

□ CITY OF FAIR OAKS RANCH PLANNING AND ZONING COMMISSION MEETING

Thursday, May 12, 2022 immediately following the 6:30 PM Meeting Public Safety Training Room in the Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch Live Stream: https://www.youtube.com/channel/UCDqRvLvReqxrh1lbajwshKA/live

AGENDA

OPEN MEETING

- 1. Roll Call Declaration of a Quorum
- 2. Pledge of Allegiance

CITIZENS and GUEST FORUM

To address the Commission, please sign the Attendance Roster located on the table at the entrance of the foyer of the Public Safety Building. In accordance with the Open Meetings Act, the P&Z Commission may not discuss or take action on any item which has not been posted on the agenda. Speakers shall limit their comments to five (5) minutes each.

3. Citizens to be heard.

CONSENT AGENDA

All of the following items are considered to be routine by the P&Z Commission, there will be no separate discussion on these items and will be enacted by one motion. Items may be removed by any Commissioner by making such request prior to a motion and vote.

<u>4.</u> Approval of the April 14, 2022 Planning and Zoning Commission Regular Meeting Minutes.

Christina Picioccio, TRMC, City Secretary

5. Approval of the April 26, 2022 Planning and Zoning Commission Special Meeting Minutes.

Christina Picioccio, TRMC, City Secretary

CONSIDERATION / DISCUSSION ITEMS

6. Consideration and possible action recommending the approval of a request (Application No. P & Z 2022-03-28) from Thomas C Dechert, applicant and property owner, to grant a Variance from the requirements of UDC Section 5.4 (1) b to reduce the street frontage for a lot served by private septic (OSSF) from 150 feet to 70 feet for the property located at 423 and 425 Ammann Road, Boerne, TX.

Katherine Schweitzer, P.E., Manager of Engineering Services Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

7. Consideration and possible action recommending the approval of a Final Plat request from Elkhorn Ridge Development SA, LLC for Elkhorn Ridge Unit 4 proposing 26 single-family

residential lots, generally located north-west of the intersection of Dietz Elkhorn Road and Elkhorn Ridge, City of Fair Oaks Ranch, Texas.

Katherine Schweitzer, P.E., Manager of Engineering Services Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

8. Review and discussion of proposed amendments to the City of Fair Oaks Ranch Unified Development Code.

Katherine Schweitzer, P.E., Manager of Engineering Services Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

ADJOURNMENT

Request for P&Z commission topic needing information/research

Signature of Agenda Approval: <u>s/Tobin E. Maples</u>

Tobin E. Maples, City Manager

I, Christina Picioccio, TRMC, City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the City's website www.fairoaksranchtx.org, both places being convenient and readily accessible to the general public at all times.

As per Texas Government Code 551.045, said Notice was posted by 6:30 PM, May 09, 2022 and remained so posted continuously for at least 72 hours before said meeting was convened.

The Fair Oaks Ranch Police Station is wheelchair accessible at the front main entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary's office at (210) 698-0900. Braille is not available.



CITY OF FAIR OAKS RANCH PLANNING AND ZONING COMMISSION MEETING

Thursday, April 14, 2022 at 6:30 PM Public Safety Training Room, 7286 Dietz Elkhorn, Fair Oaks Ranch

MINUTES

OPEN MEETING

- 1. Roll Call Declaration of a Quorum
- Present: Chairperson Bobbe Barnes & Vice Chairperson David Horwath Commissioners: Linda Tom, Marty Bryant, Burney Martin, Dale Pearson, and Lamberto "Bobby" Balli

Absent: None

With a quorum present, the meeting was called to order at 6:30 PM.

2. Pledge of Allegiance – The Pledge of Allegiance was recited in unison.

CITIZENS and GUEST FORUM

3. Citizens to be heard – None.

CONSENT AGENDA

- 4. Approval of the March 10, 2022 Planning & Zoning Commission Regular Meeting Minutes.
- MOTION: Made by Commissioner Balli, seconded by Commissioner Tom, to approve the Consent Agenda.
- VOTE: 7-0, Motion Passed.

CONSIDERATION / DISCUSSION ITEMS

- 5. Consideration and possible action recommending the approval of a Final Plat request from Elkhorn Ridge SA, LLC for Elkhorn Ridge Unit 7 proposing 18 single-family residential lots, generally located north-east of the intersection of Dietz Elkhorn Road and Elkhorn Ridge, City of Fair Oaks Ranch, Texas.
- MOTION: Made by Commissioner Balli, seconded by Vice Chairperson Horwath to recommend approval of the Final Plat of Elkhorn Ridge Unit with the following conditions:
 - 1. Resolve the discrepancy between tax certificate and the plat. Tax certificate shows 6.8 acres whereas the plat and Master Plan indicate 7.082 acres. (The shape matches, however, the area/acreage does not).
 - 2. Correct the discrepancy in the area of the Reserve 914. Plat layout shows 1.37 acres whereas the title block shows 1.36 acres.

Item #4.

- 3. Correct the plat type in the City signature block. (Still shows Preliminary).
- 4. Correct the plat note regarding the maintenance and ownership responsibilities of Reserve 914 and Kearney Ridge Parcel 913 to clarify the ownership and responsibility. (Does not specify who maintains the reserve)

VOTE: 7-0, Motion Passed.

ADJOURNMENT

Chairperson Barnes adjourned the meeting at 6:54 PM.

ATTEST:

Bobbe Barnes, Chairperson

Christina Picioccio, TRMC, City Secretary



CITY OF FAIR OAKS RANCH PLANNING AND ZONING COMMISSION SPECIAL MEETING

Tuesday, April 26, 2022 at 6:30 PM Public Safety Training Room 7286 Dietz Elkhorn, Fair Oaks Ranch

MINUTES

OPEN MEETING

- 1. Roll Call Declaration of a Quorum
- Present: Chairperson Bobbe Barnes Commissioners: Linda Tom, Marty Bryant, Burney Martin, and Dale Pearson

Absent: Vice Chairperson David Horwath and Commissioner Lamberto "Bobby" Balli

With a quorum present, the meeting was called to order at 6:30 PM.

2. Pledge of Allegiance - The Pledge of Allegiance was recited in unison

CITIZENS and GUEST FORUM

3. **Citizens to be heard** – There were no citizens to be heard.

