

CITY OF WILLOW PARK

ORDINANCE NO. 507-04

AN ORDINANCE OF THE CITY OF WILLOW PARK, TEXAS, PROVIDING FOR A ZONING OVERLAY DISTRICT ADJACENT TO INTERSTATE HIGHWAY 20; THE INTERSTATE HIGHWAY 20 CORRIDOR OVERLAY DISTRICT (IH 20 OVERLAY); PROVIDING THAT THE STANDARDS AND REGULATIONS OF THE EXISTING UNDERLYING DISTRICTS REMAIN; PROVIDING THAT THE MORE RESTRICTIVE OF THE STANDARDS AND REGULATIONS OF THE UNDERLYING DISTRICT OR THE INTERSTATE HIGHWAY 20 CORRIDOR OVERLAY DISTRICT SHALL APPLY; PROVIDING FOR A PENALTY, SEVERABILITY CLAUSE AND AN EFFECTIVE DATE

WHEREAS, the City of Willow Park, is a municipal corporation duly and legally formed in the State of Texas; and

WHEREAS, the City is a general law municipality with specific powers delegated to it to protect the health, safety and general welfare of its citizens; and,

WHEREAS, pursuant to Chapter 211 TEXAS LOCAL GOVERNMENT CODE, the City of Willow Park has the authority to adopt uniform zoning districts and to amend said districts for the purposes of promoting the health, safety and welfare of the City; and

WHEREAS, a public hearing concerning the regulations and standards for the Interstate Highway 20 Corridor Overlay District, depicted in Exhibit A, was conducted on January 12, 2004 wherein parties in interest and citizens had an opportunity to be heard for and against the standards and regulations; and

WHEREAS, in the development of the Interstate Highway 20 Corridor Overlay Zoning District professional planning consultants and the Planning and Zoning Commission did determine the zoning standards and regulations contained therein and attached hereto as Exhibit B, lessen congestion by providing planned traffic flow; enhances safety by providing access for fire, police and emergency medical service; promotes the health and general welfare of the City; provides for adequate light and air by planned application of development; prevents

the overcrowding of land; and, facilities adequate provision of transportation, water, wastewater and other public services to the zoning district defined; and

WHEREAS, the Planning and Zoning Commission of the City of Willow Park did on September 20, 2004 subsequent to the public hearing, in a report to the City Council recommend adoption of the proposed regulations and standards of the Interstate Highway 20 Corridor Overlay District; and

WHEREAS, the City of Willow Park has adopted a comprehensive plan, as amended, for the long range development of the municipality and inclusion of the Interstate Highway 20 Corridor Overlay District described herein, is consistent with that long range plan.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLOW PARK, TEXAS:

SECTION 1. AUTHORIZATION

The Mayor or Mayor's designee, is hereby authorized and directed to implement the applicable provisions of this Ordinance.

SECTION 2. LAND USE PERMITTED

The zoning district classification of the property depicted in Exhibit A hereto is hereby changed to Interstate Highway 20 Corridor Overlay District as a distinct zoning district for classification and land use.

SECTION 3. STANDARDS AND REGULATION

The regulations and standards within the zoning district Interstate Highway 20 Corridor Overlay District, attached as Exhibit B, are found to be uniform and reasonable for the character of the overlay district adjacent to Interstate Highway 20 and is an appropriate use as an adjacency to an Interstate Highway and are hereby adopted.

SECTION 4. MAP AMENDMENT

The City Secretary is hereby directed to amend the official zoning map to reflect the adoption of the Interstate Highway 20 Corridor Overlay District approved herein consistent with markings as specified by Municipal Code of Ordinances of the City of Willow Park.

SECTION 5. SEVERABILITY

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid by any court, such invalidity shall not affect the validity of other provisions or applications, and to this end the provisions of this ordinance are severable.

SECTION 6. RECITALS

The City Council hereby finds and declares all precatory language herein to be true and correct and approves and adopts the same herein as part of this Resolution.

SECTION 7. PUBLICATION

The City Secretary of the City of Willow Park is hereby directed to publish in the official newspaper of the City of Willow Park the caption hereof and the effective date of this ordinance as required by Section 52.011 of the LOCAL GOVERNMENT CODE.

SECTION 8. EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its adoption by the City Council of the City of Willow Park and after publication as required herein, only if and when the condition subsequent in Section 3 has been met.

PASSED AND ADOPTED this 26th day of January, 2004.

James H. Poythress

Mayor

ATTEST:
Andrie J. Wearn

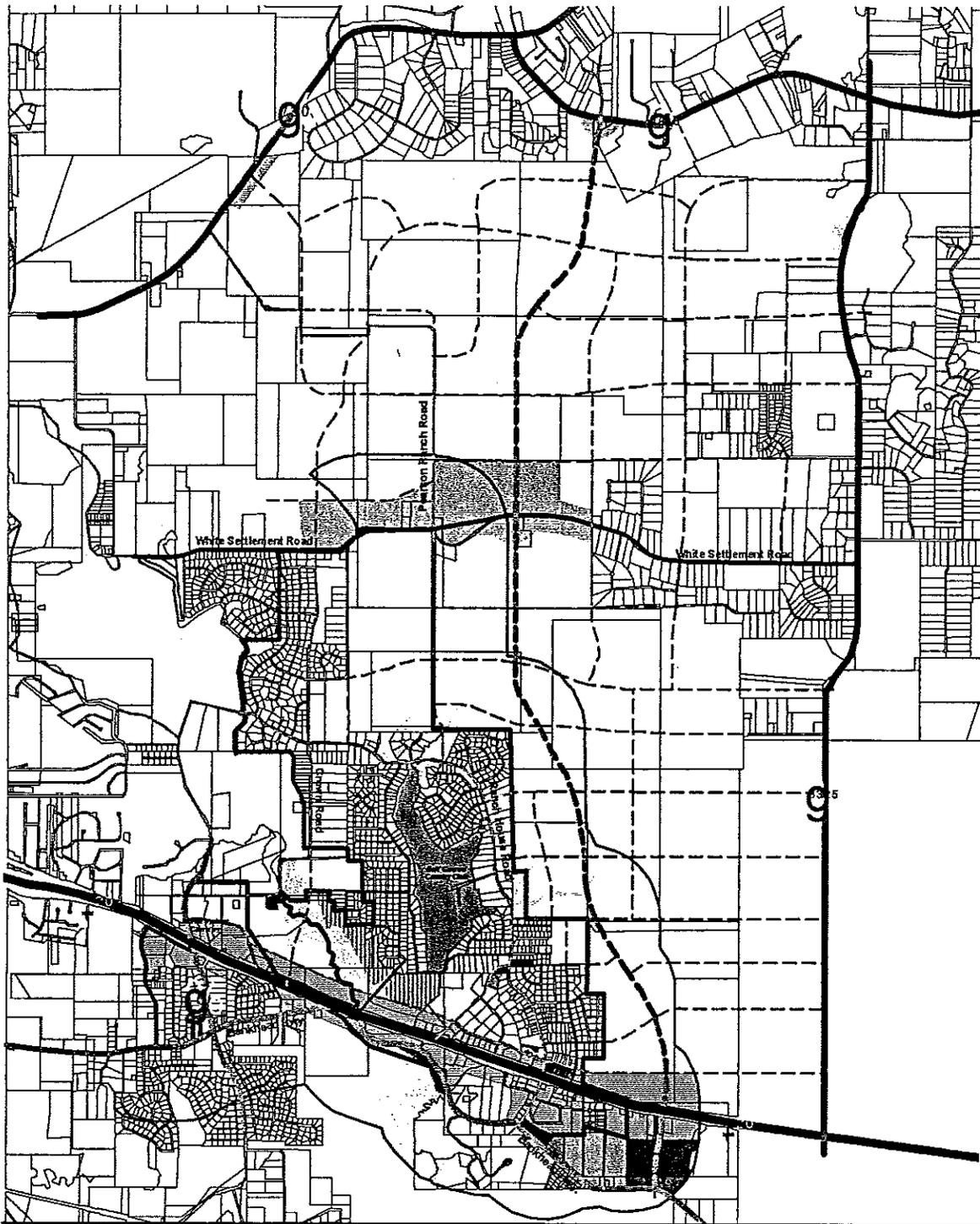
City Secretary/Clerk

APPROVED AS TO FORM:
[Signature]

