



CITY OF FAIR OAKS RANCH

PLANNING AND ZONING COMMISSION MEETING

Thursday, November 14, 2024 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

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 in the foyer of the Public Safety Training Room. 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.

4. Approval of the September 12, 2024 Planning and Zoning Commission Regular Meeting Minutes.

Christina Picioccio, TRMC, City Secretary

CONSIDERATION / DISCUSSION ITEMS

5. Consideration and possible action on the selection of a Planning and Zoning Commission Chairperson and Vice-Chairperson.

Christina Picioccio, TRMC, City Secretary

6. Consideration and possible action recommending approval of a Master Development Plan from Athena Domain, LLC, for an 80.69-acre parcel of land at 29580 Ralph Fair Road, a portion of the Corley Tract, in furtherance of the applicant's request for Water and Wastewater CCN incorporation.

Lee Muñiz, P.E., CFM, Manager of Engineering Services

WORKSHOP

- 7. Review of proposed City of Fair Oaks Ranch Unified Development Code amendment categories.

Lee Muñiz, P.E., CFM, Manager of Engineering Services

REQUESTS

- 8. Request for P&Z commission topic needing information/research.

ADJOURNMENT

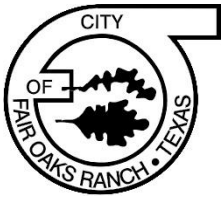
Signature of Agenda Approval: s/Carole Vanzant

Carole Vanzant, Assistant 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, November 11, 2024 and remained so posted continuously for at least 72 hours before said meeting was convened. A quorum of City Council and various boards, committees, and commissions may attend the Planning & Zoning Commission meeting.

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, September 12, 2024 at 6:30 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

MINUTES

OPEN MEETING

1. Roll Call - Declaration of a Quorum

Present: Chairperson Bobbe Barnes and Vice-Chairperson David Horwath

Commissioners: Linda Tom, Eric Beilstein, Shawna Verrett, Dale Pearson, and 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 led by Commissioner Eric Beilstein.

CITIZENS and GUEST FORUM

3. **Citizens to be heard** – None.

CONSENT AGENDA

4. **Approval of the August 8, 2024 Planning and Zoning Commission Regular Meeting Minutes.**

MOTION: Made by Commissioner Balli, seconded by Commissioner Beilstein, to approve the consent agenda.

VOTE: 7-0, Motion Passed.

PUBLIC HEARING

5. **Conduct a public hearing to receive public testimony on the following variance request: Application No. PV# 2024-01 from the applicant, Sitterle Homes LTD, on behalf of the property owner, Oak Bend Forest, L.C., to reduce the minimum required street frontage from 150 feet to a range of 107.75 – 148.68 feet for 38 lots in the proposed 55-lot Oak Bend Subdivision Phase I.**

- a) Planning & Zoning Chairperson Bobbe Barnes opened the public hearing at 6:34 PM.
- b) Lee Muniz, Manager of Engineering Services, provided a presentation on the variance request.
- c) Attorney for Sitterle Homes LTD, Ashley Fairmond, provided comments to the Commission regarding the decrease in lot count and improved layout.
- d) The Planning & Zoning Commission received public testimony in favor of the variance request from resident Christina Graham.

- e) Planning & Zoning Chairperson, Bobbe Barnes, closed the public hearing at 6:45 PM.
 - f) The Planning & Zoning Commission discussed the request, inclusive of asking questions of the applicant and staff.
6. **Conduct a public hearing to receive public testimony on the following variance request: Application No. PV# 2024-02 from the applicant and owner, Green Land Ventures, LTD., to reduce the required minimum street frontage from 150 feet to 108 feet for three (3) lots in the proposed Stone Creek Ranch Unit 2B.**
- a) Planning & Zoning Chairperson Bobbe Barnes opened the public hearing at 6:58 PM.
 - b) Lee Muniz, Manager of Engineering Services, provided a presentation on the variance request.
 - c) Jeff Hutzler, representative for Green Land Ventures, spoke regarding the variance request.
 - d) The Planning & Zoning Commission did not receive public testimony for or against the variance request.
 - e) Planning & Zoning Chairperson Bobbe Barnes closed the public hearing at 7:05 PM.
 - f) The Planning & Zoning Commission discussed the request, inclusive of asking questions of the applicant and staff.

CONSIDERATION / DISCUSSION ITEMS

7. **Consideration and possible action recommending approval of a variance request: Application No. PV# 2024-01 from the applicant, Sitterle Homes LTD, on behalf of the property owner, Oak Bend Forest, L.C., to reduce the minimum required street frontage from 150 feet to a range of 107.75 - 148.68 feet for 38 lots in the proposed 55-lot Oak Bend Subdivision Phase I.**

MOTION: Made by Commissioner Pearson, seconded by Commissioner Balli, to approve a recommendation to City Council in support of the proposed variance to allow street frontages of less than 150 feet for 38 of the proposed 55 lots in Oak Bend Subdivision Phase.

VOTE: 7-0, Motion Passed.

8. **Consideration and possible action recommending the approval for Oak Bend Subdivision Phase I Tree Preservation Plan.**

MOTION: Made by Commissioner Balli, seconded by Commissioner Horwath, to approve a recommendation to City Council in support of the of the Oak Bend Subdivision Phase I Tree Preservation Plan.

VOTE: 7-0, Motion Passed.

9. Consideration and possible action recommending approval of the Oak Bend Subdivision Phase I Preliminary plat establishing 55 lots from the applicant Sitterle Homes LTD, on behalf of the property owner, Oak Bend Forest, L.C.

MOTION: Made by Commissioner Balli, seconded by Commissioner Verrett, to recommend approval of the Preliminary Plat for Oak Bend Subdivision Phase I with the following conditions:

1. Confirm how the proposed development will comply with the requirements of Article II Section 3, Submission of Final Plat of Old Subdivision Regulations.
2. Show that the street Bald Cypress Court will be connected to the adjoining street on the east in Phase II in the future and add a note to the plat regarding this.
3. Remove building setback legend from the "existing keynotes" (previously titled as "key notes") on all pages. All setback requirements need to meet the zoning requirements of Neighborhood Residential (NR) District.
4. Provide metes and bounds description to verify all coordinate points on the plat. The coordinates and distances indicated in the metes and description in the warranty deed do not match the coordinates and distances called out on the plat.
5. Add a plat note stating "approval of this plat vacates the approved and recorded Oak Bend Estates Plat."
6. Approved variance shall apply to only 38 lots that do not meet the 150 feet street frontage requirement as previously approved.

VOTE: 7-0, Motion Passed.

10. Consideration and possible action recommending approval of a variance request (Application No. PV# 2024-02) from the applicant and owner, Green Land Ventures, LTD., to reduce the required minimum street frontage from 150 feet to 108 feet for three (3) lots in the proposed Stone Creek Ranch Unit 2B.

MOTION: Made by Commissioner Horwath, seconded by Commissioner Tom, to approve a recommendation to City Council in support of the proposed variance to allow street frontages as presented (108.13 feet, 111.85 feet, and 116.90 feet) for three (3) of the proposed 12 lots in the Stone Creek Unit 2B Plat.

VOTE: 5-2, Motion Passed. (Commissioners Beilstein and Balli voted Nay)

11. Consideration and possible action recommending approval of a Preliminary Plat request from Green Land Ventures Ltd., for Stone Creek Ranch Unit 2B proposing 12 single-family residential lots.

MOTION: Made by Commissioner Tom, seconded by Commissioner Verrett, to recommend approval of the Preliminary Plat for Stone Creek Ranch Unit 2B with the condition that the applicant will verify that the increased runoff resulting from the proposed development will not have any adverse impact on other properties or drainage systems.

VOTE: 6-1, Motion Passed. (Commissioner Pearson voted Nay)

REQUESTS

12. Request for P&Z commission topic needing information/research.

Commissioner Balli asked for an update on the UDC and when the Commission could expect to see another agenda item on the topic.

ADJOURNMENT

Chairperson Barnes adjourned the meeting at 8:19 PM.