CONSIDERATION / DISCUSSION ITEMS

4. Review and discussion of proposed amendments to the City of Fair Oaks Ranch Unified Development Code.

Lata Krishnarao, AICP, LEED ND, Consultant from Gunda Corporation led a discussion regarding proposed amendments to the UDC.

ADJOURNMENT

Chairperson Barnes adjourned the meeting at 8:54 PM.

ATTEST:

Bobbe Barnes, Chairperson

Christina Picioccio, TRMC, City Secretary



PLANNING & ZONING COMMISSION CONSIDERATION ITEM CITY OF FAIR OAKS RANCH, TEXAS May 12, 2022

AGENDA TOPIC:	Consideration and possible action recommending the approval of a request (Application No. P & Z 2022-03-28) from Thomas C Dechert, applicant and property owner, to grant a Variance from the requirements of UDC Section 5.4 (1) b to reduce the street frontage for a lot served by private septic (OSSF) from 150 feet to 70 feet for the property located at 423 and 425 Ammann Road, Boerne, TX	
DATE:	May 12, 2022	
DEPARTMENT:	Public Works and Engineering Services	
PRESENTED BY:	Katherine Schweitzer, P.E., Manager of Engineering Services	
	Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation	

SUMMARY:

The subject 27-acre (approx.) tract is located north-west of the intersection of Rolling Acres Trail and Ammann Rd. The subject tract is currently not platted and contains a single-family residence. The applicant is proposing to subdivide the 27-acre (approx.) tract into two lots. The front 8-acre lot facing Ammann Road will encompass the existing single family residential. The second rear 19acre lot will be used to construct a new single-family residence. For the 2-lot plat to be approved, each lot needs to meet the UDC requirements.

The property is zoned Rural Residential and both lots will meet the zoning requirements of the UDC. However, one of the lots will not be in conformance with the subdivision regulations contained in the UDC and therefore the applicant is requesting this Variance.

The front 8-acre lot facing Ammann Road, with a frontage of 230' (approximately) will be served by private septic (OSSF) and private well. As per UDC Section 5.4 (1), lots with private septic (OSSF) and private well require a minimum lot width of 200' and this lot will meet the frontage requirements.

The rear flag shaped 19-acre lot with a frontage of 70' (approximately) will be served by city water and private septic private septic (OSSF) system. As per UDC Section 5.4 (1), lots with private septic (OSSF) and city water require a minimum lot width of 150' and the rear lot will not meet this requirement. UDC Sec. 3.8 (8) ii., grants the City Council the authority to hear and grant a Policy Variance to reduce the lot width upon the recommendation of the Planning and Zoning Commission.

The subject property was granted two approvals for the proposed configuration from the City Council at their meeting of March 3, 2022, as per UDC Section 5.4:

- a. To create the proposed flag shaped rear lot, and
- b. To create a rear lot with a depth (approx. 3000') that is greater than five times the lot frontage on the street (70').

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

The City of Fair Oaks Ranch's current process requires the Planning and Zoning Commission to consider the Variances related to development standards and make a recommendation to the City Council. The City Council has the final authority to act on the Variance.

ANALYSIS:

Findings: As per the UDC Sec. 3.9 (9), before granting the Variance, the **P & Z and City Council must find** that all of the following apply:

- 1. There are extraordinary or special conditions affecting the land involved such that strict application of the provisions of this Code will deprive the applicant of a reasonable use of its land. For example, a Variance might be justified because of topographic, or other special conditions unique to the property and development involved, while it would not be justified due to inconvenience or financial disadvantage;
- 2. The Variance is necessary for the preservation of a substantial property right of the applicant;
- 3. 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 Code;
- 4. Conditions that create the need for the Variance do not generally apply to other property in the vicinity;
- 5. Conditions that create the need for the Variance are not the result of the applicant's own actions;
- 6. Granting of the Variance would not substantially conflict with the Comprehensive Plan and the purposes of this Code; and
- 7. Because of the conditions that create the need for the Variance, the application of this Code to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property.

Additionally, in making the required findings, the **P & Z and City Council** will take into account the nature of the proposed use of the land involved, the existing use of land in the vicinity, the number of persons who will reside or work in the proposed development, the possibility that a nuisance may be created, and the probable effect of such Variance upon traffic conditions and upon public health, convenience, and welfare of the vicinity.

Insufficient Findings: As per the UDC, the fact that property may be utilized more profitably if a Variance is granted may not be considered alone as grounds for a Variance. Additionally, the following types of possible findings do not constitute sufficient grounds for granting a Variance:

- 1. Property cannot be used for its highest and best use;
- 2. There is a financial or economic hardship. There is a self-created hardship by the property owner or his/her agent; or
- 3. The development objectives of the property owner are or will be frustrated.

Staff Analysis: If the Variance is granted, the applicant will be able to proceed to subdivide the property into two parcels as proposed.

Density: Since the applicant is creating two lots on a site of 27 acres (approx.), the overall density will be lower than the density envisioned for the RR zone.

Lot size: The size of proposed lots will be 8 acres and 19 acres, both of which will be larger than the minimum required lot size of 5 acres for this zone.

Compliance with Comprehensive Plan recommendations: The rural character, as envisioned for this area in the City's Comprehensive Plan, will be preserved.

Compliance with the UDC: With the other Variances already granted by the City Council, this request will be in compliance with the requirements of the UDC.

Character of the area: Granting of this Variance will permit one residence on a 19-acre lot that will not adversely affect the character of the neighborhood, considering that the Stone Creek subdivision to the north has one-acre lots generally.

In conclusion, it is staff's opinion that the requested Variance meets the criteria listed for findings of a hardship as per UDC Sec. 3.9 (9).

PUBLIC COMMENTS:

All real property owners within 200 feet were notified and notice of the public hearing has been published. Staff has received two (2) public comment(s) in favor of the request and zero (0) in opposition.

RECOMMENDATION MOTION:

Staff has reviewed the Policy Variance request and recommends approval.

Motion: I move to recommend approval a request from Thomas C Dechert, applicant and property owner, to grant a Variance from the requirements of UDC Section 5.4 (1) b to reduce the street frontage for a lot served by private septic (OSSF) from 150 feet to 70 feet for the property located at 423 and 425 Ammann Road, Boerne, TX.