City Attorney

The Willow Park City Council in acting on Ordinance No. 507-04, did on the 26th day of January 2004 did vote as follows:

	<u>FOR</u>	<u>AGAINST</u>
James H. Poythress, Mayor	_____	_____
Scott Rule, Place 1	_____✓_____	_____
Terry Skaggs, Place 2	_____✓_____	_____
Brad Johnson, Place 3	_____✓_____	_____
Jason Ellerbusch, Place 4	_____✓_____	_____
Marvin Glasgow, Place 5	_____✓_____	_____



City of Willow Park Future Land Uses

- Future Land Uses**
- Residential - Rural
 - Residential - Urban
 - Mixed Use Residential
 - Retail/Office
 - Commercial
 - Town Center
 - Industrial
 - Park
 - Public
 - Floodplain
 - IH20 Overlay

- Creeks
- City Limits
- Planning Area Boundary
- Parcel Line

P&Z Proposed Revisions
January 9, 2004



Danika, Setho & Associates, Inc.
Urban Planning Consultants

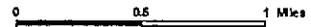


EXHIBIT 'A'

IH 20 Overlay Standards

Section 12.512 IH-20 Overlay District

A. General Purpose and Description.

The intent of these standards is to exercise greater control over the aesthetic, functional, and safety characteristics of development along Interstate Highway 20 (hereinafter referred to as "IH 20") where higher standards can effectively enhance the City's image as a desirable place to live, work, and shop.

These standards are limited to either side of IH 20 to the distances specified herein and encompassing land that has already been zoned by the City of Willow Park. It supplements the standards of the underlying zoning districts with new or different standards that are more restrictive. In the event of a conflict between the standards of the IH 20 Overlay District and the regulations of the underlying zoning district, the standards described herein will prevail. Regulations of the underlying zoning district not augmented or otherwise supplemented by the IH 20 Corridor Overlay District will continue to prevail.

B. District Boundaries.

B.1. The IH 20 Overlay District standards apply to those properties as indicated on Exhibit A, attached hereto. Where uncertainty exists as to the boundaries of this overlay district as indicated on Exhibit A, the following rules shall apply: /

1. Boundaries shown as approximately following centerlines of existing streets, highways or alleys shall be construed to follow such centerlines.
2. Boundaries shown as approximately following centerlines of thoroughfares as indicated on the Thoroughfare Plan, as amended, shall be construed to follow such centerlines.
3. Boundaries shown as following the perimeter of land use areas shown on the Future Land Use Map, as amended, shall be construed to follow such boundaries.
4. Boundaries shown as approximately following platted lot lines shall be construed as following such lot lines.
5. Boundaries shown as parallel to, or extensions of, features described in items 1 through 4 above, shall be so construed. Distances shall be determined by the scale of the map.
6. Whenever any street or other public way is vacated by official action of the City, or whenever such area is franchised for building purposes, the overlay district line adjoining each side of such street or other public way shall be automatically extended to the centerline of such vacated street or other public way and all areas so involved shall then and henceforth be subject to all regulations of the overlay district.
7. The overlay district classification applied to a tract of land adjacent to a street shall extend to the centerline of the street unless, as a condition of zoning approval, it is stated that the zoning classification shall not apply to the street.

8. Where physical factors on the ground are at variance with information shown on the attached Exhibit A, or if there arises a question as to how or whether a parcel of property is subject to the standards of the overlay district and such question cannot be resolved by the application of items 1 through 7 above, then the Planning and Zoning Commission shall interpret the overlay district boundary.

C. Application.

C.1. The IH 20 Overlay District standards apply to the following:

1. Development of any land for which there is not improvement at the time of construction;
2. An increase in any existing structure that is equal to or greater than thirty (30) percent of the existing square footage; or
3. Any new construction on a lot that provides for an increase that is equal to or greater than thirty (30) percent of the lot or tract that is covered by permanent structure(s).

D. Permitted Uses.

D.1. Those uses listed for the underlying zoning districts are authorized uses as permitted by the City of Willow Park Zoning Ordinance, as amended, except for the uses as follows, which shall be expressly prohibited within the IH-20 Overlay District:

1. AG Zoning District: storage yards; junk yards; or motor vehicle junk yards;
2. FP Zoning District: mining of soil, sand, gravel and minerals; irrigation lakes and pumps; industrial compressor water intake and water works; sumps; boat rental, boat sales; or temporary buildings and structures accessory to allowed uses within the FP district;
3. R-4 Zoning District: manufactured housing parks, inclusive of mobile homes, pre-fabricated homes, etc.;
4. C Zoning District: cleaning, dyeing and pressing works; laundry and washateria; commercial parking areas; pawnshops;
5. LI Zoning District: automobile, truck and heavy equipment laundry and steam cleaning; automated vending machines for recycling cans, bottles, etc.; blemishing, horse-shoeing or wagon stop; body and fender work for automobiles and trailers; storage yards, sales only; dog and cat hospitals with outside kennels; firewood sales when displayed and conducted entirely outdoors; cabinet and furniture manufacture and repair; machine shops; manufacture of products from aluminum, brass, bronze, copper, steel, tin, or other metals and from bone, leather paper, rubber, shell, wire, or wood; manufacture of pharmaceuticals, artificial flowers, ornaments, boats, brooms or brushes, buttons and novelties, canvas products, clothing for wholesale trade, gas or electric fixtures, signs (including electric); monument or marble working; pattern shops; printing, lithographing, bookbinding, newspapers and publishing; sheet metal shops; spray painting or paint mixing; storage in bulk of, or warehouses for, commodities and materials enumerated in other Districts;

welding shop and custom work, not including structural welding; electric power substation; manufacture of 'high-tech' devices; or special exception uses;

6. Planned Development Districts: industrial/business centers or parks; truck stop/terminal or motor freight terminal; RV parks; or outside storage yards;
7. In addition to those uses prohibited in 1 through 6 above, the following uses shall be prohibited within any zoning district: auction house/lot; manufactured home sales; model home sales and display not located or part of a residential subdivision in which the model home is to apply; farm implement sales; auto/truck garages/body shops; vehicle/boat/RV storage; boarding house; billiard parlor; commercial laundry/dry cleaning; laundry/dry cleaning plant; metal repairs-welding; armature rewinding; utility treatment/generative facilities; bowling alley; carnivals, fairs, circus; cold storage locker; meat locker/freezer; fuel or ice sales; grain elevator/feed/fertilizer; landfill/refuse dump; mineral extraction/barrow pit; kennels; mobile homes; outdoor theater; race track; raising/breeding non-farm animals/fowl; riding stables; boarding stables; above-ground bulk storage tanks; public works facilities; forestry preserve; fishing, hunting, trapping; metal mining; anthracite mining; bituminous coals and liquate mining; oil and gas extraction; mining/quarrying non-metallic minerals; general contractor's yard; rail switching, terminal services (engineer yards); truck/equipment sales; group home; billiard parlor; special trade contractor's yard; boarding house; temporary or seasonal uses; enclosed confined feeding, confined feed lot; roadside produce stand; or sexually oriented businesses as defined by City ordinance.

E. Lot and Setback Standards.

E.1. Minimum Front Setback.

