Assertion of a statutory exemption from platting pursuant to Chapter 212 of the Local Government Code shall be made and reviewed pursuant to a Plat Certification application.

(2) A request for a variance from the requirement for platting prior to the issuance of a development permit may be submitted to the Planning and Zoning Commission for consideration.

(3) Commercial building permits may be released ahead of plat recordation but hold Certificate of Occupancy until plat is recorded.

# 3.6 NEIGHBORHOOD AND EMPLOYMENT CENTER PLANS.

Additions or new neighborhoods add to the fabric of the community. It is intended that new neighborhoods be built based on key standards from the existing neighborhoods. Castroville's neighborhoods offer a variety of residential buildings, house-form office or commercial buildings, to downtown commercial buildings. The standards within the Neighborhood Plan and Pedestrian Shed Allocation sections of this UDO support fiscally productive and flexible neighborhoods for Castroville's future. Employment Centers are areas of the community designated for job creation and industrial development. Employment Center plans allow for flexible design standards that recognize the unique characteristics of major employment and industrial buildings and sites.

## 3.6.1 DEVELOPMENT PATTERNS.

### 3.6.1.1 DESCRIPTION.

Development Patterns are used for projects with acreage amounts of a Pedestrian Shed (approximately 80 acres) or greater. The physical landscape in Castroville lends itself to supporting a range of development patterns. Neighborhood Plans may opt to extend the city grid or select an alternative development pattern.

Projects greater than 3 acres but less than a pedestrian shed shall use the TND development pattern or the development pattern of the adjacent and surrounding neighborhood.

### 3.6.1.2 INTENT.

Development Patterns are the manner in which a neighborhood is configured. Different geographies accept different Development Patterns. To accommodate Castroville's range of natural landscapes, three (3) Development Patterns provide adequate facilitation of development. The Development Pattern type will guide the creation of the Neighborhood Plan configurations suitable for different geographies.

### 3.6.1.3 NEIGHBORHOOD PLAN PLACE TYPE ZONING ALLOCATION PER DEVELOPMENT PATTERN.

Projects with eighty (80) acres or a pedestrian shed or greater shall allocate a variety of Place Types on a Neighborhood Plan (see Table 3.6.1(A)): Place Type Allocation Per Development Pattern. If subdiving and/or a Place Type zoning change is required, a Neighborhood Plan can be submitted simultaneously with a plat and Place Type Zoning change submission.

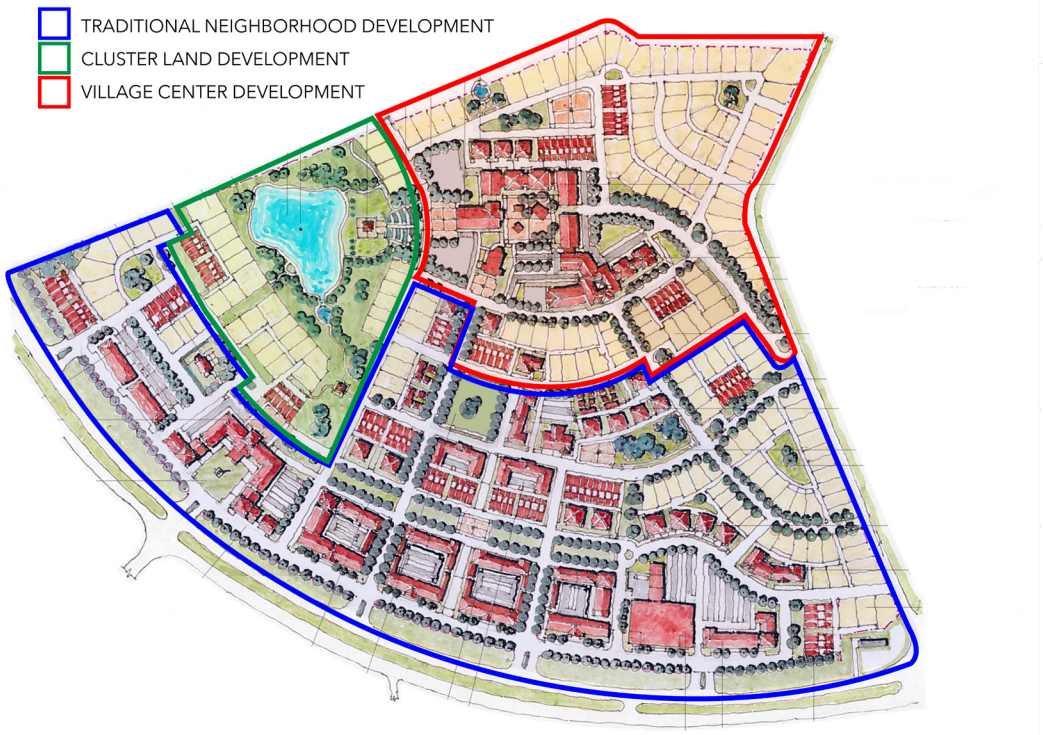
For properties within the city limits, Place Types shall be allocated within neighborhoods based upon the Development Pattern of the neighborhood and the percentages in Table 3.6.1(A). The Planning and Zoning Commission and City Council may approve modifications to the Place Type allocation percentages through the Neighborhood Plan adoption process. Neighborhood Plans less than a full pedestrian shed shall consider the existing and planned Place Type allocation within the pedestrian shed that the new neighborhood is a part of in determining the Place Type allocation percentages for the new neighborhood.

## TABLE 3.6.1(A): PLACE TYPE ALLOCATION PER DEVELOPMENT PATTERN.

| DEVELOPMENT PATTERNS | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| TRADITIONAL NEIGHBORHOOD DEVELOPMENT | 5% | 0% | 0% | 10-30% | 0% | 40-60% | 10-30% | 10% | 0% |
| CLUSTER LAND DEVELOPMENT | 5% | 50% | 0% | 10-30% | 0% | 20-40% | 0-15% | 10% | 0% |
| VILLAGE CENTER DEVELOPMENT | 5% | 5% | 0% | 10-30% | 0% | 10-30% | 40-60% | 10% | 0% |
| EMPLOYMENT CENTER | TBD | 0% | 0% | 0% | 0% | 0-20% | 0-20% | 10% | 50% MIN. |

% RANGES REPRESENT MINIMUMS AND MAXIMUMS

FIGURE 3.6.1(B): EXAMPLE OF DEVELOPMENT PATTERNS.



### 3.6.1.4 TRADITIONAL NEIGHBORHOOD DEVELOPMENT (TND).

(1) Intent: Traditional Neighborhood Development is the historic development pattern of Castroville. TND characteristics include: small, walkable blocks; the continuation of the street grid as new neighborhoods are planned; a variety of lot sizes that accommoodate a variety of building types; a range of housing types; well-defined public spaces; a definable neighborhood center; and they contain amenities such as stores, schools, and places to meet and linger within a comfortable walking distance of residences. TND is the primary and default development pattern in the City of Castroville.

(2) Standards:

(a) Location: The TND is located within an area that allows for the development pattern.

(b) Place Types: The TND shall include an allocation of Place Types as shown in Table 3.6.1(A) or as approved in the Neighborhood Plan.

(c) Size: A TND shall be organized around one pedestrian shed as described in Section 3.6.1.7 TNDs larger than one pedestrian shed shall be organized as multiple pedestrian sheds, each with a definable center.

(3) Example: The 100-acre concept plan depicts how a mix of development patterns can be incorporated within one development project. The image in Figure 3.6.1(B) has an example of Traditional Neighborhood Development with small blocks, walkable streets, a variety of buildings types and alternative block patterns with pedestrian breaks.

### 3.6.1.5 CLUSTER LAND DEVELOPMENT (CLD).

(1) Intent: Cluster Land Development offers an alternative to TND for the purpose of:

(a) Assuring the permanent preservation of open space, agricultural lands, and other natural resources through land reservations or conservation easements;

(b) Encouraging the use of land in accordance with its character and adaptability;

(c) Allowing innovation and greater flexibility in the design of residential developments to ensure the same overall amount of development normally permitted with the conventional home lot size;

(d) Facilitating the construction and maintenance of streets, utilities, and public services in a more economical and efficient manner—increasing affordability and reducing the cost of building and maintaining infrastructure;

(e) Ensuring compatibility of design and use between neighboring properties; and,

(f) Encouraging a less sprawling form of development, thus preserving open space as undeveloped land.

(2) Standards:

(a) A minimum of fifty percent (50%) of the Neighborhood Plan shall be permanently allocated to P1 Nature and/or P2 Rural Place Types.

(b) The dedicated P1 lands shall be deemed civic or open space and will be set aside by the applicant through an irrevocable conservation easement or similarly determined method, as approved by the City Council.

(c) Areas not considered civic or open space:

i. The area of any street right-of-way proposed to be dedicated to the public.

ii. Any submerged land area.

(3) Example: The 100-acre concept plan in Castroville, Texas depicts how a mix of development patterns can be incorporated within one development project. The image in Figure 3.6.1(B) has an example of Cluster Land Development where lots are clustered to protect the natural landscape.

## 3.6.1.6 VILLAGE CENTER DEVELOPMENT (VCD).

(1) Intent: A Village Center Development is a series of small streets lined with buildings at the street edge, creating a unique village-style community. VCD consists of a small dense grouping of predominately P4 and P5 buildings serving as residential, live/work, commercial, and office buildings organized in a vernacular, curvilinear grid, or grid network of blocks and streets. The streets are small and serve as shared streets. Vehicles are kept on the exterior of the developments. Buildings are located at or very close to the street edge.

(2) Standards:

(a) Location: VCDs may be located in any new neighborhood to create an area or an entire neighborhood that is intended to be mostly free of motorized vehicles within the main pedestrian streets.

(b) Place Types: The VCD shall include an allocation of Place Types as shown in Table 3.6.1(A) or as approved in the Neighborhood Plan.

(c) Size: A VCD may be organized around one pedestrian shed as described in Section 3.6.1.7 or may be its own, smaller pedestrian shed within a standard pedestrian shed.

(d) Special Requirements: Buildings are located at or very close to the street edge at the frontage line and occupy eighty percent (80%) to one hundred percent (100%) of the lot frontage. Vehicle access is be kept in the rear of the property, served by alleys or the rear lanes.

(3) Example: The 100-acre concept plan in Castroville, Texas depicts how a mix of development patterns can be incorporated within one development project. The image in Figure 3.6.1(B) has an example of a Village Center Development with a tight, pedestrian-friendly core that has a mix of building types and shared walkable streets.

### 3.6.1.7 PEDESTRIAN SHED.

(1) Description: A pedestrian shed is the basic building block of walkable neighborhoods. A pedestrian shed is the area encompassed by the walking distance from a town center, neighborhood center, or the main Civic Space. Pedestrian sheds are often defined by a 5-minute walk, about 1,320 feet. They may be drawn as perfect circles, but in practice, pedestrian sheds have irregular shapes because they cover the actual distance walked, not the straight-line distance.

(2) Applicability:

(a) In TND developments, every 1/4 mile radius or "Pedestrian Shed," i.e. approx. 80 acres, is to contain a mix/allocation of Place Type zoning districts as shown in Table 3.6.1(A). Measuring development by the pedestrian shed will ensure walkable neighborhoods are created.

(b) The pedestrian shed is the area encompassed by the walking distance from a town or neighborhood center or main Civic Space. They are often defined as the area covered by a 5-minute walk (about 1/4 mile or 1,320 feet) from the center.

(c) Pedestrian Sheds in VCD or CLD Development Patterns vary in size.

### 3.6.1.8 EMPLOYMENT CENTER.

(1) Intent: Employment Centers are areas within the community that are intended to provide locations for major employment and industrial development. As such, these areas may not be able to meet the development standards or character of the other neighborhood development patterns. Employment Centers should still be developed in a manner that is consistent with the City's overall master plans, street network, and adjacent neighborhoods, but may require modifications to block dimensions, Civic Space locations, building types and sizes, etc.

(2) Standards.

(a) Location: Employment Centers are located in areas designated based off of negotiation with city and applicant.

(b) Place Types: The Employment Center shall include an allocation of Place Types as shown in Table 3.6.1(A) or as approved in the Employment Center Plan. The area within an Employment Center Plan Allocated too the EC Place Type should be sufficient to preserve areas within the plan for major employment and industrial uses that have unique characteristics that do not meet the standards of a traditional neighborhood. The remaining area within an Employmet Center Plan should be allocated to traditional Place Types such as CS, P4 and P5 to create walkable, mixed use neighborhoods within the Employment Center that provide areas for housing, retail, and service uses to support the needs of those working in the Employment Center.

## 3.6.2 ALLOCATION AND SEQUENCE OF PLACE TYPE DETERMINATION

(1) Determination of Place Type designations shall be made based on the following factors considered in the following sequence:

(a) Development Patterns and intensities compliant with the Comprehensive Plan in Chapter 4. For specific process directions, see 4-8, development organization.

(b) The existing streets and Master Thoroughfare Plan;

(c) Proximity to existing Place Types (built or planned);

(d) Size of new development; and

(e) Pedestrian Shed distribution.

(2) The Place Type designation on the Castroville Place Type zoning map for undeveloped properties or properties proposing redevelopment determines the maximum allowed intensity of a development and does not entitle the entire property to be allocated with that Place Type.

(3) Before preparing a Neighborhood Plan, the Applicant must review permitted Development Patterns, the associated standards, and Place Type percentage allocation per Pedestrian Shed.

## 3.6.3 NEIGHBORHOOD PLAN EXEMPTIONS

Properties within the city limits of 3 acres or less on already platted lots are not required to complete a Neighborhood Plan.

## 3.6.4 IN-CITY NEIGHBORHOOD AND EMPLOYMENT CENTER PLANS.

The City of Castroville is made up of a collection of complete neighborhoods. Each neighborhood has a variety of building types, lot sizes, shops and services, Civic Spaces, and more. New neighborhoods will continue this pattern through standards developed through the Neighborhood or Employment Center Plan process.

Creating a Neighborhood Plan is a three-step process and may require an urban design consultation or charrette to be accomplished. Specific development requirements and standards are located in this chapter and Engineering Standards. Additional requirements may be determined at pre-application meeting and site visit.

The specific requirements for an application will be determined at the pre-submittal meeting. The following steps apply to all new neighborhoods and employment centers within the city limits.

### 3.6.4.1 NEW NEIGHBORHOOD OR EMPLOYMENT CENTER PLAN

A new Neighborhood or Employment Center Plan is the first step in designing a new neighborhood or employment center. The plan begins with a master plan that lays out the street network, open spaces, and Civic Spaces, and allocates Place Types. A master plan may be developed by the property owner or authorized applicant following the standards in this UDO and reviewed for compliance by the City or it may be developed collaboratively through a design charrette process. The applicant shall choose the method of developing the master plan when they submit the Neighborhood Plan application.

The Planning and Zoning Commission and City Council may approve deviations from the standards in the UDO that are in keeping with the intent of the Comprehensive Plan and UDO. Any deviations shall be recorded in the approved Neighborhood or Employment Center Plan.

The Neighborhood Plan application follows the requirements in Chapter 2 and the content of the application in the Application Checklist.

### 3.6.4.2 PRELIMINARY PLAT

Following approval of the Neighborhood or Employment Center Plan, the applicant shall submit a Preliminary Plat that provides the preliminary engineering of streets, paths, trails, transportation improvements, blocks, lots, Civic Spaces, utilities and drainage for the new neighborhood or employment center.

The Preliminary Plat application follows the requirements in Chapter 2 and the content of the application in the Application Checklist.

### 3.6.4.3 SUBDIVISION IMPROVEMENT PLANS

Following approval of the Preliminary Plat, the applicant shall submit the Subdivision Improvement Plans that provide the detailed engineering consistent with the requirements in in this chapter and Engineering Standards for all public infrastructure within the new neighborhood or employment center.

The Subdivision Improvement Plans application follows the requirements in Chapter 2 and the content of the application in the Application Checklist.

### 3.6.4.4 FINAL PLAT

Upon completion of construction of the improvements within the approved Subdivision Improvement Plans, the applicant shall submit the Final Plat which provides the final, recordable copy of the subdivision. The applicant may choose to submit the Final Plat prior to the completion of construction of the improvements within the approved Subdivision Improvement Plans, in which case, the applicant shall post a performance bond equal to 110% of the cost of all the uncompleted improvements within the approved Subdivision Improvement Plans at the time of submitting the Final Plat application. The City Engineer shall be responsible for reviewing and approving the applicant's estimate of the cost of the uncompleted improvements.

The Final Plat application follows the requirements in Chapter 2 and the content of the application in the Application Checklist.

### 3.6.4.5 SITE DEVELOPOMENT PLANS AND BUILDING PERMIT

After the Final Plat is recorded with the Medina County Clerk, the owner of lots within the plat may submit applications for Site Development Plans and Building Permits.

The Site Development Plans application follows the requirements in Chapter 2 and the content of the application in the Application Checklist.

The Build Permit application follows the requirements of the adopted building codes and the application materials published by the Community Development Director.

### 3.6.5 ETJ NEIGHBORHOOD AND EMPLOYMENT CENTER PLANS.

All new neighborhoods and employment centers within the ETJ of the City of Castroville shall follows the procedures outlined in Section 3.6.4 with the following exceptions:

(1) During the Neighborhood or Employment Center Plan process, no Place Type zoning districts are allocated on the plan.

(2) Upon approval of the Final Plat, no Site Development Plans or Building Permits are required to be submitted to the City.

## 3.7 INFILL PLANS.

Infill development is the process of reconstructing within or increasing the development intensity of an already developed area or neighborhood.

There are two scales of infill development. First, is development using existing lots that may require minor changes or divisions. Second, is development that proposes to significantly reconfigure existing lots, blocks or streets and proposes to change the allocation of Place Types within the infill development.

### 3.7.1 APPLICABILITY.

Infill development proposed on existing platted lots that do not require any modifications to the existing plat and are not proposing a change to the Place Type may proceed directly to site development plan or building permit.

Infill development that proposes modifications to existing platted lots but does not trigger the requirement of an Infill Neighborhood Plan may submit the required plat applications, Place Type zoning change, and any necessary engineered plans for street, sidewalk, water, sewer or drainage improvements concurrently. Pursuant to Texas Local Government Code Section 212.016(10), up to six lots may be created from a previously platted lot using the Amending Plat application process in a residential improvement area.

Existing platted lots may be amended to create additional lots as long as the following conditions are met:

(1) All lots are required to have individual water and sewer taps.

(2) New lots may have frontage on any public right-of-way type including street, path, alley or Civic Space.

(3) Lots that do not have frontage on a street must have the following:

  (a) A dedicated ten (10) feet wide pedestrian access easement from the street to the lot;

  (b) An address sign at the street

(4) Lots without street frontage may be granted a variance from compliance with the frontage build-out requirement.

### 3.7.2 INFILL NEIGHBORHOOD PLANS.

Infill Neighborhoods Plans are required for properties greater than 3 acres and that are proposing to modify the Place Type allocation or change the street, lot or block configuration in a way that is not permitted by the Infill Lot-Scale Plan process.

Infill Neighborhood Plans shall follow the procedures in Section 3.6.4 for new Neighorbood Plans with the following exceptions:

(1) The property owner may process any necessary vacating, amending or re-plat applications with the initial Neighborhood Plan application.

(2) The DRC may authorize the use of the Infill Neighborhood Plan as the Preliminary Plat instead of requiring a separate Preliminary Plat application.

The Infill Neighborhood Plan application follows the requirements in Chapter 2 and the content of the application in the Application Checklist.

## 3.8 NEIGHBORHOOD DESIGN STANDARDS.

### 3.8.1 STREETS, PATHS, TRAILS, AND ALLEYS.

The street pattern of a neighborhood shall follow the traditional grid pattern of Castroville, providing walkable blocks and an interconnected network of streets that extend to and from adjacent neighborhoods and undeveloped properties. The construction of all interior street improvements.

The applicant shall be responsible for the construction of the adjacent half of all perimeter streets surrounding the subdivision that are not improved to city standards. Perimeter street subdivision requirements include any residential subdivision with greater than four (4) lots. In lieu of constructing perimeter streets, the City Council may approve an escrow of one-half (½) of the cost. The cost must be approved by the City Engineer.

#### 3.8.1.1 INTENT.

(1) Streets serve as the key public spaces that connect people to places. Castroville's street grid is core to its success and is a pattern that represents the past and will guide its future. The Public Frontage is the space where public investments and land is used to connect people to places.

(2) Pedestrian comfort shall be the primary consideration for the design of streets. Design conflicts between vehicular and pedestrian movement shall be decided in favor of the Pedestrian.

(3) A diversity of street tree and plant species should be planted throughout the City of Castroville to promote resistance to disease and insect blight. Street Trees and/or landscaping should be planted to create a visually unified streetscape.

## 3.8.1.2 GENERAL.

(1) Development located within the city limits shall be subject to the requirements of this section. Development in the ETJ shall comply with the rules of this UDO and all environmental regulations as allowed by State law and the rules established by the Inter-local Agreement with Medina County.

(2) Streets are intended for use by vehicular and pedestrian traffic and to provide access to lots and Civic Spaces. New streets shall be required when block lengths exceed the maximum length allowed in the Place Type.

## 3.8.1.3 STREET ARRANGEMENT.

The original grid pattern within Castroville establishes the foundation for the street network. Unless otherwise approved by the City Council, provision shall be made for the extension of streets through any new neighborhood. Off-center street intersections with streets in adjacent neighborhoods shall be avoided. All streets shall be continuous or in alignment with existing streets unless variations are deemed advisable by the Council due to topography and requirements of traffic circulation.

A TIA Threshold Worksheet shall be required when an applicant is requested to improve perimeter streets surrounding subdivisions that are not to city standards.

FIGURE 3.8.1(A): STREET EXTENSIONS.

## 3.8.1.4 INTERSECTION.

(1) Typically, streets are to intersect at a ninety (90) degree angle. Variations may be approved by the City Engineer.

(2) Acute angle intersections approved by the City Engineer are to have twenty-five (25) foot radius at acute ROW corners.

(3) Street intersections with or extending to meet an existing street will be tied to the existing street on centerline with dimensions and bearings to show relationship.

### 3.8.1.5 PARTIAL OR HALF-STREETS.

Partial or half-streets may be provided where the City Council believes that a street should be located on a property line.

### 3.8.1.6 STREET NAMES.

Street names shall be continuations of existing street names adjacent to or in-line, if they are not duplications. Proposed new names shall be submitted to the 911 for addressing within Medina County, for approval prior to the submittal of a final plat.

### 3.8.1.7 RIGHT-OF-WAY (ROW) WIDTHS.

All street and road rights-of-way within new subdivisions shall be subject to the minimum right-of-way and street widths as determined by the City Engineer and section 3.8.1.17.

### 3.8.1.8 CUL-DE-SACS.

Cul-de-sacs may be approved when a street cannot be extended due to unique circumstances such as topography, other natural features or existing development. Cul-de-sacs shall not be longer than three hundred and thirty (330) feet. Where a cul-de-sac dead ends to parkland, open space, trails, school sites or other similar features, a dedicated, public pedestrian access way of no less than twenty (20) feet wide shall connect the end of the cul-de-sac to the adjacent feature.

Temporary turnarounds shall be used at the end of a street that is more than three hundred and thirty (330) feet in length and will be extended in the future. Note for temporary turnaround: "Cross-hatched area is temporary easement for turnaround until street is extended (direction) in a recorded plat."

### 3.8.1.9 STREET LIGHTING.

The developer is responsible for furnishing and erecting street lighting as required by the Outdoor Lighting Requirements in section 5.7.

### 3.8.1.10 EMERGENCY ACCESS AND FIRE LANES

Emergency Access Provisions:

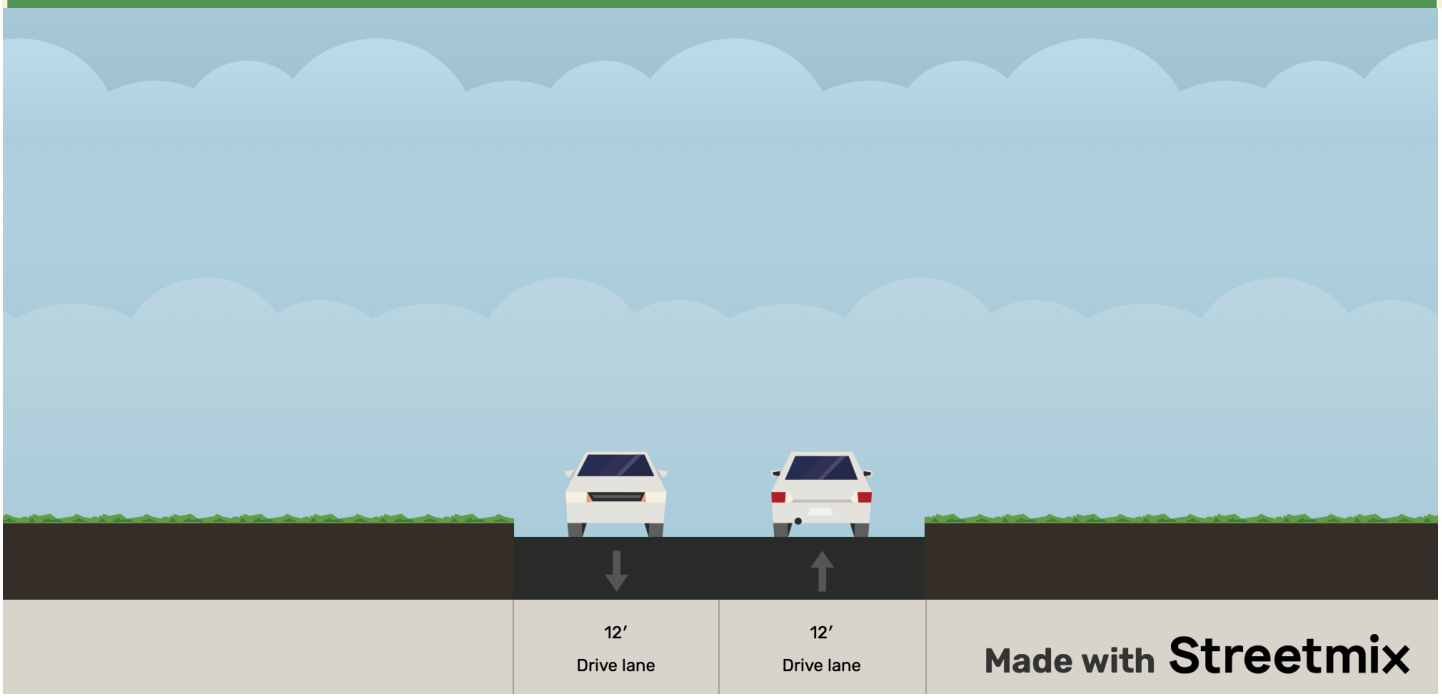
(1) The Community Development Director and the Fire Marshal will review all proposed developments for safe and appropriate fire and other emergency access items.

(2) Fire access shall meet the standards of the International Fire Code (IFC) as adopted by the City.

## 3.8.1.11 STREET TYPES.

The following street types were developed using the Castroville Back To Our Future Comprehensive Plan street sections. Street types for new neighborhoods are to be determined during the Neighborhood Plan plots should be from secondary street or alleys. Bicyclists and pedestrians are typically separated from vehicular traffic and transit should be prioritized along community boulevards. The following street subsections are potential subsection designs. These serve illustrative purposes with the design of a street taking place in the Neighborhood Plan process

### A) RURAL STREET



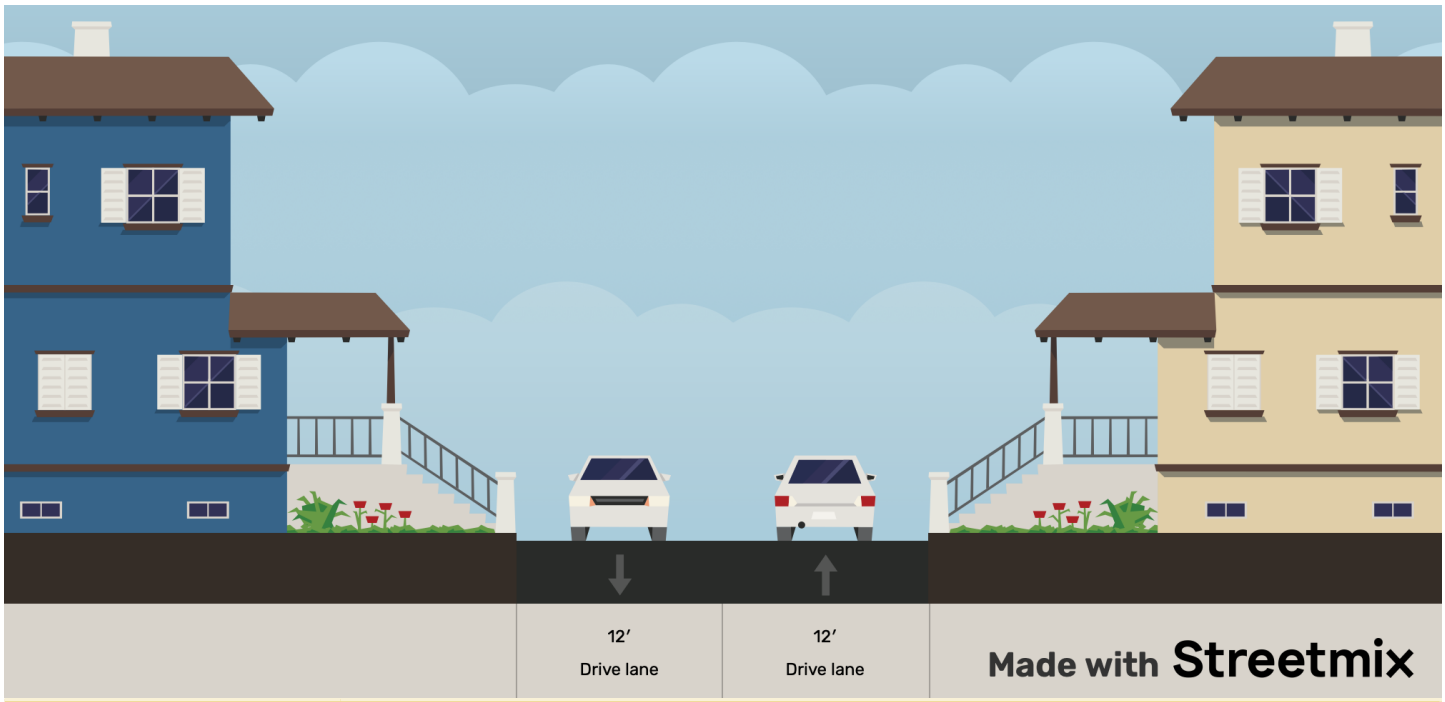

#### DESCRIPTION

A rural street has open swales. The street has wide shoulder or bicycle trails, and no on-street parking. The landscaping consists of the natural condition or multiple species arranged in naturalistic clusters.

#### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **RIGHT-OF-WAY:** | 100' (Varies) | **CURB TYPE:** | No curb, Mountable |
| **PAVEMENT WIDTH:** | 24' | **PLACE TYPES:** | P2 |
| **DESIGN SPEED:** | 20 mph | **PARKING LANES** | N/A |
| **TRAFFIC LANES:** | Two lanes | **WALKWAY TYPE** | Varies |

## B) SIDE STREET



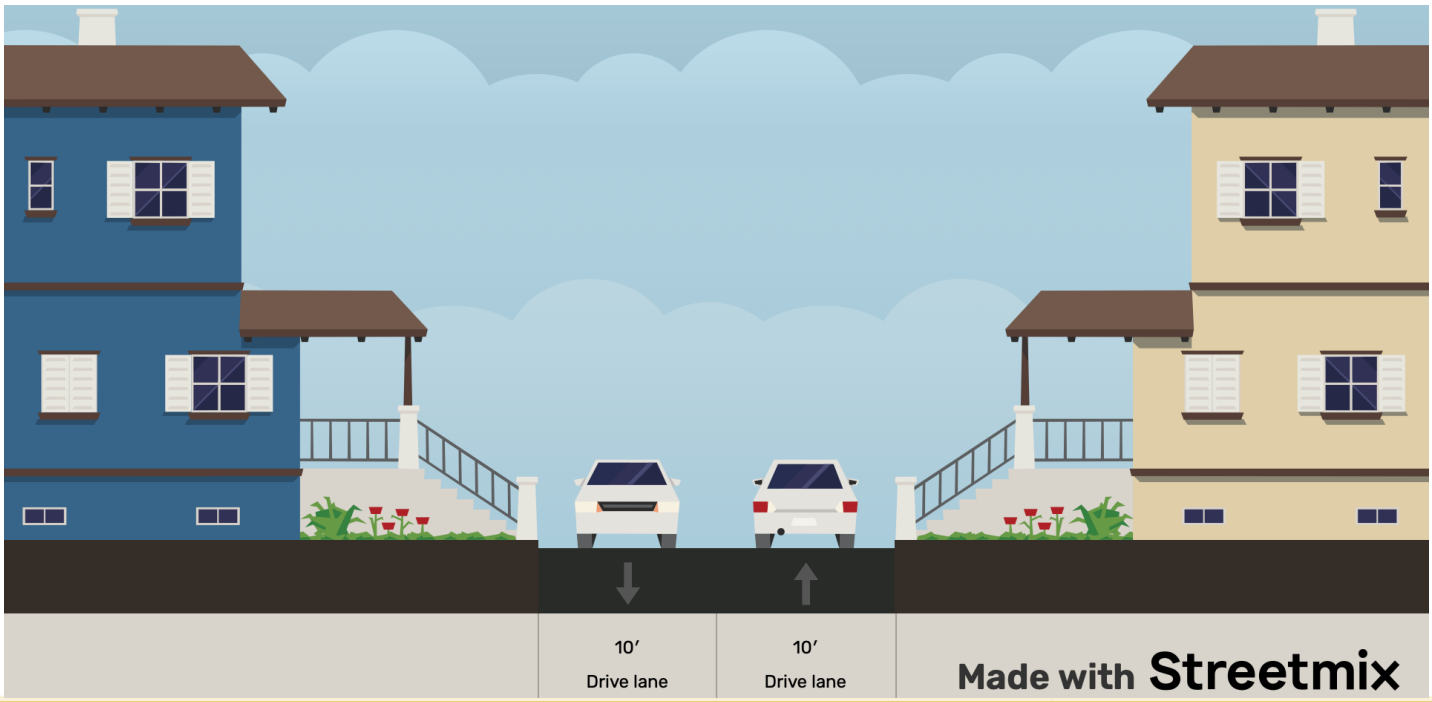

### DESCRIPTION

A side street is intended to be less formal in nature than the other street types. It is used to facilitate the connection between key streets and shall provide the ability for less stringent street requirements. Side streets contain no on- street parking lanes. Side streets are appropriate in low or high-density areas when serving as a secondary point of access.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **RIGHT-OF-WAY:** | 50' | **CURB TYPE:** | No curb, Mountable |
| **PAVEMENT WIDTH:** | 24' | **PLACE TYPES:** | P3, P3M, P4, P5, CS, EC |
| **DESIGN SPEED:** | 20 mph | **PARKING LANES** | N/A |
| **TRAFFIC LANES:** | Two lanes | **WALKWAY TYPE** | Varies |

## C) CASTRO STREET



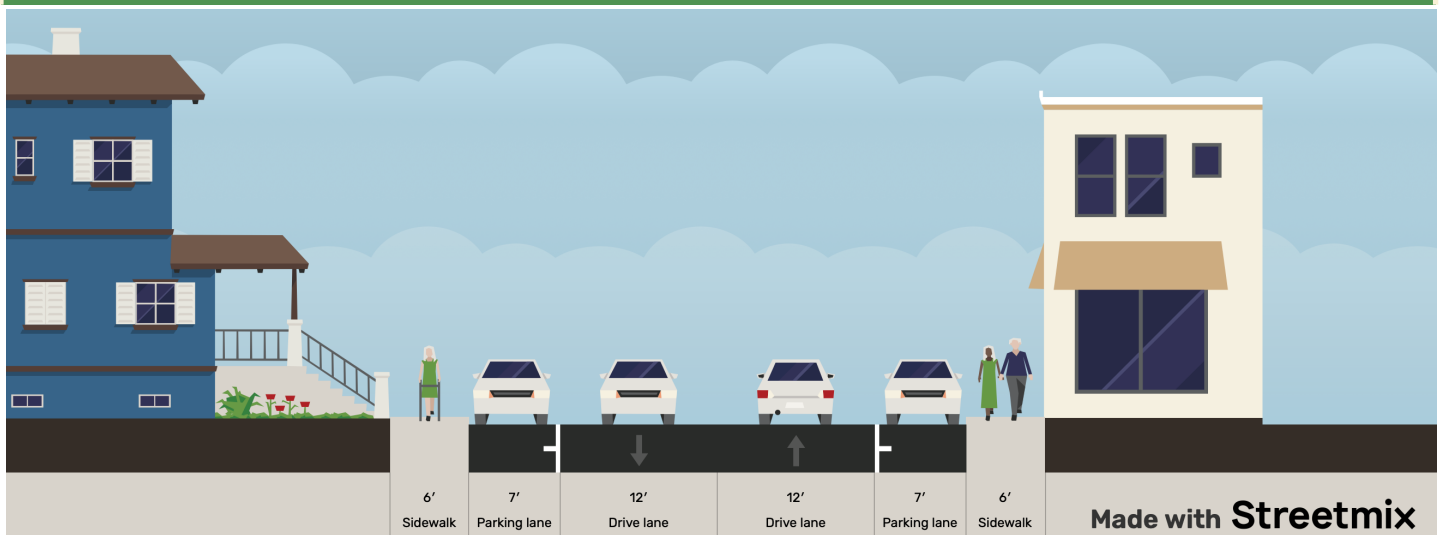

### DESCRIPTION

Castro Street is a low-capacity, low-speed neighborhood street throughout the original Castroville Plan. The street widths are narrow to encourage slower vehicular movements. On-street parking is permitted but is not continuous or must be designated by striping. Due to the low speeds, bicyclists, and pedestrians travel in the street with vehicles. This street type is a key feature that makes Castroville comfortable for all types of mobility.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **RIGHT-OF-WAY:** | 42' | **CURB TYPE:** | No curb, Laydown |
| **PAVEMENT WIDTH:** | 20' | **PLACE TYPES:** | P1, P2, P2.5, P3, P3M, P4 |
| **DESIGN SPEED:** | 25 mph | **PARKING LANES** | Unmarked |
| **TRAFFIC LANES:** | Two lanes | **WALKWAY TYPE** | Shared Street |

## D) NEIGHBORHOOD STREET



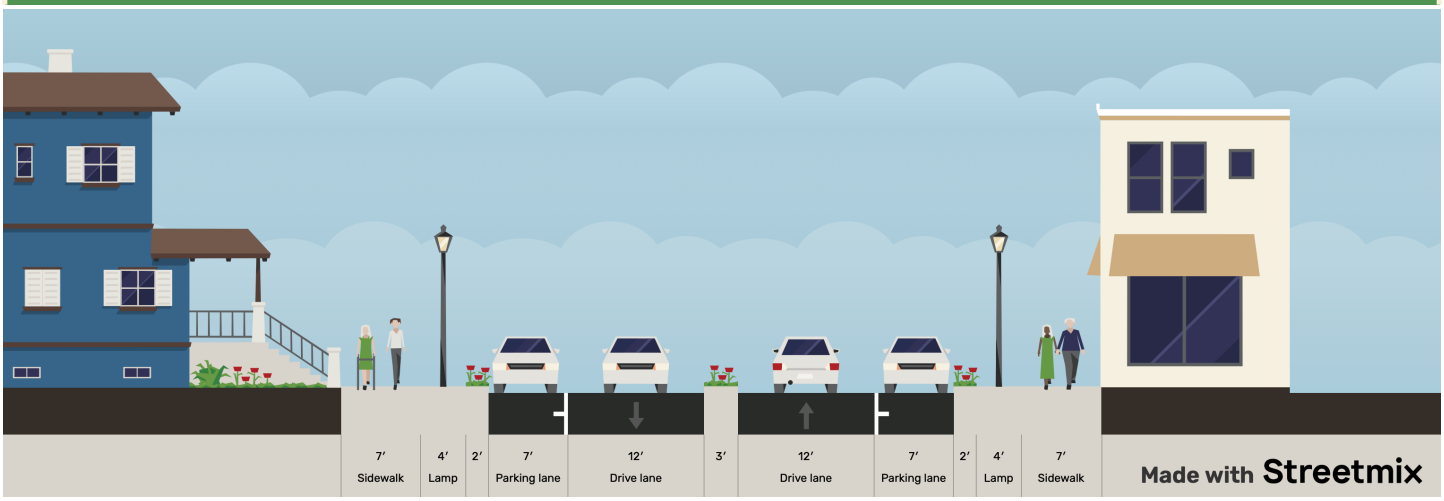

### DESCRIPTION

A neighborhood street is a low-capacity and low-speed street that provides more space for continuously parked vehicles. Bicyclists can travel in the street with vehicular traffic due to low speeds and sidewalks are separated from the street by a continuous tree zone. These streets are appropriate where there are higher-density building types adjacent to the street or in commercial and mixed-use areas.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **RIGHT-OF-WAY:** | 60' | **CURB TYPE:** | Curb, Rollback Curb |
| **PAVEMENT WIDTH:** | 37' | **PLACE TYPES:** | P1, P2, P2.5, P3, P3M, P4, CS, EC |
| **DESIGN SPEED:** | 25 mph | **PARKING LANES** | Unmarked |
| **TRAFFIC LANES:** | Two lanes | **WALKWAY TYPE** | 5'-12' |

## E) NEIGHBORHOOD AVENUE



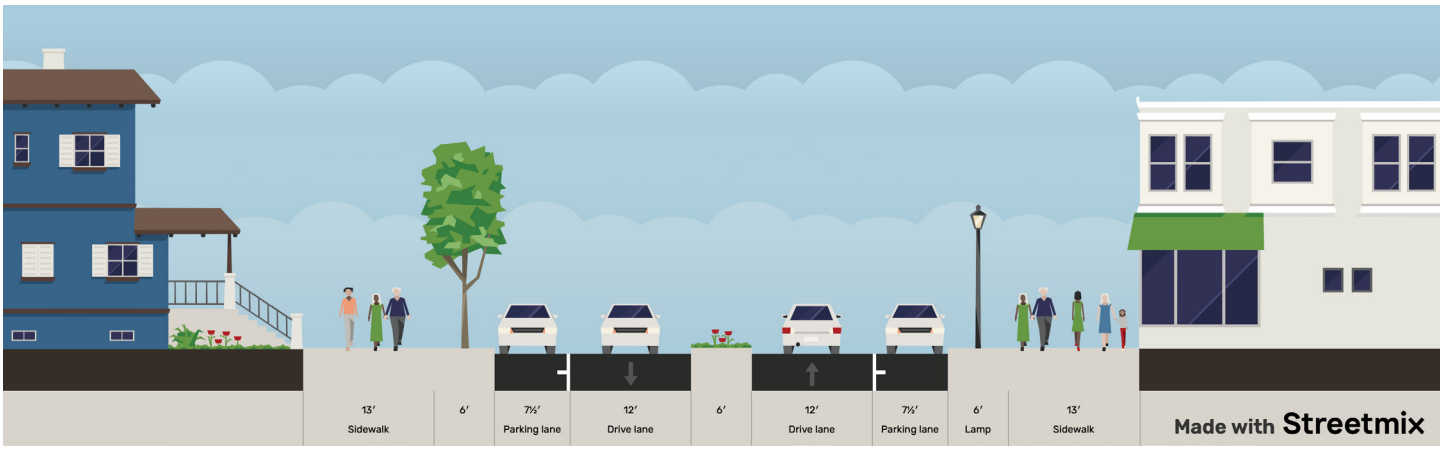

### DESCRIPTION

A neighborhood avenue is a street with moderate vehicular capacity and low speeds. Neighborhood avenues are typically used as cross-town streets and are used to travel between different centers throughout the city. Neighborhood avenues should accommodate all modes of transportation including transit. Neighborhood avenues are appropriate for areas with high- density housing adjacent to the street or in areas of more intense mixed-use and commercial land uses. Vehicular access to the lots is from alleys and side streets.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **RIGHT-OF-WAY:** | 60-80' | **CURB TYPE:** | Curb, Rollback Curb |
| **PAVEMENT WIDTH:** | 41' | **PLACE TYPES:** | P2.5, P3, P3M, P4, P5, EC |
| **DESIGN SPEED:** | 30 mph | **PARKING LANES** | Unmarked |
| **TRAFFIC LANES:** | Two lanes | **WALKWAY TYPE** | 13' Both Sides |

## F) 2 LANE COMMUNITY BOULEVARD



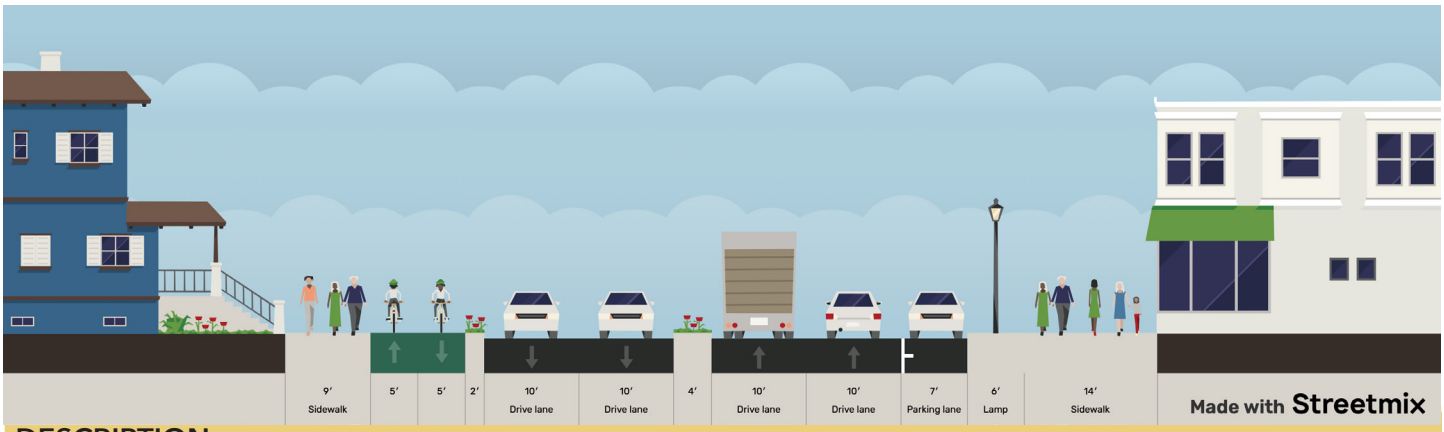

### DESCRIPTION

A two-lane community boulevard is a long distance street that is designed for the most intense mixed-use and commercial areas with moderate to high traffic volumes. Turning movements should be limited on community boulevards when possible and vehicular access to private lots shall be from secondary streets or alleys. Bicyclists and pedestrians are typically separated from vehicular traffic and transit should be prioritized along community boulevards.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **RIGHT-OF-WAY:** | 80-100' | **CURB TYPE:** | Curb, Rollback Curb |
| **PAVEMENT WIDTH:** | 45' | **PLACE TYPES:** | P3, P3M, P4, P5, EC |
| **DESIGN SPEED:** | 35 mph | **PARKING LANES** | Marked, Street |
| **TRAFFIC LANES:** | Two lanes | **WALKWAY TYPE** | 19' Both Sides |

## G) 4 LANE COMMUNITY BOULEVARD




### DESCRIPTION

A Four-Lane Community Boulevard is a long-distance street designed for the most intense mixed-use and commercial areas with high traffic volumes. It balances mobility and accessibility, making it suitable for both local circulation and bypass functions. This roadway type can serve as a local corridor that supports businesses, transit, and pedestrian-friendly environments, or as a city bypass that provides an efficient route for through-traffic while maintaining urban integration. The specifications offer options of ROW and design speed with the higher and bigger ROW being reserved for bypass functions and lower and less ROW for community focused circulation.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **RIGHT-OF-WAY:** | 80-120' | **CURB TYPE:** | Curb |
| **PAVEMENT WIDTH:** | 52' | **PLACE TYPES:** | P4, P5, EC |
| **DESIGN SPEED:** | 35-45 mph | **PARKING LANES** | Marked, Street |
| **TRAFFIC LANES:** | Four lanes | **WALKWAY TYPE** | 19' Both Sides |

## PATHS AND TRAILS.

**(1) PATH**

A path is a non-vehicular right-of-way type that provides pedestrian access to lots. Paths are typically located within Civic Spaces but may also be located mid-block as a non-vehicular connection between streets. Paths are permitted in all Place Types and may be considered block breaks for the purpose of complying with maximum block length standards if they provide adequate lighting. Paths may be considered legal frontage for the purpose of lot configuration.

The minimum right-of-way width for a path is ten (10) feet and the minimum travel surface is six (6) feet.

**(2) TRAIL**

A trail is a shared-use right-of-way for pedestrians and bicycles located within Civic Space and open space or in locations designated on the Transportation Plan. The minimum right-of-way width for a trail is twenty (20) feet and the minimum travel surface width is ten (10) feet.

Integrating trails in a neighborhood can provide various benefits, such as promoting physical activity, enhancing community connectivity, and improving property values.

The applicant is responsible to note the location of trails on the plat.

(8) During the Neighborhood Plan planning process, trails shall be integral to the overall design and be compliant with the Transportation Plan.

(9) First, identify potential trail locations in the neighborhood.

(10) Integrate trips plan in the Neighborhood Plan. Develop a plan for the trail that includes the route, trail width, materials, and any additional amenities like benches, trash cans, and signs.

(11) Check for compliance with the Parks Masterplan.

(12) The construction standards for building the path or trail are located in the Engineering Standards.

(13) Regular maintenance ensures paths and trails longevity and continued use. This can be done through volunteer efforts or contracted services.

## 3.8.1.12 ALLEYS.

**(1) RESIDENTIAL ALLEY.**

The primary role of alleys, is to hide the more unsightly functions of our communities: the garages, garbage cans, overhead electric, transformers, electric meters, and telephone equipment. They also serve to provide narrower lots, as garages, are now accessed from the rear, enhancing safety as sidewalks, and pedestrians become separated from the access requirements of vehicles, providing additional building access for firefighters, and providing access for accessory dwelling units.

**(2) COMMERCIAL ALLEY.**

Commercial alleys, though often thought of as dirty or unsafe, can be designed to play an integral role in an urban street network and improve the pedestrian realm in and around commercial areas. The design of commercial alleys should strive to balance their necessary utilitarian features with their placemaking potential.

(a) Where access for vehicles is prohibited or minimal, commercial alleys may be constructed using low-impact pavement materials, such as pervious or modular paving.

(b) Bicycle traffic may use commercial alleys. Similar regulations to those of shared space should apply.

(c) Commercial alleys can be restricted for traffic during non-delivery hours for outdoor seating or other uses.

**(3) ALLEY CONSTRUCTION.**

Alleys serve developments to distribute services and vehicles to the rear of the lots. Limiting the interruptions into the public realm adds to the cohesive walkable environment throughout the community. Alley developments are preferred; therefore, construction standards provided in the various cross-sections are flexible to encourage the inclusion of alleys.

(a) Alleys surface types will vary by Place Type zoning district.

(b) Alleys shall be designed by a registered engineer meeting the specifications of this UDO and other City of Castroville construction standards.

**(4) WIDTH.**

A minimum driving surface width of twelve (12) feet and a minimum right-of-way of sixteen (16) feet shall be required for all alleys.

## 3.8.1.13 CURBS.

Except where curbs are not required along Castro, Side, and Rural all streets within the city limits shall have reinforced concrete curbs. Curbs are optional outside the city limits. Minimum curb radii shall be as follows:

**TABLE 3.8.1 (B). REQUIRED STREET IMPROVEMENTS.**

| | |
|---|---|
| Street Intersections | 25 Feet |
| Non-Residential Driveways | 10 Feet |
| Residential Driveways | 5 Feet |

## 3.8.1.14 SIDEWALKS.

The homebuilder shall be responsible for constructing sidewalks adjacent to individual house lots in all residential districts and the developer shall be responsible for the construction of all other sidewalks, including all required ADA-compliant designs. All sidewalks must comply with specifications provided in the Engineering Standards. The width, design, and location of sidewalks shall be in accordance with the appropriate street standards within this UDO and the Engineering Standards.

## 3.8.1.15 STREET, PATH, AND TRAIL STANDARDS.

**TABLE 3.8.1(C): STREET, PATH, AND TRAIL STANDARDS BY PLACE TYPE ZONING DISTRICT.**

| STREET STANDARDS | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **PUBLIC FRONTAGE** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| PUBLIC FRONTAGE SHALL BE DETERMINED BY STREET TYPE | | | | | | | | | |
| **STREET TYPES** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| RURAL STREET | P | P | P | NP | NP | NP | NP | P | NP |
| RESIDENTIAL ALLEY | NP | NP | NP | P | P | P | NP | NP | NP |
| COMMERCIAL ALLEY | NP | NP | NP | NP | NP | NP | P | NP | P |
| CASTRO STREET | P | P | P | P | P | P | P* | P | NP |
| NEIGHBORHOOD STREET | P | P | P | P | P | P | P | P | P |
| NEIGHBORHOOD AVENUE | NP | NP | P | P | P | P | P | NP | P |
| SIDE STREET | NP | NP | NP | P | P | P | P | P | P |
| 2 LANE COMMUNITY BOULEVARD | NP | NP | NP | P | P | P | P | NP | P |
| 4 LANE COMMUNITY BOULEVARD | NP | NP | NP | NP | NP | P | P | NP | P |
| PATHS | P | P | P | P | P | P | P | P | P |
| TRAILS | P | P | P | P | P | P | P | P | P |
| P = PERMITTED | | NP = NOT PERMITTED | | | *= CANT BE USED IN PRIMARY FRONTAGE | | | | |

## 3.8.1.16 STREET DESIGN.

General specifications.

The subdivider shall, at his/her sole cost and expense, provide all necessary street grading, pavement, curbing, gutters, sidewalks and storm sewer drains required to service the subdivision, including the perimeter streets contiguous to the subdivision. All street improvements shall meet the minimum specifications in table 3.8.1 (D).

**TABLE 3.8.1 (D). REQUIRED STREET IMPROVEMENTS.**

| STREET CLASSIFICATION | RIGHT-OF-WAY WIDTH (FEET) | PAVEMENT WIDTH (FEET) | CURBING | WALKWAY (FEET) |
|---|---|---|---|---|
| 4 Lane Community Boulevard | 80-120 | 52' | Curb | 19' both sides |
| 2 Lane Community Boulevard | 80-100 | 45' | Curb | 19' both sides |
| Neighborhood Avenue | 60-80 | 41' | Curb | 13' both sides |
| Neighborhood Street | 60 | 37' | Curb or laydown curb | 5'-13' both sides |
| Castro Street | 40' | 20' | None or laydown curb | None or 11.5' |
| Side Street | 50 | 24' | None | None or .41 |
| Rural Street | 100 (Varies) | 24' | None | .49 |

## 3.8.1.17 STREET WIDTHS.

(1) Street types shall be determined during the Neighborhood Plan process. Below are general standards for street width:

(a) Rural Streets in P2 - Rural, - Rural Commercial, or P2.5 - Traditional Residental place types and the ETJ shall generally be constructed with concrete ribbon curbs, and the right-of-way may vary.

(b) Castro Streets serving Original Castro Area- Castroville's uniquely narrow streets and ROW in the historic plat of the city is most translatable to traditional Castro Streets. These will have a minimum dedicated right-of-way of 40' and a minimum (paving) width curb to curb of 20'

(c) Neighborhood Streets used to primarily serve neighborhoods and serving P2.5 - Traditional Residental, P3 - Neighborhood, P4 - Neighborhood Commercial, or P5 - Urban District place types shall have a minimum dedicated right-of-way of sixty (60) feet and a minimum (paving) width curb to curb of twenty-four (24) feet.

(d) Boulevards serving P5 - Urban District Place Type shall have a minimum dedicated right-of-way of eighty (80) feet and a minimum paving width curb to curb of thirty-two (32) feet.

## 3.8.1.18 STREET GEOMETRY STANDARDS

(1) General requirements.

The design of all streets in a subdivision shall conform to the standards of street geometry in table 3.8.1 (E).

**TABLE 3.8.1 (E). STREET GEOMETRY STANDARDS.**

| STREET CLASSIFICATION | PAVEMENT CROWN OR CROSS SLOPE | MINIMUM GRADE | MAXIMUM GRADE | CENTERLINE MINIMUM HORIZONTAL CURVE RADIUS |
|---|---|---|---|---|
| 4 Lane Community Boulevard | 2-4% | .5% | 6% | 300' |
| 2 Lane Community Boulevard | 2-4% | .5% | 6% | 300' |
| Neighborhood Avenue | 2-4% | .5% | 7% | 100' |
| Neighborhood Street | 2-4% | .5% | 7% | 100' |
| Castro Street | 10% | .5% | 7% | 50' |
| Side Street | 10% | .5% | 7% | 50' |
| Rural Street | 10% | .5% | 7% | 50' |

(2) Vertical curvature.

A gradual transition from one roadway grade to another shall be accomplished by means of a vertical parallel curve connecting two intersecting tangents. No vertical curve for gradients having an algebraic difference of 4 or less will be required. The minimum length of vertical curve shall be computed from the following formula L=KA and table 3.8.1 (F):

L= the length of vertical curve in feet

K= a constant related to sight distance and geometry of a parabolic curve

A= the algebraic difference in grades in percent

## TABLE 3.8.1 (F). DESIGN VALUES FOR CONSTANT "K," VERTICAL CURVATURE.

| VEHICLE SPEED (MPH) | "K" CREST CURVES | "K" SAG CURVES |
|---|---|---|
| 15 | 3 | 10 |
| 20 | 7 | 17 |
| 25 | 12 | 26 |
| 30 | 19 | 37 |
| 35 | 29 | 49 |
| 40 | 44 | 64 |
| 45 | 61 | 79 |
| 50 | 84 | 96 |
| 55 | 114 | 115 |
| 60 | 151 | 136 |
| 65 | 193 | 157 |
| 70 | 247 | 181 |

(3) Vertical curvature at intersection.

For local street intersections, where the K-value is on the street that has a stop sign control, a minimum design speed of 15 miles per hour shall be used. For local street or driveway intersections connecting to a boulevard, where the K-value is on the street that has a stop sign control and does not have the potential of being signalized, a minimum design speed of 20 miles per hour shall be used.

(4) Sight distance requirements.

The minimum sight distances in table 3.8.1 (G) shall be provided for safe stopping and intersection operations. Where streets are not level, or where other potentially hazardous conditions exist, these distances shall be increased as necessary in the judgment of the city.

**TABLE 3.8.1 (G). MINIMUM SIGHT DISTANCES.**

| VEHICLE SPEED (MPH) | INTERSECTION SIGHT DISTANCE (LEFT TURN MANEUVERS) | INTERSECTION SIGHT DISTANCE (CROSSOVER AND RIGHT TURN MANEUVERS) | STOPPING SIGHT DISTANCE (FEET) |
|---|---|---|---|
| 15 | 170 | 145 | 80 |
| 20 | 225 | 195 | 115 |
| 25 | 280 | 240 | 155 |
| 30 | 335 | 290 | 200 |
| 35 | 290 | 335 | 250 |
| 40 | 445 | 385 | 305 |
| 45 | 500 | 430 | 360 |
| 50 | 555 | 480 | 425 |
| 55 | 610 | 530 | 495 |
| 60 | 665 | 575 | 570 |
| 65 | 720 | 625 | 645 |
| 70 | 775 | 670 | 730 |

(5) Intersection design.

All streets shall intersect at a 90-degree angle, or as close as possible to a 90-degree angle considering the topography of the site. Variations must be approved by the city. Each new street intersecting with or extending to meet an existing street shall be tied to the existing street on centerline unless the new street ends at a "T" in mid-block. All new street intersections and cul-de-sacs shall have concrete or asphalt paving. If concrete is used at an intersection, concrete paving shall apply to all areas within the tangent points of the roadway's edge radii. If concrete is used at a cul-de-sac, concrete paving shall apply to all areas beginning with the tangent points of the roadway's edge radii through the cul-de-sac.

## 3.8.1.19 MINIMUM PAVEMENT DESIGN STANDARDS AND TESTING.

Except as provided in 3.8.1.20, the pavement of all streets and alleys shall meet the minimum specifications in the following table. In addition to the requirements of this table, a geotechnical report following the same requirements as provided in section 3.8.1.20 (1) shall be submitted prior to final plat submittal to support the street specifications proposed by the subdivider for the subdivision.

## TABLE 3.8.1 (H). MINIMUM PAVEMENT DESIGN STANDARDS AND TESTING.

| STREET CLASSIFICATION | TYPE D ASPHALT SURFACE COURSE (LBS./ SQ. YARD) | FLEX BASE 95% COMPACTED DENSITY INCHES | SUBGRADE% COMPACTED DENSITY | CONCRETE DENSITY* |
|---|---|---|---|---|
| 4 Lane Community Boulevard | 190 | 10 | 95 | |
| 2 Lane Community Boulevard | 190 | 10 | 95 | |
| Neighborhood Avenue | 165 | 8 | 95 | |
| Neighborhood Street | 165 | 8 | 95 | |
| Castro Street | 165 | 8 | 95 | |
| Side Street | 165 | 8 | 95 | |
| Rural Street | 165 | 8 | 95 | |
| Intersections & Cul-de-Sacs | 165 (190 if Boulevard) | 10 | 95 | 7" |

*TXDOT ITEM 360: 3500 PSI @ 28 DAYS WITH #4'S @ 12" O.C. EACH WAY. MAX SLUMP = 5".

Laboratory testing shall meet the following requirements and shall be performed by a recognized testing laboratory during construction.

| Subgrade Preparation, Embankment and Backfill | |
|---|---|
| Moisture-Density Relationship | 1 unless material changes |
| **(Proctor Curve)** | |
| In-Place Moisture Content Test under flexible base | 1 per 200 feet of street |
| In-Place Moisture Content Test under curb | 1 per 200 feet of curb |
| In-Place Density Test under flexible base | 1 per 200 feet of street |
| In-Place Density Test under curb | 1 per 200 feet of curb |
| **Flexible Base Course** | |
| Moisture-Density Relationship (Proctor Curve) | 1 per 5,000 CY of material |
| Eades and Grim pH Test | 1 per Soil Classification |
| Atterberg Limits and Gradation | 1 per 5,000 CY of material |
| In-Place Moisture Content Test under pavement | 1 per 200 feet of street |
| In-Place Moisture Content Test under curb | 1 per 200 feet of curb |
| In-Place Density Test under pavement | 1 per 200 feet of street |
| In-Place Density Test under curb | 1 per 200 feet of curb |
| **Hot Mix-Hot Laid Asphaltic Concrete Pavement** | |
| Surface Course Design | 1 |
| Extractions | 2 per day run, or a minimum of 1 per 500 tons |
| In-Place Density Test | 1 per 600 feet of street |

## 3.8.1.20 STANDARDS FOR ALTERNATE PAVEMENT DESIGNS

The city may approve alternative pavement designs provided such alternative is so designed, in the judgment of the city, as to assure reasonable durability and economy of maintenance and provided the alternative is in accordance with Tables 3.8.1 (D) and Tables 3.8.1 (E) and the following provisions of this section.

(1) Soils Investigation.

The subdivider shall, at his/her own expense, cause to be made a soils investigation by a qualified and independent geotechnical engineer licensed to practice in the State of Texas. The field investigation shall include test borings within the rights-of-way of all proposed streets. The number and locations of such borings shall be subject to the approval of the city. Atterberg limits and moisture contents shall be determined for all significant boring samples. The method used for these determinations shall be the same as that used by the Texas Department of Transportation using their latest Manual of Testing Procedures, 100-E Series test methods. The results of the soils investigation shall be presented to the subdivider and to the city administrator in written report form. Included as a part of the report shall be a graphical or tabular presentation of the boring data giving Atterberg limits and moisture contents, a soil description of the layers of different soils encountered in the profile of the hole, their limits in relation to a fixed surface datum, and such other information as needed to complete the soils investigation for pavement design purposes. Minimum depth of soil profile boring holes shall be 10 feet unless solid rock formations are encountered sooner.

(2) Pavement design loads.

Pavement design shall be based on the Texas Department of Transportation tri-axial design standards in the following table.

**TABLE 3.8.1 (I). MINIMUM PAVEMENT LOAD STANDARDS.**

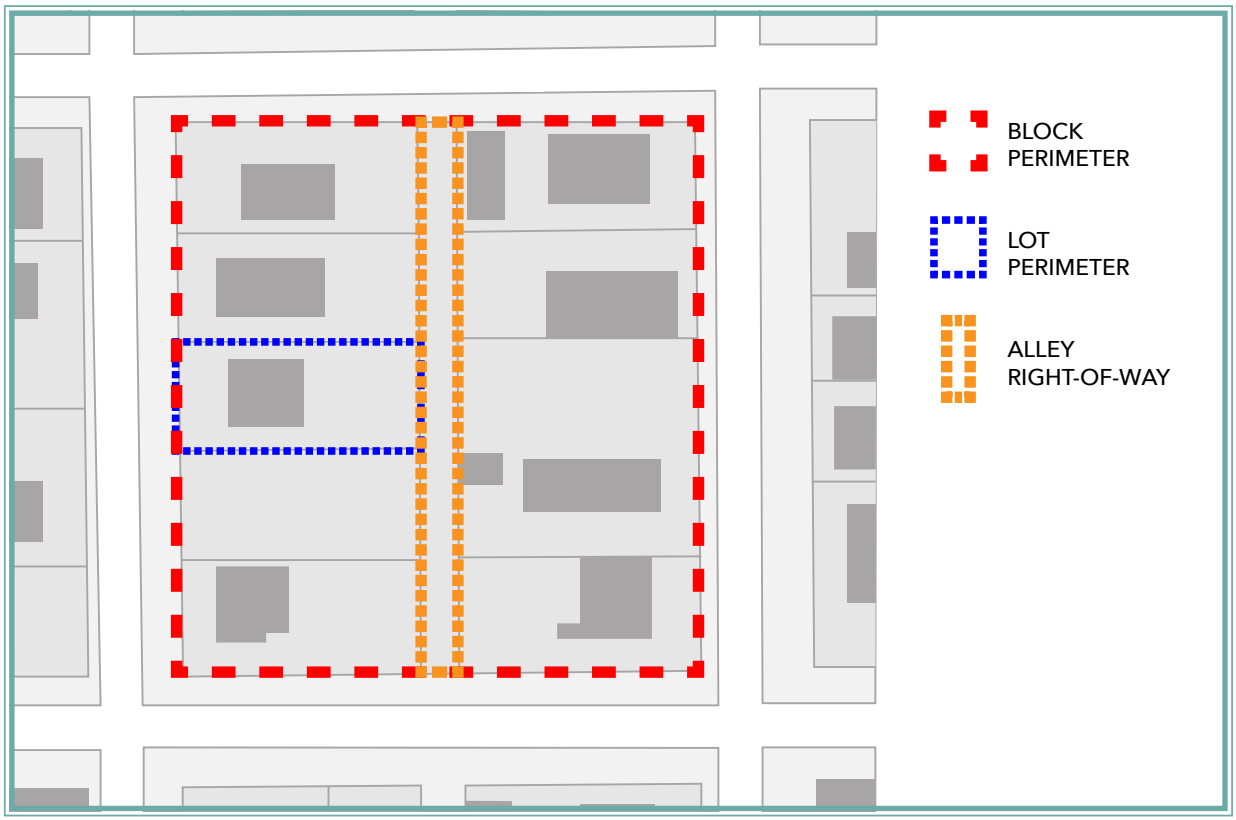
| STREET CLASSIFICATION | TOTAL EQUITY 18 KIP SINGLE AXLE LOAD APPLICATIONS | AVERAGE TEN HEAVY WHEEL LOADS DAILY | LOAD FREQUENCY DESIGN FACTOR |
|---|---|---|---|
| 4 Lane Community Boulevard | 300,000 | 10,000 | 1.00 |
| 2 Lane Community Boulevard | 60,000 | 6,000 | .80 |
| Neighborhood Avenue | 60,000 | 6,000 | .80 |
| Neighborhood Street | 60,000 | 6,000 | .80 |
| Castro Street | 60,000 | 6,000 | .80 |
| Side Street | 60,000 | 6,000 | .80 |
| Rural Street | 60,000 | 6,000 | .80 |

## 3.8.2 BLOCKS.

3.8.2.1 A block is an arrangement of lots, and in some cases alleys, bounded on all sides by streets (see Figure 3.8.2(A): Block Perimeter). A neighborhood consists of lots within blocks that are surrounded by streets. Blocks are flexible, allowing incremental change and a gradual increase in density over time.

3.8.2.2 In Figures 3.8.2(B) - (F) there are different types of block configurations that can be requested to be used in Neighborhood Plans.

FIGURE 3.8.2(A): BLOCK PERIMETER.



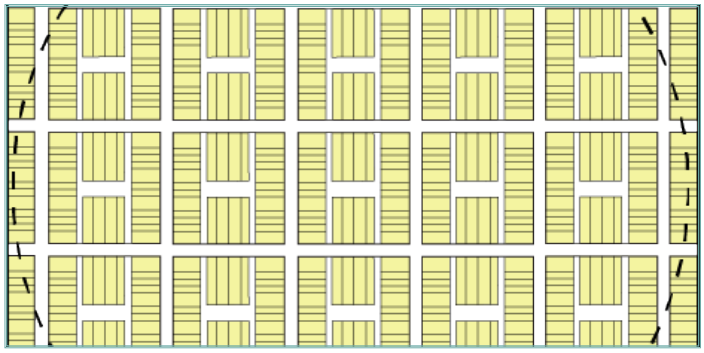


FIGURE 3.8.2(B): SQUARE.

A tight, repetitive square street grid can be found in Downtown, Castroville. The grid pattern produces a consistent module of lot width and depth. The pattern is extremely conducive for walkability and efficient vehicle traffic dispersal.

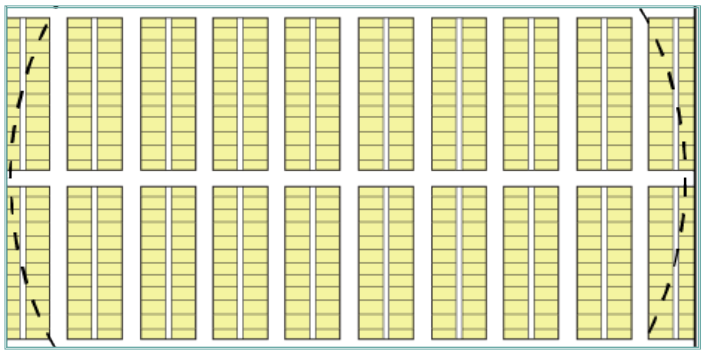


FIGURE 3.8.2(C): ELONGATED.

The elongated block pattern, provides equal exposure to both sides of the north-south streets. The blocks provide light to both the front and rear of the lot and limits exposure to western sun. Civic Spaces allow for a variation in the repetitive grid pattern.

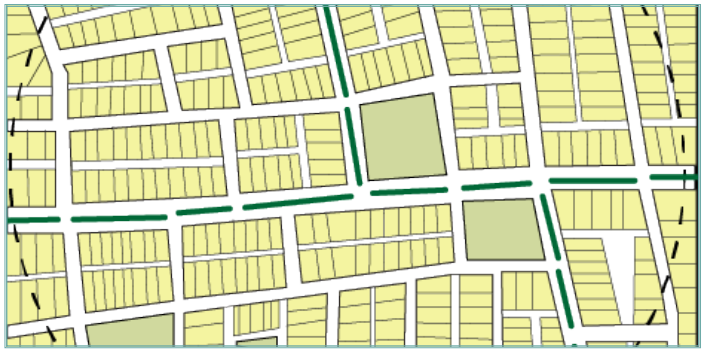


FIGURE 3.8.2(D): IRREGULAR.

Irregular blocks were used in Medieval cities, like Paris, and in isolated examples in the US, like Boston. The blocks allow for the dispersal of traffic through the street network, flexibility with topography, and terminated vistas.

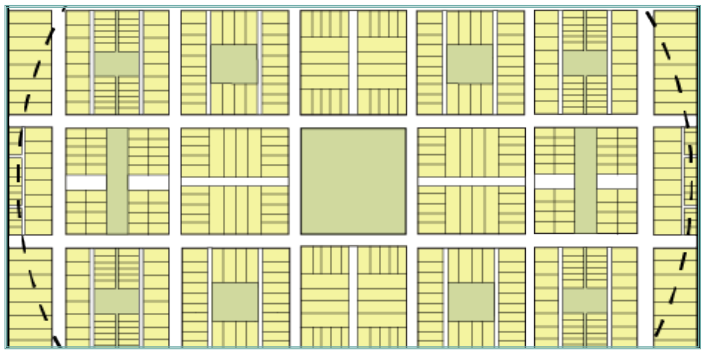


FIGURE 3.8.2(E): RADIAL GEOMETRIC.

Produces terminated vistas that can be used for civic buildings. There is a clear hierarchy of streets with diagonals carrying the through traffic. It may be disorienting and difficult to navigate and remember. Similar to the organic block structure, the resulting block and lot shapes are diverse and challenging to resolve architecturally.

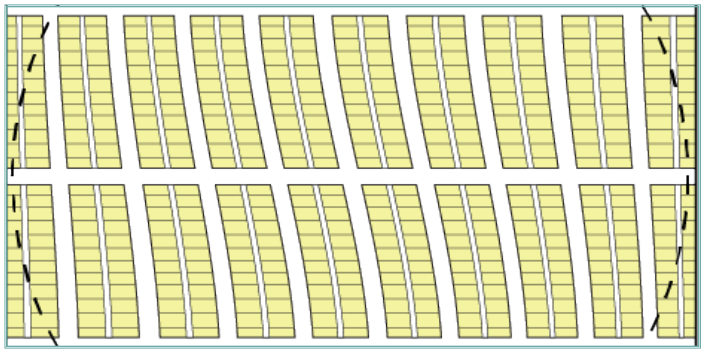


FIGURE 3.8.2(F): CURVILINEAR ORGANIC.

Consists of curved roads that create an abundance of deflected vistas. The pattern is responsive to topography, mediates environmental interruptions, and can disperse traffic through its network. The structure may be extremely difficult to navigate. In addition, lot sizes vary and consistency is hard to achieve.

3.8.2.3 Exceptions to the requirement for a block to be bounded on all sides by streets may be approved by the Planning & Zoning Commission at the Preliminary Plat stage and may be considered when the provision of a street is not feasible due to natural or man-made features.

3.8.2.4 A applicant may propose to create a portion of a block along the boundary of the property being subdivided if the applicant can demonstrate that the remainder of the block can feasibly be completed on the adjacent property and, that upon completion, the block will comply with the maximum dimensions of this UDO (see Figure 3.8.2(G) Block Adjacency.)

FIGURE 3.8.2(G): BLOCK ADJACENCY.

3.8.2.5 An exception to the requirement for new subdivisions to create complete blocks may be approved for minor plats of four (4) or fewer lots if the exception will not adversely impact the existing or future street network or the development of adjacent properties.

3.8.2.6 Blocks are to be numbered consecutively within the overall plat and/or sections of an overall plat as recorded. All lots are to be numbered consecutively within each block. Lot numbering continues from block to block in a uniform manner that has been approved on an overall preliminary plat.

3.8.2.7 Block length is measured along the front of lots within a block face between intersecting streets. A cul-de-sac does not create a break in the block for the purposes of measuring block length.

FIGURE 3.8.2(H): BLOCK LENGTH.

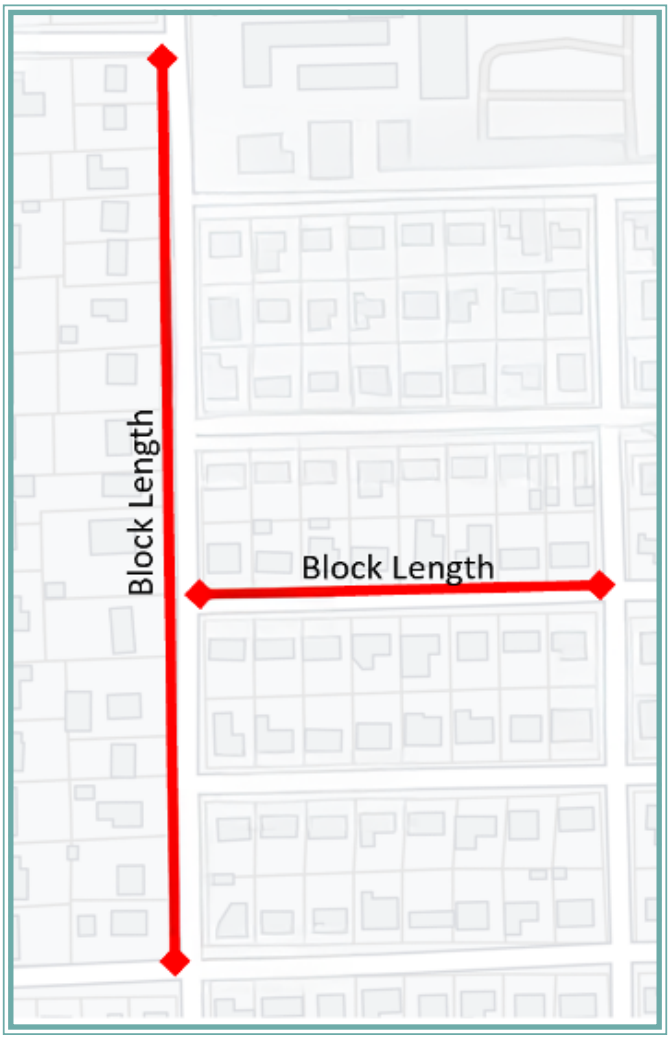
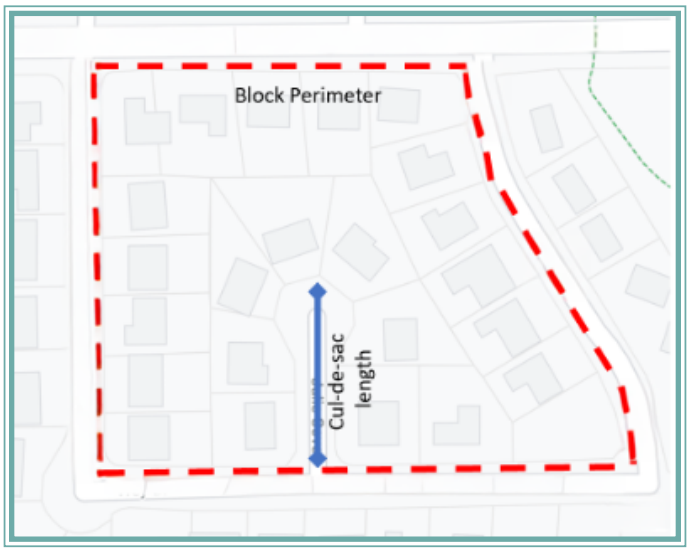


FIGURE 3.8.2 (I): CUL-DE-SAC BLOCK LENGTH.




3.8.2.8 The internal street network shall be structured to define blocks with the following maximum block lengths and block perimeters (not including exterior ROW dedication).

**TABLE 3.8.2(J). BLOCK LENGTH AND PERIMETER.**

| | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| BLOCK LENGTH | N/A | 720 FT | 330 FT | 660 FT* | 660 FT* | 330 FT | 330 FT | TBD | TBD |
| BLOCK PERIMETER | N/A | 2,880 FT | 2,880 FT | 1,320 FT | 1,320 FT | 1,320 FT | 1,320 FT | TBD | TBD |
| *WITH MID-BLOCK BREAKS | | | | | | | | | |

3.8.2.9 Maximum block length: In the city limits the maximum block length shall follow the standards in Table 3.8.2(J). In the ETJ the maximum block length is three hundred and thirty (660) feet and the minimum block length is two hundred (200) feet unless a longer block length is approved by

variance.

3.8.2.10 Maximum block length for P2, CS and EC: Seven hundred and twenty (720) feet with a reservation of block breaks of three hundred and thirty (330) feet, and the minimum block length is three hundred and thirty (330) feet.

3.8.2.11 Maximum block length for P2.5, P4 and P5: Three hundred and thirty (330) .

3.8.2.12 Maximum block length for P3 and P3M: Six hundred and sixty (660) feet with a reservation of block breaks of three hundred and thirty (330) feet. These block breaks shall be equipped with a twenty (20) foot, mid-block pedestrian path.

3.8.2.13 Block faces within P3, P3M, P4, and P5, exceeding three hundred and thirty (330) feet shall be equipped with a twenty (20) foot, mid-block pedestrian path.

3.8.2.14 Blocks adjacent to undeveloped land, areas unsuitable for development, or pre-existing incomplete blocks may be exempt from block face length and block perimeter requirements by special exception.

3.8.2.15 Blocks with more than one Place Type zoning designation shall use the most intense designation to inform the block face length and block perimeter.

3.8.2.16 Alternative block configurations, meeting the intent of this UDO, may be designed and submitted for approval through the Neighborhood Plan process.

### 3.8.2.17 TRANSITION SETBACKS.

Transition building lines having a minimum angle of forty five (45) degrees are to be provided where an offset in building lines is greater than five (5) feet.

## 3.8.3 LOTS.

3.8.3.1 The lot design of a neighborhood should provide for lots of adequate width and depth to provide open area and to eliminate overcrowding. Lots should be rectangular so far as practicable and should have the side lot lines at right angles to the streets on which the lot faces or radial to curved street lines.

3.8.3.2 All lots must front on a public street, path or trail right-of-way or a Civic Space as determined in the Neighborhood Plan.

3.8.3.3 All lots shown must conform to the minimum requirements of the Place Type zoning district in which it is located.

3.8.3.4 An individual sewer tap and water tap, as required, shall be installed for each lot.

## 3.8.4 DRAINAGE AND FLOOD HAZARDS.

### 3.8.4.1 GENERAL REQUIREMENTS

(1) Facilities required.

The subdivider shall provide an adequate storm drainage system to protect each lot throughout the subdivision from flooding. These drainage facilities may consist of a combination of natural features, swales, watercourse improvements, bridges and culverts, enclosed storm sewers and other man-made improvements to carry off stormwater within the subdivision. The system shall be integrated with the overall drainage system of the city, and the design must be approved by the city in accordance with the requirements of this chapter.

(2) Land clearing restrictions.

No clear-cutting or rough-cutting of land shall be permitted until a preliminary plat has been approved by the city council, except for the limited clearing and rough-cutting which is necessary for soil testing and surveying as required by this chapter. No other clearing or rough-cutting shall be permitted except as necessary for construction of temporary erosion and sedimentation controls until these controls are in place and approved by the city.

### 3.8.4.2 REQUIRED DRAINAGE STUDY

(1) The subdivider shall submit a drainage study with the preliminary plat. The drainage study shall provide the following information, for both existing and fully developed conditions, for the entire watershed drainage area upstream of the lowest point(s) in the subdivision.

(a) The drainage area(s) within the subdivision, depicted on a topographic map with one-foot (1') contour intervals.

(b) Composite runoff factors.

(c) Times of concentration.

(d) Related rainfall intensity factors.

(e) 100-year flood flow quantities with the 100-year flood plain limits for the existing watershed shown on the preliminary plat.

(f) Preliminary street grades sufficient to determine high and low points, and direction of flows.

(g) Proposed locations of inlets, storm sewers and culverts.

(h) Proposed routing of drainage ways.

(i) All proposed drainage easements, including width of easement and configuration

of channel.

(2) The above information shall be supplemented with narrative text describing the watershed and the subdivision, including their general soil conditions, downstream channel conditions, all weather access, and the presence of special flood hazard areas within the subdivision. The study shall be prepared by a professional engineer registered in the State of Texas. The drainage study shall be submitted along with the preliminary plat. The city engineer shall review the submission, verify that all ordinance requirements have been met, and forward his/her recommendations to the planning and zoning commission.

### 3.8.4.3 DRAINAGE EASEMENTS

(1) General requirements.

Natural waterways and channels should be used wherever practical to carry runoff. Any modifications to existing waterways and channels must be approved by the city. Where a subdivision is traversed by a watercourse, drainageway, natural channel or stream, an easement or right-of-way shall be provided conforming substantially to the 100-year flood plain or channel limits of such watercourse, plus additional width to accommodate future needs.

(2) Enclosed systems.

Storm drainage easements of 15 feet minimum width shall be provided for existing and proposed enclosed drainage systems. Easements shall be centered on the systems. Larger easements, where necessary, shall be provided as directed by the city.

(3) Open channels.

Storm drainage easements along proposed or existing open channels shall provide sufficient width for the required channel and such additional width as may be required to provide ingress and egress of maintenance equipment; to provide clearance from fences and space for utility poles; to allow maintenance of the channel bank; and to provide adequate slopes necessary along the bank.

(4) Overflow drainage.

Storm drainage easements shall be provided for emergency overflow drainage ways of sufficient width to contain within the easement storm water resulting from a 100-year frequency storm less the amount of storm water carried in an enclosed system.

### 3.8.4.4 DRAINAGE SYSTEM DESIGN STANDARDS

(1) General requirements.

Drainage facilities shall be provided and constructed as specified by the city in accordance with the Engineering Standards.

(2) Method of computing runoff.

The method of computing runoff shall be the "Rational Formula" or some other method

acceptable to the city. Runoff rates calculated by the Rational Formula shall be computed using one of the following methods of runoff coefficient determination:

(a) Runoff coefficients based on the specific land use established by zoning districts according to Table 3.8.4 (B) below, or

(b) A composite runoff coefficient based on the percentages of different types of surfaces in the drainage area according to Table 3.8.4 (A) .

## TABLE 3.8.4 (A). RATIONAL METHOD RUNOFF COEFFICIENTS BY ZONING DISTRICT.

| | SLOPES | | | |
|---|---|---|---|---|
| PLACE TYPES | UP TO 1% | UP TO 1% AND UP TO 3% | UP TO 3% AND UP TO 5% | OVER 5% |
| P1 | 0.68 | 0.70 | 0.72 | 0.75 |
| P2 | .75 | .77 | .80 | .84 |
| P2.5 | .75 | .77 | .80 | .84 |
| P3 | .75 | .77 | .80 | .84 |
| P3M | .75 | .77 | .80 | .84 |
| P4 | .95 | .96 | .97 | .97 |
| P5 | .95 | .96 | .97 | .97 |
| EC | TBD | TBD | TBD | TBD |

## TABLE 3.8.4 (B). RATIONAL METHOD RUNOFF COEFFICIENTS FOR COMPOSITE ANALYSIS.

| CHARACTER OF SURFACE | RETURN PERIOD (YEARS) | | | |
|---|---|---|---|---|
| | 5 | 10 | 25 | 100 |
| **DEVELOPED AREAS** | | | | |
| Asphalt | .77 | .81 | .86 | .95 |
| Concrete or Roof | .80 | .83 | .88 | .97 |
| Planted—Poor condition (grass cover < 50% of the area) | | | | |
| Less than 2% slope | .75 | .77 | .80 | .84 |
| 2%—7% slope | .95 | .96 | .97 | .97 |
| Greater than 7% slope | .95 | .96 | .97 | .97 |
| Planted—Fair condition (grass cover 50%—75% of the area) | | | | |
| Less than 2% slope | .28 | .30 | .34 | .41 |
| 2%—7% slope | .36 | .38 | .42 | .49 |
| Greater than 7% slope | .40 | .42 | .46 | .53 |
| **UNDEVELOPED AREAS** | | | | |
| Cultivated land | | | | |
| Less than 2% slope | .34 | .36 | .40 | .47 |
| 2%—7% slope | .38 | .41 | .44 | .51 |
| Greater than 7% slope | .42 | .44 | .48 | .54 |
| Pasture or Range land | | | | |
| Less than 2% slope | .28 | .30 | .34 | .41 |
| 2%—7% slope | .36 | .38 | .42 | .49 |
| Greater than 7% slope | .40 | .42 | .46 | .53 |
| Forest or Wooded land | | | | |
| Less than 2% slope | .25 | .28 | .31 | .39 |
| 2%—7% slope | .34 | .36 | .40 | .47 |
| Greater than 7% slope | .39 | .41 | .45 | .52 |

(3) Assumptions for runoff calculations.

In all cases, wet antecedent conditions shall be assumed. Runoff rates shall be computed on the basis of ultimate development of the entire watershed upstream from and including the proposed subdivision. For determination of time for concentration, times shall be figured on the basis that there shall be an improved drainage system upstream from the point under consideration. Rainfall intensities shall be obtained from the following table.

**TABLE 3.8.4 (C). ASSUMED RAINFALL INTENSITIES.**

| DURATION (MINUTES) | STORM FREQUENCY | | | |
|---|---|---|---|---|
| | 5-year | 10-year | 25-year | 100-year |
| 5 | 8.72 | 10.15 | 11.43 | 14.23 |
| 10 | 6.84 | 7.95 | 8.99 | 11.25 |
| 15 | 5.69 | 6.60 | 7.49 | 9.41 |
| 20 | 4.90 | 5.68 | 6.46 | 8.13 |
| 30 | 3.88 | 4.50 | 5.13 | 6.48 |
| 45 | 3.01 | 3.48 | 3.99 | 5.05 |
| 60 | 2.48 | 2.87 | 3.30 | 4.18 |
| 120 | 1.52 | 1.75 | 2.03 | 2.59 |
| 180 | 1.13 | 1.30 | 1.51 | 1.93 |
| 240 | 0.91 | 1.05 | 1.22 | 1.56 |
| 360 | 0.67 | 0.77 | 0.90 | 1.15 |
| 720 | 0.39 | 0.45 | 0.53 | 0.68 |
| 1440 | 0.23 | 0.26 | 0.31 | 0.40 |

(4) Use of streets and alleys as drainage facilities.

Alleys shall be designed to carry storm water on at least a five-year frequency. Streets may be used for storm water drainage only if the calculated storm water flow does not exceed the height of the curb and the velocity does not exceed ten feet per second. Rural, Side, Castro and Neighborhood Streets shall be designed on a basis of at least a five-year storm frequency and all other streets on at least a ten-year frequency. Where streets are not capable of carrying storm waters as required above, drainage channels or storm sewers shall be provided. Street width shall not be increased beyond the width determined by the street classification solely to accommodate drainage.

(5) Storm sewers.

Where storm sewers are provided or required, their design shall be based on a 25-year storm frequency and the design must be approved by the city. For all ordinary conditions, storm

sewers shall be designed on the assumption that they will flow full under the design discharge; however, whenever the system is placed under a pressure head or there are construction, turns, submerged or inadequate outfalls, or other obstacles, the hydraulic grade line shall be computed and plotted in profile. In all cases adequate outlets shall be provided, and no storm sewers shall be less than 18 inches in diameter.

(6) Street inlets to storm sewers.

The entire 25-year discharge shall be picked up at the point where the street can no longer handle the runoff flowing curb full. No allowance shall be made for overruns or partial street flows combined with storm sewer flows at initial pickup points. Street discharges, after initial pickup, may be based upon the street classification for frequency required.

(7) Capacity of open drainage channels.

The design of all open drainage channels shall be based on a 25-year storm frequency and must be approved by the city. All open drainage channels shall be designed with at least the minimum freeboard specified in the following table:

**TABLE 3.8.4 (D). MINIMUM DRAINAGE CHANNEL FREEBOARD.**

| DESIGN DEPTH OF FLOW | REQUIRED FREEBOARD |
|---|---|
| Less than 5 feet | 0.5 feet |
| 5 to 10 feet | 10% of design depth of flow |
| Greater than 10 feet | 1.0 foot |

(8) Lining of open drainage channels.

The following table shall be used to determine the type of channel lining which shall be used for scour protection. Velocities are limited flows produced by a storm event no greater than a ten-year event.

(9) Design of concrete lined channels.

All concrete lined channels shall be designed according to the following standards, and their design must be approved by the City.

(a) From the top of the concrete lining to the top of the ditch, the side slope shall not be steeper than three horizontal to one vertical, nor shall the slope be less than 12 horizontal to one vertical.

(b) For normal conditions, the concrete lining shall be a minimum of six inches thick and reinforced with No. 3 rebar placed not more than 18 inches on centers in both directions. Where the surface, the nature of the ground, height and steepness of slope, or other factors become critical, the concrete design shall be in accordance with the latest structural standards. All concrete lining shall develop a 28-day compressive strength of not less than 2,500 pounds per square inch.

(c) Maximum side slopes of concrete rip-rap shall be one to one, unless actual soils test data submitted by a soils engineer shows that a steeper special design is allowable. A minimum of 200 pounds per square foot surcharge shall be used.

(d) Vertical walls shall not exceed a depth of two feet unless the channel is properly fenced or enclosed.

(e) The minimum N value of 0.015 shall be used for the roughness coefficient in Manning's formula for a wood float type surface finish.

(10) Design of sod-lined and earth channels.

All sod-lined and earth channels shall be designed according to the following standards, and their design shall be approved by the city.

(a) The side slope shall not be steeper than three horizontal to one vertical.

(b) Easements or rights-of-way for sod-lined and earth channels shall extend a minimum of two feet on one side and 15 feet for an access road on the opposite side of the extreme limits of the channels, when such channels do not parallel and adjoin a street or alley. When such channels parallel and adjoin a street or alley, the easement or right-of-way shall extend a minimum of two feet on both sides of the extreme limits of the channel. Where utilities are installed in the access road of the drainage right-of-way, said right-of-way shall extend two feet on one side and 17 feet on the opposite side of the design limits of the channel. These 17 feet are to provide an access way along the channel with a maximum cross slope of a ½ inch per foot toward the channel.

(c) The minimum N value of 0.035 shall be used for the roughness coefficient in Manning's formula for sod-lined and earth channels.

## 3.8.4.6 FLOOD HAZARDS

(1) General policy.

All subdivisions shall conform to the "Flood Disaster Protection Act of 1973," Public Law 93-234, and the latest revisions thereof. Chapter 54 in Castrovilles Code of Ordinance as amended and policies as dictated by the Federal Emergency Management Agency shall be adhered to.

(2) Flood plain designations and general restrictions.

Federal flood plains are based on a 100-year frequency discharge, and apply only in those areas where official Federal Emergency Management Agency maps have been prepared, or where 100-year water and surface profile studies are available for the city and its extraterritorial jurisdiction. Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted in an area having special flood hazards as established in chapter 54 of Castroville's Code of Ordinances unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not substantially increase the water surface elevation of the 100-year flood plain at any point within the city's subdivision jurisdiction.

(3) General requirements in flood plains.

The minimum building slab elevation in the 100-year floodplain shall be two foot above the 100-year floodplain. The limits of the 100-year flood plain and the limits of the floodway shall be shown on the preliminary and final plats as applicable. No habitable structure shall be constructed within the limits of the 100-year floodplain.

(4) Flood hazards to water and wastewater systems.

New or replacement water supply systems and/or wastewater systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters. On-site waste disposal systems shall be located so as to avoid impairment of them or contamination from them during flooding.

(a) Review of proposed subdivision flood hazards. Proposed subdivisions shall be reviewed to assure that:

(b) All such proposals are consistent with the need to minimize flood damage;

(c) All public utilities and facilities, such as sewer, gas, electrical, and water systems are located, elevated, and constructed to minimize or eliminate flood damage; and

(d) Adequate drainage is provided so as to reduce exposure to flood hazards.

(5) Access to subdivisions.

The planning and zoning commission shall not permit new "island" subdivisions, lots or streets that would be surrounded by the floodwaters of the 100-year flood plain, unless:

(6) The area is accessible to high ground by a street elevated above the 100-year flood level; or

(7) The evidence presented shows that the surface area and elevation of the "island" is sufficient to sustain the residents safely during a 100-year flood.

## 3.8.4.7 DRAINAGE.

Adequate drainage shall be provided within the limits of the subdivision. The protection of adjoining property will be considered in the review of plans submitted. The applicant shall be responsible for constructing all drainage improvements.

(1) Design.

Design of all drainage facilities, including but not limited to streets, inlets, storm sewers, outfalls, culverts, ditches and channels shall conform to normally accepted engineering standards as determined by the City Engineer. Under no circumstances will drainage be allowed to result in a negative effect upstream or downstream.

(2) Maintenance agreement required for drainage facilities.

If the City requires that the developer (or landowner, PID, HOA, or other entity or person specifically approved by the City) shall be responsible for the maintenance of the drainage facilities, a maintenance agreement, as both are hereinafter defined, will be written and approved by the City that shall include terms and provisions deemed necessary by the City to provide maintenance of the drainage facilities.

(3) Maintenance agreement noted on final plat.

If a developer requests, and the City approves, that a Public Improvement District (PID), Home Owners Association (HOA), or other entity be responsible for the maintenance of the drainage facilities, the maintenance agreement shall be included as part of the platting process and must be approved by the City prior to final plat approval. The plat shall include the information that a maintenance agreement is required for the drainage facility in the development and any term and provisions of the maintenance agreement the City deems necessary shall be noted on the final plat, which may include all terms of the maintenance agreement.

(4) Maintenance agreement if preliminary plat not required.

The maintenance agreement must be negotiated during the preliminary platting process, or earlier in the planning process if required by the City, when a preliminary plat is not required.

(5) City maintenance of drainage facilities.

If the City determines it will maintain the drainage facilities, it shall be noted on the final plat. The real and personal property included as the drainage facility shall be deeded and conveyed to the City as part of the platting process using instruments deemed reasonable and necessary to the City prior to final plat approval. The deed or other conveyance documents to the City must be free and clear of all liens, debts or other encumbrances, and the City may require evidence and title assurances of that requirement, including without limitation an owner's title insurance policy.

(6) Role of the Home Owners Association (HOA), Public Improvement District (PID), or special financing district.

Ongoing role of the HOA/PID: The Community Development Department shall be the City liaison to a HOA and/or PID maintaining drainage facilities. Requirements concerning the HOA or PID operation to assure continued operation of drainage facilities shall be required by the City, including without limitation, financial reports filed with the City at least annually, a limitation against dissolution without City consent, and an assessment deemed adequate by the City to operate the maintenance facilities, allowing the City to collect dues directly and to assess liens against the subdivision for maintenance of the drainage facilities.

(7) City Council approval of land restrictions.

All deed restrictions, covenants running with the land, and easements needed to operate the drainage facility must be approved by the City, filed of record, and contain provisions necessary to operate the drainage facilities and preventing amendment or dissolution without prior written consent from the City in the books and records of the entity.

## 3.8.5 WATERS AND SEWERS.

### 3.8.5.1 GENERAL REQUIREMENTS FOR WATER SYSTEM

(1) Service required.

Each lot within a new subdivision within the corporate limits of the city shall be provided with domestic water service from the City of Castroville Water System. Each lot within a subdivision outside the corporate limits of the city, but within the limits of the city's extraterritorial jurisdiction and extended extraterritorial jurisdiction, shall be provided with domestic water service from a community water system meeting the design requirements of the Texas Comission on Environment Quality and approved by the city, except that lots in subdivisions in which all lots have the required street frontage and total lot area to satisfy applicable portions of the Texas Comission on Environment Quality rules and regulations may be served by individual private wells with the approval of the planning and zoning commission at preliminary plat approval. The water distribution system required under this section shall include all pumping station production facilities, elevated storage tanks, fire hydrants and other appurtenances required to adequately serve the area being subdivided. The water distribution system required under this section shall also extend to the boundaries of the subdivision as necessary to provide for the future extension of the system into adjoining unsubdivided areas or for connection to the system in adjoining developed areas.

(2) Obligations of subdivider.

Within the perimeter of the subdivision, the subdivider shall install, at his/her own cost and expense, all necessary pump stations, booster pumps, mains and appurtenances, including, but not limited to, valves, valve boxes and fire hydrants. The subdivider shall provide all water lines necessary to properly serve each lot of the subdivision and to insure that existing and/or new water facilities can supply the required demand for domestic use and for fire protection at the desired pressure. The subdivider shall install all mains and shall extend the service to all lots terminating thereon with a curb stop and meter box. The subdivider shall submit a certificate to the city administrator certifying that the system has been designed in accordance with the requirements of the Texas Comission on Environment Quality, the Texas Department of Health, rules of the Texas Insurance Commission and this chapter.

### 3.8.5.2 WATER SYSTEM DESIGN STANDARDS

(1) All water production and distribution facilities shall be designed and sized to meet the minimum design standards in the latest edition of "Rules and Regulations for Public Water Systems" as established by the Texas Comission on Environment Quality.

### 3.8.5.3 WATER MAINS

(1) General specifications.

Piping for water mains and connections shall be poly-wrapped ductile iron AWWA C151/C105 or Polyvinyl Chloride (PVC) AWWA C900 or C905, with either mechanical or single rubber gasket joints. All pipe, fittings and appurtenances shall be new materials.

(2) Minimum diameter.

Water mains smaller than eight (8) inches shall not be permitted, except water mains less than 600 feet long and located solely in residential areas may be six inches in diameter provided the minimum flow and pressure requirements set out in this ordinance are satisfied. No more than 1 fire hydrant shall be installed on any six-inch water main.

(3) Maximum length.

In all areas, water mains shall be the shorter of either three thousand feet (3,000') or that length which would by fluid friction render the main incapable of producing the minimum flow and pressure requirements set out in this ordinance for the type of area to be served.

(4) Looping requirements.

In all areas, water mains shall be looped between water mains whose inside diameter is eight inches or larger.

(5) Location.

All water mains shall be located in dedicated streets or fire lanes, or in the community open space in a planned unit development. On streets with curbs and sidewalks, all water mains shall be located in the parkway between the curb and the sidewalk.

(6) Minimum flow and pressure requirements.

Water mains in principal commercial and industrial areas shall be sized so that the minimum fire flow from any single fire hydrant shall be not less than three thousand (3,000) gallons per minute with twenty (20) psig residual pressure. Water mains in light commercial areas shall be sized so that the minimum fire flows from any single fire hydrant shall be not less than one thousand five hundred (1,500) gallons per minute with twenty (20) psig residual pressure. Water mains in residential areas shall be sized so that the minimum fire flow at any single fire hydrant shall not be less than seven hundred and fifty (750) gallons per minute with twenty (20) psig residual pressure and a domestic use of two (2) gpm for every lot in the subdivision.

(7) Valve locations.

The distribution system in commercial and industrial areas shall be equipped with a sufficient number of valves and the valves shall be so located that no case of accident, breakage or repair to the water distribution system mains will necessitate shutting from service a length of water main greater than either one side of a single block or a maximum of five hundred (500) feet. The distribution system in residential areas shall be equipped with a sufficient number of valves and the valves shall be so located that no case of accident, breakage or repair to the water distribution system mains will necessitate shutting from service a length of water main greater than either two sides of a single block or a maximum of six hundred (600) feet.

(8) Service lines.

Service lines of two inches or less shall be copper. Service lines larger than two inches shall be copper, ductile iron AWWA C151/C105, or PVC AWWA C900. The minimum sizes of service lines that shall be used are as required in table 3.8.4 (E).

**TABLE 3.8.4 (E). MINIMUM WATER SERVICE LINE SIZES.**

| NUMBER OF DWELLING UNITS | SERVICE LINE (INCHES) |
|---|---|
| 1 | 3/4 |
| 2 | 1 |
| 3 to 4 | 1 1/2 |
| 5 to 10 | 2 |
| 11 to 50 | 4 |
| 51 to 80 | 6 |
| Greater than 80 | 8 |

## 3.8.5.5 FIRE HYDRANTS.

(1) General requirements. All extensions or additions to the city distribution system within the city limits must meet the requirements set forth in the current key rate schedule as promulgated by the Texas State Board of Insurance for the installation of fire hydrants. All fire hydrants shall have a six-foot clear horizontal radius of 360 degrees around the fire hydrant free from obstructions. All fire hydrants shall be located on street corners or side property lines so as to be readily accessible at all times. All fire hydrants shall be equipped with at least a six-inch valve located on the hydrant lead and the valve and hydrant shall be mechanically anchored to the main.

(2) Maximum spacing. Every building in the city limits shall be within 500 feet of a standard city fire hydrant. In commercial and industrial areas, hydrants shall be located so that there will be at least one hydrant every 300 feet average as measured along dedicated streets. In light mercantile areas containing apartment houses, hydrants shall be located in dedicated streets or fire lanes behind curbs and be spaced not more than 300 feet hose lay from any building within the district, each distance to be measured down any standard fire hose laid from the fire hydrant to the building. In residential areas, hydrants shall be located so that there will be a fire hydrant every 500 feet average distance as measured along dedicated streets, including dedicated easements and fire lanes in mobile home parks and travel trailer parks.

### 3.8.5.6 SANITARY SEWERS.

Every subdivision shall be provided with a sewage disposal system meeting the design requirements of the Texas Comission on Environment Quality and approved by the city. Sanitary sewers shall be connected to serve each lot in the subdivision unless the planning and zoning commission determines that such connection would require an unreasonable expenditure of funds when compared with other methods of sewage disposal or unless the subdivision meets the requirements of section 100-166. Where connection to the sewer system is not to be made immediately, plans shall be prepared for installation of a sewage collection system to serve each lot, and those parts of such system which will lie in the portion of streets intended for vehicular traffic shall be installed before the street is paved. The sewage collection and disposal systems required under this section shall include all gravity mains, lift stations, force mains, treatment facilities, manholes, and appurtenances required to adequately serve the area being subdivided.

The sewage collection and disposal systems required under this section shall also extend to the boundaries of the subdivision as necessary to provide for the future extension of the systems into adjoining unsubdivided areas or for connection to the systems in adjoining developed areas.

### 3.8.5.7 SEPTIC SYSTEMS.

(1) When specifically authorized by the city council, septic systems may be utilized for wastewater disposal on single family residential lots being served by private wells; provided that all lots in the subdivision have the street frontage and total lot area required to satisfy the applicable portions of the Texas Comission on Environment Quality rules on septic systems.

(2) When specifically authorized by the city council, septic systems may be utilized for wastewater disposal on single family residential lots being served with water provided by a public or other community water system; provided that all lots in the subdivision have the street frontage and total lot area required to satisfy the applicable portions of the Subdivision Rules for the Texas Comission on Environment Quality rules and regulations.

(3) Any method of on-site wastewater disposal other than conventional septic systems shall require the specific approval of the city council on a lot by lot basis.

(4) When authorized by the city council, septic systems shall be installed on each lot concurrent with any development thereon and the design of such system and the method of installation shall conform to the requirements of the Texas Comission on Environment Quality and Medina County.

### 3.8.5.8 WASTEWATER SYSTEM DESIGN STANDARDS.

(1) General design standards. All wastewater collection system improvements shall be designed and sized to meet the minimum design standards in the latest edition of "Design Criteria for Sewerage Systems" as established by the Texas Comission on Environment Quality.

(2) Sewer location. Where the location of the sewer is not clearly defined by dimensions on drawings, the sewer shall not be closer horizontally than ten feet, or closer vertically than six feet, to a water supply main or service line. Gravity sewer lines passing over water lines shall be constructed of pressure rated pipe for a distance of at least ten feet on each side of the crossing, with no joints within five feet of the crossing. In lieu of a pressure rated pipe crossing, the gravity sewer line shall be encased in concrete in accordance with regulations of the Texas Comission on Environment Quality.

(3) Materials. Sewer lines shall be of PVC plastic, SDR 35/ASTM 3034, or another type pipe approved in writing by the city.

(4) Trenching. Sewers shall be constructed according to city standard specifications as to trenching, bedding, backfill and compaction.

(5) Minimum diameter of gravity flow mains and lines. Eight-inch diameter pipe shall be the minimum acceptable for gravity flow sewer mains and lines. All sewers shall be sized to accommodate the maximum peak flow plus infiltration flows that will render the pipe flowing no greater than three-fourths full.

(6) Manholes. Manholes shall be spaced not more than 400 feet apart and shall be constructed in accordance with city standard specifications.

(7) Lift stations and force mains. Lift station capacity shall be no less than 100 gallons per minute per pump. Lift station force mains shall be designed and sized to produce a complete exchange of wastewater every other cycle of the pumps. Force mains and fittings shall be of ductile iron or PVC pipe, pressure class. The pipe shall have either mechanical joints or rubber gasket joints as approved by the city. The minimum force main size shall be four inches.

(8) Minimum diameter of service lines. Service lines serving individual lots shall be no smaller than six inches in diameter.

## 3.8.6 UTILITIES.

### 3.8.6.1 GENERAL REQUIREMENTS.

(1) Obligations of subdivider.

The subdivider shall install at his/her own cost and expense all of the improvements required by this chapter. The subdivider shall comply with all other provisions of this chapter prior to acceptance of the subdivision by the city.

(2) Engineer responsible.

The subdivider shall retain the services of a registered professional engineer, licensed in the State of Texas, whose seal shall be placed on each sheet of the construction plans, and who shall be responsible for the design and supervision of all improvements required in the subdivision.

(3) Construction plans.

Three complete sets of construction plans, specifications and contract documents shall be filed with the city administrator upon filing of a final plat. These plans and specifications shall include street plans, drainage system plans, sanitary sewer system plans, water system plans and the overall utility layout. The street plans shall show roadway cross sections and longitudinal slope for drainage, a full description of the proposed pavement or other street improvement, and its grade and slope. The drainage, sanitary sewer, water and utility system plans shall show the dimensions and specifications of the improvements to be installed, including proposed position on the ground, specifications of materials and construction, profile maps showing both ground surface and flow line, and other pertinent information of similar nature. All such plans shall comply with the specifications and design standards set forth in this chapter.

(4) Installation of utilities before paving.

Unless the subdivider shall have received prior written permission to the contrary from the city, all utilities must be installed prior to the paving of a street or alley or portion thereof.

(5) Inspection of improvements.

The city shall from time to time inspect the construction of all utility facilities and streets in the subdivision during the course of construction to see that they comply with the standards governing them. In this regard, free access to the subdivision shall be accorded city personnel by the subdivider and the subdivider's agents and employees.

(6) Final plans.

Upon the completion of construction of any utility or improvement, two sets of reproducible drawings and an electronic format of complete record drawings, dated, signed and certified by the engineer in charge, shall be filed with the city, showing all features as actually installed, including materials, size, location, depth of elevation, numbers, end of lines, connections, wyes, valves, storm sewer drains, inlets, and any other pertinent items. The city shall not accept such utilities until the foregoing has been submitted to and approved by the city.

3.8.6.2 Private Utilities.

Within new subdivisions, all private utilities, except for distribution mains, shall be placed underground by the developer. There shall be no overhead power lines for street lights. Gas meters shall be placed underground in an appropriate box located in the parkway as approved by the City, or placed adjacent to the residential structure. If adjacent to the residential structure, the backside of the meter and pressure reducing valve shall be at least one (1) foot from the finished edge of the residence, but not more than two (2) feet.

3.8.6.3 Fire Flow Requirement.

No building permit shall be issued by the City for construction, if that proposed construction does not meet the fire flow requirements. Minimum acceptable flow for fire protection is five hundred (500) gallons per minute (gpm) for a duration of not less than two (2) hours. This flow must be met with the water supply system remaining at or above a pressure of twenty (20) pounds per square inch (psi). All water mains must be a minimum of eight inches (8") diameter. Water mains shall be Polyvinyl Chloride Pipe (PVC) and shall be designed, manufactured, and tested in accordance with the applicable requirements of AWWA C-900 and AWWA M-23. Eight inch (8") through tw

inch (12") pipe shall be pressure class 150, DR18. Pressure class requirements for larger diameter pipes shall be subject to the approval of the City Engineer. These requirements apply to all new development. Any variation in these requirements is subject to the approval of the City Engineer.

### 3.8.6.4 SURVEY REQUIREMENTS.

(1) Placement of lot markers and street monuments.

Lot markers shall be metal, at least 24 inches in length, placed at each corner of each lot, flush with the average ground elevation, or they may be countersunk, if necessary, to avoid being disturbed.

(2) Lot markers for utility easements.

There shall be markers placed where a lot line crosses a utility easement with the exception of those blanket utility easements placed around all lots.

### 3.8.6.5 COST OF UTILITY EXTENSIONS.

(1) Water and sewer main extensions.

The subdivider shall install water and sewer mains from their present locations to the perimeter of the subdivision at his/her own cost and expense, subject to the provisions of this chapter.

(2) Electric distribution system and gas main extensions.

The subdivider shall either (a) reimburse the city for the cost of extension of the electrical primary distribution system and/or the natural gas mains from their present locations to the perimeter of the subdivision or (b), with the city's approval, extend the electric distribution system and/or gas mains at the subdivider's own expense. All underground gas main extensions shall be installed in accordance with Standard Gas Codes and in conformity with the Texas Railroad Commission.

(3) Electric and gas systems within the subdivision.

The subdivider shall reimburse the city for the cost of installation of the electrical primary distribution system and the natural gas distribution system within the perimeter of the subdivision, including the installation of required street lights and services to any required lift stations, booster pumps, and similar facilities. The electric distribution system and natural gas main extensions required under this section shall also extend to the boundaries of the subdivision as necessary to provide for the future extension of the systems into adjoining unsubdivided areas or for connection to the systems in adjoining developed areas. All underground gas lines shall be installed in accordance with Standard Gas Codes and in conformity with the Texas Railroad Commission.

(4) Lift stations, booster pumps and related equipment.

In the event that it is determined that installation of equipment or appurtenances such as lift stations, booster pumps, or similar facilities is necessary in the area between the existing utility mains and the perimeter of a subdivision, the city council shall, taking all circumstances into consideration, determine who shall bear the cost of such necessary equipment and appurtenances, and in what proportion each party shall be liable.

(5) Waiver of costs for industrial parks and commercial developments.

The requirements of subsections (a) and (b) of this section, for the subdivider to install water and sewer mains from their present locations to the perimeter of the subdivision at his/her own cost and expense, and either to reimburse the city for the cost of electrical primary distribution system extensions and natural gas main extensions from their present locations to the perimeter of the subdivision or to extend these systems at his/her own expense, may be waived by the city council for proposed industrial parks and commercial developments. Such waiver shall be at the discretion of the city council after taking into consideration all the circumstances including, but not limited to, the following:

(a) The ratio of the potential tax revenues and utility system revenues from property within the industrial park or commercial development to the costs to the city of extending water, gas and sewer mains and electric primary distribution lines to the proposed industrial park or commercial development.

(b) The availability of funds for the extension of such mains and distribution lines.

(c) The contribution, if any, by the subdivider for the extension of the mains and distribution lines.

## 3.8.6.6 COST OF DISTRIBUTION FOR OVERSIZE FACILITIES.

In the event that the city staff engineering department deems it necessary and prudent to require lift stations, booster pumps, mains, equipment, streets and/or appurtenances which are larger or whose capacities are in excess of those which are usual, customary and necessary to meet the needs and requirements of a particular subdivision, then staff may recommend to the city council and the council may determine that the city shall pay to the subdivider the difference in cost (including construction and installation) between those lift stations, booster pumps, mains, equipment, streets and/or appurtenances which the city requires the subdivider to install, and the cost of like equipment of the size and/or capacity which would have adequately met and served the needs of the subdivision. Providing that funds are available, the city may also participate in the extra cost of bridges and/or large drainage structures on arterial and collector streets.

## 3.8.6.7 MINIMUM SIZES FOR OVER-SIZING CALCULATIONS

When calculations are made for oversizing requirements, the minimum sizes assumed to be necessary to serve the subdivision itself shall not be less than those in table 3.8.4 (F):

**TABLE 3.8.4 (F). MINIMUM SIZES FOR OVER-SIZING CALCULATIONS.**

| | |
|---|---|
| Water and Sewer Main | 8 inches |
| Sewer Force Main | 6 inches |
| Lift Station Capacity | 100 gallons per minute per pump |
| Minor Street Width | 30 feet |
| Collector Street Width | 42 feet |

## 3.8.7 CIVIC SPACES.

### 3.8.7.1 INTENT.

Civic Spaces are public or semi-public places that provide opportunities to gather and celebrate together. They are places for people to gather, exercise, relax or recreate. Civic Space functions as public gathering spaces and parkland for new neighborhoods. Dedication of Civic Space shall be required per the standards of the UDO for all Neighborhood Plans. (1) CS requirements will be provided for each Neighborhood Plan as Civic Space (CS). Developments where Civic Space is provided less than 600 ft away may be exempted from this requirement as determined during the Neighborhood Plan process.

(1) Civic Space requirements will be provided for each Neighborhood Plan as Civic Space (CS). Developments where Civic Space is provided less than six hundred (600) feet away may be exempted from this requirement as determined during the Neighborhood Plan process.

(2) The DRC will review surrounding existing and/or entitled developments to determine if Civic Space dedication is necessary to fulfill the intent of a Pedestrian Shed.

(a) Civic Space sites are permanently dedicated to public activities.

(b) Development standards for Civic Spaces such as lot coverage, building placement parking and all other applicable site conditions shall be submitted for approval by the DRC. Civic parking lots may remain unpaved if graded, compacted, and landscaped.

(c) Civic Space shall conform with specifications on 4.2.3.9 Civic Space Table.

(d) Civic Spaces seeking to change to a noncivic use shall require a rezoning.

(e) Where the DRC determines it to be feasible, land along floodplains, tributaries, and creeks, or where identified in the Neighborhood Plan shall be dedicated as Civic Space.

### 3.8.7.2 CRITERIA.

(1) Each Pedestrian Shed (see 3.6.1.7 Pedestrian Shed) shall have an assignment of at least ten percent (10%) of its land area dedicated to Civic Space.

(2) Civic Spaces shall be designed as generally described in 4.2.3.9 Place Type CS: Civic Space Table, and distributed throughout the Place Types and is subject to approval by DRC.

(3) Those portions of P1 that occur within a development shall be part of the Civic Space allocation and should conform to the Civic Space standards.

(a) The Neighborhood Plan shall designate at least one Main Civic Space per pedestrian shed. The Main Civic Space shall be within six hundred and sixty (660) feet of the geographic center of each Pedestrian Shed, unless topographic conditions, pre-existing street alignments or other circumstances prevent such location, and shall be developed as a Green, Square, Park, and/or Plaza.

(b) Within one thousand three hundred and twenty (1,320) feet of every lot in residential use, a Civic Space designed and equipped with amenities shall be provided.

(4) The Neighborhood Plan shall designate Civic Space (CS) Place Types dedicated for public use within six hundred and sixty (660) feet of every lot with a residential use. The Civic Space must be active with a playground, fountains, benches, tables, and/or other public furniture to spur the gathering of people.

### 3.8.7.3 CIVIC SPACES INCLUDING PLAYGROUNDS.

Properties within the city limits shall refer to Chapter 4 Place Type Zoning Districts in this UDO for criteria and standards. For a residential subdivision in the ETJ going through a Neighborhood Plan process, the applicant is required to dedicate five percent (5%) of the total area of the subdivision that is not in the floodplain for park purposes or pay an escrow, with terms established by the City, in lieu of the parkland dedication. All dedication of land is subject to the approval of the City.

(1) Park and playground sites shall be reserved as indicated on the Growth Guidance Map. Size shall be in accordance with the City's Comprehensive Plan for the park system.

