

ARTICLE 12. SITE PLAN REVIEW

Section 12.1 Purpose

This Article establishes a review process for non-single-family residential development or use and for any multi-family residential district or use. The purpose is to ensure that a development project is in compliance with this UDC and any other applicable City codes, ordinances and guidelines prior to commencement of construction.

Section 12.2 Site Plan

12.2.1 Applicability

Submission and approval of a Site Plan shall be required for development as follows:

1. For new development in any nonresidential district and multi-family residential district or use.
2. For any increase in an existing non-residential or multi-family structure that is greater than twenty (20) percent of an existing building square footage; or
3. For that portion of a single-family residential development that contains a private amenity or facility - i.e., recreation center, park, horse stable, etc.

12.2.2. Criteria for Approval

Letter of Certification are a prerequisite for application submission or review as outlined in Section 20.3.1.B herein.

The Planning and Engineering Director or designee, in review of site plans, shall adhere to the following criteria:

1. The Site Plan is consistent with the general purpose and intent of applicable zoning district regulations;
2. The Site Plan is compatible with adjacent developments and neighborhoods and includes improvements to mitigate development related adverse impacts;
3. The Site Plan does not generate pedestrian or vehicular traffic which will be hazardous or conflict with the existing traffic patterns in the area;
4. The Site Plan incorporates features to minimize adverse effects on adjacent properties;
5. Adequate capacity of public and/or private facilities for water, sewer, electricity and transportation to and through the development is provided to the site; and
6. The proposed use and associated Site Plan promote the health, safety or general welfare of the City and the safe, orderly, efficient and healthful development of the City.

12.2.3. Approval Procedures

1. The review process for a Site Plan shall only begin once the City has determined that all application completeness requirements, site plan content requirements and submission requirements stipulated in Section 12.2 and 12.3 of this UDC have been satisfied.
2. Upon finding that the Site Plan is complete, the Site Plan shall be reviewed by the City Planner, Building Official, Fire Marshal, Public Works Department, City Engineer, and any other pertinent reviewing agency with jurisdiction, in accordance with the criteria stated above. Upon the completion of the initial review process, the City will provide written comments citing any deficiencies with the Site Plan. The Site Plan may then be amended and resubmitted to correct any deficiencies.
3. If the Site Plan is complete and satisfies all applicable requirements, the Site Plan shall be administratively approved.
4. The approval process for a Site Plan shall generally be reviewed by the City Planner and City Engineer. If the Site Plan, required for development within any nonresidential district or use and any multi-family residential district or use, is denied by the City, the City shall stipulate in writing the reason(s) for the denial of the Site Plan.

5. The approval procedure shall be conducted within the 30 days prescribed by Section 212.009 of the [TLGC](#) and Section 20.3.1.C.

If the cause for denial is based on any of the criteria described in Section 12.2.1, the applicant can appeal the decision of the City Planner to the Planning and Zoning Commission for review before a final determination by City Council. If a Site Plan is denied based on the failure of the Site Plan to comply with a specific development standard of the UDC, the applicant may pursue variance relief through the Board of Adjustment.

12.2.4 Application Completeness

Applications for any required plan must include all required information listed here and all such required information must be submitted for a Site Plan application to be considered complete and to be accepted for official submission by the City.

1. An application for a Site Plan with notarized signatures of the owner or designated representative if the applicant is not the owner of the subject property;
2. Application fee as established on the City schedule of fees;
3. Verification that all taxes and assessments on the subject property have been paid;
4. Copies of the plan(s), elevations, and pertinent studies (TIA, drainage, soils etc.) including all information specified by this ordinance on 24" x 36" sheet(s) drawn to a known engineering and/or architectural scale respectively, that is large enough to be clearly legible and other required information, the quantity of which shall be determined by the city;
5. General layout for the required public improvements (water, wastewater, grading/storm drainage, streets, water quality, fire lanes and hydrants, screening and landscaping, etc.), the quantity of which shall be determined by the City Planner or designee;
6. Reduced copies (11" x 17") of the required plan(s) and a CD containing all plans and elevations in AutoCAD and PDF file formats;
7. Landscaping and irrigation plans, the quantity of which shall be determined by the City Planner, or designee;
8. Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the City Planner, or designee, in order to ensure that the development request is understood; and
9. Any applicable Letters of Certification.