The minimum front yard setback for the zoning district in which the property is located shall apply except as follows:

1. A minimum setback of forty (40) feet shall be maintained from the property line adjacent to the IH 20 right-of-way.

E.2. Minimum Side Yard.

The minimum side yard setback for the zoning district in which the property is located shall apply except as follows:

1. A minimum setback of forty (40) feet shall be maintained from the property line adjacent to the IH 20 right-of-way.

E.3. Minimum Rear Yard.

The minimum side yard setback for the zoning district in which the property is located shall apply except as follows:

1. A minimum setback of forty (40) feet shall be maintained from the property line adjacent to the IH 20 right-of-way.

E.4. Maximum Height.

The maximum height for structures subject to these standards shall be as follows:

1. Primary Structures – fifty (50) feet or two stories.

2. Secondary or Accessory Structures – 25 feet or one story.
- E.5. Screening Walls and Fences.
All screening walls and fences, including residential subdivision fences, shall be set back a minimum of thirty (30) feet from a property line immediately adjacent to the right-of-way for any Freeway, Type AA Thoroughfare, Type A Thoroughfare, Type B Thoroughfare or Type C Thoroughfare as designated on the City of Willow Park Thoroughfare Plan, as amended.
- E.6. Open Storage Areas.
All open storage areas, where permitted by the underlying zoning district, shall be set back a minimum of fifty (50) feet from the right-of-way for any Freeway, Type AA Thoroughfare, Type A Thoroughfare, Type B Thoroughfare or Type C Thoroughfare as designated on the City of Willow Park Thoroughfare Plan, as amended.
- E.7. Floodways/Creeks/Drainageways.
No buildings, parking areas, or other impervious structures (except as noted herein) are permitted within the recognized floodway, as identified by the City Engineer, or within fifty (50) feet of the high bank, whichever is greater, of a creek or other drainage way. Permitted exceptions include drainage-related structures and pavement, paved pedestrian or bike trails, picnic tables, and paved surfaces beneath picnic tables.
- E.8. Visibility Triangles.
No building, parking area, or other visual obstruction shall be located in any required visibility triangle.
- E.9. Cross Access Required:
Each lot must provide a “Cross Access and Fire Lane” easement that provides for access to immediately adjacent tracts. Said easement shall meet the following minimum criteria:
1. Newly-dedicated easements shall align appropriately with previously dedicated or existing “Cross Access and Fire Lane” easements. Where no existing easement controls, the newly-dedicated easement may be located appropriately to the plans for development of the site.
 2. “Cross Access and Fire Lane” easements shall contain a minimum width of twenty-four (24) feet or other such minimum width as required by the City.
 3. “Cross Access and Fire Lane” easements shall contain minimum inside turning radii of twenty-five (25) feet.
- F. Minimum Design Criteria.
- F.1 Orientation and Scale of Primary Structure(s):
1. Buildings shall have their primary orientation toward a front yard. Said primary orientation shall include a main or primary entrance that shall be designed to be attractive and functional, unless otherwise approved by the City Council after recommendation by the Planning and Zoning Commission.
 2. Primary Entrances:

- a. Primary entrances shall have a clearly defined, highly visible customer entrance with distinguishing features such as a canopy, portico or other prominent element of the architectural design.
- b. Transoms shall be constructed above each main or principal door. Transoms shall be constructed with or without glass and of a design complementary to the overall architectural design of the building.
- c. Buildings shall incorporate lighting and changes in mass, surface or finish to give emphasis to primary entrances.
- d. Loading docks or loading areas are not permitted to be visible from the street and may not be accessed directly from the street.
- e. These requirements may be waived if the building is not accessed by pedestrians, such as warehouses, industrial buildings without attached offices.
- f. A minimum of fifty (50) percent of the front building façade shall be located at the front-yard building line, excepting single-tenant buildings that contain one-hundred-thousand (100,000) square feet or more of gross building square footage that may be exempted from this requirement.

F.2 Building Materials for Primary Structures.

1. These standards do not apply to those uses where the building or structure is fully screened from IH 20 or any other roadway(s) designated on the Willow Park Thoroughfare Plan, as amended, by another building or structure.
2. Shall consist of one hundred (100) percent exterior cladding to include brick, split face concrete block, glass, stone, cast stone, glass block, tile, cast metal or a combination of those materials for each side of a primary structure that is visible from a public street or an adjacent residentially zoned property. Said exterior cladding shall be exclusive of doors, windows, glass, and entryway treatments and atriums of glass and metal construction.
 - a. Stone masonry is preferred for one hundred (100) percent of the exterior cladding; however, a minimum of fifty (50) percent of the exterior cladding of primary structures shall consist if stone masonry with the remaining fifty (50) percent of a primary structure being clad in brick, cast stone, cast metal, decorative or split face concrete block.
 - b. Metal siding shall be prohibited.
 - c. A minimum of forty (40) percent of the wall area facing a public street shall contain windows or doorways.
 - d. Color:
 - i. Masonry materials shall be shades of white, warm gray, beige and/or brown.
 - ii. Modern, multi-color brick blends are prohibited.
 - e. Glass:

- i. Use of non-reflective glass for displays and to allow visual access to interior space is permitted.
 - ii. Glass shall not comprise more than seventy (70) percent of the building skin.
 - iii. Reflective glass shall be prohibited.
 - f. First/Ground Floor Windows:
 - i. Windows on walls visible from a public street or an adjacent residentially zoned property shall be provided with trim.
 - ii. Windows shall not be flush with the exterior wall treatment.
 - iii. Windows shall be provided with architectural surround at the jamb.
 - iv. Windows shall be constructed with windowsills extending a minimum of two (2) inches from the exterior façade of the structure.
 - g. Upper Floor Windows:
 - i. Windows shall be provided with trim.
 - ii. Windows shall not be flush with the exterior wall treatment.
 - iii. Windows shall be provided with architectural surround at the jamb.
 - iv. Windows shall be constructed with window sills extending a minimum of two (2) inches from the exterior façade of the structure.
 - v. Windows shall be placed symmetrically on the façade.
 - vi. Windows shall be of a divided light design with a minimum of two (2) panes over two (2) panes.
 - vii. Windows shall be rectangular with the proportion of the height being no smaller than two and one-half (2 ½) times the width and no larger than four (4) times the width.
 - h. Building Articulation for Primary Structures:
 - i. Exterior walls visible from a public street or a residentially zoned property shall have offsets, jogs or other distinctive changes in the building façade.
 - ii. Buildings shall incorporate arcades, roofs, alcoves, porticoes, and awnings as design elements for exterior walls that are visible from a public street or a residentially zoned property.
 - i. Architectural Design:

- i. All facades of an individual building, multiple buildings in a shopping center, or integrated business development, and all roofing in a shopping center or integrated business development shall have similar architectural design.
- ii. Review of the architectural design of a proposed development shall include, but not be limited to:
 1. Consistency of scale and proportion with any immediately adjacent buildings or structures;
 2. Design in relation to surrounding buildings;
 3. Design in relation to topography of the site;
 4. Design in relation to proposed landscaping; and
 5. Aesthetics of the proposed building, including color.
- iii. The design of a development shall meet the following standards:
 1. Relationship of the Structure(s) to the Site:
 - a. The site shall be designed to achieve a desirable transition with the streetscape and to provide for adequate planting, safe pedestrian movement, and parking areas.
 - b. Site planning in which setbacks and yards are in excess of zoning restrictions is encouraged to provide an interesting relationship between buildings.
 - c. Without restricting the permissible limits of the applicable zoning district, the height and scale of each building shall be compatible with its site and existing (or anticipated) adjoining buildings.
 2. Relationship of Buildings and Site to Adjoining Area:
 - a. Adjacent buildings of different architectural styles shall be made compatible by such means as screens, sight breaks, and materials.
 - b. Attractive landscape transition to adjoining properties shall be provided.
 - c. Harmony in texture, lines, and masses is required.
 - d. Monotony shall be avoided. Variation of detail, form, and siting shall be used to provide visual interest. In multiple building projects, variable siting or individual buildings shall be used to prevent monotonous appearance.
 3. Building Design:

- a. Architectural style is not restricted. Evaluation of the appearance of a project shall be based on the quality of its design and relationship to surrounding buildings.
- b. Buildings shall be harmonious and consistent with permanent, neighboring development.
- c. Design Features – A minimum of three (3) of the following design features must be incorporated into the building elevation located immediately adjacent to a public street or roadway right-of-way:
 - i. Decorative masonry course integrated into the top edge of the masonry façade of a parapet wall;
 - ii. Secondary cornice separating the ground floor from the second floor;
 - iii. Quoins located at the building corners;
 - iv. Transoms located above upper story windows;
 - v. Canopies meeting the following standards:
 - 1. Canopies shall be constructed of a permanent metal material; and
 - 2. Canopies shall extend along seventy-five (75) percent of the total building frontage for each portion of a wall facing a public street or roadway right-of-way.
- b. Roofs:
 - i. Flat roofs shall be screened on all sides by parapet or mansard walls.
 - ii. Pitched or gabled roofs shall contain a minimum 7:12 pitch (seven (7) feet of rise for every twelve (12) feet of run).
 - iii. Installed roofing shingles must consist of dimensional shingles with a minimum manufacturers rating of twenty (20) years. Roofing systems or materials exceeding the standards established herein may be used pursuant to approval by the Building Official or his designee.
- k. Refuse, Mechanical Equipment, and Loading Area Screening:
 - i. Refuse containers or disposal areas shall not be located between the building and the street and shall be screened on three sides by construction of a masonry wall of sufficient height to fully screen said containers or disposal areas. Masonry walls shall be constructed of like and similar materials to those of the primary structure and shall be enclosed on the fourth side by an opaque gate.

- ii. Mechanical equipment is not permitted to be visible from the street and shall not be permitted between the building and the street. Mechanical equipment shall be fully screened in an opaque manner with a masonry wall (parapet or masonry walls are acceptable for mechanical equipment located on a roof) constructed of like and similar materials to those of the primary structure or by a vegetative screening wall as approved by the City and shown on the approved Site Plan.
 - iii. Loading areas shall not be visible from a street and, when adjacent to residential uses, loading docks shall be fully screened by a full masonry wall constructed of like and similar materials to those of the primary structure, other buildings, or a vegetative screen as approved by the City and shown on the approved Site Plan.
1. Lighting – Lighting may be used to accent architectural details, emphasize primary entrances, accent signs, illuminate sidewalks, and illuminate parking areas and service entrances for public safety concerns. Lighting shall meet the following criteria:
- i. Light fixtures and light standards visible from a public street or public right-of-way shall be of an architectural design that is compatible with the architectural design of the primary structure. Said light fixtures and standards shall be approved by the City Council after recommendation by the Planning and Zoning Commission.
 - ii. A lamp that conveys the color spectrum that is similar in natural daylight is preferred. Metal halide and color-corrected sodium lamps are appropriate.
 - iii. Installed light sources may not use the equivalent of more than 1,200 lumens per bulb and shall be installed in such a manner so as to be shielded from public view and mitigate glare and light spill.
 - iv. There shall be no direct illumination of any residential use or residential zoning district.
 - v. Lights shall be fully shielded to minimize light trespass onto any residential zoning district. “Fully shielded” shall mean a technique or method of construction or manufacture that does not allow any light dispersion to shine above the horizontal plane from the lowest light emitting point of the light fixture. Any structural part of the light fixture providing this shielding shall be permanently affixed to the light fixture.

G. Minimum Landscaping Criteria.

- G.1 At least ten (10) percent of the lot shall be landscaped open areas with permeable surface coefficient of runoff equal to or less than 0.35.
- G.2. Trees are required along any Freeway, Type AA Thoroughfare, Type A Thoroughfare, Type B Thoroughfare or Type C Thoroughfare as designated on the City of Willow Park Thoroughfare Plan, as amended, as follows:

1. Large shade trees with a minimum three (3) inch trunk diameter as measured twelve (12) inches above the ground shall be installed with the total caliper inches equal to one (1) inch per ten (10) feet of frontage.
2. Ornamental trees with a minimum two (2) inch trunk diameter as measured twelve (12) inches above the ground shall be provided with the total caliper inches equal to one (1) inch per each fifteen (15) feet of frontage.
3. At least sixty (60) percent of the required street trees shall be evergreen with year-round foliage.
4. At time of planting, a minimum of eight (8) feet shall be provided between a tree trunk and back of curb and between a tree trunk and any planned or existing underground public utility lines.
5. At time of planting, trees shall not be placed nearer than six (6) feet on center.

G.3. Required interior site landscaping:

1. Space for vehicle overhangs shall be provided in order to avoid damaging planted trees and shrubs.
2. No parking space shall be greater than fifty (50) feet from a tree located within a landscaped island constructed within the parking lot.
3. Planter islands shall be provided in parking areas on the basis of ten (10) square feet of landscape area for each parking stall provided. Each row of parking stalls shall provide the required landscape area, however, it shall be the applicant's right to place the islands near the building, interior to the row of parking stalls, or at the end of the parking row. Planter islands shall have a minimum width of eight (8) feet as measured from back-of-curb to back-of-curb or nine (9) feet as measured from edge-of-pavement to edge-of-pavement if no curb is provided. A minimum of fifty percent (50%) of the planter islands within the parking lot must contain at least one large shade tree with a minimum three (3) inch trunk diameter as measured twelve (12) inches above the ground.
4. Landscaping shall be provided around a minimum of fifty percent (50%) of the building footprint. Said landscaping shall be installed within an planting bed extending a minimum of five (5) feet from the foundation and plant materials shall contain a minimum of the following plant materials:
5. One ornamental tree shall be installed for every fifty (50) linear feet of landscaped area or planting bed or fraction thereof with a minimum two (2) inch trunk diameter as measured twelve (12) inches above the ground.
6. One (1) shrub shall be installed for each five (5) linear feet of landscaped area of planting bed or fraction thereof. Said shrubs shall be a minimum of five (5) gallons at the time of planting.

G.4. Screening of Parking and Traffic Circulation Areas Required

1. A landscaped screen with a minimum height of three (3) feet shall be provided to separate a surface parking area or driveway from the right-of-way. Landscaped screens shall consist of a combination of earthen berms and shrubbery hedges.

Shrubbery hedges must contain a minimum of five (5) gallons at the time of planting. Retaining walls may be used to facilitate berming if they are not visible from the street. Earthen berms shall have a maximum slope of four (4) to one (1), requiring at least four (4) feet of horizontal width for every one (1) foot of vertical height. Earthen berms and shrubbery hedges shall be designed with a curvilinear alignment.

2. The landscaped screen specified in ___4. a. above shall be located within a landscaped edge measuring a minimum of thirty (30) feet in width adjacent to the I.H. 20 right-of-way and a minimum of twenty (20) feet in width adjacent to any public street right-of-way other than that for I.H. 20.
3. Sidewalks, as required by the City of Willow Park Subdivision Ordinance, as may be amended from time to time, shall be designed with a curvilinear alignment that is in keeping and compatible with the landscaped edge required herein.

G.5. Required Plant Materials – The plant materials used to meet the standards of this section shall be of a species appropriate to the region and shall be of a species as approved by the City Council after recommendation by the Planning and Zoning Commission.

G.6. A mechanical irrigation system is required to serve all landscaped areas.

G.7. Landscaping Plan.