Exhibit A: Location Map

Source: Kendall CAD GIS



Source: Provided by the Applicant

Exhibit C: Zoning Map



Source: City of Fair Oaks Ranch

Attachments:

- 1. Universal Application
- 2. S20 Variance Specific Application Form
- 3. Letter of Intent
- 4. Notification Map
- 5. Property Owner Comment Forms

City of Fair Oaks Ranch



7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015 PH: (210) 698-0900.FAX: (210) 698-3565. <u>bcodes@fairoaksranchtx.org</u> <u>www.fairoaksranchtx.org</u>

UNIVERSAL APPLICATION (FORM UA)

All applications must be submitted with:

(1) A complete <u>Universal Application</u> form (2 pages), and

(2) A complete **Specific Application Form** with all materials listed in the checklist for the specific application. The City staff is available to assist you in person at City Hall or over the phone at (210) 698-0900.

DEVELOPMENT INFORMATION

Project Name/Add	dress/Location: <u>425 Amman</u>	in Rd, Boerne, TX 78	015	Acreage: _	27.15 Acres
Brief Description		icy variance for a fla		50' of frontag	ge
Is property plattee	d? $\overline{\mathbf{X}}$ No \Box Yes Subdivision r			No. of Lots:	NA
Recordation #:	NA	Parcel(s) Tax ID#:	45299, 303493		
Existing Use:	Undeveloped	Proposed Use: <u>Sir</u>	ngle Family Resident	ial	
Current Zoning:	Rural Residential	Proposed Zoning:	Rural Residential		
Occupancy Type: _	Single Family Home	Sq. Ft: <u>4,600</u> Bed	#: <u>4</u> Bath #: <u>4.5</u>	Car Garage	e #: <u>6</u>
Water System 🗌 🛛	Well X Public Floo	od Zone: 🛛 Yes 🗌 No	Sewer	System: XS	eptic 🗌 Public
PROPERTY OWN	IER INFORMATION				
<u>Owner</u> : Thomas (C Dechert	<u>Contact</u>	<u>Name</u> : Thomas C D	echert	
Address: 423 Am	nmann Rd	<u>City/Sta</u>	te/ZIP: Boerne, TX	78015	
Phone: 830.446.22	215	<u>Email</u> :	dechert21@outlook	.com	
APPLICANT INF	ORMATION				
	p <u>per</u> : Matrix Design Group	<u>Contact</u>	<u>Name:</u> Zakary Payı	ne	
	antage Dr, Suite 320	<u>City/Sta</u>	ate/ZIP: San Antonio	o, TX 78230	
Phone: 210.213.1		<u>Email:</u>	zakary.payne@matr	ixdesigngrou	ıp.com
<u>KEY CONTACT IN</u>					
	ridual: Same as Applicant	<u>Contact</u>			
<u>Address:</u>		<u>City/Sta</u>	<u>te/ZIP:</u>		
	<u>E-mail:</u> SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)				
		ANT (SIGN AND PRIN	II OK I I PE NAMEJ		
Signature:	hong J Payne		pril 14, 2022		
(Signed letter of a	uthorization required if the aj	oplication is signed by	y someone other thar	1 the property	y owner)
	*****	***OFFICE USE ONLY***	****		
	DATE REC'D: $04-13$	5-2022	BY: KGS		
			JI. <u>IICC</u>		
	FEES PAID:APPROVED BY:				
	DATE APPROVED:				
	APPLICATION/PERMIT	'NO:	EXP DATE:)	

Applications shall be processed based on the City's official submission dates. When a completed application packet has been accepted and reviewed, additional information may be required by staff as a result of the review, therefore it may be necessary to postpone the proposed project and remove it from the scheduled agenda and place it on a future agenda.

Attachment 1

SPECIFIC APPLICATION FORM	(S1-S39)	. Please check the aj	ppropriate	type below:
				P 1

Land Use Policy Related	Site Development Related	Building Permits Related
	*	
(Section 3.9 of the UDC)	(Section 3.9 of the UDC)	Commercial
Annexation* - Form S1	Vested Rights Verification Letter	New/Remodel/Addition* – Form S24
Comprehensive Plan	Zoning Verification Letter	Fence* – Form S25
Amendment (Text)	Written Interpretation of the UDC	Miscellaneous* – Form S26
Unified Development Code (UDC) Text Amendment	Temporary Use Permit*– Form S14	Residential
Rezoning/ FLUM amendment* -	Special Exception*– Form S15	New Home* – Form S27
Form S2	Site Development Permit* (Site	Remodel/Addition* – Form S28
Special Use Permit [*] - Form S3	Plan Review) – Form S16	Detached Buildings* – Form S29
Planned Unit Development	Floodplain Development Permit*–	Others
(PUD)* - Form S4	Form S17	Solar* – Form S30
Development Agreement	Stormwater Permit* – Form S18	Swimming Pool* – Form S31
Conservation Development	Certificate of Design Compliance*	Demolition, Drive or Move
Alternative* (CDA) (Section 4.8)	– Form S19	New Lawn/Water* – Form S32
– Form S5	Appeal of an Administrative Decision	Backflow Device/Irrigation Systems –
	Zoning Others	Form S33
	Variance	Sign* (Permanent) – Form S34 A
	$\overline{\mathbf{X}}$ Policy \Box Judicial* – Form S20	□Sign* (Temporary) – Form S34 B
Subdivision and Property	Sign Special Exception/Appeal to	Appeal of Denial of Sign Permit
Development Related	an Administrative Decision	Master/ Common Signage Plan* – Form
	Administrative Exception	S35
(Section 3.8 of the UDC)	Permit for Repair of Non-	Water Heater or Water Softener* –
Amending Plat* – Form S6	Conforming Use/Building	Form S36
Minor Plat* – Form S7	Letter of Regulatory Compliance	Right-of-Way Construction* – Form S37
Development Plat* – Form S8	On-Site Sewage Facility Permit	Flatwork*– Form S38
Concept Plan** – Form S9	(OSSF)	Inspections
Preliminary Plat* – Form S10	Certificate of Occupancy (CO)* – Form S21	Mechanical Electrical
Final Plat* – Form S11		Plumbing Building
Replat* – Form S12	Relief from Signage Regulations	Others
Construction Plans* – Form S13	Group Living Operation License* – Form S22	Water- Wastewater Service
	Grading/Clearance Permit – Form	Connect/ Disconnect Form* – Form
Plat Extension	S23	

*These types of applications require additional information as listed in the Specific Application Form. Refer to **Appendix B** of the Administrative Procedures Manual for more information.