12.2.5 Supplemental Requirements

1. The City may require other information and data for specific conditional use permit applications. This data may include but is not limited to geologic information, water yields, flood data and/or hydrological studies, environmental information, traffic impact analysis, road capacities, economic data for the proposed development, hours of operation, and similar information.
2. Approval of a Site Plan and architectural elevations as required by this ordinance may establish conditions for design and construction based upon such information.

12.2.6 Pre-Application Conference

Prior to formal application for approval of a required Site Plan, the applicant(s) should consult with the City staff to become familiar with the City's development regulations and the development process. At the pre-application conference, the developer may be represented by a land planner, engineer, surveyor, or any other qualified professional.

12.2.7 Building Permit and Certificate of Occupancy

No building permit shall be issued until a Site Plan and all other required architectural/engineering/construction plans are first approved by the City. No certificate of occupancy shall be issued until all construction and development conforms to the approved Site Plan and architectural/engineering/construction plans, as approved by the City.

When the overall development project is to be developed in phases, the area included within the Site Plan shall include only the portion of the overall property that is to be developed or constructed.

12.2.8 Extent of Area that should be included in a Site Plan

When the overall development project is to be developed in phases, the area included within the Site Plan shall include only the portion of the overall property that is to be developed or constructed.

Section 12.3 Application Requirements

12.3.1 Responsible Official:

The City Planner, or designee, shall be responsible for processing a Site Plan application.

12.3.2 Contents:

An application for approval of a Site Plan shall contain the following information and documents:

- A. All requirements per Section 12.2.4; and
- B. General Site plan review and evaluation by the City Planner, or designee, shall be performed with respect to the following:
 1. The plan's compliance with all provisions of the UDC and other ordinances of the City;
 2. The impact of the development relating to the preservation of existing natural resources on the site and the impact on the surrounding properties and neighborhood;
 3. The relationship of the development to adjacent uses in terms of harmonious design, setbacks, building materials, property values, and any possible negative impacts;
 4. The provision of a safe and efficient vehicular and pedestrian circulation system;
 5. The design and location of off-street parking and loading facilities to ensure that all such spaces are usable and are safely and conveniently arranged;
 6. The sufficient width and suitable grade and location of streets designed to accommodate prospective traffic and to provide access for firefighting and emergency equipment;
 7. The coordination of streets to arrange a convenient system consistent with the Thoroughfare Plan of the City, as amended;
 8. The use of landscaping and screening to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties and to complement and integrate the design and location of buildings into the overall site design;
 9. Exterior lighting to ensure safe movement and for security purposes, which shall be arranged to minimize glare and reflection upon adjacent properties;
 10. The location, size, accessibility, and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses;
 11. Protection and conservation of soils from erosion by wind or water or from excavation or grading;
 12. Protection and conservation of watercourses and areas that are subject to flooding;
 13. Provision of the adequate capacity of public or private facilities for water, sewer and paved access to and through the development, electricity, storm drainage, and adequate traffic management;
 14. Consistency with the Comprehensive Master Plan of the City, as amended; and
 15. In approving a Site Plan, the City may impose any additional reasonable conditions necessary to protect the public interest and welfare of the community. When considering an application for site design and use, the City may include any or all of the following conditions necessary to meet the intent and purpose of the standards of this UDC:
 - a. Require a maximum increase of up to twenty percent (20%) in the width or required plant materials for perimeter buffer-yards in order to ensure compatibility between different land uses.

- b. Require such modifications in the landscaping plan to ensure proper screening and aesthetic appearance.
- c. Require plantings and ground cover to be predominant, not accessory, to other inorganic or dead organic ground cover.
- d. Require retention of significant physical features of a site. Said significant physical features include but are not limited to: existing stands of trees, protected trees as specified by the City's tree preservation standards, bodies of water, watercourses, floodplains and other flood hazard areas, and other natural features.
- e. Require the modification/revision of the placement, design or remodeling of structures, signs, accessory buildings, consistent with the standards of this UDC.
- f. Specify the type and placement or shielding of lights for outdoor circulation, parking, and security.
- g. Require new developments that produce more than one hundred (100) peak vehicle trips per hour to provide traffic mitigation by means of traffic signals, traffic controls, turning islands, landscaping or any other means necessary to ensure the viability, safety, and integrity of existing and proposed thoroughfares, based upon the results of a Traffic Impact Analysis.
- h. Require pedestrian access, separate pedestrian access ways, sidewalks and protection from rain for pedestrians in new developments.
- i. Require developments to provide access to improved streets and, where possible, provide access to the lower order street rather than a major collector or arterial street as designated on the Thoroughfare Plan, as amended.