(2) Parkland improvements are critical to ensure the use of the Civic Spaces are inviting to the public. A parkland or Civic Space improvements shall be provided to the DRC. Parkland improvements may include items such as trails, playgrounds, benches, lighting, fountains, or other Civic Space activities appropriate for the neighborhood.

(a) Proposed parkland or Civic Space improvements shall be provided to the DRC with the submittal of a Neighborhood Plan.

### 3.8.7.4 SCHOOL SITES.

Neighborhood schools are part of Castroville's neighborhoods. Schools are discouraged from being disconnected and isolated from the neighborhoods. Location and size of school sites to be in accordance with the requirements of the school district and approved by the City of Castroville. All other conditions of this UDO shall also apply.

### 3.8.7.5 CIVIC BUILDINGS.

(1) The owner shall covenant to construct a Meeting Hall or a Third Place in proximity to the Main Civic Space of each Pedestrian Shed.

(2) One Civic Building Lot shall be reserved for an elementary school. Its area shall be one (1) acre for each increment of one hundred (100) dwelling units provided by the Neighborhood Plan, with a minimum of three (3) acres for the school. The school site may be within any Place Type other than P1 or EC.

(3) One Civic Building Lot suitable for a childcare building shall be reserved within each Pedestrian Shed. The owner or an HOA or other community group may organize, fund and construct an appropriate building as the need arises.

(4) Civic Building Sites shall not occupy more than twenty percent (20%) of the area of each Pedestrian Shed.

(5) Civic Building Sites should be located within or adjacent to a Civic Space, or at the visual terminus of a significant thoroughfare.

## 3.8.8 EASEMENTS.

The applicant platting property shall dedicate easements as follows:

(1) All easements created prior to the subdividing of any tract of land must be shown on the preliminary plat. The applicant shall plat lots and dedicate easements for utilities and drainage ways in the following manner:

Easements for utilities, drainage ways, or transmission lines shall be retained on the front, side, and/or rear lot lines as required by the City and utility companies. Easements across parts of a lot other than as described above shall be required as deemed necessary and most appropriate by the City. The City Administrator, or their designee shall require access for ease of maintenance of all easements.

(2) Off-site easements:

Easements in areas adjoining a proposed development necessary to provide adequate drainage thereof or to serve such development with utilities shall be obtained by the applicant prior to final plat approval.

(3) Privately-owned easements:

See Engineering Standards for standards for privately owned easements.

# 3.9 BUILDING PERMITS AND FEES

## 3.9.1 GENERAL.

Plans submitted for building permits shall not be approved and no permits shall be issued until the public and private improvements are accepted by the City, all appropriate fees are paid, and the plat is filed for record with the Medina County Clerk's Office except as otherwise provided below:

(1) A plat is not required for any modification to an existing structure if said modification is within the existing footprint of said structure.

(2) A plat is not required for expansion to existing structures or site modifications, unless said expansion or site modification triggers a traffic impact analysis, requires the extension of public utilities or roadways, or encroaches upon the one hundred (100) year floodplain as set forth by this UDO.

(3) A plat is not required for approval of a sign permit.

(4) A building permit may be issued prior to acceptance of the public improvements if the project is designated by the City Administrator under an expedited permitting process.

## 3.9.2 PERMIT EXPIRATION AND PROJECT DORMANCY

### 3.9.2.1 SCOPE.

This Section 3.9 shall apply to any permit, which may be required by the City of Castroville's Code of Ordinances

### 3.9.2.2 PERMIT APPLICATION EXPIRATION.

Every permit application must comply with technical requirements relating to the form and content of the application in effect at the time the application was filed by the applicant. A permit application shall expire on or after the 45th day after the date the application is filed if:

(a) The applicant failed to provide, with the application submittal, documents or other information necessary to comply with the city's technical requirements relating to the form and content of the permit application; and

(b) Not later than the tenth business day after the date the application is filed the city provides written notice of the failure, which specifies the necessary documents or other information and the date the application will expire if the documents or other information is not provided; and

(c) The applicant fails to provide the specified documents or other information within the time provided in the notice.

## 3.9.2.3 PERMIT EXPIRATION.

3.9.2.4 The purpose of this section is to provide an expiration date for permits approved by the city, which lack an expiration date at the time of issuance.

3.9.2.5 Permit issued by the city, shall expire as follows:

(1) Any permit issued on or before April 22nd 2025, shall have expired on April 22nd 2025, if:

(a) At the time of issuance the permit did not have an expiration date; and

(b) No progress has been made towards completion of the project.

(2) Any permit issued after April 22nd 2025, shall expire two years from the date of issuance provided:

(a) At the time of issuance the permit did not have an expiration date; and

(b) No progress has been made towards completion of the project.

## 3.9.2.6 DORMANT PROJECTS

A project for which entitlements under Texas Local Government Code Chapter 245, is asserted shall be determined to be a dormant project under either of the conditions, whichever occurs later, as follows:

(1) On the fifth anniversary after the submission of the initial valid application for the project if no "progress towards completion" has been made on the project during the preceding five year period; or

(2) Upon the expiration of a permit issued subsequent to the initial permit if no "progress towards completion", other than submission of the application for the expired permit, has been made on the project during the period that started on the date that permit application was made and ended the date of that permit's expiration.

# CHAPTER 4

# PLACE TYPE ZONING DISTRICTS

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# 4.1 ZONING CLASSIFICATION

## 4.1.1 PLACE TYPE ZONING MAP PLACEMENT.

The boundaries of Place Type zoning districts set out herein are delineated upon a Place Type Zoning Map of the City, adopted as part of this UDO as fully as if the same were set forth herein in detail.

The Place Type designation on the Castroville Place Type zoning map for undeveloped properties or properties proposing redevelopment determines the maximum allowed intensity of a development and does not entitle the entire property to be allocated with that Place Type. The final allocation of Place Types shall be determined through the adoption of a Neighborhood or Employment Center Plan.

## 4.1.2 ZONING MAP DESIGNATIONS.

The boundary lines shown on the Place Type Zoning Map are usually along streets, alleys, property lines, or extensions thereof. Where uncertainty exists as to the boundaries of Place Types as shown on the official Place Type Zoning Map:

(1) Boundaries indicated as approximately following the centerline of streets, highways, or alleys shall be construed to follow such centerline.

(2) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.

(3) Boundaries indicated as approximately following city limits shall be construed as following the city limits.

(4) Boundaries indicated as approximately following the centerline of all creeks, streams, or drainage ways shall be construed to follow such centerline and, in the event of a change in the centerline, shall be construed to move with such centerline.

(5) Boundaries indicated as parallel to or extensions of features indicated in 1-4 above shall be so construed. Distances not specifically indicated on the official zoning maps shall be determined by the scale of the map.

(6) Whenever any street, alley, or other public way is vacated by official action of the City Council or whenever such area is franchised for building purposes, the Place Type Zoning line adjoining each side of such street, alley, or other public way shall be automatically extended to the centerline of such vacated street, alley, or way and all areas so involved shall then and henceforth be subject to all standards of the extended Place Type zoning districts.

(7) The Place Type zoning classification applied to a tract of land adjacent to a street shall extend to the centerline of the street unless, as a condition of zoning approval, it is stated that the Place Type zoning classification shall not apply to the street.

(8) Where physical features on the ground are at variance with information shown on the official Place Type Zoning Map or when there arises a question as to how or whether a parcel of property is zoned and such question cannot be resolved by the application of this list 1-8, the property shall be considered as classified P2 Rural, in the same manner as provided for newly annexed territory.

### 4.1.3 PLACE TYPE ZONING MAP.

Nine (9) distinct Place Types presented themselves in Castroville. The Place Type map is shown on the following page. The zoning standards reflect the Place Type and were inspired by the DNA of the Castroville community.

## 4.2 PLACE TYPE ZONING DISTRICTS.

### 4.2.1 GENERAL

The establishment of Place Types in the City of Castroville, Texas, are intended to promote compatible patterns of land and site development consistent with the City's adopted Comprehensive Plan.

### 4.2.2 DESCRIPTION.

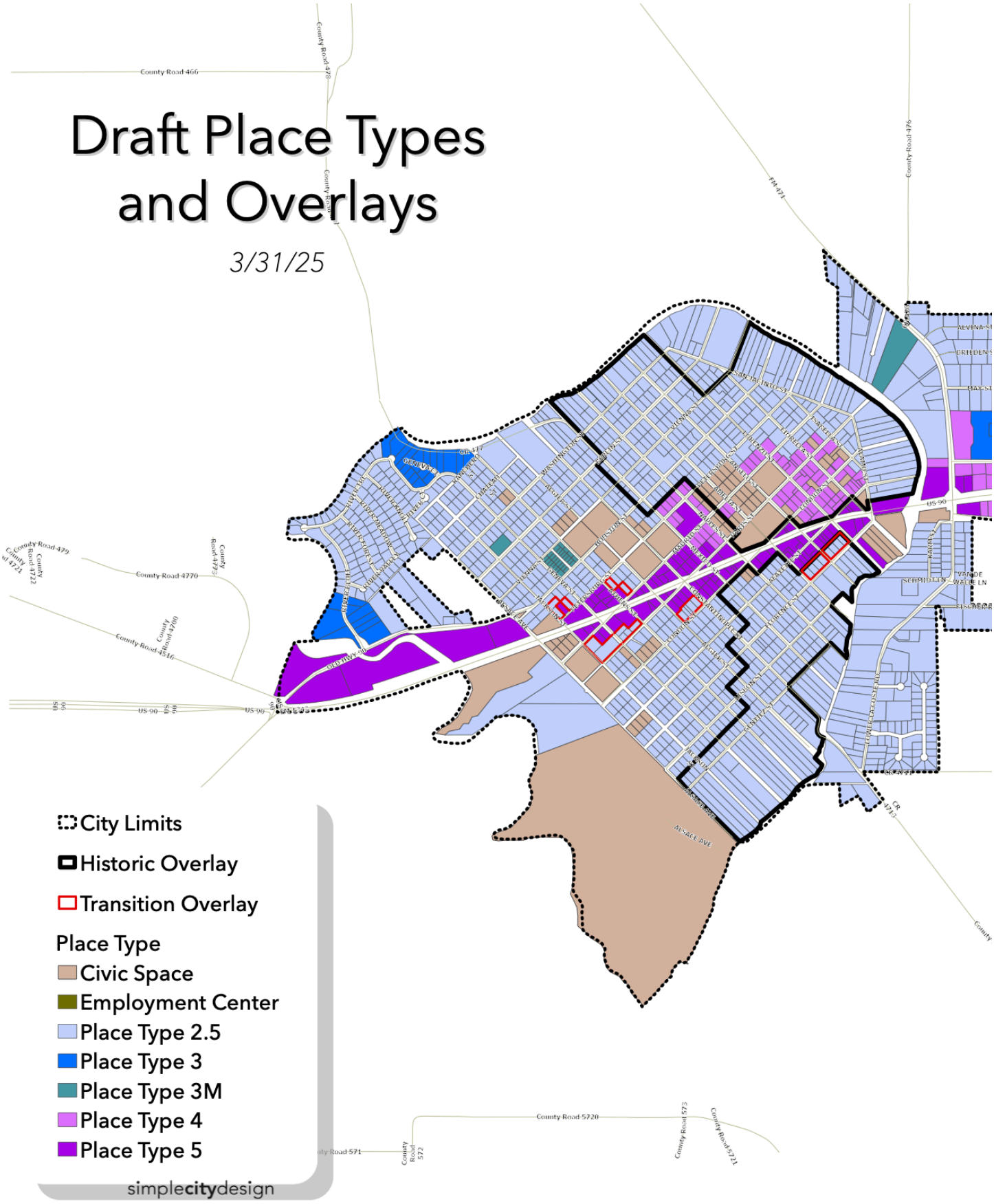
Place Types are the transition of places from natural to urban through the use of specific standards. Place Types replace conventional zoning districts with identifiable characteristics that represent the arrangements of places. They are intended to promote compatible patterns of land use and site development consistent with the City's adopted Comprehensive Plan. The DNA of the Castroville community inspired the Place Types zoning district standards.

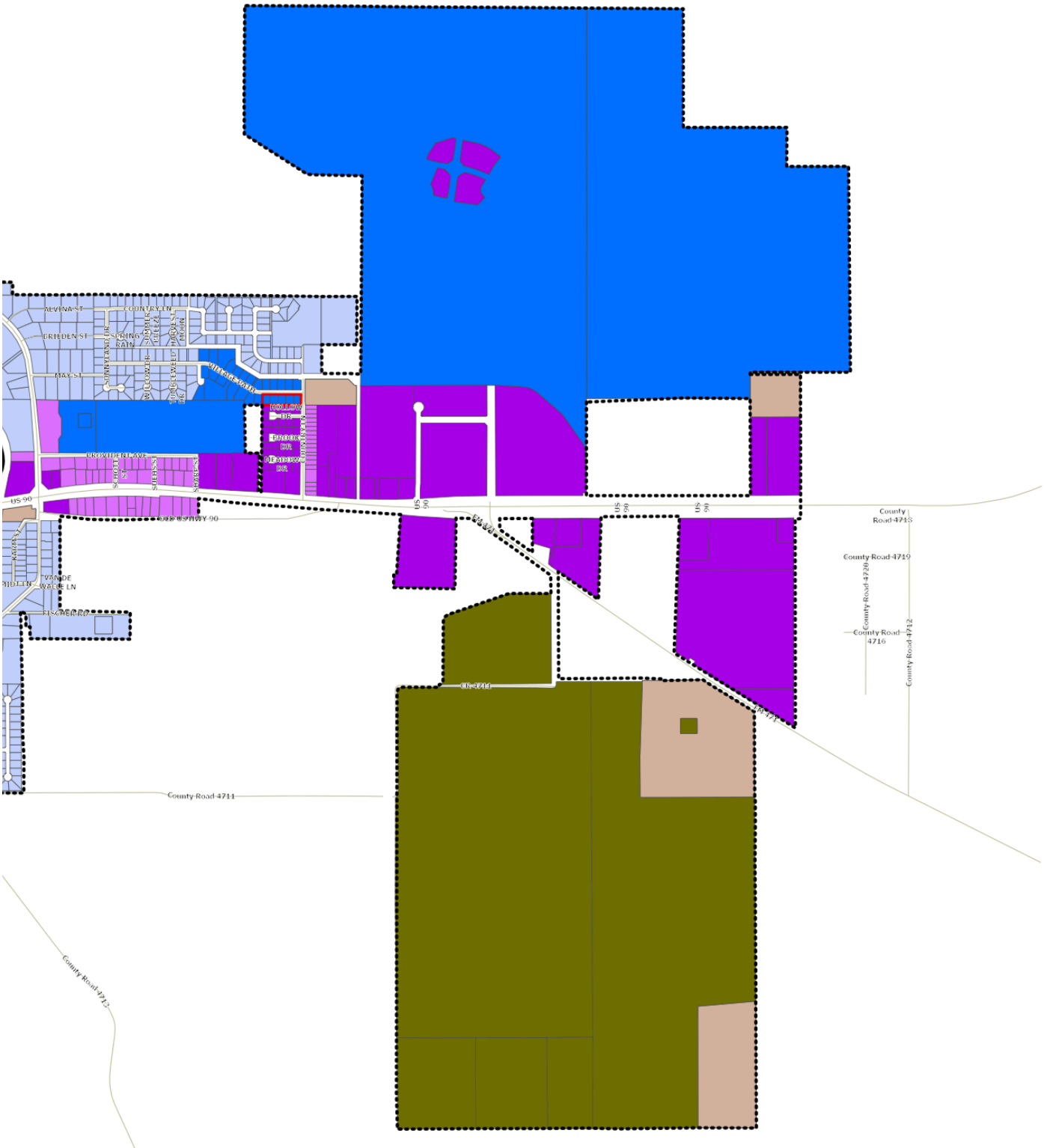
### 4.2.3 ESTABLISHMENT OF DISTRICTS.

Pursuant to Section 211.005 of the Texas Local Government Code, the City of Castroville is hereby divided into Nine (9) Place Types Zoning Districts. The Place Types zoning districts follow identifiable transitions in land development, establishing a hierarchy of places from the most natural to the most urban using specific localized standards. The areas are primarily classified by development intensity and building types, the relationship between nature and the built environment, and the mix of uses. All land within the city limits shall be classified into one of the following Nine (9) Place Types:

# Draft Place Types and Overlays

*3/31/25*






The Place Type designation on the Castroville Place Type zoning map for undeveloped properties or properties proposing redevelopment determines the maximum allowed intensity of a development and does not entitle the entire property to be allocated with that Place Type. The final allocation of Place Types shall be determined through the adoption of a Neighborhood or Employment Center Plan.

### 4.2.3.1 P1: NATURE

The P1 Nature Place Type are lands in a natural state or reverting to a wilderness condition, including lands unsuitable for settlement due to topography, hydrology or vegetation. P1 is intended to preserve areas that contain sensitive habitats, active or passive open spaces, parks and limited agriculture uses. Nature includes floodplains, creeks tributaries and other waterways.

### 4.2.3.2 P2: RURAL

The Rural Place Type is characterized by mainly large lot sparsely settled land or land used for agricultural purposes. This Place Type includes land uses such as agricultural production, fields and grazing lands with associated homesteads, as well as agricultural businesses.

### 4.2.3.3 P2.5: TRADITIONAL RESIDENTIAL

The Traditional Residential Place Type regulates lots in neighborhoods that are over 12,000 sq ft or larger. The large residential lots are primarily in the Areas of Stability designation of the Growth Guidance Map and currently have a residential zoning type.

### 4.2.3.4 P3: NEIGHBORHOOD

The Neighborhood Place Type regulates residential lots. This zone permits many different residential housing types, including cottage courts individual and duplex buildings. Neighborhood is adjacent to higher density Place Types where commercial services are available within a short distance from homes.

### 4.2.3.5 P3M: MANUFACTURED HOUSING

The Manufactured Housing Place Type are lots currently have a manufactured house building as the primary structure or are zoned Manufactured Housing.

### 4.2.3.6 P4: NEIGHBORHOOD COMMERCIAL

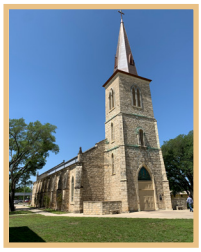
The Neighborhood Commercial Place Type functions by providing neighborhoods with services. P4 regulates a variety of building types ranging from smaller commercial buildings to intermixed house-form commercial and attached and detached residential. This Place Type provides flexibility for areas to easily transition between residential building types and low intensity commercial.

### 4.2.3.7 P5: URBAN CENTER

The Urban District Place Type regulates a higher density mixture of building types that accommodate commercial, restaurants, bars, retail, offices, hotels, and apartments. P5 promotes a continuous line of buildings and wide sidewalks critical to defining the public frontage. P5 lines highway 90 through the Castro Area, providing services to those neighborhoods and new neighborhoods will have P5 Urban Districts to support residents. For further design guidelines of P5 see Appendix B-Castroville Design Criteria for Commercial Buildings

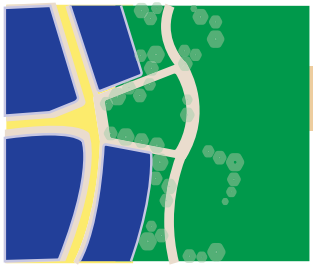
### 4.2.3.8 EC: EMPLOYMENT CENTER

The Employment Center Place Type function, deposition, or configuration cannot, or should not, conform to one or more of the other Place Types. Employment Center shall be used for job creation centers and building forms that do not fit within the character of the other Place Types. At time of application to the Planning Department, development standards will be determined to fit the needs of the use.



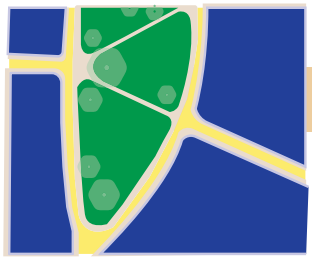
### 4.2.3.9 CS: CIVIC SPACE

Civic Spaces and/or Civic Buildings serve as community features appropriate to their Place Types. Civic Spaces provide relief from the urban environment inside each neighborhood. The following page are types of park Civic Spaces:



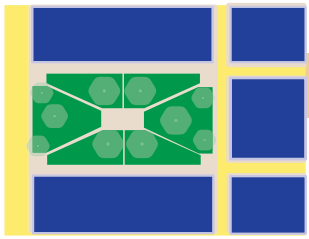
### (1) PARK

A park is a natural preserve available for unstructured recreation. It is standalone from building frontages. Its landscape shall consist of paths and trails, meadows, water bodies, woodlands and open shelters, all naturalistically disposed. Parks may be linear, following the trajectories of natural corridors.



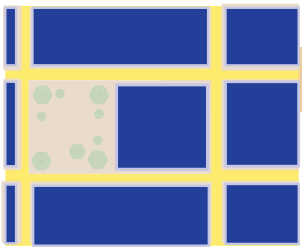
### (2) GREEN

A green is a Civic Space, available for structured recreation. A green may be spatially defined by landscaping rather than building frontages. Its landscape shall consist of lawn and trees, naturalistically disposed.



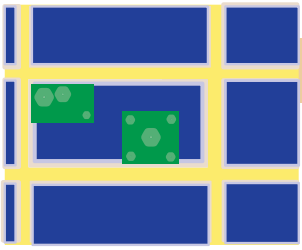
### (3) SQUARE

A square is a Civic Space available for unstructured recreation and civic purposes. A square is spatially defined by building frontages. Its landscape shall consist of paths, lawns and trees, formally disposed. Squares shall be located at the intersection of important streets.



### (4) PLAZA

A plaza is a Civic Space available for civic purposes and commercial activities. A plaza shall be spatially defined by building frontages. Its landscape should consist of pavement-related materials. Trees are optional. Plazas should be located at the intersection of important streets.



### (5) POCKET PARK

A pocket park is a Civic Space available for civic purposes, playgrounds, and commercial activities. A pocket park shall be spatially defined by building frontages, landscaping, or residential lots. Pocket parks may be located in neighborhood infill areas or in higher density commercial places. Pocket parks provide relief to busy environments.

## 4.3 PLACE TYPE ZONING DISTRICT DEVELOPMENT STANDARDS.

The following table contain the details necessary to develop using this UDO to create complete neighborhoods in a variety of forms and patterns.

| STANDARDS | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **BLOCKS** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| BLOCK LENGTH (MAXIMUM) | N/A | 720' | 330' | 660'* | 660'* | 330' | 330' | TBD | TBD |
| BLOCK PERIMETER (MAXIMUM) | N/A | 2,880' | 2,880' | 1,320' | 1,320' | 1,320' | 1,320' | TBD | TBD |

*WITH MID-BLOCK BREAKS

| **PUBLIC FRONTAGE** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
|---|---|---|---|---|---|---|---|---|---|
| PUBLIC FRONTAGE SHALL BE DETERMINED BY STREET TYPE | | | | | | | | | |

| **STREET TYPES** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
|---|---|---|---|---|---|---|---|---|---|
| RURAL STREET | P | P | P | NP | NP | NP | NP | P | NP |
| RESIDENTIAL ALLEY | NP | NP | NP | P | P | P | NP | NP | NP |
| COMMERCIAL ALLEY | NP | NP | NP | NP | NP | NP | P | NP | P |
| CASTRO STREET | P | P | P | P | P | P | P* | P | NP |
| NEIGHBORHOOD STREET | P | P | P | P | P | P | P | P | P |
| NEIGHBORHOOD AVENUE | NP | NP | P | P | P | P | P | NP | P |
| SIDE STREET | NP | NP | NP | P | P | P | P | P | P |
| 2 LANE COMMUNITY BLVD. | NP | NP | NP | P | P | P | P | NP | P |
| 4 LANE COMMUNITY BLVD. | NP | NP | NP | NP | NP | P | P | NP | P |
| PATH | P | P | P | P | P | P | P | P | P |
| TRAIL | P | P | P | P | P | P | P | P | P |

| **LOTS** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
|---|---|---|---|---|---|---|---|---|---|
| WIDTH (MINIMUM) | None | None | 80' | None | None | None | None | TBD | None |
| AREA (MINIMUM) | None | 2.5 acre | 12,000 sq ft | 3,500 sq ft | 3,500 sq ft | 3,500 sq ft | None | TBD | None |
| LOT COVERAGE (MAXIMUM) | N/A | 30% | 40% | 60% | 40% | 75% | 80-100% | TBD | TBD |
| BUILD-TO-LINE (RANGE) | N/A | 10'-No max | 10'- 80'** | 0'- 35' | 10'- 35' | 0'- 15' | 0'- 15' | TBD | TBD |
| FACADE BUILDOUT (MINIMUM)* | N/A | N/A | 40% | 40% | 40% | 60% | 80% | TBD | TBD |

*CARPORTS AND GARAGES SHALL NOT COUNT TOWARD THE FACADE BUILDOUT PERCENTAGE

**15' MIMUM BUILD-TO-LINE ADJACENT TO ROW

**P** = PERMITTED **SP** = SPECIAL USE PERMIT **NP** = NOT PERMITTED **N/A** = NOT APPLICABLE **TBD** = "TO BE DECIDED" DURING NEIGHBORHOOD OR EMPLOYMENT CENTER PLAN PROCESS *= CANT BE USED IN PRIMARY FRONTAGE

| STANDARDS | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **BUILDING DISPOSITIONS** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| EDGEYARD | NP | P | P | P | P | P | NP | N/A | P |
| SIDEYARD | NP | NP | NP | P | P | P | P | N/A | P |
| COURTYARD | NP | NP | NP | P | NP | P | P | N/A | P |
| REARYARD | NP | NP | NP | NP | NP | P | P | N/A | P |

| **RESIDENTIAL BUILDINGS** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
|---|---|---|---|---|---|---|---|---|---|
| DETACHED DWELLING | NP | P | P | P | P | P | NP | NP | TBD |
| ATTACHED DWELLING | NP | NP | NP | P | NP | P | NP | NP | TBD |
| COTTAGE COURT | NP | NP | NP | P | NP | P | NP | NP | TBD |
| DUPLEX | NP | NP | NP | P | NP | P | NP | NP | TBD |
| TRIPLEX | NP | NP | NP | NP | NP | P | NP | NP | TBD |
| QUADRAPLEX | NP | NP | NP | NP | NP | P | NP | NP | TBD |
| SMALL APARTMENT | NP | NP | NP | NP | NP | P | P | NP | TBD |
| LARGE APARTMENT | NP | NP | NP | NP | NP | NP | P | NP | TBD |
| MANUFACTURED HOME | NP | NP | NP | NP | P | NP | NP | NP | TBD |
| ACCESSORY DWELLING UNIT | NP | SP | SP | P | P | P | NP | NP | TBD |
| RECREATIONAL VEHICLE PARK | NP | SP | NP | NP | NP | NP | NP | NP | TBD |
| ACCESSORY BUILDING | NP | P | P | P | P | P | NP | NP | TBD |

| **COMMERCIAL BUILDINGS** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
|---|---|---|---|---|---|---|---|---|---|
| SMALL COMMERCIAL | NP | NP | NP | NP | NP | P | P | P | P |
| LIVE/WORK | NP | NP | NP | NP | NP | P | P | NP | P |
| MIXED-USE COMMERCIAL | NP | NP | NP | NP | NP | NP | P | NP | P |
| LARGE COMMERCIAL | NP | NP | NP | NP | NP | NP | P | NP | P |
| HIGHWAY COMMERCIAL | NP | NP | NP | NP | NP | NP | NP | NP | P |
| CART, KIOSKS, FOOD TRAILERS | P | NP | NP | NP | NP | P | P | P | P |
| TEMPORARY COMMERCIAL | P | NP | NP | NP | NP | P | P | P | P |
| COMMERCIAL ACCESSORY | NP | NP | NP | NP | NP | P | P | NP | P |
| INDUSTRIAL | NP | NP | NP | NP | NP | NP | NP | NP | P |
| CIVIC BUILDINGS | NP | NP | NP | NP | NP | NP | NP | P | P |

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| STANDARDS | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **PRIVATE FRONTAGE** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| COMMON YARD | NP | P | P | P | P | P | NP | P | P |
| PORCH WITH OPTIONAL FENCE | NP | P | P | P | P | P | NP | P | P |
| STOOP | NP | P | P | P | NP | P | P | NP | P |
| GALLERY | NP | NP | NP | NP | NP | P | P | P | P |
| ARCADE | NP | NP | NP | NP | NP | P | P | P | P |
| SHOPFRONT | NP | NP | NP | NP | NP | P | P | P | P |
| FORECOURT | NP | P | P | P | NP | P | P | P | P |
| TERRACE | NP | P | P | P | NP | P | P | P | P |

| **BUILDING STORIES LIMIT** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
|---|---|---|---|---|---|---|---|---|---|
| PRINCIPAL BUILDING | NP | 2 1/2 max | 2 1/2 max | 2 1/2 max | 2 max | 2 1/2 max | 3 max | TBD | TBD |
| ACCESSORY DWELLING UNIT | NP | SP | SP | SP | SP | SP | SP | NP | TBD |

| **Civic Space TYPES** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
|---|---|---|---|---|---|---|---|---|---|
| PARK | P | P | P | P | P | NP | NP | P | P |
| GREEN | P | P | P | P | P | NP | NP | P | P |
| SQUARE | NP | NP | NP | P | P | P | P | P | P |
| PLAZA | NP | NP | NP | P | P | P | P | P | P |
| POCKET PARK | NP | P | P | P | P | P | P | P | P |

| **NEIGHBORHOOD PLAN** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
|---|---|---|---|---|---|---|---|---|---|
| TRADITIONAL NEIGHBORHOOD DEVELOPMENT | 5% | 0% | 0% | 10-30% | 0% | 40-60% | 10-30% | 10% | 0% |
| CLUSTER LAND DEVELOPMENT | 50% | | 0% | 10-30% | 0% | 20-40% | 0-15% | 10% | 0% |
| VILLAGE CENTER DEVELOPMENT | 5% | 5% | 0% | 10-30% | 0% | 10-30% | 40-60% | 10% | 0% |
| EMPLOYMENT CENTER | TBD | 0% | 0% | 0% | 0% | 0-20% | 0-20% | 10% | 50% MIN. |

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| STANDARDS | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **SIGNAGE TYPES** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| ADDRESS | P | P | P | P | P | P | P | P | P |
| NAMEPLATE | NP | NP | NP | NP | NP | NP | P | P | P |
| OUTDOOR DISPLAY CASE | NP | NP | NP | NP | NP | NP | P | P | P |
| AWNING | NP | NP | NP | NP | NP | NP | P | P | P |
| WINDOW | NP | NP | NP | NP | NP | P | P | P | P |
| BAND | NP | NP | NP | NP | NP | NP | P | P | P |
| BLADE/HANGING | NP | NP | NP | NP | NP | P | P | P | P |
| MARQUEE | NP | NP | NP | NP | NP | NP | P | NP | P |
| SIDEWALK | NP | NP | NP | NP | NP | P | P | P | P |
| YARD | NP | NP | NP | NP | NP | NP | P | NP | P |
| ROOF | NP | NP | NP | NP | NP | NP | NP | NP | NP |
| BANNERS | NP | NP | NP | NP | NP | NP | P | P | P |
| MONUMENT | NP | NP | NP | NP | NP | NP | NP | P | P |
| POLE | NP | NP | NP | NP | NP | NP | NP | NP | P |

| **PARKING LOCATION** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
|---|---|---|---|---|---|---|---|---|---|
| FIRST LAYER | NP | P | P | NP | NP | NP | NP | P | P |
| SECOND LAYER | NP | P | P | P | P | P | NP | P | P |
| THIRD LAYER | NP | P | P | P | P | P | P | P | P |
| ON-STREET | P | NP | P | P | P | P | P | P | P |
| RV STORAGE (IN SECOND AND THIRD LAYER) | NP | P | P | P | NP | P | NP | NP | NP |

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## 4.3.1 PLACE TYPE ZONING DISTRICT DETAILS.

### 4.3.1.1 P1- NATURE

| LOTS | |
|---|---|
| WIDTH (MINIMUM) | NONE |
| AREA (MINIMUM) | NONE |
| LOT COVERAGE (MAXIMUM) | N/A |
| BUILD-TO-LINE (RANGE) | N/A |
| FACADE BUILDOUT (MINIMUM) | N/A |
| STORIES (MAXIMUM) | N/A |

| BLOCKS | |
|---|---|
| BLOCK LENGTH (MAXIMUM) | N/A |
| BLOCK PERIMETER MAXIMUM | N/A |

| PUBLIC FRONTAGE (RIGHT OF WAY) | |
|---|---|
| SIDEWALK ZONE WIDTH | N/A |
| LANDSCAPE ZONE | N/A |
| VEHICULAR PARKING ZONE WIDTH | 0' / 10' |
| VEHICULAR TRAVEL ZONE WIDTH | 20'-24' |

| BUILDING TYPES | |
|---|---|
| DETACHED DWELLING | ○ |
| ATTACHED DWELLING | ○ |
| COTTAGE COURT | ○ |
| DUPLEX | ○ |
| TRIPLEX | ○ |
| QUADRAPLEX | ○ |
| SMALL APARTMENT | ○ |
| LARGE APARTMENT | ○ |
| MANUFACTURED HOME/PARK | ○ |
| ACCESSORY DWELLING UNIT | SP |
| RECREATIONAL VEHICLE PARK | ○ |
| ACCESSORY BUILDING | ○ |
| SMALL COMMERCIAL | ○ |
| LIVE/WORK | ○ |
| MIXED-USE COMMERCIAL | ○ |
| LARGE COMMERCIAL | ○ |
| HIGHWAY COMMERCIAL | ○ |
| INDUSTRIAL | ○ |
| CARTS, KIOSKS, FOOD TRAILERS | ● |
| TEMPORARY COMMERCIAL | ● |
| CIVIC BUILDINGS | ○ |
| COMMERCIAL ACCESSORY | ○ |

| PRIVATE FRONTAGE TYPES | |
|---|---|
| COMMON YARD | ○ |
| PORCH WITH OPTIONAL FENCE | ○ |
| STOOP | ○ |
| GALLERY | ○ |
| ARCADE | ○ |
| SHOPFRONT | ○ |
| FORECOURT | ○ |
| TERRACE | ○ |

| BUILDING DISPOSITION | |
|---|---|
| EDGEYARD | ○ |
| SIDEYARD | ○ |
| COURTYARD | ○ |
| REARYARD | ○ |

| | |
|---|---|
| PERMITTED | ● |
| NOT PERMITTED | ○ |

| STREET TYPES | |
|---|---|
| RURAL STREET | ● |
| RESIDENTIAL ALLEY | ○ |
| COMMERCIAL ALLEY | ○ |
| CASTRO STREET | ● |
| NEIGHBORHOOD STREET | ● |
| NEIGHBORHOOD AVENUE | ○ |
| SIDE STREET | ○ |
| 2 LANE COMMUNITY BOULEVARD | ○ |
| 4 LANE COMMUNITY BOULEVARD | ○ |
| PATH | ● |
| TRAIL | ● |

| PARKING LOCATION | |
|---|---|
| FIRST LAYER | ○ |
| SECOND LAYER | ○ |
| THIRD LAYER | ○ |
| ON-STREET | ● |
| RV STORAGE | ○ |

SP = SPECIAL USE PERMIT

## 4.3.1.2 P2-RURAL

### LOTS

| | |
|---|---|
| WIDTH (MINIMUM) | NONE |
| AREA (MINIMUM) | 2.5 ACRE MINIMUM |
| LOT COVERAGE (MAXIMUM) | 30% |
| BUILD-TO-LINE (RANGE) | 10'- NO MAXIMUM' |
| FACADE BUILDOUT (MINIMUM) | N/A |
| STORIES (MAXIMUM) | 2.5 STORIES |

### BLOCKS

| | |
|---|---|
| BLOCK LENGTH (MAXIMUM) | 720' |
| BLOCK PERIMETER (MAXIMUM) | 2,880' |

### PUBLIC FRONTAGE (RIGHT OF WAY)

| | |
|---|---|
| SIDEWALK ZONE WIDTH | 5' |
| LANDSCAPE ZONE | NOT PERMITTED |
| VEHICULAR PARKING ZONE WIDTH | PARALLEL - 8'<br>ANGLED - 17' |
| VEHICULAR TRAVEL ZONE WIDTH | 20'-24' |

### BUILDING TYPES

| | |
|---|---|
| DETACHED DWELLING | ● |
| ATTACHED DWELLING | ○ |
| COTTAGE COURT | ○ |
| DUPLEX | ○ |
| TRIPLEX | ○ |
| QUADRAPLEX | ○ |
| SMALL APARTMENT | ○ |
| LARGE APARTMENT | ○ |
| MANUFACTURED HOME/PARK | ○ |
| ACCESSORY DWELLING UNIT | SP |
| RECREATIONAL VEHICLE PARK | SP |
| ACCESSORY BUILDING | ● |
| SMALL COMMERCIAL | ○ |
| LIVE/WORK | ○ |
| MIXED-USE COMMERCIAL | ○ |
| LARGE COMMERCIAL | ○ |
| HIGHWAY COMMERCIAL | ○ |
| INDUSTRIAL | ○ |
| CARTS, KIOSKS, FOOD TRAILERS | ○ |
| TEMPORARY COMMERCIAL | ○ |
| COMMERCIAL ACCESSORY | ○ |
| CIVIC BUILDINGS | ○ |

### PRIVATE FRONTAGE TYPES

| | |
|---|---|
| COMMON YARD | ● |
| PORCH WITH OPTIONAL FENCE | ● |
| STOOP | ● |
| GALLERY | ○ |
| ARCADE | ○ |
| SHOPFRONT | ○ |
| FORECOURT | ● |
| TERRACE | ● |

### BUILDING DISPOSITION

| | |
|---|---|
| EDGEYARD | ● |
| SIDEYARD | ○ |
| COURTYARD | ○ |
| REARYARD | ○ |

| | |
|---|---|
| PERMITTED | ● |
| NOT PERMITTED | ○ |

### STREET TYPES

| | |
|---|---|
| RURAL STREET | ● |
| RESIDENTIAL ALLEY | ○ |
| COMMERCIAL ALLEY | ○ |
| CASTRO STREET | ● |
| NEIGHBORHOOD STREET | ● |
| NEIGHBORHOOD AVENUE | ○ |
| SIDE STREET | ○ |
| 2 LANE COMMUNITY BOULEVARD | ○ |
| 4 LANE COMMUNITY BOULEVARD | ○ |
| PATH | ● |
| TRAIL | ● |

### PARKING LOCATION

| | |
|---|---|
| FIRST LAYER | ● |
| SECOND LAYER | ● |
| THIRD LAYER | ● |
| ON-STREET | ○ |
| RV STORAGE | ● |

SP = SPECIAL USE PERMIT

## 4.3.1.3 P2.5 TRADITIONAL RESIDENTIAL

| LOTS | |
|---|---|
| WIDTH (MINIMUM) | 80' |
| AREA (MINIMUM) | 12,OOO SQ FT LOTS MINIMUM |
| LOT COVERAGE (MAXIMUM) | 40% |
| BUILD-TO-LINE (RANGE) | 10'-80' 15' if Adjacent to ROW |
| FACADE BUILDOUT (MINIMUM) | 40% |
| STORIES (MAXIMUM) | 2.5 STORIES |

| BLOCKS | |
|---|---|
| BLOCK LENGTH (MAXIMUM) | 330' |
| BLOCK PERIMETER (MAXIMUM) | 2,880' |

| PUBLIC FRONTAGE (RIGHT OF WAY) | |
|---|---|
| SIDEWALK ZONE WIDTH | 5'-15' |
| LANDSCAPE ZONE | 3'-8' |
| VEHICULAR PARKING ZONE WIDTH | PARALLEL - 8' |
| VEHICULAR TRAVEL ZONE WIDTH | 20'-24' |

| BUILDING TYPES | |
|---|---|
| DETACHED DWELLING | ● |
| ATTACHED DWELLING | ○ |
| COTTAGE COURT | ○ |
| DUPLEX | ○ |
| TRIPLEX | ○ |
| QUADRAPLEX | ○ |
| SMALL APARTMENT | ○ |
| LARGE APARTMENT | ○ |
| MANUFACTURED HOME/PARK | ○ |
| ACCESSORY DWELLING UNIT | SP |
| RECREATIONAL VEHICLE PARK | ○ |
| ACCESSORY BUILDING | ● |
| SMALL COMMERCIAL | ○ |
| LIVE/WORK | ○ |
| MIXED-USE COMMERCIAL | ○ |
| LARGE COMMERCIAL | ○ |
| HIGHWAY COMMERCIAL | ○ |
| INDUSTRIAL | ○ |
| CARTS, KIOSKS, FOOD TRAILERS | ○ |
| TEMPORARY COMMERCIAL | ○ |
| COMMERCIAL ACCESSORY | ○ |
| CIVIC BUILDINGS | ○ |

| PRIVATE FRONTAGE TYPES | |
|---|---|
| COMMON YARD | ● |
| PORCH WITH OPTIONAL FENCE | ● |
| STOOP | ● |
| GALLERY | ○ |
| ARCADE | ○ |
| SHOPFRONT | ○ |
| FORECOURT | ● |
| TERRACE | ● |

| BUILDING DISPOSITION | |
|---|---|
| EDGEYARD | ● |
| SIDEYARD | ○ |
| COURTYARD | ○ |
| REARYARD | ○ |

| | |
|---|---|
| PERMITTED | ● |
| NOT PERMITTED | ○ |

| STREET TYPES | |
|---|---|
| RURAL STREET | ○ |
| RESIDENTIAL ALLEY | ○ |
| COMMERCIAL ALLEY | ○ |
| CASTRO STREET | ● |
| NEIGHBORHOOD STREET | ● |
| NEIGHBORHOOD AVENUE | ● |
| SIDE STREET | ○ |
| 2 LANE COMMUNITY BOULEVARD | ○ |
| 4 LANE COMMUNITY BOULEVARD | ○ |
| PATH | ● |
| TRAIL | ● |

| PARKING LOCATION | |
|---|---|
| FIRST LAYER | ○ |
| SECOND LAYER | ● |
| THIRD LAYER | ● |
| ON-STREET | ● |
| RV STORAGE | ● |

SP = SPECIAL USE PERMIT

## 4.3.1.4 P3 - NEIGHBORHOOD

| LOTS | |
|---|---|
| WIDTH (MINIMUM) | NONE |
| AREA (MINIMUM) | 3,500 SQ FEET |
| LOT COVERAGE (MAXIMUM) | 60% |
| BUILD-TO-LINE (RANGE) | 0'-35' |
| FACADE BUILDOUT (MINIMUM) | 40% |
| STORIES (MAXIMUM) | 2.5 STORIES |

| BLOCKS | |
|---|---|
| BLOCK LENGTH (MAXIMUM) | 660'* |
| BLOCK PERIMETER (MAXIMUM) | 1,320' |

| PUBLIC FRONTAGE (RIGHT OF WAY) | |
|---|---|
| SIDEWALK ZONE WIDTH | 5'-15' |
| LANDSCAPE ZONE | 3'-8' |
| VEHICULAR PARKING ZONE WIDTH | PARALLEL - 8' |
| VEHICULAR TRAVEL ZONE WIDTH | 20'-24' |

| BUILDING TYPES | |
|---|---|
| DETACHED DWELLING | ● |
| ATTACHED DWELLING | ● |
| COTTAGE COURT | ● |
| DUPLEX | ● |
| TRIPLEX | ○ |
| QUADRAPLEX | ○ |
| SMALL APARTMENT | ○ |
| LARGE APARTMENT | ○ |
| MANUFACTURED HOME/PARK | ○ |
| ACCESSORY DWELLING UNIT | ● |
| RECREATIONAL VEHICLE PARK | ○ |
| ACCESSORY BUILDING | ● |
| SMALL COMMERCIAL | ○ |
| LIVE/WORK | ○ |
| MIXED-USE COMMERCIAL | ○ |
| LARGE COMMERCIAL | ○ |
| HIGHWAY COMMERCIAL | ○ |
| INDUSTRIAL | ○ |
| CARTS, KIOSKS, FOOD TRAILERS | ○ |
| TEMPORARY COMMERCIAL | ○ |
| COMMERCIAL ACCESSORY | ○ |
| CIVIC BUILDINGS | ○ |

| PRIVATE FRONTAGE TYPES | |
|---|---|
| COMMON YARD | ● |
| PORCH WITH OPTIONAL FENCE | ● |
| STOOP | ● |
| GALLERY | ○ |
| ARCADE | ○ |
| SHOPFRONT | ○ |
| FORECOURT | ● |
| TERRACE | ● |

| BUILDING DISPOSITION | |
|---|---|
| EDGEYARD | ● |
| SIDEYARD | ● |
| COURTYARD | ● |
| REARYARD | ○ |

| | |
|---|---|
| PERMITTED | ● |
| NOT PERMITTED | ○ |

| STREET TYPES | |
|---|---|
| RURAL STREET | ○ |
| RESIDENTIAL ALLEY | ● |
| COMMERCIAL ALLEY | ○ |
| CASTRO STREET | ● |
| NEIGHBORHOOD STREET | ● |
| NEIGHBORHOOD AVENUE | ● |
| SIDE STREET | ● |
| 2 LANE COMMUNITY BOULEVARD | ● |
| 4 LANE COMMUNITY BOULEVARD | ○ |
| PATH | ● |
| TRAIL | ● |

| PARKING LOCATION | |
|---|---|
| FIRST LAYER | ○ |
| SECOND LAYER | ● |
| THIRD LAYER | ● |
| ON-STREET | ● |
| RV STORAGE | ● |

SP = SPECIAL USE PERMIT
*WITH MID-BLOCK BREAKS

## 4.3.1.5 P3M - MANUFACTURED HOUSING

| LOTS | |
|---|---|
| WIDTH (MINIMUM) | NONE |
| AREA (MINIMUM) | 3,500 SQ FEET |
| LOT COVERAGE (MAXIMUM) | 40% |
| BUILD-TO-LINE (RANGE) | 10'-35' |
| FACADE BUILDOUT (MINIMUM) | 40% |
| STORIES (MAXIMUM) | 2 STORIES |

| BLOCKS | |
|---|---|
| BLOCK LENGTH (MAXIMUM) | 660'* |
| BLOCK PERIMETER (MAXIMUM) | 1,320' |

| PUBLIC FRONTAGE (RIGHT OF WAY) | |
|---|---|
| SIDEWALK ZONE WIDTH | 5'-15' |
| LANDSCAPE ZONE | 3'-8' |
| VEHICULAR PARKING ZONE WIDTH | PARALLEL - 8' |
| VEHICULAR TRAVEL ZONE WIDTH | 20'-24' |

| BUILDING TYPES | |
|---|---|
| DETACHED DWELLING | ● |
| ATTACHED DWELLING | ○ |
| COTTAGE COURT | ○ |
| DUPLEX | ○ |
| TRIPLEX | ○ |
| QUADRAPLEX | ○ |
| SMALL APARTMENT | ○ |
| LARGE APARTMENT | ○ |
| MANUFACTURED HOME/PARK | ● |
| ACCESSORY DWELLING UNIT | ● |
| RECREATIONAL VEHICLE PARK | ○ |
| ACCESSORY BUILDING | ● |
| SMALL COMMERCIAL | ○ |
| LIVE/WORK | ○ |
| MIXED-USE COMMERCIAL | ○ |
| LARGE COMMERCIAL | ○ |
| HIGHWAY COMMERCIAL | ○ |
| INDUSTRIAL | ○ |
| CARTS, KIOSKS, FOOD TRAILERS | ○ |
| TEMPORARY COMMERCIAL | ○ |
| COMMERCIAL ACCESSORY | ○ |
| CIVIC BUILDINGS | ○ |

| PRIVATE FRONTAGE TYPES | |
|---|---|
| COMMON YARD | ● |
| PORCH WITH OPTIONAL FENCE | ● |
| STOOP | ○ |
| GALLERY | ○ |
| ARCADE | ○ |
| SHOPFRONT | ○ |
| FORECOURT | ○ |
| TERRACE | ○ |

| BUILDING DISPOSITION | |
|---|---|
| EDGEYARD | ● |
| SIDEYARD | ● |
| COURTYARD | ○ |
| REARYARD | ○ |

| | |
|---|---|
| PERMITTED | ● |
| NOT PERMITTED | ○ |

| STREET TYPES | |
|---|---|
| RURAL STREET | ○ |
| RESIDENTIAL ALLEY | ● |
| COMMERCIAL ALLEY | ○ |
| CASTRO STREET | ● |
| NEIGHBORHOOD STREET | ● |
| NEIGHBORHOOD AVENUE | ● |
| SIDE STREET | ● |
| 2 LANE COMMUNITY BOULEVARD | ● |
| 4 LANE COMMUNITY BOULEVARD | ○ |
| PATH | ● |
| TRAIL | ● |

| PARKING LOCATION | |
|---|---|
| FIRST LAYER | ○ |
| SECOND LAYER | ● |
| THIRD LAYER | ● |
| ON-STREET | ● |
| RV STORAGE | ○ |

SP = SPECIAL USE PERMIT
*WITH MID-BLOCK BREAKS

## 4.3.1.6 P4 - MIX

### LOTS

| | |
|---|---|
| WIDTH (MINIMUM) | NONE |
| AREA (MINIMUM) | 3,500 MINIMUM |
| LOT COVERAGE (MAXIMUM) | 75% |
| BUILD-TO-LINE (RANGE) | 0'-15' |
| FACADE BUILDOUT (MINIMUM) | 60% |
| STORIES (MAXIMUM) | 2.5 STORIES |

### BLOCKS

| | |
|---|---|
| BLOCK LENGTH (MAXIMUM) | 330' |
| BLOCK PERIMETER (MAXIMUM) | 1,320' |

### PUBLIC FRONTAGE (RIGHT OF WAY)

| | |
|---|---|
| SIDEWALK ZONE WIDTH | 5'-18' |
| LANDSCAPE ZONE | 3'-8' |
| VEHICULAR PARKING ZONE WIDTH | PARALLEL - 8'<br>ANGLED - 17' |
| VEHICULAR TRAVEL ZONE WIDTH | 20' - 24' |

### BUILDING TYPES

| | |
|---|---|
| DETACHED DWELLING | ● |
| ATTACHED DWELLING | ● |
| COTTAGE COURT | ● |
| DUPLEX | ● |
| TRIPLEX | ● |
| QUADRAPLEX | ● |
| SMALL APARTMENT | ● |
| LARGE APARTMENT | ○ |
| MANUFACTURED HOME/PARK | ○ |
| ACCESSORY DWELLING UNIT | ● |
| RECREATIONAL VEHICLE PARK | ○ |
| ACCESSORY BUILDING | ● |
| SMALL COMMERCIAL | ● |
| LIVE/WORK | ● |
| MIXED-USE COMMERCIAL | ○ |
| LARGE COMMERCIAL | ○ |
| HIGHWAY COMMERCIAL | ○ |
| INDUSTRIAL | ○ |
| CARTS, KIOSKS, FOOD TRAILERS | ● |
| TEMPORARY COMMERCIAL | ● |
| COMMERCIAL ACCESSORY | ● |
| CIVIC BUILDINGS | ○ |

### PRIVATE FRONTAGE TYPES

| | |
|---|---|
| COMMON YARD | ● |
| PORCH WITH OPTIONAL FENCE | ● |
| STOOP | ● |
| GALLERY | ● |
| ARCADE | ● |
| SHOPFRONT | ● |
| FORECOURT | ● |
| TERRACE | ● |

### BUILDING DISPOSITION

| | |
|---|---|
| EDGEYARD | ● |
| SIDEYARD | ● |
| COURTYARD | ● |
| REARYARD | ● |

| | |
|---|---|
| PERMITTED | ● |
| NOT PERMITTED | ○ |

### STREET TYPES

| | |
|---|---|
| RURAL STREET | ○ |
| RESIDENTIAL ALLEY | ● |
| COMMERCIAL ALLEY | ○ |
| CASTRO STREET | ● |
| NEIGHBORHOOD STREET | ● |
| NEIGHBORHOOD AVENUE | ● |
| SIDE STREET | ● |
| 2 LANE COMMUNITY BOULEVARD | ● |
| 4 LANE COMMUNITY BOULEVARD | ● |
| PATH | ● |
| TRAIL | ● |

### PARKING LOCATION

| | |
|---|---|
| FIRST LAYER | ○ |
| SECOND LAYER | ● |
| THIRD LAYER | ● |
| ON-STREET | ● |
| RV STORAGE (THIRD LAYER) | ● |

SP = SPECIAL USE PERMIT

## 4.3.1.7 P5 - URBAN CENTER

### LOTS

| | |
|---|---|
| WIDTH (MINIMUM) | NONE |
| AREA (MINIMUM) | NONE |
| LOT COVERAGE (MAXIMUM) | 80%-100% |
| BUILD-TO-LINE (RANGE) | 0'- 15' |
| FACADE BUILDOUT (MINIMUM) | 80% |
| STORIES (MAXIMUM) | 3 STORIES |

### BLOCKS

| | |
|---|---|
| BLOCK LENGTH (MAXIMUM) | 330' |
| BLOCK PERIMETER (MAXIMUM) | 1,320' |

### PUBLIC FRONTAGE (RIGHT OF WAY)

| | |
|---|---|
| SIDEWALK ZONE WIDTH | 8'-18' |
| LANDSCAPE ZONE | 3'-8' |
| VEHICULAR PARKING ZONE WIDTH | PARALLEL - 8'-12'<br>ANGLED - 17'-22' |
| VEHICULAR TRAVEL ZONE WIDTH | 20'- 40' |

### BUILDING TYPES

| | |
|---|---|
| DETACHED DWELLING | ○ |
| ATTACHED DWELLING | ○ |
| COTTAGE COURT | ○ |
| DUPLEX | ○ |
| TRIPLEX | ○ |
| QUADRAPLEX | ○ |
| SMALL APARTMENT | ● |
| LARGE APARTMENT | ● |
| MANUFACTURED HOME/PARK | ○ |
| ACCESSORY DWELLING UNIT | ○ |
| RECREATIONAL VEHICLE PARK | ○ |
| ACCESSORY BUILDING | ○ |
| SMALL COMMERCIAL | ● |
| LIVE/WORK | ● |
| MIXED-USE COMMERCIAL | ● |
| LARGE COMMERCIAL | ● |
| HIGHWAY COMMERCIAL | ○ |
| INDUSTRIAL | ○ |
| CARTS, KIOSKS, FOOD TRAILERS | ● |
| TEMPORARY COMMERCIAL | ● |
| COMMERCIAL ACCESSORY | ● |
| CIVIC BUILDINGS | ○ |

### PRIVATE FRONTAGE TYPES

| | |
|---|---|
| COMMON YARD | ○ |
| PORCH WITH OPTIONAL FENCE | ○ |
| STOOP | ● |
| GALLERY | ● |
| ARCADE | ● |
| SHOPFRONT | ● |
| FORECOURT | ● |
| TERRACE | ● |

### BUILDING DISPOSITION

| | |
|---|---|
| EDGEYARD | ○ |
| SIDEYARD | ● |
| COURTYARD | ● |
| REARYARD | ● |

| | |
|---|---|
| PERMITTED | ● |
| NOT PERMITTED | ○ |

### STREET TYPES

| | |
|---|---|
| RURAL STREET | ○ |
| RESIDENTIAL ALLEY | ○ |
| COMMERCIAL ALLEY | ● |
| CASTRO STREET* | ● |
| NEIGHBORHOOD STREET | ● |
| NEIGHBORHOOD AVENUE | ● |
| SIDE STREET | ● |
| 2 LANE COMMUNITY BOULEVARD | ● |
| 4 LANE COMMUNITY BOULEVARD | ● |
| PATH | ● |
| TRAIL | ● |

### PARKING LOCATION

| | |
|---|---|
| FIRST LAYER | ○ |
| SECOND LAYER | ○ |
| THIRD LAYER | ● |
| ON-STREET | ● |
| RV STORAGE (THIRD LAYER) | ○ |

*Cant be used as primary frontage

## 4.3.1.8 EC - EMPLOYMENT CENTER

### LOTS

| | |
|---|---|
| WIDTH (MINIMUM) | NONE |
| AREA (MINIMUM) | NONE |
| LOT COVERAGE (MAXIMUM) | TBD |
| BUILD-TO-LINE (RANGE) | TBD |
| FACADE BUILDOUT (MINIMUM) | TBD |
| STORIES (MAXIMUM) | TBD |

### BLOCKS

| | |
|---|---|
| BLOCK LENGTH (MAXIMUM) | TBD |
| BLOCK PERIMETER (MAXIMUM) | TBD |

### *PUBLIC FRONTAGE (RIGHT OF WAY)

| | |
|---|---|
| SIDEWALK ZONE WIDTH | 8'-24' |
| LANDSCAPE ZONE | PERMITTED |
| VEHICULAR PARKING ZONE WIDTH | PARALLEL - 8'-12'<br>ANGLED - 17'-22' |
| VEHICULAR TRAVEL ZONE WIDTH | 16'-40' |

### BUILDING TYPES

| | |
|---|---|
| DETACHED DWELLING | ○ |
| ATTACHED DWELLING | ○ |
| COTTAGE COURT | ○ |
| DUPLEX | ○ |
| TRIPLEX | ○ |
| QUADRAPLEX | ○ |
| SMALL APARTMENT | ○ |
| LARGE APARTMENT | ○ |
| MANUFACTURED HOME/PARK | ○ |
| ACCESSORY DWELLING UNIT | ○ |
| RECREATIONAL VEHICLE PARK | ○ |
| ACCESSORY BUILDING | ○ |
| SMALL COMMERCIAL | ● |
| LIVE/WORK | ● |
| MIXED-USE COMMERCIAL | ● |
| LARGE COMMERCIAL | ● |
| HIGHWAY COMMERCIAL | ● |
| INDUSTRIAL | ● |
| CARTS, KIOSKS, FOOD TRAILERS | ● |
| TEMPORARY COMMERCIAL | ● |
| COMMERCIAL ACCESSORY | ● |
| CIVIC BUIDLINGS | ● |

### PRIVATE FRONTAGE TYPES

| | |
|---|---|
| COMMON YARD | ● |
| PORCH WITH OPTIONAL FENCE | ● |
| STOOP | ● |
| GALLERY | ● |
| ARCADE | ● |
| SHOPFRONT | ● |
| FORECOURT | ● |
| TERRACE | ● |

### BUILDING DISPOSITION

| | |
|---|---|
| EDGEYARD | ● |
| SIDEYARD | ● |
| COURTYARD | ● |
| REARYARD | ● |

| | |
|---|---|
| PERMITTED | ● |
| NOT PERMITTED | ○ |

**TBD** = TO BE DECIDED BY DURING DEVELOPMENT PROCESS

### STREET TYPES

| | |
|---|---|
| RURAL STREET | ○ |
| RESIDENTIAL ALLEY | ○ |
| COMMERCIAL ALLEY | ● |
| CASTRO STREET | ○ |
| NEIGHBORHOOD STREET | ● |
| NEIGHBORHOOD AVENUE | ● |
| SIDE STREET | ● |
| 2 LANE COMMUNITY BOULEVARD | ● |
| 4 LANE COMMUNITY BOULEVARD | ● |
| PATH | ● |
| TRAIL | ● |

### PARKING LOCATION

| | |
|---|---|
| FIRST LAYER | ● |
| SECOND LAYER | ● |
| THIRD LAYER | ● |
| ON-STREET | ● |
| RV STORAGE | ○ |

*Already developed properties with Place Type EC zoning shall follow the development standards of Place Type 5 until an Employment Center Plan has been adopted for the prope

## 4.3.1.9 CS - CIVIC SPACE

| LOTS | |
|---|---|
| WIDTH | TBD |
| AREA | TBD |
| LOT COVERAGE (MAXIMUM) | TBD |
| BUILD-TO-LINE (RANGE) | TBD |
| FACADE BUILDOUT (MINIMUM) | TBD |
| STORIES (MAXIMUM) | TBD |

| STREETS | |
|---|---|
| BLOCK PERIMETER (MAXIMUM) | TBD |
| BLOCK LENGTH (MAXIMUM) | TBD |

| PUBLIC FRONTAGE (RIGHT OF WAY) | |
|---|---|
| SIDEWALK ZONE | TBD |
| LANDSCAPE ZONE | TBD |
| VEHICULAR PARKING ZONE | TBD |
| VEHICULAR TRAVEL ZONE | TBD |

| BUILDING TYPES | |
|---|---|
| DETACHED DWELLING | ○ |
| ATTACHED DWELLING | ○ |
| COTTAGE COURT | ○ |
| DUPLEX | ○ |
| TRIPLEX | ○ |
| QUADRAPLEX | ○ |
| SMALL APARTMENT | ○ |
| LARGE APARTMENT | ○ |
| MANUFACTURED HOME/PARK | ○ |
| ACCESSORY DWELLING UNIT | ○ |
| RECREATIONAL VEHICLE PARK | ○ |
| ACCESSORY BUILDING | ○ |
| SMALL COMMERCIAL | ● |
| LIVE/WORK | ○ |
| MIXED-USE COMMERCIAL | ○ |
| LARGE COMMERCIAL | ○ |
| HIGHWAY COMMERCIAL | ○ |
| INDUSTRIAL | ○ |
| CARTS, KIOSKS, FOOD TRAILERS | ● |
| TEMPORARY COMMERCIAL | ● |
| COMMERCIAL ACCESSORY | ○ |
| CIVIC BUILDINGS | ● |

| PRIVATE FRONTAGE TYPES | |
|---|---|
| COMMON YARD | ● |
| PORCH WITH OPTIONAL FENCE | ● |
| STOOP | ○ |
| GALLERY | ● |
| ARCADE | ● |
| SHOPFRONT | ● |
| FORECOURT | ● |
| TERRACE | ● |

| BUILDING DISPOSITION | |
|---|---|
| EDGEYARD | ● |
| SIDEYARD | ● |
| COURTYARD | ● |
| REARYARD | ● |

| | |
|---|---|
| PERMITTED | ● |
| NOT PERMITTED | ○ |

| STREET TYPES | |
|---|---|
| RURAL STREET | ● |
| RESIDENTIAL ALLEY | ○ |
| COMMERCIAL ALLEY | ○ |
| CASTRO STREET | ● |
| NEIGHBORHOOD STREET | ● |
| NEIGHBORHOOD AVENUE | ○ |
| SIDE STREET | ● |
| 2 LANE COMMUNITY BOULEVARD | ○ |
| 4 LANE COMMUNITY BOULEVARD | ○ |
| PATH | ● |

| PARKING LOCATION | |
|---|---|
| FIRST LAYER | ● |
| SECOND LAYER | ● |
| THIRD LAYER | ● |
| ON-STREET | ● |
| RV STORAGE | ○ |

## 4.3.2 BUSINESS/RESIDENTIAL TRANSITION ZONES.

4.3.2.1 A property owner of a lot abutting a zoned Place Type P5 property is allowed to request a Special Use Permit for a commercial use of the property if the abutting zoning does not allow for commercial by right. Special Use Request must still follow the same Performance and Compatibility standards listed in Section 5.9.

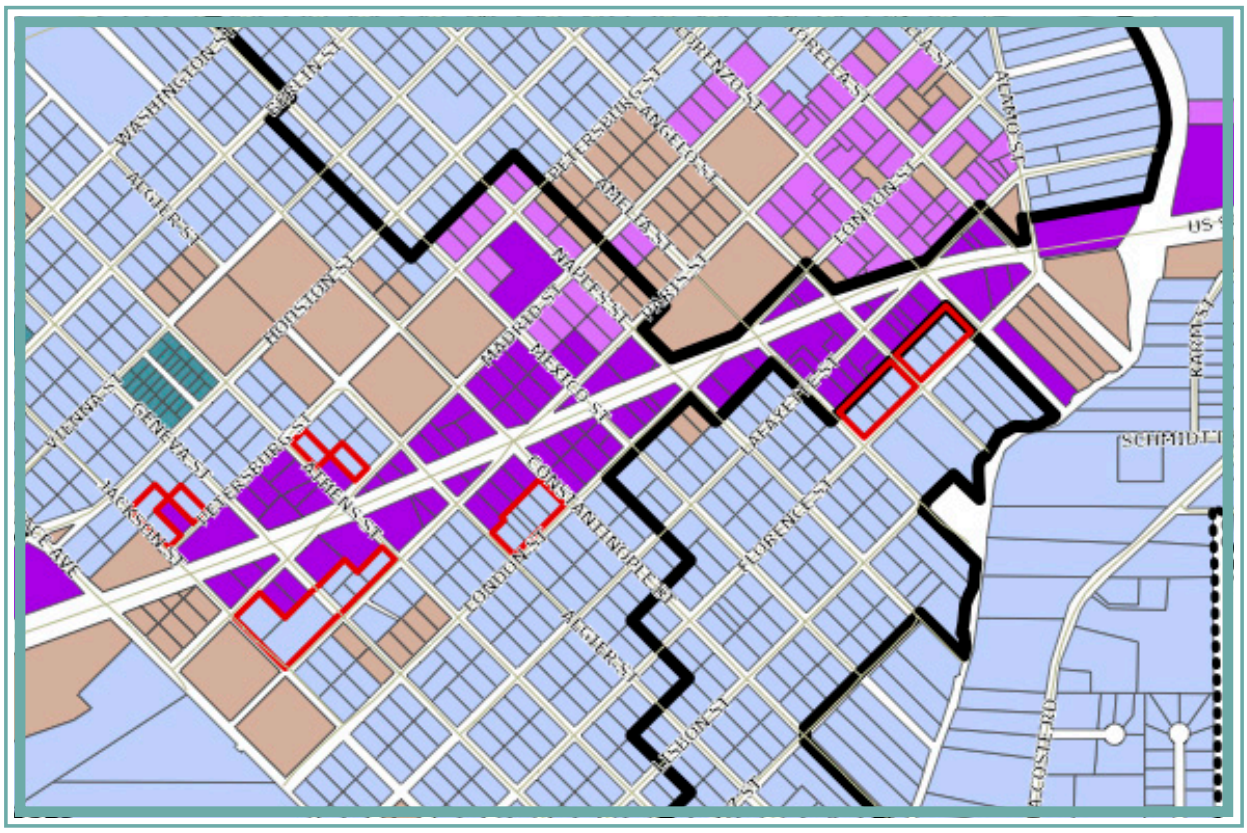
4.3.2.2 The permit will allow for commercial use but keep a house form appearance. If alteration outside of the allowed commercial adjustments is desired to the building or lot a zoning change request must be submitted. Outside of the commercial adjustments listed below, properties will still be required to meet their designated zoning standards:

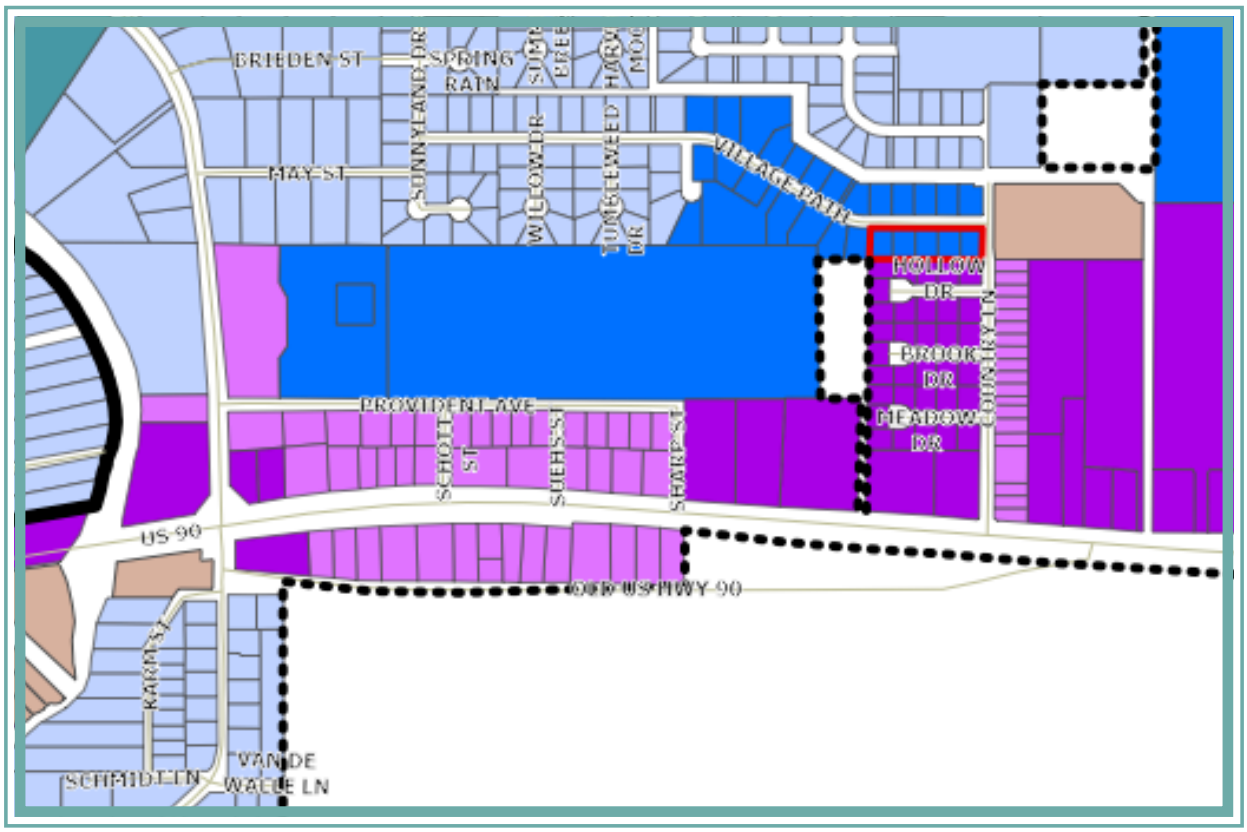
(1) No more than one sign will be permitted per site. Any such sign shall be placed on or near the ground with a maximum height of four (4) feet and a maximum area no larger than twenty-four (24) square feet. Any signs must be constructed of wood or have a wood finish appearance and be complimentary to the exterior of the building. If lighted, the sign must be externally lighted. One sign will be permitted for each individual tenant. Such individual tenant signs must be displayed together in a group on one sign located by the main entrance of the structure and mounted on the wall of the building.

(2) Parking shall be accented by landscaping to create a residential appearance. Landscaping for each site shall include a minimum of three trees of 1" or greater caliper, in the area between the building line and the street on the front of the lot. Twenty-Five percent (25%) of the front yard landscaping for each site shall be native ground cover, excluding grass, including bushes, shrubs, or similar perennial plantings

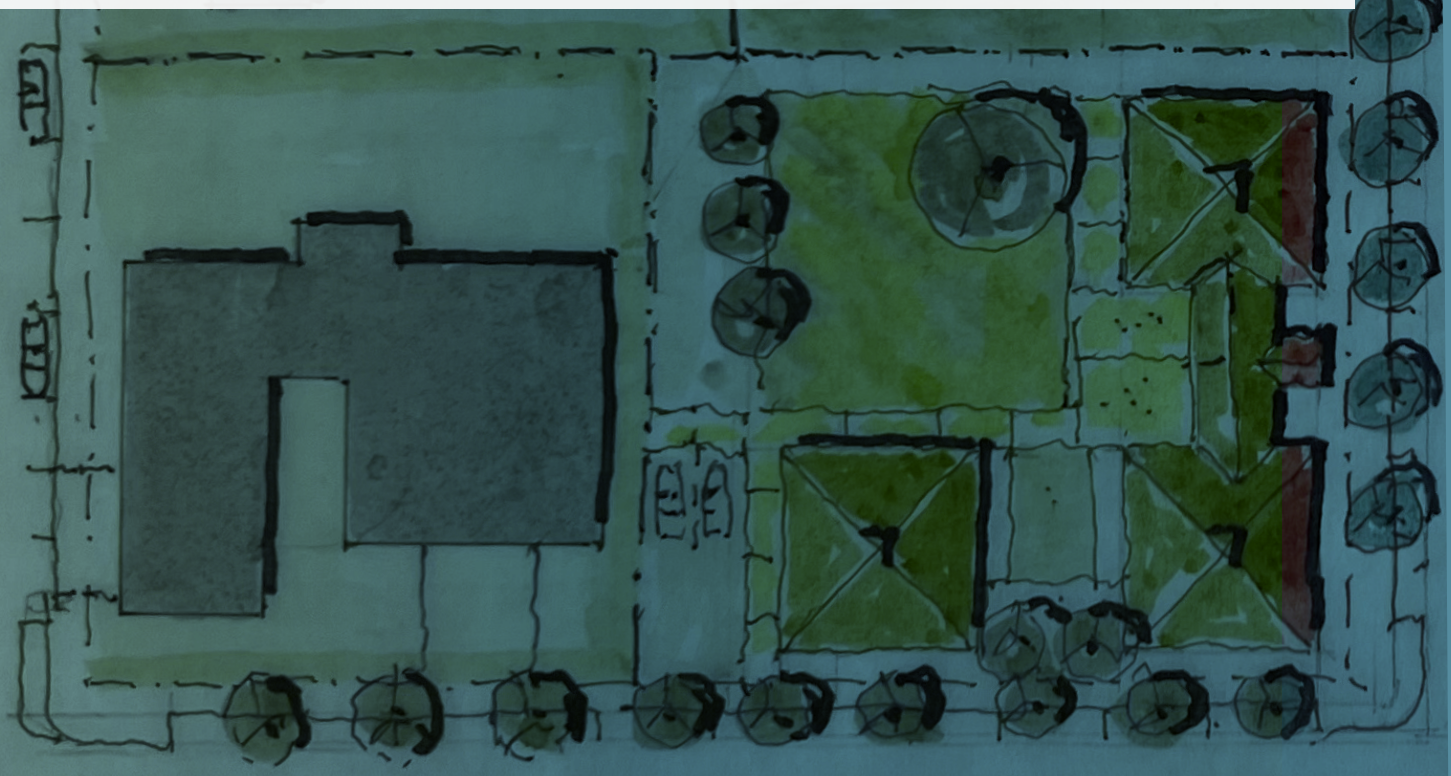
4.3.2.3 Any SUP for transition commercial, if granted, shall apply only to the property owner, use, and business named and shall not be transferable, unless there is no change in use. If there is no change in use when transferred to the new property owner, then City Council can approve the transfer of the SUP. Any attempt to transfer the SUP by sale of the property, or other means, without City Council approval shall void the SUP. The established Place Type will transfer with the land even after the sale of property.

FIGURE 5.1 :BUSINESS/RESIDENTIAL TRANSITION ZONES.



# CHAPTER 5
# PRIVATE LOT DEVELOPMENT STANDARDS



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# 5.1 LOT STRUCTURE.

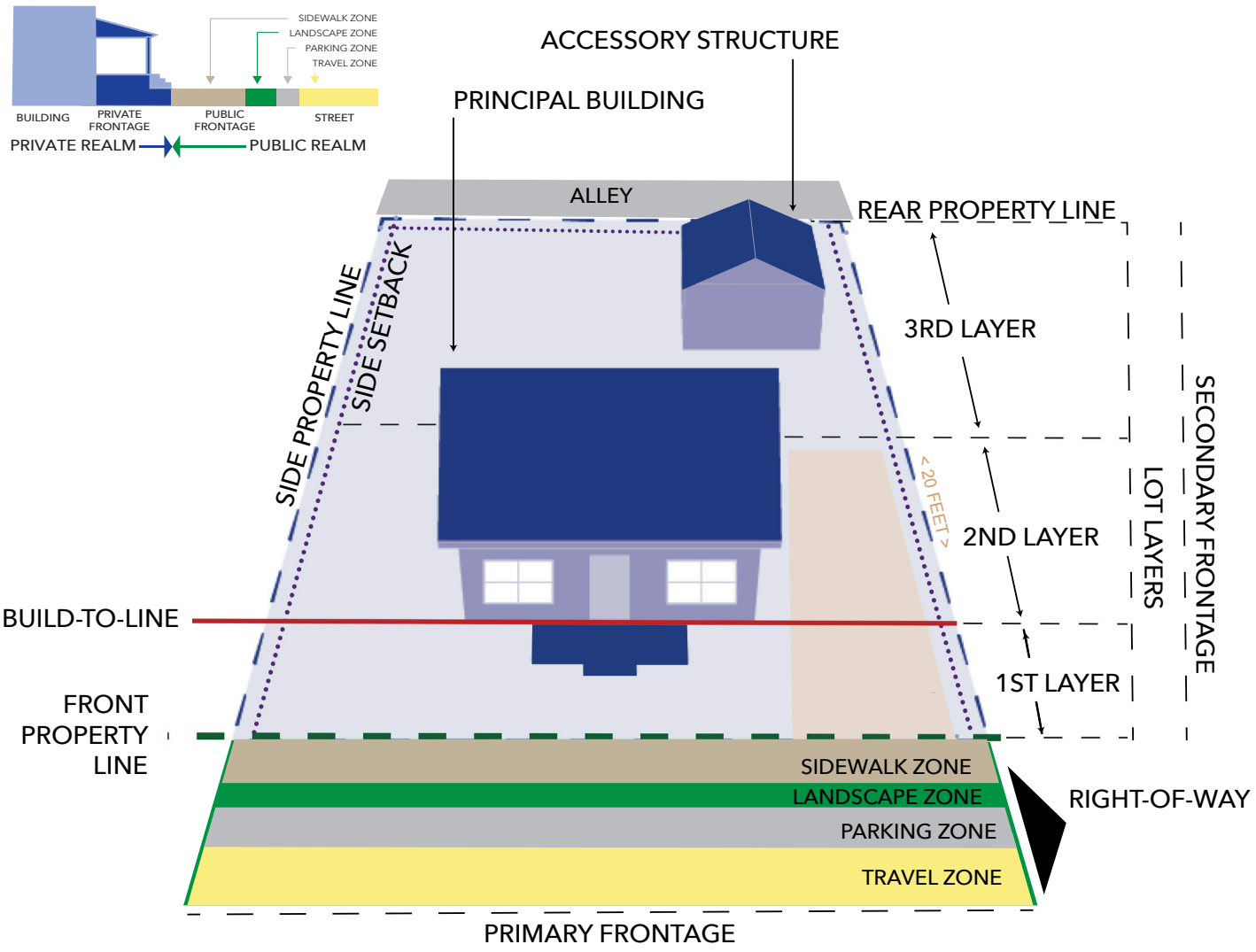
## 5.1.1 GENERAL.

Lots and buildings located within the City of Castroville shall be subject to the requirements of this Chapter. Regulatory terminology related to lots used in this section is diagrammed for illustrative purposes only. Building types diagrammed are provided for illustrative purposes only.

## 5.1.2 ELEMENTS OF A LOT.

The diagram below represents a general lot within the City of Castroville. The lot elements are described in Table 5.1.2(B): Lot Structure Diagram Descriptions.

FIGURE 5.1.2(A): ELEMENTS OF A LOT.



## TABLE 5.1.2(B): LOT STRUCTURE DIAGRAM DESCRIPTIONS.

| | |
|---|---|
| **BUILDINGS** | |
| **PRINCIPAL BUILDING** | The main building on a lot. |
| **ACCESSORY STRUCTURES** | A secondary building located toward the rear of the same lot as a principal building may include a dwelling unit called an Accessory Dwelling Unit (ADU). |
| **LOT LAYERS** | |

Lots shall be divided into regulatory layers as illustrated in the Lot Structure Diagram and frontage lines below. Standards for the second and third layers pertain only to the primary frontage. Standards for the first layer pertain to both frontages.

| | |
|---|---|
| **FIRST LAYER** | The first layer is the area of a lot from the front property line to the facade of the principal building. It is the private frontage of a lot. |
| **SECOND LAYER** | The second layer is the area of the lot set behind the first layer to a depth of 20 feet in all Place Types. |
| **THIRD LAYER** | The third layer is the area of a lot set behind the second layer and extending to the rear lot line. |
| **LOT** | |
| **BUILD-TO-LINE** | The build-to-line is the location where the principal front facade will be located.<br>The location of the build-to-line, is established per Place Type, and for new neighborhoods, on the Neighborhood Plan. |
| **REAR PROPERTY LINE** | Where the property line meets alley R.O.W. or an adjoining side/rear property line.<br>All buildings and structures must be located at or behind the side or rear property line in compliance with the building separation requirements of the adopted building code. |
| **LOT WIDTH** | The length of the principal frontage line of a lot. Lot width is measured between the side lot lines at the build-to-line. |
| **FRONT PROPERTY LINE** | Where private property align with publicly controlled right-of-way.<br>Lots may have multiple frontages. On lots with multiple frontages, such as corner lots, one property line is designated as the primary frontage. |
| **SIDE SETBACK** | The separation between any building on the lot and the side property boundary. |

| DEVELOPMENT REALMS | |
|---|---|
| **PRIVATE REALM** | Privately owned areas in large part developed with buildings and associated improvements. It is more limited in its accessibility to the public. |
| **PUBLIC REALM** | The streets, parks, squares, green spaces, and other interconnected outdoor places that require no key to access them and are available without charge for everyone to use. |
| **FRONTAGE TYPES** | |
| **PUBLIC FRONTAGE** | This area consists primarily of the right-of-way between the street and the front property line where the sidewalk, public landscaping, public lighting, and the furniture zone are on a lot. It also includes other publicly accessible Civic Spaces such as parks, squares, plazas, courtyards, and alleys. It plays a critical role in an area's character and function. |
| **PRIVATE FRONTAGE** | This area consists of the portion of the private lot within the first layer. These areas are in large part developed with buildings and associated improvements, and is more limited in its accessibility to the public. |
| **PUBLIC FRONTAGE ZONE** | |
| **SIDEWALK ZONE** | The sidewalk zone includes a sidewalk that is usually clear of all obstructions. The purpose is to allow for pedestrian movement in parallel with the street. |
| **LANDSCAPE ZONE** | The landscape zone refers to all areas where plants and trees are used in the public realm including tree wells, garden beds and planter pots serving a variety of purposes including buffering, water quality, aesthetic enhancement, shade and habitat. |
| **PARKING ZONE** | On-street parking should be accommodated on most public streets. On-street parking provides the opportunity for easy access and connectivity to the street-scape and the adjacent land uses. |
| **TRAVEL ZONE** | The travel zone is the space within the right-of-way where multiple types of vehicles travel. |
| **RIGHT-OF-WAY** | The land within which the travel zone, parking zone, landscape zone, sidewalk zone and, in most cases, city utilities are located. The right-of-way is accessible to the public. |

## TABLE 5.2(A): BUILDING TYPES PERMITTED BY PLACE TYPE ZONING DISTRICTS.

| BUILDING TYPES | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **RESIDENTIAL** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| DETACHED DWELLING | NP | P | P | P | P | P | NP | NP | TBD |
| ATTACHED DWELLING | NP | NP | NP | P | NP | P | NP | NP | TBD |
| COTTAGE COURT | NP | NP | NP | P | NP | P | NP | NP | TBD |
| DUPLEX | NP | NP | NP | P | NP | P | NP | NP | TBD |
| TRIPLEX | NP | NP | NP | NP | NP | P | NP | NP | TBD |
| QUADRAPLEX | NP | NP | NP | NP | NP | P | NP | NP | TBD |
| SMALL APARTMENTS | NP | NP | NP | NP | NP | P | P | NP | TBD |
| LARGE APARTMENTS | NP | NP | NP | NP | NP | NP | P | NP | TBD |
| MANUFACTURED HOME | NP | NP | NP | NP | P | NP | NP | NP | TBD |
| ACCESSORY DWELLING UNIT | NP | SP | SP | SP | SP | SP | NP | NP | TBD |
| RECREATIONAL VEHICLE PARK | NP | P | NP | NP | NP | NP | NP | NP | TBD |
| ACCESSORY BUILDING | NP | P | P | P | P | P | NP | NP | TBD |
| **COMMERCIAL** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| SMALL COMMERCIAL | NP | NP | NP | NP | NP | P | P | P | P |
| LARGE COMMERCIAL | NP | NP | NP | NP | NP | NP | P | NP | P |
| LIVE/WORK | NP | NP | NP | NP | NP | P | P | NP | P |
| MIXED-USE COMMERCIAL | NP | NP | NP | NP | NP | NP | P | NP | P |
| HIGHWAY COMMERCIAL | NP | NP | NP | NP | NP | NP | NP | NP | P |
| CART, KIOSKS, FOOD TRAILERS | P | NP | NP | NP | NP | P | P | P | P |
| TEMPORARY COMMERCIAL | P | NP | NP | NP | NP | P | P | P | P |
| COMMERCIAL ACCESSORY | NP | NP | NP | NP | NP | P | P | NP | P |
| INDUSTRIAL | NP | NP | NP | NP | NP | NP | NP | NP | P |
| CIVIC | NP | NP | NP | NP | NP | NP | NP | P | P |

P = PERMITTED SP= SPECIAL USE PERMIT NP = NOT PERMITTED TBD="TO BE DECIDED" DURING DEVELOPMENT PROCESS

# 5.2 BUILDING TYPES.

## 5.2.1 INTENT.

5.2.1.1 Focusing on appropriate building types within Place Types instead of focusing on the uses within the buildings, ensures the City develops properties that reflect the walkable character within Castroville's core and protect the surrounding open space and agricultural lands. A mix of residential and commercial building types provides options for development that support a variety of people with different lifestyles, income levels, and age groups.

5.2.1.2 The Castroville Back To Our Future Comprehensive Plan calls for a variety of residential building types that support all types of households, including missing middle housing. Missing middle housing refers to a range of house-scale buildings with multiple units, compatible in scale and form with detached homes, located in a walkable neighborhood.

5.2.1.3 Building types diagrammed are provided for illustrative purposes only (see 5.2.3 Residential Building Type Descriptions and 5.2.4 Commercial Building Type Descriptions).

## 5.2.2 PRINCIPLE STRUCTURES

5.2.2.1 One principle building is allowed in all Place Types per lot. Additional buildings would be considered accessory buildings. Cottage Courts are exempt from this section.

5.2.2.2 Accessory Dwelling Unit (ADU) buildings must follow Place Type standards assigned to each lot.

## 5.2.3 BUILDING FUNCTION BY BUILDING TYPES.

Building Types are intended to establish the anticipated intensity within each Place Type. This section establishes allowable uses within the Building Types by Place Type. Section 5.9.3 Neighborhood Compatibility will apply to all uses and buildings in the City.

### 5.2.3.1 RESIDENTIAL BUILDING TYPES.

Within residential buildings the following uses are permitted with the stated limitations.

(1) P2, P2.5, P3, P3M.

- (a) Dwelling
- (b) Home Occupation
- (c) Within the transition zone accessory Commercial Use with Special Use Permit

(2) P4, P5

- (a) Dwelling
- (b) Home Occupation
- (c) Lodging
- (d) Accessory Commercial Use

(3) EC- as determined in Employment Center Plan

## 5.2.3.2 COMMERCIAL BUILDING TYPES.

Uses within commercial buildings are governed by the adopted building and health and safety codes and must comply with the Performance Standards of this chapter.

Within commercial buildings the following uses are permitted with the stated limitations.

(1) P1

(a) Temporary retail with Special Use Permit

(2) P4

(a) Retail excluding drive-through services and vehicle services. Outdoor retail activities with Special Use Permit

(b) Office

(3) P5

(a) Retail excluding vehicle services. Drive-through services in the third layer with Special Use Permit

(b) Office

(c) Commercial, outdoor storage in the third layer with Special Use Permit

(4) CS

(a) Temporary retail

(b) Retail with Special Use Permit

(c) Commercial, outdoor storage in the third layer with Special Use Permit

(5) EC - as determined in Employment Center Plan including:

(a) Retail including drive-through services, vehicle services and outdoor activities

(b) Office

(c) Commercial including outdoor storage

(d) Industrial

### 5.2.3.3 ADU ALLOWANCE

ADU's shall be requested through a Special Use Permit.

A max of 1 ADU's are allowed as long as the lot coverage percentage does not exceed total lot coverage percentage of the lot's respected Place Type.

Maximum size of an ADU shall be no greater than 800 square feet.

**TABLE 5.2(A): ADU'S PERMITTED BY PLACE TYPE ZONING DISTRICTS.**

| | PLACE TYPES | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | EC |
| # Of ADU's Allowed | NP | SP | SP | P | P | P | NP | NP |
| P = PERMITTED NP = NOT PERMITTED OO = OWNER OCCUPIED | | | | | | | | |

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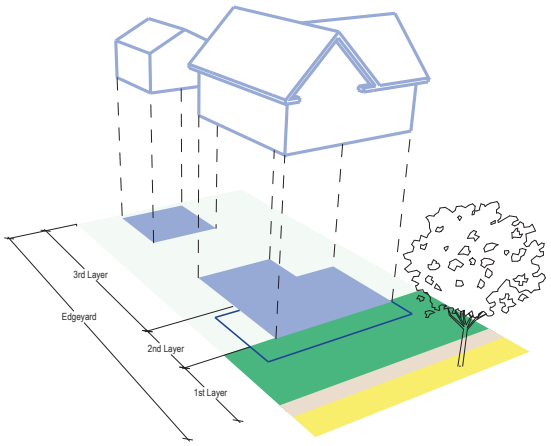
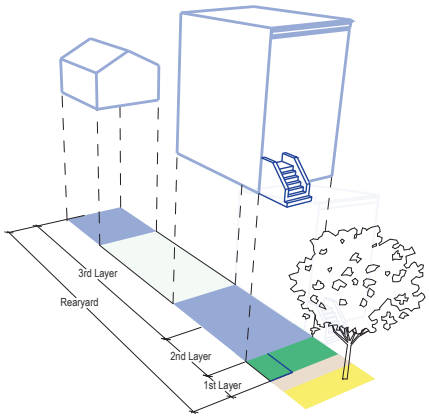
## 5.2.3: RESIDENTIAL BUILDING TYPES



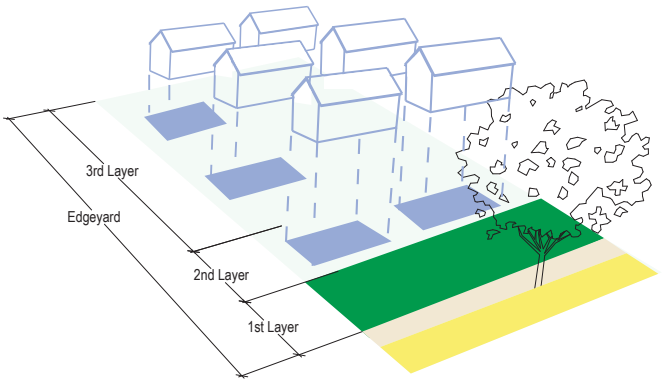

### DETACHED DWELLING

An individual dwelling unit on its own lot. The detached dwelling is the most prevalent dwelling type in Castroville. This building type is typically disposed on the lot with edge yards. On small to medium sized lots, this building type should be set close to the front property line to encourage interaction with pedestrians. This building type has a front door facing the street or path from which it takes primary access. A HUD code manufactured house is a detached dwelling that is only permitted in certain Place Types.



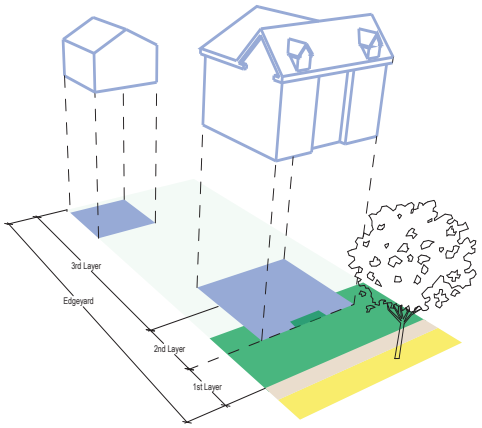

### ATTACHED DWELLINGS

An individual dwelling unit on its own lot that shares a common wall with a unit on one or more adjacent lots. This building type is often referred to as a townhouse. This building type is typically disposed on the lot with a side yard or rear yard. This building type should be set close to or at the front property line to encourage interaction with pedestrians. This building type has a front door facing the street or path from which it takes primary access.



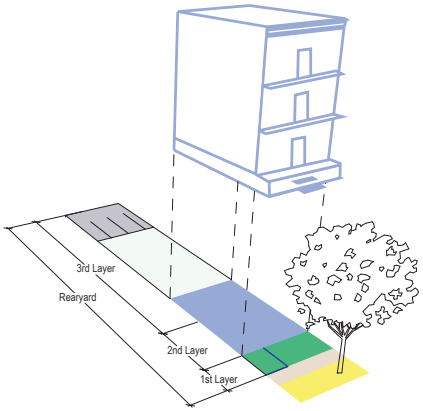

### COTTAGE COURT

A group of individual, small dwelling units on a single lot that share a central courtyard. A maximum number of four (4) cottages are allowed. The cottages adjacent to the street have front doors facing the street and the cottages whose primary access is from the courtyard have front doors facing the courtyard. For the purposes of platting, cottage lots may have legal frontage onto a courtyard with a public access easement from the street.



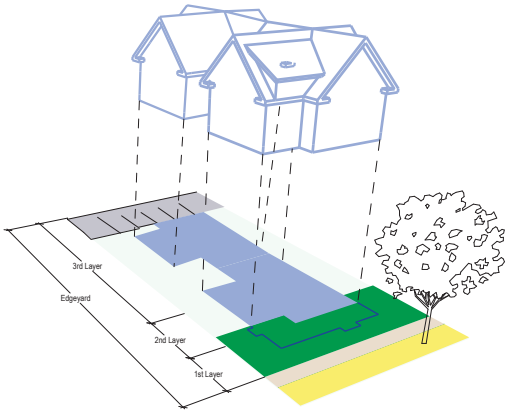

### DUPLEX

Two dwelling units on a single lot. The dwelling units are typically in a single building arranged side by side or stacked, or they may be in separate buildings by variance. This building type is typically disposed on the lot with edge yards. On small to medium sized lots, this building type should be set close to the front property line to encourage interaction with pedestrians. This building type has at least one front door facing the street or path from which it takes primary access.



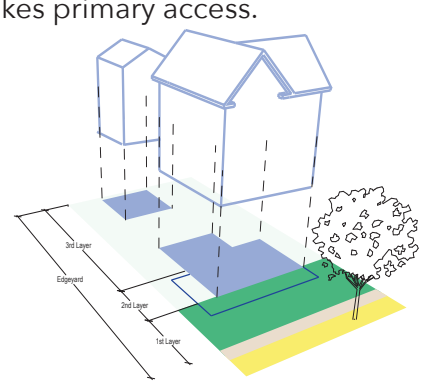

## TRIPLEX

Three dwelling units on a single lot. The dwelling units are typically in a single building arranged side by side or stacked, or they may be in separate buildings by variance. This building type is typically disposed on the lot with edge yards. On small to medium sized lots, this building type should be set close to the front property line to encourage interaction with pedestrians. This building type has at least one front door facing the street or path from which it takes primary access.



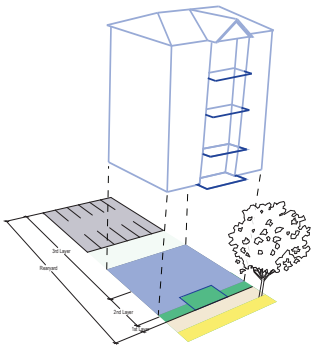

## QUADRAPLEX

Four dwelling units on a single lot. The dwelling units are typically in a single building and share a central entry but may have individual entries. The dwelling units may be in separate buildings by variance. This building type is typically disposed on the lot with edge yards. On small to medium sized lots, this building type should be set close to the front property line to encourage interaction with pedestrians. This building type has at least one front door facing the street or path from which it takes primary access.



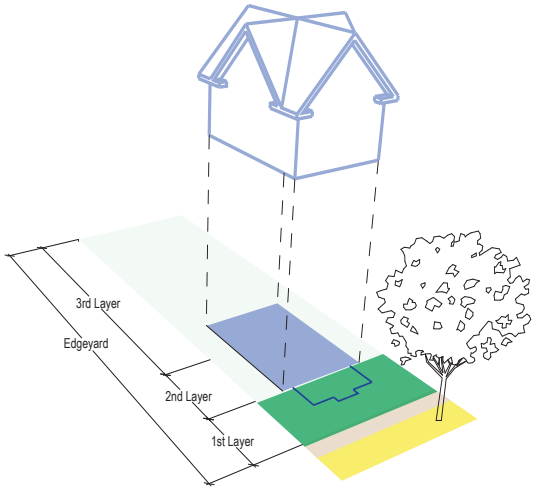

## SMALL APARTMENTS

A detached building on a single lot that includes multiple dwelling units, no more than 9. The building typically has a shared entrance facing the street. This building type may be disposed on the lot with edge yards, side yard, courtyard, or rear yard. This building type should be set close to the front property line to encourage interaction with pedestrians. This building type is ideally situated on corner lots to allow access from the primary and secondary streets and to provide more on-street parking for the building occupants and visitors. This building type appears like a large, detached dwelling and seamlessly fits within the neighborhood.



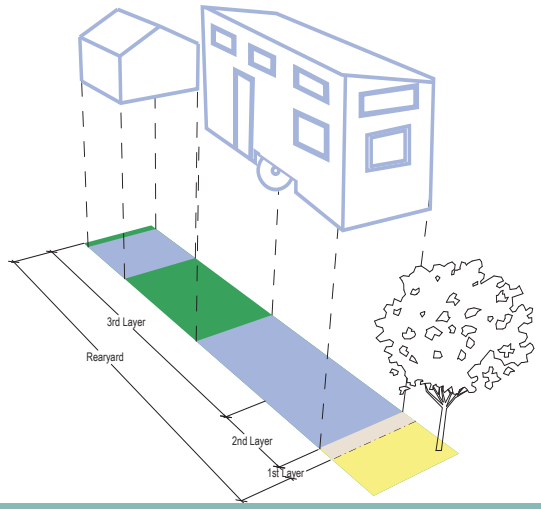
## LARGE APARTMENTS

A block-scale building that includes multiple dwelling units. This building type is disposed on the lot(s) with a rear yard or courtyard. This building type should be set at or near the front property line and provide a continuous building frontage along the street. Ground floor dwelling units may have individual entries from the sidewalk or a shared entry. Active ground floor uses such as live/work units, fitness centers, retail, leasing offices, etc. are encouraged.



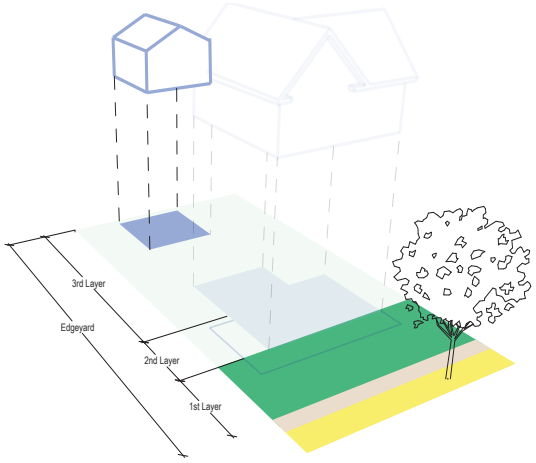

## MANUFACTURED HOME PARK

A neighborhood of HUD code manufactured homes intended for long-term residency. Manufactured home parks shall follow the requirements in this UDO and Chapter 70, Article II of the City of Castroville Code of Ordinances. Manufactured Home Parks are permitted in P3M. Individual Manufactured Homes are permitted as a principal dwelling unit building in P3M.



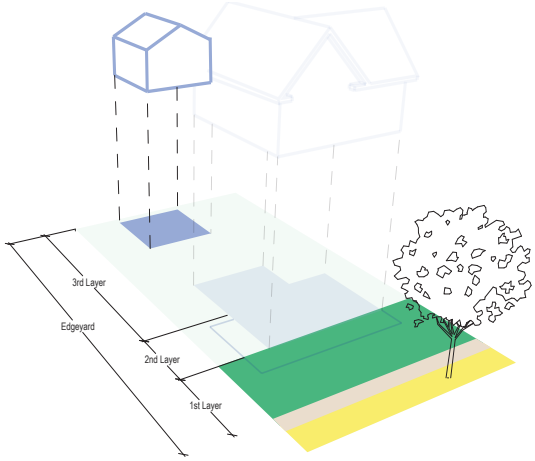

## RECREATIONAL VEHICLE PARK

A neighborhood of recreational vehicles intended for short-term residency. Recreational vehicle parks shall follow the requirements of this UDO and Chapter 70, Article II of the City of Castroville Code of Ordinances.




## ACCESSORY DWELLING UNIT

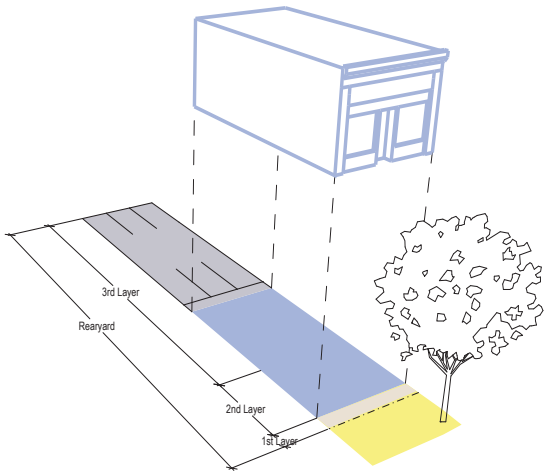
A secondary dwelling unit on the same lot as a principal dwelling unit building. ADUs may be individual detached structures, apartments within or above a garage or integrated into the primary dwelling unit with a separate entrance. ADUs are smaller than and subordinate to the principal building and are typically located in the third layer of the lot. ADUs may be allowed by a Specific Use Permit to be constructed and occupied prior to the principal dwelling unit building.




## ACCESSORY BUILDING

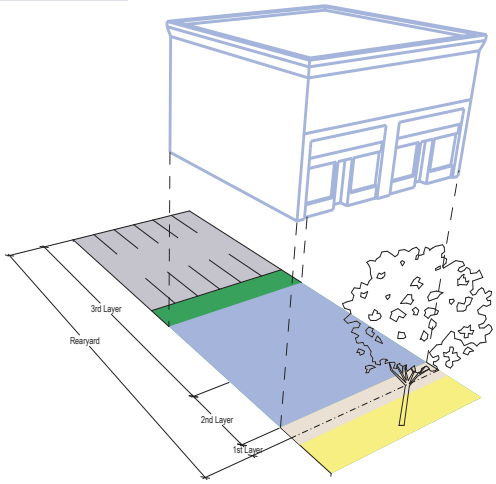
A detached structure located on the same lot as a principal dwelling unit building and not used as a dwelling. An accessory building may be used as a detached garage, a storage building, a workshop, a pool house, or other accessory use to the principal dwelling unit building. Accessory Buildings are smaller than and subordinate to the principal building and are typically located in the third layer of the lot.

## 5.2.4: COMMERCIAL BUILDING TYPES



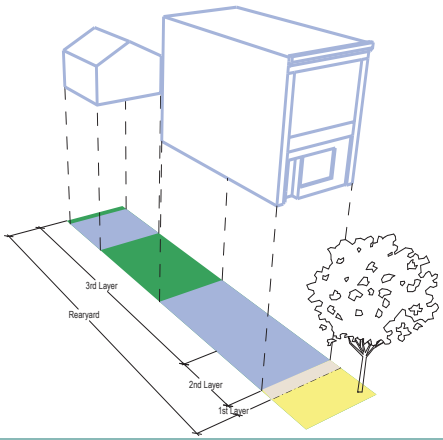

### SMALL COMMERCIAL

An individual commercial building on its own lot. Small commercial buildings are the primary building type for small to medium sized businesses in Castroville. They are typically sized to fit on a single commercial lot within a typical City block. The building is typically disposed on the lot with a rear yard to accommodate parking (if off-street parking is provided), outdoor areas and services accessed from a rear alley or service drive. Small Commercial located within a civic space must be incidental to the main use.



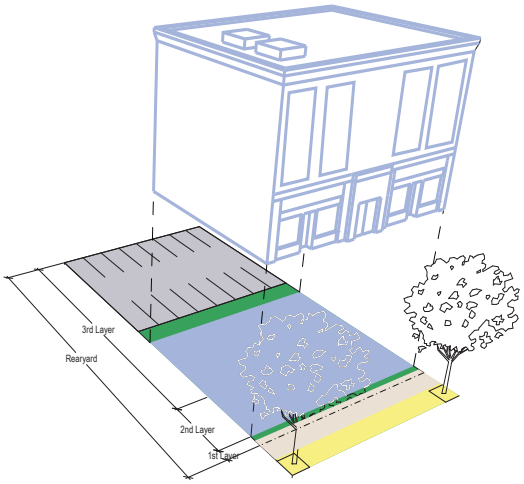

### LARGE COMMERCIAL

An individual building that may occupy multiple lots or a significant portion of a block. Large commercial buildings are typically occupied by a single tenant and may be one or more stories in height. The building is typically disposed on the lot with a rear yard to accommodate parking (if off-street parking is provided), outdoor areas and services accessed from a rear alley or service drive.



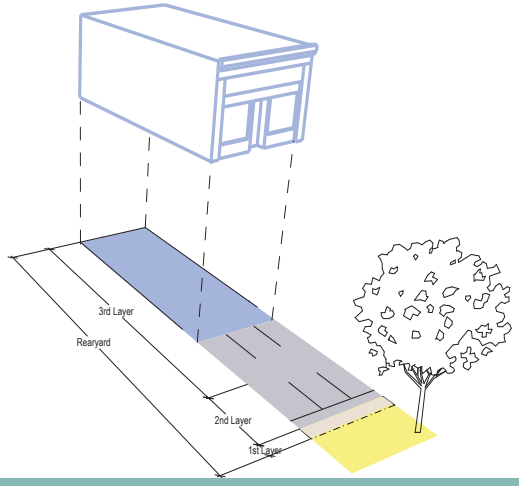

### LIVE/WORK

An individual building on its own lot that includes a commercial use(s) on the ground floor and a dwelling unit(s) on the upper floor(s). They are typically sized to fit on a single commercial lot within a typical City block. The building is typically disposed on the lot with a rear yard to accommodate parking (if off-street parking is provided), outdoor areas and services accessed from a rear alley or service drive.



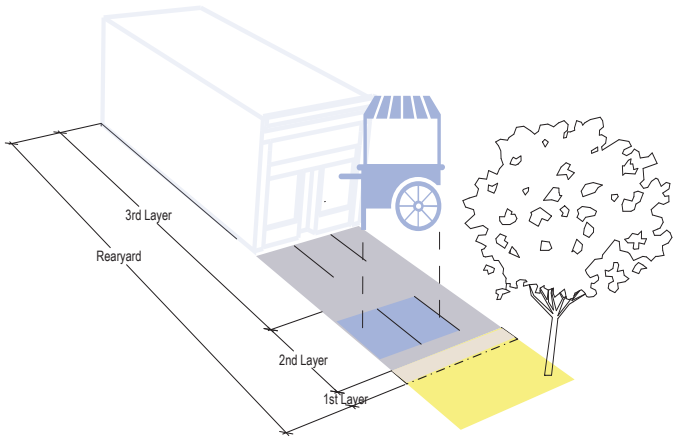

### MIXED-USE

An individual building that may occupy multiple lots or a significant portion of a block. Mixed use buildings are occupied by multiple tenants are typically multi-story and often include dwelling units on upper stories. The building is typically disposed on the lot with a rear yard to accommodate parking (if off-street parking is provided), outdoor areas and services accessed from a rear alley or service drive.



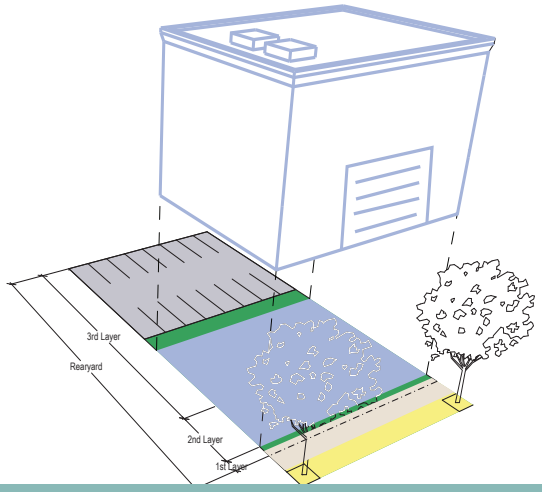

## HIGHWAY COMMERCIAL

An individual building on its own lot along a highway or regional road. The building may be occupied by one or more businesses. The building is typically disposed on the lot with edge yards and often includes surface parking lots, outdoor storage or display, drive-through services and other auto-oriented features.



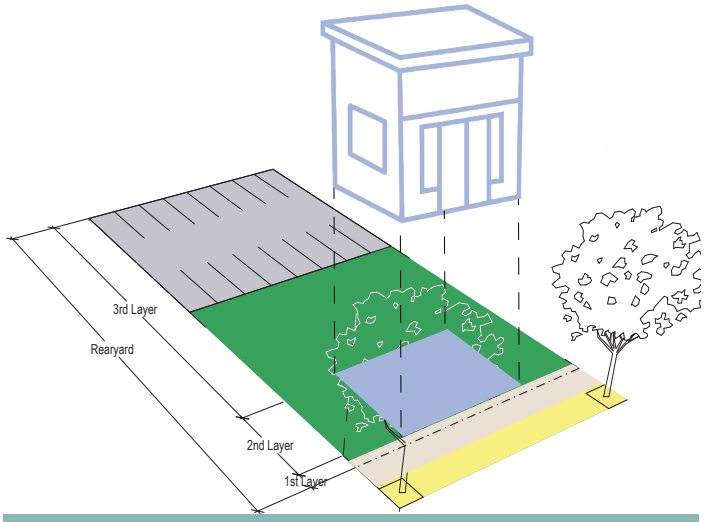

## CART, KIOSKS, FOOD TRAILERS

Freestanding, mobile structures that occupy a lot on a temporary basis. Typically, these structures are associated with an existing principal building on a lot. They may also occupy Civic Space or public right-of-way through a separately granted permit or license agreement.



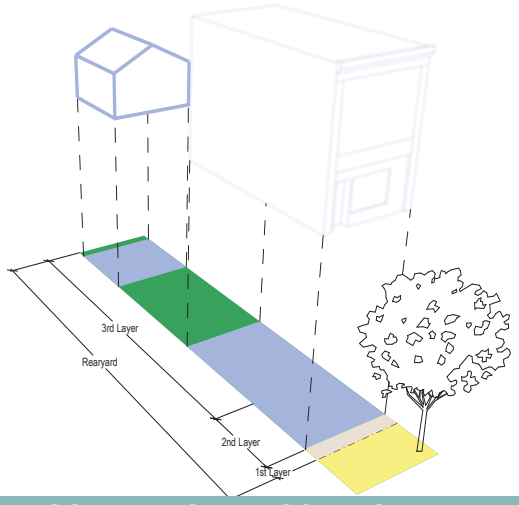

## INDUSTRIAL

An individual building on its own lot within an industrial park or employment center. The building may be occupied by one or more businesses. The building is typically disposed on the lot with edge yards and often includes large, paved areas around the building used for parking, loading/unloading, truck bays, and outdoor storage or display.




## TEMPORARY COMMERCIAL

Small individual buildings intended to provide commercial space on a temporary basis in new or existing neighborhoods. These buildings may be used as incubation space for businesses before they move into permanent buildings or in new neighborhoods before there is sufficient market demand to justify the construction of permanent commercial buildings in a neighborhood center.




## COMMERCIAL ACCESSORY

A detached structure located on the same lot as the principal commercial building. An accessory building may be used as a storage building, or other accessory use to the principal commercial building. Commercial accessory buildings are smaller than and subordinate to the principal building and are typically located in the third layer of the lot.

# 5.3 BUILDING PLACEMENT ON THE LOT.

## 5.3.1 GENERAL.

Lots and buildings located within the City of Castroville shall be subject to the requirements of this section. Regulatory terminology related to lots used in this section is diagrammed for illustrative purposes only. Building types diagrammed are provided for illustrative purposes only.

## 5.3.2 LOT OCCUPATION

5.3.2.1 Stories may not exceed fourteen (14) feet in height from the finished floor to the finished ceiling, except for a first-floor commercial building, which shall be a minimum of eleven (11) feet with a maximum of twenty-five (25) feet.

5.3.2.2 In the 100-year floodplain, a first-level residential or lodging shall be raised a minimum of 2 feet from the base flood elevation.

## 5.3.3 DEVELOPMENT STANDARDS.

The development standards for each Place Type zoning district are consolidated in 4.3 Place Type Zoning District Development Standards within this UDO.

## 5.3.4 BUILDING SEPARATION

All Place Type zoning districts require separation between building/structure and side property boundary in accordance with the adopted building code. A variance application is required for encroachments into the required building separation. Fences and screening walls may extend into the setback.

## 5.3.5 BUILDING DISPOSITION.

Principal buildings shall be positioned on a lot in accordance with the building standards per Place Type. There are four (4) types of building dispositions permitted in Castroville. See Table 5.3.5(A): Building Disposition by Place Type Zoning District for descriptions of each and the Place Type zoning districts where the building dispositions are permitted.

## TABLE 5.3.5(A): BUILDING DISPOSITION BY PLACE TYPE ZONING DISTRICT.

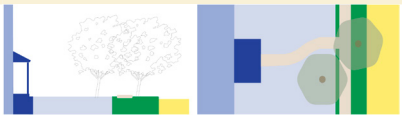
| BUILDING DISPOSITION | | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| EDGEYARD | A building that occupies the center of its lot with setbacks on all sides from the lot lines. The front yard is intended to be visually continuous with the yards of adjacent buildings. | NP | P | P | P | P | P | NP | P | P |
| SIDEYARD | A building that occupies one side of the lot with the setback to the other side. | NP | NP | NP | P | P | P | P | P | P |
| REARYARD | The placement of a building within the boundaries of its lot to create a rearyard, leaving the rear of the lot as private space or available for dedicated parking in its commercial form. The frontage line is a continuous line of frontages that define the public realm. | NP | NP | NP | NP | NP | P | P | P | P |
| COURTYARD | A building placed within the boundaries of its lot to create a private courtyard, while internally defining one or more private patios. Common walls shared with adjacent buildings create a continuous façade along the frontage line that steadily defines the public frontage. | NP | NP | NP | P | NP | P | P | P | P |

P = PERMITTED NP = NOT PERMITTED

## 5.3.6 PRIVATE FRONTAGE TYPES.

The private frontage consists of privately-owned areas in large part developed with buildings and associated improvements. It is more limited in its accessibility to the public. It is the area within the first layer of a lot between the front building facade, or the build-to-line, and the front property line. The private frontage types in the chart below are built on the front facades of buildings at the build-to-line. Private frontages may encroach into the right-of-way with an approved encroachment permit.

### TABLE 5.3.6(A):PRIVATE FRONTAGE PERMITTED BY PLACE TYPE ZONING DISTRICT.

| PRIVATE FRONTAGE TYPES | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| COMMON YARD  Residential buildings are set back from the front property line with an unfenced front yard that is visually continuous with neighboring yards supporting a common landscape. | NP | P | P | P | P | P | NP | P | P |
| PORCH WITH OPTIONAL FENCE Many residential buildings in Castroville have front porches. The build-to-line is setback from the front property line to create room for a wide porch and a fenced-in yard. The optional fence helps maintain a strong street edge and allows the homeowner extra fenced-in yard space. Fence height within first layer may be no more than 4 feet in height above grade/ ground level. | NP | P | P | P | P | P | NP | P | P |
| STOOP The main facade of the building is near the frontage line and the elevated stoop engages the sidewalk. The stoop shall be elevated above the sidewalk to ensure privacy within the building. Stairs from the stoop may lead directly to the sidewalk or may be side-loaded. This type is appropriate for residential uses with small setbacks. | NP | P | P | P | NP | P | P | NP | P |
| GALLERY A frontage seen on historic storefronts in Castroville, the facade is aligned close to the frontage line with an attached cantilevered shed or a lightweight colonnade overlapping the sidewalk. This frontage type provides shade for pedestrians on the sidewalk. | NP | NP | NP | NP | NP | P | P | P | P |

| PRIVATE FRONTAGE TYPES | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| ARCADE A colonnade supporting habitable space that overlaps the sidewalk, while the facade at sidewalk level remains at or behind the frontage line. This type is conventional for retail use. | NP | NP | NP | NP | NP | P | P | P | P |
| SHOPFRONT A popular retail frontage in Castroville, commercial shopfront build-to-lines are aligned close to the frontage line with the building entrance at sidewalk grade. Shopfronts have substantial glazing on the sidewalk level and an awning that may overlap the sidewalk. | NP | NP | NP | NP | NP | P | P | P | P |
| FORECOURT A portion of the facade is close to the frontage line and the central portion is setback. Forecourts are suitable for vehicle drop-offs and courtyards. | NP | P | P | P | NP | P | P | P | P |
| TERRACE The facade is setback from the frontage line by an elevated terrace. This frontage type buffers residential use from urban sidewalks and removes the private yard from the public encroachment. Terraces are suitable for conversions into outdoor cafe patios. | NP | P | P | P | NP | P | P | P | P |

P = PERMITTED NP = NOT PERMITTED

## 5.3.7 PRIVATE FRONTAGE DEVELOPMENT STANDARDS.

5.3.7.1 The facade of the Principal Building shall be built parallel to the front property line or to the tangent of a curved frontage line of a lot.

5.3.7.2 All facades shall be glazed with clear glass, not less than twenty percent (20%) of the first story. Glazing shall be calculated as the total combined area of window glazing (lights or panes within each window's casing) divided by the total area of the facade for the target story of a building.

5.3.7.3 Buildings in P5 shall be glazed with clear glass, no less than seventy percent (70%) of the first story.

5.3.7.4 Doors and windows above the first story shall not exceed fifty percent (50%) of the total building wall area, with each facade being calculated independently.

5.3.7.5 All doors and windows, including porches, galleries, arcades, and windows, with the exception of shopfronts, shall be square or vertical in proportion.

**TABLE 5.3.7(A):PRIVATE FRONTAGE ENCROACHMENT DEVELOPMENT STANDARDS BY PLACE TYPE ZONING DISTRICT.**

| ENCROACHMENT TYPE | PLACE TYPES | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **FIRST LAYER** | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | EC |
| OPEN PORCH | ---- | 50% MAX. | 50% MAX. | 50% MAX. | 50% MAX. | 50% MAX. | 50% MAX. | TBD |
| **RIGHT -OF-WAY** | | | | | | | | |
| GALLERY | NP | NP | NP | NP | NP | Within 2 feet of the curb. | Within 2 feet of the curb. | TBD |
| ARCADE | NP | NP | NP | NP | NP | Within 2 feet of the curb. | Within 2 feet of the curb. | TBD |
| **FIRST LAYER DEPTHS** | | | | | | | | |
| PORCH | --- | 5 FEET MIN. | 8 FEET MIN. | 8 FEET MIN. | 8 FEET MIN. | 10 FEET MIN. | NP | TBD |
| GALLERY | NP | NP | NP | NP | NP | 10 FEET MIN. | 10 FEET MIN. | TBD |
| ARCADE | NP | NP | NP | NP | NP | NP | 12 FEET MIN. | TBD |

P = PERMITTED NP = NOT PERMITTED TBD = "TO BE DETERMINED" DURING DEVELOPMENT REVIEW

Place Types not included in this chart do not permit encroachments by right. Employment Center frontage encroachments will be evaluated during project submission.