1. A landscape plan shall be submitted to the City in conjunction with the required Site Plan. Said landscape plan shall be prepared by a registered landscape architect licensed by the State of Texas, professional landscape installer, or any other such person equally knowledgeable or qualified.
2. The following information must be included on the landscape plan:
 - a. The entire site to be landscaped, including the boundaries of the site with dimensions.
 - b. The type, size, owner, and recording information for all easements located within and immediately adjacent to the site.
 - c. The type and size of all utilities located within and immediately adjacent to the site (all appurtenances must also be shown – i.e. valves, cleanouts, hydrants).
 - d. The size in square footage and the percentage of the lot covered by the following:
 - a. All paving and buildings; and
 - b. All landscaped areas.
 - e. A schedule of the planting materials to be used – said schedule shall include the species (common and scientific names) to be used, the quantities of each plant materials, and the grade or quality of each plant material.
 - f. A calculation as to the runoff coefficient for the site.
 - g. All planting areas must be shown.
 - h. The location and type of each plant material proposed for the site.
 - i. The name, address, and seal (if applicable) of the person(s) responsible for preparing the landscape plan.
 - j. The date of original preparation and the date of the latest revisions.
 - k. The written and graphic scale of the drawing – a minimum scale of 1" = 100' shall be utilized (a smaller scale may be used if authorized by the City Administrator).

- l. A location map showing the general location of the site at a scale of 1" = 2,000'.
- m. An irrigation detail shall be prepared by a professional designer licensed by the State of Texas on a separate sheet showing the following:
 - i. A schedule of the irrigation heads proposed. Said schedule must show the type, brand, and size of each head.
 - ii. The location and size of each line.
 - iii. The proposed connection to the water system, including the proposed meter location and size.
 - iv. The proposed location, size, and method of backflow prevention.
 - v. The name, seal, and signature of the person preparing the plan.
 - vi. A calculation of the volume and pressure for each line.

G.8. Maintenance and Installation.

1. It shall be the responsibility of the owners and their agencies to ensure proper maintenance of the landscaping, in accordance with the standards established by this Ordinance, and as indicated on the Landscape Plan, which has been approved by the City. This is to include, but is not limited to, replacing dead plantings with identical varieties or a suitable substitute, and keeping the area free of refuse and debris.
2. All landscaping required by the approved landscaping plan shall be installed prior to the issuance of a certificate of occupancy permit if said permit is issued during a planting season, or within six (6) months of the date an occupancy permit is issued if issued during and non-planting season.

H. Site Plan/Concept Plan

H.1 Purpose:

1. **Site Plan** – This Section establishes a Site Plan review process for certain proposed residential, nonresidential, and mixed-use developments within the IH 20 Corridor Overlay District. The purpose of the review is to ensure efficient and safe land development, harmonious use of land, compliance with the Comprehensive Plan and the appropriate design standards, safe and efficient vehicular and pedestrian circulation, adequate parking and loading, and adequate water supply, drainage and storm water management, sanitary facilities, coverage, and other utilities and services.
2. **Concept Plan** – The purpose of a concept plan is to allow opportunity for the Planning and Zoning Commission and City Council to preview various development-related aspects of a project, including proposed major thoroughfare and collector street patterns; land use patterns and trends; environmental issues and constraints; building orientation and massing; conformance to the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Future Land Use Plan, Thoroughfare Plan, and other applicable plans and guidelines; and the property's relationship to adjoining subdivisions or properties. Review of a concept plan also assists the City in evaluating the possible impacts of the proposed development in terms of provision of essential public facilities and services, respecting and preserving important natural features and the environment, provision of open space and recreational opportunities, and protecting the general health, safety and welfare of the community.

Submission and approval of a concept plan can be the first step in the approval process for a development project if the applicant prefers to do so. City review and approval of a concept plan has many benefits for both the City and the applicant. A Concept Plan affords the opportunity for a preliminary review on the overall concept of a proposed development from the City's development review team.

H.2. Applicability – Site Plan:

1. Site Plan review and approval shall be required for all projects within the IH 20 Corridor Overlay District. For the purpose of single-family residential developments, a preliminary plat may suffice as the mandatory site plan.
2. No building permit shall be issued for any of the above developments until a Site Plan and all other required engineering/construction plans are first approved by the City. No certificate of occupancy shall be issued until all construction and development conforms to the site plan and engineering/construction plans, as approved by the City. The site plan review process shall include, but not be limited to, the following steps:
 - a. Pre-application conference;
 - b. Concept plan review (voluntary, except for Planned Developments or Specific Use Permits);
 - c. Site plan review/approval; and
 - d. Construction of project (after City approval of required site plan and other associated plans, including plats and engineering plans).

H.3. Applicability – Concept Plan

1. An applicant may voluntarily decide to submit a Concept Plan. Submission and approval of a concept plan is encouraged (but not required) in the following circumstances:
 - a. In conjunction with a zoning or rezoning request for a property that is intended for development;
 - b. Prior to submission of an application for a site plan and/or plat for a property that is intended for development (particularly large land parcels); or
 - c. In conjunction with any project where a road is to be established or realigned.

H.4. Exemptions and Exceptions:

1. Site Plan review shall not be required for single-family detached residential developments unless the proposed development includes a private amenity or facility or a golf course. In these instances, Site Plan submission and approval, in accordance with this Section, will be required for the private amenity or facility, or the golf course.

H.5. Site Plan/Concept Plan Submission Requirements:

1. An application for Site Plan or Concept Plan approval shall be comprised of the following in order for said application to be considered complete (incomplete submissions will not be reviewed until all deficient items and information have been received):
 - a. An application for a Site Plan or Concept Plan with notarized signatures of the owner or his/her designated representative if the applicant is not the owner of the subject property;
 - b. Application fee as established on the City of Willow Park schedule of fees;
 - c. Verification that all taxes and assessments on the subject property have been paid;
 - d. Copies of the Concept Plan or Site Plan, including all information specified by this Ordinance and the City of Willow Park Subdivision Ordinance, on 24" x 36" sheet(s) drawn to a known engineering scale that is large enough to be clearly legible and other required information, the quantity of which shall be determined by the City Administrator (or his/her designee).
 - e. 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 Administrator, or his/her designee.
 - f. Reduced copies (11" x 17") of the site plan as required by the City Administrator, or his/her designee.
 - g. Landscaping and irrigation plans (with site plan; not required with concept plan), the quantity of which shall be determined by the City Administrator (or his/her designee).
 - h. Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the City Administrator (or his/her designee), in order to ensure that the development request is understood.
 - i. If the application is for a single-family subdivision, a preliminary plat may qualify as a site plan, notwithstanding other information contained herein that may still be deemed as required with the application.

H.6. Official Submission Date and Completeness of Application:

1. For the purpose of these regulations, the "official submission date" shall be the date upon which a *complete* application for approval of a concept plan or site plan (that contains all elements and information required by this Ordinance) is submitted to the City Administrator (or designee). No application shall be deemed officially submitted until the City Administrator (or designee) determines that the application is *complete* and a fee receipt is issued by the City.
2. Concept plan and site plan applications which do not include all required information and materials (as outlined below and per other City development review policies which may change from time to time) will be considered incomplete, shall not be accepted for official submission by the City, and shall not

be scheduled on a Planning and Zoning Commission agenda until the proper information is provided to City staff.

H.7. Supplemental Requirements:

1. The City's staff may require other information and data for specific concept plans/site plans. 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, market information, economic data for the proposed development, hours of operation, elevations and perspective drawings, lighting, signage, and similar information. Approval of a concept plan or site plan may establish conditions for construction based upon such information.

H.8. Principles and Standards for Concept Plan and Site Plan Review and Evaluation:

1. The following criteria have been set forth as a guide for evaluating the adequacy of proposed development within the City of Willow Park, and to ensure that all developments are, to the best extent possible, constructed according to the City's codes and ordinances.