** The Concept Plan is required for PUD and CDA, and for Rezoning if included in a previously approved Concept Plan.

Application Checklist for all Applications

Universal Application Form (Form UA).

X Items listed in the checklist for the Specific Application Form (Form S#) ¹. (Please make sure the boxes are checked)

 \mathbf{X} Application Processing Fees and other application fees.

 \mathbf{X} Letter of intent explaining the request in detail and reason for the request.

Signed Letter of Authorization required if the application is signed by someone other than the property owner.

 $\overline{\mathbf{X}}$ Site plan and shapefile drawings (if applicable) for the property

Location map clearly indicating the site in relation to adjacent streets and other landmarks

XOne (1) copy of proof of ownership (recorded property deed or current year tax statements)

X One (1) USB drive containing the general required documents in Adobe PDF format (if required)

¹For items that are duplicated in the specific type of application, only one copy is required.



7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

PH: (210) 698-0900 FAX: (210) 698-3565 <u>bcodes@fairoaksranchtx.org</u> <u>www.fairoaksranchtx.org</u>

J SPECIFIC APPLICATION FORM - VARIANCE

Section 3.9 (9) of the Unified Development Code

The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- ☑ Pre-Application Conference prior to application submittal.
- $\hfill\square$ Concept plan approval (if required).
- X A completed Universal Application and checklist signed by the owner/s of the property.
- A title report.
- Depart of all other applicable fees (see Schedule of Fees).
- \boxtimes 8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the Variance request. If the property is platted, a copy of the plat should be provided.
- Location/vicinity map showing the location and boundaries of the subject parcel. Indicate scale or not to scale (NTS) and provide north arrow.
- □ Acknowledgement that the sign posted by the City on the property fifteen (15) days prior to the public hearing will be maintained until the request is heard at the public hearing.
- Provide evidence or proof that all taxes and obligations have been paid regarding the subject property.
- □ Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email.



Attachment 3 Matrix Design Group, Inc. 8023 Vantage Dr, Suite 320 San Antonio, TX 78230 **O** 210.213.1888 matrixdesigngroup.com

Item #6.

March 14, 2022

City of Fair Oaks Ranch 7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

Subject: Letter of Intent to Request a Policy Variance

Sir or Ma'am

Matrix Design Group, Inc. (Matrix) has been contracted by Mr. Thomas Dechert to provide engineering services in support of a Minor Plat application. Mr. Dechert owns two parcels of land that he intends to subdivide into two single family lots as shown on Attachment 1. Mr. Dechert currently resides on the 7.99-acre tract (Tract 1) and intends to remain there. He intends to sell the 19.17-acre tract (Tract 2) to Mr. Kyle Clark.

Tract 2 is a flag lot as defined by UDC Section 5.4(4). Flag lots will only be permitted with City Council approval. Mr. Dechert made a request for City Council to approve the flag lot and that request was approved unanimously at the March 3, 2022, City Council Meeting.

Tract 2 will be served by the Public Water System and a private on-site sewage facilities disposal system (OSSF). In accordance with UDC Section 5.4(1) b., lots of this nature must have a minimum street frontage of 150 feet. The lot frontage of Tract 2 is only 70.15 feet which is nonconforming with the UDC and will require a Variance.

Mr. Dechert would like to request a Variance from UDC Section 5.4(1) b., so that the Minor Plat application can be completed, and Tract 2 can be sold to Mr. Clark. In my professional opinion, I believe the Policy Variance request should be granted for the reasons enumerated below.

In accordance with UDC Section 3.9(9) b.i., no variance will be granted unless the authorizing body finds that all seven conditions below apply.

1. There are extraordinary or special conditions affecting the land involved such that strict application of the provisions of this Code will deprive the applicant of a reasonable use of its land. For example, a Variance might be justified because of topographic, or other special conditions unique to the property and development involved, while it would not be justified due to inconvenience or financial disadvantage

COMMENT: There are two existing parcels that make up Tract 1 and Tract 2. These parcels are shown on Attachment 2. The western-most parcel (303493) is currently land locked. The only way to provide access to this parcel from a public right-of-way is by creating a flag lot. The flag lot width must be nonconforming because portions of the eastern parcel (45299) are already developed. To create a flag lot with a 150-foot-wide lot frontage would require Mr. Dechert to relocate or demolish multiple existing structures. These are extraordinary or special conditions limiting Mr. Dechert's reasonable use of his land.

Excellence by Design

Item #6.



2. The Variance is necessary for the preservation of a substantial property right of the applicant

COMMENT: Granting of the Variance is necessary to preserve the substantial property rights of Mr. Dechert. Namely, Mr. Dechert has the substantial right to sell the property (303493) but is not able to do so without creating a flag lot or creating an access easement – neither of which conform with the UDC.

3. 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 code

COMMENT: Granting of the Variance will not be detrimental to the public health, safety, or welfare. Nor will granting of the Variance be injurious to adjacent properties or the City. In fact, Mr. Dechert's plan to subdivide the property into two single family residential lots will preserve the intent of the Rural Residential District and result in a subdivision that is less densely developed than authorized by the UDC.

4. Conditions that create the need for the Variance do not generally apply to other property in the vicinity

COMMENT: The conditions creating the need for the Variance do not generally apply to other property in the vicinity. These conditions have already been remedied by neighboring properties.

5. Conditions that create the need for the Variance are not the result of the applicant's own actions

COMMENT: The conditions creating the need for the Variance are not the result of Mr. Dechert's own actions. Mr. Dechert inherited the land locked parcel of land (303493) that does not have access to a public right of way.

6. Granting of the Variance would not substantially conflict with the Comprehensive Plan and the purposes of this Code

COMMENT: Granting of the Variance and subsequent approval of the Minor Plat will result in the sale of one single family residential lot. Development does not conflict with the Comprehensive Plan nor the purpose of this code and will result in less dense development than authorized for the Rural Residential District.