ATTEST:

Bobbe Barnes, Chairperson

Christina Picioccio,
TRMC, City Secretary



PLANNING & ZONING COMMISSION CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Consideration and possible action on the selection of a Planning and Zoning Commission Chairperson and Vice-Chairperson

DATE: November 14, 2024

DEPARTMENT: City Secretary

PRESENTED BY: Christina Picioccio, TRMC, City Secretary

INTRODUCTION/BACKGROUND:

Section 3.1 of the Planning and Zoning Commission Rules of Procedure states that the Commission shall select from among its members in their first meeting of the fiscal year following new appointments, a Chairperson and Vice-Chairperson to serve for a period of one (1) year.

As this is the first meeting of the fiscal year, the purpose of today's consideration item is to select a Commission Chairperson and Vice-Chairperson to fill a one (1) year term.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Complies with the City Council directive to establish P&Z Commission Officers as per the rules of procedures

LONGTERM FINANCIAL & BUDGETARY IMPACT:

None.

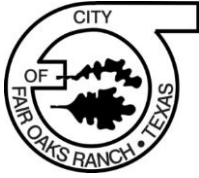
LEGAL ANALYSIS:

N/A

RECOMMENDATION/PROPOSED MOTION:

I move to recommend _____, to serve as the P&Z Chairperson until the next Chairperson is selected in October 2025.

I move to recommend _____, to serve as the P&Z Vice-Chairperson until the next Chairperson is selected in October 2025.



PLANNING & ZONING COMMISSION CONSIDERATION ITEM

CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Consideration and possible action recommending approval of a Master Development Plan from Athena Domain, LLC, for an 80.69-acre parcel of land at 29580 Ralph Fair Road, a portion of the Corley Tract, in furtherance of the applicant's request for Water and Wastewater CCN incorporation.

DATE: November 14, 2024

DEPARTMENT: Public Works – Engineering Services

PRESENTED BY: Lee Muniz, P.E., CFM, Manager of Engineering Services

INTRODUCTION/BACKGROUND:

The 80.69-acre parcel of land at 29580 Ralph Fair Road (**Exhibit A – Location Map**) is a portion of a 160-acre undeveloped tract, known as the Corley Tract, within the City of Fair Oaks Ranch. The current zoning for this property includes Neighborhood Residential, Mixed Use Village, and Logistics (**Exhibit B - Zoning Map**). This tract is not located within another entity's Certificate of Convenience and Necessity (CCN), which is also referred to as a certificated service area.

Athena Domain, LLC, on behalf of the owner, Century Oaks Land, LLC, has applied to incorporate the subject 80.69-acre parcel into the City of Fair Oaks Ranch Water and Wastewater CCN. The subject parcel is Phase I of a proposed development and is the only area that is subject to the CCN incorporation request. According to Unified Development Code (UDC) Section 9.6 (5), the extension of CCN process has two (2) steps as described below:

Step 1: Determination of capacity to ensure availability of water supply and wastewater capacity to the development that will be included in the CCN. *On October 17, 2024, the City Council approved resolutions to incorporate the subject parcel of 80.69-acre into the City's water and wastewater CCNs, subject to approval of a Master Development Plan reflecting a maximum of 139 LUEs (water) and 137 LUEs (wastewater).*

Step 2: Approval of Master Development Plan. *The Planning and Zoning Commission shall make a recommendation to City Council. The City Council is the final authority on the Master Development Plan.*

SITE HISTORY:

- The Corley Tract was annexed in 2017. The associated service plan stated that the City may provide water and wastewater services, or the property could remain uncertificated (no CCN). To date, the property has remained uncertificated.
- In 2018, the City adopted zoning, inclusive of a zoning map and zoning regulations for each district. Although primarily zoned Neighborhood Residential, a portion of the Corley Tract nearest to FM 3351 and Dietz Elkhorn Road intersection was zoned Mixed Use Village to encourage a mix of uses and pedestrian scale development at major transportation nodes.

A portion of the Corley Tract fronting Dietz Elkhorn Road was zoned Logistics to provide an area in the City for appropriately scaled office-warehouse and light industrial or commercial uses. Logistics zone also permits attached single-family residential, townhomes, patio homes, duplexes, and multi-unit homes (3-4 units).

- On August 30, 2024, Athena Domain, on behalf of Century Oaks, LLC, submitted a formal request for incorporation into the City’s Water and Wastewater Service Area.
- On October 1, 2024, the applicant submitted a proposed Master Development Plan (**Exhibit C**) reflecting associated Living Unit Equivalents (LUE) for the proposed development on 80.69 acres to align with the City’s Water, Wastewater and Reuse Master Plan.
- On October 17, 2024, the City Council approved resolutions to incorporate the subject 80.69-acre parcel into the City’s water and wastewater CCNs, subject to approval of a Master Development Plan reflecting a maximum of 139 LUEs (water) and a maximum of 137 LUEs (wastewater).

In accordance with the steps outlined in the UDC and listed above, the applicant submitted a Master Development Plan application for the 80.69-acre Phase I tract of land (**Exhibit D – Universal application and supporting documents**). No other development-related or rezoning applications have been received, and there are no other pending applications for the property.

STAFF ANALYSIS:

Summary: The proposed Master Development Plan for Phase I proposes 20 single-family detached residential units in the Neighborhood Residential district, 216 townhomes in the Logistics district, and four commercial/retail facilities in the Mixed Use Village district. Prior analysis presented to City Council demonstrated that the proposed uses and number of connections (Living Unit Equivalents, or LUEs) align with the City’s Water, Wastewater and Reuse Master Plan. The City’s Master Plan allocates a total of 215 Water and Wastewater LUEs to the 160-acre Corley Tract. The proposed Master Development Plan for Phase I entails 139 water LUEs and 137 wastewater LUEs.

A breakdown of proposed uses and corresponding water LUEs is shown below:

<i>Current Zoning</i>	<i>Proposed Use</i>	<i>Number of Units</i>	<i>Number of LUEs</i>
<i>Neighborhood Residential</i>	<i>Single family homes on one- acre lots</i>	<i>20 (one-acre lots) 1 (for irrigation)</i>	<i>21</i>
<i>Mixed Use Village</i>	<i>Medical Services Recreational Pet Services Educational Services</i>	<i>4 (lots)</i>	<i>8</i>
<i>Logistics</i>	<i>Townhomes</i>	<i>216 (Townhomes) 2 (amenity center and irrigation)</i>	<i>110</i>
<i>Total</i>			<i>139</i>

A breakdown of the proposed uses and corresponding wastewater LUEs is shown below:

<i>Current Zoning</i>	<i>Proposed Use</i>	<i>Number of Units</i>	<i>Number of connections</i>
<i>Neighborhood Residential</i>	<i>Single family homes on one- acre lots</i>	<i>20 (one-acre lots)</i>	<i>20</i>
<i>Mixed Use Village</i>	<i>Medical Services Recreational Pet Services Educational Services</i>	<i>4 (lots)</i>	<i>8</i>
<i>Logistics</i>	<i>Townhomes</i>	<i>216 (Townhomes) and 1 (amenity center)</i>	<i>109</i>
<i>Total</i>			<i>137</i>

Zoning and Proposed Uses:

- Neighborhood Residential District – The proposed 20 single-family residential units, with minimum one-acre lots, are permitted by right.
- Logistics District – The proposed 216 townhomes, amenity center and parks are permitted by right.
- Mixed Use Village District – The Master Development Plan reflects four facilities for medical services, recreational pet services and educations services; however, this is subject to change per the applicant. Pet and animal sales and services, veterinary services, schools, hospital and nursing establishments, and commercial/office uses are permitted by right. Any change in proposed uses will need to comply with permitted uses for this district.

Tree Preservation: The Master Development Plan shows proposed locations for parks and open space. As per the applicant, all UDC Section 8.8 Tree and Habitat Protection requirements regarding the submission of a detailed tree preservation plan and heritage plan will be met. Under current processes, the tree plan is normally considered in conjunction with the preliminary plat. There may be significant existing tree clusters on site that can be preserved and incorporated in the site plan. It is not possible to determine the required tree mitigation until the detailed tree plan is received.

Drainage Plan: The Master Development Plan shows green space which generally aligns with the 100-year floodplain. As per the applicant, all UDC 9.7 Drainage and Erosion Control Standards requirements regarding the drainage plan will be met. A detailed analysis and modeling will be completed in accordance with the City’s stormwater management plan criteria. This analysis will determine the extent of drainage easements and any stormwater mitigation, if required, to prevent adverse impact to properties downstream.