## 5.4 PARKING AND VEHICLE CIRCULATION ON THE LOT.

### 5.4.1 INTENT.

Parking shall not be the driver of site planning. The standards in this UDO support this notion by eliminating minimum parking requirements. The intent of building a walkable, bike-able, and easily navigable City means all modes of transportation are available to reduce the reliance on the vehicle.

The location of the parking shall be established and shown on the Neighborhood Plan, and/or site plan:

(1) Parking requirements will be market driven. Lot coverage shall not exceed the standards within 4.3.1 Place Type Zoning District Development Standards.

(2) In P4, P5, and EC the parking area can not be larger than one and a half (1.5) the size of the building.

(3) On-site surface parking must be located in the second layer or third layer of each lot as defined by the Place Type zoning district standards.

(4) Residential garage access is permitted from the public street or from an alley but must be taken from the alley if present. Garage access from the street on a property with alley access may be granted by variance. Access shall be taken from the side street on corner lots, in which case the garage doors may face the side street.

(5) Residential garage front facades must begin twenty (20) feet or greater from the front property line and may not be placed forward of the front facade of the principal building.

(6) Carports are allowed in the second and third layer but do not count toward the facade buildout percentage.

(7) Open parking areas, garages and carports shall be screened from the property line by building, fencing or landscaping and will be regulated in size by lot cover requirements of the Place Type zoning district.

(8) Parking spaces provided internal to a lot shall be located entirely within the third layer of lot as specified within 4.3.1 Place Type Zoning District Development Standards.

## 5.4.2 PARKING LOCATION.

5.4.2.1 Vehicle Parking.

Designated parking spaces and drive aisle locations shall be placed in the second or third layer of the lot, except in , P2, P2.5, P3, P5, and EC, as stated in Section 4.3.1 Place Type Zoning District Details and in accordance with this UDO.

5.4.2.2 Bike Parking.

(1) This section applies to civic buildings and Place Types P4, P5, and EC.

(2) 1 bicycle parking spot per every 5 parking lots

(3) Bicycle parking facilities shall not interfere with accessible paths of travel or accessible parking as required by the Americans with Disabilities Act, as amended.

(4) When a rack is placed within a sidewalk or pedestrian right-of-way, a minimum of four (4) feet from the required rack dimension shall be provided for pedestrian clearance.

(5) Bicycle racks shall be located in highly visible and well-lit areas to minimize theft and vandalism.

(6) When automobile parking spaces are provided in a structured parking garage, all required long-term and short-term bicycle spaces shall be located inside the garage on the ground level. Alternative layout and design of racks to maximize space may be approved by the DRC.

5.4.2.3 Recreational Vehicle Parking.

Designated parking spaces and drive aisle locations shall be placed in accordance with Section 4.3.1 Place Type Zoning District Details Place Type Zoning Districts Details and this UDO.

## 5.4.3 PARKING LOT DESIGN.

5.4.3.1 Parking Stall and Drive Aisle Design Standards.

(1) Use asphalt pavement, concrete, or a similar material approved by the DRC for all parking areas in P5.

(2) At a minimum, use dust palliative or other surfacing materials that minimize the generation of fine dust particulates for P2, P2.5, P3, P3M and P4.

(3) At a minimum, use a stable dust-free material on drive aisles of Civic Spaces and other recreational facilities. The Development Review Committee or City Engineer may require an alternative surface, such as concrete or asphalt, in some circumstances.

(4) The parking stalls may be improved with a soil mix treated with a dust palliative.

5.4.3.2 Bicycle Parking Design Standards.

(1) The number of bicycle parking racks shall be based on the amount of automobile parking spaces and shall be provided in accordance with the following. Where fractional bicycle parking spaces result, the spaces required shall be rounded up to the nearest whole number.

(2) Layout and Design

Each bicycle rack shall be designed to accommodate two (2) bicycle parking spaces (two (2) bicycle spaces per rack) while using the allowed bike rack designs below:

(a) Racks shall be designed to accommodate "U"-shaped locking devices and support the bicycle horizontally in two places.

(b) The racks shall be constructed of durable materials to withstand permanent exposure to the elements, such as powder-coated metal or stainless steel.

(c) All bicycle parking spaces must be hard-surfaced or at minimum a compact gravel base.

(d) All bicycle racks shall be securely anchored to the ground using a concrete footing and tamper- proof anchors.

(e) Decorative bicycle racks that enhance the sense of place and contribute to the character of the development are encouraged, but are subject to approval by the DRC.

(3) Bicycle Parking Space Size, Access Aisles, and Vertical Clearance

(a) Bicycle racks shall provide clearance from other objects by using a standard footprint that is at least four (4) feet wide by six (6) feet long, as depicted below, and shall hold at least two (2) bicycles.

(b) In cases where bicycle parking spaces are not visible from the primary drive a

approaching the building, signage shall be used to direct cyclists safely to bicycle parking areas (Manual for Uniform Traffic Devices Sign D4-3). These signs shall not be placed in the public right-of-way.

5.4.3.3 Parking Lot Traffic Control.

When traffic control devices are utilized in on-site parking lots, it is recommended that the general principles and standard traffic control device designs be used to regulate the flow of traffic.

5.4.3.4 Parking Lot Cross Access Connections.

(1) Cross-access easements and connections to adjoining properties shall be required to connect driveways and parking lots where no alley is present.

(2) Internal vehicular circulation areas shall be designed and installed to allow for cross-access between abutting lots;

(3) In the event, these conditions cannot be met without undue hardship or if such connections would create undesirable traffic flow, the Development Review Committee or City Engineer may waive the connection requirement.

(4) Where a parking lot connection is required, an easement for ingress and egress to adjacent lots shall be recorded on the plat or by separate instrument as appropriate.

5.4.3.5 Parking Lot Landscaping.

(1) Incorporate parking lot landscaped areas and medians into parking lots every twelve (12) spaces.

(2) Use landscape plant materials that are drought tolerant, have minimal dropping of pods and sap, and have canopies that can have a canopy bottom at least ten (10) feet above the ground.

(3) Use single-trunk trees in parking lot landscape areas.

## 5.4.4 VEHICLE CIRCULATION.

5.4.4.1 Vehicle Queuing. Adequate depth on site must be provided to prevent vehicle queuing in the public right away. The adequate vehicle queuing depth will be determined during the site plan process.

## 5.4.5 DRIVE-THROUGH FACILITIES.

Drive-throughs are required to be located in the second or third layer layer of the lot or located from an alley. Where allowed, drive-through or gas station facilities shall follow the following criteria:

5.4.5.1 Do not locate drive-through or gas station facilities abutting to residential uses.

5.4.5.2 Screen vehicular areas for drive-through facilities or gas stations placed on the street side of a building or any other location that is directly visible from adjacent properties with screen walls, mounding, and/or dense landscaping at least three (3) feet in height at the time of planting.

## 5.4.6 DRIVEWAYS.

5.4.6.1 Driveways curb-cuts are prohibited on Community Boulevards and discouraged on Neighborhood Avenues. These street types are intended to retain a block of buildings lining the street to protect a more intact pedestrian environment. Vehicular access shall be taken from the rear of the property or from the alley.

5.4.6.2 For corner lots, all driveways shall be located at the secondary frontage. Driveways shall be located as far from the adjacent public street intersection as practical to achieve maximum available corner clearance, with consideration of property limits, adjacent curb cuts, topography, and existing drainage facilities.

5.4.6.3 Non-Alley loaded driveways may intersect a street no closer than twenty (20) feet from the intersection of two (2) street rights-of-ways in P1, P2, P2.5, P3, and P3M, and forty (40) feet in, P4, and P5.

5.4.6.4 Driveways in mid-block lots greater than forty (40) feet in width at the frontage are allowed one (1) driveway with a maximum width of twenty-four (24) feet for two-way and twelve (12) feet for one-way driveways. In P4 and P5, driveways accessing up to eighty (80) feet wide of street right-of-way must be spaced two hundred (200) feet apart centerline to centerline, and driveways accessing more than an eighty (80) feet wide street right-of-way must be spaced three hundred (300) feet apart centerline to centerline. Nothing in this section shall prevent all site access to any property.

## 5.4.7 PARKING SPACE REQUIREMENTS.

5.4.7.1 Minimum and Maximum Parking Space Requirements.

(1) Minimum Parking Requirements.

(a) Accessible Spaces.

Adequately designed accessible parking spaces shall be provided as required by the Texas Accessibility Standards (TAS) and designed in accordance with the parking area landscaping.

(b) Bicycle Spaces.

**TABLE 5.4.7(A):MINIMUM BIKE PARKING REQUIREMENTS**

| AMOUNT OF PARKING SPACES | MINIMUM BIKE PARKING REQUIRED |
|---|---|
| 0-40 | 1 short-term bicycle parking spaces minimum |
| 41-60 | 2 short-term bicycle parking spaces minimum |
| 61-80 | 4 short-term bicycle parking spaces minimum |
| 81-100 | 6 short-term bicycle parking spaces minimum |
| 101+ | Minimum 10 short-term bicycle parking spaces or two and one-half percent (2.5%) of required automobile spaces, whichever is greater, will be provided as short-term bicycle parking spaces. |

**MULTIFAMILY**

The minimum number of long-term bicycle parking spaces shall be equal to eight percent (8%) of the auto spaces.

**ALL P5 AND P4 PLACE TYPE ZONING DISTRICTS WITH NON-RESIDENTIAL USES.**

i. Bicycle parking for residential uses is only required with multifamily building types.

ii. The number of provided automobile parking spaces and bicycle parking spaces shall be shown in a chart format on the site plan. The location and footprints of bicycle rack corrals shall be shown on the site, as well as the location of any bicycle parking signage.

iii. In all cases where bicycle parking is required, no fewer than 2 spaces (one rack) shall be required.

iv. Up to half of the required short-term bicycle parking spaces may be substituted with long-term bicycle parking spaces.

(2) Maximum Parking Requirements.

(a) Maximum percentage of lot occupied by parking. Maximum percentage of lot occupied by parking in P4 and P5 can not exceed one and a half times (1.5) the size of the building footprint.

## 5.5 OUTDOOR STORAGE AND ACTIVITIES.

The two (2) types of outdoor storage shall be allowed in the Place Type zoning district designated in the Table below.

| OUTDOOR STORAGE TYPE | PLACE TYPES | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | EC |
| OUTDOOR DISPLAY, TEMPORARY* | NP | P | NP | NP | P | P | P | P |
| OUTDOOR DISPLAY, GENERAL* | NP | P | NP | NP | P | P | P | P |

*See 5.2.2 for additional outdoor standards P = PERMITTED NP = NOT PERMITTED

## 5.5.1 OUTDOOR DISPLAY, TEMPORARY.

5.5.1.1 Temporary outdoor sale of produce goods, holiday goods, outdoor-related goods, and general merchandise shall be permitted for a period not to exceed three (3) days, four (4) times per year.

5.5.1.2 All other outdoor display, storage, and sale of goods are prohibited. A temporary outdoor display not listed may request a Special Use Permit from the Community Development Department to be established.

5.5.1.3 Limited outdoor display of general merchandise on covered porches and deck areas immediately adjacent to established retail businesses shall be permitted.

## 5.5.2 OUTDOOR DISPLAY, GENERAL.

5.5.2.1 Permanent outdoor display, storage, and sale of outdoor-related goods and general merchandise shall include, but are not limited to, goods that are customarily used outside, including outdoor furniture, sporting goods for outdoor sports activities, mannequins, plants, flowers, fertilizers, mulch, sod, gardening tools, lawn equipment, storage sheds, grills, wheelbarrows, and firewood, as determined by the Community Development Director.

5.5.2.2 Outdoor display of general merchandise on covered porches and deck areas immediately adjacent to established retail businesses shall be permitted.

## 5.5.3 OUTDOOR DISPLAY LIMITATIONS.

5.5.3.1 The proposed display, storage, and/or sale area shall not impede pedestrian or vehicular traffic.

5.5.3.2 If applicable, building, electrical, fire-prevention codes, and hazardous use permits shall be obtained.

5.5.3.3 Outdoor storage in crates, trailers, and similar storage units for the purpose of storing supplies or excess inventory to be sold in connection with an established business is not permitted.

5.5.3.4 Off-site storage of vehicles must submit a site layout with a Special Use Permit request to the Community Development Director.

5.5.3.5 Indoor vehicle sales are preferred. Vehicle sales shall not occur in the first layer of the lot. Vehicle sales lot must be located in the second layer or third layer of the lot.

# 5.6 LANDSCAPING STANDARDS.

## 5.6.1 LANDSCAPE DESIGN IN THE PRIVATE REALM.

5.6.1.1 Landscape design in the private realm must comply with the standards of this section. The maximum height of any shrubs, ornamental plants, boulders, walls, or other such materials within designated sight distances and traffic safety triangles is eighteen (18) inches. For plants, this shall be the natural mature height of the plant. Any trees that are to be placed in the sight distance and traffic safety triangles shall have a canopy that is kept 8 feet above the ground height and a maximum mature trunk diameter of eight (8) inches. If the tree canopy overhangs the roadway, then the canopy shall be a minimum of fourteen and a half (14.5) feet above the street pavement.

5.6.1.2 All landscape materials shall be selected from a palette of native, adaptive and drought tolerant species that require the least amount of supplemental irrigation possible. Plant and tree placement shall consider the natural culture of that type of plant or tree. Trees (or shrubs) shall not be placed in a Public Utility Easement (PUE), emergency vehicle access easement, or their equivalent without the approval of the owner of the easement. Landscape and tree placement in proximity to utilities shall follow the requirements in the Engineering Standards.

## 5.6.2 LANDSCAPING IN ALL PLACE TYPES.

The introduced landscape shall consist primarily of native species requiring minimal irrigation, fertilization, and maintenance.

## 5.6.3 SPECIFIC TO PLACE TYPES P1, P2, P2.5, P3, P3M, & P4:

Private frontages may choose from various landscapes; naturalistic, lawn, garden, etc. All lots with sufficient yard area require the planting of at least two native trees. One tree is required in the front yard and one tree is required in the rear yard. A street tree may be counted toward the requirement of a front yard tree if the front yard is of insufficient size to accommodate a tree. Modifications to the tree planting requirement may be considered by variance.

## 5.6.4 PLACE TYPE P5.

5.6.4.1 The introduced landscape shall consist primarily of durable species tolerant of soil compaction.

5.6.4.2 Landscape plans shall be prepared by a landscape architect or professional and submittals shall include submittals shall include all of the required information found in the Application Checklist checklist and follow all of the landscape standards found in the Commercial Design Guidelines (Appendix B):

## 5.6.5 PLACE TYPE CS

Civic Spaces within new Neighborhood and Employment Center Plans shall require the preparation of a landscape plan prepared by a landscape architect or professional and submittals shall include all of the required information in the Application Checklist checklist and follow all of the landscape standards found in the Commercial Design Guidelines (Appendix B). Civic Space landscape plans shall be submitted with the Subdivision Improvement Plans.

# 5.7 LIGHTING STANDARDS.

Public lighting is intended to illuminate the public realm with the appropriate lumen per Place Type. The standards of this section are intended to provide adequate lumen output to safely light sidewalks, streets, and Civic Spaces or other public realm features. Dark skies are a key part of Castroville's charm. The lighting standards preserve Castroville's dark skies and promote a future dark sky community.

Street lighting shall be provided by the subdivider according to city design standards at the following locations:

(1) All intersections.

(2) Street alignment changes greater than 45 degrees.

(3) At mid-block on blocks 1,200 feet long, and at 600-foot intervals on blocks longer than 1,200 feet.

## TABLE 5.7(A): PUBLIC LIGHTING TYPES.

**Public Lighting Standards**

| | P1 Nature | P2 Rural | P2.5 Historical Residental | P3 Neighborhood | P4 Neighborhood Commercial | P5 Urban Center | EC Employment Center |
|---|---|---|---|---|---|---|---|
| Ambient Light levels | None | Very Low | Very Low | Very Low | Low | Moderately High | High |
| Minimal electric lighting; should be turned off most of the time | Minimal electric lighting; should be turned off most of the time | Minimal lighting, all Full Cutoff, controlled with motion sensors | Minimal lighting, all Full Cutoff, controlled with motion sensors | Minimal lighting, all Full Cutoff, controlled with motion sensors | Full Cutoff lighting, controlled dimmers, time switch or motion sensors | Full Cutoff lighting, some low wattage with non-Full Cutoff controlled dimmers, time switch or motion | Full Cutoff lighting, some low wattage, some non-Full Cutoff lighting; controlled with dimmers, time switch or motion |
| Maximum Allowed Initial Lamp Luments/sf | 1.25 - 1.6 lu/sf | 2.5 - 3.2 lu/sf | 2.5 - 3.2 lu/sf | 2.5 - 3.2 lu/sf | 3.3 - 4.2 lu/sf | 7.6 - 9.7 lu/sf | 10.9 - 13.9 lu/sf |
| Maximum lamp allowance (Lumens) | 6,500 lu | 17,000 lu | 17,000 lu | 17,000 lu | 24,000 lu | 44,000 lu | 60,000 lu |
| Required Shielding | Fully shielded Luminaire with no uplight or better | Fully shielded Luminaire with no uplight or better | Fully shielded Luminaire with no uplight or better | Fully shielded Luminaire with no uplight or better | shielded Luminaire or better | Partially shielded Luminaire or better | For best practice, do not exceed P5 requirements |
| Lighting Curfew for Non-residential | 8 pm or close of business, whichever is later | 10 pm or close of business, whichever is later | 10 pm or close of business, whichever is later | 10 pm or close of business, whichever is later | 10 pm or close of business, whichever is later | 12 am or close of business, whichever is later | 12 am or close of business, whichever is later |

## 5.7.1 SCOPE.

5.7.1.1 This section applies within the city limits for public and private lighting and within the ETJ for lighting required as part of a subdivision application.

5.7.1.2 Nothing herein shall be construed as preventing or limiting the City from applying this article to private lighting in the ETJ through agreements with property owners or as a term affixed to a conditional approval (such as a variance).

## 5.7.2 EXEMPTION.

The following are exempt from the application of the Standards of this article:

(1) Lighting equipment required by law to be installed on motor vehicles; and

(2) Lighting required for the safe take-off and landing of aircrafts.

## 5.7.3 PROHIBITION.

A person commits an offense by doing the following:

(1) Installs outdoor lighting contrary to this article.

(2) Fails to comply with any terms or conditions set forth in a permit issued under this article.

(3) Installs outdoor lighting without obtaining a permit when the total number of the lumen outputs for all lights installed within any ninety (90)-day period is greater than 2,500 lumens.

## 5.7.4 NONCONFORMING EXISTING LIGHTING.

5.7.4.1 All existing outdoor lighting that was legally installed before the enactment of this article which does not conform with the Standards specified imposed by this article shall be considered nonconforming. Nonconforming outdoor lighting is allowed to remain until required to be replaced pursuant to the terms of this article.

5.7.4.2 If more than fifty percent (50%) of the total appraised value of a structure (as determined from the records of the county's appraisal district), has been destroyed, the nonconforming status expires and the structure's previously nonconforming outdoor lighting must be removed and may only be replaced in conformity with the standards of this article.

5.7.4.3 Nonconforming outdoor lighting shall be brought into conformance with this article as follows:

(1) Nonresidential application. All existing outdoor lighting located on a subject property that is part of an application for a rezoning application, subdivision approval, or a building permit for a major addition is required to be brought into conformance with this article before final inspection, issuance of a certificate of occupancy, or final plat recordation, when applicable. For the following permits issued by the City, the applicant shall have a maximum of ninety (90) days from date of permit issuance to bring the lighting into conformance: Site development permit, sign permit for an externally or internally illuminated outdoor sign, initial alcoholic beverage permit, initial food establishment permit, and on-site sewage facility permit.

(2) Residential addition or remodel. Nothing herein shall be construed to terminate a residential property's nonconforming status as a result of an addition or remodel.

(3) Abandonment of nonconforming. A nonconforming structure shall be deemed abandoned if the structure remains vacant for a continuous period of six (6) months. In that instance, the nonconforming status expires and the structure's previously nonconforming outdoor lighting must be removed and may only be replaced in conformity with the standards of this article.

5.7.4.4 It is unlawful to expand, repair or replace outdoor lighting that was previously nonconforming, but for which the prior nonconforming status has expired, been forfeited, or otherwise abandoned.

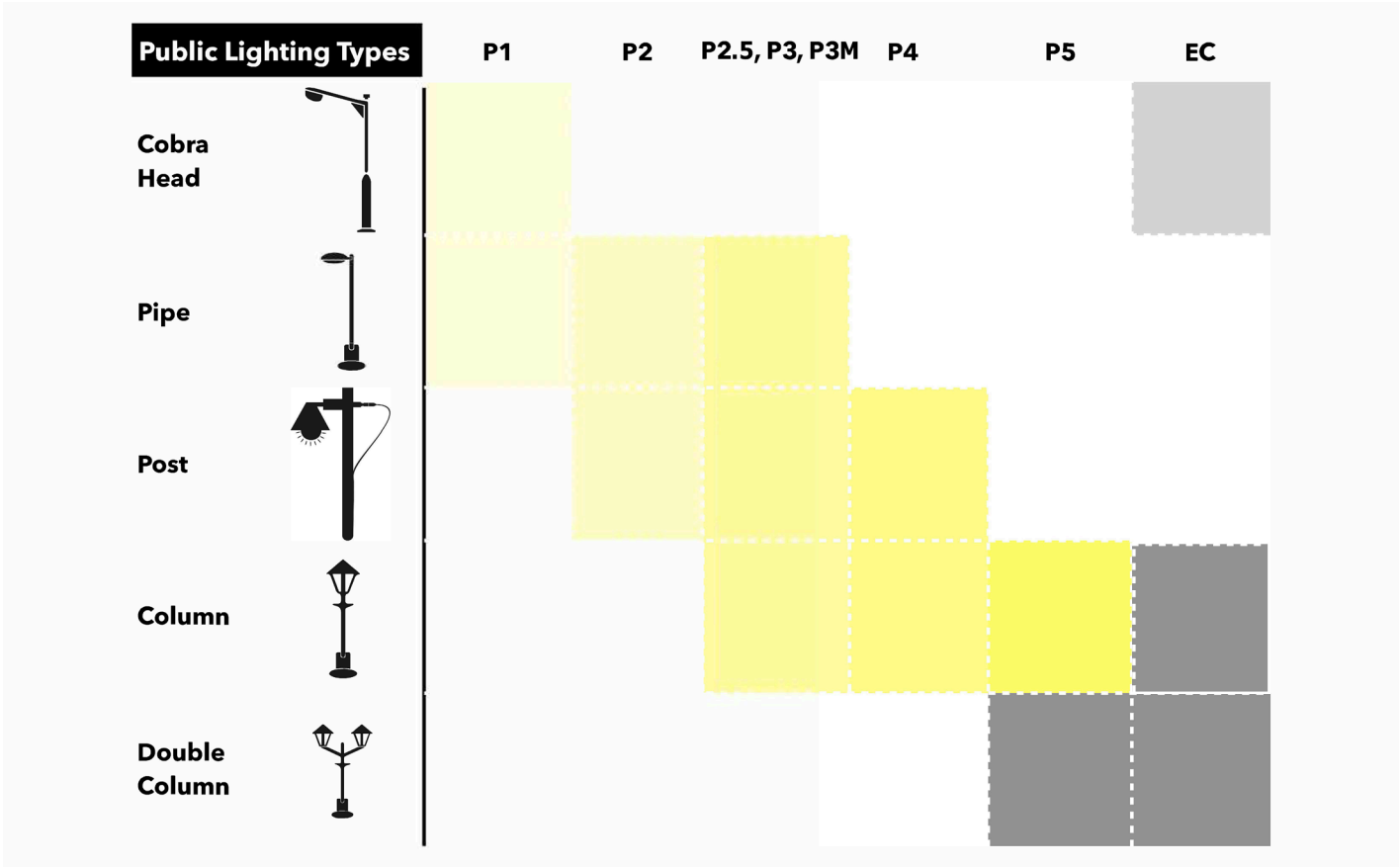
5.7.4.5 Outdoor lighting on property used for commercial purposes that is not in conformance with this article shall be brought into conformance with this article within ten (10) years from the date of

adoption of this article. For property annexed into the city limits after the date of the adoption of this UDO, the ten (10) year period established by this subsection shall commence upon the effective date of the annexation. Nothing in this subsection may be construed to allow light trespass or any other form of nuisance from outdoor lighting. A new purchaser of property may request a three-year extension to come into compliance if property is purchased within ten (10) years of the enactment of this article.

## 5.7.5 NEW LIGHTING.

5.7.5.1 All new Neighborhood and Employment Center plans shall require a public lighting plan in compliance with this section and the standards in the Engineering Standards. All new lighting on private lots shall comply with the dark sky standards in the Engineering Standards. Outside services shall comply with dark sky standards.

**TABLE 5.7(B): PUBLIC LIGHTING TYPES.**



| PUBLIC LIGHTING TYPES | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| COBRA HEAD | P | NP | NP | NP | NP | NP | NP | NP | P |
| PIPE | P | P | P | P | P | NP | NP | P | NP |
| POST | NP | P | P | P | P | P | NP | P | NP |
| COLUMN | NP | NP | P | P | P | P | P | P | P |
| DOUBLE COLUMN | NP | NP | NP | NP | NP | NP | P | P | P |

P = PERMITTED NP = NOT PERMITTED

## 5.8 FENCING STANDARDS.

5.8.5.1 Fences may be made of wood, stone, rock, concrete block, masonry brick, brick, decorative wrought iron, chain link, welded wire, or other similar material. Prohibited materials include plywood, paper, plastic, fiberglass panels, chicken wire, fabric, or sheet, roll or corrugated metals. The finished "face" side of the fence (opposite the structural supports) must face all public streets and public parkland.

(1) Fences within the front yard must be fifty percent (50%) see through (i.e. wrought iron or picket fence).

(2) For residential uses, barbed wire fences are not allowed on lots of less than two (2) acres.

(3) For apartment complexes, only wrought iron or similar material is allowed in the front and side setbacks when abutting a local or collector street; wood fences may be allowed within the setbacks that abut another property.

(4) Swimming pools require a fence/barrier surrounding the pool with a self-latching gate in accordance with the 2018 International Swimming Pool and Spa Code 2018 for swimming pool standards.

5.8.5.2 All fences must be constructed to perpetually maintain structural integrity against natural forces such as wind, rain and temperature variations. Fences constructed of chain link, welded wire, picket or similar materials shall require a minimum of two (2) support rails spaced at least one half (½) of the total height of the fence apart.

5.8.5.3 Fences are required to meet the site triangle standards in Section 5.6 Landscaping Standards.

5.8.5.4 Fence heights are regulated as by layer as follows. A four (4) foot max height in the 1st layer. A six (6) foot max height in the 2nd Layer and an six (6) foot max height in the 3rd layer.

# 5.9 PERFORMANCE AND COMPATIBILITY STANDARDS.

## 5.9.1 INTENT.

5.9.1.1 The performance standards protect the public health, safety, and welfare by regulating potential nuisance features associated with certain land uses. Uses that generate nuisances as defined by this section or as defined by the Texas Health and Saftey Code and chapter 46 of The City of Castroville's Code of Ordinances shall be constructed to mitigate negative effects and separated from P3 Neighborhood zoning district.

5.9.1.2 The performance standards of this section shall apply to all uses, buildings, and structures within the City unless otherwise specifically exempted.

## 5.9.2 EXEMPTIONS.

The following are exempt from the performance standards of this section.

(1) Temporary Construction. Temporary construction, excavation, and grading associated with the development and the installation of streets or utilities for which applicable permits or authorization have been issued.

(2) Demolition Activities. Demolition activities that are necessary and incidental to permitted development on the same lot, on another of several lots being developed at the same time or in the public right-of-way or easement.

## 5.9.3 NEIGHBORHOOD COMPATIBILITY.

### 5.9.3.1 APPLICABILITY

Neighborhood compatibility standards apply to all infill development that does not require the approval of a Neighborhood Plan.

### 5.9.3.2 BUILDING DISPOSITION

Building disposition shall follow the predominant building disposition within the block face of the infill site. Alternative building disposition may be approved by variance.

### 5.9.3.3 BUILDING SETBACKS

Front building setbacks shall be within twenty-five percent (25%) of the median front setback of the buildings within the same block as the infill site. Alternative building setbacks may be approved by variance.

### 5.9.3.4 PARKING ACCESS AND LOCATION

Parking access and location shall be in keeping with the Place Type standards for the infill site. If

the predominant parking access and location within the same block as the infill site is different than the Place Type standards, an alternative parking access and location standard to match the neighborhood standard may be approved by variance.

#### 5.9.3.5 BUILDING HEIGHT AND MASS

Building shall be constructed in concert with building massing of the buildings surrounding the property to prevent overshadowing of adjacent properties.

#### 5.9.3.6 ARCHITECTURAL CHARACTER

All buildings shall be constructed to be harmonious with and architecturally integrated within the existing neighborhood.

### 5.9.4 PERFORMANCE STANDARDS.

#### 5.9.4.1 ADAPTABILITY.

All buildings and sites shall be architecturally integrated within the existing neighborhood and designed to adapt over time to house different uses and avoid vacancy due to obsolescence.

#### 5.9.4.2 NOISE.

Sites shall be laid out and uses shall be operated to prevent noise from becoming a nuisance to adjacent properties as per Chapter 46, Article II.

#### 5.9.4.3 VIBRATION.

All uses shall be operated so that ground vibration is not perceptible outside the lot lines of the site on which the use is located.

#### 5.9.4.4 FIRE AND EXPLOSIVE HAZARDS.

Underground storage tanks for flammable liquids and gases shall be located at least fifty (50) feet from the lot line of lots zoned P2, , P3, P3M, and P4; above-ground tanks shall be setback at least one hundred (100) feet from such lot lines, unless the Zoning Board of Adjustment determines, based on information provided by the applicant, that a fifty (50) foot setback will ensure compliance with all applicable state standards. This shall not apply to Liquid Petroleum Gas tanks that are accessory to residential building types.

#### 5.9.4.5 LIGHT AND GLARE.

The following standards shall apply in all business and manufacturing districts with exception of the airport:

(1) All exterior lighting shall be hooded or otherwise shielded so that the light source is not directly visible from outside the property.

(2) All lighting shall be shielded so that substantially all emitted light falls within the property line of the property from which the light emanates.

(3) All exterior-building floodlights shall be shielded so that all emitted light falls upon the property from which the light emanates.

(4) No illumination shall produce direct, incident, or reflected light that interferes with the safe movement of motor vehicles on public streets. The types of lighting that shall be prohibited by this provision shall include, but not be limited to: any light that may be confused with or construed as a traffic control device; and any animated, flashing or changing intensity lights, except for temporary holiday displays.

#### 5.9.4.6 ELECTROMAGNETIC INTERFERENCE.

No operations or activities shall be conducted that cause electrical disturbances to be transmitted across lot lines.

#### 5.9.4.7 ODORS, SMOKE, FUMES, DUST, PARTICULATE MATTER.

Uses that create odors, smoke, fumes, dust, particulate matter or other noxious related nuisances shall require a special use permit.

#### 5.9.4.8 SEXUALLY ORIENTED BUSINESSES.

Sexually oriented businesses are only permitted in EC zoning. Sexually oriented businesses are not allowed within one thousand (1,000) feet of school or church property per chapter 26 Article III.

### 5.9.5 VIOLATIONS OF PERFORMANCE STANDARDS.

Any use existing prior to the effective date of this UDO, that does not comply with one or more of the standards of this section shall not be deemed nonconforming uses for the purposes of this UDO.

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# 5.10 SIGN STANDARDS.

## 5.10.1 SCOPE AND PURPOSE.

Signs perform an important function by identifying businesses, services and events. Signs also direct vehicular and pedestrian traffic and warn people of dangers. The purpose of this Chapter is to regulate the size, illumination, movement, location, height, and condition of all signs placed on private property for exterior observation and provide uniform sign standards that:

(1) Promote community pride and a positive image of the City;

(2) Protect the rights of persons and businesses to freedom of speech under State of Texas [Texas Constitution Article I, Section 8] and Federal [United States Constitution, First Amendment] law;

(3) Ensure consistency with State statutes relating to sign regulation;

(4) Facilitate economic development;

(5) Reduce the confusion and traffic hazards that result from excessive and prolific use of sign displays;

(6) Promote public safety and protect persons and property by ensuring that signs do not create a hazard by:

  (a) Collapsing, catching fire, or otherwise deteriorating or decaying;

  (b) Confusing or distracting motorists;

  (c) Impairing drivers' ability by obstructing the awareness or visibility of pedestrians, obstacles, or other vehicles, or to read traffic-control devices or signs; or

  (d) Obstructing sidewalks and intersections which would hinder pedestrian safety;

(7) Control the number, size, height, location, lighting, and design characteristics of signs to avoid visual clutter which leads to decline in the community's appearance and property values, and reduces the effectiveness of the signs;

(8) Clearly identify various sign types by their physical and structural characteristics in order to:

  (a) Make the regulations easy to use;

  (b) Ensure proper dimensioning and placement with respect to existing and planned architectural features; and

  (c) To maintain or improve the aesthetic character of the context where the sign(s) are located;

  (d) Protect the residential amenities of people living in any adjoining residential units;

  (e) Implement the Castroville Back To Our Future Comprehensive Plan and other related plans; and,

  (f) Coordinate the City's sign regulations with the applicable Place Type zoning districts, in order to protect and promote the purpose and character of the Place Type zoning districts.

## 5.10.1.1 AUTHORITY:

(1) Authority to regulate signs. This section is authorized by Article XI § 4 of the Texas Constitution, and the Texas Local Government Code including, but not limited to Chapter 211, Municipal Zoning Authority, and Chapter 216, Regulation of Signs by Municipalities.

(2) Authority of sign administration. The Community Development Director or their designee shall administer and enforce the provisions of this section, including without limitation:

(a) Permits and fees. Issuing permits and collecting the fees required by this Chapter;

(b) Inspections. Conducting appropriate inspections to insure compliance with this Chapter;

(c) Appeals. Receiving and processing variances to the Zoning Board of Adjustment;

(d) Requiring compliance. Instituting legal proceedings, including suits for injunctive relief when necessary, to ensure compliance with this Chapter; and

(e) Violations. Investigating complaints of alleged violations of this Chapter.

## 5.10.1.2 APPLICABILITY:

(1) As of the effective date of this UDO, all erection, construction, modification, relocation, repair, maintenance, or conversion of signs within the City and its ETJ shall conform to the standards and requirements of this UDO, all State and Federal regulations concerning signs and advertising, and all applicable Building Codes.

(2) Signs are approved by issuance of a sign permit, as provided in Section 5.10.5 Sign Administration.

(3) There are some signs that do not require a permit, which are provided in Section 5.10.4 Signs Exempt from Requiring a Sign Permit. No sign permit is required for an exempt sign.

(4) Signs not expressly permitted as being allowed by right or by permit under this UDO, by specific requirements in another portion of this UDO, by master plan, or otherwise expressly allowed by the City Council or the Zoning Board of Adjustment are not allowed within the city limits or the ETJ. Prohibited Signs are discussed further in Section 5.10.11 Prohibited Signs.

(5) No restriction on content. No provision of this UDO shall be construed to regulate or restrict sign content or message. This UDO shall not be interpreted in a manner inconsistent with the United States Constitution's First Amendment guarantee of free speech.

(6) If any provision of this UDO is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this UDO that can be given effect without the invalid provision.

(7) These regulations are not intended to eliminate all the harm that may be created by the installation and display of signs. Rather, they seek to strike an appropriate balance that preserves alternative means of visual display while reducing and mitigating the extent of the harm caused by signs.

(8) It is unlawful for any person to erect, construct, modify, relocate, repair, or convert any sign within the City or its ETJ without first obtaining a sign permit from, and paying a permit fee to, the Community Development Director or their designee unless specifically noted otherwise in this Chapter.

(9) No person may install a sign or structurally alter an existing sign in conformity with this Chapter and other applicable City ordinances.

(10) A sign described in this Chapter shall comply with the restrictions provided in the sign standards and all applicable restrictions of this Chapter, other requirements of the City of Castroville Code of Ordinances, and applicable State or Federal law. In the case of any conflicts between this and other sign regulations, the most restrictive regulation applies unless the City's authority is preempted by a higher order of government.

## 5.10.2 TYPES OF SIGNS PERMITTED WITHIN EACH PLACE TYPE ZONING DISTRICT.

**TABLE 5.10.2(A): PERMITTED SIGNS BY PLACE TYPE**

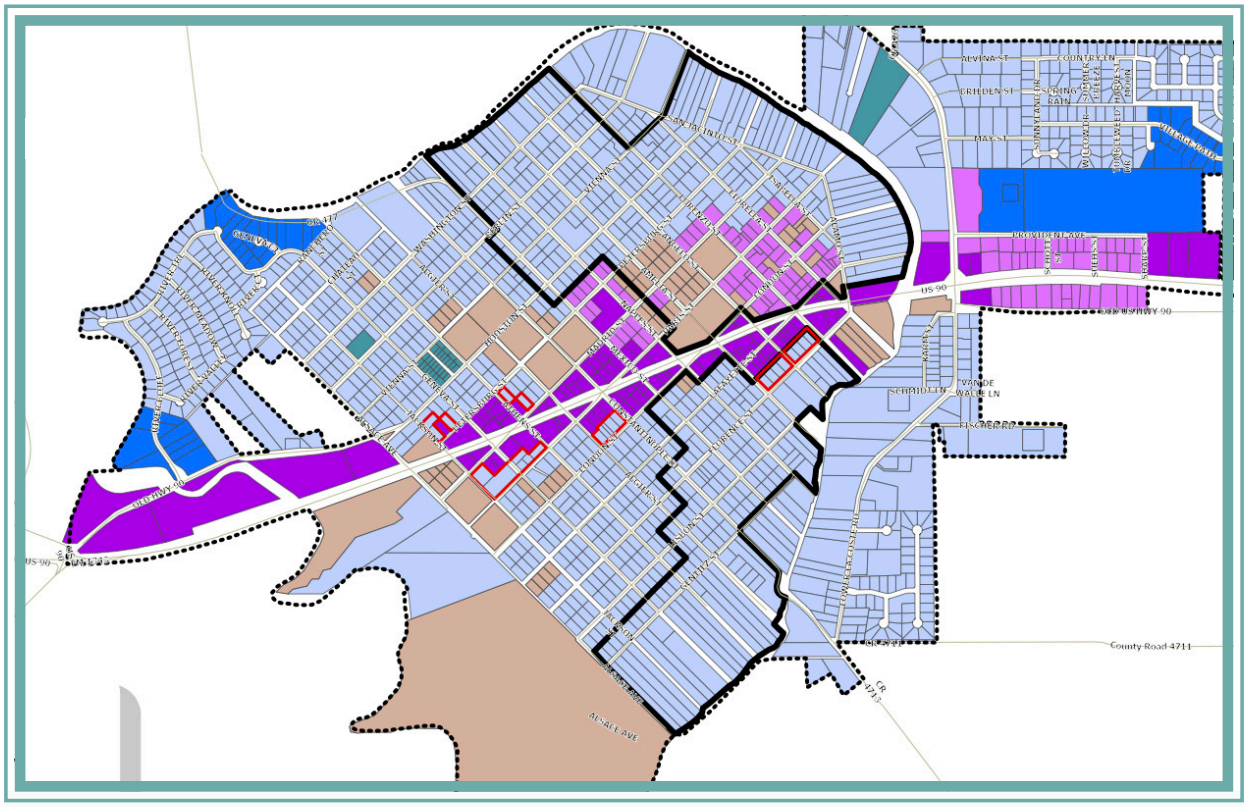
| SIGN TYPES | PLACE TYPES | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | P1 | P2 | P2.5 | P3 | P3M | P4 | P5 | CS | EC |
| ADDRESS | P | P | P | P | P | P | P | P | P |
| NAMEPLATE | NP | NP | NP | NP | NP | NP | P | P | P |
| OUTDOOR DISPLAY CASE | NP | NP | NP | NP | NP | NP | P | P | P |
| AWNING | NP | NP | NP | NP | NP | NP | P | P | P |
| WINDOW | NP | NP | NP | NP | NP | P | P | P | P |
| BAND | NP | NP | NP | NP | NP | NP | P | P | P |
| BLADE / HANGING | NP | NP | NP | NP | NP | P | P | P | P |
| MARQUEE | NP | NP | NP | NP | NP | NP | P | NP | P |
| SIDEWALK | NP | NP | NP | NP | NP | P | P | P | P |
| YARD | NP | NP | NP | NP | NP | NP | P | NP | P |
| ROOF | NP | NP | NP | NP | NP | NP | NP | NP | NP |
| BANNERS | NP | NP | NP | NP | NP | NP | P | P | P |
| MONUMENT | NP | NP | NP | NP | NP | NP | NP | P | P |
| POLE | NP | NP | NP | NP | NP | NP | NP | NP | P |

P = PERMITTED NP = NOT PERMITTED

## 5.10.3 TYPES OF SIGNS PERMITTED IN HISTORIC OVERLAY.

This section creates a special signage criteria for illuminated signs within the historic district of Downtown Castroville. The historic district is defined in the Historic Preservation chapter (see Chapter 6 and Figure 5.10.3(A) Historic District Map). The only permitted forms of illumination in the historic district are those specified in the Historic Design Guidelines.

FIGURE 5.10.3(A): HISTORIC OVERLAY MAP.



## 5.10.3.1 ILLUMINATION OF SIGNS.

(1) The standards for individual sign types in this UDO, indicate whether illumination is allowed, and the type of illumination allowed (external illumination, internal illumination, neon, faux neon or halo lit).

(2) The following illumination requirements apply to all new signs:

(a) Illuminated signs shall comply with all applicable provisions of the Electrical Code of the City. All electrical connections to the sign shall be placed underground. Electrical transformer boxes and raceways shall be concealed from public view. If a raceway cannot be mounted internally behind the finished exterior wall, the exposed metal surfaces of the raceway shall be finished to match the background wall or integrated into the overall sign design. If raceways are necessary, they shall never extend in width or height beyond the area of the sign's lettering or graphics.

(b) Artificial light used in conjunction with the lighting of any sign shall not be directed or reflected onto any structure or constitute a hazard to the safe and efficient operation of vehicles upon a street or highway.

(c) No rotating beam or flashing beacon light shall be used on any sign or sign structure.

(d) The light source shall be shielded from view or directed so that the light intensity or brightness is directed away from the public right-of-way or any residentially used property. Ground-mounted external floodlighting shall be shielded and properly placed and directed to avoid direct visibility of the directed light to passing motorists.

(e) No sign or associated luminaire shall create light spillover of more than 0.1 footcandles at any property line within or bounding a residential use.

(f) Illumination by a projected light shall be an indirect spotlight or gooseneck down light. External lighting fixtures shall not cast light or glare in any direction other than on the elements of the sign. Such lighting shall be placed so as to provide even illumination to the signage and to avoid hot spots or dark areas on the signage.

(g) Illuminated signs adjacent to residentially used property shall shut off between the hours of 11:00 p.m. and 6:00 a.m. The sign shall include an automatic shut-off mechanism to ensure that the signs are not illuminated during the time provided above.

(h) Illuminated signs shall not operate at brightness levels of more than 0.3 footcandles above ambient light conditions at the property line, as measured using a footcandle meter. Illumination levels shall be measured in footcandles with a meter sensor in a horizontal position at an approximate height of three (3) feet above grade. Maximum illumination readings are to be taken directly beneath the luminaire. The point at which readings shall be taken is dependent upon the area classification and fixture arrangements.

(i) Electonic variable messages are only allowed to change after 15 seconds and cannot be more than 30% of the allowed sign area.

(j) An illuminated sign shall not:

i. Be illuminated by flashing, intermittent, or moving lights;

ii. Include audio, pyrotechnic, or bluecasting (bluetooth advertising) components; or

iii. Consist of static image projected upon a stationary object.

iv. Animated or changeable electronic variable messages.

### 5.10.3.2 CONSTRUCTION STANDARDS.

General regulations.

(1) All signs and their locations shall comply with the provisions of Chapter 22 Article I of the City Code of Ordinances as applicable and any additional standards stated in this section and other ordinances of the City.

(2) Supports and braces shall be an integral part of the sign design. Angle irons, chains, or wires used for supports or braces shall be hidden from public view to the extent technically feasible.

(3) Freestanding signs shall be self-supporting structures and be permanently attached to sufficient foundations.

(4) Attached signs must derive their principle and total support from the building to which they are attached.

(5) Electrical service to illuminated signs shall be concealed to the maximum extent practicable.

### 5.10.3.3 SIGN MAINTENANCE.

All signs in the City and ETJ shall be maintained in good repair, safe, in clean condition, and in working order at all times. The Community Development Director or their designee may order the painting, repair, or removal of a sign and accompanying landscaping that constitutes a hazard to safety, health, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, or abandonment.

## 5.10.4 SIGNS EXEMPT FROM REQUIRING A SIGN PERMIT.

The following signs authorized under this section are authorized in every Place Type zoning district or property in the ETJ without a permit unless specifically required below:

5.10.4.1 Government signs including signs placed by the City, State, or Federal government governing in their official capacity.

5.10.4.2 Traffic control devices that are erected and maintained to comply with the Texas Manual on Uniform Traffic Control Devices.

5.10.4.3 Signs required by other law, including Federal, State, or local law, including a sign that a property owner is required to post on the owner's property to warn of a danger or to prohibit access to the

property either generally or specifically; the owner must comply with the Federal, State, or local law to post a sign on the property.

5.10.4.4 Official governmental notices and notices posted by governmental officers in the performance of their duties for regulatory purposes such as neighborhood crime watch areas, to identify streets, or to warn of danger including those placed by the City, County, Federal, or State.

5.10.4.5 Signs displayed on trucks, buses, trailers, mobile food vendors, or other vehicles that are less than thirty-two (32) square feet and are being operated as motor vehicles, provided that the primary purpose of the vehicles is not for the display of signs and provided that they are parked in areas appropriate to their use as vehicles, are in operable condition and carry a current and valid license plate and state inspection tag. Vehicle signs shall conform to the following restrictions:

(1) Vehicular signs shall contain no flashing or moving elements;

(2) Vehicular signs shall not be attached to a vehicle so that the driver's vision is obstructed from any angle; and,

(3) Signs, lights, and signals used by authorized emergency vehicles shall not be restricted.

5.10.4.6 Vending machine signs where the sign face is not larger than the normal dimensions of the machine to which the sign is attached.

5.10.4.7 Memorial signs or tablets when cut into any masonry surface or attached to a building when constructed of bronze or other metal, up to six (6) square feet as part of a building.

5.10.4.8 Real estate signs.

(1) Signs containing the message that the real estate where the sign is located is for sale, lease, or rent together with information identifying the owner or agent.

(2) A real estate sign may not exceed four (4) square feet in size for residential properties or sixteen (16) square feet in size for nonresidential properties.

5.10.4.9 Any sign wholly within the confines of a building and oriented to be out of view from outside the building more than three (3) feet from the shop window.

5.10.4.10 Any sign that is wholly within the confines of a sports field or court and oriented to be out of view from outside the field or court. No sign under this section may be larger than thirty-two (32) square feet. The maximum height for a field sign shall not exceed six (6) feet.

5.10.4.11 A non-commercial sign that is carried by a person or is a bumper sticker on a vehicle.

5.10.4.12 Business-related signs on or visible through doors or windows indicating: store hours, security systems, trade organization memberships, credit cards accepted, no solicitation, and open/closed. These signs will not count towards the cumulative sign area limits so long as their total cumulative sign area does not exceed five (5) square feet.

5.10.4.13 Signs at a residential property within Place Type zoning districts P2, P2.5, P3, P3M, and P4 and comply with the following conditions:

(1) A property owner may place no more than three (3) signs on the residential property at any one time.

(2) The maximum surface area of the sign shall not exceed three (3) square feet.

(3) No external or internal illumination is permitted on the sign.

(4) The sign shall not be located in, on, or over a right-of-way or utility easement.

(5) If ground mounted, the maximum height of the sign shall not exceed three (3) feet above grade.

(6) If attached to a building or structure, the maximum height of the sign shall not exceed six (6) feet above grade.

(7) The sign must be a freestanding frame or building, wall, or fence securely attached to a securely fasted to a and be well-maintained.

5.10.4.14 Flags used as political symbols being the United States and the state flags only.

5.10.4.15 One freestanding corporate flag per premise, not to exceed thirty-five (35) feet in height or one hundred (100) square feet in area is allowed in multi-family, commercial, and industrial zones or developments. Flag poles exceeding eight (8) feet in height still require a building permit.

## 5.10.5 SIGN ADMINISTRATION

### 5.10.5.1 SIGN PERMIT REQUIREMENTS.

(1) Application for permit. An application for a sign permit must be filed with the Community Development Director or their designee.

An application shall include:

(a) Authorization letter (signed and dated) from the property owner giving landowners permission for the sign placement on the property;

(b) Name and address of the property where the sign(s) are to be placed;

(c) Name, address, email address and telephone number of the owner of the property;

(d) Name, address, email address and telephone number of the applicant;

(e) Name, address, email address and telephone number of the contractor, if any, installing the sign;

(f) Name, address, email address and telephone number of the electrician, if any, doing electrical work on the proposed sign;

(g) Written description of the proposed signage;

(h) Date when the sign(s) are to be installed;

(i) Site plan or location plan to clearly identify the property and the position of the proposed sign(s);

(j) An accurate (scaled or clearly dimensioned) illustration including but not limited to, height, width, appearance of the proposed sign(s);

(k) For attached signs, an accurate (scaled or clearly dimensioned) illustration of the building façade the signs will be attached to showing the height, width, window areas, and design features of the building;

(l) For freestanding signs, an accurate site plan (scaled or clearly dimensioned) to show the position of the freestanding sign and the set back from the curb/pavement. Set back distances are listed in Table 5.10.6.2 (A).

(m) Electrical plan, if applicable, showing all lighting details and shut-off switch;

(n) Details of the foundation for freestanding signs, if applicable;

(o) Details of any angle irons, chains or wires to be used as supports or braces for the proposed signs;

(p) Any variance that will be requested or has been approved and;

(q) The fee;

(2) Review and decision. After a complete application is filed, the Community Development Director or their designee shall approve, approve with conditions as needed to ensure compliance with this Chapter, or deny the sign permit. If the sign permit is denied the reasons for the denial will be provided in writing.

(3) Final inspection. After the sign permit has been issued and the sign is being constructed or erected, the sign contractor performing the work or service shall request that the Community Development Director or their designee conduct necessary inspections such as, but not limited to, foundation inspection, electrical inspection, and final inspection.

(4) Fees. Fees for sign permits shall be as specified in the City of Castroville Fee Schedule for City Services – Planning and Community Development section. The sign permit fees shall be paid prior to plan review of the sign permit.

(5) Expiration of sign permits. If the approved sign(s) are not completely installed within six (6) months following the issuance of a sign permit, the permit shall be voided.

## 5.10.6 SIGNS REQUIRING A SIGN PERMIT.

### 5.10.6.1 ATTACHED OR BUILDING SIGNS.

An attached or building sign is an on-premises sign that is directly attached to, erected on, or supported by a building or other structure having a principal function other than the support of such sign.

Building signs types:

(1) Address Sign

(2) Nameplate Sign

(3) Outdoor Display Sign

(4) Awning Sign

(5) Window Sign

(6) Band Sign

(7) Blade Sign

(8) Marquee Signs

General Requirements:

(1) Size. The total maximum size of all the building signs combined may not exceed fifteen percent (15%) of the facade area of the tallest floor of the building to which the signs are attached are attached.

(2) Number. More than one building sign may be erected, provided the total surface area allowed, fifteen percent (15%) of the facade area of the tallest floor, is not exceeded.

(3) Height. No building sign may extend above the parapet wall or roof line of the building.

(4) Projection/Clearance. With the exception of a blade and marquee signs, no building sign may project more than six (6) inches from the building wall. The blade and marquee signs that project more than six (6) inches from the wall must maintain a clear height of at least eight (8) feet above the ground.

(5) Illumination. Building signs may only be externally illuminated. No sign may be illuminated except during operating hours of the use with which it is associated. Lighting shall be directed down toward the sign and shielded so that it does not shine directly into a public right-of-way and does not interfere with the safe vision of motorists or people passing by. An exception is made for neon-lit or faux neon-lit signs, which are internally illuminated. All standards must meet lighting standards within this UDO.

(6) No internally illuminated signs are permitted in the Historic District of Downtown Castroville except for neon or faux neon lit signs.

## 5.10.6.2 FREESTANDING SIGNS.

A freestanding sign is an on-premises sign not directly attached to, erected on, or supported by a building or other structure having a principal function other than the support of such sign, but instead attached to, erected on, or supported by some structure such as a pole, frame, or other structure that is not a part of the building.

Freestanding Signs Types:

(1) Sidewalk Sign

(2) Yard Sign

(3) Monument and Pole Signs

General Requirements:

(1) Size. Allocation of sign area is based on the linear frontage of the project site. A maximum sign area of one (1) square foot for each two (2) linear feet of frontage, provided that the maximum surface area does not exceed fifty (50) square feet.

(2) Number. One freestanding sign is allowed on any lot with a single frontage. On corner lots, two (2) freestanding signs are permitted but the combined surface area of both freestanding signs cannot exceed fifty (50) square feet.

(3) Illumination. Freestanding signs may only be internally illuminated. Lighting shall be directed down toward the sign and shielded so that it does not shine directly into a public right-of-way and does not interfere with the safe vision of motorists or people passing by. An exception is made for neon and faux neon-lit signs, which are internally illuminated. All standards must meet the City's Code of Ordinances.

(4) Distance from curb/pavement:

(a) Distance form the curb/pavement shall mean the distance in feet from the curb or pavement edge to the nearest part of the sign.

(b) Height shall mean the sign measured from the ground level at the curb or pavement edge.

**TABLE 5.10.6.2 (A): DISTANCE FROM CURB/PAVEMENT**

| HEIGHT OF SIGN (FEET) | DISTANCE FROM CURB/PAVEMENT (FEET) |
|---|---|
| 4.5 | 10-15 |
| 8.0 | 15-20 |
| 11.0 | 20-25 |
| 14.0 | 25-30 |
| 16.0 | 30-35 |
| 19.0 | 35-40 |
| 21.0 | 40-45 |
| 23.0 | 45-50 |
| 26.0 | 50-55 |
| 29.0 | 55+ |

(5) Any requests for a pole sign higher than twenty-nine (29) feet above ground level and/or increase in maximum sign surface area of fifty (50) square feet require a sign variance unless a master sign proposal has been approved.

## 5.10.6.3 TEMPORARY SIGN(S) OR BANNER(S).

(1) Temporary signs of all types may be approved for 30 consecutive days only. An applicant may request a variance from the DRC for

i. A longer time period to display a temporary sign;

ii. Permitted materials;

iii. A larger temporary sign. A larger temporary sign may be approved by variance if the location the sign is being placed is of sufficient size to variance the larger temporary sign. An appeal of a variance denial by the DRC shall be heard by the ZBA for action.

(2) Temporary sign(s) or banner(s) to advertise special events within the city limits and the ETJ are permitted providing:

(a) A sign permit is submitted prior to the display of any temporary sign(s) or banner(s) for the special event being advertised; and

(b) All of the following conditions are met:

i. No more than three (3) temporary special event signs shall be displayed, at any one time, per non-residential property;

ii. Maximum of ten (10) different non-residential locations within the city limits and ETJ for each special event;

iii. No external or internal illuminations are permitted;

iv. The temporary sign shall not be located in, on, or over a right-of-way or utility easement or on public property, unless the event is sponsored by the public entity whose property the temporary sign is located;

v. The maximum surface area of each temporary sign shall not exceed thirty-two (32) square feet;

vi. The maximum height of each temporary sign above grade shall not exceed five (5) feet;

vii. The maximum duration for each temporary sign would be thirty (30) days prior to the special event and shall be removed within forty-eight (48) hours of the end of the special event;

viii. Each temporary sign or banner shall be securely attached and fastened to a building, wall, fence, or freestanding frame; and

ix. The event organizer obtained prior authorization from each landowner and identified the position and size of each sign at each location before submitting one (1) sign permit for up to ten (10) different locations.

(c) Banners are allowed only in non-residentially used locations. Applicants must apply for a banner sign permit prior to displaying the sign. Approved banner signs shall be displayed for thirty (30) consecutive days and for a maximum of ninety (90) days per calendar year. The following organizations shall be exempt from paying the ban

permit fee:

i. Government/public agencies.

ii. Faith-based organizations.

iii. Non-profit organizations.

iv. Service clubs.

(d) Real Estate/Finance/Construction Signs.

i. One (1) real estate, finance, or construction sign not exceeding sixteen (16) square feet in total area for non-residential use or mixed-use use in P4, P5, and EC may be erected at any time while a building is under construction with a valid building permit, offered for sale or lease to the public.

ii. Properties with a minimum frontage of at least one hundred and fifty (150) feet shall be allowed one real estate sign, finance, or construction sign not exceeding thirty-two (32) square feet in total area while a building is under construction with a valid building permit, offers for sale or lease to the public.

iii. All such signs shall be maintained by the persons in control of the premises so as to remain erect and in good repair. Such signs shall be removed by the property owner or other person in control of the premises if they are damaged, broken or incapable of remaining erect.

iv. Such signs must be removed by the owner or person in control of the premises when either the property has sold or been leased and/or when performance under the construction contract or subcontract (in the case of construction signs) has been completed. In all cases, financing and construction signs shall be removed prior to issuance of a certificate of occupancy.

## 5.10.7 SIGN STANDARDS.

### 5.10.7.1 ADDRESS SIGN

**DESCRIPTION:** A sign, generally applied to a building wall, that displays a building's address.

#### ADDRESS SIGN SPECIFIC STANDARDS

(1) Address sign numerals applied to a house-form residential, commercial, or office buildings shall be between four (4) and six (6) inches tall. Address sign numerals applied to individual dwelling units in apartment buildings shall be at least two (2) inches tall.

(2) Address signs shall be easily visible by using colors or materials that contrast with their background.

(3) Address signs shall be constructed of durable materials.

(4) The address sign shall be attached to the front of the building in proximity to the principal entrance or at a mailbox.

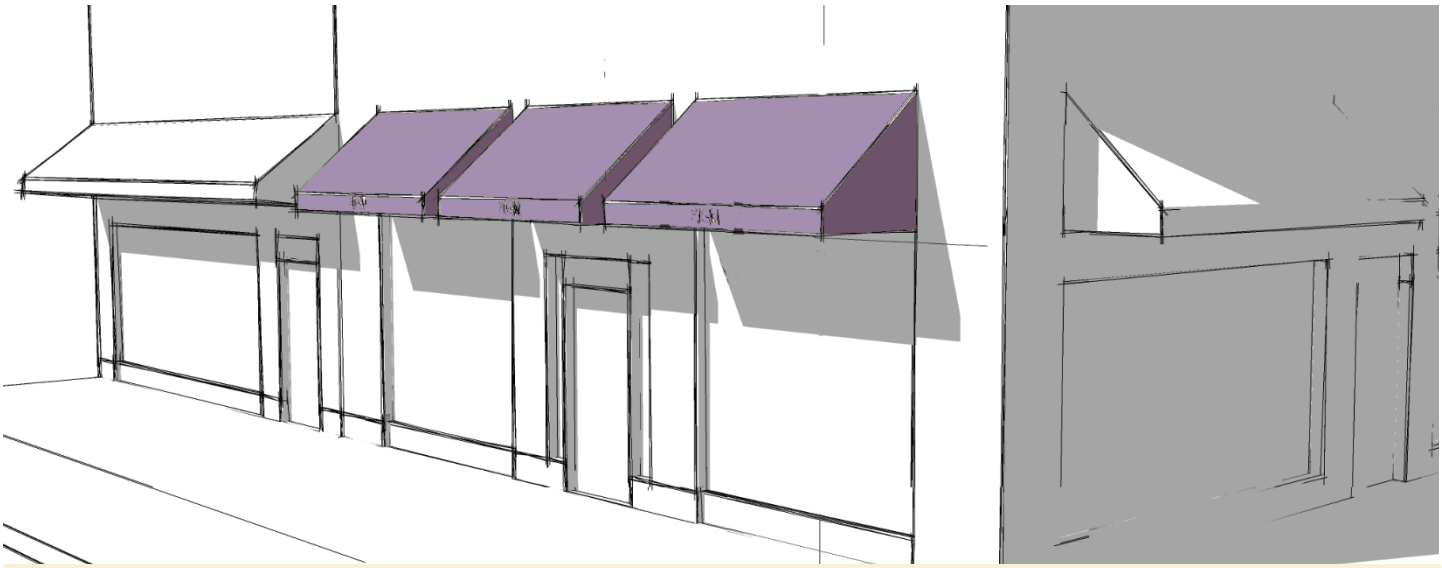
(5) Address signs shall not be internally illuminated.

#### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 per address maximum. | **DEPTH** | 3 inch maximum. |
| **AREA** | 2 square feet maximum. | **CLEARANCE** | 4.5 feet maximum. |
| **WIDTH** | 24 inch maximum. | **LETTER HEIGHT** | 6 inch maximum. |
| **HEIGHT** | 12 inch maximum. | **ADDITIONAL** | See 5.10.4 |

## 5.10.7.6 AWNING SIGN

**DESCRIPTION:** Lettering applied directly on the valance or other vertical portion of an awning.



### AWNING SIGN SPECIFIC STANDARDS

(1) Awning signage shall be limited to no more than seventy percent (70%) of valance of the awning or the vertical portion of a dome awning.

(2) The height of the valance shall not exceed twelve (12) inches.

(3) Awning signs shall contain only the business name, logo, and/or street address.

(4) The following variations of awnings, with or without sign bands, are permitted: (a) fixed or retractable; awnings; (b) shed awnings; (c) dome awnings.

(5) Other awning types may be permitted by variance.

(6) Signage shall be limited to the valance of the awning or the vertical portion of a dome awning.

(7) No portion of an awning shall be lower than eight (8) feet clearance.

(8) Awnings shall be a minimum of four (4) feet in depth.

(9) Awnings shall not extend beyond the width of the building or tenant space, nor encroach above the roof line or the story above.

(10) Letters, numbers, and graphics shall cover no more than seventy percent (70%) of the valance area.

(11) Awning signs shall not be internally illuminated or backlit.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 per window maximum. | **DEPTH/PROJECTION** | 4 feet minimum. |
| **AREA** | N/A | **CLEARANCE** | 8 feet minimum. |
| **WIDTH** | 70% of the width of face maximum. | **LETTER HEIGHT** | 5 - 12 inches. |
| **HEIGHT** | N/A | **DISTANCE FROM CURB** | 2 feet minimum. |
| **VALANCE HEIGHT** | 12 inch maximum. | **ADDITIONAL** | See 5.10.4 |

## 5.10.7.3 WINDOW SIGN

**DESCRIPTION:** A sign affixed to the interior or exterior of a window or placed within three (3) feet of a window for the purpose of being visible from the exterior of the window.

### WINDOW SIGN SPECIFIC STANDARDS

(1) Window signs shall not interfere with the primary function of windows, that is to enable passersby and public safety personnel to see through windows into premises and view product displays.

(2) Only the following window sign types shall be permitted:

(a) Vinyl applique letters applied to the window. Appliques shall consist of individual letters or graphics with no visible background.

(b) Letters painted directly on the window.

(c) Hanging signs that hang from behind the window.

(d) Neon or faux neon signs.

(e) Door signs applied to or hanging inside the glass portion of an entrance doorway.

(3) Window signs shall not cover more than thirty percent (30%) of the total area of the window space onto which they are applied. Sign area shall be measured using smallest rectangle that fully encompasses the entire extent of letters, logo and background.

(4) Window signs may list services and/or products sold on the premises, or provide phone numbers, operating hours or other messages, provided that the total aggregate area of these messages not exceed the limit provided above.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 per window maximum. | **DEPTH** | N/A |
| **AREA** | 30% coverage per window. | **CLEARANCE** | 4 feet minimum. |
| **WIDTH** | N/A | **LETTER HEIGHT** | 8 inch maximum. |
| **HEIGHT** | N/A | **ADDITIONAL** | See 5.10.4 |

## 5.10.7.4 NAMEPLATE SIGN

**DESCRIPTION:** A sign consisting of either a panel or individual letters applied to a building, listing the names of businesses or building tenants.

### NAMEPLATE SIGN SPECIFIC STANDARDS

(1) One (1) nameplate per address.

(2) Nameplates shall consist of either a panel or individual letters applied to a building wall within ten (10) feet of an entrance to the building.

(3) One (1) nameplate shall be permitted per address.

(4) Nameplates shall not exceed three (3) square feet.

(5) Nameplates shall be constructed of durable materials.

(6) Alley signs follow nameplate sign standards. Nameplate signs in alleys may be further than ten (10) feet from the entrance of the building if building does not have a public entrance from the alley.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 maximum. 1 maximum alley sign in addition. | **DEPTH** | 3 inches maximum. |
| **AREA** | 3 square feet maximum. 6 square feet maximum for alley signs. | **CLEARANCE** | 4 feet maximum. |
| **WIDTH** | 18 inches maximum. 24 inches for alley signs. | **LETTER HEIGHT** | N/A |
| **HEIGHT** | 2 feet maximum. 3 feet for alley signs. | **APEX** | 7 feet maximum. |
| | | **ADDITIONAL** | See 5.10.4 |

## 5.10.7.5 OUTDOOR DISPLAY CASE SIGN

**DESCRIPTION:** A sign consisting of a lockable metal or wood framed cabinet with a transparent window or windows, mounted onto a building wall or freestanding support. It allows the contents, such as menus or maps, to be maintained and kept current.

### OUTDOOR DISPLAY CASE SIGN SPECIFIC STANDARDS

(1) Outdoor display case shall not exceed six (6) square feet measured externally.

(2) Outdoor display cases may be externally or internally illuminated.

(3) Theaters may be permit larger outdoor display cases by variance.

(4) Outdoor display cases shall not be attached to shopfront windows.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 maximum. | **DEPTH** | 5 inches maximum. |
| **AREA** | 6 square feet maximum. | **CLEARANCE** | 4 feet minimum. |
| **WIDTH** | 3.5 feet maximum. | **LETTER HEIGHT** | N/A |
| **HEIGHT** | 3.5 feet maximum. | **ADDITIONAL** | See 5.10.4 |

## 5.10.7.9 SIDEWALK SIGN

**DESCRIPTION:** A movable freestanding sign that is typically double-sided, placed at the entrance to a business to attract pedestrians.

### SIDEWALK SIGN SPECIFIC STANDARDS

(1) Sidewalk signs shall consist of freestanding, double-sided temporary signs placed at the entrance to a business in a primarily pedestrian environment.

(2) Sidewalk signs shall be removed at the close of business each day.

(3) One (1) sidewalk sign shall be permitted per business with a valid certificate of occupancy at that location.

(4) Sidewalk signs shall not exceed four (4) feet in height or three (3) feet in width.

(5) Sidewalk signs shall be moved inside during high winds or other weather conditions that might pose a hazard to public safety.

(6) Sidewalk signs must be weighed down to prevent tipping, collapsing or being blown away.

(7) Sidewalk signs shall not be left out on the sidewalk overnight.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 per building maximum. | **PROJECTION** | 3 feet maximum. |
| **AREA** | 12 square feet maximum. | **CLEARANCE** | 4 feet maximum. |
| **WIDTH** | 3 feet maximum. | **LETTER HEIGHT** | N/A |
| **HEIGHT** | 4 feet maximum. | **APEX** | 4 feet maximum. |
| | | **ADDITIONAL** | See 5.10.4 |

## 5.10.7.7 BAND SIGN

**DESCRIPTION:** A sign that is attached flat on the exterior front, rear, or side wall of any building or other structure.

### BAND SIGN SPECIFIC STANDARDS

(1) Band sign limited to ninety percent (90%) of the width of the building facade shall be permitted for each building with a commercial use and a valid certificate of occupancy.

(2) One (1) band sign is permitted on each first story facade of the building.

(3) Band signs shall include only letters, background, lighting, and an optional logo. Information shall consist only of the name and/or logo of the business. Band signs shall not list products, sales, or other promotional messages, or contact information.

(4) The following band sign construction types are permitted except for the Historic District of Downtown Castroville (See 5.10.3):

(a) Cut-out letters. Letters shall be individually attached to the wall or on a separate background panel, and shall be externally illuminated.

(b) Flat Panel. Letters shall be printed or etched on same surface as the background, that is then affixed to the wall and externally illuminated.

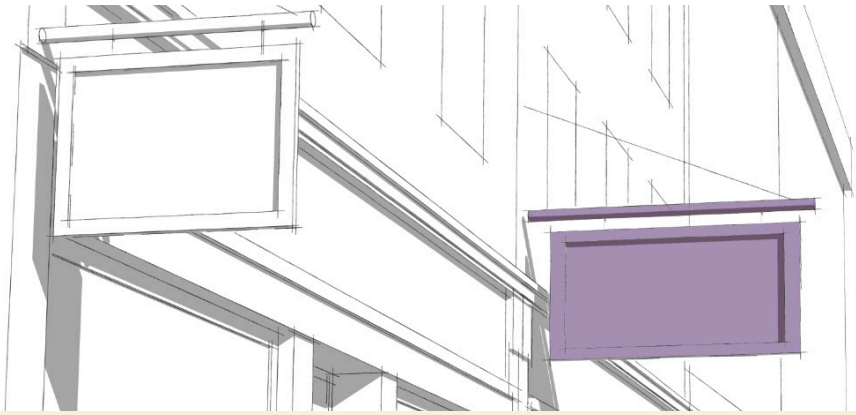
(c) Channel letters by varriance. Each letter shall have its own internal lighting element, individually attached to the wall or onto a separate background panel. The letter shall be translucent, or solid to create a backlit halo effect.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 maximum. 2 maximum for corner buildings. | **DEPTH/PROJECTION** | 7 inch maximum. |
| **AREA** | 1.5 square feet per linear feet of facade. | **CLEARANCE** | 7 feet minimum. |
| **WIDTH** | 90% maximum width of facade. | **LETTER HEIGHT** | 18 inch maximum. |
| **HEIGHT** | 3 feet maximum. | **CLEARANCE** | 7 feet minimum. |
| **ILLUMINATION** | External permitted, internal requires variance | **ADDITIONAL** | See 5.10.4 |

## 5.10.7.8 BLADE SIGN

**DESCRIPTION:** A sign mounted on the building facade, projecting at a 90-degree angle.



### BLADE SIGN SPECIFIC STANDARDS

(1) Blade signs shall be permitted only for businesses that have a principal entrance on the first story and have a valid certificate of occupancy.

(2) One (1) blade sign shall be permitted for each unit if the facade is no more than five (5) feet from the front property line.

(3) Businesses that have a secondary property line that is no more than two (2) feet from the facade shall be permitted one (1) additional blade sign on the secondary facade.

(4) Blade signs may encroach into the public frontage up to four (4) feet and shall clear the sidewalk by at least eight (8) feet measured vertically.

(5) Blade signs shall be limited to the name and/or logo of the business.

(6) Slogans, address labels, operating hours and contact information shall not be permitted on a blade sign.

(7) Blade signs may be double-sided.

(8) Blade signs shall not encroach above the roof line nor above the bottom of the second story window.

(9) Mounting hardware, such as supports and brackets, may be simple and unobtrusive or highly decorative, but shall complement the design of the sign, the building, or both.

(10) For buildings with multiple signs, mounting hardware or sign shapes, sizes and colors shall be coordinated.

(11) Blade signs shall be internally illuminated.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 per facade maximum. 2 maximum for corner buildings. | **DEPTH/PROJECTION** | 4 feet maximum. |
| **AREA** | 6 square feet maximum. | **CLEARANCE** | 8 feet minimum. |
| **WIDTH** | 4 feet maximum. | **LETTER HEIGHT** | 8 inches maximum. |
| **HEIGHT** | 4 feet maximum. | **ADDITIONAL** | See 5.10.4 |

## 5.10.7.2 MARQUEE SIGN

**DESCRIPTION:** A structural feature of a building that provides shelter and sign space.

### MARQUEE SIGN SPECIFIC STANDARDS

(1) Marquees shall be located only above the principal entrance of a building.

(2) Marquees may encroach the public frontage to within two (2) feet of the curb.

(3) Marquees shall be located only above the principal entrance of a building.

(4) No marquee shall be wider than the entrance it serves, plus two (2) feet on each side thereof.

(5) Marquee signs that encroach into the public frontage shall clear the sidewalk by at least ten (10) feet measured vertically.

(6) Columns or posts may be used as supports for marquees eight (8) feet deep or deeper if approved by the Development Review Committee.

(7) All marquees, including anchors, bolts, supporting rods, and braces, shall be constructed of non-combustible materials and shall be designed by a structural engineer and submitted for approval to the building official.

(8) Marquee components and materials may vary. Anchors, bolts, and supporting rods should be limited to the interior of the marquee.

(9) Non-illuminated and static message boards shall be permittedd as part of marquees.

(10) A band sign shall be permitted above a marquee.

(11) Marquee signs shall not be internally illuminated.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 per business maximum. | **PROJECTION** | 4 feet - 10 feet. |
| **AREA** | N/A | **CLEARANCE** | 10 feet minimum. |
| **WIDTH** | Entrance plus 2 feet each side. | **LETTER HEIGHT** | N/A |
| **HEIGHT** | 50% story height maximum. | **DISTANCE FROM CURB** | 2 feet minimum. |
| | | **ADDITIONAL** | See 5.10.4 |

## 5.10.7.10 YARD SIGN

**DESCRIPTION:** A permanent freestanding sign in the Private Frontage, including a supporting post or posts.

### YARD SIGN SPECIFIC STANDARDS

(1) One (1) single or double-post yard sign may be placed within the private frontage and first layer of a lot.

(2) One (1) single or double-post yard sign for each business may be permitted by variance.

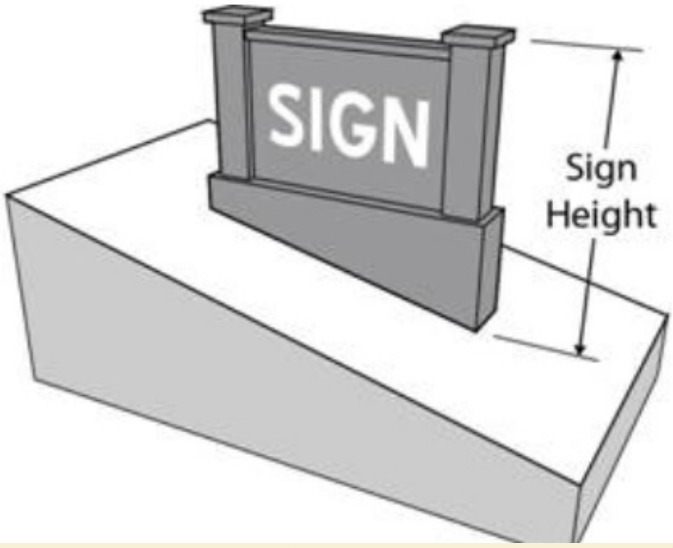
(3) The yard sign must be set back at least six (6) feet from the front property line, does not exceed six (6) square feet in area excluding posts, and does not exceed six (6) feet high including posts, measured from the ground at the post location.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 per lot maximum. | **DEPTH** | N/A. |
| **AREA** | 6 square feet maximum. | **CLEARANCE** | Minimum 3 feet above ground level. |
| **WIDTH** | 3 feet maximum (not counting post.) | **LETTER HEIGHT** | 8 inch maximum. |
| **HEIGHT** | 2 feet maximum (not counting post.) | **APEX** | Maximum 6 feet to top of post from ground level. |
| | | **ADDITIONAL** | See 5.10.4 |

## 5.10.7.11 MONUMENT AND POLE SIGN

**DESCRIPTION:** A sign permanently affixed to the ground at its base or by poles that are enclosed by natural stone, stucco, brick, or wood and not mounted to any part of a building. Pole(s) may be used to construct a monument sign so long as the poles are not visible below the sign.



### MONUMENT AND POLE SIGN SPECIFIC STANDARDS

(1) A monument sign can be defined as a ground sign generally having a low profile with little or no open space between the ground and the sign and having a structure constructed of masonry, wood, or materials similar in appearance. May be internally or externally illuminated.

(2) One (1) monument or pole sign permitted on each lot with a valid certificate of occupancy.

(3) See setback requirements in Section 5.10.6.2 Freestanding Signs.

(4) How to measure:

(a) Maximum total height is measured from the finished grade at the center of the sign. If the finished grade at the center of the sign is higher than the finished grade of the closest paved surface, then the height shall be measured from the finished grade of the closest paved surface.

(b) The monument base shall be a maximum of two (2) feet in height and shall be included in the calculation of maximum total height.

(c) A monument sign width cannot exceed four (4) times the allowable sign height.

### SPECIFICATIONS

| | | | |
|---|---|---|---|
| **QUANTITY** | 1 maximum per frontage. | **HEIGHT TO WIDTH RATIO** | 4:1 minimum. |
| **AREA** | 16 square feet maximum for monument siign.<br><br>50 square feet maximum for pole sign. | **HEIGHT** | See table 5.10.6.2 |
| | | **ADDITIONAL** | See 5.10.4 |

## 5.10.8 CASTROVILLE MUNICIPAL AIRPORT

No sign shall be constructed to a height that violates any maximum height restrictions established by the State Department of Transportation and/or the Federal Aviation Administration.

## 5.10.9 POLITICAL SIGNS.

Except as provided in subsection 5.10.9.1 below, it shall be unlawful for any person to post a political campaign sign on or over any public property in the City.

5.10.9.1 A temporary political campaign sign or literature may be placed on public property that serves as an early voting location or an election day voting location. Only signs and literature that refer to a candidate or issue that is on the ballot at a particular voting location may be placed at that voting location. A maximum of ten (10) signs per candidate or issue may be placed at each polling location. Each temporary political sign or literature placed on public property being used as a polling location may not:

(1) Have an effective area greater than three (3) square feet;

(2) Be more than four (4) feet high;

(3) Be illuminated or have any moving elements;

(4) Be within one hundred (100) feet of an outside door through which a voter may enter the public building;

(5) Be on driveways, parking areas, or medians within parking areas on the premises, with the exception of political campaign signs attached to vehicles lawfully parked at the premises;

(6) Be attached, placed or otherwise affixed in any area designated as a planting or landscaped area or to any tree, shrub, building, pole or other improvement;

(7) Be placed within ten (10) feet of the public roadway adjacent to the premises;

(8) Be placed on the premises earlier than twenty-four (24) hours before the commencement of early voting if being placed at an early voting location or the commencement of election day voting if being placed at an election day voting location; and

(9) Remain on the premises more than twenty-four (24) hours after early voting has ended if placed at an early voting location or after election day voting has ended if being placed at an election day voting location.

5.10.9.2 In a campaign for political office, the candidate for such office shall be deemed the person responsible for the posting of political campaign signs, unless he first notifies the City Clerk of another person who is responsible. In such cases, the candidate shall provide the name, address, telephone number, and signed consent of such other responsible person. In a campaign regarding a ballot measure, the president of the committee supporting or opposing such ballot measure shall be deemed responsible, unless he first notifies the City Clerk of another person responsible, in the manner described above. Such candidate, committee president, or other designated person shall be subject to prosecution for any violation of this section.

5.10.9.3 Members of the City staff are hereby authorized and directed to remove any political campaign sign found posted within the corporate limits of the City when such sign is in violation of

provisions of this section.

5.10.9.4 All political campaign signs posted on public property in violation of this section are hereby declared to be public nuisances and may be abated as such by the City. All political campaign signs posted on public property shall be deemed to be abandoned and shall become the property of the City and may be disposed of at the discretion of the City.

## 5.10.10 SIGN ADMINISTRATION - PERMITTING.

5.10.10.1 The City shall promptly process the sign permit application and approve the application, reject the application, or notify the applicant of deficiencies in the application within twenty-one (21) calendar days after full payment for the sign permit. Any application that complies with all provisions of this UDO, the Building Code, and other applicable laws, standards, and ordinances shall be approved after a plan review of the sign document.

(1) If the application is rejected, the City shall provide, in writing, a list of the reasons for the rejection. An application shall be rejected for non-compliance with the terms of this UDO, Building Code, or other applicable laws, standards, or ordinance. If the permit application does not comply with the City ordinances after one resubmission and review by City and no variances have been applied for, the applicant must pay a reapplication fee for each and every subsequent resubmission before the City will review each application again.

(2) If the City have not determined the sign permit within twenty-one (21) calendar days after full payment of the sign permit, the applicant can request a determination by the ZBA. This does not apply to Master Sign Plans.

5.10.10.2 If a sign is not completely installed within six (6) months following the issuance of a sign permit, the permit shall be void. The City may revoke a sign permit under any of the following circumstances:

(1) The City determines that information in the application was materially false or misleading;

(2) The sign as installed does not conform to the sign permit application;

(3) The sign violates this UDO, Building Code, or other applicable law, standard, or ordinance; or

(4) The City determines that the sign is not being properly maintained or has been abandoned.

5.10.10.3 If the City denies a permit, the applicant may appeal through a variance to the ZBOA.

5.10.10.4 All applications for permits shall include a drawing to scale of the proposed sign and all existing signs maintained on the premises and visible from the right-of-way, a drawing of the lot plan or building facade indicating the proposed location of the sign, and specifications for its construction, lighting, motion, and wiring, if any. All drawings shall be of sufficient clarity to show the extent of the work.

5.10.10.5 Only those individuals who properly obtained a permit from the City, the City's designee, or other statutorily required permit or approval shall receive a permit to erect or alter any sign. Permits for the installation, erection, or alteration of any electrical components on a sign shall be issued only to those individuals who hold a commercial sign operator's license and master electrician's license. It is an offense for any person licensed under the provisions of this UDO to obtain a permit on behalf of, or for the benefit of, any unlicensed person whose business activities are such that such unlicensed person would need a license to obtain a permit.

5.10.10.6 No permit for the erection or alteration of any sign over any sidewalk, alley, or other public property, or on or over any roof or building shall be issued to any person except upon the condition that the permit may be withdrawn at any time, at which time the sign shall be immediately removed by the responsible party, who will also be liable under the penalties provided for in this UDO.

5.10.10.7 A new permit shall not be issued when:

(1) An existing billboard (off-premises) sign is in a deteriorated, unsafe, or unsightly condition.

(2) A sign on the premises is not in compliance with this UDO.

(3) Written authorization of the property owner where the sign is to be placed has not been obtained.

(4) No inspections have been scheduled or there are failed inspections on a previous site permit issued at the property.

(5) No permit shall be issued until all applicable fees have been paid to the City. Fees may be subject to change without prior notification. The sign permit fee schedule shall be in accordance with the fee schedule enacted by the City Council.

(6) Before any permit may be issued for a new sign under this Chapter, the responsible party shall modify or remove any of its own nonconforming signs on the same property which they are responsible for to conform to the provisions of this Chapter. This provision does not apply to real estate signs, banners, temporary signs, or sidewalk signs. This provision does not apply to nonconforming signs with a variance.

## 5.10.11 PROHIBITED SIGNS.

5.10.11.1 All signs are prohibited in the city limits and the ETJ unless:

(1) Constructed, maintained, structurally altered, or improved pursuant to a valid permit when required under this UDO; and,

(2) Expressly authorized under this UDO.

5.10.11.2 Prohibited Signs:

(1) Animated or changeable electronic variable message signs.

(2) Signs located in or projected over any public right-of-way or across the public right-of-way extended across a railroad right-of-way, except when attached to and projecting no more than eighteen (18) inches from a building wall legally located at or near the right-of-way line in the city limits or in the ETJ.

(3) Portable signs.

(4) Off-premise signs (including billboards) containing commercial advertising for the sale, rent, or lease of goods, real property, or services.

(5) Signs with lights that blink, fluctuate, flash, or move. Light rays must shine only upon the sign and upon the property within the premises where the sign is located.

(6) Signs that emit sound, odor, pyrotechnic, blue casting (bluetooth advertisements) or visible matter components.

(7) Signs of size, location, movement, coloring, or manner of illuminating that may be confused with or construed as a traffic control device.

(8) Signs that are attached to any utility pole or wire, traffic sign, or public easement, trees, shrubs, mailboxes, benches, tires, pallets, or similar structures, or are placed on a government-owned property unless placed by written permission of the governmental entity.

(9) Signs that obstruct any fire escape, required exit, window, or door opening intended as a means of egress.

(10) Feather banners.

(11) Commercial signs or advertising materials that are worn, held, or attached to a person's body advertising the sale of goods, real property, or services.

(12) Balloon signs.

(13) Banners in Place Type zoning districts: P1, P2, P2.5, P3, P3M.

(14) Inflatable signs.

(15) Pennants.

(16) Pole signs other than along lots addressed off of Highway 90.

(17) Roof signs (including signs that are otherwise authorized but are placed on a roof or on a mobile food vendor or vehicle).

(18) Signs on vacant lots or undeveloped property without a building permit except for a valid real estate sign.

(19) Signs painted on rooftops.

(20) Signs placed or attached to trees, bushes, planters, benches, or other pedestrian elements.

(21) Flags with a commercial message.

(22) Signs with prohibited illumination.

(23) Off-premises signs (billboard)

(a) No permit for alteration or relocation may be issued for an off-premises sign.

(b) An off-premises sign may not be altered regarding the amount of surface area, shape, orientation, height, illumination, or location without the prior issuance of a sign alteration or relocation permit. Ordinary and routine necessary repairs that do not change the size, shape, orientation, height, illumination, or location of an inventoried off-premises sign do not require an alteration permit. A sign alteration permit expires if the approved modifications are not completed within ninety (90) days of permit issuance.

(c) If the City finds that any off-premises sign is not maintained in good repair, the City will notify and order the owner to repair the sign within thirty (30) calendar days. If the City finds that the sign structure or sign area of an off-premises sign has deteriorated more than sixty percent (60%) of its replacement value or is not repaired within thirty (30) calendar days, the City shall notify the owner of the off-premises sign and the owner of the real property where the off-premises sign is located to remove the off-premises sign or poster panel from the property within a specified time. Replacement of more than sixty percent (60%) of an off-premises sign during one calendar year shall void the legal nonconforming status of the sign and require immediate removal or conformance with current standards. All off-premises signs ordered to be removed shall be stricken from the authorized list.

(d) No existing billboard shall exceed forty (40) feet in height from the ground level. No existing billboard shall interfere with the visibility of pedestrians or drivers of motor vehicles at street intersections or otherwise obstruct traffic or create a traffic hazard.

### 5.10.12 NONCONFORMING SIGNS.

5.10.12.1 Signs in existence prior to this UDO. A sign existing on the effective date of this UDO that violates this UDO or any other ordinance, and a sign that comes under the jurisdiction of this UDO due to the expansion of the City, is a legal nonconforming sign and may be continued, repaired, and maintained in good condition, but may not be otherwise altered, enlarged upon, or expanded. However, the content of the sign can be changed.

5.10.12.2 Voluntary removal of a nonconforming sign for purposes other than maintenance shall terminate its status as a legal nonconforming sign. Replacing a sign cabinet is not considered maintenance.

## 5.11 ENFORCEMENT

### 5.11.1 BENEFICIARY PRESUMED.

5.11.1.1 The primary beneficiary of any sign installed, used, or maintained in violation of this sign Ordinance, as amended, is presumed to have authorized or caused, either directly or indirectly, the installation, use or maintenance of the sign in violation of this Ordinance.

5.11.1.2 If Code Enforcement determines that any sign is installed, used, or maintained in violation of this Sign Ordinance, as amended, the Sign Administrator shall provide written notice to the owner or primary beneficiary of such sign. A reasonable period of time will be given to remove the sign, or, to remedy all nonconforming or nuisance elements of the sign and bring it into compliance with the Sign Ordinance. This notice shall be provided to the owner or primary beneficiary of the sign by certified and first class mail or by personal delivery.

5.11.1.3 The owner or primary beneficiary who violates or causes, allows or permits a violation of this sign Ordinance shall be deemed guilty of a misdemeanor and upon conviction in the Municipal Court of the City shall be subject to a fine in accordance with the general penalty for violations of the City of Castroville Code of Ordinances, as amended.

5.11.1.4 In addition, and without prejudice to, the penalties and remedies stated herein, the City may also enforce these provisions and pursue any and all available legal remedies, including but not limited to injunctive relief and recovery of damages and/or civil penalties under chapter 54 of the Texas Local Government Code, as amended.

5.11.1.5 If the person fails to alter or remove the sign or comply with this sign Ordinance within the period of time prescribed by the notice of violation or, the Municipal Court ruling, Code Compliance may enter the property and cause the sign to be altered or removed to effect the compliance with this sign Ordinance, as amended, at the expense of the primary beneficiary. A sign removed under this provision shall be held for a period of no less that 30 days after its removal and before disposal of the removed sign. The Sign Administrator shall return the sign to its owner upon payment of the incurred removal expenses and storage fees.

5.11.1.6 Code Compliance shall notify the owner or person entitled to possession of the sign or property of the total actual expenses incurred for the alteration or removal of the sign. If that person fails within 30 days after the date of notification to pay the entire expenses of the repair, alteration, removal or storage costs, then the expenses may be recorded as a lien against the property. These expenses shall include:

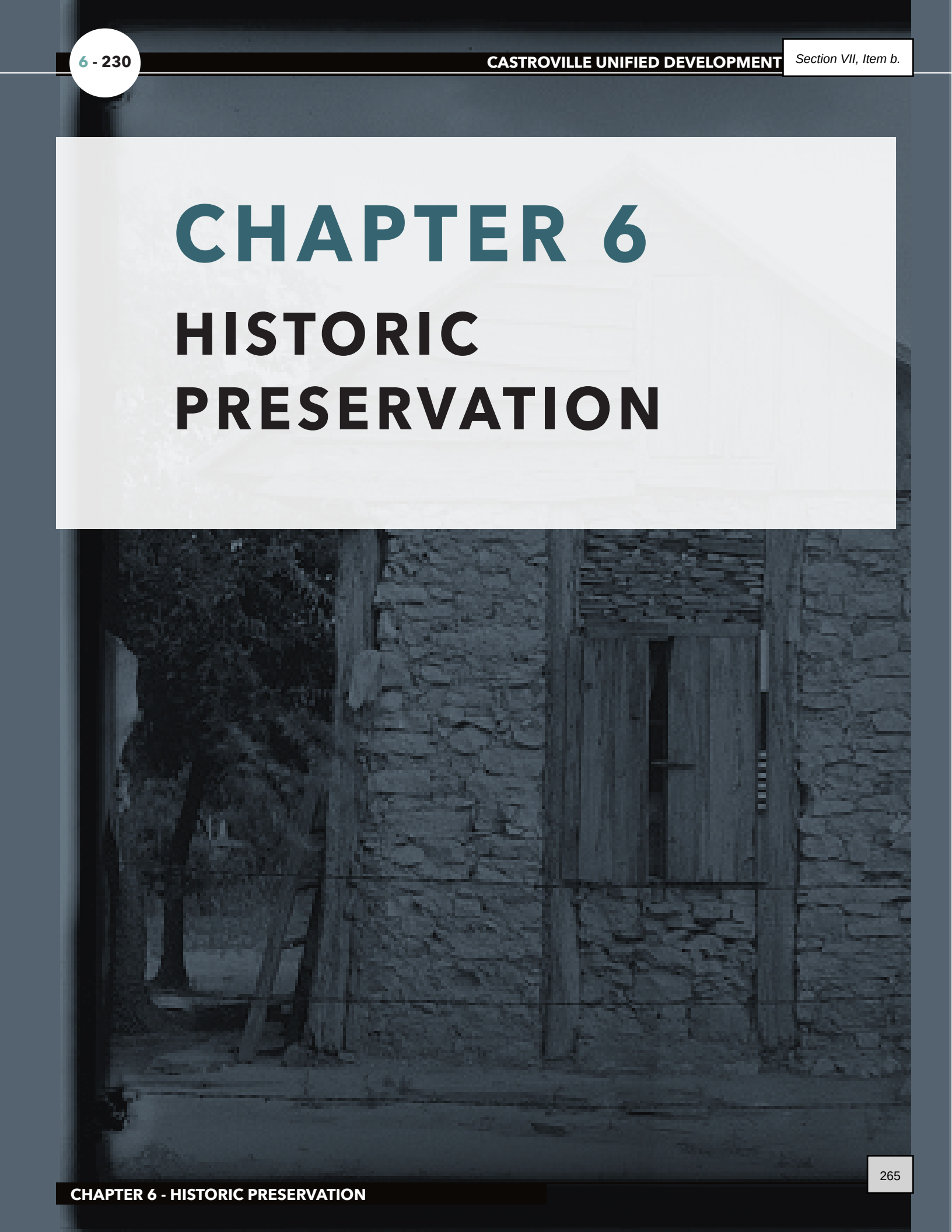
(A) The actual cost of repair or removal of the sign plus storage costs and administrative costs;

(B) An amount representing penalty and interest at the prevailing judgment rate for the cost of collection; and

(C) Reasonable attorney's fees.

5.11.1.7 If expenses are incurred for the alteration or removal of a sign pursuant to this subsection, no permit shall be renewed or issued for the property upon which any such sign exists or existed unless and until such expenses authorized by this subsection are paid in full.

# CHAPTER 6
# HISTORIC PRESERVATION



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# 6.1 HISTORIC PRESERVATION

## 6.1.1 PURPOSE

The City Council of Castroville, Texas, hereby declares that as a matter of public policy, the protection, enhancement, and perpetuation of designated landmarks and districts of historical and cultural importance and significance is necessary to promote the economic, cultural, educational, and general welfare of the public. This ordinance is intended to:

(1) Protect and enhance the designated landmarks and historic districts which represent distinctive elements of Castroville's historic, architectural, and cultural heritage;

(2) Foster civic pride in the accomplishments of the past;

(3) Protect and enhance Castroville's attractiveness to visitors and the support and stimulus to the economy thereby provided;

(4) Ensure the harmonious, orderly, and efficient growth and development of the City that is sensitive to its historic resources;

(5) Promote economic prosperity and welfare of the community by encouraging the most appropriate use of historic properties within the City;

(6) Encourage stabilization, restoration, and improvements of such properties and their values by offering incentives for rehabilitation.

## 6.1.2 HISTORIC PRESERVATION OFFICER

The City Administrator or their designee shall appoint a qualified City official or staff person to serve as Historic Preservation Officer (HPO). The City may utilize in-house staff or contract using those individuals whose expertise are required to deliberate on specific, related matters. In addition, the planning department will be responsible for coordinating the City's preservation activities with those of state and federal agencies and with local state, and national preservation organizations.

Responsibilities. The HPO shall be empowered to:

(1) Administer this UDO and advise the HLC on matters submitted to it.

(2) Maintain and hold open for public inspection all documents and records pertaining to the provisions of this UDO.

(3) Receive and review all applications pursuant to this UDO to ensure their completeness.

(4) Review and take action on all certificates of appropriateness applications subject to administrative review pursuant to this UDO.

(5) Review and forward with any recommendations all applications for certificates of appropriateness subject to review by the HLC pursuant to this UDO.

(6) Ensure proper posting and noticing of all Commission meetings, schedule applications for Commission review, provide information packets to its members prior to the meetings, record meeting minutes, and facilitate all Commission meetings.

(7) Review and help coordinate the City's preservation and urban design activities with those of local, state, and federal agencies and with local, state, and national preservation organizations in the private sector.

## 6.1.3 CONTINUATION OF HISTORIC PROPERTIES AND DISTRICTS

6.1.3.1 Properties that, as of the date of the adoption of this UDO, are within the existing historic districts and designated landmark properties regulated by the HLC under the existing code of ordinances and that are listed as a Recorded Texas Historic Landmark (RTHL) or State Antiquities Landmark (SAL), or that are listed individually on the National Register of Historic Places (NR) are hereby designated as historic landmarks and historic district overlays within this UDO pursuant to State Law.

## 6.1.4 CRITERIA FOR DESIGNATION OF HISTORIC PROPERTIES OR DISTRICTS

6.1.4.1 At least two of the following criteria shall be considered in determining whether an individual property is to be listed as a historic landmark or for the creation of a historic district:

(1) Association with events that have made a significant contribution to the broad patterns of Castroville's history.

(2) Association with the lives of persons significant in Castroville's past.

(3) Embodiment of the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction.

(4) Archaeological value, in the sense that the property has yielded, or may be likely to yield, information important in prehistory or history.

6.1.4.2 Where the designation is made based on the general character of the proposed historic district, these findings may include, but shall not necessarily be limited to:

(1) Scale of buildings and structures that reflect the estbalished period of signifigance.

(2) Architectural style that reflect the estbalished period of signifigance.

(3) Architectural period typical of the area.

(4) Building materials typical of the area.

(5) Colors used in buildings typical of the area.

(6) Signage and street furniture typical of the area.

(7) Landscapes typical of the area.

(8) Typical relationships of buildings to the landscapes in the area.

(9) Typical relationships of buildings in the area to the street.

(10) Setbacks and other physical patterns of buildings in the area.

(11) Typical patterns of rooflines of buildings in the area.

(12) Typical patterns of porch and entrance treatments of buildings in the area.

Where the designation is made based on the character of individual properties and proposed landmarks, the findings may include, but shall not necessarily be limited to::

(1) Architectural style of the buildings.

(2) Architectural period of the buildings.

(3) Textures of materials used in the buildings.

(4) Colors of the materials used in the buildings.

(5) Rooflines of the buildings.

(6) Porch and entrance treatments of the buildings.

(7) Height and mass of the buildings.

(8) Relative proportions of the buildings (width to height, width to depth).

## 6.1.5 DESIGNATION PROCESS FOR LOCAL HISTORIC LANDMARKS AND DISTRICTS

6.1.5.1 The provisions for designating historic properties and districts are part of the City's comprehensive zoning plan. When extending or creating a historic district, this process must adhere to state law. Property owners within the proposed district will be notified before the Historic Landmark Commission (HLC) hearing on the proposed designation. At the HLC's public hearing, property owners, interested parties, and technical experts may present testimony or documentary evidence, which will become part of the record to assess the historic, architectural, or cultural significance of the proposed district extension.

6.1.5.2 The procedure for designating a historic landmark or to establish or amend a historic district may be initiated by the City, or by the individual property owner(s), or by at least twenty percent (20%) of the residents of the potential historic district. Buildings, structures, sites or areas located within the City which substantially comply with the criteria found in this UDO may be recommended by the HLC to the City Council as historic designated landmarks or historic districts.

The application shall contain:

(1) For a proposed historic designated landmark, the name, address, telephone number of applicant, and physical address of the property.

(2) For a proposed historic district, the name, address, telephone number of applicant, and no more than ten percent (10%) negative responses from owners of properties in the proposed historic district; where a poll has been taken, each property is counted separately, and no response is considered an affirmative response.

(3) Site plan of the proposed designated landmark property, or map indicating the geographic boundaries of the proposed historic district, showing all affected buildings and/or structures.

(4) Detailed historic description and background on the proposed designated landmark or proposed historic district that meets 2 or more of the criteria listed in Section 6.1.4.2.

(5) Current photographs of the overall property or area, along with any historical photographs, if available.

(6) Any other information which the HPO or Commission may deem necessary.

6.1.5.3 Upon receipt of a completed designation application, the HPO shall schedule a hearing at a regularly scheduled HLC meeting. Notice of the application shall be mailed to the property owner(s) and properties within two hundred (200) feet of the properties and advertised in the official newspaper and posted on the property as required by this UDO and state law..

6.1.5.4 A proposed historic landmark or district for which an application for designation has been received shall be protected by and subject to all the provisions of this UDO regarding demolition, minimum maintenance standards, and penalties until a final decision by the City Council becomes effective, not to exceed one hundred and eighty (180) days.

6.1.5.5 At the hearing, the applicant shall have an opportunity to present testimony and evidence to demonstrate the historical significance or insignificance of the subject property or district. Other interested parties and technical experts may also present testimony or documentary evidence, which will become part of a record. The burden of proof shall be upon the applicant. The HLC may take action to approve, postpone requesting additional information, or deny the application. The HPO shall forward any final recommendation to the Planning & Zoning Commission within thirty (30) days of the hearing. Denials may be appealed directly to City Council.

6.1.5.6 The P&Z shall give notice and conduct its hearing upon receipt of the recommendation from the HLC. Notice for such hearing shall be in the same manner and the hearing held according to the same procedures as specifically provided in the general zoning ordinance of the City. The P&Z shall review the application to ensure that the recommended designation will not pose a conflict with the underlying Place Type zoning and shall forward its recommendation to the City Council within thirty (30) days after taking action on the application.

6.1.5.7 Upon receipt of the joint recommendation on the application from the Historic Landmark Commission and the Planning & Zoning Commission, the City Council shall schedule a hearing on the application within thirty (30) days. Notice for such hearing shall be in the same manner and the hearing held according to the same procedures as specifically provided in the general zoning ordinance of the City. Significance shall be considered only on the record made before the Historic Landmark Commission and the Planning & Zoning Commission.

6.1.5.8 Upon designation of a historic designated landmark or historic district by the City Council, the designation shall be recorded by legal description on the City's official Place Type zoning maps, in the records of real property of Medina County, and with the tax appraisal office.

6.1.5.9 The applicant or any persons adversely affected by any determination of the HLC may appeal the decision to City Council. Appeal requests shall be on forms as prescribed by the City and shall be filed with the HPO within seven (7) days of the HLC's decision and scheduled for the next available regularly scheduled City Council meeting. Notice for such hearing shall be in the same manner and the hearing held according to the same procedures as specifically provided in this UDO.

6.1.5.10 Appeals to the City Council shall be considered only on the record made before the HLC and may only allege that the Historic Landmark Commission's decision was arbitrary, capricious, or illegal.

## 6.1.6 ORDINARY MAINTENANCE

Nothing in this UDO shall be construed to prevent the routine maintenance and repair of any exterior architectural feature of an historic designated landmark or a property within an historic district which does not involve a change in design, material, or outward appearance that require the issuance of a building permit.

In-kind repair/replacement and repainting is included in this definition of ordinary maintenance unless painting involves an exterior masonry surface that was not previously painted. "Ordinary maintanence" will be determined as repairing and/or replacing exterior parts of the building with like materials and does not involve a change in material, configuration, or outward appearance.

## 6.1.7 MINIMUM MAINTENANCE STANDARDS

No owner or person with an interest in real property designated as an historic designated landmark or a property located within an historic district shall permit the property to fall into a serious state of disrepair so as to result in the significant deterioration of any exterior architectural feature which would, in the judgment of the HLC, create a detrimental effect upon the historic character of the designated landmark or district.

6.1.7.1 Examples of serious disrepair or structurally significant deterioration include:

(1) Deterioration of exterior walls, foundations, or other vertical support that causes leaning, sagging, splitting, listing, or buckling.

(2) Deterioration of external chimneys that causes leaning, sagging, splitting, listing, or buckling.

(3) Deterioration or crumbling of exterior plaster finishes, surfaces or mortars.

(4) Ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors.

(5) Defective protection or lack of weather protection for exterior wall and roof coverings, including lack of paint, or weathering due to lack of paint or other protective covering.

(6) Rotting, holes, and other forms of material decay.

(7) Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes de-lamination, instability, loss of shape and form, or crumbling.

(8) Deterioration that has a detrimental effect upon the special character of the historic district as a whole or the unique attributes and character of the contributing structure.

(9) Deterioration of any exterior feature so as to create or permit the creation of any hazardous

or unsafe conditions to life, health, or other property.

## 6.1.8 PROCEDURE TO MITIGATE DEMOLITION BY NEGLECT

Demolition by Neglect refers to the gradual deterioration of a property when routine or minimum maintenance is not performed. The HPO and the Community Development Department staff shall work together to reduce Demolition by Neglect involving designated landmarks or properties located within historic districts within the City. A Demolition by Neglect citation, as determined by the HLC, may be issued against the owner of the property for failure to comply with the minimum maintenance standards by permitting the subject property to exhibit serious disrepair or significant deterioration as outlined.

6.1.8.1 While the Community Development Department will act as the primary point of contact, the HPO shall, when needed, assist with inspections. If there is a dispute between the HPO and Community Development Department staff, the City Administrator may be consulted as a mitigating party.

6.1.8.2 Furthermore, while the HPO will act as the point of contact, the Planning Department staff shall, when needed, assist with inspections. If there is a dispute between the HPO and Planning Department staff, the City Administrator shall make the final determination.

6.1.8.3 The procedure for citing a property owner for Demolition by Neglect shall be as follows:

(1) Initial identification is made by visual inspection of the area by the HPO or a Commission member or by referral from someone in the area. All referrals shall be made in writing and shall be submitted to the HPO.

(2) Once the initial identification is made, followed by preliminary determination by the HPO, the property owner shall be notified by U.S. mail of the defects of the building and informed of any incentive programs that may be available for repair. The owner shall be given thirty (30) days in which to respond to the preliminary determination by submitting a stabilization proposal to the HPO. The stabilization proposal will be presented to the HLC at the next available meeting. If the HLC approves the proposal, a certificate of appropriateness (if necessary) may be issued administratively by the HPO. The approval will detail the specific work that is necessary to correct the Demolition by Neglect conditions, as well as specify a time period to begin and to complete the work. The HPO shall update the HLC on the status of the property every thirty (30) days, once work begins on the property. If there are major changes the HPO can determine if a HLC hearing is necessary.

(3) If the property owner receives the letter regarding the preliminary determination, but fails to respond, a second notice shall be sent in the same manner as described above.

(4) If the property owner fails to receive and/or respond to the letter regarding the preliminary determination after two (2) attempts, the matter returns to the HLC for a citation hearing. The HPO shall send a third notice via certified mail informing the owner of the hearing, the property shall be posted with a notice of the violation in accordance with the provisions of this UDO, and a public hearing on the citation shall be scheduled.

(5) At the public hearing, the owner will be invited to address the HLC's concerns and to show cause why a citation should not be issued. The HLC may take action to approve any proposed work, defer the matter to give the owner more time either to correct the deficiencies or make

a proposal for stabilization, or issue a citation to the owner of the property for failure to correct the Demolition by Neglect conditions.

(6) If the owner is cited for the condition of Demolition by Neglect of the property, they shall be given fourteen (14) days to submit a stabilization proposal to the HPO, and at the discretion of the HLC, up to one (1) year to correct the defects. The HPO shall update the HLC on the status of the property every thirty (30) days once work begins on the property.

(7) If the owner does not respond with a stabilization proposal, the matter shall be turned over to the City Attorney's office for recommendation to the City Council for legal action.

6.1.8.4 The City may create programs, or enter into partnerships with local non-profit organizations, to assist low-income and/or elderly homeowners with maintenance. City Council shall provide direction and funding for persuing these iniatives.

## 6.1.9 CERTIFICATES OF APPROPRIATENESS FOR ALTERATIONS OR NEW CONSTRUCTION AFFECTING DESIGNATED LANDMARKS OR HISTORIC DISTRICTS

No person shall carry out any construction, reconstruction, alteration, restoration, rehabilitation, or relocation of any designated landmark or any property within a historic district, nor shall any person make any material change in the light fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from a public right-of-way which affect the appearance and cohesiveness of any designated landmark or any property within a historic district without a Certificate of Appropriateness application. The application must be reviewed and approved by the HPO or the HLC prior to the issuance of any building permit involving any designated landmark or property located within a historic district. The application shall be required in addition to, and not in lieu of, any required building permit.

## 6.1.10 REVIEW CRITERIA FOR CERTIFICATES OF APPROPRIATENESS FOR ALTERATIONS OR NEW CONSTRUCTION AFFECTING DESIGNATED LANDMARKS OR HISTORIC DISTRICTS

In considering an application for a Certificate of Appropriateness, the HPO and the HLC shall review it for compliance with Castrovilles Historic Design Guidelines (Appendix A).

All review criteria shall be made available to the applicant, property owners of designated landmarks and properties located within historic districts. The HLC shall promulgate and make recommendations to update the adopted Design Guidelines as necessary, provided that the changes do not pose a conflict with underlying land-use zoning and the changes do not take effect until ratified by the City Council.

6.1.10.1 Applicability. A certificate of appropriateness shall be required in the following circumstances before the commencement of development within or work upon any property with historic overlay zoning or designated as a local, state, or national landmark:

(1) Whenever such work or development requires a building permit or certificate of zoning compliance issued by the City;

(2) Whenever such work includes the erection, moving, demolition, reconstruction, restoration, or alteration of the exterior of a property with historic overlay zoning or designated as a local,

state, or national landmark, except when such work satisfies all the requirements of ordinary maintenance and repair as defined in Chapter 7, Definitions, of this UDO

6.1.10.2 Certificate of appropriateness required. No building permit shall be issued by the building official for any property with historic overlay zoning or designated as a local, state, or national landmark until the application for such permit has been reviewed and a certificate of appropriateness has been approved by the HPO or the HLC.

6.1.10.3 Procedures. The procedure for obtaining a Certificate of Appropriateness may be initiated by the City for all designated landmarks or proposed work within a historic district, or by the individual property owner(s) of the subject designated landmark or for a property located within a historic district. The application must be submitted for review and approved by the HPO or the HLC prior to the commencement of any work. An application for Certificate of Appropriateness shall be made on forms as prescribed by the City and shall be filed with the HPO along with fees in accordance with the municipal fee schedule.

## 6.1.11 ADMINISTRATIVE DESIGN REVIEW AFFECTING DESIGNATED LANDMARKS AND PROPERTIES LOCATED IN HISTORIC DISTRICTS:

6.1.11.1 Upon receipt of a completed Certificate of Appropriateness application as determined by the HPO, the HPO shall review the application for a preliminary determination of compliance with the adopted Design Guidelines. The applicant is encouraged to schedule a meeting with the HPO prior to the submittal of an application to discuss the proposed work and get initial design direction. The HPO reserves the right to forward any Certificate of Appropriateness application to the HLC for review and approval when direction on design policy is needed or if unable to determine compliance with the Secretary of the Interior's Standards for Rehabilitation or the Design Guidelines. Proposed work to all designated landmarks, all proposed work within a historic district, and for all City preservation-related incentive programs or federal projects must be reviewed by the HLC.

6.1.11.2 An application shall be eligible for administrative review by the HPO for the following:

(1) The placement and screening, if necessary, and other mechanical equipment of various types;

(2) The placement and design of screening treatments for trash and recycling receptacles;

(3) Fences to be installed in the rear and/or side yard, unless an historic precedence exists for fences in the front yards;

(4) Replacing roofing materials or color on a flat roof that will not be visible from the ground or from immediately adjacent taller buildings;

(5) Gutters and downspouts;

(6) Installation or removal of landscaping, including trees;

(7) Landscape elements, including but not limited to walks, paving, planters, trellises, arbors and gazebos;

(8) Installation of any elements required by other codes such as emergency lighting;

(9) Modifications that are considered non-permanent such as, but not limited to, window films and temporary features to weatherize or stabilize a historic resource;

(10) Minor modifications to an existing certificate of appropriateness that still meets the intent of the original approval;

(11) Renewal of an expired certificate of appropriateness.

6.1.11.3 If an application for administrative review is approved or approved with conditions, the HPO shall issue a certificate of appropriateness. However, the HPO may forward the application to the HLC for their consideration for the following reasons:

(1) The application does not meet the approval criteria;

(2) If the HPO does not act on the application within ten (10) business days of receipt of the complete application;

(3) The HPO disapproves the application; or

(4) The applicant wishes to appeal the administrative decision or associated conditions of the certificate of appropriateness application.

An appeal to an administrative decision shall be filed with the HLC within ten (10) business days of said decision.

6.1.11.4 In the event an application is to be considered by the HLC, the HPO shall inform the applicant of the meeting date at which the application shall be considered. The applicant shall have the right to be heard and may be accompanied or represented by counsel and/or one or more construction or design professionals at the meeting.

6.1.11.5 The HPO shall review the application and make a recommendation to the HLC during the meeting at which the application shall be considered.

(1) After hearing the applicant and any other interested parties, and considering the recommendation from the HPO, the HLC shall take one of the following actions:

(a) Approve the proposed work or development and issue a certificate of appropriateness.

(b) Approve the proposed work or development with conditions and issue a conditional certificate of appropriateness.

(c) Disapprove the certificate of appropriateness.

(2) In the case of the disapproval of a certificate of appropriateness by the HLC, the HLC shall state in writing the reasons for such disapproval and may include suggestions in regard to actions the applicant might take to secure the approval of the HLC concerning future issuance of a certificate of appropriateness.

6.1.11.6 Certificate of Appropriateness.

(1) It shall be the responsibility of the HPO to issue the actual certificate of appropriateness following administrative approval or approval by the HLC with any designated conditions, and to maintain a copy of the certificate of appropriateness, together with the proposed plans. These shall be public documents for all purposes.

(2) Work performed pursuant to the issuance of a certificate of appropriateness shall conform to the requirements of such certificate. It shall be the duty of the building official to inspect from time to time any work performed pursuant to a certificate of appropriateness to assure s

compliance. In the event that such work is not in compliance, the building official shall issue a stop work order and/or citation as prescribed by ordinance. The HLC may request that the building official inspect the work and issue a stop work order.

6.1.11.7 Criteria. The HPO or the HLC shall determine whether to grant a certificate of appropriateness based on the following criteria:

(1) The effect of the proposed change upon the general historic, cultural and architectural nature of the historic property or historic district;

(2) The appropriateness of exterior architectural features, including parking and loading spaces, which can be seen from a public street, or walkway; and

(3) The general design, arrangement, texture, material and color of the building or structure and the relation of such factors to similar features of buildings or structures in the historic district, contrast or other relation of such factors to other buildings or structures built at or during the period of signifigance, as well as the uniqueness of such features, considering the remaining examples of architectural, historical and cultural values.

6.1.11.8 Guidelines. In all of its determinations of architectural appropriateness and historical integrity in the design and construction of historic properties or signs, the HPO or the HLC shall use Castrovilles Historic Design Guidelines (Appendix A):

(1) Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration, or to use a property for its originally intended purpose. Adaptive reuse is also recommended if the property falls nearby similar zoning.

(2) The distinguishing original qualities or character of a historic property and its environment should not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

(3) All historic properties shall be recognized as products of their own time. Alterations that have no historic basis and which seek to create an earlier appearance shall be discouraged.

(4) Changes that may have taken place in the course of time are evidence of the history and development of an historic property and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

(5) Distinctive stylistic features or examples of skilled craftsmanship that characterize a historic property shall be treated with sensitivity.

(6) Architectural features that are found to be appropriate are to be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other properties within the same period of significance.

(7) Surface cleaning shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken without approval from the Historic Landmark Commission.

(8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.

(9) Contemporary design for alterations and additions shall not be discouraged when such alterations and additions do not destroy significant historic, architectural, or cultural material and when such design is compatible with the size, scale, color, material, a character of the property, neighborhood, or environment. Wherever possible, new additions or alterations shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the historic property would be unimpaired.

6.1.11.9 Supplemental guidelines. The HPO or the HLC may develop, and the City Council may approve, such supplemental guidelines as it may find necessary to implement the regulations of historic overlay zoning or the findings applicable to the designation of a particular historic property. Such guidelines may include, but are not limited to the following:

(1) Charts or samples of acceptable materials for siding, foundations, roofs, or other parts of buildings;

(2) Illustrations of appropriate architectural details;

(3) Specifications of appropriate relationships to streets, sidewalks, other structures, and buildings;

(4) Illustrations of appropriate porch treatments or entrances; or

(5) Illustrations of appropriate signage or street furniture.

6.1.11.10 Certificate of appropriateness for demolition.

(1) Certificate required. No historic landmark or property that falls within a historic district shall be demolished or removed unless such demolition shall be approved by the HLC and a certificate of appropriateness for such demolition shall be granted.

(2) Procedure for the issuance of a certificate of appropriateness for demolition shall be the same as for the issuance of other certificates of appropriateness with the following modification.

(3) After the hearing, the HLC may approve the certificate of appropriateness, thereby authorizing the demolition, or the HLC may disapprove the certificate of appropriateness and postpone the demolition or removal for a period of one hundred and twenty (120) days. The purpose of such a postponement would be to allow the HLC and any interested parties to explore alternatives to demolition.

(4) The HLC may extend the postponement period for an additional sixty (60) days to enable the completion of ongoing negotiations.

(5) Notwithstanding any provision of this UDO, the City Council reserves the right to prohibit the demolition of a designated landmark structure with four (4) affirmative votes.

(6) Supplemental demolition criteria. In determining whether to issue a certificate of appropriateness for demolition, the HLC, and, on appeal, the City Council, shall consider the following criteria, in addition to the criteria specified in this section:

(a) The uniqueness of the property as a representative type or style of architecture, historic association, or other element of the original designation criteria applicable to such structure or tract.

(b) The condition of the property from the standpoint of structural integrity and the extent of work necessary to stabilize the property.

(7) The economically viable alternatives available to the demolition applicant, including:

(a) Donation of a part of the value of the subject structure or site to a public or nonprofit agency, including the conveyance of development rights and facade easement.

(b) The possibility of sale of the property, or any part thereof, to a prospective purchaser capable of preserving such property.

(c) The potential of the property for renovation and its potential for continuing use.

(d) The potential of the property for rezoning in an effort to render such property more compatible with the physical potential of the property. The ability of the property to produce a reasonable economic return on investment for its owner; provided, however, that this factor shall not have exclusive control and effect but shall be considered along with all other criteria contained in this section.

6.1.11.11 Certificate of appropriateness for relocation:

(1) Certificate Required. No historic resource shall be relocated unless such relocation shall be approved by the HLC and a certificate of appropriateness for such relocation shall be granted. For the purposes of this subsection concerning relocation, the term "historic landmark" shall be used to describe an individual building, structure, or object designated according to the procedures in this UDO.

(2) Procedure. The procedure for issuance of a certificate of appropriateness for relocation shall be the same as for the issuance of other certificates of appropriateness with the following additions.

(a) If the historic resource is a Recorded Texas Historical Landmark or listed on the National Register of Historic Places, the applicant shall be required to notify the appropriate party at the Texas Historical Commission or National Park Service and receive a response in writing, prior to submitting an application for the relocation to the Historic Landmark Commission.

(b) Documentation shall be provided to the HLC at the time of application for a certificate of appropriateness that provides the following information:

i. Overview of the proposed relocation of the historic resource, including:

» Reasons for relocating the historic resource; and

» Reasons for selection of destination site.

(c) Photographs, which document all aspects of the historic resource. Requirements for photographs shall be provided by the HLC. At a minimum, photographs provided by the applicant s hall include but are not limited to:

i. Each elevation of the building;

ii. Street view;

iii. All prominent architectural features; and

iv. Any additional accessory buildings that also have historic overlay zoning, showing how they relate to the primary structure.

v. Requirements for photographs shall be maintained and provided by the HLC.

(d) Site plan of historic resource in current location.

(e) Site plan of historic resource in new location.