The City Administrator, or his/her designee, shall review the concept plan or site plan for compliance with all applicable City ordinances and with the Comprehensive Plan; for harmony with surrounding uses and with long-range plans for the future development of Willow Park; for the promotion of the health, safety, order, efficiency, and economy of the City; and for the maintenance of property values and the general welfare.

Concept plan or site plan review and evaluation by the City Administrator, or his/her designee, shall be performed with respect to the following:

- a. The plan's compliance with all provisions of the Zoning Ordinance and other ordinances of the City of Willow Park.
- b. The impact of the development relating to the preservation of existing natural resources on the site and the impact on the natural resources of the surrounding properties and neighborhood.
- c. The relationship of the development to adjacent uses in terms of harmonious design, façade treatment, setbacks, building materials, maintenance of property values, and any possible negative impacts.
- d. The provision of a safe and efficient vehicular and pedestrian circulation system.
- e. 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.
- f. The sufficient width and suitable grade and location of streets designed to accommodate prospective traffic and to provide access for fire fighting and emergency equipment to buildings.
- h. The coordination of streets so as to arrange a convenient system consistent with the Thoroughfare Plan of the City of Willow Park, as amended.

- i. The use of landscaping and screening to provide adequate buffers to shield lights, noise, movement, or activities from adjacent properties when necessary, and to complement and integrate the design and location of buildings into the overall site design.
- j. Exterior lighting to ensure safe movement and for security purposes, which shall be arranged so as to minimize glare and reflection upon adjacent properties.
- k. The location, size, accessibility, and configuration of open space areas to ensure that such areas are suitable for intended recreation and conservation uses.
- l. Protection and conservation of soils from erosion by wind or water or from excavation or grading.
- m. Protection and conservation of watercourses and areas that are subject to flooding.
- n. Provision of the adequate capacity of public or private facilities for water, sewer, paved access to and through the development, electricity, storm drainage, and adequate traffic management.
- o. Consistency with the Comprehensive Plan of the City of Willow Park, as amended.
- p. In approving a concept plan or a site plan, the Planning and Zoning Commission and/or the City Council may impose additional reasonable conditions necessary to protect the public interest and welfare of the community. Without limiting the generality of the foregoing, when approving an application for site design and use, the Planning and Zoning Commission and the City Council may include any or all of the following conditions if they find it necessary to meet the intent and purpose of the standards of this Ordinance:
 - i. Require such modifications in the landscaping plan as will ensure proper screening and aesthetic appearance.
 - ii. Require plantings and ground cover to be predominant, not accessory, to other inorganic or dead organic ground cover.
 - iii. Require retention of existing trees, rocks, bodies of water, watercourses, and other natural features.
 - iv. Require the modification or revision of the placement, design or remodeling of structures, signs, accessory buildings, etc. to be consistent with the standards of this Ordinance.
 - v. Specify the type and placement or shielding of lights for outdoor circulation, parking, and security.
 - vi. Require new developments that produce more than one thousand (1,000) vehicle trips per day to provide traffic mitigation by means of

traffic signals, traffic controls, turning islands, landscaping or any other means necessary to insure the viability, safety, and integrity of existing and proposed thoroughfares, based upon the results of a Traffic Impact Assessment.

- vii. Require pedestrian access, separate pedestrian access ways, sidewalks and protection for rain in new developments.
- viii. Require developments to provide access to improved streets and, where possible, provide access to the lower order street rather than a major roadway as designated on the Thoroughfare Plan, as amended.

H.9. Approval Process and Revisions:

1. Pre-Application Conference – The applicant(s) should avail themselves of the advice and assistance of the City officials, and should consult early and informally with the Planning and Zoning Commission, City Administrator, and other applicable administrative officers before preparing a concept plan (a voluntary plan, except for Planned Developments or Specific Use Permits) or a site plan in order to save time, money and to avoid potential unnecessary delays.

Prior to formal application for approval of any concept plan or site plan, the applicant(s) shall request and attend a pre-application workshop scheduled before the Planning and Zoning Commission in order to become familiar with the City's development regulations and the development process. At the pre-application workshop, the developer may be represented by his/her land planner, engineer and/or surveyor.

2. City Staff Review – Upon official submission of a complete application for concept plan or site plan approval, the City shall commence technical review of the development proposal by forwarding a copy of the application to development review team members (such as the City Administrator, City Engineer, City Planner, Public Works Director, Fire Chief, etc.), applicable administrative officers, and the Planning and Zoning Commission, who shall review the application and shall ascertain its compliance with these and other applicable City regulations. Following the review of the plan and supporting documents, and following discussions with the applicant on any revisions deemed advisable and the kind and extent of improvements to be installed, the applicant shall resubmit additional copies of the corrected plan to the City Administrator (or designee) no later than seven (7) calendar days prior to the Planning and Zoning Commission meeting. Failure to resubmit corrected copies of the plan back to the City in time shall be cause for the City Administrator (or designee) to forward the plan application to the Commission as it was originally submitted rather than the corrected version (corrected copies of the plan resubmitted to the City less than seven days prior to the meeting date shall not be accepted or forwarded to the Commission). If, upon re-submission of the corrected plan to the City, the City Administrator (or designee) determines that the application is still incomplete or not correct (i.e., not ripe for consideration), the plan application shall be subject to denial.
3. Action By the Planning and Zoning Commission and the City Council – All concept plan and site plan applications shall be reviewed by the Planning and Zoning Commission, and if in conformance with the provisions of this Ordinance

and all other applicable regulations and codes of the City, they shall then be considered for approval by the City Council.

The City Administrator, or his/her designee, shall schedule consideration of the concept plan or site plan on the regular agenda of the Planning and Zoning Commission within thirty (30) calendar days after the submission is received (or, in the case of an incomplete submission, after the submission is deemed complete). The Planning and Zoning Commission shall review the concept plan or site plan and shall recommend approval, approval subject to certain conditions, or disapproval of the concept plan or site plan. If the Planning and Zoning Commission recommends approval (with or without conditions) of the plan, then it will be forwarded to the City Council for consideration. If the Planning and Zoning Commission recommends disapproval of a plan application, the Commission shall state such disapproval and the reasons therefor. The applicant or property owner may appeal such decision to City Council by filing a written Notice of Appeal in the office of the City Administrator (or designee) no later than ten (10) calendar days after the date upon which the Commission denied the application. The Notice of Appeal shall set forth in clear and concise fashion the basis for the appeal. The City Council shall consider the appeal at a public meeting no later than thirty (30) calendar days after the date upon which the Notice of Appeal was filed. The City Council may change the decision of the Commission only by a three-quarters (3/4) vote of the full City Council. The City Council may also, where appropriate, remand the concept plan or site plan application back to the Commission for reconsideration if it believes that there is a compelling reason to do so (such as the introduction of significant new facts or testimony, etc.). The City Council shall determine final approval or disapproval of all concept plan or site plan applications.

4. Revisions to the Approved Site Plan:

- a. Minor revisions/amendment – It is recognized that final architectural and engineering design may necessitate minor changes in the approved site plan. In such cases, the City Administrator, or his/her designee, shall have the authority to approve minor modifications to an approved site plan (which shall be submitted as an “amended site plan” that substantially conforms to the previously approved site plan), provided that such modifications do not significantly change traffic circulation, building location(s) on the site, proximity of building(s) to nearby residential areas, increase the size or height of building(s), or any other conditions specifically attached as part of the City Council’s approval of the site plan. Submission materials and requirements for approval of an amended site plan shall be as determined by the City Administrator, or his/her designee. If the City Administrator, or his/her designee, refuses to approve an amended site plan, then the applicant shall resubmit the amended site plan as a “revised site plan” as described in Subsection b. below, whereupon the revised site plan shall be scheduled for consideration by the Planning and Zoning Commission and City Council.
- b. Major revisions -- In the event of revisions that are more extensive in nature and do not conform to the description for minor amendments above, a “revised site plan” must be resubmitted, reviewed by the City Administrator (or his/her designee), and reconsidered by the Planning and Zoning Commission and the City Council in accordance with the site plan review and approval procedures set forth in this Section.