7. Because of the conditions that create the need for the Variance, the application of this Code to the particular piece of property would effectively prohibit or unreasonably restrict the utilization of the property

COMMENT: Should a Variance not be granted, Mr. Dechert would be unreasonably restricted in the utilization of his property. He desires to sell a portion of his property and is currently unable to do so because the parcel is land locked.

UDC Section 3.9(9) b.iii., also limits the governing body from granting any Variance that violates one of the five conditions below



COMMENT: The proposed land use associated with this Variance request conforms with the Rural Residential District.

2. Increase the density of a use above that permitted by the applicable district

1. The establishment of a use not otherwise permitted in the applicable Zoning District

COMMENT: This Variance request does not affect density; proposed density is well within Rural Residential District standards.

3. A nonconforming use of land to be physically extended

COMMENT: No nonconforming use of land will be physically extended by granting this Variance request.

4. Change the Zoning District boundaries shown on the Official Zoning Map

COMMENT: This Variance request does not affect Zoning District boundaries.

5. Conflicts with any State or Federal regulations

COMMENT: Granting of this Variance request does not conflict with any known State or Federal regulations.

Granting of the Variance for Mr. Dechert will allow him to move forward with the Minor Plat application. Importantly, allowing Mr. Dechert to move forward as intended will ensure the rural character of his property and the properties around him are preserved now and into the future. Should you require any additional information as it relates to Mr. Dechert's intent, please do not hesitate to contact me. I can be reached at 210.213.1888 or <u>zakary.payne@matrixdesigngroup.com</u>. Thank you for your time and consideration.

Respectfully,

hong of Payne

Zakary J. Payne, PE Matrix Design Group, Inc.

Attachments (2): 1. Proposed Layout 2. Existing Layout

(Attachment 3-1)



(Attachment 3-2)





Disclaimer – The City of Fair Oaks Ranch (COFOR) does not guarantee the accuracy, adequacy, completeness, or usefulness of any information. COFOR does not warrant the completeness, timeliness, or positional, thematic, and attribute accuracy of the GIS Data. The GIS data is derived from public records that are constantly undergoing revision. Under no circumstances should GIS products be used for final design purposes. COFOR provides this information on an 'as is' basis without warranty of any kind, express or impleteness of marrantise of merchantability or fitness for a particular of a particular purpose, and associations are not is use of the infead policiding but not limited to warrantise of merchantability or fitness for a particular purpose, and assumes no responsibility to any or any kind, express or implied, including but not limited to warrantise of merchantability or fitness for a particular purpose, and assumes no responsibility for any one's the set of the infead for any of the set of the set of the infead for any of the set of the

Item #6.

Property Owner Public Comment Form

(RETURN THIS FORM TO)

City of Fair Oaks Ranch Engineering Department 7286 Dietz Elkhorn Fair Oaks Ranch, Texas 78015

RE: (Variance No. P & Z 2022-01)

This form may be used for the purpose of expressing your opinion on the proposed Variance request. Please complete the form below and return it to the City of Fair Oaks Ranch Engineering Department prior to the Joint Public Hearing date referenced below and in your property owner notification.

The Joint Public Hearing will be held in the Public Safety Training Room located in the Police Station at 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015 on Thursday, May 12, 2022, at 6:30 PM.

I am FOR the Variance request as explained on the attached public notice for Variance No. P & Z 2022-01.

_ I am AGAINST the Variance request as explained on the attached public notice for Variance No. P & Z 2022-01.

(PLEASE PRINT)

All comments forms **MUST** be returned prior to the City prior to May 12, 2022.

Name:	Kyly Charle	
Address:	17 PARCH TEMPTER	
Signature:		
Date:	4/25/22	

Comments:

Property Owner Public Comment Form

(RETURN THIS FORM TO)

City of Fair Oaks Ranch Engineering Department 7286 Dietz Elkhorn Fair Oaks Ranch, Texas 78015

RE: (Variance No. P & Z 2022-01)

This form may be used for the purpose of expressing your opinion on the proposed Variance request. Please complete the form below and return it to the City of Fair Oaks Ranch Engineering Department prior to the Joint Public Hearing date referenced below and in your property owner notification.

The Joint Public Hearing will be held in the Public Safety Training Room located in the Police Station at 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015 on Thursday, May 12, 2022, at 6:30 PM.

_____ I am FOR the Variance request as explained on the attached public notice for Variance No. P & Z 2022-01.

__ I am AGAINST the Variance request as explained on the attached public notice for Variance No. P & Z 2022-01.

(PLEASE PRINT)

All comments forms **MUST** be returned prior to the City prior to May 12, 2022.

Name:	Richard Toblassen			
Address:	12 WOOSLAND VIEW	FAIR DALES	RANCH, TX	78015
Signature:	Ruch and Tolyman			
Date:	27 April 2022			

Comments:



PLANNING & ZONING COMMISSION CONSIDERATION ITEM CITY OF FAIR OAKS RANCH, TEXAS May 12, 2022

AGENDA TOPIC:	Consideration and possible action recommending the approval of a Final Plat request from Elkhorn Ridge Development SA, LLC for Elkhorn Ridge Unit 4 proposing 26 single-family residential lots, generally located north-west of the intersection of Dietz Elkhorn Road and Elkhorn Ridge, City of Fair Oaks Ranch, Texas
DATE:	May 12, 2022
DEPARTMENT:	Public Works and Engineering Services
PRESENTED BY:	Katherine Schweitzer, P.E., Manager of Engineering Services
	Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

SUMMARY:

The purpose of this Final Plat is to create 26 residential lots, and one private street (Cheyenne Ridge) that will also be maintained as underground utility easements. The lot sizes range from 0.17 acres to 0.43 acres and the minimum lot width of the lots being platted in this phase is 65 feet except for one lot that is 55 foot wide.

The subdivision is generally located north-west of the intersection of Dietz Elkhorn Road and Elkhorn Ridge (see attached **Exhibit A: Location Map).** Street access to the subdivision will be provided from Cheyenne Ridge.