(f) Public notices of the proposed relocation shall be required as follows:

i. Signed notice shall be posted within five (5) business days of receipt of an application for a certificate of appropriateness for relocation, the City shall post a sign showing notice of the application on the originating location and on the proposed destination location, for the purpose of notifying the public of the proposed relocation.

ii. Mailed notice shall be sent ten (10) business days prior to the HLC meeting when the application will be heard, written, notices shall be mailed to each owner, as indicated by the most recently approved City tax roll, of real property within three hundred (300) feet of the existing property with the resource proposed for relocation and three hundred (300) feet of the proposed new location. Notice may be served by its deposit in the Postal Service in the City, properly addressed with postage paid.

iii. Mailed notices shall contain at least the following specific information:

- The general location of land that is the subject of the application and/or a location map;
- The legal description or street address;
- The substance of the application;
- The time, date, and location of the HLC meeting;
- A phone number to contact the City; and
- A statement that interested parties may appear at the hearing.

(3) When a historic resource is relocated to a new site, the historic resource shall retain the historic overlay or landmark designation status and therefore continue to be subject to the requirements of a certificate of appropriateness.

(4) Supplemental relocation criteria. In determining whether to issue a certificate of appropriateness for relocation, the HLC, and, if necessary, on appeal, the City Council, shall consider the following criteria, in addition to the criteria specified in this subsection:

(a) The historic resource is imminently threatened by demolition or removal of historic overlay zoning.

(b) Reasonable alternatives have been examined to mitigate the threat to the historic resource, in lieu of relocation. Alternatives may include, but are not limited to:

i. Modification of the proposed project affecting the historic resource to avoid its impact on the location of the historic resource.

ii. Incorporation of the historic resource, in its entirety, into the proposed project that would affect the location of the historic resource.

(5) When relocated, the historic resource shall remain in the City of Castroville.

(6) The structural condition of the historic resource has been examined so that it has been determined that the historic resource may be moved and that damage to the historic resource which would result from the move can be minimized. Stabilization of the historic resource prior to and/or during the move may be required.

(7) A new location for the historic resource has been determined that would be compatible with the architectural aspects of the historic resource, to the extent possible. Consideration shall include the review of all of the following:

(a) Size of the resource and destination lot;

(b) Massing;

(c) Architectural style;

(d) Review of all adopted design guidelines by the HLC in determining compatibility; and

(e) Other historic resources, which are not the primary resource on the site, but are historically associated with the primary resource, also should be relocated, if possible, and may be considered for relocation with the primary resource on the same certificate of appropriateness.

(8) Any historic resource relocated pursuant to this section shall be required to conform to any siting conditions at the new location. These siting conditions shall include, but are not limited to, setback requirements, structural alteration requirements such as enclosed parking requirements, and architectural requirements such as exterior finishes and orientation.

(9) The applicant agrees to the following additional conditions of the certificate of appropriateness:

(a) The historic resource shall be secured from vandalism and other damage for the time that it remains vacant as a result of the relocation process.

(b) The applicant shall be required to display a plaque, provided and paid for by the City, which documents the historic resource's original location, date of relocation, and reason for relocation.

(c) The historic overlay shall convey with the historic resource to its new location.

(10) The historic overlay shall be removed from the originating property, unless one of the following applies:

(a) The property is located within an historic district; or

(b) Only an accessory structure has been moved and the primary structure on the site remains; or

(c) The site itself is historically significant.

(11) The City may apply the historic overlay to the destination lot(s), by following the procedures for applying historic overlay of this UDO. If the historic resource is being moved into an already designated historic district, the historic overlay shall remain and apply.

(12) The applicant shall provide photographs to the HPO of the relocated historic resource once relocation is complete.

(13) Information regarding the relocation shall be filed in the appropriate City and county records.

(14) If a certificate of appropriateness for relocation has been approved by the HLC, the following fees shall be waived:

(a) Building moving and permits fees

(b) Notice requirement fees.

(15) Appeals of certificate of appropriateness decisions made by the HLC shall be made within fifteen (15) days to the City Council.

## 6.1.12 ECONOMIC HARDSHIP INVOLVING CERTIFICATES OF APPROPRIATENESS FOR DEMOLITION AFFECTING DESIGNATED LANDMARKS AND HISTORIC DISTRICTS

6.1.12.1 No certificate of appropriateness for demolition involving a claim of economic hardship may be approved, nor shall a demolition permit be issued by the City unless the owner proves compliance with the following standards for economic hardship:

(1) The property is incapable of earning a reasonable return in its current or rehabilitated state, regardless of whether that return represents the most profitable return possible; and

(2) The property cannot be adapted for any other use, whether by the current owner or by a purchaser, which would result in a reasonable return; and

(3) Earnest and reasonable efforts to find a purchaser interested in acquiring the property and preserving it have failed; and

(4) The property cannot be moved or relocated to another site similar or within the historic district.

6.1.12.2 The City shall adopt by resolution separate criteria for review in considering claims of economic hardship for investment for income-producing and non-income-producing properties, as recommended by the HLC. Non-income-producing properties shall consist of owner-occupied single-detached dwellings and non-income-producing institutional properties. All standards for review shall be made available to the owner prior to the hearing. The information to be considered by the City may include, but not be limited to, the following:

(1) Purchase date price and financing arrangements

(2) Current market value

(3) Form of ownership

(4) Type of occupancy

(5) Cost estimates of demolition and post-demolition plans for development

(6) Maintenance and operating costs

(7) An inspection report by licensed architect or structural engineer that has experience working with historic properties

(8) Costs and engineering feasibility for rehabilitation

(9) Property tax information

(10) Rental rates and gross income from the property

(11) Other additional information as deemed appropriate

6.1.12.3 Claims of economic hardship by the owner shall not be based on conditions resulting from:

(1) Evidence of demolition by neglect or other willful and negligent acts by the owner

(2) Purchasing the property for substantially more than market value at the time of purchase

(3) Failure to perform normal maintenance and repairs

(4) Failure to diligently solicit and retain tenants

(5) Failure to provide normal tenant improvements

6.1.12.4 Throughout the process, the applicant shall consult in good faith with the HPO, local preservation groups, and interested parties in a diligent effort to seek an alternative that will result in preservation of the property. Such efforts must be demonstrated to the HLC at the hearing.

### 6.1.13 ENFORCEMENT

All work performed pursuant to a certificate of appropriateness issued under this UDO shall conform to any requirements included therein. It shall be the duty of the building inspector to inspect periodically any such work to assure compliance. In the event that work is not being performed in accordance with the certificate of appropriateness, or upon notification of such fact by the HLC and verification by the HPO, the building inspector shall issue a stop work order and all work shall immediately cease. The property owner shall then be required to apply for a hearing before the HLC to explain the non-compliance. No further work shall be undertaken on the project as long as a stop work order is in effect until a decision is rendered by the HLC on the application.

### 6.1.14 PENALTIES

It shall be unlawful to construct, reconstruct, significantly alter, restore, or demolish any building or structure designated with historic overlay zoning in violation of the provisions of this UDO. The City, in addition to other remedies, may institute any appropriate action or proceeding to prevent such unlawful construction, reconstruction, significant alteration, or demolition to restrain, correct, or abate such violation or to prevent any illegal act, business, or maintenance in and about such premises, including acquisition of the property. Any person, firm, or corporation violating any provision of this UDO shall be guilty of a Class C misdemeanor, punishable by a fine of not less than two hundred and fifty dollars ($250.00) or more than two thousand dollars ($2,000.00).

Each day the violation continues shall be considered a separate offense. Such remedy under this section is in addition to any abatement restitution.

## 6.2 HISTORIC OVERLAY DISTRICT

### 6.2.1 PURPOSE

The purpose of the Historic Overlay District (HO District) is to protect and preserve the historical and architectural integrity of Castroville's existing historic district through an overlay of the Historic Overlay Zoning District standards over the city's Place Type Zoning. The overlay will ensure that new developments and modifications to existing structures respect the unique character of Castroville's historical area.

### 6.2.2 APPLICABILITY

This overlay applies to all properties within the existing designated historic district of Castroville, as identified in the city's zoning map under the Historic Overlay Zoning District (figure 6.1) . Any new development, redevelopment, or substantial alteration of existing properties within this boundary must adhere to the guidelines of both the base place type zoning and the historic overlay standards.

FIGURE 6.1 :HISTORIC OVERLAY DISTRICT MAP.

## 6.2.3 OBJECTIVES

(1) Maintain the architectural styles and scale of historic structures that contribute to the district's identity and period of significance.

(2) Promote development that enhances the historic character of the community.

(3) Ensure compatibility of new construction and renovations with existing historic features.

(4) Protect cultural designated landmarks, landscapes, and historically significant elements.

(5) Encourage adaptive reuse of historic structures.

## 6.2.4 REGULATORY FRAMEWORK

6.2.4.1 All properties must comply with the base zoning regulations outlined in the city's place type zoning ordinance. The Historic Overlay utilizes the Overlay Design Guidelines (Appendix A) to protect the historic character.

6.2.4.2 The use of Architectural Guidelines are for:

(1) New construction, renovations, and alterations should harmonize with the architectural character of the historic district.

(2) Use of traditional materials, forms, and design elements in accordance with the existing historic structures is encouraged.

(3) Any proposed demolition of structures within the historic district will require special approval by the Historic Landmark Commission.

## 6.2.5 NON-CONFORMING USES

6.2.5.1 Properties with legally non-conforming uses or structures at the time of the overlay's adoption may continue to operate under their existing uses, but any expansions or significant modifications will need to comply with both the base zoning and the Historic Overlay guidelines.

## 6.2.6 CONCLUSION

6.2.6.1 The Historic Overlay District is essential in maintaining the heritage and identity of Castroville while accommodating modern growth. It provides a framework that respects both the city's past and its future.

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# CHAPTER 7
# DEFINITIONS

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The following reference documents are used throughout the document as a reference or baseline if the UDO does not make specifications on a specific topic:

- Texas Local Government Code
- International Building Code
- International Fire Code
- International Residential Code
- Castroville Comprehensive Plan

For the purposes of this UDO, certain terms and words are hereby defined; terms not defined herein shall be constructed in accordance with customary usage in municipal planning and engineering practices.

**ACCESSORY BUILDING** shall mean an outbuilding that is smaller than the main structure and is situated behind the main structure on the lot.

**ACCESSORY DWELLING** shall mean a secondary unit located toward the rear of the same lot as a principal building used as an additional dwelling unit.

**ADDITION** shall mean any construction that increases the size of a structure in terms of site coverage, height, or gross floor area.

**ADDRESS SIGN** shall mean a sign, generally applied to a building wall, that displays a building's address.

**ADMINISTRATIVE APPROVAL** shall mean the process by which the City Administrator reviews submitted administrative plats, public frontage, site, and/or building plans and provides approval based on compliance with this UDO.

**ADMINISTRATIVE PROCEDURE** shall mean the procedure to be followed for the approval of the subdivision or re-subdivision of an existing lot(s) when such subdivision meets certain limited conditions set by the City.

**ADMINISTRATIVE REVIEW** shall mean the process by which the City reviews submitted Neighborhood Plans, Public Frontage, site, and/or Building Plans to determine compliance with this UDO.

**ADMINISTRATOR** shall mean the City Administrator and/or designated City Staff.

**ALLEY** shall mean a vehicular drive located to the rear of lots providing access to service areas, parking, rear building access and may contain utility easements.

**ALLEY SIGN** shall mean a sign used to identify the alley entrance to a building or business.

**ALTERATION** shall mean any change, demolition, or modification to a structure or site designated as a historic landmark or located in a local historic area including, but not limited to, the following:

(1) Exterior changes to or modifications of any buildings or structures, architectural details or visual characteristics.

(2) Construction of new structures.

(3) Disturbance of archaeological sites or areas; or

(4) Disturbance, placement, or removal of exterior objects that affect the exterior qualities of the property.

**AMENDING PLAT** shall mean plat as defined in 212.016 of the Texas Local Government Code and the procedure for such plats shall be the same as the procedure as defined herein.

**APARTMENT BUILDING** shall mean a building or series of buildings containing greater than five (5) dwelling units in a building with exterior dwelling unit entrances, primarily rented or leased for terms longer than thirty (30) days.

**APEX** shall mean the highest point of a sign as measured from the point on the ground where its structure is located, or, if no sign structure is present, from the point on the ground directly below the sign itself.

**APPEAL** shall mean a means for obtaining a review of a decision, determination, order, or failure to act.

**APPLICANT** shall mean a person or entity who submits to the City an application for an approval required by this UDO. To be qualified as an applicant under this UDO, the person or entity must have sufficient legal authority or proprietary interests in the land to commence and maintain proceedings under this UDO. The term shall be restricted to include only the property owner(s), or a duly authorized agent and representative of the property owner.

**APPLICATION** shall mean a written request to the City for an approval required by this UDO that contains all information required by this UDO and that has been deemed administratively complete by the City.

**APPURTENANT** features shall mean the features that define the design of a building or property including but not limited to porches, railings, columns, shutters, steps, fences, attic vents, sidewalks, driveways, garages, carports, outbuildings, gazebos, and arbors.

**ARCADE** shall mean colonnade supported upper stories of a building projecting over the sidewalk, where the facade of the first story remains at or behind the frontage line.

**ARCHAEOLOGICAL** resource shall mean a site with archaeological or paleontological value in that it has produced or can be expected to produce data affecting theories of historic or prehistoric interest.

**ARCHITECTURAL ELEMENT** shall mean the unique details and component parts that combined form the architectural style of a structure, building, or object.

**ARCHITECTURAL FEATURES** shall mean ornamentation or decorative features attached to or protruding from or otherwise accentuating an exterior wall.

**AWNING** shall mean a cloth, plastic, or other nonstructural covering that either is permanently attached to a building or can be raised or retracted to a position against the building when not in use. This term does not include canopies.

**AWNING SIGN** shall mean lettering applied directly on the valance or other vertical portion of an awning.

**BAND SIGN** shall mean a sign that is attached flat on the exterior front, rear, or side wall of any building or other structure.

**BANNER** shall mean a temporary sign, either attached or freestanding, with or without characters, letters, illustrations, or ornamentations, applied to cloth, paper, flexible plastic or fabric of any kind, attached to the exterior of the structure or freestanding on the site with temporary fastening devices such as rope, string, wire, twine, or similar materials, which is in addition to the permitted permanent signs, announcing a special event for a business, i.e., business openings, grand openings, sales, or promotion events.

**BICYCLE CORRAL** shall mean a group of either short-term or long-term bicycle parking spaces that are located in the vehicular parking area adjacent to the curb. The corral is generally surrounded by a painted white box on the street with flexible vertical delineators and a wheel stop where vehicles are likely to back into the adjacent parking spot.

**BICYCLE RACK, LONG-TERM** shall mean a bicycle parking fixture that provides at least two bicycle spaces and includes at least a four-foot-wide by six-foot-long dimension, is intended for parking more than three hours, and is fully protected from the elements.

**BICYCLE RACK, SHORT-TERM** shall mean a bicycle parking fixture that provides at least two bicycle spaces, includes at least a four-foot-wide by six-foot-long dimension, and is intended for parking less than three hours.

**BLADE SIGN** shall mean a sign mounted on the building facade, projecting at a 90-degree angle.

**BLOCK** shall mean an aggregate land area circumscribed by streets or thoroughfares.

**BLOCK FACE** shall mean the aggregate of all the principal frontage lines or alternatively the building facades on one side of a block.

**BUILDABLE WIDTH** shall mean the width of the building site left to be built upon after the required IBC setbacks are provided.

**BUILDING** shall mean a structure having a roof supported by columns or walls for the shelter, support, or enclosure of persons, animals, real property, and business activity.

**BUILDING BLOCK** shall mean the 330' X 330' block size that is defined in Castroville's DNA. It is the foundation of the walkable environment.

**BUILDING LINE** shall mean the rear line of a required front build-to-line that is generally parallel to the street line forming the front line.

**BUILDING OFFICIAL** shall mean the inspector or administrative official charged with responsibility for issuing permits and enforcing the Building Code and this UDO where indicated.

**BUILDING TYPES** shall mean a range of structures with different standards to create a variety of options for human settlements.

**BUILD-TO-LINE** shall mean the line parallel to the street along which the primary mass of the front facade should be set. It is measured as a perpendicular distance from the street line to the nearest point of the building facade.

**BUSINESS** shall mean a place where a person practices their regular occupation, profession, or trade.

**BY RIGHT** shall mean characterizing a proposal or component of a proposal for a Neighborhood Plan or Site Plan that complies with this UDO and is permitted and processed administratively without public hearing.

**CALENDAR YEAR** shall mean between January 1 to December 31 of each year.

**CANOPY** shall mean any non-rigid material such as fabric or flexible plastic, that is supported by or stretched over a frame, that is attached to an exterior wall, and that may include a type that can be retracted, folder, or collapsed against the face of a supporting building.

**CERTIFICATE OF APPROPRIATENESS** shall mean the certificate issued by the City indicating approval of plans for alteration, construction, or removal affecting a designated landmark or property within historic overlay zoning.

**CERTIFICATE OF OCCUPANCY** shall mean an official certificate issued by the City through the Building Official that indicates conformance with the zoning standards and building codes and authorizes legal use of the premises that it is issued.

**CERTIFIED LOCAL GOVERNMENT** shall mean a local government certified or approved by the State Historic Preservation Office (SHPO), which has an appointed commission to oversee the survey and inventory of historic structures, to review areas for historically significant structures, and to develop and maintain the community planning and education process. This federal government program, authorized by the National Historic Preservation Act, 16 U.S.C. 470 et seq., provides for the participation of local governments in a federal/state/local partnership.

**CHANNEL LETTERS** shall have its own internal lighting element, individually attached to the wall or onto a separate background panel. The letter shall be translucent, or solid to create a backlit halo effect.

**CITY OR THE CITY** shall mean the City of Castroville and its authority of its city limits and extraterritorial jurisdiction (ETJ).

**CITY CLERK** shall mean the City Clerk of the City of Castroville or the authorized representative of the clerk.

**CITY COUNCIL** shall mean the governing body of the City of Castroville, Texas.

**CITY ENGINEER** shall mean a Licensed Engineer with the state of Texas or their representative with the City.

**CITY ADMINISTRATOR** shall mean the chief administrative officer of the City of Castroville and their designated representative.

**CIVIC** shall mean a designation for public sites dedicated for civic buildings and Civic Space.

**CIVIC BUILDING** shall mean a building operated by not-for-profit organizations dedicated to art, culture, education, recreation, government, worship transit, and municipal parking, or as approved by the Planning & Zoning Commission and City Council.

**CIVIC SPACE** shall mean an outdoor area dedicated for public use. Civic Space types are defined by the combination of certain physical constants including the relationships between their intended use, their size, their landscaping, and the buildings that front them.

**CLEARANCE** shall mean the height above the walkway, or another surface if specified, of the bottom edge of an element.

**CLUSTERED LAND DEVELOPMENT OR CLD** shall mean a Development Pattern structured by a pedestrian shed oriented toward a common destination such as a general store, meeting hall, schoolhouse, or church clustered together in order to preserve open space. CLD takes the form of a small settlement standing free in the countryside.

**COLLECTOR STREET** shall mean a street that continues through several residential districts and is intended as a connecting street between residential districts and arterial streets or thoroughfares or business districts. Such secondary or collector streets will also be indicated in the Thoroughfare Plan when adopted which will be placed on file with the City Engineer.

**COMMERCIAL** shall mean the term collectively defining workplace, office, retail, and lodging uses.

**COMMERCIAL SIGN** shall mean a sign that directs attention to a business, commodity, service, entertainment, or attraction sold, offered, or existing.

**COMMISSION** shall mean the Planning & Zoning Commission of the City of Castroville, Texas.

**COMMON DESTINATION** shall mean an area of focused community activity, usually defining the approximate center of a pedestrian shed. It may include, without limitation to, one or more of the following: a Civic Space, a Civic Building, a commercial center, or a transit station, and may act as the social center of a neighborhood.

**COMPREHENSIVE PLAN** shall mean a document adopted by the City that consists of graphic and textual policies that govern the future development of the City and that consists of various components governing specific geographic areas and functions and services of the City.

**CONSERVATION EASEMENT** shall mean a voluntary legal agreement between a landowner and a land trust or government agency that permanently limits uses of the land in order to protect its conservation values.

**CONSTRUCTION** shall mean the act of adding an addition to an existing building, structure or object, or the erection of a new principal or accessory building, structure, or object on any lot, parcel, or site.

**CONSTRUCTION PLANS** shall mean the scaled and dimensioned drawings intended to identify exactly how a proposed project will be constructed. Construction plans include, but are not limited to, the following information: cover sheet, plat, site plan, landscape plan, sign plan, drainage plans and calculations, building plans, plans for both public and private utilities, construction details, etc.

**CONTRIBUTING** shall mean a building, structure, site, or object within a designated historic district which:

(1) embodies the significant physical features and characteristics of the district, or adds to the historical association, historical architectural qualities, or archaeological values identified for the district; and

(2) was present during the period of significance relating to the documented significance of the district; and

(3) possesses historic integrity or is capable of yielding important information about the period.

**COURTYARD** shall mean the placement of a building within the boundaries of its lot to create a private courtyard, while internally defining one or more private patios. Courtyard is a building type.

**CURB** shall mean the edge of the vehicular pavement that may be raised or flush to a swale. It usually incorporates the drainage system.

**DANGEROUS STRUCTURE** shall mean a structure that poses an imminent threat to public health or safety.

**DEMOLITION** shall mean an act or process which: (1) destroys a lot, parcel or site or building, structure or object in its entirety, (2) destroys a part of a lot, parcel or site or building, structure or object and permanently impairs its structural, historic or architectural integrity, (3) removes the building, structure or object or any part thereof from the original lot, parcel or site without the requisite moving permit, or (4) removes architectural elements and features from the exterior of a building, structure or object.

**DEMOLITION BY NEGLECT** shall mean improper maintenance, neglect in the maintenance of, or lack of maintenance of any structure or property with historic overlay zoning, which results in deterioration of the structure and threatens the preservation of the structure.

**DESIGNATION** shall mean the process by which the City Council may designate certain buildings, land, areas, and districts in the City with historic overlay zoning and define, amend, and delineate the boundaries thereof.

**DESIGN GUIDELINES** shall mean the "Design Guidelines for Historic Castroville, Texas" as adopted by the City Council and as may be amended from time to time. These are guidelines of appropriateness or compatibility of building design within a community or historic district. Design guidelines contain drawings accommodating "do's and don't's" for the property owner. The Historic Landmark Commission has the authority to administer design guidelines.

**DESIGN REVIEW** shall refer to the decision-making process conducted by the historic preservation board or an appointed historic preservation officer that is guided by established terms.

**DEVELOPMENT** shall mean any construction activity or alteration of the landscape, its terrain contour, or vegetation, including the erection or alteration of structures or land use.

**DEVELOPMENT PATTERN** shall mean options for land configuration for a Neighborhood Plan. The three types addressed in this UDO are Cluster Land Development (CLD), Traditional Neighborhood Development (TND), and Village Cluster Development (VCD).

**DEVELOPMENT REVIEW COMMITTEE (DRC)** shall mean staff members from each department overseeing development, infrastructure, and public safety that administer the provisions of this UDO.

**DEVELOPMENT SIGN** shall mean a sign announcing a proposed subdivision or a proposed building project.

**DISPOSITION** shall mean the placement of a building on its lot.

**DISTRIBUTION MAINS** shall mean off-site utilities serving a subdivision and other areas that are not laterals or service lines.

**DRAINAGE** shall mean any activity that intentionally alters the hydrological regime of any locality by facilitating the removal of surface or groundwater. It may include the construction, deepening, extending, opening, installation, or laying of any canal, drain, or pipe, either on the land or in such a manner as to encourage drainage of adjoining land.

**DRAINAGE FACILITIES** shall mean all facilities constructed within a subdivision related to stormwater drainage, including but not limited to swales, lawn areas, fences, structures, drainage facilities, drainage pipes, pumps, and detention and retention ponds.

**DRIVEWAY** shall mean a vehicular lane within a lot, often leading to a garage.

**DUPLEX** shall mean a building with two (2) units within one (1) structure on a lot. The configuration can be side by side, stacked, front to back, etc.

**DWELLING** shall mean any building or portion thereof, that is designed or used as living quarters for one or more families.

**ECONOMIC HARDSHIP** shall mean the inability of an owner to obtain a reasonable return or a reasonable beneficial use from a property with historic overlay zoning as required by the United States Supreme Court in Penn Central Transportation Company v. New York City, 438 U.S. 104 (1978) and subsequent decisions. A reasonable economic return does not have to be the most profitable return possible or allow the highest and best use of the property.

**EDGEYARD BUILDING** shall mean a building that occupies the center of its lot with setbacks on all sides. Edgeyard is a Building Disposition.

**ELEVATION** shall mean the exterior wall of a building that is set along a frontage line.

**ENCROACHMENT** shall mean any structural element that breaks the plane of a vertical or horizontal regulatory limit, extending into a setback, into the public frontage, or above a height limit.

**ENFORCEMENT OFFICER** shall mean a public official or employee responsible for ensuring compliance with local zoning regulations and ordinances.

**ENGINEERING STANDARDS** shall refer to the City of San Antonio's Design Guidance Manual

**EXTRATERRITORIAL JURISDICTION (ETJ)** shall mean the area adjacent to the city limits of the City as created and authorized under Chapter 42 of the Texas Local Government Code. The City is authorized to control, among other things, subdivision as prescribed or defined by law.

**EXTERIOR ARCHITECTURAL FEATURE** shall mean but not be limited to architectural style and general arrangement of such portion of the exterior of a structure as is designed to be open to the view from a public way.

**FACADE** shall mean the portion of any exterior elevation on the building extending from the grade to parquet, wall, or eaves, and the entire width of the building elevation which are adjacent to the front on any right-of-way. Where separate faces are oriented in the same direction, or in directions within 45 degrees of one another, they are to be considered as part of a single facade.

**FAUX NEON SIGNAGE** shall mean signage created by using light emitting diodes (LEDs) which are strung closely together so that the light they emit overlaps and creates a steady source of light encased in plastic tubes.

**FEATHER BANNER** shall mean a vertical portable sign, made of lightweight material that is prone to move in the wind, and that contains a harpoon-style pole or staff driven into the ground for support or is supported by means of an individual stand. This definition includes such signs of any shape including flutter, bow, teardrop, rectangular, shark, feather, and U-shaped. For purposes of this Chapter, a feather banner is an advertising device and sign.

**FENCE** shall mean a barrier or enclosure made of stone, brick, pierced brick or block, wood, or other permanent material of equal character, density, and acceptable design, including but not limited to masonry walls, chain link fences, barbed wire fences, picket fences, and privacy fences.

**FILED** shall mean the date when a submission has been deemed an administratively complete application. A plan or permit application shall be reviewed for completeness and be deemed administratively complete to be considered filed.

**FINAL PLAT** shall mean a plat as defined in 212.014 or 212.015 of the Local Government Code and the procedure for such plats shall be the same as standard procedure as defined herein.

**FLAG/PENNANT** shall mean a piece of fabric of distinctive design that is used as a symbol (as of a nation), identification, signaling device, or as decoration.

**FLOODPLAIN** shall mean an area of land subject to inundation by a 100-year frequency flood as determined using standard engineering practices and generally as shown on the FIRM (Flood Insurance Rate Map) of the City of Castroville.

**FREESTANDING COMMERCIAL SIGN** shall mean a sign supported by one or more columns, poles, or bars extended from the ground or from an object on the ground, or that is erected on the ground; the term includes all signs which are not substantially supported by a building or part thereof, or which are substantially supported by a building or part thereof, when the sole significant purpose of the building or part thereof, is to support or constitute the sign.

**FRONTAGE** shall mean the area between a building facade and the vehicular lanes, inclusive of its built and planted components. Frontage is divided into private frontage and public frontage.

**FRONT PROPERTY LINE** shall mean a lot line bordering a public frontage. Facades facing front property lines define the public realm and are therefore more regulated than the elevations facing other lot lines.

**GALLERY** shall mean an attached cantilevered shed or a lightweight colonnade extending from a building facade to overlapping the sidewalk.

**GOVERNMENT** shall mean a federal, state or local government entity and includes the City of Castroville and Medina County.

**GOVERNMENT SIGN** shall mean a sign that is constructed, placed, or maintained by the federal, state, or local government or a sign that is required to be constructed, placed, or maintained by the federal, state, or local government either directly or to enforce a property owner's rights. Local government includes any political subdivision including the county, the City, the school district, or an emergency services district.

**GRADE** shall mean ground level.

**GREEN** shall mean a Civic Space Place Type (CS) for unstructured recreation, spatially defined by landscaping rather than building frontages.

**HALO LIT SIGN** shall mean aluminum faces and sides (returns) mounted onto standoffs away from the wall which project either LED's or neon Illumination to the wall surface, giving the sign a halo effect.

**HANGING SIGN** shall mean a sign attached to underneath the canopy or awning.

**HEIGHT** shall mean the vertical distance of a building measured from the average established grade at the street line or from the average natural front yard ground level, whichever is higher, to 1) the highest point of the roof's surface if a flat surface, 2) to the deck line of mansard roofs or, 3) to the mean height level between eaves and ridge for hip and gable roofs and, in any event, excluding chimneys, cooling towers, elevator bulkheads, penthouses, tanks, water towers, radio towers, ornamental cupolas, domes or spires, and parapet walls not exceeding ten (10) feet in height. If the street grade has not been officially established, the average front yard grade shall be used for a base level.

**HISTORIC DESIGNATIONS** shall mean an official recognition of the significance of a building, property, or district. Designation can occur on three different levels:

(1) Federal - The National Register of Historic Places (for both individual buildings and entire districts);

(2) State - Recorded Texas Historic landmarks (only for individual buildings) and State Archaeological Landmarks; or

(3) Local - designated under a municipal historic ordinance either individually as a landmark or as a locally designated district.

**HISTORIC DISTRICT** shall mean an area of the City containing a grouping of historic properties that are designated with historic overlay zoning and that may contain properties that are both contributing and non-contributing, but that is united historically or aesthetically. For the purpose of this section, the entirety of an historic district shall have historic overlay zoning.

**HISTORIC LANDMARK** shall mean any building, structure, object, site, or portion thereof that complies with 6.2.2

**HISTORIC PRESERVATION** shall mean the protection, reconstruction, rehabilitation, repair, and restoration of places and structures of historic, architectural, or archaeological significance.

**HISTORIC LANDMARK COMMISSION (HLC)** shall mean the five-member Board established under this UDO and appointed by City Council.

**HISTORIC PRESERVATION OFFICER (HPO)** shall mean the planning director or their designee who shall serve as the historic preservation officer for the City and who shall oversee the historic preservation program for the City.

**HISTORIC REHABILITATION** shall mean the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

**HISTORIC RESOURCE** shall mean any building, structure, object, or site that is 50 years old or older or any resource that has been identified as a high or medium priority because of its unique history or architectural characteristics.

**HISTORIC RESOURCES SURVEY** shall means a systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance.

**HOME OCCUPATION** shall mean a business operated entirely within a residence by its occupants, allowing no more than one non-resident employee on-site and limiting traffic to no more than two client/customer vehicles at a time, with no exterior signage or visible business activity.

**HOME OWNER'S ASSOCIATION (HOA)** shall mean an organization authorized by the Texas Property Code Section 202 that is established in part to provide for the maintenance of required drainage improvements.

**HOUSE** shall mean a single dwelling unit edgeyard building on a lot.

**HOUSE-FORM OFFICE/COMMERCIAL** shall mean a building type that is built at the same scale as a house but has been converted or intentionally constructed to serve an office of commercial purpose.

**IBC/ICC (INTERNATIONAL BUILDING CODE/INTERNATIONAL CODE COUNCIL)** shall mean the Code or Codes adopted by the City of Castroville to ensure public health and safety of buildings, including all related Codes.

**IMPROVEMENT** shall mean any building, structure, or object constituting a physical betterment of real property, or any part of such betterment, including but not limited to streets, alleys, curbs, lighting fixtures, signs and the like.

**INFLATABLE SIGN** shall mean an inflatable device, with or without a message, figure, or design attached to its surface designed to attract attention.

**INFILL/INFILL DEVELOPMENT** shall mean new development on land that had been previously developed, including most greyfield and brownfield sites, or remainder lands surrounded by developed lands and cleared land within urbanized areas.

**INITIATED DESIGNATION** shall mean the historic designation procedure is considered to be initiated immediately when the City Council, the Planning & Zoning Commission, or the Historic Landmark Commission votes to initiate it or, in the case of initiation by the property owner(s), when the designation report is filed with the planning director.

**INTEGRITY** shall mean the authenticity of a property's historic identity, evidenced by survival of physical characteristics that existed during the property's historic or prehistoric period.

**INVENTORY** shall mean a list of historic properties that have been identified and evaluated as meeting specified criteria of significance.

**LANDSCAPE** shall mean any improvement or vegetation including but not limited to shrubbery, trees, plantings, outbuildings, walls, courtyards, fences, swimming pools, planters, gates, street furniture, exterior lighting, and site improvements, including but not limited to subsurface alterations, site regarding, fill deposition, and paving.

**LAYER** shall mean a range of depth of a lot within those certain elements are permitted.

(1) First Layer shall mean the area of a lot from the frontage line to the facade of the principal building.

(2) Second Layer shall mean the area of a lot set behind the first layer to a depth of 20 feet in all Place Types

(3) Third Layer shall mean the area of a lot set behind the second layer and extending to the rear lot line.

**LIGHTING** shall mean any source of light that does not include natural light emitted from celestial objects or fire. The term includes any type of lighting, fixed or movable, designed or used for outdoor illumination of buildings or homes, including lighting for billboards, streetlights, canopies, gasoline station islands, searchlights used for advertising purposes, externally or internally illuminated on- or off-premises advertising signs, and area-type lighting. The term includes luminous elements or lighting attached to structures, poles, the earth, or any other location.

**LIGHT TRESPASS** shall mean light emitted from fixtures designed or installed in a manner that unreasonably causes light to fall on a property other than the one where the light is installed, in a motor vehicle drivers' eyes, or upwards toward the sky.

**LOCAL HISTORIC DISTRICT** shall mean a geographically and locally defined area that possesses a significant concentration, linkage, or continuity of buildings, objects, sites, structures, or landscapes united by past events, periods, or styles of architecture, and that, by reason of such factors, constitute a distinct section of the City. Historic sites within a local district need not be contiguous for an area to constitute a district. All sites, buildings, and structures within a local historic district, whether individually contributing or not are subject to the regulations of the district.

**LOCAL HISTORIC LANDMARK** shall mean any site, building, structure, or landscape of historic significance that receives designation by the City pursuant to this UDO.

**LODGING** shall mean a place for temporary sleeping accommodation.

**LOT** shall mean a divided tract or parcel of land having frontage on a public right-of-way or on an approved Civic Space or open space having direct thoroughfare access and that is or may be offered for sale, conveyance, transfer or improvement that is designated as a distinct and separate tract, and that is identified by a tract, or lot number or symbol in a duly approved plat that has been properly filed of record.

(1) Lot, Corner shall mean a building lot situated at the intersection of two streets, the interior angle of such intersection not to exceed one hundred thirty-five (135) degrees.

(2) Lot, Double Frontage shall mean a building lot not a corner lot, both the front and rear lot lines which adjoin street lines. On a double frontage lot, both street lines shall be deemed front lot lines unless contrary to any restrictive covenant applicable to said property.

(3) Lot, Interior shall mean a building lot other than a corner lot.

(4) Lot, Reverse Corner shall mean a corner lot, the rear lot line of which abuts the side lot line of the lot to its rear.

**LOT AREA OR LOT SIZE** shall mean the amount of horizontal land area within lot lines. No building permit or development approval shall be issued for a lot that does not meet the minimum lot size requirements of this UDO.

**LOT AREA PER DWELLING UNIT** shall mean the lot area required for each dwelling unit located on a building lot.

**LOT COVERAGE** shall mean the percentage of the area of a lot covered by building, parking, or other impervious footprints.

**LOT LINE** shall mean the boundary that legally and geometrically demarcates a lot.

(1) Lot Line, Front shall mean the boundary of a building lot which is the line of an existing or dedicated street. Upon corner lots, either street line may be selected as the front lot line provided a front and rear IBC setback are provided adjacent and opposite, respectively to the front line, and provided further that same front line does not violate any restrictive covenant applicable to said property.

(2) Lot Line, Rear shall mean the boundary of a building lot which is most distant from and is, or is most nearly, parallel to the front lot line.

(3) Lot Line, Side shall mean any boundary of a building lot which is not a front lot line or a rear lot line.

**LOT OF RECORD** shall mean a lot that is part of a plat that has been recorded in the office of the County Clerk of Medina County.

**LOW-INCOME HOMEOWNER** shall mean any homeowner that meets the U.S. Department of Housing and Urban Development (HUD) qualifications for low income.

**LOT WIDTH** shall mean the length of the principal frontage line of a lot.

**LOW PROFILE SIGN** shall mean a sign with a permanent foundation that is not attached to a building, but is a stand-alone sign which does not exceed 60 square feet in area and four feet in height.

**LUMEN** shall mean the unit of measurement used to quantify the amount of light produced by a bulb or emitted from a fixture (as distinct from "watt," a measure of power consumption). The initial lumen rating associated with a given lamp is generally indicated on its packaging or may be obtained from the manufacturer. (Abbreviated lm)

**LUMENS PER ACRE** shall mean the total number of lumens produced by all lamps utilized in outdoor lighting on a property divided by the number of acres, or part of an acre, with outdoor illumination on the property.

**LUMINOUS ELEMENTS (OF A LIGHT FIXTURE)** shall mean the lamp (light bulb), any diffusing elements, and surfaces intended to reflect or refract light emitted from the lamp individually or collectively comprise the luminous elements of a light fixture (luminaire).

**MAILBOX** type structure shall mean a small frame structure that resembles a mailbox support to which a swinging sign is attached and is located on the applicant's property.

**MAIN CIVIC SPACE** shall mean the primary outdoor gathering place for a community. The main Civic Space is often, but not always, associated with an important civic building.

**MAINTENANCE AGREEMENT** shall mean an agreement between the City of Castroville, Texas and a Developer that will insure that installed appurtenances will be maintained in accordance with best management practices.

**MANUFACTURED HOME** shall mean a structure, transportable in one (1) or more sections, which is built on a permanent chassis and designed for use with a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

**MASTER SIGN PLAN** shall mean a comprehensive document containing specific standards for an entire project or property's signs.

**MARQUEE** shall mean a structural feature of a building that provides shelter and sign space.

**MESSAGE BOARD** shall mean a sign with changeable text. Non-electronic Message Boards typically consist of letters attached to a surface within a transparent display case. Electronic Message Boards typically have a fixed or changing message composed of a series of lights.

**MINOR ALTERATIONS** shall mean the installation or alteration to awnings, fences, gutters, downspouts, and incandescent lighting fixtures; restoration of original architectural features that constitute a change from the existing condition; alterations to signs; and additions and changes not visible from any street to the rear of the main structure or to an accessory structure.

**MINOR PLAT** shall mean a plat as defined in 212.014 or 212.015 of the Local Government Code and the procedure for such plats shall be the same as standard procedure as defined herein.

**MOBILE FOOD VENDORS** shall mean any Business that operates or sells food for human consumption, hot or cold, from a Mobile Food Vending Unit.

**MOBILE HOME** shall mean a factory-assembled structure approved by the municipality with the necessary service connections made so as to be movable on site and designed to be used as a permanent dwelling.

**MODULAR HOME** shall mean a structure or building module as defined under the jurisdiction and control of the Texas Department of Labor and Standards, that is transportable in one or more sections on a temporary chassis or other conveyance device, and that is designed to be installed and used by a consumer as a fixed residence on a permanent foundation system. The term includes the plumbing, heating, air conditioning and electrical systems contained in the structure. The term does not include mobile homes or HUD-Code manufactured homes as defined in the Texas Manufactured Housing Standards Act (Article 5221f, V.A.C.S.). Modular homes must meet all applicable local codes and zoning regulations that pertain to construction of traditional site constructed ("stick built") homes.

**MONUMENT SIGN** shall mean a ground Sign generally having a low profile with little or no open space between the ground and the sign and having a structure constructed of masonry, wood, or materials similar in appearance.

**MURAL** shall mean artwork applied to the wall of a building that covers all or substantially all of the wall and depicts a scene or event of natural, social, cultural, or historic significance. Excludes any commercial message.

**NAMEPLATE** shall mean a sign consisting of either a panel or individual letters applied to a building, listing the names of businesses or building tenants.

**NATIONAL HISTORIC LANDMARK** shall mean a district, site, building, structure, and/or object that has been formally designated as a National Historic Landmark by the U.S. Secretary of the Interior and possesses exceptional value or quality in illustrating or interpreting the heritage of the United States in history, architecture, archeology, engineering, and culture and that possesses a high degree of integrity of location, design, setting, materials, workmanship, feeling, and association. National Historic Landmarks are automatically listed in the National Register.

**NATIONAL REGISTER OF HISTORIC PLACES** shall mean a federal list of cultural resources worthy of preservation, authorized under the National Historic Preservation Act of 1966 as part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect the nation's historic and archaeological resources. The National Register Program is administered by the local Historic Landmark Commission, by the state historic preservation office, and by the National Park Service under the Department of the Interior. Significant federal benefits may accrue to owners of properties listed or determined eligible for listing in the National Register.

**NEIGHBORHOOD PLAN** shall mean a neighborhood design plan created through a series of maps defining the physical form, Place Type allocation, block types, and extent of a settlement as required the UDO. The three Development Patterns addressed in this UDO are CLD, TND, and VCD and allow for the creation of a variety of Neighborhood Plan patterns.

**NEIGHBORHOOD STREET** shall mean a street that continues through several residential districts and is intended as a connecting street between residential districts and arterial streets or thoroughfares or business districts. Such secondary or neighborhood streets are indicated in the Transportation Master Plan and will also be indicated in the Thoroughfare Plan when adopted, which will be placed on file with the City Engineer.

**NEON** signage shall mean electric signs illuminated by small gas-charged glass tubes containing neon or some other form of rarified gas.

**NONCONFORMING SIGN** shall mean a sign lawfully in existence on the date the provisions of this UDO are adopted that does not conform to the provisions of this UDO, but was in compliance with the applicable standards at the time they were constructed, erected, affixed, or maintained.

**NONCONTRIBUTING** shall mean a building, site, structure, or object that is located within a designated historic district, but does not add to the historic associations, historic architectural qualities, or archaeological values for which the district is significant because:

(1) It was not present during the period of significance;

(2) It does not relate to the documented significance of the property; and/or

(3) To alterations, disturbances, additions, or other changes, it no longer possesses historic integrity and/or is capable of yielding important information about the period.

**NON-COMMERCIAL SIGN** shall mean a work of art or message which is political, religious, or pertaining to a point of view, expression, opinion, or idea that contains no reference to the endorsement, advertising of, or promotion of patronage, of a business, commodity, service, entertainment, or attraction that is sold, offered or existing.

**NON-CONTRIBUTING STRUCTURE** shall mean a structure within a designated local Historic District that is not considered to be of historical significance or which does not possess significant physical features, historical associations, or historical architectural qualities.

**NONRESIDENTIAL** shall mean a property used for purposes other than to residential.

**OBJECT** shall mean a physical item associated with a specific setting or environment that is movable by nature or design, such as statuary in a designed landscape. The term "object" is used to distinguish it from buildings or structures as objects are constructions that are primarily artistic in nature or are relatively small in scale or simply constructed.

**OFF-PREMISES COMMERCIAL SIGN** shall mean a sign which directs attention to a business, commodity, service, entertainment, or attraction sold, offered, or existing elsewhere than upon the premises where such sign is displayed. This definition includes but is not limited to freestanding and billboard signs.

**ON-PREMISE COMMERCIAL SIGN** shall mean a sign which directs attention to a business, commodity, service, entertainment, or attraction sold, offered, or existing upon the premises where such sign is displayed. This definition does not include non-commercial signs.

**OFF-SITE IMPROVEMENTS** shall mean improvements made to a parcel of property in accordance with local policies that are not contained within the boundaries of the property.

**ON-SITE IMPROVEMENTS** shall mean improvements made to benefit a parcel or parcels of property in accordance with local policies that are within the boundaries of property being improved.

**OPEN SPACE** shall mean land intended to remain undeveloped; it may be for Civic Space, left natural, or integrate trials or other activities.

**ORDER OF DEMOLITION** shall mean a directive issued by the local Historic Landmark Commission indicating approval of plans for demolition of a designated landmark or property within a designated district.

**ORDINARY MAINTENANCE** shall mean activities relating to a property that would be considered ordinary or common for maintaining the property, such as a) repair using the same material and design as the original and does not require structural modifications; b) repainting; c) reroofing, using the same type; or d) repair of sidewalks and driveways.

**OSSF** shall mean on-site sewage facility, commonly referred to as septic systems, whether of a traditional or "engineered" design.

**OUTDOOR DISPLAY CASE** shall mean a sign consisting of a lockable metal or wood framed cabinet with a transparent window or windows, mounted onto a building wall or freestanding support. It allows the contents, such as menus or maps, to be maintained and kept current.

**OVERLAY DISTRICT** shall mean zoning applied over one or more other districts, creating a second, mapped zone that is superimposed over the conventional zoning districts. Overlay district typically provide for a higher level of regulations in certain areas such as transit station areas, downtown areas, and historic districts, but may also be used to permit exceptions or less restrictive standards (fewer parking spaces in a downtown or transit station area, or more density in an economic development area).

**OWNER** shall mean the individual, corporation, partnership, or other legal entity in whom is vested the ownership, dominion, or title of property and who is responsible for payment of ad valorem taxes on that property; including a Lessor or Lessee if responsible for payment of ad valorem taxes.

**PARCEL** shall mean a contiguous tract of land owned by or controlled by the same person or entity.

**PARK** shall mean a Civic Space type that is a natural preserve available for unstructured recreation.

**PARK AND RECREATION, PUBLIC** shall mean an open recreation facility or park owned and operated by a public agency, such as the park department or school board and available to the general public.

**PARK OR PLAYGROUND (PRIVATE)** - Shall mean a structure or space on private land designated for recreation and play.

**PARK OR PLAYGROUND (PUBLIC**) - See "Public Recreation".

**PATH OR PATHWAY** shall mean a pedestrian way traversing a Park or rural area, with landscape matching the contiguous Open Space, ideally connecting directly with the urban Sidewalk network.

**PEDESTRIAN** shall mean any person afoot. A person who uses an electric personal assistive mobility device or a manual or motorized wheelchair is considered a pedestrian unless the manual wheelchair qualifies as a bicycle. For the purposes of this paragraph, “motorized wheelchair” means a self-propelled wheelchair that is used by a person for mobility.

**PEDESTRIAN SHED** shall mean the area covered by a 5-minute walk from the center of a neighborhood (about 0.25 miles or 1,320 feet). The acreage of the pedestrian shed is determined by the development pattern.

**PERMANENT SIGN** shall mean a sign constructed of durable materials which is affixed or attached to real property by poles, stakes, or other members which are placed into the ground, or upon some other type of permanent foundation and are intended for long-term use. A permanent sign excludes a sign attached to a building or other permanent structural members with rope, string, wire, twine, or similar material.

**PID** shall mean a Public Improvement District as authorized by section 372 of the Texas Local Government Code.

**PLACE TYPES OR PLACE TYPE ZONES** shall mean geographic boundaries that use standards to establish the Building Types density, height, and other elements of the intended habitat. Each Place Type has associated standards relating to the private and public frontages.

**PLACE TYPE ZONING MAP** shall mean the official map or maps that are part of this UDO and delineate the boundaries of individual districts.

**PLANNING & ZONING COMMISSION** shall mean a board, appointed by the City Council, authorized to recommend changes in the zoning and other planning functions as delegated by the City Council. Also referred to as the “Commission.”

**PLAT** shall mean a of a division of land creating building lots or tracts, showing all essential dimensions, and other information necessary to comply with the standards of the City of Castroville, approved by the City of Castroville, and recorded in the plat records of Medina County. It shall include plan, plat or replat, both singular and plural.

**PLAZA** shall mean a Civic Space type designed for civic purposes and commercial activities in the more urban Place Types, generally paved and spatially defined by building frontages.

**POLE SIGN** shall mean a sign permanently affixed to the ground by poles that are enclosed by natural stone, stucco, brick, or wood and not mounted to a part of a Building.

**POLITICAL SIGN** shall mean any sign which promotes a candidate for any public office or which advocates a position on any social issue as its primary purpose. Political signs shall be considered in the category of non-commercial signs except where there are regulations pertaining to their removal after an election.

**PORTABLE SIGN** shall mean a sign which is not affixed or attached to real property by poles, stakes, or other members which are placed into the ground, or upon some other type of permanent foundation; trailer signs, any sign with wheels or skids, and any sign which is constructed so as to sit upon the surface of the ground, without subsurface attachment or extension.

**PRE-CONSTRUCTION** shall mean a formal meeting with the City Engineer before a Subdivision Improvement Plan or Subdivision Improvement Plan Agreement may be approved.

**PRE-DEVELOPMENT MEETING** shall mean a meeting with City Staff required before a formal application submission for any plat, replat, or plat vacation may be submitted to the City.

**PREMISES** shall mean land together with any buildings or structures situated thereon.

**PRESERVATION** shall mean the stabilization of a historic building or site, its materials and features in their present condition to prevent future deterioration. Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

**PRESERVATIONIST** shall mean someone with experience, education or training in the field of preservation.

**PRIMARY FRONTAGE** shall mean the private frontage designed to bear the address and principal entrance(s) of a building.

**PRIMARY SIGN** shall mean the most dominant sign on the building. This may be a single sign or a combination of signs providing that the total square footage of the primary sign or signs does not exceed the total allowable square footage permitted for the building.

**PRINCIPAL BUILDING** shall mean the main building on a lot.

**PRINCIPAL BUILDING FACADE** shall mean the primary street side of the building facing the public realm.

**PRINCIPAL ENTRANCE** shall mean the main point(s) of access for pedestrians into a building or unit within a building.

**PRINCIPAL FRONTAGE** shall mean the private frontage designed to bear the address and principal entrance(s) of a building.

**PRIVATE FRONTAGE** shall mean the privately held first lot layer and the facade of the building.

**PRIVATE REALM** shall mean privately owned areas in large part developed with buildings and associated improvements. It is more limited in its accessibility to the public.

**PROJECT** shall have the same definition as "development".

**PROJECTING SIGN** shall mean a two-sided sign projecting from a building and placed perpendicular to the building's front facade or placed at the building's exterior corner.

**PUBLIC ENTITY** shall mean a federal, state, or local government entity and includes the City of Castroville, Medina County, and Castroville Independent School District.

**PUBLIC FRONTAGE** shall mean the area between the curb of the vehicular lanes and the front property line.

**PUBLIC IMPROVEMENTS** shall mean any water, wastewater, paving, and drainage facility that will be maintained by the City.

**PUBLIC INFRASTRUCTURE** shall mean any portion of a street, drainage, water, and wastewater improvement system, including but not limited to any and all appurtenances related to such system, whether on or off-site, which is intended to serve more than one parcel of property, connects to existing public infrastructure, or intended to provide for the public health, safety, and welfare of the community.

**PUBLIC REALM** shall mean the streets, parks, squares, green spaces, and other interconnected outdoor places that require no key to access them and are available without charge for everyone to use.

**PUBLIC RECREATION** shall mean publicly owned and operated parks, recreation areas, playgrounds, swimming pools and open spaces that are available for use by the general public without membership or affiliation. This land use shall include special event type uses such as rodeos, concerts, festivals and other special events.

**REAL ESTATE, FINANCE, AND CONSTRUCTION SIGN** shall mean an attached or freestanding sign erected upon a lot or parcel of land for the purpose of advertising same for sale or lease, or advertising the furnishing of interim or permanent financing for a project, or for the furnishing of labor, materials or the practice of crafts on the job site.

**REARYARD BUILDING** shall mean a building that occupies the full frontage line, leaving the rear of the lot as the sole yard.

**RECONSTRUCTION** shall mean the act or process of reassembling, reproducing or replacing by new construction the form, detail and appearance of property and its setting as it appeared at a particular period of time by means of removal of later work or by the replacement of missing earlier work or by reuse of original materials.

**RECORDED TEXAS HISTORICAL LANDMARK** shall mean a state designation for buildings important for their historical associations and which have retained a high degree of their original historic fabric. They must be at least 50 years of age and retain their original exterior appearance. State historical landmarks receive greater legal protection than National Register of Historic Places designations.

**RECREATIONAL VEHICLE** shall mean a portable home designed as a temporary dwelling for travel and recreational and vacation uses or boat. Such homes shall not exceed eight feet in width and 46 feet in length and shall be classified as a recreational vehicle whether or not its wheels, rollers, skids or other rolling equipment have been removed, and whether or not any addition thereto has been built on the ground; and shall also include pick-up campers, converted buses, self-powered motor homes, tent trailers, tents and analogous temporary portable housing and accessory buildings. Only one recreational vehicle is allowed per unit.

**REHABILITATION** shall mean the act or process of returning a property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural, and cultural values.

**RELOCATION** shall mean any change of the location of a structure in its present location to another location within the city limits.

**REMOVAL** shall mean permanently moving a structure or feature or tree from its current location.

**REPLAT** shall mean a plat as defined in Chapter 212.014 or 212.015 of the Local Government Code and the procedure for such plats shall be the same as standard procedure as defined herein.

**RESIDENTIAL** shall mean a structure designated and built for someone to live in.

**RESPONSIBLE PARTY** shall mean the owner/operator of the business being identified on the sign; the owner of the property where the sign or sign structure is located; the owner of the sign or sign structure; the person who installs a sign or sign structure, contracts with or directs a person to accomplish the installation; and/or the person who retrieves a sign from the impound.

**RESTORATION** shall mean the act or process of accurately recovering the form and details of a building, structure or object or lot, parcel or site and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacements of missing earlier work.

**RE-SUBDIVISION** shall mean the division of an existing subdivision, together with any change of lot size therein, or with relocation of any street lines.

**RIGHT OF WAY** shall mean the land located between the property line and the edge of the pavement of a public street or a utility easement in which a governmental entity has an interest.

**ROOF SIGN** shall mean an outdoor advertising display sign erected, constructed, or maintained on the roof of a building or which is wholly dependent upon a building for support, and which projects above the point of a building with a flat roof, six feet above the eave line of a building with a shed, gambrel, gable or hip roof, or the deck line of a building with a mansard roof.

**SCREENED** shall mean shielded, concealed, and effectively hidden from view by a person standing at ground level on an abutting site, or outside the area or feature so screened by a fence, wall, hedge, berm, or similar architectural or landscape feature.

**SECONDARY FRONTAGE** shall mean on corner lots, the private frontage that is not the principal frontage.

**SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES** shall mean a federal document providing standards and guidelines for the appropriate rehabilitation, preservation, restoration, and reconstruction of historic buildings.

**SETBACK** shall mean the area of a lot measured from the lot line to a building facade or elevation that is maintained clear of permanent structures, with the exception of encroachments listed in this UDO. The Build-to-Line replaces the front setback in the zoning and subdivision standards. See Build-to-Line.

**SHALL OR MAY** shall mean the word “shall” shall be deemed mandatory, the word “may” shall be deemed permissive.

**SHED AWNING** shall mean an awning with two short sides in addition to the main canopy.

**SHINGLE SIGN** shall mean a small blade sign usually mounted on the ground floor level, displaying a building's professional tenant directory.

**SIDEWALK** shall mean a type of walkway paved with concrete or pavers.

**SIDEWALK SIGN** shall mean a movable freestanding sign that is typically double-sided, placed at the entrance to a business to attract pedestrians. (Var: sandwich board, A-frame sign.)

**SIDEYARD** shall mean the placement of a building within the boundaries of its lot to create a private sidey

with a setback to one side. Sideyard is a Building Type.

**SIGHT TRIANGLE** shall mean a triangular shaped area required on corner lots at the intersection of two streets including alleys that impact multi-modal traffic safety.

**SIGN** shall mean a structure, sign, display, light device, figure, painting, drawing, message, plaque, poster, billboard, or other object that is designed, intended, or used that includes text or images designed to communicate. Signs located completely within an enclosed building and not exposed to view from outside the building or structure shall not be considered a sign. Each display surface of a sign or sign face shall be a sign.

**SIGN ADMINISTRATOR** shall mean the officer appointed by the City Council with the authority to enforce this UDO. The Sign Administrator or designee shall review sign standards and applications. In the absence of designation by the City Council, the City Administrator shall serve as the sign manager. The term also includes any person designated to act on behalf of the Sign Administrator.

**SIGN BAND** shall mean the horizontal signage area on a valance or marquee.

**SITE(S)** shall mean the location of a significant event, a prehistoric or historic occupation or activity, building or structure, whether standing, ruined, or vanished, where the location itself possesses historical, cultural, architectural, or archaeological value regardless of the value of any existing structure.

**SITE PLAN** shall mean the engineered or surveyed drawings depicting proposed development of land.

**SKETCH DRAWING** shall mean a preliminary design of a subdivision and/or development that illustrates the layout of rights-of-way, blocks, lots, easements, civic/open spaces, drainage, and land uses. A sketch drawing is preliminary in nature but provides enough detail to define the physical form of a subdivision and/or development to allow staff to provide relative feedback to an applicant. Review of a sketch drawing is not considered the filing of an original application or plan for development for purposes of Chapter 245 of the Texas Local Government Code.

**SOIL CELL** shall mean structures designed to be filled between the voids with soil and covered with pavement. Tree roots grow in the soil between the structural supports.

**SQUARE** shall mean a Civic Space designed for unstructured recreation and civic purposes, circumscribed by thoroughfares, spatially defined by building frontages, and consisting of paths and/or sidewalks, lawn and trees, formally lining the space.

**STANDARD PROCEDURE** shall mean the procedure to be followed for the approval of a subdivision when the land proposed to be subdivided.

**STANDARDS** shall mean the mandatory requirements or rules of this UDO.

**STATE ARCHAEOLOGICAL LANDMARK** shall mean a designation made by the Texas Historical Commission and, in the case of privately owned property, with the landowner's permission. Although called "archaeological" landmarks, this designation can include buildings as well as archaeological sites. For a building to be designated as a State Archaeological Landmark, it must first be listed on the National Register of Historic Places. Damage to a State Archaeological Landmark is subject to criminal, not civil, penalties.

**STATE HISTORIC PRESERVATION OFFICE (SHPO)** shall mean the State Office responsible for administering federal historic preservation programs as defined in the National Historic Preservation Act of 1966 as amended and subsequent legislation. The Executive Director of the Texas Historical Commission serves as SHPO for the State of Texas.

**STORY** shall mean a habitable level within a building, excluding an attic or raised basement.

**STREET** shall mean a local urban thoroughfare of low speed and low to moderate capacity.

**STREET WIDTH** shall mean the measurement from back-of-curb to back-of-curb.

**STREET LINE** shall mean the right-of-way line of a street.

**STREET NETWORK PLAN** shall mean the system of thoroughfares identifying the physical location of each thoroughfare and its Street Type.

**STREET TREES** shall mean any tree that is growing in the City right-of-way, whether in improved (between the sidewalk and the curb) or unimproved (no sidewalk and/or curb) right-of-way.

**STREET TYPE** shall mean a particular type of street and its characteristics, including right-of-way width, number and dimensions of elements, and the intended purpose of the street.

**STRUCTURE** shall mean anything constructed or erected, the use of that requires location on the ground, or that is attached to something having a location on the ground.

**SUBDIVIDER** shall mean the person, firm, partnership, association, corporation or other legal entity subdividing a piece of land to be sold or otherwise handled for their own personal gain or use.

**SUBDIVISION** shall mean the division of any lot, tract or parcel of land into 2 or more parts in order to lay out a subdivision of the tract, including an addition to the City, to lay out a neighborhood, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts.

**SUBDIVISION IMPROVEMENT PLAN** shall mean any project for the erection, construction, alteration, repair or improvement of any public structure, building, road, or other public improvement of any kind.

**SWALE** shall mean a low or slightly depressed area for drainage, usually vegetated.

**TERMINATED VISTA** shall mean a location at the axial conclusion of a Thoroughfare or Pedestrian way. A building located at a Terminated Vista, designated on a Neighborhood Plan, is required or recommended to be designed in response to the axis.

**TEXAS DEPARTMENT OF TRANSPORTATION AND/OR TXDOT** shall mean the state agency authorized by the State Legislature, or its successor agency, to regulate matters related to highway and road construction. (Note: When any TxDOT standard, "Item" regulation, definition, or other matter is referenced, utilized, or adopted herein, the City also specifically adopts by this note of reference, and shall automatically apply without further amendment to this UDO, the applicable successor TxDOT standard(s), "Item(s)", regulation(s), definition(s) or other matter(s), as amended by state law over time).

**THOROUGHFARE** shall mean a way for use by vehicular and pedestrian traffic and to provide access to lots and open spaces, consisting of vehicular lanes and the public frontage.

**UPLIGHTING** shall mean lighting that is directed in such a manner as to project light rays above the horizontal plane running through the lowest point on the fixture where light is emitted.

**USE** shall mean the purpose or activity for which the land, or building thereon, is designed, arranged, or intended, or for which it is occupied or maintained, and shall include any manner of such activity with respect to the standards of this UDO.

**UTILITY, MAJOR** shall mean public or quasi-public utility facilities less widely distributed than essential or limited utility facilities and of such a nature as to have an high degree of impact on adjoining properties. Typical uses include electrical generating plants, regional water and wastewater treatment plants, waste transfer stations, and sanitary landfills.

**UTILITY, MINOR** shall mean public or quasi-public utility facilities of such a nature as to have an intermediate impact on adjoining properties. Typical uses include electrical and natural gas substations, communication equipment exchanges, construction/demolition landfills, reservoirs and water tanks, and radio, television, and microwave transmission towers.

**UTILITY, PRIVATE** shall mean regulated enterprise, with or without a franchise, for providing needed service including but not limited to electric, natural gas, cable TV, and other communication systems, but not including cellular towers, that are not owned and operated by the city, county, state, federal government, or special utility district.

**VALANCE** shall mean the portion of an awning that hangs perpendicular to the sidewalk.

**VEHICLE SERVICES** shall mean the use of a site for the maintenance, repair, fueling, washing, or servicing of motor vehicles, including but not limited to automobiles, trucks, motorcycles, and similar motorized equipment.

**VILLAGE CENTER DEVELOPMENT OR VCD** shall mean a development pattern structured by a pedestrian shed oriented toward a common destination such as a general store, meeting hall, schoolhouse, or church with dense P4 and P5 Place Types surrounded by Open Space. Vehicles are kept on the periphery and rear of the development.

**WALKABILITY** shall mean a measure of how easy it is to travel a place by walking. Walkable places are safe, comfortable, interesting, and have useful destinations.

**WALKWAY** shall mean the section of the public frontage dedicated exclusively to pedestrian activity.

**WARRANT** shall mean a ruling that would permit a practice that is not consistent with a specific provision of this UDO, but that is justified by its intent. Warrants are granted administratively by the Development Review Committee.

**WINDOW SIGN** shall mean a sign affixed to the interior or exterior of a window or placed within three (3) feet of a window for the purpose of being visible from the exterior of the window. Merchandise displays shall not be considered window signs.

**YARD SIGN** shall mean a permanent freestanding sign in the private frontage, including a supporting post or posts.

# Links

- Comprehensive Plan
- Thoroughfare Plan
- Engineering Standards
- Parks Plan

# APPENDIX A

# HISTORIC DESIGN GUIDELINES

# CASTROVILLE DESIGN GUIDELINES

## Guidelines for the repair, rehabilitation or reconstruction of historic landmark properties and structures in Castroville, Texas

***Prepared for the City of Castroville by the Castroville Historic Landmark Commission current and past Commissioners Tot Albro, Richard Baes, Tom Campbell, Paul Carey, Ken Conway, Priscilla Garrett, John Guzman, Pamela Higdon, Kyle McVay, Carole Romano, Scott Small and Arlene Smith.***
***Additional contributions by present and past Historic Preservation Officers Arthur Campos, Jr., AIA, Kathy Rodriguez, Assoc. AIA and Imogen Cooper.***

**December 10, 2014**

# A LETTER FROM THE CASTROVILLE LANDMARK COMMISSION

Dear Neighbors:

We hope this booklet will help you plan exterior work on your historic resource building(s) and properties in Castroville.

You own a part of our city's unique heritage: its past charm, its present vitality and its future direction. Special zoning rules guarantee your right to protect that heritage, and your Commission helps to ensure that the rules are followed, which will keep up your property values by protecting the integrity of the town.

Remember, the Commission must approve any proposed work on a historic landmark building's *exterior* before the City can issue a building permit. So please read this booklet carefully: It shows you the rules are reasonable, consistent and easy to follow.

Please stop by City Hall to sit in on one of our meetings. We welcome you. The Commission members are your neighbors, and we volunteer our time to serve our community. We look forward to seeing you.

Sincerely,

Paul Carey, Chair

And Commissioners:

| | |
|---|---|
| Richard Baes | Tom Campell |
| Priscilla Garrett | Pamela Higdon |
| Carole Romano | Arlene Smith |

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# Introduction

## WHY HAVE DESIGN GUIDELINES?

The guidelines are meant to describe in plain language how to make changes to historic properties in a way that complements the historical character of the historic resource and meet needs for growth and change. The guidelines plainly show design requirements for property improvements with drawings and photos that will help you blend new construction and repair with the historic property already in place.

Change and maintenance of historic resources are encouraged by the Landmark Commission. This book's purpose is to suggest to you appropriate changes that will improve your property and maintain its market value.

In 2002, Castroville was chosen as the pilot community to initiate with the Texas Historical Commission (THC) the Visionaries in Preservation program (VIP). The program was sponsored by the THC, the state agency for historic preservation. Over sixty volunteer community members from Castroville attended visioning workshops. Seventeen residents served on a local leadership taskforce who then developed a vision for Castroville, setting a course for the future of their community. Out of those workshops and its vision came a published VIP Plan, called *Castroville: A Historic Preservation Action Plan, THC, October 2002.*

Goal 1 of the *VIP Plan* is to "Protect the historic character and buildings of Castroville through progressive preservation policies."

To realize Goal 1, a priority-one policy of the VIP Plan is to "Develop illustrated design guidelines for the historic districts in Castroville."

The Castroville Landmark Commission, in answer to that call for design guidelines, has developed this booklet, which set standards for you to use in the care of your historic resource.

The guidelines are meant to help historic resource property owners in plain language about how to make changes to their house or other parts of their property in

*These guidelines help you, the property owner, and the Castroville Landmark Commission to determine how to make exterior changes to your historic property.*

*A historic resource refers to a historic building, site or structure.*

*Change and maintenance of historic resources is encouraged by the Landmark Commission.*

*A priority-one policy of the VIP Plan is to: "Develop illustrated design guidelines for the historic districts in Castroville."*

**WHY HAVE DESIGN GUIDELINES? (con't)**

a way that complements the historical character of their landmark. As an interface between the preservation ordinance and the property owner, the guidelines show design requirements for property improvements with drawings and photos that will help you blend your new construction or repair with the historic property already in place.

There are several points to remember when using the guidelines:

- Every building is unique.
- Even buildings that look identical have a few architectural details or a setting that distinguishes them from any other building. What's appropriate for one building may be inappropriate for another.
- This means that what is appropriate for one building may be inappropriate for another.
- Each building must be looked at on an individual basis by both the property owner and the Castroville Landmark Commission.
- The guidelines apply only to the *exterior* of your property.
- You need permission to replace an old fence or build a new one, install shutters, rebuild steps, and build an addition or garage.
- You do not need to come before the Commission if you repair and replace exterior parts of your building with like materials. This is called routine maintenance, an important part of preservation.
- You do not need to come before the commission to change the interior of a historic building, unless the interior is designated as historically significant by Local, State or Federal designation.

Over the years, some historic buildings have been altered or details have been removed. Although the ideal may be to restore these buildings to their original appearance, the guidelines and the Commission

*Every historic building is unique.*

*What is appropriate change for one building may be inappropriate for another.*

*Change to a landmark happens only when the owner decides to initiate the change.*

*The Commission does not initiate change to a historic resource.*

*The guidelines apply only to the exterior. And the Commission regulates only exterior changes.*

**WHY HAVE DESIGN GUIDELINES? (con't)**

acknowledge that an exact restoration is not always economically practical.

Recently, Castroville adopted a historic preservation ordinance. This ordinance describes the job of the Castroville Landmark Commission and sets the time frame for commission action.

The ordinance also describes how the Commission will review exterior architectural changes to the town's ninety-six landmark properties when an owner decides to improve a property and requests a building permit.

These design guidelines were written by the Castroville Landmark Commission and its Historic Preservation Officer; they were adopted as part of the Commission's procedures. It includes pictures and photographs of best design practices for everything from historic window repair to the best location for an addition to a landmark house.

These design guidelines were not put into place to require verbatim recreation of historic structures but, rather, to encourage modern additions and new construction that fits in with and enhances the value of the surrounding property. They are meant to be helpful descriptions. The Castroville Landmark Commission hopes that they will help anticipate change and growth as well as making sure that they occur in ways that enhance the existing historic character of Castroville.

When you are ready to make an exterior change to your historic property or build something new on your lot, contact the Castroville Historic Preservation Officer. Many types of projects are listed in this guidebook, but not all. The job of the Historic Preservation Officer is to assist you with your case before the commission to acquire a Certificate of Appropriateness (COA) which is your passport to acquiring a building permit from the City's Development Services.

*The Historic Preservation Ordinance also describes how the Commission will review changes to the town's ninety-six landmark properties when an owner decides to improve his or her property and requests a building permit.*

*When you are ready to make an exterior change to your historic property or build something new on your lot, contact the Castroville Historic Preservation Officer.*

*Prior to getting a building permit you may need review by the Commission.*

## CASTROVILLE'S HISTORIC BUILDING TYPES AND CHARACTERISTICS

### Historical Overview*

Twenty miles from downtown San Antonio and nestled in the Medina Valley sits Castroville, more a village in feel than a city. Castroville was officially settled in 1844 by Henri Castro and a cadre of immigrants recruited primarily from the Alsace region of France. It still retains the character and the fabric built by its founding families, and adapted by those who made this community home for more than 150 years.

Alsatian-influenced vernacular dwellings hug the narrow streets, standing on lots within groups of distinctly placed outbuildings -- cisterns, barns and smokehouses to name a few. Homes constructed later, such as the Sears & Roebuck Queen Anne kit house built in 1911 at 509 Florence, still respect the traditional site plan indicative of an early Texas agricultural village. Gracious lots still frame the lazy Medina River, the most desirable location for early settlers to build and still coveted property today.

Castroville is surrounded by a picturesque combination of river valley farmland and scrub brush of South Texas and the Hill Country. Seemingly isolated from the growth and development of San Antonio, Castroville has begun to feel pressure as the metropolis expands west toward undeveloped land. With little to no control over the shape of development outside its city limits, Castroville contemplates how future highway and suburban development will affect its character and attractiveness as a community. The farmland, open space and vistas of Castroville and Medina County also tell the story of Castro's colonies and their evolution. Balancing the integrity of the land with that of the built environment will be critical if Castroville is to maintain and enhance its unique sense of place.

### Castroville's Historic Building Characteristics

Scholars have long recognized the importance of the architecture of Castroville. We've earned state and national recognition and were named one of the first *Preserve America* communities in the United States and the first in Texas. During the 1920s and 1930s, architects

** The Commission has included for your information the "Historical Overview" from the Castroville VIP Preservation Plan, completed in 2002. The complete plan is available in our public library.*

## CASTROVILLE'S HISTORIC CHARACTER

Dave Williams and Samuel Gideon photographed the area extensively. As early as 1933, the federal government included Castroville in its Historic American Buildings Survey (HABS), one of the Works Progress Administration projects. By 1935, the project was continued on a permanent basis by the National Park Service, the Library of Congress, and the American Institute of Architects. Two buildings in Castroville (the Vance Hotel and Andrew Carle House) were among the first structures in Texas recorded under the HABS program in 1934 under the direction of Marvin Eickenroht of San Antonio. Additional buildings were recorded in 1936.

The *2001 Historic Resources Survey of Castroville* reveals that domestic or residential architecture represents 83% of all of the historic buildings in Castroville. This group comprises 247 of the 446 buildings identified in the survey. All other categories of building types encompass 17% of the total number of historic buildings. The building types represented in the survey break down as follows:

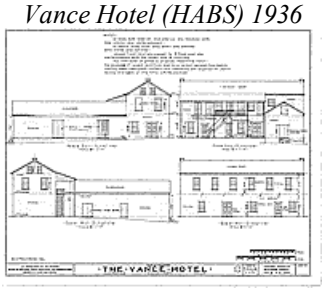
| | |
|---|---|
| Domestic/Residential | 247 buildings |
| Commercial | 33 buildings |
| Institutional | 10 buildings |
| Cemeteries | 7 sites |
| Industrial | 1 building |
| Transportation | 2 structures |

### Alsatian Character of Castroville's Historic Residential Architecture

The architecture of Castroville is unique within the state of Texas for its Alsatian-influenced character. This is one of the reasons Castroville was selected by the Texas Historical Commission as one of the first three National Register nominations from the state submitted to the National Park Service in 1970. This style of architecture is characterized by its rectangular plan, sloping roofline, unusual placement of exterior openings and chimneys, and its use of casement windows.

*Vance Hotel (HABS) 1936*

*Vance Hotel (HABS) 1936*




*Vance Hotel HABS Drawing,1936*

*Vance Hotel/Landmark Inn 1849*

*Carle Store (HABS) 1936*

*Carle Store & House (HABS), 1936*

## CASTROVILLE'S HISTORIC CHARACTER

One of the most graceful and elegant characteristics of the Alsatian homes is the roofline. The end gabled roofs are characterized by a short sloping roof on the front of the house and a long, extended roofline to the rear of the house, which often covered a back porch or work area and sometimes came within five feet of the ground. Originally used in the Alsatian region to efficiently shed snow, a high-pitched roofline gradually evolved in Castroville to a more flattened pitch. The earliest roofs were probably thatched, as they were in Alsace.

Listing Castroville's historic domestic architecture by folk or vernacular style, the statistics look like this:

| | | |
|---|---|---|
| Alsatian | 87 | 37% of all residential |
| Bungalow | 52 | 22% of all residential |
| Two-room | 19 | 9% of all residential |
| L-Plan | 19 | 9% of all residential |
| Minimal Traditional | 14 | 8 % of all residential |
| Center-passage | 11 | 7% of all residential |
| Modified L-Plan | 7 | 3% of all residential |
| Pyramidal Cottage | 4 | 2% of all residential |
| Duplex | 4 | 1% of all residential |
| Cumberland Plan | 3 | 1% of all residential |

Later in the Design Guidelines, in the section titled, "What Style Am I?" the entire story of Castroville's interesting architecture is told with helpful hints to identify the architectural style of your landmark.

*709 Florence (1911 Sears Catalog House)*

**Historic American Building Survey (HABS) 1934-36**

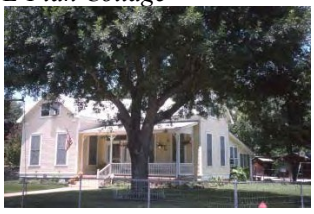
*Pingenot House (HABS), 1845*

*Pingenot House (HABS)*

*Pingenot House, 2001*

*Bungalow (Craftsman)*

*L-Plan Cottage*



*L-Plan Cottage*

# Projects

## ADDITIONS TO BUILDINGS

**Policy**:
Design a new addition to a historic building so the original character is maintained. New additions should be designed to preserve the historic character of the primary structure.

**Existing Additions**
Some early additions may have taken on historic significance. One constructed in a manner compatible with the original building and associated with the period of historic significance may merit preservation in its own right. Such an addition should be carefully evaluated before developing plans for its alteration or demolition.

In contrast, more recent additions usually have no historic significance. Some later additions detract from the character of a building and may obscure significant features, particularly enclosed porches. Removing such noncontributing additions should be considered.

**Additions in Castroville**
Many early houses in Castroville have historically significant additions. Sometimes the shed-like rear of the familiar "salt box" shape is the result of an early addition. Other types of additions are rooms added sequentially to the rear of the house. They, too, are historically important and significant to the house and should be retained during any remodeling.

*Typical "salt box" shape of Castroville's buildings.*

*Proportional addition to side of Castroville house.*

*Addition to rear of house with an entrance.*

*Carport addition to house made of simple materials.*

*Garage addition and connector to historic home.*

## ADDITIONS con't

*Typical sequential additions to Castroville houses.*

*Another house showing additions of diminishing size.*

Two distinct types of additions should be considered:
1) Ground level will involve expanding the footprint of the structure;

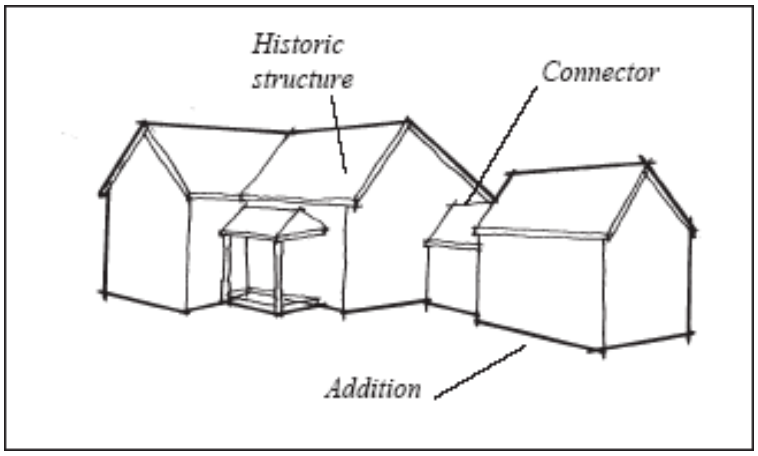
2) Rooftop can often be accomplished by installing dormers to provide more headroom in an attic.

In either case, an addition should be sited to minimize negative effects on the building and its setting. Keep the roof pitch, materials, window design and general form to be compatible.

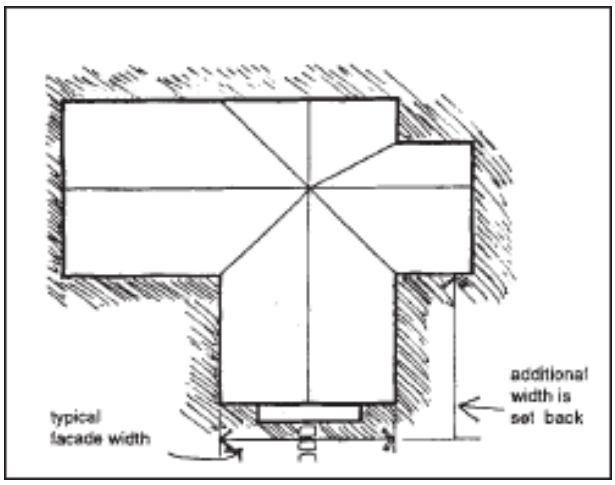
### *Guide to designing additions:*

- Ensure that the addition will not have a negative effect on the building's historic character;
- Avoid removal of character-defining architectural features;
- Keep additions subordinate in scale and character to the main building;
- Locate an addition to the side or rear of the building;
- Design an addition to be lower than the original building so the historic one predominates;
- Add dormers to the roof of a one-story house to expand upstairs. They will usually have less impact than constructing an entire additional story;
- Use materials similar to those used historically;
- Avoid the use of vinyl or aluminum siding.
- Design an addition so it blends well with but does not look "historic."

## ADDITIONS con't




If the addition is to be built to the side of the original structure, a connector could help distinguish the addition from the rest of the historic house.




An addition that is stepped back from the front of the historic building also helps to distinguish it from the original historic house. If the original orientation of the house is horizontal, the addition should also be constructed in a horizontal direction

*Design an addition to a historic structure such that it will not destroy or obscure historical feature, especially on the front of the house. This one obscures the front porch, for example, and is inappropriate.*

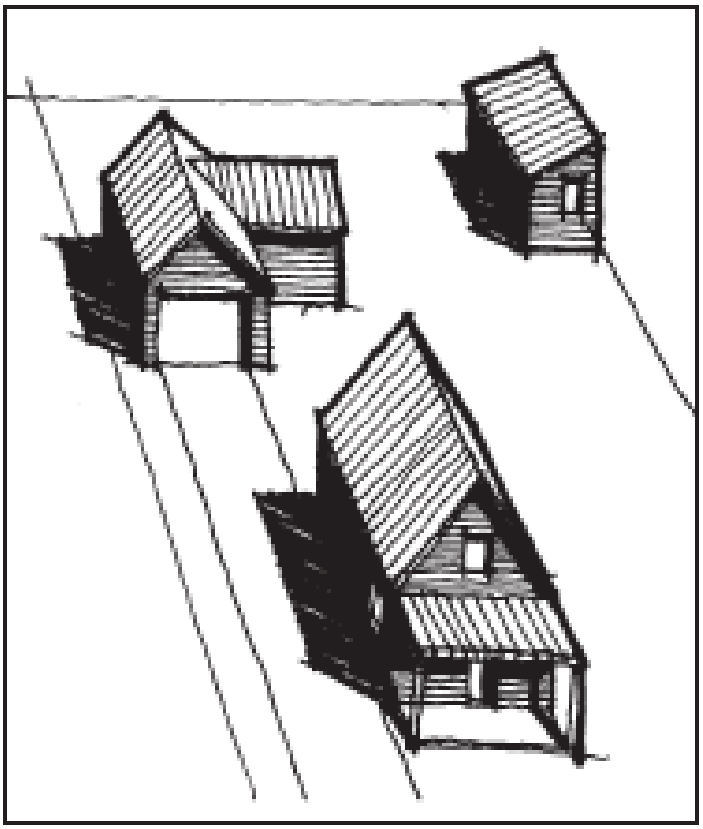
*Roof additions, like this dormer, are appropriate if in scale with the size of the house.*

*Use of vinyl siding and an aluminum screen door, as in this addition, is not in keeping with the historic materials of the house.*

## GARAGES AND ACCESSORY BUILDINGS

**Policy:**
Historic garages, smokehouses, well buildings, barns, and so on (accessory buildings), should be preserved when feasible. This may include preserving the structure in its present condition, rehabilitating it or adapting it so that the accessory structure provides new functions.

**Background**
Accessory structures are traditionally important elements of a residential site. Because these secondary structures help us understand how an entire site was used historically, their preservation is strongly encouraged. For example, smokehouses and barns in Castroville tell us the agricultural and rural roots of the town. Such outbuildings are important to Castroville's story and should be preserved.



*Accessory structures include garages, carriage houses or sheds. Traditionally these structures were important to a residential site.*

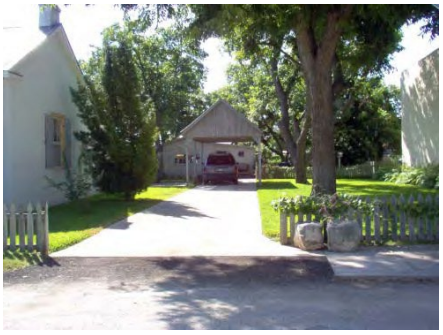
*Outbuildings are constructed of traditional materials like stone and wood and have tin or shingle roofs.*

*Outbuildings typically they stand alone at the edge of a lot line.*

*Typical well buildings*

*Typical Smokehouses*

## GARAGES continued



**Preserve a historic accessory building when feasible.**
When treating a historic accessory building, respect its character-defining features such as primary materials, roof materials, roof form, historic windows, historic doors and architectural details. Avoid moving a historic secondary structure from its original location.

**Materials.**
Use board and batten siding, horizontal wood siding or stucco is recommended. Vinyl and aluminum siding are not recommended for the walls, but are acceptable for the soffits.

**Guide to designing garages and carports:**

In the case of a two-car garage, two single doors are preferable and present a less blank look to the street; however,

Carports should be set back from the street and constructed of wood, if possible. The roofline should be pitched and should not compete with the main house.

Locate the garage or carport to front onto a secondary street, if possible not onto the street the house faces.

**Construct accessory buildings that are compatible with the primary structure.**

In general, garages should be unobtrusive and not compete visually with the house. While the roofline does not have to match the house, it is best if it does not vary significantly.

## WINDOWS AND SHUTTERS

**Policy:**
Preserve the character-defining features and distinct arrangement of historic windows. New windows should be in character with the historic building. This is especially important on primary or front facades. Because windows significantly affect the character of a historic structure, the treatment of a historic window and the design of a new one are important considerations.

**Background**
Windows give scale to buildings and provide visual interest. Distinct window designs help define many historic building styles. They are often inset into relatively deep openings. Casings and sash components may have substantial dimension that casts shadows that contribute to the character of the historic style.

### Windows in Castroville

The original designs of many Castroville houses featured wooden casement windows arranged asymmetrically; often windows had solid wood shutters on the outside. The Tardé Hotel (1310 Fiorella St.) has casement windows. Earlier homes had few openings, which helped protect the houses from the weather. This irregular window arrangement resulted either from the houses being constructed over a period of time or placement based on function rather than aesthetics.

Most of casement windows were eventually replaced with double-hung wooden sash windows, which allowed more light into the interiors. Some of the old casement windows still survive, particularly in the upper floors and in the rear of some of the houses.

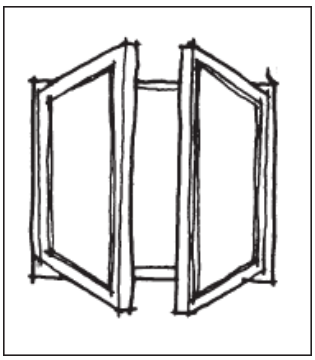
*Casement window*

*Double hung window*

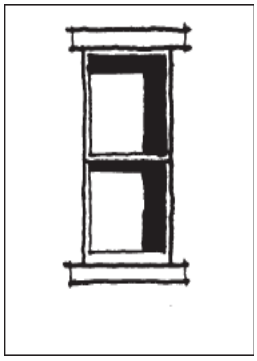
*Double hung window & shutters*

*Double hung window & shutters, The Tardé Hotel, 1852*

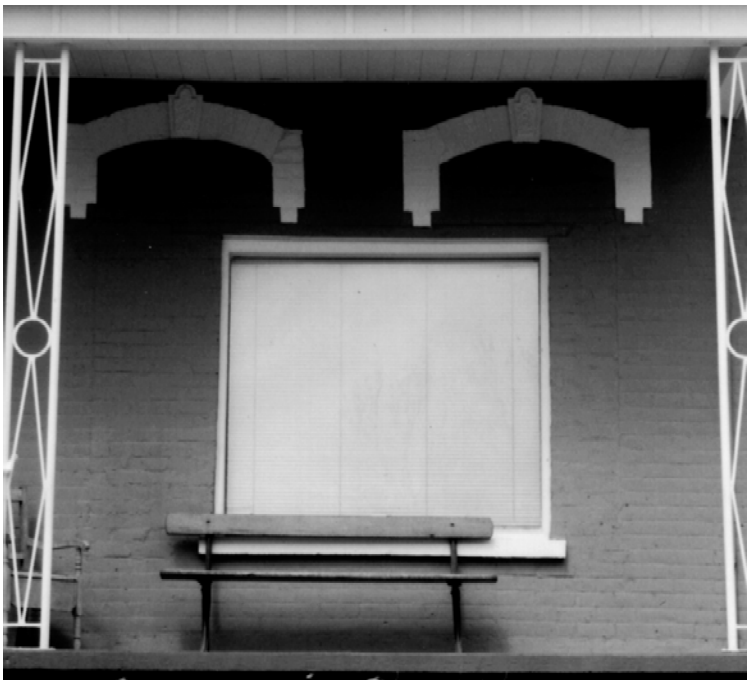
## WINDOWS, continued



**Casement Window**



**Double-hung Window**



*Preserve ornamental trim around windows along with historic window openings. Filling in windows, particularly on the front or primary façade destroys much of a building's historic character and is not recommended and strongly discouraged..*

**Repair guidelines for windows:**

1. Retain and repair all original window sashes and frames;
2. Replace the window with wood of the same dimension and profile if all or most of the window is beyond repair;
3. Use a compatible substitution if repair or replacement is cost prohibitive; and
4. Avoid the use of aluminum frames.

**Maintenance:**

1. Maintain paint on all exposed surfaces to protect wood from rot;
2. Replace old glazing compounds because they can leak air; and
3. Install new weather-stripping to reduce air leaks.

## WINDOWS, continued

**General Recommendations:**
Most windows in older Castroville buildings are tall, narrow and double-hung; they have two balanced sashes, one sliding over the other vertically. Each sash is divided into panes. The number of panes in each sash determines if a window is six-over-six, two-over-two, etc.

- Maintain the original number, size and shape of windows and the original number of glass panes (or "lights"). Retain the wood trim that frames the window openings.

- Maintain art or stained glass. Requests to install art or stained glass are considered on an individual basis. Such glass is not appropriate to many Castroville houses, especially the "Alsatian" design; the use of art or stained glass is in keeping with the "Victorian" style.

- Avoid creating picture windows or windows with horizontally divided panes where they did not previously exist. When replacing windows, use wooden frames and sashes on the front of a building. For screens, use simple wooden frames.

- Find evidence of the original sizes and shapes of the window openings to restore altered windows. If evidence does not exist, look at houses similar to yours. Contact the Historic Preservation Officer for help at any time.

- Historic shutters are also an important architectural detail. Designed to protect the glass and close out light, shutters should be large enough to cover the window when closed. In late twentieth-century houses, shutters are sometimes merely decorative, tacked onto the wall, and are smaller than the window. Ensure shutters are appropriately sized to fit the window.

*This six-over-six true divided light sash, double hung window is important to the period of the house. Also note that when closed the shutters cover the windows.*

*These upper story windows are 19th century, but those on the ground story are 20th century replacements*

*Ornamental openings in attics are important and should be retained.*

## DOORS AND SCREEN DOORS

**Policy:**
A historic door and its distinct materials and placement should be preserved. A new door should be in character with the historic building. This is especially important on primary facades.

**Background**
Doors give scale to buildings and provide visual interest to the composition of building facades. Some doors are associated with specific architectural styles. For example, glass paneled doors with stained glass are used in a variety of period designs. Many historic doors are noted for their materials, placement and finishes. Because an inappropriate door can severely affect the character of a historic house, avoid radical alteration to an old door or, if necessary, choose a new door that is appropriate to the design of the house.

**Doors in Castroville**
The most common type of door in Castroville is a solid, single wooden door with panels. Some early homes have two front doors, and these entries should be retained. Some houses have double doors composed of two slender doors that swing out. Late nineteenth-century homes may have front doors that also feature a window over the door, called a transom, and/or windows on either side of the door, called sidelights. Covering the transom distorts the strong vertical proportions of doors and windows.

Even the simplest houses in Castroville have well-defined entries that feature well designed doors. Old wooden screen doors are also important and often feature decorative inserts, which should be repaired and retained. Many were designed to enhance the front door, not hide it.

**Castroville Doors**

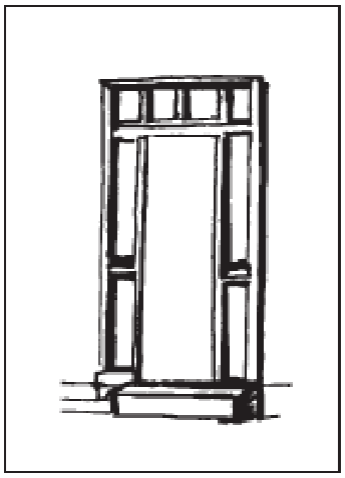
*Typical double doors*

*Doors with transoms*

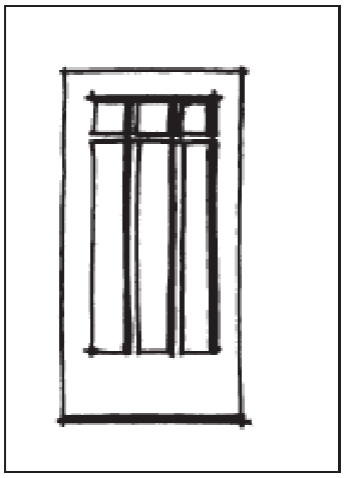
*Doors with sidelights and transoms*

*Typical double door front*

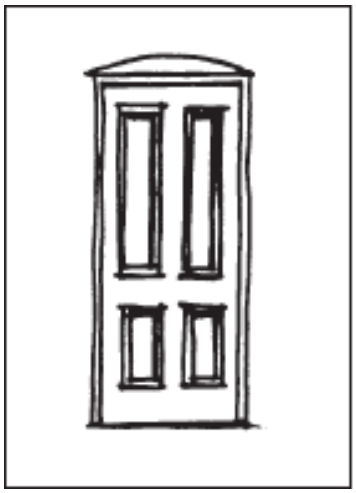
**DOORS, continued**



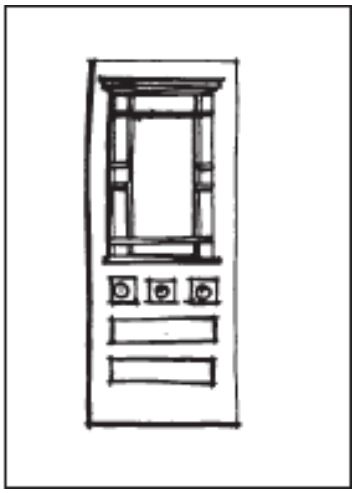
**Door with transom and sidelights**



**Craftsman style door**

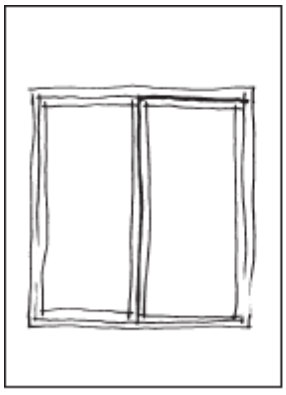


**Paneled door**

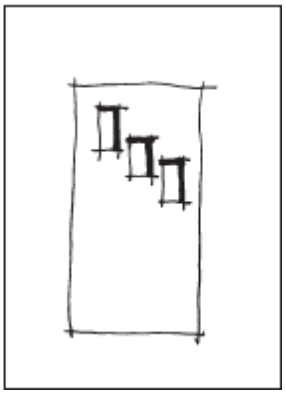


**Glass paneled door**

**Inappropriate doors**



**Aluminum sliding doors**



**Flush-faced door with small lights**

**Repair Options:**

1. Retain and repair deteriorated entrance doors and screen doors. Ensure proper operation and install secure hardware.
2. Expose boarded up transoms where possible.
3. Replace a badly damaged or missing door with one salvaged from a house of the same period or a new door of the same design.
4. Replace a missing or unrepairable damaged screen door with a new wooden screen of appropriate dimensions.
5. Substitute with a new door of compatible design if repair or replacement cost is prohibitive. If a wooden screen door is too expensive, install a factory painted aluminum door.

**Maintenance:**

Always maintain paint on wooden doors. Properly hung doors will seal out air leakage and be more energy-efficient.

## DOORS, continued

**General Recommendations:**
Most doors in Castroville are wood and many are paneled or have glass surrounds like transoms or sidelights. The doors on the front of the house are the most important. Doors at the rear or hidden from the street are less important and, therefore, are less important to maintaining overall historic character.

- Maintain features important to the character of a historic doorway. These may include the door, doorframe, screen door, threshold, glass panes, paneling, hardware, detailing, transoms and flanking sidelights;
- Avoid changing the position and function of original front doors and primary entrances. If necessary, use replacement doors with designs and finishes similar to historic doors;
- Avoid using a metal door; if seen from the street it is inappropriate where the original was wood;
- Use door frames and door sills that are of the same proportion as the original. Doors that are flush with the threshold are inappropriate;
- Avoid "storm-doors" or solid glass doors; and
- Retain wooden screen doors whenever possible.

*Retain decorative wooden details & panels.*

*Old screen doors always add interest, even to modest houses.*

*Double doors are character-defining features at ground level as well as at the second story.*

*Wooden doors add interest to accessory buildings, too. This door may be "younger" than the structure, but it has significance and should be retained.*

## SIDING AND WALL SURFACES

**Policy:** Preserve original historic building materials whenever feasible. When the material is damaged, it is recommended to match the original material with in-kind material or with compatible substitute material. Never cover original historic building materials with aluminum, vinyl siding or other inappropriate material. Do not subject original material to harsh cleaning treatments, like sandblasting.

*Early Castroville houses used stone as the primary material*

**Background:** Stucco, limestone, board and batten, and numerous profiles of wood siding cover the houses of Castroville. The oldest houses use stone as the primary building material. Most were covered with a soft lime plaster or stucco and then whitewashed. This was practical because most buildings were constructed from rubble stone and used mud and straw for mortar. Such a combination would shift and deteriorate if exposed to the elements. Limestone is a soft stone and absorbs water. Newer houses from the late nineteenth-century often use horizontal wood siding instead of stone. Brick was rare because of its relative expense. In each case, the distinct characteristics of the primary wall building material, including the scale of the material unit, its texture and its finish, contribute to the historic character of a building.

*Many stone houses were covered with protective limestone plaster or stucco painted white or cream color.*

*Historically, some owners plastered only the front façade.*

**Repair Options for Stone and Stucco Wall Surfaces:**

- Retain and repair deteriorated stone and mortar. Remove any non-original mortar and cement plaster from the wall. Replace mortar to match original in composition, color and profile.
- *Avoid Portland cement plaster as mortar or stucco material.* Because it's harder than the softer stone, it will cause the stone to crumble.
- Reinstall a soft limestone plaster if the majority of the building is plastered and/ or the stone is soft,
- Clean mildew from stucco and stone with water/bleach solution and a soft brush. Avoid high-pressure water cleaning methods or harsh chemicals. Consult with the Historic Preservation Officer for specific advice.
- Consider removing the face of the stone and replacing with a soap or shallow stone if only the original stone has sustained damage. Avoid using CMU block as a finish exterior wall material.

*Secondary structures were less often plastered.*

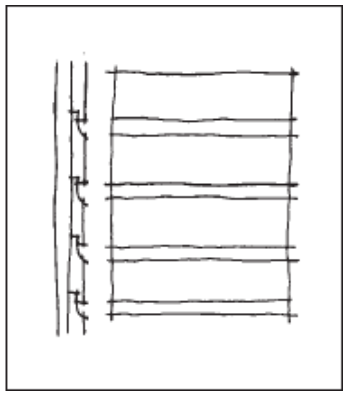
*Later 19th century houses used horizontal wood siding, which should be regularly painted.*

## SIDING AND WALL SURFACES

*Some houses have decorative "fish scale" shingles, as well as regular shingles and horizontal siding.*

*Inappropriate stone veneer obscures the historic house.*

**Clapboard Siding,**



**Drop or novelty siding.**

**Repair options for wood siding:**

1. Retain and repair existing wood siding and trim. Remove any nonoriginal siding material and repair the underlying original siding. Reinstall trim of matching profile and dimensions if missing or damaged.
2. Replace with new wood to match in size and profile if parts of the original siding and trim are missing or deteriorated beyond repair.
3. Consider installing nonmatching siding on the rear of the house if portions are deteriorated beyond repair. Reinstall salvaged, original siding on more prominent facades, particularly the front of the house. Alternative siding should have the same profile as the original. It can include newly milled wood siding, cement board siding, such as smooth Hardie plank with no "wood grain."

**Maintenance:**

Clean and maintain wood siding, repaint as needed.

## SIDING AND WALL SURFACES

### Vinyl Siding:

- Installation of this siding *always* causes damage to the underlying historic material that is difficult to repair if the siding is removed.
- Synthetic siding conceals underlying moisture problems that cause deterioration of the underlying wood siding and structural system.
- Removal and/or covering of historic material and architectural features contribute to a significant character loss for a building, minimize its historic integrity and diminish its appeal.
- It is difficult to match the physical and architectural qualities of wood siding with metal or vinyl siding, resulting in an adverse effect to the historic character of a building.
- Synthetic siding is not maintenance-free. It fades over time and can be damaged. It is difficult to match faded or damaged material; often all of the siding on a building must be replaced or the building must be painted.

*The siding on the house on the right house obscures its historic features and hides the ornamental window frames.*

### Repair Options for *Existing* Synthetic Siding:

1. Remove existing synthetic siding and repair original siding and trim underneath.
2. Consider retaining existing synthetic siding if it's in good repair and does not obliterate all original detail. If possible, consider uncovering details, such as corner boards.
3. If the siding is in bad shape and it is cost prohibitive to replace with wood, consider using Hardie plank, or other cement board siding, of the same dimension and profile.

### Maintenance:

Protect synthetic siding from water run off, just as you would with wood siding, with effective gutters and roof repairs. If water gets behind any siding, it is subject to failure.

## SIDING AND WALL SURFACES

**Brick:**

Historic brick siding is unusual in Castroville and careful maintenance is required. Bricks have a glaze or unglazed finish on the outside just like any other fired dish or cup. Late twentieth-century bricks are harder than nineteenth-century bricks and can endure higher water pressure when cleaning them.

- Clean old bricks gently without cracking and penetrating the glaze. Use very low-pressure water cleaning methods. Otherwise water gets inside the cracked glaze and softens and crumbles the brick interior.
- Repair the mortar between the bricks of old buildings carefully; it's softer than today's mortar. Repair of such mortar, called repointing, should be done with a mortar mix that matches in color and composition. Mortar that is too hard will eventually damage the brick.
- Never use Portland cement mortar because it is harder than traditional mortars, will divert water into the softer brick and then work loose from the wall.

*One of Castroville's few and very important brick structures.*

**General Recommendations:**
Siding and other wall materials originally used in Castroville's landmarks are important to their historic character. In particular, the front facades and on corner buildings the sides facing the street are the most important facades.

- Maintain the historic appearance of original materials. Good preservation is good maintenance. Paint everything that's wood on a regular basis.

- Avoid covering original building materials with new materials such as vinyl and aluminum because it promotes rot of the material underneath.

- Consider removing newer covering materials that have not achieved historic significance.

## SIDING AND WALL SURFACES

**General Recommendations continued:**

- Repair deteriorated primary building materials. Isolated areas of damage may be stabilized or fixed, using consolidates. Epoxies and resins may be considered for wood repair, and special masonry repair components also may be used. Consult with the Historic Preservation Officer for assistance.

- Use the gentlest means possible to clean the surface of a structure. Apply the cleaner to a test patch to determine that the cleaning method will cause no damage to the material surface. Many procedures can actually have an unanticipated negative effect upon building materials and result in accelerated deterioration or a loss of character. Harsh cleaning methods, such as sandblasting, damage the weather-protective glaze on brick and change its historic appearance. Such procedures are not recommended. If cleaning is appropriate, a low pressure water wash is preferred because water is often an effective cleaner. Chemical cleaning may be considered if a test patch is first reviewed.

*An example of board and batten siding.*

*Gentle scrubbing with water and a natural bristle brush will clean this wall. Water is a natural solvent.*

**Walls and Moisture:**

Water is the enemy of walls. Keep it out of your building's walls through sound roofing and proper guttering that will carry all the rainwater off and away from building walls and foundations.

Also, water can rise up through stone walls from the ground through wicking action, so don't plant grass or other thirsty plants too close to your stone walls because constant watering of the grass will deteriorate your limestone wall. Instead, place pea gravel, or other types of stones along the outside edge of the building's wall. Make sure downspouts carry water away from the building foundation.

## EXTERIOR PAINT

**Policy:**
The Castroville Landmark Commission does not approve or disapprove specific exterior paint colors. We recommend using a color that is as close as possible to the original because that will maintain or improve the value of your home or building.

**Paint Colors in Castroville**
The earliest, simplest houses in Castroville (the "Alsatians") were whitewashed because it was cost effective and helped reflect the sun's rays in the summer. It is recommended that masonry walls be left their natural color and that any stucco coverings should be beige, off-white or a light color, with the body of the house lighter than the trim. Originally, wood house trim, doors, porches and shutters might have been stained or painted black, gray, soft green or light blue. Later "Victorian" era homes favored a color for the body of the house, sometimes light, such as yellow or blue. Later, a darker house body with lighter trim became popular.

**Choosing a paint color**

- Scrape a small area of woodwork with a razor blade to find original colors.
- Walk around the neighborhood to find compatible and pleasing color combinations.
- Avoid using "neon" colors.

**Early Castroville houses were whitewashed**

*Traditional whitewash with soft green trim for windows.*

*Soft cream that contrasts nicely with the shingle roof.*

*Traditional blue trim.*

*More historically accurate and marketable cream (2004).*

## EXTERIOR PAINT

*This is just one sample palette of soft, natural and traditional colors. They have a matte finish rather than shiny, because of the traditional organic/protein or milk base. There are many good "heritage" paint palettes to choose from for house color.*

**Late 19th Century Castroville houses were more colorful**

*Traditional white body with green trim and red accents.*

*Yellow body with white trim.*

*Blue body with white trim.*

*Red roof with red accents for the porch.*

## ROOFS, GUTTERS, SKYLIGHTS, DORMERS

**Policy:**
Preserve the character of a historical roof, including its form and materials whenever feasible.

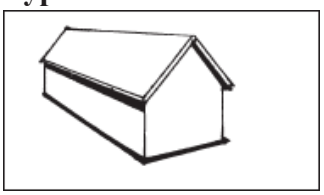
**Background**
The character of the roof is a major feature for most historic structures. When repeated along the street, the repetition of similar roof forms also contributes to a sense of visual continuity for the neighborhood. In each case, the roof pitch, its materials, size and orientation are all distinct features that contribute to the character of a roof.

In Castroville, gabled roof forms occur most frequently, although shed and hipped roofs appear on some building types. The function of a roof is to protect a house from the elements, but it also contributes to the overall character of the building. Historically the roof shape was dictated by climatic considerations, which determined roof forms and pitch.

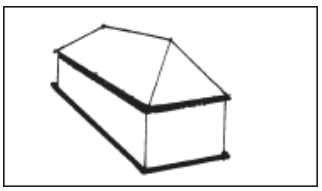
**Castroville Roofs**
Rooflines identify Castroville "Alsatian" architecture more than any other element. The gable end roofs are characterized by a short sloping roof on the front of the house and a long, extended shed roofline to the rear of the house, which often covered a back porch or work area. In Alsace, a steep roofline helped to efficiently shed snow, but in Castroville, the high-pitched roofline gradually evolved to a more flattened pitch. Thatch was probably used for the earliest roofs, but was replaced with cypress shingles as they became available. In the late nineteenth century metal roofing began to replace the cypress shingles.

Later residential roofs are one of the following shapes: gabled, hipped or a combination of both. Roofing materials most typical of the nineteenth and early twentieth centuries were tin, wood shingles or a composition shingle material.

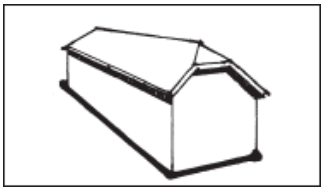
**Types of Roofs**



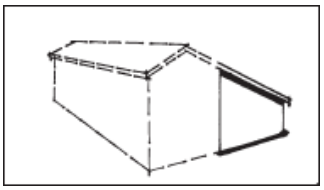
*Gabled roof*



*Hipped roof*



*Clipped gable*

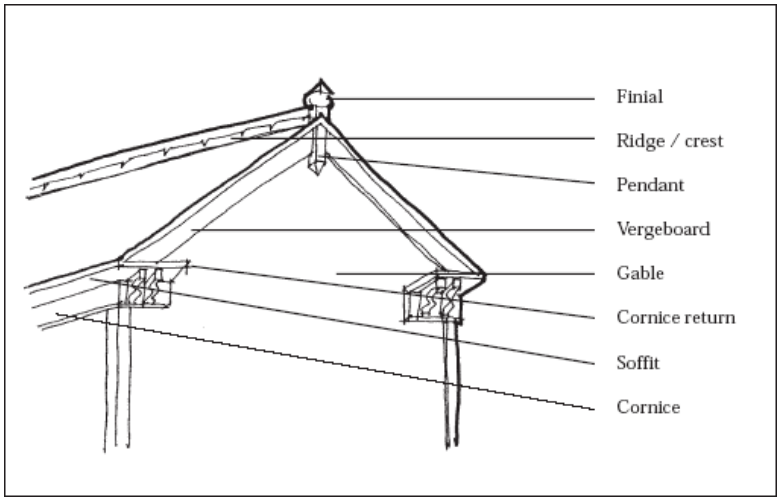


*Shed roof*

*Alsatian gable and shed roof,*

*Typical hipped roof*

## ROOFS, GUTTERS, SKYLIGHTS, DORMERS




*Roof parts for Queen Anne style from Victorian era*

**Roof Deterioration**

The roof is the structure's main defense against the elements. However, all components of the roofing system are vulnerable to leaking and damage. When the roof begins to fail, many other parts of the house may also be affected. For example, a leak in the roof may lead to damage of attic rafters or even wall surfaces. Common sources of roof leaks include:

- Cracks in chimney masonry;
- Loose flashing around chimneys and ridges;
- Loose or missing roof shingles;
- Cracks in roof membranes caused by settling rafters; &
- Water backup from plugged gutters or debris accumulation on shingles.

**Repairing Historic Roofs**

***Roof form***

In repairing or altering a historic roof it is important to preserve its historic character. For instance, one should not alter the pitch of the historic roof, the perceived line of the roof from the street, or the orientation of the roof to the street. The historic depth of overhang of the eaves, which is often based on the style of the house (see following drawings), should also be preserved.

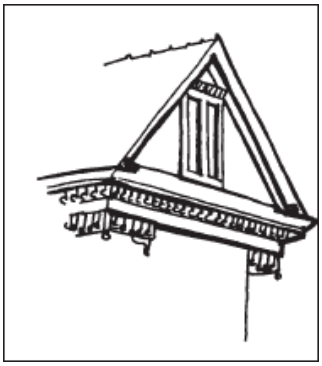
***Roof Repair***

- When replacing your roof, select a material, a color and a pattern that is historically appropriate

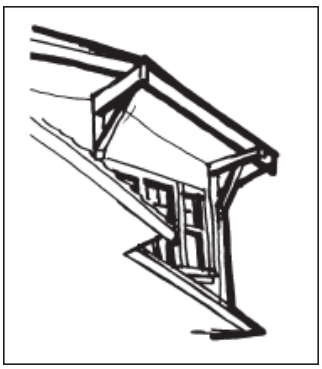
**Eave:** The lowest part of the roof. It is the section of a roof that projects beyond the juncture of the roof and the wall.

**Appropriate eave depth for roof repair**

*For "Alsatian" houses*



*For Queen Anne style (Victorian era) houses*



*For Craftsman style houses (or bungalows). The peculiar brace is called a "knee brace" or "knee bracket."*

**ROOFS continued**

to your house. If you have documentation of the original roof or an early feasible roof on your house, use material that is similar in size, shape, texture and color. Consult with the Historic Preservation Officer.

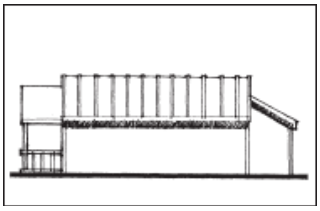
- Standing seam metal roofs were often an early replacement for wood single roofs. If you remove the metal roofing to replace it with an alternative material, install a solid wood deck prior to new roof material.
- We recommend against rolled roofing;
- A composition shingle roof is an acceptable replacement;
- "V-crimp" metal is more similar to the appearance of standing seam metal and is an acceptable material. Metal roofs are more sustainable as compared with composition shingle roofs, which have an asphalt base. Although initially more expensive, a metal roof is cost effective.
- Multiple chimneys and dormers are also prominent features that add character and date the house. Chimneys should never be removed. Many late nineteenth-century brick chimneys have decorative brick work at the top, called "corbelling" and they are a distinct character feature.
- Dormers and vents are often neglected and dormer windows broken, allowing birds to nest in attics and rain to enter. Dormers, chimneys and vents should be retained and repaired and new flashing installed if necessary.

Roof color is an important feature because it dominates the appearance of the house. Choose a color that is complimentary to the house. Metal roofs were typically painted a silvery color or red.

*Roof color dominates here.*

*Roof vents, dormer, multiple chimneys (with corbelling and distinctive caps) all add character. Also note eave depth and decorative bracing details.*

**Roof Types:**



*Standing seam metal roofs are often a sound investment.*

*Corrugated metal roof for secondary structures is recommended.*

## ROOFS continued

### Getting the water away from the building

Gutters and downspouts divert water away from a structure. Without this drainage system, water would splash off the roof and on to exterior walls and run along the foundation of the building. If gutters and downspouts are to perform efficiently, certain requirements must be met:

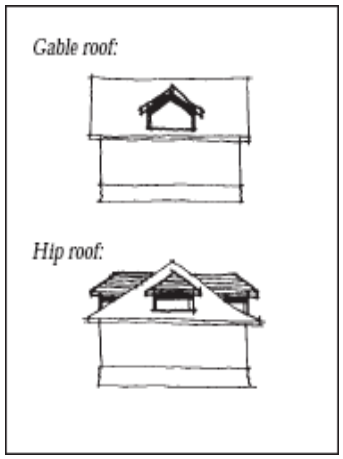
- They must be large enough to handle the discharge.
- They must have sufficient pitch to carry the water off quickly.
- They must not leak.
- They must not be clogged with debris.

New gutters/downspouts should not block important architectural features.

*Not recommended: click lock metal roof panels because they're out-of-scale and dominate the roof ridge.*

### Rooftop Side, Rear and Top Additions

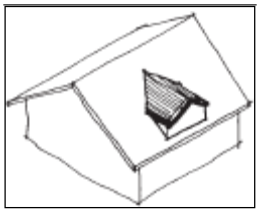
The roof form of an addition should be compatible with the roof form of the primary structure, in terms of its pitch and orientation. In planning a rooftop addition, avoid altering the angle of the roof. Maintain the perceived historic roof line, as seen from the street.



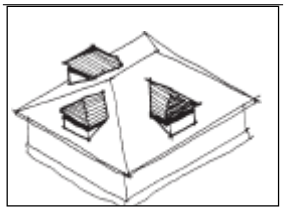

*Place dormers such that the roofline is preserved*

### Adding Dormers

A dormer was sometimes added to create more headroom in attic spaces: It typically had a vertical emphasis and was usually placed as a single or in a pair on a roof. A dormer did not dominate a roof form because it was subordinate in scale to the primary roof. Thus, a new dormer should always read as a subordinate element to the primary roof plane. A new dormer should never be so large that the original roofline is obscured. It should be set back from the roof edge and located below the roof ridge in most cases. The style of the new dormer should be in keeping with the style of the house.



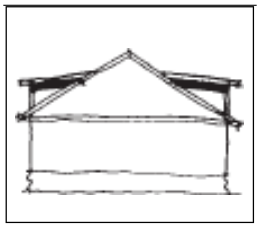
Gable roof dormer



Hip roof dormer

### Adding Skylights

Skylights should not be placed so they can be seen from the street. Skylights are sealed by synthetic gaskets, which often crack and leak after several years of exposure to Texas sunlight.



Shed dormer for bungalow

**ROOFS continued**

**General Recommendations:**

- Preserve the original roof form. Avoid altering the angle of a historic roof. Instead, maintain the perceived line and orientation of the roof as seen from the street. Also retain and repair roof detailing.
- Preserve original roof materials where feasible. Avoid removing historic roofing material that is in good condition. Where replacement is necessary, use materials that are similar to the original in both style as well as physical qualities. Use a color that is similar to that seen historically. Specialty materials such as tile should be replaced with matching material whenever feasible.
- Preserve the original historic eave depth. The shadows created by traditional overhangs contribute to one's perception of the building's historic scale and, therefore, these overhangs should be preserved. Cutting back roof rafters and soffits or otherwise altering the traditional roof overhang is, therefore, inappropriate.
- Minimize the visual impact of skylights and other rooftop devices. The addition of features such as skylights or solar panels should not be installed in a manner that will interrupt the plane of the historic roof. They should be lower than the ridgeline, when possible. Flat skylights that are flush with the roof plane may be considered on the rear and sides of the roof. Locating a skylight on a front roof plane is inappropriate.
- Preserve the overall appearance of the original roof when planning an addition. An addition should not interrupt the original ridgeline when possible.

**Repair Options for Roofs:**

1. Retain and repair original roofing and features such as dormers, vents and chimneys.
2. Replace only the severely damaged roofing material; match in composition, dimension and profile.
3. Prime and repaint metal roofing; it will last another 20 years.
4. Use epoxy repair as an alternative to replacing wooden elements if possible. Boxed eaves, dentils and brackets are important details in Victorian, classical and Craftsman styles and prone to damage and deterioration.

**Caution with lead paint; inhalation while sanding is detrimental to health.**

## PORCHES, GALLERIES AND BALCONIES

**Policy:**
A porch can be a character defining feature of the front façade of a home, and all porch components should be maintained. In addition, a new (replacement) porch should be in character with the historic building, in terms of scale, materials and detailing.

**Background**
A porch protects an entrance and provides shade in the summer. It also provides a sense of scale and aesthetic quality to the facade of a building. It catches breezes in the warmer months, while providing a space for residents to sit and congregate. Finally, a porch often connects a house to its context by orienting the entrance to the street.

**Porches in Castroville**
Few original Alsatian homes had porches, but they are a part of almost every other type of home style in Castroville.

Several Alsatian-style houses have had porches added to them over the years to modernize them according to nineteenth-century standards. As a consequence, they have become an important part of that building's history and should be maintained as part of that building's story.

Most porches were originally built of wood and were intricately decorated with elaborate "gingerbread" or bungalow brackets.

Later, the wooden front steps and porch floor of some were replaced with concrete. While installation of concrete eliminates some maintenance, it may change the character of the house. Never lower the porch elevation to grade and reconfigure the steps at the entrance door.