Traffic Impact: A traffic impact analysis (TIA) will be required during the platting and process and construction plan review. Site improvements may be required based on the findings.

Other Site Development Standards: The development will be required to meet all other specific development standards requirements at the time of preliminary plat and construction plan submission, including but not limited to subdivision, tree preservation plan, utility infrastructure plans, etc. If there are significant changes to the Master Development Plan to comply with the City’s requirement, a new Master Development Plan may be required. The approval of the Master Development Plan does not grant the project any exemption or variance from existing standards, requirements, and regulations of the City.

CRITERIA FOR REVIEW:

The Master Development Plan is considered a Concept Plan for purposes of review. In accordance with UDC Section 3.7(7), Concept Plans should be reviewed for:

- a. Compliance with the Comprehensive Plan, UDC, and any additional adopted plans (e.g., Water, Wastewater, and Reuse Master Plan; Master Drainage Plan, etc.).
- b. Compatibility of land uses, and
- c. Coordination of improvements within and among individual parcels of land or phases of development.

The proposed Master Development Plan complies with the City’s Comprehensive Plan, UDC, and Water, Wastewater and Reuse Master Plan. The proposed uses are permitted by zoning regulations. Lastly, the infrastructure improvements serving the units within Phase 1 appear coordinated and provide connectivity for future Phase 2.

Should the Master Development Plan be approved by City Council, staff plan to negotiate a water and wastewater service agreement with the developer to memorialize the number of units, LUEs, related fees, and any cost sharing arrangement for off-site infrastructure upgrades. The City Council is the approval authority for such agreements. The agreements will also be used in support of an application to the Public Utility Commission of Texas to amend the City’s water and wastewater CCNs.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

- Supports Priority 2.1 of the Strategic Action Plan to Manage the Physical Development of the City in accordance with the Comprehensive Plan
- Supports Project 3.1.15 of the Strategic Action Plan to Evaluate and Ensure Water Supply Availability and Continuity in accordance with adopted Master Plans.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

Incorporating the proposed property into the City’s Water and Wastewater CCN will increase the water and wastewater customer base and manage growth in alignment with the City’s Comprehensive Plan, zoning regulations and permitted uses for the property. There are also potential opportunities to cost-share infrastructure improvements if determined necessary.

LEGAL ANALYSIS:

The proposed uses and site layout, as reflected in the Master Development Plan, comply with UDC and zoning requirements.

RECOMMENDATION/PROPOSED MOTION:





I move to recommend approval of the Master Development Plan for an 80.69-acre parcel of land located at 29580 Ralph Fair Road, a portion of the Corley Tract, in furtherance of the applicant’s request for water and wastewater CCN incorporation, with the following conditions:

1. The Master Development Plan for Phase I shall not exceed 139 LUEs (water) and 137 LUEs (wastewater).
2. The Developer shall “loop” the water system by connection to existing waterline mains to the north at the Arbors Subdivision and to the south at the intersection of Ralph Fair Road and Dietz Elkhorn Road.
3. The Developer shall conduct a FEMA CLOMR/LOMR study and obtain approval prior to submission of the Final Plat if altering the boundary of the 100-year floodplain.
4. The Developer shall enter into a water and wastewater service agreement with the City to memorialize the number of units, LUEs, related fees, and any cost sharing arrangement for off-site infrastructure upgrades necessary to serve the development.
5. The Master Development plan for Phase I will be a gated community with private streets.

Exhibit A Location Map

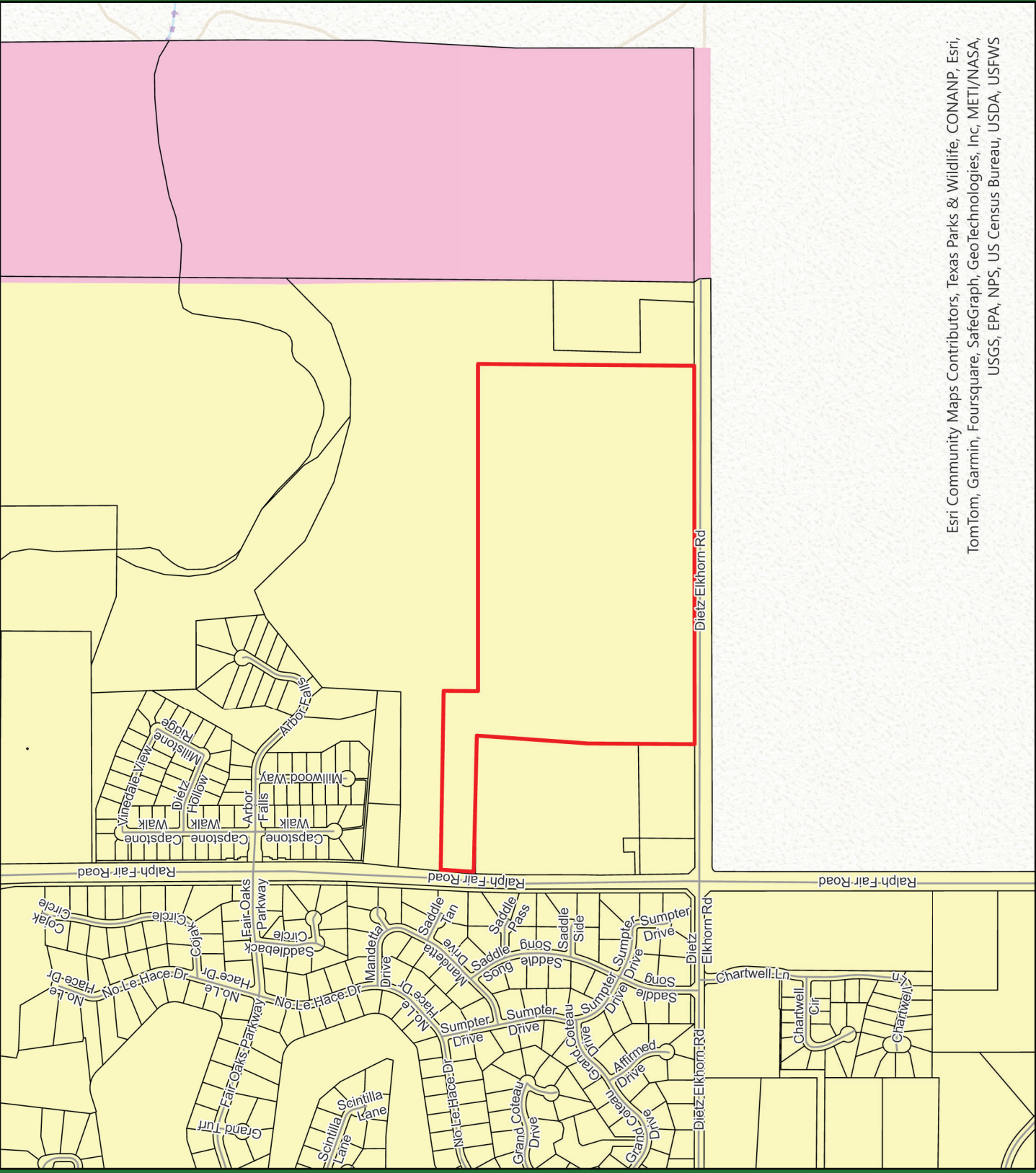
80.69-acre Tract for Phase I
Master Development Plan