BACKGROUND:

In January 2014, the City of Fair Oaks Ranch entered into a development agreement with Elkhorn Ridge SA, LLC for the development of 311 single family residential lots as part of the Elkhorn Ridge subdivision. The referenced agreement stated the following regarding lot size dimensions: "In general all lots are approximately one hundred twenty feet (120 ft) in depth at a minimum with 148 lots being approximately fifty-five (55 ft) wide, 91 lots being approximately sixty-five (65 ft) wide and 72 lots being approximately eighty feet (80 ft) wide as measured from the front building setback line." The agreement also stated – "Any material changes to the Master Plan shall require the approval of City Council, unless such change results in a reduced density."

The table below, as provided by the applicant, shows the status of the entire development as of November 2021.

	0 1	
Status	Constructed	Future
Units	1, 2, 3, 5, 6A, 6B, 9	4, 7, 8
Number of lots	221	71

Table 1: Elkhorn Ridge Development Construction Status

The proposed plat will meet the terms of the Development Agreement. As per the Open Space Plan provided by the applicant and dated August 2021, Unit 4 does not contain open space. **(Exhibits D and E). Exhibit F** shows an aerial view of the Elkhorn Ridge development. The street providing access to this subdivision is constructed and has been accepted by the City.

The Preliminary Plat was approved in January 2022. The parcel has protected trees on site that need mitigation. The tree mitigation plan (Tree Plan) was approved prior to approval of the Preliminary Plat. Construction drawings have been approved by staff.

The Final Plat review is based on the requirements of the Subdivision Regulations contained in Chapter 10 of the Code of Ordinances, which was in effect at the time of the approval of the Master Plan. Staff has reviewed the Final Plat and relayed review comments to the applicant. All comments have been addressed in the resubmittal except the conditions listed below.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

The City of Fair Oaks Ranch's current process requires the Planning and Zoning Commission to consider the Final Plat application and make a recommendation to the City Council. The City Council has the final authority to act on the plat.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

Sec. 212.006 (a) of the Texas Local Government Code titled, Authority Responsible for Approval Generally, states the following:

"The municipal authority responsible for approving plats under this subchapter is the municipal planning commission or, if the municipality has no planning commission, the governing body of the municipality. The governing body by ordinance may require the approval of the governing body in addition to that of the municipal planning commission."

RECOMMENDATION/PROPOSED MOTION:

Staff has reviewed the revised plans and recommends approval of the Final Plat.

Motion: I move to recommend approval of the Final Plat of Elkhorn Ridge Unit 4 with the following minor conditions.

- 1. Label two-foot contour interval surveys tied to known reference points or USGS benchmarks.
- 2. Applicant to provide proof of USPS approval for Cheyenne Ridge prior to recordation.
- 3. Applicant to correct the year in the notarization field.



Exhibit A: Location Map Elkhorn Ridge Unit 4

Source: Provided by the applicant





Source: Development Agreement dated 2014



Exhibit C: As Constructed - Elkhorn Ridge Subdivision Master Plan (Unit 4 Highlighted)

Source: Provided by the applicant – November 2021





OPEN	SPACE REQUIRE	EMENT
AREA =	292 LOTS/(100 LOTS	(AC) = 2.92 AC.
UNIT	OPEN SPACE	STATUS
NO.	AC.	
1	3.08*	2015
2	0	2017
3	0	2019
4	0	UNKNOWN
5	1.26	2021
6A	0	2020
6B	0	2021
7	1.36	2022
8	0	2022
9	0.43	2019
TOTAL	6.13	

Exhibit E: Open Space Requirement

* THE OPEN SPACE REQUIRED FOR THE ENTIRE SUBDIVISION WAS PROVIDED WITH UNIT-1.

ALL CURRENT AND FUTURE OPEN SPACE WILL BE DEDICATED TO ELKHORN RIDGE HOA.

Source: Provided by the applicant

Exhibit F - Elkhorn Ridge Subdivision Aerial View (Unit 4 Highlighted)



Attachments:

- 1. Appendix A Universal Application
- 2. S11 Final Plat Specific Application Form
- 3. Letter of Intent
- 4. Elkhorn Ridge Unit 4 Subdivision Plat
- 5. Elkhorn Ridge Masterplan
- 6. Elkhorn Ridge Open Space Exhibit



City of Fair Oaks Ranch

7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

PH: (210) 698-0900.FAX: (210) 698-3565. bcodes@fairoaksranchtx.org www.fairoaksranchtx.org

UNIVERSAL APPLICATION (FORM UA)

All applications must be submitted with:

(1) A complete Universal Application form (2 pages), and

(2) A complete Specific Application Form with all materials listed in the checklist for the specific application.

The City staff is available to assist you in person at City Hall or over the phone at (210) 698-0900.

DEVELOPMENT INFORMATION

Project Name/Ad	dress/Location: Elkhorn	RIdge Unit 4			Acreage:7.356
Brief Description		sidential Subdiv	vision		_ 0
-	d? INo Yes Subdiv	ision name:			_No. of Lots: 26
Recordation #:	Mare 2A Distances	Parcel(s) Tax ID#: 04708-	000-0700	
Existing Use:	Single Family	Propose	ed Use: Single Fam	nily	
Current Zoning:	Existing Residential One	Propose	ed Zoning: Existing	g Residential C	Dne
Occupancy Type:		Sq. Ft:	Bed #:	_ Bath #:	Car Garage #:
Water System 🔲	Well 🔳 Public	Flood Zone: 🗌	Yes 🔳 No	Sewer	System: Septic Public
PROPERTY OWN	IER INFORMATION				
Owner: Elkhorn R	Ridge Development SA, LLC		Contact Name:	Vickrey & Associat	es, LLC
<u>Address:</u> 12940 C					o, Texas 78218
<u>Phone</u> : (210) 349-	-3271		Email: pschroed	ler@vickreyllc.co	m
APPLICANT INF	ORMATION				
Applicant/Develo	per: Bitterblue		Contact Name:	Vickrey & Associate	es, LLC
Address: 12940 Co	ountry Parkway		City/State/ZIP:	San Antonio, T	exas 78216
Phone: (210) 349-3	3271		Email: pschroed	er@vickreyllc.com	
KEY CONTACT IN					一种的方法。11月1日的资源和产业。
	vidual: Paul A. Schroeder		Contact Name:		
Address: 12940 Co			<u>City/State/ZIP:</u>		
<u>Phone</u> : (210) 349-3			E-mail: pschro		reyllc.com
SIGNATURE OF P	ROPERTY OWNER OR A	PPLICANT (SIGN	AND PRINT OR T	YPE NAME)	
	1/1/1				
~	1 / ///////		02	09 7	~
Signature:	107		_Date: 03	UL.C	C
(Signed letter of a	uthorization required if	the application is	s signed by someo	one other than	the property owner)
Ce	V				
	(**************************************	SE ONLY*********		
	DATE REC'D:	04-05-2022	BY: K	GS	
	FEES PAID:		APPROVE	D BY:	
	DATE APPROVE	D:			
	APPLICATION/I	PERMIT NO:	EXP DAT	`E:)

Applications shall be processed based on the City's official submission dates. When a completed application packet has been accepted and reviewed, additional information may be required by staff as a result of the review, therefore it may be necessary to postpone the proposed project and remove it from the scheduled agenda and place it on a future agenda.