H.10. Lapse of Approval of Concept Plan or Site Plan:

1. The approval of a concept plan or site plan shall be effective for a period of one hundred and eighty-three (183) calendar days beyond the date that the plan was approved by the City Council except as provided herein. By 12:01 a.m. on the one hundred and eighty-fourth (184th) calendar day following Council approval of the plan, the applicant must have completed a City-required “progress benchmark” as set forth below. If this is not accomplished, then the approved concept plan or site plan shall be deemed to have expired and shall become null and void. The series of “progress benchmarks” for a project, pursuant to the provisions of this paragraph, are as follows:

<u>Approved Plan</u>	→	<u>Next “Progress Benchmark”</u>
Concept plan (voluntary, except with PDs and SUPs)	→	Approval of the final site plan (per Zoning Ordinance) and approval of a final plat (per Subdivision Ordinance) within one hundred and eighty-three (183) calendar days following approval of the concept plan; also, continued active engineering review of the engineering/construction plans that were submitted along with the construction plat and final site plan.
Site Plan	→	Engineering release and commencement of construction of public improvements, and application for a building permit for at least one of the buildings on the approved site plan, within one hundred and eighty-three (183) calendar days following approval of the site plan.

H.11. Extension and Reinstatement Procedure:

1. Prior to the lapse of approval for a concept plan or site plan, the applicant may submit a written petition the City to extend the plan approval. Such petition shall be considered at a public meeting before the Planning and Zoning Commission and then City Council, and an extension may be granted by City Council at such meeting. If no petition for extension of concept plan or site plan approval is submitted, then the plan shall be deemed to have expired and shall become null and void. Any new request for concept plan or site plan approval shall be deemed a “new project”; shall be submitted with a new application form, with a new filing fee, and with new plans and materials in accordance with the procedures set forth in this Section; and shall be reviewed for compliance with the ordinances and regulations in effect at the time the new application is made.
2. In determining whether to grant a request for extension, the City Council shall take into account the following:

The reasons for the lapse,

The ability of the property owner to comply with any conditions attached to the original approval, and

The extent to which development regulations would apply to the concept plan or site plan at that point in time.

The Commission and City Council shall either extend the concept plan or site plan or deny the request, in which instance the originally approved plan shall be deemed null and void. The property owner must thereafter submit a new concept plan or site plan application for approval as a "new project", and shall conform to the zoning and development regulations then in effect.

H.12. Concept Plan Requirements:

1. Extent of Area that Should be Included in a Concept Plan – When the overall development project is to be developed in phases, the area to be included in the concept plan area shall be the entire zoned property from which the phases are being developed, as well as an approximate development schedule. Where significant natural or man-made features, such as thoroughfares or creeks, make inclusion of the entire property in the concept plan unnecessary to adequately review the items to be shown on a concept plan, the plan may include a smaller study area. Boundaries such as major thoroughfares (existing or proposed), creeks, political subdivisions, or other such natural or man-made features may be used to delineate the smaller study area.
2. Procedures and Submission Requirements for Concept Plan Approval – Submission of an application for concept plan approval shall be preceded by a pre-application conference with the City. The concept plan shall be prepared by a qualified civil engineer, land planner, architect or surveyor, at a scale no smaller than one inch equals two hundred feet (1" = 200') or any other such scale specified by the City Administrator, or his/her designee, and on sheets twenty-four inches by thirty-six inches (24" x 36"), and it shall show the following:
 - a. A title block within the lower 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 (both written and graphic scale),
 - 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 Parker County, Texas;
 - f. A vicinity or location map that shows the location of the proposed development within the City (or its ETJ) and in relationship to existing roadways;
 - 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;
- 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 footprint 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 five-foot intervals, with 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. In the event that 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, type, size, and ownership of all existing water and wastewater lines. Said water and wastewater lines shall include all appurtenances – i.e. valves, hydrants;
- v. Location, type, and size of all drainage and other underground structures;
- w. Proposed connection to all existing water, wastewater, and drainage systems;
- x. Adjacent political subdivisions, corporate limits, and/or school district boundaries;
- y. Identification of forested or treed areas that are to be preserved or left undisturbed;

- z. 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;
- aa. Existing and planned driveways located within two hundred (200) feet of the subject tract, including those located on the opposite side of divided roadways;
- bb. A general arrangement of land uses and buildings, including but not limited to:
 - i. Proposed nonresidential and residential densities;
 - ii. Building heights;
 - iii. Building envelopes or general areas of proposed construction;
 - iv. Building massing and orientation;
 - v. Location of loading/service areas;
 - vi. Location of recycling containers, compactors, dumpsters and their enclosures;
 - vii. Sidewalks and pedestrian walkways;
 - viii. Parking areas;
 - ix. Any proposed sites for parks, schools, public facilities, public or private open spaces; and
- cc. The phasing of development (the anticipated order of development for the overall property).
- c. **Effect of Review** - The concept plan shall be used solely as an aid to show the anticipated layout of the proposed development and to assess the adequacy of public facilities or services that will be needed to serve the proposed development. Any proposed use or development depicted on the concept plan shall not be deemed a formal authorization or approval by the City until a final site plan is approved for the development. Concept plan approval is a general acknowledgment by the City that the proposed layout generally conforms to the City's zoning regulations, and that the proposed development can be adequately served by the necessary public facilities or services. In the event that the applicant chooses to construct only the initial phase(s) of a multi-phase project as designated on a concept plan, a new concept plan may be required for site plan approval of subsequent phases if the proposed development layout, character, or other conditions affecting the development substantially change from one phase to the next.

The approved concept plan shall be valid for a period of one hundred and eighty-three (183) calendar days from the date of concept plan approval by City Council.

H.13. Site Plan Review:

1. Applicability and Purpose – Submission and City approval of a site plan is required as stated in Subsection H.2. The purpose of final site plan approval is to ensure that a development project is in compliance with all applicable City ordinances and guidelines prior to commencement of construction. Approval of the site plan, construction plat, landscape plan, building façade plan, and engineering plans are required prior to site construction.
2. Extent of Area That Should Be Included In A Site Plan – When the overall development project is to be developed in phases, the site plan area shall include only the portion of the overall property that is to be developed/constructed.
3. Procedures and Submission Requirements For Site Plan Approval – Submission of an application for site plan approval shall be preceded by a pre-application conference with the City. The site plan shall be prepared by a qualified civil engineer, land planner, architect or surveyor, at a scale of one inch equals one hundred feet (1" = 100') or any other such scale as approved by the City Administrator, or his/her designee, and on sheets twenty-four inches by thirty-six inches (24" x 36"), and it shall clearly show in detail how the site will be constructed (such as paving, buildings, landscaped areas, utilities, etc.). The site plan shall include, but not be limited to the following:
 - a. A title block within the lower 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 (both written and graphic scale),
 - 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 Parker County, Texas;
 - f. A vicinity or location map that shows the location of the proposed development within the City (or its ETJ) and in relationship to existing roadways;
 - 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;
 - 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 five-foot intervals, with 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. In the event that 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, type, size, and ownership of all existing water and wastewater lines. Said water and wastewater lines shall include all appurtenances – i.e. valves, hydrants;
- v. Location, type, and size of all drainage and other underground structures;
- w. Proposed connection to all existing water, wastewater, and drainage systems;
- x. Adjacent political subdivisions, corporate limits, and/or school district boundaries;
- y. Proposed strategies for tree preservation (showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction);
- z. 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;
- aa. Existing and planned driveways located on and within two hundred (200) feet of the subject tract, including those located on the opposite side of divided roadways. Said information shall include the proposed turning radii of proposed driveways located on the subject tract;

bb. A general arrangement of land uses and buildings, including but not limited to:

- i. Proposed nonresidential and residential densities;
- ii. Building footprints for each proposed structure;
- iii. Building heights;
- iv. Building square footages for each proposed structure. For multi-tenant or multi-purpose buildings, show the square footage for each intended use;
- v. Building massing and orientation;
- vi. Location of loading/service areas;
- vii. Location of recycling containers, compactors, dumpsters and their enclosures;
- viii. Sidewalks and pedestrian walkways;
- ix. Parking plan showing the proposed on-site parking stalls with dimensions and driveway aisles with dimensions;
- x. Retention/detention ponds with proposed aesthetic treatments;
- xi. Screening walls;
- xii. Fences;
- xiii. Signage;
- xiv. Fire lanes with dimensions for fire lane aisles and turn-arounds;
- xv. 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, and
 - d. The type and method of shielding proposed;

Visibility easements;

Any proposed sites for parks, schools, public facilities, public or private open spaces;

cc. A landscape plan meeting the City of Willow Park Standards for landscape plans as specified in this Ordinance;

- dd. An irrigation plan meeting the City of Willow Park Standards for irrigation plans as specified in this Ordinance;
- ee. Building façade (elevation) plans showing the type and color of the exterior materials to be utilized for each building or structure and each screening wall. Said building elevations shall be drawn to a scale of one inch equals twenty feet (1" = 20') or any such scale as designated by the City Administrator, or his/her designee; and
- ff. Traffic Impact Analysis: Any proposed development project or plat involving a significant change to a proposed roadway alignment from that shown on the City of Willow Park's Thoroughfare Plan (or involving a development of fifty [50] or more dwelling units, or for developments generating five hundred [500] or more "one-way" trips per day) shall be preceded by submission, City staff and Planning and Zoning Commission review, and City Council approval of a traffic impact analysis as specified in Subsection ff.1. below. Such a proposed roadway alignment change shall also be preceded by (or simultaneous with) an amendment to the City's Thoroughfare Plan showing the new proposed alignment. Failure to provide for such approvals prior to submission of a concept plan or site plan (or concurrently with the site plan application) shall be grounds for denial of the site plan application.

1. Required Components of Traffic Impact Analysis. Whenever this Ordinance (or the City Council, in unique instances which do not necessarily meet the above criteria but which may significantly affect the public health, safety or welfare, such as a proposed subdivision that will only be accessed via substandard roadways which may pose an impediment to emergency response vehicles) require submission and City Council approval of a traffic impact analysis, the following elements shall be included:

a. General Site Description. The traffic impact analysis shall include a detailed description of the roadway network within one (1) mile of the site, a description of the proposed land uses, the anticipated states of construction, and the anticipated completion date of the proposed land development shall be provided. This description, which may be in the form of a map, shall include the following items: (1) all major intersections; (2) all proposed and existing ingress and egress locations; (3) all existing roadway widths and rights-of-way; (4) all existing traffic signals and traffic-control devices; and (5) all existing and proposed public transportation services and facilities within a one (1) mile radius of the site.

b. Proposed Capital Improvements. The traffic impact analysis shall identify any changes to the roadway network within one (1) mile of the site that are proposed by any government agency or other developer. This description shall include the above items as well as any proposed construction project that would alter the width or alignment of roadways affected by the proposed development.

c. Roadway Impact Analysis.

i. Transportation Impacts:

1. *Trip Generation.* The average weekday trip generation rates (trip ends), the average weekend trip generation rates (for uses other than residential or institutional), the highest average a.m. and p.m. hourly weekday trip generation rates, and the highest hourly weekend generation rates (for uses other than residential or institutional) for the proposed use shall be determined based upon the trip generation rates contained in the most recent edition of the Institute of Transportation Engineers= Trip Generation book; or shall be based upon data generated by actual field surveys of area uses compatible to the proposed use and approved by the City Manager/Mayor (or designee) and the City Engineer.
 2. *Trip Distribution.* The distribution of trips to arterial and collector roadways within the study area identified in Subsection ff.1.a. (General Site Description) above shall be in conformity with accepted traffic engineering principles, taking into consideration the land use categories of the proposed development; the area from which the proposed development will attract traffic; competing developments (if applicable); the size of the proposed development; development phasing; surrounding existing and anticipated land uses, population and employment; existing and projected daily traffic volumes; and existing traffic conditions identified pursuant to Subsection ff.1. above.
- ii. Adequacy Determination. The roadway network included within the traffic impact analysis shall be considered adequate to serve the proposed development if existing roadways identified as arterials and collectors can accommodate the existing service volume, and the service volume of the proposed development, and the service volume of approved but unbuilt developments holding valid, unexpired building permits at a level of service "C" or above.
- d. Intersection Analysis.
- i. Level of Service Analysis. For intersections within the roadway traffic impact analysis area described in Subsection 3.1f.1 herein (General Site Description), a level of service analysis shall be performed for all arterial to arterial, arterial to collector, collector to arterial, and collector to collector intersections, and for any other pertinent intersections identified by the City Manager/Mayor (or designee) or by the City Engineer. Also, level of service analyses will be required on all proposed site driveway locations for all nonresidential developments. The City may waive analysis of minor intersections and site driveway locations within the one-mile radius. The level of service analysis shall be based upon the highest hourly average a.m. or p.m. peak weekday volume or highest average hourly peak weekend volume as determined from a two-day survey of weekday volumes and, where necessary, a one-day survey of

weekend volumes. The level of service analysis shall take into consideration the lane geometry, traffic volume, percentage of right-hand turns, percentage of left-hand turns, percentage (and typical size) of trucks, intersection width, number of lanes, signal timing and progression, roadway grades, pedestrian and bicycle flows, school routes, number of accidents, and peak hour factor.

- ii. Adequacy Analysis. The intersections included within the traffic impact analysis shall be considered adequate to serve the proposed development if existing intersections can accommodate the existing service volume, the service volume of the proposed development, and the service volume of approved but unbuilt developments holding valid, unexpired building permits at level of service "C" or above.
- e. Effect of Adequacy Determination. If the adequacy determination for roadways and intersections indicates that the proposed development would cause a reduction in the level of service for any roadway or intersection within the study area identified in Subsection ff.1.a. herein that would cause the roadway to fall below the level of service required hereto, the proposed development shall be denied unless the developer agrees to one of the following conditions:
- i. The deferral of building permits until the improvements necessary to upgrade the substandard facilities are constructed;
 - ii. A reduction in the density or intensity of development;
 - iii. The dedication or construction of facilities needed to achieve the level of service required herein; or
 - iv. Any combination of techniques identified herein that would ensure that development will not occur unless the levels of service for all roadways and intersections within the traffic impact analysis study are adequate to accommodate the impacts of such development.

Provision of the above items shall conform to the principles and standards of this Ordinance and the Comprehensive Plan. To ensure the submission of adequate information, the City is hereby empowered to maintain and distribute a separate list of specific requirements for site plan review applications. Upon periodic review, the City Administrator (or his/her designee) shall have the authority to update such requirements for site plan and development review applications. It is the applicant's responsibility to be familiar with, and to comply with, these requirements.

- 4. Effect of Review - The City Council approval of the site plan shall be considered authorization to proceed with construction of the site provided all other required City approvals are obtained (such as construction plat, engineering plans, landscape plan, building façade plans, building permits, etc.). The approved site plan shall be valid for a period one hundred and eighty-three (183) calendar days from the date of approval by the City Council.