Legend

-  Subject Property
-  Parcels
-  Fair_Oaks_Roads
-  City Limits
-  ETJ



1,000  US Feet

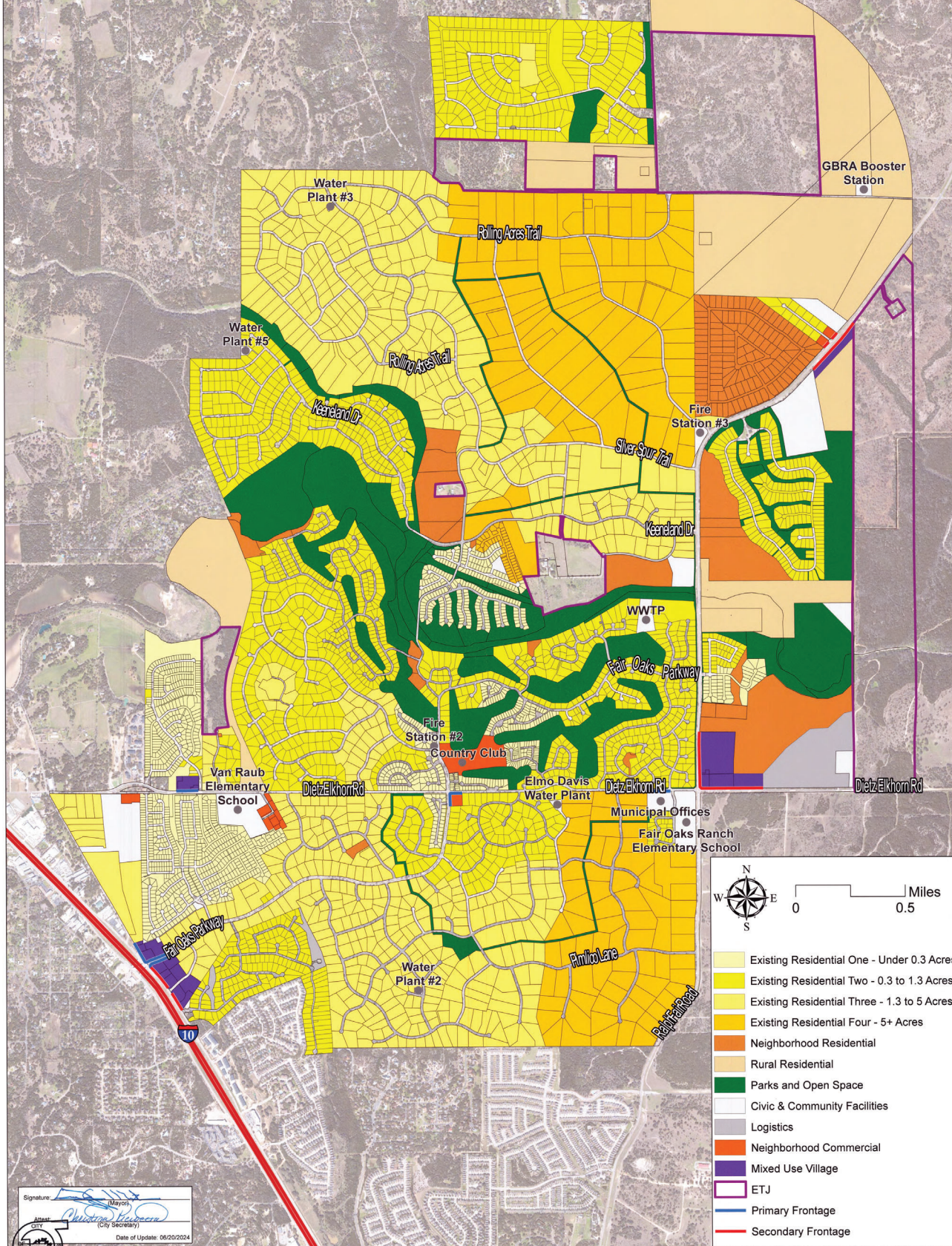


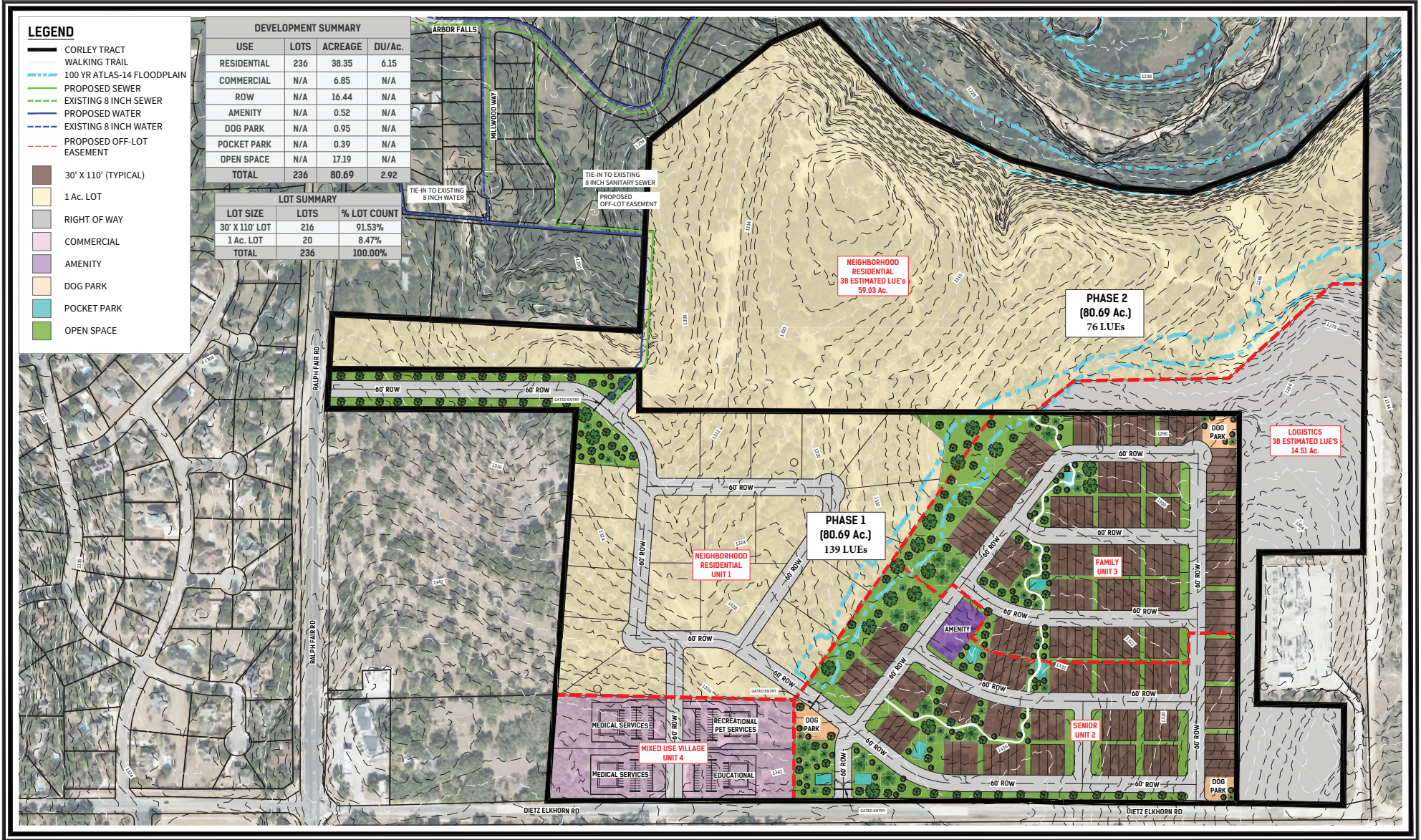
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City of FAIR OAKS RANCH ZONING MAP

Disclaimer:
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CORLEY TRACT / MASTER LAND PLAN - 215 LUEs

FAIR OAKS RANCH, TEXAS

OCTOBER 2024



SCALE: 1"=150'

CUDE ENGINEERS
4122 POND HILL ROAD, SUITE 101
SAN ANTONIO, TEXAS 78231
P:(210) 681.2951 F: (210) 523.7112





City of Fair Oaks Ranch

7286 Dietz Elkhorn Fair Oaks Ranch, TX 78015
PH: (210) 698-0900.FAX: (210) 698-3565. awade@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/Address/Location: 29580 Ralph Fair Road, Boerne, TX 78015 Acreage: 80.69
Brief Description of Project: Mixed-Use development with Single Family, Townhomes and Retail
Is property platted? [X]No []Yes Subdivision name: Corley Tract No. of Lots: 304
Recordation #: N/A Parcel(s) Tax ID#: 257090
Existing Use: Vacant Proposed Use: Single Family Residential, Townhomes, Retail
Current Zoning: Neighborhood Residential, Mixed Use Village, and Logistics Proposed Zoning: Same as existing zoning
Occupancy Type: N/A Sq. Ft: N/A Bed #: N/A Bath #: N/A Car Garage #: N/A
Water System []Well [X]Public Flood Zone: [X]Yes []No Sewer System: []Septic [X]Public