City of Fair Oaks Ranch Universal Application 4/16/21

Page **1** | **2**

Attachment 1

SPECIFIC APPLICATION FORM (S1-S39). Please check the appropriate type below:
--

Land Use Policy Related	Site Development Related	Building Permits Related
(Section 3.9 of the UDC) Annexation* - Form S1 Comprehensive Plan Amendment (Text) Unified Development Code (UDC) Text Amendment Rezoning/ FLUM amendment* - Form S2 Special Use Permit* - Form S3 Planned Unit Development (PUD)* - Form S4 Development Agreement Conservation Development Alternative* (CDA) (Section 4.8) - Form S5	(Section 3.9 of the UDC) Vested Rights Verification Letter Zoning Verification Letter Written Interpretation of the UDC Temporary Use Permit*- Form S14 Special Exception*- Form S15 Site Development Permit* (Site Plan Review) - Form S16 Floodplain Development Permit*- Form S17 Stormwater Permit* - Form S18 Certificate of Design Compliance* - Form S19 Appeal of an Administrative Decision Zoning Others Variance	Commercial New/Remodel/Addition* - Form S24 Fence* - Form S25 Miscellaneous* - Form S26 Residential New Home* - Form S27 Remodel/Addition* - Form S28 Detached Buildings* - Form S29 Others Solar* - Form S30 Swimming Pool* - Form S31 Demolition, Drive or Move New Lawn/Water* - Form S32 Backflow Device/Irrigation Systems - Form S33 Sign* (Permanent) - Form S34 A
Subdivision and Property Development Related	 Policy Judicial* – Form S20 Sign Special Exception/Appeal to an Administrative Decision Administrative Exception 	Sign* (Temporary) – Form S34 B Appeal of Denial of Sign Permit Master/ Common Signage Plan* – Form
(Section 3.8 of the UDC) Amending Plat* – Form S6 Minor Plat* – Form S7 Development Plat* – Form S8 Concept Plan** – Form S9 Preliminary Plat* – Form S10 Final Plat* – Form S11 Replat* – Form S12 Construction Plans* – Form S13 Vacating Plat	 Permit for Repair of Non- Conforming Use/Building Letter of Regulatory Compliance On-Site Sewage Facility Permit (OSSF) Certificate of Occupancy (CO)* – Form S21 Relief from Signage Regulations Group Living Operation License* – Form S22 	S35 Water Heater or Water Softener* – Form S36 Right-of-Way Construction* – Form S37 Flatwork*– Form S38 Inspections Mechanical Electrical Plumbing Building Others Water- Wastewater Service
Plat Extension	Grading/Clearance Permit – Form S23	Connect/ Disconnect Form* – Form S39

*These types of applications require additional information as listed in the Specific Application Form. Refer to **Appendix B** of the Administrative Procedures Manual for more information.

** The Concept Plan is required for PUD and CDA, and for Rezoning if included in a previously approved Concept Plan.

Application Checklist for all Applications

Universal Application Form (Form UA).

■Items listed in the checklist for the Specific Application Form (Form S#)¹. (Please make sure the boxes are checked)

N/A Application Processing Fees and other application fees.

Letter of intent explaining the request in detail and reason for the request.

NASigned Letter of Authorization required if the application is signed by someone other than the property owner.

Site plan and shapefile drawings (if applicable) for the property

Location map clearly indicating the site in relation to adjacent streets and other landmarks

One (1) copy of proof of ownership (recorded property deed or current year tax statements)

One (1) USB drive containing the general required documents in Adobe PDF format (if required)

¹For items that are duplicated in the specific type of application, only one copy is required.

City of Fair Oaks Ranch Universal Application 4/16/21



7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015

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S11 SPECIFIC APPLICATION FORM - FINAL PLAT

Section 3.8 (5) of the Unified Development Code

The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

■ A completed Universal Development Application and checklist signed by the owner/s of the property.

N/ Payment of all other applicable fees (see Schedule of Fees).

- An accurate metes and bounds description of the subject property (or other suitable legal description).
- Location/vicinity map showing the location and boundaries of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
- Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.

MA Pre-Application Conference prior to application submittal (if required).

- Approved copy of the Preliminary Plat, Replat and Concept Plan or other approved plats, if applicable.
- Three (3) copies (full size) of approved sets of construction plans.

N[™]A Concept plan approval (if required).

- A title report.
- One (1) copy (11x17) of proposed plat.
- NA Letter of Acceptance of Public Improvements by the City, or Fiscal Surety for Public Improvements.
- NA Maintenance Bond for Public Improvements.
- Letter of Certification from each utility provider servicing this area (CPS, PEC, SAWS, Timewarner, Grey Forest, GBRA, Spectrum, etc.).
- Letter from USPS and other service providers to ensure the name of the proposed subdivision, or any of the physical features, (such as streets, parks, etc.) must not be so similar to the names of any similar features in the county or in any incorporated town or city therein. Streets, which are a continuation of any existing street, shall take the name of the existing street.
- Drainage/Stormwater plan, if any grade changes.
- NA certificate of ownership and dedication to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and by any holders of liens



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against the land. The dedications must be absolute. In leiu of a separate document, a note on the face of the plat meeting all of the above requirements is acceptable.

Approved Tree Plan designating all trees proposed for removal or preservation and describing the measures proposed to protect remaining trees during development as per Unified Development Code Section 8.8.