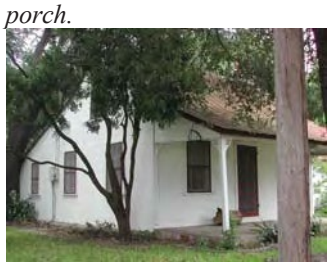
**Castroville Porches**

*A porch built with the lateral addition to the older house, which is to the left.*

*A simple porch added to an older house.*

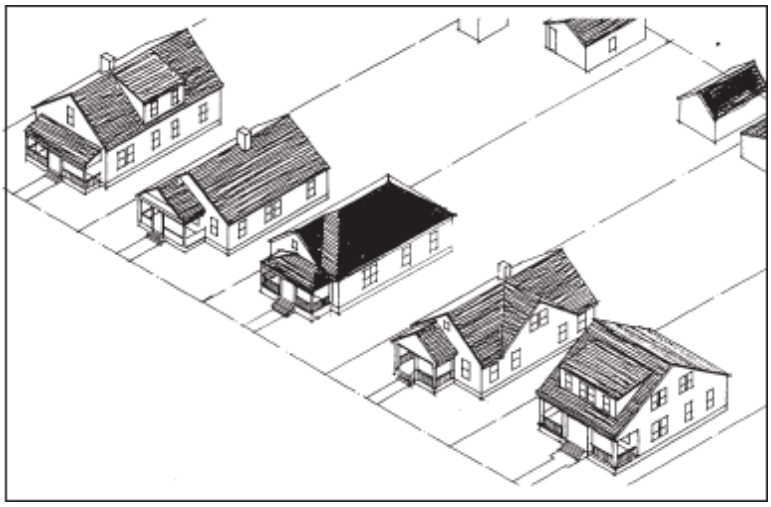
*A gallery porch that is original to the house.*

*Simple character-defining porch.*


*Simple character-defining porch.*

## PORCHES continued

*A typical "L-shaped" Victorian-era house where the porch is an integral historic feature of the building*



*Porches have various functions: They orient buildings to the street, tie houses to their larger contexts and encourage people to interact.*

**More Castroville porches and galleries**

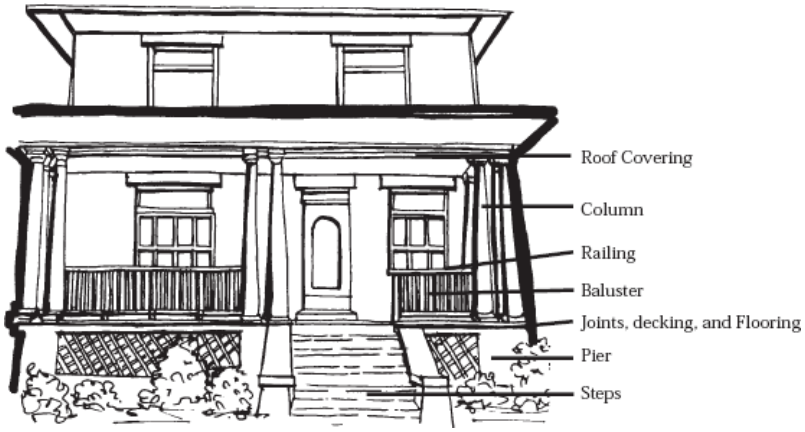
*Two-story porch*

*Two-story porch*

*Two-story porch without column supports at the ground level.*

*This two-story porch alters the house character in a drastic way. Not recommended.*

## PORCHES continued




*Typical porch components*

### General Recommendations:

- Preserve an original porch when feasible. Replace missing posts and railings when necessary. Match the original proportions and spacing of balusters when replacing missing ones. Unless used historically, wrought iron, especially the "licorice stick" style that emerged in the 1950s and 1960s, is discouraged.
- Avoid removing or covering historic materials and details on a porch. Removing an original porch rail, for example, is inappropriate.
- If porch replacement is necessary, reconstruct it to match the original in form and detail when feasible. Use materials similar to the original whenever possible. On significant buildings, where no evidence of the historic porch exists, a new porch may be considered that is similar in character to those found on comparable buildings.
- Avoid applying decorative elements that are not known to have been used on your house or others like it.
- Use original materials where possible, but as a last resort correctly detailed, scaled and appropriately painted fiberglass columns may be acceptable.

The height of the railing and the spacing of balusters should appear similar to those used historically.

*Restoration of original porch columns is encouraged. Replacing the "licorice stick" wrought iron columns used here with columns like these restores the building appropriately.*

*Enclosing a front porch is not recommended.*

### Maintenance:

• Maintain drainage off of the main roof of the house, as well as off of the roof of the porch is critical.

• Channel water away from the foundation of the porch.

### Unpainted wood rots

Wood porch floors and column bases always fail first. Use chemically treated No. 1 yellow pine that has been back painted and properly primed to replace rotten wood.

## FENCES AND WALLS

**Policy:** Historic fences and walls that survive should be preserved when feasible. New landscape features should be compatible with the historic context.

**Background**: Fences were are common in Castroville. They often defined property boundaries and enclosed front yards. They also added variety in scale, texture and materials to the street scene, providing interest to pedestrians.

**Castroville Fences and Walls**: The earliest fences documented in Castroville were wire, picket, rock and coyote (cedar sapling fences).

Fences should have a regular pattern. The height of your fence should complement the house, not overwhelm it. This usually means a fence will measure about 2-1/2 to 4 feet from the ground to the top of the fence.

Avoid the use of chain-link, solid metal or concrete block fences for the street side(s) of a property. The Commission will consider stockade fences on an individual basis. If chain-link or another type of unhistorical fence is in place, no change is required until you begin to alter the fence or wall. At that time, contact the Historical Preservation Officer to discuss a fence that will enhance the value of your property.

- **General Recommendations**
- Preserve historic fences where they survive. Unique elements such as wrought iron fences add charm and enhance the value of a property.
- Consider a fence height of three feet or less for the front yard. The four-foot fences common today were not typical historically.
- Consider a six-foot fence in the side and rear yards of a property. Exceptions for additional height require Board of Adjustment approval and must meet stringent criteria.
- Use garden loop wire fencing as an attractive alternative to chain-link fencing.

**Castroville Fences**

*Masonry walls*

*Dry-stack stone walls*

*Hog-wire (or welded wire) fences*

*Wood picket fence*

*Garden loop wire fence*

## FENCES AND WALLS

- Chain link and vinyl fences are not typically allowed with landmark properties. Exceptions may be considered when the fence is not visible from the street. Existing chain link fences may be found on landmark property, but most predate the landmark designation and will be phased out as they are replaced with historically appropriate fence types.

### Matching the Fence to the House

*Typically, wrought iron and wood picket fencing are found with Victorian houses.*

*Earlier houses can use more rustic fencing. fencing like coyote or hog-wire.*

### Sample Fences

*Simple Wood Picket*

*Wrought Iron*

*Garden Loop Wire*

*Coyote fencing*

## LANDSCAPING, WALKWAYS AND DRIVEWAYS

**Policy:** Historic landscape features that survive should be preserved when feasible. New landscape features should be compatible with the historic context of Castroville.

**Background:** Landscape features like sidewalks, driveways, fences and walls, historic trees and plantings, lighting fixtures and other outdoor features all add to the context and historic character of the lot that contains a landmark building. Each element adds to the setting for the landmark property, helping to tell its story.

**Castroville Site Details:** Maintain a historically early sidewalk if you are fortunate enough to have one. In general, historic buildings did not have sidewalks in the era in which they were built. Part of the historic charm of Castroville is its village appearance without sidewalks or curbs.

If you wish to pave an area adjacent to the street, materials will be evaluated by their aesthetic contribution to the historic accuracy of the property. Acceptable materials might include stone, brick, decomposed granite or limestone, or loose gravel. Avoid the use of pebble-surface concrete or asphalt.

The Commission and the Historic Preservation Officer respect and comply with the Americans with Disabilities Act. If you have a special need for a special consideration, please let us know when you apply for any permits with Development Services or with the Historic Preservation Officer.

Locate off-street parking, as much as possible, to the rear of your property. We recommend against driveways and garages that open onto the street in front of the house or other historic building. Keep paved areas and curb cuts for driveways to a minimum.

Despite the town's lack of sidewalks, curbs and other landscaping features, many landmark properties have large old trees that should be conserved where possible.
In particular, live oaks and pecan trees should be protected and preserved.

### Landscaping Features

*The town has few sidewalks*

*Gravel driveway*

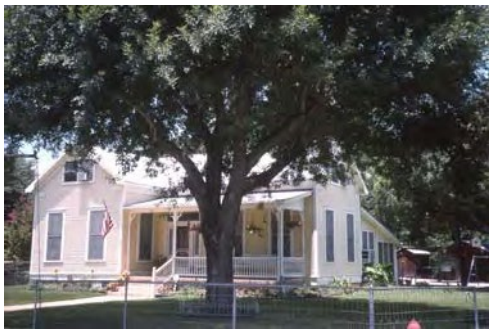
*Curb-less streets*

*Backyard footpaths*

*Sidewalk at a commercial building.*

## LANDSCAPING, WALKWAYS AND DRIVEWAYS

*Houston Square's pathways give an important clue to Castroville's historic landscaping, featuring pea gravel and pecan trees.*



*Front yard pathways should be simple and unadorned.*

*Yard fixtures, particularly old wells, should be preserved.*

*The Moye Center grotto is an important town feature.*

**Lighting Fixtures:**
Electricity first came to Castroville in the 1920s, so in selecting a light fixture to place either on your house or in your yard, we suggest that you first try to find a genuine fixture from the late nineteenth or early twentieth century. If this is impractical, select a new fixture that reflects the period appropriate to the structure.

**Other Features:**
Scattered throughout the historic district are miscellaneous details such as wells, water cisterns, windmills, barns or outhouses. The Commission encourages you to preserve these details. You will need approval from the Commission if you wish to construct, replace, remove or modify them.

## ARCHITECTURAL DETAILS

**Policy:**
Architectural details help establish a historic building's distinct visual character thus, they should be preserved whenever feasible. If architectural details are damaged beyond repair, their replacement, matching the original detailing, is recommended.

**Background**
Architectural details play several roles in defining the character of a historic structure; they may add visual interest, define certain building styles and types, and showcase superior craftsmanship and architectural design. Features such as window hoods, brackets and columns exhibit materials and finishes associated with particular styles and, therefore, their preservation is important.

**Castroville's Architectural Details**
In Castroville, late nineteenth and early twentieth century houses may have extensive architectural details and ornamentation. Earlier Alsatian style houses have fewer details unless they were modernized with Victorian-era details, including gingerbread porch details.

Most details were made from wood; maintain the original architectural details on your house by painting them often to prevent rot. Even the simplest details contribute to the character of your building.

If replacements are necessary, duplicate the existing details or select those that can be documented as being used on your house or on similar house types and styles. The size, shape, dimensions, material and quantity of the replacements should be as similar to the originals as possible. Apply only architectural details in keeping with your house type and date.

**Porch Details: Columns**

*Columns with fan brackets*

*Columns with fan brackets*

*Brick column base is typical on bungalows with "missing" upper part of column*

*porch railing*

## ARCHITECTURAL DETAILS

If you must remove any architectural detail when working on your house, do so with extreme care so you can reapply them. Duplication is the ideal if you must replace any detail and if you have originals to use as patterns. If duplication is not feasible, try to locate substitute parts in a salvage yard or look for standard architectural elements that are sold by lumber yards or other resources. If the architectural details disappeared before you bought your house of if you want to replace later inappropriate details, look for early photographs of your house. You could also look at similar houses that have original details.

**General Recommendations:**

- Preservation of original architectural features is critical. Even if an architectural detail is replaced with an exact replica of the original detail, the integrity of the building as a historic resource is diminished and, therefore, preservation of the original material is preferred.

- Replacement using an in-kind material to match the existing material is always the best approach. However, consider an alternate material when it appears similar in composition, design, color, and texture to the original.

**Replacement Materials:**

Substitute materials should be used only when it is absolutely necessary to replace original materials with stronger, more durable substitutes. In *Preservation Brief 16* titled *The Use of Substitute Material,* the National Park Service comments that "some preservationists advocate that substitute materials should be avoided in all but limited cases. The fact is, however, that substitute materials are being used more frequently than ever. They can be cost-effective, can permit the accurate visual duplication of historic materials, and last a reasonable time."

**Roof Details**

*Exposed rafters and simple Craftsman details*

*Boxed eaves, wheel window, and corbelled chimney caps*

*Unique bargeboards*

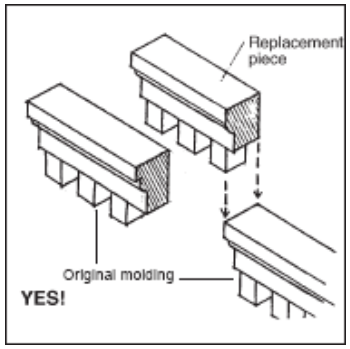
*standing seam metal roofs of proper scale. The narrow width between the metal "seams," seen here is perfect for this small house.*

## ARCHITECTURAL DETAILS

Substitute materials may be considered when the original is not easily available, where the original is known to be susceptible to decay or where maintenance may be difficult (such as on a church spire).

The use of substitute materials for architectural details depends on their location and degree of exposure. For example, lightweight materials may be *inappropriate* for an architectural detail that would be exposed to intense wear. Avoid using a fiberglass column on a front porch, for example, where it may be accidentally damaged. Conversely, the use of fiberglass to reproduce a cornice on a second story may be successful.

*Significant architectural details in brick decorate this building and make it memorable: an Alamo- motif parapet on the front and brick dentils in the cornice along the side, as well as jack arches over the windows.*




*Where necessary, you can use a new piece of molding*

*The small scale door and attic vent are unique details*

*"Fish scale" shingles on the dormer and decorative screens are important details on this house.*

## AMERICANS WITH DISABILITIES (ADA) ADDITIONS FOR UNIVERSAL ACCESS

**What is the Americans with Disabilities Act?**
The ADA is a civil rights act passed in 1990 to ensure that people with disabilities are not discriminated against at work (Title I), by state or local governments (Title II), by private businesses (Title III), or in communication (Title IV).

Titles II and III have the most impact on historic structures because compliance often involves physically altering buildings. The intent of the law is to allow people with disabilities to engage in everyday activities. In addition to the regulations of the act, there are design guidelines to help with compliance: Standards for Accessible Design, or the ADA Accessibility Guidelines and the Uniform Federal Accessibility Standards.

*In general, the ADA gives qualified historic buildings more options for compliance and special provisions in some cases.*

Priorities
1. Get everyone through the door;
2. Make goods and services accessible;
3. Make restrooms accessible; and
4. Remove any remaining barriers.

**Policy:**
The goal is to achieve the highest level of accessibility with the lowest amount of impact on the historic structure. Good design can resolve most challenges.

**Background**
The ADA is about removing and preventing barriers in new, existing, or altered facilities used by people with physical or mental limitations. Public entities must provide access to everyone, and good design ("universal design") can do that. (Private clubs, private residences, religious facilities, or bed and breakfast facilities with five or fewer rooms and the proprietor living on site need not comply.)

In the State of Texas, the Texas Accessibility Standards or T.A.S. are the regulations that outline the rules and procedures to eliminating barriers for people with disabilities or limitations.

**ADA ACCESS con't**

**Summary Regarding Historic Landmarks Used for Private Business or as a Public Entity**

In general, the ADA gives qualified historic buildings more options for compliance and special provisions in some cases. Depending on the use of the building, the standards for compliance vary slightly. Qualified historic structures are not exempt and must comply with the ADA. Talk to the Historic Preservation Office for help.

If full compliance will threaten or destroy the historic significance of a structure, then minimum standards may be used. This decision should be made in conjunction with the State Historic Preservation Office (SHPO).

If even the minimum standards will threaten or destroy the historic significance of the structure, then alternate methods of access may be used. This option is considered a last resort and is only applicable in rare situations.

When alterations are involved, all structures must comply with the ADA design guidelines. For sensitive repair solutions and help rating accessibility solutions, refer to The Secretary of the Interior's Standards for Rehabilitation. Contact the Historic Preservation Officer and the SHPO for design ideas.

**Sample of Alternate Methods of Access**

- Move services to an accessible floor.
- Have staff available for assistance.
- Take service or goods to the person's home.

**Suggestions for Ramps**

- Design to fit with style of building; use appropriate materials. Place along the side of the building.
- Make removable without damaging the building.
- Locate at public entrance when feasible.
- Do not make slopes steeper than 1:12 unless doing so would destroy or threaten the historic significance.
- Use handrails in keeping with historic character.

# New Construction

## NEW CONSTRUCTION ON HISTORIC LOTS

**Policy:**
Visual integration of new buildings with historic resources is a significant issue for the Landmark Commission. New construction can have positive or negative impacts on historic properties depending on its compatibility with them. To be compatible and appropriate, new construction must respect the visual characteristics of landmarks. Proper visual characteristics like **placement, orientation, massing, scale, façade elements, materials, and ornamentation** can all assist in *appropriate* design for new construction. Designs that seek to *contrast* with the existing historic context simply for the sake of being *different* are discouraged. This guidance will help protect the established character of each historic resource, while also allowing new, "infill" construction of compatible design for both new houses and new businesses.

**PART 1: Guidelines for New Houses**

**Background**
*These design guidelines will be used by the Landmark Commission to evaluate the design of new buildings that are built on the same lots which contain locally-designated historic resources.* These guidelines can also be used voluntarily for new construction on lots adjacent to historic resources.
*When Castroville adopts a local historic district, then these guidelines would apply across the district.*

***Inappropriate*** *"infill" at left, in San Antonio's King William Historic District. It attempts to be "different." However, in its massing, lack of front entrance, lack of detail, and use of oversized windows, the house is not compatible with the district.*

*Typical King William HD, Queen Anne style house with front entrances and details.*

*Inappropriate in-fill due to over large proportions and placement of garage at front.*

## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS

New buildings should be designed in a manner that reinforces the basic visual characteristics of the historic area. This does not mean, however, that new buildings must look old. In fact, imitating historic styles is generally discouraged; historians prefer to be able to "read" the evolution of the street, discerning the apparent age of each building by its style and method of construction.

### PLACEMENT:

Similarity in **placement** on the lot is the first visual characteristic to consider in new construction. Placement has two components: **setback,** which is the distance between the street and the building, and **spacing,** the distance between buildings created by side setbacks. New buildings should conform to historic spacing patterns.

On large lots so typical of Castroville, which already contain a historic resource, a new building may be built around the corner, as shown at right, but must be spaced so that it still respects the historic side street arrangement.

### ORIENTATION:

Similarity of **orientation** is another important visual characteristic. Orientation of a building generally refers to the relationship of the front of the building to the street. With few exceptions, historic buildings are parallel to the street.

In Castroville, its oldest houses face parallel to the street with little setback. New construction need not be always be placed on the setback line, but it should be parallel to the street.

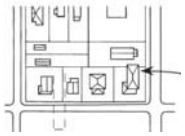
### MASSING:

**Building massing**, the relationship of the building's various parts to each other, is the key design challenge for successful in-fill development. Arrangement of building parts, or building composition, may be simple or complex, symmetrical or asymmetrical. Nearby new construction should respect such patterns of massing.

### Placement/Orientation Massing Illustrations:

***Setbacks*** *should be compatible with surrounding buildings*

*Continuity is created by* ***equal spaces*** *between buildings of similar size.*



*Although this new building respects the façade line established on both streets, the building extends too far back and disrupts the spacing pattern of the side street containing the landmark.*

*When a new building does not follow the* ***orientation*** *set by nearby historic examples, it disrupts the rhythm of the streetscape*

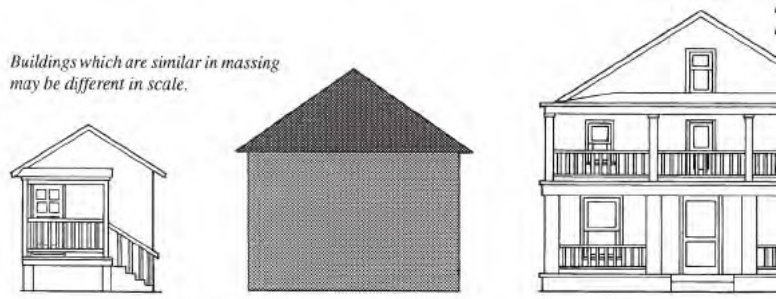
*Symmetrical, simple* ***massing***

*Asymmetrical* ***massing***

## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS

### SCALE:

**Scale**, the relationship of the building to those around it, is another important visual characteristic. Buildings that are similar in massing maybe very different in scale. To preserve the continuity of a historic area, new construction should be in scale with surrounding historic resources.



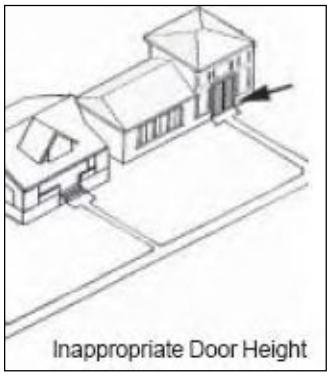

*In this example, each house is similar in massing, being composed of front facing roof form, main block body of the house, and a vertical expression of the house mass, but they are different in scale.*

Built to scale, new buildings are similar in height and width to nearby historic buildings. Also, they relate well to the lot size and do not overwhelm the building site, having a similar lot coverage to that of their historic neighbors.

### FAÇADE ELEMENTS:

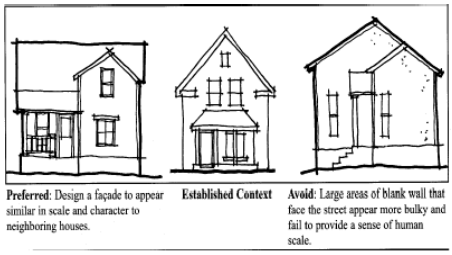
**Façade elements**, such as porches, entrances and windows make up the "face" or façade of a building. These visual characteristics of new construction should recall those on historic properties. Windows and doors create **solid to void ratios** (openings vs. wall areas) that should be employed in new constructions.

*Although of appropriate massing and scale, this house (center) impairs the visual character established by the adjacent houses in the balance of solid to void façade elements.*

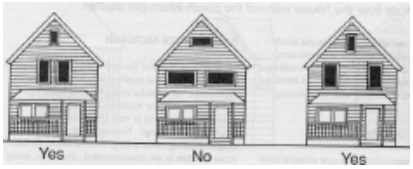



*Set back is respectful of older house on left, but door detail is wrong.*

*Set back and massing is appropriate, as is the clipped gable end roof but the side entrance is not appropriate.*




**A building front should provide visual interest and a sense of human scale.**




*Façade openings are important in relative size and orientation, note the incompatible building.*

## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS

*An addition (or new in-fill house) (top) whose mass and scale overwhelm the older adjacent houses. Below, a house with a substantial addition to the rear, plus a garage and front drive way that is compatible with adjacent older houses.*

**MATERIALS AND ORNAMENTATION**:
The last visual characteristics are **materials and ornamentation.** The goal is to design new construction that will blend with historic buildings and not create false sense of history. By using historic examples as a point of departure, it is possible for new construction to use new materials and ornamentation that still fit into historic areas. Historic buildings in Castroville feature the use of a variety of materials for roofs, foundations, wall cladding and architectural details. In new buildings, exterior materials – both traditional and modern – should closely resemble surrounding historic examples. Building materials that are not present on nearby historic buildings or in the area should be avoided.

*Even new construction and additions that use traditional materials (wood siding) in an inappropriate way fail to blend with the original*

**Compatibility of Materials**
Typically, historic Castroville homes had:

1. Walls constructed of stone and then either plastered with a mixture of lime and sand. Or walls were made of horizontal wooden siding.
2. Roofs were constructed with cedar shake shingles or covered over with metal roofs.
3. Window frames and doors were rectangular and made of wood.
4. Porches were wood.

New construction should acknowledge these basic components.

1. Stucco walls and Hardie plank siding, as well as gray asphalt shingles can be used
2. Brick may also be used, but should not be mixed with siding on the same wall surface. Brick color should pick up on brick used in downtown, Castroville.

## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS

***Case Studies of New Construction in Castroville***
*Each of the following new houses in Castroville exhibits many of the visual characteristics discussed above and can serve as a case study for all five categories.*

***CASE STUDIES:***

***House No. 1***

*1. **Placement and Orientation**: New house in Castroville that fronts and parallels the street and is a "good neighbor" to historic houses on either side. Garage is separate structure entered from side street.*

***House No. 2***

*2. **Mass and scale**: New house in Castroville whose mass and scale are reduced appropriately with "duplex" appearance and many window opening and with front entrance, thus complementing the historic neighborhood.*

***House No. 3***

*3. **Façade elements**: New house in Castroville whose façade elements are used to create interest and break up the mass of the garage with windows. Porch addition is used to break up steep pitch of roof. Overall house decoration is in keeping with simple ornamentation of "Alsatian" style.*

## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS

***House No. 4***

*4.* ***Materials and ornamentation:*** *A contemporary house in Castroville using traditional materials (stucco and stone) in a contemporary way. Ornamentation is simple with use of stone facing on rear addition (left side of photo).*

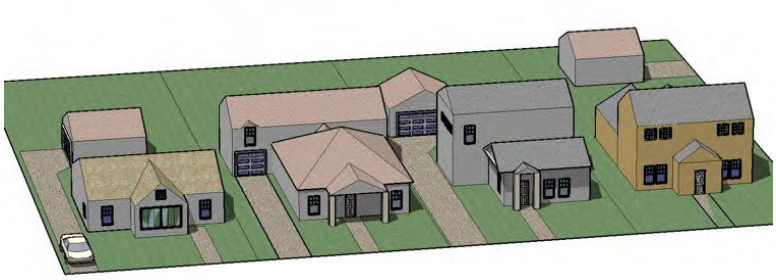
***House No. 5***

*Ranch House (1950s-1965) is "of its time" yet uses familiar materials (for Castroville) such as stone for the walls, metal roof and covered porch. Set back and massing are appropriate with attached garage to side.*

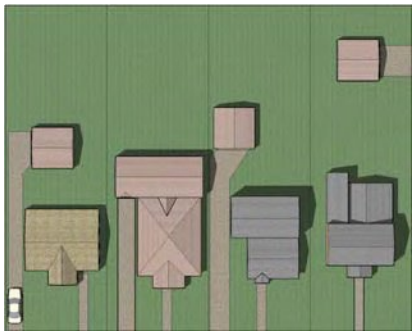
***House No. 6.***

*House from 1980s, in which the large garage is connected by a smaller unit of construction, as well as an articulated gable end and windows, all of which help minimize the scale of the garage. When a new building is designed to imitate a historic style, this ability to interpret the history of the street is confused. A new design should relate to the fundamental characteristics of the surrounding historic resources while also conveying the stylistic trends of today.*

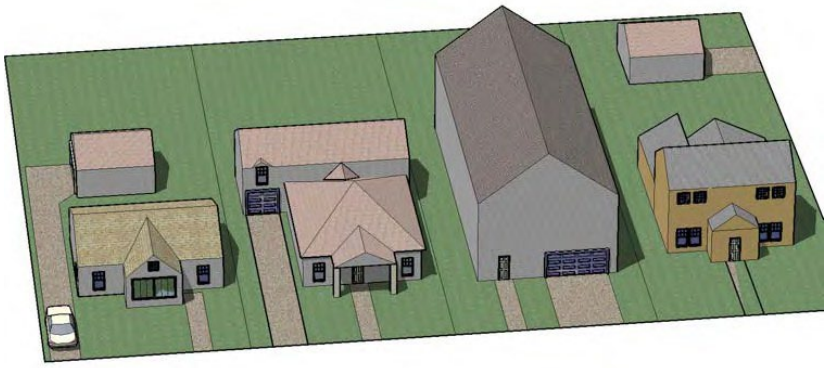
## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS



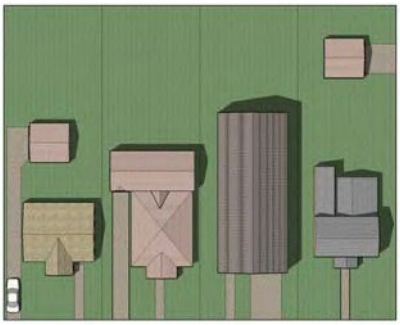
**Existing Condition Before Infill Construction**



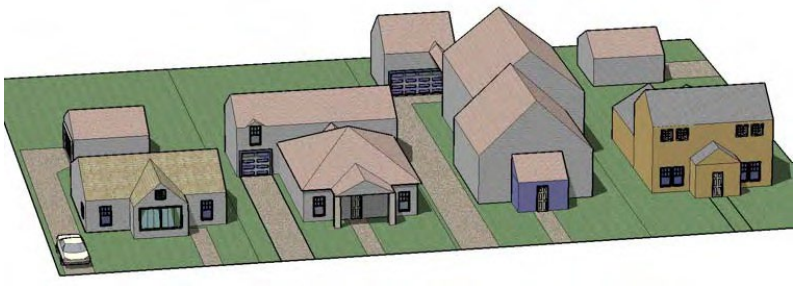
**Bird's eye view of same existing condition**



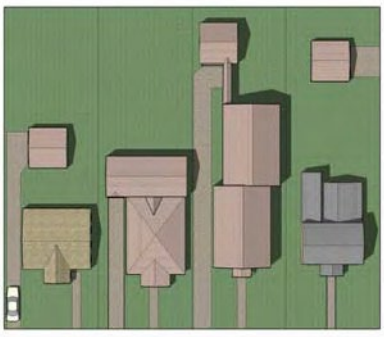
**Inappropriate Infill**: Garage and Driveway at Front, Construction At a Scale that Overwhelms the Block



Bird's eye view of same **inappropriate infill**



**Appropriate Infill:** Garage at Extreme Rear, Massing of House is Appropriate (It's in Two Parts), and Overall Scale is Compatible with Neighboring Houses



Bird's eye view of same **appropriate infill**

**General Recommendations**

The major intent of new residential construction is to be a good neighbor. It is not merely an accumulation of borrowed features that achieves a successful relationship between old and new; the greatest chance of success comes from a combination of efforts including:

- A respect for the site
- Sensitivity to other houses next door
- Assessment of the essential characteristics of the historic resources on the lot.

The weaving of these considerations into a respectful concept will provide a successful design.

The single most important issue is one of *compatibility*, especially when considering the construction of a house that will be larger than the existing historic house. When a house is developed adjacent to an older single family residence, measures need to be taken to ensure that the height and bulk of the project does not negatively impact the area.

*Monticello Historic District, San Antonio, Texas. House with round columns is new and a* ***compatible*** *infill project.*

*Compatible infill construction in Monticello Historic District. The new house:*

*1. Sits on the same set back line as the others,*

*2. Matches the building height and mass of the other houses,*

*3. Has a front entrance on a slightly raised front porch, and*

*4. Proportional windows placed symmetrically across the full front of the house façade.*

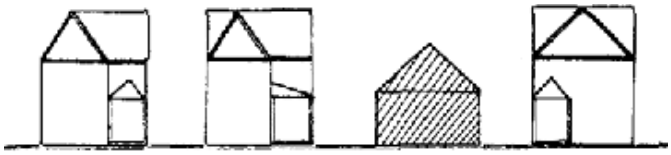
## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS

### PART 2: Guidelines for Multi-Family

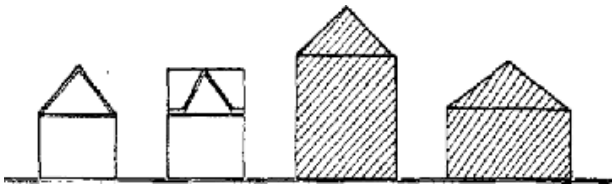
**Building height, mass and site setbacks of new construction should be compatible with the old.**
When these design variables are arranged in a new building, similar to those seen traditionally in the area, then visual compatibility results.

**Historic Street Layout**
Historic settlement patterns seen in street and alley plans often contribute to the distinct character of a historic town like Castroville and therefore they should be preserved. Castroville is laid out on a grid pattern. This street plan influences the manner in which primary structures are sited and they also shape the manner in which secondary structures and landscape features may occur on the site. Modern subdivisions often use cul-de-sacs, which are not appropriate for historic areas of Castroville.

**Building Orientation**
Traditionally, a typical building had its primary entrances oriented to the street. This helped establish a "pedestrian-friendly" quality, which encourage walking. In most cases, similar entry ways were evenly spaced along a block, creating a rhythm that also contributed to the sense of visual continuity for a neighborhood. This characteristic should be maintained where it exists in Castroville.



*Proportion and height of new construction (shaded building) is too small and out of scale with neighborhood. (Not recommended).*



*Oversized height and proportion of new construction. (Not recommended).*

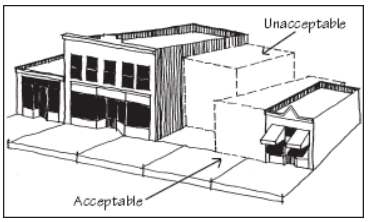
New Multi-Family in San Antonio in King William Historic District

*New condominiums located on Alamo Street in the King William Historic district. Note use of traditional window shape and gable end features. The building appears as several houses rather than as one building.*

*Historic house with cottage addition at rear.*

## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS

### PART 3: Guidelines for New Commercial Next to Historic Buildings




*Align new building with front, along sidewalk edge.*

### PLACEMENT

In a residential context, buildings are typically **set back** at uniform distance from the sidewalk. By contrast, buildings in commercial areas often are aligned immediately at the inside edge of the sidewalk. **Spacing** in historic downtown Castroville (near Houston Square) is also compact *between* buildings.

*One of the few two-story commercial structures in the core of historic downtown Castroville has entrances at the curb*

### ORIENTATION

Similar building orientation contributes to a sense of visual continuity. A typical building in historic downtown Castroville has its primary entrance **oriented to the street** and establishes a "pedestrian-friendly" quality. In most cases, similar entryways are evenly spaced along a block, creating a rhythm that also contributes to the sense of visual continuity. These entrances are also typically recessed from the sidewalk.

*Much of Castroville's original commercial buildings are single story.*

*<u>Before:</u> New buildings should be compatible with the commercial buildings seen traditionally. (See below.)*

*<u>After:</u> Simplified interpretations of traditional building elements, including a transparent first floor with display windows and an ornamental cornice, help this new building fit into its context*

## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS

### MASS AND SCALE

Patterns are created along the street by the repetition of similarly-sized building elements. For example, uniform facade widths evenly spaced in Castroville create a rhythm that contributes to the visual continuity of the area.

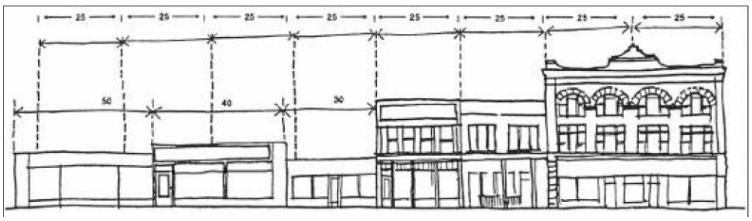


Illustration of a typical 25 foot wide pattern for a downtown historic façade pattern. (Recommended)

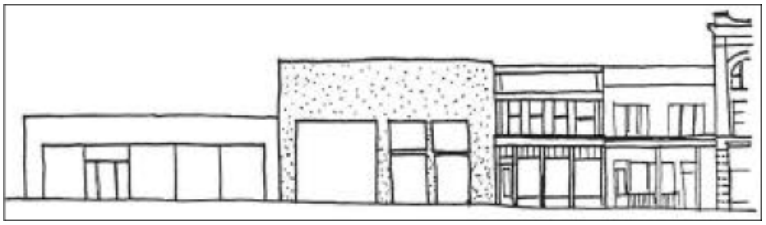


Illustration of new buildings (on left) that looks monolithic next to buildings with more detail and visual interest. (Not recommended)

### BUILDING FORM

One of the most prominent unifying elements of any downtown is the similarity in building form. Commercial buildings in historic downtown Castroville near Houston Square and City Hall are simple rectangular solids, deeper than they are wide. This characteristic is important and should be continued in the few remaining vacant lots in the historic downtown.

However, buildings in the new Castroville commercial area, which is found along Highway 90, should look like the Broadway Bank, and the Texas Community Bank (at right) which consist of individual buildings with standing seam, gable end roofs that are pitched towards the highway and are completed with entry porches. These characteristic are important and should be preserved.

### MATERIALS

Building materials of new structures should contribute to the visual continuity of the area. They should appear similar to those seen traditionally to establish a sense of visual continuity. Stucco walls, metal roofs and limestone details are the dominant materials and their use in new construction is recommended.

- Reflective steel and glass are **inappropriate**.
- Cream colored stone and metal roofs are **appropriate.**
- Covered porches are **appropriate**.

## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS

*In the case of Broadway Bank, a new building has been added to an old building in a successful adaptive reuse of the old. Broadway Bank is a good example of new and old.*

*New construction should look new, as in the case of the Texas Community Bank (top) and the Emergency Services District firehouse (below).*

*Both buildings make simplified interpretations of traditional Castroville building characteristics, such as metal roofs, stone, covered porches and entryways and front facing entrances.*

***Other examples of new commercial and office construction in Castroville.***

*Note that these contemporary structures have pitched metal roofs, stucco siding, clear entryways, and massing and scale that recall Castroville's historic buildings.*

*A good example of a clear entryway*

*Example of appropriate metal roof*

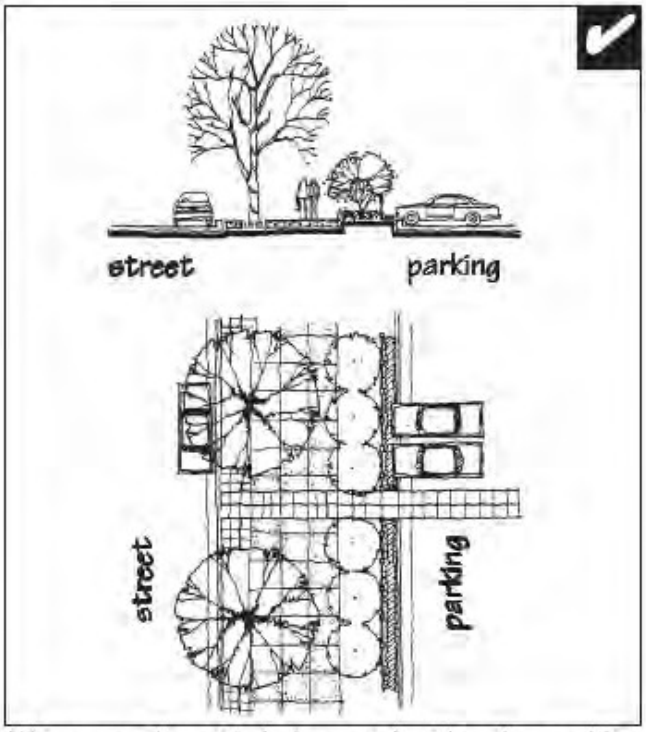
*Castroville Library is a good example of new construction.*

*Example of appropriate front facing entrance*

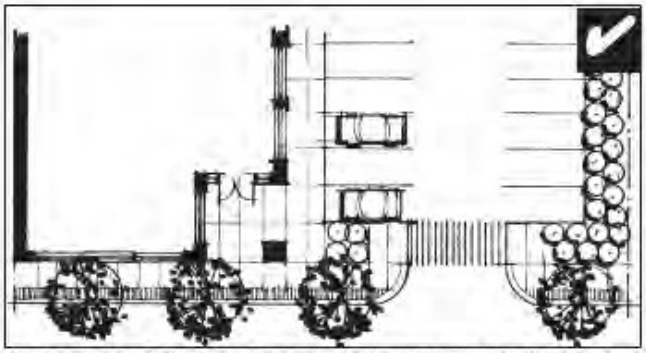
*Example of an appropriate metal roof*

## NEW CONSTRUCTION ON HISTORIC RESOURCE LOTS

### Commercial Parking Lots and Landscaping




*Where a parking lot abuts a public sidewalk, provide a buffer.*



*Where a parking lot shares a site with a building, place the parking at the rear of the site or beside the building.*

Examples of Castroville Commercial Parking

*Parking lot placed beside and at the front of a building*

*Parking lot placed behind building*

## RELOCATION

**Policy:**
In most cases, the proposed relocation of an historic structure will be evaluated in the same way as a proposed new infill construction project on the lot that contains a landmark structure.

**Background for Relocation in Castroville**
There is precedent and tradition behind relocating historic structures *into* Castroville. Several houses have been moved into the town and, while not local landmarks, the properties contribute in a substantial way to the historic character of Castroville.

However, moving a designated local landmark away from its original site is *not* recommended and would not be considered by the Landmark Commission except under extraordinary circumstances because this kind of relocation destroys the landmark's integrity.

**General Recommendations**

1. Relocation of a structure within its original neighborhood is strongly preferred.
2. Relocation of a structure to a lot similar in size and topography to the original is strongly preferred.
3. The structure to be relocated should be similar in age, style, mass and size to existing historic structures on the block front on which it will be placed.
4. The structure to be relocated should be placed on its new lot in the same orientation and with the same setbacks to the street as its placement on its original lot.
5. A relocation plan should be prepared to ensure the use of the least destructive method of relocation.
6. Alterations to the historic structure should be evaluated in accordance with the preceding guidelines.
7. The appearance, including materials and height, of the new foundations for the relocated historic structure should match the original foundation of the structure as closely as possible, taking into account applicable codes.

## SIGNAGE

**Policy:**
Signs should relate to the architecture of the building and not have a negative impact on neighboring properties and the streetscape.

**Background**
Signs are part of our American heritage and an important way to communicate information that keeps the economy of our town healthy. However, signs should never overpower the visual environment.

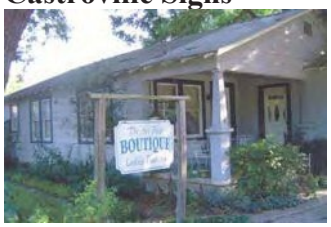
**Castroville's Signs**
Not many of Castroville's landmarks are commercial structures. However, those that are, should have appropriate signs in sufficient number to create the "feel" of a small commercial historic area. Because the historic area of Castroville is a pedestrian environment through which cars should drive slowly, the signs can be small enough to be read at walking speed. But they need to be large enough and numerous enough to signify a small commercial area.

The Castroville Landmark Commission must approve requests for all signs in the historic district. We recommend simple, straightforward designs. Use simple shapes, which can include symbols and trademarks. In addition, the sign must meet the requirements of the sign ordinance of the City of Castroville.

**Sign Design**

- Consider the size and mass of your building when considering a sign design.
- Avoid using a large sign, for example, for a small building. Avoid hiding the features of the building;
- Plan for small, discrete signs for businesses located in residential areas;

**Castroville Signs**



*Blade sign*

*Canopy signs*

*Blade signs*

*Canopy Sign*

*Suspended signs*

## SIGNAGE

- Blend sign colors with the colors of the structure;
- Use indirect lighting whenever possible. Small neon and internally lighted signs will be considered only for commercial buildings. Avoid the use of such signs for businesses in residential areas now used for commercial purposes.

### Sign placement

Review options for placement with the Historic Preservation Officer and the Commission.

- Paint signs on a band above windows on stuccoed commercial buildings;
- Use painted window signs;
- Hang narrow, flat signs from stationary canopies;
- Attach flat signs to building fronts, mounted flush to the building.
- Attach small projecting signs of appropriate size to building fronts; and
- Avoid detached free-standing signs for structures located directly on the sidewalk line; and

### General Guidelines

• Use low-key, sophisticated signs;
• Use spotlights on buildings rather than illuminated signs.
• Avoid the use of backlit plastic and animated signs;
• Indirect lighting is preferred.
• Plan for signs to be considered only in the context of the comprehensive signage plan for the entire building.
• Approval for only one building identification sign will be permitted;

*Keep and maintain "historic" signs, like the Magnolia Oil sign.*

### Signs for residential buildings put to commercial use:

Detached, freestanding signs placed in the front yard are best. Keep these low to the ground to avoid detracting from the beauty of the historic structure.

- Sign posts must match the material requirements of the sign, using wood or a matte finish;
- Design signs attached to a building with small identification panels at entrances. In some cases, signs hung from the porch will be considered.
- Consider monument signs.

### Appropriate Monument Signs

# Other Preservation Matters

## ABOUT THE COMMISSION

Historic preservation is a demanding endeavor--a priority the Castroville community has set for itself and works hard to address. Through such work as the *Castroville Historic Preservation Action Plan (2002)* (sometimes called the Visionaries in Preservation [VIP] plan), there was a call for illustrated design guidelines like these, to be developed and adopted as soon as possible by the Castroville Historic Landmark Commission. Implementation can yield great returns and rewards. For communities with a solid foundation of historic fabric, preservation can serve as an economic generator, the impetus for tourism, the draw for new residents and the basis for an excellent quality of life.
Your work as an owner and conservator of a local landmark property is part of Castroville's vision for an excellent quality of life.

**What is the Castroville Historic Landmark Commission (HLC)?**
The City Council of Castroville appoints members to the Castroville Historic Landmark Commission to protect the historic character and buildings of Castroville through progressive preservation policies. The Commission is comprised of seven volunteers who meet regularly to review applications for changes to historic landmark properties. After approval of an application, the commission issues a Certificate of Appropriateness (COA) that is used in acquiring necessary building permits. The COA is a "passport" to completing all the necessary building permit and inspection work required by Castroville's Development Services during ordinary construction.

**FAQs**
*Q. How long do I have to wait before the HLC meets to take action on the approval process for exterior changes to my historic building?*
A. The Castroville historic preservation ordinance mandates that the Commission will conduct a public hearing within 60 days following the filing of a completed application.

*The Design Guidelines should work as your "owner's manual." Owning an old building is like owning an antique, but you live in it.*

*Landmark properties and structures ~~houses~~ are for the living, not the dead. The Commission expects you to need periodic changes and hopes that you will maintain the property.*

*Change is initiated by the owner, not by the Commission.*

## ABOUT THE COMMISSION

Q. *I heard that members of the Commission approach those who have recently purchased historic properties to ask what these buyers plan to do with the building. Do you do that?*
A. No. That is not the policy of the Commission. When a person buys an historic property and then applies for a permit through the City offices, that buyer is advised of the proper channels to follow if exterior work goes beyond routine maintenance and will change the exterior appearance of the building. If that's the case, City staff notifies the Castroville Historic Preservation Officer (HPO), who will then meet with the property owners to decide if they need to follow the approval process to obtain a Certificate of Appropriateness. The HPO will discuss the approval process with property owners to advise them on the steps to be taken to obtain a COA.

*Q. Who can attend Commission meetings?*
A. Commission meetings are public and anyone can attend. On the agenda is a "Citizens To Be Heard" time, in which you can ask the commission questions.

*Q. Are Commission meetings that deal with a specific property open only to Commission members and the property owners?*
A. No. Anyone can attend. If you intend to do exterior work on your historic property in the future and would like to observe the process, you might find that it would help you plan ahead.

*Q. I'm planning exterior work on my historic property and believe it will require Commission action. Do I have to appear in person?*
A. No. According to the ordinance, you can appoint an agent, your architect or contractor to attend the meeting to represent your interests. Work with your agent and the Historic Preservation Officer to make sure your agent has all necessary information in place before scheduling a meeting. If vital information is missing, it could delay the approval process.

## ABOUT THE COMMISSION

*Q. I own an historic property. Is there any condition under which I might repair my home, but not need to come before the Commission?*
A. Yes. Some routine maintenance requires only a standard permit from the City. If you will not change any part of the outward appearance of the building, then the work is routine maintenance.

**Where Can I Get An Application Form?**
Contact the City for an application form. Return the completed form to the City one month prior to when you wish to appear before the Commission.

## *Assistance and Pre-Application Meetings*

*The Historic Preservation Officer is always available to meet with you in a pre-application conference. The HPO will be glad to meet on-site with you at your home or property and offer assistance with the form.*

## HISTORIC DISTRICTS AND SURVEYS

**Castroville's National Register Historic District and the 1969 THC Historical Survey**

In 1969, the Texas Historical Commission (THC) surveyed Castroville and identified ninety-seven properties that merited designation as local landmarks. Each of the 96 parcels of property was sketched from a bird's eye view that noted the rooftops of the structures on each parcel. The survey contains a short architectural description of each structure.

From this original survey came two products. The first was a nomination of a portion of Castroville to the National Register of Historic Places as an historic district. This is an *honorary designation* and has nothing to do with local designation of properties and their subsequent local regulation for exterior modifications. Established in 1966, the National Register is an inventory of important historic places that have national importance. It is an honor to be placed on the National Register and Castroville's 1970 listing was very early because of its importance to the nation's story. On the next page is a map that shows the boundaries of Castroville's National Register Historic District; it contains most of the town's historic neighborhoods.

A second result of the 1969 historic survey was the designation of 96 properties as local landmarks, also called historic resources. These properties come under the purview of the Castroville Historic Landmark Commission and are listed at the front of this document.

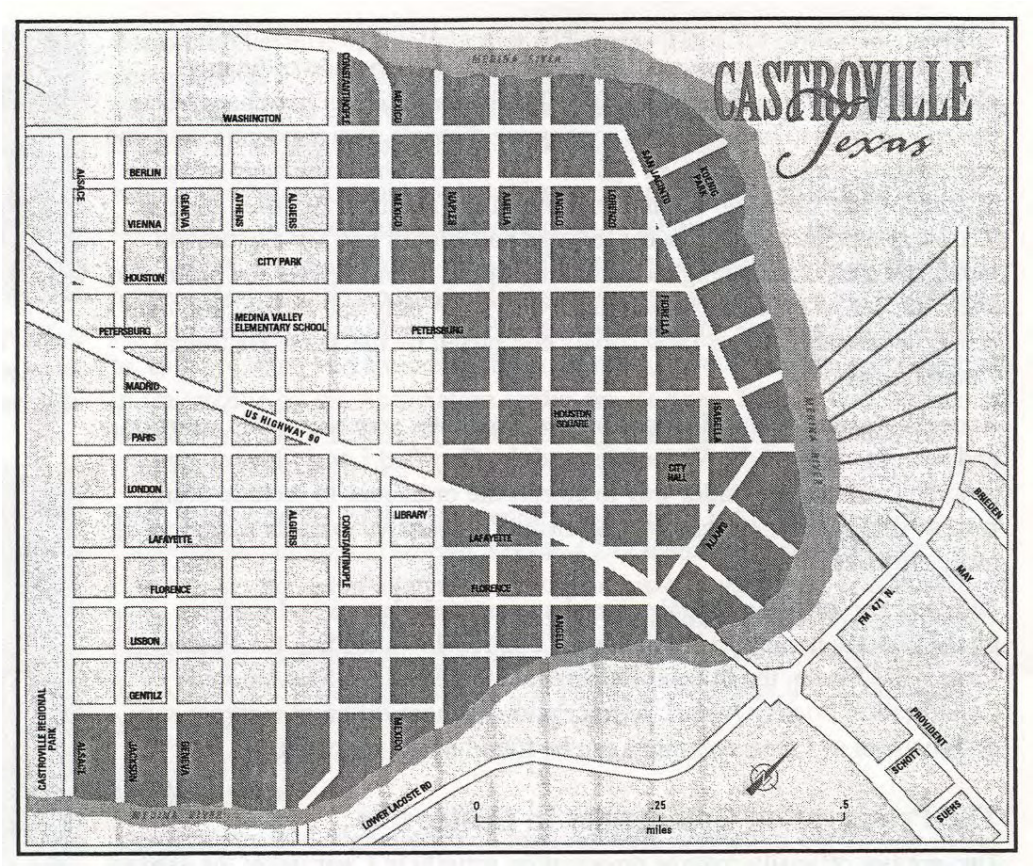
The 1969 Texas Historical Commission Survey is on file with the Castroville City Secretary and always available for review.

**The Castroville National Register nomination can be reviewed on line.**

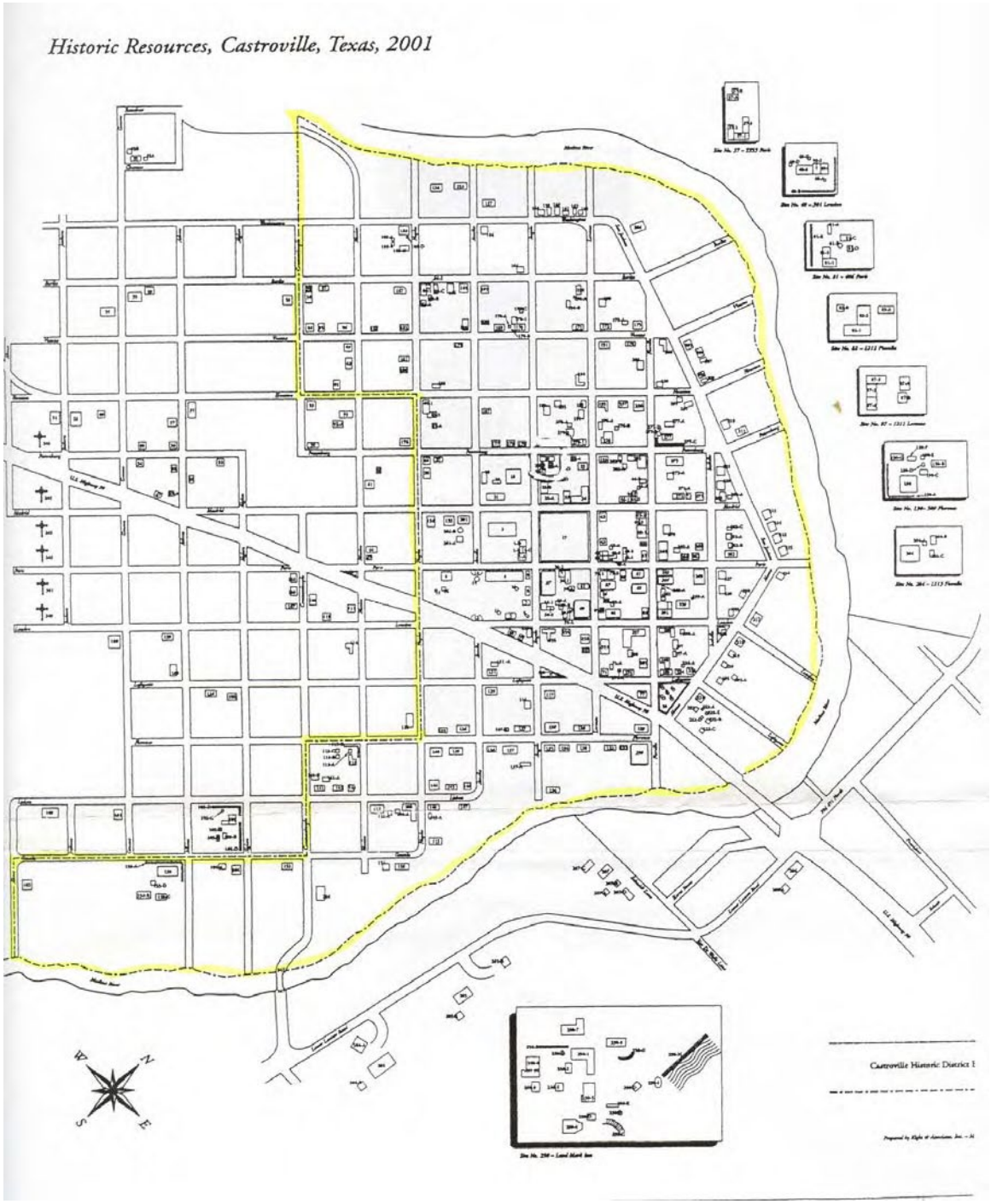
- Go to the Texas Historical Commission web site at www.thc.state.tx.us
- Then go the THC "Texas Historical Atlas."
- Once there, choose *Medina County* and click the box for *National Register listings*.

## HISTORIC DISTRICTS AND SURVEYS

**National Register Historic District (1970) Dark Shadowed Area**



# 2001 Historic Survey of Castroville




Area marked in yellow is the National Register Historic District

## HISTORIC DISTRICTS AND SURVEYS

### 2001 Historic Survey

Also shown on the previous page is a map of structures included in the 2001 Historic Survey. Called the *Historic Resources Survey Report of the City of Castroville, Texas 2001*, this survey is a more recent list of historic sites and structures in Castroville. Developed to list pre-1955 structures that might someday be made landmarks, the survey lists properties (including the 96 previously designated local landmarks), identifies their architectural style and assigns a priority to eventually making them landmarks. Criteria used to assign this priority are based on that used by the National Register of Historic Places.

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

**What's My Architectural Style?**

Determining the architectural style of your landmark property is based on matching house features with the following house types. Classification is never perfect as builders liked to add their own interpretation of a popular style. And like fashion trends in the nineteenth-century; it took time for an architectural style trend to travel across the country. Like a wave, a style would be popular on the east coast of the country and then take ten years to flow west. (Only in the early twentieth-century did architectural style trends begin to also flow east from California towards Texas – when styles like Mission Revival came to Texas.)

***Domestic or Residential Buildings***

Domestic buildings comprise the most common property type found in Castroville, representing 83% of all historic buildings identified within the city. Domestic buildings generally fall into two principal sorts: folk houses and styled houses. Folk houses are those designed without a conscious attempt to emulate current fashion. Styled houses attempt at being fashionable. As such, they show the influence of shape, materials and detailing that make up an architectural style that was currently in vogue. All of the major classifications are well-represented within the housing stock of Castroville. However, folk or vernacular building forms dominate the surviving Castroville houses.

Residential buildings types that represent only 1% or less of the total number of domestic buildings include: Board and Batten, Fachwerk, Hall Parlor, Log House, One-Room, Ranch, Servants' Quarters, and Shotgun.

Castroville is unusual because of the number of outbuildings still located on most properties. The 2001 Historic Survey identified 114 structures classified as outbuildings, including barns, smoke houses, wells, stone fencing and sheds.

Bungalows represent not only 22% of the total number of residential buildings, but also 17% of all historic buildings in Castroville. This building type played an

*1400 Block of Angelo, Castroville, TX. The St. Louis School, in the Mission Revival Style, (c.1924).*

*Folk or vernacular house style, in this case the local "Alsatian" style.*

*"High-style" residential style, in this case a Queen Anne cottage in an "L-plan" shape, (c. 1909).*

*More "high-style" residential, the familiar Bungalow.*

*A smoke house made of stone.*

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

essential role in the development of residential architecture in Castroville and its significance should be carefully considered. Popularized by magazines such as the *Ladies Home Journal* and *The Craftsman*, bungalows dominated the housing market of the early decades of the 20th century as suburbs developed around urban centers.

*Bungalow with strong Craftsman influence.*

### *Description of Domestic Properties: Vernacular Housing Types*

Vernacular (often referred to as folk architecture) is a building type that reflects a traditional way of building adapted to the local materials and needs of a given region. While some believe that this building type ceased about 1930 and was replaced by popular houses, others continue to see a vernacular tradition continue today. Vernacular housing types are most often described in terms of their plan type or building form.

*Vernacular houses in stone*

### Alsatian Architecture

The architecture of Castroville is unique within the state of Texas for its Alsatian character, making it significant at a state level. This is one of the reasons Castroville was selected by the Texas Historical Commission as one of the first three National Register nominations from the state submitted to the National Park Service in 1970. The Alsatian style of architecture is characterized by its rectangular plan, sloping roofline, unusual placement of exterior openings and chimneys, and its use of casement windows.

*Log outbuilding*

One of the most graceful and elegant characteristics of the Alsatian homes is the roofline. The end-gabled roofs are characterized by a short sloping roof on the front of the house and a long, extended roof line to the rear of the house, which often covered a back porch or work area and sometimes came within five feet of the ground. Originally used in the Alsatian region to efficiently shed snow, a high-pitched roofline gradually evolved in Castroville to a more flattened pitch. The earliest roofs were probably thatched, as they were in Alsace.

*Alsatian Roof Lines*

*Alsatian Roof Lines*

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

After mills were established in the Castroville area, settlers used cypress shingles. Toward the end of the nineteenth century and into the early twentieth century,
galvanized tin roofs became more common as the cypress became less available in the area

The earliest homes were probably built of mud and straw, according to contemporary accounts. Three main construction methods were used for permanent construction: vertical logs set in the ground and the spaces between filled with mud and straw; vertical logs set into a timber sill and the spaces between filled with stone; and a combination of either stone with logs or timber. Solid masonry construction was also utilized. The exterior walls were generally plastered to provide additional protection from the elements. A north wall of masonry was common to protect from the winter winds. Exterior walls were often about fourteen inches thick.

The typical Alsatian floor plan was rectangular. Surviving records from Castro's papers describe several homes approximately sixteen feet by thirty-two feet in dimension. Although small by today's standards, every inch of space was utilized and rooms were multi-functional. The main room often served as a bedroom at night and lofts provided additional sleeping quarters under the steeply pitched roofs. Lean-tos or rear ells, commonly added to the rear or sides of the buildings, extended the floor space and lengthened the original rooflines of the earlier structures. While some kitchens were housed in lean-tos at the rear of some homes, others were located in separate outbuildings within the yard. This served as fire deterrence and prevented cooking heat from raising the temperature of the entire house during hot, Texas summers. Porches were not originally used, but were a later adaptation to the Texas climate.

It was common in Castroville to combine living and business spaces, a European tradition. The Carle House, at 515 Madrid, was built by Castro and Leopold Menetrier before 1850. The lower front section, with three doors facing Madrid Street and a fourth on Angelo Street, housed a store approximately twenty-five feet by

*309 Paris. Original cypress shingles were often covered over with a metal roof, leaving the shingles in place*

*Wood frame and infill stone*

*Tiny Alsatian with plastered stone walls*

*Exposed stone walls*

*The Carle House,515Madrid*

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

forty feet, along with a kitchen, dining area and a small warehouse. The main living quarters were upstairs.

The original designs of many Castroville houses featured wooden casement windows arranged asymmetrically; often windows had solid wood shutters on the outside. The Tardé Hotel (1310 Fiorella St.) has casement windows. Earlier homes had few openings, which helped protect the houses from the weather. This irregular window arrangement resulted either from the houses being constructed over a period of time or placement based on function rather than aesthetics.
Most of these casement windows were eventually replaced with double-hung wooden sash windows, which allowed more light into the interiors. Some of the old casement windows still survive, however, particularly in the upper floors and in the rear of some of the houses.
A few homes, such as the Vance House, have fireplaces located in the corners of rooms.

"In Medina County, particularly in the settlements dating to Castro's colony, a highly unusual form of log construction occurred, distinguished by a lack of chinks and by 'double notching.' This type was perhaps introduced from Alsace or Switzerland by Castro colonists, but it reveals greater affinity to the Hispanic notched-log construction found in certain highland areas of Mexico and New Mexico." Terry G. Jordan, *Texas Log Buildings: A Folk Architecture* (Austin: University of Texas Press, 1978).

Center-Passage
The center-passage house dates from the mid-19th century through the early decades of the 20th century. It is characterized by a central hallway running all the way through the house and divided into two equal parts. (It can be confused with the hall-parlor plan defined by two rooms of unequal size.) A side-gabled roof and attached porches are common. This house type typically has 1/1 or 2/2 wood frame windows: one pane on top of one pane or two panes on top of two panes.

*Casement windows*

*The Tardé Hotel, 1310 Fiorella Street*

*Double-notched log barn, 309 Paris*

*Center passage house, 309 Lafayette*

*Center passage house*

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

The front door may contain a transom and/or sidelights. Wood frame construction is typical; center-passage homes were also built of brick or stone. These houses often display detailing and ornamentation from high styles of the period including the porch details, windows and gable ends. An important example of this housing type is located at 1201 Alamo, on the previous page.

*Front door with transom and sidelights, 1201 Alamo*

L-Plan

The L-shaped plan of the house is created by a gable front wing that extends outward on the front of the house from the main, rectangular mass of the house. This house type dates from c.1880 to c.1910, although later examples exist. It is the most widespread house form of the late 19th century in Texas. Wood frame construction is typical and weatherboard siding often sheaths the exterior walls. Built after mass-produced siding and exterior ornamentation was readily available, L-plan houses often display elaborate detailing or ornamentation, particularly of the porch, windows and in the gable ends. Many of these decorative details are of Queen Anne or Eastlake influence. A central hallway or passage provides access to interior rooms. The houses at 601 Florence and 1301 San Jacinto are good examples.

*L-plan, 601 Florence*

*L-plan, 1301 San Jacinto*

Modified L-Plan

This house type consists of a cube-shaped central mass with projecting front and side wings that distinguish it from the simpler L-plan. A hipped roof (rather than a gable roof of the L-plan) emphasizes the vertical mass of the central section. Queen Anne ornamentation is common on earlier versions of the modified L-plan. Later examples often exhibit classically inspired detailing, such as columns with a wrap-around porch. Castroville contains several good examples of this type of house, especially the residence at 1317 San Jacinto (1910).

*Modified L-Plan*

Pyramidal Cottage

Pyramidal cottages are characterized by the dominant hipped roof forming a pyramid shape. Some pyramid-shape roofs terminate in a point at the peak of the roof, but others may simply end in a short ridge. Inset porches, projecting gable fronts and roughly equal-size rooms in a

*Pyramidal Cottage, 400 Blk of Lafayette*

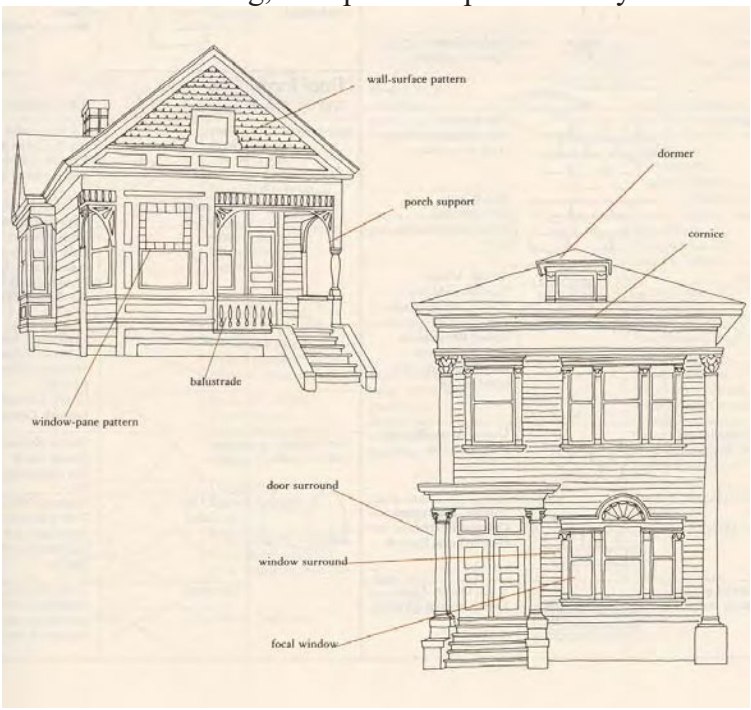
## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

square plan are common elements. Pyramidal cottages date from the late 19th to early 20th century and are often embellished with Victorian or Classical Revival detailing. Castroville contains only four examples of this building type. The house in the 400 block of Lafayette at Highway 90 (1900) is a good example.

*Side view of Pyramidal Cottage on 400 block of Lafayette at Highway 90.*

*Description of Domestic Properties: High Style Building Types*

High style houses are those most commonly associated with the designs of professional architects, although local builders produced them. Regardless of whether they are the work of architects or builders, they exhibit a character not found in vernacular or popular housing types and were built by affluent residents. High style buildings utilize ornamentation and detailing, in addition to form and massing, to express the particular style.




*Typical decorative details for high-style houses.*
*Source: Virginia and Lee McAlester**, A Field Guide to American Houses** (New York: Alfred A. Knopf, 2000), p.53.*

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

Queen Anne

Sometimes known as Victorian or late Victorian, this style dates from the late 19th century through the early 20th century. Characterized by asymmetry with a wealth of ornamental detailing, a Queen Anne house generally has a hipped room with turned columns or balusters, ornamental shingled gable ends, multi-light decorative windows, and jig-sawn brackets and friezes.

*Queen Anne style cottage from the Victorian era. Note Greek-style volutes on the Ionic columns on the porch, decorative brackets at the eaves, corbelled chimneys, fish scale shingles on both the gable end of the roof and the dormer, and the multi-light decorative windows.*

*Tondre House, 309 Florence (1911) is a Sears Catalog house, which was literally mail-ordered with all its parts.*

Classical Revival Style

This style utilizes classically inspired columns on porches, window details, enclosed entablatures, columns with capitals and turned balusters. Large hipped roofs with intersecting gables and dormers are common. Houses of this style often exhibit a mixture of architectural influences, and it was common to update Victorian houses with Classical Revival details. An example of this style is located at 914 Gentilz (1900).

*914 Gentilz (1900)*

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

Doorways are often accented with fanlights. Roofs can be hipped with eaves detailed as classical cornices.

*Tudor Revival house style, 1203Athens at Highway 90.*

Tudor Revival Style

This style dates from c.1900 to c.1940 and exhibits a wide range of building materials including stucco, brick and stone veneers. Steeply pitched gable roofs with hipped or gable dormers are common and the entrance to the home is emphasized by these roofing elements, but
the most distinguishing characteristics are the half-timbered and stucco walls. Chimneys are often a dominant feature. Other features include narrow, multi-paned casement windows, interior wood wall paneling, and wood box beams. High style examples are monumental in scope with rambling plans, but many of the features of this style were also applied to smaller and more modest homes. A good example of the high style is located at 1203 Athens at Highway 90 (1935).

Craftsman style house, 233 May.

Craftsman Style

This style reflected the influence of the English Arts and Crafts movement, which rejected the Industrial Revolution in favor of traditional hand-made items and natural materials, as well as the craftsmanship of Japanese architecture. It was widely disseminated from 1901 through 1916 by Gustav Stickley's *Craftsman* magazine. The Craftsman style found its highest point in the work of the California architects Greene and Greene, who designed the high style Gamble House (1908) in Pasadena, CA. Characteristics include projecting eaves and exposed rafters, grouped casement windows, the use of quarried stone and pergolas (arbor covered walkways) that were used to extend the house into the landscape. The house at 233 May (1910) is an example of the Craftsman Style.

***Commercial Properties***

The Historic Resources Survey of Castroville identified 29 commercial properties in Castroville, approximately 11 % of the entire building stock of the town. While a few examples of commercial properties are scattered throughout the town, the vast majority are located within an area roughly bounded by Paris St. to the north,

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

Highway 90 to the south, Angelo St. to the west and Fiorella St. to the east. While a few examples of late nineteenth and early twentieth century commercial properties survive, most in Castroville date from the 1920s through the 1940s.

Commercial buildings do not always exhibit the characteristics of high styles. Due to an emphasis on functionalism within many such buildings, a topological analysis based on facade organization was published in the late 1980s and again in June 2000. (Richard Longstreth. *The Buildings of Main Street: A Guide to American Commercial Architecture*. Lanham, Md.: AltaMira Press, updated ed. 2000). Longstreth discusses two basic categories based on (1) the manner in which a facade is divided into distinct sections, and (2) the arrangement of a few major architectural features.

*One-Part commercial building with large false front parapet.*

*One-Part free standing. commercial building with false parapet at roofline.*

*One-Part commercial block.*

*Two-Part commercial building.*

*Historic view of same building above.*

One-Part Commercial Block

The one-part commercial block is the most common commercial form of the late 19th and early 20th century. It is a freestanding individual building or part of a group, commonly found in a row along a block. The one-part commercial block has one or two windows of varying size and a doorway. False parapet roofs or a brick coping are the most frequently used methods of enhancing the upper wall. Twenty three percent (23%) of all commercial buildings in Castroville are of the One-Part type.

Two-Part Commercial Block

The two-part commercial block is distinguished by a division of the facade into two distinct sections. The ground floor is similar to the one-part commercial block, but the upper portion is commonly punctuated with smaller window openings placed at regular intervals. The upper floors of these buildings were generally used for offices, but might also have been used for meeting halls or as hotel rooms. The architectural precedent for this building type can be traced to Roman antiquity where urban buildings contained shops at street level with

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

*Two-Part commercial building with living quarters over the first-floor business. Carle Store, 515 Madrid.*

living quarters above. This shop-house form has continued in use throughout Europe to this day.

Many examples of the two-part commercial block are relatively simple with few details. There is only one example of the two-part commercial block in Castroville, and it is located in the 1300 block of Lorenzo (1925).

*Description of Institutional Buildings*

Institutional properties include educational, governmental, fraternal and social organizations, and religious resources. Only 2% (or 6 properties) of the buildings identified in the historic resources survey
Castroville are institutional buildings, yet these properties represent the most important expressions of
the city's cultural, educational, social, religious and political life. These resources are often among the most monumental and visible buildings within a town and convey the community's pride, growth and success. Castroville's institutional buildings are scattered around the city and generally do not form a cohesive group or district. These buildings may, however, contribute individually to the district in which they are located.

Institutional properties are divided into five subcategories: educational, governmental, fraternal and social, religious and funerary properties. Unlike domestic and commercial properties, they are not systematically organized by type or style, but by use or function. These buildings or properties may exhibit the major stylistic characteristics of the period in which they were constructed.

*Institutional:Educational building. St. Louis School (Mission Revival style)*

Educational Properties

These include both primary and secondary resources, as well as buildings used for higher education. Public schools are often at the center of the neighborhoods they serve and reflect the architectural styles current at the time of their construction. St. Louis School on the 1400 block of Angelo (1925), exhibits characteristics of the Mission Revival style with its symmetrical facade terminating in projecting pavilions.

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

Governmental Properties

These resources include city halls, county courthouses, post offices, libraries and other buildings operated by a local, state or federal government. This type of property is generally situated in a prominent position within the community and is often carefully landscaped. Architects are usually employed to design these important buildings for the community. The governmental properties in Castroville represent some of the best examples of the major styles of their period. The courthouse at 1209 Fiorella is a Landmark example of a governmental property.

*Institutional properties: Governmental; City Hall 1209 Fiorella*

Fraternal and Social Properties

This type of resource houses recreational and social activities. The Hermann Sons lodge located at 1210 Lorenzo (c.1935) is the only fraternal property in Castroville.

*Institutional: Fraternal property, Hermann Sons lodge, 1210 Lorenzo*

Religious Properties

Religious properties include ecclesiastical buildings, such as churches and synagogues, as well as their educational annexes. The Moye Center is an outstanding collection of religious properties, with some structures dating back to the 1840s. In 1870 the first school was constructed by parishioners on the southeast corner of the property—and still stands today. By 1873, the parishioners had built the first convent and Motherhouse for the Sisters of the Divine Providence, which is the larger building on the property.

*Institutional: Moye Center School, 1870*

The oldest example of a religious property in Castroville is the first St. Louis Church, located in the 600 block of Angelo (c.1846).

The St. Louis parish rectory at the corner of Paris and Angelo streets was built in 1896. It now houses the St. Vincent De Paul Society and the county nutrition program.

*Moye Center, first convent.*

St. Louis Catholic Church, on Houston Square, was begun in 1870 in the Gothic style. This is the third Catholic church built in Castroville.

*First St. Louis Church 600 Block of Angelo (c.1846)*

## WHAT ARCHITECTURAL STYLE IS MY HOUSE?

Zion Lutheran Church was built in 1939, replacing the original church, built in 1853. This building was erected on the site of the old church, which was demolished. Zion Lutheran Church is located at the corner of Fiorella and London streets.

*Zion Lutheran Church (1939) Fiorella and London Streets*

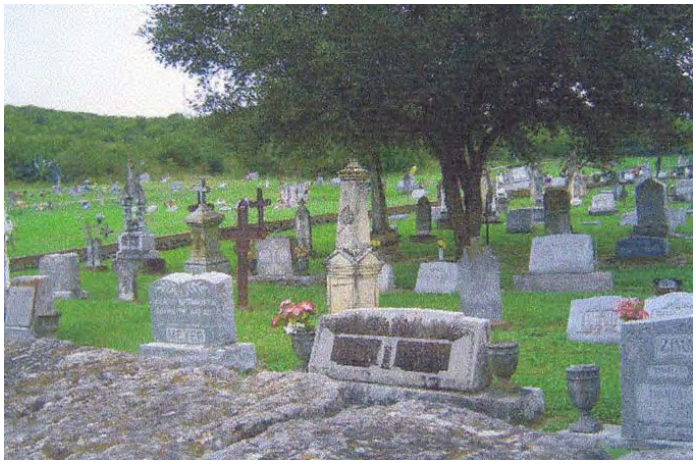
Funerary Properties

This property type includes cemeteries as well as mausoleums and other funereal types. The cemeteries Castroville date from the 1840s and are notable for their historic gravestones and monuments. The Lutheran, Catholic and Protestant cemeteries are all located along Jackson Street on the west edge of town.

*Former St. Louis Parish Rectory, now St. Vincent de Paul and nutrition program. Paris and Angelo Streets, (1896)*

*Zion Lutheran Cemetery*

*St. Louis Catholic Church Houston Square, (1870)*



*St. Louis Catholic Cemetery*

## FEDERAL TAX INCENTIVES FOR BUSINESS OWNERS

**Commercial Property Owners and Tax Credits**
The Federal Historic Preservation Tax Incentives program is one of the nation's most successful and cost-effective community revitalization programs. The program fosters private sector rehabilitation of historic buildings and promotes economic revitalization. It also provides a strong alternative to government ownership and management of such historic properties. *Federal Historic Preservation Tax Incentives are available for buildings that are National Historic Landmarks, that are listed in the National Register and that contribute to National Register Historic Districts* and certain local historic districts. Properties must produce income and must be rehabilitated according to standards set by the Secretary of the Interior.

Jointly managed by the National Park Service and the Internal Revenue Service in partnership with State Historic Preservation Offices, the Historic Preservation Tax Incentives program rewards private investment in rehabilitating historic buildings. Starting in 1976, the Federal tax code became aligned with national historic preservation policy to encourage voluntary, private sector investment in preserving historic buildings.

**Q. What is the 20% tax credit for rehabilitating historic buildings? How long has this credit been available?**

**A.** The Federal Historic Preservation Incentives Program–the 20% federal income tax credit–began in 1976. To date tens of thousands of rehabilitation projects have been approved, in which 20% of rehabilitation costs are credited against income produced by a commercial property.

One of the federal government's most successful and cost-effective community revitalization programs, the Preservation Tax Incentives reward private investment in rehabilitating historic properties such as offices, rental housing, and retail stores. Abandoned or under-used schools, warehouses, factories, churches, retail stores, apartments, hotels, houses, and offices in many cities.

**Q. Can the 20% federal tax credit be used to rehabilitate a private residence?**

**A.** No. The 20% credit is available only to properties rehabilitated for income-producing purposes, including commercial, industrial, agricultural, rental residential or apartment use.

**Q. To qualify for the 20% tax credit, does a building have to be individually listed in the National Register of Historic Places or included in a National Register historic district?**

**A.** In general, yes. Many of Castroville's older commercial structures are located within Castroville National Register Historic District. (See map on page 62.)

**Q. What are the basic requirements that determine whether a project will be eligible for the 20% tax credit?**
**A.** Four factors can help you decide whether your rehabilitation project proposal would meet the basic application requirements for the 20% tax credit.

1. The historic building must be listed, or eligible for listing, in the National Register of Historic Places, either individually or as a contributing building within a National Register historic district.

2. After rehabilitation, the historic building must be used for an income-producing purpose for at least five years. Owner-occupied residential properties do not qualify for the federal rehabilitation tax credit.

3. The project must meet the "substantial rehabilitation test." In brief, this means that the cost of rehabilitation must exceed the pre-rehabilitation value of the building. Generally, this test must be met within two years or within five years for a project completed in multiple phases.

4. The rehabilitation work must be done according to the Secretary of the Interior's Standards for Rehabilitation. These are 10 principles that, when followed, ensure the historic character of the building has been preserved in the rehabilitation. (See the next section for the 10-principles.)

**Q. How does the IRS define a "building" for purposes of the 20% tax credit for rehabilitating historic buildings?**

A. Treasury Regulation 1.48-1(e) defines a building as any structure or edifice enclosing a space within its walls, and usually covered by a roof, the purpose of which is to provide shelter or housing or to provide working, office, parking, display or sales space.

**For More Specific Information…**
Visit the tax credit site for the National Park Service

## SECRETARY OF THE INTERIOR'S STANDARDS

*Income producing properties in a National Register historic district may be eligible for a 20% federal income tax credit on rehabilitation costs if the work is in conformance with the Secretary's Standards.*

The U.S. Department of the Interior developed 10 national standards that address the rehabilitation of historic buildings. The standards address appropriate preservation treatments. The Secretary of the Interior is responsible for establishing professional standards and for providing advice on the preservation and protection of all cultural resources listed in or eligible for listing in the National Register of Historic Places.

The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings were first published by the National Park Service in 1979 and are applied to National Register properties whenever federal tax incentives are involved.

Also, The Secretary of the Interior's Standards for the Treatment of Historic Properties, apply to all proposed development grant-in-aid projects assisted through the National Historic Preservation Fund, and are intended to be applied to a wide variety of resource types, including buildings, sites, structures, objects and districts. They address four treatments: preservation, rehabilitation, restoration, and reconstruction.

The treatment standards, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995 *Federal Register* (Vol. 60, No. 133). They replace the 1978 and 1983 versions of 36 CFR 68 entitled, "The Secretary of the Interior's Standards for Historic Preservation Projects." The Guidelines also replace the Guidelines that were published in 1979 to accompany the earlier Standards.

Please note that The Secretary of the Interior's Standards for the Treatment of Historic Properties are only regulatory for projects receiving federal grant-in-aid funds; otherwise, the Standards and Guidelines are intended only as *general guidance* for work on any historic building.

## SECRETARY OF THE INTERIOR'S STANDARDS

**The Secretary of the Interior's Standards for Rehabilitation**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. This historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historical significance in their own right (are now over 50 years old) shall be retained and preserved.

5. Distinctive stylistic features, finished and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. When the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

## SECRETARY OF THE INTERIOR'S STANDARDS

**The Secretary of the Interior's Standards for Rehabilitation** continued

8. Significant archaeological resources affected by a project shall be protected and undertaken.

9. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size scale and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertake in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

If you own a commercial property and decide to pursue rehabilitation and take advantage of the federal tax incentive, please note that conformance to the Castroville Design Guidelines does not necessarily constitute acceptable work for a certified rehabilitation federal tax project. In Texas, the Texas Historical Commission administers this program. However, the Castroville Historic Preservation Officer is able to advise and advocate for a Castroville commercial property owner interested in this program.

## LEAD PAINT ABATEMENT

### The Hazard of Lead Paint

The Environmental Protection Agency estimates that three-quarters of the country's housing stock built prior to 1978 contains lead-based paint. The quantities range from 90 percent of housing units built before 1940 to 62 percent of units built between 1960 and 1978. While it was banned in paint in 1978, lead is a toxic substance. It poisons the human body, attacking the organs and every system. Lead poisoning is especially damaging to the early development of the brain and nervous system, which places young children under the age of six and fetuses at the highest risk.

Lead dust, the primary source of all lead poisoning is either inhaled or ingested. Young children are most likely to contract lead poisoning from ingesting the lead contaminated surface dust that is generated from the deterioration of lead based paint. Lead is released due to moisture damage, friction and contact on impact surfaces, and of course disturbance during the course of residential renovation and repair work. It may also be carried into the home from contaminated exterior dust and soil. Children who inhale or ingest this dust run the risk of developing high-lead levels in the blood, which may cause brain and nervous systems damage, lower intelligence, slower development and shorter attention spans. Ironically, the vast majority of childhood lead poisoning cases go undetected and untreated because there are no obvious symptoms of high-lead levels in the blood.

Adults may also suffer harm due to inhalation of lead dust. Difficulties during pregnancy, reproductive problems in both men and women, high blood pressure, digestive problems, memory and concentration problems and muscle and joint pain are all physical ailments that may be attributed to high levels of lead in the blood.

However, there are many practical and immediate safeguards in protecting one's home, family and health against the presence and potential physical damage of lead- based paint that exists in older homes. Weekly cleaning of floors, window frames, window sills and other surfaces; frequent washing of children's hands,

## LEAD PAINT ABATEMENT

especially before they eat or sleep; preventing children from chewing window sills or other painted surfaces; and serving nutritious, low-fat foods high in iron and calcium (children with good diets absorb less lead) are all relatively routine and easy methods of reducing the risk of lead hazards in the home.

**Mitigation**
There are basically two thoughts on mitigation of lead paint hazards in older houses:

**The first** is to control the danger.

**The second** is to completely eliminate the source.

The lead paint hazard can be *controlled* by removing deteriorated lead-based paint, encapsulating or covering it, eliminating the friction and impact surfaces producing lead dust and planting over contaminated soil.

Complete abatement requires the total *removal* of the lead-paint on all interior and exterior surfaces.

Abatement usually occurs during the rehabilitation of a house. Rehabilitation is also the time when walls and surfaces are most likely to release lead dust into the air. The owner should inform workers that the potential lead hazard exists. The contractor should use appropriate precautions and comply with applicable laws when removing and disposing of lead contaminated material.

The goal of lead paint mitigation is to have a renovated, lead-safe house that contributes to the Castroville historic area.

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Longstreth R. Main Street: A Guide to American Commercial Architecture. Washington D.C.: National Trust for Historic Preservation, 1987.

Resources for Historic Preservation

*Affordable Housing Through Historic Preservation: A Case Study Guide to Combining the Tax Credits.* Washington, D.C.: National Trust for Historic Preservation and the National Park Service, 1995.

*The Economic Benefits of Preserving Community Character: A Practical Methodology.* Washington, D.C.: National Trust for Historic Preservation, 1991.

*National Trust for Historic Preservation: Information Series*

To buy titles, use an online search engine such as google.com, dogpile.com or about.com. Another option is to ask the Castroville Library to obtain the books through their system.

- Maintaining Community Character: How to Establish a Local Historic District
- Design Review in Historic Districts
- Reviewing New Construction Projects in Historic Districts
- Basic Preservation Procedures
- Buyers Guide to Older and Historic Houses

National Park Service: Preservation Briefs series

- Cleaning of Masonry Buildings (PB 1)
- Roofing for Historic Buildings (PB 4)
- Aluminum and Vinyl Siding on Historic Buildings (PB 8)
- Repair of Historic Windows (PB 9)
- Rehabilitating Historic Storefronts (PB 11)

*Preservation Yellow Pages: The Complete Information Source for Homeowners, Communities and Professionals.* Washington D.C.: National Trust for Historic Preservation, 1997

Preservation Online

Texas Historical Commission.

THC database of historical markers, National Register properties, data and survey records.

Texas Department of Economic Development.

National Register of Historic Places.

National Park Service Cultural Resources.
National Trust for Historic Preservation.

PreserveNet.

American Association for State and Local History.

Association for Preservation Technology.

National Center for Preservation Technology and Training.

National Main Street Center.

San Antonio Conservation Society .

## GLOSSARY OF TERMS

**Bargeboard --**sloped boards at the edge of a projecting overhang at the gable end; often decoratively carved or scrolled.

*Green bargeboard*

**Base--**lower part of a column or pier, wider than the shaft and resting on a plinth, pedestal or podium.

**Board and Batten Siding--**a siding consisting of long vertical boards and thin strips, or battens; the battens are used to conceal the gaps between the siding boards.

*Knee bracket*

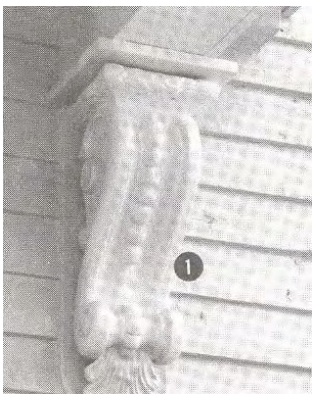
**Brackets--**projecting support members found under eaves or other overhangs; may be plain or decorated.

**Built-in**--cabinetry or furniture that is built as an integral part of the larger construction.

*Combination Hip Roof*

**Capital--**the topmost member of a column.

**Combination Hip Roof--**a composition of more than one hipped element at the roof or a combination of hipped and gable roof forms.



*Console*

**Composition Shingles--**shingles made from a mixture of binder materials with fibers, also called asphalt shingles.

**Console--**a decorative bracket in the form of a vertical scroll, projecting from a wall to support a cornice, a door or window head.

**Corbelled Chimney Cap**--a brick or stone capping at the top of a chimney that has a series of projections, each stepping out farther than the one below it.

*Corbelled Chimney Cap*

## GLOSSARY OF TERMS

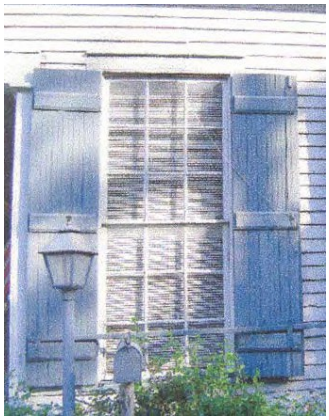
**Corner Block**--a square block used to trim casing at the upper corners of door or window surrounds; typically decorated with a milled bull's eye, known as rosettes.

**Dentils** -one of a band of small, square, tooth-like blocks found in a series on cornices, molding etc.

**Dormer** - a vertical window which projects from a sloping roof.

***Dormer***

**Divided Light Sash** -a window with glass divided into small panes.



*Divided Light Sash*

**Drop Siding** -a type of horizontal wood cladding characterized by overlapping boards with either tongued and grooved or rabbetted top and bottom edges.

**Fabricated Metal-** any kind of building component manufactured of metal, often decorative in nature and frequently used as columns and railings.

**Fretwork** -ornamental wood which is usually carved or turned and installed over doorways and openings

*Fretwork at TransomCorner*

## GLOSSARY OF TERMS

**Front Facing Gable -**the end wall of a building with a gable roof that faces the street

***Front Facing Gable End***

**Gable end -**an end wall having a gable (vertical triangular portion of the end of a building having a double sloping roof) from the level of the cornice or eaves to the ridge of the roof.

**Garden Loop Fence -**a woven wire fencing which is distinguished by the loop at the top and mid height.

*Garden Loop Fencing*

**Load Bearing Wall-** a wall capable of supporting an imposed load in addition to its own weight. These walls frequently run the full height of a building from foundation to roof.

**Mortar -**a paste-like mixture installed between masonry units, such as brick or stone that is usually made of cement, lime, water and sand.

**Out Building -**a building detached from the main house or structure but all located on a single lot.

**Repoint -**the removal of mortar from between the joints of masonry units and the replacing of it with new mortar. Mortar should match the original in composition.

## GLOSSARY OF TERMS

**Side Light** -a narrow window adjacent to a door or wider window, and the height as the door or window, most often one of a pair flanking an entrance door.

**Soffit** -the exposed, often flat, underside of a roof overhang

**Standing Seam Metal Roofing** -a sheet metal roofing with vertical folded seams running parallel along the slope.

**Transom** -a small window or series of panes above a door or window, frequently used with side lights at an entry door

**V-Crimp Roofing** - sheet metal roofing which is folded to create a "v" in profile and laps at a "V" joint

**Welded Wire Fencing** - fencing comprised of square or rectangular openings also known locally as "hog wire"

*Side Lights*

*Soffits on Gable End and on Dormer*

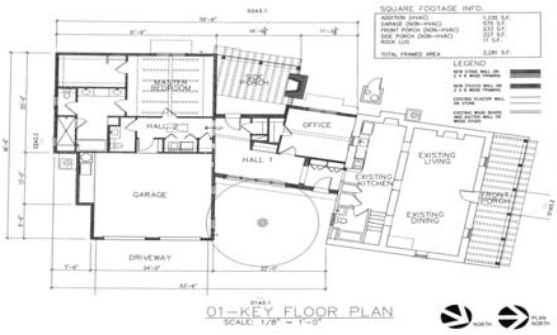
*V-crimp roof*

# Appendix

**CASE STUDY 1**

***Before: Front view***

***After: Front view***




***Proposed floor plan***

***Proposed house elevations***

***Before: Rear view***

***After: Side view with garage, connector and historic home.***

## CASE STUDY 2

*Before: Front view*

*After: Front view*

*Proposed site plan*

*Bird's eye view rendering of house.*

*Before: Rear view*

*After: Rear view at master bedroom.*

# APPENDIX B

# Design Criteria for Commercial Buildings

# Castroville Design Criteria for Commercial Buildings

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# Chapter 1: Design Guidelines for Commercial Districts

## Introduction

In many respects, the commercial districts along U.S. Highway 90 provide the first "street level" view of Castroville seen after entering the town from U.S. Highway 90 and S.H. 471. Future developments should change the current character by promoting dispersed parking, creating a road edge and developing structures that emphasize the country and historic nature of Castroville, while emphasizing its theme of “The Little Alsace of Texas.”

The current character of the commercial districts along U.S. Highway 90 is typical of "strip commercial" areas that are dominated by and cater to the automobile. Many of the services found here are typical to a highway interchange: gas stations, restaurants, and a visitor's center. Although these uses are typically associated with the automobile that does not necessarily define this area's future character. In order to counter the current "strip commercial" character of the area, new developments will have to be designed very carefully to meet the design goals for the area. In the portion of the area immediately adjacent to residential properties, the mass, size and roof forms of those properties should be considered.

This document provides design policies and guidelines that are applicable to both new construction and alterations of non-historic buildings located in Castroville's commercial districts.

**Summary of Key Characteristics**
Key design characteristics of this commercial area include the following:

- buildings set back from street edge
- variety of building styles
- service and parking areas in front of buildings
- free-standing signs
- auto-oriented / dominated
- irregular road edge

**Design Goals**
As this area continues to develop, it is important to the town that a coordinated image be established. This image should utilize architectural forms from the area's historic period of significance.

The design goals for the commercial districts along U.S. Highway 90 are:

- To change the existing pattern of development
- To serve as the gateway into the Historic District, without imitating it or creating a false sense of history
- To establish a coordinated image
- To minimize the impact of the automobile and large trucks, by managing a parking system (e.g., large areas of parking, as seen from the street, are discouraged and parking should be screened with landscaping and broken up into smaller areas)
- To clearly define the road edge and entrances and exits with landscaping (e.g., a limited number of cuts should be allowed in the area)
- To link existing and future developments with other projects and trail systems
- To promote friendly, walkable streets (e.g., projects that support pedestrian activity and contribute to the quality of life are encouraged)
- To provide a safe environment for the pedestrian (e.g., providing walking paths, pocket parks and landscaping along the street edge is encouraged)
- To develop contemporary interpretations of the traditional context, not historic-look-alike buildings
- To minimize the amount of light spill from a structure
- Be sympathetic to adjacent residential construction

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# 1. Mass and Size

A variety of building sizes existed in this area historically.

*While contemporary design approaches are encouraged, developments should continue to exhibit a variety in sizes, similar to the buildings seen traditionally.*

## A. Use Varying Façade Sizes

A variety of sizes is appropriate in new developments.

1. Differentiate a primary facade with significant set backs in the wall plane.
2. Variations in facade treatment may be continued through the structure, including its roof line and front and rear facades to reduce the perceived size of the building.

## B. Vary Building Height

Building heights of larger projects should provide variety.

1. A larger development should step down in height towards the street or smaller, surrounding structures.
2. A new building in Zone P4 can be 30 feet or 2 ½ stories tall.
3. A new building in Zones P5 can be 40 feet or three stories tall.

### C. Consider Multiple Buildings on Large Lots

Large lots should be developed with several buildings, rather than a single structure.

1. This will help reduce the perceived size of the project.
2. The area between the buildings should also contribute to the overall positive open space of the site.

### D. Maximum Façade Length

A primary building facade should not exceed fifty feet in width, without a significant setback

1. Differentiate a primary facade with significant setbacks in the wall plane. Create positive open space in these setbacks such that they will enhance the streetscape.
2. Variations in facade treatment should be continued through the structure, including its roof line and front and rear facades.

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## 2. Building and Roof Form

Developments in the commercial districts along U.S. Highway 90 are expected to be quite a bit larger than in the rest of town.

### A. Use Traditional Building Forms

Use building forms that are similar to those structures seen traditionally.

1. Buildings should have vertical proportions.
2. Break up a larger building into subordinate elements to reduce its apparent size, especially for buildings on large parcels.

### B. Use Traditional Roof Pitches

Roofs should have a pitch similar to those seen historically.

1. Pitched, gable and shed roofs are appropriate.
2. Flat skylights mounted flush with the roof may be considered in areas that minimize their visibility from public ways. Bubbled or domed skylights are not appropriate.
3. Eave depths should be a minimum of two feet.

### C. Pitched Roofs

Pitched roofs shall have a minimum slope or pitch of eight (8) feet of rise for every twelve (12) feet of run (8:12).

### D. Flat Roofs

Building walls shall extend to parapets that enclose the roof area. Those parapets shall be of sufficient height to fully screen the roof and any mechanical equipment located on the roof.

### E. Break-Up Long Roof Ridgelines

Long roof ridgelines parallel to the street shall be broken by dormers, setbacks or in some other fashion.

1. Unbroken ridge lines generally shall not be longer than one and one-half times the height of the building.
2. The maximum unbroken ridge line length is 30 feet.

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## 3. Building Setbacks

Historically, a wide variety of building types have been found in this commercial area. This variety dictated differing building siting patterns.

*New developments should build on this tradition and provide a variety of building setbacks.*

### A. Coordinate Site Plans with Surrounding Properties

Coordinate site plans with surrounding properties to enhance the sense of open space, building spacing, parking, and service areas.

1. By coordinating site plans certain site functions (e.g., parking, ingress, egress and service areas) may be shared.

### B. Vary Building Setbacks

A variety of building setbacks may be considered.

1. This variety should include buildings located both at the front and rear of properties. The majority of the buildings should be closer to the street edge, however.
2. Setbacks to large buildings should be varied, and should be treated as positive open space, amenities to be enjoyed by pedestrians.

3. Use landscaping to define the street edge and provide a separation between pedestrian and automobile routes.

### C. Proximity to Parking Facilities

Sitting a building behind major areas of parking is strongly discouraged.

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# 4. Exterior Design Standards

The architectural character of the built environment should complement the natural landscape and not dominate it. Building masses shall be broken up to provide, through change in texture and color, horizontal and vertical relief and should relate harmoniously on a pedestrian, human scale.

*Vertical proportions which exaggerate building height should be avoided.*

The level of detailing and finish of wall facades shall be consistent on all sides of the building. Wall planes visible from any roadway or adjoining properties shall be detailed with architectural elements which provide shadow lines and which provide visual depth unless screened with landscaping.

### A. Façade Articulation and Color/Texture Variation

For the purpose of this section, a “break” shall be defined as an interruption of the building wall plane with either a recess or an offset at an angle of between ninety (90) degrees and forty-five (45) degrees to the wall plane.

### B. Horizontal Articulation

No building façade shall extend greater than two (2) times the wall’s height without having a minimum “break” and color/texture change of 25% of the wall’s height, and such “break” and color/texture change shall continue for a minimum distance equal to at least 25% of the maximum length of either adjacent plane. The maximum distance without a break shall not exceed 50 feet.

### C. Vertical Articulation

No horizontal wall shall extend for a distance greater than two (2) times the height of the wall without changing height through an articulation, or variation, of the roofline by a minimum of 25% of the wall’s height, and such roofline change shall continue for a minimum distance equal to at least 25% of the maximum length of either adjacent plane.

### D. Storefronts and Entrances

Street-level storefronts and building entrances should be open and inviting to pedestrians. All in-line buildings shall have street-to-building zone of at least 25 feet to be used for sidewalks, including a minimum 10 foot landscaped buffer strip and pedestrian spaces including benches and other seating facilities.

### E. Entryways

A minimum of 15 square feet of recessed entryway shall be provided for businesses in buildings less than 15,000 square feet. Buildings over 15,000 square feet shall have a minimum of 100 square feet of recessed entryway to help delineate a building's entrance and add variety to the streetscape.

### F. Building Façade (Elevation) Plan

Façade offset shall be shown, along with calculations verifying that the building elevations meet the above requirement, on a building façade (elevation) plan.

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## 5. Pedestrian Systems

Continuity of pedestrian routes is a goal of the town, both in terms of connecting individual projects and town blocks, and also within larger projects that have more than one building.

*Pedestrian routes should provide safe, uninterrupted access to all streets and major open spaces.*

### A. Design Considerations

A project should be designed to provide an attractive street edge and to encourage pedestrian activity.

1. This applies to landscaping and open space, as well as to the primary facade of a building.
2. Projects that support pedestrian activity and contribute to the quality of life are encouraged.
3. Building entrances should be clearly identified and oriented to face the street.
4. Consider the following building elements that help provide an attractive street edge and encourage pedestrian activity:

    - display windows
    - public art or murals

- facade articulation
- landscaping

### B. Develop Pedestrian Pathways

Develop four feet wide concrete sidewalks or similar permanent pedestrian pathways that connect with other developments.

1. Such a pathway should lead along the street edge. This will help to clearly identify the road edge.
2. Consider developing focal points along pedestrian routes with special pedestrian amenities. Benches, mini parks and planters are examples of amenities that are encouraged.
3. Landscaping that identifies pedestrian ways or provides a separation between automobile routes is strongly encouraged.

### C. Encourage Pedestrian Access

Consider developing paths within the parcel that encourage pedestrian access.

1. Internal routes within large projects should also be provided which connect to external pedestrian systems.
2. Consider the addition of bike paths to complement pedestrian access.

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## 6. Positive Open Space

*Open space that is planned and designed as an amenity improves the quality of life for the community and should be included in all projects.*

This may occur as a garden, courtyard or plaza. It also may be "active," planned for human use, or "passive," designed to be viewed as an amenity only. Undeveloped land that is "left over" after a building is placed on a site is usually insufficient to function as positive open space.

### A. Create "Places with Identities”

Create "places" with distinct identities within projects.

1. Include open spaces with special amenities that encourage use, such as benches and sitting areas.
2. Establish visual continuity within these spaces by using similar materials, forms and street orientations.
3. Where diversity in building setbacks is a part of the context, a varied setback may also help to create open space.
4. Locate open space in sunny areas whenever possible.

### B. Leverage Space between Buildings

If several buildings are proposed for a site, the spaces between the buildings should contribute to the overall positive open space of the area.

1. Buildings should be positioned on the site in a manner that minimizes the apparent mass and size, and maximizes open space.

### C. Connect Open Spaces

Connect open spaces among large projects.

1. Where projects or buildings within a project abut one another, open spaces should be organized in a manner which maximizes their areas.
2. Open spaces also should connect with natural amenities such as the Historical District.

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# 7. Automobile Circulation and Parking

The commercial districts along U.S. Highway 90 should provide a controlled, organized automobile system which provides a safe pedestrian environment. Streets, sidewalks and landscaping should define the road edge and encourage walking, sitting and other pedestrian activities.

Projects that can occur in the commercial districts along U.S. Highway 90 also have automobile activity associated with them. This should not, however, make it an unsafe environment for the pedestrian.

Off-street parking facilities, inclusive of parking lots shall be guided by the nature of the properties use, location, and frequency of use.

*Automobile circulation patterns, both internal and external, should be clearly identified and should not interfere with pedestrian circulation systems.*

### A. Automobile Circulation

### 1. Clearly Identify the Road Edge

Clearly identify the road edge for both automobiles and pedestrians.

### 2. Identify Entrances

Use landscaping and lighting accents to identify entrances.

### 3. Minimize the Number of Entrances

Minimize the number of entrances along a street edge. Sharing ingress and egress points with neighboring projects is strongly encouraged.

### 4. Conceal Parking

Place parking areas to the rear of a site when feasible or disburse throughout the site.

## B. Parking

All required or provided off-street parking areas shall be paved and maintained according to City standards and specifications for minor street construction as provided in the City subdivision ordinance and as delineated below in surfacing and marking.

### 1. Surfacing

(a) All businesses fronting Highway 90 will have surfaced parking. It may be porous concrete, asphalt, seal coat or pavers;
(b) Historic Structures: Commercial historic structures fronting Highway 90 must conform to guidelines of this section unless they are in conflict with specific guidelines of the Historic Landmark Commission (HLC). Owners of those structures may apply for exceptions to this requirement after review and recommendation by the HLC;

### 2. Marking

(a) All hard surfaced parking will be marked or striped in a manner that clearly depicts parking slots. Handicap parking will be clearly marked;
(b) Parking areas used solely for display of vehicles for sale or rental are not required to have delineated parking spaces;

# 8. Service Areas

Since a project designed in this commercial area will be visible from more than one side of the site, there is no clear "rear yard" that service areas should be placed in.

*Because of this, it is important that service areas are screened from view on all sides. Designing a service area as an integral part of the building design may also be a consideration.*

## A. Keep Service Areas Out of Sight

Service areas should not be visible from major pedestrian ways or neighborhood residential areas.

1. Service and trash areas should be screened from view on all sides. Consider using a shed to enclose it.
2. Also consider designing a service area as an integral part of the building design, on interior portions of the building.
3. Provide adequate trash storage capacity such that debris will not overflow the containers.

## B. Protect Site Amenities

Service and trash areas should not be located adjacent to site amenities.

# 9. Corporate and Franchise Designs

*One of the concerns in building design is that when national chain companies or their franchises construct buildings in the commercial area that they do so in a way that reinforces the design traditions of Castroville.*

Some typical issues and negative impacts often associated with national chain or commercial franchise designs include:

- Bright logo colors are used over large expanses of a building that contrasts too strongly with the established palette of Castroville.
- Large blank walls on "big box" buildings are bland and out of scale, and discourage pedestrian activity.
- Buildings are surrounding by parking lots and cars. Primary entrances are typically oriented to these parking lots, rather than to the street.
- Metal panels and large areas of featureless stucco are often used and these are out of character and not of human scale.

### A. Stock Building Plans Prohibited

The use of stock building plans or typical corporate or franchise operation designs are not allowed.

### B. Maintain the Character of Castroville

Building designs or styles should be compatible with the character of Castroville.

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# 10. Architectural Character

Buildings throughout Castroville are simple in character.

*A new development in the commercial area should therefore not introduce architectural designs that would be inconsistent with the design traditions of town.*

### A. Draw Upon Characteristics that Work

A new building that draws upon the fundamental characteristics of building in Castroville is encouraged.

1. Applying highly ornamental details that were not a part of building in Castroville is inappropriate.

### B. Address Highway 90

All facades should be given equal design consideration.

1. Because of this commercial area's highly visible location, any development should provide a refined facade to address the street.

# Chapter 2: Landscaping Design Guidelines

## Introduction

This chapter presents the design policies and guidelines for landscaping as part of the construction of new buildings in the commercial districts along U.S. Highway 90.

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# 1. Landscaping Plan

A Landscaping Plan must be submitted which reflects:

### A. Green Space

Green Space, non-paved areas with vegetation and plantings, shall constitute fifteen percent (15%) of the lot area.

Landscaping strips at least ten (10) feet in width are required along adjacent streets except at driveway openings.

### B. Trees

Canopy-type trees are required every 300 square feet of street yard with a minimum of one tree per street yard and an intention of one tree per fifty linear feet to accomplish canopy coverage.

Side and rear yard tree plantings shall be a minimum of one tree per side and rear yard.

# CITY COUNCIL AGENDA REPORT

**AGENDA OF:** July 22, 2025

**DEPARTMENT:** Community Development Department

**SUBJECT:** Discussion and appropriate action to modify or discontinue the City of Castroville Development Agreement Policy.

## RECOMMENDED MOTION:

I move to amend the Development Agreement Policy to include a requirement that a formal recommendation from the Planning and Zoning Commission be obtained prior to the item being presented to the City Council for consideration.

## BACKGROUND:

The City Council and the Planning and Zoning Commission have jointly held three workshops to evaluate and discuss the City of Castroville's Development Agreement Policy. These workshops were held on:

- May 7, 2024
- June 20, 2024
- July 29, 2024

The purpose of the workshops was to assess the effectiveness of the current policy, consider public feedback, and explore ways to improve transparency and procedural clarity in the development agreement process.

Following these discussions, the Development Agreement Policy was formally adopted by the City Council on August 27, 2024. However, additional concerns and recommendations have emerged since adoption—particularly regarding the importance of transparency in land use decision-making.

One key proposal raised during these discussions is to include a provision in the policy requiring all development agreements to be reviewed and receive a formal recommendation from the Planning and Zoning Commission prior to being presented to the City Council for action. This additional step aims to improve public engagement, reinforce transparency, and ensure consistency with the City's comprehensive planning efforts.

This agenda item provides an opportunity for the City Council to evaluate whether the current policy should be amended to incorporate these or other changes or be discontinued entirely.

**FISCAL IMPACT/SOURCE OF FUNDING:** N/A
☐ Budgeted ☐ Requires Budget Amendment

**ATTACHMENTS:**
- Development Agreement Policy

## Urgency (0-5 = Low Urgency to High Urgency): 4

## Impact (0-5 = Low Impact to High Impact): 5

Submitted by: **Breana Soto**

# DEVELOPMENT AGREEMENT POLICY

**Intent:** Castroville's historical development patterns have proven to be a timeless way of building, leading to a high quality of life for our residents. Key characteristics within these patterns have been extracted and captured within the standards of this policy. Projects meeting the standards of this policy or ones collaboratively designed through the Charrette process should receive an expedited timeline.

**Sec. __.1. -Purpose.** The purpose of a development agreement is to determine whether the City wishes to authorize by binding contract a plan of development for land located in the City's Extraterritorial Jurisdiction (ETJ). The development agreement should be used to prescribe development standards, development uses and intensities, environmental standards, and public facilities standards governing development of the land for the term of the agreement, to provide for delivery of public facilities to the property, and to provide for an annexation schedule to bring the property into the City.

A. The purpose of a development agreement is to enable development of land in the City's ETJ to occur in a manner that supports the goals of the community that requires public water and wastewater services and that are to be governed by standards applicable to development inside the city limits.

B. The purpose of the agreement should also be to provide for development outside the city limits that is compatible with development inside the city limits in anticipation of the eventual annexation of the land subject to the agreement into the City. 1

**Sec. __.2. -Applicability.** A development agreement should be approved only

for land located in the ETJ of the City and should be used if either of the following is applicable:

A. It is likely that the property subject to the agreement shall remain in the ETJ for a period exceeding five (5) years and the property owner seeks to pursue development prior to annexation at urban level residential densities or intensities of use.

B. The City proposes to annex a property within the ETJ that is appraised for ad valorem tax purposes as land for agricultural, wildlife management, or timber use. A development agreement, consistent with the provisions of the Local Government Code, should be offered.

**Sec. __.3. -Pre-Application Meeting.** A meeting with the city staff should be conducted before the submittal to coordinate the goals and applicability of the development project. The city staff will provide the minimum standards to secure a development agreement and the anticipated process. The applicant is responsible for providing the following information.

A. Project description including the proposed land uses and development intensity to be included in the project.
B. Site map.
C. Acreage of the property.
D. Identified potential incentive projects to be requested.

**Sec. __.4. -Application.** A complete application with the established fees and selected development agreement process should be submitted to the city staff for review.

**Sec. __.5. - Process.** Applicants not seeking incentives may proceed with preparing a development agreement. Applicants requesting financial incentives are provided two options for the development agreement process, Option 1: Direct Submittal or Option 2: The Charrette. Applicants seeking direct submittal options must demonstrate compliance with this policy and justification for the financial incentive request.

**Standard Process:** An applicant submits a completed application demonstrating compliance with the minimum standards of this policy as established in Section ___.6. for review. City staff should have ninety (90) days to review and issue comments on the development agreement proposal.

**Optional: The Charrette**. A Charrette is a collaborative urban design and development workshop to create a fiscally viable and geographically appropriate development project. The development team and the City team work together to achieve common project goals for the development agreement. The Charrette process should ensure compliance leading to an expedited development agreement process.

I. A schedule should be established at a kickoff meeting after a complete development agreement application has been accepted by city staff.

II. The kickoff meeting should include a site tour, a presentation by the applicant, and a review of the development agreement proposal.

III. The Charrette process should facilitate the creation of a draft site development plan and development agreement standards for the project.

IV. Post-Charrette work should be used to refine the site plan details and standards for the project. The city staff, including the consultant and development team, should establish responsible parties for each task associated with the preparation of the final development agreement.

V. City staff and the development team should collaboratively prepare the development agreement and presentation for City Council. A final development agreement should be prepared, and public hearings should be scheduled for City Council. City Council should approve, approve with conditions, or deny the development agreement application and provide direction to city staff.

**Sec. __.6. -Standards.** These Development Agreement Standards are established as minimum requirements to secure a development agreement within the City of Castroville. The metrics ensure Castroville's developments meet the community's goals by creating fiscally productive places that foster opportunities for the residents and businesses within neighborhoods. Using the Guiding Principles and the appropriate standards for the type of development, the design and function of the development should simulate key patterns that make up Castroville's character. The Development Agreement process provides flexibility, therefore, these standards can be modified during the process to produce the best development outcomes.

A. **Development Standards Organization**- The Development Agreement Standards are organized from the largest scale of Citywide Guiding Principals to smaller scale standards focused on residential and commercial standards.

B. **Citywide Guiding Principals**

- **City Additions**- Castroville is a series of complete neighborhoods. The City should grow in a logical progression from the center outward, minimizing leapfrog development. New neighborhoods should be designed as additions to the existing urban fabric and street network.

- **Neighborhoods**- Neighborhoods should be walkable, and connected with a mixture of uses and parks where daily activities occur within a close quarter-mile distance from one another.

- **Nature Preservation**- Wherever possible, natural features, including streams, creeks, rivers, trees, and wildlife habitats, should be preserved, and accessible to pedestrians. Natural drainage systems should be enhanced.

- **Historic Preservation**- Historic buildings and sites are valuable pieces of the City's heritage and should be preserved and protected whenever possible.

- **Housing Diversity**- A broad range of housing types, sizes, and price levels should exist within neighborhoods. This allows a diversity of people and households to interact, get to know each other, and create community. This strengthens civic bonds and helps maintain Castroville's small-town character.

- **Building Intensity**- The intensity of buildings within the neighborhood should be related to the infrastructure systems that support the neighborhood so that sufficient tax revenues will be generated to pay for the long-term maintenance of those systems.

- **Trail Connections**- A variety of parks and open spaces should be integrated into the design of neighborhoods and parks, with trails and paths connecting neighborhoods and services.

- **Civic Buildings**- Civic buildings are places for people to gather and should be located on essential and prominent neighborhood sites. Civic buildings should be distinctive and designed to last for generations. The places range from libraries and schools to places of worship or other public gathering spaces. School sites should be planned so children within the surrounding neighborhoods can safely walk or bicycle to and from school. School sites should be coordinated with the City and school district.

C.**Minimum General Development Standards**

- **Fiscal Productivity**
  - The development should demonstrate it is fiscally productive for the city by determining the development's return on investment (ROI) versus the cost to support the development.
  - The development revenues must support the infrastructure and services required to serve the neighborhood without subsidy from the city.
  - Developments may partner to achieve this in a cumulative calculation.

- **Utility Standards & Drainage Facilities**
  - All utilities should be underground and placed in such a way that reduces the interruption in sidewalks or other pedestrian environments.
  - Transformer vaults are preferred but not required.
  - Fiber optic infrastructure should be included in all new neighborhoods.
  - Partial open space credit may be granted for projects using innovative stormwater solutions. Park improvements may be incorporated where appropriate and should be accessible by pedestrians as determined by city staff.

- **Dark Skies**
  - Developments must incorporate lighting in conformance with the International Dark Sky model ordinance standards.

- **Trail Network**
  - A trail is a shared-use right-of-way for pedestrians and bicycles within civic space, open space, or in locations designated on the Transportation Plan or by city staff. The minimum right-of-

way width for a trail shall be determined by the ASHTO standards by trail type.
  - Trails should be planned and constructed within each new neighborhood. The placement and number of trails should be determined during the Development Agreement process.
  - Trails should be constructed on the highest ground possible along floodplains, tributaries, or waterways.

- **Natural Highlight & View Corridors**
  - Prominent natural features should be preserved and integrated to create a sense of place and unique character.
  - View corridors can be used to highlight or enhance features or areas. These items should be discovered early in the neighborhood design process.
  - Any unique circumstances that require preservation should be determined during the Development Agreement process.

- **Block Network**
  - Castroville is configured in a series of three hundred and thirty by three hundred and thirty (330 X 330) foot blocks. The blocks support a wide range of building types, infrastructure redundancy, and a network of small connected streets to produce a walkable environment.
  - Developments should be configured using the Castroville block of three hundred and thirty (330) foot blocks. If ROW dedication and construction is not warranted at the time of development, then ROW reservations may be used to secure the network without installing the permanent improvements.
  - Physical features such as railroads, topographic constraints, or other site constraints may interrupt the block structure and street grid, as approved by city staff. Where there are physical limitations, a pedestrian block break is permitted for a maximum distance of six hundred and ninety (690) foot blocks.
  - Figure A demonstrates a wide range of block types. The developer may also suggest a block configuration for consideration.
  - If approved by city staff, pedestrian block breaks may be counted as block breaks.

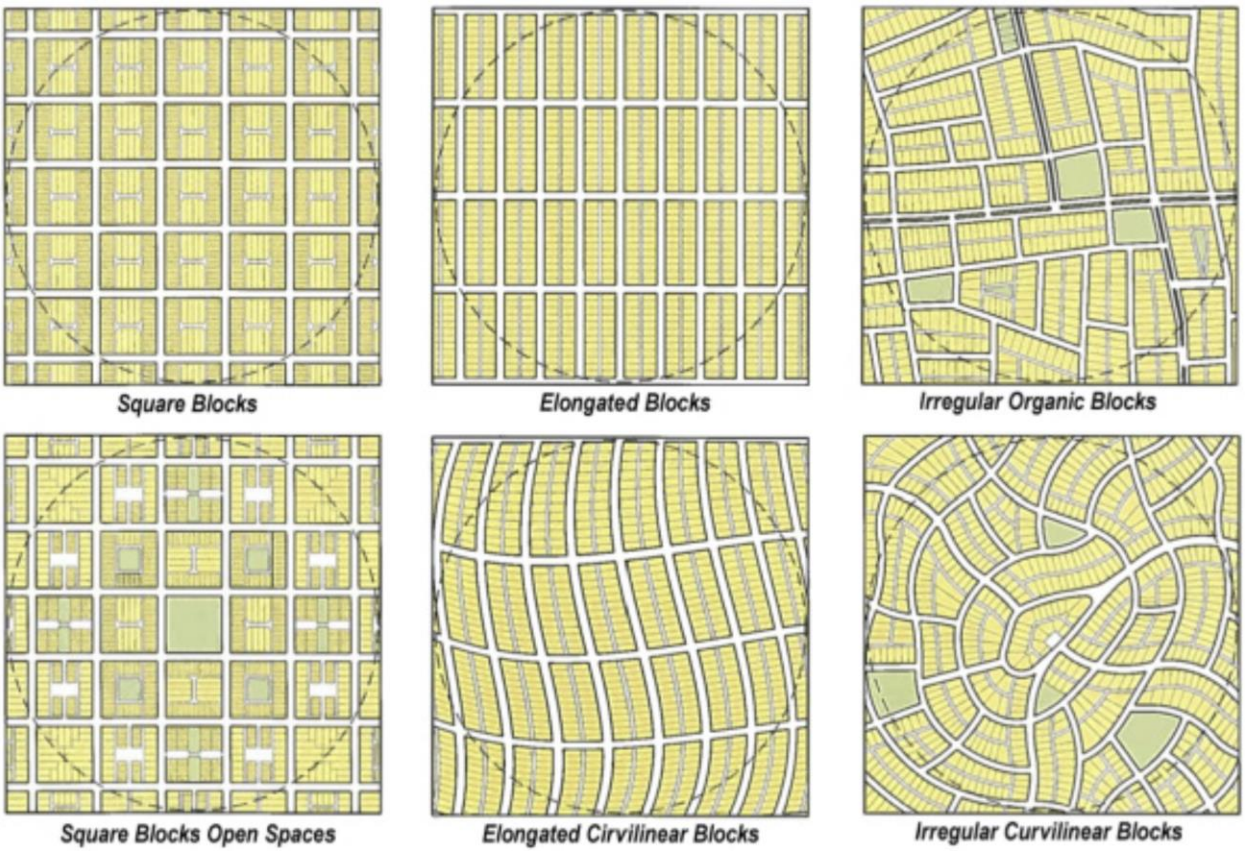


Figure A: Block Types

- **Streets**
  - The street network should follow a traditional grid system to create an interconnected network of streets that extend to and from adjacent neighborhoods and undeveloped properties. The applicant should be responsible for constructing all interior street improvements and the adjacent half of all perimeter streets surrounding the neighborhood that are not improved to city standards.
  - The street type should determine street widths.
  - County street standards may be used as determined by city staff.
  - Street Types
    i. Boulevards should have a minimum dedicated right-of-way of eighty (80) feet and a minimum paving width curb-to-curb of thirty-two (32) feet.
    ii. Neighborhood Streets should have a minimum dedicated right-of-way of sixty (60) feet and a minimum paving width curb-to-curb of twenty-four (24) feet.
    iii. Rural Roads should generally be constructed with concrete ribbon curbs and bioswales with varying right-of-way widths.