PROPERTY OWNER INFORMATION

Owner: Century Oaks Land, LLC Contact Name: Rajeev Puri
Address: PO Box 561655 City/State/ZIP: Charlotte, NC 28256
Phone: 646-331-4549 Email: rpuri@athenadomain.com

APPLICANT INFORMATION

Applicant/Developer: Rajeev Puri Contact Name: Rajeev Puri
Address: 6002 Camp Bullis, Suite #201 City/State/ZIP: San Antonio, TX 78255
Phone: 646-331-4549 Email: rpuri@athenadomain.com

KEY CONTACT INFORMATION

Name of the Individual: Lindsay Merritt Contact Name: Lindsay Merritt
Address: 6002 Camp Bullis Rd. Suite #201 City/State/ZIP: San Antonio, TX 78255
Phone: 210-202-7033 E-mail: lmerritt@athenadomain.com

Signature: [Handwritten Signature] Date: 10/25/2024
Print Name: Rajeev Puri

(Signed letter of authorization required if the application is signed by someone other than the property owner)

*****OFFICE USE ONLY*****
DATE REC'D: 10/30/2024 BY: Lee Muñoz, P.E., CFM
FEES PAID: \$500.00 08/16/2024 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.

SPECIFIC APPLICATION FORM (S1-S25). Please check the appropriate type below:

Land Use Policy 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

Subdivision and Property Development Related

- (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
 - Plat Extension
 - Master Plan Approval

Site Development Related

- (Section 3.9 of the UDC)
- Vested Rights Verification Letter (Refer to UDC Section 4.2 (3))
 - 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
 - Policy
 - Judicial* -Form S20
 - Sign Special Exception/Appeal to an Administrative Decision
 - Administrative Exception
 - 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
 - Grading/Clearing Permit - Form S23

Miscellaneous Permits

- Appeal of Denial of Sign Permit
- Master/ Common Signage Plan* - Form S24
- Right-of-Way Construction* - Form S25

Building Permits Related

For the following permits, please visit: <http://fairoaksranchtx.org/77/Building-Codes>

Commercial

New/Remodel/Addition

Residential

New Home
Remodels/Additions
Detached Buildings

Others

Fence
Solar Panels
Swimming Pools
Backflow Device/Irrigation System
Signs
Master/ Common Signage Plan
Water Heater or Water Softener
Miscellaneous

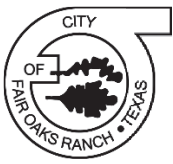
*These types of applications require additional information as listed in the Specific Application Form.

** 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)
- Application Processing Fees and other application fees.
- 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.
- Site plan and shapefile drawings (if applicable) for the property
- Location map clearly indicating the site in relation to adjacent streets and other landmarks
- A copy of proof of ownership (recorded property deed or current year tax statements)

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



S9 SPECIFIC APPLICATION FORM - CONCEPT PLAN

Section 3.8 (3) of the Unified Development Code

All documents shall be sent via email or through ShareSync/FTP file. The following steps must be completed and the following items must be submitted for the application to be deemed complete and processed:

- Pre-Application Conference prior to application submittal.
- A completed Universal Application and checklist signed by the owner/s of the property.
- Title report.
- Payment of all other applicable fees (see Schedule of Fees).
- Copy of the legal description (metes and bounds) of the area. If the property is platted, a copy of the plat should be provided.
- Location/vicinity map showing the location, boundaries of the proposed development, adjacent subdivisions, and the streets in the vicinity of the site. Indicate scale or not to scale (NTS) and provide north arrow.
- Conceptual plans in conformance with the Unified Development Code (UDC) and Comprehensive Plan showing the following:
 - General topographic conditions, floodplains, watercourses, recharge zones, geological features, protected areas, and any other significant environmental features that may affect the site.
 - General layout of proposed buildings, the forms and densities proposed, cultural and recreational facilities, and amenities, if applicable.
 - Total acreage of the site, areas of residential and non-residential development proposed, the number of acres proposed to be dedicated as community open space, and area of impervious cover.
 - Total number of residential dwelling units of each type proposed, and the approximate gross square footage of each type of non-residential development proposed.
 - General layout of pathways, driveways and streets in the subdivision, and any on-site or off-site traffic improvements proposed.
- Conceptual plan for the provision of water and waste water.
- Conceptual drainage plan.
- Conceptual tree protection plan.
- Phasing plan, if applicable.
- Evidence or proof that all taxes and obligations have been paid for the subject property.

October 17, 2024

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

Dear City Staff,

Re: Letter of Intent for the Corley Tract MLP Development Application

I am writing to submit the Universal Application and Specific Application forms for the Corley Tract MLP, located at 29580 Ralph Fair Road, Boerne, TX, 78015. This project involves the development of approximately 80.69 acres, a mix of single-family and townhome residential, along with some neighborhood commercial. The project is in compliance with the existing zoning designations of Neighborhood Residential, Logistics and Mixed-Use, and no changes to zoning or variances are requested.

The enclosed application package includes the following required attachments:

Requirement	Completed/Addressed	Notes
Pre-Application Conference prior to application submittal.	X	Met with Fair Oaks City Manager and team on September 26, 2024. Have met with the City team subsequently to gather their input and incorporate into the Master Plan
A completed Universal Application and checklist signed by the owner/s of the property.	X	Included
Title report.	X	We have provided a Title Commitment, which is better than a Title Report since it includes more details about the property and easements.
Payment of all other applicable fees (see Schedule of Fees).	X	Payment has been remitted to City of Fair Oaks Ranch.
Copy of the legal description (metes and bounds) of the area. If the property is platted, a copy of the plat should be provided.	X	We have provided a Boundary Survey. We have requested that the legal description be provided at a later date, once we finalize the shape of the property based on city input. Since this 80.69 acre tract is out of a larger 160 acre tract, we wanted to maintain flexibility based on city's comments.

Location/vicinity map showing the location, boundaries of the proposed development, adjacent subdivisions, and the streets in the vicinity of the site. Indicate scale or not to scale (NTS) and provide north arrow.	X	Included
Conceptual plans in conformance with the Unified Development Code (UDC) and Comprehensive Plan showing the following:	X	Proposed Master Land Plan included
General topographic conditions, floodplains, watercourses, recharge zones, geological features, protected areas, and any other significant environmental features that may affect the site.	X	Included
General layout of proposed buildings, the forms and densities proposed, cultural and recreational facilities, and amenities, if applicable.	X	Included
Total acreage of the site, areas of residential and non-residential development proposed, the number of acres proposed to be dedicated as community open space, and area of impervious cover.	X	Included
Total number of residential dwelling units of each type proposed, and the approximate gross square footage of each type of nonresidential development proposed.	X	Included
General layout of pathways, driveways, and streets in the subdivision, and any on-site or off-site traffic improvements proposed.	X	Included
Conceptual plan for the provision of water and wastewater.	X	Tie-ins are included in the Master Land Plan based on feedback from the City Engineer.
Conceptual drainage plan.	X	As per the letter included, a detailed analysis and modeling will be completed as per the UDC prior to submittal of the first phase of this project.
Conceptual tree protection plan.	X	At the master plan stage, we have left areas with large canopies or family of Oaks aside for open space. As per the letter included, a

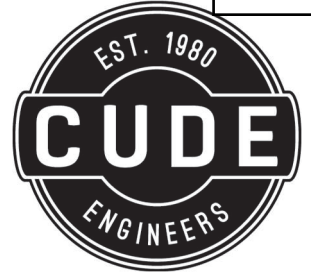
		detailed analysis and modeling will be completed as per the UDC prior to submittal of the first phase of this project.
Phasing plan, if applicable.	X	Phasing Information included in proposed Master Land Plan.
Evidence or proof that all taxes and obligations have been paid for the subject property	X	Included

We look forward to working with the City of Fair Oaks Ranch to move forward with the necessary approvals. Should you have any questions or require further documentation, please feel free to contact me directly via email at rpuri@athenadomain.com or lmerrit@athenadomain.com or by via phone at 210 698-3004.

Thank you for your consideration.