C. Submission Requirements for Site Plan Approval

1. A Site Plan shall be prepared by a qualified civil engineer, land planner, architect or surveyor, and it shall clearly show in detail how the site will be constructed (such as paving, buildings, landscaped areas, utilities, etc.). To ensure the submission of adequate information the following information and items shall be submitted with an application for Site Plan approval in addition to any additional specific requirements for the review of Site Plan applications that may be devised and amended from time to time. It shall be the applicant's responsibility to obtain and be familiar with the requirements for Site Plan approval.
 - a. A title block within the upper right-hand corner of the concept plan with the proposed name of the project/subdivision;
 - b. The name and address of the owner/developer and the land planner, engineer architect or surveyor responsible for the design or survey;
 - c. The scale of the drawing (written and graphic scale) and north arrow;
 - d. The date the drawing was prepared;
 - e. Total site acreage and the location of the property according to the abstract and survey records of Guadalupe County, Texas;
 - f. A vicinity or location map that shows the location of the proposed development within the City (or ETJ) and in relationship to existing roadways;
 - g. The boundary survey limits of the tract and scale distances with north clearly indicated;
 - h. The names of adjacent subdivisions (or the name of the owners of record and recording information for adjacent parcels of unplatted land), including parcels on the other sides of roads, creeks, etc.;
 - i. The existing uses of the subject property;
 - j. The general arrangement of future land uses, including the approximate number of lots and any residential uses anticipated;
 - k. A generalized circulation plan for the subject property showing the proposed locations and patterns of motor vehicle and pedestrian traffic. Said circulation plan shall contain arrows indicating traffic flow;
 - l. The existing zoning and existing/proposed uses on adjacent land;
 - m. The location, width and names of all existing or platted streets or other public ways within or adjacent to the tract;

- n. The location, type, size and recording information for any existing easements located on the subject property or within two hundred (200) feet of the subject property. In the event no existing easements have been dedicated, a note to that effect shall be provided;
- o. The location and building footprints of existing buildings located on the property. Existing buildings shall be noted as to those that are to remain and those that are to be removed;
- p. Railroad rights-of-way located within two hundred (200) feet of the subject property;
- q. Topography, including contours at a minimum five-foot interval, with the location of the centerline of existing drainage channels or creeks;
- r. Any 100-year flood plain as designated on the appropriate Flood Insurance Rate Map (FIRM) located on or within two hundred (200) feet of the subject tract. If a 100-year floodplain is not located on the subject tract or within two hundred (200) feet of the subject tract, a note to that effect must be provided with the reference to appropriate panel number;
- s. Any significant natural features such as rock outcroppings, caves, wildlife habitats, etc.;
- t. All substantial natural vegetation;
- u. Location of Gas/Oil/Water wells or pipelines;
- v. Location, type, size, and ownership of all existing water and wastewater lines, including all appurtenances - i.e. valves, hydrants; as well as proposed FDC and other proposed fire prevention appurtenances;
- w. Location, type, and size of all drainage and underground structures;
- x. Proposed connection to water, wastewater, and drainage systems;
- y. Adjacent political subdivisions, corporate limits, and school district boundaries;
- z. Proposed strategies for tree preservation in accordance with this UDC (showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction);
- aa. The layout and width (right-of-way lines) of existing and proposed thoroughfares, collector streets and/or intersections, and a general configuration of proposed streets, lots and blocks, including proposed median openings and left turn lanes on future divided roadways;
- bb. Existing and planned driveways located within two hundred (200) feet of the subject tract, including those located on the opposite side of divided roadways;
- cc. The arrangement of land uses and buildings, including but not limited to:
 - 1. Proposed nonresidential and residential densities;
 - 2. Building footprints for each proposed structure;
 - 3. Building heights;
 - 4. Building square footages for each proposed structure. For multi-tenant or multi-purpose buildings, show the square footage for each intended use;
 - 5. Building massing and orientation;
 - 6. Location of loading/service areas;
 - 7. Location of recycling containers, compactors, dumpsters and their enclosures;
 - 8. Sidewalks and pedestrian walkways;
 - 9. Parking plan showing the proposed on-site parking stalls with dimensions and driveway aisles with dimensions;
 - 10. Retention/detention ponds with proposed aesthetic treatments;
 - 11. Screening walls;
 - 12. Fences;
 - 13. Location, lighting and type of signs; and relation of signs to traffic control and adverse effect on adjacent properties.
 - 14. Fire lanes with dimensions for fire lane aisles and turn-arounds and other related Fire Prevention items, such as fire hydrant coverage areas;
 - 15. A lighting plan for all external lighting demonstrating that the City's lighting standards have been met. Said lighting plan shall include the following:
 - a. The location and type of all lighting fixtures including the height of all pole lights;
 - b. A photometric analysis showing the estimated illumination at the property line;
 - c. The type of illumination fixtures to be utilized;
 - d. The type and method of shielding proposed;