- Street intersections should sit at a ninety (90) degree angle. Variations may be approved by the city engineer.
- Cul-de-sacs are generally not permitted.
- Cul-de-sacs may be approved when a street cannot be extended due to unique circumstances such as topography, other natural or physical features, or existing development.
- Cul-de-sacs should not exceed three hundred and thirty (330) feet.
- Where a cul-de-sac dead ends to parkland, open space, trails, school sites, or other similar features, a dedicated public pedestrian access way of no less than twenty (20) feet wide should connect the end of the cul-de-sac to the adjacent feature.
- Alleys are encouraged but not required.

- **Public Access**
  - Neighborhoods should be connected to and through with public streets.
  - Gated or limited-access neighborhoods are discouraged.
  - Public access points may be dedicated by separate instrument until the portion of property is included in the Plat

- **Neighborhood Services**
  - All neighborhoods should include services and retail space to serve the residents.
  - Services should be provided and accessible within two thousand five hundred (2,500) feet of each residential lot. This requirement is intended to provide access to daily goods and services within close proximity, allowing for a short walk, bike ride, or drive away. Types of services should include items required for daily necessities, further establishing a quality of living, work environments within close proximity to homes, and access to food, education, safety, and recreation. Small shops and local businesses are preferred uses but not required.

- **Civic Facilities**
  - Each neighborhood should dedicate at least one public tract with a minimum of two (2) acres or ten (10) percent of land for meeting space. If a civic building is not viable during development, the property can be used as public open space until the time arises to build the facility.
  - Dedicated civic spaces should be centrally located and easily accessible to the neighborhood by a comfortable walk, bike ride, or drive.

D. **Minimum Commercial Standards**

- **Commercial Buildings**
  - Commercial buildings should be constructed using eighty (80) percent or more masonry.
  - Commercial buildings along key neighborhood streets should include seventy (70) percent glass on the ground floor adjacent to the street.
  - Commercial developments should be prioritized in high-traffic areas of the neighborhood but encourage a mix of small-scale commercial services throughout the neighborhood.
  - Screening of commercial buildings should be completed without the use of privacy fences or walls. Where applicable, natural buffers or screens are preferred.
  - Streetscaping should exceed the minimum standards of the code. Details of street sections should be determined during the Development Agreement process.
  - Commercial buildings should frame the street edge by being closely placed and connected with walkways along a continuous street edge.
  - Protective awnings should be provided to cover the sidewalk or entry of the building.

- **Design**
  - A building material list and architectural elements must be shown for each building type being proposed. The details should be included as part of the approved Development Agreement.
  - Buildings should be designed with solar orientation in mind. Including but not limited to:
    - Windows and overhangs should be sized and located to optimize passive heating, cooling, and daylighting.
    - Use light exterior colors to help reduce the heat island effect.

- **Streets**
  - Streets should be designed at a pedestrian scale and provide a means to walk, bicycle, drive, and take transit within the neighborhood and between neighborhoods.
  - Streets provide areas for streetscaping and landscaping, which provide shade and character for the neighborhood. Streetscaping should use native and adaptive plants that can thrive with minimal irrigation.

- Frontage standards should be established during the Development Agreement process as determined by the building types and intensities.
- Street standards will be coordinated with Medina County street standards as determined by city staff.

- **Sidewalks**
  - Sidewalks must be located on both sides of the street, and sidewalk widths should be determined by street types.

- **Parking**
  - Commercial corridors should have no more than twenty-five (25) percent of the parking lot in front of the building. Majority of the parking lot must be located on the side or rear of the building in accordance with the Americans Disability Act (ADA).
  - Parking should have a non-dominant position in the neighborhood design. This means parking should be distributed on-street, alley-loaded, or to the rear of the building.
  - Driveway curb cuts should be minimized through shared drives, service entrances, or alleys wherever possible.

E.**Minimum Residential Standards**

- **Residential Buildings**
  - A building material list and architectural elements must be shown for each building type being proposed. The details should be included as part of the approved Development Agreement.
  - Mix affordable and market-rate housing near services (preferably a ratio of one (1) affordable for every five (5) market rate).
  - A variety of building types are encouraged including detached residential, attached residential, townhomes, courtyard buildings, duplexes and quadplexes.
  - Variations in roof or building lines are preferred. Homes with identical elevations should be restricted from being built on adjacent lots or lots directly across from each other on the same street and should have two (2) full lots separation between them on the i) same or ii) opposite side of the street.
  - Maximum height thirty-five (35) feet.
  - Porches, patios, and/or courtyards may protrude into the front or rear setback by no more than five (5) feet.
  - Thirty (30) percent of the front facade should be glazed.

- The front facade should include a porch, stoop, terrace, or other feature appropriate to the building and street type.

- **Garages**
  - Garages are not the predominant feature of Castroville homes. New developments should either place the garage on an alley, provide a J-swing garage, or place the garage a minimum of ten (10) feet behind the principal front facade of the primary structure. Another option should be to add architectural elements to reduce the view of the garage.
  - Garages should either be placed in the rear, in a j-swing orientation of the house, or set back from the primary frontage of the house to ensure a non-dominant position.

- **Setbacks**
  - The minimum front setback for detached residential lots is five (5) feet.
  - Setbacks vary for additional building types. The building type list with proposed setbacks should be provided during the Development Agreement process.
  - Building types and building placements should be established during the Development Agreement process.

- **Lot Size**
  - Lot sizes should be established by the housing type. Lot sizes should be determined during the Development Agreement process.

- **Density**
  - Neighborhoods range in units per acre based on the housing type being built. A neighborhood should include a mix of densities to support a variety of lifestyle choices.
  - A minimum of two (2) residential units should be allowed on every lot.

- **Accessory Dwelling Unit (ADU)**

  - ADUs should be allowed by right on all lots.
  - This does not require the construction of an ADU, but allowance is mandatory as part of the Development Agreement.
  - ADUs must be located behind the principal structure.

- **Streets**
  - Streets should be designed at a pedestrian scale and provide a means to walk, bicycle, drive, and take transit within the neighborhood and between neighborhoods. Streetscaping should use native and adaptive plants that can thrive with minimal irrigation.
  - Frontage standards should be established during the Development Agreement process as determined by the building types and intensities.

- **Sidewalks**
  - Sidewalks should be constructed on both sides of the street, and widths should be a minimum of six (6) feet.
  - Streetscaping must include street trees every forty-five (45) feet on center.

- **Landscaping**
  - Landscaping should consist primarily of native and/or drought-resistant plants.

**Sec. __.7. -Optional Design Standards.** Additional incentivized development agreements must achieve higher design and development standards, along with other public improvements, deemed above and beyond the minimum standards of this policy by the City. Items may include traditional Alsatian architecture, clustered density to increase reserved open space or other items determined by the applicant and City during negotiations.

A. During the Charrette process, items to be included in an incentive package should be established.
B. During the Post-Charrette work, the development team should create an outline with cost estimates of items to be included in the incentive package and a justification of their public benefits.

**Sec. __.8. -Incentives.** Economic incentives may be granted if the development meets standards listed in Section 6, along with adequate optional seventeen (17) design standards listed in Section 7 as negotiated through the development process.

**Sec. __.9. -Expiration.** The development agreement shall expire at the date agreed upon in the Charrette process. If a development application is approved or pending approval, that development may proceed. The

development agreement may be extended with approval from the City Council.

**Sec. __.10. -Amendments.** An approved development agreement may be amended with approval from the City Council. A Charrette may be necessary, as determined by City staff, if deletion or changes to blocks, land use, intensity, or land use patterns are requested.

**Sec. __.11. -Termination.** The development agreement may be terminated for breach of the agreement or other reasons in accordance with its terms. (This section requires the City legal team additions)

# Agenda Report

**Agenda of:** July 22, 2025

**Department:** Community Development

**Subject:** **Development Agreement Workshop Discussion and Direction**

The City Council and Staff will hold a workshop discussion on the status of current and proposed development agreements. The discussion will include when and how the development agreement was negotiated and approved, the size of the development, the benefits of the development to the city, any cost to the city for the development, any entitlements for the developer not set out in current ordinances and the cost for same, and obligations of the developer under the agreement and status of same. The City Council will also discuss the current review and approval process for development agreements, the applicable city codes for development agreements, and any recommendations for changes to the process to be brought back for consideration and adoption. There will be an opportunity for the public to ask questions when deemed appropriate by the Mayor. Specific Development Agreements that may be discussed include:

a. Alsatian Oaks

b. Flat Creek

c. Heights of Castroville

d. Wild Ridge

e. Victory Lane

**Recommended Motion:**

No recommended motion.

**Background:**

As the City of Castroville continues to grow, development agreements have become a critical tool for managing land use, infrastructure needs, and long-term planning goals. However, many residents have expressed concern or confusion regarding the nature of these agreements, how they are made, and what benefits or costs they bring to the community.

This agenda item is intended to initiate a structured effort to increase transparency and understanding of development agreements previously approved by the City Council. The goal is to provide an opportunity for members of the public to better understand the agreements the City has made with developers, including their financial implications and future benefits to the City.

A very large portion of the community does not fully understand—or in some cases, agree with—the decisions the City has made in managing growth. This item represents a commitment to improving public communication and transparency around these important agreements.

**Fiscal Impact:** N/A

☐ **Budgeted** ☐ **Requires Budget Amendment**

**Source of Funding:** Account Code: N/A

**Attachments:**

- **Staff Report for Each Development**
  a) Alsatian Oaks
  b) Flat Creek
  c) Heights of Castroville
  d) Wild Ridge
  e) Victory Lane

**Urgency (0-5 = Low Urgency to High Urgency): 3**

**Impact (0-5 = Low Impact to High Impact): 3**

**Submitted by: Breana Soto**

## Staff Report: Alsatian Oaks Development Agreement

**Date of Agreement Approval:** September 24, 2019
**Parties Involved:** City of Castroville, Texas & HWY 90 Castroville Partners, Ltd.
**Size of Development:** Approximately 417.848 acres
**Type of Development:** Master-planned, mixed-use community with ~950 single-family residential lots and 378,030 sq ft of commercial.

## Background and Origin

The agreement originated from the City's Economic Development Program, adopted under Chapter 380 of the Texas Local Government Code. The developer voluntarily agreed to full-purpose annexation into the City and committed to specific development standards and public infrastructure provisions in exchange for economic incentives.

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## Benefits to the City

- **Annexation and Growth**: Expanded city limits and utility customer base.
- **Revenue Expansion**: Increased property and sales tax bases.
- **Public Improvements**: New infrastructure including streets, water, wastewater, and public spaces.
- **Housing & Commerce**: Creation of new residential and commercial opportunities.

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## Cost to the City

- The City committed to economic development grants (property and sales tax reimbursements) capped at **$35,253,206** over time (Capital Costs: $23.6M, Financing Costs: $11.6M).
- Grants are paid from revenue generated by the development, not from general funds.
- The City is responsible for creating and maintaining specific subaccounts (ad valorem tax and sales tax proceeds) to fund the developer reimbursements.

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## Above-and-Beyond Contributions by Developer

The developer agreed to:

- Construct all necessary on-site and off-site public infrastructure at their own cost.
- Develop in accordance with stricter standards than generally required under Chapter 100 (Subdivision Ordinance) and zoning ordinances.
- Provide specific amenities like parks and open space accessible to the public.

- Advance fund and/or construct System Improvements (water and wastewater) needed to serve the development beyond initial phases.

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## Obligations

**Developer:**

- Comply with development phasing, zoning, design standards, and infrastructure requirements.
- Submit periodic progress reports and requests for reimbursement based on completed work.

**City:**

- Provide timely permit processing.
- Maintain required financial accounts.
- Reimburse the developer per the agreement, contingent on verification of completed and accepted work.

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## Current Status of Obligations

As of the effective date and available documentation, the obligations appear to be in progress. Compliance tracking requires regular updates and verification of development milestones and reimbursement claims.

## Staff Report: KF Flat Creek Development Agreement

**Date of Agreement:** August 24, 2023
**Parties Involved:** City of Castroville, KF Flat Creek LP, MKT179 Investments LLC, and related landowners
**Size of Development:** Approximately 255 acres (194.17 acres in the City ETJ, 60.83 acres outside the ETJ), approximately 850 single-family residential lots.

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## Background and Origin

The agreement was initiated to support the voluntary annexation and phased development of the property into a high-quality residential community. A Public Improvement District (PID) was proposed to finance infrastructure improvements. The development agreement is authorized under Subchapter G of Chapter 212, Texas Local Government Code.

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## Benefits to the City

- **Annexation and Utility Expansion**: Full-purpose annexation brings the entire development into the City, increasing utility customers and jurisdictional oversight.
- **Tax Base Growth**: Long-term increases in property tax and sales tax revenues.
- **PID Financing**: Authorized to issue up to $20 million in PID bonds to fund water, sewer, drainage, landscaping, roads, and other public infrastructure.
- **Community Amenities**: Includes open space, trails, a central amenity center, and upgraded signage and lighting that meet “dark sky” and aesthetic standards.
- **Developer Capital Contribution**: $400,000 contribution to fund offsite park improvements for youth sports with public signage crediting the developer.

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## Cost to the City

- **PID Bonds**: The City may issue bonds up to $20 million (plus pro rata water allocation) payable solely from assessments within the development.
- **No General Fund Obligation**: Assessments and bond repayment are limited to the PID boundary—no impact on the City’s general fund.
- **Administrative Oversight**: City staff and consultants must manage bond issuance, assessments, and annual reporting; these costs are reimbursed from assessment revenues.

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## Above-and-Beyond Developer Contributions

The developer committed to:

- Bury all utilities (electric, broadband, etc.) to improve aesthetics.
- Install LED, dark-sky-compliant street lighting.
- Provide decorative and uniform street and wayfinding signage.
- Construct open space, trails, parks, and a central amenity center maintained by a mandatory owners association (MOA).
- Contribute $400,000 to enhance youth sports facilities in the City.
- Construct oversized water and wastewater improvements at the developer's cost, with partial reimbursement through PID mechanisms.

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## Obligations

**Developer:**

- Construct and dedicate all public infrastructure (streets, water, wastewater, drainage).
- Maintain common areas and specified improvements via an MOA.
- Comply with residential construction, signage, sound abatement, and outdoor lighting standards.
- Disclose PID obligations and airport proximity to all homebuyers.

**City:**

- Process annexation, zoning, plats, and permits.
- Issue and administer PID bonds and assessments.
- Accept dedicated infrastructure for operation and maintenance (except areas maintained by MOA).
- Provide municipal services (police, utilities, permitting).

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## Current Status of Obligations

The agreement is in effect. Annexation is complete, and the developer is required to provide evidence of property acquisition. Infrastructure planning and PID creation are expected to proceed as preconditions for bond issuance and construction.

# Staff Report: NP Homes Development Agreement

**Date of Agreement:** March 28, 2023
**Parties Involved:** City of Castroville, NP Homes LLC, and landowners Lynn & Beverly Tschirhart and Charles & Marilyn Haby
**Size of Development:** Approximately 35 acres (25 acres in the ETJ and 10 acres within city limits), 117 residential lots and 2 commercial lots.

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## Background and Origin

The development agreement was initiated in anticipation of the full-purpose annexation of the property into the City. The developer, NP Homes, proposed a mixed-use project with both residential and commercial components and requested the creation of a Public Improvement District (PID) to facilitate infrastructure financing. The City agreed to economic development incentives in the form of performance-based Chapter 380 grants to support construction of public infrastructure.

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## Benefits to the City

- **Annexation and Growth**: Annexes 25 acres into the corporate limits.
- **Public Infrastructure**: Developer constructs and dedicates all infrastructure—water, sewer, drainage, streets, etc.—at no initial cost to the City.
- **Tax Base Expansion**: Development contributes to both the ad valorem and sales tax base.
- **Residential and Commercial Opportunity**: Project includes both housing and commercial space to support local needs and economic vitality.
- **No Initial City Outlay**: Infrastructure is advanced by the developer with reimbursement from increased tax revenues.
- **Drainage Improvements**: Developer to make improvements to the Country Village Drainage Channel.
- **Walkability**: Developer provides connection between the existing Country Village subdivision, through their development, to adjacent business'

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## Cost to the City

- **Grant Reimbursement Obligation**: City may reimburse the developer up to **$1.4 million plus financing costs** over time from 60% of maintenance and operations ad valorem taxes collected from the property.
- **Source of Reimbursement**: Only City M&O taxes (not debt service taxes), and only to the extent collected from the development—no general fund obligation.

- **Administrative Obligations**: City is responsible for PID administration, tracking tax revenue, and reimbursing the developer from a designated account.

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## Contributions Above and Beyond Current Ordinances

The developer agreed to the following enhanced elements not specifically required by current City ordinances:

- Fully buried utilities (electric, broadband, etc.)
- LED dark-sky-compliant streetlights
- Public trail access and greenspace with amenities
- Stained cedar fencing and architectural design standards
- Full compliance with an Owner Disclosure Program for PID transparency
- Commercial architecture charette with the City if developed within 2 years.
- Country Village Channel Maintenance

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## Obligations

**Developer:**

- Complete all infrastructure improvements at their cost.
- Dedicate all public improvements to the City.
- Maintain amenities for 3 years through a Mandatory Owners Association.
- Submit for building permits and plat approvals in accordance with adopted PUD and zoning.

**City:**

- Provide timely review and approval of plats, building permits, and infrastructure inspections.
- Maintain infrastructure after acceptance.
- Reimburse developer for eligible costs from restricted tax revenues.

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## Current Status of Obligations

The agreement is active, and annexation is complete. Infrastructure construction and dedication are pending and subject to inspection and formal acceptance by the City. No reimbursements will occur until grant-funded infrastructure is completed and accepted. Ongoing compliance is monitored through required progress reporting and permit tracking.

## Staff Report: Wild Ridge Development Agreement

**Date of Agreement:** Pending formal approval
**Parties Involved:** City of Castroville and DR Horton
**Size of Development:** ±306.1 acres
**Type of Development:** 824 single-family residential units on lots, with amenity center and dedicated parkland/open space.

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## Background and Origin

The proposed development is undergoing review for traffic impacts and infrastructure needs through a Transportation Impact Analysis (TIA) scoping process. The development likely anticipates the need for annexation and/or approval of a development agreement to support offsite improvements and ensure zoning and utility service alignment with City standards.

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## Benefits to the City

- **Infrastructure Upgrades**: Triggered analysis of key intersections (US 90 and FM 471 corridors), prompting potential improvements in traffic capacity and safety.
- **Economic Development**: Anticipated increases in ad valorem tax revenue and utility customer base.

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## Cost to the City

- **Traffic and Infrastructure Analysis**: City and TxDOT staff involvement in evaluating and potentially funding or supporting improvements at multiple intersections.
- **Unknown Reimbursement Obligations**: If a PID or Chapter 380 grant is later proposed, the City may face reimbursement obligations, though none are specified in the current scoping documentation.

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## Above-and-Beyond Developer Contributions

Pending development agreement documentation.

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## Obligations (If approved)

**Developer:**

- Responsible for construction of all on-site public infrastructure (streets, water, sewer, drainage).
- Participation in required off-site roadway improvements based on final TIA recommendations.
- Provide detailed trip generation, distribution, and mitigation plans.

**City:**

- Collaborate on traffic planning and infrastructure phasing.
- Review and approve annexation, zoning, or PUD applications as needed.
- If a financial agreement is reached, administer any grants or PIDs in accordance with statutory requirements.

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## Current Status of Obligations

No finalized development agreement is recorded. The City is in early coordination phases with TxDOT and the developer. Fulfillment of developer and City obligations will depend on future zoning entitlements, annexation actions, and execution of formal agreements.

## Staff Report: Victory Lane Development Agreement

**Proposed Agreement Date:** September 28, 2021
**Parties Involved:** City of Castroville and Victory Lane Partners, Ltd.
**Proposed Development Size:** Approximately 50.4 acres located within the City's ETJ

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## Background and Origin

Victory Lane Partners, Ltd. proposed a commercial development project located outside the City limits but within the City's extraterritorial jurisdiction. In anticipation of full-purpose annexation and to support the development, a formal development agreement was drafted to provide regulatory guidance and authorize economic development incentives under Chapter 380 of the Texas Local Government Code. Although the agreement was prepared and approved in ordinance form by City Council, **the agreement was never executed by the parties and is not in effect**.

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## Anticipated Benefits to the City (Had Agreement Been Executed)

- **Annexation** of 50+ acres into the corporate limits to expand jurisdiction and control.
- **Growth in the Tax Base** through increased property and sales tax revenues from commercial uses.
- **Expansion of Utility Services** to a new commercial area, adding customers to the City's water, sewer, and gas systems.
- **Development of Public Infrastructure**, including segments of the Major Thoroughfare Plan, at developer expense.
- **Installation of a Monument Sign** welcoming traffic into the City, funded and built by the developer at no cost to the City.

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## Proposed Cost to the City

- **Reimbursement Cap**: Up to $3 million in capital cost reimbursements, plus limited financing costs at 4.11% interest.
- **Funding Mechanism**: Performance-based Chapter 380 grants funded solely from project-generated ad valorem and sales taxes; no use of the City's general fund was proposed.
- **Term**: Reimbursement period would have extended up to 20 years or until the reimbursement cap was reached.

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## Above-and-Beyond Developer Commitments (As Drafted)

- Dedication and construction of major roadway segments consistent with the City's Major Thoroughfare Plan.
- Enhanced architectural and site design standards in line with Castroville's commercial design guidelines.
- Construction and dedication of a City-branded monument sign (up to $25,000).
- Exclusion of undesirable land uses such as sexually oriented businesses, payday lenders, and truck stops.

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## Obligations (If Executed)

**Developer Would Have Been Obligated To:**

- Annex the property into the City.
- Construct and dedicate all infrastructure (water, sewer, drainage, roads).
- Submit reimbursement requests with supporting documentation.
- Provide biannual development progress reports.

**City Would Have Been Obligated To:**

- Approve permits and plats in accordance with the agreement.
- Reimburse eligible costs from project-generated revenues only.
- Accept and maintain dedicated infrastructure.

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## Current Status

Although the agreement was approved in principle and prepared in final form, it **was never executed by the developer**. As such, no obligations or incentives under the agreement are in effect, and no annexation, permitting, or reimbursement actions have occurred under its terms. The project may be reinitiated in the future under a new or revised agreement.

# Agenda Report

**Agenda of:** July 08, 2025

**Department:** Administration

**Subject:** Discussion and appropriate action to award a contract for service for the design, and construction of the city hall remodel and potential future library expansion.

**Recommended Motion:** I move to approve the selection of Pugh Constructors and Ford, Powell & Carson as the City's Design-Build team for the City Hall project and authorize the Design-Build Selection Committee to negotiate a scope and fee to advance the project to 30% design with an estimate of probable cost.

**Background:** On May 13, 2025, the City Council formed a Design-Build Selection Committee comprised of Councilman Phil King, Councilman Houston Marchman, and City Administrator Scott Dixon. The committee was tasked with reviewing submittals received in response to the City's Request for Qualifications for High-Performance Design-Build (HPDB) services, and to interview top-ranked firms to identify the most suitable partner for the City Hall project.

Following evaluation of all proposals using the City's standardized rubric, the committee identified McKinstry and the team of Pugh Constructors and Ford, Powell & Carson (FPC) as the top two respondents. Both were invited to participate in follow-up interviews to further assess team integration, technical capabilities, and project approach.

After conducting interviews and deliberations, the committee is now recommending that the City Council select the Pugh–FPC team. This recommendation is based on the team's extensive and directly relevant experience, collaborative design-build track record, and specialized expertise in historic renovations and civic facilities.

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**Relevant Experience Highlights – Pugh Constructors and FPC:**

- Over 20 years of successful collaboration between Pugh and FPC on design-build projects.
- Proven track record with municipal projects including the City of San Antonio's Historic City Hall, Plaza de Armas, and City Tower renovation—all delivered through design-build.
- Deep experience with high-performance and LEED-certified civic buildings.
- Specialized in historic preservation, adaptive reuse, and occupied facility renovations.

- Team includes registered architects, preservation specialists, and construction professionals with decades of combined experience.

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**Next Steps:**
Upon Council approval, the Design-Build Selection Committee will negotiate with the selected team to establish a scope and fee to advance the project to 30% design. This phase will include:

- Programming and preliminary design development.
- Field investigations and evaluation of existing conditions.
- Cost estimation and phasing recommendations.

The 30% design deliverable will provide the City with a reliable estimate of probable cost and a clear roadmap for future design and construction phases.

**Fiscal Impact:** TBD. The design services to reach 30% design and produce an estimate of probable cost are expected to fall within 15%–20% of the final project budget. A precise fee proposal will be negotiated and brought to Council for final approval. General Fund interest earnings, currently in excess of $200,000, have been earmarked for this project.

**☐ Budgeted ☐ Requires Budget Amendment**

**Source of Funding:** General Fund Fund Balance / Future Bond Issue Account Code:

**Attachments:** None.

**Urgency (0-5 = Low Urgency to High Urgency): 3**

**Impact (0-5 = Low Impact to High Impact): 3**

**Submitted by: R. Scott Dixon**

# Agenda Report

**Agenda of:** July 22, 2025

**Department:** Administration

**Subject:** Discussion and appropriate action to award a contract for TPO roof replacement at City Hall.

**Recommended Motion:** I move to award a contract for the City Hall roof replacement to _____ in an an amount not to exceed $ _____.

**Background:** The City Hall has continued to have water intrusion during rain events. Staff has sought qualified contractors to inspect the roof and provide recommended actions for whatever repairs or replacements may be needed to address the ongoing issue. A comparison of the four quotes that were obtained is provided below:

Comparison of Proposals:

| Contractor | Bid Amount | Warranty | Notes |
|---|---|---|---|
| **Sandoval Roofing** | $36,962 | 20-year watertight, 3-year labor | Staff recommended – best value & coverage |
| Alamo Restoration | $39,954 | 25-year material, 3-year labor | Higher cost, similar scope |
| Rhino Roofers | $47,250 | 20-year NDL, 2-year labor | Highest cost, layover method |
| Safepro Roofing | $28,733 | 20-year coating, 3-year labor | Coating system only – not full replacement |

- decades of combined experience.

**Staff recommendation:** Staff recommends awarding the City Hall roofing project to Sandoval Roofing Services, Inc., in the amount of **$36,962**, which includes a **20-year manufacturer watertight warranty**

and a **3-year labor and installation warranty**. Sandoval's proposal represents the best overall value among four competitive quotes, based on cost, warranty coverage, and scope of work.

In light of ongoing discussions regarding a comprehensive City Hall remodel, staff seeks Council direction on whether to proceed immediately with the roof replacement or to first consult with **Pugh Constructors**, the design-build team currently being considered for the remodel, to determine whether the proposed roof improvements can or should be integrated into the future project.

**Fiscal Impact:** ~$37,000. Source of Funds:

☐ **Budgeted** ☒ **Requires Budget Amendment**

**Source of Funding:** General Fund Fund Reserves

Account Code: 50107-903

**Attachments:** None.

**Urgency (0-5 = Low Urgency to High Urgency): 3**

**Impact (0-5 = Low Impact to High Impact): 3**

**Submitted by: R. Scott Dixon**

# City Administrator's Report

**To:** Mayor Alexander & City Council

**CC:** Staff

**From:** R. Scott Dixon, City Administrator

**Date:** July 16, 2025

**Re:** City Administrator's Report

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Mayor and Council,

The following items are listed in no particular order. If there is anything that you would like an update on that you do not see listed or you have any additional questions or concerns, please contact me.

WWTP Pond Closure

No Change. The final approval that the City was waiting on from TCEQ in order to move forward with the closure of the east pond was granted in an email from the TCEQ on June 18th. Staff will work with Councilman King to develop the project scope, details, and timeframe. Staff anticipates this work to begin in late summer, early Fall once the Geneva Drainage project has been completed.

Geneva Drainage Channel

The excavation work has begun and will continue for the next several weeks. Trees and brush have been removed all the way to the river and the channel has begun to be cut in. Many more tons of dirt will be removed before additional improvements are made.

Garcia Creek Drainage Project

Following the council's decision to use "alternative 1" at the July 8th council meeting, staff met with the engineer (Lochner) to finalize the scope of work. Staff is in the process of contacting the property owners along Garcia Creek to obtain easements that will allow for the proposed channel improvements to be made. Staff will also ascertain whether any are willing or interested in selling their property as part of our due diligence on the project.

RRC Gas Utility Audit

No change. As requested by council, staff is preparing to provide a report on the city's gas distribution system including the results of the recent audit at the July 22nd regular council meeting.

Council A/V Update

VC3 assigned a technician to look into the audio and video issues the week of July 14th. The tech made some hardware and driver changes which will be tested at the regular Parks Board meeting. The technician suspects that the issue is originating in the Vimeo software and is working to set up a conference call with a Vimeo technician. Councilman Marchman has offered his help to spearhead resolution of the ongoing issues.

CPSE Dispute

I met with the City's outside counsel – Tom Anson of Clark Hill during the TPPA (Texas Public Power Association) conference on July 15th. Mr. Anson confirmed that he communicated the council's concerns and that CPSE's counsel had followed up with representatives at CPSE but that he had nothing to report at this time. Mr. Anson requested that we plan to meet with him in closed executive session at the August 12th meeting to seek authorization to take the legal actions that he plans to outline for council.

Community Center at Regional Park

The community center project recently reached a major milestone by "going vertical" the week of July 14th. It is incredibly exciting to see progress being made on this important project. On a side note, staff may seek council's input regarding the traffic pattern at Regional Park. Staff had established barricades to force one-way traffic around the park as a measure to increase safety during the construction project. However, this has been met with some resistance and the barricades have been moved aside for the time-being.

Emergency Alert Systems

The County Emergency Management Coordinator (Mark Chadwick) has confirmed that all outdoor warning systems are fully functioning. Staff has discussed the possibility of moving several of the sirens so that they are in closer proximity to outdoor recreation areas. There is not a siren near Regional Park presently. Staff is recommending that the sirens be relocated to the airport/HS area, Lion's Park / elementary, and Regional Park. Once more information is gathered about the cost of these changes, staff will prepare an item for council's consideration.

There is a lot going on in the City of Castroville! If I have left anything out of this report, it was not intentional. **If there is anything else that is of particular concern to you, please let me know so that I can include it on a future report**. As always, my door is open should you have need to speak with me. It is my pleasure to serve the people of Castroville.

Thank you,

R. Scott Dixon, MPA

City Administrator, Castroville, TX

# Agenda Report

**Agenda of:** July 22, 2025

**Department:** Public Works

**Subject:** City Natural Gas System Update, Railroad Audit, Cathodic Protection Survey and Capacity Study Overview.

**Recommended Motion:** Public Works Gas Distribution System Update. No council action is required.

**Background:** Gas System Operations Update, Railroad Commission Audit, Cathodic Protection Study and Capacity Analysis with recommendations.

- Introduce Javier Jaquez, Natural Gas Supervisor
  - Javier to discuss the status of gas system
  - Railroad Commission Audit
- Jeff Rogers with Engineered Utility Solutions, Inc., to discuss gas capacity analysis and recommendations.

**Fiscal Impact:**

☐ **Budgeted** ☐ **Requires Budget Amendment**

**Source of Funding:** Account Code: N/A

**Attachments:**

Attachment A -Chapman Engineering-City of Castroville Gas Distribution Survey Report

Attachment B- Report_Baseline Gas Capasity Model_Castroville_05-27-2025

Attachment C- Gas Work Timeline Summary March to June 2025

Attachment D- Report Results-Gas Capacity Recommendation Details_07-15-2025

**Urgency (0-5 = Low Urgency to High Urgency):** 3
**Impact (0-5 = Low Impact to High Impact):** 3

**Submitted by:** John Gomez

Chapman Engineering

CORPORAT
213 Commerce Ave
Boerne, Texas 78006

April 25, 2025

Mr. Bill Lewis
TR Consultants

Via E-Mail: bill@trconsultants.com

**Re**: **City of Castroville's Gas Distribution System 2025 Annual Cathodic Protection Survey Report**

Dear Mr. Lewis:

Chapman Engineering was tasked with performing the 2025 Annual Cathodic Protection (CP) survey and assessment for the City of Castroville's gas distribution CP system. The city's underground metallic gas pipeline distribution system has two existing Impressed-Current CP (ICCP) systems and multiple supplemental Galvanic Anode CP (GACP) systems installed as a means of corrosion protection. Below is an aerial image of The City of Castroville with the two rectifiers labeled:

The survey work was performed by NACE-Certified Tester (CP-1) Kaleb Estrada and Gerald Schroeder on April 11th of 2025. All work was overseen by NACE-Certified Specialist (CP-4) Cal Chapman, P.E., and NACE-Certified Technician (CP-2) Sam Willimas, E.I.T.

The purpose of the annual CP survey is to ensure that protective current flow, from the various CP systems installed, to buried metallic structures is adequate according to the applicable industry standards and federal, state, and local regulations. The following section details the industry standards set forth by the National Association of Corrosion Engineering (NACE).

## CRITERIA FOR ADEQUATE CP

According to NACE Standard Practice SP0169-2013, three criteria are used to determine if adequate CP is being applied to a pipeline for control of external corrosion.

The criteria are:

1. A (cathodic) potential difference of at least -850 millivolts (-0.850 volt or V) is measured with the cathodic protection applied, and with any "IR drop" in the measurement circuit factored out. This potential difference is with respect to a saturated copper/copper sulfate reference electrode contacting the electrolyte.

2. A polarized potential of at least -850 millivolts (-0.850 V) is measured relative to a saturated copper/copper sulfate reference electrode, with the CP current interrupted. Measurement of this "immediate off" or IR-Free (IRF) voltage is done at least 0.1 second after the protective current is interrupted.

3. A minimum of 100 millivolts (-0.100 V) of cathodic polarization is found between the structure surface and a stable reference electrode contacting the electrolyte. The formation or decay of polarization can be measured to satisfy this criterion. This polarization "shift" is obtained by comparing the "immediate off" voltage to the unprotected (or "native") voltage of the structure.

If any one of these criteria is met, then a pipeline is typically judged to be under adequate CP. Please note that many CP practitioners do not feel that the "system on" criterion is valid in most cases, because estimating the contribution of "IR drop" to a "system on" voltage is so cumbersome. Chapman Engineering generally prefers to apply the second and third criteria to determine if adequate CP is being applied.

## DATA COLLECTION PROCESS

All pipe-to-soil potentials or voltages were taken with a calibrated high-impedance multi-meter with respect to a copper-copper sulfate reference electrode. Chapman personnel attempted to install synchronized current interrupters to obtain data to prove the system was in compliance with criterion two as well as one but was unsuccessful.

At the Visitor Center, the rectifier exhibited smaller than normal tap setting connections and was unsuitable for current interruption due to poor contact and visible sparking, posing a safety hazard. The rectifier located at the baseball field was mounted at a height that required additional support for safe access. Operating electrical components at that elevation without proper assistance was considered unsafe. Consequently, current interruption testing could not be safely performed at either location.

Photographs of each rectifier followed by the rectifier operating record are shown below:

**Gas Distribution System Rectifier Field Imagery**

| Location | Serial Number | Tap Settings | | DC Outputs | | Resistance (Ω) |
|---|---|---|---|---|---|---|
| | | Coarse | Fine | Volts (V) | Amps (A) | |
| Visitors Center | 992585 | 2 | 1 | 14.11 | 3.5 | 4.03 |
| Baseball Field | 8861077 | 3 | 4 | 24.94 | 10.2 | 2.45 |

**Gas Distribution System Rectifier Operating Record**

The City of Castroville's gas distribution system had a total of 55 test points that should be protected by means of ICCP and supplementary GACP systems. 23 test points in this section did not meet any of the criteria. They are as follows:

| Structure ID | Criterion Not Met | Structure-to-Soil Potential (mV) |
|---|---|---|
| 4CER | 1, 2, & 3 | -576 |
| 6CER | 1, 2, & 3 | -670 |
| 7CER | 1, 2, & 3 | -694 |
| 8CER | 1, 2, & 3 | -662 |
| 11CER | 1, 2, & 3 | -591 |
| 15CER | 1, 2, & 3 | -289 |
| 21CER | 1, 2, & 3 | -710 |
| 22CER | 1, 2, & 3 | -734 |
| 23CER | 1, 2, & 3 | -697 |
| 25CER | 1, 2, & 3 | -642 |
| 30CER | 1, 2, & 3 | -649 |
| 31CER | 1, 2, & 3 | -799 |
| 35CER | 1, 2, & 3 | -711 |
| 36CER | 1, 2, & 3 | -803 |
| 37CER | 1, 2, & 3 | -676 |
| 38CER | 1, 2, & 3 | -762 |
| 39CER | 1, 2, & 3 | -736 |
| 40CER | 1, 2, & 3 | -846 |
| 8CTPN | 1, 2, & 3 | -264 |
| 9CTPN | 1, 2, & 3 | -461 |
| 25CTPN | 1, 2, & 3 | -343 |
| 26CTPN | 1, 2, & 3 | -611 |
| 28CTPN | 1, 2, & 3 | -547 |

**Gas Distribution System Exception Table**

All data collected during the annual survey is detailed in a data table appended to this report.

## CONCLUSIONS

As previously noted, not all structure-to-electrolyte (pipe-to-soil) voltage measurements met the NACE SP0169-2013 criteria during the 2025 annual CP survey. The majority of test points located failed to satisfy the -850 mV protection threshold, as outlined earlier in the report. The majority of the test locations exhibited structure-to-soil voltage values and visible site conditions indicative of either the lack of an anode, depleted galvanic anodes or undersized anodes insufficient to deliver adequate protective current.

Furthermore, the proximity of test points with significantly different potential readings suggests electrical discontinuity within sections of the gas distribution system. This discontinuity may be attributed to high-resistance mechanical joints or transitions from metallic to polyethylene (PE) pipe segments where leak repairs have been made. In such cases, each isolated section may effectively behave as an electrically independent system and should be treated as a separate CP

zone requiring its own anode installation and monitoring. This may also contribute to the inefficiency of the rectifiers, as the current from the ICCP system cannot physically reach these isolated sections of pipes.

At multiple locations, one-pound magnesium anodes were observed to be directly connected to the metallic gas piping. These smaller anodes, while nominally capable of producing protective current, are generally inadequate for long-term CP performance, particularly when soil conditions or system demands exceed design expectations.

## RECOMMENDATIONS

Chapman Engineering recommends the replacement of anodes at all locations where insufficient pipe-to-soil potentials were found. The anode will be placed at an appropriate depth of 24" to ensure effective current distribution, which will help prevent further degradation of the underground gas piping system.

Each location of gas piping is identified as electrically discontinuous and will be evaluated and protected as an independent system, with dedicated 5-pound anodes instead of 1-pound anodes. This will help ensure that each electrically isolated segment receives sufficient protective current to meet NACE standards and mitigate long-term corrosion risk.

Chapman Engineering personnel were unable to locate several test points. To improve future monitoring and system management, Chapman also recommends enhanced documentation practices for the gas distribution system. This should include precise geographic coordinates (latitude and longitude), comprehensive location descriptions, detailed mapping of all metallic and non-metallic components, depth of cover, and identification of transition fittings. Improved records will facilitate targeted maintenance, compliance reporting, and more effective troubleshooting.

Finally, Chapman recommends that TR Consulting continue ongoing monitoring of CP effectiveness, including regular evaluation of both the ICCP systems and any supplemental GACP protective current output. This includes periodic verification of current output, structure-to-electrolyte potential or voltage measurements, and system continuity to ensure continued compliance with applicable NACE and RRC standards.

Chapman Engineering recommends 5lb. anodes be installed at 21 locations. To perform the anode replacement work, briefly described above, Chapman Engineering offers the following work scope, budget, and timeline.

## SCOPE OF WORK

To complete the anode installations safely and successfully, Chapman Engineering will perform the following work steps:

- Submit a Texas-State One-Call 48 hours prior to start of project;
- Mobilize two-man crew to specified project site;

- Measure structure-to-soil voltage on specified piping, test station, etc. as a baseline for later comparison;
- Hand-dig a 2-foot deep excavation for 5 lb. anode placement;
- Carefully place One (1) 5 lb. anode in the excavation being careful not to damage the anode lead;
- Hydrate the prepackaged 5 lb. anode in the excavation per manufacturer's recommendations;
- Backfill and compact anode excavation;
- Measure structure-to-soil voltage on specified piping, test station, etc. to determine the difference between the baseline and as-built.

Once all anode installations and commissioning testing are completed, Chapman Engineering will prepare a detailed report to include data findings, conclusions, and recommendations.

## PROJECT BUDGET & TIMELINE

To complete the above-stated scope of work, Chapman Engineering offers a cost estimate in the form of a day rate of **$2,875.00.** Chapman Engineering anticipates the ability to complete 2-3 anode installs in a 10-hour day.

This cost estimate includes travel, equipment, material, labor, and final reporting associated with this project. This proposal does not include Texas state sales tax.

Chapman Engineering project management will coordinate scheduling with TR Consultants if awarded the project.

## ADDITIONAL WORK

We must have your approval of any change-order prior to any additional costs being incurred. If change-order work becomes necessary, all Time and Materials work and travel will be billed according to our Rate Sheet on file with your company.

## PAYMENT TERMS

The client agrees to pay the Chapman Engineering invoice(s) in such a manner as described in the Master Service Agreement in place between our companies. If no discussion is made in the proposal, then Client agrees to pay any Chapman Engineering invoice upon receipt. If payment is not received within 30 days from the invoice date, Client agrees to pay a service charge on the past due amount at the prevailing legal rate, including reasonable attorney's fees, if collected through an attorney. No deduction shall be made from the invoice on account of liquidated damages or other sums withheld from payments to contractors or others. Either party may terminate this Agreement without cause upon 30 days written notice to the other party. In the event Client requests termination prior to completion, Client agrees to pay Chapman Engineering for all costs incurred plus reasonable charges associated with termination of work.

Any requested changes to previously completed work or additional work requested by the Client will be charged on an hourly basis and are not included in any "not to exceed" fees listed above.

## AUTHORIZATION

Please find attached an "Acceptance" block, for you to complete should you give us authorization and "notice to proceed." We will set a schedule with you for performance of the project work once that "notice" has been received in our office. Issuance of a PO is acceptance of the terms of this quote.

Please call our office with any questions or comments, and we thank you very much for your business.

Respectfully Submitted,

Samuel Williams, E.I.T.
Project Manager
NACE CP Technician #43971
NACE Coating Inspector #66564

Cal Chapman, P.E.
President
Texas PE #81268
Oklahoma PE #26056
NACE-Certified Cathodic Protection Specialist #23357

## Data Summary Tables:

Page 1 of 3

| UNIQUE NUMBER | LOCATION TEST POINT | P/Sf (VOLTS) | F/S (VOLTS) | REMARKS |
|---|---|---|---|---|
| 01 CER | 1102 GENTILZ | -1.231 | -0.324 | |
| 02 CER | 1405 GENTILZ | -1.351 | -0.325 | |
| 03 CER | 1113 FLORENCE | -1.116 | -0.312 | |
| 04 CER | 812 ALGIERS | **-0.576** | -0.320 | 5lb. magnesium anode recommended |
| 05 CER | 1308 MADRID | -0.948 | -0.327 | |
| 06 CER | 1205 LAFAYETTE | **-0.670** | -0.323 | 5lb. magnesium anode recommended |
| 07 CER | 810 HIGHWAY 90 | **-0.694** | -0.320 | 5lb. magnesium anode recommended |
| 08 CER | 1105 LAFAYETTE | **-0.662** | N/A | P/SF 5lb. magnesium anode recommended, F/S abandoned meter |
| 09 CER | 905 FLORENCE | N/A | N/A | the gas riser assembly was not located during the inspection |
| 10 CER | 904 GENTILZ | N/A | N/A | anodeless riser, no CP required |
| 11 CER | 616 LAFAYETTE | **-0.591** | -0.334 | 5lb. magnesium anode recommended |
| 12 CER | 521 HIGHWAY 90 | -1.611 | -0.638 | |
| 13 CER | 200 FM 471 | -2.674 | -0.384 | |
| 14 CER | 232 MAY | -1.208 | -0.263 | |
| 15 CER | 214 BRAIDEN | **-0.289** | -0.280 | recent installation of mag anode, 5lb. magnesium anode recommended |
| 16 CER | 215 ALVIA | -1.220 | -0.262 | |
| 17 CER | 1011 FM 471 | N/A | -0.319 | anodeless riser, city side (upstream) has riser, F/S runs beneath grade, 5lb. magnesium anode recommended |
| 18 CER | FM 471& RIVERSIDE | N/A | N/A | the gas riser assembly was not located during the inspection |
| 20 CER | 208 LAFAYETTE | N/A | N/A | locked gate, no access to gas riser assembly |
| 21 CER | 1207 ISABELLA | **-0.710** | -0.514 | recent installation of mag anode, 5lb. magnesium anode recommended |
| 22 CER | 200 HOUSTON | **-0.734** | -0.444 | 5lb. magnesium anode recommended |
| 23 CER | 1619 SAN JACINTO, APT.#3 | **-0.697** | -0.319 | 5lb. magnesium anode recommended |
| 24 CER | 305 BERLIN | N/A | N/A | anodeless riser, no CP required, tracer wire not present |
| 25 CER | 501 WASHINGTON | **-0.642** | N/A | 5lb. magnesium anode recommended |
| 26 CER | 901 WASHINGTON | -1.344 | N/A | F/S abandoned meter |
| 27 CER | 1213 CHATEAU | -1.262 | -0.187 | |
| 28 CER | 1404 WASHINGTON | N/A | N/A | locked gate, no access to gas riser assembly |
| 29 CER | 1306 BERLIN | N/A | N/A | anodeless riser, no CP required |
| 30 CER | 1715 MEXICO | **-0.649** | -0.404 | 5lb. magnesium anode recommended, F/S runs beneath grade (CP recommended) |

**CATHODIC PROTECTION CRITERION -0.850 VOLTS - All "P/Sf" READINGS IN BOLD ARE FAILINGNote:** all potentials are measured in negative volts with respect to a saturated copper-copper sulfate reference electrode.

**P/Si** = initial pipe-to-soil potential. **P/Sf** = final pipe-to-soil potential. **F/S** = foreign pipe-to-soil potential (structure side).

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| UNIQUE NUMBER | LOCATION TEST POINT | P/Sf (VOLTS) | F/S (VOLTS) | REMARKS |
|---|---|---|---|---|
| 31 CER | 1604 NAPLES | **-0.799** | -0.346 | 5lb. magnesium anode recommended, F/S runs beneath grade (CP recommended) |
| 32 CER | 913 HOUSTON | -1.070 | -0.466 | |
| 33 CER | 1308 HOUSTON | -0.882 | -0.322 | remove debris from around gas riser assembly, potential hazard |
| 34 CER | 1511 JACKSON | -0.866 | N/A | F/S abandoned meter, currently uncapped and requires proper capping to prevent gas migration or water intrusion |
| 35 CER | 1409 HOUSTON | **-0.711** | N/A | 5lb. magnesium anode recommended, F/S abandoned meter |
| 36 CER | 811 PETERSBURG | **-0.803** | -0.414 | 5lb. magnesium anode recommended |
| 37 CER | 1415 LORENZO | **-0.676** | -0.278 | 5lb. magnesium anode recommended |
| 38 CER | 509 HIGHWAY 90 | **-0.762** | -0.351 | 5lb. magnesium anode recommended |
| 39 CER | 1116 ANGELO | **-0.736** | N/A | master meter- magnesium anode recommended, F/S anodeless riser, no CP required, |
| 40 CER | 1209 BERLIN | **-0.846** | -0.355 | 5lb. magnesium anode recommended |
| | | | | |
| 01 CTPN | PG&E PURCHASE STATION | N/A | N/A | the gas line was not located during the inspection, the exact location remains unclear, and additional information or utility records will be required to verify its presence and status |
| 02 CTPN | HIGHWAY 471 ROAD CROSSING | N/A | N/A | the gas line was not located during the inspection, the exact location remains unclear, and additional information or utility records will be required to verify its presence and status |
| 03 CTPN | CR 4713 CROSSING | N/A | N/A | the gas line was not located during the inspection, the exact location remains unclear, and additional information or utility records will be required to verify its presence and status |
| 04 CTPN | CR 5711 & CR 483 | N/A | N/A | the gas line was not located during the inspection, the exact location remains unclear, and additional information or utility records will be required to verify its presence and status |
| 06 CTPN | FM 471 & MEDINA VALLEY HS | N/A | N/A | the gas line was not located during the inspection, the exact location remains unclear, and additional information or utility records will be required to verify its presence and status |
| 08 CTPN | HIGHWAY 90 (RECTIFIER SOUTH SIDE) | **-0.264** | N/A | 5lb. magnesium anode recommended, F/S none |
| 09 CTPN | HIGHWAY 90 (RECTIFIER SOUTH SIDE) | **-0.461** | N/A | 5lb. magnesium anode recommended, F/S anodeless riser, no CP required |
| 10 CTPN | 225 LOWER LACOSTE | N/A | N/A | the gas line was not located during the inspection, the exact location remains unclear, and additional information or utility records will be required to verify its presence and status |
| 11 CTPN | 925 LOWER LACOSTE | N/A | N/A | the CP test station at this location was found to be damaged and is no longer suitable for accurate testing, repair or replacement is recommended to ensure continued monitoring of CP levels. |
| 21 CTPN | HIGHWAY 90 & CONSTANTINOPLE | N/A | N/A | the gas line was not located during the inspection, the exact location remains unclear, and additional information or utility records will be required to verify its presence and status |

**CATHODIC PROTECTION CRITERION -0.850 VOLTS - All "P/Sf" READINGS IN BOLD ARE FAILING**

**Note:** all potentials are measured in negative volts with respect to a saturated copper-copper sulfate reference electrode.
**P/Si** = initial pipe-to-soil potential. **P/Sf** = final pipe-to-soil potential. **F/S** = foreign pipe-to-soil potential (structure side).

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| UNIQUE NUMBER | LOCATION TEST POINT | P/Sf (VOLTS) | F/S (VOLTS) | REMARKS |
|---|---|---|---|---|
| 25 CTPN | MEXICO & LISBON | **-0.343** | -0.110 | 5lb. magnesium anode recommended |
| 26 CTPN | LISBON & NAPLES | **-0.611** | N/A | 5lb. magnesium anode recommended, F/S none, gas riser assembly pipe damaged |
| 28 CTPN | 7 EWPL ON FLORENCE | **-0.547** | N/A | F/S anodeless riser, no CP required |
| 48 CTPN | 1102 WASHINGTON | -0.904 | -0.243 | |
| 60 CTPN | 1402 VIENA | -0.915 | -0.595 | |
| 61 CTPN | FM 471 & CR 583 | N/A | N/A | the gas line was not located during the inspection, the exact location remains unclear, and additional information or utility records will be required to verify its presence and status |

**CATHODIC PROTECTION CRITERION -0.850 VOLTS - All "P/Sf" READINGS IN BOLD ARE FAILING**

**Note:** all potentials are measured in negative volts with respect to a saturated copper-copper sulfate reference electrode.
**P/Si** = initial pipe-to-soil potential. **P/Sf** = final pipe-to-soil potential. **F/S** = foreign pipe-to-soil potential (structure side).

**SURVEYED BY:**
NACE-Certified Tester (CP-1) Kaleb Estrada
Assistant Engineer
Chapman Engineering

## March 2025

- **Mar 8**: Investigated and repaired a gas service line leak at 255 Janice Ave caused by a boring company. Gas restored same day.
- **Mar 14 & 21**: Weekly odorant tests conducted in Castroville.
- **Mar 20**: Site inspection and odorant test at 204 River Bluff and City Gate.
- **Mar 13–25**: Cathodic protection (CP) issues identified; 13 anodes needed replacement. Theft of CP equipment caused delays. Replacement equipment expected by Mar 24.
- **Mar 25**: Onsite meeting with Chapman Engineering for full CP survey and assessment.

## April 2025

- **Apr 10–23**: Multiple cathodic protection work orders executed across various addresses. Issues included broken wires, missing anodes, and low readings.
- **Apr 24**: TRC scheduled on-site training and inspections for May 19–23. Preparation for RRC audit initiated.
- **Apr 25**: Chapman Engineering completed the 2025 Annual CP Survey. Found 21 substandard CP points and a low-performing rectifier. Estimated repair cost: $31,625.

## May 2025

- **May 19–22**: Follow-up CP work orders completed. Many previously low readings were corrected.
- **May 24**: Quarterly checks and services conducted, including surveillance, CP readings, and pipeline patrolling.
- **May 29**: Pre-audit discussions and preparation for the RRC audit.

## June 2025

- **Jun 2–6**: Texas Railroad Commission (RRC) conducted a full audit of the natural gas distribution system.
- **Jun 5**: Audit closed with **six alleged violations**, including:
    1. Expired P-5 form
    2. Missing supervisor training records (drug/alcohol)
    3. Missing 2024 inspection records for regulator stations, overpressure protection, and valves
- **Jun 27**: Drafted and submitted Plan of Correction (POC) for review.

## July 2025

- **Jul 3–7**: Requested missing inspection documentation from CPS. Submitted POC to RRC.
- **Jul 11**: Conducted inspections at regulator and overpressure protection stations. Found leaking regulators and maintenance needs (e.g., cleaning, spare parts).

# Natural Gas Capacity Study Results

- Objective: purpose to model existing City system and assess system capacity for growth

- Findings:
  - Normal load is ~ 2-5 Mcfh
  - Peak winter demand is 30 Mcfh (Jan 2024 & Feb 2021)
  - Modeled system at peak + 25% (37.5 Mcfh)
  - System operates at acceptable levels in peak conditions

- New Customer Assessments:
  - Town East Crossing
  - Flat Creek Subdivision
  - Both can be supported by the existing system without compromising typical operations
  - During peak load, pressures drop in immediate area of the new customers

- Recommendations (System Master Plan):
  - Support for growth to the east
    - Increase Pear Tree outlet pressure to support anticipated continued growth to the east of the City.
    - Add a DRS on the north side of US 90
  - Update model with meter coordinates to refine model accuracy
  - Update and maintain GIS mapping for natural gas system to mirror model
  - Field verify high-pressure system location, material and high-pressure services
  - Field verify locations where maps and actual field appurtenances do not match
  - Review compliance procedures to ensure latest regulations and best practices are implemented.
  - Apply for grant assistance for replacing older facilities, training and possibly for adding a new supply station
  - Research potential for second supply station to support system resiliency

CASTROVILLE
*the little Alsace of Texas*

CONFIDENTIAL: FOR CITY PERSONNEL ONLY

# Natural Gas System

# Baseline Model Report

May 27, 2025

PREPARED BY:

EUSI
Engineered Utility Solutions, Inc.

05.27.2025

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# BACKGROUND

The City of Castroville operates a natural gas distribution system which has not previously been modeled. In addition, the City of Castroville's natural gas system has been operated by CPS Energy since August 2008. The legacy contractual agreement between CPS Energy and the City did not adequately reimburse CPS Energy for their costs due to increased operations necessary to maintain regulatory compliance; therefore, the City has taken over the operation responsibility. As a result, the City is interested in better understanding their system performance and capacity such that the City can safely operate their natural gas system in compliance with the Texas Railroad Commission (TxRRC) as well as grow to serve more customers effectively. The development of a baseline model of the natural gas system is essential for understanding the natural gas distribution system. The objective of this model is to better understand and predict the natural gas system performance in extreme cases as well as to strategically use this model to size future improvements and/or replacements. This objective is to be rendered in the most cost-effective manner by relying on the existing information the City has on hand.

# APPROACH

Engineered Utility Solutions, Inc. (EUSI) was authorized to generate a preliminary baseline model of the City's natural gas system. This work was performed in two phases and consisted of the following tasks:

- Phase 1: Data Compilation— in this phase, EUSI obtained and reviewed the City's system information to streamline Phase II. This consisted of the following City records/information:
    - Existing paper maps
        - February 1962 system map by Frank T Drought (5 page black and white set referred to as block maps)
        - July 9, 2007 Castroville Gas Service Area map (single page block map referred to as color map)
    - GIS database (static files received on April 15, 2024)
    - Gas supply parameters
        - delivery pressures and volumes received at the City Gate from 2021-2024

        - gas quality/chemistry from natural gas supplier
    - Gas consumption parameters
        - customer address and volume of gas consumed 2021-2023
    - Compliance Information
        - Regulator inspection reports by CPS Energy for 2023
            - City Gate Station
            - District Regulator Station- Pear Tree
            - CR 5711 & Cornfield
            - Medina Valley High School
            - FM 471 & PR 4784
        - Relief Valve Inspection Reports by CPS Energy for 2021-2023
            - 8449 FM 471 S La Coste (Medina Valley Football Field)
            - 1150 US Highway 90E
        - Control Valve Inspection Reports by CPS Energy for 2018-2023
            - City Gate Station
            - District Regulator Station-Pear Tree
            - Medina Valley High School
            - CR 5711 & Cornfield (west of CR 483)
            - FM 471 & PR 4784
        - Distribution Integrity Management Program Version 3.1.5
        - List of Castroville Projects dated 03-26-2024 (citing work from 09/20/2016 through 09/21/2023)
        - PHMSA Annual Report for Calendar Year 2022

The goal of this phase was to compile and evaluate the completeness of the data to ensure a seamless integration of this information into the GASWorkS™ modeling software. The following documents our approach in evaluating and assessing the information provided:

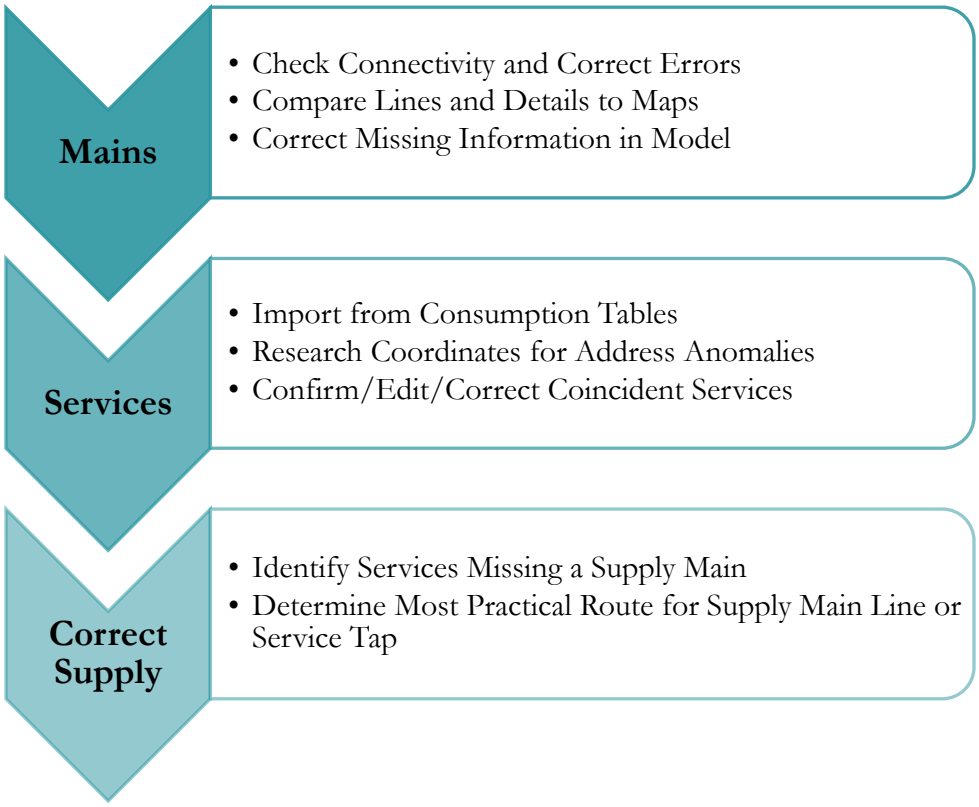
- Paper Maps and GIS--our team encountered unforeseen challenges since the GIS was only intended to be a digital replica of the block map and color map; therefore, it did not contain any service lines nor complete pipe data such as material, diameter, etc. for all mains. At this stage, our team was at a

crossroads; we could either update the static version of the GIS to include all missing information or we could import the GIS data into our modeling software then update all missing information. In the interest of time, our team opted to proceed with the modeling software to stay on course with our project goals.

- Gas Supply—the information provided to our team regarding gas quality was adequate for inputting into the modeling tool to calculate gas flow properties. Pipeline delivery loads and pressures were transferred to spreadsheets so that we could efficiently analyze the operating conditions through charts and calculations. This allowed us to determine the top 3 peak days the system has experienced.
- Gas Consumption—the customer data received was also transferred to spreadsheets to allow for more efficient refinement of the information. We identified the highest consumption per customer and set that as the load requirement for each address.
- Compliance Information—the information provided for regulators, relief valves and control valves helped our team note the presence of more stations in the Castroville system than was reported in our scope discussions. These facilities are important to note and incorporate in the modeling especially since neither the maps nor the GIS show the presence of more stations other than the City Gate and Pear Tree DRS. Regarding the DIMP, projects list and PHMSA portions in this category, those documents contain valuable information for reference rather than for direct incorporation into the model.

- Phase II: Hydraulic Model Development—in this phase, we integrated the data collected in Phase I into a steady-state network model based on a singular load profile. This means we are taking a conservative approach and modeling the system based on the highest peak the system has experienced in the real world; therefore, we set the model to the pressure and load parameters reported for the City Gate on the highest peak day. With this in mind, we first started with the actual model development before establishing the model parameters. The construction of the model began with extracting all standard pipe elements such as diameter, material and length as well as

regulators, valves, and fittings from the GIS database into the model and proceeding through the following steps:




Once the GIS data was imported into our modeling software, our team ran a system trace to ensure that gas flowed through the network. The first trace attempt resulted in gas flow starting at the City Gate but not flowing through the first lateral at CR 5711. There were several lines that did not have gas flow due to the way the lines were "connected" in GIS. After all connectivity errors were corrected, the system traced completely to all system end points. Our team documented gross errors that we felt were important to correct in the GIS; refer to Appendix A for graphical illustrations of our findings. Next, our team checked every line against the paper and color maps to confirm pipe size and material since most mains did not have a material identified in GIS and a majority were missing pipe size. Where we discovered discrepancies between the maps and GIS, we used the information from the maps since the GIS appeared to be a quick attempt to digitize the paper and color maps. An example of the types of map discrepancies found and corrected can be seen in Figures 91-93 in Appendix D. Locations where mains were shown that were not on either paper or

color map were sent to the City for determination if our assumed diameter and material was acceptable or if the City preferred to field verify. Refer to Appendix B for graphical illustrations of these locations. Upon completion of this task, our team then proceeded to services. The spreadsheet our team developed was imported into the model by relying on Google addresses to link the customer address to a location. While this is an automated batch process, a significant number of services did not import into the City or dropped into the center of town. Those services that were not within the City came in elsewhere due to the street name listing. For example, customers with an address on Paris St showed up in Paris, Texas.; this was due to the street name missing "St". Once we revised the street name from "Paris" to "Paris St" the service imported into the correct location. Several customers have business names only in place of a physical address. For those locations, we researched the business and input coordinates for the business location. For those customers that still georeferenced to the center of town, our team researched each address as well and input coordinates for each customer respectively. This then narrowed down branch locations; therefore, for services that appeared to coincide, our team confirmed via Google Street view if the location had multiple meters. At this stage, we did not worry about accurately depicting all meter manifolds, but did ensure that the correct number of meters that could be verified using street view were tapping the main within the approximate service tap location. At the end of this operation, we now had green dots representing meter locations. Our team used another automated tool from the modeling software to assign supply mains to the meters by defining a radius of 200 linear feet. The software assigned the service line to the main closest to the meter within +/- 200 linear feet radially. This yielded quite a number of meters without a main within 200 linear feet of the service. At those locations, our team took the following approach:

We used general industry standards for determining the most likely placement of a service or main, whichever was being added. Appendix C contains a graphical representation of the mains that were added. Our team did not index service line

assumptions since all services has been placed by assumptions. Additionally, our team performed a thorough check of every service to ensure the same general industry standards used for manually adding a service line or main line were consistently applied to the service lines placed by the automatic tool. The biggest correction to the automated tool was to ensure a service line did not cross a lot line. For an example of this concern, refer to Figure 90 in Appendix D.

At this stage, we now have a system map containing all mains and services believed to be an active part of the City system. We then proceeded with inputting all system parameters. The information from the pipeline supplier was used to calculate the natural gas characteristics which govern the flow results. Additionally, we added the regulators at the City Gate station and Pear Tree DRS. This yielded a system map consisting of a network of mains, services and regulators that represent the entirety of the City's natural gas system. The overall map was quality checked one final time before the modeling was ready to begin. In this final, thorough quality check, we discovered that the pipe lengths which were imported with the mains from the GIS data did not match the physical lengths based on where these lines exist in the real world. Further research revealed that the GIS data contained two sets of length values and in most instances neither length was correct. Therefore, our team had to manually edit all hydraulic lengths to be used in the modeling calculations to equal the physical length of the facility in question.

Once these final quality checks were completed, we were finally at a stage where we could run the model to simulate gas follow. This model can be manipulated to simulate the existing condition as well as the addition of new loads, pipes, changes in regulator set points, and opening or closing of valves on the system. This model will serve as the foundation for future investigations related to new customers, load increases, and system constraints. It can also be used to assist with master planning capital improvement projects to help determine the most cost-effective solutions to system needs.

It should be noted that we typically include a calibration process which involves comparing the model results at locations where SCADA information is available. This

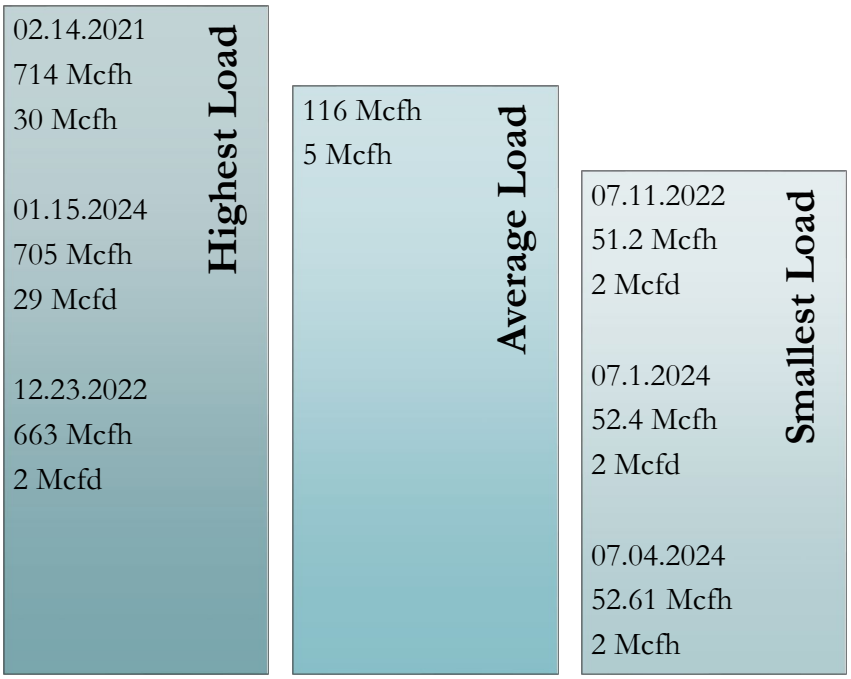
fine-tunes the results of the model to within a reasonable percentage error so that predictions made from the model are better aligned with real world experiences. In the absence of SCADA, we can identify low points and other key locations based on the model to take pressure readings to use in calibrating the model. This is typically an iterative process that we discuss with your operations personnel to confirm the model behaves like the real-world system. For this system, we discussed the settings experienced on a particular day at the City Gate as well as at Pear Tree.

Typically, the development of a natural gas distribution system model would not include an actual capacity assessment to determine feasibility of adding a new gas load (i.e., customer). However, our model generation duration required more effort than typical and exceeded the target completion timeframe. Therefore, as a gesture of customer service, our team incorporated the evaluation of 3 potential loads to help the City's make an informed decision regarding accepting these loads which was the City's intent behind the decision to engage our firm.

## EVALUATION DETAILS

The following delineates key details of the model

- Historical Consumption Information




- Flow Equation used to calculate pipe flow is IGT-Improved which is valid for pressures ranging from 1-500psig.
- Compressibility was calculated based on AGA 8 Gross Method #1, 1992.
- Model Details
    - Color Coding
        - Color was used to differentiate mains derived from the GIS and maps (black) versus assumed mains required due to service meters (orange). We also applied a blue color to the high-pressure portion of the system. Refer to Figure 1 for an illustration of the final model exhibit.

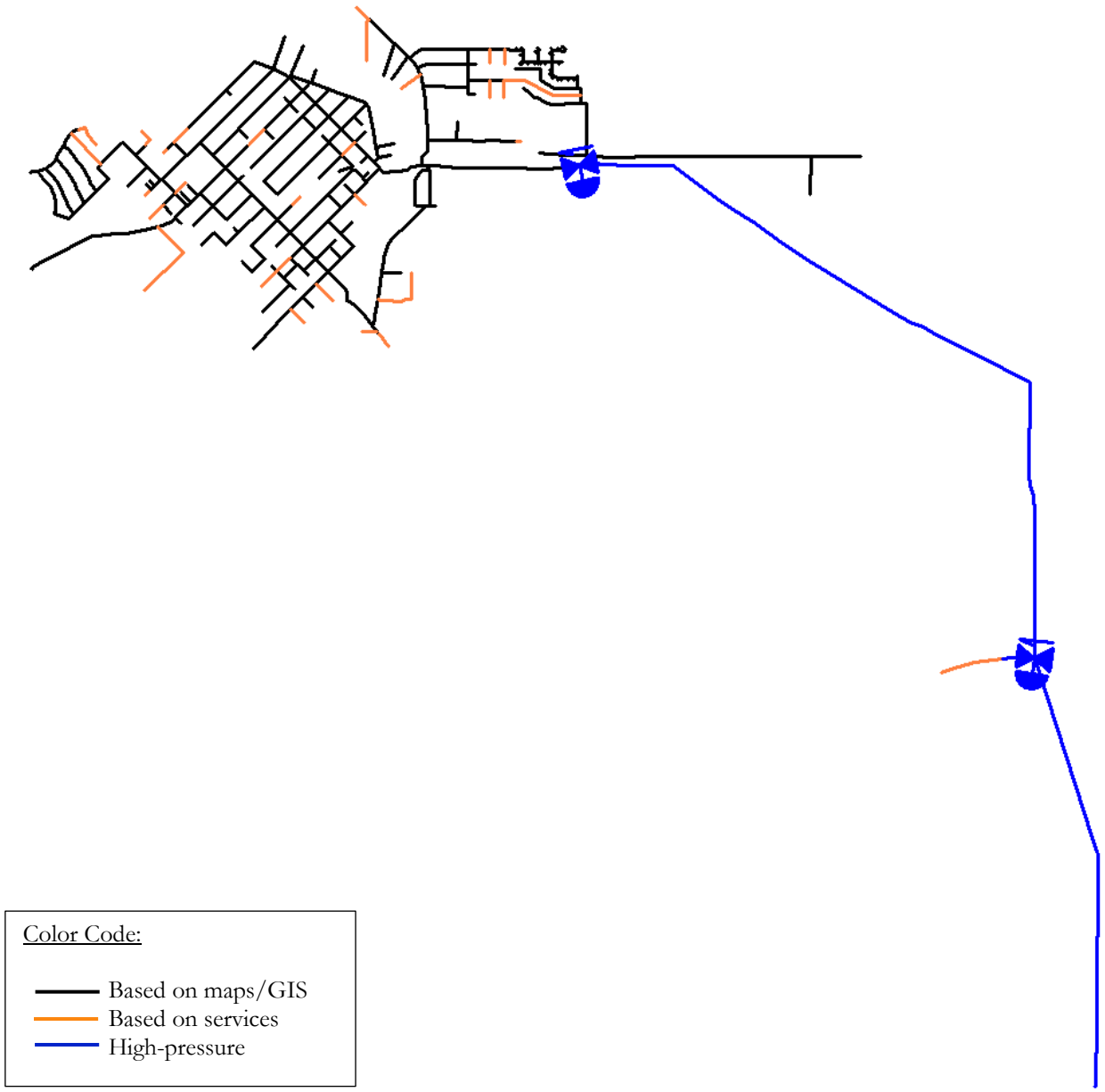



**Figure 1: Existing System Model**

The model consists of 361 lines totaling 159,570 linear feet broken down as follows on the next page. The orange lines represent unmapped added mains; there are 30 lines that have been added to account for services that were missing a supply main. Refer to Appendix C for these details. In the model, main line end points, angles and connections are represented by a solid circle referred to as a node. The connectivity issues described in our Approach were essentially locations where a node was needed at locations where two mains intersect or connect. The model we generated contains 341 nodes. We also added regulators to the model; however, without further on-site investigations, we were unable to confidently locate what we

suspect to be farm tap services utilizing a regulator due to the supply main being the high-pressure line bringing gas into the city system. Currently, the model accounts for the regulator at the City Gate, Pear Tree DRS and what we, together with the City, believe to be the DRS at CR 5711 and Cornfield.

| Size/Type Code | Inside Diameter, Inches | Pipe Count | Length, Feet |
|---|---|---|---|
| **1S** | 1.049 | 2 | 384 |
| **1/2P CTS** | 0.445 | 56 | 1,933 |
| **2P** | 1.917 | 149 | 49,906 |
| **2S** | 2.067 | 116 | 57,120 |
| **3S** | 3.068 | 9 | 4,620 |
| **4S** | 4.026 | 23 | 42,568 |
| **4S-.156** | 4.188 | 6 | 3,039 |
| **Total Quantities** | | 361 | 159,570 |

**Figure 2: Breakdown of Pipe Segments**

## EVALUATION RESULTS

Three scenarios were modeled to establish a preliminary baseline model performance. The results from these 3 scenarios can be used to calibrate the model when the system is experiencing the applicable load condition. The following delineates each load scenario:

- Scenario A: Low Demand Condition (2 Mcfh) —demand comes the lowest system load experienced since 2021which occurred on July 11, 2022 based on the volumes delivered at the City Gate.
- Scenario B: Average Demand Condition (5 Mcfh)—demand is the average volume delivered at the City Gate from Jan 2021 through September 30, 2024.
- Scenario C: Peak Demand Condition (30 Mcfh)—this represents the system's critical load; at this demand level, the system begins to experience pressures below 10 psig.
- Scenario D: Average Load plus Growth Condition (5 Mcfh)—this represents the average system demand plus assumes two additional services at their peak demand. This is meant to be the typical result the City can expect after adding the two perspective customer loads.
- Scenario E: Peak Load plus Growth Condition (30 Mcfh)—this represents the peak system demand plus assumes two additional services. This is meant to be a worst-case scenario of adding the two perspective customer loads.

SCENARIO A: LOW DEMAND CONDITION (2 Mcfh)

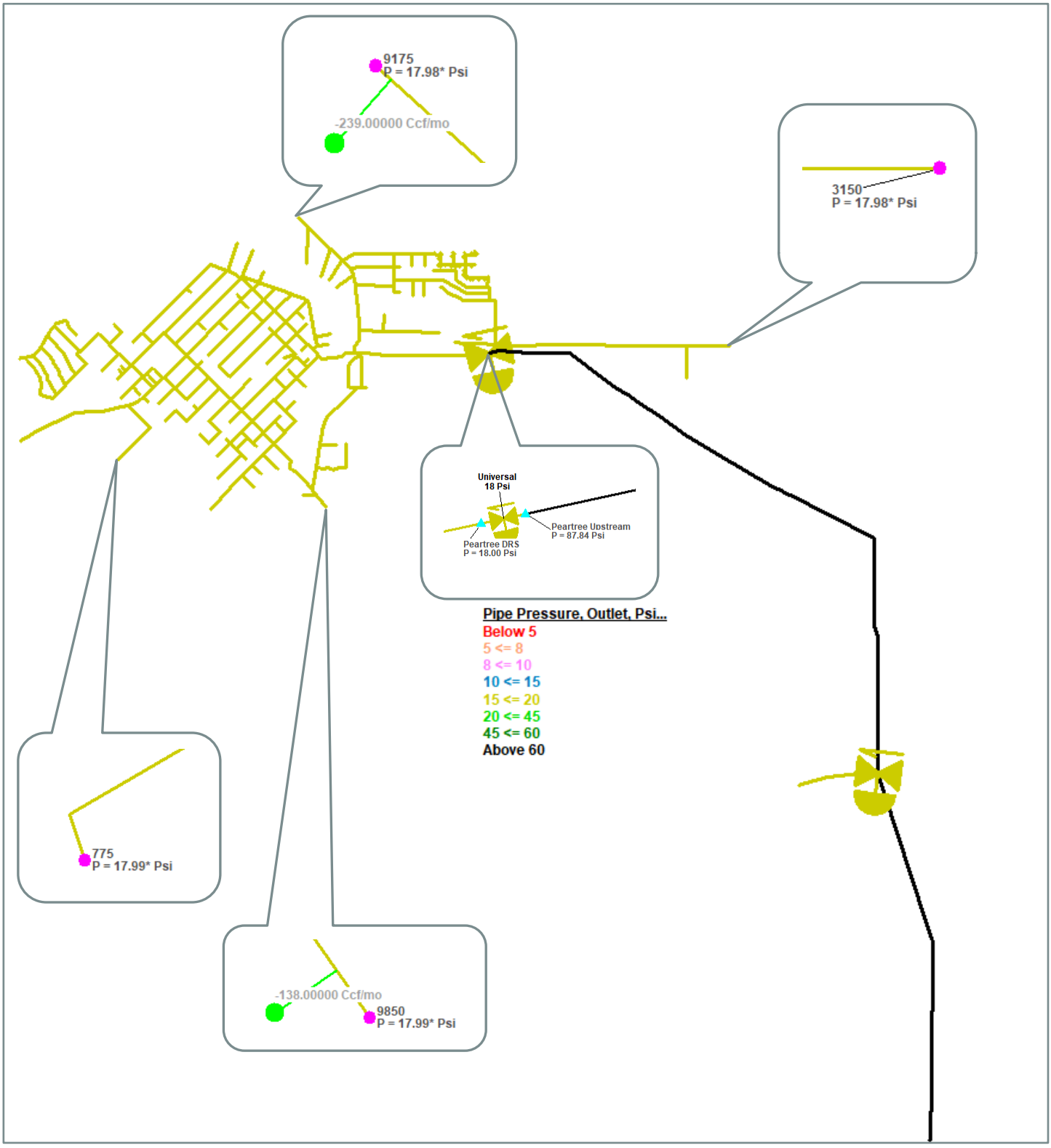



Figure 3: Low Demand Condition

SCENARIO B: AVERAGE DEMAND CONDITION (5 Mcfh)

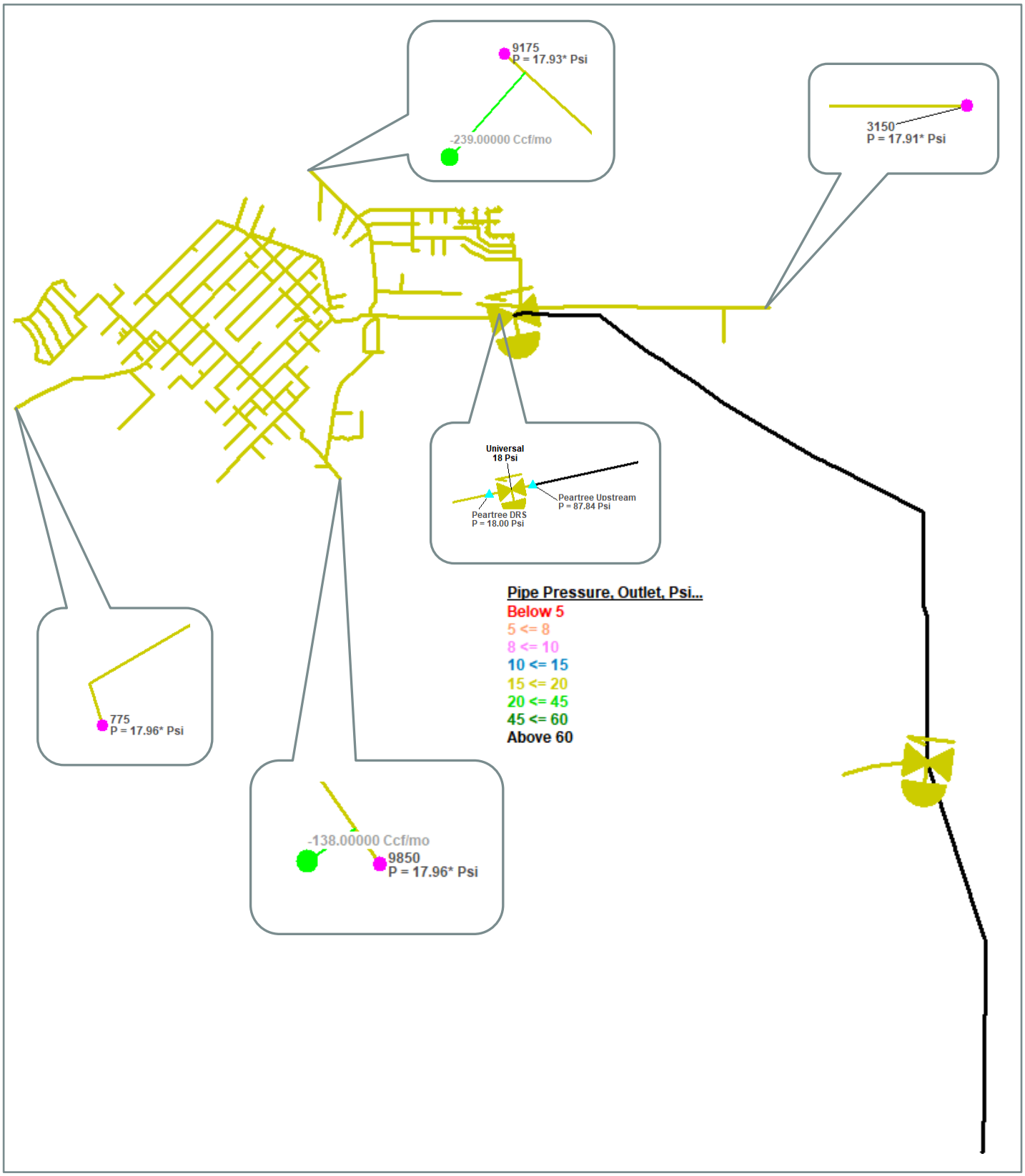



Figure 4: Average Demand Condition

SCENARIO C: PEAK DEMAND CONDITION (30 Mcfh)

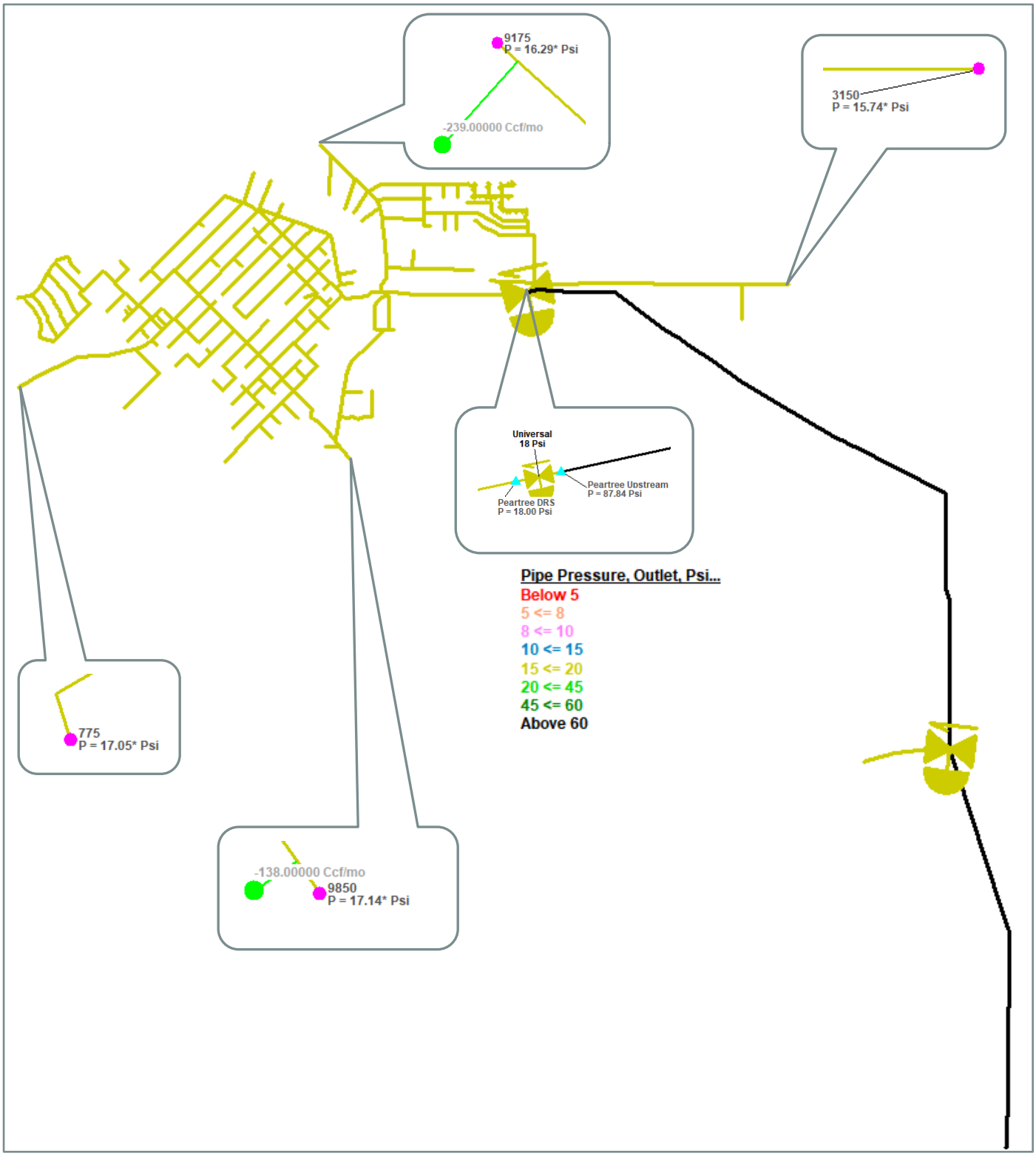



Figure 5: Peak Demand Condition

SCENARIO D: AVERAGE LOAD PLUS GROWTH CONDITION (5 Mcfh)

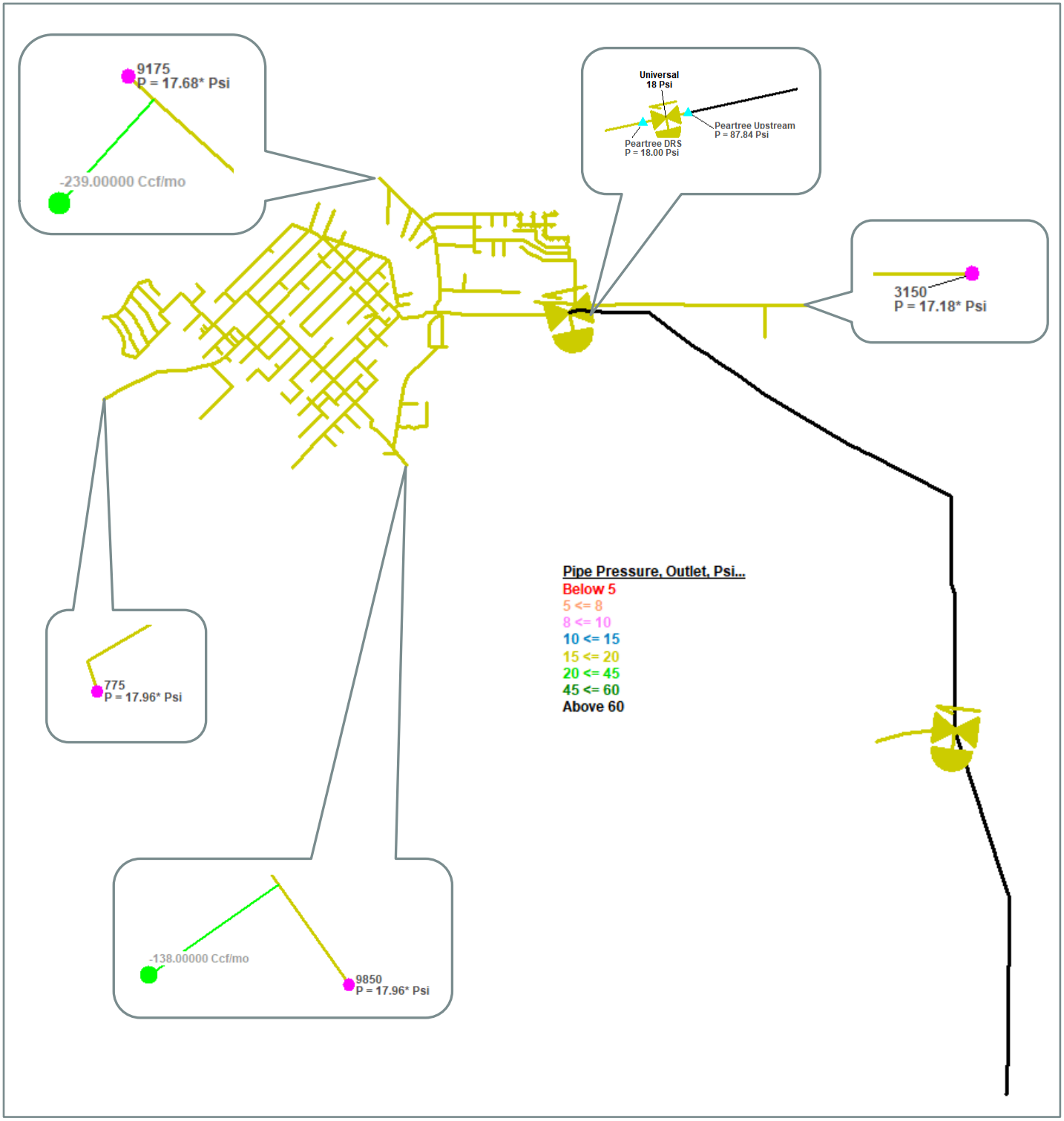



Figure 6: Average Load Plus Growth Condition

SCENARIO E PEAK LOAD PLUS GROWTH CONDITION (30 Mcfh)

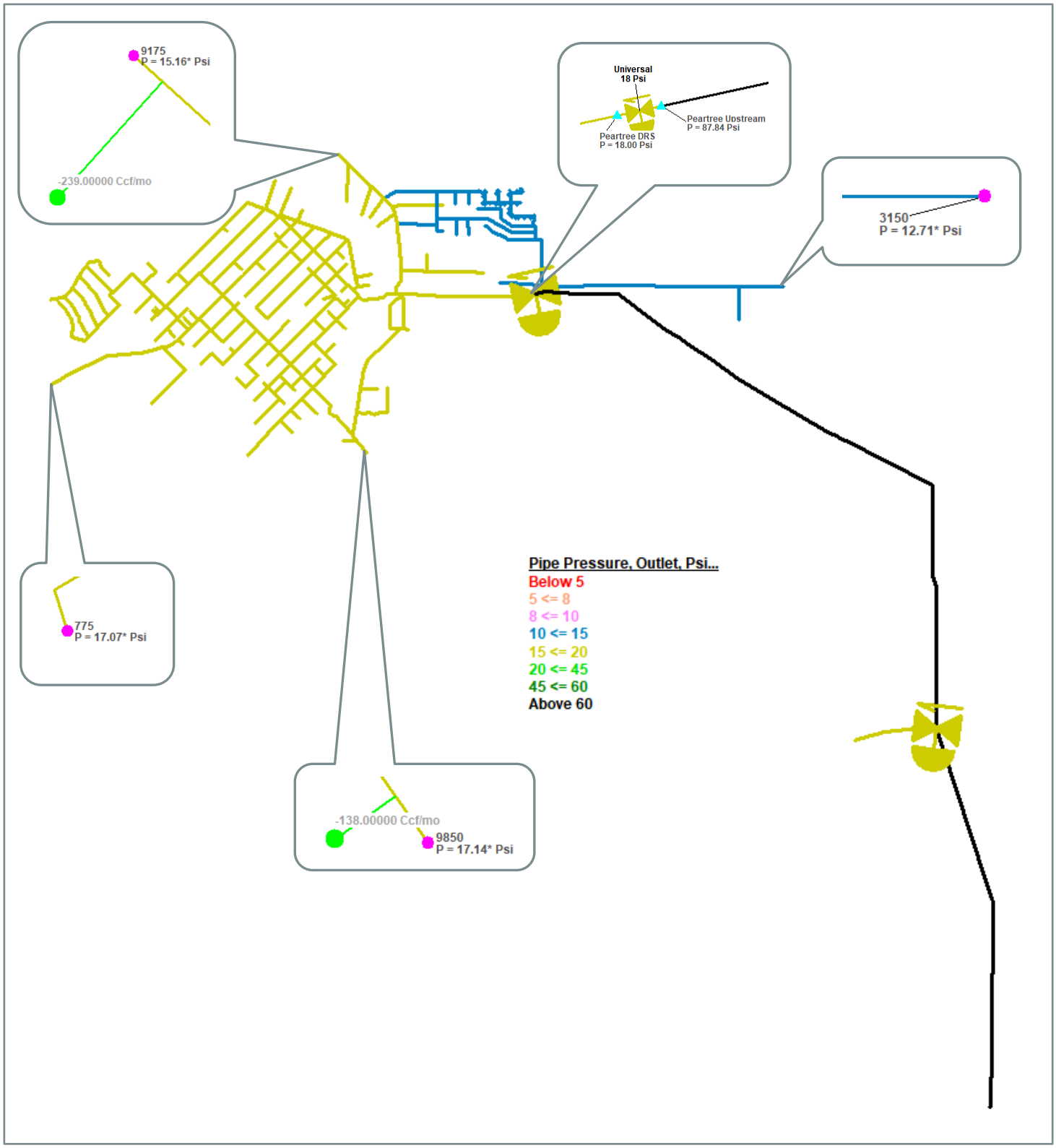



Figure 7: Peak Load Plus Growth Demand Condition

The various scenarios illustrate the system operation when subjected to certain load conditions. For scenarios D and E, we accounted for two perspective customers with the flowing load parameters:

- Town East Crossing Retail—3250 cfh at 2 psig
- Flat Creek Subdivision 65 lots estimated at 110 ccf/month

It should be noted that the assumed load for Flat Creek Subdivision is based on the average usage for Castroville in the Village Path/Sunnyland Dr neighborhood. Our team evaluated the impact of adding these two perspective loads and had provided preliminary results previously outside of this report. However, those results reported a bigger impact because we used a higher assumed consumption per lot. The earlier results used the largest load in the reference neighborhood. Upon further consideration, we decided the more appropriate representation would be the average load since the developer was not able to provide any information regarding estimated natural gas load nor did they include information regarding lot or building size for our team to estimate load based on planned home sizes.

Our team conducted a site visit to evaluate our model results and verify the system layout. There are a number of discrepancies between the real-world system and the maps; therefore, we used industry standards as a basis for our assumptions. During our site visit, we were able to confirm and/or update some of our assumptions for missing mains or service feeds. This provided confidence in our assumptions since we were not able to fully field verify all assumptions in our single site visit. The high-pressure portion of the system in the model matches the real-world pressures at the high-pressure side (upstream) of the Pear Tree DRS. This also gives us confidence in the model.

During our site visit, we confirmed that the area along FM471 from Pear Tree DRS to FM 483 is not adequately captured in the City's maps and may not be correctly reported or patrolled in regard to regulatory compliance and industry best practices. This is in the high-pressure portion of the system; however, that line has considerable capacity.

Furthermore, we discovered the presence of an unknown station west of the station we believe to be the CR 5711 and Cornfield DRS. Out visit to the site did not provide enough time and resources to further investigate this station to verify the upstream main supplying the station nor the downstream man exiting the station.

In addition, our site visit helped clarify some locations where we assumed mains or service feeds.

# RECOMMENDATIONS

We recommend a second phase to further refine the hydraulic model in order to increase the reliability of the model. This future phase should include the following items:

- Toning and locating all lines along FM 471 from Pear Tree DRS to FM 483 to map out all mains, services, farm taps and any stations present in this region. Field verification of any facilities not accounted for in the City's maps or GIS may be necessary to properly understand the system. This should be performed by natural gas subject matter experts (SMEs) together with the City. The SME is needed to provide guidance to the City regarding any compliance obligations to ensure the safe and reliable operation of any unknown portion of the system.
- Toning and locating all lines along CR 5711 to map out all mains, services, farm taps and any stations present in this region. Field verification of any facilities not accounted for in the City's maps or GIS may be necessary to properly understand the system. This should be performed by natural gas subject matter experts (SMEs) together with the City. The SME is needed to provide guidance to the City regarding any compliance obligations to ensure the safe and reliable operation of any unknown portion of the system.
- Conduct a site visit to all high-volume customer meters to document delivery pressure requirements to ensure those are accounted for in the model. The site visit can be performed by the City and results reported back to our team for a Phase II refinement.
- Field verify the assumed main limits and material specifications so that all maps and records can be updated together with the model to properly reflect the real-world system.
- Monitor and record pressures at key system end points (i.e., those noted in the model scenarios) during peak events (both high and low). It is common practice in the industry to monitor low points as well as key large loads so that the system operations are routinely calibrated in a hydraulic model. The City could opt to install remote monitoring devices at these locations for the sole purpose of establishing these check points not only for calibrating this model, but also for monitoring the system in general, especially during peak events. The alternative to installing devices at these end points is to check pressures at nearby customer meters. Regardless of how this data is collected, the temperature, date and time of the pressure reading should be recorded. If

our team is to assist with a Phase II scope, we will work with the City throughout this year and any Phase II scope year to obtain readings as they are acquired or as a peak weather event is anticipated.

- Similarly, we recommend adding remote monitoring at the City Gate, Pear Tree DRS, CR 5711 and Cornfield DRS (and any other stations discovered in the next phase). Again, this is in line with industry standards and provides the City with a more efficient monitoring system when compared to physical patrolling.
- Research the following for possible grant opportunities:
    - Natural Gas Distribution Infrastructure Safety and Modernization (NGDISM) Grant Program offered by the US Department of Transporation's Pipeline and Hazardous Materials Safety Administration (PHSMA) for installing remote monitoring systems and/or replacing or adding a DRS.
    - Pipeline Emergency Response Grant (PERG) offered by the US Department of Transporation's Pipeline and Hazardous Materials Safety Administration (PHSMA) for training City personnel and/or for the purchase of equipment that was previously provided by CPS Energy.
    - Community Development Block Grant Program offered by the U.S. Department of Housing and Urban Development for the construction of public improvements such as replacing mains or stations.
    - Community Facilities Direct Loan & Grant Program in Texas offered by the USDA Rural Development to determine grant eligibility for the purchase of new equipment or for the construction of public improvements.
    - Texas Community Development Block Grant Program (TxCDBG) offered by the Texas Department of Agriculture for utility infrastructure improvements.
    - Public Works and Economic Adjustment Assistance Program offered by the U.S. Department of Commerce to possibly fund construction projects, equipment purchases or personnel training.
- We recommend the acceptance of the two new natural gas loads we analyzed (Town East Crossing and Flat Creek Subdivision); however, we recommend increasing the outlet pressure at Pear Tree DRS from 18 psi to 25 psi to rebalance the system pressure ranges into a more acceptable range during peak load conditions. Typically, this type of recommendation would be part of a Master Plan scope of work or would

be presented more generally encouraging the City to simply increase pressure. Again, due to the delayed completion of the model generation, our team performed additional scope at no additional cost to ensure the City received their target benefits from this model. Refer to the following illustration of the model scenario that illustrates the system improvements resulting from this recommendation.

SCENARIO F PEAK LOAD PLUS GROWTH CONDITION WITH SYSTEM IMPROVEMENT (30 Mcfh)

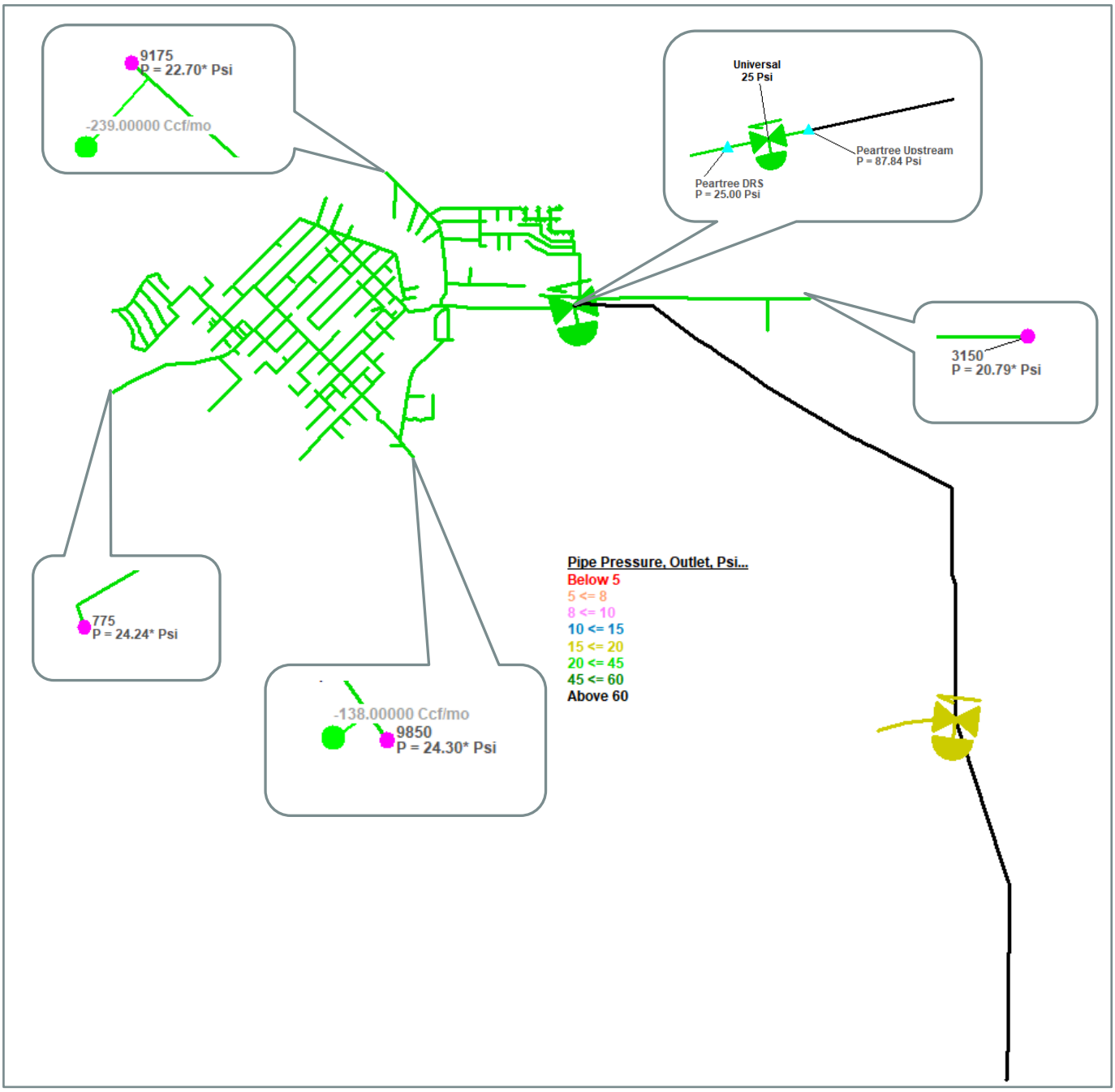


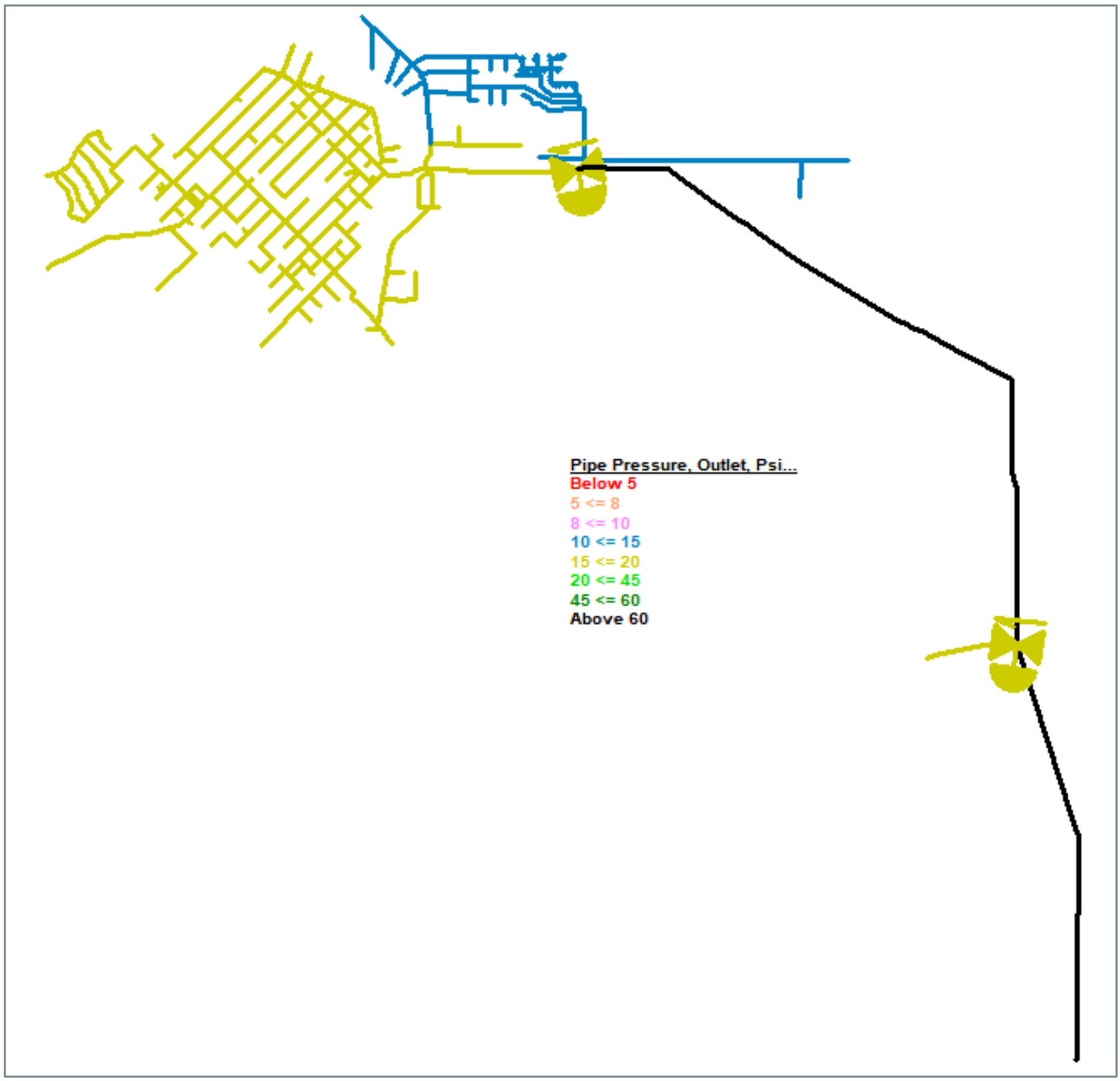

Figure 8: Peak Load plus Growth Conditions with System Improvement

This recommendation includes the use of a natural gas SME to guide the City regarding Maximum Allowable Operating Pressure (MAOP) concerns. At the very least, during peak weather conditions, the City should monitor the portion of the system impacted by the new loads to determine if a temporary increase in outlet pressure is warranted to ensure the continued delivery of natural gas service to all customers.

- These recommendations are made assuming that the City elects to approve a change order to capitalize on our ability to provide the City with an updated shape file for use in updating the City's current GIS maps for the natural gas system. If the City chooses to not authorize the additional Phase I scope we previously submitted, then we suggest updating the GIS whenever those assumed assets are field verified.
- Last, we believe the model provides an invaluable resource that should be used together with your leak management, DIMP assessments and master planning for capital improvement projects.

As noted in our conversations, our team is available to answer any questions and assist with the development of any of our recommendations. Refer to Appendix F where we have summarized our list of assumptions and recommendations.