Sincerely,

Rajeev Puri
 Manager
 AD Acquisitions, LLC



August 14, 2024

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

Project: Corley Tract Master Land Plan
29580 Ralph Fair Road
Boerne, TX 78015

To whom it may concern,

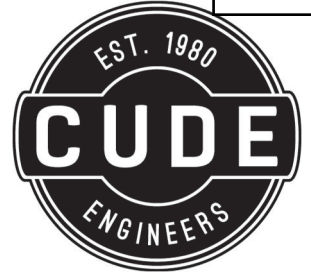
Per section 3.8 (3) of the Unified Development Code for the City of Fair Oaks Ranch, Specific Application Form S9 for a Concept Plan requires submittal of a conceptual drainage plan. A detailed analysis and modeling will be completed prior to submittal of the first phase of this project. The analysis will be completed in accordance with the City of Fair Oaks Ranch stormwater management plan criteria and will determine any mitigation, if required, to create no adverse impact to properties downstream.

If you have any questions or desire any additional information, please call me at 210-681-2951. Thank you.

Respectfully,

A handwritten signature in blue ink, appearing to read "Andrew Lowry".

Andrew Lowry, P.E.
Vice President



August 14, 2024

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

Project: Corley Tract Master Land Plan
29580 Ralph Fair Road
Boerne, TX 78015

To whom it may concern,

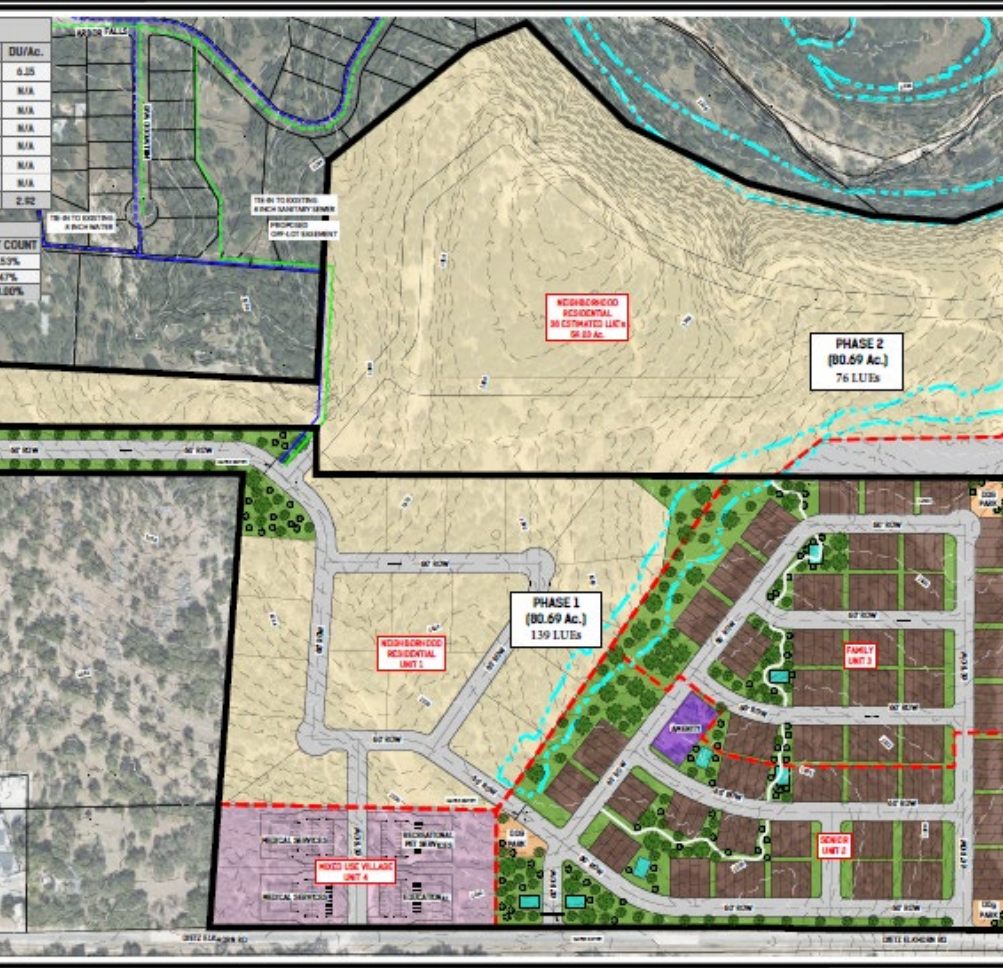
Per section 3.8 (3) of the Unified Development Code for the City of Fair Oaks Ranch, Specific Application Form S9 for a Concept Plan requires submittal of a conceptual tree protection plan. A detailed tree protection plan following section 8.8 (5) for a tree plan and section 8.8 (6) for a Heritage plan will be provided during the submittal of the first phase of this project.

If you have any questions or desire any additional information, please call me at 210-681-2951. Thank you.

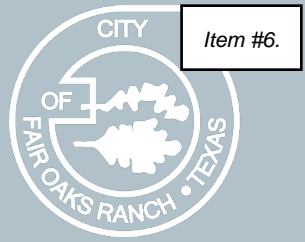
Respectfully,

A handwritten signature in blue ink, appearing to read "Andrew Lowry".

Andrew Lowry, P.E.
Vice President



Master Development Plan – Corley Parcel



Planning and Zoning Commission Meeting

November 14, 2024

Lee Muñiz, P.E., CFM
 Manager of Engineering Services

Introduction

- 80.69-acre parcel at 29580 Ralph Fair Road is part of the 160-acre Corley Tract in Fair Oaks Ranch.
- Zoned Neighborhood Residential, Mixed Use Village, and Logistics.
- Parcel is not within any entity's Certificate of Convenience and Necessity (CCN) and is Phase I of the proposed development.
- Athena Domain, LLC, on behalf of Century Oaks, LLC, submitted a formal request for incorporation of the 80.69-acre parcel into the City's water and wastewater CCN.

CCN Incorporation Steps

- According to UDC Section 9.6 (5), the extension of CCN process involves two steps:

➤ Step 1: Determination to ensure availability of water supply and wastewater capacity to the development that will be included in the CCN.

This step was completed by City Council on October 17, 2024.

➤ Step 2: Approval of a Master Development Plan.

P&Z to make a recommendation to City Council. The City Council is the final authority.

Site History

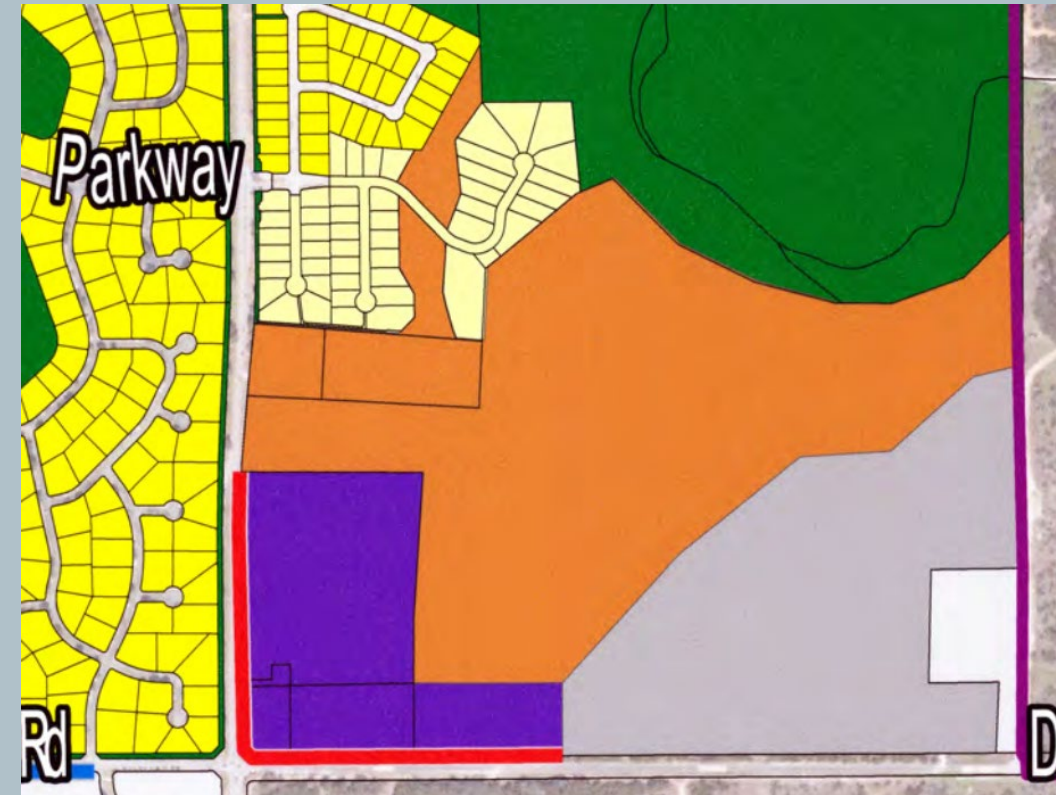
- In 2017, the 160-acre Corley tract was annexed into the city limits of Fair Oaks Ranch.
- In 2018, the City adopted zoning, inclusive of a zoning map and zoning regulations for each district.
- In 2018, the City contracted with Freese and Nichols to develop the City's Water, Wastewater and Reuse Master Plan.
 - The Master Plan allocates a total of 215 Living Unit Equivalents (LUEs) for water and 215 LUEs for wastewater to the Corley Tract.