- dd. Visibility easements;
 - ee. A landscape plan meeting the landscape standards of this UDC;
 - ff. An irrigation plan meeting the landscape standards of this UDC;
 - gg. Building façade (elevation) plans showing the type and color of the exterior building materials to be utilized for each building or structure and each screening wall. Said building elevations shall be drawn to a scale of one (1") inch equals twenty feet (1" = 20') or any such similar architectural scale;
 - hh. All information and illustrations necessary to show the nature and effect of proposed variations to the standards in the zoning district;
 - ii. Dust Control Plan; if applicable;
 - jj. Information demonstrating compliance with the Environmental Performance Standards of this UDC; and
 - kk. Proposed outdoor storage areas, with a list of materials to be stored and the material of which the storage area will be constructed.
- D. Provision of the above items shall conform to the principles and standards of this UDC and the Comprehensive Master Plan. To ensure the submission of adequate information, the City is hereby empowered to maintain and distribute a separate list of specific requirements for site plan review applications as well as other administrative rules and policies. Upon periodic review, the City Planner, or designee, shall have the authority to update such requirements pursuant to the Administrative Rules of this UDC.
- E. All Site Plans shall include the following General Notes:
- 1. Fire lanes shall be designed and provided per city standards.
 - 2. Handicapped parking areas shall be designed and provided per city standards and shall comply with requirements of the current, adopted Cibola Building Codes, as amended.
 - 3. Six-foot-wide sidewalks shall be provided 2.0 feet off the property line within the rights-of-way, unless a sidewalk easement is provided for a meandering sidewalk or an alternative design is approved by the city. Barrier-free ramps, per city standards, shall be provided on sidewalks at all curb crossings.
 - 4. Mechanical units, dumpsters, and trash compactors shall be screened in accordance with the UDC.
 - 5. This site plan does not constitute approval of any signage. All signage is contingent upon approval by Building Inspection Department and the issue of a Sign Permit.
 - 6. Approval of the site plan is not final until all engineering plans are approved.
 - 7. Open storage, where permitted, shall be screened in accordance with the UDC.
 - 8. Building facades shall be compatible with surrounding development, as provided in the UDC.
 - 9. Outdoor lighting shall comply with illumination standards of the UDC.
 - 10. Contact the Building Inspection Department to determine the type of construction and occupancy group.
 - 11. All electrical transmission, distribution, and service lines must be underground where required.
 - 12. Uses shall conform in operation, location, and construction to all environmental performance standards in specified in this UDC, including, but not limited to noise, smoke and particulate matter, odorous matter, fire or explosive material, toxic and noxious matter, vibration, and/or other performance standards.
- F. On the initial submittal, submit five (5) full size plan sets plus a disk and PDF files of all submitted plans and reports. Once all site plan comments are addressed, submit three (3) sets of final reports, three (3) final plan sets at full size and one (1) 11 x 17-inch (half-size) copies. At the conclusion of a projects Pre-Construction meeting, Staff will stamp one (1) full size plan set as "approved" and return it to the developer and will forward one (1) full set to the Building Official to be included in the building permit plan set when the building permit is requested.

The final submittal must also include a CD or DVD that contains all final plans and reports in PDF format, with all plans in a format that can be incorporated into the City GIS network. Plans may be submitted in AutoCAD, ArcView or any other approved format compatible with the City GIS platform. Acceptable graphical data must be formatted with: DWG (AutoCAD) or a Geographic Information System (GIS) shapefile submitted with the XY coordinates projected to the following coordinate system: NAD 1983 State Plane Texas Central FIPS 4204 Feet.