Note: Removal of Protected trees need approval by staff

- Removal of Heritage trees need approval by Planning and Zoning Commission.
- Electronic copies of the required exhibits in "PDF" format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email.
- Acknowledgement that the applicant or representative will attend all Planning and Zoning Commission, City Council and applicable meetings where this request is discussed.

Additional Requirements. The City Manager (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in the UDC and state statutes.

Item #7.

CONSULTING ENGINEERS

ltem #7.

March 8, 2022

Ms. Katie Schweitzer, PE City of Fair Oaks Ranch 7286 Dietz-Elkhorn Fair Oaks Ranch, Texas 78015

Re: Elkhorn Ridge Unit 4 Final Plat Submittal V&A Project No. 2752-012-051

Dear Ms. Schweitzer,

This submittal is to subdivide the following:

Being a **7.356**-acre (**320,434** square feet) tract out of the Jose Ramon Arocha Survey No. 171, Abstract No. 24, County Block 4708, City of Fair Oaks Ranch, Bexar County, Texas, said 7.356-acre tract of land also being out of the remainder of a called 26.56-acre tract of land conveyed from Kevin Katzer to Elkhorn Ridge SA, LLC, by Warranty Deed dated November 22, 2013 and recorded in Volume 16450, Page 2034, Official Public Records of Real Property (O.P.R.), Bexar County, Texas, (all records cited herein are recorded in Bexar County, Texas) and out of the remainder of a called 26.04-acre tract conveyed from Kevin B. Katzer, Gerald Rentz, Jr., and Lisa Rentz to Elkhorn Ridge SA, LLC by Warranty Deed dated November 22, 2013 recorded in Volume 16450, Page 2129, O.P.R. of Bexar County, Texas.

The Elkhorn Ridge Unit 4 subdivision will contain 26 lots.

Sincerely,

VICKREY & ASSOCIATES, LLC TBPE F-#159/TBPLS F-#10004100/TBAE F-#BR2927

Paul A. Schroeder, PE, RPLS Residential Division Manager

PAS/ksh





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DATE OF PREPARATION: 03/02/2021

JOB No. 2752-008

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Page 31



U 3	U 4	U 5	$U \ 6A$	$U \ 6B$	U 7	U 8	U 9	TO
3.92	7.356	16.28	4.36	6.00	7.07	5.98	23.90	107
	1	35				27	43	
15	25		15	22			—	
		12			18			
15	26	47	15	22	18	27	43	
20001/P.2218	FUTURE	V.20002/P.621	V.20001/P.1443	V.20002/P.1223	PRELIMINARY APPROVED	PRELIMINARY APPROVED	V.20001/P.1245	
COMPLETED	FUTURE	COMPLETE	COMPLETED	COMPLETE	FUTURE	FUTURE	COMPLETED	



ltem #7.



SCALE: 1"=200'









ACE REQUIRI	EMENT
LOTS/(100 LOTS	S/AC) = 2.92 AC.
PEN SPACE	STATUS
AC.	
3.08*	2015
\bigcirc	2017
\bigcirc	2019
\bigcirc	UNKNOWN
1.26	2021
0	2020
\bigcirc	2021
1.36	2022
0	2022
0.43	2019
6 1.3	

	PREPARED FOR: VICKREY & ASSOCIATES, INC. REVISIONS		FICHORN RIDGE			TBPLS Firm Registration No: 10004100	
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PLANNING & ZONING CONSIDERATION ITEM CITY OF FAIR OAKS RANCH, TEXAS May 12, 2022

May 12, 2022	

AGENDA TOPIC:	Review and discussion of proposed amendments to the City of Fair Oaks Ranch Unified Development Code.
DATE:	May 12, 2022
DEPARTMENT:	Public Works and Engineering Services
PRESENTED BY:	Katherine Schweitzer, P.E., Manager of Engineering Services Lata Krishnarao, AICP, LEED ND, Consultant, Gunda Corporation

INTRODUCTION/BACKGROUND:

During the past year the Planning and Zoning Commission (P&Z) worked with city staff and consultant Gunda Corporation on amending the Unified Development Code (UDC). A series of (5) five work sessions were held to discuss the diagnostic findings of the current UDC and to gather P & Z's input on the issues identified. Staff also provided input and recommendations. Additionally, the consultant's experience in utilizing the UDC to undertake review of planning applications over the past few months assisted in identifying areas of improvement.

A summary of the P&Z's concerns and related action items was shared with the Commissioner's in July 2021. That has been updated to reflect the proposed amendments, based on staff input. Using that as a framework, implementation steps were identified that included text amendments, incorporation of additional guidelines, and topics for further research and discussion. The redlined version of the proposed amended UDC was reviewed by staff with their recommendations being incorporated. For reference, it highlights the changes. On September 14th Commissioners were provided a redline copy and a clean version of the proposed amended UDC.

At the Commission's October meeting, the consultant performed a summary review of changes. After the review and discussion, it was decided an updated redline version would be produced. In addition, it was determined a chapter-by-chapter review would be provided at future P&Z meetings. The latest redline version can be found online at:

https://www.fairoaksranchtx.org/DocumentCenter/View/3917/UDC-Redline-Version-October-2021.

To date the P&Z have reviewed Chapters 1 – 9.8 When the P&Z completes their review, the following steps are anticipated for the completion of amending the UDC:

- 1. Consultant/staff incorporate P&Z input and add features (hyperlinks, illustrations, and formatting) so to make the document user friendly
- 2. Draft document sent to Legal for review
- 3. Consultant/staff receives legal input and incorporate accordingly
- 4. City Council reviews final draft and incorporate any City Council input
- 5. City Council performs final review and sets public hearing dates

- 6. City Council holds public hearings
- 7. City Council adopts amended Unified Development Code

Tonight's discussion will focus on receiving final input from the Commissioner's on the proposed amendments. As this review is self-driven, P&Z work sessions will continually be held until all Chapters have been reviewed and discussed.

LEGAL ANALYSIS

Legal has attended all P&Z meetings and has provided necessary guidance. Upon receiving P&Z's approval of the final draft UDC, legal will perform a final review and submit any input.

RECOMMENDATION/PROPOSED MOTION:

The city consultant and staff desire final input on the proposed UDC amendments.