Site History Cont'd

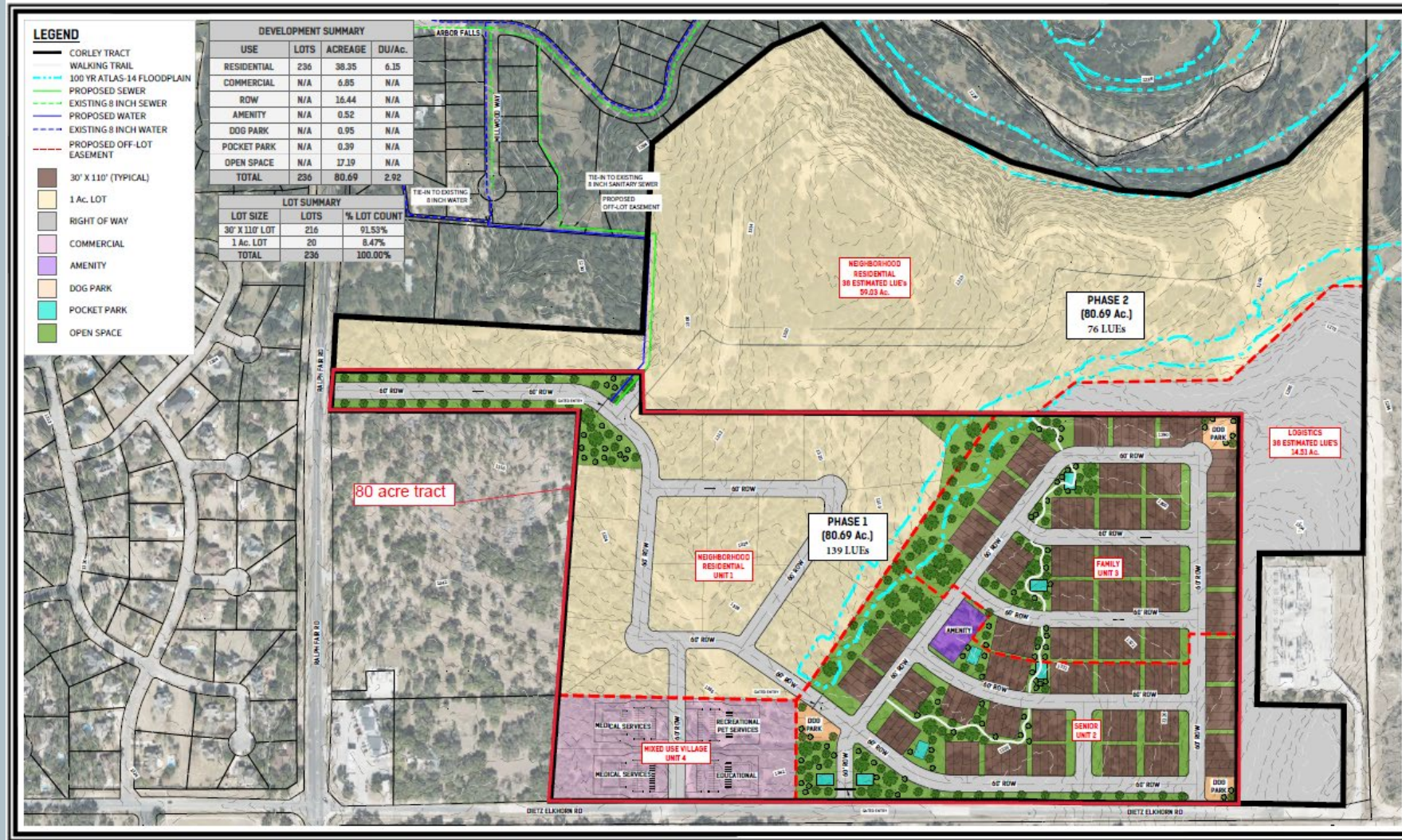
- In August 2024, the applicant submitted a formal request for incorporation into the City's water and wastewater service area (CCN).
- On October 1, 2024, the applicant submitted a revised Master Development Plan that aligns with zoning and the City's Water, Wastewater and Reuse Master Plan.
- On October 17, 2024, the City Council approved resolutions to incorporate the 80.69-acre parcel into the City's water and wastewater CCN subject to approval of a Master Development Plan reflecting a maximum of 139 LUEs (water) and 137 LUEs (wastewater).

Surroundings

	Zoning	Land Use
North	Existing Residential One	The Arbors
South	Outside City Limits	Military Base
West	Mixed Use Village	Meat Market, Liquor Store, Restaurant, and Gas Station
East	Longistics	Vacant



Master Development Plan



Master Development Plan Cont'd

- Master Development Plan, Phase I encompasses 80.69 acres of the 160-acre tract of land
- Current zoning - Neighborhood Residential, Logistics, and Mixed Use Village.
- Plan proposes 20 single-family one-acre lots for Neighborhood Residential, 216 townhomes for Logistics, and four commercial structures for Mixed Use Village.
- Townhome development includes dog parks, vegetated walking trails, an amenity center, and a senior living section.
- Gated community with private streets

Master Development Plan Cont'd

- Proposed uses within the Mixed Use Village district consist of medical services, recreational pet services and educational services.
- Multiple access points along Dietz Elkhorn Road and one access point along Ralph Fair Road, which will require a Traffic Impact Analysis.
- Portion of the property is within the 1% annual chance Flood Hazard Area which will require a drainage study and FEMA CLOMR/LOMR.
- Property is currently unplatted and will need an approved subdivision plat based on the 80.69-acre parcel.
- A tree preservation plan will be required during the platting process.

Comprehensive Plan and Zoning

- The Logistics District (LO) is designed for scaled office-warehouse and light industrial/commercial uses in specific locations within the City. Townhomes are also permitted.
- The Neighborhood Residential district (NR) is designated for low-to-medium density development with minimum one-acre lots.
- The Mixed Use Village District (MU) promotes a blend of uses that foster pedestrian-friendly development at major transportation nodes. Pet and animal sales and services, veterinary services, schools, hospital and nursing establishments, and commercial/office uses are permitted.

The Master Development Plan generally complies with zoning regulations. The developer does not plan to seek any waivers, exemptions or variances.

Staff Recommendation

- Staff recommends approval of the Master Development Plan for the 80.69-acre parcel, in furtherance of the applicant's request for water and wastewater CCN incorporation, with the following conditions:
 - The Master Development Plan for Phase I shall not exceed 139 LUEs (water) and 137 LUEs (wastewater).
 - The Developer shall “loop” the water system by connection to existing waterline mains to the north at the Arbors Subdivision and to the south at the intersection of Ralph Fair Road and Dietz Elkhorn Road.
 - The Developer shall conduct a FEMA CLOMR/LOMR study and obtain approval prior to submission of the Final Plat if altering the boundary of the 100-year floodplain..
 - The Developer shall enter into a water and wastewater service agreement with the City to memorialize the number of units, LUEs, related fees, and any cost sharing arrangement for off-site infrastructure upgrades necessary to serve the development.
 - The Master Development plan for Phase I will be a gated community with private streets.