SCENARIO G: 25% GROWTH CAPACITY WITH SYSTEM IMPROVEMENT (37.5 MCFH)



# APPENDIX A: CONNECTIVITY

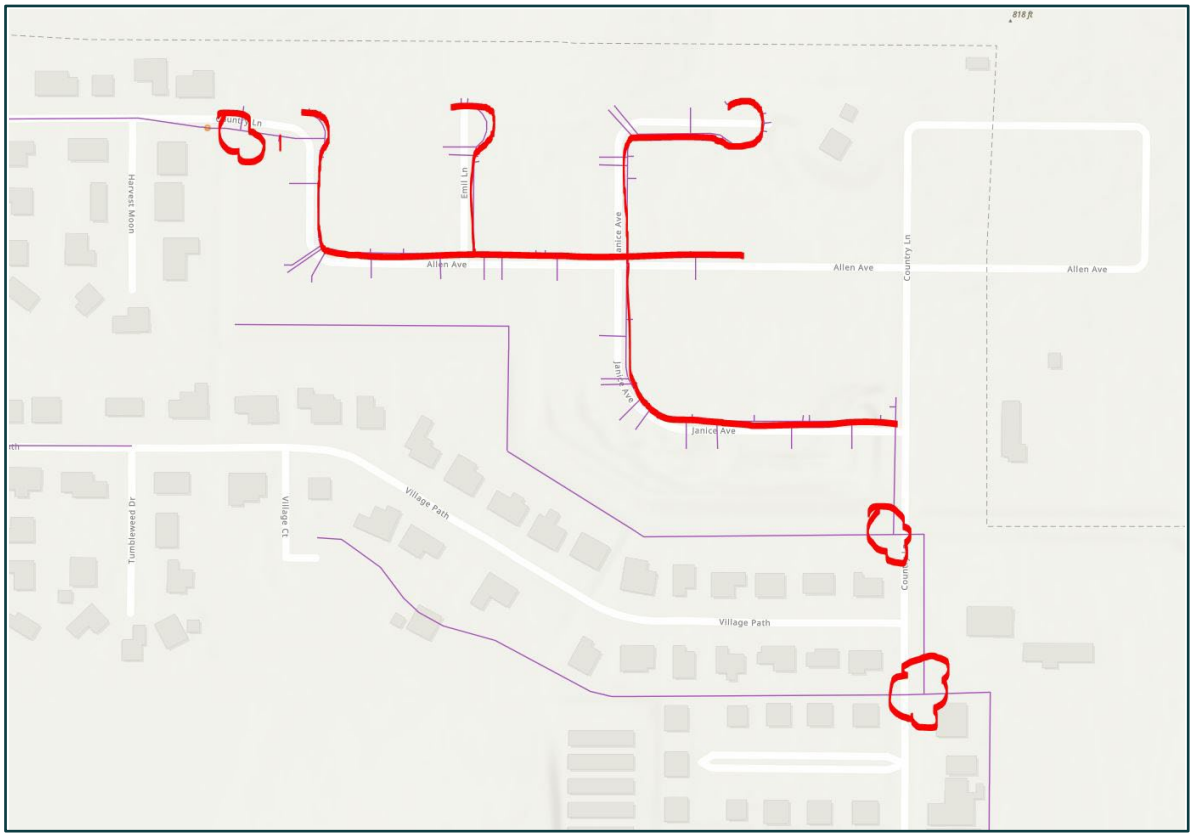



**Figure 9: Neighborhood off Country Ln-Janice Ave-Allen Ave**

**Figure 10: Athens St at Paris St**

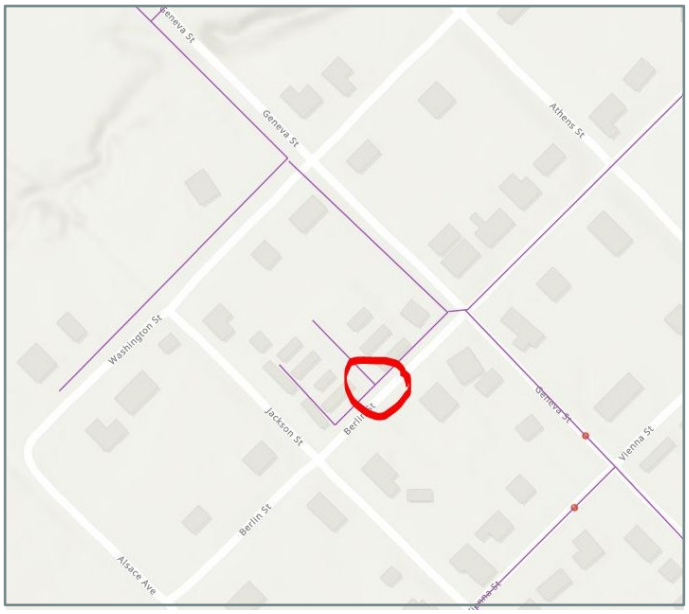



Figure 11: Berlin between Geneva St and Jackson St

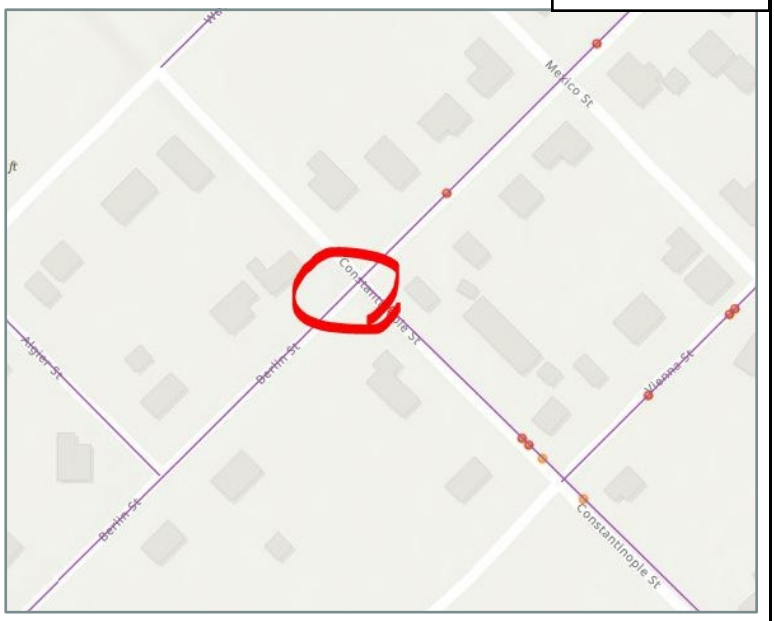



Figure 12: Constantinople St at Berlin St

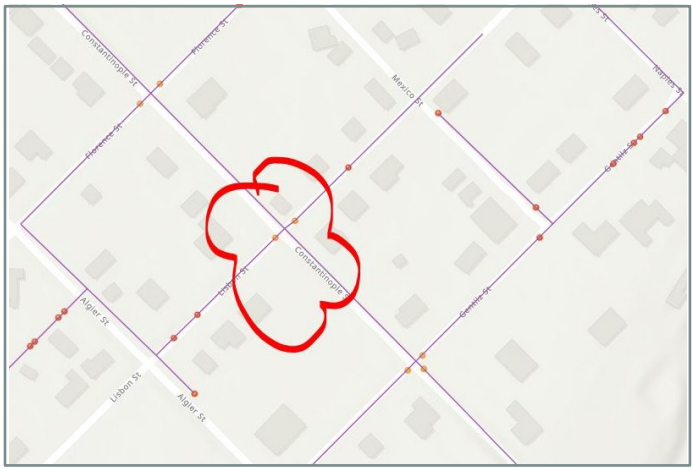



Figure 13: Constantinople St at Lisbon St

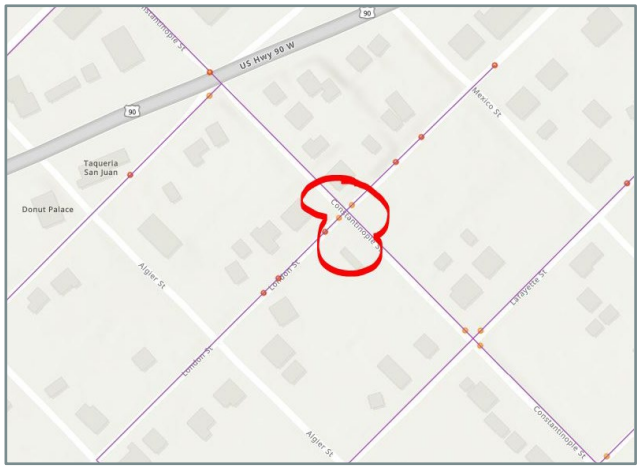



Figure 14: Constantinople St at London St

Figure 15: CF 471 at Brieden St

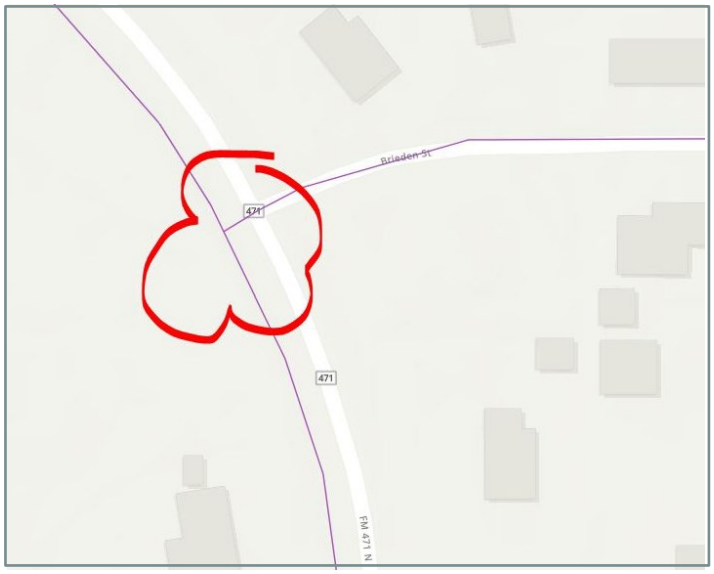



Figure 16: FM 471 at May St

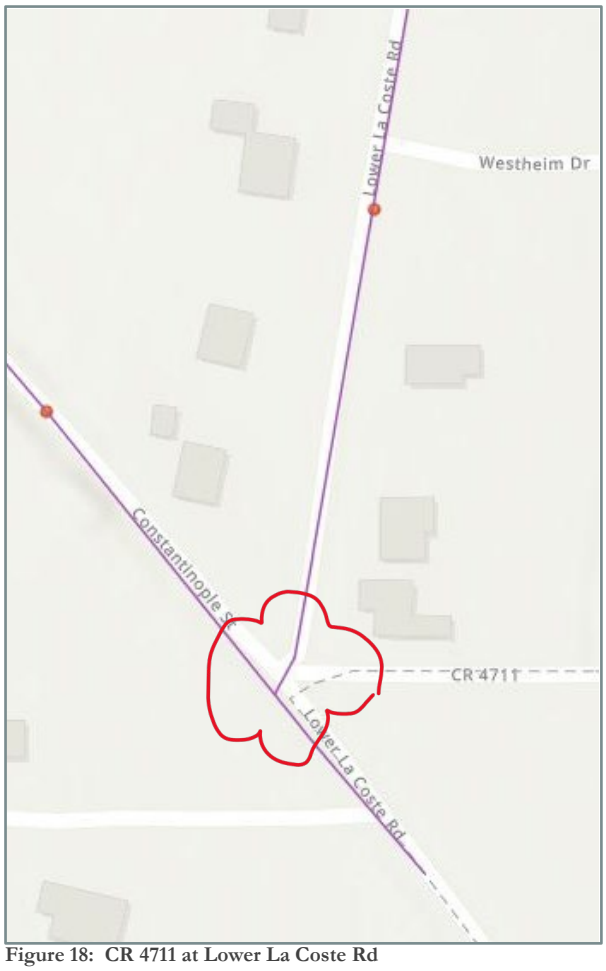



Figure 18: CR 4711 at Lower La Coste Rd

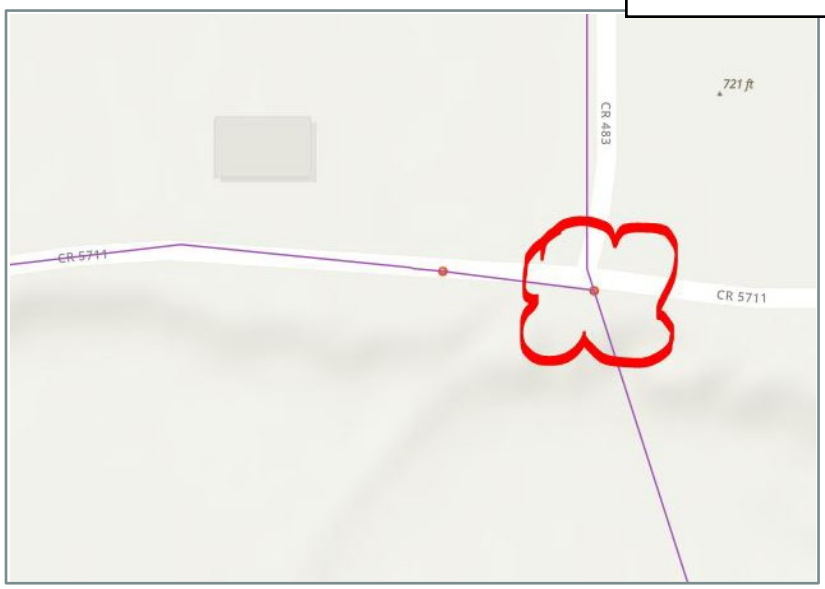
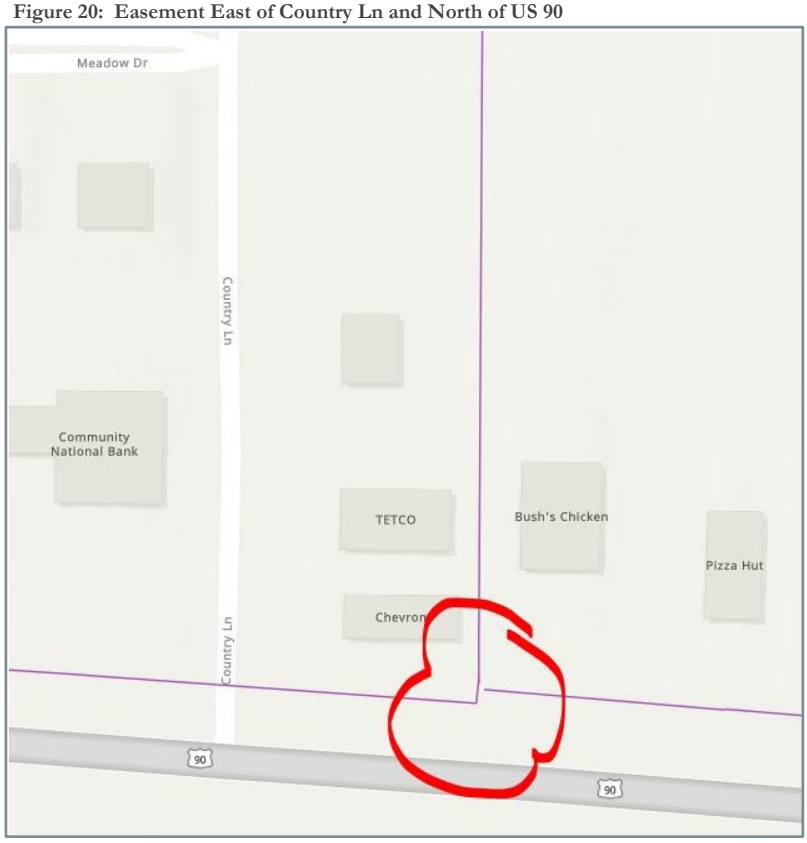



Figure 17: CR 5711 at CR 483

Figure 19: Easement between CR 471 and School St

Figure 20: Easement East of Country Ln and North of US 90



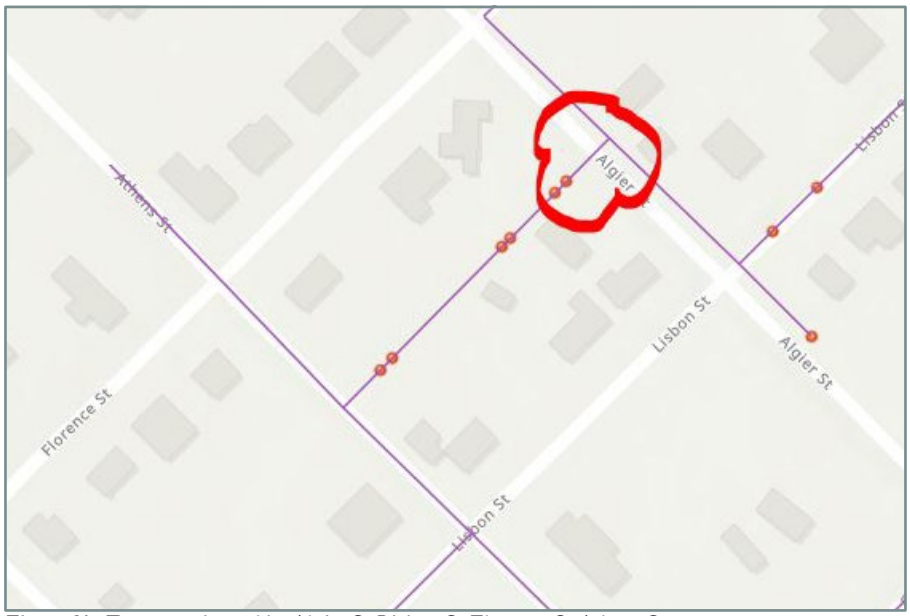



**Figure 21: Easement bound by Algier St-Lisbon St-Florence St-Athens St**

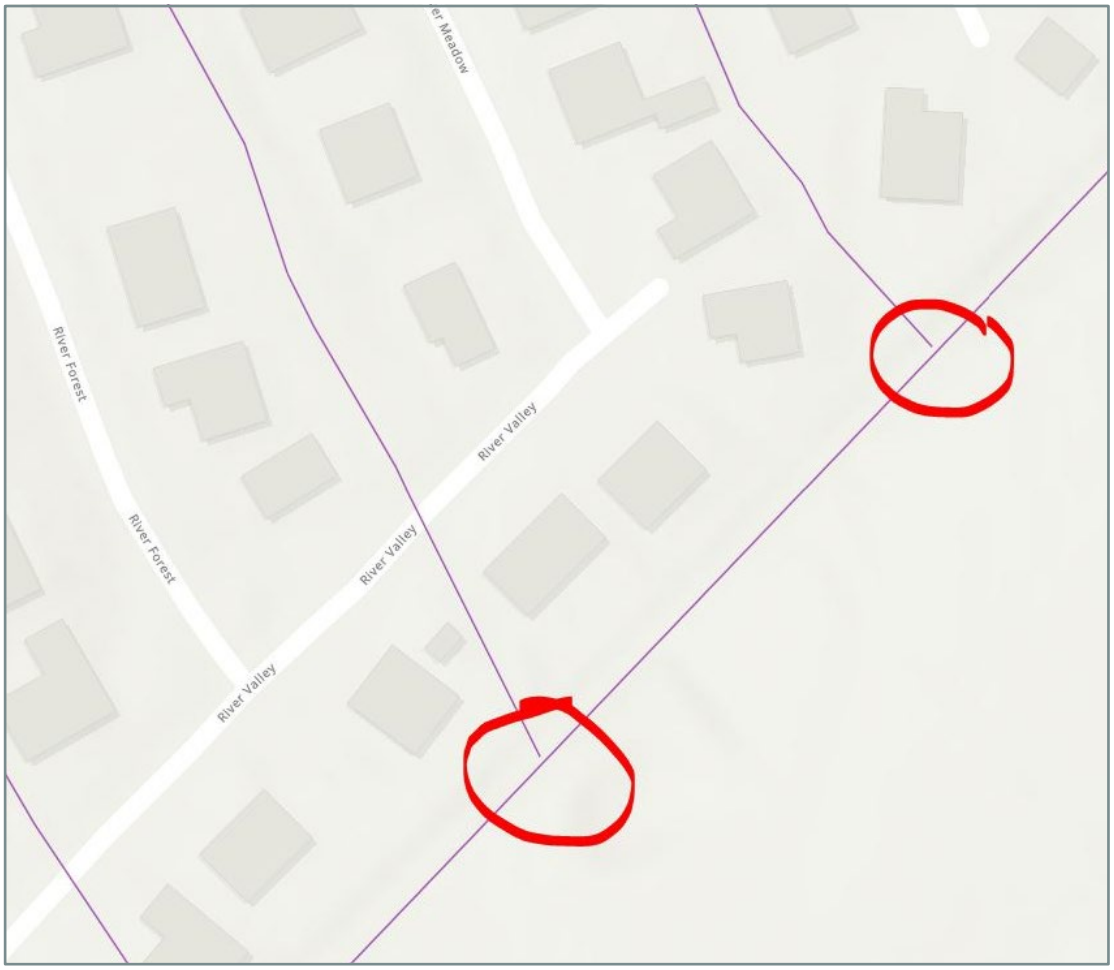



**Figure 22: Easement South of River Valley from River Bluff to River Knoll**

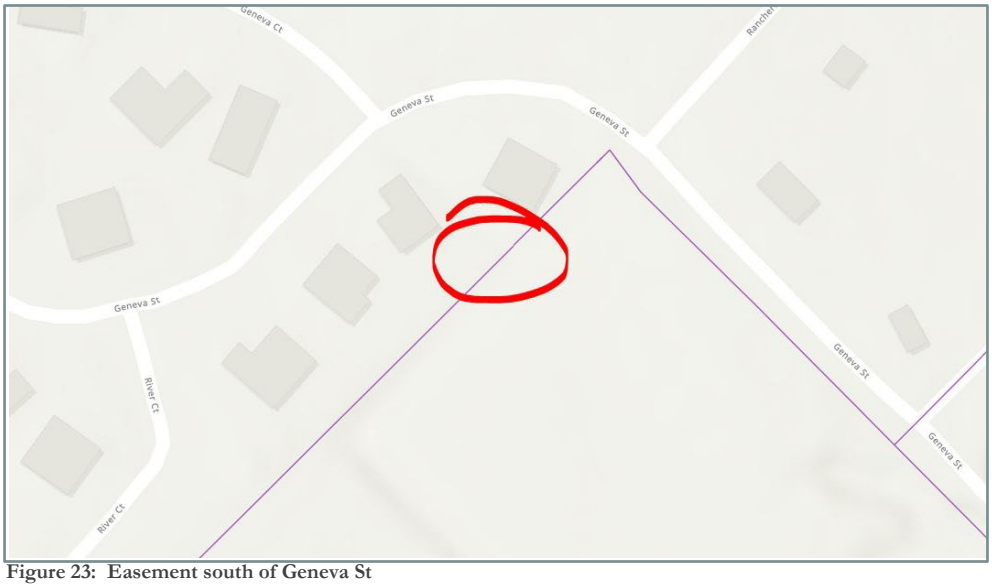



**Figure 23: Easement south of Geneva St**

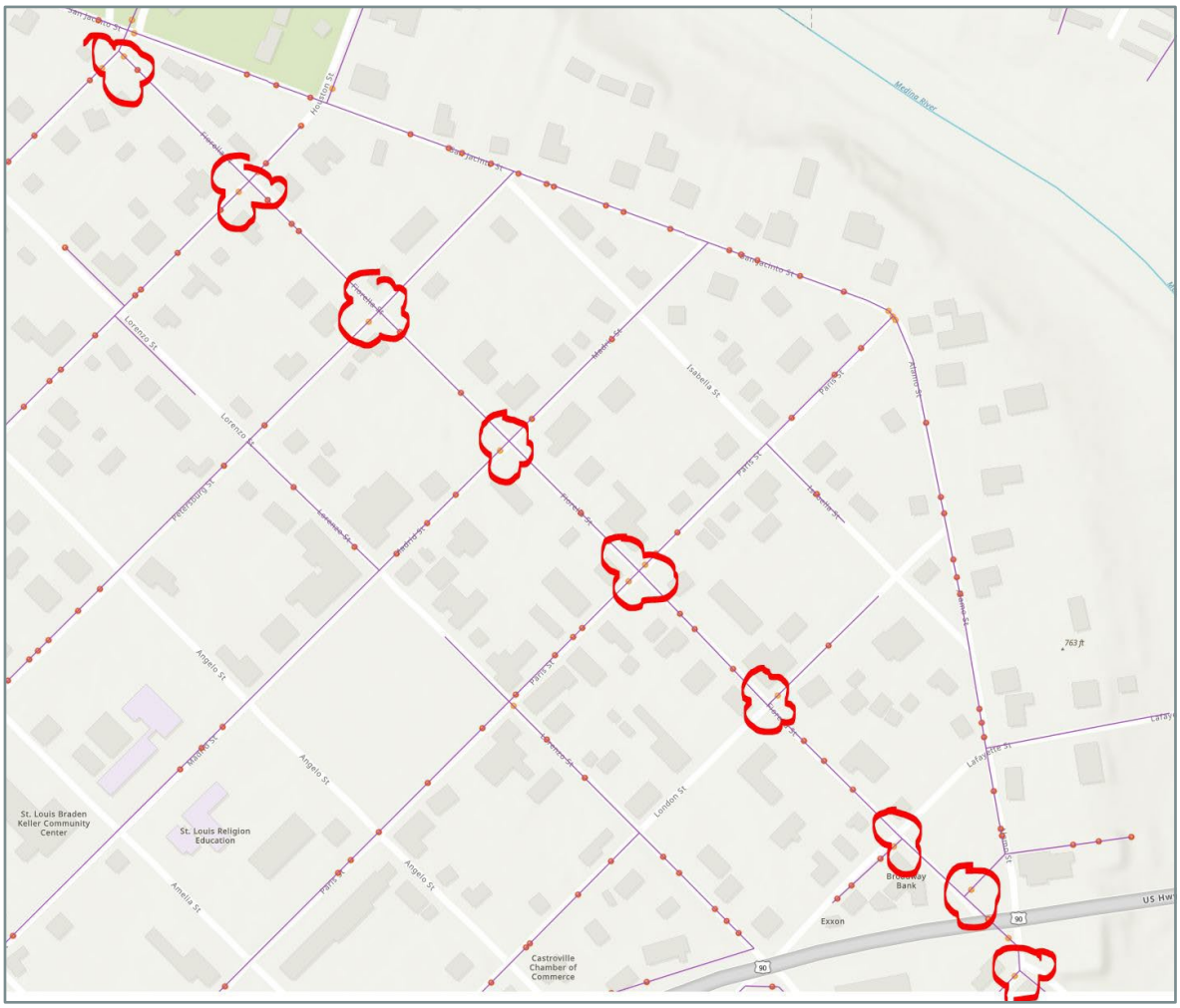



**Figure 24: Fiorella St from Petersburg St to US 90**

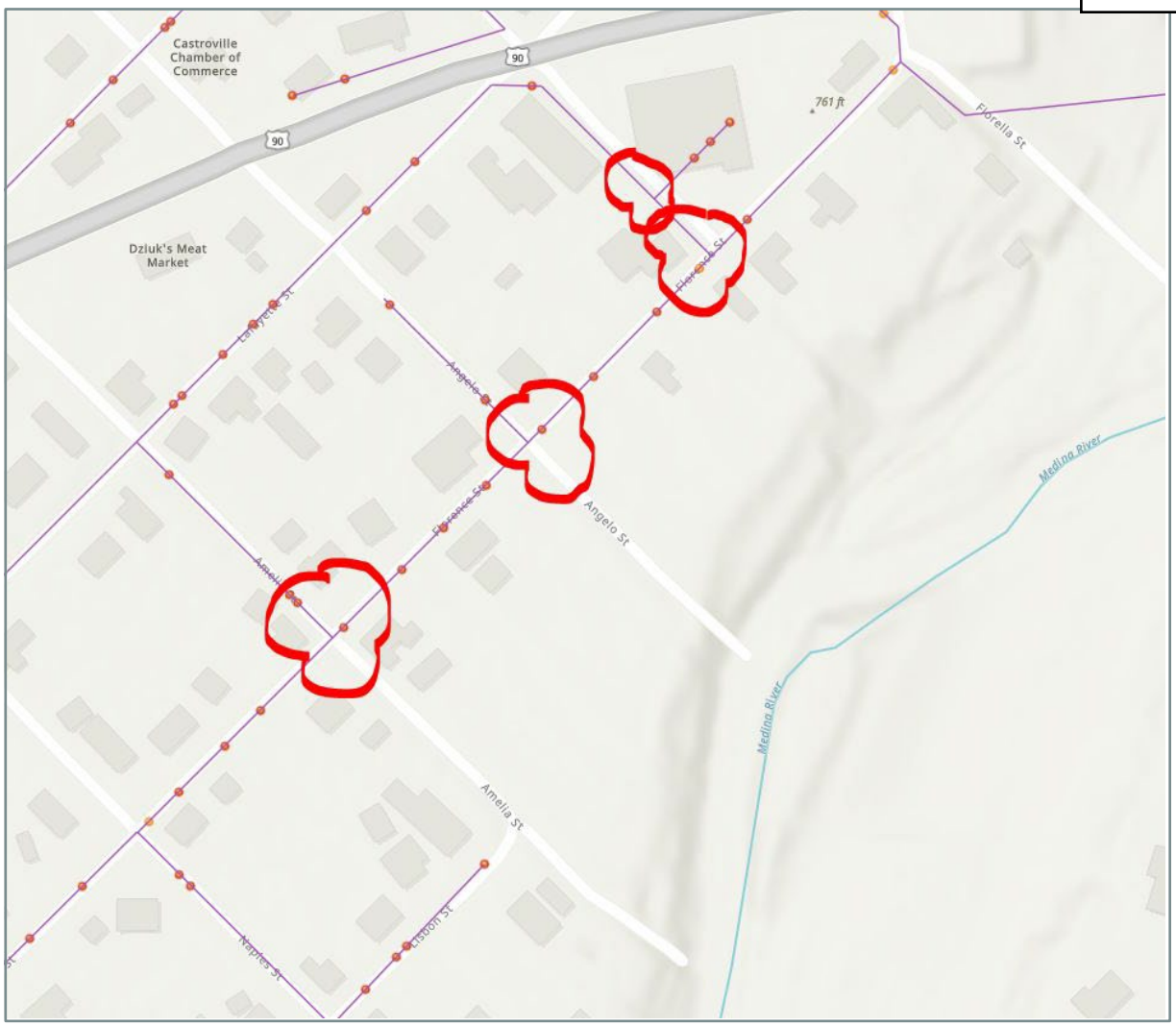



Figure 25: Florence St from Amelia St to US 90

Figure 26: FM 471 between Alvina St and Hans St

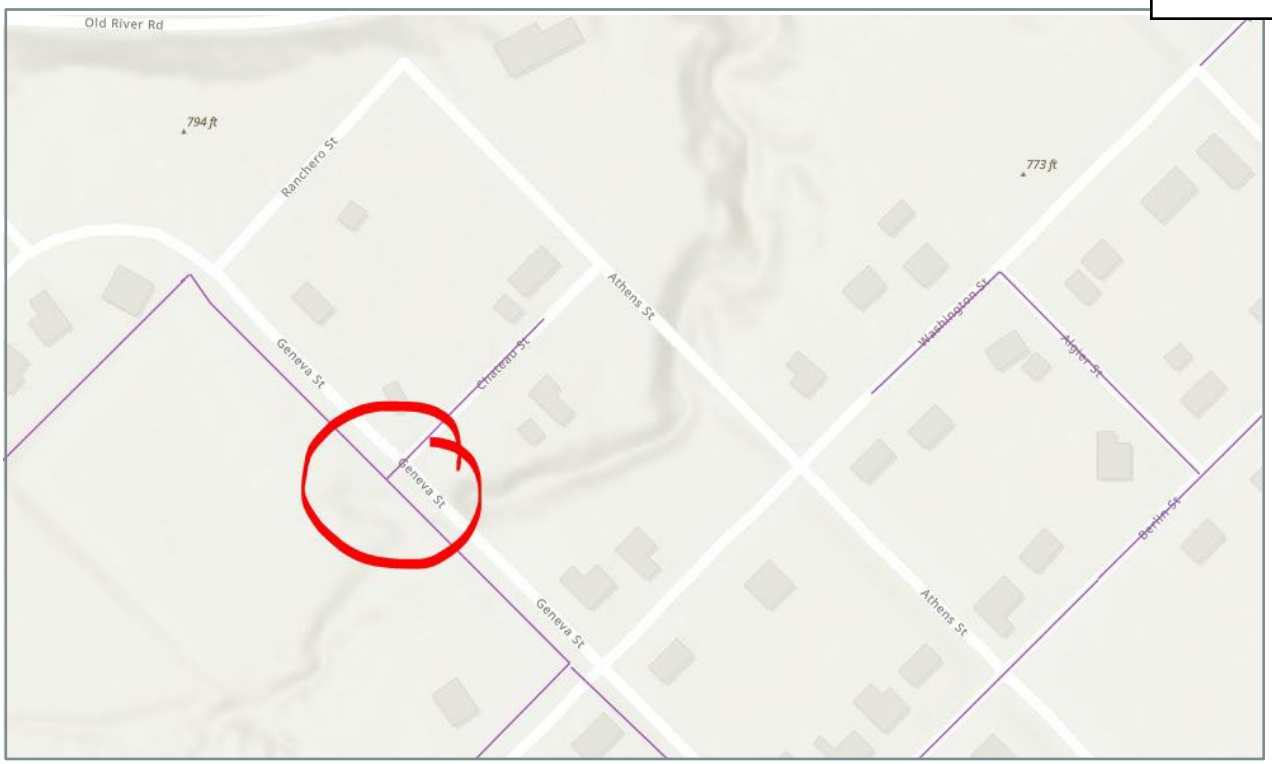



**Figure 27: Geneva St at Chateau St**

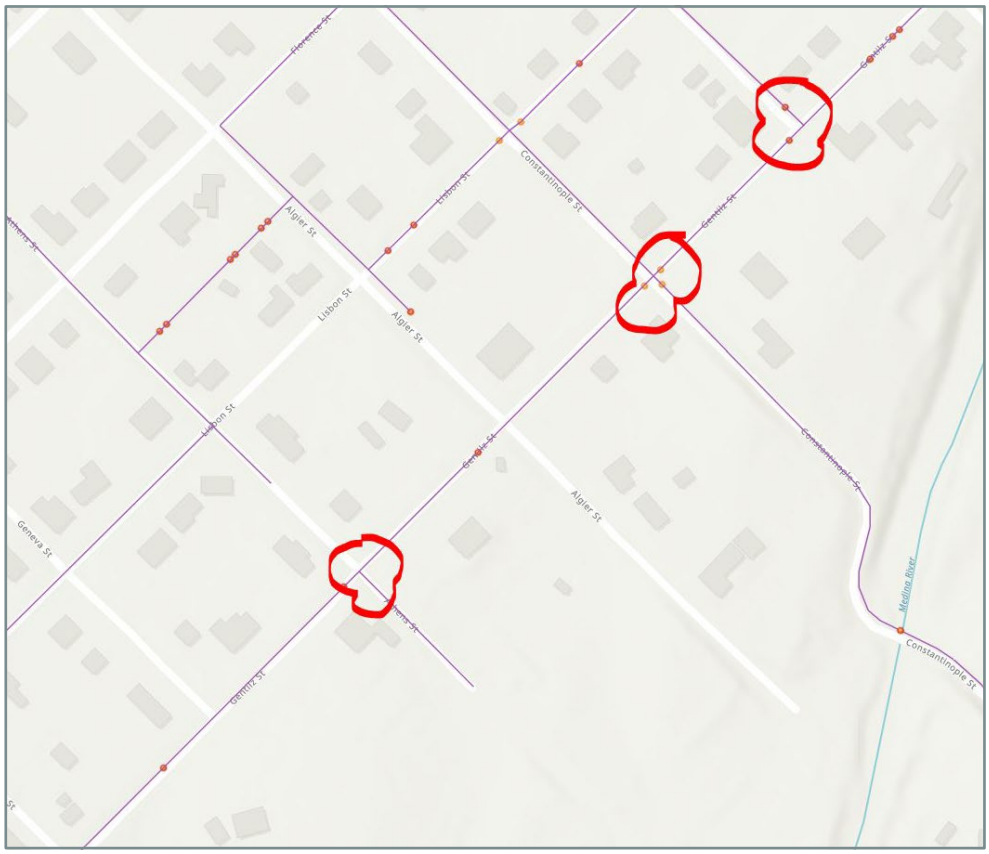



**Figure 28: Geneva St between Washington St and Berlin St**

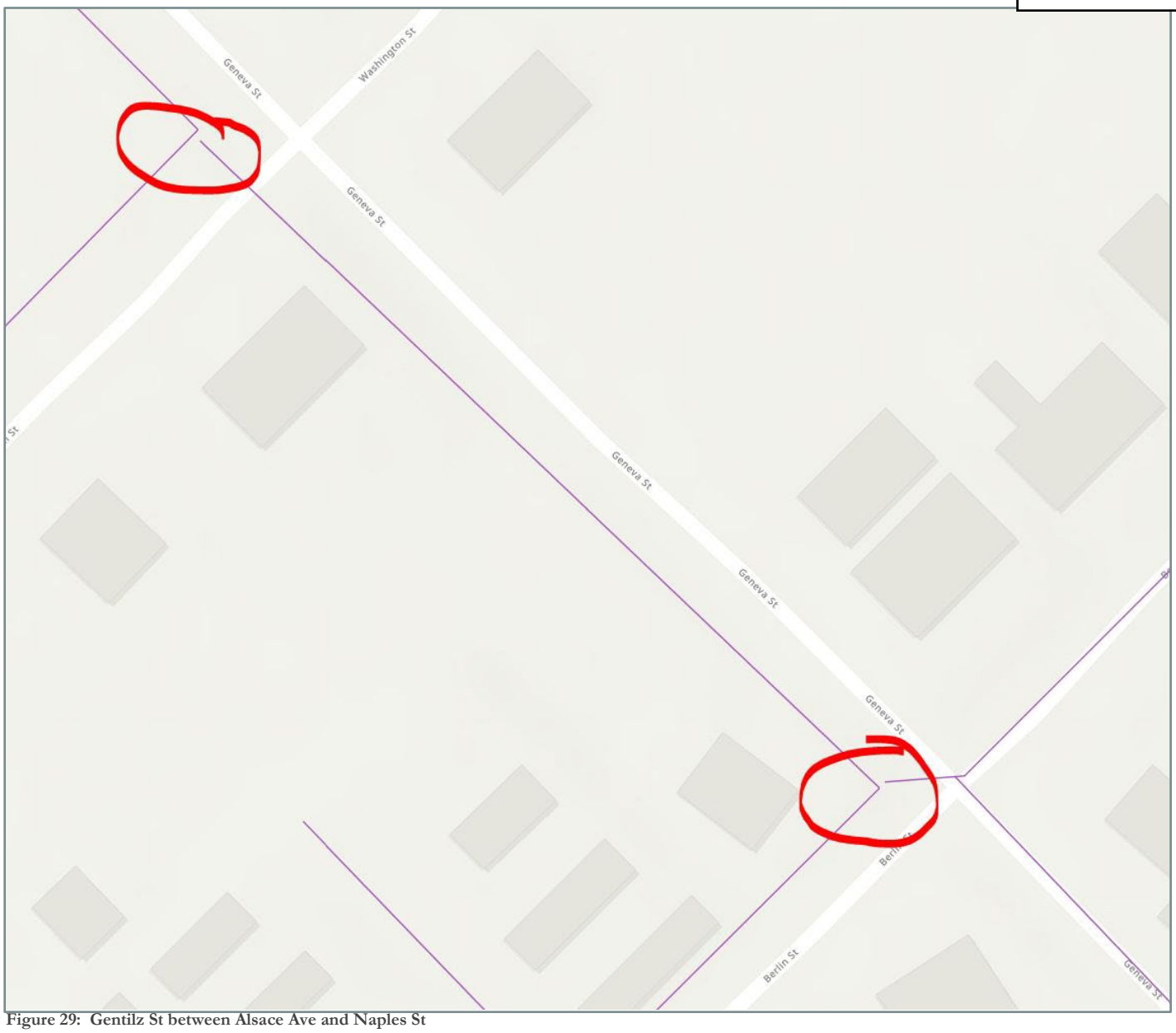



**Figure 29: Gentilz St between Alsace Ave and Naples St**

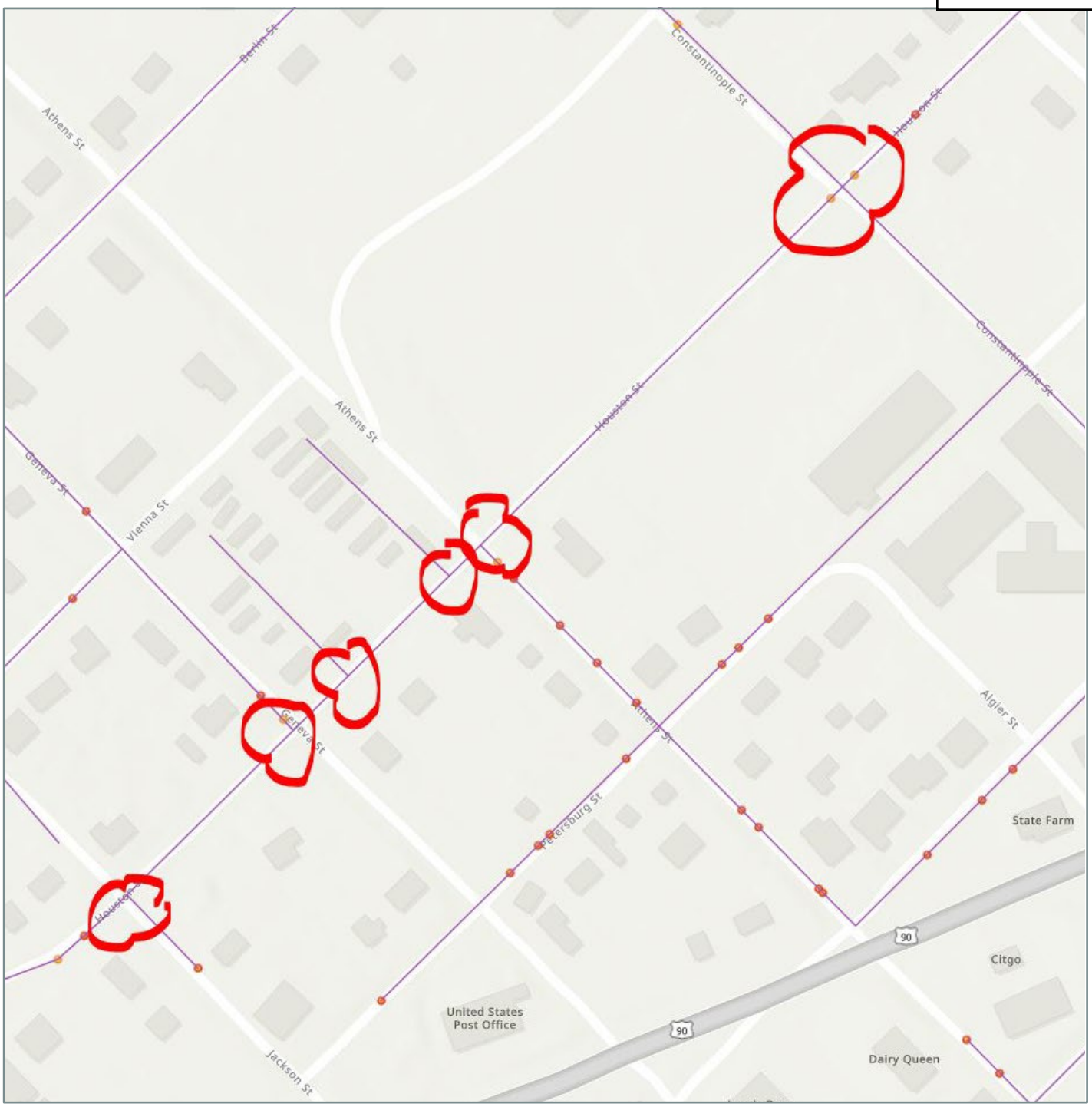



Figure 30: Houston St from Jackson St to Naples St

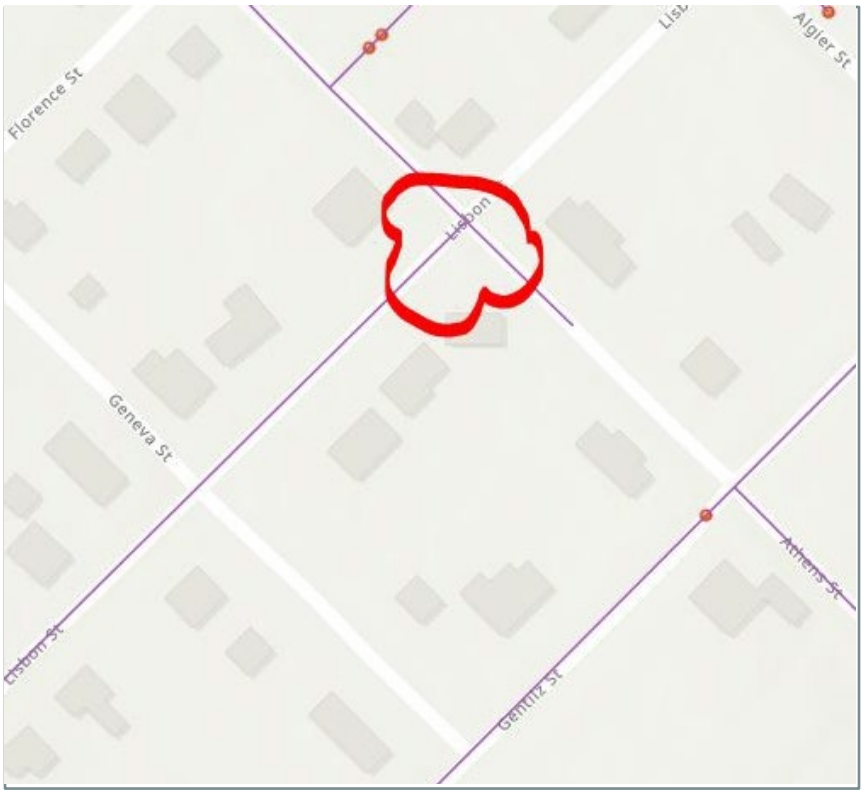



Figure 31: Lisbon St at Athens St

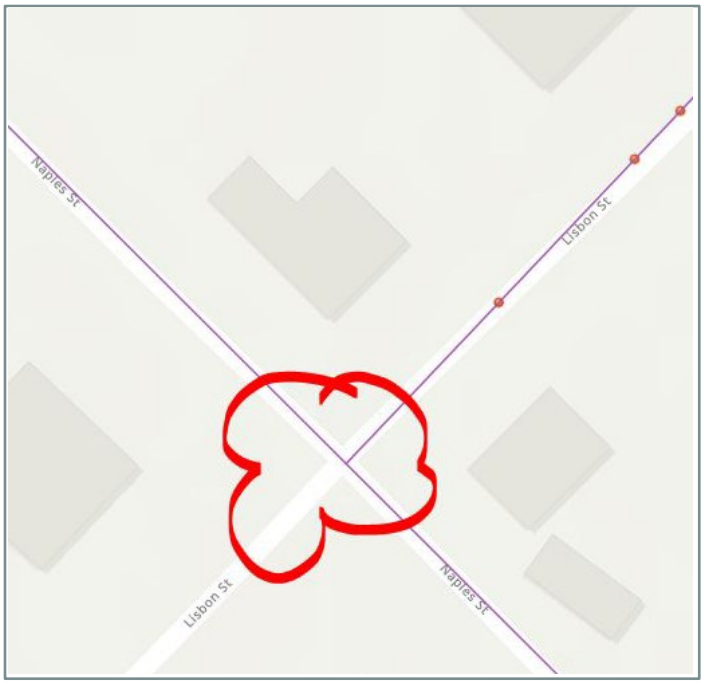



Figure 32: Lisbon St at Naples St

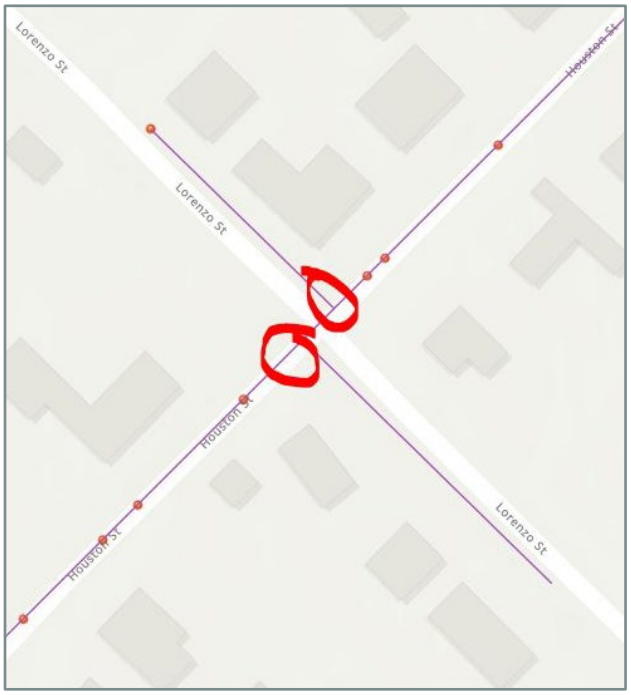



Figure 34: Houston St at Lorenzo St

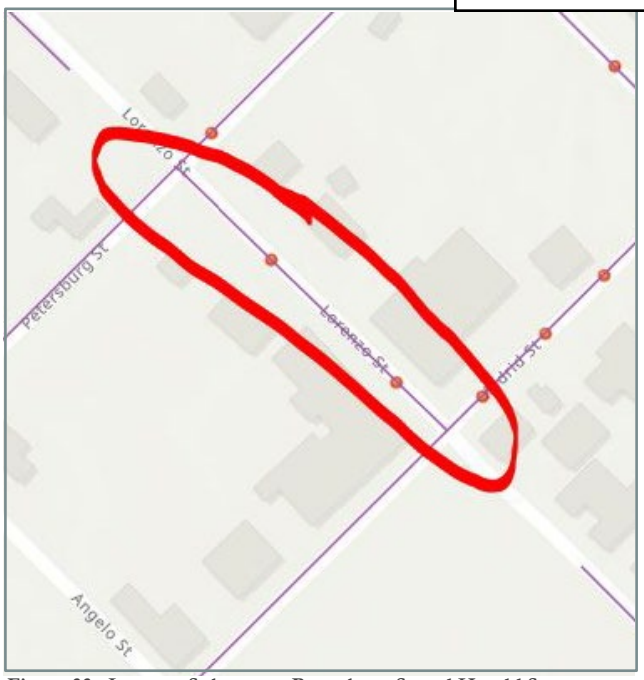



Figure 33: Lorenzo St between Petersburg St and Harold St

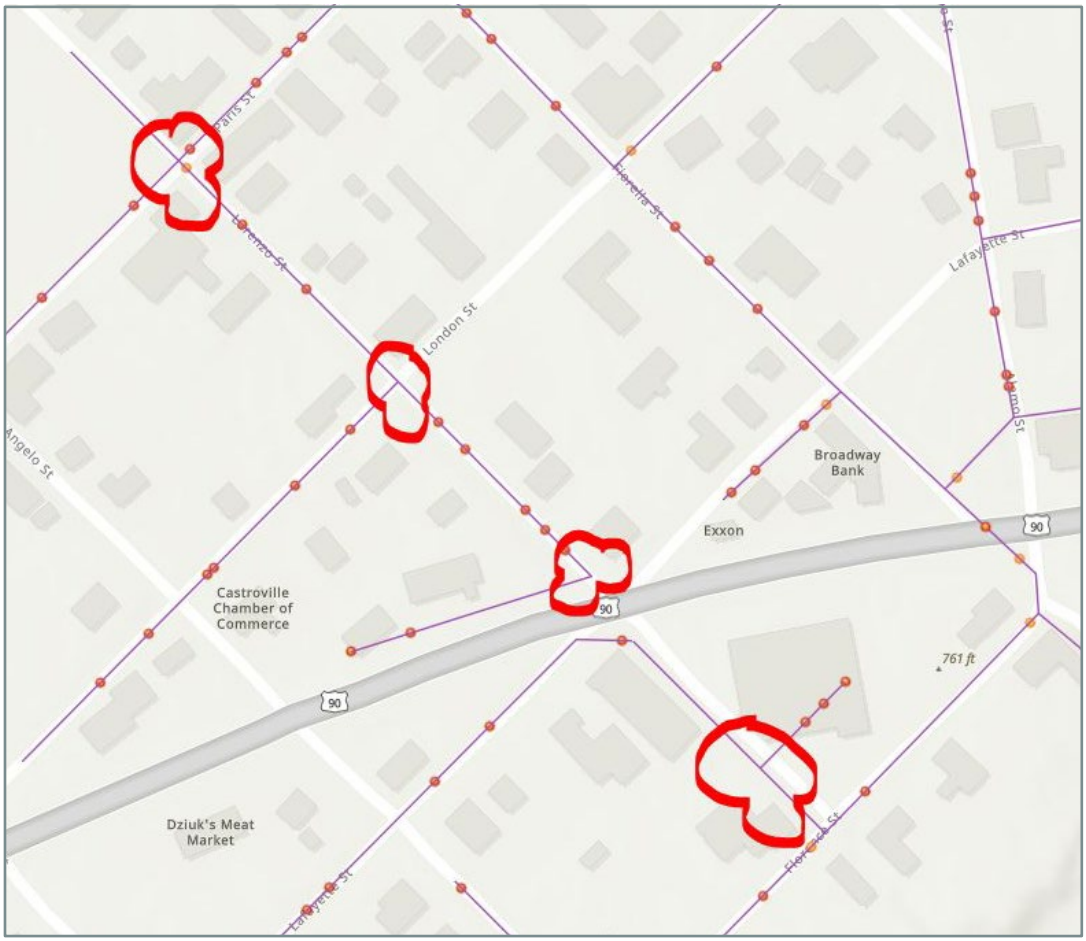



Figure 35: Lorenzo St from Paris St to Florence St

**Figure 36: Lower La Coste Rd at Paynes Haven Rd**

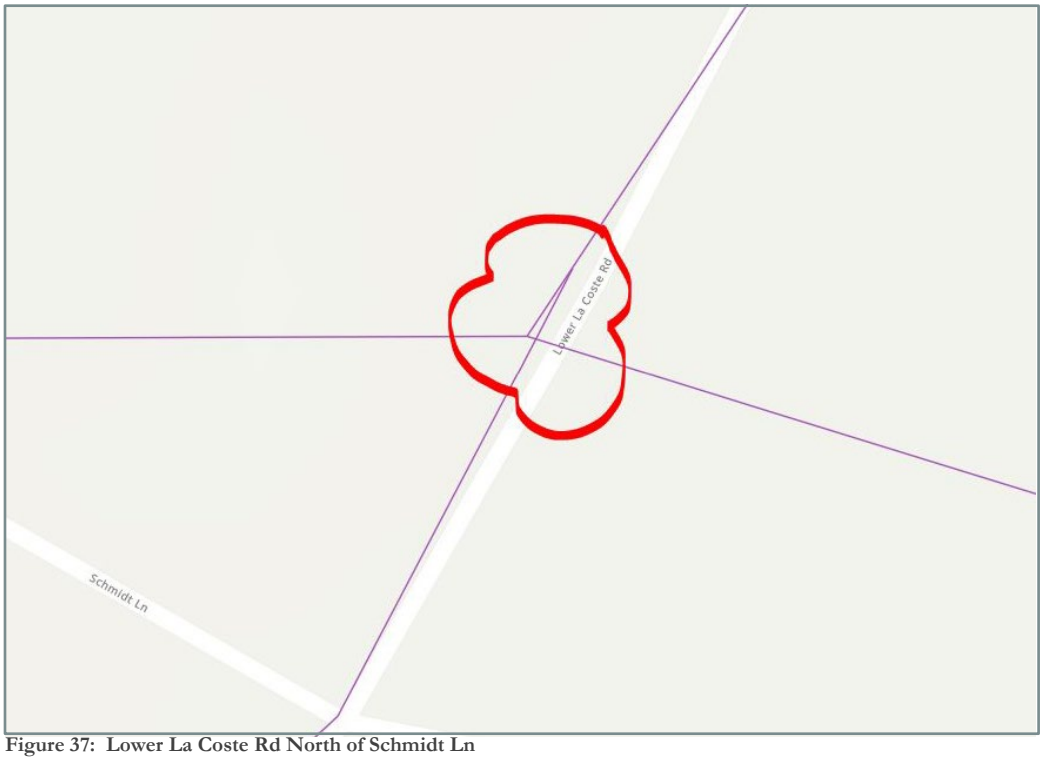



**Figure 37: Lower La Coste Rd North of Schmidt Ln**

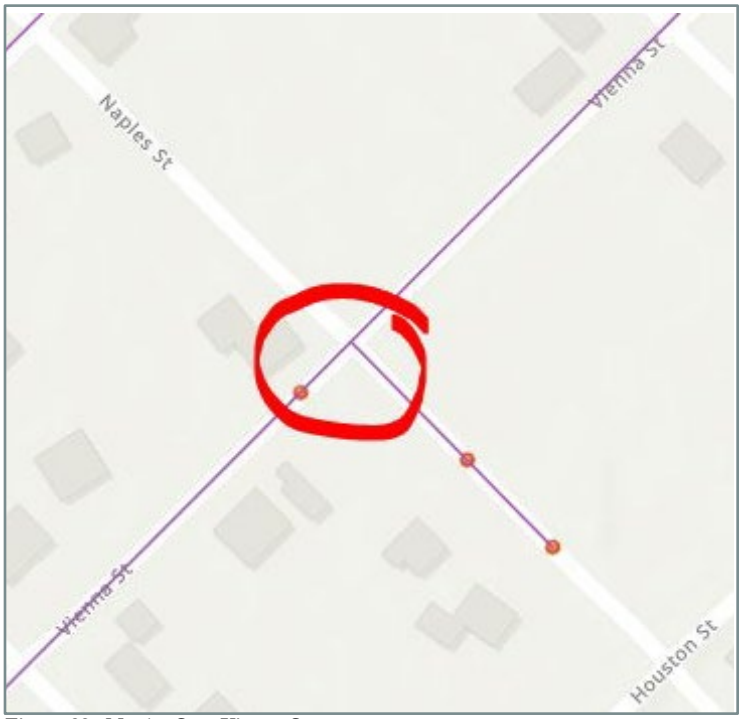



Figure 38: Naples St at Vienna St

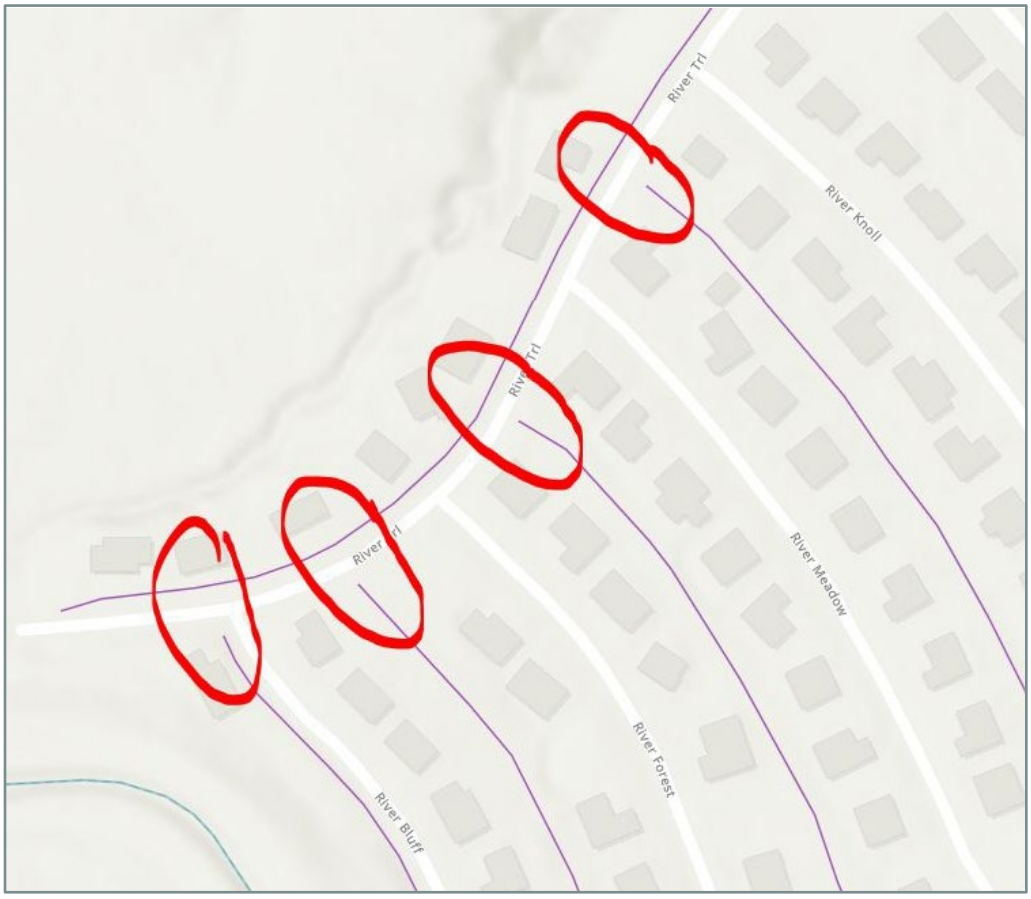



Figure 39: River Trail between River Bluff and River Knoll

**Figure 40: San Jacinto St at Berlin St**

**Figure 41: San Jacinto St between Houston St and Petersburg St**

Figure 42: LaFayette St at Alamo St

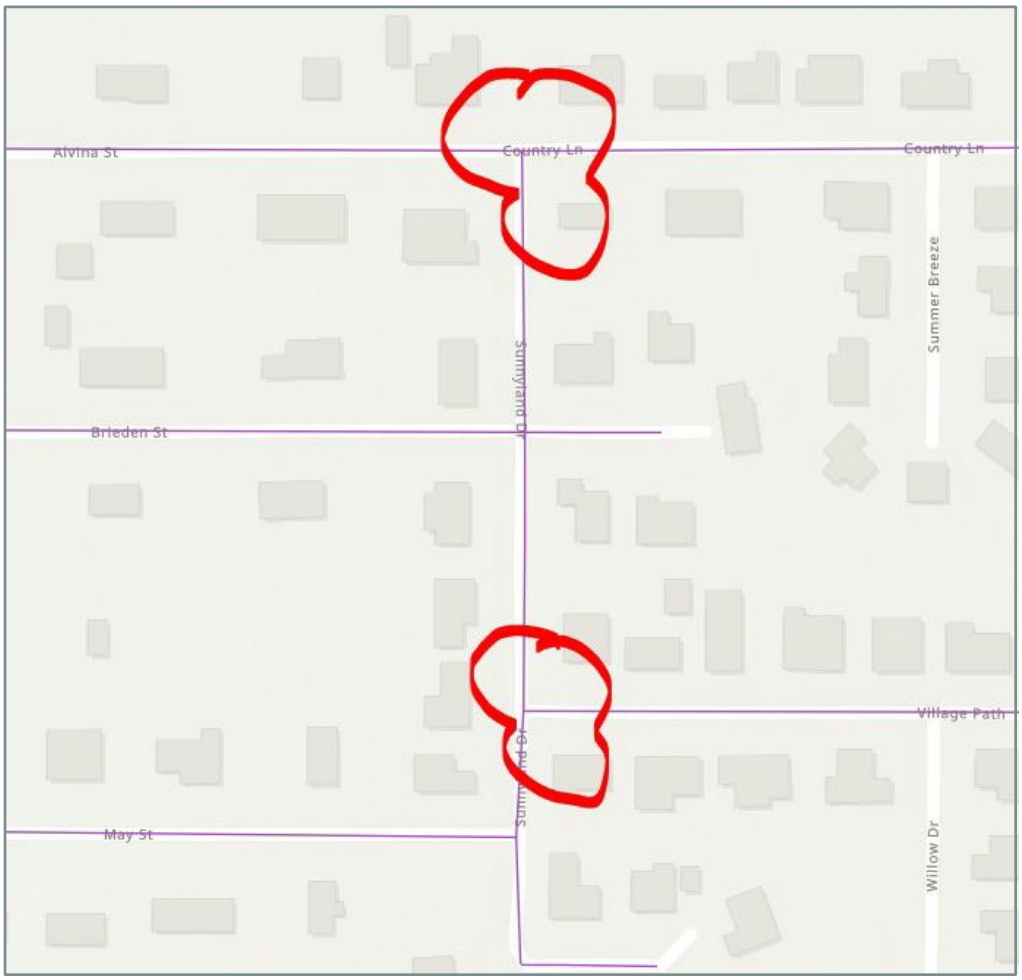



Figure 43: Sunnyland Dr between Country Ln and Village Path

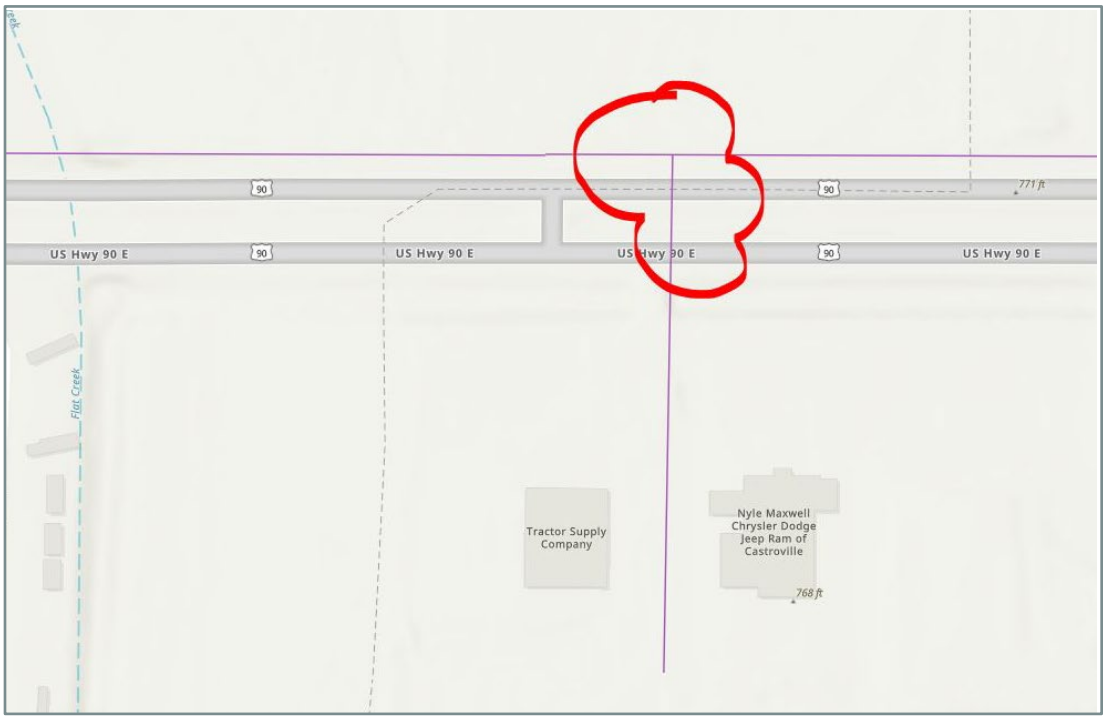



**Figure 44: US 90 Tractor Supply Lateral**

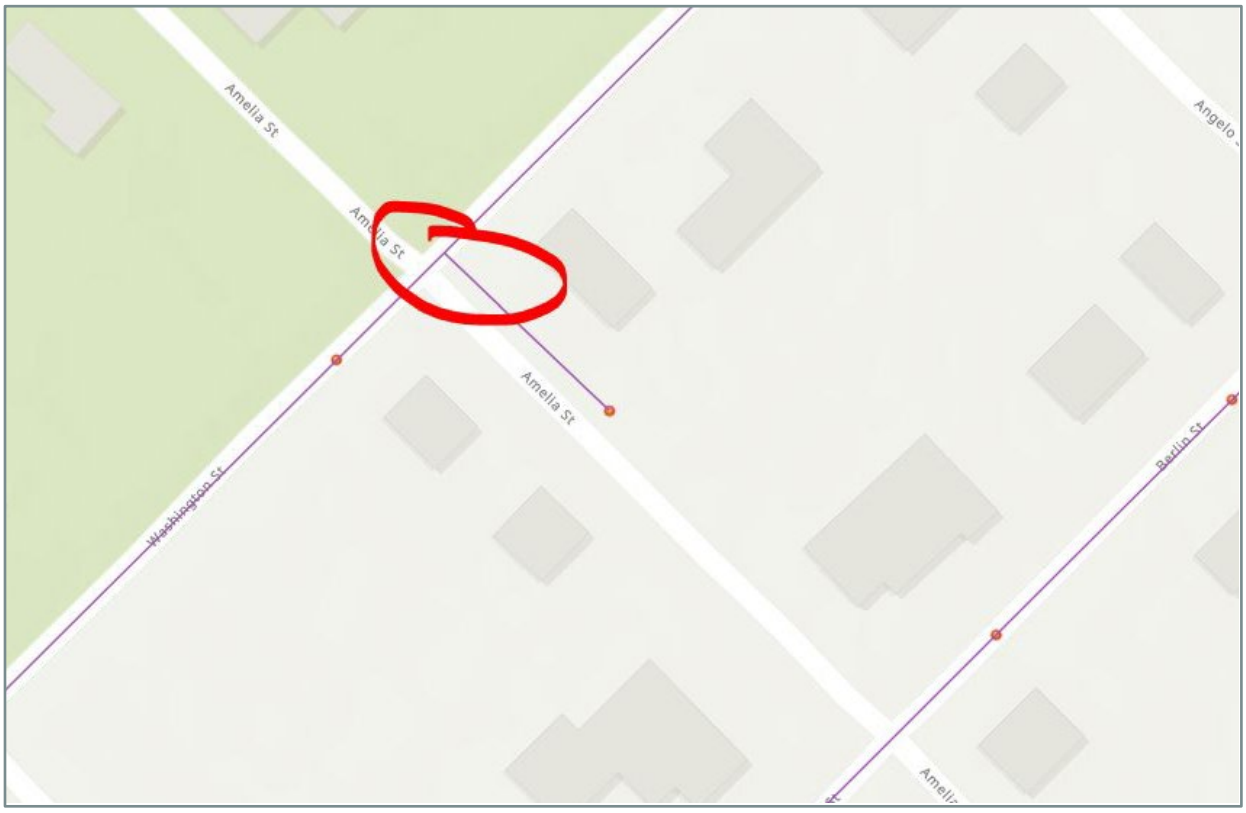



**Figure 45: Washington St at Amelia St**

# APPENDIX B: ASSUMED PIPE SIZE

Figure 46: Athens St South of Gentilz St (assumed as 2" steel)

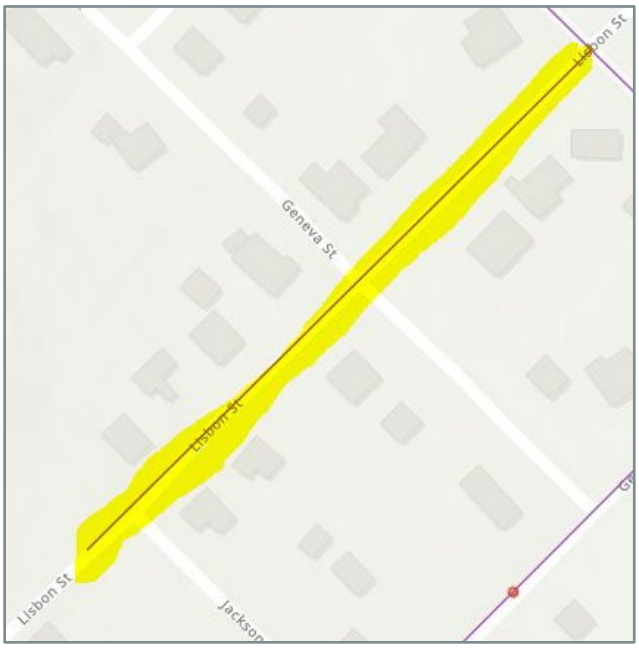



Figure 47: Lisbon St from West of Jackson St to Athens St (assumed as 2" steel)

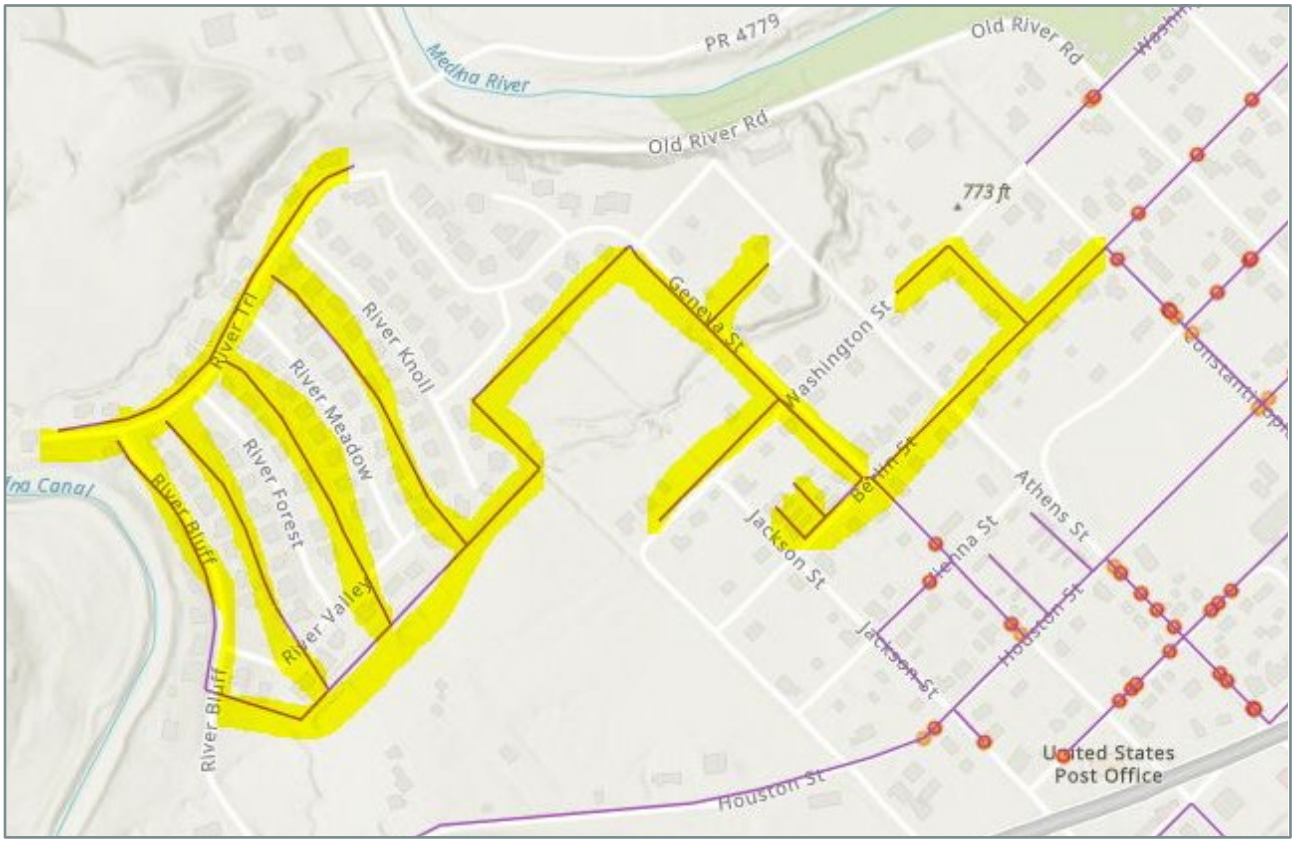



Figure 48: System from Berlin St at Constantinople St to North and West Limits (assumed 2" poly)

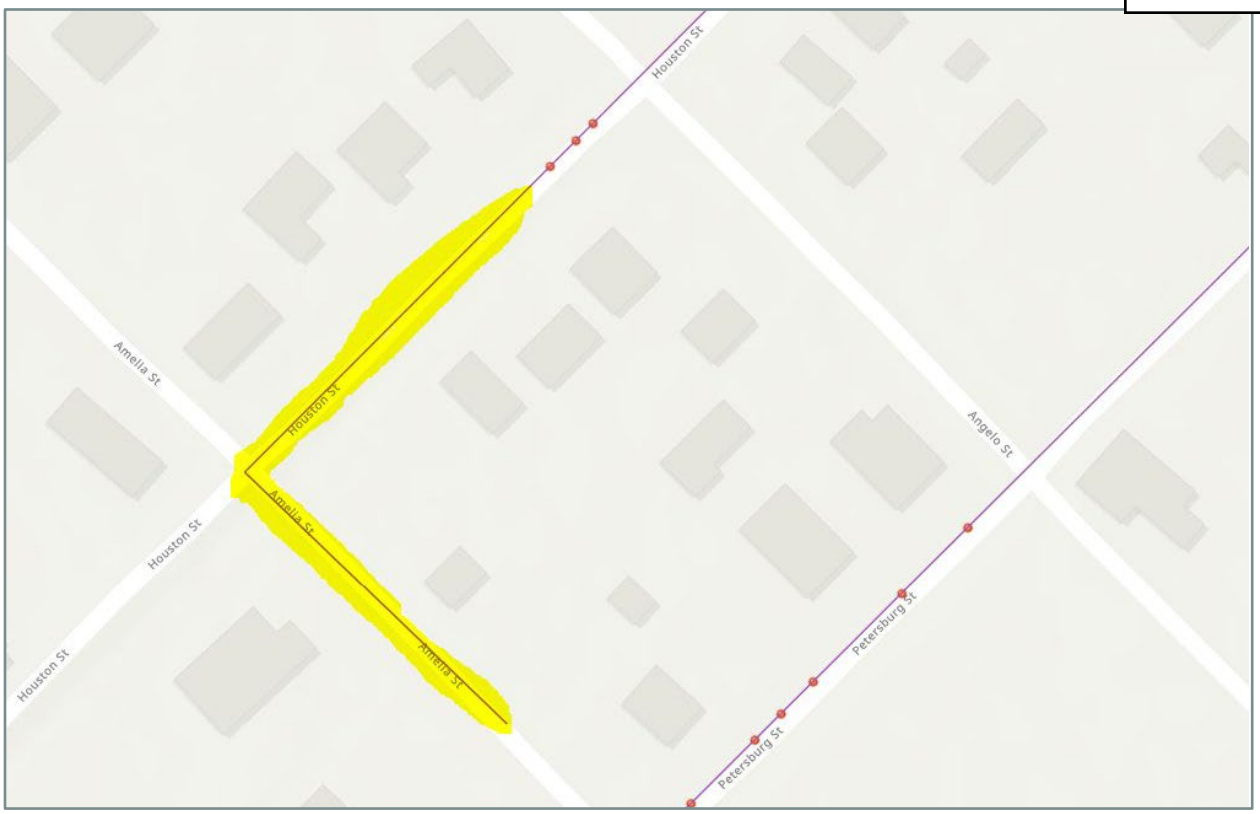



Figure 49: Amelia St and Houston St (assumed as 2" steel)

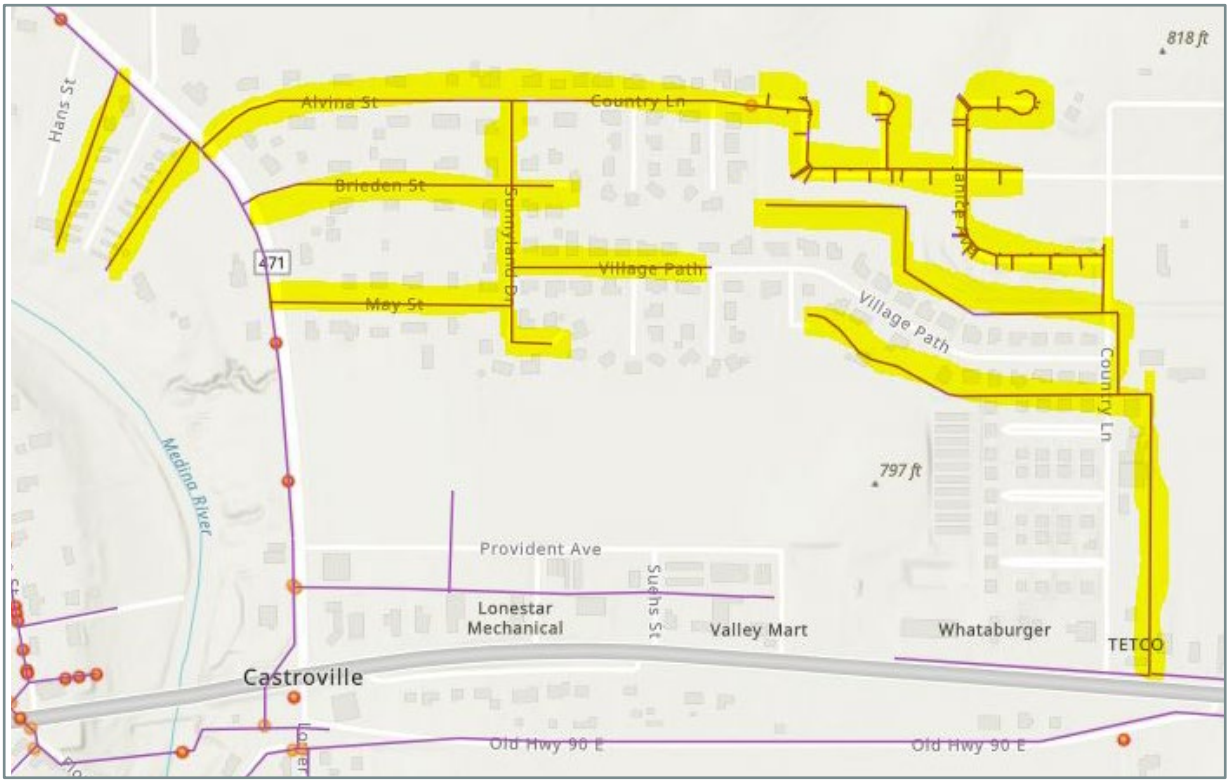



Figure 50: System off of FM 471 North of Provident Ave (assumed as 2" poly)

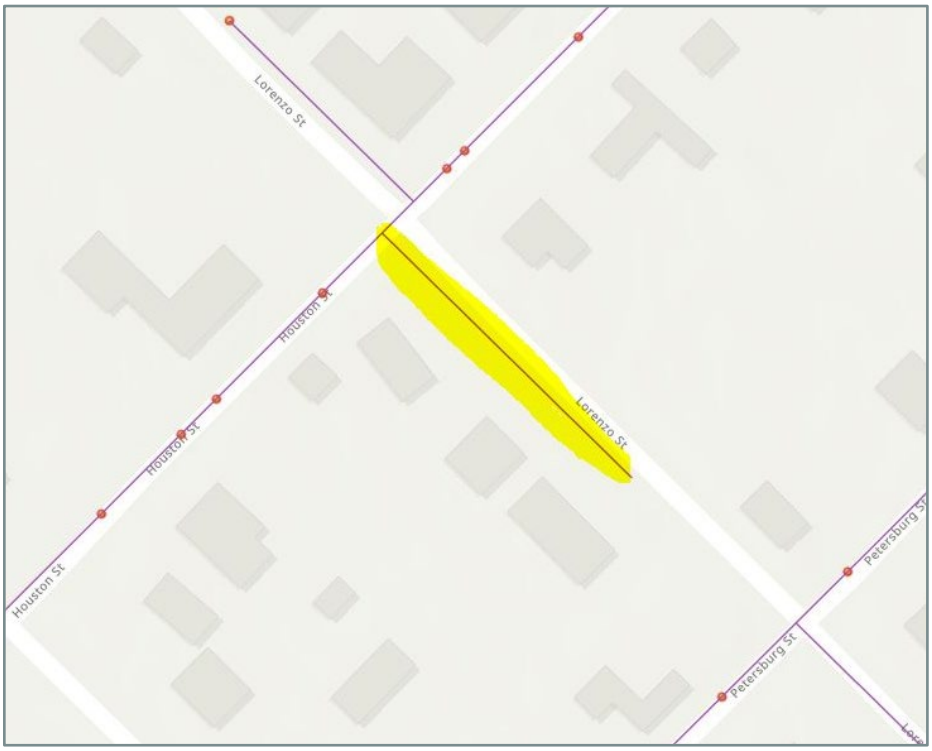



**Figure 51: Lorenzo St South of Houston St (assumed as 2" steel)**

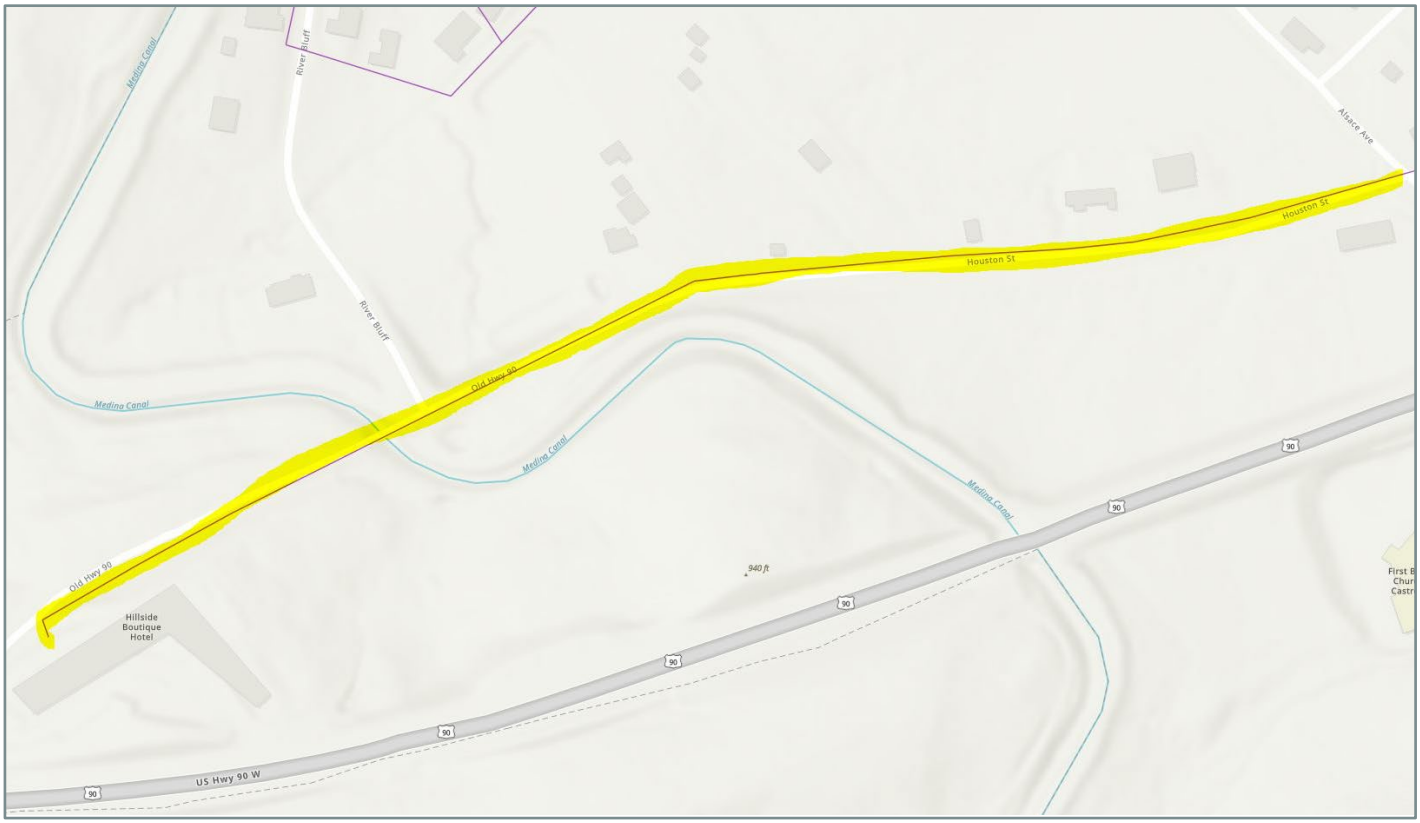



**Figure 52: Old Hwy 90 West of Alsace Ave (field verified as 2" plastic)**

**Figure 53: Petersburg St between Fiorella St and San Jacinto St (field verified as 1" steel)**

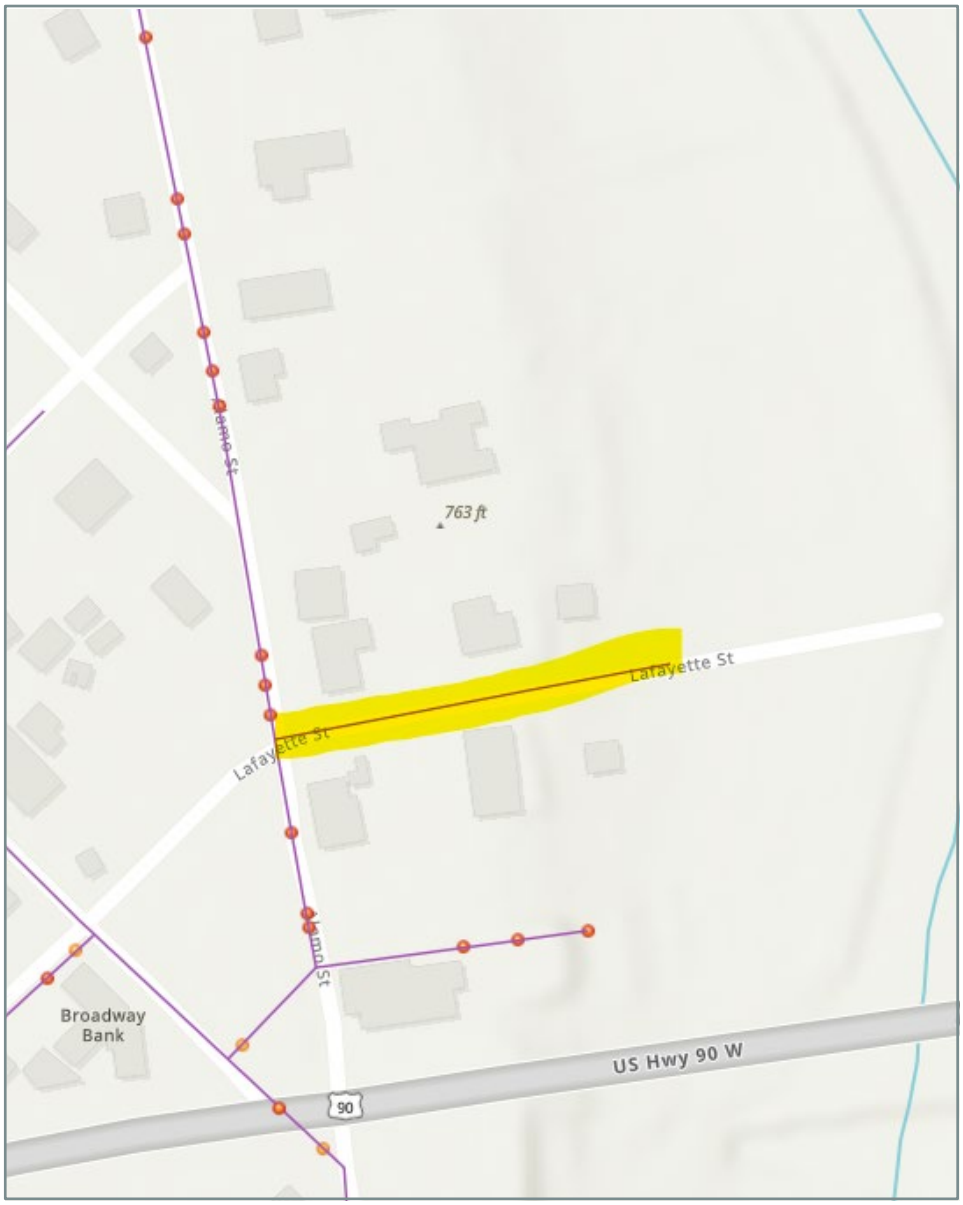



Figure 54: LaFayette St East of Alamo St (assumed 2" poly)

# APPENDIX C: ADDED MAINS

Figure 55: Alley bound by Athens St-Lisbon St-Florence St-Geneva St GIS Map

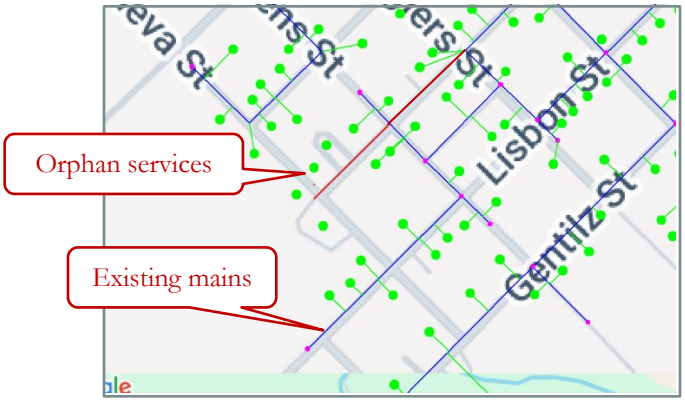



Figure 56: Alley Location Pre-Model Revision

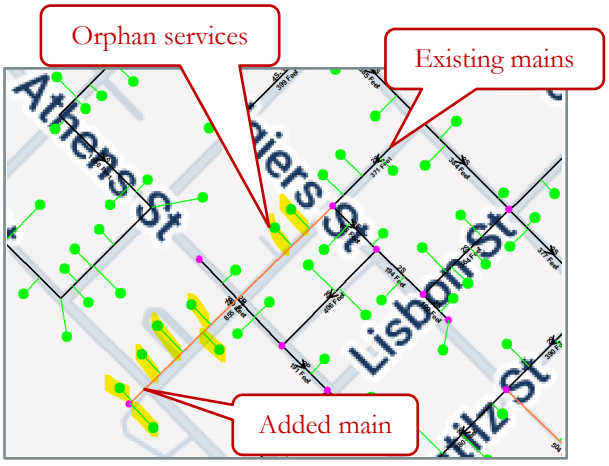



Figure 57: Alley Location Post Model Revision

**Figure 58: Berlin toward Alsace Ave GIS Map**

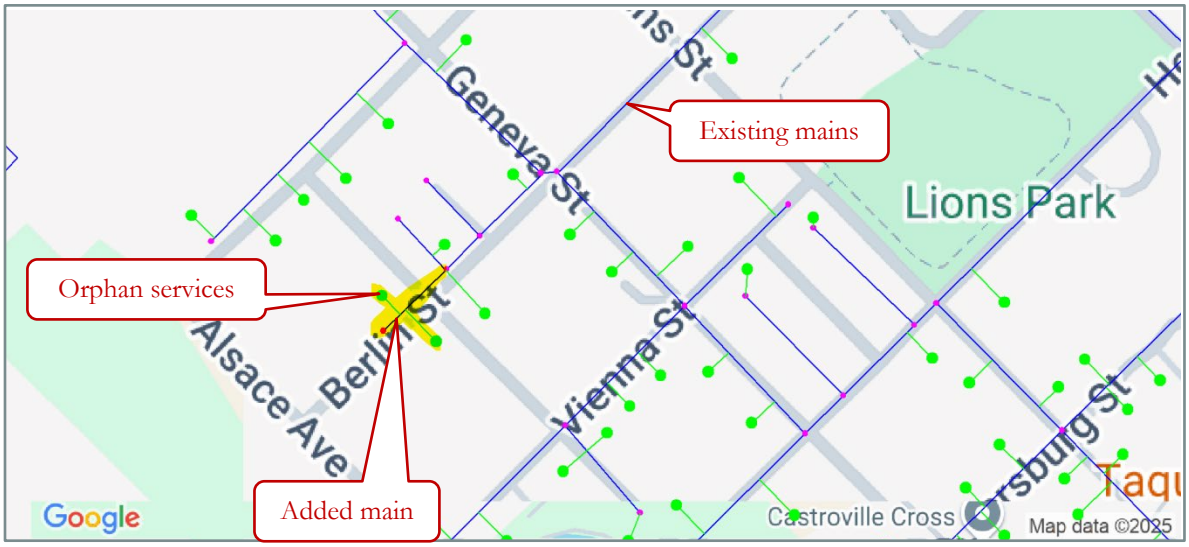



**Figure 59: Berline toward Alsace Ave Model Justification**

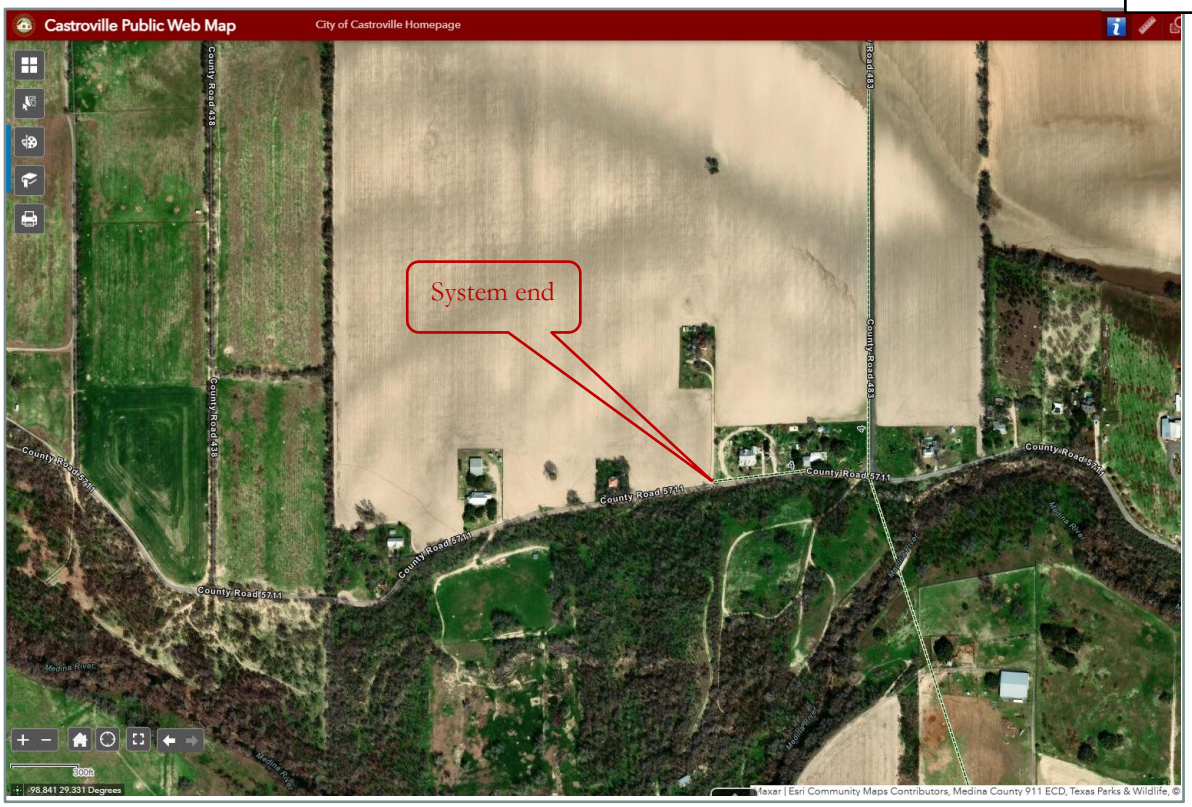



Figure 60: CR 5711 West of CR 483

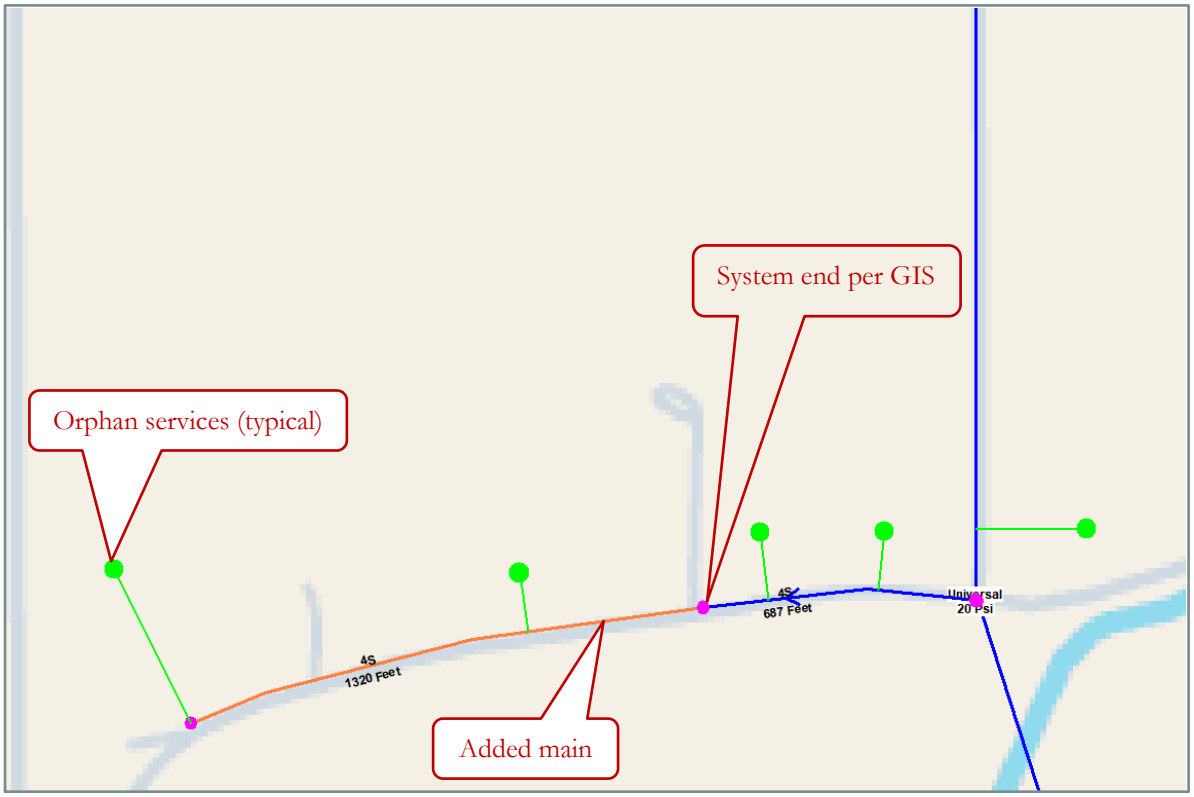



Figure 61: CR 5711 West of CR 483

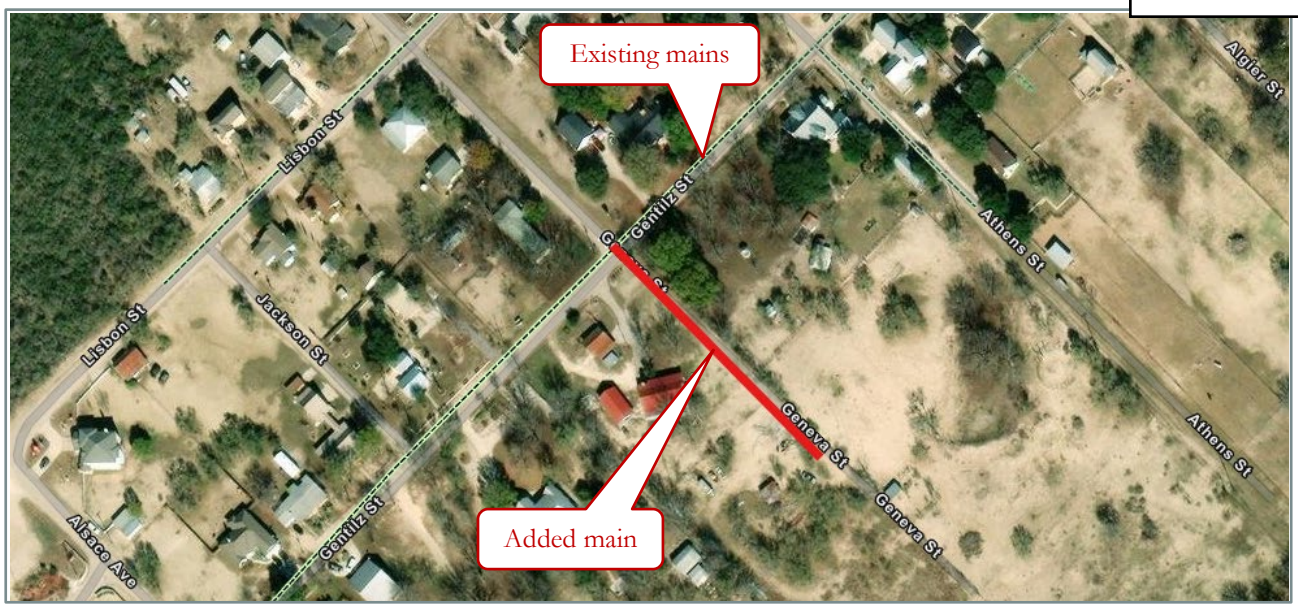



Figure 62: Geneva St South of Gentilz St GIS Map

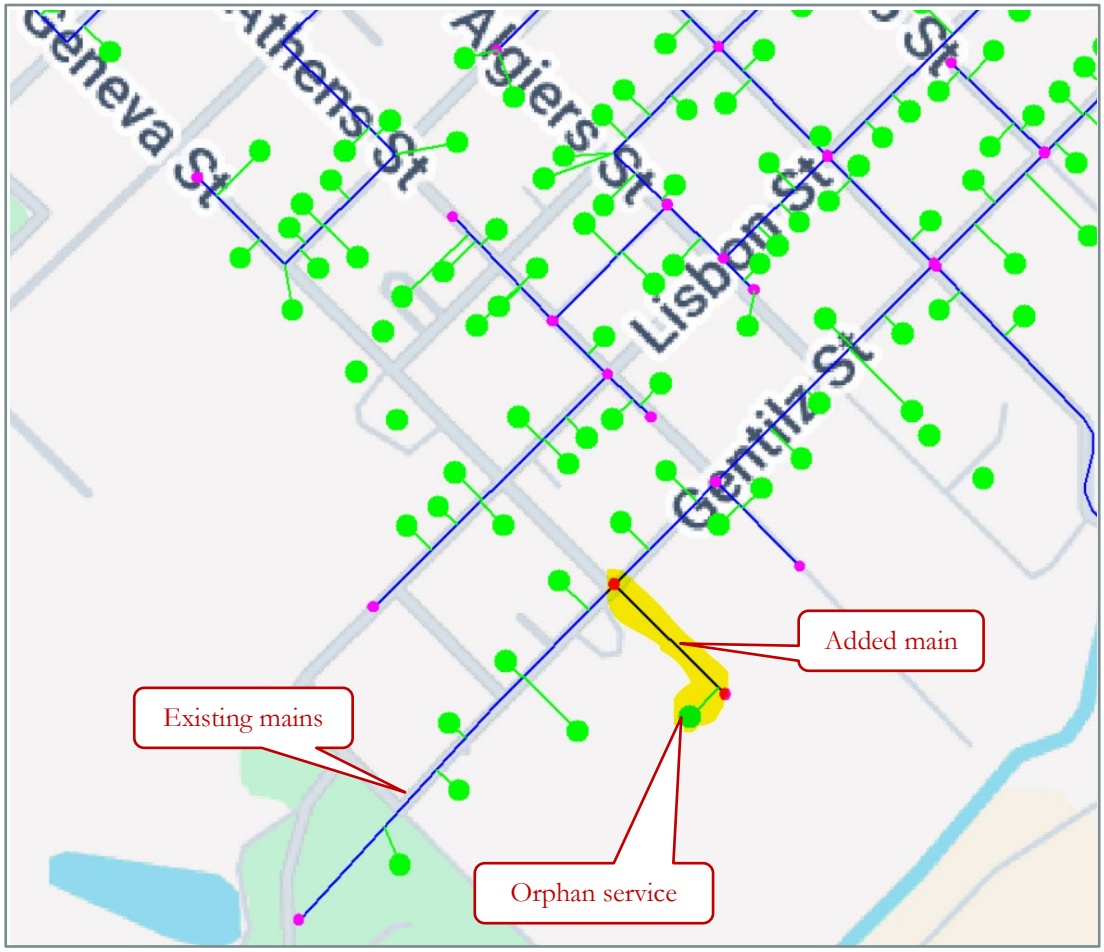



Figure 63: Geneva St South of Gentilz St Model Justification

Figure 64: Lower La Coste at Constantinople GIS Map

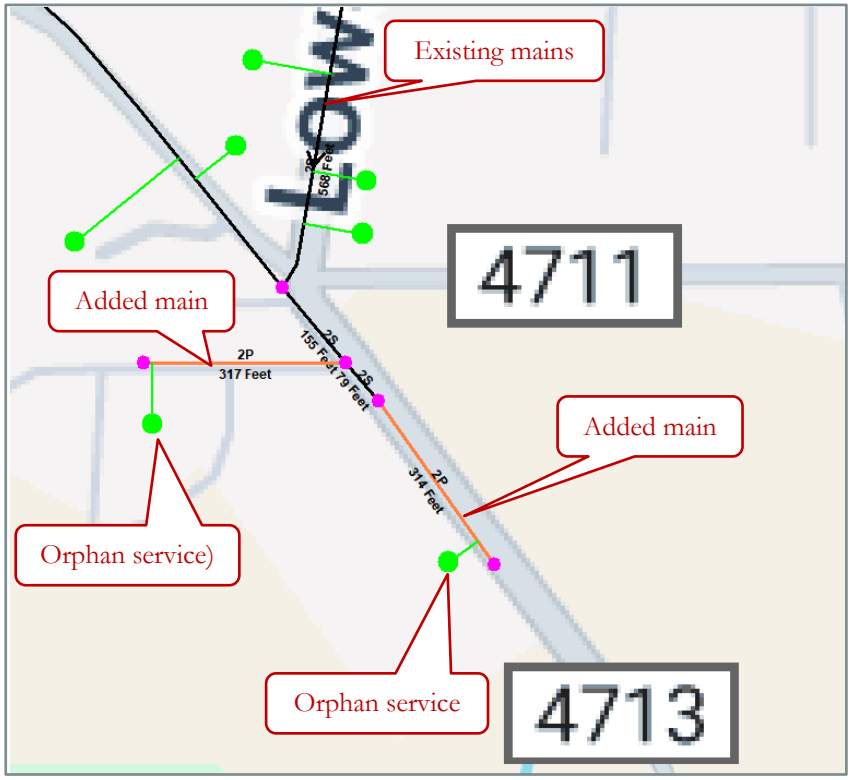



Figure 65: Lower La Coste at Constantinople Model Justification

Figure 66: Houston St between Mexico St and Angelo St GIS Map

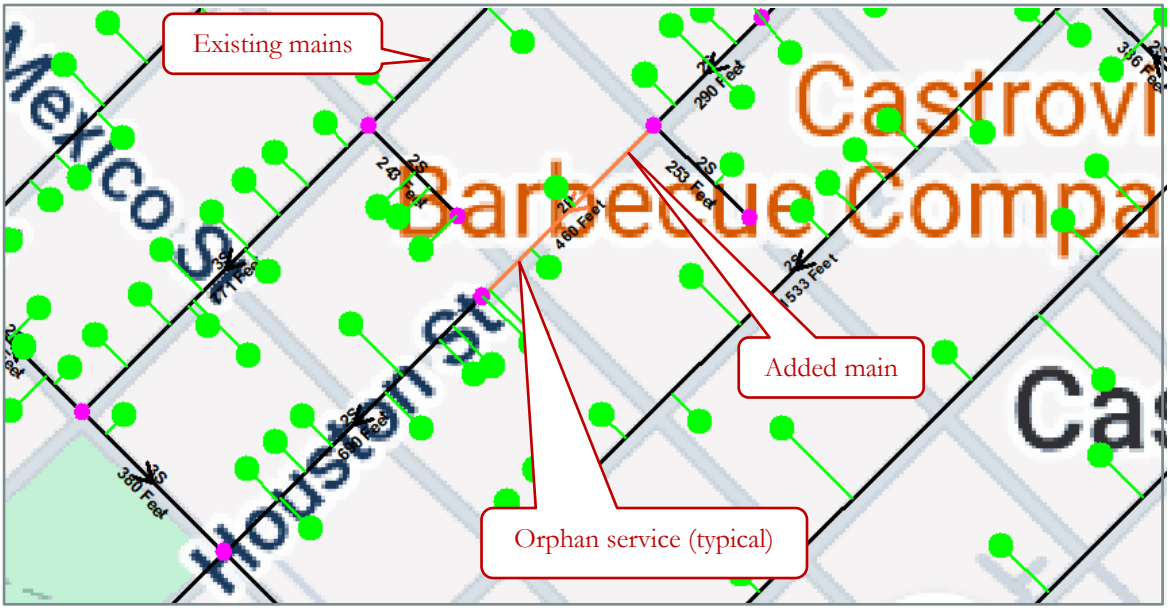



Figure 67: Houston St between Mexico St and Angelo St Model Justification

Figure 68: London St between Mexico St and Naples St GIS Map

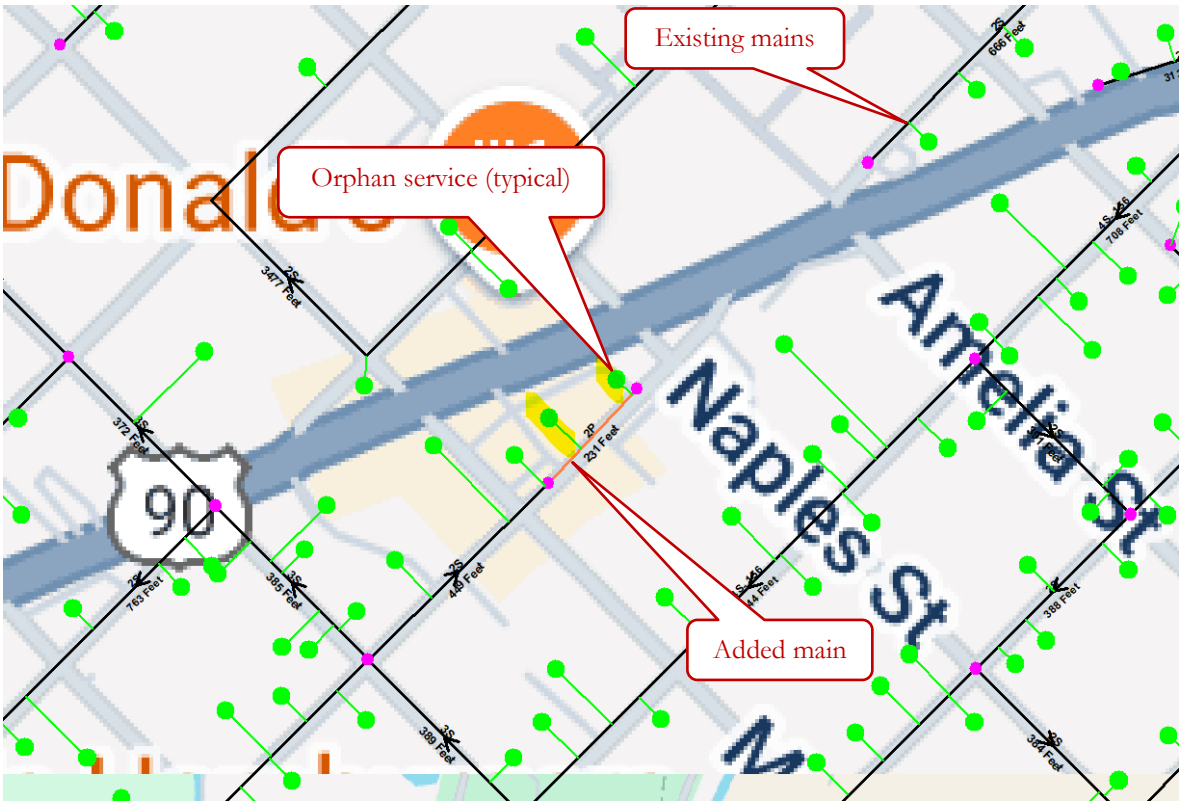



Figure 69: London St between Mexico St and Naples St Model Justification

Figure 70: River Trail and Geneva Area GIS Map

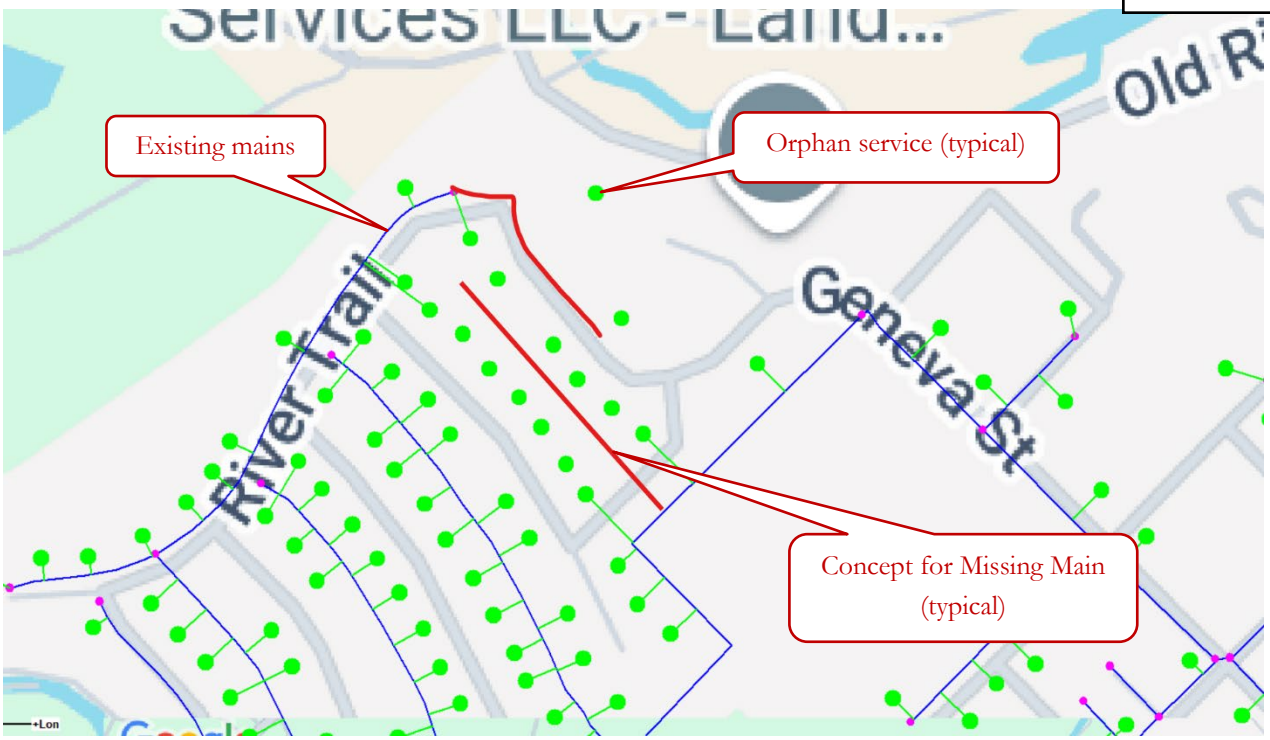



Figure 71: River Trail and Geneva St Area Pre-Model Revisions

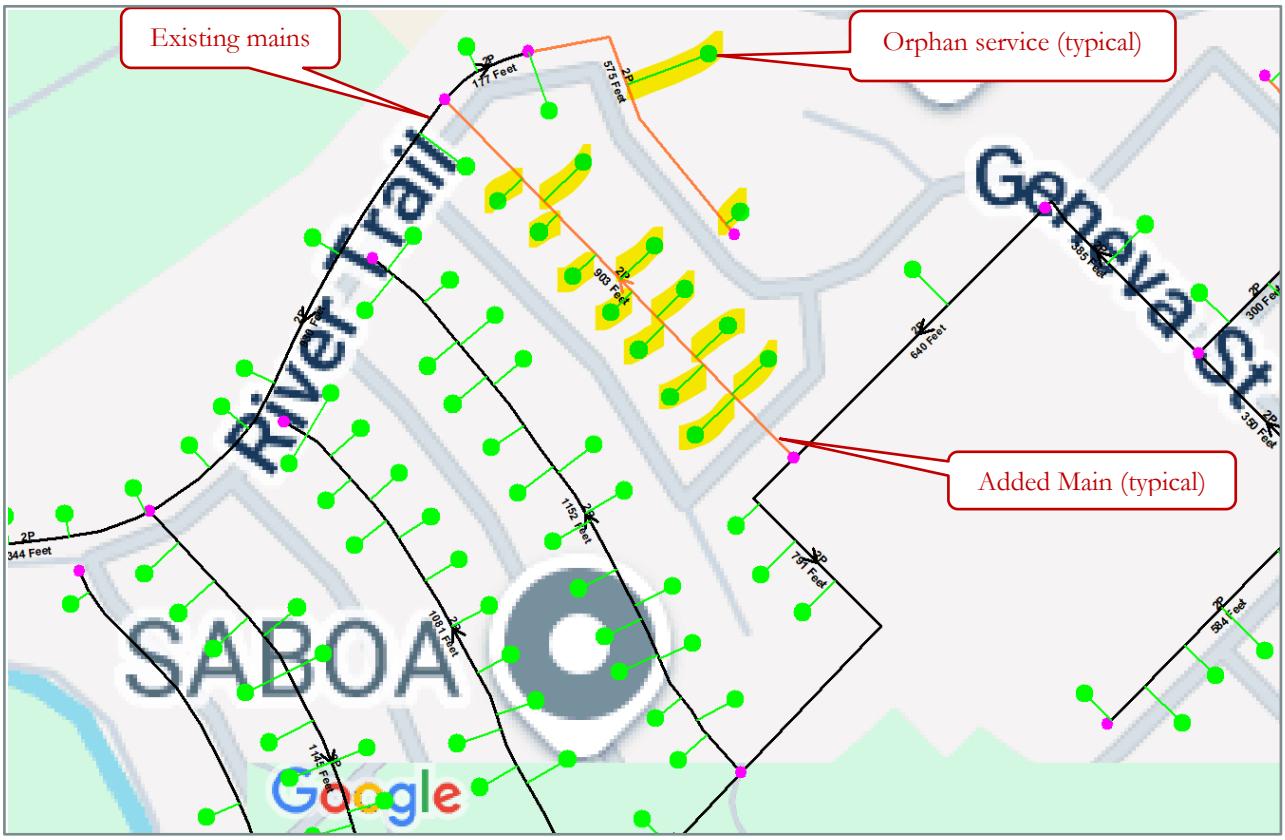



Figure 72: River Trail and Geneva Area Post Model Revisions

Figure 73: US 90W and Alsace Ave Area GIS Map

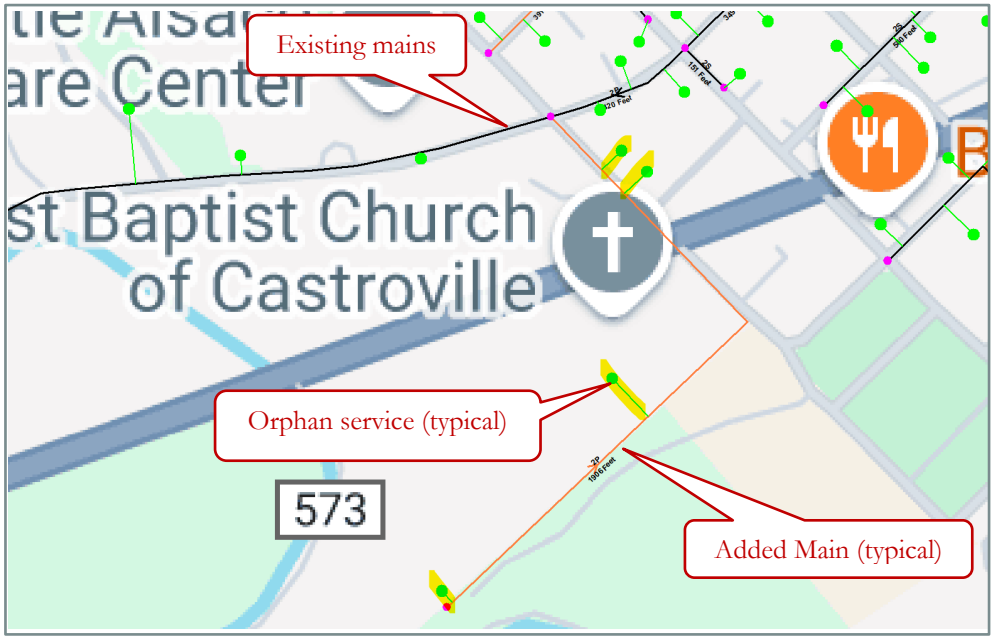



Figure 74: US 90W and Alsace Ave Area Model Justification

Figure 75: Vienna St between Geneva St and Athens St GIS Map

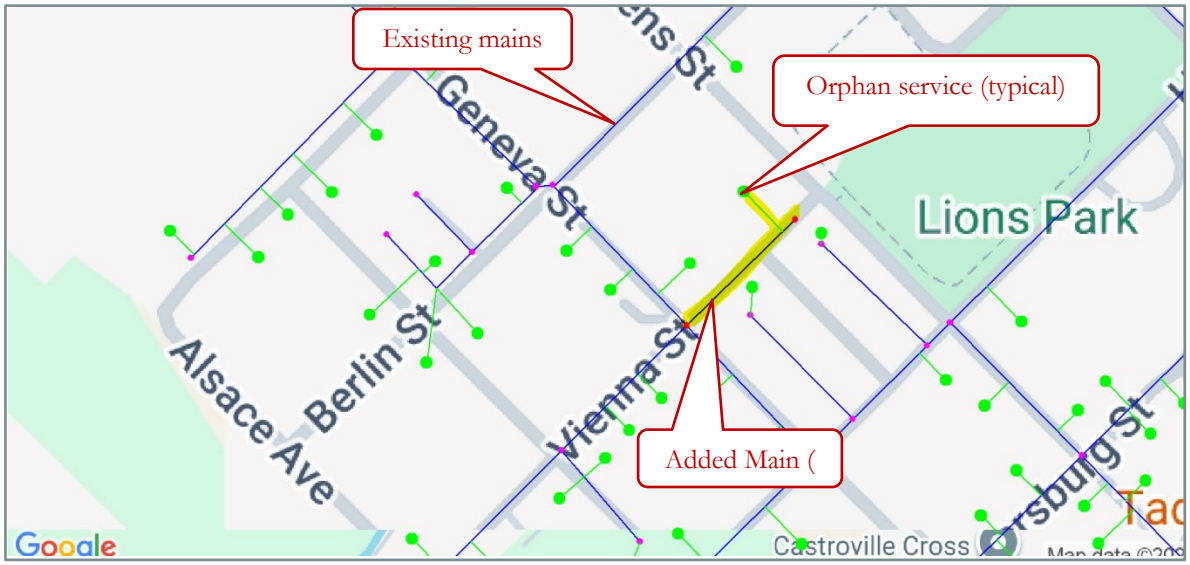



Figure 76: Vienna St between Geneva St and Athens St Model Justification

Figure 77: Washington St from Algiers St to Constantinople St GIS Map

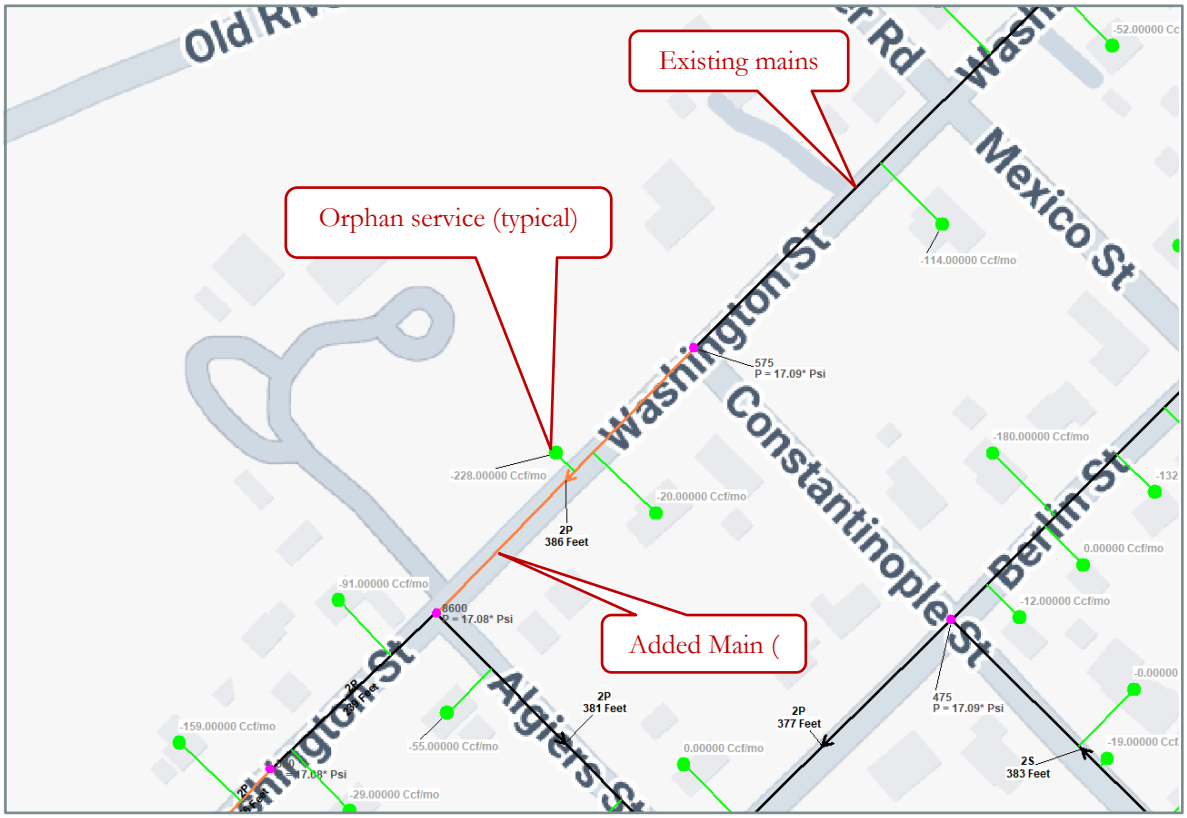



Figure 78: Washington St from Algiers St to Constantinople St Model Justification

Figure 79: Westheim Dr and Strausbourgh GIS Map

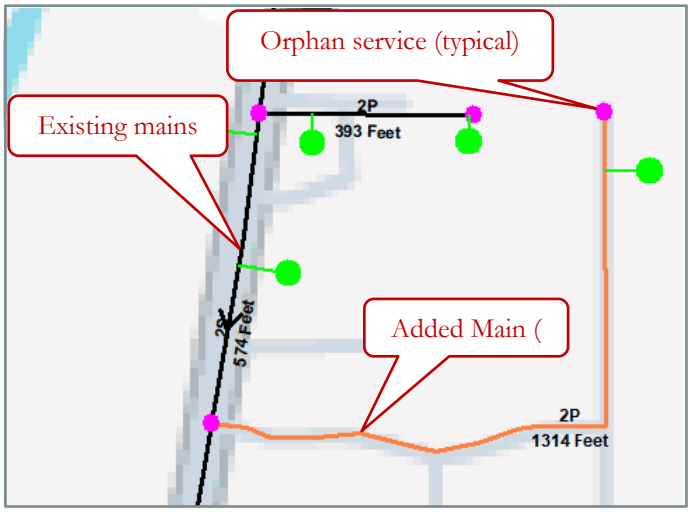



Figure 80: Westheim Dr and Strausbourgh Model Justification

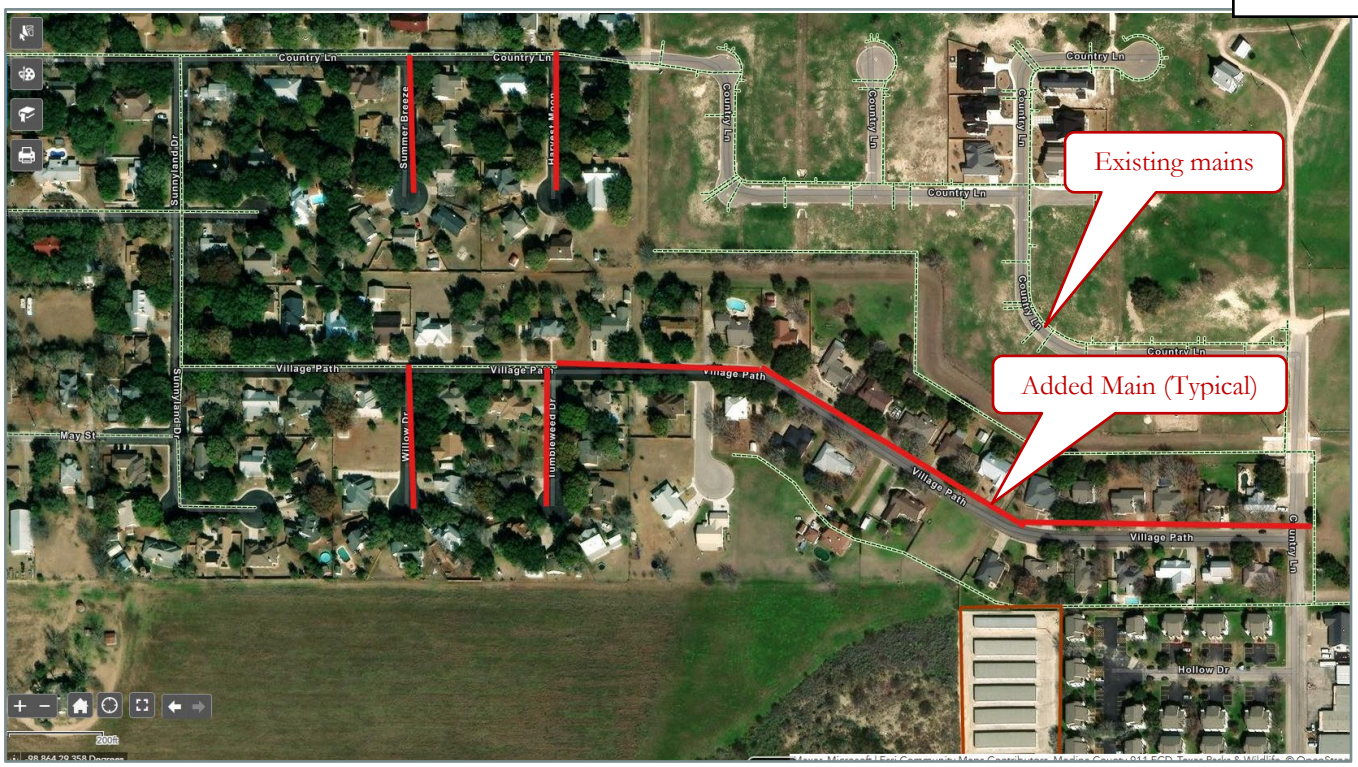



Figure 81: Mains off Village Path and Country Ln GIS Map

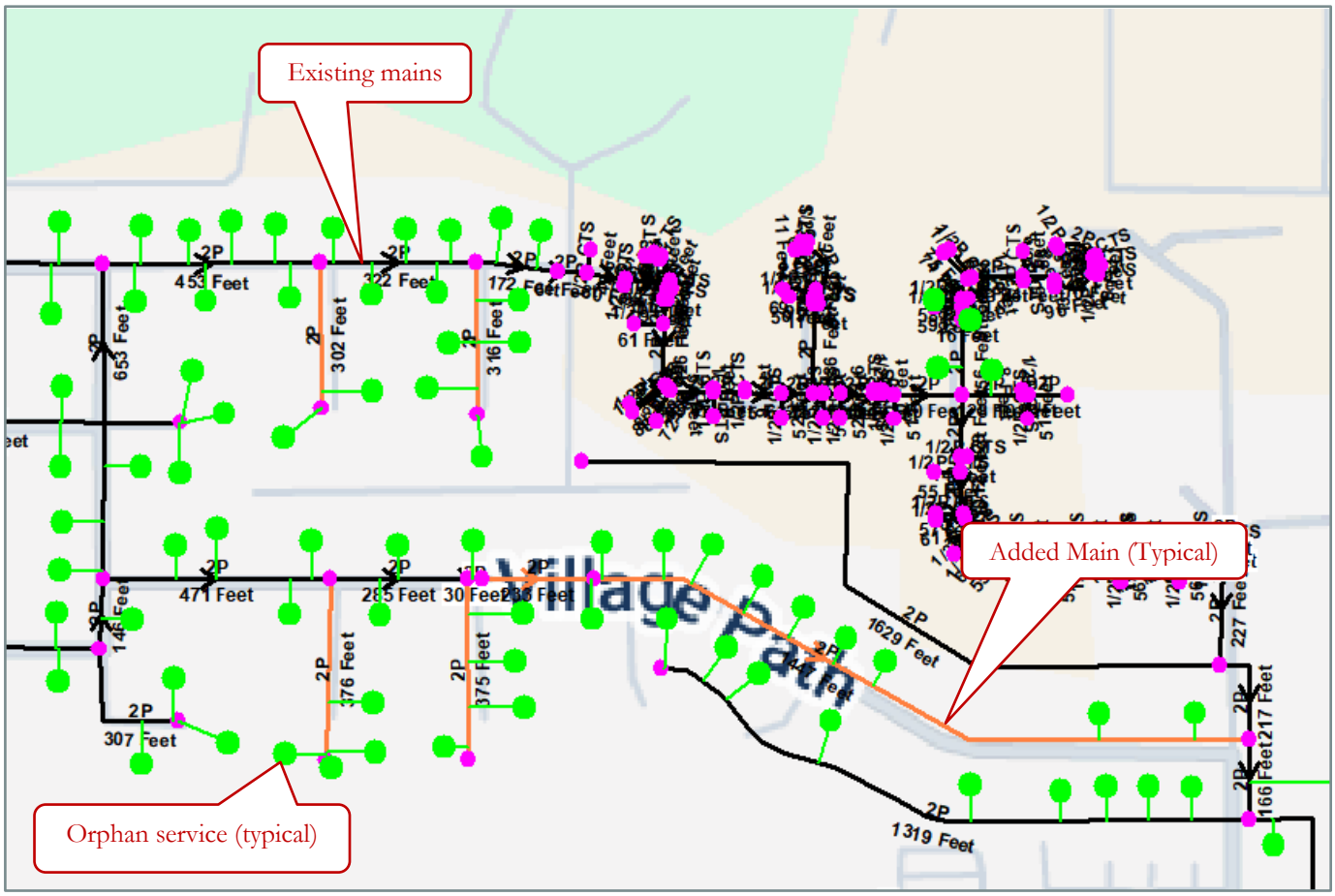



Figure 82: Mains off Village Path and Country Ln Model Justification

Figure 83: Algiers St South of Geneva St GIS Map

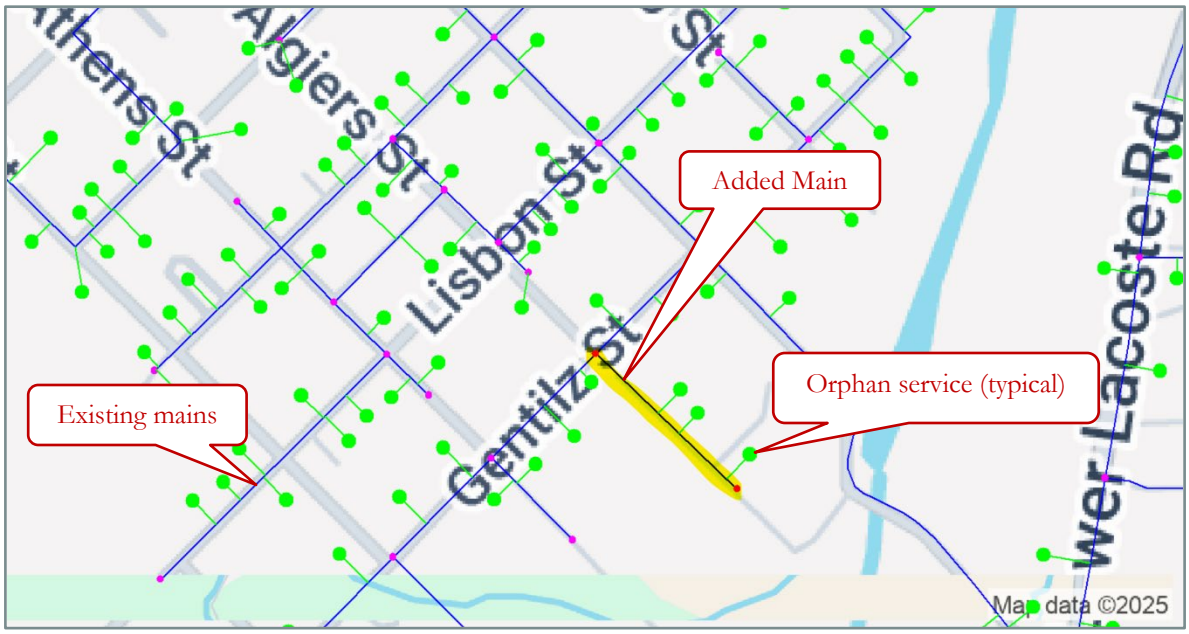



Figure 84: Algiers St South of Geneva St Model Justification

Figure 85: Florence from Algiers St to West of Geneva St GIS Map

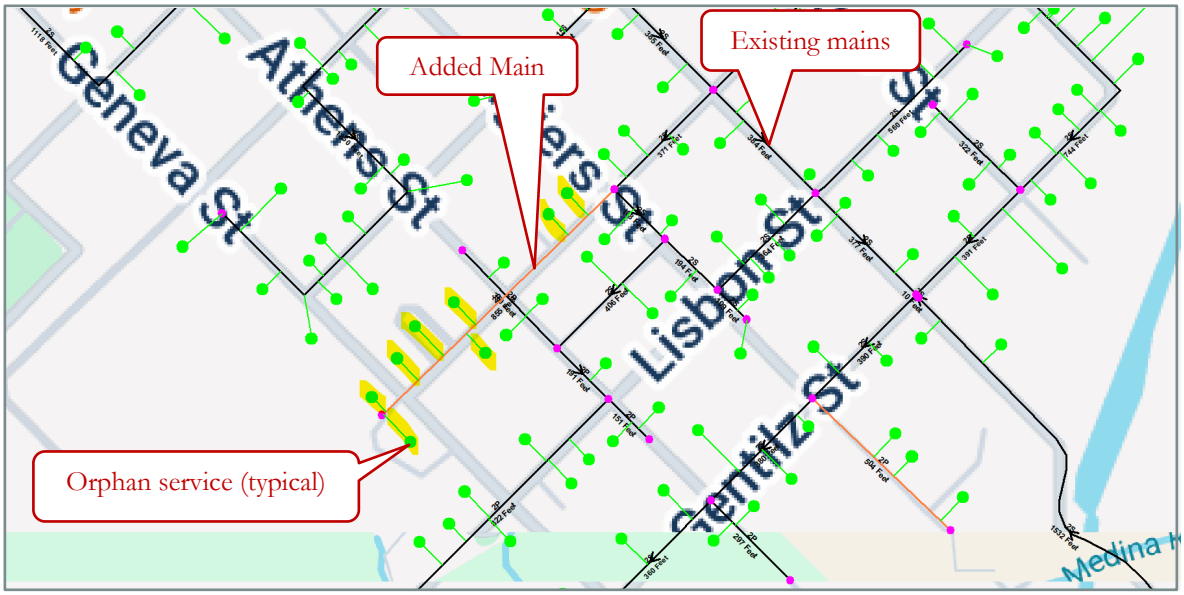



Figure 86: Florence from Algiers St to West of Geneva St Model Justification

Figure 87: London St between Lorenzo St and Fiorella GIS Map

Figure 88: London St between Lorenzo St and Fiorella St Model Justification

Figure 89: San Jacinto St-Vienna St-Fiorella St Mains GIS Model

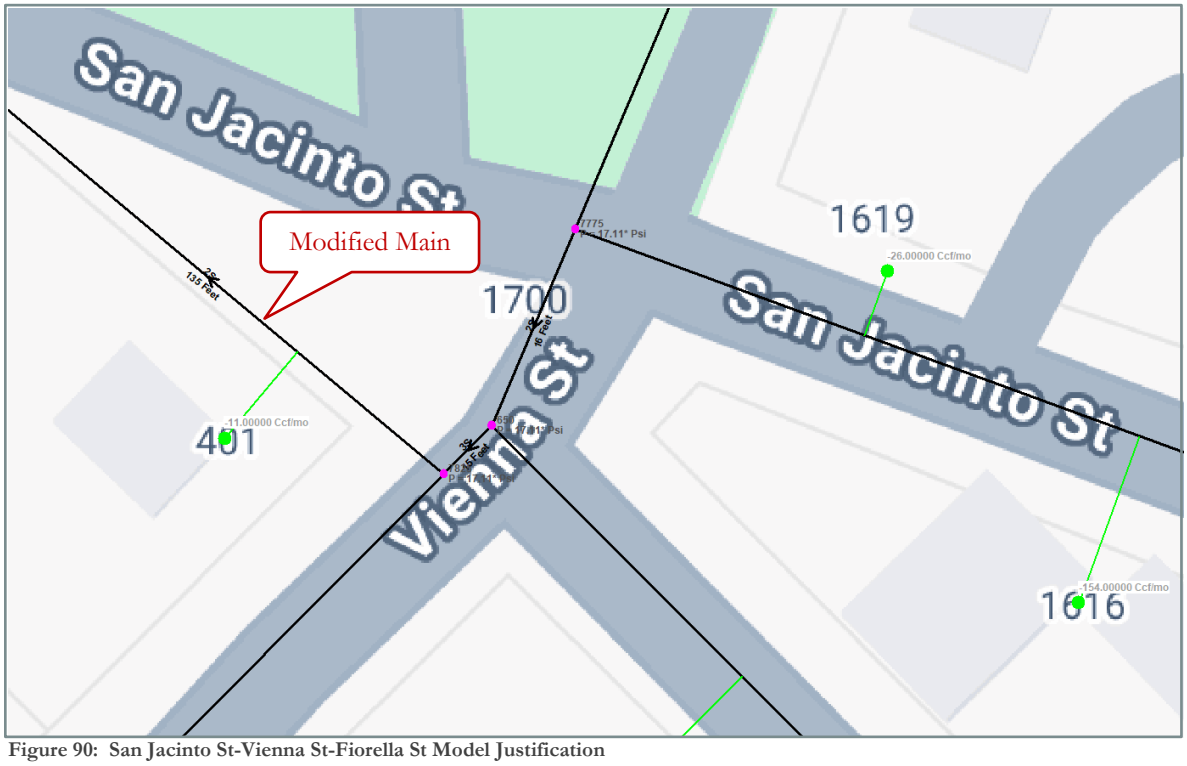



Figure 90: San Jacinto St-Vienna St-Fiorella St Model Justification

# APPENDIX D: GIS DISCREPANCIES

Figure 91: Address Discrepancy for St Louis Catholic Church

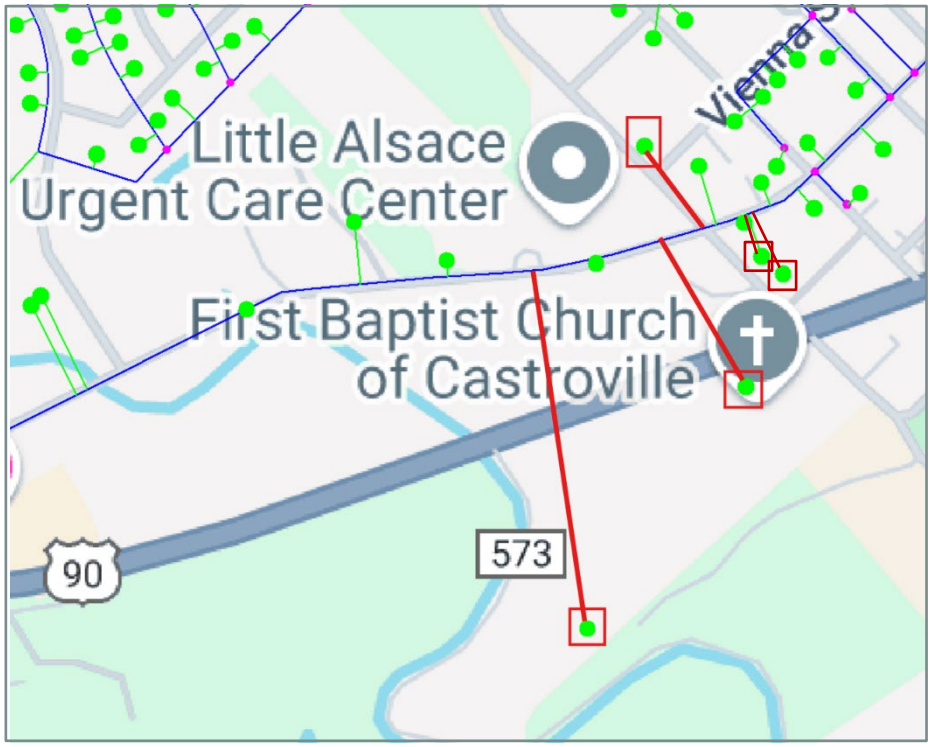



Figure 92: Example of Automated Main Assignments

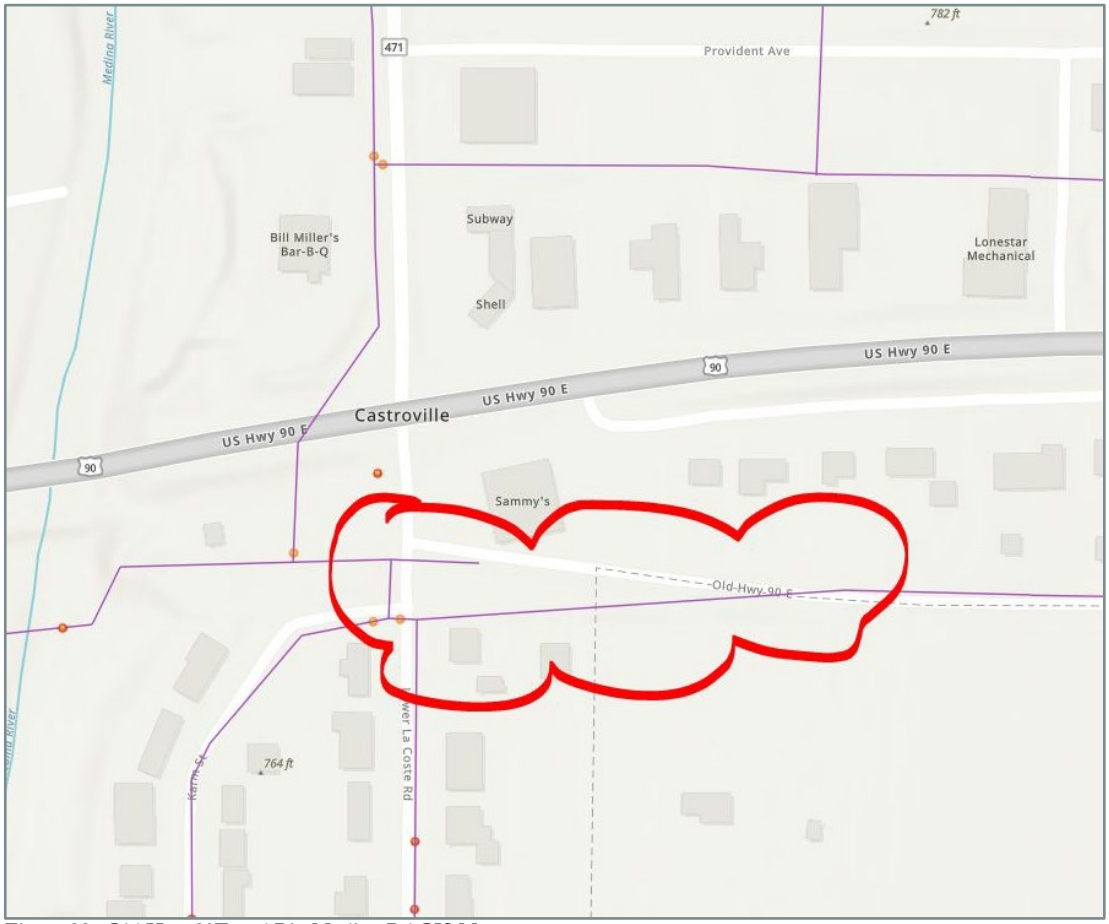



Figure 93: Old Hwy 90E and Rio Medina Rd GIS Map

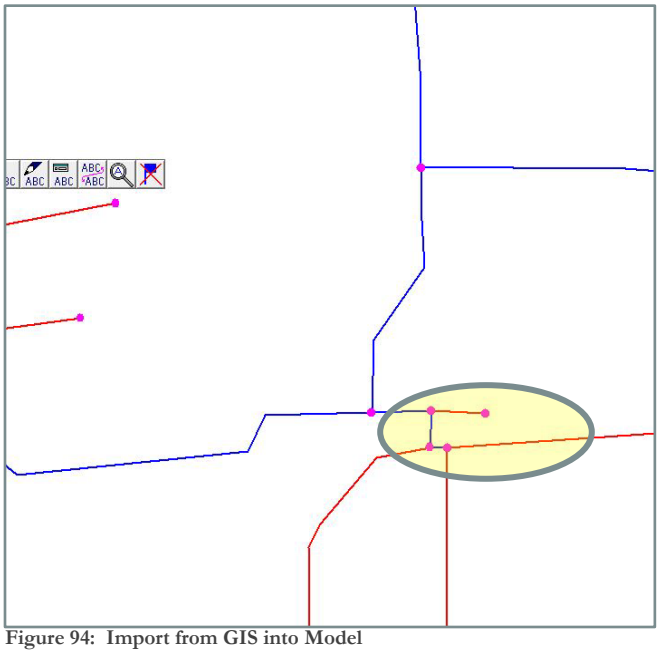


Figure 94: Import from GIS into Model

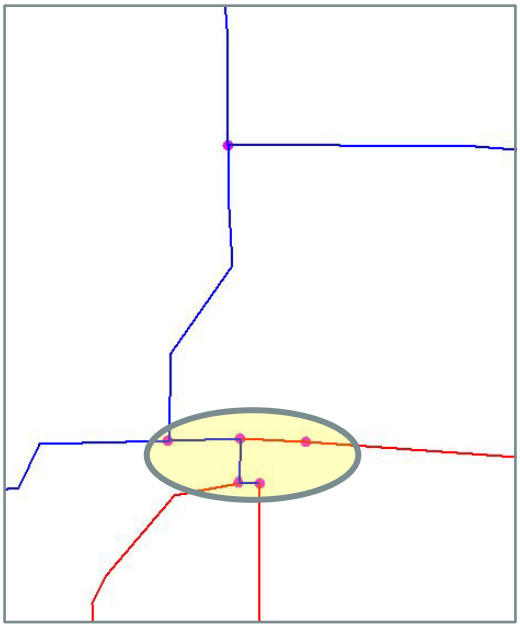


Figure 95: Corrected Model

# APPENDIX E: SITE VISIT FINDINGS

Figure 96- City Gate looking south along CR583

Figure 97: Unmapped Service to 833 CR 583

**Figure 98: DRS located at CR 5711 and CR 483**

**Figure 99: Pipeline Markers 15 & 16 at CR 5711 and CR 483 DRS**

**Figure 100: DRS Located along CR 5711 West of CR 483**

**Figure 101: Marker 18 west side of DRS located along CR 5711 west of CR 483**

**Figure 102: Marker 18 east side of DRS located along CR 5711 west of CR 483**

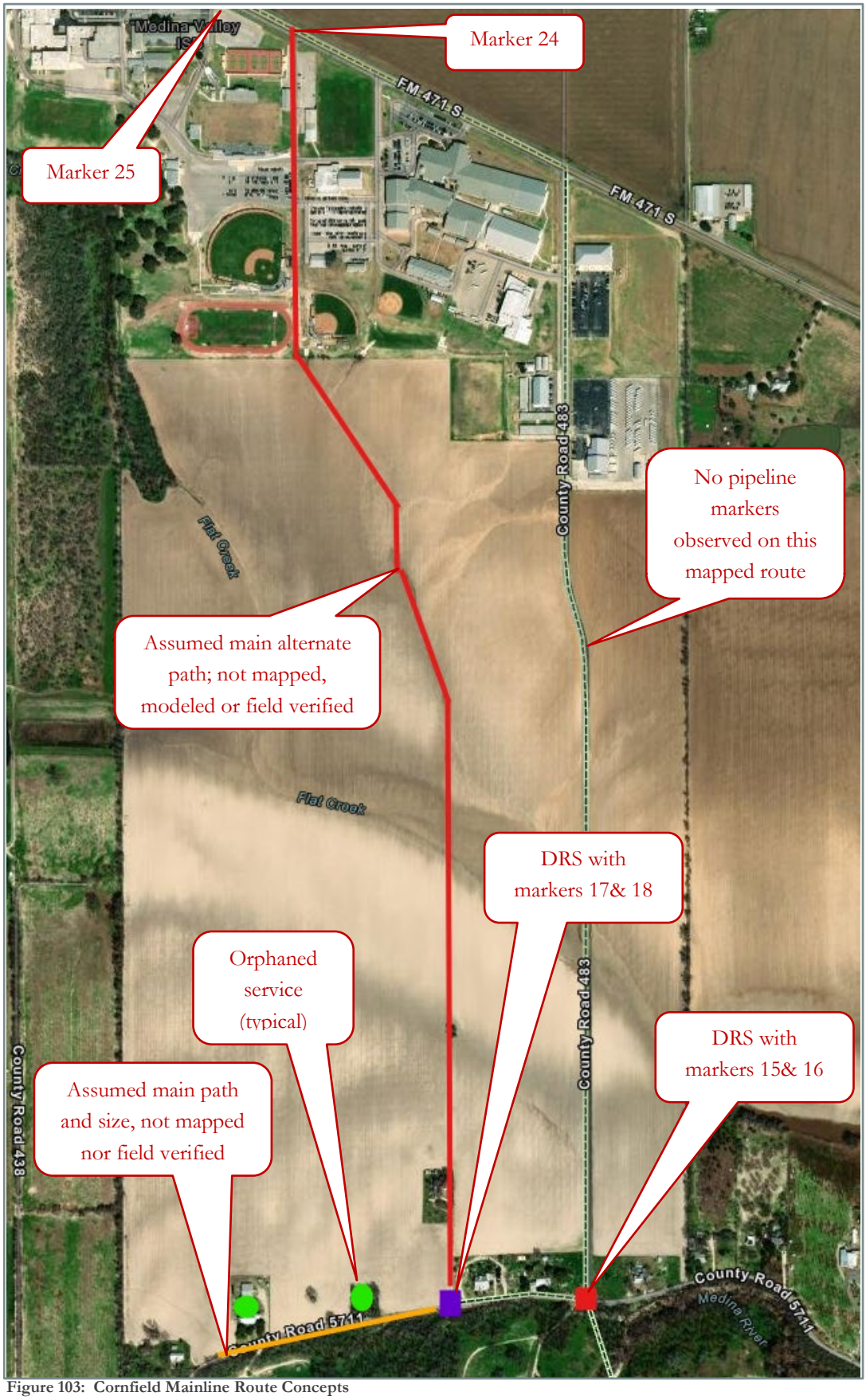



Figure 103: Cornfield Mainline Route Concepts

Figure 104: Pipeline Marker 24

Figure 105: Pipeline Marker 25

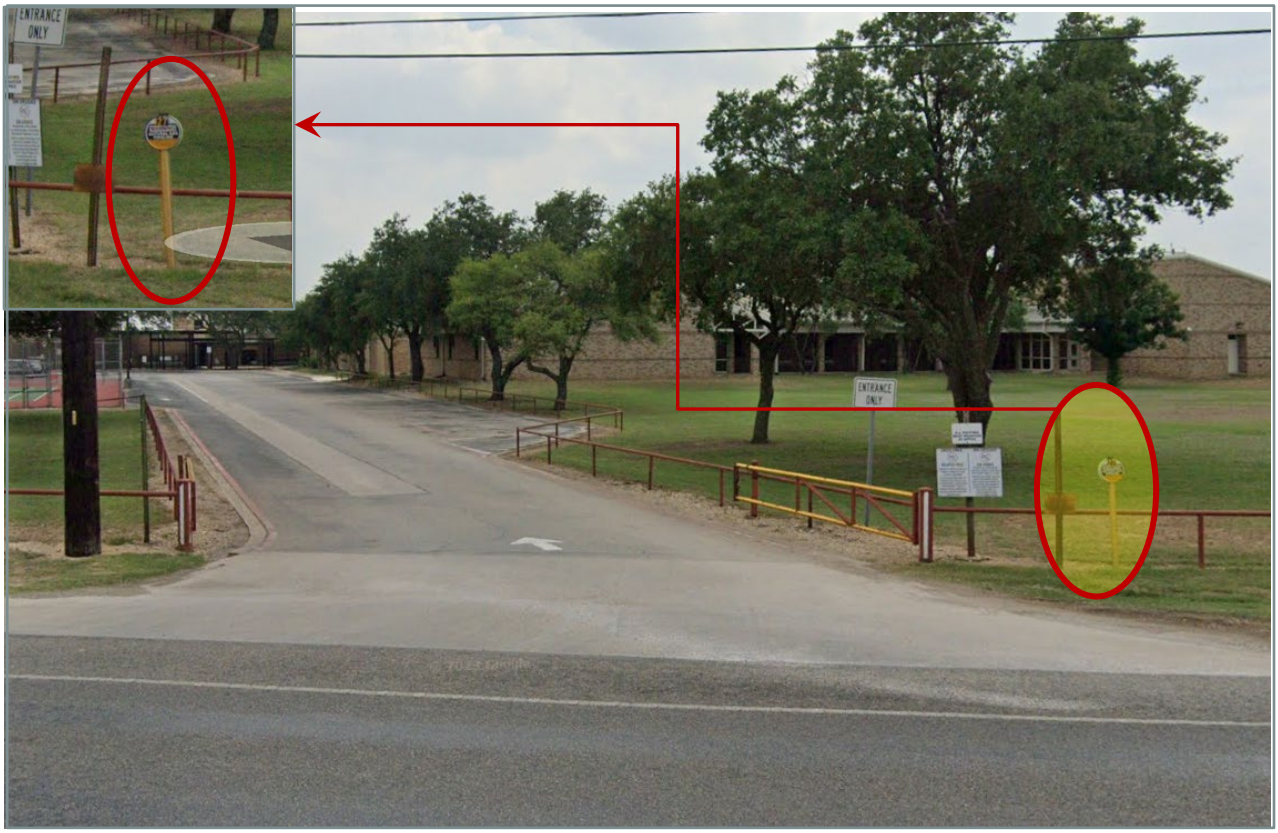



Figure 106: Pipeline Marker 27

Figure 107: Pipeline Marker 28

Figure 108: Pipeline Marker 29 & 30---DRS FM 471 and PR 4784

Figure 109: DRS 1130 US 90 (noted as 1150 in records)

# APPENDIX F: SUMMARY OF ASSUMPTIONS AND RECOMMENDATIONS

- All pipe from the block map is assumed as steel with the following pipe specifications:

| Pipe Diameter | Wall Thickness | Note | Outside Diameter | Inside Diameter | Weight Per Foot | Weight Per mile | Transverse Area | Pipe Volume/Foot Cubic | Surface Area/Foot I.D. | Surface Area/Foot O.D. | Metal Cross Section | Equivalent 3 in. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (in) | (in) | | (in) | (in) | (lbs) | (tons) | (sq. in) | Feet | (sq. ft.) | (sq. ft.) | (sq. in.) | factor |
| 0.50 | 0.109 | STD - 40 | 0.840 | 0.622 | 0.85 | 2.2 | 0.30 | 0.002 | 0.16 | 0.22 | 0.25 | 0.203 |
| 0.75 | 0.113 | STD - 40 | 1.050 | 0.824 | 1.13 | 3.0 | 0.53 | 0.004 | 0.22 | 0.27 | 0.33 | 0.269 |
| 1.00 | 0.133 | STD - 40 | 1.315 | 1.049 | 1.68 | 4.4 | 0.86 | 0.006 | 0.27 | 0.34 | 0.49 | 0.342 |
| 1.25 | 0.140 | STD - 40 | 1.660 | 1.380 | 2.27 | 6.0 | 1.50 | 0.010 | 0.36 | 0.43 | 0.67 | 0.450 |
| 2.00 | 0.154 | STD - 40 | 2.375 | 2.067 | 3.65 | 9.6 | 3.36 | 0.023 | 0.54 | 0.62 | 1.07 | 0.674 |
| 3.00 | 0.156 | | 3.500 | 3.188 | 5.57 | 14.7 | 7.98 | 0.055 | 0.83 | 0.92 | 1.64 | 1.039 |
| 4.00 | 0.156 | | 4.500 | 4.188 | 7.24 | 19.1 | 13.77 | 0.096 | 1.10 | 1.18 | 2.13 | 1.365 |

- Mains that were added in the color map (i.e., not in the block map but present in the color map), are assumed as polyethylene except in the downtown Castroville area where all mains are assumed as steel. For polyethylene pipe specifications, see the following table:

| Nominal Size | SDR | Weight | Min Wall | Average OD |
|---|---|---|---|---|
| (in) | | (lb/100 ft) | (in) | (in) |
| ½" CTS | 7.0 | 6.4 | 0.09 | 0.625 |
| 1 | 11.0 | 19 | 0.12 | 1.315 |
| 2 | 11.0 | 63 | 0.216 | 2.375 |
| 3 | 11.0 | 137 | 0.318 | 3.5 |
| 4 | 11.5 | 217 | 0.391 | 4.5 |

- Assumed pipe sizes are detailed in Appendix B, but also summarized in the following table:

| **Location** | **Assumed Size** | **Report Page Number** |
|---|---|---|
| Athens St South of Gentilz St | 2" steel | 43 |
| Lisbon St from West of Jackson St to Athens St | 2" steel | 43 |
| System from Berlin St at Constantinople St to North and West Limits | 2" poly | 43 |
| Amelia St and Houston St | 2" steel | 44 |
| System off of FM 471 North of Provident Ave | 2" poly | 44 |
| Lorenzo St South of Houston St | 2" steel | 45 |
| LaFayette St East of Alamo St | 2" poly | 47 |

- All added mains are assumed as 2" diameter, with mains in the downtown Castroville area assumed as steel and all other locations assumed as polyethylene.
- All service tap locations are assumed. Service lines are assumed to not cross lot lines.
- Recommend updating model with georeferenced meter data, if available, to increase confidence in added mains. Then field verify all mains needed to supply gas to all known customer locations.
- Field verify all map/GIS discrepancies listed in this report.
- Field verify high pressure line route as we suspect it is possible the line does not run along CR 483 but cuts through the cornfield as noted in Figure 103 on report page 70. A key suggestion is to locate pipeline markers 19 through 23 in addition to locating and toning the lines in and out of the stations.
- Field verify all stations and update/create reports as needed to ensure RRC compliance.

- Research all map and documents provided by CPS Energy; consider discussing location concerns with CPS field personnel.
- Increase outlet pressure at Pear Tree DRS if the two new loads evaluated by our team are added.
- Monitor system end points for model refinement.
- Add a monitoring system for all stations.
- Update GIS with our team's findings.
- Develop and maintain a system of routinely updating the GIS and model so that both represent the real-world system.
- Continue to rely on the model for new loads and system improvements to ensure system performance is properly anticipated during system peaks.
- Develop a system master plan for both capital improvement projects as well as maintenance projects.
- Evaluate DIMP processes and incorporate findings in a master plan.

# The Numbers at the Airport

869,358

REVENUE IN DOLLARS

108%

Percentage of Budget

43,823

MONTHLY FUEL SALES IN DOLLARS

1%

From Last Month

40%

From Last Year

23,045

AIRCRAFT OPERATION Y-T-D

12%

From Last Month

19%

From Last Year

0/67

SPACE AVAILABILITY

52

Number on Waitlist

- Hydrological survey in progress, preliminary report expected by Labor Day (TxDot)
- Pilot's Lounge renovation complete (RAMP & Operational budget)
- Adjoining office to to terminal desk vacated, will become manager's office
- B-4 hangar door being repaired (RAMP Grant)
- QtPod thermal breakers replaced

- Flight School
- Aircraft Maintenance
- Aircraft / Hangar Rental
- Droneview
BARIO AVIATION INC
401 N. Frank Luke Dr.
San Antonio, TX 78226
www.barioaviationservices.com
dispatch@barioaviationservices.com
830 - 460 - 9028
Flight Ops x1
Maintenance x2

LJA SURVEYING
248005
2500 HD

# JUNE ANIMAL SERVICES REPORT

| Animal Services Cases | Status | | |
|---|---|---|---|
| Call Type | Closed | Open | Grand Total |
| 0 | 1 | | 1 |
| Animal At Large | 5 | 2 | 7 |
| Animal Attack | | 1 | 1 |
| Animal Bite Exposure | 1 | | 1 |
| Animal Pick Up | 6 | 1 | 7 |
| Assist Another Agency | 3 | 1 | 4 |
| Complaint | 1 | | 1 |
| Dead Animal | 7 | | 7 |
| Donations Received | 1 | | 1 |
| Event | 5 | | 5 |
| Found Animal | 3 | | 3 |
| Miscellaneous | 2 | | 2 |
| Owner Euthanasia request | 3 | | 3 |
| Owner Surrender | | 2 | 2 |
| Trap Request (Citizen Owned) | 6 | | 6 |
| Trap Request (City Owned) | 2 | | 2 |
| Welfare Check | 1 | | 1 |
| **Grand Total** | **47** | **7** | **54** |

| | | | |
|---|---|---|---|
| **YTD** | **299** | **47** | **282** |

# JUNE CODE COMPLIANCE REPORT

| Case Count | Status | | | |
|---|---|---|---|---|
| Violation | Closed | Closed - Compliance Recieved | Open | Grand Total |
| **Illegally Parked Vehicle** | | **1** | | **1** |
| Boat parked in front yard, driveway or street | | 1 | | 1 |
| **International Code Council** | | **1** | | **1** |
| Trees Over Grown | | 1 | | 1 |
| **Signage** | **6** | | | **6** |
| Illegal Signage | 6 | | | 6 |
| **Solid Waste** | | **3** | | **3** |
| Illegal Dumping | | 1 | | 1 |
| Unlawful deposit or accumulations | | 1 | | 1 |
| Weeds, Trash, Junk and Debris | | 1 | | 1 |
| **Tall Grass** | | **3** | **1** | **4** |
| Weeds above 12 ins. | | 3 | 1 | 4 |
| **Utilities** | | **6** | | **6** |
| City contract Violation | | 1 | | 1 |
| Water Conservation Plan | | 5 | | 5 |
| **Grand Total** | **6** | **14** | **1** | **21** |

| | | | | |
|---|---|---|---|---|
| **YTD** | **8** | **90** | **60** | **168** |

***CODE ENFORCEMENT SUMMARY***

**Code Enforcement: Opened Cases – 21 Closed Cases – 20**
**June 2025 Monthly Report is on the following page.**

**OPEN CASES**

- 1/23/2024: 2024012. 1513 Old Hwy 90 W. Health & Sanitation., The Occupants is out of the house, now the contractor can work on removing the violations. The Owner is doing everything possible to get property sold. work stopped due to death of contractor, property for sale.
  Weeds, Trash, Junk, Debris, and unlicensed Vehicles over property. Owner's Son is willing to work with volunteers, for cleanup. Code Enforcement has connected the owner with a third-party contractor who is presently working to bring all violations into compliance. Property is up for sale. Contractor passed away

- 02/20/2025: 2025014. 1303 Lorenzo. Permit required. The Owner was asked to redesign for a smaller Sign No action taken at HLC meeting; The Owner needs to consult The National Registry (NR) first. Scheduled for HLC meeting 4/15/2025 CVL was issued on 02/28/2025 Signs were painted, and temporary signs continue to display of temporary sign after allowable period. Plus, permanent signs were erected without permit.

- 3/06/2025: 2025028. 702 Lafayette. Building. Repairs in process. Substandard Housing in the Historic District

- 3/26/2025: 2025068. 208 Old Hwy 90 E. Building. waiting for contractor to start work CVL mailed 4/15/25.Owner is in communication with code enforcement while negotiating with contractors. Partially demolished structure unsecured.

- 3/27/2025: 2025073. 1401 Isabella St. Building. The occupant took my contact information to pass onto his cousin the owner of the property to call me. Substandard Structure in disrepair maintained in Historic District.

- 4/11/2025: 2025088. 815 Athens St. Solid Waste., Waste Management partial service received. I spoke to the Owners' son to make it compliant. Non-Compliant brush pile.

- 4/21/2025: 2025094. 1112 Paris St. Illegally parked Vehicle. Recent employment will take care of registration by the middle of July. Initial contact was made. Maintain 2 vehicles in varied stages of disrepair without current registration in the side yard and street.

- 5/2/2025: 2025104. 200 FM 471 N. Tall Grass. They said they will get right to it. The developer states they will have it cut before groundbreaking in 3 weeks. Grass overgrown above 12 inches on undeveloped lot.

- 5/5/2025: 2025105. 513 Washington St. Health and Sanitation. The brush was cut awaiting for waste management pick up. The occupant has 2 weeks before she can walk again, and she would clean up the brush because the people she tried to hire did not show up. The occupant has a broken leg unable to walk. Brush pile in the back yard not being put out for pick up.

- 5/6/2025: 2025108. 138 Karm St. The front and side yard were mowed; the back yard still needs cutting. Tall Grass. Initial notification was made and partial compliance received. Weed growing above 12 inches in the yard.

- 5/7/2025: 2025111. R 12893 FM 471 N. Tall Grass. The Owner said his mower is down, he need time to get it fixed. The Realtor will remind the owner to cut the grass. growing above 12 inches on property of new development.

- 5/7/2025: 2025113. 1006 London St. Health & Sanitation. The Property was partially mowed and timber taken down and piled up. The Owner passed away so the cousin said he would clean the lot for him. Down timber and tall grass growing on vacant lot.

- 5/7/2025: 2025114. 403 Petersburg St. Zoning. The Backhoe and trailer were removed from plain site. Violation of Home Occupancy Permit. Evidence of business operation seen in plain view.

- 5/9/2025: 2025117. 203 Hwy 90 E. Utilities. Initial contact has been made to the contact agent to have the plumber out to test. Backflow test results have not been submitted to Public Works.

- 5/19/2025: 2025125. 410 Vienna St. Junk Vehicle. NOV sent 7/10/25. Contact Letter sent 6/24/25. Initial contact made first by door hanger then followed by contact letter. A Vehicle with expired registration in disrepair parked in the side yard in plain public view.

- 5/19/25: 2025128. 1511 Alsace St. Tall Grass. The owner is taking care of properties 5/18/25. Grass and weeds growing above 12 inches on two vacant lots.

- 5/19/2025: 2025132. R14031/14032 Geneva/Ranchero/Chateau. Tall Grass. The Owner stated he will be working on bringing all his properties in the area into compliance. Grass and weeds growing above 12 inches across a 16-lot block of vacant land.

- 5/27/2025: 2025138. 107 River Forest. Junk Vehicle. The Owner is making it road ready to move to another location. A vehicle in disrepair parked in the driveway in public view.

- 6/25/2025:2025153. 307 London St. Substandard Structure. The grass has been mowed, and pickets removed to be repaired and replaced. Broken, falling fence and shutters and tall grass.

**COURT CASES PENDING**

- 5/12/2021: 2021030. 1515 Athens St Building. We are still awaiting a date for the bench trial. No work has been done to complete the siding installation. And the two Vehicles are again without current registration. The complaint was filed with the municipal court on January 12, 2022. At Court on March 3, 2022. Residents ask for a hearing. Contractor called PW inquiring about permit application. No application has been filed thus far. haven't received a court date as of today.

- 5/26/2021: 2021038. Zoning, 10/4/2021: 2021095 Home Occupancy. 1714 Geneva St. A New Cyprexx agent was assigned to this property. Metal Fence was removed. Information on fence Ordinance was sent to Cyprexx to bring it into compliance. The Management company has cleared all debris from the yard. They are in the process of removing the used oil off the property. and they are aware of the fence violation that has to be corrected. Control of property is being held up by Hub. Clean up will take place once this process is completed. Waiting for Property management to take full control of property. Cyprexx a property Management company has authority over and will be looking into cleaning up the property. It has been reported that the Bank is about to foreclose on the property. Utilities have been turned off at the owner's request. The fence has not been adjusted; there are trailers and building material in the yard. The complaint was filed with the municipal court August 19, 2021, December 7, 2021. The violators were a no -show at court on October 7, 2021. No show at Court on March 3, 2022. Still no compliance effort on this. The court has filed a warrant. Reported to Credit Collector. The fence was not lowered. 10/4/2021: Operating Auto repair shop and Junk yard. Took pictures, new vehicles brought in, left door hanger 11/4/22 Awaiting decision from Judge and Prosecutor. Resident supposably moved to Mexico

- 2/26/2024: 2024023. 1715 Naples St. Historic., Have to go back 7/17/25 The Judge wasn't present. Pre Trial 7/3/25. Client pleaded not Guilty, requesting Jury trial. Case rescheduled to November due to prosecutor's absence. Case differed to 10/3/24., prosecutor needs to review case. The complaint was filed with the municipal Court on April 19, 2024. Historical property is in violation of COA. Knowingly used material not recommended on garage. Left door hanger, no response. CVL mailed certified 3/15/24, returned not taken, NOV Mailed certified 4/19/24, returned not taken. The court date is June 6, 2024.

- 4/12/2024: 2024043. 501 London St. Health & Sanitation., Court fee paid 5/21/2025. Compliance is still not received. Court date reset for 5/15/25. The Owner did not show up for court 4/4/25 Cleaned up approximately one third of property. A new NOV was issued 3/12/2025. Meeting with PD Chief, Owner and Code Enforcement took place 1/24/25.Roll off will be ordered and Owner will load personally. Citizens were advised to take debris to the dump to come into compliance. More debris was removed from the shed. Court Fees were paid 9/3/24, bamboo, cane and junk removed. Still working on the shed. The Complaint was filed with the municipal court August 6, 2024. Weeds, trash, junk, and debris in the yard. A falling down shed and bamboo growing on property line. Spoke to the owner about the violations. They have since sorted and stacked the construction debris for reuse. There is presently a civil case ongoing against the contractor who left the job unfinished. The shed was cautioned off until they could sort through contents before removal and would be chemically treating bamboo. Brick pavers cannot be moved due to civil cases. CVL Mailed 7/9/24., NOV issued 8/6/24.

- 3/05/2025: 2025026. 1402 Vienna. Illegally Parked Vehicle., Vehicle was removed. Started plan. Court date reset to 8/7/25. The complaint was filed with the municipal court on April 16, 2025. NOV issued 4/16/25. CVL Mailed 3/27/25. Vehicle parked in yard, immobile and without current registration.

- 3/7/2025: 20250037. 702 Vienna. Illegally parked Vehicle. Asked for time to come into compliance. payment plan with the court is fully paid but no compliance received. The Complaint was filed with the municipal court on April 16, 2025. NOV issued 4/16/25. CVL mailed 3/27/25. Five vehicles in varied stages of disrepair parked in the yard without current registration.

- 3/11/2025: 2025052. 1301 Houston. Junkyard. On Continuance no show at court. The complaint was filed with the municipal court on April 16, 2025. NOV issued 4/16/25 CVL mailed 3/27/25. Vehicle parked with flat tires and without current registration plus scrap iron all over the front yard.

- 3/11/2025: 2025051. 1516 Jackson. Junkyard. Continuance to 7/17/25. Compliance was received with the vehicles, but the junk remains in the yard and illegal business continues. The complaint was filed with the municipal court on April 16, 2025. NOV Issued 4/16/25. CVL mailed 3/27/25. Multiple vehicles and scrap Iron stored in back yard.

- 3/27/2025: 2025048. 713 Lisbon. Health & Sanitation. Court date reset for 8/21/25. The complaint was filed with the municipal court on May5, 2025. NOV issued 5/5/25 CVL mailed 4/7/25 Trash and debris stored on front porch in Historic District.

- 4/24/2025: 2025096. 1306 Hwy 90 W Ste.3. Signage. Court date 8/7/25. The complaint was filed with the municipal court on June 3, 2025. NOV issued 6/3/25. CVL mailed 5/16/25. Initial contact made. A banner on display on the roof passed the allowable timeframe.

*Castroville Brass Band, circa 1915. (MS 362: 081-0640)*

Just a reminder that we have online permitting. You can apply, pay fees, and check status! Here is the link. Citizen Portal (iworq.net)

# Monthly Community Development Report

**June 2025**

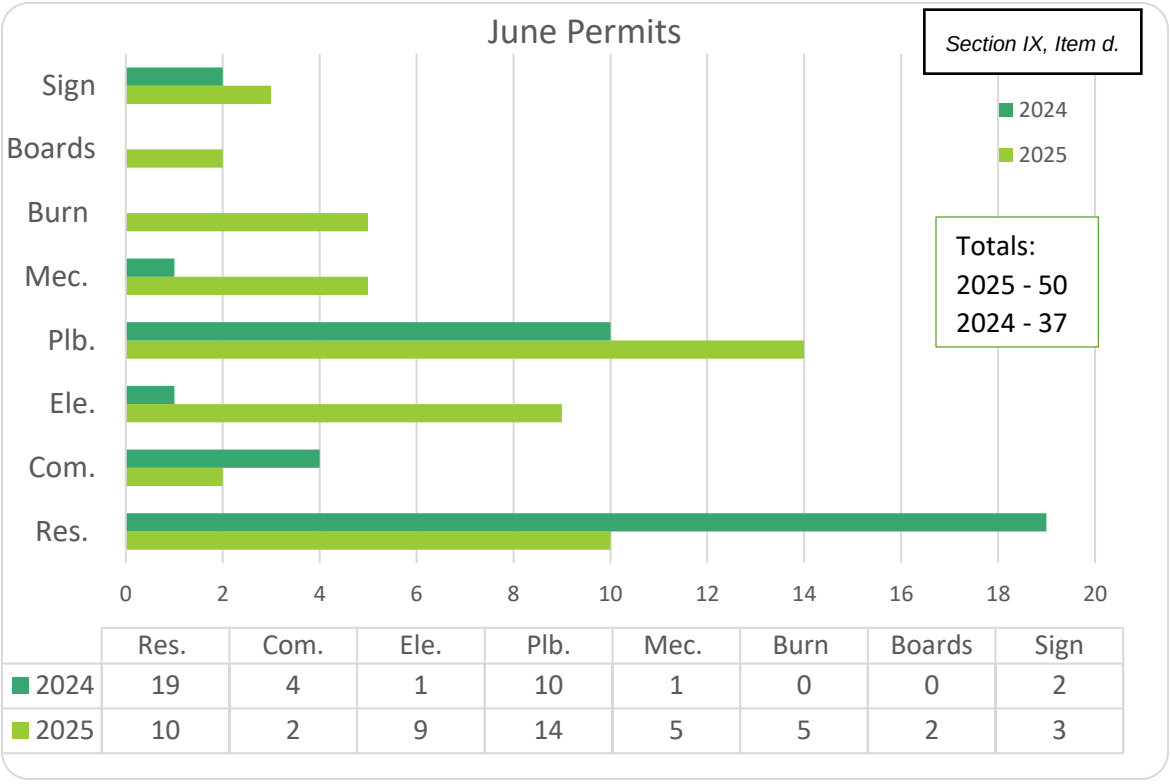
**Breana Soto**

NEW BUILDS 2025

Pending Plan Review: 0

Approved and Issued: 7

Completed and Closed: 0




| | Res. | Com. | Ele. | Plb. | Mec. | Burn | Boards | Sign |
|---|---|---|---|---|---|---|---|---|
| 2024 | 19 | 4 | 1 | 10 | 1 | 0 | 0 | 2 |
| 2025 | 10 | 2 | 9 | 14 | 5 | 5 | 2 | 3 |

| | 2025 | 2024 |
|---|---|---|
| Permit Fees | $28,794 | $54,275 |

# Boards and Commissions

| | HLC | P&Z | ZBOA |
|---|---|---|---|
| Next Meeting Date | July 15th | July 9 | TBD |
| May Meeting Date and Items | JUNE 17TH<br>1212 Fiorella St. – Approved | No Meeting | No Meeting |

If you live in one of our 96 Historic Structures and need a plaque or would like to replace your existing one, please contact Breana.soto@castrovilletx.gov

# Projects

## Castroville's Active Transportation Grant

☒ Enroll in Local Government Project Procedures Qualification for TxDOT

☒ Submit Qualifications Statement and Risk Assessment

☒ ~~Create RFQ~~ – TXDOT provided another route since such a small project. (PTN)

☒ Meet consultant about scope of work.

☒ PTN signs Oversight Special Approval (SPA) form.

☒ Advanced Funding Agreement Resolution approval by City.

☒ TXDOT approves contract.

☒ Kick off meeting

☐ Bring to Council for input on how to move forward – Tentatively scheduled for August 12th meeting.

☐ Public engagement meetings

☐ Bring initial findings to Planning and Zoning and City Council

☐ Receive feedback, create draft plan

☐ Open public comment period

☐ Bring findings to City Council

☐ Receive feedback, create final draft

☐ Bring to P&Z for adoption

☐ Bring to City Council for adoption

## Garcia Creek Report

☒ Obtain & review data: Right of Entry, Records Search

☒ Field Survey: Field Data Collection, Digital Data Entry

☒ Engineer Site Visit

☒ Hydraulic Modeling

☒ Channel/Slope Stability Analysis: Field Investigations, Lab Tests, Draft Eng. Reports

☒ Presentations to City Council – Either of the June 24th or July 8th Meeting

☒ City Council will decide how to move forward with project - Chose Option 1

☐ Start engineering/necessary action items for Option 1

## Airport Zoning

☒ Update zoning and regs

☒ Create GIS Portal for public review

☒ Present to Council for review

☒ Reach out to County for input – No movement or input from County

☐ Create Joint Airport Zoning Board

☐ Review of zoning regulations by JAZB

☐ Public hearing for public input

☐ Adoption by City and County

## Throughfare Plan

- ☒ Meet with County about alignment with County plans.
- ☒ Meet with TXDOT about alignment/ discrepancies with TxDOT plans.
- ☒ Meet with County engineer about suggestions from TxDOT. **TxDOT had a lot of great suggestions.**
- ☐ **Directed to move forward with adoption of thoroughfare plan. Waiting on engineer to send revised plan for Council to review.**
- ☐ Bring to City Council for review.
- ☐ Make changes to plan per Council recommendation.
- ☐ Send out required public notifications.
- ☐ Bring to City Council for approval.

# Development Projects

Town East Crossing

1726 Hwy 90 E, Next to Security State Bank

Pumphouse Carwash

601 Hwy 90 E, Next to current Pumphouse Carwash

808 Hwy 90 E, Next to El Portal

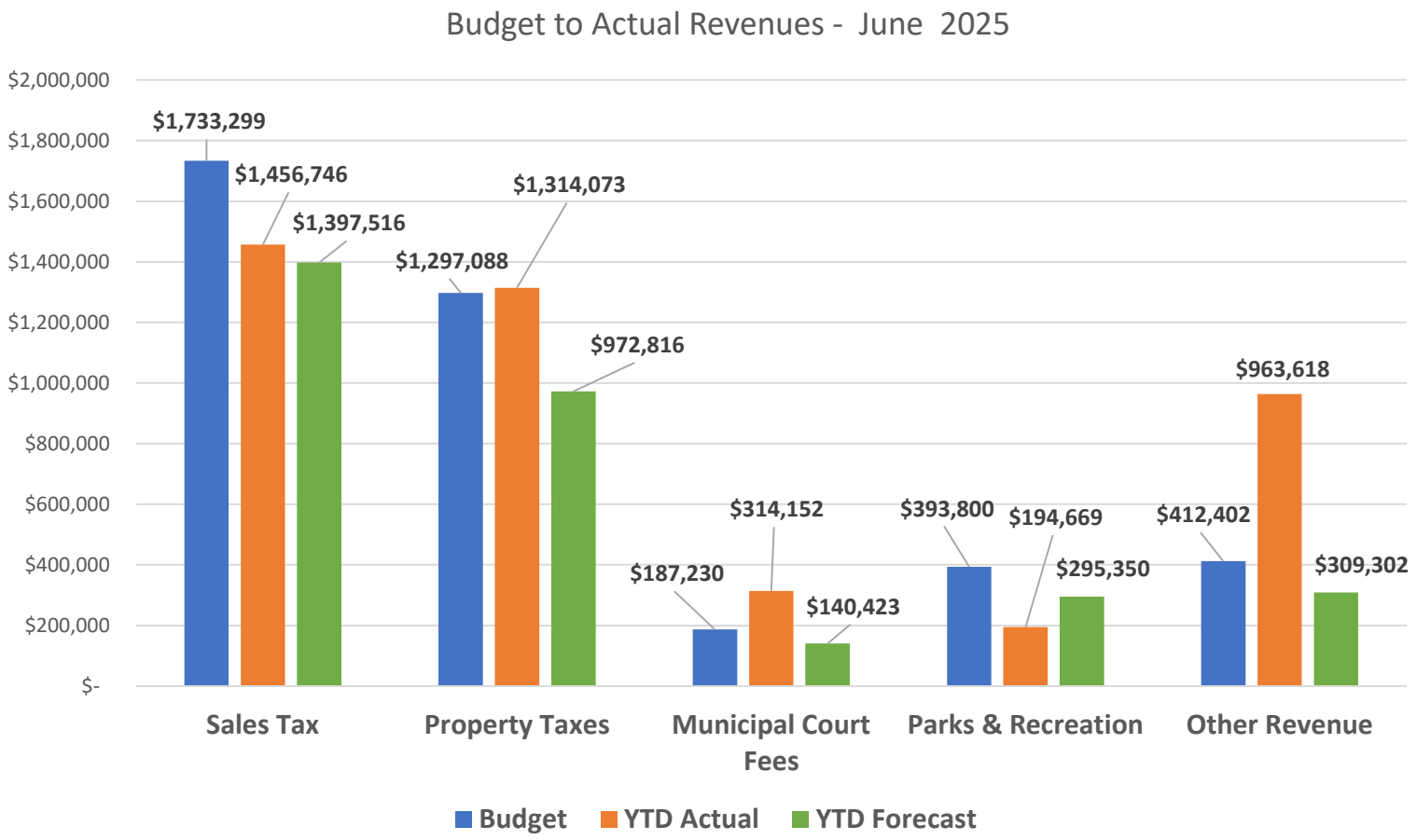
City of Castroville

# MONTHLY FINANCE REPORT (ENDING JUNE 30, 2025)

- General Fund
- Enterprise Fund
- Airport Fund
- Municipal Court Report

# General Fund

# General Fund YTD Comparison



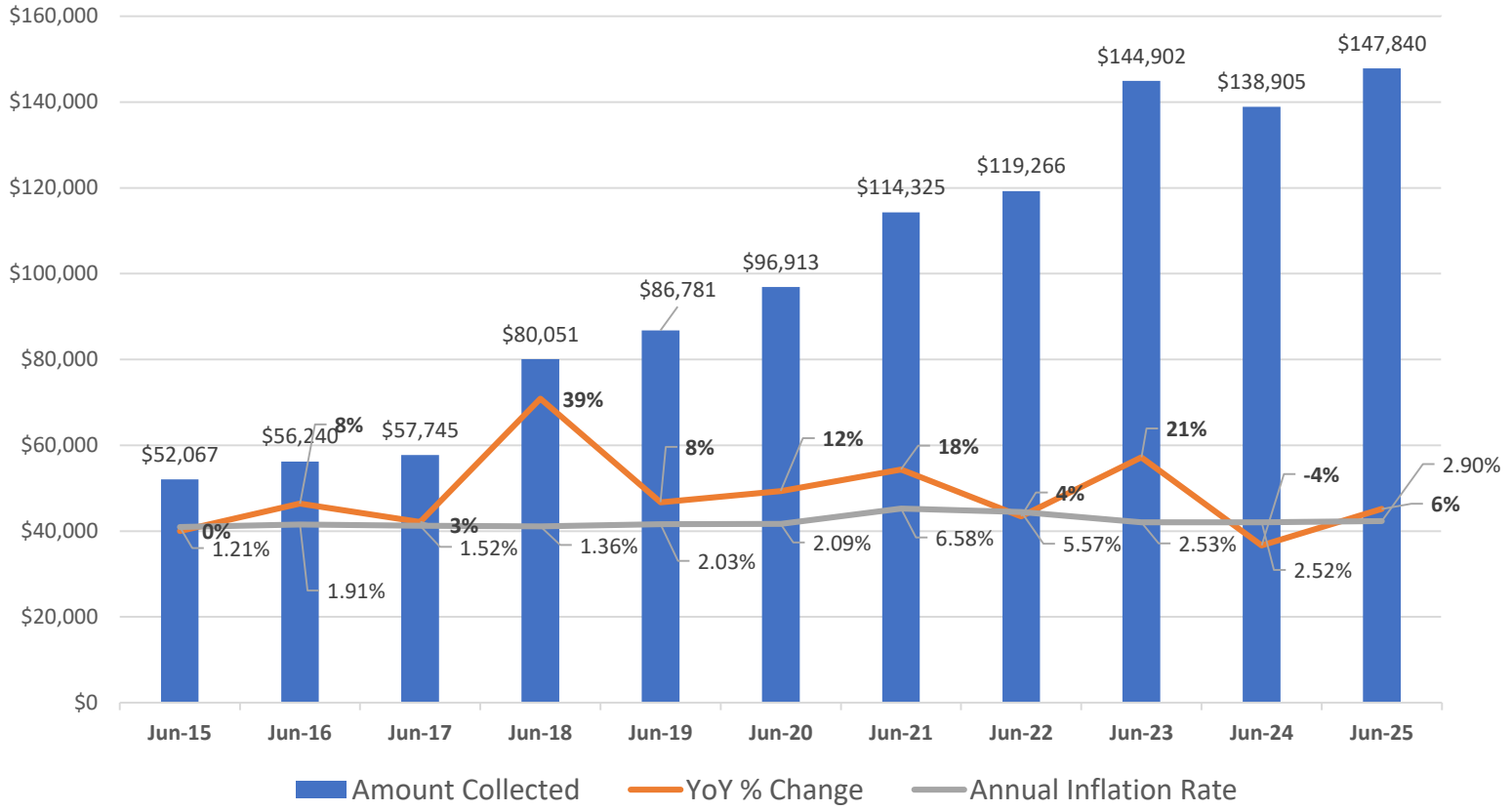

- **Blue** = Total amount budgeted for the year
- **Orange** = YTD amount received
- **Green** = Amount anticipated YTD

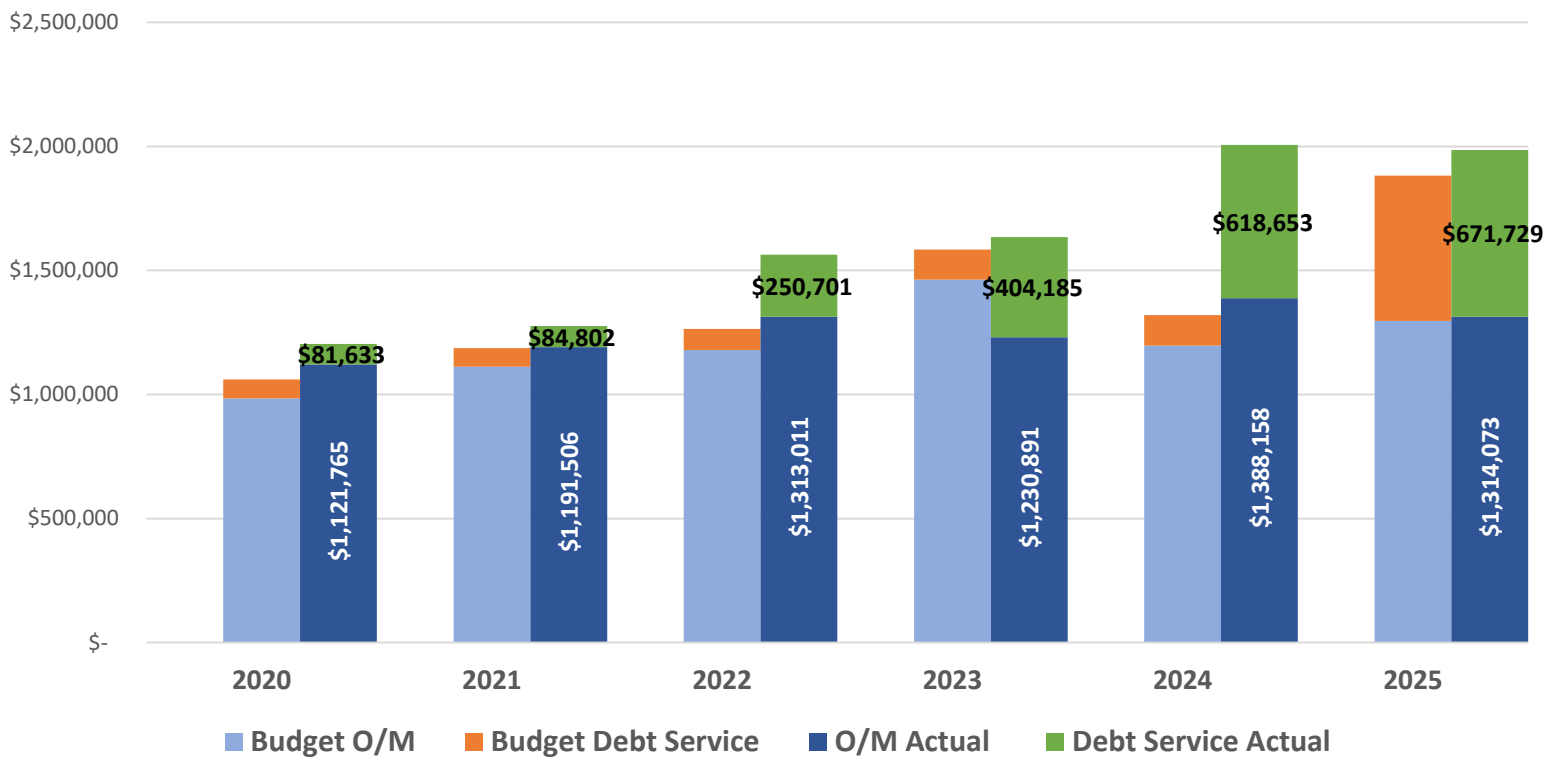
- Sales tax collections for the month of June totaled $154,628 (includes sales and liquor tax) compared to last year, total collected for the month of June 2024 was $145,899.
- Property tax collections for the month of June totaled $4,389 compared to last June 2024, total collected was $5,954
- Other Revenue includes municipal court, parks and recreation and other misc. revenue. Court Collection Fees for the month of June totaled $39,132 compared to last June 2024, total collected was $13,770

Comparison of Annual Collections for the Month of June.

# Sales taxes up 6.4% in June.

- Sales tax collection for the month of June totaled $147,839.52. This represents an increase of 6.43%, or $8,935, compared to last year.
- Through June, sales tax collections are up $74,020, or 5.58%, from the prior year.
- Collections for this month represent sales that took place in April.





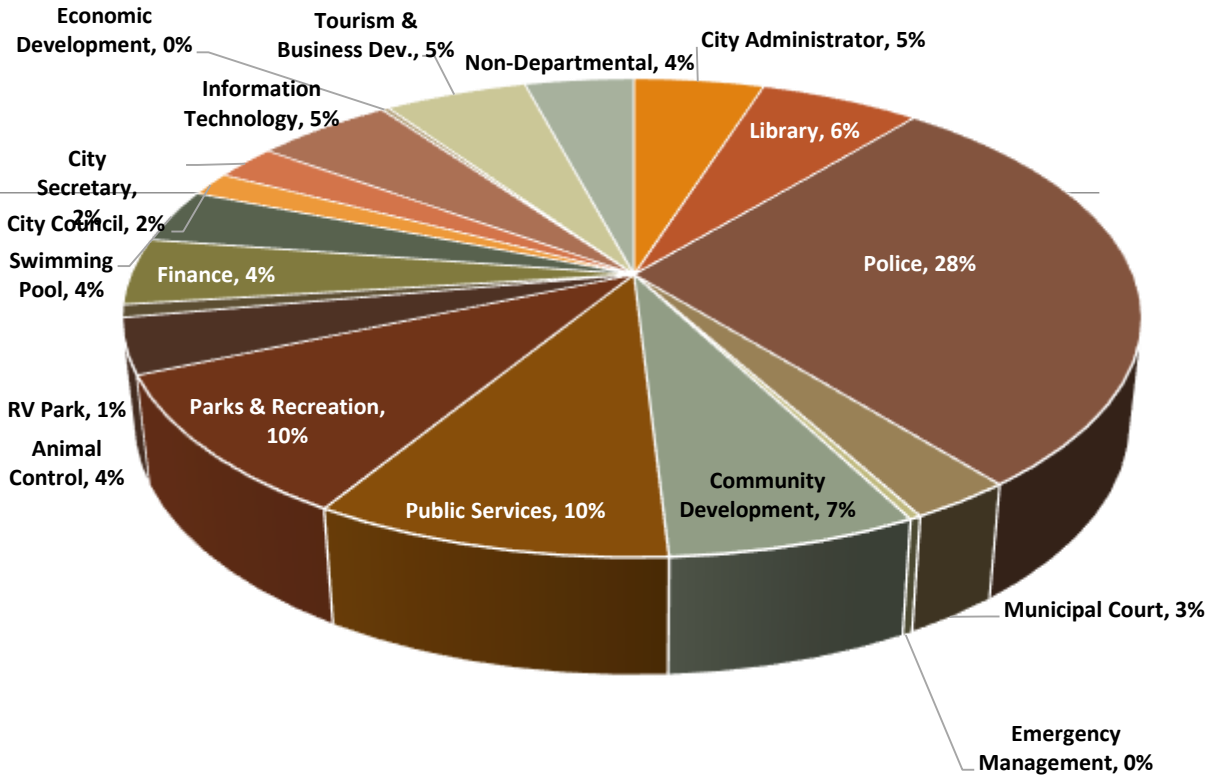

# Property Tax Collections

- Current property tax collections are 101.31% of the original budget at this point of the fiscal year. This includes ad valorem, delinquent and penalties and interest. We have collected 98.35% of the total tax levy.
- Taxes become delinquent on February 1st. January is the last month to pay without penalties.
- Delinquent property taxes represent collections on prior year levies. Penalty and interest are being collected on prior year taxes.
- Total property tax collections year to date including prior year collections, as well as penalties and interest for June are $1,314,073.

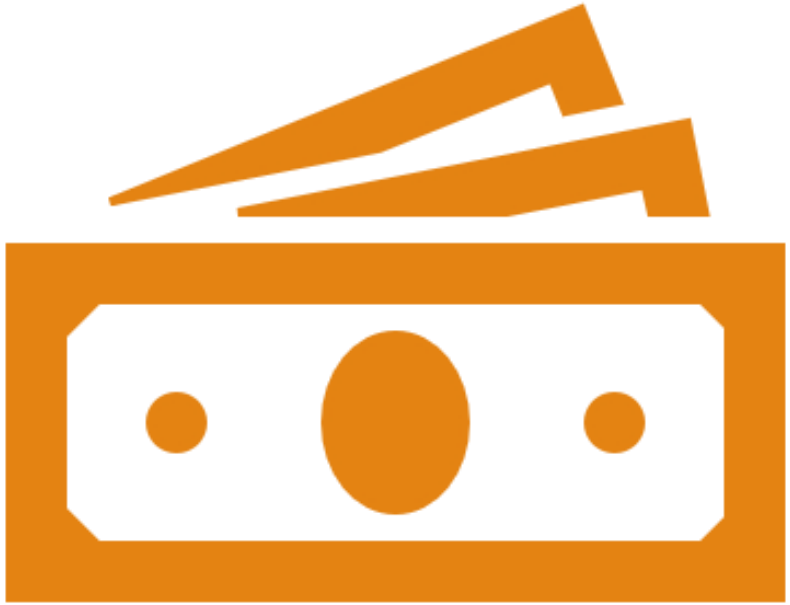
# General Fund by Department



| Department | % of Budget | Adopted | Actual YTD |
|---|---|---|---|
| City Administrator | 5% | $ 232,418 | $ 167,732 |
| Library | 6% | $ 289,897 | $ 157,400 |
| Police | 28% | $ 1,341,322 | $ 1,174,943 |
| Municipal Court | 3% | $ 133,979 | $ 155,259 |
| Emergency Management | 0% | $ 14,700 | $ 5,710 |
| Community Development | 7% | $ 320,767 | $ 359,363 |
| Public Services | 10% | $ 456,851 | $ 300,332 |
| Parks & Recreation | 10% | $ 459,653 | $ 624,809 |
| Animal Control | 4% | $ 177,632 | $ 156,560 |
| RV Park | 1% | $ 40,900 | $ 27,020 |
| *Finance | 4% | $ 213,385 | $ 243,140 |
| Swimming Pool | 4% | $ 173,008 | $ 113,842 |
| City Council | 2% | $ 76,606 | $ 35,996 |
| City Secretary | 2% | $ 111,998 | $ 85,925 |
| Information Technology | 5% | $ 246,000 | $ 175,725 |
| Economic Development | 0% | $ 12,100 | $ 10,674 |
| Tourism & Business Dev. | 5% | $ 256,286 | $ 192,037 |
| Non-Departmental | 4% | $ 195,200 | $ 227,461 |
| | **100%** | **$ 4,752,702** | **$ 4,213,929** |




Parks and Recreation Expenses include $265,135 of Community Center soft cost expenses that will be reimbursed back to the General Fund.



# Utility Fund

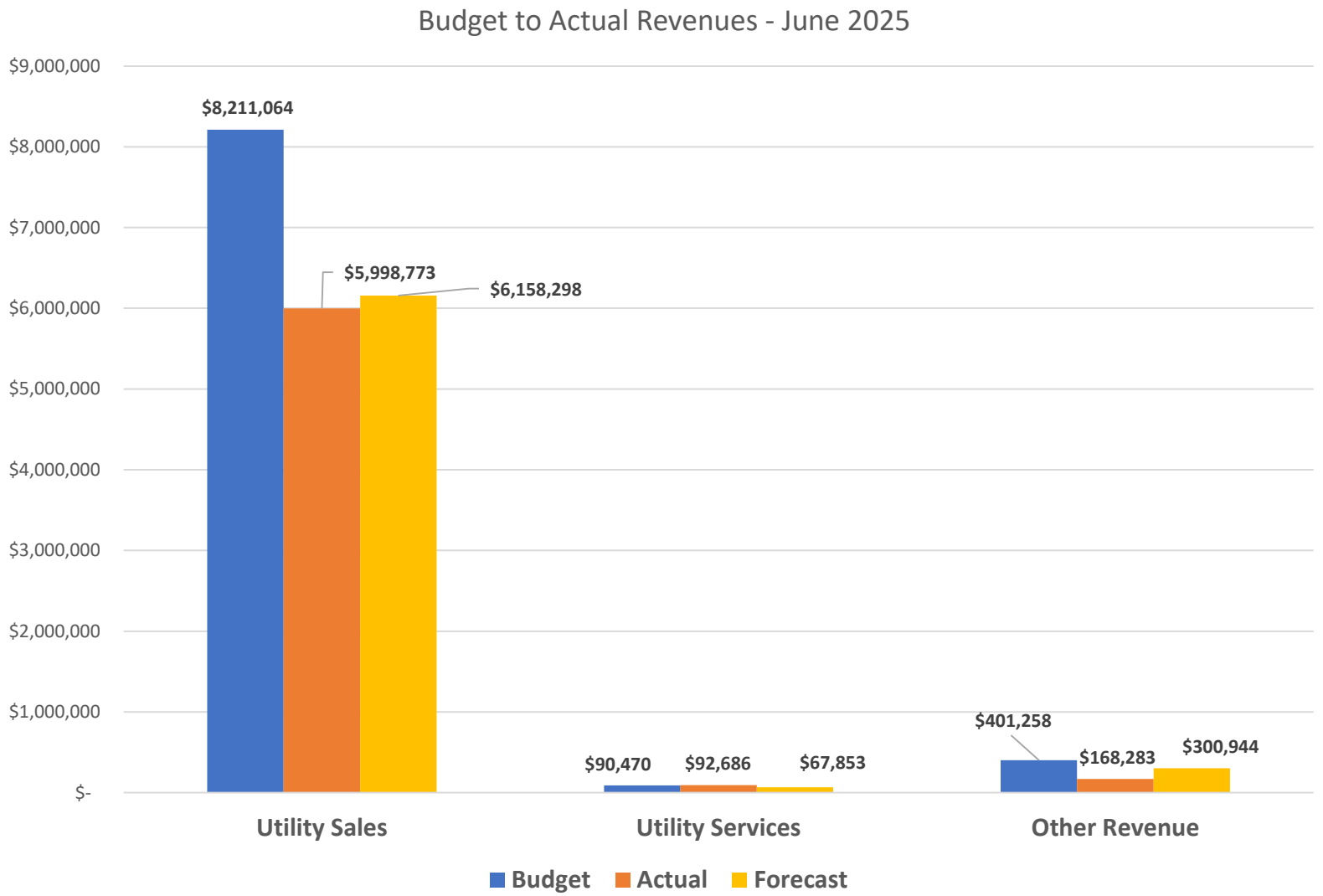
# YTD Utility Fund Revenues

| | | Budget Forecast | ACTUAL | % Change | Over/Under | Forecast (FLAT) | Forecast (-2%) | Forecast (+9%) |
|---|---|---|---|---|---|---|---|---|
| October | 7.55% | $ 629,005.97 | $ 681,045 | 8% | $ 681,045 | $ 681,045 | $ 681,045 | $ 681,045 |
| November | 7.29% | $ 606,691.59 | $ 669,731 | 10% | $ 669,731 | $ 669,731 | $ 669,731 | $ 669,731 |
| December | 7.42% | $ 617,510.61 | $ 631,699 | 2% | $ 631,699 | $ 631,699 | $ 631,699 | $ 631,699 |
| January | 8.22% | $ 684,552.45 | $ 811,652 | 19% | $ 811,652 | $ 811,652 | $ 811,652 | $ 811,652 |
| February | 8.22% | $ 684,740.90 | $ 719,801 | 5% | $ 719,801 | $ 719,801 | $ 719,801 | $ 719,801 |
| March | 7.05% | $ 586,889.22 | $ 633,952 | 8% | $ 633,952 | $ 633,952 | $ 633,952 | $ 633,952 |
| April | 7.31% | $ 608,923.47 | $ 667,658 | 10% | $ 667,658 | $ 667,658 | $ 667,658 | $ 667,658 |
| May | 8.48% | $ 706,147.45 | $ 740,942 | 5% | $ 740,942 | $ 740,942 | $ 740,942 | $ 740,942 |
| June | 8.89% | $ 740,367.46 | $ 703,274 | 0% | $ 703,274 | $ 703,274 | $ 703,724 | $ 703,724 |
| July | 9.41% | $ 783,225.70 | $ - | 0% | $ - | $ 783,226 | $ 767,561 | $ 853,716 |
| August | 10.01% | $ 833,167.65 | $ - | 0% | $ - | $ 833,168 | $ 816,504 | $ 908,153 |
| September | 10.15% | $ 845,381.51 | $ - | 0% | $ - | $ 845,382 | $ 828,474 | $ 921,466 |
| | 100.00% | $ 8,326,604 | $ 6,259,754 | 75% | $ 6,259,754 | $ 8,721,529 | $ 8,672,743 | $ 8,943,539 |

- YTD Actuals collected $6,259,741 compared to last year in June 2024, total collected was $5,600,651 or a 11.77% increase.
- Percentage of budget collected is 64.82%

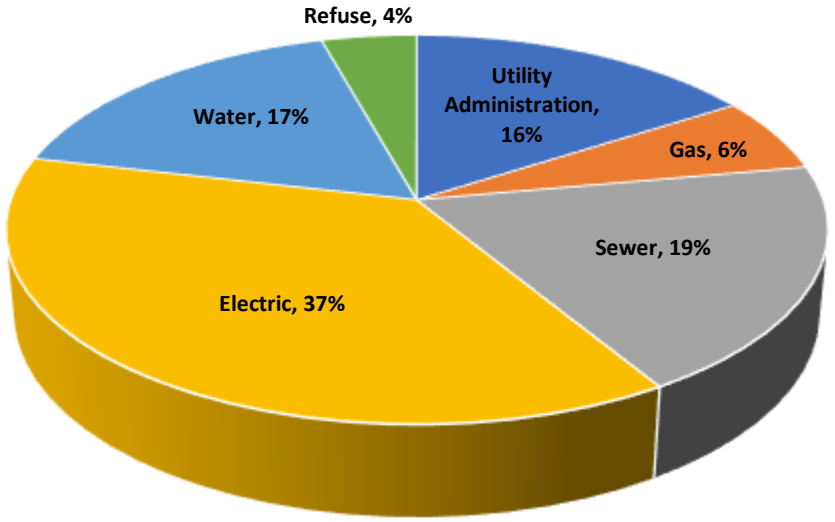
# Utility Fund Revenues (June 2025)

- Currently collected $703,274 in utility revenues for the month of June 2025.
- Total YTD Collections are $6,259,741. This includes utility sales, utility services and other misc. revenue.
- Last year (2024) total collections during the month of June was $781,164. This is a 9.97% decrease compared to last year.

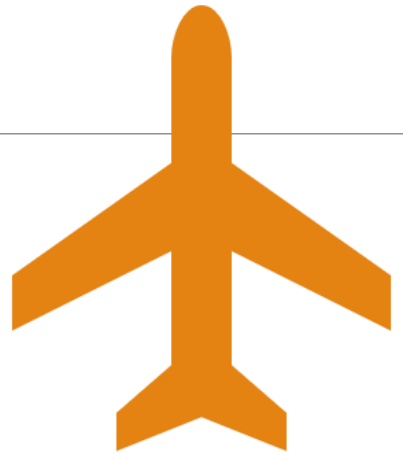


# Utility Fund Expenditures by Department

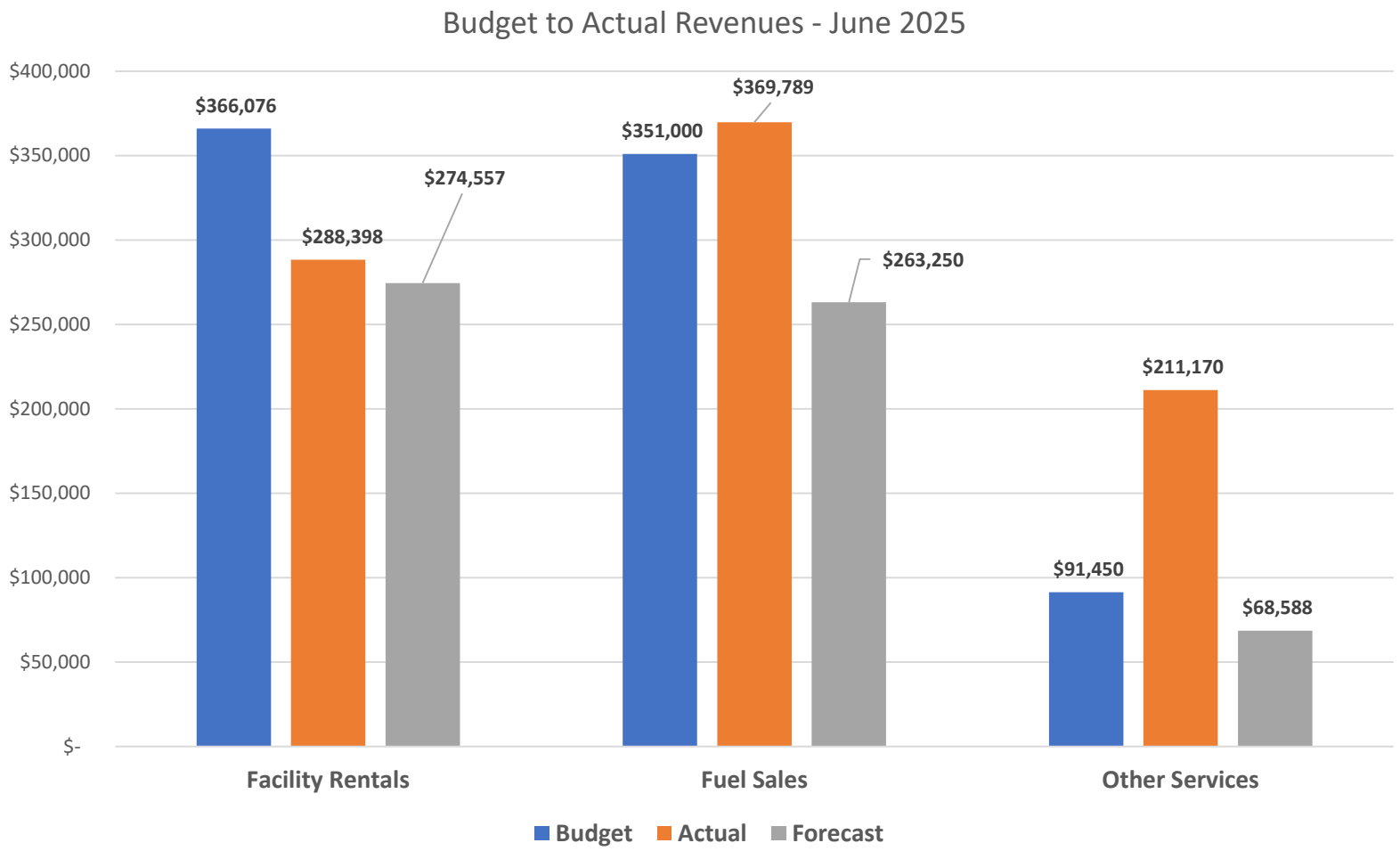
| Department | % of Budget | Adopted | Actual YTD | Difference |
|---|---|---|---|---|
| Utility Administration | 16% | $ 1,389,163 | $ 1,004,938 | $ 384,225 |
| Gas | 6% | $ 539,852 | $ 520,467 | $ 19,385 |
| Sewer | 19% | $ 1,665,406 | $ 666,516 | $ 998,890 |
| Electric | 37% | $ 3,246,083 | $ 2,038,147 | $ 1,207,936 |
| Water | 17% | $ 1,485,137 | $ 939,084 | $ 546,053 |
| Refuse | 4% | $ 377,152 | $ 319,166 | $ 57,986 |
| | **100%** | **$ 8,702,793** | **$ 5,488,318** | |




- The above graph represents YTD actual expenditures by department.
- The Utility Fund is performing as expected – all departments are currently under budget.
- Gas expenditures are at 94.43%



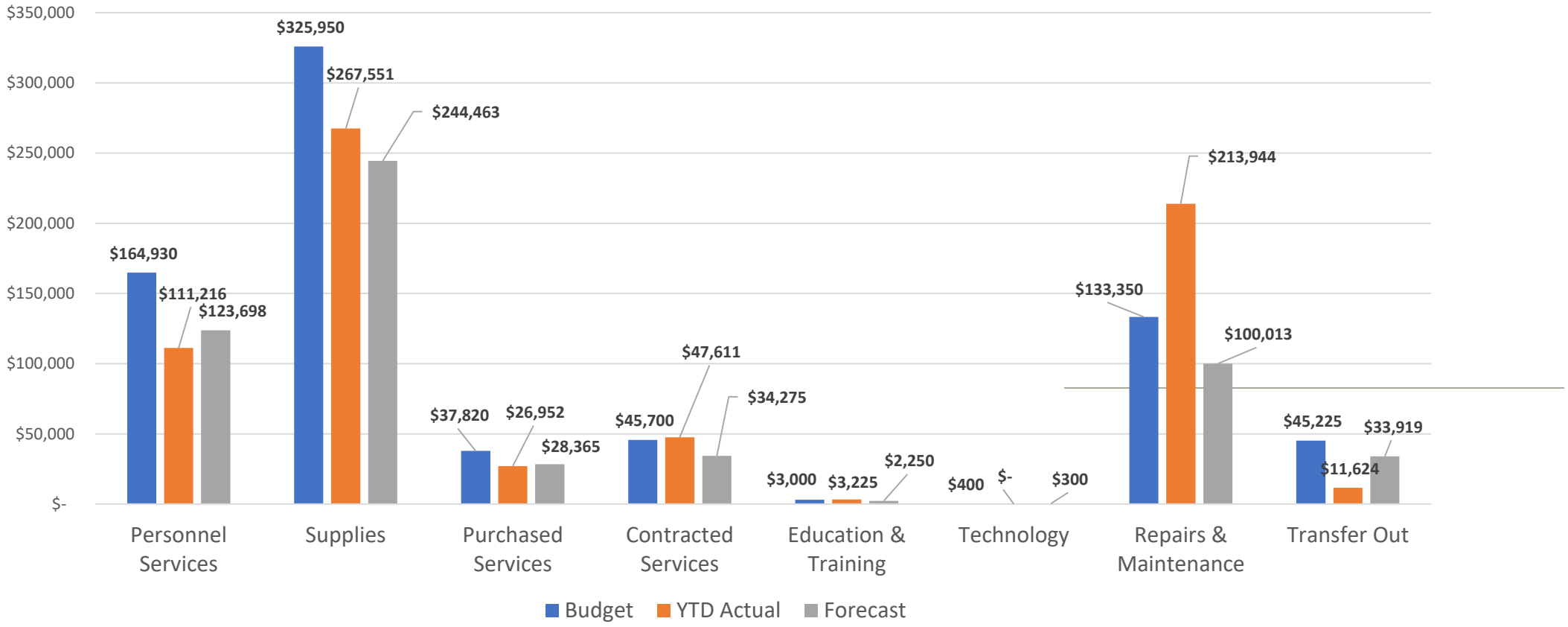
# Airport Fund




# Airport Fund YTD Comparison

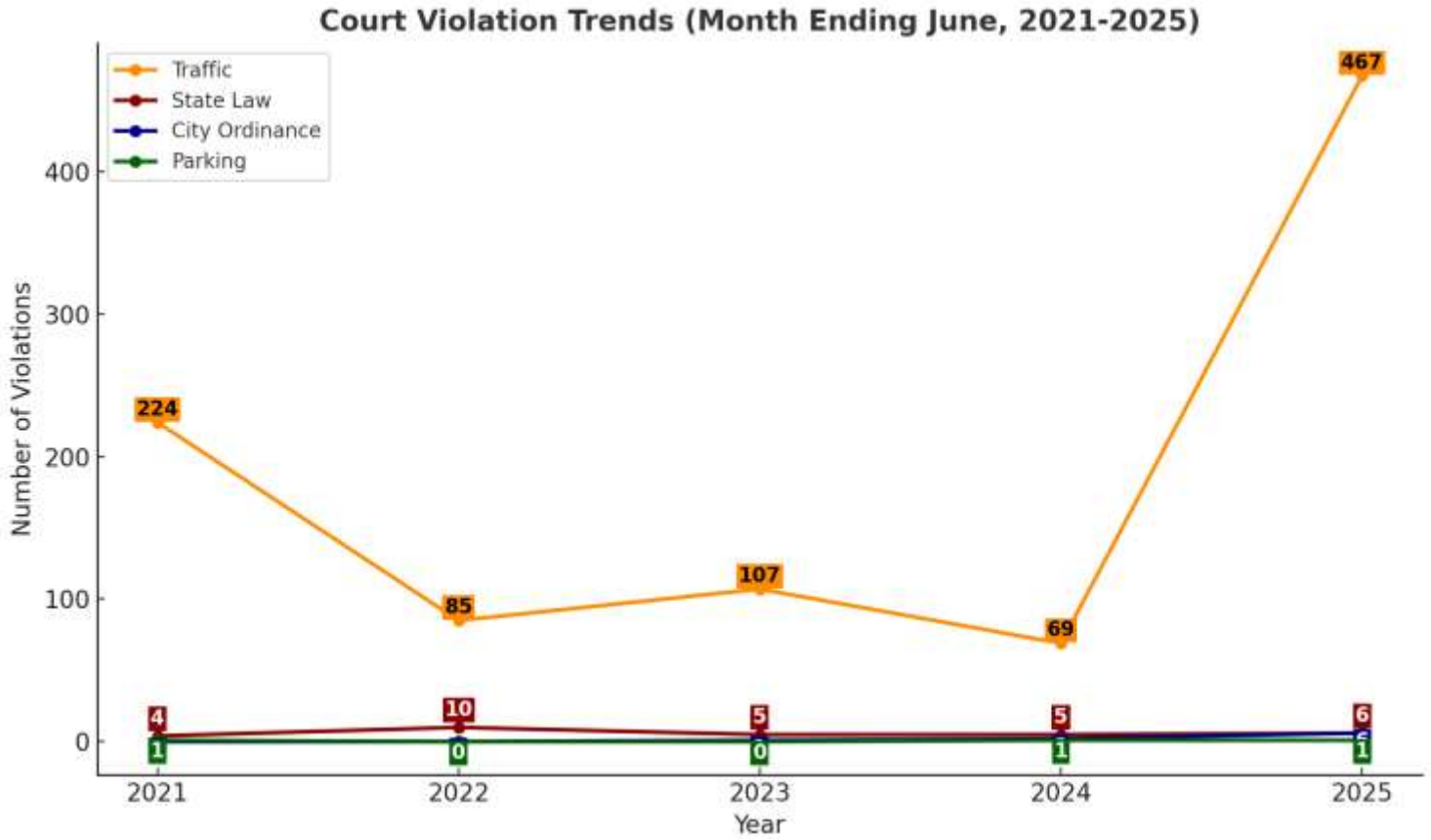
- Currently collected $119,519 in airport revenues for the month of June 2025.
- Total YTD Collections are $869,358. This includes facility rentals, fuel sales and other misc. revenue.
- Last year (2024) total collections during the month of June was $61,633. This is a 94% increase compared to last year.

# Airport Fund Expenditures Budget vs. Actual June 2025



# Municipal Court Report

JUNE 2025




**Key Findings:**

- The above data represents the number of ticket violations for the month of June 2021-2025.
- 467 Traffic Violation in 2025 – a 577% increase over 2024 (69 cases).
- This is the largest single-year increase and the highest traffic case count in the five-year span.
- State Law Violations remain stable.
- City Ordinance Violations are growing. Increased from 0 cases in 2021-2022 to 6 cases in 2025.
- Parking Violations show minimal change.
- 2025 overall represents a shift in enforcement patterns.

# City of Castroville Parks & Recreation Department

## Monthly Report: June 1, 2025- June 30, 2025

Submitted by: Jonah Chang, Director of Parks & Recreation

### 1. Department Overview & Updates

- Community Center Construction:
  - Concrete poured on June 25, 2025. Minor hairline cracks at corners of electrical boxes
  - Framing is underway, and began July 9, 2025
- 4th of July Celebration in the Park was a success, minus the weather leading up to it. Although the park was a little muddy & wet, staff and patrons all had a great time!

### 2. Programs & Events

### 3. Reservation Report

| Facility | Bookings |
|---|---|
| Regional Park- Volleyball Courts | 1 |
| Lion's Park- Athletic Field | 1 |
| Lion's Park- Softball Field | 5 |
| Regional Park- Amphitheater | 0 |
| Regional Park- Area Rentals | 4 |
| Regional Park- Pavilion Rentals | 7 |
| Regional Park Table Rentals | 20 |
| City Pool- Parties | 23 |
| RV Park Bookings | 50 |
| Regional Park- Tent Camping | 1 |
| | |

## 4. Work Orders & Repairs

| Department | Problem Code | # of Work Orders |
|---|---|---|
| Parks: 120 Total | 500: City Parks Maintenance | 9 |
| | 501: City bldg. Maintenance | 0 |
| | 505: Equipment Repairs & Maintenance | 0 |
| | 510: Regional Park Maintenance | 28 |
| | 515: RV Park Maintenance | 1 |
| | 520: Swimming Pool Maintenance | 1 |
| | 530: Lions Park Maintenance | 5 |
| | 535: Splash Pad Maintenance | 0 |
| | 599: Misc. Facilities & Parks | 17 |
| | 801: Weeds/Overgrown Brush | 1 |
| | 802: Mowing & Weed Eating | 38 |
| | 806: Tree Issue (Trim & Clear) | 5 |
| | 819: Misc Streets | 1 |
| Facilities: 14 Total | 500: City Parks Maintenance | 0 |
| | 501: City Bldg. Maintenance | 7 |
| | 520: Swimming Pool Maintenance | 4 |
| | 599: Misc. Facilities & Parks | 3 |
| | | |
| History: | June 2024: 68 Total<br>May 2025: 153 Total<br>June 2025: 120 Total | 114/month average |

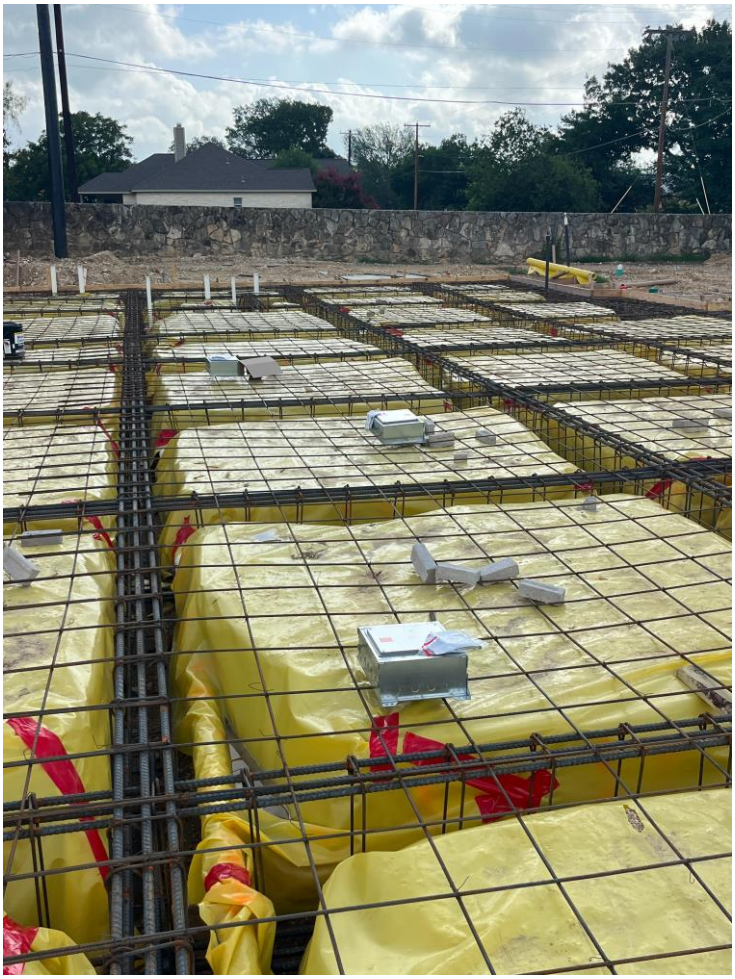
## 5. Staffing

| Type: | Status: |
|---|---|
| Full-time Staff: | 4 positions filled |
| Part-time Staff: | 1 position filled |
| Temporary Staff: | 1 position filled |
| Pool Staff: | 10 positions filled |

## 6. Upcoming Priorities

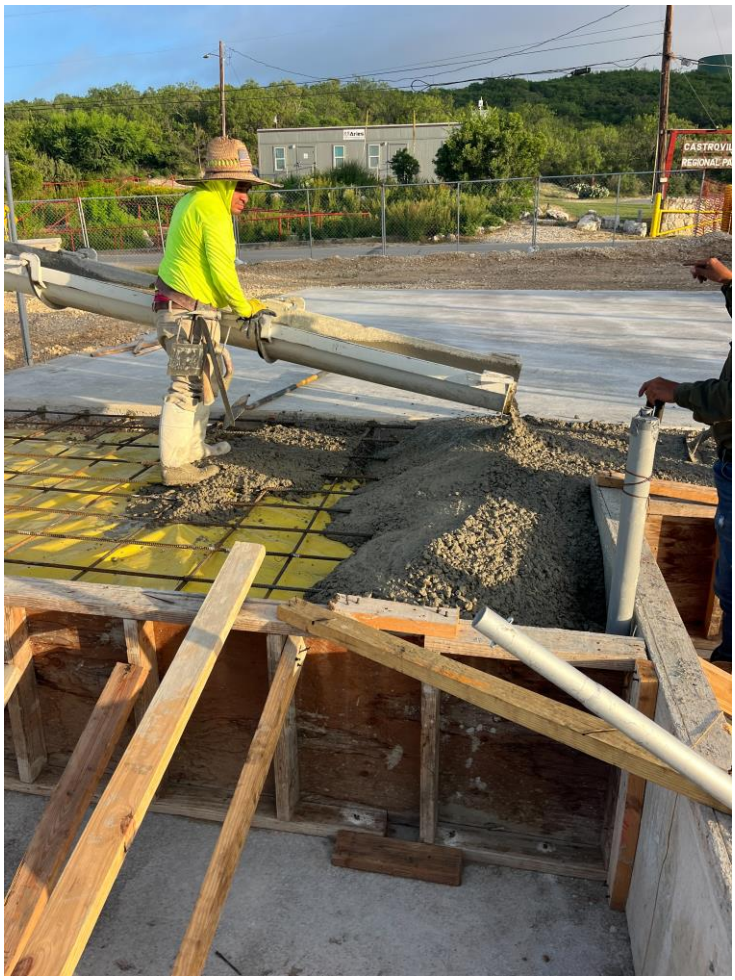
- Garden of Roots:
    - Tree Placement x3
    - Tree Sign Installation
- Splash Pad Repair Plan
    - Emailed pictures to Vortex to get their insight on what may have caused the foundation to shift.
    - Advanced Aquatics video inspected some of the fixtures/lines and noticed some lines were clear & others had material inside of them. This could be due to a break in the line.
    - Once a report has been compiled, that report and update will be shared.
- Finalize budget planning for FY 2025-2026
- Continued monitoring of Community Center construction progress & park access

# Community Center Monthly Pictures- June 2025



MACK

STOP



STOP

# memo

**To:** Scott Dixon

**From:** John Gomez

**Date:** 7/15/2025

**Re:** **Public Works Monthly Staff Report – June 2025**

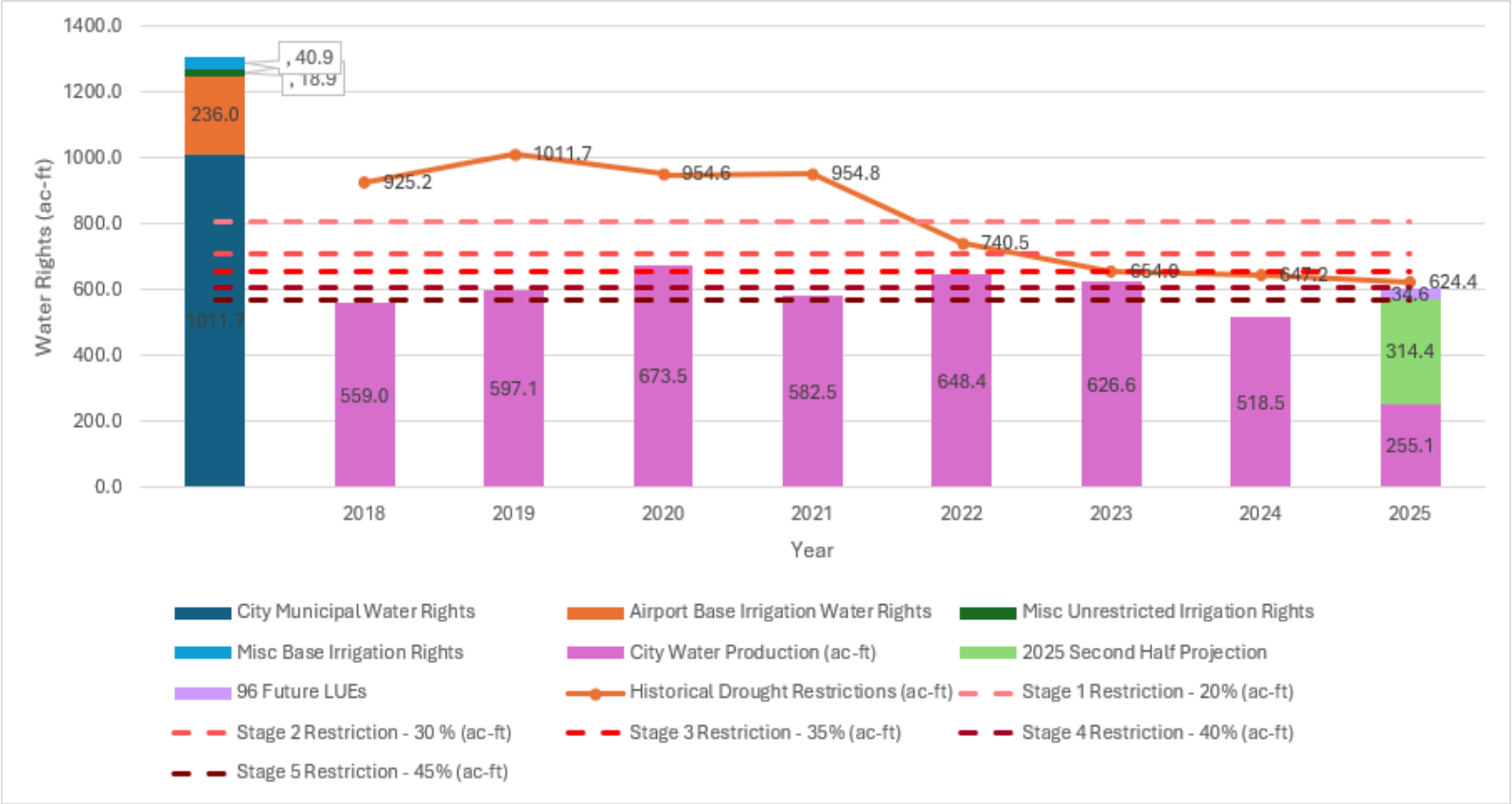
**Department monthly highlights:**

- **Work Order Activity:** Staff addressed a total of 163 service requests across all departments during the reporting period.
- **Staffing Updates:** The Electric team welcomed three new members:
  - 1 Electric Superintendent with over 13 years of industry experience and a journeyman's license.
  - 2 Electric Apprentices who will support ongoing operations

**Work Orders**

| Department | Issued | Closed | Open (at month end) |
|---|---|---|---|
| Electric | 35 | 35 | 0 |
| Water | 43 | 43 | 0 |
| Sewer | 3 | 3 | 0 |
| Streets | 69 | 67 | 2 |
| Gas | 13 | 13 | 0 |
| **TOTAL** | **163** | **161** | **2** |

**Water consumption and projection data:**




**Project Updates:**

**AMI Meter Project**

- Tentative start date has been pushed back to Monday, July 21st due to recent shipping changes with the last 7 electric meters.

**Waste Water Plant**

- Pond is closed due to recent rain and staff is in the process of draining the pond. Note, pond did not exceed its max limit during the recent rain events.
- TCQ renewal permit is under review and is pending approval.

**SCADA Project**

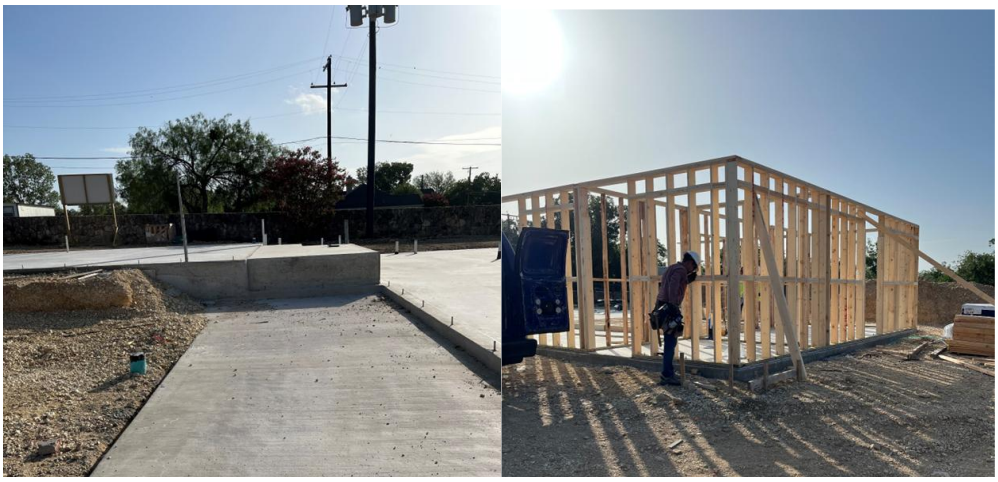
- Mobilization is underway
- Electric contractors are in the process of working on wells 2 and 3

**Geneva Drainage Channel- Streets Project**

- The street crew cleared vegetation from the paper road between Geneva Street and the river. They are now removing soil from the top of the street down to the river to establish the proper grade.

**Castroville Community Building**

- The framing crew is actively working on installing exterior framing lumber for the building.



**Flat Creek Subdivision**

- The pipe crew continued installing conduit piping throughout the subdivision.
- Construction of the doghouse structure for sewer connectivity is in progress.
- A 16-inch water valve was located for a future water supply tie-in.
- The civil crew completed the concrete pour for Phase 1 of the bridge extension and has begun setting rebar and forming structures in preparation for Phase 2. Additionally, materials such as piping and gravel were delivered to the site during the week.

**Country Village Lift Station**

- Big State Electric was onsite to connect the lift station to the overhead power supply Castroville Power. They installed and pulled wiring to provide power to the lift station.
- Contractors are now coordinating the removal of the existing generator and evaluating options for re-routing the underground power lines.

**Pumphouse No. 5**

- The utilities crew is actively installing the water line in front of the property.
- The driveway of Rincon Restaurant at Hwy 90 was saw-cut and removed to allow for a future water tie-in. Meanwhile, electricians and plumbers continue installing underground conduit and piping within the interior formwork.
- The civil crew remains focused on formwork and rebar installation. They have also applied the vapor barrier for the main car wash slab, which is scheduled for concrete placement next week.
- Additionally, the civil crew has formed and poured concrete pillars to support the light poles.

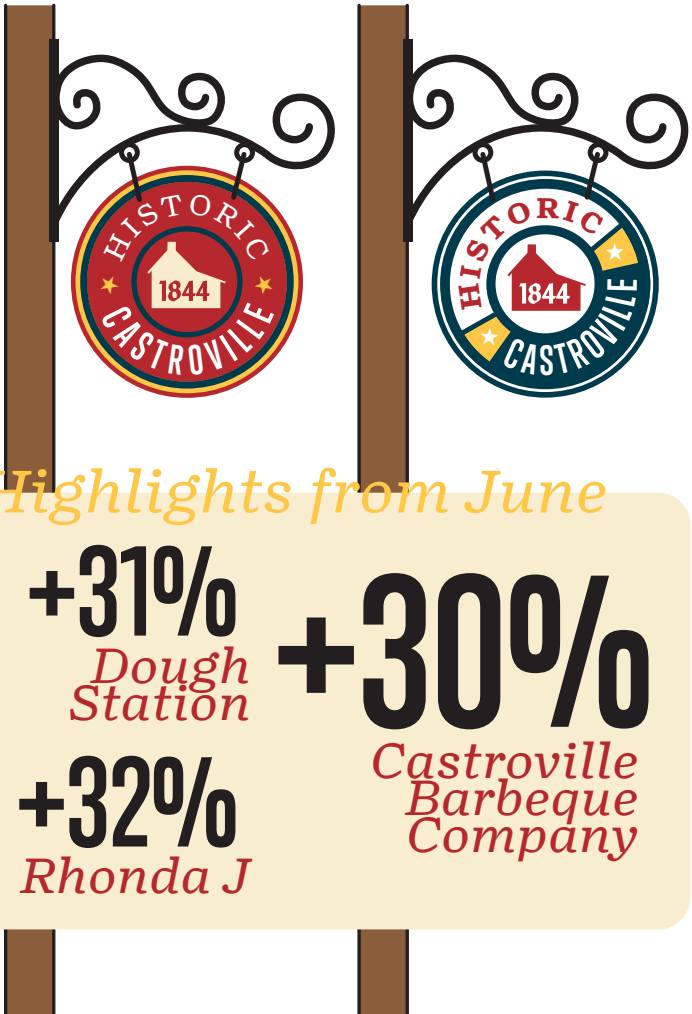
**Town East Crossing Retail**

- The utility crew made steady progress on the water line installation.
- The boring crew successfully ran the gas line through the steel casing beneath Highway 90.
- Following the tie-in of the gas line, vent pipes were installed on both sides of the highway. All trenches were subsequently backfilled and compacted to specification.

# CASTROVILLE
★ TEXAS ★

*"Civic leaders in Castroville, TX have played a crucial role in guiding thoughtful economic development. By partnering with developers and preserving the town's historic Alsatian heritage, they've supported projects like Alsatian Oaks that blend tradition with modern growth. Through the Castroville Area Economic Development Council and local tourism efforts, leaders have helped recruit businesses and foster community engagement. Their proactive strategies have boosted infrastructure, housing, and retail while maintaining small-town charm. As a result, Castroville is experiencing notable population growth and investment, transforming it into a dynamic yet culturally rich destination for both residents and visitors."*

*— Cris Medina CEO CrescendoPublic*
*a veteran-owned economic development consulting firm based in San Antonio*



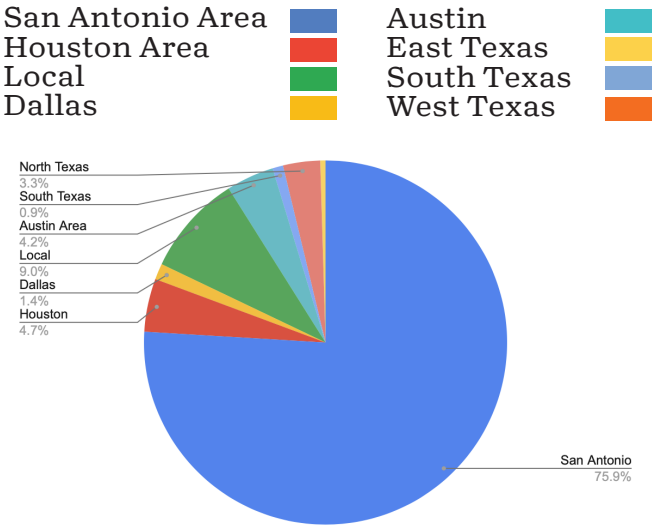

## Highlights from June

**+31%** *Dough Station*

**+30%** *Castroville Barbeque Company*

**+32%** *Rhonda J*

**Steinbach Hüs Visitors by Location**




**Other States:** Arizona, Illinois, Nebraska, New Mexico, Oklahoma, Pennsylvania, Tennessee
**Countries:** Alsace, Colombia, England, Mexico, Puerto Rico*, South Africa

# EVENT PROMOTION

- **Elsass Film Festival -** Working with Brittany on the 2026 Elsass Film Festival. We will expand from one catragory to three to make the event an all-day experience the first weekend in May.
- **Music and Art for Fioralla Friday -** I have worked with MVISD to bring student music and artwork to our Fiorella Friday. The objective is to bring families and friends from the school district into Castroville for this event. The hope is to also build more community and connect people in our school district with our community.
- **Downtown Car Show -** Working with local busnisses on a quarterly car show located at Houston Square. Coordinating with EMS and PD.
- **Ghost Tours -** Working to add a Ghost Tour to our historic downtown. Working with local businesses and interested parties.

# TOURISM

- **Targeted Advertising -** I continue to advertising Castroville in San Antonio and the surrounding area. The idea is to continue to grow our visitor numbers from the 12% increase that was documented by the Travel Texas. Our award winning video continues to perform well in the market. We have expandded our usage to YouTube and Paramount+.
- **Walking Tour Promotion -** I am creating new signs, animations, brochures, to help promote our walking tours. The idea is to bring more people into Castroville for a day or weekend to spend money at our local establishments.
- **Historic Overnight Stays -** Working with the Texas Historic Commission and local citizens to establish an “Historic Overnight Stay” program. I am already working on this promotion with our without the THC, but the idea is to drive additional stays in our short term rental properties that will help with our HOT fund and local establishments.
- **Promotional Merchandise -** I am creating additional items to promote Castroville. These items are to put Castroville in a better light and have been recognized nationally for their high quality. The goal is to have more items ready for April when we have the eclipse and Alsatian Festival of Texas.
- **Social Media -** I work regularly to create posts and share other posts that will bring people to Castroville. The idea is to show this wonderful place and to draw tourists in.

# ECONOMIC DEVELOPMENT *Please note, everything I have listed is Economic Development*

- **Local Developer and Business Owner Meetings -** I am meeting with local businesses quarterly to strengthen our sales tax revenue. I am also making local connections to bring new businesses to Castroville. Working with local developers and owners to expand our tax revenue footprint.
- **EDC Training -** Continued education on Economic Development Certification.