Next Steps

- Staff presents the Master Development Plan to the City Council for approval, accompanied by the Planning and Zoning Commission's recommendation.
- City and Developer enter into a Water and Wastewater Service Agreement to memorialize the number of LUEs, acre-feet of water reserved, related fees and any contribution towards infrastructure improvements.
- Staff submits CCN amendment application to the Public Utility Commission (PUC).
- Developer proceeds with the necessary steps to plat the property following normal development processes.



PLANNING & ZONING COMMISSION WORKSHOP
CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Review of proposed City of Fair Oaks Ranch Unified Development Code amendment categories.
DATE: November 14, 2024
DEPARTMENT: Public Works – Engineering Services
PRESENTED BY: Lee Muñoz, P.E., CFM, Manager of Engineering Services

INTRODUCTION/BACKGROUND:

On September 19, 2024, the City Council adopted ten Unified Development Code (UDC) policy amendments related to the following categories:

- Subdivision Design
- Infrastructure
- Drive-Through
- Parking Lots
- Building Standards
- Building Design
- Landscape
- Mixed Use Village Residential Component

At its regular meeting on April 11, 2024, the Planning and Zoning Commission identified additional amendments. Subsequently, on October 17, 2024, during a regular City Council meeting, the Council reviewed these categories and provided direction on each. A detailed description of the issues and the Council’s guidance is included in **Exhibit A**.

Staff recommends the Commission review and refine proposed amendments in the following category order:

- Hill Country Aesthetics
- Screening
- Conservation Development Alternative
- Subdivision Design - Street Frontage (staff addition)
- Site Development – Waiver and Variance applications (staff addition)
- Table 4.2 Uses
- Conditional Uses
- Trees
- Signs

The anticipated next steps for the Planning & Zoning Commission include:

- November 14, 2024 – Review of remaining categories and City Council direction. Confirm prioritization of categories to allow staff to prepare for future amendment workshops.
- January 13, 2025 – Begin holding workshops to review and refine proposed amendments.

All proposed amendments will be presented to the City Council for review prior to scheduling any public hearings.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

1. Supports Priorities 2.1.2 and 2.2.5 of the Strategic Action Plan to evaluate and update the Unified Development Code.
2. Complies with established processes and procedures for amending the Unified Development Code.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

Exhibit A
 Summary of Proposed UDC Categories to Review

Category	Hill Country Aesthetics
UDC Section(s):	Throughout the Unified Development Code
<p>What is the problem: Hill Country character, feel, or design aesthetic is referenced several times in the Comprehensive Plan and in the UDC. Several sections of the UDC refer to a Hill Country design standard. Having no definition of Hill Country aesthetics/character creates challenges for design criteria. For example, the Comprehensive Plan states “More than 97 percent of respondents agreed that preservation of things like trees, open spaces, and roads designed to reflect the City’s “character and heritage is important to me” (p.37).</p> <p>Council Direction: Remove all references of Hill Country Design Aesthetics in the UDC.</p>	

Category	Screening
UDC Section(s):	4.6 and 4.10
<p>What is the problem: Screening is not required to be opaque in nature, which could reduce the privacy of adjacent residential lots.</p> <p>Council Direction: Provide a recommendation ensuring screening consistency, solid or opaque.</p>	

Category	Conservation Development Alternative
UDC Section(s):	4.8, Table 8.1, 8.3 (2)(a), 8.3 (5)(a)
<p>What is the problem: As written, a minimum blended average of lot size with no specified minimum lot size may result in developers incorporating smaller and non-uniform lots in a Conservation Development area. The criteria in determining the density calculation needs to be further defined.</p> <p>Council Direction: Recommend a minimum lot size instead of blended averages.</p>	

Exhibit A
 Summary of Proposed UDC Categories to Review

Category	Subdivision Design - Street Frontages
UDC Section(s):	5.4
<p>What is the problem: Lots served by private well and/or private septic are required to have a minimum street frontage of 150 feet or 200 feet. Clarification is needed regarding minimum street frontage along cul-de-sac due to limited street frontage.</p> <p>Council Direction: Consider staff recommendation on minimum cul-de-sac street frontages.</p>	

Category	Site Development Applications
UDC Section(s):	Chapter 3: Applications and Permits
<p>What is the problem: Plat waivers and variances are used interchangeably. In one section it specifically states that a plat waiver is NOT a variance but states a plat waiver should be considered using the variance criteria. Ideally, definitions, processes, and criteria are needed to provide a clear distinction between the two.</p> <p>A. Plat waivers are waivers of the standards required for plat approval. For example, plat notes, signature lines, etc.</p> <p>B. Variances are formal approval to depart from the strict application of a UDC provision. For example, zoning-related development standards such as setbacks, landscaping, parking, etc.</p> <p>Council Direction: Provide a recommendation on definitions, processes, and criteria for approval of each. Ensure they are clear and distinct.</p>	

Exhibit A
Summary of Proposed UDC Categories to Review

Category	Table 4.2 Uses
UDC Section(s):	4.9
<p>What is the problem:</p> <p>A. Certain land uses are missing from Table 4.2 (Use Table). For example, "Retirement Community", "Non-Commercial Stables", and "Golf Courses."</p> <p>B. Large grouping of uses may be broken out to provide better regulations of permitted uses. For example, Single-family Residential Attached/Townhomes/Patio Home/Duplex/Multi Unit Home (3-4 Units).</p> <p>C. Ninety percent of the uses in Table 4.2 do not identify off-street parking requirements.</p> <p>Council Direction:</p> <p>A. Review staff's recommendation on inclusion of land uses.</p> <p>B. Provide a recommendation of which large grouping of uses can be broken down or merge of others.</p> <p>C. Provide a recommendation of off-street parking requirements for each use.</p>	

Category	Conditional Uses
UDC Section(s):	4.10
<p>What is the problem:</p> <p>A. No allowance or criteria provided for Park Maintenance Facilities. This could lead to storage sheds and pump houses being located within proximity to residential lots.</p> <p>B. No allowance or criteria provided for Non-Commercial Stables related to lot size and location of stables. This could lead to animal facilities being located within proximity to residential lots.</p> <p>Council Direction:</p> <p>A. Provide a recommendation on the criteria for park maintenance facilities.</p> <p>B. No further recommendation needed.</p>	

Exhibit A
Summary of Proposed UDC Categories to Review

Category	Trees
UDC Section(s):	8.8
<p>What is the problem: As written, tree preservation requirements apply to <i>redevelopments of any residential property</i>. For example, a home being rebuilt as substantial reconstruction resulting in an increase of the footprint would need to comply with tree preservation requirements. This conflicts with the current City Council guidance provided at the February 2023 and October 2024 workshops.</p> <p>Council Direction:</p> <ul style="list-style-type: none"> A. Review and ensure no conflict exists with Council’s direction of addressing trees on private property. B. Provide a recommendation on current tree mitigation requirements relative to circumference and number of trees without creating new regulations. 	

Category	Signs
UDC Section(s):	Chapter 10
<p>What is the problem:</p> <ul style="list-style-type: none"> A. The recent statutory UDC amendments did not incorporate new statutes from the 2021 Texas Legislative session relative to signs (ETJ, content, etc.). A comprehensive review of existing regulations is needed. B. Enhanced regulations on size, type and location to ensure signs do not create traffic hazards, impairment of motorists, sight of vision and distraction, or conflict with the desired appearance of the City is warranted. For example, the number and location of election signs at the poll site (City Hall complex). C. There is currently no allowance for variances. For example, a community requests placement of an informational sign to be posted on their privately-owned open space. As the UDC does not permit such signs, and there is no variance provision, it is strictly prohibited. <p>Council Direction:</p> <ul style="list-style-type: none"> A. Review applicable statutes and amend accordingly. B. Provide a recommendation of size, type and location of signs that ensures safety of pedestrians and vehicle drivers, while maintaining a desirable appearance of the City. C. Provide a recommendation on whether a variance is allowed; if so, recommend a variance process. 	

Exhibit A
Summary of Proposed UDC Categories to Review

Category	Setbacks
UDC Section(s):	4.6
<p>What is the problem: This is a policy decision with no known conflicts in the current UDC.</p> <p>Council Direction: No further recommendation needed.</p>	